



REGISTER OF ENVIRONMENTAL ORGANISATIONS  
2017 STATISTICAL RETURN FORM

**Please Note: The completion of this form is mandatory for all organisations listed on the Register, you will not satisfy this reporting requirement by reporting only to the [Australian Charities and Not-for-profit Commission](#).**

### When to use this form

Organisations listed on the Register of Environmental Organisations (the Register) are required to submit statistical information to the Department of the Environment and Energy on an annual basis. This requires your organisation to submit this form for the 2017 financial year.

Failure to provide information requested by the Department in this form may result in the commencement of compliance action which could lead to your organisation being removed from the Register. Any action taken by the Department in this regard will be in accordance with the Register's Guidelines and relevant legislation, including the *Income Tax Assessment Act 1997* (Cth).

To avoid delays in reporting, your organisation is not required to submit a copy of the audited financial statement with the statistical return. However, the Department may request supplementary information, which may include an audited financial statement, as part of its assurance process.

### Completing this form

This form must be completed by a person authorised by your organisation to act on its behalf.

To complete this form:

- download a copy of the form to your computer and check that you can save information in the form.
- complete ALL boxes either by placing an X in applicable boxes or typing directly into the form. An X may be placed in the applicable box by double clicking on the box and selecting 'checked'.
- complete any necessary attachments.

### Submitting your statistical return

- Print the completed form and any necessary attachments
- Complete and sign the declaration
- Send your completed form and any attachments to:

*Electronically (preferred):*

[reo@environment.gov.au](mailto:reo@environment.gov.au)

*Hard copy:*

The Administrator  
Register of Environmental Organisations  
Department of the Environment and Energy  
GPO Box 787  
CANBERRA ACT 2601

## Section 1 - Organisation Details

1.1 Full Name of your Organisation	
1.1a Are there any other names your organisation is known by?	
1.2 Name of Public Fund of your organisation	
1.3 ABN	
1.4 Telephone Number	
1.5 Postal Address	
1.6 Email Address	
1.7 Website	
1.8 Is your organisation a trust?  <i>An X may be placed in the applicable box by double clicking on the box and selecting 'checked'.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No  <i>If Yes, skip to question 1.10</i>
1.9 How many members did your organisation have at <u>30 June 2017</u> ?  <i>Please write the number of members in the brackets [.....]</i>	Number of members that are natural persons [     ]  Number of body corporate members [     ]  Total: [     ]
1.10 Is your organisation registered with the Australian Charities and Not-for-profit Commission (ACNC)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Section 2 - Financial Year

2.1 Which financial year are you providing information for?  <i>Your Statistical Return is due within <u>four</u> months of the end of your reporting period every year.</i>	<input type="checkbox"/> 1 July 2016 to 30 June 2017 (standard). <i>or</i> <input type="checkbox"/> My organisation has a different financial year and the information provided on this form is for the period:  _____ to _____
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### Section 3 - Contact Officer Details

It is mandatory to provide two contact officers.

Primary Contact Officer	
3.1 Contact Name	
3.2 Position in your organisation	
3.3 Business hours phone number	
3.4 Mobile phone number	
3.5 Email address	

Secondary Contact Officer	
3.6 Contact Name	
3.7 Position in your organisation	
3.8 Business hours phone number	
3.9 Mobile phone number	
3.10 Email address	

### Section 4 - Donations

Please provide the following information on donations\* to your Public Fund during the financial year. This does not include grants received by your organisation.

Type of donation	Number of Donations	Value
4.1 Money		\$
4.2 Property		\$
4.3 TOTAL		\$

\*Please note that your organisation may be removed from the Register for not collecting tax-deductible donations from the public.

## Section 5 – Expenditure

Please specify the total amount expended from your Public Fund during the financial year:

Expenditure from the Public Fund	Value
5.1 Expenditure used in Australia	\$
5.2 Expenditure used outside Australia	\$
5.3 Total Expenditure from Public Fund	\$

Please provide a percentage breakdown of the amount expended from your Public Fund during the financial year:

Expenditure from the Public Fund	Value (as percentage)
5.4 On-Ground Environmental Remediation <i>(excluding activities conducted overseas but including funding provided to other environmental Deductible Gift Recipient organisations to undertake remediation work within Australia)</i>	
5.5 Research	
5.6 Education/Information provision	
5.7 Campaign/Advocacy	
5.8 Legal	
5.9 Overseas <i>(all activities conducted overseas including remediation)</i>	
5.10 Administration <i>(e.g. stationary, electricity, telephone, rent etc.)</i>	
5.11 Staff <i>(salaries etc.)</i>	
5.12 Other <i>(please specify)</i>  _____	
Total	100%

## Section 6 – Balance

Please specify the balance of the Public Fund account, including interest, as at the end of your organisation's financial year:

6.1 Balance of Public Fund	\$
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**Section 7 - Environmental Outcomes**

Your organisation must have a principal purpose of:

- The protection and enhancement of the natural environment or of a significant aspect of the natural environment; or
- The provision of information or education, or the carrying on of research, about the natural environment or a significant aspect of the natural environment.

The natural environment and concern for it would include, for example, significant natural areas such as rainforests; wildlife and their habitats, issues affecting the environment such as air and water quality, waste minimisation, soil conservation and biodiversity, and promotion of ecologically sustainable development principles.

<p>7.1 Did your organisation conduct any activities in the 2017 reporting period towards your principal purpose?</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p><i>If No, skip to question 7.2 and provide reasons</i></p>
<p>7.1a Provide a statement on:</p> <ul style="list-style-type: none"> <li>• how money (and/or property) donated to your organisation’s Public Fund was used during the financial year; and</li> <li>• how your organisation’s activities and environmental outcomes helped your organisation achieve its principal purpose.</li> </ul> <p><i>(You may want to provide additional information such as your organisation’s most recent annual report and/or recent newsletter(s) or other publications).</i></p>	

7.2 If no activities were undertaken during the financial year, please provide reasons why.

## Section 8 - Requirement to inform the Department

Your organisation must inform the Department as soon as possible if it makes any of the following changes:

- changes to its name or the name of its Public Fund; or
- changes to the membership of the management committee of the Public Fund; or
- any departure from the model rules of the Public Fund.

If your organisation has made any of these changes and not already informed the Department, you will need to provide the appropriate documents (listed below) with this form.

### Requirement to inform the Department

Please select one of the following options:

My organisation has not made any of the relevant changes listed above.

*or*

My organisation has made some changes and has previously informed the Department.

*or*

My organisation hereby notifies the Department of the following:

- change to organisation name (please provide certification of the change of name—i.e. certificate of incorporation)
- change to Public Fund name (please provide your amended founding documentation—i.e. constitution, rules of association or trust deed)
- change to membership of the Public Fund management committee\* and/or responsible persons' details (please provide a list of current members and a [nomination form](#) for each new member)
- change to founding documents—i.e. constitution, rules of association or trust deed (please provide the revised document and evidence of its ratification)
- there has been a departure from the model rules for Public Funds (please provide an explanatory statement)

\* Please note that the Public Fund management committee is a different body to your organisation's board/committee of management.

## Section 9 - Declaration

*(Before you sign this form, check that the information you have provided is accurate and that you have completed ALL questions.)*

In submitting this form, I/we confirm:

- I/we are authorised to make this declaration on behalf of the organisation listed on the Register of Environmental Organisations, and that all relevant persons have made a full disclosure of information.
- The information provided in this form is complete and correct. I/we understand that giving false or misleading information in connection with this form is a serious offence.
- The Department is authorised to take the necessary steps to check the information provided in this form by obtaining information from databases or agencies.
- I/we declare that the Public Fund assets have been used solely in the supporting the organisation's environmental purposes.
- I/we acknowledge that the organisation may be subject to a random audit as part of the assurance process for the Register of Environmental Organisations which is conducted by the Department of the Environment and Energy.
- I/we understand that I/we may be requested to provide further clarification or documentation to verify the information supplied in this form, which may include an audited financial statement.
- I/we understand that failure to provide information requested by the Department may result in compliance action being undertaken and possible removal from the Register of Environmental Organisations.

Signature	
Name	
Position in your organisation	
Date	
Business hours phone number	

Time taken to complete this form

Estimate how long ( <b>in minutes</b> ) it took you to complete this form.	
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## **Further information**

Further information about the Register of Environmental Organisations, including the public fund committee member nomination form, is available from: [www.environment.gov.au/reo](http://www.environment.gov.au/reo) or by emailing [reo@environment.gov.au](mailto:reo@environment.gov.au)

Further information about deductible gift recipient status is available from the Australian Taxation Office: [https://www.ato.gov.au/non-profit/gifts-and-fundraising/tax-deductible-gifts/deductible-gift-recipients-\(dgr\)/](https://www.ato.gov.au/non-profit/gifts-and-fundraising/tax-deductible-gifts/deductible-gift-recipients-(dgr)/)

## **Privacy**

The information requested in this form is required under the *Income Tax Assessment Act 1997 (Cth)* and the ministerial rules made under the provisions of the Act.

Where authorised by law to do so, we may give this information to other government agencies. Some information may be used to update your details on the Australian Business Register (ABR), and may be passed to a wide range of government agencies, including Commonwealth, state and local government agencies.