



REGISTER OF ENVIRONMENTAL ORGANISATIONS 2021 STATISTICAL RETURN FORM

Please note: The completion of this form is mandatory for ALL organisations listed on the Register of Environmental Organisations. You will NOT satisfy this reporting requirement by reporting only to the [Australian Charities and Not-for-profits Commission](#).

When to use this form

Organisations listed on the Register of Environmental Organisations (the REO) are required to submit statistical information to the Department of Agriculture, Water and the Environment on an annual basis. This requires your organisation to submit this form for the 2020-21 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 REO Guidelines and relevant legislation, including the *Income Tax Assessment Act 1997* (Cth) (the Act).

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, including 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'.
- Please read the form carefully – there are changes from previous years.

Further information

Further information about the REO is available from: www.environment.gov.au/reo or by emailing reo@awe.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 Act 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 and may be passed to a wide range of government agencies, including Commonwealth, state and local government agencies.

Section 1 - Organisation details

Name of organisation

Name of public fund

ABN

Generic email address

Website

Postal address

Primary contact officer

Contact name

Position

Contact number

Email address

Secondary contact officer

Contact name

Position

Contact number

Email address

Is your organisation registered with the Australian Charities and Not-for-profit Commission?

Yes No (double click the box to make a selection)

Is your organisation a trust? Yes No

If you answered 'Yes', you can skip the next question about membership

How many members did your organisation have at the end of your last financial year?

Members are regarded as financial members, that are entitled to vote at a general meeting

Number of members that are natural persons:

Number of body corporate members:

Total:

Which financial year are you providing information for?

1 July 2020 to 30 June 2021 (standard) Other financial year (please specify)
 to

Your statistical return is due within four months of the end of your reporting period every year.

Section 2 – Public fund

Please note: This section is specific to your public fund. Do not include financial information on grants received by your organisation or other accounts held by your organisation.

Donations

Type of donation	Number of donations	Value (\$)
Money	<input type="text"/>	\$ <input type="text"/>
Property	<input type="text"/>	\$ <input type="text"/>
Total	<input type="text"/>	\$ <input type="text"/>

Balance

Please specify the balance of the public fund account as at the end of your organisation's financial year: \$

Expenditure

Please specify the total amount expended from your public fund during the financial year:

Expenditure used in Australia \$

Expenditure used outside Australia \$

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 (%)
On-ground environmental remediation <i>(e.g. rehabilitation, revegetation (for biodiversity, habitat restoration), invasive weed/pest control, native seed collection, erosion and salinity control, flora and fauna monitoring, waste minimisation, energy conservation installations etc.)</i>	<input type="text"/> %
Wildlife rehabilitation <i>(including veterinary costs)</i>	<input type="text"/> %
Research	<input type="text"/> %
Education/information provision	<input type="text"/> %
Campaign/advocacy	<input type="text"/> %
Legal	<input type="text"/> %
Operating costs (e.g. stationary, electricity, telephone, rent etc.)	<input type="text"/> %
Staff (salaries etc.)	<input type="text"/> %
Other (please specify) <input type="text"/>	<input type="text"/> %
Total	100%

Section 3 - Environmental outcomes

Please note: In addition to any activities funded by your public fund, this section should also include a brief description of your organisation’s activities as a whole. Please don’t just include a copy of your organisation’s annual report.

As per your governing documents, 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.

Did your organisation conduct any activities in the 2021 reporting period towards your principal purpose? Yes No

Provide a statement on:

- how money (and/or property) donated to your organisation’s public fund was used during the financial year; and
- how your organisation’s activities and environmental outcomes helped your organisation achieve its principal purpose.

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

Section 4 - Requirement to inform the department

As per ministerial rule 2, a registered environmental organisation must inform the department as soon as possible if:

- it changes its name or the name of its public fund; or
- there is any change to the membership of the management committee of the public fund; or
- there has been any departure from the model rules of the public fund.

If your organisation has made any of these changes and has not already informed the department, you will need to provide the appropriate documents with this statistical return.

Please select the option below which best reflects your circumstances.

The organisation has not made any of the relevant changes.

or

The organisation hereby notifies the department of the following:

change to organisation name (please attach certification of the change of name—i.e. certificate of incorporation)

change to public fund name (please attach your amended founding documentation—i.e. constitution, rules of association or trust deed)

change to membership of the public fund management committee* (please attach 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 attach the revised document and evidence of its ratification)

there has been a departure from the model rules for public funds (please attach an explanatory statement)

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

Section 5 - 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, 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 other databases or government 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 which is conducted by the Department of Agriculture, Water and the Environment.
- 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.

Signature

✕

Name

Position in your organisation

Date

Submitting your statistical return

This form is to be completed and returned (with supporting documentation where applicable) to:

Electronically (preferred):

reo@awe.gov.au

Hard copy:

The Administrator
Register of Environmental Organisations
Department of Agriculture, Water and the Environment
GPO Box 858
CANBERRA ACT 2601