

Together We Can Make a Difference

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ABSTRACT: The rehabilitation of a variety of species through the rehabilitation process – from admission to intensive care to pre-release conditioning – requires more time, resources and expertise than most single individuals are able to provide.

Much more can be achieved if individuals co-ordinate their talents and resources. The advantages of volunteers working together can be significant and lead to a faster and greater development of their achievable outcomes as well as an increase in their resources.

Almost all town and city councils have properties which can be made available for use by community groups. A representative from the Kalamunda Shire Council will join June Butcher in this practical presentation which will highlight the benefits of working as a group and explaining this particular Council's policies on the use of vacant land by community groups.

Introduction:

Looking at the 30 year old USA-based International Wildlife Rehabilitation Council's (IWRC) *Code of Ethics* we can see how wildlife rehabilitation in America has passed through the stages of consolidation we are now struggling with at differing rates in each State in Australia. Queensland and NSW are leading the way whilst the rest of us have a long way to go. We need to start at the grass roots with individual carers uniting into groups. We don't need to lose our own identity, but we do need to unite to achieve the goals of State and National bodies to represent the cause wildlife rehabilitation in Australia; bodies which, with their members' unique insights into wildlife matters, will have the knowledge and the lobbying power to contribute to the future direction of wildlife matters in this country

Benefits


There will always be a place for individual specialist carers but these people too can enjoy the benefits that association with a group can bring.

Kanyana would not be the success it is without its volunteers.

Groups can consist of on-site volunteers as well as off-site volunteers who can do office work from their homes, operate one-to-one care facilities at home, act as pre-conditioning/pre-release facilities, animal pickups, release sites, etc

Unfortunately, there is an element of fear which can keep people isolated and reluctant to amalgamate with a group. *Will I become obsolete ? Will I be found inadequate ? Will I lose my niche ?*


Many wildlife volunteers have had negative experiences within groups. These volunteers may still benefit from a loose association with a group as an offsite rehabilitator. Negative group experiences often stem from a lack of respect for individuals within the group and the failure to establish *ground rules* from the outset which is compounded when individuals fail to place optimum animal care above personal gain.



The rehabilitation of a variety of species through the rehabilitation process – from admission to intensive care to pre-release conditioning – requires more time, resources and expertise than most single individuals are able to provide.


Much more can be achieved if individuals co-ordinate their talents and resources. The advantages of volunteers working together can be significant and lead to a faster and greater development of their achievable outcomes as well as an increase in their resources.

Advantages include –

- ◆ volunteers are attracted to a group
 - ◆ for some, family or work commitments only allow four-five hours a week for volunteer work
 - ◆ social contact with like minded people
 - ◆ training and experience, particularly for those seeking employment in wildlife and veterinary fields
 - ◆ a reduction in food costs through bulk buying and sharing
 - ◆ access to shared equipment
 - ◆ ability to purchase expensive and specialised equipment which in turn attracts specialist volunteers
 - ◆ a reduction in the individual workload, shared responsibility and lessened domestic pressure
 - ◆ peer support – emotional, emergency, sick and holiday relief
 - ◆ a public profile and collective bargaining power
 - ◆ collective learning provides a foundation on which each wildlife rehabilitator can build and develop appropriate and effective practices
 - ◆ overall care is improved by striving to improve upon standards
 - ◆ a central point of contact for related agencies which provide notification of training, funding opportunities, seminars and field work opportunities
 - ◆ groups have greater financial resources and are able to finance volunteer attendance at training sessions and conferences such as this
 - ◆ wildlife groups with around 1600 admissions per annum become barometers and sentinels for wildlife disease trends e.g. In Perth Kanyana raised awareness about Avian Gastric Yeast (*Macrorhabdus*), Bobtail *flu* and Calcium deficiency in juvenile Magpies
 - ◆ Because of the number of annual admissions, Kanyana has been involved in surveys with the Australian Wildlife Health Network and has participated in disease investigation by using the AWHN's connection with the Department of Food and Agriculture for autopsies on special interest cases ~ all of which adds to our knowledge base
 - ◆ wildlife groups present varied opportunities for working wildlife ~ a wide spectrum of jobs to suit all skills and abilities
 - ◆ Kanyana's volunteers include students from high schools, TAFE colleges, tertiary institutions including Vet students, graduate vets doing Masters degrees and PhD students involved in research projects ~ providing education for the next generation. Overseas volunteers add to the rich mix of knowledge, experience and social interaction
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Kanyana Wildlife Rehabilitation Centre began 21 years ago as a 2m x 2m metal shed with five attached aviaries which were converted to the Shingleback Isolation Ward (four of the aviaries) and the Treatment Room (one Aviary) necessitating the need for additional aviaries. Since that simple beginning Kanyana's facilities and volunteer numbers have steadily increased until the present day. This facility now operates two shifts a day, seven days a week, with a pool of 140 volunteers including 31 off-site carers/off-site pre-release facilities/release sites. Kanyana's volunteers are also involved in programs encompassing public education, wildlife rehabilitation training, wildlife rehabilitation consultancy, research programs and two very successful endangered species breeding programs one of which became, by necessity, a research project due to the discovery of a Papilloma Virus within the captive colony.

Setting-up

- ◆ Code of conduct for group essential from the outset (see IWRC *Code of Ethics* attachment) as the group will not survive without a professional approach and a level of respect within its own membership. As you will see from this website, wildlife and wildlife-volunteer issues are universal.
 - ◆ Group needs organisational structure to deal with government bodies, councils, and organisations for grants, concessions, donations etc
 - ◆ Tax deductibility may be an option once the group is established
 - ◆ Incorporation – the Department of Consumer and Employment Protection (DOCEP) in WA has an excellent website which includes all you need to know about setting up an incorporated body. As well the Department runs periodic information sessions. A basic constitution is available on line at www.docep.wa.gov.au ~ go to the *Sitemap*, click on *Associations*.
 - ◆ Australian Business Number (ABN) is available by phoning the Australian Tax Office. Although you don't need an ABN unless you intend applying for Tax Deductible Status, it is never the less useful to have one as you will find that many businesses ask for your ABN.
 - ◆ Volunteer insurance is essential unless you're lucky enough to be in Western Australia where wildlife volunteers who register with the Department of Environment and Conservation (DEC) are covered by DEC's *Riskcover* insurance. However, you will still need buildings and contents insurance. Insurance for Associations is now much more affordable than it has been for many years but it still remains a major expense for small groups
 - ◆ Bank Account. Money is not needed to open a bank account. It is important that it be easy for people to be able to pay you and a Direct Deposit facility is strongly recommended. Credit Card facilities are too expensive to contemplate.
 - ◆ Good communications are essential these days; you must have email, preferably handled by one person in a professional and timely manner.
 - ◆ It is essential that you have a good communication system and that you monitor and operate your communication system in a professional manner at all times. You must be contactable, and you must be able to respond to messages promptly. Shared pre-paid mobile phone passed around amongst members on roster basis for incoming calls is one way of handling your communications.
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A recommended message for your answering machine/voicemail is ~

You've reached ABC Wildlife Rescue. We're not able to take your call right now, please leave a message and we'll get back to you. If you haven't heard back from us within 15 minutes please call the 24 hour Wildcare Helpline on 9474 9055 which will put you in touch with a wildlife rehabilitator in your area. If you have an injured animal please keep it in a secure dark box with a towel in the base to give the animal purchase, keeping it inside the house in a warm, quiet place away from domestic pets, children and household machinery noises. Please do not give the animal food or water.

The practicalities

- ◆ Community newspapers are your best ally for publicity to attract donated goods and to attract volunteers, community support and to raise your profile
- ◆ Supermarkets are more likely to work with a group for donations of excess food
- ◆ Buy in bulk with members of group enjoying reduced costs
- ◆ Councils are only likely to enter into land-lease agreement with groups which are incorporated and have a demonstrable level of organisation
- ◆ Your local politician, if credited on the documents, will often provide printing facilities for community groups
- ◆ We are a throw-away society and once you become known you will be offered enclosures, microwaves, washing machines, computers etc


From the Town-City Council's viewpoint

- ◆ You'll need to be Incorporated
- ◆ You'll need to be able to demonstrate financial viability and responsibility
- ◆ You'll need to be well-established and functioning as a cohesive group

A property base

- ◆ Will attract volunteers
- ◆ Volunteers will attract more volunteers. Fact: most volunteers get into volunteering through friends.
- ◆ Will increase group's profile which will attract donations of goods & equipment etc
- ◆ Lessens the domestic pressure on individuals
- ◆ Somewhere to house shared equipment and supplies

Ongoing considerations and financial responsibilities

- ◆ Service charges such as water and electricity
 - ◆ Land rates may be applicable
 - ◆ Security issues if animals are housed on an unoccupied site
 - ◆ Insurance costs for buildings, equipment and volunteers
 - ◆ Maintenance costs and maintenance volunteers
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Conclusion

A Centre should facilitate the fulfillment of human needs, by providing emotional support & social interaction ~ encouraging the individual's passion for the whole range of wildlife species. We find at Kanyana that as well as rehabilitating wildlife, we are sometimes able to provide rehabilitation for people. For some, wildlife involves a spiritual component and there is no doubt working with wildlife has therapeutic qualities for people with depression or those recovering from debilitating illnesses. As well people who have not worked for many years, blossom with the mental stimulation and nurturing environment of a wildlife centre.

A *Code of Ethics* provides basic rules of conduct for each of us to incorporate into our practice. The resulting self-respect, peer respect, and community respect and credibility will increase our effectiveness in animal care, networking, fund-raising, volunteer management, educational effort, and all aspects of wildlife rehabilitation. Ethical and professional conduct by each wildlife rehabilitator will also contribute significantly to the credibility of our field as a whole, which, in turn, will benefit all of us.

BIOGRAPHY:

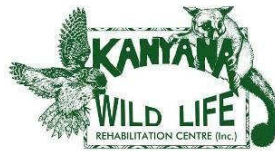
June began working with wildlife in the 1960s when, as a Perth-based Childhealth nurse, she worked extensively in the North West of Western Australia often smuggling orphaned joeys onto the, then, eight hour flight back to Perth. June subsequently found she was caring for more and more wildlife as the word spread. In 1986 a small metal shed, designed to serve as a hospital, with two attached aviaries was built. Shortly after this volunteers began helping out and since those humble beginnings 21 years ago Kanyana has grown to its present size, gaining considerable stature within the Western Australian community. In, 2002 June and her husband Lloyd were awarded the Order of Australia for their services to wildlife and in 2006 were awarded the Pride of Australia medal in the environment category.

REFERENCES

USA ~ International Wildlife Rehabilitation Council <http://www.iwrc-online.org>

Australian Taxation Department <http://www.ato.gov.au>

WA ~ Department of Consumer and Employment Protection <http://www.docep.wa.gov.au>



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IWRC Mission Statement

"preserving and protecting wildlife and habitat through wildlife rehabilitation."

IWRC Core Beliefs

IWRC believes that:

1. Wildlife rehabilitation can provide unique insight on issues affecting wildlife populations, species, and habitats.
2. Wildlife rehabilitation can contribute to wildlife conservation and protection worldwide.
3. Wildlife conservation should be based on sound science.
4. Wildlife conservation should be undertaken within the framework of the recognized code of ethics.
5. Wildlife conservation is best served through an inter-disciplinary approach.
6. Public education is a key component on wildlife conservation.

IWRC Goals

GOAL I:

IWRC will educate its members, colleagues, and the public on matters related to wildlife care and conservation.

- Develop and maintain a variety of information resources to advance the educational goals of IWRC.
- Develop the organization's capacity to offer consulting and advisory services on educational topics and techniques.
- Monitor and participate in legislative, regulatory, and policy processes on educational topics related to wildlife rehabilitation.
- Educate members and public about effective ways to coexist with wildlife, prevent potential conflicts, and appreciate the role of wildlife in our changing environment.
- Develop and maintain an educational presence internationally by developing cooperation and pursuing alliances within the international wildlife education community and regulatory agencies, and by extending our education and training programs to as many countries and in as many languages as possible.

GOAL II:

IWRC will disseminate and promote to its members and others, recognized ethical, scientific,

and professional standards for animal care, animal care facilities, professional conduct and demeanor, public education, and conservation action.

- Redefine wildlife rehabilitation to include new standards of professionalism in the care of wild animals and their habitats, and to portray wildlife rehabilitation as integral to wildlife conservation.
- Create and promote networks inside and outside the organization to share information and resources regarding established and recognized standards and ethics.
- Develop and maintain a variety of information resources regarding appropriate standards within the field.
- Develop the organization's capacity to offer consulting services regarding recognized standards within the field of wildlife rehabilitation.
- Monitor and participate in legislative, regulatory, and policy processes on topics related to standards for wildlife rehabilitation.
- Work with international wildlife interests to determine regional cultural, ethical and professional standards which may impact wildlife and wildlife care, and develop, maintain and disseminate information resources promoting these standards.
- Recruit and retain members worldwide by emphasizing high standards of professionalism.
- Enhance the role of wildlife rehabilitators as conservation partners.

GOAL III:

IWRC will monitor legislative, regulatory, and public policy processes related to wildlife, wildlife habitat, and wildlife rehabilitation. Participate, as appropriate, in the support of positions and policies that advance the conservation and protection of wildlife and habitat.

- Create and promote channels, inside and outside the organization, through which to share information and resources related to public policy issues and facilitate concerted action.
- Develop, maintain and promote a variety of information resources to enhance the effectiveness of advocacy efforts.
- Develop the organization's capacity to offer consulting services on policy topics and advocacy techniques, and to enhance the role of wildlife rehabilitators and rehabilitation in public policy processes.

GOAL IV:

IWRC will create and maintain an effective and efficient organizational structure with which to pursue its mission and serve wildlife, habitat, its members, and the public.

- Create networks to assist IWRC in its operations and administration
- Develop and maintain complete and accurate information related to IWRC's operations, management policies and procedures, membership, and finances for internal and external use.
- Develop a program to recruit and retain a broad international base of diverse members.

GOAL V:

IWRC will serve its members and colleagues by creating and supporting professional networks, conducting skills training, facilitating the exchange of information and resources, and providing diverse opportunities for personal and professional growth.

- Create and support networks inside and outside the organization to share information and resources related to professional enrichment.
- Develop, maintain and support a variety of information resources to advance the membership and professional service goals of IWRC.
- Develop the organization's capacity to offer consulting services on training topics and techniques.

- Monitor and participate in legislative, regulatory, and policy processes, as appropriate, on topics related to training and professional activities.
- Develop and maintain diverse professional services with which to attract and retain members.
- Redefine wildlife rehabilitation to include new standards of professionalism in the care of wild animals and their habitats, thereby expanding the opportunities for networks and cooperation with other professionals.
- Provide training on the prevention and resolution of human-animal conflicts where they might arise.
- Support research on the care and protection of wildlife and their habitats, and the impact of wildlife rehabilitation in resource conservation.
- Work alone and with others to advance and support international efforts in wildlife rehabilitation and habitat preservation.

GOAL VI:

IWRC will create a diverse and sustainable funding base with which to pursue its mission.

- Create networks inside and outside the organization to share information and resources to enhance fundraising.
- Develop and maintain a variety of information resources regarding fundraising history, sources, and techniques.
- Develop the organization's capacity to offer consulting on fundraising topics and techniques.
- Monitor and participate in legislative, regulatory, and policy processes related to fundraising.
- Expand and retain a broad and diverse membership.
- Use the expanded definition of wildlife rehabilitation to create new opportunities for funding.
- Develop and maintain accurate, complete, and efficient financial planning and reporting policies and procedures to enhance fundraising.
- Devise specific programs for individual, foundation, and corporate funding proposals.

GOAL VII:

IWRC will enhance the credibility and influence of wildlife rehabilitation by creating and advancing a positive, professional image of wildlife rehabilitation, and establishing cooperative relationships and communication with other professional communities.

- Create and maintain an Advisory Board consisting of professionals in the rehabilitation, academic and government sectors.
- Produce an annual compilation, focussed on progressive work in the rehabilitation community as well as serious rehabilitation issues, for distribution to the rehabilitation and academic communities, permitting agencies and libraries.
- Develop training/information seminars for government enforcement and legislative personnel.
- Incorporate multi-disciplinary plenary sessions, including the scientific, academic and government communities, for the IWRC Annual Conferences.

IWRC Bylaws

The IWRC Bylaws are maintained in a Microsoft Word document. If you are using Internet Explorer, clicking on the link below will cause the document to open inside Explorer. If you use Netscape Navigator, Navigator will open the document using your own Word program. If you do not have Word, please contact our office for a copy of the Bylaws. You will be charged for the cost of printing.

Standards Booklet, and is available from either IWRC or NWRA.

Code of Ethics

1. A wildlife rehabilitator should strive to achieve high standards of animal care through knowledge and an understanding of the field. Continuing efforts must be made to keep informed of current rehabilitation information, methods, and regulations.
2. A wildlife rehabilitator should be responsible, conscientious, and dedicated, and should continuously work toward improving the quality of care given to wild animals undergoing rehabilitation.
3. A wildlife rehabilitator must abide by local, state, provincial and federal laws concerning wildlife, wildlife rehabilitation, and associated activities.
4. A wildlife rehabilitator should establish safe work habits and conditions, abiding by current health and safety practices at all times.
5. A wildlife rehabilitator should acknowledge limitations and enlist the assistance of a veterinarian or other trained professional when appropriate.
6. A wildlife rehabilitator should respect other rehabilitators and persons in related fields, sharing skills and knowledge in the spirit of cooperation for the welfare of the animals.
7. A wildlife rehabilitator should place optimum animal care above personal gain.
8. A wildlife rehabilitator should strive to provide professional and humane care in all phases of wildlife rehabilitation, respecting the wildness and maintaining the dignity of each animal in life and in death. Releasable animals should be maintained in a wild condition and released as soon as appropriate. Non-releasable animals which are inappropriate for education, foster-parenting, or captive breeding have a right to euthanasia.
9. A wildlife rehabilitator should encourage community support and involvement through volunteer training and public education. The common goal should be to promote a responsible concern for living beings and the welfare of the environment.
10. A wildlife rehabilitator should work on the basis of sound ecological principles, incorporating appropriate conservation ethics and an attitude of stewardship.
11. A wildlife rehabilitator should conduct all business and activities in a professional manner, with honesty, integrity, compassion, and commitment, realizing that an individual's conduct reflects on the entire field of wildlife rehabilitation.

International Wildlife Rehabilitation Council

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Associations Forms:

- [Form 1 - Application for Incorporation of an Association](#)
- [Form 2 - Advertisement of Intended Application for Incorporation](#)
- [Form 5 - Notice of Special Resolution - altering the Rules \(Constitution\) of an Incorporated Association](#)
- [Form 6 - Notice of Special Resolution - to Voluntarily Wind Up an Incorporated Association](#)
- [Form 7 - Distribution Plan to Voluntarily Wind Up an Incorporated Association](#)
- [Form 8 - Enquiry as to Availability of Association Name](#)

Information Sheets:

- [Information Sheet 1 - Introduction to Incorporated Associations](#)
- [Information Sheet 2 - Applying for the Incorporation of an Association](#)
- [Information Sheet 3 - Voluntarily Winding Up an Incorporated Association](#)
- [Information Sheet 4 - Altering the Rules of your Incorporated Association](#)
- [Information Sheet 5 - Complaints about Incorporated Associations](#)
- [Information Sheet 6 - Running an Incorporated Association](#)

Annual Returns (for Cooperative Companies Only)

- [Annual Return \(MS Word format - right click and Save As\)](#)
- [Annual Return \(PDF format\)](#)
- [Annual Return Parts 5, 6 & 7 \(MS Excel Format - right click and Save As\)](#)

If you experience difficulty in accessing these forms, please contact the Associations Incorporation Branch on 1300 30 40 74.

The Department provides publications and forms in Adobe Acrobat format and requires the Adobe Acrobat Reader plugin available from Adobe, free.

To download the latest version of Adobe Acrobat Reader visit the Adobe website, [click here](#), and select the appropriate version.

Alternatively, for Windows 95, 98, ME, NT and 2000 users, [click here](#) to download Acrobat Reader directly. The download filesize is approximately 9.9Mb (approx 30 minutes on a 56Kb modem).

Once installed, documents should download into your browser window. Some files may take 3-5 minutes to display, depending on your modem connection. If you experience problems accessing the files, please check your installation of Adobe Acrobat Reader and if this does not resolve the problem contact the Department by email: online@docep.wa.gov.au

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Consumer and Employment Protection

www.docep.wa.gov.au

Some useful contacts

Australian Securities and Investment Commission

For information on the registration of companies, Registrable Australian Bodies, as well as ACN, ABNs and related matters.

Australian Taxation Office

For information on tax liabilities and obtaining tax exemptions as a not for profit or charitable entity. Publications include "packs" with tax information for associations (ClubPack), for charitable institutions (CharityPack) and gift deductible recipients (GiftPack).

Department of Consumer and Employment Protection - Charitable Collections

If your association is considering collecting from, or selling goods to, the public for charitable purposes you will need to be licensed.

Department of Consumer and Employment Protection

- Labour Relations - Work Safe

For information on employment conditions, labour relations, work safe. Also try Wageline on 1300 65 52 66 or Worksafe Information Line on 1300 30 78 77.

Department of Local Government and Regional Development

This department has a very useful webpage for community organisations, including information on writing submissions, working with the media and running meetings. It also has a Grants Referral Directory which includes information on grants which are available for community groups.

Department of Sport and Recreation

This department also has many excellent publications available from the department or their webpage to assist sporting associations, as well as telephone assistance. Although the publications have been developed specifically for sporting groups, other associations may want to download them from the website as many include information useful for any association.

Gosnells Community Legal Centre

Gosnells Community Legal Centre has developed a simple, easy to use manual that is designed to assist all incorporated associations and those thinking about becoming incorporated.

Insurance Commission of Western Australia

For information on the "Community Insurance Fund" which provides insurance cover for SOME not for profit community organisations if relevant or affordable insurance is not available in the private insurance market.

Office of the Federal Privacy Commissioner

This Office administers the Commonwealth's privacy legislation. Information Sheets, guides and legislation can be downloaded from the website and there is also a telephone information line. Information Sheet 12 - 2001 Coverage of and Exemptions from the Private Sector Provisions is generally of interest to associations.

Office of the Registrar of Aboriginal Corporations

For information on Aboriginal associations and corporations incorporated under the Commonwealth Aboriginal Councils and Associations Act (1976) Act. Associations with Aboriginal members may want information from this Office to work out whether the Commonwealth or WA legislation better suits their needs.

State Law Publisher

The Act and Regulations also can be downloaded from the State Law Publisher's website. Go to "Online Publications" and then "Statutes - Acts and Regulations" or telephone 9321 7688.

Volunteering Secretariat

A division of the Department of Community Development, the Secretariat provides information for volunteers.

Direct Location of this page: http://www.docep.wa.gov.au/associations/default.asp?id=/cp/associations/new/links&menu=cp_charities

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Frequently asked questions about Incorporated Associations

- Why should our Association/Group/Club/Society incorporate?
- How do we register an Incorporated Association?
- How much does it cost to incorporate an association?
- Where do we advertise our intention to incorporate?
- How do we change our Constitution/Rules, Objects or Name?
- Can we abbreviate our association's name?
- How do we wind up our Incorporated Association?
- Can we get another copy of our Constitution/Rules if we lose our copy?
- Can we get a copy of our Certificate of Incorporation?
- Do we have to submit any sort of annual returns to the Ministry?
- Are members entitled to view the association's accounts and records?
- Do we need a common seal?

Why should our Association/Group/Club/Society incorporate?

Incorporation of an association means that it becomes a legal entity, separate from the individual members, and its members are afforded the benefits of the *Associations Incorporation Act*. This means that a member or an officer of the association shall not be liable to contribute towards the payment of debts and liabilities of the association, nor the costs, charges and expenses of winding up the association, provided that the association does not trade or does not secure profit for its members.

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How do we register an Incorporated Association?

Association Incorporation Kits are available from Consumer Protection. You can phone the Department on 1300 30 40 74 and request one be mailed to you, or you can email your request to consumer@docep.wa.gov.au.

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How much does it cost to incorporate an association?

This is a one off fee, and there are no annual fees to remain incorporated. [Click here for the schedule of fees.](#)

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Where do we advertise our intention to incorporate?

An association must advertise its intent to incorporate once in a registered newspaper circulating in the area where the association is situated or conducts its affairs. A newspaper with a statewide circulation is advised if the



Income Tax Concessions for Charities

Apply for endorsement now

If you are a charity that receives tax deductible gifts and/or is income tax exempt, you need to know how Tax will affect you.

The previous system of self-assessment or confirmation by the Australian Taxation Office (ATO) of charities' gift deductibility and income tax exempt status ceased on 30 June 2000. Charities must now seek endorsement as a deductible gift recipient and/or an income tax exempt charity to receive these concessions. Charities that have not been endorsed since 1 July 2000 will have lost their deductible gift recipient and/or income tax exempt charity status.

What is a charity?

A charity is an institution or fund whose main purpose is to benefit the community or a section of it through:

- the relief of poverty or sickness or the needs of the aged
- the advancement of education
- the advancement of religion, or
- other purposes beneficial to the community.

What is not a charity?

An institution or fund established for the following purposes is *not* considered to be a charity:

- sporting, recreational and social clubs
- organisations run for the profit of their members
- organisations run for their members' common interest (this includes professional or trade groups)
- community service organisations that have a significant membership purpose, such as traditional service clubs
- political parties and lobbying groups, or
- commercial or business enterprises operating for fundraising.

How do you obtain endorsement?

To be endorsed, your organisation must first have an Australian Business Number (ABN). You can register for an ABN and the goods and services tax (GST) on the same application. You can apply for an ABN without registering for GST but if your annual turnover is \$100 000 or more you *must* register for GST.

If your threshold is lower, you *may choose* to register.

You can now apply for an ABN or other tax related registrations:

- electronically, through
 - the ABR (www.abr.gov.au), if all you wish to do is apply for an ABN, or
 - the Business Entry Point (www.business.gov.au) where you can also attend to other government obligations, as well as apply for an ABN
- on a paper application, available by phoning the Australian Taxation Office on **13 28 66**, or
- through a tax agent, who will lodge your application using the Electronic Lodgment System (ELS).

The registration application at Question 26 asks you to indicate whether you want to be registered or endorsed as a Deductible gift recipient and/or an Income tax exempt charity. If you so indicate you will be sent the relevant endorsement application, which you should complete and return to the ATO as soon as possible.

If your charity is part of a regional, State or national organisation that is already registered, you will need to check with your parent organisation whether you should use its ABN or apply for your own.

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If your charity is part of a regional, State or national organisation that is already registered, you will need to check with your parent organisation whether you should use its ABN or apply for your own.

Who is entitled to be endorsed?

Organisations that come within the categories listed in the gift provisions of the income tax law are entitled to be endorsed as deductible gift recipients. Australian institutions and funds that are regarded as charities and satisfy certain special conditions are entitled to be endorsed as income tax exempt.

Last Modified: Tuesday, 10 June 2003

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