

ACNC Bulk Register

Purpose of survey

The purpose of this survey is for the Community Broadcasting Association of Australia to gather relevant information needed to register multiple organisations with similar purposes as charities with the Australian Charities and Not-for-profits Commissioner (ACNC) and apply for tax concessions on their behalf.

Being a registered charity is a prerequisite for accessing Commonwealth tax concessions. To qualify for charity registration with the ACNC, your organisation must be not-for-profit, have charitable purposes for public benefit, adhere to ACNC Governance and External Conduct Standards, and meet other relevant eligibility criteria.

Instructions:

- **Complete all questions marked with an asterisk (*)**
- **If a question doesn't apply, leave it blank**
- **Upload your organisation's complete governing document (Constitution) and ensure it hasn't changed since the registration request**
- **Read through instructions and prompts carefully to ensure you provide the correct information**
- **Sign the declaration at the start and end**

Before proceeding, please ensure that:

- **Your organisation's [ABN](#) is accurate and current**
- **The ABN correctly reflects your organisation's legal structure**
- **The names of the primary applicant and [Responsible People](#) match across governing documents, the Australian Business Register (ABR), and other relevant regulators such as your state regulator, ASIC or ORIC.**
- **Your governing document includes the organisation's legal name, purposes, not-for-profit clauses, and governance rules**

NOTE: Survey questions are for reference only, to participate in the CBAA's streamlined charity registration you must complete the survey online <https://survey.alchemer.eu/s3/90746492/ACNC-Bulk-Register>

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- **Ensure availability of Responsible People contact details, including their full name, date of birth, address, position title**
- **Check that each Responsible Person has not been disqualified from managing a corporation. You can [check the qualification status here](#) by selecting 'Banned & Disqualified' in the drop-down box and entering their full name**

The survey will take approximately 45-60 minutes to complete. Make sure you have all relevant information on you before completing this form.

Authorisation to act as agent on behalf of a charity

1) By completing this survey, I authorise the Community Broadcasting Association of Australia, to share the information provided in this survey to the Australian Charities and Not-for-profits Commissioner (ACNC).

I understand that the information I provide will be used by Jon Bisset to apply to register multiple organisations with similar purposes as charities and apply for tax concessions.

I declare that the information provided to the Community Broadcasting Association of Australia for the preparation of the application is true and correct.

By ticking this box, I confirm that I wish to proceed with the declaration*

Proceed with declaration

2) Declared at (enter the address where declaration is being made)*

3) On:*

5) Full name:*

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6) Position:*

7) Organisation: *

Application contact

8) Title

Mr

Mrs

Miss

Ms

Dr

Other - Write In: _____

9) Family name*

10) Given name*

11) Other given name(s)

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12) Primary phone number

Please use the following example format (03) 9602 1228 for landline or +61 422 300 722 for mobile

13) Alternative phone number

Please use the following example format (03) 9602 1228 for landline or +61 422 300 722 for mobile

14) Email address*

15) Residential address (for primary contact person)*

Enter the building number (if applicable), street number, and street name only. For example:
15/20 Albert Road

16) Suburb or town*

17) State/Territory*

Australian Capital Territory

New South Wales

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- Northern Territory
- South Australia
- Tasmania
- Victoria
- Western Australia
- Queensland
- Other

Question visible if "State/Territory" is answered "Other"

18) If you answered other, what is State/Territory are you based in?*

19) Postcode*

20) Country (if not Australia)

21) Date of birth*

Organisation contact details

22) What is your organisation's ABN? (Do not include spaces)*

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To find your organisation's ABN, [use this lookup service](#).

23) What is your organisation's legal name?*

24) What is your station's on-air name and call sign?*

25) If your organisation had a different name in the past please enter it here:

Address For Service of your organisation

26) Organisational email address*

CBAA recommends this is an official station email that is regularly monitored by station management or the board/committee eg manager@station.com.au

27) Postal address

CBAA recommends this is an official station address or PO box.

Enter the building number (if applicable), street number, and street name only. For example:
15/20 Albert Road

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28) Suburb or town

29) State/Territory

- Australian Capital Territory
- New South Wales
- Northern Territory
- South Australia
- Tasmania
- Victoria
- Western Australia
- Queensland
- Other

Question visible if "State/Territory" is answered "Other"

30) If you answered other, what State/Territory is the organisation based in? *

31) Postcode

32) Country (if not Australia)

Your organisation's physical address

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33) Is your organisation's physical address the same as the postal address? *

Yes

No

Question visible if physical address is different to the postal address

34) Physical Address:*

i.e the location of your station

Question visible if physical address is different to the postal address

35) Suburb or town*

Question visible if physical address is different to the postal address

36) State/Territory*

Australian Capital Territory

New South Wales

Northern Territory

South Australia

Tasmania

Victoria

Western Australia

Queensland

Other

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Question visible if "State/Territory" is answered "Other"

37) If you answered other, what State/Territory is the organisation based in?*

Question visible if physical address is different to the postal address

38) Postcode*

Question visible if physical address is different to the postal address

39) Country (if not Australia)

40) Primary phone number*

Please use the following example format (03) 9602 1228 for landline or +61 422 300 722 for mobile

Organisation contact details

41) Your organisation's website

Please use the following example format: <https://www.cbaa.org.au/>

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42) Your organisation's email address

Can be the same as or different to your organisation's Address For Service

CBAA recommends this is an official station email that is regularly monitored by station management or the board/committee eg manager@station.com.au

43) Your organisation's primary public social media accounts (for example Facebook, Instagram)

Please use the following example format:

<https://www.facebook.com/CommunityBroadcasting/>

Legal structure

44) Where was your organisation established?*

- Australia
- Overseas

Question visible if organisation was established Overseas

45) If your organisation was established overseas provide its Australian registered Body Number (ARBN)

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46) What is your organisation's legal structure?*

If your organisation is an **Incorporated Association**, its legal structure shows up as 'Other Incorporated Entity' when using the [ABN lookup function](#). You can also find your organisation's legal structure in its Constitution.

- Incorporated Association
- Australian Public Company (Company Limited by Guarantee)
- Aboriginal or Torres Strait Islander Corporation
- Co-operative

Question visible for organisations that are Incorporated Associations

47) If your organisation is an incorporated association, select the state or territory in which your organisation is incorporated.

You can find more information about incorporated associations on the [ACNC's website](#).

- Australian Capital Territory
- New South Wales
- Northern Territory
- South Australia
- Tasmania
- Victoria
- Western Australia
- Queensland
- Other

Question visible if "State/Territory" is answered "Other"

48) If you answered other, which State/Territory is the organisation incorporated in?*

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Question visible for organisations that are Incorporated Associations

49) If your organisation is an incorporated association, provide your organisation's incorporated association number.

You can check your association number on your organisation's certificate of registration or through your state regulator

- New South Wales
 - Victoria
 - Queensland
 - Australian Capital Territory
 - Tasmania
 - South Australia
 - Northern Territory
 - Western Australia
-

Question visible for organisations that are Australian Public Company (Company Limited by Guarantee), Aboriginal or Torres Strait Islander Corporations and Co-operative

50) If your organisation is a company or corporation, provide the registration number of your organisation (e.g. its ACN or ICN)

51) When was your organisation established?

1. If your organisation is a **public company** or **cooperative** you can check you can check the date your organisation was established by searching the [ASIC register](#).
2. If your organisation is an **Aboriginal or Torres Strait Islander Corporation** you can check the date your organisation was established by searching the [ORIC corporation register](#)

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3. If your organisation is an **incorporated association** you can check you can check the date your organisation was established through your state regulator:

- [New South Wales](#)
 - [Victoria](#)
 - [Queensland](#)
 - [Australian Capital Territory](#)
 - [Tasmania](#)
 - [South Australia](#)
 - [Northern Territory](#)
 - [Western Australia](#)
-
-

Governing document

52)

Please upload a copy of your organisation's governing document (eg your station constitution or book of rules). Ensure the ABN is included at the start of the file name (no spaces) as per example format: 99620347393.pdf

*

Please note: the ACNC has certain requirements for the objects clause, not-for-profit clause and the winding up clause, if you have not reviewed your constitution in preparation to register with the ACNC, please contact megan.williams@cbaa.org.au for assistance.

_____1
_____2
_____3

53) Please confirm your organisation's governing document has been uploaded above. *

() I confirm I have uploaded my organisation's governing document

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Financial information

54) Provide an estimate of your organisation's revenue for the current financial year.*

Revenue is what your organisation earns in a year as a result of carrying out its ordinary activities, including grant income.

55) Describe your organisation's revenue sources for the current financial year. Tick all that apply:*

Note, fundraising is **different from receiving donations or running events** and **requires a permit/license** in each State you fundraise in.

- Fundraising (eg. Donations made through on air appeals, radiothons etc.)
- Grants and projects (eg. Grants from Foundations, trusts including from the CBF)
- Revenue from Government (eg. Directly from Federal, State or Local Government – does not include CBF)
- Revenue from Donations (eg. Unsolicited donations, bequests etc.)
- Revenue from Goods or Services (eg. Membership, subscriptions, sponsorship, training programs where participants pay a fee, merchandise sales)
- Social enterprise (eg. Running a coffee shop to boost revenue, museum etc)
- Other - Write In: _____

56) Describe your organisation's revenue sources for the next 24 months. Tick all that apply:*

Note, fundraising is **different from receiving donations or running events** and **requires a permit/license** in each State you fundraise in.

- Fundraising (eg. Donations made through on air appeals, radiothons etc)
- Grants and projects (eg. Grants from Foundations, trusts including from the CBF)

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Revenue from Government (eg. Directly from Federal, State or Local Government – does not include CBF)

Revenue from Donations (eg. Unsolicited donations, bequests etc)

Revenue from Goods or Services (eg. Membership, subscriptions, sponsorship, training programs where participants pay a fee, merchandise sales)

Social enterprise (eg. Running a coffee shop to boost revenue, museum etc)

Other - Write In: _____

57) When does your organisation's financial year end?*

31/01

28/2

31/3

30/4

31/5

30/6

31/7

31/8

30/9

31/10

30/11

31/12

Other

Question visible if date selected above is “other”

58) If you selected 'Other' please list the date:*

Question visible if the organisations financial year ends on any date other than June 30

59) If you did not select '30/6' in the prior question, explain why your organisation wants to apply for a reporting period other than 1 July to 30 June*

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The ACNC may approve a substituted accounting period based on need, for example, the organisation may have a preference to run on a calendar year or another time for administrative reasons.

The ACNC has a detailed policy on substituted accounting periods [here](#)

60) If your organisation is required to report its financial information to the Commonwealth Department of Education, provide your organisation's Australian Government Education ID number.

Governance

61) If your organisation's activities relate to children and/or vulnerable adults, describe how your organisation ensures its [Responsible People](#) promote and enforce safe work practices to protect children and vulnerable adults being provide with services by your organisation or a third party in collaboration with your organisation.*

You can read more about the ACNCs Governance Standards for safeguarding vulnerable people and its seven principles for managing risk [here](#).

We acknowledge and incorporate ACNCs Governance Standards for safeguarding vulnerable people and its seven principles of managing risk

We apply our own process

Question visible if organisation applies their own process

62) Please describe the processes your organisation applies to safeguard children and/or vulnerable adults*

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This may include ensuring:

- Everyone who has contact with people under 18 holds a current Working With Children Check
- Police checks for volunteers and
- Maintaining policies for safe workplaces eg. Child Protection Policy, Child Safety Code of Conduct

Note: that the ACNC defines a list of vulnerable people who should be addressed in station policy.

63) Does your organisation have a policy for its Responsible People to disclose perceived or actual conflicts of interests?*

The ACNC outlines expectations for managing conflicts of interest [here](#)
Please see sample conflict of interest policy [here](#)

- Yes
 No
 Unsure

64) Describe how your organisation manages conflicts of interest.*

- Our constitution sets out the process for recording, monitoring and managing conflicts of interest
 We define our process for managing conflict of interest somewhere else

Question visible if organisation defines conflict of interest process outside of constitution

65) Please describe your organisation's process for managing conflict of interest.*

Hint: the process commonly includes recording information about the involved

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person, nature and scope of the conflict, as well as the manner of managing the conflict in a register of sort.

The ACNC outlines expectations for managing conflicts of interest [here](#)
Please see sample conflict of interest policy [here](#)

66) Describe how your organisation is accountable to its members and how members can raise concerns they have with your organisation?*

() The process for members to raise concerns with the organisation is set out in the constitution which is provided to members upon joining the organisation. The process includes raising the matter with the committee in the first instance and provides for mediation where a matter cannot be quickly resolved

() We use a different process

Question visible if organisation has its own process

67) Please describe the process your organisation uses to ensure it is accountable to its members and how members can raise concerns they have with your organisation*

Hint: you may have policies that outline this process, if you don't you may want to consider adopting policies at your station to complete this question.

Template policies:

- [Board Disputes](#)
- [Volunteer worker disputes](#)

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68) Describe how your organisation ensures that its Responsible People manage the financial affairs of the organisation in a responsible manner.*

You can read more about the ACNCs Governance Standard number 5: Duties of Responsible People [here](#).

- We acknowledge and incorporate the ACNCs Governance Standard number 5: Duties of Responsible People
- We use our own process

Question visible if organisation has its own process

69) Please describe the process your organisation uses to ensure that its Responsible People manage the financial affairs of the organisation in a responsible manner.*

Hint: you may have policies that outline this process.
You can find financials management resources on the [CBAA website](#)

Beneficiaries

70) Select your organisation's main group of beneficiaries – the main group that your organisation aims to support. *

Note: If your organisation has a large range of beneficiaries, the ACNC recommends you select 'General community within Australia'.

- Aboriginal and Torres Strait Islander people
- Adults - aged 25 to under 65
- Adults - aged 65 and over
- Children - aged 6 to under 15
- Environment

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- Families
- Females
- Financially disadvantaged people
- Gay, lesbian, bisexual, transgender or intersex persons
- General community within Australia
- Males
- Migrants, refugees or asylum seekers
- Other charities
- People at risk of homelessness/ people experiencing homelessness
- People from a culturally and linguistically diverse background
- People in rural/regional/remote communities
- People with chronic illness (including terminal illness)
- People with disabilities
- Pre/post release offenders and/or their families
- Unemployed persons
- Veterans and/or their families
- Victims of crime (including family violence)
- Victims of disaster
- Youth - 15 to under 25
- Other

Question visible if “Other” is selected above

71) If you selected 'other' in the previous question, please describe your organisation's beneficiaries in a single word or phrase*

72) Describe the criteria used to select the beneficiaries who are supported by the activities or services provided by your organisation.

- Community of interest outlined in broadcast license
- Listener surveys
- Volunteer demographics
- Participants in station activities

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- Direct feedback from audience and/or community
 - Programs targeting specific groups
 - Other - Write In: _____
-

Operating location

73) Select the locations (including online) your organisation operates in.

Note, state-based Incorporated Associations cannot operate in another state unless they have an Australian Registerable Business Number (different to an ABN) issued by ASIC.

- Australian Capital Territory
- New South Wales
- Northern Territory
- South Australia
- Tasmania
- Victoria
- Western Australia
- Queensland
- Online
- Other - Write In (Required): _____*

74) Select the relevant states or territories your organisation engages or intends to engage in fundraising in.

Note, fundraising is **different from receiving donations or running events** and **requires a permit/license** in each State. If you do not hold a fundraising license/permit, select 'Not applicable'.

- Australian Capital Territory
- New South Wales
- Northern Territory

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South Australia

Tasmania

Victoria

Western Australia

Queensland

Other - Write In (Required):

*

Not applicable

Question visible if organisation engages in fundraising in any state or territory

75) Provide your organisation's fundraising license number if you have been provided with one by the relevant state or territory.*

Requested date of registration

76) From what date is your organisation seeking registration as a charity?*

Note: Because the ATO changes to self assess income tax exemption commenced 1 July 2023 the CBAA recommends backdating your charity registration to **July 1, 2023**. This will ensure your organisation is eligibility for an income tax exemption in the 23/24 financial year.

If your station has previously had your charity status revoked, you can backdate to the date of revocation, however if your charity status has been revoked on two or more occasions additional financial information will be required for the backdate period.

77) Has your organisation's purposes changed between the requested date of registration and the date of this application? *

Note: You may have updated *the wording* in your constitution but if the activities and

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QNS FOR REFERENCE ONLY: SUBMISSIONS MUST BE MADE ONLINE

purposes did not change, then you should answer "no." However, if there were non-charitable clauses that needed to be removed, you should apply from the date the new constitution came into effect.

- Yes
- No

Question visible is organisations purpose has changed

78) Please describe the changes. *

79) Have your organisation's activities changed between the requested date of registration and the date of this application? *

- Yes
- No

Question visible if organisations activities have changed

80) Please describe the changes. *

81)

Have any significant clauses in the organisation's governing document been update between the requested date of registration and the date of this application?

Specifically the ACNC is interested in the:

- **purpose/objects clause**

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- **not-for-profit, income/ property clause**
- **winding up/surplus assets clause**

*

Note: If you updated *the wording* in your organisation's constitution to demonstrate alignment with your charitable purposes or to meet ACNC requirements or the income/Property Clause or winding up clause you should answer "Yes" and provide detail in the next question.

Yes

No

Question visible if constitution has changed

82) Please describe the changes*

Note: appropriate reasons to change the constitution include "cosmetic" or "administrative" changes to ensure the constitution accurately reflects the organisation's purposes when seeking ACNC registration.

Consider adopting the following text if it is true for your organisation:

The operation and governance of [**organisation name**] has not changed since the requested date of registration and has always acted as a not-for-profit community radio station. Cosmetic changes to the wording in the [**Objects clause and/or winding up clause**] was approved by the membership base on [**DATE**] with the intent to align the [**constitution/book of rules/governing document**] with ACNC requirements, but did not change the substance of the [**constitution/book of rules/governing document**].

And select which apply:

[**Organisation Name**] updated the wording in the in objects clause to explicitly state the organisations purpose in line with seeking ACNC registration as a community radio station that seeks to advance culture. **Provide a brief description of the changes**

And/Or

The wording in the income and property clause was updated to explicitly provide additional details of appropriate uses of income at property at [**Organisation Name**]. The [**constitution/book of rules/governing document**] has always defined the not-for-profit status of [**Organisation Name**] and income and property have always been solely applied to the purposes for the which the organisation was established.

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And/Or

The winding up clause was updated to ensure that on dissolution [**Organisation Name**] would distribute surplus assets amongst one or more "charities" with similar objects, previously the [**constitution/book of rules/governing document**] specified distribution of surplus assets to "not-for-profits" with similar purposes.
The [**constitution/book of rules/governing document**] has always prohibited distribution of surplus assets amongst members.

83) Was your charity status previously been revoked for failing to lodge its Annual Information Statement?*

- Yes
 No

Question visible if charity status has been revoked

84) What steps has your organisation taken to ensure it meets its future reporting obligations? *

Question visible if charity status has been revoked

85) Was your charity registration revoked by the ACNC on two or more occasions for failure to lodge its Annual Information Statement *

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Yes

No

Question visible if charity status have been revoked on two or more occasions

86) Have you now lodged all outstanding Annual Information Statements over the requested period of registration.*

Yes

No

Select the charity subtype you are applying for

87) Which one of the following 12 purposes in the Charities Act 2013 (Cth) do you align with?*

Note: "Advancing culture" is pre-selected as it is the appropriate category for general license holders and many other types of broadcasters.

Up to 3 charitable purposes can be selected as part of this application, However only one is necessary, more purposes can be added following the organisation's registration as a charity.

Advancing health

Advancing education

Advancing social or public welfare

Advancing religion

Advancing culture

Promoting reconciliation, mutual respect and tolerance between groups of individuals that are in Australia

Promoting or protecting human rights

Advancing the security or safety of Australia or the Australian public

Preventing or relieving the suffering of animals

Advancing the natural environment

Purposes beneficial to the general public that may reasonably be regarded as analogous to, or within the spirit of, any of the other charitable purposes

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[] Advancing public debate (promoting or opposing a change to any matter established by law, policy or practice in the Commonwealth, a state, territory or another country)

88) Describe how your organisation's activities advance the selected charity purpose. *

Note, if you selected 'Advancing culture' as the charity purpose, select the first option.

() The organisation advances culture by adhering to the Charities Act Guidelines, focusing on radio and music by establishing, maintaining, operating and promoting a community radio station to provide free broadcasting services for the direct benefit of the public. The organisation supports community members from various cohorts to create, produce and access local content for broadcast by: making available to the community the facilities by negotiating, obtaining and maintaining broadcasting licences; encouraging and developing the uses of radio and media for education, public affairs, social and cultural commentary, information, community issues, entertainment and music; teaching, training, educating and providing services for the training of any persons involved in the preparation and broadcasting of content; furnishing, equipping and maintaining studios, production facilities and transmission facilities; Through these initiatives, the organisation advances culture.

() Other - Write In (Required):

*

Question visible if charitable purposes other than “advancing culture” have been selected

89) Describe how your organisation's activities advance the selected charity purpose of all subtypes selected (excluding advancing culture). *

Question visible if "Advancing public debate" is selected above

90) If you selected a subtype of 'Advancing Public Debate', how do your organisation's activities promote or oppose one or more of the 11 other charitable purposes?*

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QNS FOR REFERENCE ONLY: SUBMISSIONS MUST BE MADE ONLINE

Note: only one charitable sub type is required to seek charity registration. If you are unsure about this questions we recommend removing 'Advancing Public Debate' for this application and adding it to your charity registration at a later date.

- Advancing health
- Advancing education
- Advancing social or public welfare
- Advancing religion
- Advancing culture
- Promoting reconciliation, mutual respect and tolerance between groups of individuals that are in Australia
- Promoting or protecting human rights
- Advancing the security or safety of Australia or the Australian public
- Preventing or relieving the suffering of animals
- Advancing the natural environment
- Purposes beneficial to the general public that may reasonably be regarded as analogous to, or within the spirit of, any of the other charitable purposes

Question visible if "Promoting or protecting human rights" is selected above

91) If you selected a subtype of 'Promoting or protecting human rights' select the convention or covenant that covers the human rights your organisation promotes or protects.*

Note: only one charitable sub type is required to seek charity registration. If you are unsure about this questions we recommend removing 'Promoting or protecting human rights' for this application and adding it to your charity registration at a later date.

- International Convention on the Elimination of all Forms of Racial Discrimination
- International Covenant on Economic, Social and Cultural Rights
- International Covenant on Civil and Political Rights
- Convention on the Elimination of all Forms of Discrimination Against Women
- Convention Against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment
- Convention on the Rights of the Child
- Convention on the Rights of Persons with Disabilities

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(untitled)

92) Provide information about any other activities undertaken by your organisation (current or proposed) which have not been described in the application so far. Tick all that apply:

- Encouraging and developing the uses of radio and media for education, public affairs, social and cultural commentary, information, community issues, and entertainment
 - Negotiating, obtaining and maintaining broadcasting licences and facilities to broadcast to the community
 - Specialist music programming (eg local music, local gigs, Indigenous/First Nations music, rare/undiscovered/forgotten music, world music, jazz, country, underground rock/pop/hip hop)
 - Specialist local content (local news & current affairs, community bulletins, local gardening, local community group updates, local markets, festivals & events)
 - Coverage of local arts, artist talks, theatre/choir or exploration of ideas
 - Distribution of local disaster preparedness & relief information
 - Broadcasts in languages other than English
 - Teaching, training, educating and providing services for the training of any persons involved in the preparation and broadcasting of content
 - CALD groups and/or activities
 - Community events/festivals/markets
 - Community newspaper/magazine/newsletter
 - Indigenous cultural activities
 - Senior's groups (60+)
 - Youth groups (13-25)
 - Other - Write in: _____*
-

(untitled)

93)

Provide a brief description of each activity:

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Open text box for each answer selected above

(untitled)

Provide information about what each activity aims to achieve:

	Aim of activity
--	------------------------

Drop down menu options for each answer selected above

(untitled)

Provide information about who participates in and/or benefits from each activity:

Note: The ACNC is interested to know what disadvantaged or at need groups in your community will benefit from your activities, and while it is acknowledged that some activities could benefit the broader community, the entire community is not considered a disadvantaged group, although large parts of the community could be comprised of these disadvantaged groups

	Main participants/beneficiaries
--	--

Provide information about what each activity aims to achieve:

Drop down menu options for each answer selected above

(untitled)

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94) List the activities or services that your organisation is NOT currently undertaking but intends to do so in the next 12 months. Tick all that apply:

- Encouraging and developing the uses of radio and media for education, public affairs, social and cultural commentary, information, community issues, and entertainment
- Negotiating, obtaining and maintaining broadcasting licences and facilities to broadcast to the community
- Specialist music programming (eg local music, local gigs, Indigenous/First Nations music, rare/undiscovered/forgotten music, world music, jazz, country, underground rock/pop/hip hop)
- Specialist local content (local news & current affairs, community bulletins, local gardening, local community group updates, local markets, festivals & events)
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- Community events/festivals/markets
- Community newspaper/magazine/newsletter
- Indigenous cultural activities
- Senior's groups (60+)
- Youth groups (13-25)
- Other - Write in: _____*

Responsible People

95) By ticking this box, I confirm that:*

- The number of Responsible People reflects what is listed in the Constitution
- The number of Responsible People is currently less than what is listed in the Constitution

Question visible if the number of Responsible People is currently less than what is listed in the Constitution

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96) By ticking this box, I confirm that:*

We are actively recruiting for the role/roles and will update the ACNC with the relevant information as soon as possible.

97) Before continuing, please confirm you have checked the dis/qualification status of all Responsible People for your organisation*

Yes, I confirm I have checked the dis/qualification status for all Responsible People

Responsible Person

(Page repeated for all Responsible People)

98) Title

Mr

Mrs

Miss

Ms

Other - Write In: _____

99) Family name*

100) Given name*

101) Other given name(s)

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102) Date of birth*

103) If the person is known by another name, please provide the name below. If not known by any other name, leave fields blank

Given name: _____

Family name: _____

104) Residential address*

Enter the building number (if applicable), street number, and street name only. For example:
15/20 Albert Road

105) Suburb or town*

106) State*

Australian Capital Territory

New South Wales

Northern Territory

South Australia

Tasmania

Victoria

Western Australia

Queensland

Other - Write In (Required):

_____*

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107) Postcode*

108) Country (if not Australia)

109) Phone number*

Please use the following example format (03) 9602 1228 for landline or +61 422 300 722 for mobile

110) Alternative phone number

111) Email address

112) Is the Responsible Person of Aboriginal origin?

- Yes
- No
- Unsure
- Prefer not to say

113) Is the Responsible Person of Torres Strait Islander origin?

- Yes
- No

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- Unsure
- Prefer not to say

114) What language does the Responsible Person mainly speak at home?

115) Position held*

- Board member
- Chairperson
- Committee member
- Deputy chairperson
- President
- Secretary
- Treasurer
- Vice president
- Other - Write in: _____ *

116) Date on which this person became a Responsible Person.*

117) Do you wish to add another Responsible Person?*

- Yes
- No

Tax benefits and exemptions

297) Does your organisation wish to apply for income tax exemption?*

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Yes

No

298) Does your organisation: (a) comply with all the substantive requirements in its governing rules; and (b) apply its income and assets solely for the purpose for which it is established?

Yes

No

299) To what extent does your organisation pursue its purposes outside Australia. Please show as a percentage.*

Do not include any listeners outside Australia that have found you online.

If you have volunteers contributing remotely from overseas locations you will need to comply with the [ACNC's external conduct standards](#) and will need to apply directly with the ACNC.

300) Does your organisation wish to apply for Fringe benefit tax rebate? *

Yes

No

Question visible if organisation wants to apply for Fringe benefit tax rebate

301) Is your organisation an institution? *

Note: a public institution includes organisations that are fixtures within their communities that operate for the public good.

Community radio stations qualify as institutions for the purposes of the Fringe Benefits Tax Rebate. If your organisation is an institution, it is preferable that it is stated in your constitution.

Yes

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No

302) Does your organisation wish to apply for Goods and Services tax concessions? The Goods and Services tax concession is a usual concession for charities.*

Yes

No

303) From what date does your organisation wish to be endorsed for the selected concessions?*

Note, this date should **not** precede the date for charity registration.

CBAA recommends charity registration and ATO endorsement be set at July 1, 2023

Privacy declaration

304) By ticking this box, I confirm that I am authorised to make this declaration*

I confirm that I am authorised to make this declaration

305) By ticking this box, I confirm that the information contained within this application is, to the best of my knowledge, true and correct.*

I confirm that the information contained within this application is, to the best of my knowledge, true and correct

306) Please select the declaring position relevant to you:*

A Responsible Person (such as a board or committee member or trustee) of the applying organisation

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- () An authorised person who holds a position in the organisation that gives them authority to sign (such as a CEO or manager)
- () An agent authorised by the charity to sign this form (such as a lawyer or an accountant)
- () A charity registered with the ACNC (lodging entity) that can legally change the governing rules of the organisation applying for registration.

307) Full name:*

308) Position:*

309) Primary phone number:*

310) Alternative phone number

311) Email address*

312) Date: *

Thank You!

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Thank you for submitting your application. A copy of your response will be sent to the nominated contact person for the application.

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