

Tasmanian Communities Online

Tasmanian Community Organisation Listing

The attached form will allow your community organisation to create a record in the comprehensive list of Tasmanian Community Groups (the "service") maintained by Tasmanian Communities Online, a program of the Department of Education.

Eligibility

This service is open to associations, charities, clubs and societies who meet the eligibility criteria. A copy of the criteria and explanation is available from www.education.tas.gov.au. In brief, listings are available for organisations that:

- are 'non-profit';
- are for 'public benefit';
- are managed by an elected board or committee; and,
- operate in Tasmania.

Please note if the primary purpose of your organisation is to run an annual or other event, your listing as a community organisation is restricted to general information about the group and its goals. Specific information about upcoming events is maintained elsewhere by Online Access Centres and can be included in third-party event databases. Contact your local Online Access Centre for further information about listing events.

If you are uncertain whether your organisation is eligible, please check with staff at any Online Access Centre contact the Tasmanian Communities Online Centre Support Unit by e-mail tco@education.tas.gov.au or by phone on (03) 6233-2802.

Conditions Of Use for This Service

- You must be authorised by your group to use and publish information about it on the Internet.
- You must not use this service to publish any material that defames, harasses, threatens, menaces, offends or restricts any person.
- You must not post any obscene, indecent, inflammatory or offensive material or material that could give rise to civil or criminal proceedings.
- Caution must be exercised in communicating personal or sensitive information. E-mail addresses you provide may be unknowingly collected by third parties and used for unwanted purposes.
- Records may be edited or removed without notice where content is contrary to the Conditions of Use.

Personal Information Protection

Personal information will be collected from you for the purpose of obtaining and verifying details about your community organisation and will be used by your nominated host Online Access Centre for registering you as a representative of your organisation and providing services. Failure to provide this information may result in your group not being listed as part of Tasmania's CommunityNet. Your personal information will be used for the primary purpose for which it is collected. Personal information will be managed in accordance with the Personal Information Protection Act 2004 from the date of its implementation and may be accessed by the individual to whom it relates on request to the nominated host Online Access Centre. You can obtain a copy of the department's Personal Information Protection Policy on request to any Online Access Centre or via the internet at www.education.tas.gov.au/deis/policies/pip/pippolicy.htm

Waiver of Responsibility

This is a community service provided by the Crown in right of the State of Tasmania to assist nonprofit organisations to publish information on the World Wide Web. The Crown itself and through its contractors and suppliers endeavours to maintain continuity of service, it makes no representations as to the reliability or continuity of access to or integrity of information included in this service. The Crown, its employees and agents, the Managing Authority of each Online Access Centre, their employees, volunteers and agents will not be responsible for any loss, however arising, from the use of, or reliance on this service.

Creating Your Own Listing

You can also request a user name and password so that you can make changes yourself as often as you want from any computer that is connected to the Internet. Your local Online Access Centre can assist you in obtaining a user name and password and provide training in how to update your record, or you can self-register at www.tco.asn.au and click on Links. If you choose to self-register and update your own record online, you do not need to submit this form, but you may find it useful to refer to when collecting the required information.

Questions

If you have any questions while completing this form or about this service, please contact Tasmanian Communities Online by e-mail to tco@education.tas.gov.au or by phone on (03) 6233-2802.

Tasmanian Communities Online is a program of the Government of Tasmania managed by the Department of Education. It was established with support from the Australian Government.

Tasmanian Communities Online
Tasmania's CommunityNet
 Community Organisation Listing Registration Form

Group Name:	Full legal name from incorporation certificate or group's letterhead ... don't forget "Inc." or "Incorporated" etc. if applicable:
Certificate of Incorporation #:	<input type="checkbox"/> Not Incorporated
Name of Person Providing Information:	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/> Other (specify): _____ Last name: First name & initial:
Position in Group:	<input type="checkbox"/> President <input type="checkbox"/> Chair <input type="checkbox"/> Secretary <input type="checkbox"/> Treasurer <input type="checkbox"/> Vice-President <input type="checkbox"/> Deputy Chair <input type="checkbox"/> Public Officer <input type="checkbox"/> Committee Member <input type="checkbox"/> Other (specify): _____
Phone Number:	
E-mail Address:	
Postal Code:	

I declare I am authorised to submit information to this service, and in doing so I for myself and on behalf of the named group:

- a) agree to comply with Commonwealth and State laws;
- b) assume all risks associated with use of this service;
- c) acknowledge the Crown's waiver of responsibility;
- d) agree to the Crown monitoring content to ensure compliance with these conditions and its right to remove offending material without notice..

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Personal information is being collected from you for the purpose of obtaining and verifying details about your community organisation and will be used by your nominated host Online Access Centre for registering you as a representative of your organisation and providing services. Failure to provide this information may result in your group not being listed as part of Tasmania's CommunityNet. Your personal information will be used for the primary purpose for which it is collected. Personal information will be managed in accordance with the Personal Information Protection Act 2004 from the date of its implementation and may be accessed by the individual to whom it relates on request to the nominated host Online Access Centre. You can obtain a copy of the department's Personal Information Protection Policy on request to any Online Access Centre or via the internet at www.education.tas.gov.au/deis/policies/pip/pippolicy.htm

Signed:

Full Name:

Date:

Municipality This is the municipality in which your group primarily operates. If your group serves several municipalities, circle all that apply[†]. If your group operates state-wide, please circle the “statewide” option at the end of the list.

Break O'Day	Brighton	Burnie City	Central Coast
Central Highlands	Circular Head	Clarence City	Derwent Valley
Devonport City	Dorset	Flinders	George Town
Glamorgan/Spring Bay	Glenorchy City	Hobart City	Huon Valley
Kentish	King Island	Kingborough	Latrobe
Launceston City	Meander Valley	Northern Midlands	Sorell
Southern Midlands	Tasman	Waratah - Wynyard	West Coast
West Tamar	State-wide (all mun.)		

[†] Please do not select additional municipalities unless your group is currently active there ... Tasmania Online provides extensive search capabilities; listing additional municipalities for promotional or recruitment purposes is not permitted.

Category Please circle the category that most closely fits the primary purpose of your group:

Arts & Leisure	Children / Youth	Church / Religious
Community Development	Education & Training	Emergency Services / Public Safety
History	Multicultural	Political / Lobby
Community Service	Social Club	Sport / Recreation
Community Centre	Environment	Returned Services

Host OAC Your record will be “hosted” by one of Tasmania’s 64 Online Access Centres. Please circle the most appropriate centre (ie. the one closest or most convenient for your group that is in the same municipality as where your group primarily operates or where your office is based). Groups in the Hobart area can chose an OAC or circle “Metropolitan Hobart”.

Bagdad	Exeter	Meander	Smithton
Beaconsfield	Fingal	Mole Creek	Sorell
Bicheno	Flinders Island	New Norfolk	St Helens
Bothwell	Forth	Nubeena	St Marys
Bracknell	Geeveston	Oatlands	Strahan
Bridgewater~Brighton	George Town	Ouse	Swansea
Bridport	Glenora	Penguin	Triabunna
Bruny Island	Glenorchy	Poatina	Tullah
Burnie	Huonville	Queenstown	Ulverstone
Campbell Town	King Island	Ravenswood	Wilmot
Clarence Plains	Kingston	Redpa	Winnaleah
Colebrook	Latrobe	Richmond	Woodbridge
Deloraine	Launceston	Ridgley	Wynyard
Derby	Lilydale	Ringarooma	Yolla
Devonport	Longford	Rosebery	Zeehan
Dover	Margate	Scottsdale	
Edith Creek	Maydena	Sheffield	Hobart City

Primary Contact	<input type="checkbox"/> Person named on page 1 as providing this information, or:
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Please provide the name and position of the primary contact for your group.

Organisation's Street Address	
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You must provide either a street address or a mailing address.

Organisation's Postal Address	
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Complete this box only if the mailing address is different to the address above.

	Public contact phone #:	Private phone # (not publicly displayed):	Mobile phone #:	Fax #:
Organisation's Contact Phone #'s				

Enter the phone numbers that interested members of the public can call for information about your group. You may leave any of these fields blank. Note that the "private phone number" is not published on the Internet but may be provided to local government authorities, other state government agencies and others authorised by your local Online Access Centre who use TCN to obtain contact details for community groups.

Organisation's Contact E-mail	<input type="checkbox"/> Same as for the person named on page 1 as providing this information, or:
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If your group (or a member of your committee) has an e-mail address that people can contact for further information, enter above. This field can be left blank.

Organisation's URL	WWW. _____
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If you don't have your own website but your group is affiliated with a national/international organisation, you can enter their web address instead. This field may be left blank.

Meeting Schedule	
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If your group holds regular meetings, this field specifies how often and where. This field may be left blank.

Area Served	
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If your group serves several communities, you can list them, or you can specify regions of the state (or "state-wide") as applicable. This field can be left blank.

Membership	
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If membership is limited, you can list the membership criteria here (eg. "retirees" or "all local residents"). This field may be left blank.

Short Description	
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This information will display on summary lists that include your group such as Internet search engines. Your description must be less than 500 characters in length.

Detailed Description	<input type="checkbox"/> Same as Short Description on previous page <input type="checkbox"/> as per attached sheet, or:
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The detailed description of your group can include a comprehensive description of your group and its aims. It can also include complete list of office bearers and/or historical information. At a minimum you should duplicate the content of your "short description" entered previously. If you need more space please attach a separate sheet.

Volunteers Needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, not at the moment
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If your group is actively seeking volunteers to assist your members or the general public, tick "yes". If you don't tick anything, this field will set to "no". You can change this any time in the future.

Form to Email Address	<input type="checkbox"/> Same as the organisation's contact e-mail on page 3, or:
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Your listing can include an e-mail comment form that people can use to send you a quick e-mail. If you want to activate this feature, you must provide a valid e-mail address, which can be different from the contact e-mail address above. This field may be left blank.

URL Shortcut (TCN only)	www.oac_name.tco.asn.au/tcn/ _____ (eg. www.burnie.tco.asn.au/tcn/gardenclub)
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The URL shortcut can be used to create a "user-friendly" URL (web address) that your group can use on flyers, letterhead, etc. We will contact you if your preferred URL is not available. This field may be left blank.

Reminder Month	You will be reminded annually to update your record. Reminders will be issued by e-mail where possible, otherwise by mail. The most common months are February or September as these are when most organisations file annual returns and change office bearers.	Preferred Month:
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