

Parent Forum Mon 7 Nov 2022

NHS P&C ACNC RE-APPLICATION UPDATE

Please refer to email transcript below for background.

We were required to withdraw our recent ACNC re-application due to an historic error with our ABN: our 'entity type' has to be changed from 'other unincorporated entity' to 'other incorporated entity'.

Rebecca West applied for a new ABN on 10 Oct 2022 – screenshot of confirmation of submission below.

It was confirmed by phone that **this application takes approx. 4 weeks**. A representative should then call to check on certain facts in person. Following this personal contact the application should be approved. *Rebecca is expecting this call any day...*

Once we have a new and correct ABN we can then go back to re-submitting the ACNC application.

The screenshot shows the Australian Business Register website. At the top left is the Australian Government logo. The header includes 'Australian Business Register', 'Accessibility', and navigation links 'Contact us' and 'About'. The client information is: Client name: NEWCASTLE HIGH SCHOOL PARENTS AND CITIZENS ASSOCIATION, Reference number: 3614923268277. The main heading is 'Application pending'. A green banner states 'Your application has been submitted.' Below this, the user's name is 'Newcastle High School Parents and Citizens Association' and the application reference number is '3614923268277'. Under 'Important information', it notes that further checks must be undertaken and provides a link to service standards. A 'Next steps' section indicates that the user may be entitled to apply for other registrations. At the bottom right of the form area are 'Print' and 'Continue' buttons.

TRANSCRIPT OF KEY CORRESPONDENCE

NHS P&C ACNC RE-APPLICATION

From: Registration <registration@acnc.gov.au>

Sent: Monday, 25 July 2022 2:45 PM

To: Rebecca West <ra-west@outlook.com>

Subject: Response needed: ACNC charity application for Newcastle High School Parents and Citizens Association Inc [ATT: Roslyn Ziebell] [SEC=OFFICIAL:Sensitive] CRM:000760000959

Dear Rebecca

Further information required: ACNC charity registration application for Newcastle High School Parents and Citizens Association Inc

Thank you for the application to register Newcastle High School Parents and Citizens Association Inc (ABN 31 073 311 801) (**the Applicant**) as a charity with the Australian Charities and Not-for-profits Commission (**ACNC**).

I have considered your application and require more information to decide if the Applicant meets the charity registration requirements. These are set out in the *Australian Charities and Not-for-profits Commission Act 2012* (Cth) (**the ACNC Act**). I am unable to progress your application without this information.

Please provide the information set out below by no later than **8 August 2022**:

1. Annual Information Statement (AIS)

Please submit the Applicant's AIS for 2018 via the Charity Portal.

2. Australia Business Register (ABR) – entity type

Please [contact the ABR](#) to update the [Applicant's entity type](#) from 'other unincorporated entity' to 'other incorporated entity'. Please note, if the ABR advise that you require a new ABN, you will need to withdraw this application and reapply when you have the new ABN.

3. Involuntary revocation

I note that the Applicant's registration was revoked by the ACNC on 18 May 2022. What measures has the Applicant put in place to prevent this happening again?

If you are unable to provide the information by the due date set out above and require additional time to prepare your response, please call me or email me at registration@acnc.gov.au so I can review the date the information is required.

If the information requested above is not provided by **8 August 2022**, or the alternative date agreed, your application is likely to be refused.

This request for information is made under section 30-15(1) of the ACNC Act. In providing information to the ACNC, please be aware that providing false or misleading information is a serious offence.

What you need to do

Please reply to this email (registration@acnc.gov.au) with **all** the information required no later than 8 August 2022. Please state the Applicant's name, my name and the CRM reference number in the subject line of your email. It is important that you **do not delete the CRM reference number** from the end of the subject line of your email, to ensure that your email can be processed as quickly as possible.

Need help?

If you have any questions about this notice, please contact me on (03) 9946 9137 or at registration@acnc.gov.au.

I can only discuss the application with the people named as the contact people in your application form.

Yours sincerely

Roslyn Ziebell

Law Interpretation Analyst | Registration | Australian Charities and Not-for-profits Commission
T (03) 9946 9137 | F 1300 232 569 | E registration@acnc.gov.au | W www.acnc.gov.au



From: Rebecca West <ra-west@outlook.com>;

Received: Mon Aug 08 2022 12:38:28 GMT+1000 (Australian Eastern Standard Time)

To: <registration@acnc.gov.au>;

Cc: Karen White <karen.white12@det.nsw.edu.au>;

Subject: ATT: Roslyn Ziebell RE: Response needed: ACNC charity application for Newcastle High School Parents and Citizens Association Inc [SEC=OFFICIAL:Sensitive] CRM:000760000959

Hi Roslyn

Apologies that our reply is right on the deadline, we're doing our best but it's not always simple for volunteers to find time for these administrative tasks.

Our responses are as follows:

1. You will find our **completed 2018 AIS** in the Charity Portal.
2. Our enquiry with the ABR has led us to understand that we will need to apply for a new ABN to change entity types. **Given your instructions below, it looks as if we are going to have to make a new application? What would be very helpful is some further detail – could you provide us with an explanation as to why we need this entity change?** Why do we now need to be 'incorporated'?
3. Our answer to your prevention question:
*In 2019 there was a handover of all the key committee positions, – with an all new executive we were only vaguely aware of the ACNC responsibilities. The responsibility and duties around the ACNC Annual Statements were then overlooked during the pandemic, with our communications and meetings very disrupted throughout this period. Now 2022 we have a renewed focus and vigor, with our President & Vice President making the renewal of our charity registration a top priority. Given we have Committee Members who are now very familiar with the online Annual Information Statement submission process – the deadline for this important document is now diarized. Our responsibility has now been clarified, and **we will be submitting our 2022 statement before the 30 June 2023.***

We're assuming a new application needs a deadline extension?

I think it would be useful to have an in-person chat if possible – I will try phoning you this afternoon / tomorrow? If you could let me know the best time?

Your patience is very much appreciated.

Regards
Rebecca West
Vice President,
Newcastle High School P&C Committee
0416 171128

From: Registration <registration@acnc.gov.au>
Sent: Monday, 8 August 2022 2:35 PM
To: Rebecca West <ra-west@outlook.com>
Subject: RE: ATT: Roslyn Ziebell RE: Response needed: ACNC charity application for Newcastle High School Parents and Citizens Association Inc [SEC=OFFICIAL:Sensitive] CRM:000760000959 [SEC=OFFICIAL:Sensitive]

Hi Rebecca

Thanks for your email and the answers to questions 1 and 3.

I've asked question 2 because, based on the governing document you provided, the Applicant is incorporated under the Federation of *Parents and Citizens' Association of New South Wales (Amendment) Act* 1991. This means that the ABR entity type under which the Applicant is currently registered (other unincorporated entity) is incorrect, as the Applicant is an incorporated association rather than an unincorporated association. If I register the Applicant with an ABN for the wrong entity type, this could lead to issues for you and the ATO (which manages the ABR) in the future.

I hope that makes sense. Please let me know if you'd like to discuss over the phone and I'll call you (I'm working from home, so I'm afraid you can't reach me by phone).

If you don't need to discuss by phone, please advise when you will know if you will need a new ABN (and therefore need to withdraw the application) by **Friday 19 August 2022**.

Thanks.

Kind regards

Roslyn Ziebell

Law Interpretation Analyst | Registration | Australian Charities and Not-for-profits Commission
T (03) 9946 9137 | F 1300 232 569 | E registration@acnc.gov.au | W www.acnc.gov.au

