

Secretary's Report

Annual General Meeting - 17 August 2026

To be tabled at the CSO Committee Meeting on 8 August 2026

Over the past year, the Illawarra and South Coast Central Service Office Inc. has continued to strengthen its service structure, administration processes and committee involvement.

- The CSO now has three *active* sub-committees
 - Rally Committee
 - Literature Office Committee
 - Public Information and Professional Awareness (PIPA) Committee
- The Secretary continues to support committee administration by
 - Calling for agenda items ahead of CSO Committee meetings;
 - Circulating meeting minutes;
 - Tracking action items/follow-up matters to support future meeting planning;
 - Supporting communication between the CSO and subcommittees; and
 - Developing a central Google Drive workspace for CSO Committee and Sub-committee documents.
- Committee members involved in the Literature Office, Rally and PIPA Committees are encouraged to complete the [Membership Application & Renewal FORM](#) and to become members of the Illawarra and South Coast Central Service Office Inc. Members can register as:
 - a Group Service Representative (SR) representing an AA group, in line with the ISCCSO Constitution; or
 - as an Affiliate Member (an individual not representing a home group).
- Assisted with organising the Rally CSO Raffle in February 2026 by liaising with the member responsible for creating poster content, arranging use of art easel stand, developing award certificates and purchasing additional resources, including bulk brown bags for literature purchases.
- Contributed to the development, drafting and review of three new CSO policies to support the CSO's application for not-for-profit incorporated charity status.
 - **Conflict of Interest Policy** - developed using the ACNC charity application template and adapted to reflect ISCCSO requirements.
 - **Safeguarding and Child Safety Policy** - developed with reference to Australian AA documents, including the [AA Australia Safeguarding Policy](#) and [Child Safety Guidelines \(GL-34\)](#).

- **Management of Resources Policy** - developed to extend the financial aspects of the COI Policy and for managing ISCCSO's assets, including those of the Literature Office.

The Illawarra and South Coast Central Service Office Inc. received confirmation of its not-for-profit incorporated charity status with the Australian Charities and Not-for-profits Commission (ACNC) in June 2026 (ABN 50 411 260 539). The start date of concessions is backdated to 25 August 2025.