

Illawarra & South Coast Central Service Office Inc
Public Officer Report
INC NO: 2500811
ABN: 50411260539
Certificates below
May 2026

The Public Officer is the contact person between the association and the Dept. of Fair Trading, should anyone in the public want to contact the association. The Public Officer must be a NSW resident but does not have to be a member of the Association. The Public Officer appointment needs to be confirmed each AGM.

Some points of interest:

- We received confirmation last Tuesday 14th that our CSO had been reregistered as a charity (we had to reapply because of our structure and name change).

There are a number of responsibilities being a charity. One is to have a number of policies to protect the Charity and the recipients of its services: I'd like to that Rhia for her work in preparing them for our Charity application:

- Safe-Guarding & Child Safety Policy

<https://irp.cdn-website.com/bccbbb3b/files/uploaded/ISCCSOI-Policy-Safeguarding-Child-Safety-260330-ef442bbf.pdf>

- Conflict of Interest Policy

<https://irp.cdn-website.com/bccbbb3b/files/uploaded/ISCCSOI-Policy-COI-20260330.pdf>

and Conflict of Interest Register Form (*Committee Responsible to fill out and keep up-to-date*)

<https://irp.cdn-website.com/bccbbb3b/files/uploaded/ISCCSOI-Register-of-Interests-and-COI-2603300.pdf>

- Finances/ Resource Management

<https://irp.cdn-website.com/bccbbb3b/files/uploaded/ISCCSOI-Policy-Management-of-Resources-260330-bd17744a.pdf>

The ACNC letter here:

<https://irp.cdn-website.com/bccbbb3b/files/uploaded/ACNC-Charity-Registration-Letter.pdf>

All the above and the Letter from the Dept. Fair Trading when we incorporated

<https://irp.cdn-website.com/bccbbb3b/files/uploaded/DFT-IAS-250702-Incorporation-Letter-.pdf>

have been loaded on the right-hand side of the Service Meeting Notices webpage – so all members, and especially the Committee and Sub-Committee members, can familiarise themselves with the legal and ethical requirements we need to adhere to.

SEE: <https://www.aawollongong.org.au/notice-meeting>

- We also applied for DRG Tax Status (*\$2 deductible donations*) but that may take a few more weeks.
- Our Certificates can also both certificates can be downloaded from that webpage:
Charity Certificate
<https://irp.cdn-website.com/bccbbb3b/files/uploaded/IISCCSOInc-Charity-Certificate.pdf>
Incorporation Certificate
<https://irp.cdn-website.com/bccbbb3b/files/uploaded/ISCCSOInc-COI.pdf>
- Note some venues may require either of the above for you to prove non-profit status. And because your group is on our Meetings List. See 2 Page download – scroll down to the RED LINK – your group is covered by our CSO.
<https://www.aawollongong.org.au/aa-meetings>

- The CSO can also provide your group with a support letter should you need one to support your application for non-profit rental. If so, contact the Secretary or Public Officer via the committee email aawollongong@gmail.com

For example, we provided one for Batemans Bay Group when they moved to the Leisure Centre.

See:

<https://irp.cdn-website.com/bccbbb3b/files/uploaded/Status+of+AA+Groups.pdf>

