



ANZSOM

The Australian and New Zealand
Society of Occupational Medicine Inc

**GOOD WORK
SAFE WORKPLACES
HEALTHY WORKERS**

ANZSOM

Governance Manual

February 2026

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1. Introduction

1.1 Purpose of this document

Good governance is essential for ANZSOM in order for the organisation to achieve its goals and objectives for members and more broadly. This document provides a guide to support members involved in the governance of the organisation to fulfil their roles and responsibilities effectively.

It complements the Society Rules to provide more specific guidance for issues not covered in that document and to address the evolving requirements of the organisation.

Changes to the Model Rules for associations incorporated in Victoria (which ANZSOM is) are made from time to time and considered by the General Council. Changes to the [Model Rules for Incorporated Associations](#) were last made in November 2023. It was agreed by the General Council at the February 2024 General Council meeting that the updates did not warrant changes to ANZSOM's rules and that all requirements should be reflected in this Manual and specific ANZSOM policies.

The governance manual is reviewed annually or as required to ensure it meets the needs of the organisation and the individuals contributing to the governance of the organisation.

1.2 About ANZSOM

Legal standing

The Australian & New Zealand Society of Occupational Medicine (ANZSOM) is an association incorporated in Victoria under the Associations Incorporation Act 1981. It comprises a federal body and five state branches, with operations governed by the [Society Rules](#), which underwent a major revision in 2014 to align with Model Rules under the Associations Incorporation Reform Act 2012.

ANZSOM is also registered as an Australian Registrable Body (ARB). This is a requirement for organisations incorporated in a particular state or territory but with branches that 'trade' in other states. See [Appendix 4](#) for a summary of compliance requirements.

ANZSOM is affiliated with the New Zealand body (ANZSOM (NZ) Inc), which was separately incorporated in 2011.

Purpose

As outlined in the Society Rules, ANZSOM is the professional society for those who practice or have an interest in the fields of occupational medicine, occupational nursing and workplace health more generally. Society seeks to advance the knowledge, practice and standing of occupational health by providing opportunities for professional development, networking and partnerships.

The Vision and Mission of the organisation, and the strategic direction, are established through consultation with the membership and are set out in the current [Strategic Plan 2022-2025](#).

The Executive is supported by the Federal Secretariat, which undertakes the general running of the organisation under contract.

The affairs of the Society are governed at a federal level by a General Council, including the Executive positions of President, Secretary General and Treasurer General. Branches are each governed by a Branch Council, including Chair, Secretary and Treasurer. Refer [Appendix 2](#) for current and historical office bearers.

The position of Nurse Liaison Officer was introduced in 2012 to ensure representation of nurses' interests. The Nurse Liaison Officer is a member of the Executive and General Council.



2. General Council

2.1 The role of General Council

The General Council of ANZSOM is responsible for all matters pertaining to the running of the Society. This authority is expressed within the Society Rules.

ANZSOM General Council has full responsibility for the overall operations of the Society including:

- financial operations and solvency
- all matters as prescribed by law (refer [Appendix 4](#) for corporate compliance requirements), and
- the strategic direction of the Society

Specific roles include but are not limited to:

- setting the short, medium and long-term goals of the Society
- providing direction in the context of the strategic needs of the Society
- determining the policies governing the operations of the Society
- appointing and approving the terms and conditions of the Secretariat
- reviewing and providing feedback on the performance of the Secretariat
- establishing and determining the powers and functions of General Council members
- approving major operational plans
- approving the annual budget and long-term budgets
- approving all items of capital expenditure
- reviewing annual progress and performance in meeting the objectives of the Society, including reporting on the outcome of such reviews

2.2 The structure and membership of General Council

In line with sound governance principles, it is essential for ANZSOM's governance structure to reflect the need for independence, transparency and flexibility.

The General Council consists of the ANZSOM President, who is the presiding officer, the Secretary General, the Treasurer General, , the President Elect (if filled), the Nurse Liaison Officer and a delegate nominated from each Branch Council (usually the Chair of the Branch Council).

The ANZSOM Constitution also identifies the Immediate Past President as a member of General Council. It has been determined that this involvement is at the discretion of the individual concerned, recognising the significant demands of the role of President, and that individuals may have served an extensive period comprising President Elect and President. The Immediate Past president may choose to take on alternative representation roles, again at their discretion (refer Section 3.3).

As from 2022, and at the request of ANZSOM (NZ), the President of ANZSOM (NZ) sits as a guest/observer on General Council and does not have voting rights.

Other members may be co-opted from time to time, but should not exceed three in number at any one time. General Council members should be appointed under the conditions of the Society's Rules. The term of a General Council member will be for the duration of their term of office on the Executive or Branch Council (usually 3 years). From time to time, it may be necessary to appoint a General Council member for shorter periods to fill a casual vacancy.

The General Council carries out its activities through the Secretariat and delegates specific powers and responsibilities to the Secretariat. Delegations to the Secretariat are contained in the 'Role of the Secretariat'.

2.3 The responsibilities of individual General Council members

General responsibilities

General Council members are 'board directors' and as such must act in accordance with statutory requirements, and in keeping with developments at common law. General Council will:

- discharge their duties in good faith and honestly in the best interests of the Society with the level of skill and care expected of a director of a major Society
- owe a fiduciary duty to the Society using the powers of office for a proper purpose, in the best interests of the Society as a whole
- act with required care and diligence, demonstrating commercial reasonableness in their decisions
- avoid conflicts of interest
- act for the benefit of the Society as a whole
- not make improper advantage of their position
- not allow personal interests, or the interest of any associated person, to conflict with the interests of the Society
- make reasonable enquiries to ensure that the Society is operating efficiently, effectively and legally towards achieving its goals, and
- undertake diligent analysis of all proposals placed before the General Council.

General Council members decide what Society matters are delegated to either specific General Council members or the Secretariat, and what controls are in place to oversee the operation of these delegated powers. General Council members have no individual authority to participate in the day-to-day management of the Society, including making any representations or agreements with member companies, suppliers, business partners, employees or other parties or organisations unless such authority is explicitly delegated to the member through a motion to the General Council.

General Council members are expected to give their specific expertise generously to the organisation. General Council members will keep confidential General Council discussion and deliberations. General Council members are expected to be forthright in General Council meetings and have a duty to question, request information, raise any issue, fully canvas all aspects of any issue confronting the Society and cast their vote on any motion according to their own decision. However, outside the General Council room, General Council members will support the letter and spirit of General Council decisions in discussions with Society members, suppliers and staff and other parties.

Confidential information received by a General Council member in the course of the exercise of their duties remains the property of the Society from which it was obtained, and it is improper to disclose, or allow it to be disclosed, unless that disclosure has been authorised by the person from whom the information is provided, or is required by law. At meetings of General Council, a General Council member shall, in good faith, conduct himself or herself in a manner which is consistent with generally acceptable procedures for the conduct of meetings.

Director ID

As from November 2022, all directors are required to register and obtain a personal Director ID. This includes directors of Australian Registrable Bodies such as ANZSOM – including members of our General Council. Branch Council members who are not General Council members do not require a Director ID. <https://www.abrs.gov.au/director-identification-number/apply-director-identification-number>.

Conflict of interest & policies

Members of the General Council will adhere to the [Conflict of Interest Policy](#) and all other adopted policies of the Society. Members' interests must be declared at the start of each General Council meeting.

Access

As there may be the occasional need for General Council members to be contacted urgently, General Council members should leave with the Secretariat any contact details, either for themselves or for a person who knows their location, so that they can be contacted within twenty four (24) hours in cases of a motion by circular or other business.

Portfolios

The ANZSOM General Council may allocate portfolios for General Council members for specific issues, when required e.g. CPD, membership development.

Induction

To support General Council members and other office bearers in understanding and executing their roles and responsibilities, a formal induction process is established whereby such persons are provided with the information relevant to their position and asked to sign a declaration of their understanding. This is reviewed from time to time. Refer [Appendix 1](#).

2.4 Delegation of authority

Decisions

The following decisions will be considered by the Executive for approval before presentation to the General Council:

- Budgets, including background papers
- Any new initiative not included in the budget
- Legally binding agreements for goods and services
- Any capital item not included in the budget
- Any major change of policy, including marketing, human resources, financial including credit control and operations
- Any proposed change in strategic direction
- Any property decision.

Advice

The following should be reported to the General Council for advice/noting:

- Bad debts in excess of 90 days
- Any potential legal action against the organisation
- All insurance matters
- Any non-routine financial claim against the organisation.

Motion by circular

Any urgent decision which cannot wait for the next General Council meeting can be dealt with via email:

- They must be agreed by a majority of General Council members, approving the action
- They will be entered in the minute records
- If not agreed by a majority of General Council members, the item is deferred to the next General Council meeting.

2.5 General Council Member protection

Information seeking protocol

General Council members will adhere to the following protocol when seeking information from the Society that relates to their role:

- Approach the Secretariat
- If this is unsuccessful, discuss the issue with the President
- If a motion is still not forthcoming, write a letter to all General Council members and Secretariat detailing information required, the purpose of the information, and who the General Council member intends to approach in order to obtain the information.

Access to information and insurance

The Secretariat will hold a complete set of General Council papers for a period of at least seven (7) years. General Council members are entitled to access these papers on request, even if they have ceased to be General Council members.

All documentation containing or seeking legal advice will clearly state that the legal advice is sought both in relation to the Society and to the General Council members and their personal capacity. The Society will maintain each General Council member's insurance for seven years after the date at which they ceased to be a General Council member (i.e., insurance needs to be maintained for seven years after the Society ceases).

2.6 General Council evaluation

At least every second year, the General Council will conduct an evaluation of its performance with a method and timing to be determined by the General Council. The President will action this evaluation, obtaining any assistance required and report the results to the Annual General Meeting.

Tools such as the Association Executive Services Association Self-Assessment may be used in this evaluation process. Refer [Appendix 3](#).

2.7 General Council member development

In order to continually improve General Council performance, all General Council members are expected to undertake self-development where appropriate. Where appropriate and feasible, this will be facilitated by ANZSOM through training provided by the organisation and through promotion of relevant resources.

3. Executive

3.1 The role of the President

The President is elected by full ANZSOM members at the Annual General Meeting according to the Society Rules.

A President will serve for a period of three (3) years and may be elected for a second term. The election usually takes place two years into the three-year term so that the President Elect can be mentored in their role. Alternatively, the Immediate Past President may continue a role on General Council to mentor an incoming President (refer Sections 2.2, 3.3).

The President shall be the spokesperson for the Society at the AGM and in the reporting of the performance. Elections should be on a rotating basis, with the Treasurer and Secretary to ensure continuity of governance.

The President will:

- Chair General Council, Executive and Annual General meetings
- Establish the agenda for the General Council meetings in consultation with the Secretariat and the Secretary General

In particular, the President will:

- Provide leadership and be committed to the responsibilities of the role
- Oversee the strategic and operational planning processes of the Society
- Liaise with the State Branches as appropriate and as required
- Liaise with key strategic alliances and sponsors as required
- Participate in projects according to interests and expertise
- Liaise with media as appropriate
- Sign approval of reports and financial statements for release to members
- Serve as the major point of contact between the General Council and the Secretariat
- Be kept fully informed by the Secretariat on all matters which may be of interest to General Council members
- Regularly review with the Secretariat progress on important initiatives and significant issues facing the organisation
- Chair the Secretariat evaluation process
- Oversee the process of General Council evaluation
- Mentor the incoming President Elect.

3.2 The role of the President Elect

The President is generally elected one year before taking up office and in that year holds the title of President Elect.

A President Elect will:

- Participate as a member on Executive and General Council.
- Chair Executive and General Council meetings if the President is not present.

In particular, the President Elect will:

- Provide a supporting role to the President in all areas of representation and social responsibility
- Ensure the General Council is informed of issues and activities
- Chair at least one major portfolio
- Be kept fully informed by the Secretariat on all matters which may be of interest to General Council members
- Regularly review, with the President and the Secretariat, progress on important initiatives and significant issues facing the organisation
- Participate in the Secretariat supervision, support and evaluation process.

3.3 The role of the Immediate Past President

The Immediate Past President may continue to serve on General Council at their discretion. This is desirable if there is no period of overlap between Presidents.

The role of the Immediate Past President is to facilitate continuity of governance as required by:

- Participating as a member of General Council (at their discretion)
- Mentoring the incoming President as required
- Providing advice as required.

The Immediate Past President may take on further representative roles at their discretion and with the endorsement of General Council.

3.4 The role of the Secretary General

The Secretary General is elected for a three (3) year term by full ANZSOM members at the Annual General Meeting, according to the Society's Rules. Elections should be on a rotating basis, with the President and Treasurer to ensure continuity of governance.

The Secretary General provides general support to the President in all the areas outlined above. In addition, the Secretary General takes on a number of administrative roles, particularly in relation to membership. With changes to the Associations Incorporation Act 1981, the Secretary may also take on the role formerly known as Public Officer (the Secretariat currently holds this position for ease of management of annual returns, which are made online).

The Secretary General will:

- Approve General Council and Executive Meeting agendas and minutes prior to circulation
- Ensure all the legislative requirements of the Society are fully met
- Ensure the election process of the Society is correct and all aspects of diligence are met
- Manage membership issues
- Liaise with strategic alliances and media as appropriate and as required
- Conduct Secretary responsibilities in line with the Associations Incorporation Act 1981
 - Submit financial statements to Consumer Affairs Victoria within 1 month of the Annual General Meeting
 - Submit resolutions or change of rules to Consumer Affairs Victoria within 28 days of the Annual General Meeting / Extraordinary General Meeting

- Notify Consumer Affairs Victoria of any other changes (e.g., change of registered address, change of Secretary, etc).

3.5 The role of the Treasurer General

The Treasurer is elected for a three (3) year term by ANZSOM full members at the Annual General Meeting, according to the Society's Rules. Elections should be on a rotating basis, with the Treasurer and Secretary to ensure continuity of governance.

The Treasurer is responsible for overseeing the Federal accounts and for providing general leadership with respect to financial management.

The Treasurer will;

- Meet regularly with the Secretariat to monitor financial progress of the Society
- Participate as a member on the Executive and General Council
- Ensure all the requirements of the ATO are fully met.

In particular the Treasurer will:

- Ensure financial management reports are provided in a timely manner and are in accordance with the directives of the General Council
- Ensure that appropriate internal financial controls are in place and operating efficiently
- Oversee the annual budget and quarterly reports to the General Council
- Ensure that the activities of the Branches and the General Council are in accordance with the financial policies
- Be kept fully informed by the Secretariat on all matters which may be of interest to General Council members
- Regularly review, with the Executive and the Secretariat, progress on important initiatives and significant issues facing the organisation
- Participate in the Secretariats evaluation process
- Oversee the contract with the secretariat
- Analyse project costing against revenue
- Consider matters raised by the auditors and ensure appropriately addressed
- Review reports on legislative compliance
- Monitor reports on the effectiveness of internal controls in order to establish an environment in which controls can operate effectively
- Reassess governance practices for inclusion into Society governance statement
- Ensure that the auditors' reports to management are received by management in a timely fashion
- Provide an annual financial report.

3.6 The role of the Nurse Liaison Officer

Occupational health nurses represent a significant and growing proportion of our membership; thus the position of Nurse Liaison Officer was created in 2012 to ensure representation in the ANZSOM governance structure. The role has been important for building and sustaining positive relationships with current and future members. It provides a nursing perspective at the level of the Executive and General Council to ensure the needs of nurses are considered in our ongoing strategic development.

The Nurse Liaison Officer will:

- Provide a point of contact for nurse members
- Advise on educational and other needs of members
- Provide input at an Executive and General Council level in relation to the needs of members.

4. General Council and Executive Meetings

4.1 General requirements

Meeting frequency, time, place and attendees

The General Council meets at least four times per year. This includes a face-to-face meeting at the Secretariat office in Melbourne at the start of the year (usually in February), and another face-to-face meeting at the Annual Scientific Meeting. The General Council is also required to meet on the instruction of the President or at the request in writing of any two of its members.

Travel support to the February face-to-face meeting is available to General Council members who live outside Melbourne/Victoria. This includes return economy airfares, at least one-night accommodation, meals and taxi/transfers. For more information refer to the [ANZSOM Travel Cost Reimbursement Policy](#).

A Quorum of the General Council consists of six of its members present (or represented by the presence of a deputy) of whom at least two are members of the Executive.

Representation by the Branches is essential for the effective governance of the Society. General Council members who represent State Branches are required to arrange a proxy to attend meetings if they are unable to attend.

The Executive Committee of the General Council meets in alternate months to the General Council. The Executive Committee comprises the President, Secretary, Treasurer and Nurse Liaison Officer.

The ANZSOM Meeting schedule is developed annually (refer [Appendix 5](#)).

4.2 The General Council meeting papers

4.2.1 Meeting agenda

Draft agenda

An agenda will be prepared for each General Council meeting and for any sub-Committee meetings. The Secretariat should prepare the draft agenda based on a template, which is then reviewed and confirmed by the President and Secretary. The items below will generally be included.

Member interests

Members must declare any personal interests relevant to their participation in the meeting at the start of each meeting. Declared interests will be managed in light of the [Conflict of Interest Policy](#).

Matters arising from the minutes

This item will normally cover any item from the previous minutes about which any General Council member requires further information and which will not be raised in the main body of the meeting:

Major correspondence:

Major correspondence comprises any correspondence received by the President and the Secretariat about which General Council members should be aware. Such correspondence may include, but is not limited to, any non-routine correspondence from:

- The ASIC or State Government
- The ATO

- The ACCC
- Any other Federal, State or Local government body
- Any correspondence that impacts on the due diligence requirements of a General Council member
- Any correspondence threatening or taking legal action against the Society
- Major correspondence will be included in the General Council papers, unless such correspondence is received within the seven days between the circulation of General Council papers and the General Council meeting, in which case it can be tabled at the meeting.
- Major correspondence will normally be 'For Noting'. However, any General Council member can ask for any item of correspondence to be discussed.

Secretariat reporting

The Secretariat reports at each General Council meeting regarding various aspects of the Society operations according to the agenda. In this way the General Council members are kept apprised of ANZSOM's operations and activities. The Secretariat provides verbal or written reports, with relevant papers included with the General Council papers and circulated to members before the meeting. The Secretariat generally reports on the following:

- Financial management including the annual budget
- Membership status
- Professional development
- Member communication
- Performance measures
- Marketing activities
- Operational matters
- Progress on the strategic / operational plan
- Due diligence (including risk management and compliance)
- Any other significant items

The financial report

This report will be compiled by the Secretariat and approved and submitted by the Treasurer. It will contain a quarterly report against budget for the federal accounts and specific project budgets as appropriate, including budgets for the Annual Scientific Meeting, CPD program and projects such as the Nurse recognition Program.

General Council portfolio reports

Where the General Council has established General Council portfolios, these will report at each meeting to the General Council. This includes representative reports. These reports will be collated by the Secretariat and where a decision is required, a recommended motion will be included with the papers.

4.2.2 General Council papers

The Secretariat is responsible for the preparation and circulation of General Council papers. All General Council papers must be circulated to General Council members to arrive a minimum of seven (7) days before the meeting.

At a minimum the General Council papers must contain:

- Minutes of the previous meeting
- Agenda
- Major correspondence
- Secretariat reports as relevant

- Performance measures, financial and non-financial
- Any General Council submissions requiring decision

4.2.3 General Council minutes

Minutes will contain a brief review of the discussion and any official motions adopted by General Council members. Minutes will be prepared in draft form by the Secretariat and circulated to the General Council members for amendments within five (5) days of the meeting. Once the minutes have been adopted by the General Council as the second item of business they cannot be amended. The Secretariat will maintain a complete set of General Council papers and it is recommended that each General Council member also maintains a complete set of General Council papers.

The minutes must record the following:

- The names of the members in attendance at the meeting
- The business considered at the meeting
- Any resolution on which a vote is taken and the result of the vote
- Any declaration of conflict of interest disclosed under rule 64 of the rules and [Conflict of Interest Policy](#).

5. State Branches

There are five State/Territory Branches of ANZSOM, which provide networking and educational services to local members:

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

A Branch Council Executive consists of a Chair who is the presiding officer, a Secretary, and a Treasurer plus at least three other members (as per the Society Rules). These positions are for a three-year period, however there is some flexibility, provided this is consistent with the Rules of the organisation.

A Branch Council shall meet at least twice in each calendar year, and its Secretary shall send a copy of the minutes of each of its meetings to the Secretariat so that significant issues can be brought to the attention of the General Council. Meetings of a Branch Council shall be convened by the Branch Secretary on the instruction of the Chairman or at the request in writing of any two of its members. Operations of the Branch Council meetings are otherwise as for General Council meetings.

Responsibilities of Branch Council members are similar to those of the General Council but relate to operations at a Branch level.

6. Other Committees and representation

Other Committees may be established by the General Council as required to oversee the activities of the organisation. Current Committees (2025) include:

6.1 ASM Organising Committee

The ASM Organising Committee is formed each year to manage the ASM in the hosting state. The responsibilities of the ASM Organising Committee and the operation of the ASM are outlined separately in the ASM Planning Guide, which is reviewed annually.

6.2 Nurse Strategy Group

The group was convened in 2019 to develop and implement a strategy for nursing membership. It is chaired by the Nurse Liaison Officer. The group aims to ensure a balance in membership and services for the two main groups of members (doctors and nurses). Branches with low or inactive nurse membership will benefit from the involvement of other states and therefore all Branches are asked to provide a representative. The group meets as required to develop an overall strategy and oversee implementation. In addition to addressing membership growth, the group is developing professional standards and has input into the education provided by ANZSOM.

6.3 Other representation

From time to time, representation from ANZSOM may be sought from external organisations. Such representatives will be appointed by the General Council and will be required to report to the General Council. Any major submissions/contributions made by such representatives will need to be agreed by General Council.

Current representatives are included in the list of office bearers, which is managed by the Secretariat and displayed on the [website](#).

7. Membership

While general membership requirements are set out in the Society Rules, the following information outlines processes and procedures that may be updated periodically at the direction of the General Council and communicated to members accordingly. More detailed procedures in regard to memberships are also included in the ANZSOM Financial procedures in [Appendix 6](#).

7.1 Membership categories

Membership is open to anyone engaged in or interested in occupational medicine and workplace health more generally. There are two main membership types: Full and Associate Members.

Full membership is open to persons engaged in or interested in occupational medicine and with a qualification entitling them to be registered as a medical practitioner or nurse.

Associate membership is open to health professionals/persons engaged in or interested in occupational health/medicine but who do not have qualifications as a registered medical practitioner or nurse. Associate members enjoy the majority of benefits, including access to discounts for educational events and access to online learning resources. They do not, however, hold voting rights and cannot hold official positions within the organisation.

There are also a number of subsets of Full members, which were created to provide discounted membership fees. These include Nurses, AFOEM Trainees, current ANZSOM New Zealand members, and retired (non-practising) members.

Corporate Group Membership is available to organisations with five or more employees wishing to become Full or Associate ANZSOM members.

Fellowships and Honorary memberships are also awarded from time-to-time by General Council to individuals who have made an outstanding contribution to occupational medicine/nursing. 'Fellows' are awarded to current members who continue to pay their regular annual membership subscription. 'Honorary Members' are awarded to non-members and do not require them to hold a financial membership.

The following table provides an overview of the current membership fees. These fees are reviewed by General Council on an annual basis. Discounts for advanced payments (2 and 3 years) is available to Full and Associate members.

Table 1. ANZSOM Membership categories and fees (as of February 2025)

Subscription categories	Membership fees 2025
Full membership – Medical practitioner	\$450 (1 year) / \$820 (2 years) / \$1200 (3 years)
Full membership – Nurse	\$360 (1 year) / \$660 (2 years) / \$960 (3 years)
Associate membership	\$400 (1 year) / \$730 (2 years) / \$1070 (3 years)
NZ membership	\$300
AFOEM Trainee membership	\$360
Retired – Full (Medical practitioners) (50% discount)	\$225
Retired – Full (Nurse) (50% discount)	\$180
Corporate group membership	
5-10 members (10% discount)	\$405 (Full) / \$360 (Associate) / \$324 (Nurse/Trainee)

Subscription categories	Membership fees 2025
11-20 members (20% discount)	\$360 (Full) / \$320 (Associate) / \$288 (Nurse/Trainee)

7.2 Membership applications

The specific process for reviewing and approving membership applications may change from time to time, but the current process is outlined below:

- A membership application is made via the ANZSOM website.
- The application is forwarded to the relevant State Branch Council for review and approval (nominator and seconder required).
- Once applications are approved, the Secretariat informs the applicant and sends them a link to pay for their membership.
- Once payment has been received, the applicant is provided with a welcome letter which includes their website login, details regarding member services, as well as a member certificate.

More detailed procedures in regard to memberships are also included in the ANZSOM Financial procedures in [Appendix 6](#).

7.3 Membership database

Member details are stored on an online database, associated with the ANZSOM website, and is password protected. The Secretariat is responsible for managing the membership database including complying with [ANZSOM Privacy Policy](#) and data security obligations.

Members are encouraged to update their details on the ANZSOM website. The Secretariat also updates contact details as information is received.

Branch Councils are provided with their branch member database (spreadsheet) from time-to-time to keep them informed about the renewal status of their members.

8. Corporate strategy and performance

8.1 Strategic Planning

The General Council should direct and approve the corporate strategy of ANZSOM.

A corporate strategy document, known as the [Strategic Plan](#), will be updated and approved every three years. This plan will inform the development of an Annual Operational Plan, which in turn will inform the budgeting process.

The purpose of the planning process is to set out an agreed direction for the organisation that will guide operations and secure the future of the organisation as a sustainable and relevant contributor in the field of occupational health. The plans will be used by the Executive, General Council and the Secretariat to guide and manage operations, and as a basis for reporting to the members.

- The General Council will be fully involved in the development of the strategic plan
- ANZSOM members will be consulted in the development of the plan
- Progress on the strategic and operational plans will comprise part of the Secretariat's report.

8.2 Monitoring

Performance measures

In order to monitor Society performance, the Executive Committee will develop and monitor a range of performance measures. These should reflect the objectives of the Society and operational performance and may include some or all of the following:

- membership
- education and training
- financial (e.g., working capital, cash reserves, operating profit, debtors days, creditors days)

Performance measures will be reviewed as part of the relevant agenda item. The AES Association Assessment tool ([Appendix 3](#)) will also be used to monitor performance.

Legal compliance

The Secretariat is charged with implementing appropriate compliance systems within the organisation at the direction of General Council and the Executive.

Where relevant and when requested, the Secretariat will provide a compliance report to the General Council to enable the General Council to establish the Society's compliance status. The Secretariat will also proactively notify the General Council when it becomes aware of any potential compliance issue. Areas of coverage include;

- legislative requirements (e.g. compliance with ASIC requirements) refer [Appendix 4](#)
- financial solvency
- OH&S
- environment
- taxation requirements
- trade practices
- insurance
- privacy

Risk management

The General Council is responsible for risk management for the organisation and will consider this as a routine agenda item at General Council meetings. Areas of potential risk may include:

- financial risk
- legislative risk
- product and market risk
- technological obsolescence or system failure
- membership
- physical risks including health and safety
- fire and natural disaster
- environmental risks

9. Secretariat

9.1 Appointment of the Secretariat

ANZSOM is administered by a contracted Secretariat. Tenure for this role is negotiated with the Executive and approved by the General Council. An annual review of the contract fee should be undertaken to ensure alignment with the needs of ANZSOM and the costs of service provision. The current contract was approved in February 2025.

9.2 The role of the Secretariat

The Secretariat provides administrative and consulting support on strategic and organisational issues.

The Secretariat is responsible for the overall management of the organisation in accordance with the strategy policies and programs approved by the Executive and General Council.

The Secretariat's overall responsibilities are outlined in the ANZSOM Governance Manual which is updated annually. They include:

- developing, with the General Council, a consensus for ANZSOM's vision and direction
- constructing programs to implement this vision
- planning and carrying out the day-to-day management of the Society
- keeping the General Council informed, at an appropriate level, of all the activities of the Society
- membership management
- website management
- communication management
- financial management and management of legal obligations under ASIC and the ATO
- management of governance activities including the AGMs, General Council and Executive meetings and other committees
- management of CPD activities, including the ASM, Branch educational meetings/webinars, and online learning content
- stakeholder management

The specific tasks are described in [Appendix 7](#).

9.3 Evaluation of the Secretariat

Secretariat evaluation is undertaken by the General Council, with the process coordinated by the Executive. Secretariat evaluation will utilise both quantitative and qualitative measures where initial goals will be discussed and agreed by the General Council. Secretariat evaluation will occur one month prior to the Annual General Meeting. The Executive will prepare a brief report for the full General Council, after discussion with the Secretariat.

10. ANZSOM Policies

10.1 ANZSOM Conflict of Interest Policy

Purpose:

The purpose of this policy is to protect the integrity of ANZSOM through the appropriate management of actual, potential or perceived conflicts of interest.

Scope:

This policy applies to:

- members of General Council
- members of Branch Councils
- members of ANZSOM committees
- staff and contractors of ANZSOM (Secretariat)

Definition:

A conflict of interest occurs when a person's personal interests conflict with their responsibility to act in the best interests of the organisation.

Personal interests include direct interests, as well as those of family, friends, or other organisations that a person may be involved with or have an interest in (for example, as a shareholder).

It also includes a conflict between a person's duty to ANZSOM and another duty that the person has (for example, to another organisation). A conflict of interest may be actual, potential or perceived and may be financial or non-financial.

These situations present the risk that a person will make a decision based on, or affected by, these influences, rather than in the best interests of ANZSOM.

Therefore, these situations must be managed accordingly.

Conflicts of interest are common, and they do not need to present a problem to the organisation as long as they are openly and effectively managed.

Policy:

It is the policy of ANZSOM, as well as the responsibility of the General Council, that ethical, legal, financial or other conflicts of interest be avoided and that any such conflicts (where they do arise) do not conflict with the obligations to ANZSOM.

ANZSOM will manage conflicts of interest by requiring persons to:

- avoid conflicts of interest where possible
- identify and disclose any conflicts of interest
- carefully manage any conflicts of interest, and
- follow this policy and respond to any breaches.

Responsibility of the General Council

The General Council is responsible for:

- establishing a system for identifying, disclosing and managing conflicts of interest across the organisation
- monitoring compliance with this policy, and
- reviewing this policy periodically to ensure that the policy is operating effectively.

Disclosure and recording of conflicts of interest

Conflicts of interest should be raised at all ANZSOM committee meetings. Once an actual, potential or perceived conflict of interest is identified, it must be entered into the meeting minutes. The meeting minutes must record the nature and extent of the conflict of interest and any steps taken to address it. A register of conflicts of interest is maintained that records the details of the conflict and the approach to management.

Action required to manage conflicts of interest

Once a conflict of interest has been appropriately disclosed, the committee must decide whether or not the conflicted representative(s) should:

- vote on the matter,
- participate in any debate, or
- be present in the room during the debate and the voting.

In exceptional circumstances, such as where a conflict is very significant or likely to prevent a person from regularly participating in discussions, the committee may consider if it is appropriate for the person conflicted to resign from the committee.

In deciding what approach to take, the committee will consider:

- whether the conflict needs to be avoided or simply documented
- whether the conflict will realistically impair the disclosing person's capacity to impartially participate in decision-making
- alternative options to avoid the conflict
- the organisation's objects and resources, and
- the possibility of creating an appearance of improper conduct that might impair confidence in, or the reputation of, the organisation.

The approval of any action requires the agreement of most of the committee (excluding any conflicted committee member/s) who are present and voting at the meeting.

The action and result of the voting will be recorded in the minutes of the meeting.

Compliance with this policy

If the General Council has a reason to believe that a person subject to the policy has failed to comply with it, it will investigate the circumstances and take action as appropriate under the organisation's Rules and Code of Conduct.

REFERENCES / RELATED DOCUMENTS:

ANZSOM Code of Conduct

ACNC Governance Standards <https://www.acnc.gov.au/for-charities/manage-your-charity/governance-hub/governance-standards>

Managing conflicts of interest – a guide for charity board members 2015

ANZSOM Society Rules (Section 64)

DATE OF ADOPTION:

May 2015

DATE OF REVIEW:

May 2017, May 2020, October 2022

10.2 ANZSOM Code of Conduct (and incorporating the Social Media Policy)

Purpose:

The ANZSOM Code of Conduct guides expectations for a minimum standard of conduct for all ANZSOM members in their interactions with each other, with collaborating bodies, suppliers and ANZSOM staff.

Scope:

This policy applies to:

- all ANZSOM members
- members of General Council
- members of Branch Councils
- members of other ANZSOM committees
- members representing ANZSOM on external bodies
- staff and contractors of ANZSOM (Secretariat)

Definitions:

In this Code:

Committee means any ANZSOM committee, including but not limited to the ANZSOM General Council, State Branch Councils, and specialist committees.

Member has the meaning given to that term in Part 3, Division 1 of the Constitution, and includes Members, Associate Members, Retired Members, Fellows and Honorary Members.

All references in this Policy are to this Policy itself, unless otherwise indicated.

Background:

ANZSOM values its members and the contribution they make to the success of the Society, including achieving its mission of GOOD WORK, SAFE WORKPLACES & HEALTHY WORKERS. ANZSOM also values the diversity of its membership, which delivers opportunities and benefits for all involved.

At the same time ANZSOM recognises that mutual respect of diverse opinions and mutual respect in general must underpin the way ANZSOM members behave towards each other and those involved in the Society. In addition, ANZSOM has a legal responsibility to ensure its workplace is safe for attending members and staff and that the organisation meets other legal obligations and professional standards.

Policy:

General conduct:

When dealing with ANZSOM matters, all members are expected to:

- act in ANZSOM's best interests,
- act with a high degree of professionalism, integrity and mutual respect,
- uphold ANZSOM's good reputation,
- interact with other members, staff and suppliers in a constructive manner,
- be responsive to other members, staff and other stakeholders, and to overall ANZSOM requirements, and

- understand ANZSOM has limited resources, and to work within those resources (and understand and expect the same from other members and staff).

Conduct on social media:

Specific requirements in relation to social media are outlined in Attachment 1.

Regulatory compliance:

When dealing with ANZSOM matters, all members must comply with:

- ANZSOM policies as notified or as reasonably inferred as relevant, and
- relevant laws and regulations.

Confidentiality:

In performing their role or interacting with ANZSOM, members may receive or have access to ANZSOM's confidential (non-public) information. Such information is proprietary and valuable, and unauthorised disclosure may cause ANZSOM damage. Accordingly, members in receipt of ANZSOM information must keep it confidential, and only use or disclose it as necessary for the purpose it was obtained for, or as authorised.

Conflicts of interest:

When dealing with ANZSOM matters, all members must comply with the ANZSOM's Conflict of Interest Policy, as updated from time to time.

Proper use of authority:

Members may be delegated authority by the ANZSOM General Council, Executive or other Committees. In these circumstances, individuals must always ensure they act within this delegated authority. No individual may use their position, their authority or any information received to obtain an advantage for themselves or detriment for others.

Compliance with this Code of Conduct:

The General Council is responsible for monitoring compliance with this policy and responding to reports of non-compliance. Proven failure to abide by this Code of Conduct may result in disciplinary action as per Part 3, Division 2 of the Constitution.

Evaluation and Review:

The General Council is responsible for reviewing this policy periodically to ensure that it is operating effectively.

References and related documents:

ANZSOM Society Rules
ANZSOM Conflict of Interest Policy
ANZSOM Governance Manual

DATE OF ADOPTION: May 2015

DATE OF REVIEW: May 2017, May 2020, October 2022

ATTACHMENT 1 – ANZSOM Social Media Policy

Purpose:

Social media is an important platform for member exchange, however all members have an obligation to use social media in a way that reflects the principles of the Code of Conduct. As such, a separate Social Media Policy has been developed.

Scope:

This policy relates to all ANZSOM members.

Definition:

Social media includes (but not limited to) platforms such as LinkedIn, Twitter and Facebook. ANZSOM currently operates a LinkedIn account only. Social media also includes any other online communication forums/platforms that ANZSOM might initiate and operate from time to time.

Policy:

ANZSOM believes that all members have the right to receive and share information in an environment that is safe and respectful. When using social media, all members are always expected to treat each other fairly and with respect. Information shared and opinions published are to be professional, considered and relevant.

Management of social media activity by ANZSOM

The Society reserves the right to report, moderate or remove any social media activity that is deemed inappropriate. This includes activity that is:

- Rude, aggressive, offensive, insulting or defamatory against ANZSOM, other ANZSOM members, other organisations, individuals or forums;
- Intentionally causing disharmony among ANZSOM members;
- Primarily or deliberately designed to inflame others;
- Terrorist based or religiously or racially motivated;
- Spam of any kind.

If any member is concerned that their post has been reported, moderated or removed unnecessarily, they are encouraged to contact the Secretariat directly.

If a member is concerned about the content of ANZSOM's social media activity or the activity of another member, or the activity directed at ANZSOM or another member, they are encouraged to contact the Secretariat.

Any personal grievances about ANZSOM or ANZSOM members should be dealt with via personal message and/or telephone call or email and should not be shared on social media.

References and related documents:

ANZSOM Code of Conduct

DATE OF ADOPTION:	May 2020
DATE OF REVIEW:	October 2022

10.3 ANZSOM Privacy Policy

Purpose:

The purpose of this policy is to meet ensure ANZSOM meets its obligations under the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (Privacy Act). The APPs are designed to protect the confidentiality of information and the privacy of individuals by regulating the way personal information is collected, used, disclosed and managed.

Definitions:

Personal information means information that could identify an individual.

Sensitive information means information or an opinion about an individual's:

- racial or ethnic origin
- political opinions or associations
- religious or philosophical beliefs
- trade union membership or associations
- sexual orientation or practices
- criminal record
- health or genetic information
- some aspects of biometric information

Scope:

This Policy applies to all personal information collected, stored, used and disclosed by ANZSOM.

This Privacy Policy describes how ANZSOM protects personal information and explains:

- what personal information ANZSOM collects
- how ANZSOM uses/discloses that information
- your entitlement to access personal information
- steps ANZSOM will take if personal data systems are breached

Policy:

Personal information that ANZSOM collects, holds and uses

ANZSOM only collects information about individuals that it believes is reasonably necessary for, or directly related to, the services provided by the Society.

ANZSOM only collects sensitive information about individuals if they have consented to the collection of the information and we believe it is reasonably necessary for, or directly related to, the services we provide.

All information collected is by lawful and fair means.

At or before the time or, if that is not practicable, as soon as practicable after ANZSOM collects personal information, if reasonable in the circumstances, we will notify individuals of:

1. Our identity and contact details.
2. If individuals are unaware that we have collected personal information, the fact that we have done so.

3. If the collection of the personal information is required or authorised by or under an Australian law or a court/tribunal order, the fact that the collection is so required or authorised, including the relevant details;
4. The purposes for which we collect the personal information.
5. The consequences (if any) for individuals if all or some of the personal information is not collected by us.;
6. Any other entity, body or person to which we usually disclose personal information of the kind collected.
7. The existence of this policy in order to inform individuals of:
 - How they may access their personal information and seek the correction of such information
 - How they may complain about a breach of the Australian Privacy Principles and how ANZSOM will deal with such a complaint, and
 - Whether ANZSOM are likely to disclose personal information to overseas recipients.

If ANZSOM holds personal information about an individual that was collected for a particular purpose, we will not use it for another purpose unless:

1. The individual has consented to the use or disclosure of the information for that other purpose; and
2. One of the following applies:
 - The individual would reasonably expect ANZSOM to use or disclose the information for that other purpose and the information is related to the primary purpose or if sensitive information, directly related to the primary purpose;
 - The use or disclosure of the information for that other purpose is required or authorised by or under an Australian law or a court/tribunal order;
 - A permitted general situation exists in relation to the use or disclosure of the information for that other purpose; or
 - ANZSOM reasonably believe that the use or disclosure of the information for that other purpose is reasonably necessary for one or more enforcement related activities conducted by, or on behalf of, an enforcement body.

We do not use personal information for the purpose of direct marketing, except to inform subscribers of the products and services relating to their membership and to the services we have agreed to provide as part of their membership. Subscribers may choose to unsubscribe to e-marketing from ANZSOM.

ANZSOM will take steps as are reasonable in the circumstances to protect personal information from misuse, interference and loss and from unauthorised access, modification or disclosure.

If ANZSOM no longer needs personal information that we hold, unless we are required by or under an Australian law or a court/tribunal order, to retain the information, we will take such steps as are reasonable in the circumstances to destroy the information or to ensure that the information is de-identified.

Information collected and stored via the ANZSOM website

Member information

ANZSOM collects and stores information about members in order to facilitate the delivery of member services. This information is stored on the website in the form of member profiles, which may be edited by the member through their personal login.

The ANZSOM website is built upon a proprietary software platform that can only be accessed by the developers - Web Force 5 and authorised personnel at the ANZSOM Secretariat. This means that no third party can gain access to the server or the website code. This is designed to protect the administration area of the website where user information is held and managed. In addition, the website is protected by an SSL

Certificate. This extra level of security helps to protect users and encrypts any form submissions, shopping purchases, and login details which are entered on the front end of the website.

While members and others can make payments via the ANZSOM website, this is via a separate payment portal linked to the website (e-way). Credit card details are not stored on the ANZSOM website, but are stored in e-way, which is accessible only by the Secretariat Manager and the ANZSOM contracted bookkeeper.

Cookies and website usage data

A cookie is a small text file that is stored on a user's computer for record-keeping purposes. ANZSOM uses cookies on the website. This includes session cookies (which expire once the user closes their web browser) and persistent cookies (which stay on the user's computer until they delete them). This enables a more personal and interactive experience on the site. Users can remove persistent cookies by following the directions provided in their Internet browser's technical information.

Users may reject the use of cookies and still make use of the site, but aspects such as the member administration area may be limited.

ANZSOM does not collect or use any personal information, through the use of "cookies" or other software or hardware techniques. We look at the number of hits the site receives and keep track of the domains from which this site is accessed. To determine what our users are interested in, we may also look at the top 20 search words used in connecting you to the site.

If users log onto the website and read or download information our Internet Service /Hosting Provider, will record the user's server address, domain name, the date and time of visit to our site, the pages viewed and the information downloaded. This information is used for statistical and web site development purposes only.

Information from third parties

ANZSOM may secure personal information from third parties, but only in circumstances where compliance with privacy requirements is ensured. For example, ANZSOM has entered into a data-sharing agreement with the Royal Australasian College of Physicians (RACP) that enables the sharing of information about trainees in the AFOEM training program in order to support their engagement with ANZSOM services. Details are only provided to ANZSOM with the individual's consent, and the data agreement ensures compliance with all privacy requirements.

Disclosing information

It is ANZSOM's policy not to sell or pass on any personal information about an individual unless we have their express consent to do so. This includes the disclosure of personal information to overseas recipients. An exception to this is where disclosure is required by or under an Australian law or a court/tribunal order.

Accessing personal information

The majority of personal information about members that is held by ANZSOM is stored as personal profiles on the website that are accessible and editable by the individual via their login. Some aspects are administrative in nature and not viewable such as notes made by the Secretariat in relation to the individual's membership.

ANZSOM will, on request, give individuals access to their personal information that is held by ANZSOM.

There are some circumstances in which such requests will not be fulfilled. These include circumstances where:

1. We reasonably believe that giving access would pose a serious threat to the life, health or safety of any individual, or to public health or public safety;
2. Giving access would have an unreasonable impact on the privacy of other individuals;
3. The request for access is frivolous or vexatious;
4. The information relates to existing or anticipated legal proceedings between ANZSOM and the individual, and would not be accessible by the process of discovery in those proceedings;
5. Giving access would reveal the intentions of ANZSOM in relation to negotiations with the individual in such a way as to prejudice those negotiations;
6. Giving access would be unlawful;
7. Denying access is required or authorised by or under an Australian law or a court/tribunal order;
8. We have reason to suspect that unlawful activity, or misconduct of a serious nature, that relates to the provision of our services has been, is being or may be engaged in and giving access would be likely to prejudice the taking of appropriate action in relation to the matter; or
9. Giving access would be likely to prejudice one or more enforcement related activities conducted by, or on behalf of, an enforcement body; or
10. Giving access would reveal evaluative information in connection with a commercially sensitive decision-making process.

ANZSOM will respond to a request for access to the personal information within a reasonable period after the request is made.

Inaccurate information

If an individual makes a request to correct information held by ANZSOM, we will take reasonable steps to correct that information in a timely manner. We will also take reasonable steps to correct information that we find is inaccurate, out of date, incomplete, irrelevant or misleading.

Suspected breaches of privacy principles

If an individual believes that ANZSOM has breached the Australian Privacy Principles, members are encouraged to contact the Secretariat to discuss the matter so that it can be addressed in a satisfactory manner. An individual also has the right to make a complaint to the Australian Information Commissioner about an act or practice which may be a breach of privacy.

Data breaches

ANZSOM accepts its obligation to keep personal information safe and is open and transparent in how data is handled. If personal data systems are breached, or data is misused or lost, ANZSOM will take all reasonable and practicable steps to contact individuals whose personal information is involved. ANZSOM will advise such individuals of the extent of the data breach (if known) and advise individuals of the most appropriate means of regaining control of their information, in an effort to limit the personal impact of the breach. If appropriate, ANZSOM will also report any breach of data to the Office of the Australian Information Commissioner (OAIC). ANZSOM will take all reasonable steps to complete this assessment within 30 calendar days after ANZSOM becomes aware of the suspected data breach.

REFERENCES / RELATED DOCUMENTS:

Australian Privacy Principles <https://www.oaic.gov.au/privacy/australian-privacy-principles/>
ACNC Governance Toolkit: Cybersecurity <https://www.acnc.gov.au/for-charities/manage-your-charity/governance-hub/governance-toolkit/governance-toolkit-cybersecurity>
OAIC Data breach preparation and response 2024 <https://www.oaic.gov.au/privacy/guidance-and-advice/data-breach-preparation-and-response/>
RACP Data Sharing Agreement with ANZSOM
ANZSOM Society Rules

DATE OF ADOPTION: 2010
DATE OF REVIEW: May 2020, October 2022, May 2025

10.4 ANZSOM Environmental Sustainability Policy

Introduction

ANZSOM acknowledges its obligation to ensure the organisation operates sustainably and actively considers the impact of its activities on the environment. It is committed to taking steps to address, minimise and mitigate these impacts, and to engage with partners, such as the Royal Australasian College of Physicians¹ to advocate more broadly for action on climate change and the environment, particularly in relation to the impacts on health and workers.

Purpose

The purpose of this policy and its procedures is to guide ANZSOM in:

- responding to the challenges of climate change;
- integrating a philosophy of sustainability in its activities and standards;
- embedding and promoting sound environmental practices in all operations, services and products; and
- fostering responsible, sustainable and climate-conscious decisions and behaviours at an organisational level, including among management, staff, volunteers, members, the people we work with, stakeholders and suppliers.

Policy

ANZSOM is committed to minimising its impact on the environment and fostering sustainability by:

- fostering an organisational culture of sustainability, where responsibility to the environment, climate, climate system and ecosystems is understood and put into practice;
- avoiding the use of products and practices that contribute to climate change and environmental degradation, while promoting and favouring the use of products and practices that are at a minimum climate-neutral or, as a preference, have positive impacts on the environment;
- collaborating with other organisations to support actions in relation to climate change, including the impacts on health;
- using its particular knowledge and experience to contribute to environmentally sustainable techniques, technology, knowledge and methods, particularly in relation to healthcare;
- enhancing awareness within ANZSOM and among our members, the people we work with, stakeholders and suppliers about our actions in seeking to operate in an environmentally responsible manner.

¹ Royal Australasian College of Physician – Our work on climate change and health
<https://www.racp.edu.au/advocacy/policy-and-advocacy-priorities/climate-change-and-health>

ANZSOM Environmental Sustainability Procedures

1. Responsibilities

- 1.1 It is the responsibility of **the General Council** to establish and maintain policies and procedures and to bring these procedures to the Environmental Sustainability Policy into effect.
- 1.2 It is the responsibility of **the President, other executive officers and the ANZSOM Secretariat** to ensure the implementation and ongoing observation of these procedures to the Environmental Sustainability policy.

2. Processes

- 2.1 ANZSOM will use reasonable endeavours to support policy implementation through:
 - provision of appropriate and relevant training; and
 - provision of appropriate time, funds or resources.
- 2.2 In relation to practical approaches to optimising the environmental sustainability of our activities, ANZSOM will use reasonable endeavours to:
 - conserve energy, including by improving energy efficiency;
 - ensure that its operations, events, services and products are efficient in their use of energy and protective of the environment;
 - avoid the unnecessary purchase of materials;
 - reuse and recycle materials, purchase recycled materials and use recyclable packaging or other similar materials;
 - prevent air, water or other pollution and dispose of waste safely and responsibly;
 - reduce supply chain emissions;
 - give preference to renewable over non-renewable energy sources when feasible;
 - consider carbon-offsetting opportunities that may be available;
 - ensure its suppliers deliver services in line with the ANZSOM policy and procedures, including through contracts and purchasing policies.
- 2.3 ANZSOM will use reasonable endeavours to meet or exceed all applicable government requirements and voluntary requirements generally observed in its field.
- 2.4 ANZSOM will use reasonable endeavours to ensure that staff, volunteers and suppliers are informed of and expected to follow (as the context requires) the Environmental Sustainability policy and these procedures and to report any environmental concerns to management. Management will use reasonable endeavours to consider any reported concerns and take appropriate action as it sees fit.
- 2.5 ANZSOM endorses [the Healthy Climate Future Campaign](#) (RACP), which brings together 13 out of 15 medical colleges to advocate for action on climate change and to build healthy and climate-resilient communities and climate-ready and climate-friendly healthcare systems.

- 2.6 QANZSOM supports the development and implementation of the [National Health and Climate Strategy](#) that aims to build healthy and climate-resilient communities and ensure that healthcare systems are prepared for climate impacts

Supporting documentation:

Climate Change and Australia's Healthcare System – a review of the literature, policy and practice (RACP) 2021 https://www.racp.edu.au/docs/default-source/advocacy-library/climate-change-and-australias-healthcare-systems-a-review-of-literature-policy-and-practice.pdf?sfvrsn=efe8c61a_6

Australian National Climate Change Strategies <https://www.dcceew.gov.au/climate-change/strategies>

Healthy Climate Future Campaign (RACP) [Healthy Climate Future Campaign](#) (contact Katrina Gardner at ClimateChangeHealth@racp.edu.au)

DATE OF ADOPTION:	February 2023
DATE OF REVIEW:	May 2025

10.5 ANZSOM Travel Cost Reimbursement Policy

Overview

As outlined in the ANZSOM Governance Manual (Section 4.1) General Council members are requested to attend two face-to-face meetings each year in addition to two meetings that are held online. The face-to-face meetings provide an opportunity for more extended and strategic discussion and enable informal networking between fellow General Council members. One such meeting is held at the Annual Scientific Meeting to facilitate attendance. The other is held early in the year to support organisational planning - it is generally held at the ANZSOM offices in Melbourne, Victoria.

ANZSOM values the voluntary commitment associated with attending meetings and seeks to ensure that General Council members are not unreasonably inconvenienced and are reasonably compensated for expenses associated with travel.

This policy sets out the entitlements and process for financial reimbursement for General Council members who are required to travel in order to attend face-to-face General Council meetings.

Scope

This policy applies only to General Council members, not to invited guests.

It applies to General Council members who do not reside in the state/territory in which the meeting is held or are required to travel from regional areas within the state.

Reimbursement of costs associated with travel applies only to the face-to-face meeting held at the beginning of the year, not to the meeting held during the ASM.

Scheduling of ANZSOM General Council meetings

ANZSOM General Council meeting times are arranged where possible to allow members to leave their place of residence to travel to the meeting in the morning, stay for the General Council dinner and return the following day. ANZSOM General Council meetings will normally be scheduled to start at 11am on a Saturday and finish by 4pm.

Reimbursement process and entitlements

All claims for reimbursement must be made using the Claims Form shown in Appendix A. The receipts for expenses should be included with the claim.

Reimbursements will be made promptly by the Secretariat following receipt of the Claim Form and approval by the Treasurer as per the General Financial Procedures that apply to all payments made by ANZSOM.

All reimbursements will be paid by electronic bank transfer.

Entitlements for reimbursement are outlined below. Any travel for purposes other than those specified in this policy must be approved by the Secretariat before proceeding.

Accommodation

Generally, 1 night's accommodation may be claimed, unless, due to flight duration and availability, the General Council member is unable to travel at reasonable times. For example, travel to Victoria from Western Australia or the Northern Territory may necessitate travelling the day before the meeting, and 2 nights' accommodation may be claimed.

General Council members should book at the standard rate and are permitted a maximum allowance of \$330AUD per room per night (excluding applicable taxes).

Airfares

General Council members are able to claim return airfares. All travel within Australia must be economy class.

Meals

For face-to-face General Council meetings, meals are generally provided. An evening function is also usually a feature of the meeting and is funded by ANZSOM.

Any additional meals may be claimed up to the amount specified below:

- Breakfast up to \$40AUD
- Lunch up to \$50AUD
- Dinner up to \$130AUD

Taxis and car parking

Taxis between the General Council member's home, airport and/or meeting venues are eligible for reimbursement.

Complimentary car parking is provided on site at the ANZSOM office. If, for any reason, this is unable to be provided by ANZSOM, car parking costs are eligible for reimbursement.

DATE OF ADOPTION: May 2025

DATE OF REVIEW:

Appendix A. ANZSOM General Council Claim Form

All members of the General Council are entitled to a reimbursement of costs associated with attending one face-to-face General Council Meeting each year (not including the one held at the ASM). Expenses that can be reimbursed include:

- One return economy airfare
- One or two nights accommodation as defined in the Travel Policy (up to a maximum of \$330 per night)
- Meals (up to \$40 for breakfast, \$50 for lunch, \$130 for dinner)
- Taxis and/or car parking

Please complete the details below, attach a copy of invoices and send to:

ANZSOM Federal Secretariat
Email: secretariat@anzsom.org.au
Fax: (03) 9428 4872

Name: _____

ANZSOM General Council position: _____

State (travelling from / returning to): _____

Expenses to be claimed (tick as appropriate and record cost – attach a copy of invoices)

- | | |
|---|-------------|
| ☐ One return economy airfare | Cost: _____ |
| ☐ Accommodation | Cost: _____ |
| ☐ Meals | Cost: _____ |
| ☐ Taxis and/or car parking | Cost: _____ |

TOTAL: _____

Payments are made by direct transfer. Please provide your bank details below:

Account name: _____

Bank: _____

BSB: _____

Account number: _____

10.6 ANZSOM Sponsorship Policy and Decision-Making Framework

1. Purpose

To establish a consistent and transparent process for evaluating and approving sponsorship arrangements for ANZSOM's Annual Scientific Meeting, other events and partnership arrangements, ensuring alignment with the Society's values, mission, and professional standards.

2. Application

The policy applies to all circumstances where ANZSOM is seeking to enter sponsorship or partnership arrangements for educational or other activities. The policy and framework should be applied by any individual or group involved in these activities, including the Secretariat, ASM Organising Committee, Branch Councils, the Executive and General Council.

3. Principles

Sponsorship and partnership decisions will be guided by the following principles:

Relevance: Sponsor's products, services, or purpose must be relevant to occupational medicine or related health fields.

Ethical integrity: Sponsors must operate in an ethical manner and where relevant consistent with public health values and practice evidence based medicine.

Independence: ANZSOM's content and decision-making must remain independent of sponsor influence.

Reputation: Partnerships must not compromise ANZSOM's professional standing or public trust.

Transparency: Sponsorship arrangements must be declared openly to members and the public.

Value to ANZSOM, ANZSOM members and consumers: Sponsorship must deliver benefits to ANZSOM and members and the wider occupational health community.

4. Sponsorship decision-making framework

All decisions about sponsorship/partnership should be made collectively by a quorum of the group/committee authorised to organise the event or activity on behalf of ANZSOM.

A decision-making framework guides management of potential sponsorship arrangements based on a two-step process. The first is an initial screen, which aims to broadly categorise sponsors/partners in terms of risk (low, medium or high). This initial screen will inform the requirement for further risk assessment and analysis and the level of approval required (refer to Table 1). The approval hierarchy reflects the risk levels, with high risk or complex situations requiring consideration at the level of General Council.

Table 1. Tiered sponsorship/partnership risk categories

Risk category	Definition	Risk assessment	Approval authority
1. Low Risk	- Established partners/sponsors with no history of ethical concerns - Non-commercial organisations such as universities, public health institutions, professional associations	No formal risk and ethics review required	ASM Organising Committee Branch Committee or equivalent
2. Medium Risk	- New partners other than those that fall into Category 1 - Commercial organisations with a relevant focus e.g. medical suppliers, occupational medicine service providers, health technology firms	Requires further risk assessment and consideration of issues	ANZSOM Executive
3. High Risk or complex sponsors	- Commercial organisations with potential ethical concerns or conflicts of interest - Examples may include pharmaceutical companies, manufacturers, insurers, financial services, mining	Requires further risk assessment and consideration of issues	General Council

A. Initial risk screen

For all proposed sponsors/partners, an initial risk screen is undertaken by the activity organisers using the criteria and guiding questions shown in Table 2 to determine whether a sponsor requires further investigation or formal review (Step B). A template for conducting and recording the initial screen is provided in Appendix 1.

If all responses are YES, this represents a Low Risk sponsor/partnership and the arrangement may be approved by the organisers. For example, the ASM Organising Committee may approve such arrangements.. ANZSOM Branches or other organising groups may also approve Low Risk sponsors/partners without further review by the Executive or General Council.

For 'UNKNOWN' responses, the organisers should proceed to secure information to enable a definitive response. If there are any 'NO' responses, this indicates a Medium or High Risk. The organisers should proceed to formal Risk Review (Step B).

Table 2: Initial risk assessment

Criteria	Guiding Questions	Yes/No/Unknown
Established relationship	Does the sponsor have an established relationship with ANZSOM that has not presented any risks or negative outcomes for ANZSOM	☐ YES ☐ NO ☐ UNKNOWN
Relevance	Is the sponsor's core business related to occupational medicine, public health, or workplace wellbeing?	☐ YES ☐ NO ☐ UNKNOWN
Ethical practice	Is the sponsor free of significant ethical controversy or regulatory penalties?	☐ YES ☐ NO ☐ UNKNOWN
Conflict of interest	Is the potential arrangement free of a perceived or real risk that the sponsorship could bias ANZSOM's educational content?	☐ YES ☐ NO ☐ UNKNOWN
Reputational Risk	Is the potential arrangement free of risk of harm ANZSOM's credibility with members, stakeholders, or the public?	☐ YES ☐ NO ☐ UNKNOWN

B. Formal Risk Review (if triggered)

If a potential sponsor/partner is not Low Risk, the responsible committee (e.g. ASM Organising Committee, Branch Council etc) should conduct a structured risk review using the template shown in Appendix 1 (Step B).

The template guides consideration and scoring across several domains (refer to Table 3 – Risk evaluation matrix) and recording of details as supportive evidence. The score then guides a final recommendation as to whether the sponsorship/partnership should proceed.

Has the company been involved in any recent controversies?

Do they market products or services inconsistent with occupational health principles and evidence-based medicine?

Would their involvement compromise the integrity of ANZSOM activities?

Table 3. Sponsorship/partnership risk evaluation matrix

Dimension	Low Risk (Score 1)	Medium Risk (Score 2)	High Risk (Score 3)
Mission Alignment	Fully aligned	Partially aligned	Poorly aligned
Ethical Record	No issues	Minor concerns	Serious concerns
Influence Potential	None	Moderate	High
Reputational Impact	Positive/neutral	Uncertain	Negative
Member Perception	Supportive	Mixed	Likely opposition

Scoring Guidance:

5–7: Proceed - Suitable with standard contract

8–11: Proceed with caution; consider conditions such as restricting high-level sponsorship or sponsorship of particular sessions or topics

12–15: Decline: Not recommended

5. Transparency and disclosure

All sponsors will be publicly acknowledged in event materials with a clear disclaimer:

“While ANZSOM endeavours to engage with sponsors and partners in a way that is consistent with our mission and values, sponsorship does not imply endorsement of products or services by ANZSOM.”

6. Implementation

The policy will be implemented by the Secretariat in conjunction with responsible committees and providers, including Professional Conference Organisers.

All ASM Organising Committees will be briefed regarding the policy, with the policy referenced in the ASM Planning Guide.

Policy requirements should be reflected in sponsorship documents, including the sponsorship prospectus for the ASM and other events.

7. Review and oversight

This Policy will be reviewed every two years (or earlier if required) by ANZSOM General Council, with input from the Secretariat and ASM organising Committee.

Decisions and outcomes will be logged and reviewed after events and activities for lessons learned.

Linked documents

ANZSOM Annual Scientific Meeting, Planning Guide

ANZSOM Annual Scientific Meeting, Sponsorship Prospectus

ANZSOM CPD Sponsorship Prospectus

DATE OF ADOPTION: October 2025

References:

Australian Charities and Not-for-profits Commission (ACNC) – Governance standards for ethical operations.
<https://www.acnc.gov.au>

Royal Australian College of Physicians– Ethical sponsorship policies, particularly regarding relationships with industry. [Relationships between health professionals and industry](#)

University of Sydney Ethics Policy on Sponsorship – A model for ensuring academic independence and public trust. [Sponsorship policy](#)

Public Health Association of Australia (PHAA) – Sponsorship principles prioritising public health impact and transparency. [Sponsorship protocol](#)

Bowen, S., & Heath, R. (2007). *Ethics in Public Relations: A Guide to Best Practice*. Independent scholarly work on sponsorship risk matrices and governance ethics in medical and scientific organisations.

Appendix 1: Sponsorship and partnership – Risk Assessment Template

Name and description of proposed sponsor/partner:	
Nature of proposed sponsorship (event, activity being sponsored):	
Review completed by:	
Date:	

STEP A. Risk screen

Criteria	Guiding Questions	Yes/No/Unknown
Established relationship	Does the sponsor have an established relationship with ANZSOM that has not presented any risks or negative outcomes for ANZSOM?	☐ YES ☐ NO ☐ UNKNOWN
Relevance	Is the sponsor's core business related to occupational medicine, public health, or workplace wellbeing?	☐ YES ☐ NO ☐ UNKNOWN
Ethical practice	Is the sponsor free of significant ethical controversy or regulatory penalties?	☐ YES ☐ NO ☐ UNKNOWN
Conflict of interest	Is the potential arrangement free of a perceived or real risk that the sponsorship could bias ANZSOM's educational content?	☐ YES ☐ NO ☐ UNKNOWN
Reputational Risk	Is the potential arrangement free of risk of harm ANZSOM's credibility with members, stakeholders, or the public?	☐ YES ☐ NO ☐ UNKNOWN

Scoring Guidance

Score	Recommended action
All YES responses	Sponsorship may be approved by organising body
Any NO or UNKNOWN responses	Refer for formal review – Step B

Conclusion:

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Step B: Formal Risk Evaluation

Dimension	Evidence	Low Risk (Score 1)	Medium Risk (Score 2)	High Risk (Score 3)
Mission Alignment		☐ Fully aligned	☐ Partially aligned	☐ Poorly aligned
Ethical Record		☐ No issues	☐ Minor concerns	☐ Serious concerns
Influence Potential		☐ None	☐ Moderate	☐ High
Reputational Impact		☐ Positive / neutral	☐ Uncertain	☐ Negative
Member Perception		☐ Supportive	☐ Mixed	☐ Likely opposition
Sub totals				
TOTAL SCORE				

Scoring Guidance:

Score	Recommended action
5 – 7	Proceed - Suitable with the standard contract
8 - 11	Proceed with caution; consider conditions such as restricting high-level sponsorship or sponsorship of particular sessions or topics
12 - 15	Decline: Not recommended

Conclusion:

APPENDIX 1 – Induction and declaration for ANZSOM office bearers

(Current as of May 2025)

ANZSOM OFFICE BEARER INDUCTION & DECLARATION

Congratulations on your appointment as <Insert role>. We are very grateful for your input and we're sure you'll find the role rewarding. This document serves as an induction to your role and includes a declaration that we ask you to sign to confirm your understanding of the governance arrangements of the organisation.

ANZSOM legal structure and rules

The Society is an incorporated association in Victoria and is governed by rules outlined in this document on the ANZSOM website <http://anzsom.org.au/static/uploads/files/revised-anzsom-rulesfinal-july-2014-wfbbkhmpghcw.pdf>. The Rules include requirements for conducting meetings and voting, as well as a range of other requirements. Please familiarise yourself with them, particularly those aspects that relate to your role. If you are uncertain about any of the requirements, please contact the Secretariat.

ANZSOM is also registered as an [Australian Registrable Body with ASIC](#). This enables the organisation to trade legally in other states and territories. The financial responsibilities of the organisation rest centrally in relation to ASIC and [Consumer Affairs Victoria](#) and the federal body liaises closely with the branches in this regard to achieve the legislated requirements. This is reflected in the financial procedures (see below).

Governance Manual

Not all governance requirements are covered in the Society Rules. This enables flexibility in relation to aspects of governance and clarity around specific responsibilities as agreed from time to time by General Council. The Governance Manual includes details about roles and responsibilities of office bearers and various committees, as well as the Secretariat. The Governance manual is reviewed annually. The Governance Manual is available from the ANZSOM website <https://www.anzsom.org.au/static/uploads/files/anzsom-governance-manual-updated-2025-230525-compressed-wfbncuxltoe.pdf>

Conflict of Interest and Code of Conduct Policies

All office bearers are required to comply with the ANZSOM Code of Conduct <https://www.anzsom.org.au/static/uploads/files/anzsom-code-of-conduct-final-2022-wfsdenjotbrm.pdf> and Conflict of Interest Policy <https://www.anzsom.org.au/static/uploads/files/anzsom-conflict-of-interest-policy-final-2022-wfjokvnpgovy.pdf>. Conflicts of interest are required to be declared before the commencement of all meetings.

General guidance about governance responsibilities

There is a range of information available in the public domain regarding Board obligations, which are relevant to the management of our Society. A guide from the Australian Charities and Not-for profits Commission outlines the responsibilities for those holding positions on Boards / Committees <https://www.acnc.gov.au/tools/guides/governance-for-good-acncs-guide-for-charity-board-members>.

Director IDs (General Council only – i.e. Executive and Branch Chairs)

All directors are required to register and obtain a personal Director ID. This includes directors of Australian Registrable Bodies such as ANZSOM – that is, members of our General Council. Branch Council members do not require a Director ID.

If you are a General Council member and you do not already have a Director ID, please apply for one at the following website <https://www.abrs.gov.au/director-identification-number/apply-director-identification-number>.

ANZSOM Strategic Plan

The direction of the organisation is outlined in the association's [Strategic Plan](#). An annual operational plan is developed to set out specific actions towards our goals. This is considered at each General Council meeting.

Branch meeting resources and templates

[Resources and templates](#) are available on the website (member login required) to assist the branch committees in organising and hosting educational meetings and events. Included are templates for branch annual general meetings, branch council meetings and educational meetings (e.g. sign in sheets, guide for Learning Facilitators, certificate of attendance template etc).

Financial procedures

ANZSOM's financial procedures outline in broad terms how we manage the ANZOM finances and how we relate to the Branches in that regard. These are reviewed annually. A copy is available on the ANZSOM website for your information <https://www.anzsom.org.au/static/uploads/files/anzsom-financial-procedures-2024-wfzbrstwdfac.pdf>.

Association of Executive Services (AES) membership

ANZSOM is a member of AES, which provides information and services to support good governance and association management. All ANZSOM committee members are able to benefit from this membership and can access free member webinars and other services through [their website](#). Committee members will need to sign up to their newsletter ([Association Executive Services - E-Newsletter](#)) and include 'ANZSOM' under organisation. You will then be given member-log in details.

DECLARATION

We ask you to please sign the following declaration to acknowledge your awareness of the governance arrangements of the organisation and your roles and responsibilities in fulfilling your position.

I, _____ of _____
(full name) (address)

being a **full member of ANZSOM** hereby accept the position of

I am aware of the governance requirements of the organisation and my role in fulfilling these requirements.

Signature _____

Date _____

APPENDIX 2 – ANZSOM Office bearers (2016 - 2025)

ANZSOM Office bearers - Historical											
	2016	2017	2018	2019	2020	2021	2022	2022	2023	2024	2025
Federal											
President	M Miller	M Miller	M Miller	M Miller	M Miller	D Yong	D Yong	D Yong	D Yong	D Yong	D Yong
President Elect					D Yong					R Dingle	R Dingle
Secretary General	M Goldie	M Goldie	V Li	V Li	V Li	V Li	T Leman	T Leman	T Leman	T Leman	Cath Kelaheer
Treasurer	K Adam	L Crowle	R Lai	R Lai	R Lai	R Lai	R Lai	R Lai	R Lai	R Lai	Harry Chow
Nurse Liaison	S Code	S Code	S Code	S Code	S Code	S Code	S Kane	S Kane	S Kane	S Kane	S Kane
NSW/ACT											
Chairperson	L Crowle	S Moss	S Moss	S Moss	S Moss	S Moss	S Moss	S Moss	S Moss	S Moss	C Field
Secretary	S Moss	C Field	C Field	C Field	C Field	P Abeydeera	P Abeydeera	P Abeydeera	P Abeydeera	P Abeydeera	S Moss
Treasurer	T Rosenthal	T Rosenthal	T Rosenthal	T Rosenthal	T Rosenthal	T Rosenthal	T Rosenthal	T Rosenthal	T Rosenthal	T Rosenthal	T Rosenthal
QLD											
Chairperson	E Foley	E Foley	E Foley	E Foley	E Foley	E Foley	A Forbes	A Forbes	A Forbes	A Forbes	
Secretary	S Durston	G McNally	G McNally	G McNally	G McNally	G McNally	E McCartney	N Farage	N Farage		
Treasurer	W Sutherland	T McGrath	T McGrath	T McGrath	T McGrath	T McGrath	T McGrath		T Kwon	T Kwon	
SA/NT											
Chairperson	J Wilson	J Wilson	P Jezukaitis	P Jezukaitis	B Panayiaris	B Panayiaris	B Panayiaris	B Panayiaris	B Panayiaris	B Panayiaris	B Panayiaris
Secretary	B Pek	B Pek	B Panayiaris	B Panayiaris	B Panayiaris	B Panayiaris	B Panayiaris	B Panayiaris	B Panayiaris	B Panayiaris	B Panayiaris
Treasurer	C Hume	G Long	J Wilson	B Panayiaris	N Rajgopalan	N Rajgopalan	N Rajgopalan	N Rajgopalan	N Rajgopalan	N Rajgopalan	N Rajgopalan
VIC/TAS											
Chairperson	S Kane	S Kane	S Kane	S Kane	S Kane	S Kane	H Chow	H Chow	H Chow	J Cheong	J Cheong
Secretary	H Oakley	H Oakley	H Oakley	R Laurie	R Laurie	R Laurie	S Khan / J Cheong	J Cheong	J Cheong	J Cheong	T Ko

ANZSOM Office bearers - Historical											
	2016	2017	2018	2019	2020	2021	2022	2022	2023	2024	2025
<i>Treasurer</i>	S Code	S Code	S Code	S Code	S Code	S Code	J Crompton	J Crompton	S Khan	S Khan	S Khan
WA											
<i>Chairperson</i>	M Kabilio	M Kabilio	M Kabilio	M Kabilio	M Kabilio	M Kabilio	M Kabilio	M Kabilio	M Kabilio	M Kabilio	E Cole
<i>Secretary</i>	D Beck	D Beck	D Beck	T Leman	T Leman	T Leman	T Leman	R Fayers	R Fayers	R Fayers	J Little
<i>Treasurer</i>	M Sullivan	N Ozanne	N Ozanne	A Thillainathan	A Thomson	A Thomson	A Thomson	M Sullivan	M Sullivan	M Sullivan	R Fayers

APPENDIX 3 – Association Assessment Survey (February 2024)

ANZSOM General Council has undertaken the AES Association Survey since 2014 as a means of evaluating the management of the association. In 2024, the assessment has been conducted by the Secretariat and the President, with results presented to General Council for confirmation and discussion. This document shows the detailed assessment and presents a summary of comparisons with previous years (Table 1 and Figure 1).

There are 66 performance criteria across ten domains. Each criterion is scored as follows:

- In place (1)
- Not in place (2)
- In place and evidence that working (3)
- Don't know

Table 1 shows that the organisation is achieving 100% performance in seven of the ten domains, with significant improvements made since 2017, which have been sustained over more recent years since the last assessment in 2021. Particular improvements have been seen in the domains of Association Leadership and management of Committees and Volunteers.

Since 2014, the association has seen year on year improvement in areas such as Board Governance, Strategic Planning, Leadership and management of Committees and Volunteers. The association has performed consistently well in areas managed by the Secretariat including Information Technology, Financial Management and Management Systems and Processes.

Table 1. Overall score for performance domains (2014, 2015, 2017, 2019, 2021, 2024)

CORE AREA	Best practice score	ANZSOM SCORE (% of best practice)					
		2014	2015	2017	2019	2021	2024
A. Board/Executive Committee governance	30	16 (53)	25 (83)	24 (80)	27 (90)	28 (93)	27 (90)
B. Strategic planning	18	8 (44)	13 (72)	16 (89)	18 (100)	18 (100)	18 (100)
C. Association leadership	15	7 (47)	5 (33)	9 (60)	15 (100)	15 (100)	15 (100)
D. Management systems and processes	15	11 (73)	15 (100)	15 (100)	15 (100)	15 (100)	15 (100)
E. People (paid staff)	24	17 (71)	20 (83)	21 (88)	24 (100)	24 (100)	22 (92)
F. Committees and volunteers	12	5 (42)	8 (67)	5 (42)	12 (100)	12 (100)	12 (100)
G. Financial performance	18	15 (83)	16 (89)	16 (89)	18 (100)	18 (100)	18 (100)
H. Risk management systems	18	13 (72)	12 (67)	18 (100)	13 (72)	13 (72)	13 (72)
I. Members	21	19 (90)	17 (81)	20 (95)	21 (100)	21 (100)	21 (100)
J. Information technology	27	24 (89)	27 (100)	27 (100)	27 (100)	27 (100)	27 (100)
Total	198	135 (68)	158 (80)	171 (86)	190 (96)	191 (97)	188 (95)

Figure 1. Scores for main domains as a proportion of best practice score (2014, 2015, 2017, 2019, 2021, 2024)

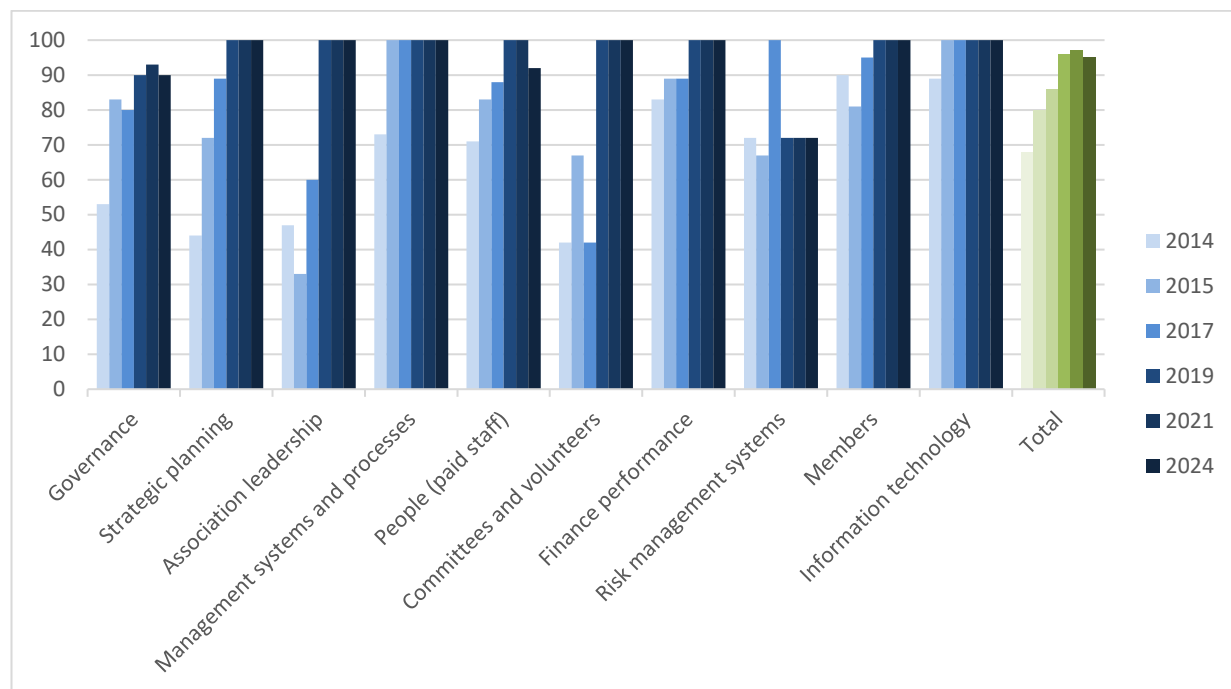
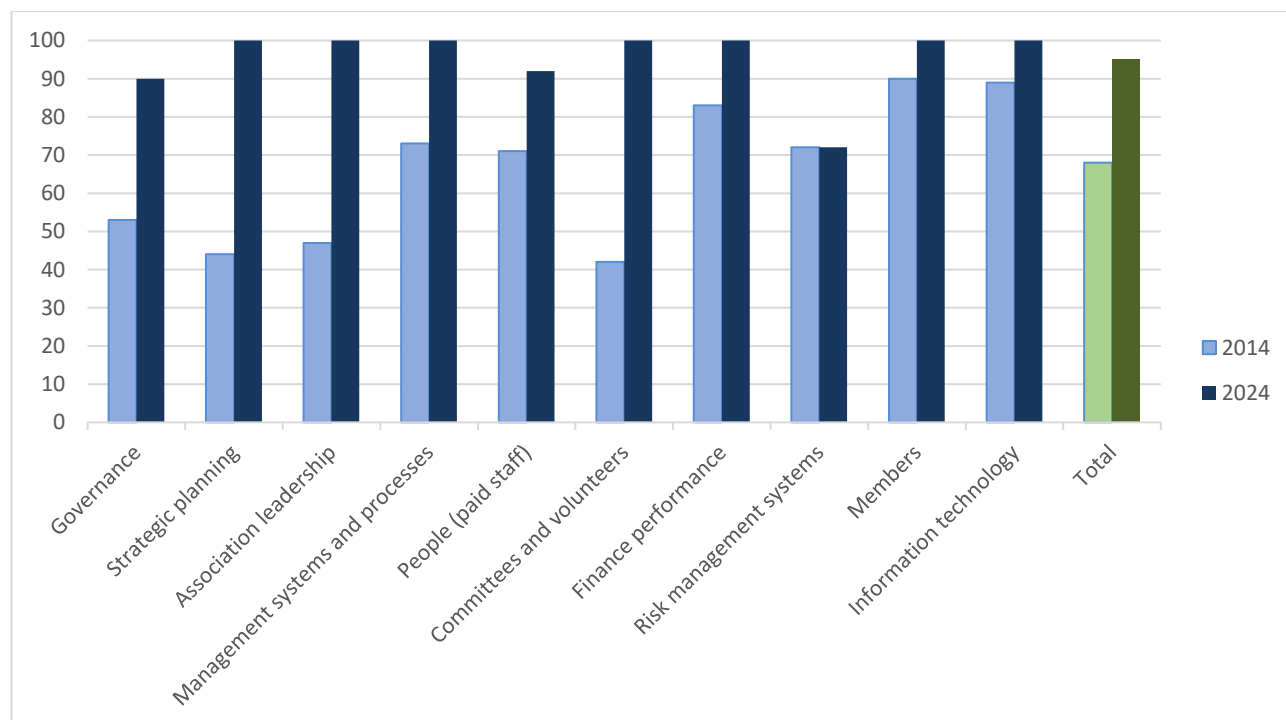


Figure 2. Scores for main domains as a proportion of best practice score (2014, 2024)



A. Executive / General Council Governance

		Not in place (1)	In place (2)	In place and working; can provide evidence (3)	I don't know (0)	Please comment to clarify your answer or provide suggestions for improvement
1	A constitution that reflects the present and future direction of the association is:	☐	☐	☒	☐	The constitution underwent major redevelopment in 2014 to simplify and bring up to date. A Governance Manual provides additional detail and is reviewed annually to provide flexibility in governance arrangements.
2	Clear and documented rules and regulations of the Constitution are:	☐	☐	☒	☐	As above
3	A formal induction process on the duties and responsibilities for directors is:	☐	☐	☒	☐	A formal induction process was adopted in 2019, which involves General Council and other office bearers signing off on a statement reflecting their obligations. In 2022 board members became legally obliged to hold a Director ID. This is now part of the induction process. Board representatives who have chosen not to secure a Director's ID are offered the option to participate as non-voting members (e.g. ANZSOM NZ representative). In 2024 all formal office bearers have signed off on the induction process.
4	Tools to demonstrate that the Executive and General Council members understand their governance roles and responsibilities are:	☐	☐	☒	☐	As above – see induction tool. In 2019 a Branch Update newsletter was also introduced to provide regular governance updates to Branch Council members. The update continues and is generally published after each GC meeting to inform Branch Councils about decisions.

		Not in place (1)	In place (2)	In place and working; can provide evidence (3)	I don't know (0)	Please comment to clarify your answer or provide suggestions for improvement
5	Mechanisms/systems for the Executive and General Council to develop and review policies are:	☐	☐	☒	☐	Four meetings annually for the Executive and General Council supports this process. In 2024, all policies are up-to-date.
6	Mechanisms to ensure the Executive and General Council focuses on planning strategic outcomes using the strategic plan are:	☐	☒	☐	☐	General Council meetings are held four times a year and the Operational Plan is a routine agenda item. There is however limited engagement of the GC in the planning process or measuring towards the strategic objectives.
7	Measures to assess performance of the organisation through defined key performance indicators are:	☐	☐	☒	☐	The first Operational Plan was introduced in 2015 and ongoing development reflects the strategic goals of the organisation. The plan incorporates measures that are brought to the attention of General Council on a regular basis. For example, membership reports are presented quarterly and a comprehensive analytics report addressing communication, engagement and uptake of CPD activities is presented. A comprehensive report of the Annual Scientific Meeting is also developed for General Council. There is however limited engagement of the GC in measuring towards the strategic objectives.
8	A succession plan for board members is:	☒	☐	☐	☐	Succession planning is generally informal and relies on personal connections. It remains a challenge in an environment where volunteerism is declining.
9	Reports to the Executive and General Council on progress against key performance	☐	☐	☒	☐	As above, comprehensive reports on all key performance indicators are provided to General

		Not in place (1)	In place (2)	In place and working; can provide evidence (3)	I don't know (0)	Please comment to clarify your answer or provide suggestions for improvement
	indicators (as identified in the strategic plan) are:					Council. Strategies to improvement engagement are required.
10	Processes and mechanism that identify the performance and achievements of the Secretariat, Executive and General Council including a regular performance review process are	☐	☒	☒	☐	In 2019 the General Council committed to regular review of the Secretariat arrangements and contract. The Governance Manual sets out a clear statement of the Secretariat responsibilities. The Secretariat contract was last reviewed and renewed in 2022.
	Score: 27/30	1	2	24		

B. Strategic planning

		Not in place (1)	In place (2)	In place and working; can provide evidence (3)	I don't know (0)	Please comment to clarify your answer or provide suggestions for improvement
11	An organisation strategic (and/or business plan) is:	☐	☐	☒	☐	2019 – Reviewed at start of 2018 2022 – Reviewed (period 22-25) Due for review in 2025, with processing commencing in 2024
12	Accurate and reliable data and information (member surveys, etc) to inform strategic planning are:	☐	☐	☒	☐	A member survey is conducted regularly. Additional feedback is sought in relation to CPD. Membership data and analytics also inform planning as noted above, as does industry data, such as association benchmarking data. A specific members survey was conducted in 2021 to inform the strategic planning process.
13	Within the strategic plan, clearly documented goals and measurable objectives (either in the strategic or business plan) are:	☐	☐	☒	☐	
14	Within the strategic plan defined vision and mission statements with core values (documented and measurable) are:	☐	☐	☒	☐	These aspects are now routinely included. The values statement Good Work / Safe Workplaces / Healthy Workers flowed from the 2021 planning process. And now underpins the identity of ANZSOM.
15	Within the strategic plan key performance indicators (both qualitative and quantitative measures) are:	☐	☐	☒	☐	Measures are included annually in the Operational Plan rather than in the Strategic Plan.
16	Measures of the effectiveness of the strategic plan using key performance measures (e.g. membership growth) are:	☐	☐	☒	☐	As above. Strategies to engage the General Council in these performance measures are required.
	Score: 18 /18			18		

C. Association leadership

		Not in Place (1)	In place (2)	In place and working; can provide evidence (3)	I don't know (0)	Please comment to clarify your answer or provide suggestions for improvement
17	Strategies to empower leadership of the association are:	☐	☐	☒	☐	There are well developed structures, systems and consultation mechanisms to support leaders; and policies such as Code of Conduct (established in 2019) Training for leaders is offered at GC meetings where appropriate and leaders are alerted to other opportunities for development, including through organisations such as AES. There are strong links to AFOEM and collaboration between the leaders of our organisations. Leaders such as Branch Chairs have local visibility via meetings and webinars where they are supported in delivering messages to local members.
18	Clear levels of responsibilities and accountabilities between the Executive / General Council and operational staff are:	☐	☐	☒	☐	The Governance Manual is updated at least annually to reflect responsibilities and processes. The current President meets fortnightly with the Secretariat. The Secretariat has regular contact with Branches.
19	Measures of effectiveness and mechanisms to measure the effectiveness of the leadership of the organisation are:	☐	☐	☒	☐	There is strong attendance at leadership forums (General Council, Executive) and positive direct engagement between individuals in leadership positions.
20	Professional development plans for the leader/s managers of the association are:	☐	☐	☒	☐	There are not formal professional development plans due to the voluntary nature of the roles.

		Not in Place (1)	In place (2)	In place and working; can provide evidence (3)	I don't know (0)	Please comment to clarify your answer or provide suggestions for improvement
						Face-to-face meetings feature development aspects where the opportunity arises – generally at the face-to-face meeting in February. Other development opportunities are offered for members to take up at their will, including services offered through AES and AuSAE. The Secretariat manages staff development through their established HR and review processes.
21	A strong culture of professionalism among the leaders of the association where they identify themselves as association professionals and actively develop their skills and knowledge through formal and informal learning is:	☐	☐	☒	☐	The Secretariat participates in a range of professional forums and education to ensure currency and professionalism. Informal connections including through the societies linked to the RACP is also beneficial in this regard.
	Score: 15/15			15		

D. Management systems and processes

		Not in place	In place	In place and working; can provide evidence	I don't know	Please comment to clarify your answer or provide suggestions for improvement
22	Documentation of all key operational processes are:	☐	☐	☒	☐	The Secretariat has established comprehensive procedures for various operational processes; these are reviewed regularly and shared with volunteers as required to support their roles. They include financial procedures, a comprehensive guide for conducting the ASM, a guide for Branches to run CPD activities. Internal procedures relate to membership management and website management.
23	Documentation of all actual work procedures within the association are:	☐	☐	☒	☐	As above
24	Training for operational staff and volunteers in the processes and procedures are:	☐	☐	☒	☐	This is addressed in induction training and ongoing engagement with the Branches.
25	Formal review mechanisms to assess if the processes and procedures are followed are:	☐	☐	☒	☐	The Secretariat holds responsibility for this including conducting audits, process reviews, regular internal meetings. The Executive or General Council sign off on key procedures.
26	A culture of continual improvement of all processes and procedures is:	☐	☐	☒	☐	This is reflected in the above
	Score: 15/15			15		

E. People (for Associations with paid staff)

		Not in place (1)	In place (2)	In place and working; can provide evidence (3)	I don't know (0)	Please comment to clarify your answer or provide suggestions for improvement
27	Documented job descriptions for all positions within the organisation are:	☐	☐	☒	☐	Project Health maintains job descriptions for employed staff.
28	Mechanisms to review each job at least on an annual basis are:	☐	☐	☒	☐	Annual review and internal planning meetings are conducted specifically in relation to the Secretariat role.
29	A formal performance review process for all staff is:	☐	☐	☒	☐	Project Health implements annual reviews.
30	A recognition and reward process for staff is:	☐	☐	☒	☐	Review of titles and accountabilities are conducted regularly.
31	Documented policies and procedures on all human resources issues, e.g. bullying, discrimination, recruitment process are:	☐	☐	☒	☐	Project Health has a comprehensive HR manual.
32	Resources and plans for the professional and skill development of all staff and volunteers are:	☐	☐	☒	☐	Project Health manages this for all staff; maintains membership of relevant industry bodies including the Australian Society of Association Executives. Professional development for volunteers is offered via membership of AES (Association Executive Services) and at GC meetings.
33	A positive work/lifestyle balance is:	☒	☐	☐	☐	This is hard to achieve in voluntary organisations.
34	An exit interview process for those staff leaving the association is:	☐	☐	☒	☐	Part of Project Health processes.
	Score: 22/24	1		21		

F. Committees and volunteers

		Not in place (1)	In place (2)	In place and working; can provide evidence (3)	I don't know (0)	Please comment to clarify your answer or provide suggestions for improvement
35	An induction process for all committees and volunteers outlining their roles and responsibilities is in place:	☐	☐	☒	☐	As described above.
36	A strong understanding by all committee members and volunteers about their work expectations and outcomes is:	☐	☐	☒	☐	As described above – achieved through induction, professionally managed committee meetings and review of committee processes and outcomes.
37	A strong understanding by all committee members and volunteers of the reporting structure within the association is:	☐	☐	☒	☐	As described above – achieved through induction, professionally managed committee meetings and review of committee processes and outcomes.
38	A process of reward and recognition for committee members and volunteers is:	☐	☐	☒	☐	Awards and recognition have been a focus over the past 5 years, with the introduction of the president's award in 2019 and the Nurses' Award in 2020.
	Score: 12/12			12		

G. Financial performance

		Not in place (1)	In place (2)	In place and working; can provide evidence (3)	I don't know (0)	Please comment to clarify your answer or provide suggestions for improvement
39	A budget that supports the strategic plan is:	☐	☐	☒	☐	The budget is set annually with input from the Treasurer and General Council, based on the priorities set by the planning process.
40	Standard accounting procedures to track income and expenditure are:	☐	☐	☒	☐	The financials are managed professionally using online software (MYOB) and based on detailed procedures.
41	Arrangements for an annual internal or external audit of financials is:	☐	☐	☒	☐	This is undertaken annually as part of Annual Financial Report.
42	Regular financial reports including items such as budget to actual, annual and YTD and variations are:	☐	☐	☒	☐	This is reported monthly to the Treasurer and Quarterly to General Council.
43	Sufficient surpluses to support ongoing development activities are:	☐	☐	☒	☐	The main income streams (membership and the Annual Scientific Meeting) are managed closely to ensure financial sustainability.
44	Financial reports that enable management to give the board a good understanding of the financial performance are:	☐	☐	☒	☐	Monthly financial reports provided to Treasurer; Quarterly budget reports to General Council, accompanied by explanatory notes and recommendations.
	Score: 18/18			18		

H. Risk management systems

		Not in place (1)	In place (2)	In place and working; can provide evidence (3)	I don't know (0)	Please comment to clarify your answer or provide suggestions for improvement
45	An independent risk management committee that reports to the board is:	☒	☐	☐	☐	This is not considered necessary or feasible given the volunteer base. Risk management features on the agenda Executive and General Council meetings.
46	Risk assessment reports on all major contracts entered into by the association are:	☒	☐	☐	☐	This is not formalized. All contracts are analyzed by the Secretariat with regard to risk and presented with appropriate advice to the GC.
47	Documentation of discussion of risk assessment reports (as board minutes, resolutions) is:	☐	☒	☐	☐	Standard agenda item for risk management in General Council and Executive meetings.
48	Appropriate insurance policies e.g. association Insurance, event insurance, professional indemnity, volunteers etc) are:	☐	☐	☒	☐	These are in place and reviewed annually, with major reviews every three years.
49	Systems to prevent internal theft of monies or incidents of forgery or embezzlement are:	☐	☐	☒	☐	This is facilitated through: approval of all expenditure by Treasurer, monthly reports developed by book keeper, audits, checking of supplier bank details.
50	Systems for disaster recovery including recovery of data due to fire or flood are:	☐	☐	☒	☐	Systems include daily backup, an external IT provider who manages and advises on security. A data breach policy was introduced in 2020
	Score: 13/18	2	2	9		

I. Members/ stakeholders/ clients/customer relationships

		Not in Place (1)	In place (2)	In place and working; can provide evidence (3)	I don't know (0)	Please comment to clarify your answer or provide suggestions for improvement
51	Evidence that our members / stakeholders actively use our products and services is;	☐	☐	☒	☐	As noted above, detailed analytics reports provide this evidence and inform planning, including reports re ASM; CPD delivery; web analytics.
52	Evidence that our membership/ stakeholder engagement is growing is;	☐	☐	☒	☐	Membership reports provide evidence of continued growth and inform growth strategies.
53	Evidence that our membership/stakeholders attrition levels are below 5% is;	☒	☐	☐	☐	While overall membership has continued to grow, non-renewal for certain membership groups is high, such as for people joining in the past year.
54	A mechanism to survey our members/ stakeholders on an annual basis is;	☐	☐	☒	☐	Annual general surveys are not in place due to survey-fatigue and declining responses. The last general survey was conducted in the lead-up to the 2021 strategic planning exercise. Feedback is sought through various channels in relation to specific services including the ASM and CPD.
55	Evidence that indicates our members / stakeholders are satisfied with our services is;	☐	☐	☒	☐	As above. Satisfaction with specific services is routinely sought and reported.
56	A process to welcome and engage new members / stakeholders to our association is;	☐	☐	☒	☐	This was a focus of 2018 and has been successful. Ongoing refinement of process aims to ensure early connection of new members with the organisation.
57	An exit interview process for non- renewing members/ stakeholders is;	☐	☐	☒	☐	A survey is in place and other feedback is collated as and when received.
	Score: 21/21			21		

J. Information technology

		Not in place (1)	In place (2)	In place and working; can provide evidence (3)	I don't know (0)	Please comment to clarify your answer or provide suggestions for improvement
58	A reliable membership database is:	☐	☐	☒	☐	Part of website (CRM)
59	A database that can generate updated member reports is:	☐	☐	☒	☐	As above
60	Reliable and easy to understand member reports and data are:	☐	☐	☒	☐	Presented quarterly to General Council.
61	Facilities for members to update their details online are:	☐	☐	☒	☐	Part of website
62	Facilities for members and stakeholders to register for events online are:	☐	☐	☒	☐	Part of website (ASM); Branches also use Trybooking to enable direct payment into their bank accounts and direct management of their events.
63	Checks to ensure membership data is accurate and valid are:	☐	☐	☒	☐	Audits are conducted regularly.
64	A current user manual for the database is:	☐	☐	☒	☐	This is part of internal procedures at the Secretariat.
65	Data collection on website use is:	☐	☐	☒	☐	Reported to General Council in a detailed analytics report as described above.
66	Processes and procedures to ensure the Association website is current and meets the needs of our members/stakeholders is:	☐	☐	☒	☐	The website undergoes regular review by Secretariat in conjunction with the provider. Regular meetings with web provider to ensure updates implemented and drawing on their expertise and suggestions for ongoing development. The Secretariat also regularly researches alternative systems and draws on industry benchmarking reports, including regarding emerging technologies such as AI.
	Score: 27/27			27		

APPENDIX 4 – Legislative compliance

Compliance area	Details
ASIC	ANZSOM is an Australian Registrable Body - Registered June 2014 - ARBN – 600 176 976 - President, Secretary and Treasurer of ANZSOM are recorded as Directors with ASIC - Changes in Directors to be notified within a month of changes - Changes to constitution to be notified within a month of changes
Consumer Affairs	ANZSOM is an Incorporated Association in Victoria (1996) - ANZSOM was incorporated in Victoria in 1996 - Organisation number A00327617 - Fiona Landgren is the Public Officer / Secretary - Annual reports must be submitted online within 28 days of the AGM
ATO	ANZSOM has income tax exemption with the ATO - Barrett Walker is the registered Tax Agent - We are income tax exempt; to retain this status all expenditure must align with the purpose of the organisation. Subsidising social events which are incidental to the main objectives of ANZSOM will not affect the income tax exempt status. Subsidising substantial social events with organisation funds may be seen as a distribution of funds to members, which is not permitted. Legal advice has been provided to the GC (15/4/19). Please contact the Secretariat if you are in doubt. - From June 2023 organisations that are income tax exempt must submit an annual self-assessment to confirm compliance with requirements. ANZSOM has undertaken this voluntarily up until this point so will continue this practice. ANZSOM is registered for GST - ABN – 49 465 909 950 - President, Secretary and Treasurer of ANZSOM are recorded as Directors in the Australian Business Registry, in which we are described as an “other incorporated entity” - Changes in Directors to be notified within a month of changes (can be made online) - Barrett Walker is the registered Tax Agent and operates the tax portal including processing Activity Statements
ACNC	ANZSOM’s application to become registered as a charitable organisation was not accepted (July 2019)

APPENDIX 5 – Meeting schedule 2025

(Current as of December 2025 – Subject to change)

Times are AEST or AEDT

	General Council (6.30–8.00pm)	Executive (7.00–8.00pm)	Nurse Strategy WG (6.00-7.00pm)	AGMs
January				
February	Saturday 8 February		Tuesday 25 February	
March		Tuesday 11 March		QLD AGM - 27 March (2024)
April			Tuesday 29 April	WA AGM – 3 April (2024)
May	Tuesday 13 May	Tuesday 6 May		
June			Tuesday 24 June	
July		Tuesday 31 July		
August	Tuesday 5 August		Tuesday 19 August	
September				
October	Sunday 19 October – ASM	Tuesday 7 October	Tuesday 14 October	Federal AGM – Wed 22 Oct
November				QLD AGM – 27 Nov (2025)
December				

APPENDIX 6 – ANZSOM Financial procedures

This document summarises procedures associated with the financial and administrative management of ANZSOM. It is provided as a resource for General Council members and State Branches Councils to inform them of their responsibilities. It also reflects the organisation's financial risk management strategy. It should be read in conjunction with the [Rules of the Australian & New Zealand Society of Occupational Medicine](#) and the Governance Manual (2025).

1. Society legal status

ANZSOM is incorporated in Victoria and registered as an Australian Registrable Body under ASIC. State Branches do not operate as separate financial entities, but they do all have their own bank accounts. As such, all accounting, including BASs are centralised. Financial transactions are managed through MYOB. ANZSOM holds an online licence which enables access for the Federal Secretariat as well as approved ANZSOM representatives.

The Federal Secretariat maintains further detailed procedures for internal management.

2. Federal financial procedures

The Federal Secretariat is responsible for overseeing the financial management of the organisation and liaising with the Federal Treasurer and General Council. The accountants are co-located at the Secretariat office and are responsible for bookkeeping and general accounting, compiling monthly reports and the Annual Financial Report, as well as submitting BAS and tax returns. A separate accounting firm is contracted to conduct the annual audit. The accountants also provide annual financial (cash flow) statements to the State Branches. The financials are managed through MYOB software, which operates on-line.

- 2.1 The Federal body holds accounts at the ANZ bank, including a transaction account, and a Term Deposit. Secretariat Manager, Fiona Landgren has the login rights to the online account through which all payments to suppliers are made (no cheque payments are made). As required by the ANZ bank, only one person is authorized to make online transactions, however all transactions are approved by the Treasurer and reconciled independently by the accountant (see below).
- 2.2 The Federal Secretariat gains the approval of the Federal Treasurer prior to payment of invoices from external parties. Templates have been developed for this purpose and are submitted on a monthly basis.
- 2.3 For all new suppliers, the banking details are verified via phone. Service arrangements are quoted or documented in service agreements, and invoices are checked against the quote before payments are made.
- 2.4 BASs are submitted by the accountants on a quarterly basis. These are signed off by the Secretariat Manager, Fiona Landgren and paperwork included in the monthly reports to the Treasurer.
- 2.5 An application to the ATO in 2012 by the accountants has resulted in a judgement that we are not required to pay income tax. From 23/24 financial year, an annual self-assessment confirming we continue to meet the tax-exempt requirements must be submitted to the ATO.

- 2.6 The Federal Secretariat provides quarterly budget reports to the Executive and General Council (refer item 8.1 of Reporting below).
- 2.7 The Secretariat and accountant produce the organisation's annual financial report. The report is presented at the AGM (refer item 8.2 of Reporting below).
- 2.8 An independent audit is conducted annually through a separate accounting firm and is presented as part of the annual report at the AGM.
- 2.9 The audited annual financial report is provided to Consumer Affairs as part of the annual reporting requirements (refer 8.8 of Reporting below). Additional financial reporting to ASIC is not required (Registrable Australian Body).

3. State financial procedures

- 3.1 All Branches hold separate bank accounts, with the Branch Treasurers being signatories to those accounts (refer Appendix 3).
- 3.2 Financial transactions of ANZSOM are centralised for tax purposes. All expenditure is reconciled as per above.
- 3.3 The State Branches are required to report financial activities to the Federal Secretariat. The Federal Secretariat has read-only access to the State Branch operational bank accounts; however, in order to compile full financial reports, the Secretariat also requires copies of all Tax Invoices associated with payments and income. These should be forwarded to the Secretariat.
- 3.4 Most State Branches manage their meetings via TryBooking which is linked to their respective bank account. Operation of the TryBooking system is outlined in the Educational Meeting Manual. Payments made to the Branches via TryBooking are reconciled federally.
- 3.5 The Secretariat provides a brief annual financial report (based on cash flow) to each State Branch for presentation at their local AGM. A template for this reporting has been developed (Appendix 2).

4. Membership

4.1 Subscriptions

The Federal Secretariat is responsible for managing membership subscriptions.

- 4.1.1 Membership subscription notices are distributed by the Federal Secretariat annually for the subscription period 1st April to 31st March. Notices are distributed in February before the subscription period ends.
- 4.1.2 Subscription rates are reviewed annually by General Council (refer Appendix 1).
- 4.1.3 A pro-rata rate applies for members applying to join after 1 October of the subscription year. The pro-rata rate is 50% of the annual rate.
- 4.1.4 The preferred payment method is Credit Card (Visa, Mastercard) via eWAY.
- 4.1.5 Members may pay 2 or 3 years in advance. An automatic payment method was trialed in 2017 but not taken up. Similarly, a monthly payment scheme was not well adopted and has not continued.

- 4.1.6 Once payment is processed, it is recorded in the central MYOB file, which identifies the member's Branch.
- 4.1.7 Members are emailed an automatic payment confirmation / tax invoice via the website if payments are made online. Receipts are generated via MYOB for other mechanisms of payment or at a member's request.
- 4.1.8 Email or emarketing reminders are generally sent 1 month and 3 months after original subscription notices are sent. The website CRM enables more targeted reminders.
- 4.1.9 Subscriptions not paid by 30 June (or other date at the discretion of General Council) are considered "lapsed" and membership rights and benefits including access to the member-only section of the website and discount attendance at meetings are withdrawn. In 2019, the GC agreed that members not financial by 30th June would not be eligible for the member ASM discount for that year.
- 4.1.10 A report of paid members is sent to all States at various times including on request from State branches.
- 4.1.11 In 2011, the General Council determined that there would be no distribution of subscription income to State Branches and that the funds would be directed to initiatives that benefit all members, including the online CPD service, website, etc. State Branches may make applications to the federal body for funding for specific activities.
- 4.1.12 Membership subscription income is reported at General Council meetings and at the AGM (refer item 8.4 of Reporting overleaf).

4.2 Membership database

- 4.2.1 The Secretariat is responsible for managing the membership database including complying with ANZSOM's [Privacy policy](#) and data security obligations.
- 4.2.2 The database is located online, associated with the ANZSOM website, and is password protected.
- 4.2.3 Members are encouraged to update their details on the ANZSOM website.
- 4.2.4 The Secretariat also updates contact details as information is received.
- 4.2.5 Branch Councils may request copies of their member database.

4.3 Membership application

The membership application process is managed by the Secretariat and involves liaison with relevant Branch Councils for approval.

- 4.3.1 Applications for membership are generally made online via the website. The application form and a copy of the applicants Curriculum Vitae are submitted via the website.
- 4.3.2 Applications are sent to the State Branches for approval. A nominator and seconder are required by the State Branch (via email) in accordance with the Society Rules.
- 4.3.3 Once the application has been approved by the State Branch, the Secretariat informs the applicant and requests payment via online payment portal, which provides a Tax Receipt.
- 4.3.4 A pro-rata rate (50% of annual subscription fee) applies to all member applications after the 1 October of each year (refer 1.1.3 subscriptions for rates).
- 4.3.5 Once payment is made, the Federal Secretariat sends a membership information pack including a welcome letter and membership certificate.
- 4.3.6 The KPI for processing the application to this point is 2 weeks.
- 4.3.7 The transaction is entered into the accounting system and identified by State.
- 4.3.8 New members are reported to General Council quarterly.

- 4.3.9 Branches are encouraged to make personal contact with new members.

5. CPD and other projects

5.1 Federal and State Branch run CPD

- 5.1.1 State Branch educational meetings and webinars are managed by the Federal Secretariat.
- 5.1.2 ANZSOM currently charges \$25 for non-members to attend ANZSOM webinars (State and National). These are set up through the Federal TryBooking account.
- 5.1.3 Other State Branch educational meetings are set up through the State Branch TryBooking account, and the registration costs are set by the State Branch Council.
- 5.1.4 At the end of each webinar and educational meeting, the Federal Secretariat transfers TryBooking funds into the relevant bank account (Federal for webinars, State Branch for other educational meetings) and notifies the bookkeeper of the transfer.

5.2 Other projects

- 5.2.1 Other projects that currently involve financial management is the ANZSOM Occupational Health Nurse Recognition Program.
- 5.2.2 Payment of the application fee (\$300) is paid online through the website via eWAY.
- 5.2.3 A receipt for payment is automatically emailed to the recipient via the website.
- 5.2.4 Once payment is processed, it is recorded in the central MYOB file.

6. Annual Scientific Meeting

- 6.1 The ASM is a whole organisation activity, with the assigned State Branch being responsible for the general running of the meeting. A separate ASM Organising Guide is provided to the Committee. The Organising Committee comprises representatives from the Executive and the branch running the previous ASM, to ensure appropriate oversight and continuity.
- 6.2 The ANZSOM Secretariat managed the conference from 2011 to 2022. Commencing in 2023, a Professional Conference Organiser (PCO) is contracted by ANZSOM to take on this role under the supervision of General Council, the Secretariat and the ASM Organising Committee.
- 6.3 The ASM Organising Committee is required to provide a budget to the Executive approximately 9 months before the meeting. Refer to the ASM Organising Guide for the template. The committee budgets for a significant profit (at least \$50K) as this is one of the main revenue-earning activities of the organisation.
- 6.4 The PCO agreement is made with the Federal body. That contract will generally cover other suppliers (venue etc). Payments to suppliers are made by the PCO on approval of the organising committee, Secretariat and in conjunction with the Treasurer.
- 6.5 In the case where the ASM results in a profit, there is no distribution to the organising state. Refer to the ANZSOM Sponsorship Policy and Decision-Making Framework in the Governance Manual for more information.

7. General Council Meeting - claims

- 7.1 In line with ANZSOM's [Travel policy](#), General Council members are entitled to claim a return economy airfare and at least 1 night's accommodation (standard rate) associated with attendance at the face-to-face General Council Meeting held outside the ASM (generally in February each year).
- 7.2 Claims should be made using the prescribed form and include relevant tax receipts (refer Appendix 4).

8. Sponsorships

- 8.1 Sponsorship is mainly associated with the ASM and this is facilitated by the ASM Organising Committee and PCO with support of the Secretariat as required.
- 8.2 State Branches are also encouraged to seek sponsorship for their local meetings, webinars and activities. A template prospectus has been developed for this purpose. Invoices are raised for Branch sponsorship via the Secretariat.
- 8.3 In 2022, the GC agreed that all sponsorship funds from State branch webinars (offered and organized Nationally) be allocated to the Federal account to ensure the Secretariat has the resources to manage these webinars. Any sponsorship from State Branch meetings (face-to-face) is allocated to the State Branch.
- 8.4 Refer also to the ANZSOM Sponsorship Policy and Decision-Making Framework in the Governance Manual, which aims to ensure ethical approaches to sponsorship of ANZSOM events and activities.

9. Insurance policies

- 9.1 ANZSOM is required to maintain insurance policies for Professional Indemnity and Management and for Public Liability.
- 9.2 The Executive Committee is responsible for reviewing these policies on an annual basis.

10. Summary of reporting requirements

Various reporting is required, which involves the Federal Secretariat, Federal Treasurer, State Treasurers, the ASM Organising Committee and the accountants.

- 10.1 The accountants provide a monthly financial report to the Treasurer including P&L, Balance sheet, bank account reconciliation, aged payables and receivables and BAS as applicable.
- 10.2 The Federal Secretariat provides quarterly budget reports to the Executive and General Council for the Federal Budget.
- 10.3 The Secretariat and accountants produce an audited annual financial report that is presented at the AGM.
- 10.4 The Secretariat provides a membership subscription report at the AGM (as per item 1.1.10 of Subscriptions above). A membership report is also provided to the General Council quarterly.
- 10.5 An independent audit is conducted annually, arranged by the accountants through an independent accounting firm, and is included with the annual financial report and presented at the AGM.
- 10.6 The Branches are required to provide the Federal Secretariat with copies of Tax Invoices (as per item 3.2 of States' financials above).

- 10.7 The Secretariat provides annual financial statements to the State Branches for presentations at their AGMs (refer item 3.4).
- 10.8 The ASM Organising Committee is required to report regularly to the Executive and General Council regarding the budgeting and financial performance of the ASM (as per item 4.1 of Annual Scientific Meeting above).
- 10.9 The Secretariat is responsible for submitting an Annual Statement to Consumer Affairs within a month of the AGM being held. This includes a copy of the audited Annual Financial report.

Appendix 1 – ANZSOM Membership categories and fees (as of February 2025)

Subscription categories	Membership fees 2025
Full membership – Medical practitioner	\$450 (1 year) / \$820 (2 years) / \$1200 (3 years)
Full membership – Nurse	\$360 (1 year) / \$660 (2 years) / \$960 (3 years)
Associate membership	\$400 (1 year) / \$730 (2 years) / \$1070 (3 years)
NZ membership	\$300
AFOEM Trainee membership	\$360
Retired – Full (Medical practitioners) (50% discount)	\$225
Retired – Full (Nurse) (50% discount)	\$180
Corporate group membership	
5-10 members (10% discount)	\$405 (Full) / \$360 (Associate) / \$324 (Nurse/Trainee)
11-20 members (20% discount)	\$360 (Full) / \$320 (Associate) / \$288 (Nurse/Trainee)

Appendix 2 – Example of Branch Annual Financial Statement

Compiled by the ANZSOM Federal Secretariat on behalf of the
Victorian / Tasmanian Branch

ANZSOM Victorian / Tasmanian Branch

*PO Box 7032
RICHMOND VIC 3121*

Cash receipts and expenses

2024/2025 and 2023/24 (1 July - 30 June)

	<u>2024/25</u>	<u>2023/24</u>
Income		
Meeting income		
Bank interest		
Total Income		
Expense		
Meeting expenses		
Other expenses*		
Bank fees		
Total Expense		
Net profit (loss)		
* Includes venue, food, speaker gifts		
Cash in bank	30th June 2025	30th June 2024

Appendix 3 – ANZSOM bank accounts

Branch	Bank account	Signatory (updated May 2025)
Federal	Savings/Transaction Account ANZ 013423 354194404	Fiona Landgren
	Term deposit ANZ 9197 27782	Fiona Landgren
NSW/ACT	Savings/Transaction Account 012361 353871717	Tom Rosenthal
	Term deposit ANZ 9224 28214	Tom Rosenthal
QLD	Savings/Transaction Account Suncorp 484799 055328875	Michelle Safely
SA/NT	Savings/Transaction Account ANZ 015228 352983207	Bill Panayiaris
	Term Deposit ANZ 9773 28894	Bill Panayiaris
VIC	Savings/Transaction Account ANZ 013423 354194332	Sandra Code
WA	Savings/Transaction Account ANZ 016267 340797394	Eliza Cole



**Australian and New Zealand Society
of Occupational Medicine Inc. (ANZSOM)**

GENERAL COUNCIL CLAIM FORM

All members of the General Council are entitled to a reimbursement of costs associated with attending one face-to-face General Council Meeting each year (not including the one held at the ASM).

Expenses that can be reimbursed include:

- One return economy airfare
- One or two nights accommodation as defined in the Travel Policy (up to a maximum of \$330 per night)
- Meals (up to \$40 for breakfast, \$50 for lunch, \$130 for dinner)
- Taxis and/or car parking

Please complete the details below, attach a copy of invoices and send to:

ANZSOM Federal Secretariat
Email: secretariat@anzsom.org.au
Fax: (03) 9428 4872

Name: _____

ANZSOM General Council position: _____

State (travelling from / returning to): _____

Expenses to be claimed (tick as appropriate and record cost – attach a copy of invoices)

- | | |
|---|-------------|
| ☐ One return economy airfare | Cost: _____ |
| ☐ Accommodation | Cost: _____ |
| ☐ Meals | Cost: _____ |
| ☐ Taxis and/or car parking | Cost: _____ |

TOTAL: _____

Payments are made by direct transfer. Please provide your bank details below:

Account name: _____

Bank: _____

BSB: _____

Account number: _____

ANZSOM Federal Secretariat
PO Box 7032
Richmond VIC 3121
A.B.N. 49 465 909 950
A.R.B.N. 600 176 976

Phone: 1300 666 515
Fax: (03) 9428 4872
Email: secretariat@anzsom.org.au
Web: www.anzsom.org.au

APPENDIX 7 – ANZSOM Secretariat Responsibilities

1. Overview of ANZSOM Secretariat responsibilities

The Secretariat's overall responsibilities are outlined in the ANZSOM Governance Manual which is updated annually. They include:

- developing, with the General Council, a consensus for ANZSOM's vision and direction
- constructing programs to implement this vision
- planning and carrying out the day-to-day management of the Society
- keeping the General Council informed, at an appropriate level, of all the activities of the Society
- membership management
- website management
- communication management
- financial management and management of legal obligations under ASIC and the ATO
- management of governance activities including the AGMs, General Council and Executive meetings and other committees
- management of CPD activities including the ASM, Branch educational meetings/webinars, and online learning content
- stakeholder management

2. Specific tasks currently undertaken by the Secretariat

These activities are described in more detail below, divided into 4 sections:

- General Secretariat
- Continuing Professional Development
- Annual Scientific Meeting
- Special projects

The financial management in terms of bookkeeping and accounting is provided in part by Project Health and in part by Peter Caldwell (a Barrett Walker employee now contracted directly to ANZSOM). Legal advice is also provided as required through Barrett Walker.

2.1 General Secretariat

TASKS	RESPONSIBILITY
Governance:	
Managing governance activities of the organisation including requirements relating to the Associations Incorporation Act and ASIC	Manager
Advising regarding general governance requirements (including development and review of the Governance Manual	Manager
Managing office bearers including elections and induction requirements	Manager / Admin support
Managing the Annual General Meeting, General Council Meetings (x4), Executive meetings (x4) and supporting Branches with their AGMs	Manager / Admin support
Development of policies and procedures	Manager
Managing compliance with the constitution and changes as required	Manager
Advising regarding strategic development including the Strategic Plan	Manager
Developing and managing annual Operational Plans, reviewed at quarterly GC meetings	Manager
Guiding the organisation in reviewing governance performance	Manager
Meeting management other:	
Managing operational meetings associated with various activities including bi-monthly CPD Committee (x5), supporting Nurses Strategy Group, and other committee meetings as required, including drafting agendas, minutes and meeting papers	Manager / Admin support
Managing actions resulting from such meetings including follow up of committee members	Manager / Admin support
Membership management:	
Advising on and managing membership systems including fees and recording systems	Manager / Admin support
Developing a member renewal and growth strategy annually	Manager / Admin support
Implementing the annual subscription campaign, including followup of lapsed members	Manager / Admin support
Processing membership subscriptions including online payment system	Admin support / Book keeping staff

TASKS	RESPONSIBILITY
Maintenance of a membership database and reporting to General Council and Branches (annual detailed report, quarterly summary report, periodic reports to Branches, reports to Nurses group)	Manager /Admin support
Managing new applications including liaising with new members and relevant State branch regarding approval and engagement	Admin support
Developing and managing membership recognition program	Admin support
Implementing periodic member surveys	Manager/Admin support
Other tasks associated with membership as required	Manager/Admin support
Website management and digital management more generally:	
Developing and maintaining the ANZSOM website (linked to all other activities)	Manager / Admin support
Managing contract with website provider, including monthly meetings with the provider	Manager / Admin support
Developing all content and design	Manager / Admin support
Managing SEO and security in conjunction with the provider	Admin support
Liaising with State Branch representatives regarding their content	Admin support
Reporting on website usage (biannually) to General Council and CPD Committee	Manager / Admin support
Advising regarding digital strategy more generally	Manager / IT and web provider
Member communication	
Development of communication strategy and plan	Manager / Admin support
Implementation of plan including e-marketing, social media and other mechanisms	Manager / Admin support
Communication evaluation and reporting	Manager / Admin support
Quarterly member newsletter	Manager / Admin support
Other communication as required including managing enquiries on a daily basis by phone and email – see also CPD	Admin support
Financial management	
Creating and managing an annual budget in conjunction with the Treasurer	Manager / Book keeping support

TASKS	RESPONSIBILITY
Managing all financial transactions and electronic account record keeping at a Federal level	Manager / Book keeping support
Developing and reviewing financial procedures	Manager / Admin support / Book keeping support
Managing supplier, sponsor and banking relationships	Manager / Admin support
Recording all State branch transactions and providing reports for branch AGMs	Manager / Book keeping support
Liaising with ANZSOM's accountant regarding BAS, annual tax returns and auditing of annual financial reports	Manager
Reporting to the Executive on a quarterly basis regarding performance against budget	Manager / Book keeping support
Preparing annual financial reports in conjunction with the accountants	Manager
Preparing Branch financial reports in conjunction with the accountant	Manager
Stakeholder management and communication	
Development and maintenance of stakeholder plan	Manager
Engagement with and liaison with stakeholders including sponsors, related societies/colleges etc	Manager / Admin support
IT security management	
Liaison with IT providers to maintain and report on IT security	Manager

2.2 Continuing Professional Development

TASKS	RESPONSIBILITY
CPD Planning and governance	
Planning and developing the CPD offerings with input from CPD Committee, Branches and General Council	Manager
Management of CPD Committee	Manager / Admin support
Maintaining awareness of policy trends affecting ANZSOM members	Manager
Management of Branch educational meetings/webinars:	
Development and maintenance of Guidance Manual for Branch Meetings including templates	Manager / Admin support

TASKS	RESPONSIBILITY
Development of sponsorship prospectus template for Branches and supporting regarding sponsorship	Manager / Admin support
Liaising with Branch Councils regarding planning and delivery of educational meetings/webinars	Admin support
Promotion of Branch educational meetings/webinars on the website, eMarketing, LinkedIn, via other organisations/contacts etc	Admin support
Management of meeting registrations (ie. TryBooking, Zoom) as required	Admin support
Liaison with speakers (directly or via Branch councils) including permissions	Admin support
Distribution of certificates to participants	Branch councils
For webinars, provide feedback and attendance report to Branch Council	Admin support
Management of the online learning:	
Planning and managing the online learning including: Arranging recordings of CPD; editing recordings; permissions; loading on website	Admin support
Monitoring and reporting of module usage to CPD Committee and General Council	Admin support
Other CPD activities	
Learning Update newsletter (x4)	Manager / Admin support
Managing OEM Journal contract and promotion	Manager / Admin support
Update and communicate CPD requirements document (annually)	Admin support
Managing Journal Club (x4)	Admin support

2.3 Annual Scientific Meeting

The Secretariat has managed the ASM since 2012, but the main organising function will be passed to a Professional Conference Organiser (PCO) commencing with the 2023 ASM. The Secretariat will supervise the transition and undertake any tasks that are outside the scope of the PCO contract (such as sponsor recruitment) or outside the skill set of the PCO, such as writing about OHS technical issues. The table below gives an indication of the role split between the PCO and the Secretariat – this will likely evolve. The revised ASM Guide also reflects this transition and provides more specific guidance for the incoming ASM Committee.

TASKS	RESPONSIBILITY
ASM Organisation:	
Providing event organisation and general administrative services for the ANZSOM Annual Scientific Meeting (ASM) including for example:	
Managing the PCO contract	ANZSOM
Convening and managing the ASM organising Committee The Secretariat will sit on the Committee	ANZSOM and PCO
Developing educational and creative concepts in conjunction with the Committee and external designer	PCO
Managing venue requirements and IT	PCO
Managing speakers	PCO
Managing site visits	PCO
Promotion on the website, eMarketing, LinkedIn, via other organisations/contacts etc	PCO / ANZSOM
Managing the conference website and/or app	PCO / ANZSOM
Managing registrations	PCO
Managing sponsorship	ANZSOM
Managing suppliers, budget and financials	PCO and ANZSOM
Managing the ASM onsite Secretariat will attend to perform general Secretariat functions	PCO
Organising and collating evaluation during and after the conference	PCO
Providing a report to the ASM Organising Committee regarding financial and evaluation outcomes	PCO

2.4 Special Projects

Project Health has long-standing experience in project management and technical consulting across a range of areas relevant to ANZSOM's strategic direction. This has provided an opportunity for ANZSOM to make inroads in a number of areas which may not have been achievable with a reliance on volunteer contributions only. To ensure such input is recognised, budgeted for and therefore sustainable, a new budget line was allocated in the budget in 2021/22.