



Chairperson's Report – 2017 AGM (for 1 April 2016 – 31 March 2017 Financial Year)

The HFESNZ's growth trajectory is continuing. This report is a summary of the activities of the society for the previous financial year, and an overview of the goals and activities that are planned.

The focus on professional activities has driven our activities, and the strong committee team with the support of our Administrator has been very productive. Your committee has been the dedicated crew of Hamish Mackie, (events), Lyn Garrett (events), Katie Buckley (early career/student members), Dave Moore (IEA, Certification Assessor, signatory), Karl Bridges (Certification Assessor, Treasurer, signatory), Leanne Hunter (Certification Assessor Convenor), Brionny Hooper, Mark Boocock (webinars) and me (HASANZ Rep, Certification Assessor, signatory), with the very able support of Kim Pearson, our administrator. Kim has taken over the role of newsletter production due to the ease of using MailChimp as a part of our new website-linked membership database. Mark joined the committee in late 2016 having volunteered to lead the organisation of webinars, and Lyn stepped up at the start of 2017 as our conference lead organiser.

At this AGM Hamish, Katie, Dave, Karl and Marion all reach the end of their first two year term on committee but remain eligible for a further term. Thus there is room for new committee members to join us. Please consider committee membership – you not only have the chance to give back to the society, but will gain from the collegial contact and involvement at the coal-face of our profession. I have indicated to committee that I am happy to continue as Chair for another term, and we will review other committee posts at the AGM – nominations can be taken from the floor.

In this financial year, the committee has:

- Celebrated 50 years of New Zealanders having been represented by an ergonomics society.
- Replaced our Administrator - Kim Pearson replaced Pam Graham in October, just in time to support our transition to the new website and database.
- Planned for and gone live (end Feb) with the new website and database www.hfesnz.org.nz.
- Commenced provision of free member webinars in March, via PhysioScholar.
- Ensured regular communications out to members – at least monthly.
- Broadened and strengthened our regular communications and links with other professional groups – both through HASANZ, and via government organisations such as WorkSafe and ACC, and with other international groups.
- Continued the work of assessing Professional Memberships – with increasing interest and numbers of applications.

- Worked on development of a new Technical Professional Member category.
- Strengthened the processes around complaints/disciplinary for Professional Members.
- Commencing work on a Continuing Professional Development system for members.
- Supported our HFESNZ representative to continue participation in HASANZ.
- Via HASANZ, have contributed to the conversations around health and safety education and the development of skilled HFE professionals within New Zealand.
- Have gained full membership of HASANZ (November 2016), enabling HFESNZ Certified Professional Members to list on the HASANZ register, targeted to go live by end 2017.
- Via HASANZ, have promoted the work of human factors professionals/ergonomists within the health and safety sector, including regular voice with ACC and WorkSafe topics, including 'health and safety by design'.
- Have increased our visibility with businesses and other health and safety professionals via a HFESNZ stand at the HASANZ conference in September.
- Member surveyed about their intention to list on HASANZ register, and fed back to HASANZ.
- Have re-introduced a student membership category.
- Linked with ACC to facilitate 6 members being able to attend an ACC funded Incident Investigation training (March).
- Have held member events up and down the country including June AGM and 'All Aboard' event in Auckland; in September a 1 day mini-conference in Wellington; a Christchurch meeting in November; a Wellington meeting in March, and two Nelson get-togethers.
- Have planning under way for our two-day conference in September.

HASANZ continues to provide a forum for positive relationships with other professional societies, driving the development and growth of all the health and safety professions. This forum for all professional groups within the health and safety sector allows our learning of developments that may benefit HFE professionals, and the promotion of the value that HFE adds in many settings. ACC and WorkSafe utilise the HASANZ forum as one where they can quickly gain feedback from the full range of professionals working in the health and safety sector. HASANZ is actively working for the HASANZ Register to be operational for public access by the end of 2017, and HFESNZ work to integrate with the HASANZ Register will be an important part of our activities from now until the HASANZ Register is live. HASANZ is working to strengthen business understanding of how and when to utilise professionals for health and safety related goals, with a key educational message being for health and safety generalists to better understand and utilise specialists such as HFE professionals.

Professional Membership is being encouraged for all those with the education, supervised training and experience that may enable them to gain Associate or Certified Membership. Our first (pilot) applicant for Technical Professional Membership is working through the application process and we hope to have this first test case through by mid-2017, paving the way for others to consider this membership category. We are receiving strong interest in members considering Professional Membership, keeping the Certification Assessment team busy. Improved business knowledge about the professionals that exist to assist with assorted safety and health related needs WILL drive greater demand for HFE professionals. It is up to HFESNZ to ensure that businesses can find HFE professionals with the right skills.

This is leading to HFESNZ consolidating knowledge of all NZ based curricula that include human factors and ergonomics content. The resultant knowledge will become a useful tool for members

and interested parties to consider the educational options available, and will allow strategic consideration of HFE education gaps. The committee encourages all HFESNZ members to ensure that if they meet others who pronounce that they 'work in ergonomics' or 'do human factors', that they invite these potential members to join HFESNZ. It is the society for professionals in the field.

The total income from paid up membership as at 31 March 2017 was: \$8810 (\$1960 last year).

Membership Category	Total numbers 31.3.17 (31.3.16)
Certified	9 (8)
Associate	4 (5)
Life (not counted elsewhere)	8
General	64 (51)
Total	85 (73)

13 (four) new members joined during the year, and one (two) resigned. One moved from Associate to Certified, so a gain of 16% in membership across the board. Next year's data will include student and Technical members.

We have active goals for overall membership increase - to grow our Professional Member numbers, to see more Professional Members moving from Associate through to Certified, and an overall growth in Student and General Members. Membership growth is set to increase as the existence of webinars, clusters, and other events drives the obvious benefits of membership. The website and a well-utilised membership database system enables us to have easier and better reach to potentially interested parties, and early signs suggest that the ability to market to other HASANZ organisations is a positive strategy. Provision of professional development opportunities enhances the perceived benefits for members and should reinforce ongoing society membership.

In the last year we have had (7) MailChimp e-newsletters go out to members. An 'early in the month' newsletter is the primary communication, with additional shorter messages going out when required. The emails are being sent to around 84 members and 12 other interested parties/stakeholder representatives (eg IEA, WorkSafe representatives), with this list growing weekly. The average open rate for the newsletters sits at 55.5%. As our ability to utilise the membership database communication tools increases we expect that we may be better able to use these and other social media for both member and non-member reach.

Financially – compared with the previous financial year we have spent more (\$26,776 vs \$12,023) and we had more income (\$10,913 vs \$3,784) and we have less in the bank at year end (\$43,513 vs \$59,375). However this is all in line with the budget, which has been revised for the following 3 years. Our budget forecast for the next 3 years includes a small increase in membership fees (2018-2019), the introduction of a Technical Professional Membership option, and utilisation of our website to help us run our Conferences and Seminars effectively. We anticipate an increase in income of approximately \$5000 between the 2017-2018, and 2018-2019 FY's, with a further \$2500 increase in the 2019-2020 FY's. Our outgoings remain steady over these 3 years, with no significant costs being incurred meaning our deficit for the forecast 3 years will even out by the 2018-2019 FY.

Work targets for the 2017-2018 financial year includes:

- Continued active targeting of increased membership across all membership categories.
- Maintaining excellent (regular, timely, relevant) communication with members.

- Maximising use of the new website and membership database to create member benefits.
- Transition of all Professional Membership records from existing paper/e-records to all e-records in secure access system (this is carried over from our previous year's goals).
- An exciting and valuable 6/7 September society conference, that we will be able to manage independently by using our membership database tools linked with the new website.
- A range of other national (including webinars), regional and cluster events.
- Finalisation of the Technical Professional Member category.
- Integration with HASANZ Register requirements enabling Certified NZHFE professionals to gain access to the register.
- The establishment of a Continuing Professional Development program.
- Increasing the involvement of more members in society activities and events – a key measure of our success being in the amount of face-face contacts between members, and of members with committee.

Overall the 2016 – 2017 Financial Year has seen some key developments for HFESNZ such as the completion of the new website with linked membership database capacities, and completing the HASANZ full membership requirements. We are now in a very much stronger position for growth, and we should look forward with anticipation. But we must pay attention to every aspect of our functioning to ensure that we remain a viable and progressive entity. We must attend to committee succession. We must support existing HFE professionals, and work to build their skills and competence. We must nurture and grow the emerging and young HFE professionals. We must educate other professionals about our work, and we must market our value to New Zealand businesses. This we must do for our own benefit, and the benefit of New Zealanders and New Zealand business.

So we can look back on this last year and congratulate ourselves on a job well done. But we can't dilly dally too long in self-congratulation – we must keep our collective feet flat to the floor for there is much more that needs to be done to ensure long term success.

My thanks go to all committee members that have worked tirelessly this year on our many activities. You are a fabulous team. I also thank the many members that have given words of encouragement, passed on their thoughts and ideas, and acted to support the work of the society in any way. The society is only as good as our joint efforts. The energy and skill of Kim Pearson, our administrator is also recognised – she is a powerhouse of positivity and is increasing our reach and ability to get on with positive actions.

That's enough of that self-congratulatory stuff. Let's get on with those next goals.



Marion Edwin
HFESNZ Chairperson
1 May 2017