



## Annual Report 2021

for 1 April 2020 – 31 March 2021 Financial Year

*The Human Factors and Ergonomics Society of New Zealand is the membership body for human factors/ergonomics professionals in New Zealand. The HFESNZ has functioned since 1986, after splitting from the Ergonomics Society of Australia and New Zealand established in 1966. Thus, we have had a NZ society for this professional group for 55 years.*

*The society objectives are to promote the application of human factors/ergonomics knowledge; and advance human factors/ergonomics research, education, public awareness, and professional standards. HFESNZ is a federated member of the International Ergonomics Association.*

### Key achievements

- A key achievement this year has been the initiation and good progress on the Workforce development project.
- The society continues to grow in membership – from 90 at the start of the financial year in 2019, to 105 as of 31 March 2020.
- We held 7 committee meetings, with excellent Committee representation at meetings. Our 1.5 hours on Tuesday evenings, never seem like long enough to discuss everything, but it still seems about right for our volunteer committee.
- The Professional Affairs Board met 4 times, receiving and processing 1 successful Professional Member application and 5 Re-certifications for Certified Members. Overall, Professional Member numbers decreased remaining at around 22. (See PAB report later)
- We have progressively overhauled our administrative systems and Carole Unkovich our very capable team Administrator has continued to drag us into the 21<sup>st</sup> Century. We now have a new mail system, Office 365 platform, and Xero for financial records, and an upgrade to the membership database. Carole is currently migrating all of the Society files into Share Point.
- A subset of members continued in ACC-funded professional development, to assist with DHB adverse event reviews. There have been a number of workshops, meetings, and webinars with this group over the past year some members have started working on adverse events. There has been a change-over in key ACC staff however and so we are hoping this initiative continues.

- Our HASANZ Representative, Marion Edwin, attended all HASANZ Governance Group meetings and Membership Committee meetings. Hamish Mackie has now taken over as HASANZ Representative, following Marion's work with HASANZ since before its 2014 inception. The HASANZ role now has a two-year term of office, allowing planned succession. Karl Bridges has also supported HFESNZ by carrying out duties on the HASANZ Register Committee.
- We have communicated regularly with members – having sent out regular 'HFE-News' newsletters and many email communications, thanks to Fiona and Carole. Vanessa Beanland has found another student to help with HFE-News going forwards, which is great.
- Our links with government agencies continues, in particular good Society/Govt agency awareness is developing through WorkSafe, the NZ Transport Agency, and ACC.
- A successful Society mini-symposium in November 2020.
- The Society and members participated in a number of webinars which was useful during COVID-19 restrictions
- Our financial position is strong All in all, it's been a productive year, considering COVID-19, and good HFESNZ progress in New Zealand. But there is much more to do!

### **Chairperson's Report**

Thanks again to the Committee and the Professional Affairs Board teams for all your work over the past year. You are all volunteers and you all have busy lives, and so any of your contributions are most appreciated. Thanks also to Carole who has proved to be an excellent administrator for the Society, and she has really helped us get some of our systems up to speed (even if she has often despaired at my various login, bank, and other limitations!)

The big theme of the past year has of course been COVID. I don't need to talk about the wider experience for New Zealanders or people around the world, but there have been knock on effects for the Society and its activities. The big impact for us has been the difficulty of holding events and activities to deliver value to members. Fortunately, 2020 was not our main conference year, but it has meant that our normal 2021 Conference time, has been pushed back to 2022 – at the beginning of the year with the Auckland lockdowns there just felt like too much uncertainty to proceed with a full conference this year.

But we did manage to have a very fruitful and enjoyable mini symposium in Wellington in November 2020, and we will be repeating the exercise this year (1 Sept) immediately before the HASANZ Conference in Wellington, free for all members. On the plus side (kind of), it does mean our bank balance has been creeping up, which on one hand is good, but on the other hand is a reminder that we must work hard to deliver value to members – we'll talk more about this in the financial part of the meeting.

There is a slightly different way of thinking about member value that a wise old Society member told me once – that Society membership and certification provides one with the opportunity to gain value and that value needs to be actively sought out as part of being an active member of the Society. Certainly a wise hint about members being actively involved in progressing the Society and its aims.

One thing that will deliver huge value to members, but they may not be seeing the value yet, is the Workforce Development Project. In some ways the COVID situation has provided us with the

headspace to get stuck into this hugely important initiative for the Society and for HFE education, understanding, and uptake in New Zealand. Funded by WorkSafe via HASANZ, the project was set up in 2020 and we are making good progress after a period of setting up and getting our ship in order. You'll hear more about this later in the AGM agenda. But a word of thanks are needed to those who have been most involved – Marion in leading the proposal and since then, Philip, Ruth, and Stephen on the Governance Group with me, and at the coalface Liz, Fiona, Karl, and recently Rachael along with their teams.

As always I come back to our Plan on a Page for tracking our progress. How are we doing with:

- Competency for new and existing members
- Professional value for members
- Connecting with Government, industry, the health and safety sector and other related areas
- Focusing on specific areas of expertise
- Working efficiently and working with others

I feel like we are making good progress in most of these areas, although coming out of COVID we will need to focus on activities that are going to directly benefit members in addition to chipping away on the workforce development project. But in many ways the Workforce development project is already bring direct benefit with HASANZ Scholarships (thanks to Karl leading the way in Workstream 3) due to be awarded shortly. Also, a clear pathway from education through to competency and then participation in the wider HFE community will be one of the greatest ways we can deliver value to members, especially those new to HFE.

It also seems that connections with government, industry, and the health and safety sector continues to flourish. There are a number of HFE people in Government roles and HFE discussions and initiatives are becoming much more commonplace. There's still a long way to go, but we are making progress.

One area that I feel does need a bit of work is our activity with IEA. We've not managed to have a proper IEA rep, although Sue Alexander has kindly stepped in for the Council meetings. But this is one thing I urge the incoming committee to address. Let's appoint an IEA rep and have that person maintain good and timely communications with the IEA.

Finally, I'll be stepping down as Chairperson after this AGM. I've enjoyed the role and the people, but there are just too many pulls on my time at this stage of life including three kids, running a business, managing staff, and attempting to maintain a proper presence at home and work generally. My decision was cemented recently with a medical event which also points to needing to take things a bit easier and spend quality time with those around me. But to be clear, I'm no less enthusiastic about HFE right now, where it's going, and what the opportunities are and I will be staying on committee and helping the next committee and Exec in any way needed. I'll also be taking up the role of HFESNZ rep on the HASANZ governance group, following Marion's sterling effort, and I looking forward to making sure that the Society and HASANZ relationship continues to flourish and also see if we can develop further our relationships with the other member societies.

All the best to you all for the coming year.

Hamish Mackie, 18 June 2021.

## **HASANZ Report (Marion Edwin)**

Marion continued as HFESNZ Representative on the governance team for HASANZ (Health and Safety Association of New Zealand), attending her final meeting in May. Hamish Mackie will take over this role from the HASANZ AGM in late July. HASANZ is the umbrella organisation representing all disciplines working in workplace health and safety, formed in 2014 following the Pike River mine tragedy and the consequent Independent Taskforce on Workplace Health and Safety (2012) review. HASANZ now operates a Register (live since mid-2018) of qualified health and safety professionals from all disciplines.

### *HASANZ Register*

Certified Professional Members of HFESNZ are currently able to list on this searchable Register. We have five HFE professionals listed and encourage Certified Professional Members to list on the HASANZ Register. It remains important that businesses seek recognised professionals for human factors/ergonomics work and the society continues to support the growth of professional member numbers.

### *Activities*

- In addition to the Governance Group work for HASANZ, requiring attendance at one day meetings held every two months, there are a number of other HASANZ Roles -
- Karl Bridges has acted as our HFESNZ representative on the HASANZ Register Working Group and will continue to do so. Meetings support work on the combined professions Competence Framework that informs the HASANZ Register.
- Marion has also sat on the HASANZ Membership Committee, tasked with assessing other society's applications to join HASANZ. These meetings occur only intermittently, and Marion makes herself available for assisting with this role in the future. It will be with decreasing frequency as most relevant bodies have now joined or are in the process of joining HASANZ, and her knowledge of the processes involved is helpful to HASANZ.

The society HASANZ representative receives an honorarium of \$500 per day (inclusive GST) from HFESNZ for participating in the (Wellington) Governance meetings, paid on invoice. Travel costs are funded via HASANZ for Governance Group meetings, also paid on invoice. No other HASANZ related meetings are funded, with the exception of work associated with the HFE Workforce Development Project workstreams.

The time commitments and funding arrangements are reported for transparency. All meetings require preparation time in addition to the time being present. Other phone calls and discussions are necessary to continue the work of HASANZ between formal meeting dates, with projects coming up from time to time, and may require support and engagement from other HFESNZ members.

### *Workforce Development*

The 2019 'Building the Professions' report highlighted the range of activities needed to support HFE discipline development and growth in New Zealand. During May 2020 an HFESNZ Workforce Development proposal was submitted, with the late 2020 advice of program acceptance, for a total funding package of approximately \$642,000. This project work commenced in December 2020 with Workstream 1, and has been followed by Workstreams 2-4 starting during the first half of 2021.

### *HASANZ future*

HASANZ is respected within government agencies that address health and safety across industry, led by WorkSafe. The HASANZ conference that was postponed last year due to Covid-19 is scheduled for September 1-3. HASANZ also continues its work with Workforce Development programs also occurring for Hazardous Substances Specialists, Health and Safety Generalists, Occupational Hygienists, and Occupational Health Nurses, in addition to our own. HASANZ continues its work to embed improved professionalisation and standards within the health and safety disciplines.

Marion Edwin, 18 June 2021

## **Professional Affairs Board Report (Marion Edwin)**

### ***Membership numbers***

The membership growth recently experienced (last year reported at 41% over the last 5 years) has this year slowed, with a small drop in overall member numbers as some long-term members move on. Professional Member numbers are also stable at around 21. However, we are receiving strong interest in Professional Membership applications, fuelled by recent growth in government sector HFE positions – for the first time in our history. Thus, PAB currently has several new applications for assessment that are in process and has continued to field a good number of enquiries for Professional Membership. We encourage General Members to look into the requirements for Professional Membership, and to consider working towards recognition of skills in the field of HFE.

<b>Membership category</b>	<b>31 March 2021</b>	<b>31 March 2020</b>	<b>31 March 2019</b>	<b>31 March 2018</b>	<b>31 March 2017</b>	<b>31 March 2016</b>
<b>Certified Prof Member</b>	14	14	14	14	9	8
<b>Associate Prof Member</b>	6	7	4	3	4	6
<b>Technical Prof Member</b>	1	1	1	1	0	0
<b>General Member</b>	63	65	57	56	64	51
<b>General Member (Life)</b>	10	7	11	8	8	8
<b>Student Member</b>	7	6	3	2	0	0
<b>Total</b>	<b>101</b>	<b>100</b>	<b>90</b>	<b>84</b>	<b>85</b>	<b>73</b>

*\*\*We need to understand what is happening with the life member numbers, because we are not aware of any life member changes in the past two years*

### ***The PAB team***

PAB Assessors Liz Ashby and Sue Alexander have stepped down from their role at the most recent June meeting, in preparation for new Assessors to be voted into the role at this AGM. As I (Marion ) step down from the role as Convenor, Hannah Trevett steps up into the role – thus we have 3 PAB Assessor roles (2 year terms) awaiting filling at this AGM, and we are happy to advise that new (and returning) members have been stepping up to support this important work. We thank the outgoing team for their sterling (and repeat) efforts.

## *Activities*

Professional member assessments - The PAB held 4 meetings during the 2020/2021 financial year, completing assessments for 1 successful Associate Professional Member application, and 5 recertifications for Certified Professional Members. Three applicants are awaiting an additional meeting for the assessment of applications.

HASANZ Register - In addition a number of HASANZ Register applicants keen to have HFE competencies recognised, were reviewed – largely unsuccessfully. HFESNZ member claims for their HASANZ Register listing are reviewed, and gate keeping occurs for members of other societies that may claim to have competence within the HFE field. This work has been done by the PAB Convenor, with support from Karl Bridges who sits on the HASANZ Register committee. The HASANZ Register discussions continue to be both challenging and fruitful – as each profession and applicant works through where their boundaries for practice are. There are some difficult conversations when some expect to claim human factors/ ergonomics competencies when they only have introductory level knowledge.

Professional Member Certificates - The Professional Affairs Board worked with Committee Member Lyn Garrett for the November 2020 provision of membership certificates for all Professional Members. The (very beautiful) certificates are something that Professional Members can be proud to display – they are rare artifacts! They reference the ability to check currency via the website.

CPD Proposal - The PAB completed ✓ a proposal for all Professional Members to complete continuing professional development (CPD) activities to maintain and grow their professional expertise. Currently it is only Certified Professional Members that are required to maintain professional currency – via the three yearly recertification process. The proposal was agreed in principle and awaits the finalisation of the new Membership Database system, and integration with the revised HFE Competence Framework before it can go live. The addition of a CPD requirement for Technical and Associate members will pave the way for the inclusion of Technical and Associate members for listing on the HASANZ Register. It is this lack of CPD which is the key reason that they do not yet qualify for this.

Workforce Development – The PAB has signed off on the HFE Competence Framework review which is now completed, and is being followed by work to develop educational programmes, mentoring, scholarships, HFE awareness-raising, career development material and other activities - as outlined in the proposal document and discussed elsewhere. These activities will be critical for strengthening the discipline of HFE in New Zealand.

IEA Certification Programme Endorsement - The HFESNZ's certification processes were originally endorsed by the International Ergonomics Association (IEA) in 2007, when operating under the then Board for Certification of NZ Ergonomists (BCNZE). The IEA's certification committee requested that HFESNZ submit a renewal application for endorsement. The PAB Manual was revised, and the application process completed, and we were advised of our success in gaining this Certification Programme Endorsement renewal in December 2020.

The system changes associated with the Workforce Development activities will impact on the PAB processes and systems, and will trigger further PAB Manual updating as those processes change.

- We continue to have 5 Certified Members listed on the HASANZ Register, and the Professional Affairs Board was supported by Committee Member Karl Bridges to carry out HASANZ Register activities – reviewing claims by non-HFESNZ members for HFE competencies
- The Professional Affairs Board worked with Committee Member Lyn Garrett for the November 2020 provision of membership certificates for all Professional Members.
- The Professional Affairs Board drafted a Continuing Professional Development Process for future integration with the upgraded Membership Database system, and following acceptance of the revised HFE Competence Framework.
- The Professional Affairs Board revised the PAB Manual, and successfully applied for IEA re-endorsement of the system used to accredit our Professional Members.

Marion Edwin, 18 June 2021

### **Treasurers report**

This report comes from reviewing the document Performance Report – HFESNZ compiled by Natasja Joubert Chartered Accountant. On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, NCJA compiled the financial statements of Human Factors and Ergonomics Society of New Zealand for the year ended 31 March 2021.

The report acknowledged the purpose of the Society is:

- (a) To promote the application of human factors/ergonomics knowledge.
- (b) To advance human factors/ergonomics research, education, public awareness and professional standards.
- (c) To perform any functions or actions necessary or helpful to fulfil the above purposes.

Overall, our total equity has dropped from approx. \$58,788.93 to \$ 56,386.59 to \$56,000. Conference and seminar income were significantly down from \$27,000 in the previous financial year to \$535 this year. Income from membership was higher this year. Our expenditure was significantly less mainly again due to the absence of a conference that commanded over \$17,000, this year only \$2080. Other operating expenditures were negligibly different to the previous year. The committee has had a strong focus on transforming the Society and its growth. It has also looked at the longevity and sustainability of the Society for the future.

We have invested in an upgrade on the website, which members have found extremely useful. However, a focus for this year could be looking to modernise it further with the incoming committee.

On that basis, I move for the treasurer's report being accepted.