



Annual Report 2022

for 1 April 2021 – 31 March 2022 Financial Year

The Human Factors and Ergonomics Society of New Zealand is the membership body for human factors/ergonomics professionals in New Zealand. 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 56 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

- This year we continued progress on the Workforce Development Projects, including our first round of HFE-focused HASANZ Scholarship recipients who have now commenced their studies in human factors and ergonomics.
- We held 9 committee meetings, with excellent Committee representation at meetings. Thanks to the committee members for volunteering 1.5 hours on their Tuesday evenings with such regularity – we have made great progress.
- The Professional Affairs Board met 7 times, receiving and processing 5 successful Professional Member applications and 3 Re-certifications for Certified Members. We currently have 26 Professional Members. (See PAB report later)
- Hamish Mackie took over as our HASANZ Representative, responsible for attending all HASANZ Governance Group meetings and Membership Committee meetings and will continue this role for the next 12 months (after which a new person can rotate into the job!)
- Karl Bridges has also supported HFESNZ by carrying out duties on the HASANZ Register Committee.
- Our financial position remains strong (see Treasurer's report).
- We have communicated regularly with members – having sent out regular 'HFE-News' newsletters and many email communications, thanks to Fiona and her team. Karen Goodfellow has now volunteered to assist Fiona with the newsletter, to lighten some of Fiona's load as society secretary.
- Our links with government agencies continue, in particular good Society/Govt agency awareness is developing through WorkSafe NZ, Waka Kotahi NZ Transport Agency, ACC and TAIC. This work has included involving government employees in society activities, ranging from committee membership through to presenting webinars on government initiatives (such as Waka Kotahi's bilingual road sign project).

- We also initiated discussions with AAvPA, the Australian Aviation Psychology Association, with the ultimate aim of developing initiatives to support and connect NZ-based aviation human factors professionals. Early stages but it is always great to connect with other organisations that share our goals.
- Despite the nationwide lockdown thwarting our plans for an in-person gathering in 2021, we managed to successfully pivot and ran on very short notice, a successful online mini-conference in September 2021. We are looking forward to resuming in-person conferences and meetings soon!
- One benefit of COVID-19 that seems to be enduring is better connectedness through online events – including webinars, online SIG meetings and having our AGM online. It’s great to be able to connect more regularly with colleagues around the country.

Chairperson’s Report

Many thanks to the Committee and Professional Affairs Board for volunteering so much time to progress the Society’s work over the past year. My first year as Chairperson has been unusual to say the least, but thankfully I have received lots of support from Committee and past Chairs, and ongoing administrative support from Carole. Thanks especially to Karl for managing the finances and HASANZ competencies (no small task!), Fiona for managing the newsletter and secretarial business, and Hamish for continuing his role on the Workforce Development Project while also taking over as Society rep on the HASANZ governance group.

The past year has been tumultuous and, for many people, increasingly difficult as we approach 2.5 years of the pandemic and its associated effects. A lot of the work our volunteers have done has not been ‘visible’ – it has involved planning events, and then re-planning everything when COVID restrictions prevented the events from going ahead.

We started the financial year by purchasing a supply of HFESNZ-branded face-masks for our in-person events, but before we could use them the entire country went back into lockdown and our supply was stuck in limbo! Lockdown also meant rapidly reimagining our one-day conference into an online mini-conference. Although we would prefer to catch up in person, the online format was successful and the great benefit was that it allowed participation from a broader range of people, who may not have been able to travel to an in-person conference. The online format also prompted some new “conference awards” embracing the unique aspects of the virtual world – best virtual background and best pet.

Ever optimistic, we have made further plans for future in-person events, starting with a one-day conference in Wellington on Wednesday 16 November 2022 (immediately preceding the rescheduled HASANZ conference) at Massey’s Design School (thanks to Lyn Garrett for providing the venue). We hope to see many of you there. We will also be continuing a range of online events, including regular webinars and online meetings of special interest groups.

Throughout the year we have made great headway on the HASANZ/WorkSafe HFE Workforce Development Project. The project has had excellent input from members of the Committee, Professional Affairs Board, and several other members of the Society who have participated in workshops, surveys, and provided feedback on proposed competencies, membership categories and education pathways. All four workstreams are well underway and progressing well. Three students received scholarships to study

postgraduate HFE qualifications, and we now have a Society mentoring program to help individuals advance towards their HFE-related goals, whatever those may be. It is exciting to see this aspect of the project especially – developing our future HFE workforce (and, with any luck, our future HFESNZ Committee members!)

Another promising trend is our increasing numbers of professional members – so much so that we had to put out a call for several more assessors to officially join the Professional Affairs Board. It is great to have new people joining the Society, gaining certification, and getting involved in whatever capacity they can. We look forward to getting to know you all better and promoting HFE together.

Vanessa Beanland, 13 June 2022

HASANZ Report (Hamish Mackie)

The past year has been my first year on the HASANZ Governance Group representing the HFESNZ, taking over from Marion Edwin. All the member Societies are represented on the HASANZ Governance Group Committee. As per the Rules of the HASANZ Society, the committees' role is to administer, manage, and control the Society (HASANZ). There is however work currently happening to more precisely define the role of Governance Group (Committee) members, including the scope of their influence, responsibilities and accountabilities.

The HFESNZ Society HASANZ representative receives an honorarium of \$500 (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. There is quite a bit of 'extra-curricular' HASANZ engagement that happens.

Disrupted by COVID all but one of the Governance Group meetings have been online.

Karl Bridges has acted as our HFESNZ representative on the HASANZ Register Working Group. Meetings support work on the combined professions Competence Framework that informs the HASANZ Register.

Much of the previous year has been focussed on HASANZ staffing and processes. Philip Aldridge moved on and Bronwyn Presland has taken up the role as Executive Director. There have also been new staff recently particularly to help with managing the workforce development (WFD) projects. A key focus has been on funding arrangements, management, and support for the workforce development projects including improving certainty around funding pathways from ACC and WorkSafe, financial reporting and HASANZ project management support for WFD projects.

The overall funding arrangements for HASANZ has also been a focus, with effort underway to establish a more established and sustainable funding model. At the moment the majority of HASANZ funding from WorkSafe is via their contributions to the WFD projects. Also because the HASANZ Conference has not proceeded now for two years, this revenue stream has been lost.

Still HASANZ membership continues to grow in terms of affiliated Societies and professionals on the HASANZ register. This also provides some funding.

Some key activities and initiatives of note include:

- Improvements to the HASANZ register web platform to make it easier to use
- In partnership with the GM Safety Forum the development of 'Living with COVID principles'
- Launch of the H&S Generalist pathway at Parliament. A suite of resources to encourage the development, recruitment and use of health and safety generalists, including:
 - A Career Pathway Overview
 - A Guide for Individuals
 - A Guide for Recruiters and Managers.
- Re-establishment of the HASANZ Conference dates 16-18 November
- An upcoming Strategy day has been planned 14th July
- Upcoming meeting with Phil Parkes CE of WorkSafe 1 July to update him on HASANZ perspectives and hear about the direction and work of WorkSafe
- Ongoing work to engage with ACC
- WorkSafe update. WorkSafe is eager to have a clear picture and direction of Workforce development as a whole. Clarity on this will likely follow the HASANZ strategy after the strategy day. In the meantime, HASANZ will be working with associations on their projects. Likewise HASANZ is pushing to get more certain arrangements around funding.
- PSPLA (Private Security Personnel Licensing Authority/Act) Update. By 12 August submissions close for an in-person hearing, which will be convened for oral submissions at 10:00 am on Thursday 1 September.

It is currently being proposed that anyone who conducts investigations will be required to be registered by the PSPLA. There is a lot of confusion about who is covered. Basically, if the answer is yes to the following questions, then that professional will need to be licensed:

- Are individuals or groups being interviewed, and are statements being taken or recorded?
- Are maintenance, training, incident, or other records or reports examined?
- Is other information being sought or obtained that is not a public record?
- Is information about individuals' behaviors, actions, or character being gathered?
- Is information that is generally considered private being obtained or provided to the health and safety investigator or auditor?

Note: there is an exemption for some auditors if they are only providing a general risk assessment and are not seeking or obtaining information in the course of their work as a health and safety auditor. The other exception is if they are doing work on behalf of the government or a government entity.

HASANZ is currently leading the response to this, but I strongly encourage HFESNZ members to engage with this. If members are required to be licensed with the PSPLA, annual fees are approximately \$500.

Talk with Hamish if you want more background and want to engage with this.

Finally, I am happy to continue on the HASANZ GG for another year for continuity. But if any other experienced HFESNZ member (preferably from Committee) would like to take up this role, then i'm very happy for this also.

Hamish will provide a HASANZ report prior to the AGM.

Hamish Mackie – 14 June 2022

Professional Affairs Board Report (Hannah Trevett)

Membership numbers

The membership growth has been strong this year. We have received strong interest in Professional Membership applications, fueled by recent growth in government sector HFE positions. Professional Member numbers have increased to 26 this year (noting one previous member went from Associate to Certified and another from Certified to Associate). The PAB has consistently received new applications for assessment and continues 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.

Membership category	31 March 2022	31 March 2021	31 March 2020	31 March 2019	31 March 2018	31 March 2017
Certified Prof Member	16	14	14	14	14	9
Associate Prof Member	8	6	7	4	3	4
Technical Prof Member	2	1	1	1	1	0
General Member	74	63	65	57	56	64
General Member (Life)*	10	10	7	11	8	8
Student Member	6	7	6	3	2	0
Total	116	101	100	90	84	85

The PAB Team

We started this year with a completely new PAB. I (Hannah) stepped into the Convenor role after being a PAB assessor for the previous year. We welcomed two brand new PAB assessors, Charlene Mathern and Rachael Gordon, and a returning PAB assessor, Leanne Hunter.

Given the number of professional applications and PAB activities associated with the workforce

development project, we have three additional PAB assessors to be voted into role at this AGM. This should help us to share the workload and ensure we have assessors available to support applications where there could be a conflict of interest. We are happy to advise that new (and returning) members have been stepping up to support this important work – including lots of preparation before and after each meeting. We thank our growing team for their ongoing efforts and contributions to improving future PAB processes.

Activities

Professional member assessments - The PAB held 7 meetings during the 2021/2022 financial year, completing assessments for:

- 3 successful Certified Professional Member application
- 1 successful Associate Professional Member application
- 1 successful Technical Professional Member application
- 3 recertifications for Certified Professional Members.

Three applicants are looking to provide additional evidence to support their certified professional applications.

HASANZ Register - In addition, several 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 continues to be done by the PAB Convenor.

Workforce Development – Last year, the PAB signed off the HFE Competence Framework. This year, we have been working with the different workstreams that impact the

Workstream 1 - Competence Framework Review

We have met several times to review and update the membership categories (for future vote), as well as changes to the professional member application forms. This conversation includes the CPD proposal from last year – including CPD for Technical and Associate members – paving 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.

The membership categories and forms are both work in progress and will require engagement with committee and professional members. We hope to have this wrapped up before next year's AGM.

Workstream 2 - HFE Education

The PAB met with the WS2 team on 10 Feb to review and discuss the proposed pathway since it is important the PAB is onboard with the proposal and see how it will fit within the existing and future professional memberships. The PAB subsequently responded to the proposal on 16 March, stating in conclusion:

We realise there are still a few remaining questions or things to resolve, however, when we look at the bigger picture, we can see the value that these proposed qualifications provide as a stepping stone to Graduate membership. Therefore, we support this proposal in theory, with our noted concerns above. We acknowledge that this work is still in progress and will be continually improved over time. The PAB

is keen to keep engaged in future progress to provide input (as needed) and ensure we are aligned with HFESNZ decisions and future updates.

PAB received 'Feedback from PAB, 16 March 2022 to Workstream 2' document on 28 April providing responses to the comments raised by PAB. At this stage, PAB has not discussed this any further but will do so in the coming months.

Workstream 3 - HFE Scholarships and Mentoring

Since the beginning of 2022, two members of the PAB (Hannah and Rachael) have had a couple of discussions with Karl Bridges regarding the Mentor Service and its transition to the PAB. Before the AGM, we should have completed the transfer of the mentoring service to the PAB for ongoing management. We appreciate all the work that Karl has put into setting up this service and we'll do our best to continue supporting this important service. We are especially looking forward to receiving applications from new members via this service.

Hannah Trevett, 13 June 2022

Treasurer's report

This report comes from reviewing the document Performance Report – HFESNZ compiled by Natasja Joubert at NJCA Limited, 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. 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.