



## **Chairperson's Report – 2016 AGM** (for 1 April 2015 – 31 March 2016 Financial Year)

**The HFESNZ is in a period of rapid development and growth.** The pile of files on my desk that represents recent/current HFESNZ and associated activities, the enormous content of my HFESNZ email and Dropbox files and my buzzing brain tells me so. This report is a 'potted version' of society activities leading up to and for the 2015/2016 Financial Year, with a sneak preview into what is already underway in the 2016/2017 Financial Year.

**The last two years has seen the HFESNZ firm up its direction and reason for being.** We have revised our Society structure with the new Rules of the October 2015 AGM. This brings Certified and Associate Professional Membership under the main society umbrella, consolidating our role as a professional society. In June 2015 we contracted an Administrator to assist us with the day to day running of the society, and have benefited from the additional manpower this gives us. Our later than usual 2015 AGM (October) was due to our heavy involvement with the IEA Congress in Australia. Your committee from late 2015 has been made up of the hard working crew of Hamish Mackie (events), Nicola Green (comms), Katie Buckley (early career/student members), Dave Moore (IEA, Certification Assessor, signatory), Karl Bridges (web master, Certification Assessor, signatory) and me (HASANZ Rep, Certification Assessor, signatory), with the able and essential support of Pam Graham, our administrator. In the short year since the (late) 2015 AGM we have had our collective feet 'flat to the boards', and our focus on key tasks. We are grateful to the many other society members who have helped us prepare material, given us feedback, and generally provided moral support for the many items of work. *Ma pango ma whero ka oti te mahi.* (Many hands make light work).

### **In just 8 months, the committee has:**

- Adopted a new society logo, with clear Branding Guidelines to ensure we maintain a strong brand image.
- Changed banks/bank accounts following the adoption of the new rules (which sounds so much easier than it actually is!)
- Completed a three year budget plan.
- Developed robust systems for invoicing combined Professional/General Member fees.
- Adjusted the Rules following the amendments of the 2015 AGM, and completed the required legal review of our new Rules.
- Started the development and planning work for a new website.
- Ensured regular communications out to members (with many thanks to Nic Green).

- Initiated communication with CIEHF to consider ways we may be able to work together.
- Continued the work of assessing Professional Memberships.
- Begun work on a possible Technical Member addition.
- Supported our HFESNZ representative to continue participation in HASANZ.
- Via HASANZ, have contributed an HFE voice to a number of submissions regarding health and safety legislation, regulations and other documents/programmes being developed by MBIE, WorkSafe and ACC. (With thanks to all the members who have contributed when asked).
- Via HASANZ, have contributed to the conversations around health and safety education and the development of skilled professionals (including HFE) within New Zealand.
- Via HASANZ, contributed a human factors/ergonomist section to an ACC document on 'how to select your occupational health and safety consultant' – first available at the May Safeguard conference.
- Have worked (still in progress) to gain full membership of HASANZ. This is a necessary for-runner to enabling HFESNZ Certified Professional Members to list on the HASANZ register, targeted to go live in early 2017.
- Worked on the completion of an HFESNZ 'Member Handbook' (title to be confirmed), with the key addition of stronger complaints and disciplinary elements, fitting with the requirements of HASANZ full membership and access to the HASANZ register.
- Initiated communications with both ACC and WorkSafe with the goal for a stronger and sustainable HFE stakeholder voice when and where it is needed.
- Planned the 'All Aboard' event that follows this AGM.
- Have planning underway for a 7 September mini-conference in Wellington, the day prior to the HASANZ conference.
- And whilst the committee can't claim the kudos, we are chuffed to note that we have 6 HFE presentations in the line-up for the HASANZ conference.

As you can see, we are 'on a roll'!

**The work of HASANZ** is providing structure and voice for professionals working in the health and safety arena and we are consequently receiving recognition for the value that HFE adds, along with some external pressure to 'keep up the pace'. This contact with others in the field is also bringing a host of opportunities for communication and engagement – such as the recent discussion with engineers regarding the development of a 'practice note' outlining how HFE should be utilised in the engineering design process.

**The need for all those working in the HFE field to be seeking and maintaining professional certification** is also highlighted by the activities of HASANZ. The committee encourages all members to consider the requirements of Professional Membership, and to apply for Associate or Certified Professional Membership if you feel you may be eligible. 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 professionals with the right skills. Take note that the Health and Safety at Work Act has much clearer expectation about the wide-ranging design elements that impact on health and safety - thus for many that previously thought they did not work 'in the health and safety sector', there is an increasing realisation that they probably do.

I encourage all 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.

**2016 is our 50<sup>th</sup> Anniversary year!** New Zealand has been represented by an ergonomics society from the 1966(ish) founding of ESANZ – the Ergonomics Society of Australia and New Zealand. It is now 30 years since we became an independent New Zealand society - first as NZES, and more recently as HFESNZ. You will note that this is our 30<sup>th</sup> Annual General Meeting. We will ensure that we celebrate this exciting half century milestone at our 7 September event in Wellington. Bubbles and cake would seem to be in order.

**In the last year we have had eight e-newsletters** go out to members. In addition to this the Mail Chimp tool has been used on eight other occasions to send brief messages to alert members to surveys or situations vacant. The emails have been sent to around 80 members and the average open rate for the newsletters sits around 55%. The HFESNZ LinkedIn group remains poorly used. The committee thanks Nicola Green for her commitment to ensuring that interesting and timely news reaches our members. Due to other commitments she is handing over the communications role at this time.

**Our IEA links following the IEA Congress has been few.** The IEA Council meeting is in Medellin, Colombia (in early November), and at this stage we don’t have a representative attending. We have very limited HFESNZ funding available for this, but if a society member is aiming to be in Colombia you may be able to represent us – just get in touch with committee to discuss this.

**The total paid up membership as at 31 March 2016 was:**

Membership Type	Total
Life member	8
Certified member	8
Associate member	5
Associate / Life member	1
General member	51
<b>Grand Total</b>	<b>73</b>

Four new members joined during the year and two resigned. Our goal is to each year increase professional members by four and general members by five, with an emphasis to encourage existing members to apply for professional membership and target students to become members.

**The proposed new HFESNZ Rules**, as presented at the 2015 AGM, have had some minor modifications following the amendment proposals at the AGM, and have been presented for a legal review, with one minor change resulting. As per the decision of the previous AGM, the Committee has approved the final version of the Rules at their April 2016 meeting, and they have now been submitted to the Registrar of Incorporated Societies. Thus the new Rules are now complete.

**Our work targets for this financial year include:**

- Actively targeting increased membership, especially Professional Members, and early career/student members.

- Maintaining excellent (regular, timely, relevant) communication with members.
- Having a new, fresh website up and running.
- Transition of all Professional Membership records from existing mixed paper/e-records to all e-records, with a suitable secure access system.
- Planning for the 7 September mini-conference, and other events – including a larger conference for 2017.
- Work on the addition of the Technical Member category.
- Completing HASANZ full member application requirements.
- Tasks essential to having HFE members on the HASANZ register (this will require us to gain additional member data).
- Stronger links with government agencies to ensure an HFE voice and the provision of HFE expertise when and where it is required.
- Work with engineers on the development of a Practice Note regarding HFE in the engineering design process (and consideration of something similar with architects).
- Provision of HFE voice in a range of government submissions and other opportunities for feedback.
- Consideration of the benefit of establishing a Continuing Professional Development program for all Professional Members, possibly including recognised mentors.
- The establishment of active Professional Interest Groups to bring members with similar interests together. Perhaps MSD, Transport, Design, could be starters?
- Increasing the involvement of more members in society activities, events and activity programs – a key measure of our success being in the amount of face to face and in person (and phone/Skype) contacts between members, and of members with committee.

We look forward to an even stronger year of HFE activity in New Zealand.

Go forth and erg!

A handwritten signature in black ink, appearing to read 'Marion Edwin', with a long horizontal stroke extending to the right.

Marion Edwin  
HFESNZ Chairperson  
8 June 2016