



## **Chairperson's Report – 2018 AGM** (for 1 April 2017 – 31 March 2018 Financial Year)

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 for 2018/2019.

**The strong committee team with the support of our Administrator has again had a productive year.** The hard working committee of Hamish Mackie, (events), Lyn Garrett (events), Katie Buckley (early career/student members), Dave Moore (IEA, Certification Assessor, signatory), Karl Bridges (Certification Assessor), Leanne Hunter (Certification Assessor Convenor), Brionny Hooper, Mark Boocock (webinars, Treasurer, signatory) and me (HASANZ Rep, Certification Assessor, signatory), has again been supported by Kim Pearson, our administrator. Now in her second year with us, Kim is becoming adept at newsletter production and in managing our website-linked membership database. She is the engine behind the society, and for many is the face of the society and main point of contact.

At this AGM Hamish, Katie, Dave, Karl and Marion are all at their 3<sup>rd</sup> year of service to the society, and all reach the end of their second two year term on committee at the 2019 AGM. Thus next year Marion must step down as Chair and we are actively seeking the successor, suggesting that the next chairperson should now be on committee to learn the ropes. Leanne has been our able Certification Assessor Convenor, but has tendered her resignation from the role as she balances the demands of a new job. Thus we seek a new person in this role. Brionny has also indicated that she won't stay on committee due to family commitments. We thank Brionny and Leanne for their work with the committee. Mark (Treasurer) and Lyn (conference/events) were both co-opted onto committee at the end of 2016, and both are eligible to remain on committee for another term. Mark is able to remain as Treasurer through until the 2020 AGM.

We have already had contact with some members keen to step up onto committee for the next financial year, and we will review the committee posts at the AGM – nominations can be taken from the floor. Whilst the committee officially only requires Chair, Secretary (Dave), Treasurer (Mark) and 2 other committee members, we have purposefully been running with a larger group. This both increases our ability to gain a quorum for committee meetings, and has spread the workload among a bigger group of wise heads. I think it is working for us.

I urge you to 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.

**In this financial year, the society has:**

- Created the punchy tag-line for HFE – **‘Making life work better, together’**.
- Made available for purchase a great HFESNZ metal water bottle, a beautiful coffee cup, and a handy work satchel.
- Contributed feedback to WorkSafe on the ‘Health and Safety by Design’ good practice guideline.
- The Healthcare Ergonomics Cluster developed an ‘HFE in health and social care’ white paper.
- We embedded use of the new website and database (that went live at end-February last year) thanks to the continued efforts of our Administrator and a continuous improvement attitude. We still have goals to complete here, but we are moving forward.
- Ran our first conference using the conference tools available to us through the membership database – so without need for a conference convenor.
- Commenced a system for logging of continuous professional development (CPD) in the member log-in area of the website. (Have you used this yet?) Again there is more work to complete here to initiate ‘required CPD’ across all Professional Membership categories, but we have started.
- Continued the provision of webinars, approximately 2 monthly – have you joined these yet?
- Ensured regular communications out to members – at least monthly.
- Continued to broaden and strengthen our communications and links with other professional groups – both through HASANZ, and via government organisations such as WorkSafe and ACC, and with other national and international groups.
- Continued the work of assessing Professional Memberships – with increasing interest and numbers of applications. We are thrilled to report that we now have 19 Professional Members, representing 23% of our membership. This is a robust 46% increase in our Professional Member numbers, and an outstanding 75% increase in our Certified Member numbers within the last two years. Let’s keep this coming!
- Established the new Technical Professional Member category.
- Supported our HFESNZ representative to continue participation in HASANZ, and extended our HASANZ links via the Certification Assessor’s role with the HASANZ Register, and a new Register Sub-committee representative – Karl Bridges.
- Via HASANZ, have contributed to the conversations around health and safety education and the development of skilled HFE professionals within New Zealand.
- Have had our first (with the second and third and fourth underway!) HFESNZ Certified Professional Members list on the HASANZ register, due to go live mid-2018. This has suffered a number of delays, but again, it is progressing favourably.
- Via HASANZ, have promoted the work of human factors professionals/ergonomists within the health and safety sector, including member participation at WorkSafe Strategy Workshops, and a recent a voice with ACC (and WorkSafe) around the prevention of musculoskeletal disorders, something that has not yet been picked up again under the new health and safety regime.
- Have increased our visibility via HFESNZ advertising in the Safeguard magazine (x 3) and an outstanding January/February 2018 edition with considerable HFE content.
- Showcased HFE as a career opportunity at a Motueka High School Careers Expo (where else can we do this?)

- Have created HFESNZ member access to the CIEHF's 'The Ergonomist' magazine, published bi-monthly.
- Have started on the re-issue of a Membership Certificate.
- We have revised the previous 'President's Award' to an 'HFESNZ Society Award', that committee may award from time to time.
- We have supported the HASANZ Sept 6, 7 2018 Conference – 'Raising the Bar', and have our own 1 day conference planned for 5 September, preceding the HASANZ event.
- Have held member events up and down the country including:
  - The May 2017 AGM and meeting in Auckland;
  - Webinars – May 25 Dan Jenkins – 'Designing better user experiences for safety critical products'; and 26 Oct Dr Rob Griffiths – 'Occupational injury and compensation: the role of the health professional'
  - The September 2017 HFESNZ 2 day conference in Wellington 'Wellbeing- Design- Practice', including sponsoring two students to attend via a travel grant;
  - A Christchurch meeting in October; a Wellington meeting in February, and a Nelson get-together in March.
  - A Zoom and a face-to-face get-together for those interested in Health Ergonomics topics.
- Have a bunch of HFESNZ members planning to attend (and a number of them to present) at the IEA Congress at end August in Florence, Italy. At last count it looks like the kiwi contingent is over a dozen strong.

Whilst I am sure I have missed some activities, that overview gives you an idea of the range of issues and topics that are occurring, and that via our professional society we are a part of.

**HASANZ** is providing a forum for positive relationships with other professional societies and links to Wellington-based government organisations – in a way that is not otherwise possible for small organisations such as ours. This central-government visibility and voice for the H and S professions is proving useful to us – for example in opening the opportunity recently to meet with ACC regarding the musculoskeletal injury prevention strategy. WorkSafe regularly utilises the HASANZ forum as one where they can quickly gain feedback from the full range of professionals working in the health and safety sector. The HASANZ Register is now open for registrations, and the first HFE professionals (Certified Members) are registering on this – with a considerable amount of associated work required of the Certification Assessment team and our administrator. The Register is due to go live on July 27.

As HASANZ matures as an organisation its structure is altering to a governance team (with representatives of each member organisation) with a management team carrying out much of the work of the organisation. I sit on both the management group (as Secretary for HASANZ) and the governance group.

**Professional Membership** continues to be encouraged for all members with the education, supervised training and experience that may enable them to gain Technical, Associate or Certified Professional Membership. We continue to receive strong interest from 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.

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, and to have their skills measured against our Professional Membership requirements. This is the society for professionals in the field.

It is my hunch that we are now beginning to reach more of these 'should be' members, and that HASANZ work with business groups and within the government sector may begin to see more active drive for professional membership. This might include government contracts recognising and requiring professional society membership, and government organisations encouraging and requiring professional membership and professional development for all health and safety sector roles.

**The total income from paid up membership as at 31 March 2018 was \$6737** (\$8810 for 2017, \$1960 for 2016). It is noted that the 2017 figure is somewhat skewed as many payments for the previous year spilled over, and early invoicing also meant that some monies for the following year were also received. Member numbers are stubbornly showing little overall movement. This suggests that growing membership should be a significant target for this financial year.

<b>Membership Category</b>	<b>Total numbers 31.3.18 (31.3.17)</b>
Certified	14 (9)
Associate	3 (4)
Technical	1 (0)
Life (not counted elsewhere)	8 (8)
General	56 (64)
Student	2 (0)
<b>Total</b>	<b>84 (85)</b>

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 should increase as the existence of webinars, clusters, and other events will drive 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 again spent more (\$28,858 vs \$26,776) and we had more income (\$22,363 vs \$10,913) and we have less in the bank at year end (\$37,018 vs \$43,513). This however remains in line with the budget, which has been revised for the following 3 years. This year a significant increase in membership fees was made to reflect the true costs of running the society. Working to break even will require a determined effort to increase both member numbers, and the professional grading of members.

**Work targets for the 2018-2019 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.
- Continuing transition of all Professional Membership records from existing paper/e-records to all e-records in secure access system (this is carried over from previous year's goals).
- Another 1 day (5 September) society conference immediately ahead of the 6 and 7 September HASANZ Conference, in Wellington.
- A range of other national (including webinars), regional and cluster events.
- More Certified Professional Members listing on the HASANZ Register.
- The establishment of a Continuing Professional Development program for all Professional Members.
- 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. (Though actually counting this metric hasn't yet occurred!)

Overall this Financial Year has seen our embedding the use of the website and database, and considerable work has occurred with HASANZ around the HASANZ Register and other strategic activities. We are experiencing some internal growth, and we are in a strong position – but with a significant challenge lying in regaining a suitable education pathway for budding HFE professionals to enter the field. Our financial situation means that we must pay careful attention to every aspect of our functioning to ensure that we remain a viable and progressive entity, and we must attend to committee succession. We must engage other associated groups and must lift our overall membership numbers. We must continue to educate other professionals about our field of work, and we must market our value to New Zealand businesses – in this HASANZ is a core partner.

Again I thank the great committee bunch (and our administrator) that have worked hard on our many activities. I also thank the 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. We are in this together.



Marion Edwin  
HFESNZ Chairperson  
28 May 2018