



**Minutes of the ANNUAL GENERAL MEETING
Held on Wednesday 22ND June 2023
BECA Office, Harington St, Tauranga. 5.30pm**

Welcome to members: Meeting opened at 5.30am.

Present: Kerry Snowden, Keith Barnett, Deborah Cameron, Melinda Davidson, Mike Inglis, Rebecca Cameron, Helen Bishell, Brad Harris, Shane Lyons, Pete Hart, Brogan Harvey, Vanessa Martelletti, Henry Samson, John Pascoe. Robert Cadzow, Sean Heasman, Alice Thompson.

Apologies: Shirley Baker. Kim Dickinson, Peter Leslie, Lynn Irving, Cam Smailes, Chris Fryer, Hayley Crossman.

Minutes of last AGM: Minutes of the last AGM were confirmed.

Moved to accept: Kerry Snowden
Seconded: John Pascoe

Carried

Business arising from the minutes: None

Branch Manager's Report: Read by Kerry Snowden. (Copy attached)

Moved to accept: Shaun
Seconded: Keith Barnett

Carried

Update form NZISM Chief Executive

Officer Selena Armstrong: (Copy attached) Selena's report was read by Deb Cameron.

Election of Branch Manager:

Kerry Snowden is stepping down from the position of Branch Manager but will remain on the committee.

Only one nomination was received for the position of Branch Manager. Kerry nominated Melinda Davidson, and this was seconded by Helen Bishell.

Melinda was appointed unopposed.

Election of committee:

Nominee	Nominated by	Seconded by
Brad Harris	Kerry Snowden	Deb Cameron
Vanessa Mertelletti	Kerry Snowden	Melinda Davidson
Hellen Bishell	Kerry Snowden	Deb Cameron
Kim Dickinson	Melinda Davidson	Kerry Snowden
Brogan Harvey	Melinda Davidson	John Pascoe

Current Committee (Re-elected)

Keith Barnett
Kerry Snowden
John Pascoe (Branch Secretary)

Shirley Baker, Deb Cameron and Darach Cassidy will be stepping down from the committee.

Moved that the current and nominated committee members be appointed: Kerry Snowden

Seconded: Keith Barnett.

Carried.

General Business

Thanks to departing committee members.

Kerry thanked Shirley Baker, Deb Cameron and Darach Cassidy for their service to the BOP Branch committee over many years.

Legislation Change

Keith Barnett spoke about the recent changes made to the HSW (H&S Representatives and Committees) Regulations via the HSW (H&S Representatives and Committees) Amendment Act.

[Health and Safety at Work \(Health and Safety Representatives and Committees\) Amendment Act 2023 No 30, Public Act Contents – New Zealand Legislation](#)

Meeting Closed: 6.19pm

Following the meeting, members enjoyed some refreshments.

Guest Speaker:

Dereck Toner then gave a presentation on the power of storytelling when conveying health and safety messaging.

Achieve engagement by:

- Making it all about me (ie them).
- Brief activities that focus on them and their loved ones.
- People are hard wired to relate to stories (human's have been doing it for 300,000 years.)

Message for Selena Armstrong, NZISM CEO (read at the meeting by Deb Cameron)

Kia ora koutou katoa,

The very first thing I'd like to do is thank Kerry for his service as Branch Manager. I know all of your branch members are extremely grateful for your contribution. Because without volunteers stepping up to these roles, we simply cannot deliver a local experience. Thank you for all that you have done.

And thank you to all the Branch committee members, I know that you all play a part in planning and delivering local events, so thank you on behalf of the leadership of NZISM and on behalf of your local members. Well done to Melinda for stepping into the role of BM, looking forward to working with you to deliver some great events into Bay of Plenty.

We are continuing to grow our membership at a significant rate, with membership figures reaching 2695 at the end of the 2023 renewal period. A few years ago, HASANZ estimated we had 3500 H&S practitioners in Aotearoa, so this means we have 77% of those working in the profession within our membership, no mean feat when membership is optional.

It is encouraging to know that we are delivering what the profession needs and want and that we are able to demonstrate value. The continual growth in our membership is our indicator.

I've been in the role coming up 6 years now, and I have to say that the profession has come along in leaps and bounds during that time. We have seen accreditation increase by 85% which is astounding. When I think back to when we were launching the HASANZ register, there was a lot of push back regarding the qualification requirement, and I understood why. Many of our members had significant experience, but because of the emerging nature of the profession, had not necessarily achieved qualifications. Today, as we are maturing on our journey through professionalisation, it is widely accepted that qualifications are a necessary component to the development of your knowledge, and to accreditation.

I have recently been engaged to participate in the Toitū te Waiora (the Workforce Development Council for the Community, Health, Education and Social Services sector) their review of the Health and Safety unit standards.

This is not a simple look at what content exists, it's a full rebuild of the Level 3,4 and 6 framework. It's a chance to ensure that we develop a fit for purpose qualifications framework to meet the needs of workplaces, industry and students. It means we can develop a laddering approach to qualifications which is so badly needed, so those who haven't studied in a while can start out at level 3 to relearn those study skills necessary to operate at tertiary level and grow their knowledge at a pace that works for them, and which enables them to cross credit the knowledge they build into the next level 4 or 6 qualification without having to start from scratch.

It also means we can push for the knowledge to be based on the INSHPO framework, connecting the dots between what the profession know is required and what training providers will be delivering on the ground. I'm really excited to be an adviser engaged in this important mahi and I'm encouraged by the approach taken by Toitū te Waiora who understand that this work is much needed.

I'll keep you updated with the progress of this work through updates in the newsletter and will reach out if there is the opportunity for members who are engaged in education to be involved in working groups. It is a significant project that I am sure will be a few years in development.

The other exciting initiative we have coming up is the launch of our HSR Capability framework, which we have named the HSR Knowledge Wheel. We have designed a one page framework articulating the knowledge, skills and attributes that HSRs and the H&S profession have articulated as being necessary to set HSRs up for success. The wonderful thing about this framework is it has been designed by HSRs for HSRs with the help of the H&S profession, and it is based on the INSHPO framework which means in the future, we can show HSRs how this links with the competency framework of the profession.

It's in the final design stages, before it goes to the Senior Leadership Team to peer review prior to the Governance Board receiving it. Once this has happened, we'll be sharing it with all our members in a webinar and engaging the key stakeholders of the project.

It's been a big piece of work, with input from a wide range of HSRs and H&S professionals and I know the supporting guidebook will be a valuable tool in the HSR toolkit. We'll need your help to get this out to the HSR community and those who work closely with HSRs. So once its ready, I'll ensure you all get a copy to share with your networks.

As a vital component in the H&S system, HSRs are often unsupported and untrained, and we hope that this material helps to build their H&S knowledge, and helps organisations understand how important it is to develop their skills, in order to set them up for success.

Wishing you all another fabulous year with the Bay of Plenty Branch.