



New Zealand Institute of Safety Management

Annual General Meeting (AGM) Minutes 2023

Meeting Name:	AGM
Date & Time:	27 April – 8:00 am – 9:30 am
Venue:	Hub Fitzroy
Attendees:	Frances Boyce, Alisha Richardson, Bronwyn Muir, Dave Charteris, Fiona Ewing, Alistair Gall, Nigel Jones, Josh Guetta, Julie Paice, Vaughan Maaka, Cynthia Zehnder, Emma Brown, Jill Manaia, Christopher Dixon, Mark Greene, Damon Jacobsen, Alisha Picard.
Minutes:	Alisha Richardson
Guests:	Rob Kirkwood
Apologies:	Lesley Johnson, Nat Bunlee, Stella McCallum, Tracey Oakes

AGENDA ITEMS

- Previous meetings approved by Bronwyn Muir, and Jill Manaia
- General overview of 2022-2023 from Branch Manager – Branch Managers Report
- Any other business -

Branch Manager Report General Overview - Key Highlights

1. Membership

- NZISM Taranaki has continued growth to the membership over past year.
- NZISM hosting quality presenters through the Master Class series.
- 26 May 2022 saw a new Branch Manager 'Frances Boyce', since onboarding Frances has had a positive impact on the NZISM committee and membership. Branch Manager has introduced a more formalised structure to the committee meetings moving from afternoon to 7.30 am monthly meeting, moving from cafes to a central location that offers privacy to our committee meetings. Thank you, committee and site hosts for opening your workplaces to our meetings.
- Branch Manager noted seeing new people on the committee has been a factor in successful events due to the committee contribution.
- Thank you to Frances from the committee for your positivity to the role, committee personally feel Frances has brought about some life to the committee which in turn impacts the opportunities to the wider membership.

2. Events recap 2022-2023

- NZISM held a stall at the Wellbeing Conference
- Methanex site visit
- Distillery visit
- Networking breakfast – Rob Cousins guest speaker
- Worksafe NZ Hazardous Substances Webinar
- Project Maunga construction site visit – this will continue to be an option for future site visits

3. Committee thanks

- a. Branch Manager - Thank you to the committee members for their efforts through this last year, the time and commitment is much appreciated from Frances.
- b. Taranaki Branch hosting the first national conversation and discussion to NZ open forum to the membership to join.
- c. Committee keen to hear from membership, what do the members want to see.
- d. Taranaki regions have a large number of people in the field for 5 years or more.
- e. People join for CPD and networking opportunities.
- f. Membership appreciate online events and face to face.
- g. Members are showing stronger interest in Safety II / Human Factors and Compliance topics.
- h. Plenty of future events in the pipeline.
- i. Approval of the Branch Managers Report: Nigel and Bronwyn

4. Any other business

- a. Question about budget, how is that managed? Frances shared process that is centrally with NZISM. At the start of the year Frances works on the expected plans and submits budget request for ideas for the membership.
- b. When do committee meet? committee meet monthly to discuss events
- c. Will there be a roadshow of the master class coming to the regions? Not at this stage but will keep membership informed.

5. Actions

Committee 2023	Approved by	Seconded by	Notes
1. Branch Manager: Frances Boyce			
2. Committee: Bronwyn Muir			
3. Committee: Alisha Picard	Bronwyn Muir	Alisha Richardson	Update committee records
4. Committee: Fiona Ewing	Jill Manaia	Julie Paice	Update committee records
5. Committee: Alisha Richardson			
6. Committee: Dave Charteris			
7. Committee: Jill Manaia			
8. Committee: Cynthia Zehnder			

6. Meeting Close at 8:30am

Rob Kirkwood guest speaker -

- Safety is an outcome of good performance and planning, its not all about HSE Safety
- Human and Organisational Performance principles that energy works apply
- Getting management buy-in has been successful as trust and relationship between HSE and board/ELT helped with buy-in
- Goal Zero - Rob notes it's not a realistic goal, need to have attainable
- Recommended - Pip Guthrie – great industrial photographer
- People and mistakes – first key principle to accept
- Blame stops improvement
- Context drives behaviour – don't make assumptions of why someone has done something, look more into the person and what may be going on in their world or environment.
- Organisational and Operational Learning – When you have positive outcomes continue to learn 'why did this work so well' rather than wait for something bad to happen and learning just from the bad. E.g., they hold learning teams (Bob Edwards) creator of the learning Teams, happen post event or post incident
- Work is Imagined vs Work as Done
- Response Matters, managers shape how the organisation learns by their reaction to failure.