


Minutes of the NZISM Wellington AGM Held by Zoom Meeting On 5 May 2020 at 12.00pm

Topic	Detail	Action
1. Attendees	<p>Panel Members:</p> <ul style="list-style-type: none"> • Kim Payton • Selena Armstrong • Greg Dearsley • Jane Fowles • Steve Young • Steve Logan <p>Committee Members:</p> <ul style="list-style-type: none"> • Liliana Martins • Jan Houston • Matt Campbell • Kerry Small <p>plus 17 Members (attendance register attached).</p> <p>Apologies</p> <ul style="list-style-type: none"> • Samantha Sharif • Cathy Knowsley • Steven Bates • Robyn Parkin • Peter Parker 	
2. Welcome	<p>Kim Payton, Branch Manager, welcomed everyone to the AGM which was being delivered via Zoom for the first time due to Covid-19 restrictions.</p> <p>A special welcome was extended to the NZISM Senior Leadership members, Selena Armstrong (CEO), Greg Dearsley (President), Jane Knowles (Risk & Assurance Manager) and Steve Young (Tertiary lead).</p>	
3. Previous Minutes	<p>Kim Payton proposed that the minutes of last meeting, having been provided in advance of the meeting be accepted as read – this was seconded by Matt Campbell.</p>	The report was accepted
4. Matters Arising	<p>Nil matter arising discussed</p>	
5. Branch Managers Report	<p>Presented by Kim Payton. The report was read and tabled (attached). No comments or questions arose from members.</p>	The report was accepted
6. Update from Senior Leadership Team (SLT) Members	<p>A report from each of the SLT members was provided: <u>Selena Armstrong (CEO)</u> NZISM statistics (see adjacent slideshow) were very encouraging and reflected:</p> <ul style="list-style-type: none"> • Membership growth to 2022 (May 2020). It was clear that membership was highly valued. Initiatives such as the growth in webinars and the HASANZ Register were noted. • 60% of the membership is at the Affiliate level with a focus for the future being to support Members transition to higher levels (especially Certified Fellows) • For the first time, there is a greater proportion of female members. Age 50-60 was the highest age group but there is a substantial proportion of younger members too. 	<div style="text-align: center;">  Selena A slides </div>

- Split by industry segment was construction, followed by consultants and manufacturing.

Greg Dearsley (President)

Greg is about to stand down as President and is happy that the organisation is in a much stronger position than when he took over. He commented on the following themes:

- Structure & systems. The centralisation of finance has made a substantial and positive change to the way Branch finances are managed. This has facilitated the various nationwide programmes that have been delivered (e.g. Conklin, Roadshow and webinar series). The establishment of the CEO role and the SLT in general has enabled the organisation to grow effectively.
- Membership. Growth has been supported with the HASANZ Register. Greg was particularly proud of his engagement with INSHPO and has acknowledged the importance of the 'hub and spoke' model for the health and safety profession.
- Stakeholders. Key stakeholders being WorkSafe, Safeguard, WISE and ESL.

Jane Fowles (Risk & Assurance Manager)

Jane has been focusing on identifying areas of risk in the context of NZISM and establishing mitigation strategies. This is a work in progress and will be reported on in due course.

Steve Young (Tertiary Lead)

Steve's interface with the tertiary sector is currently focused on establishing a stocktake of course available for practitioners in NZ. This was of interest to members and will be a key topic for NZISM to explore further.

7. Nomination for NZISM President	Steve Logan explained that each Branch is able to nominate 1 person for the vacated President role. There is only one nominee from Wellington, Kim Payton and her nomination was confirmed unanimously by a poll of all the members present. Kim's nomination now needs to be seconded by another branch before submitting to Head Office and the selection process later in 2020.	To be seconded by another branch then forwarded to HO.
8. Branch Committee Election	The 2019/20 committee was elected unopposed. There will now be 5 committee members on board. <u>Existing Committee Members staying on:</u> <ul style="list-style-type: none"> • Kim Payton • Jan Houston • Kerry Small • Matt Campbell • Liliana Martins • Steve Logan <u>New Committee Members:</u> <ul style="list-style-type: none"> • Tomas Haerewa 	
9. General Business	Nil discussed	
10. Meeting closure	There being no further business the Branch Manager thanked everyone for the attendance and declared the meeting closed at 1.30pm	

Attendees (members):

Phil	Lewis-Farrell
Jan	Houston
Liliana	Martins
June	Hoddle
Shane	Parker
Graham	Burke
Sherry	Johnston
Mike	Cosman
Steffan	Cavill-Fowler
Janene	Magson
Chris	Peace
Bernard	McClelland
Stephanie	Growcott-Newbury
Deb	Ford
Matt	Campbell
Andrew	Schlup
Tomas	Haerewa
John	Stubbe
Nikki	du Fresne
Kerry	Small
Ivor	Smith
Kim	Payton
Steve	Logan

Branch Manager's report to NZISM

It gives me great pleasure to bring you the Branch Manager's report for the 2019/20 year.

At the AGM last year, I set out the following vision for the Branch:

1. To stabilise the branch committee and give clarity to committee roles and responsibilities so the workload is shared
2. Build member numbers
3. Improve engagement with student members
4. Support the professionalisation of NZISM

So, have I achieved those?

I have managed to attract and lead a motivated Committee – Steve Logan has overseen our simplified finances (thank you NZISM SLT) and has been a great sounding board for me; Kerry Small has translated our Zoom meeting discussions into concise minutes; Liliana Martin keeps an eye on our membership database; and Jan Houston has taken to planning monthly events with gusto.

Through shared responsibilities, this group of people have helped me re-energise the Wellington Branch of NZISM and grow our membership base. Through the networking connections of Steve and

Jan in particular, we have secured a group of good speakers who delivered a series of interesting and inspirational events that support the professional development of our members.

Matt Campbell recently volunteered to join the Committee and Tomas Hawera has agreed to be nominated as part of this AGM. Welcome and thank you both.

The decision to continue holding the monthly events at the National Library was a good one, along with using Eventbrite to register for events. Attendance numbers are usually between 20-40 people each month, with the greatest number being 83. Light refreshments have added a nice touch that encourages people to stand together and network both before and after the speeches. There is nothing like a group of health and safety professionals all talking together at once.

The June 2019 presentation by Pat Copp about her personal experience of bullying in the workplace, led to a panel discussion with Steph Dhyberg and Julie Williamson about preventing and responding to bullying at work. The high attendance at the seminar signalled how important this topic is to discuss.

One of the main take outs though, is that there is no one solution to this. A policy or a template is really the ambulance at the bottom of the cliff. Steph and Julie's thoughts and feedback from an employment and WorkSafe perspective fed into the national conversation about stopping negative behaviour entering workplaces in the first place through good organizational design, recruitment, onboarding, training and leadership programmes.

The success of this event has encouraged us to plan on bringing Steph and Julie back later this year, subject to COVID-19, for another conversation about this topic.

Being in Wellington, means we have access to leaders with different health and safety perspectives. These include Philip Aldridge of HASANZ, Greg Cain of Kensington Swan for legal updates, Chris Peace, who delivered the findings of an academic study about the Evolution of the Occupational Health and Safety Profession in NZ, and Phil Lewis-Farrell, who manages the NZISM Mentoring Programme.

Special mention goes to one of members, Cathy Knowsley, who took the plunge and gave us an overview of health and Safety in event management. Cathy's world would have been turned upside down since that event thanks to COVID-19 and we send our support and best wishes as we inch our way towards Alert Level 2 and beyond.

At the end of April 2020, we had 269 members in Wellington Branch. This is a significant increase from 104 since May last year which I am delighted about. Membership is made up of the following accreditation types:

- 7 Student
- 180 Affiliate
- 21 Technicians
- 53 Graduates
- 6 Certified Member
- 2 Certified Fellows

Committee member, Liliana Martins monitors our membership database and is the one who sends a welcome email to new Wellington Branch Members. She has been targeting the large number of Affiliate members to provide them the information on how to move through the accreditation pathway to Technician. This will continue over the next year.

Registering for the sake of adding NZISM membership to your CV does not help develop a body of trained people with the competence and professionalism to support organisations in reducing the risk of harm to their people. The frequent references to health and safety by many during the COVID-19 pandemic shows why good health and safety advice is critical now – workplaces want sensible, sound, reliable advice and support from qualified people. And do not forget Chris Peace's plea – where are the next group of academic thinkers to take over from those who have been leading the charge the last 20 + years?

If you are thinking of applying for accreditation this year – do it. You have got nothing to lose and New Zealand, and New Zealanders, have much to gain.

And that leads me nicely into engaging with Students. In my view, these are the untapped potential for us. Part of the challenge is how to show young people the value and relevance of health and safety as a professional career.

The Government Health and Safety Lead or GHSL, provided NZISM that opportunity through a panel discussion with their 2019/20 interns. Selena Armstrong, NZISM CEO, Mike Cosman, NZISM Governance Board Chair, Wellington member Josh Dorman, and I, gave an overview of our careers to date and the good, bad and the ugly of the health and safety profession. We discussed how most degrees have an element of risk management intended to keep others safe and healthy either at work or through the work they do – it does not have to be called a degree in health and safety.

One of the biggest drawcards may also be the biggest turn off for many – health and safety is about people - and you must influence people to either manager or modify their behaviour on a day to day basis. It can be exhausting! Just look at the government trying to keep everyone on their bubble or within 1 metre of each other in a controlled workplace. Plus, sometimes you see some gruesome things after a serious workplace incident.

We enjoy our time with the GHSL and, as this was our second invitation, we are looking forward to seeing them again in 2021.

I would also like to acknowledge members Margaret van Schaik and her ongoing work with Women in Safety Excellence (WISE NZ), and Josh Dorman for his leadership of the Emerging Safety Leaders (ESL) in Wellington.

This report also allows me to consider what is on the horizon for the Branch and NZISM. The 2020-2025 Strategic Plan was presented by Governance Board Chair, Mike Cosman to the National Executive Committee last year, and ratified at the NZISM AGM. The strategy provides the guiding principles for the NZISM Executive, and for branches to consider when planning monthly events. Branch Managers have asked for simplified processes to help ease the load on volunteers. Some of the changes since last year include the national Continuing Professional Development (CPD) programme giving all members access to webinars and high calibre speakers; the centralized management of fees and document management; and the introduction of new rules last year, which also means running this AGM has been easy and painless, even if it is via a webinar.

This report of the past year shows that the four goals I set last year have been achieved. The Committee will continue to plan and deliver events that support the professional development of our membership. But our biggest goal is to bring together a group of motivated and friendly people once a month and let them have an hour of nothing but health and safety – what could be more fun than that?

Kim Payton