

## Minutes of the NZISM Wellington AGM Held In NZ Rugby Wellington Office on 3 May 2022 at 12.30pm

Topic	Detail	Action
<b>1. Attendees</b>	<p><b>Committee Members:</b></p> <ul style="list-style-type: none"> <li>● Kim Payton</li> <li>● Jan Houston</li> <li>● Steve Logan</li> <li>● Kerry Small</li> <li>● Tomas Haerewa</li> </ul> <p><b>SLT Guest:</b> Selena Armstrong</p> <p><b>Members:</b></p> <ul style="list-style-type: none"> <li>● Brian Holmes</li> <li>● Bruce McKay</li> <li>● Chris Peace</li> <li>● Jenn Thompson</li> <li>● Lina Lau</li> <li>● Moira King</li> <li>● Morris Rees</li> <li>● Natalie Griffiths</li> <li>● Richard Villaneau</li> <li>● Ross Buckler</li> <li>● Sherralynne Smith</li> <li>● Steffan Cavill-Fowler</li> <li>● Tony Willingham</li> </ul> <p><b>Apologies:</b></p> <ul style="list-style-type: none"> <li>● Evette McClure</li> <li>● Peter Parker</li> <li>● Wayne Armstrong</li> <li>● Kim Moore</li> </ul>	
<b>2. Welcome</b>	Kim Payton, Branch Manager, welcomed everyone to the AGM which was held on zoom. Noted that a quorum was met.	
<b>3. Previous Minutes</b>	Kim Payton proposed that the minutes of last meeting, having been provided in advance of the meeting be accepted as read by Ross Butler – this was seconded by Chris Peace.	<b>The report was accepted</b>
<b>4. Matters Arising</b>	Nil matter arising discussed.	
<b>5. Branch Managers Report</b>	Presented by Kim Payton. The report was read and tabled (attached). No comments or questions arose from members. Accepted by Jen Thompson and seconded by Sherralynne Smith.	<b>The report was accepted</b>
<b>6. Senior Leadership Update</b>	Presented by Selena Armstrong, CEO for NZISM.  Selena provided an update on two current projects being undertaken.	
	<p><b>One</b></p> <p>Steve Young (Tertiary Education Lead for NZISM) in conjunction with providers, students and employers has completed a 12</p>	

month study of H&S in tertiary education and identified 8 themes.

The highlights relate to there being no high level standard or generalist H&S training, employers confusion about what qualified looks like, and mismatches between graduates and employers expectations.

The completed report needs to be signed off before it can be released.

Accreditation of H&S qualifications in Australia has had the effect of raising the expected standards. Selena will need to articulate the findings to education providers and employers.

One recommendation is that H&S professionals will have a chartered status. This is in keeping with other professions. The desire is to have a minimum high level standard for H&S professionals operating at the most senior levels.

The next stage of the process once the report has been released is to secure funding to scope out the recommendations for implementation.

#### **Two: Health & Safety representatives**

Approximately 22% of H&S practitioners start in their HSR role. They are often left to identify and work on their own developmental needs as there is no single source of information where they can find out what good looks like outside of WorkSafe.

The desire is to have a formal capability framework to enable HSRs to see how they might progress into a H&S role if that is what they discover. Worksafe will fund this project.

Other general updates included:

- The INSHPO Capability Framework. Greg Dearsley is currently the Chair of INSHPO.
- Online forums are being used extensively in these COVID times.
- There is a new CPD review process being undertaken where individuals CPD progress will be looked at.
- The certified fellow process is now in place and Mike Cosman is the first to go through this.
- The Sydney Decker Roadshow in 2021 was well received.
- 2022 will bring the John Green Roadshow.
- There is a new intern role on the NZISM Board.

The SLT acknowledged the Branch Committees work and efforts over the past year.

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	Budgets have been approved for 2022.
<b>7. Branch Committee Election</b>	<p>The majority of the 2021/22 committee has agreed to continue on in the Wellington Branch.</p> <p><u>Existing Committee Members staying on:</u></p> <ul style="list-style-type: none"> <li>● Kim Payton (Branch Manager)</li> <li>● Kerry Small (Secretary)</li> <li>● Tomas Haerewa</li> <li>● Evette McClure</li> <li>● Matt Campbell</li> <li>● Marta Fonseca</li> </ul> <p><u>Stepping down from the Committee:</u></p> <ul style="list-style-type: none"> <li>● Jan Houston</li> <li>● Steve Logan</li> </ul> <p><u>New Committee Members:</u></p> <ul style="list-style-type: none"> <li>● Moira King</li> </ul> <p>The Wellington Branch Committee now has 7 members.</p>
<b>8. General Business</b>	Nil discussed
<b>9. Meeting closure</b>	There being no further business the Branch Manager thanked everyone for the attendance and declared the meeting closed at 12.45pm

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#### Branch Manager's Report - 2021/22 year

A word that sums up the past 12 months for me is perseverance. Just when you thought you're on top of things, the next wave of COVID-19 news would come over the horizon and adaptation (or that dreaded word – pivot!) was required.

As a committee, we have persevered with our commitment to ensure Wellington Branch members stay connected through networking events. While able to hold face to face events for a few months, we moved back to webinars to help maintain those connections.

Highlights included Margaret van Schaik speaking on Good Governance; Moni Hogg on Safety Differently; Vance Walker on the emerging genre of Māori health and safety; and Greg Cain with his annual legal update.

During March and April 2022, we trialled virtual catch ups, hosted by Committee members, to provide an informal forum to meet and chat and get to know each other better. These were well received, and we will plan a further 1 or 2 for the coming year.

I wish to acknowledge the efforts of the committee over the past 12 months to keep our members connected during changing and uncertain times. A problem shared is a problem halved, and the support of the committee, and their laughter, helped me keep moving forward.

A big round of thanks goes to Steve Logan and Jan Huston who are resigning from the Committee after 3 years. Steve has overseen the Branch budget and been the key organiser of the Christmas function. Last year's function at Little Beer Quarter was a great success and we'll be going back. Jan has used her impressive list of contacts to identify guest speakers for our monthly meetings and has been a big promoter of the mentoring programme. Thank you both for your time and the energy you have put into volunteering for NZISM.

I would also like to thank NZISM for their support and help over the past year. In particular, Sara Dearsly who set up our webinars and Zoom calls with no fuss and lots of encouragement.

Our membership is in good heart with 211 active members at time of writing. Affiliate membership is still our highest number (115), followed by Professional (58) then Practitioner (28). We have 3 Certified Fellow Members, 5 Certified Professional Members, and 2 Student Members.

I wish our members well over the coming 12 months as we transition back to 'normal' and navigate the changes to mandates, vaccination policies, open borders, and more regular time in the workplace. Your wellbeing is the most important, so make sure you have your own parachute on before helping others. Stay connected and keep in touch.

Kim Payton