



Annual Report 2023

for 1 April 2022 – 31 March 2023 Financial Year

The Human Factors and Ergonomics Society of New Zealand is the membership body for human factors/ergonomics professionals in New Zealand. HFESNZ has functioned since 1986, after splitting from the Ergonomics Society of Australia and New Zealand established in 1966. Thus, we have had a NZ society for this professional group for 56 years.

The society objectives are to promote the application of human factors/ergonomics knowledge; and advance human factors/ergonomics research, education, public awareness, and professional standards.

HFESNZ is a federated member of the International Ergonomics Association.

Key achievements

- This year we delivered key outcomes in the Workforce Development Project, including establishing a new NZ-based HFE postgraduate qualification, fully establishing the HFESNZ mentoring programme and transitioning it to run under our Professional Affairs Board, awarding another round of HFE scholarships through HASANZ, raising stakeholder awareness and refining proposals for updated professional membership categories.
- We held 8 committee meetings, with excellent Committee representation at meetings. Thanks to the committee members for volunteering 1.5 hours on their Tuesday evenings with such regularity – we have made great progress.
- In November 2022 we held our first in-person conference since the beginning of the pandemic, a one-day mini-conference held at Massey Design School in Wellington. Plans are well on track for our 2023 conference to be held in Arrowtown, 5-7 July, featuring several international speakers.
- The Professional Affairs Board met 4 times, receiving and processing 2 successful Professional Member applications and 3 Re-certifications for Certified Members. We currently have 26 Professional Members. (See PAB report later)
- Hamish Mackie continued as our HASANZ Representative, responsible for attending all HASANZ Governance Group meetings and Membership Committee meetings. He is now seeking to step down from this role, but is happy to have a shared/transition period over the next 12 months with the new representative.
- Karl Bridges has also supported HFESNZ by continuing his duties on the HASANZ Register Committee.
- Our financial position remains strong (see Treasurer's report).

- We have communicated regularly with members – having sent out regular ‘HFE-News’ newsletters and many email communications, thanks to Karen Goodfellow and Fiona Trevelyan.
- Our links with government agencies continue, especially WorkSafe NZ, Waka Kotahi NZ Transport Agency, ACC and TAIC. This work has included involving government employees in society activities, ranging from committee membership through to presenting webinars on government initiatives.

Chairperson’s Report

The Society has a busy year during 2022-23, with several longstanding plans finally coming to fruition. Massive thanks to the Committee, Professional Affairs Board, and everyone else involved in the Workforce Development Project.

This year we officially wrapped up the HFE Workforce Development Project, which was supported by HASANZ and WorkSafe NZ. This project established some much-needed new initiatives, including:

- A new NZ HFE postgraduate qualification, established as part of Workstream 2 of the project. The qualification is based at AUT but allows students to cross-enrol in papers from several other universities (Auckland, Massey, Otago, Victoria, and Derby University in the UK). Congratulations to all involved, especially Fiona Trevelyan and Liz Ashby. The programme was ratified by the UK Chartered Institute of Ergonomics and Human Factors (CIEHF) Professional Affairs Board (PAB), as well as being recognised by HFESNZ’s PAB. The programme includes options for a Graduate Certificate, Graduate Diploma or Master’s degree. Master’s graduates can become Graduate Members of the CIEHF and use the post-nominals “Grad.CIEHF”.
- A HFESNZ mentoring programme, established as part of Workstream 3. With the Workforce Development Project officially concluded, the mentoring programme will continue to be managed by PAB. If you are interested in being part of this programme as either a mentee or a mentor, please contact profmember@hfesnz.org.nz
- An updated competency checklist for HFESNZ members and proposed new membership categories. The proposed changes are intended to have our membership categories better align with international societies such as CIEHF, and also provide a clearer pathway for new members to progress to certification. The competency checklist also helps with this, by outlining key skills and knowledge that professionals should possess.

In addition, we’ve had smaller-scale achievements including awarding several HASANZ HFE scholarships in 2021 and 2022. Unfortunately, we do not have funding available to offer any HFE-specific scholarships in 2023, but we are continuing to support the HASANZ scholarships programme and our members can apply for the general HASANZ scholarships offered.

After years of planning and re-planning, we also finally managed to hold an in-person conference, on Wednesday 16 November 2022, held at Massey’s Design School in Wellington (thanks to Lyn Garrett for hosting and providing the venue). We had great attendance and it was remarkable to realise that many of us were meeting in-person for the first time *ever*, after spending in some cases years working together on Society business through videoconferencing.

Moving forward, we are planning to return to regularly hosting in-person conferences. Historically these have alternated format, with some years having a one-day “mini-conference” (often in conjunction with a larger meeting, such as the HASANZ conference) and other years having a longer conference. In keeping with this tradition, the 2023 conference will run from 5-7 July and will be held in Arrowtown, Otago. This is another event that has been years in the making; readers of our newsletters may recall plans were made and postponed several times! Our conference committee have been hard at work and we are thrilled that it is finally going ahead. We are looking forward to seeing many of you there.

Although we are pleased to be able to host in-person events again, we plan to continue with a range of online events – including the AGM, obviously! Having more online events has been a highlight of the past three years, allowing participation by many people who would not be able to travel to in-person meetings for various reasons. In addition to webinars, we are hoping to arrange some virtual networking sessions to help all members, but especially those who are relatively new, to feel better connected within the society.

This AGM marks the end of my two-year stint as Chairperson, so I will be stepping down. As always, many thanks to my hard-working Committee members for their support and assistance over this time. It has been a challenging time for many but it has been an honour to be able to serve the society and help keep things going in these unusual times. Although I will no longer be Chair, I’ll be remaining on Committee for now and have offered to take over work on the HASANZ Register Committee from Karl. I’m looking forward to seeing what the new Executive have planned for the future of our wonderful society.

As we look forward to voting in our new line-up, many thanks to our other outgoing office bearers and our outgoing PAB convenor Hannah, who stayed on in the role despite leaving NZ to help the PAB team progress some important work this past year. You’ve all done an amazing job!

Vanessa Beanland, 29 May 2023

HASANZ Report (Hamish Mackie)

The past year has been my second year on the HASANZ Governance Group representing the HFESNZ. All the member Societies are represented on the HASANZ Governance Group Committee. As per the Rules of the HASANZ Society, the committees’ role is to administer, manage, and control the Society (HASANZ). There is however work currently happening to more precisely define the role of Governance Group (Committee) members, including the scope of their influence, responsibilities and accountabilities.

The HFESNZ Society HASANZ representative receives an honorarium of \$500 (inclusive GST) from HFESNZ for participating in the (Wellington) Governance meetings, paid on invoice. I have been invoicing \$300 when these meetings are online. Travel costs are funded via HASANZ for Governance Group meetings, also paid on invoice. No other HASANZ related meetings are funded, except for work associated with the HFE Workforce Development Project workstreams. There is quite a bit of ‘extra-curricular’ HASANZ engagement that happens.

Although meetings have returned to ‘in-person’ some have remained online to manage the financial burden

on HASANZ.

Karl Bridges has acted as our HFESNZ representative on the HASANZ Register Working Group. Meetings support work on the combined professions Competence Framework that informs the HASANZ Register. Karl will be stepping down from this role and we need a replacement!

Bronwyn Presland is now well settled into her role as Executive Director. There have also been new staff recently particularly to help with managing the workforce development (WFD) projects. Carolina Henriquez has been very helpful with project management. A key focus for HASANZ has been on funding arrangements, management, and support for the workforce development projects including improving certainty around funding pathways from ACC and WorkSafe.

The overall funding arrangements for HASANZ have also been a focus, with effort underway to establish a more established and sustainable funding model. At the moment the majority of HASANZ funding from WorkSafe is via their contributions to the WFD projects. Also, because the HASANZ Conference has not proceeded in previous years, this revenue stream has been lost.

Still HASANZ membership continues to grow in terms of affiliated Societies and professionals on the HASANZ register. This also provides some funding.

Some key activities and initiatives of note include:

- The HASANZ Conference was held in November 2022 and was widely viewed as very successful
- A conversation with Phil Parkes from WorkSafe to discuss WorkSafe direction and the role of HASANZ
- Ongoing work to advocate for funding for HASANZ and the workforce development projects
- A successful resolution to the PSPLA (Private Security Personnel Licensing Authority/Act) issues. HASANZ and associated members of affiliated societies will not need to register as per the PSPLA. It was proposed that anyone who conducts investigations will be required to be registered by the PSPLA.
- 75 HASANZ Scholarships were awarded as of the AGM 2022
- Five workforce development projects have been completed or are underway, with some Phase 2 projects underway or planned
- A new scholarship category Women in Safety established
- A 44% increase in people accessing the H&S Register
- 266 professionals now on the HASANZ register
- Finally, a strategy development process was carried out over the previous year and will be shared and publicised shortly.
- HASANZ is contributing to planning around a new H&S Journal – watch this space (I have been part of a subgroup working on this).

Finally, I am happy to continue on the HASANZ GG for another year for continuity. But if any other

experienced HFESNZ member (preferably from Committee) would like to take up this role, then I'm very happy for this also.

Hamish Mackie – 23 May 2023

Professional Affairs Board Report (Hannah Trevett)

Membership numbers

The membership growth in the professional membership area has been slower this year compared to last year. Professional Member numbers only increased by one this year (noting one previous member went from Associate to Certified). The PAB continues to receive a good number of enquiries for Professional Membership. The upcoming changes in the membership criteria and assessment process has meant some individuals are holding off until the new process is in place.

We encourage General Members to look into the requirements for Professional Membership, and to consider working towards recognition of skills in the field of HFE.

Membership category	31 March 2023	31 March 2022	31 March 2021	31 March 2020	31 March 2019	31 March 2018
Certified Prof Member	17	16	14	14	14	14
Associate Prof Member	6	8	6	7	4	3
Technical Prof Member	3	2	1	1	1	1
General Member	68	74	63	65	57	56
General Member (Life)*	10	10	10	7	11	8
Student Member	6	6	7	6	3	2
Total	110	116	101	100	90	84

The PAB Team

The PAB started this year with an additional three members joining us at the last AGM (Sarita Dara, Karl Bridges and Nicola Green). This additional strength in numbers (seven members in total) helped share the workload associated with the membership changes, mentoring service handover, member assessments and – new this year – education assessment. The diversity of experience aided the activities and decisions worked through along the way.

We've had our challenges (including my disruption moving across the ditch). Everyone has worked hard and pulled together to meet some tight timelines. I am proud of what has been achieved over the last two years that I have been convenor and I've enjoyed working with everyone. Thank you all for your significant

contributions. Rachael and Karl, you have consistently worked hard pushing through the membership works – dealing with so many comments! Future applicants and PAB assessors alike will benefit from this work.

Activities

Professional member assessments - The PAB held four professional membership assessment meetings during the 2022/2023 financial year. Outcomes of these assessments include:

- 1 successful Certified Professional Member application
- 1 successful Technical Professional Member application
- 3 recertifications for Certified Professional Members.

HASANZ Register - In addition, several HASANZ Register applicants keen to have HFE competencies recognised, were reviewed – largely unsuccessfully. HFESNZ member claims for their HASANZ Register listing are reviewed, and gate keeping occurs for members of other societies that may claim to have competence within the HFE field. This work continues to be done by the PAB Convenor.

Workforce Development – PAB activities relating to each of the workstreams:

Workstream 1 - Competence Framework Review

Rachael Gordon's work on WS1 consulted with PAB members throughout. We met several times to review and update the membership categories released for membership vote at the end of 2022. We also reviewed the draft application and assessor forms and supporting documentation in Feb/Mar 2023.

Workstream 2 - HFE Education

In the past, it was decided by PAB not to assess education courses for HFESNZ PAB endorsement or approval as there was no framework in place for this within PAB. This year, the PAB agreed that the CIEHF accreditation of the Auckland University of Technology (AUT) meant that PAB were in the position to recognise the Postgraduate programme as meeting the education requirements for those working towards HFESNZ certification. AUT will be responsible for updating the PAB on the outcome and evidence of the CIEHF 3-yearly assessment (needed to retain CIEHF accreditation). This pathway is an important steppingstone for future growth in professional membership.

On the theme of education, PAB was also asked to review the Health Quality & safety Commission's 'Level 1 Introduction to HFE for Healthcare Workers'. Since this was a short training course and not a graduate programme, a PAB member reviewed the course material and summarised their assessment, which was subsequently reviewed and ratified by the other PAB members. In January 2023, following updates to the course based on PAB conditions, we confirmed:

The Human Factors and Ergonomics Society of New Zealand (HFESNZ) Professional Affairs Board supports this e-learning module for a specific number of relevant competencies up to Novice Level. Any trainees wishing to pursue professional certification with the HFESNZ is advised to let the HFESNZ know they have completed the module successfully.

Workstream 3 - HFE Scholarships and Mentoring

Karl Bridges officially handed over the Mentoring Service to PAB in June/July 2022. He has continued to support those already involved in the service as part of the first cohort.

In addition, Karl has prepared the mentor training materials which will help HFESNZ ensure we have trained mentors in place to support the mentees accessing the service. This also removes a bottleneck that was restricting the availability of mentors in the service. Well done, Karl!

We are looking forward to receiving mentor and mentee enquiries for this this service.

Finally, I will be stepping out of the convenor role this year. I will stay on as an assessor to help where I can.

A HUGE THANK YOU TO THE PAB TEAM 2021-2023! Wish we could have had an in-person get together along the way, but then I made it more difficult being here in Melbourne. I raise a glass to you all.

Hannah Trevett, 21 May 2023

Treasurer's report

This report comes from reviewing the document Performance Report – HFESNZ compiled by Natasja Joubert at NJCA Limited, Chartered Accountant. On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, NCJA compiled the financial statements of Human Factors and Ergonomics Society of New Zealand for the year ended 31 March 2023.

The report acknowledged the purpose of the Society is:

- a) To promote the application of human factors/ergonomics knowledge.
- b) To advance human factors/ergonomics research, education, public awareness and professional standards.
- c) To perform any functions or actions necessary or helpful to fulfil the above purposes.

And that the HFESNZ's Reliance on Volunteers and Donated Goods or Services

- 90% reliance on volunteers
- No goods donated
- Services include range of advisory services focusing on society development, industry updates.

Overall, our total equity has dropped from approx. \$56,453 to \$ 51,226. The Wellington mini-conference and seminar income was \$4,974. However, with conference expenses at \$6,000 overall, this activity commanded a loss overall. Income from membership was slightly lower this year at \$14,884, and website development was \$4,800. HASANZ board representation by our delegate is finally remunerated appropriately; thus, we have seen an increase in expenditure from \$500 to

\$2,900.

The committee continues to have a strong focus on transforming the Society this year and is currently focusing on the conference in Arrowtown.

On that basis, I move for the treasurer's report to be accepted.