

13 September 2000

New Zealand Society for Risk Management

Dear Prospective Member

**INCORPORATION MEETING**

The Establishment Group has now completed the preparation of material for the Society's Incorporation Meeting scheduled for the **29<sup>th</sup> of September.**

Accompanying this letter are three documents, as follows;

- An Agenda for the meeting (along with a number of motions that will need to be considered).
- A draft constitution (for approval) and
- A document developing a Strategic Direction and Annual Business Plan for the Society (for discussion).

Please read through these documents and bring them with you to the meeting.

We are now only a matter of a few weeks away from the formal incorporation of the Society. I hope you will be able to assist us through these final stages by attending the 29 September meeting. The details (time and location) again are as follows;

**29 September 2000**

**1 pm to 4.30 pm**

**ERMA New Zealand**

**BP Theatrette, Ground Floor**

**BP House (20 Customhouse Quay)**

**Wellington**

I look forward to seeing you on the 29th. If you have not already done so, please email Maraea Faulkner (maraea.faulkner@ermanz.govt.nz) to let us know whether you will be attending. Feel free to contact members of the Establishment Group through Maraea if you have any questions.

Kind regards

**Stephen Thornton**

**Convenor**

**New Zealand Society for Risk Management Establishment Group**

# **AGENDA**

**New Zealand Society for Risk Management**

**Incorporation Meeting**

**ERMA New Zealand**

**BP Theatrette, Ground Floor**

**BP House (20 Customhouse Quay)**

**Wellington**

**29 September 2000**

**1 pm to 4.30 pm**

- 1 Welcome and Introduction**
- 2 Incorporation of the Society**
- 3 Adoption of the Constitution**
- 4 Appointment of an Interim Management Committee**
- 5 Process for establishing the Society's Management Executive**
- 6 Discussion of key elements of the Society's first Annual Business Plan**
- 7 Other business**

## **Associated Motions**

### ***Agenda item 2***

- It is proposed that the New Zealand Society for Risk Management be formally established as an Incorporated Society.

### ***Agenda item 3***

- It is proposed that the Society adopt the Constitution developed by the Establishment Group

*(Note, we appreciate that the Constitution can be improved upon, but are reluctant to devote too much time to its debate at this stage. The immediate priority is to get the Society established. The Constitution may be amended by the Society at any time after establishment and we anticipate an amount of fine-tuning during the first few years of its existence.)*

### ***Agenda item 4***

- It is proposed that an Interim Management Committee consisting of Stephen Thornton, Neil Britton, Karen Cronin, Alistair Sheat and Karen Price be appointed for the purpose of conducting the election of the Society's officers.

*(Note, the proposed members of the Interim Committee consist of the Convenor of the Establishment Group, the leaders of the three working parties plus Karen Price (member of Working Group One) as a legal advisor.)*

### ***Agenda item 5***

- It is proposed that the Interim Management Committee complete the conduct of the election by no later than 31 January 2001 in advance of the Society's first AGM in March 2001

*(For further detail, see the draft strategy/business plan)*

## INTERIM MANAGEMENT COMMITTEE

### New Zealand Society for Risk Management – September 2000

**Stephen Thornton** began the initiative to establish the Society, and as Convenor of its establishment group has overseen the establishment activities to date. He is currently a Principal in the Wellington office of the economics and management consultancy PHB Hagler Bailly Asia Pacific Ltd. He has particular interests in environmental risk management and business risk management. Before joining PHB, Stephen held a number of senior public sector positions, most recently that of Manager, Policy and Analysis at the Environmental Risk Management Authority. He holds an MSc with First Class Hons in Resource Management (University of Canterbury), a BSc in Mathematics, a BA in Philosophy (both Victoria University of Wellington) and has also completed short courses run by the University of New South Wales and the faculty of the Darden Business School, University of Virginia. He is a member of the New Zealand Association of Economists, the New Zealand Strategic Management Society, and the International Society for Risk Analysis.

**Neil Britton** trained as a sociologist and geographer. From 1981-1993 he held academic appointments in Australia and Canada, including Foundation Director of two disaster research centres. Since 1993 Neil has pursued a series of practitioner roles in emergency management. He restructured Wellington City Council's Civil Defence Department into the Wellington Emergency Management Office; assisted the Emergency Services Review; was seconded to the Emergency Management Policy Establishment Unit and in 1998 was appointed Manager, Sector Development Unit, to the Ministry for Emergency Management. Neil is on the Editorial Board of the *Journal of Environmental Hazards*, is an Executive Member of the *Wellington Lifelines Group*, and *National Lifelines Co-ordinating Committee*, Board Member of the *International Research Committee on Disasters* (and chairs one of its committees); and is Vice-President and Scientific Advisory Board Member to the *International Association of Local Authorities Confronting Disasters and Emergencies*. He is a member of the Joint Standards Australia and Standards New Zealand *Technical Committee on Risk Management*, and sits on a number of working parties.

**Karen Cronin** has been the Communications Manager with the Environmental Risk Management Authority since 1997. She was formerly Corporate Communications Manager for the Wellington City Council and, before that, Public Affairs Manager for the Ministry for the Environment. With qualifications in geography and environmental science, Karen has worked as a planner in local government in Canterbury, and for an international environmental organisation. She is interested in the integration of technical, social and environmental factors into risk analysis and decision making. Her professional focus has been on risk communication, including public perceptions of risk and consultation. Earlier this year she organised a national seminar at Te Papa to explore the scientific issues surrounding genetic engineering in New Zealand, and the wider social and ethical issues associated with its use.

**Karen Price** is a partner in Rudd Watts & Stone's Environment Law Team. She started her career in Wellington in 1987, then worked in the United States for five years before returning to Auckland. Karen's work involves advising directors and managers of corporate clients how best to manage their environmental risks. This includes quantifying the environmental risks associated with company acquisitions and divestment, considering environmental insurance coverage for contaminated sites and hazardous waste liability, satisfying foreign parent company risk management reporting requirements, and undertaking environmental audits and due diligence to determine legal compliance and operations risks. Karen is an environmental mediator and auditor with a strong desire to see the establishment of a multi-disciplinary risk society for exchange of ideas in New Zealand.

**Alistair Sheat** is Water Science Manager for ESR and has overall management responsibility for a portfolio of multidisciplinary applied science and research projects on the human use of water. Projects employ risk-based approaches for ensuring people will not get sick, nor worry about getting sick, from contaminants (chemical and microbiological) in drinking or recreational water. Alistair has been member of the Drinking Water Standards for NZ expert working group, has had significant input into the development of the Drinking Water Standards for New Zealand, the risk-based systems of Grading and management of New Zealand drinking water supplies, and was a member of the team from Wellington School of Medicine, ESR and Richard Oliver International that worked on developing a *public health risk management decision making methodology* for the Ministry of Health.