



Annual Report

2014 – 2015 FINANCIAL YEAR

FINAL

**Human Factors & Ergonomics
Society of Australia Inc.**



Table of Contents

2014/2015 Annual Report

About the Human Factors & Ergonomics Society of Australia Inc.....	3
HFESA President's Report.....	4
General Secretary's Report.....	7
Treasurer's Report	10
International Ergonomics Association Report	11
Ergonomics Australia	13
Professional Affairs Board (PAB), including Maintenance of Certification and Mentoring	14
Professional Development Programme Report.....	15
Conference Committee Report.....	17
Special Interest Groups:	
ARASIG (Anthropometry Resource Australia SIG).....	18
CHISIG (Computer Human Interaction SIG).....	No report
Defence SIG	19
Design SIG	20
Healthcare Ergonomics SIG	21
OHS SIG	23
RE-SIG (Minerals Industry)	24
StudentSIG	25
TranSIG (Human Factors in Transport)	27
Branch Reports:	
ACT.....	28
NSW	30
QLD	32
SA.....	34
VIC.....	36
WA.....	37
Auditor's Report.....	39



About the Human Factors & Ergonomics Society of Australia Inc. July 2014 – June 2015

The Human Factors & Ergonomics Society of Australia (HFESA) is a professional society. The Aim of the Society is to advance the science of human factors and ergonomics in Australia by promoting research and education in ergonomics and the application of its principles. To achieve this, the HFESA encourages professional development, promotes ergonomics and ergonomists, stimulates research and innovation and encourages the effective application of ergonomics.

The HFESA was founded in 1966 and currently has active branches in the Australian Capital Territory, New South Wales, Queensland, South Australia, Victoria and Western Australia. Each year the HFESA holds a national conference. Each branch holds regular professional development meetings that are designed to stimulate discussion, promote networking and provide information on current ergonomics-related topics.

The HFESA is governed by a 14 member Board of Directors, which has overall responsibility for the pursuit of the mission and objectives of the Society. The HFESA Board as at the 30 June 2015 was as follows:

- Jennifer Long, President
- Mike Regan, Past President
- Jodi Oakman, General Secretary
- Rodney Powell, Treasurer
- Christine Aickin, IEA Board Representative
- Jenni Miller, Professional Affairs Board (PAB)
- Andrew Petersen, representing ARASIG, DefenceSIG, DesignSIG, HealthSIG, MinSIG, OHS-SIG, TranSIG and StudentSIG.
- Cecile Paris (non-voting member), CHISIG
- Aileen Conroy, Public Officer & Australian Capital Territory
- Katrina James, New South Wales
- Heather Dale, Queensland
- Valerie O’Keeffe, South Australia
- Angela Summers, Western Australia
- Vee-Lyn Tan, Victoria

For further information on the HFESA, visit: www.ergonomics.org.au.



President's Report July 2014 – June 2015

The HFESA is a not-for-profit organisation which is run by HFESA members for HFESA members. I would like to thank:

- The previous Executive, Michael Regan (President), Trudy Tilbury (Treasurer), John Culvenor (General Secretary, 2014) and Pepe Marlow (General Secretary, 2015) for their valuable work for the HFESA during their term of office.
- The current Executive Rodney Powell (Treasurer) and Jodi Oakman (General Secretary) for being a great team, for their personal support of me in my role as President, and for their sage advice on a myriad of topics.
- The HFESA Board for their work implementing the many initiatives which we undertake within the HFESA.
- The 120-plus people within the HFESA who volunteer their time to ensure that the Society runs smoothly and efficiently and meets the needs of our members.

GOVERNANCE

Insurance

In January we were greeted with a letter from Guild Insurance informing us that they wished to end their referral agreement with the HFESA. This prompted a review of all HFESA insurance policies. It also provided us with the opportunity to work closely with the Professional Associations team at Arthur J Gallagher, the world's fourth largest insurance and risk management firm, to identify and develop professional indemnity and public liability insurance cover that addresses the unique needs of our members. Members interested in this policy should contact the offices of Arthur J Gallagher.

Secretariat

In April, Pauline Pertel announced her retirement after 9 years working as the office administrator at the HFESA Secretariat. Pauline's retirement was not entirely unexpected, but it presented us with a major challenge as she retired with considerable corporate knowledge. I would like to formally thank Pauline for her years of dedicated service. It is my great pleasure to formally welcome Ms Charlie Barlow as the new office administrator at the HFESA Secretariat.

COMMUNICATION

In May we discovered that not all HFESA members were receiving bulk emails from the Secretariat. This led to a re-evaluation of how we communicate with our members. The result is a new look weekly member email with a new title: HFESA Connect. Thank you, Charlie, for implementing this change to our member communications.

We have explored new platforms to improve our communications within HFESA committees. The HFESA website was also upgraded this year to improve its functionality e.g. for managing membership information and making the website mobile-friendly. A big thank you to Trudy Tilbury for working to achieve the website upgrades!

In November 2014 a member opinion survey was issued to HFESA members to assist the Board to develop initiatives for the Society. Stephanie Cassidy, HFESA National Strategic Professional Development Officer, prepared a report of the findings for the Board and we are working through the recommendations to ensure that the HFESA remains relevant to members.

HISTORY PROJECT

We celebrated the 50th anniversary of the HFESA at our Annual Conference in Adelaide in November 2014. A documentary of the HFESA 50 year history was shown at the conference, with an introduction given personally by Michael Patkin and concluding comments made by Andrew Petersen. Since then, Andrew Petersen and the history project team have worked with Paramount Video Productions to finalise the documentary so that the finished product can be launched at IEA2015 congress and then made publically available through the HFESA website.

PROFESSIONAL DEVELOPMENT

The aim of the HFESA is to advance the science of human factors and ergonomics in Australia. One of the ways we achieve this is by a very active professional development (PD) program.

The HFESA has hosted two conferences this year:

- The Annual HFESA conference in November 2014 in Adelaide which had a joint day with the Defence Human Sciences Symposium.
- OZCHI, the Annual Conference of the HFESA's Computer Human Interaction Special Interest Group (CHISIG) which was held in Sydney in December 2014.

Together these conferences attracted nearly 300 participants, including international delegates.

We have been working with the HFESA National Strategic Professional Development Officer, Stephanie Cassidy, to initiate two Human Factors and Ergonomics Essentials short courses, one with La Trobe University and one with the University of Wollongong. Stephanie has also been exploring the use of webinars for PD delivery.

Planning has continued for the 19th Triennial Congress of the International Ergonomics Association (IEA 2015) to be held from 9-14 August 2015 at the Melbourne Convention & Exhibition Centre. The Congress is being hosted jointly by the HFESA and the Human Factors and Ergonomics Society of New Zealand (HFESNZ) and has the theme "*Reaching Out.*"

In light of the planning and promotion for IEA2015 and the ergonomics short courses, in November 2014 the Board made a decision that the HFESA would not host any paid PD events in the 4 months prior to IEA2015. Although this has had a small impact on Society income from PD events, it has not prevented a range of free events being hosted by HFESA special interest groups (SIGs) and state branches. More detail about specific events are included within the SIG and state branch reports elsewhere in this document.

EXTERNAL ALLIANCES

Memorandum of Understanding

Over the past decade the HFESA has developed Memorandums of Understanding (MOUs) with other organisations with an interest in ergonomics and human factors. The purpose is to encourage individuals who may not normally attend HFESA functions to do so at HFESA member rates. Some of the MOUs have expired but the agreement has still been honoured. We have also identified other organisations for which an MOU may be beneficial to the HFESA. The MOUs we have with other organisations are currently under review.

Sponsorship Prospectus

We identified the need for a formal sponsorship prospectus to facilitate corporate sponsorship of HFESA events, not only the Annual Conference. Stephanie Cassidy (HFESA National Strategic Professional Development Officer) is working with the Board to develop a package which will be effective from January 2016.

Member representation on external committees

The Society continued to be represented on:

- ASHPA, the Australian Safety & Health Professional Association, which is the umbrella association of safety and health. At present, the HFESA is chairing this group with Christine Aickin the chair and Marcia Lusted the HFESA representative.
- The International Ergonomics Association Council, represented this year by Christine Aickin.
- Australian OHS Education Accreditation Board, represented by Margaret Cook.

We also have members chairing or co-chairing IEA Technical Committees and members serving on Standards Australia committees.

SPONSORSHIP

HFESA sponsorship of events

The HFESA donated a prize for the Student Design Challenge at the OZCHI conference in Sydney 2014. The contest was for a team of students to develop a concept and design for a human-computer interface, all within 24 hours. The challenge in 2014 was 3D food printing.

The HFESA has also donated 4 student registrations for IEA2015. These were awarded to students from Industrial Developing Countries who are presenting at the IEA2015 congress.

Sponsorship received

The HFESA has received informal and in-kind support from many organisations e.g. allowing us the use of their rooms for PD events and other meetings. The HFESA is very grateful for their support of our Society.

Dr Jennifer Long
President HFESA 2014 - 2016



General Secretary's Report July 2014 – June 2015

Membership

As of 30 June 2015, the society had approximately 636 members across all categories, of which 150 have renewed their membership for the coming financial year. At the same time last year 672 were current members. See Table 1 for full details.

Membership has continued to decline across all categories of, with the exception of CPEs, which has increased by 7 this year. Regional differences in membership numbers are shown in Table 2.

To date no one has taken up the 2-year membership offer for the coming 2 years.

Table 1

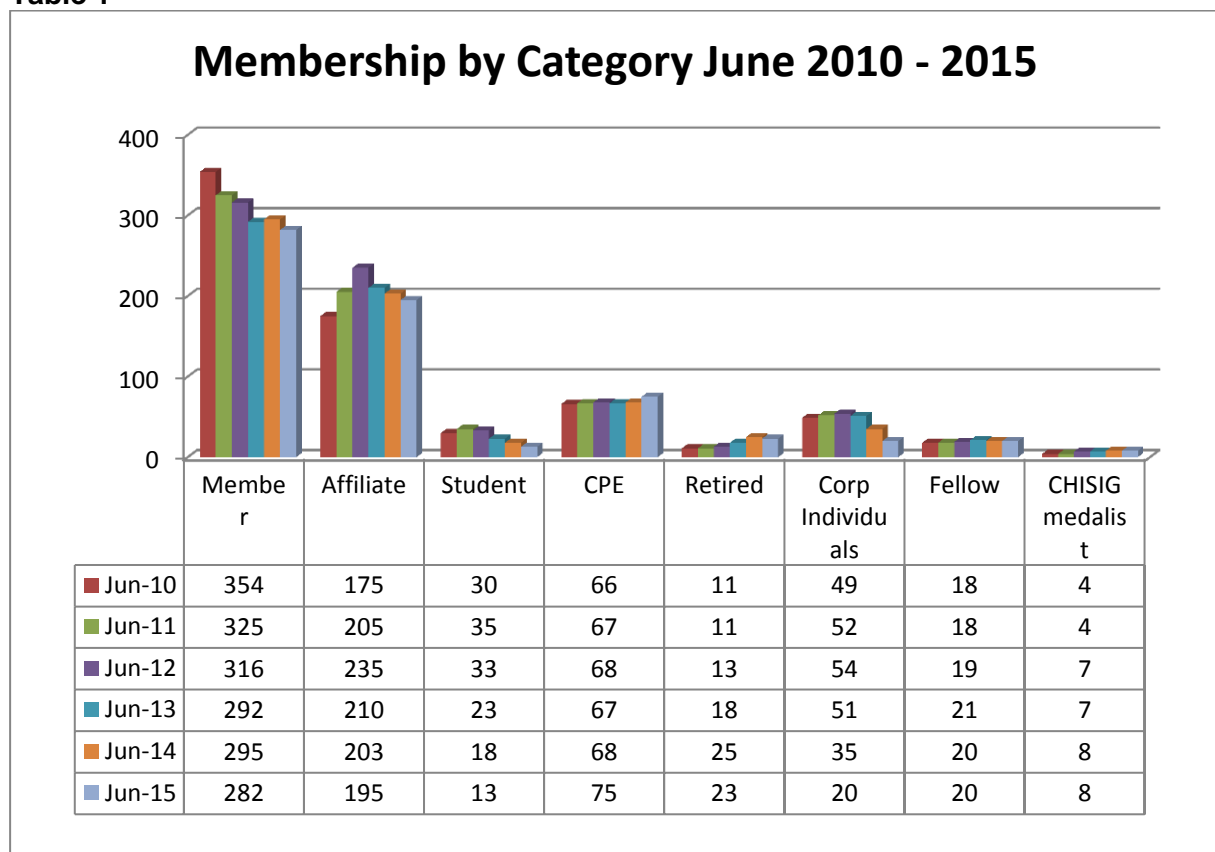
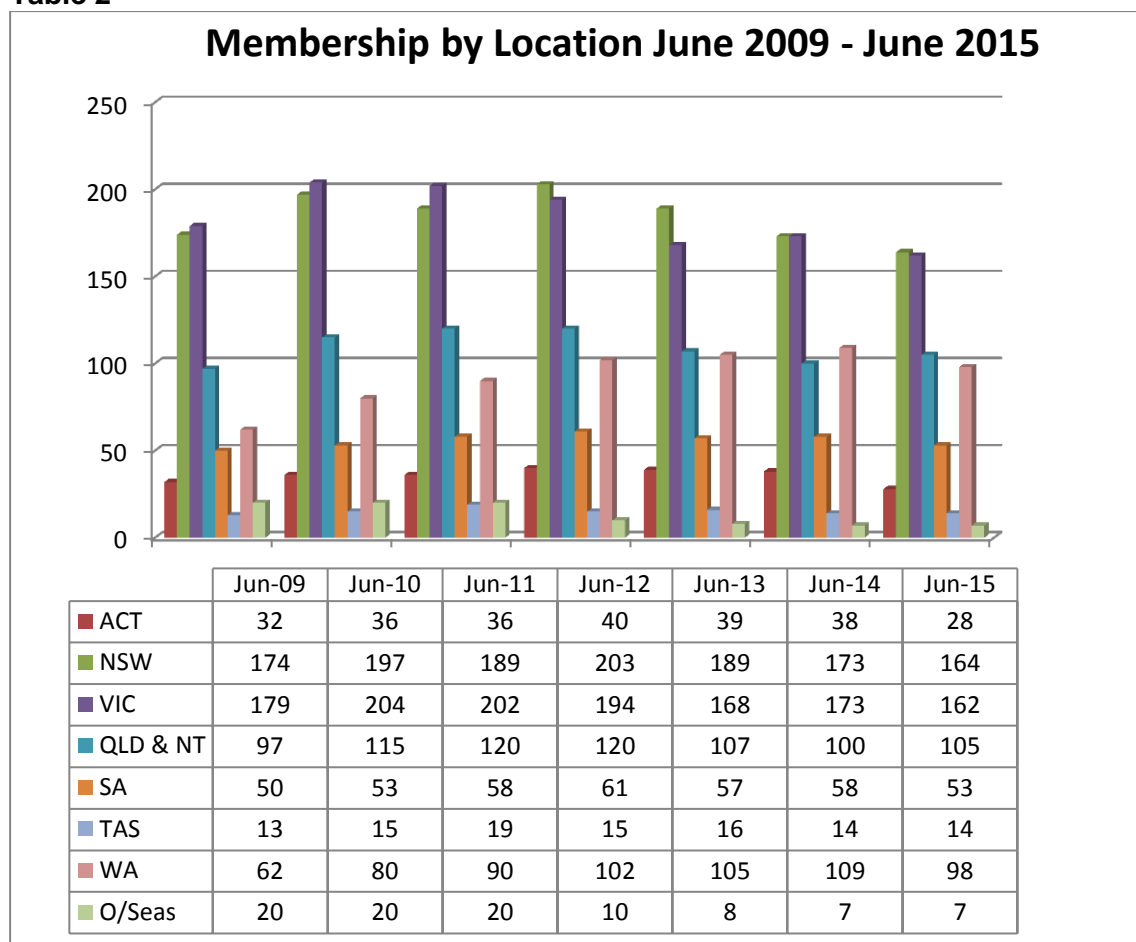


Table 2



Membership survey

The board has undertaken a membership survey to improve understanding of the members needs and is currently developing actions to address the findings.

A new student SIG has been formed, particular thanks to: Lily Hirsch, Katie Buckley and Amy Chung. The primary purpose of this SIG is to develop a forum where students can engage around issues relevant to their career stage and studying. The Chair of the SIG is Jodi Oakman (me), SIGs must be chaired by a full fee paying member of the society.

Constitution

A number of changes, instigated by the previous board have been made to the constitution and will be voted on in the AGM in August 2015. Members have been provided with these for comment.

Professional development courses

A longstanding goal of the society has been to increase the number of short courses available in the field of ergonomics. This year the society has worked with two Universities to develop several short courses. These short courses have been developed by La Trobe University (LTU) and University of Wollongong (UOW). LTU was to offer the course: Health and design of work: How do we design work to prevent MSDs and improve health and wellbeing? in August 2015. This has now been postponed to February 2016. UOW will be offering a short course: in November 2015. Productivity and Design of Work:

Understanding human capability and demands of work.

Jodi Oakman
General Secretary



Treasurer's Report July 2014 – June 2015

The Society continues to remain in a healthy financial position, with accumulated funds of \$516,000 at the end of the financial year.

The financial year as of 30 June 2014 ended with a deficit of \$24,311. This was due to income being less than forecast in terms of both membership and conference income. Expenditure was less than anticipated.

Financial structures

We continue to have strong and secure systems in place. The financial management system is to be upgraded to a cloud-based version of MYOB. I would like to acknowledge the continuing contribution of Louse Whitby for her time and effort, the past efforts of Pauline Pertel and the current (and future) efforts of Charlie Barlow.

BUDGET 2015-16

Our budget has been approved by the Board. This year we have chosen to run with a higher deficit budget. Some of the reasons include:

- Need to replace our existing website. Current platform is proving to be expensive operate.
- Increased expenditure in national professional development. This has been an interim role for some time.
- Assumption that the IEA Conference will only break even.

Further revision of the budget will occur following finalisation of the IEA Conference accounts.

Auditor

Philip Miller from MCS Audit Pty Ltd is our auditor for the fourth time this year. We propose that we use MCS Audit Pty Ltd again for the next financial year.

Accountant

Peter Irving from RAW Chartered Accountants is our accountant and we propose to use him for next financial year.

Rodney Powell
HFESA Treasurer
30 July 2015



International Ergonomics Association (IEA) Report July 2014 – June 2015

IEA Council

Representatives from all of the IEA member societies form the IEA Council. The number of representatives is determined by the size in membership of each society. The HFESA has two representatives, who currently are Christine Aickin and Wendy Macdonald.

The Council meets annually at different locations in conjunction with a conference of one of the member societies, except during the year of the triennial IEA Congress when it is held on the weekend immediately preceding the Congress. In 2015 this will be on the weekend August 8th – 9th, prior to the 19th IEA Congress in Melbourne. So this year, HFESA and HFESNZ members will have the opportunity to meet all the international Council members at the Congress Welcome Reception.

The Council has an Executive Committee, of which three members (President; Vice President and Secretary General; Vice President and Treasurer) are elected by Council for a period of three years, from one triennial Congress to the next. The current Executive team is: President - Eric Min-yang Wang of Ergonomics Society of Taiwan (EST), Vice President and Secretary General – Margo Fraser of Association of Canadian Ergonomists (ACE) and Vice President and Treasurer – Yushi Fujita of Japan Ergonomics Society (JES). Preparations are well underway for the election of people to fill these three positions for the next three years, and invitations for nominations have already been sent out to member societies.

Once these three roles are filled, the new office holders invite people to fill the other positions within the Executive Committee, which are currently held by:

- Barbara Silverstein, *International Development Committee Chair*
- Jose Orlando Gomes, *Professional Standard and Education Committee Chair*
- Wei Zhang, *Science, Technology and Practice Committee Chair*
- Christina Jonsson, *Development and Promotion Committee Chair*
- Andy Imada, Past President, *Awards Committee Chair*
- Ernst Koningsveld, *IEA Historian (ex officio)*.

In addition, the convenor of the forthcoming Congress is an ex officio member of the Executive, so for the past triennium this position has been held by the HFESA's Christine Marks as convenor of the 2015 Congress.

The outgoing Executive Committee produces a report of their three years in office, and this year they met in Seoul, South Korea in May 2015 to finalise preparation for the forthcoming August meeting of the full Council.

Role of the IEA within the World Health Organisation (WHO)

The IEA is one of three international NGO members of the WHO network of Collaborating Centres in Occupational Health (along with ICOH and IOHA). La Trobe University's (LTU) Centre for Ergonomics and Human Factors is also a member of this WHO network, and Wendy Macdonald has been active on behalf of LTU within the network for the past 9 years. In view of the increasingly complex demands of WHO network membership, in 2012 the newly elected IEA President, Eric Wang, appointed Wendy to represent the IEA also, in a new position entitled 'IEA Liaison' to the WHO network of Collaborating Centres in Occupational Health.

Currently, the primary goal of this WHO network is to assist the WHO to implement the Global Plan of Action for Workers' Health (see http://www.who.int/occupational_health/WHO_health_assembly_en_web.pdf?ua=1). In recent years, the WHO has introduced some more specific requirements of network members, including the IEA – particularly that all must make ongoing contributions in accord with the network's agreed 'Global Master Plan' (see http://www.who.int/occupational_health/network/en/).

At the forthcoming August meeting of the IEA Council, Wendy will be raising for discussion some of her experiences as IEA Liaison to this WHO network over the past three years, and will propose some actions to be implemented by the IEA over the next three years.

2015 IEA Congress

Every three years the IEA holds an international Congress; interested member societies offer bids for the opportunity to hold the Congress in their country. The successful bid is selected six years prior to their Congress, at this year's August Council meeting the location of the 2021 Congress will be selected.

The 2015 IEA Congress will be held at the Melbourne Conference and Exhibition Centre. The Congress opens with a Welcome Reception on Sunday August 9th and closes on Friday August 14th. There will be a full program of presentations, symposia, panels and workshops over these five days, with a Gala Dinner on the Tuesday evening.

Sponsorship is being sought and a trade exhibition will also be a part of the program. The preparation for the Congress requires considerable liaison and negotiation with the IEA Executive and the 26 Technical Committee Chairs who run the topic streams. Holding a Congress of this size is complicated and a huge task but provides an opportunity for the HFESA and HFESNZ to showcase the excellent work of their members.

More detailed information about the Congress can be found at www.iea2015.org

Christine Aickin
Wendy Macdonald
IEA Council Members



Ergonomics Australia Report July 2014 – June 2015

Ergonomics Australia is an open access journal publishing peer-reviewed journal articles and providing the latest reviews and information on practical approaches to human factors and ergonomic issues for human factors professionals. The journal publishes critical reviews, practical case studies, innovations reports, debate articles, conference reports, letters/ comments, book reviews and special features. Each EA article appears immediately on-line at the HFESA website (www.ergonomics.org.au), once it has been accepted following peer-review.

Ergonomics Australia follows the COPE (Committee on Publication Ethics) standards, available at: <http://publicationethics.org/>

Seven journal articles have been published in *Ergonomics Australia* during 2014.

Ergonomics Australia aims to provide information on practical approaches to human factors and ergonomic issues for human factors professionals. To submit an article for publication in EA, follow the guidelines at: www.ergonomics.org.au/resource_library/journal.aspx

The *Ergonomics Australia* Editor would like to extend her appreciation to all the peer-reviewers who took the time to review manuscripts.

Rebecca Mitchell
Editor, EA



PAB Report July 2014 – June 2015

The PAB has had an active year, receiving and processing new CPE applications, reviewing the Maintenance of Certification trial and MOC records, and integrating and updating documentation relating to the new PAB structure.

CPE applications

- There have been 8 new CPEs in the financial year.

Maintenance of Certification (MOC)

- The trial concluded on 30 June 2014 with 52 of 59 CPEs submitting their records.
- The trial was evaluated with feedback from participating CPEs and from the MOC subcommittee. Feedback was generally positive, but better communication and streamlining record keeping were suggested as improvements.
- MOC has received 27 of 29 submissions for this financial year, and all 27 were successful in meeting the criteria. Two submissions have been granted extensions.
- An audit tool was developed and 2 audits (10%) undertaken. Both were deemed suitable based on the evidence submitted and assessed.

Mentoring

- There were no candidates referred for mentoring during the financial year
- As there have been no candidates for the last few years, it is recommended that the processes for admission to the formal mentoring program are reviewed.

Documentation

The old PAB Rules which only related to CPE Applications has been updated to reflect the new PAB structure with 3 subcommittees. It has also been written for an online format.

Dropbox is now being used as a means of communicating within the PAB. The draft of the new PAB Rules is currently in Dropbox for comment by all PAB members.

Jenni Miller
PAB Chair



Professional Development Programme Report July 2014 – June 2015

Overview

July 2014 – 2015 has seen the commencement of a new National Strategic Professional Development Coordinator for HFESA, Stephanie Cassidy (CPE). There have been several areas of focus for the HFESA Professional Development programme this year which has included:

1. Surveying members with the aim to understanding more about them. Part of the survey was to seek understanding of the HFESA memberships PD needs. The results have assisted the board in planning direction of the HFESA and its professional development programme.
2. The purchase and implementation of an online registration platform for PD events (Cvent)
3. Establishing a platform (Citrix Go To Meeting) by which SIG's, Branches and the Executive and Board can hold webinars and meetings and share documents accordingly
4. Bringing short courses in Human Factors and Ergonomics Society to our membership and beyond, to shore up the future education of ergonomists in Australia and beyond.
5. Providing support where required to the IEA congress planning committee
6. Local PD activity has continued as run by Branches and SIG's. There have been no paid PD events in the lead up to IEA in 2015.

Alliances

The HFESA continue to maintain Memorandum's of Understanding (MOU's) with various associations. The MOU content has been reviewed in 14/15 and the National Strategic Professional Development Coordinator will take new agreements to each association to negotiate and agree on new terms. A new memorandum will also be forged with the Australian Rehabilitation Providers Association (Australia) and negotiations for this to occur have already commenced.

Sponsors

Humanscale and Schiavello remain trusted partners of the HFESA professional development programme and their support is provided in the provision of professional development venues in certain states. Sponsorship discussions will continue with Schiavello and Humanscale in 15/16.

A new Sponsorship Prospectus for HFESA has been drafted and reviewed by HFESA's President. This will be launched to new Sponsorship prospects in 2015/ 2016 (post IEA Congress).

Essentials of Ergonomics Short Course & Nationally Accredited Post Graduate Course in Human Factors & Ergonomics

The National Strategic Professional Development Coordinator has been heavily involved in developing the registration and promotion of three short courses hosted by HFESA and delivered by the University of Michigan (Using the Three Dimensional Static Strength Prediction Program) in August 2015, La Trobe University's, Health and Design of Work, commencing February 2016 and the University of Wollongong's Productivity & Design of Work: understanding human capability and demands of work planned to run in December 2015.

Given the activity required in bringing the 3 short courses to members and the HFESA's focus on the IEA Congress 2015 in Melbourne, progress on developing a Nationally Accredited Course in Human Factors and Ergonomics has been put on hold. 2016 may see discussions around this initiative recommence.

Stephanie Cassidy
National Strategic Professional Development Officer



HFESA Conference Report July 2014 – June 2015

The Conference Committee comprises:

Jenny Bates, Anglican Church SQ and Anglicare SQ
Robin Burgess-Limerick, University of Queensland
Margaret Cook, University of Queensland
Suzanne Johnson, Workplace Health & Safety Qld
and Lindsay Shorley, Ergo Secure.

The Gold Coast is set as the conference location and the theme is “Healthy and Safe by Design”.

The conference will run from 6-9 November 2016. This seeks to maximise delegate attendance by coming after the close of the academic calendar but before schoolies. Five venues are under consideration for conference venue and one additional venue is included for review as a cruise to dinner option for the Gala Dinner. The committee is close to making their decision on the preferred venue.

Peta Miller has expressed early interest in supporting the event through sponsorship by Safe Work Australia.

The model for the conference structure is key note speakers and invited presentations in a single stream and submitted poster presentations. The scientific program will roll out over 7-8th November and workshops will be scheduled from 09:00 – 13:00 on the 9th. A social program will include a welcome function and gala dinner in settings that align to the iconic location and its climate. The conference and social agendas will be complimented by a range of social options for partners and families of delegates. The committee favours the presence of Trade displays at the conference.

The committee is targeting a minimum of 120 delegates and has chosen to utilise its combined knowledge and skills in preference to engaging a Professional Conference Organizer.

A preliminary budget plan is being drafted.

A banner is being printed to advertise the conference and its iconic location at IEA.

Lindsay Shorley
Secretary
Queensland Branch



**ARASIG Report
(Anthropometry Resource Australia Special Interest Group)
July 2014 – June 2015**

ARASIG is for HFESA members with an interest in anthropometric research and/or the practical applications of anthropometry in ergonomics and design.

In April 2015, Chris Fitzgerald took over the role of Chair of the ARASIG Committee from Stephen Ward, who continues as a committee member. Both Chris and Stephen have been ARASIG committees member since the SIG beginnings in 2008.

An initiative taken by ARASIG during this last financial year was to arrange member access subscription to the WEAR (World Engineering Anthropometry Resource) database. The database opens up new possibilities for ergonomists by allowing filtering of data from a large sample population by age, gender or other factors relevant to the needs of an ergonomics study. The system was demonstrated at the November 2014 HFESA Conference and 16 attendees at the ARASIG meeting there requested login details for the database. A further nine members have requested login details when the subscription information was sent to all ARASIG members in March 2015. The committee believes that for a subscription cost of \$611 this has been a worthwhile member benefit, recognizing that it is meant as a starter offer with members moving on to individual subscriptions if they become frequent users. We are also pleased to be supporters of the WEAR initiative – an international not-for-profit group committed to providing online anthropometric data.

Committee members Chris Fitzgerald, Daisy Veitch and Stephen Ward have continued to meet by teleconference during the last year. We are making plans for an ARASIG meeting at the 2015 IEA Conference at which we have invited a number of members to share their experience of using the online anthropometric database in ergonomics practice.

Chris Fitzgerald
Chair
ARASIG Committee



Defence SIG Report July 2014 – June 2015

Defence SIG was formed as a result of a proposal submitted by Prof Mike Regan at the 2013 May face-to-face board meeting; thereafter Defence SIG held its first teleconference in June 2013. Alistair Furnell took on the chair of the SIG in December 2013.

Notable Events in Year

- D-SIG aided the Defence Human Sciences Symposium to have a crossover day with the HFESA Annual Conference in Adelaide. Delegates from both conferences benefitted from the broad spectrum of HF topics being presented on that day. Thanks again to HFESA for supporting this initiative and to the enthusiastic volunteers at both conferences.
- A LinkedIn Group established as means for communications with members of the SIG.
- A Journal Club was organised in May entitled "Gaps and Opportunities for Human Systems Integration: Human Readiness Levels"
- Defence SIG Panel discussion confirmed for IEA: "Future Trends in Military Anthropometry".

Alistair Furnell
Chair, Defence SIG



**DesignSIG Report
July 2014 – June 2015**

A new chair was elected in February with current committee members of Sara Pazell, Wendy Elford, Pepe Marlow, Sheena Care, Nicole Walters, Rosie O'Halloran, Rosie Boyd.

Discussions have commenced around the intent and focus of the group. Consensus is being sought on the proposed focus of the group and an action plan for the SIG for the next year. The immediate priorities of the group are in having a shared focus and a more structured approach to the groups' activities.

Group expenditure this last year has been minimal and spent on teleconferences.

Belinda Cox
DesignSIG Chair



Healthcare Ergonomics SIG Report July 2014 – June 2015

Overview

The HealthCare Ergonomics SIG came into being in July 2009.

The 2014/15 committee comprised:

SIG Chair	Louise Whitby
Committee members	Karen Davies (QLD)
	Melissa Baysari (NSW)
	Valerie O'Keeffe (SA)
	Veelyn Tan (VIC)

Current membership is 317 excluding unfinancial members.

The key areas of achievement this year have been:

Newsletter

Three issues have been produced December, May and June. From the May issue, we commenced using Mail Chimp, which is now the newsletter vehicle for HFESA.

Journal groups

Journal groups continue in Sydney East and Sydney West. SA to establish a group from July and VIC will run journal groups in conjunction with the Branch.

LinkedIN

At the SIG meeting at the 2014 conference, it was resolved to continue trialing LinkedIN for another year. We have had very little activity and few requests to join the discussion group. Thank you to Andrew Petersen for acting as moderator - we await a volunteer from amongst the SIG members.

Memorandum of Understanding (MOU)

HFESA and AAMHP have had an MOU in place since 2012 and are currently finalising continuation of this relationship.

HFESA Conference 2014

There was a stream devoted to healthcare ergonomics at the 2014 conference. Keynote was Peter Hibbert from the Australian Institute of Health Innovation, Macquarie University speaking on CareTrack. The Cumming Memorial Medal and Lecture was presented by Professor Penny Sanderson, awarded for her research that includes a range of healthcare related issues such as informatics, visual and auditory perception and attention, and patient safety.

SIG meeting

A SIG meeting was held in Adelaide on 18 November during the HFESA Conference. Attendance at this meeting was limited due to competing meetings scheduled at the conference. Sara Warren (SA) and Mark Hennessy (VIC) vacated their respective positions as Committee members and were acknowledged and thanked for their contribution to the SIG over several years.

A SIG meeting is scheduled for 14 August 2015 during the IEA Congress.

IEA 2015

Liaison with the IEA Technical Committee Chair for Healthcare Ergonomics has been ongoing in preparation for the healthcare stream at the Congress in Melbourne.

Privacy

The SIG supports and conducts its activities in compliance with the HFESA Privacy Statement.

This is my last report as Chair as I will be stepping down from the August SIG meeting. I would personally like to thank Committee members, both present and past, for their support and contributions over the years. I would also like to thank the Executives, past and present who have supported the SIG, Steve Ward and Andrew Petersen who have represented the SIG at Board level, our former and current secretariats, Pauline Pertel and Charlie Barlow, as well as all members who have supported the SIG since inception. I look forward to being part of a vibrant and engaging SIG under new leadership.



Louise Whitby
Chair, Healthcare Ergonomics SIG
1 July 2015



**OHS SIG Report
July 2013 – June 2014**

Key developments this year

- Conducting 3 teleconference journal clubs (September 14, April 15; June 15)
- Forming an interim SIG committee (Robyn Coman, Secretary; Luke Byrnes, Treasurer, Justine Chim, Member) – endorsement to be sought at SIG AGM
- Organising our SIG AGM which will take place at the IEA Congress in August 2015, along with networking drinks.
- Funding allocation of \$1000 has been spent this year on teleconferences and the SIG AGM and networking event.

Future plans

- Two further journal club teleconferences will be held in September and November 2015
- Planning an event for Safe Work Australia Month in October was discussed, but not far progressed. Members' feedback will be sought at the SIG AGM.

Other issues of note

- The SIG asked members to volunteer for roles on the SIG committee and received many offers of assistance. Members were encouraged to participate in SIG events and also state branch committees.

Carlo Caponecchia
OHS SIG Chair
July 2015



Resource & Energy SIG Report July 2014 – June 2015

The RE-SIG was established in 2014.

The current committee includes:

SIG Chair (interim)	Andrew Petersen
Secretary	Kylie Newton
Treasurer	Kendal Leggett
Committee Member	Ari Antonovsky

Resource & Energy SIG (RE-SIG) was formed & named in response to a restructure of the previous Mineral Industry SIG (MinSIG). The members of MinSIG continued as members of RE-SIG.

RE-SIG had 114 financial members (plus 15 non-current members) at the time of this report.

During the HFESA 2014 Annual Conference, members agreed that a special interest group focused upon this topic should remain because of the large number of members working in or around the mining, resource and energy industries. A working committee was established, an interim chair elected, initial committee meetings held and an active plan developed.

RE-SIG planned an AGM & network meeting during the IEA2015 Congress. The network meeting that followed the SIG's AGM was scheduled in conjunction with OHS-SIG's meeting to maximise the crossover in member's interests between the two groups.

PD events were considered with an intention to start a journal club after the IEA2015 Congress. RE-SIG has established its LinkedIn group.

Dr Andrew Petersen
RE-SIG Chair
30 June 2015



StudentSIG Report July 2014 – June 2015

The Student Special Interest group was formed in early 2015. The following summarises SIG activities (as outlined in the May and June board reports).

Membership

This is a newly formed SIG and we are currently recruiting members. The SIG has been promoted via the HFESA newsletter and through HFESA members. This included introducing the three founding members to the broader Society and encouraging other student members to become involved in the SIG's formative activities. We are currently being alerted about new members via the HFESA Secretariat.

It is intended that continued recruitment of members will be conducted via the establishment of a SIG social media presence, facilitation of events during the upcoming IEA conference, and ongoing communication within the Society.

Survey of IEA Federated Societies' Student Engagement

The SIG developed and distributed a survey to the Secretariat of each of the 48 IEA Federated Societies. The survey examines each Society's relationship with their students (e.g. the percentage of members who are students, opportunities for students etc.). The aim of this survey is to establish where HFESA is positioned with regards to students in relation to the other Societies. With this knowledge, we may learn or develop new methods of engaging students. This research received ethics approval from University of NSW, Central Queensland University and La Trobe.

As of the start of July, 2015, the survey had been completed by 17 societies.

We will await responses from a further 8 societies, with continued support from the IEA Secretary to encourage their participation.

We anticipate that data analysis will begin in July, in anticipation for the oral presentation of the research at the IEA Congress.

IEA Congress Activities

The SIG has developed three activities for students to be held at the IEA Congress. These activities are now on the registration page and are open to full-time and part-time students only. These activities are as follows:

- **Student Meet Up:** 9th August 11:30am-3:30pm. Meet at Federation Square for lunch and a tour of ACMI.
- **Student Dinner:** 10th August. Meet at MCEC at 6pm. Currently, the dinner is self-funded by each registrant. However, the SIG is actively seeking sponsorship for this event. The dinner will be held at 6:30 at BangPop at South Wharf.
- **Three Minute Thesis (3MT) Competition:** Open to full-time and part-time current HDR students, or those who completed their studies in the last 6 months. The aim of the 3MT is to showcase a variety of students' work. A strict time limit of three minutes

applies, and presenters are encouraged to approach the task in a creative manner. The SIG is currently seeking sponsorship in the form of a prize for this event. We have had an overwhelming response to the event.

Student Volunteering at the IEA Congress

- The SIG has provided the IEA Organising Committee with suggestions regarding the recruitment of volunteers

Social Media Proposal

Given the demographic of the Student SIG, we seek to establish an additional social media presence to that being established by HFESA. This is deemed desirable to engage with the student demographic of the Society. CIEHF and HFES have used this approach effectively to engage with their student members. We propose the establishment a Student SIG.

Facebook Page and Group

Establish a Facebook page using the 'organisation' function (which can be 'liked' by the general public and student members). This function allows people to comment on posts, but can be monitored by the executive members of the SIG.

Further, a closed group will be established for SIG members to communicate with each other. This will be monitored by the executive members of the SIG.

Twitter Account

This will be established to notify members of events and create networks within the broader Human Factors / Ergonomics community. This includes connecting with the CIEHF student group and other student related groups.

LinkedIn Page

A closed group on LinkedIn will be used by SIG members to connect with student members and continue their engagement with SIG activities.

Tumblr

The establishment of a Tumblr page to share news, photos, and events.

Thankyous

We would like to thank Jodi Oakman, Andrew Petersen, and Pauline Pertel for their help in establishing this SIG and for their ongoing advice.

Katie Buckley, Amy Chung & Lily Hirsch
Founding members of the Student SIG



TranSIG Report July 2014 – June 2015

Annual Report

From July 2014, TranSIG has held six journal club meetings via teleconferencing. They have continued to prove themselves as an excellent meeting ground for the SIG to continue community engagement. This has been the main avenue for TranSIG expenses. As at June 2015, the balance of the budget for TranSIG is \$827.89. The most recent journal club took place on Monday 29th June 2015.

We began 2015 with a new Journal club theme and have increased our frequency of meeting to 6 (from 4 in 2014) under a new theme and story-arc entitled *Circle of Life*. The aim this year has been to discuss papers associated with (1) Design, (2) Review, and (3) Operations, arranged to imitate the design life-cycle. It is a very meta approach, and one that is proving to make a good talking point and establish a group of *TranSIG* "regular irregulars." Our time to meet is Monday evenings (5:30-6:30 Sydney time) towards the end of the month, and as of July, we have a further 3 meetings planned for the year.

On Thursday 23rd April, *TranSIG* held an evening talk in NSW entitled "Self-Driving Vehicles: Human Factors Challenges and Opportunities" hosted by Asset Standards Authority, Transport for NSW in Sydney. The event featured a presentation by Prof Mike Regan, Chief Scientist ARRB and Adjunct Professor UNSW, and was attended by 28 people. It was a very interesting and thought provoking talk. Mike defined the 5 levels of automation and informed the audience of the implement status of these and then the opportunities and challenges these levels introduce. This included the possible effects of the different levels on the driving task including situation awareness, consideration of licencing and training and the moral and ethical issues. The discussion revealed the huge number of facets that need to be considered for a successful implementation particularly when it is likely that we are heading towards a car fleet, which includes vehicles at each stage of automation.

The 50th HFESA conference included a transport-related stream and we held a planning session with members to ask questions about their experience with the SIG and divine ideas for future directions and discussion points. Dr Anjum Naweed formally started as *TranSIG* chair on July 2013, and was joined by Airdrie Long to establish a co-chair managerial approach in March 2014. At IEA 2015, we are planning to hold a SIG event to continue this and include a discussion on succession planning.

TranSIG is looking forward to interacting with international colleagues at IEA2015. It has a dedicated stream devoted to Transport Ergonomics and Human Factors (TEHF) which should allow much learning and discussion. Several members are presenting at IEA2015.

In the next year we are proposing: to continue hosting journal club teleconference sessions; take opportunities to host face-to-face meetings; continue to notify members of interesting events related to transport and change at least one of our chairs.

Anjum Naweed & Airdrie Long
TranSIG Co-Chairs



ACT Branch Report July 2014 – June 2015

Committee and Membership

ACT Chair:	Aileen Conroy
Board Representative:	Aileen Conroy
Secretary:	Elaine Beale
Treasurer:	Lizzy Smith
Assistant Treasurer:	Melinda Browning
PD:	Kate Black and Mike McCracken
Committee members:	Lenore Gunning, Wendy Elford, Vivienne Sandrini, Peter Manley

The ACT Branch has 28 members. 10 full members, 10 affiliates, 2 CPE, 3 Fellows and 3 retired.

Professional Development Events

Bluescope site visit

In our first interstate collaboration the ACT and NSW branches combined for a site visit to Bluescope Wollongong during October 2014. 14 of us donned our PPE and boarded a bus for a 2.5 hour guided tour of the steelworks, facilitated by a metallurgist from Australian Industry World and NSW chair and Bluescope Ergonomist, Katrina James.

The maintenance supervisor Danny Sink from the plate mill explained some innovative engineering solutions developed using participative ergonomics with expertise from engineer Karunakaran Palanisami.

The visit concluded with a panel discussion with Danny, Katrina, Occupational Physician Dr Ian Tague and supervisors from Bluescope.

Prosthetics Workshop site visit

Our site visit in March 2015 was titled "Behind the Scenes in the Prosthetics and Orthotics Workshop". It was presented by the Manager of ACT Prosthetic and Orthotic Service Barbara Bolsen. A walk through the workshop was followed by problem-solving challenge in the casting room, facilitated by Dr Wendy Elford.

Alan Hedge

In May 2015 many members heard Alan Hedge from Cornell University present 'Who pays for the economics of ergonomics?' which was sponsored by Humanscale at Schiavello Showroom.

A Human Factors short course facilitated by Christine Boag - Hodgson has been postponed until November 2015.

Student Prize:

Courtney Volant won the \$150 Ergonomics Prize for Interior Design student at Canberra Institute of Technology for her project in designing an accessible bathroom.

The University of Canberra Industrial Design student who won the 2014 Ergonomics prize is Rene Linssen.

Committee Business

The committee meets monthly over breakfast.

Social

We reluctantly farewelled 2 long standing members retiring interstate. Margaret Hay was a committee member, PD co-ordinator, Board representative, Public Officer, and faithful attendee at monthly committee meetings. We said goodbye at our Fireside Dinner in August.

At our Christmas celebration overlooking Lake Ginninderra, we farewelled Jenny Kerr who capably convened 2 ACT National Conferences ! We miss them both very much. We are proud to have the 2014 HFESA Society Medal recipient Lenore Gunning in the ACT Branch. Lenore has been a committee member and quiet achiever for many years and also worked tirelessly to help organise the 2012 conference in ACT. She can be relied upon to follow through and is a great asset to our small group.

Grateful thanks to the ACT Committee; the HFESA Board and secretariat Pauline Pertel and more recently Charlie Barlow for assisting the ACT Branch to prosper this year.

Aileen Conroy
ACT Branch Chairperson



NSW Branch Report July 2014 – June 2015

NSW Branch 2014 - 15 Committee AGM

The NSW 2014 – 2015 Branch AGM was held August 21 2014 at the Schiavello Showroom, 69 Campbell Street Surry Hills, NSW. 27 members attended the AGM. This was followed by guest speaker Professor Ann Williamson, who raised the question “To err is human...or is it”

Elected Committee Members:

Chair & Board Representative: Katrina James

Secretary: Jane Imrie

PD Coordinator Cathie Andrew

Committee Members: Anna Lee, Sue Gardiner, Sharon Todd, Alice Cheng, Patricia Kemp, Robyn Coman

2014 NSW Branch Professional Development Events

July 2: In partnership with Schiavello, the NSW Branch of the HFSEA presented “The Economics of Ergonomics” by Professor Alan Hedge, Director, Human Factors and Ergonomics Laboratory, Ithaca, New York, USA.

Topics covered included:

1. Economic evaluation of injury prevention programs
2. Measurement tools for injury prevention programs
3. Selling it to employers (including the Greenstar and LEED design credits)
4. How to incorporate the above into persuasive marketing, proposals, consulting reports and scopes of work to do value-based billing rather than per hour or per day rates.

32 members attended the event.

July 26 saw members take a history lesson in making chocolate at the Paragon Restaurant in Katoomba, a National Trust icon that has been making confectionary since 1916. This followed by lunch and of course chocolate.

August 21: Following AGM proceedings, Professor Ann Williamson Transport and Road Safety, (TARS) Research, School of Aviation, University of New South Wales, presented a human factors discussion “To err is human ...or is it”.

October 24: NSW Branch hosted 9 ACT Branch members at BlueScope Steelworks, Port Kembla NSW where a tour of the works was facilitated by Australia’s Industry World (AIW).

The tour was followed by a networking lunch and a presentation by a Steelworks Maintenance Supervisor on making improvements in the manual tasks in a heavy manufacturing environment of 30plus years old. An audience of managers and Health and Safety Professionals from BlueScope with visiting ergonomists made for an interesting and insightful discussion.

March 12 Journal club was held at the NSW State Library reading room. Eight members attended. A lively and interesting discussion was facilitated on “the impact of noise on concentration in open office areas”. Several free access journal papers were utilised.

June 25 Dr. Shahnaz Bakand, Lecturer Work Health and Safety, School of Health & Society, Faculty of Social Sciences, University of Wollongong presented “What do we need to know about nanotechnology in the workplace: the potential impacts; and risk management options” 12.

NSW Branch 2015 – 16 Committee AGM

The NSW Branch AGM was held Thursday June 25 at the Schiavello Showrooms, 69 Campbell Street, Surry Hills NSW. 12 Members attended the AGM. This was followed by guest speaker Dr Shahnaz Bakand (see above).

Elected Committee Members:

Chair & Board Representative: Katrina James

Secretary: Robyn Coman

PD Coordinator Cathie Andrew

Committee Members: Anna Lee, Andrew Wright, Sharon Todd, Robyn Coman, Jane Imrie

Katrina James
NSW Branch Chair
1 July 2015



Queensland Branch Report July 2014 – June 2015

The Queensland Branch of the HFESA has continued to grow over the 2014-15 period, with particular interest coming from its presence at the Musculoskeletal Disorders Symposium hosted by Workplace Health and Safety Queensland.

Professional Development Events

The first PD event for 2014-15 was a breakfast function held at the Ship Inn at Southbank in Brisbane, on the 22nd of July. At this event Dr Maureen Hassall from the University of Queensland gave a presentation on “Human Work and Industrial Safety”. As well as providing a historical overview of industrial safety and current trends Dr Hassall also presented the SAfER model (Strategies Analysis for Enhancing Resilience) that is being developed to help identify design initiatives that may help manage industrial safety. Dr Hassall also kindly allowed her presentation to be posted on the HFESA website.

On the 24th of October, Andrew Goldston from Real Serious Games gave a presentation on “Virtual Reality Applied to High Risk Tasks”, at the Ship Inn. This breakfast PD event was very well attended by both HFESA and non-HFESA members. As well as discussing the benefits of virtual reality to investigate potential safety and productivity errors, the attendees were able to personally experience the amazing virtual reality technology for themselves with four workstations setup with a variety virtual reality equipment and scenarios.

Major Events

Workplace Health and Safety Queensland (WHSQ) hosted a Musculoskeletal Disorders Symposium on the 3rd and 4th of March 2015. Via connections with WHSQ, HFESA Qld was invited to have a booth and advertising at this event at no cost to the society, for which we are very grateful. The Symposium was very well received by representatives from industry, health and safety professionals and government bodies alike, and is likely to be run again in 2017. Various HFESA Qld committee members manned the booth (particular thanks to Jenny Bates and Di West), which resulted in 63 expressions of interest in joining the society and/or being on the mailing list for future PD events. A networking and social event was also hosted by HFESA Qld after the first day at the Shore Restaurant in Southbank with approximately 60 attendees. Overall, this was a very successful event that was made possible with funds provided by the HFESA.

In 2016 Queensland will host the annual HFESA conference on the Gold Coast from the 6th - 9th of November. The organising committee (Lindsay Shorley, Robin Burgess-Limerick, Margaret Cook, Suzanne Johnson and Jenny Bates) have already made great progress organising the conference, with much of the venues, dinners, and the conference format

already finalised, and discussions with sponsors underway. The theme for the conference is “Healthy and Safe by Design”, with a single stream of invited scientific papers being presented and submitted poster presentations. We are looking forward to welcoming you all to the Gold Coast in November 2016!

Queensland Committee

The committee members have remained relatively unchanged from the previous year and again I would like to thank them for their continued efforts over the last year. In particular, I would like to thank; Di West for her hard work and dedication in finding presenters and organising the venues for the PD events; Lindsay Shorley for the constant communication keeping us all on track, Heather Dale for her excellent Qld representation on the Board and Andrew Peterson as Treasurer and for the huge amount of work he put into the 50th anniversary presentation at last year’s conference. There is likely to be a bit of change in the positions on the committee at this year’s AGM scheduled for the 16th of July, and I wish all those on the committee in the future all the best.

Committee Members

Chair: Gary Dennis

Secretary: Lindsay Shorley

Treasurer: Andrew Petersen

Board Member: Heather Dale

PD Officer: Diane West

Committee Members: Danellie Lynas, Jenny Bates, Michelle Low, Sue Milner and Suzanne Johnson.



Gary Dennis

Chair Queensland Branch



South Australian Branch July 2014 – June 2015

The SA Branch continued to focus on promoting the HFESA by providing professional development and networking opportunities for members. During the first half of the 2014 – 2015 financial year the SA Branch members concentrated on the preparation and delivery of the HFESA 50th National Annual conference Then, Now and Beyond. The conference was held at the National Wine Centre in Adelaide from the 17th to 19th November and attracted 147 registrants.

During 2015 the SA Branch has trialled teleconferencing as an alternative to face-to-face meetings.

In February 2015, three members of the SA Branch provided input into the Safe Work Australia collaborative project 'Good Work Through Effective Design'. This project contributes to the Australian Strategy strategic outcome - Hazards are eliminated or minimised by design and specifically the subsidiary strategic outcome – work, work processes and systems of work are designed and managed to eliminate or minimise hazards and risks. This can best be achieved through effective design processes.

Professional development and networking sessions

Thanks to combined efforts of the PD officers Sara Warren and Ramona Ramamoorthy plus the members of the SA Branch committee, the following PD and networking sessions have occurred:

- On 24th September 2014 the HFESA SA Branch AGM was held at Vino restaurant, Unley, followed by a scrumptious dinner and networking.
- On the 8th October the University of Central Queensland, Adelaide Campus, hosted a human factors PD session on their research - interaction of train drivers with their work environment.
- On 8th December 2014 a Christmas dinner was attended by members and their family at the Caledonian Hotel in North Adelaide.
- On 4th February 2015 Grant Hudson from ABS (Australian Bureau of Statistics) hosted a PD session. The site visit included a tour of the ABS building and a view of the Activity based office set up. This was a repeat of the worksite visit that was part of the Adelaide HFESA conference in November 2014.
- On 11th June 2015 a 2 hour workshop Effective Work Health and Safety was held at the Return to Work SA (RTWSA) building in Adelaide, attended by 23 participants. The workshop aimed to provide an educational awareness session for large employers and self-insured employers, inclusive of HFESA and other practitioners in the field of WHS management. Included was an acknowledgement of the past 2 years plus post introduction of new legislation. There was also a focus on hazard/risk management; relevant regulation and Code of Practice to manage Work Health and Safety Risks. Emphasis was placed on the development and utilisation of system to

provide proactive ongoing monitoring of ergonomic, human factors and safety risks to reduce the level of residual risks levels over time.

HFESA 50th National Annual conference Then, Now and Beyond

The successful conference celebrated the 50th milestone for the Society. The venue, organisation of sponsor displays and the apparent seamlessly smooth running of the conference sessions is a credit to the organising committee. The local committee is indebted to Dr. Rebecca Mitchell for her attention to detail, experience and diligence as the Conference Scientific Program Convener.

The Committee wishes to acknowledge and thank the Professional Conference Organiser (Ms Annabel Holliss of Arinex), the Secretariat, and the members of the Executive for their support and guidance throughout the organisation of the conference.

Committee members and activities

At the 2014 AGM, Jennie Window, a previous HFESA member who returned to the SA Branch after working in regional Victoria for five years, became the Branch Chair. During 2014 the committee continued to concentrate on the Conference, finishing up with a debrief meeting on the 4th December 2014, followed by celebratory drinks and nibbles.

During 2015 the SA Branch committee has held meetings once every three months, supplemented by active email discussions, predominantly around organising professional development activities.

The 2014-2015 Committee members were:

Branch Chair	Jennie Window
Secretary	Nicole Waters
Treasurer	Paul Dewing
PD Coordinators	Sara Warren and Ramona Ramamoorthy
Board Member	Valerie O’Keeffe
Committee members	Helen Moody
	Saody Lee
	Mardi Webber
	Paul Dickinson

Jennie wishes to thank the Committee members for their support, enthusiasm and hard work throughout this busy year.

Jennie Window
Chair, SA Branch



**VIC Branch Report
July 2014 – June 2015**

The informal social gathering on the 20th May at Chris Fitzgerald pub was a great success. Good opportunity to network and catch up on news.

The next PD and AGM event is on the 22nd June at VicHealth Building in Carlton from 6.30pm onwards. We will have food/drinks with AGM followed by PD event. The speaker is currently being finalised.

Rachel Curry PD Coordinator is busy organising speakers for September and November.

16th Sept 2015 - from 6.00pm Branch Committee and PD event - Vic Health Carlton

18th Nov 2015 - from 6.00pm Branch Committee, PD event and Xmas dinner - Vic Health Carlton

Vee-Lyn Tan
VIC Branch Chair & Board Representative



WA Branch Report July 2014 – June 2015

The 2014/2015 financial year was an active and successful year for the WA Branch.

At the last WA AGM held in October 2014, all of the executive positions on the committee changed and a stable base of committee members remained. Prior to the start of 2015 the majority of the committee met to plan for the upcoming year. These continued efforts and involvement from the branch members has been vital in developing a quality program that is targeted to the needs and requirements of the WA members.

Committee Members

The current WA Branch committee positions are fulfilled as below:

Branch Chair	Kate Ponton
Treasurer/Secretary	Helen Mott
WA Board Representative	Angela Summers
PD Coordinator	Kath Jones
Committee Members	Rodney Powell, Nicole Vitali, Lara Williams, Gideon deWet, Wendy Pietrocola, Eng Soon Chew, and Ari Antonovsky

Memberships

Memberships have decreased slightly over the last year from 105 to 98 memberships. However Affiliate memberships have increased, which is possibly linked to the upcoming IEA Conference. Emails are being sent to new members to formally welcome them to the branch.

A presentation was given to Graduate Diploma students in the Work Health and Safety program at the University of Western Australia on the benefits of becoming a HFESA member. Similar opportunities are to be explored in an effort to continually promote HFESA.

Professional Development Events

Professional development events included a mix of technical presentations, demonstrations, and journal club sessions. Many thanks to Wendy Pietrocola & Kath Jones for organising these events, and also to WorkSafe and the Graylands Campus for providing venues to host the events.

Date	Speaker / Facilitator	Topic
6 Aug 2014	Rodney Powell	Pushing and pulling - The Cinderella manual handling hazards
28 Aug 2014	Justine McGillivray	Journal Club: The relationship between workplace aggression and target deviant behavior: the moderating roles of power and task interdependence.
17 Oct 2014	Kate Ponton	Systems of Work for Managing Fatigue
13 Nov 2014	Eng Soon	Journal Club: The impact of sit-stand office workstations on worker discomfort and productivity: A review
11 Dec 2014	Schiavello	Demonstration of Quickstand - a sit to stand solution and the World Task Chair
5 Feb 2015	Kath Jones	Journal Club: Can cognitive activities during breaks in repetitive manual work accelerate recovery from fatigue? A controlled experiment.
24 Mar 2015	Sally Ferguson	Managing occupational fatigue risks
15 Jun 2015	Helen Mott	Journal Club: Review of the literature of longitudinal studies testing the stressor – strain relationship

A small profit was generated from these professional development events.

Additional professional development events were also available to members offered by CHISIG, as well as Schiavello, and the College of Organisational Psychologists and Coaching Psychology Interest Group WA.

Kate Ponton
WA Branch Chair

HUMAN FACTORS & ERGONOMICS SOCIETY
OF AUSTRALIA INC.

FINANCIAL REPORT

30 JUNE 2015

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

CONTENTS

Committee Report	Page 1
Comprehensive Income Statement	Page 2
Statement of Financial Position	Page 3
Statement of Change in Equity	Page 4
Statement of Cash Flows	Page 5
Notes to the Financial Statements	Pages 6 - 15
Detailed Income Statement	Page 16
Statement by Members of the Committee	Page 17
Independent Auditor's Report	Page 18-19

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

COMMITTEE'S REPORT

Your committee members submit the financial report for the Human Factors & Ergonomics Society of Australia Incorporated for the year ended 30 June 2015.

Committee Members

that the Committee of the Association holding office during the year ended 30th June 2015 were:

Jennifer Long	President	
Mike Regan	Past President	
Jodi Oakman	General Secretary	From 19/11/2014
Pepe Marlow	General Secretary	Until 19/11/2014
Rodney Powell	Treasurer	From 19/11/2014
Trudy Tilbury	Treasurer	Until 19/11/2014
Christine Aickin	IEA Representative	
Andrew Petersen	SIGs Rep	
Jenni Miller	PAB	
Cecile Paris	CHISIG	
Katrina James	New South Wales	
Vee-Lyn Tan	Victoria	From 06/05/2015
Robert Hanna	Victoria	18/09/2014 to 06/06/2015
Glen Smith	Victoria	Until 18/09/2014
Heather Dale	Queensland	
Valerie O'Keeffe	South Australia	
Angela Summers	Western Australia	From 17/10/2014
Kath Jones	Western Australia	Until 17/10/2014
Aileen Conroy	Australian Capital Territory and Public Officer	From 30/07/2014

Principal Activities

The principal activities of the association during the financial year was the promotion of ergonomic principles and practice throughout the community.

Significant Changes


No significant change in the nature of these activities occurred during the year.

Operating Result

The Deficit for the year ended 30 June 2015 amounted to (\$24,311) as against a surplus of \$43,254 in 2014.

Signed in accordance with a resolution of the Members of the Committee


.....
Committee Member (TREASURER)


.....
Committee Member (PRESIDENT)

Dated at Canberra this 29 day of July 2015.

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

STATEMENT OF COMPREHENSIVE INCOME

FOR THE YEAR ENDED 30th JUNE 2015

	Notes	2015 \$	2014 \$
Revenues from all activities	2	363,709	355,610
Employee and Staff Hire expenses		(53,631)	(55,844)
Depreciation expenses		(787)	(481)
Other expenses from ordinary activities		(333,602)	(256,031)
Surplus/(deficit) from ordinary activities		(24,311)	43,254

The accompanying notes form part of this financial report

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

STATEMENT OF FINANCIAL POSITION
AS AT 30th JUNE 2015

	Notes	2015 \$	2014 \$
CURRENT ASSETS			
Cash	4	506,994	583,683
Receivables	5	11,304	10,964
Other	6	9,777	31,802
TOTAL CURRENT ASSETS		<u>528,075</u>	<u>626,449</u>
NON-CURRENT ASSETS			
Property, plant and equipment	7	848	930
TOTAL NON-CURRENT ASSETS		<u>848</u>	<u>930</u>
TOTAL ASSETS		<u>528,923</u>	<u>627,379</u>
CURRENT LIABILITIES			
Accounts payable	8	8,974	12,968
Provisions	9	0	15,249
Tax Liabilities	10	5,216	8,398
Other Liabilities	11	44,521	96,241
TOTAL CURRENT LIABILITIES		<u>58,711</u>	<u>132,856</u>
TOTAL LIABILITIES		<u>58,711</u>	<u>132,856</u>
NET ASSETS		<u>470,212</u>	<u>494,523</u>
MEMBERS' EQUITY			
Retained Members' Funds		<u>470,212</u>	<u>494,523</u>

The accompanying notes form part of this financial report

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

STATEMENT OF CHANGE IN EQUITY
FOR THE YEAR ENDED 30th JUNE 2015

	Accumulated Surplus	Asset Revaluation Reserve	Total
	\$	\$	\$
Balance at 1 July 2013	451,269	0	451,269
2014 Surplus attributable to members	43,254	0	43,254
<hr/>			
Balance at 30th June 2014	494,523	0	494,523
Current Year Surplus attributable to members	(24,311)	0	-24,311
<hr/>			
Balance at 30th June 2015	<u>470,212</u>	<u>0</u>	<u>470,212</u>

The accompanying notes form part of this financial report

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30th JUNE 2015

	Notes	2015 \$	2014 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts in course of operations and projects		326,280	364,764
Interest received		17,745	19,749
Payments to suppliers and employees		(420,009)	(343,087)
Net cash from operating activities	16(b)	<u>(75,984)</u>	<u>41,426</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for plant and equipment		(705)	0
Proceeds from Sale of plant and equipment		0	0
Net cash from investing activities		<u>(705)</u>	<u>0</u>
CASH FLOWS FROM FINANCING ACTIVITIES			
Proceeds from borrowings		0	0
Repayment of borrowings		0	0
Net cash from financing activities		<u>0</u>	<u>0</u>
NET INCREASE (DECREASE) IN CASH HELD		(76,689)	41,426
Cash at the beginning of the year		583,683	542,257
CASH AT THE END OF THE YEAR	16(a)	<u><u>506,994</u></u>	<u><u>583,683</u></u>

The accompanying notes form part of this financial report

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2015

1 STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report covers the Human Factors & Ergonomics Society of Australia Incorporated as an individual entity. The Human Factors & Ergonomics Society of Australia Incorporated is an association incorporated in the Australian Capital Territory under the Associations Incorporation Act of the A.C.T. (1991).

(a) **Basis of Preparation**

The financial report is a special purpose financial report that has been prepared in order to satisfy the reporting requirements of the Associations Incorporation Act of the A.C.T. (1991). The Committee has determined that the association is not a reporting entity.

The financial report has been prepared on an accruals basis, is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

(b) **Revenue**

Revenue is measured as the fair value of the consideration or contributions received or receivable. Where revenue is received in the form of cash the fair value of the consideration is the amount received. Where revenue is received in a form other than cash, for example, equipment, it is only recognised when the value can be measured reliably.

(c) **Grants**

Grants are brought to account as income in the year they are required to be expended.

(d) **Income Tax**

The Committee believes the association is exempt from income tax under the Income Tax Assessment Act 1997.

(e) **Impairment of Assets**

At each reporting date, the association reviews the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the income statement.

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2015 (Cont'd)

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Depreciation and Amortisation

Property, plant and equipment are depreciated using either the diminishing value or straight line method at rates based on the expected useful lives of the assets. The depreciation rates used for each class of asset are as follows:

Plant and equipment – at cost	Prime cost: 40%
	Diminishing value: 40%, 30%, 25%, 20%
Plant and equipment under lease	Prime cost: 50%, 33.3%
Leasehold improvements	Prime cost: 6.5%
	Diminishing value: 40%

Additional impairment losses may be applied where they are relevant to a particular asset.

(g) Leases

Operating lease payments, where substantially all the risks and benefits of ownership remain with the lessor, are charged to expense in the periods in which they are incurred.

(h) Employee Entitlements

Provision is made for the association's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements from salaries, annual and long service leave which are expected to be settled within one year have been measured at current salary rates and include on-costs. Long service leave entitlements, which are not expected to be settled within one year have been measured at the present value of the estimated future payments in relation to such entitlements. The discount rates used in the determination of present value are those relevant at balance date, to Commonwealth government securities of similar term.

(i) Financial Instruments

Receivables are stated at the amount due and are normally settled within 60 days. The collectibility of debts is assessed and specific provision is made for any doubtful debt. Cash includes deposits which are either at call or for terms of less than 3 months. They are stated at cost. Interest income is brought to account on an accruals basis. Accounts payable are stated at the amount to be paid in the future for goods or services and are normally settled within 30 days.

(j) Superannuation contributions

Contributions to all superannuation plans for the benefit of employees of the association are charged to operating expenses as they fall due.

(k) Going Concern

The Comprehensive Income Statement and the Statement of Financial Position have been prepared on the assumption that the Association is a going concern.

In making this assumption regard has been given to all the aspects of the Association's business.

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 June 2015 (Cont'd)**

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(l) **Comparative figures**

Where necessary comparative figures have been adjusted to facilitate changes in presentation and disclosure requirements in the current year.

(m) **Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the Statement of Financial Position are shown inclusive of GST.

(n) **Critical Accounting Estimates and Judgements**

The Committee members evaluate estimates and judgements incorporated into the financial report based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the association.

(o) **Cash**

For the purpose of the Statement of Cash Flows, cash includes cash on hand and in bank accounts, as well as money market investments readily convertible to cash within two working days, net of outstanding bank overdrafts.

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30th JUNE 2015 (Cont'd)

	2015	2014
	\$	\$
2 Revenue		
<i>Operating activities</i>		
Branch Meeting Income	19,204	33,939
Membership and subscriptions	152,511	142,968
Conference, Workshops & Meetings	173,021	157,353
Publications & Advertising	1,751	2,203
	<u>346,487</u>	<u>336,463</u>
<i>Non-operating activities</i>		
Interest received	17,222	19,147
	<u>363,709</u>	<u>355,610</u>

3 Profit from Ordinary Activities

Profit from ordinary activities has been determined after:

(a) Expenses:

Depreciation of property plant & equipment	787	481
Provision of employee entitlements	-15,249	-560
Provision for doubtful debts	-97	6,013
Other expenses	184,700	174,781
Conference, Workshops & Meetings	168,004	92,798
National Professional Development	33,715	22,868
Rental expense	10,800	10,800
Remuneration of Auditors		
-audit	5,360	5,175
-other services	0	0
Total	<u>388,020</u>	<u>312,356</u>

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30th JUNE 2015 (Cont'd)

	2015	2014
	\$	\$
4 Cash Assets		
Cash at bank	506,994	583,183
Cash on Hand	0	500
	<u>506,994</u>	<u>583,683</u>
5 Receivables		
Trade Debtors	18,995	18,239
Less: Provision for Doubtful Debts (Impairment)	<u>(11,770)</u>	<u>(11,876)</u>
	7,225	6,363
Accrued Income	<u>4,079</u>	<u>4,601</u>
	<u>11,304</u>	<u>10,964</u>
6 Other Assets		
Prepayments	<u>9,777</u>	<u>31,802</u>
	<u>9,777</u>	<u>31,802</u>
7 Property, Plant and Equipment		
Office equipment at cost	3,111	2,406
Less accumulated depreciation	<u>(2,263)</u>	<u>(1,476)</u>
	<u>848</u>	<u>930</u>

(a) Movement in the carrying amounts for each class of property, plant and equipment between the beginning and end of the current year

Balance at the beginning of the year	930	1,411
Additions	705	0
Disposals	0	0
Depreciation expense	<u>(787)</u>	<u>(481)</u>
	<u>848</u>	<u>930</u>

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30th JUNE 2015 (Cont'd)

	2015	2014
	\$	\$
8 Payables		
CURRENT		
Trade creditors	0	7,574
Visa Card	300	311
Superannuation payable	501	0
Accrued Expenses	8,173	5,083
	<u>8,974</u>	<u>12,968</u>
9 Provisions		
Provision for employee entitlements (annual leave)	0	8,666
Provision for employee entitlements (long service leave)	0	6,583
	<u>0</u>	<u>15,249</u>
10 Tax Liabilities		
PAYG Withholding Tax	4,003	2,128
Net GST Payable	1,213	6,270
	<u>5,216</u>	<u>8,398</u>
11 Other Liabilities		
Workshop and conference fees in advance	6,418	36,459
Membership fees received in advance	38,103	59,782
	<u>44,521</u>	<u>96,241</u>

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2015 (Cont'd)**

12 Contingent Liabilities

The Committee is not aware of any contingent liabilities

13 Events Subsequent to the Reporting Date

There have been no events subsequent to the reporting date, which would have a material impact upon the financial report.

14 Segment Reporting

The Association operates predominately in one business and geographical segment being the business sector, promoting ergonomic principles and practice throughout the community.

15 Related Parties

The members of the association who served on the committee during the year ended 30th June 2015 (including the previous year's committee) were:

Jennifer Long
Mike Regan
Jodi Oakman
Pepe Marlow
Rodney Powell
Trudy Tilbury
Christine Aickin
Andrew Petersen
Jenni Miller
Cecile Paris
Katrina James
Vee-Lyn Tan
Robert Hanna
Glen Smith
Heather Dale
Valerie O'Keeffe
Angela Summers
Kath Jones
Aileen Conroy

There were no related party transactions during the year.

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30th JUNE 2015 (Cont'd)

	2015	2014
	\$	\$
16 Cash Flow Information		
(a) Reconciliation of cash		
Cash on Hand	0	500
Cash at Bank	506,994	583,183
	<u>506,994</u>	<u>583,683</u>
(b) Reconciliation of Net cash provided by /(used in) Operating Activities to profit/(deficit) from Ordinary Activities		
Operating surplus / (deficit)	(24,311)	43,254
Non-cash flows in profit / (deficit) from ordinary Activities		
Depreciation expense	787	481
Changes in assets and liabilities		
Receivables	(340)	1,803
Prepayments	22,025	(4,554)
Provisions	(15,249)	(561)
Trade Creditors and Accruals	(3,994)	(33)
Taxes Payable	(3,182)	324
Income In Advance	(51,720)	712
Net cash (used) / provided by operating activities	<u>(75,984)</u>	<u>41,426</u>

(c) The association has no credit stand-by or financial facilities in place excepting two credit card facilities, one with a limit of \$5,000 and the other with a limit of \$1,000.

(d) There were no non-cash financing or investing activities during the period.

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2015 (Cont'd)

17 FINANCIAL INSTRUMENTS

- (a) **Credit risk** is the risk that one party to a financial instrument will fail to discharge an obligation and cause the other party to incur a financial loss. All of the following financial assets of the company are unsecured and subject to credit risk.

	2015	2014
<u>Financial assets</u>	\$	\$
Cash	506,994	583,683
Receivables	11,304	10,964

- (b) **Interest rate risk** is the risk that the value of a financial asset or liability will change due to interest rate fluctuations. The exposure of the company to interest rate risk, repricing maturities and the effective interest rates on financial assets and liabilities at balance date is as follows.

	Weighted average effective interest rate	Variable interest rate	Fixed interest rate maturing within 1 year	Fixed interest rate maturing within 1-5 years	Non- Interest Bearing	Total carrying amount as per balance sheet
	%		\$	\$		\$
30 June 2015						
<u>Financial assets</u>						
Cash	3.25%	62,360	418,931	0	25,703	506,994
Receivables					11,304	11,304
Total Financial Assets		62,360	418,931	0	37,007	518,298
<u>Financial liabilities</u>						
Accounts & Provisions payable		0			14,190	14,190
Total Financial Liabilities		0	0	0	14,190	14,190
Net Financial Assets/(Liabilities)		62,360	418,931	0	22,817	504,108
30 June 2014						
<u>Financial assets</u>						
Cash	3.40%	124,353	452,227	0	7,103	583,683
Receivables					10,964	10,964
Total Financial Assets		124,353	452,227	0	18,067	594,647
<u>Financial liabilities</u>						
Accounts & Provisions payable		0			36,615	36,615
Total Financial Liabilities		0	0	0	36,615	36,615
Net Financial Assets/(Liabilities)		124,353	452,227	0	(18,548)	558,032

- (c) **Net Fair Values:** The net fair value of the financial assets and liabilities are not materially different from the carrying amounts shown in the Statement of Financial Position.

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2015 (Cont'd)**

18 Association Details

The principal place of business of the Association is:

Human Factors and Ergonomics Society of Australia Inc
Suite 18
Hills Corporate Centre
11-13 Brookhollow Avenue
BAULKHAM HILLS BC
NSW 2153

19 In Kind Support

The association could not continue to operate successfully without the support of benefactors, committee members and staff who contribute both time and resources free of charge. The association recognises the significance of these contributions.

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

DETAILED INCOME STATEMENT FOR THE YEAR ENDED 30th JUNE 2015

	2015	2014
	\$	\$
INCOME		
Branch Meetings Income	19,204	33,939
Memberships	152,511	142,968
Conferences & Workshops	173,021	157,353
National Professional Development	0	0
Interest received	17,222	19,147
Publications & Advertising	1,751	2,203
TOTAL INCOME	363,709	355,610
LESS EXPENDITURE		
Accountancy & Audit	10,600	11,375
Bank Charges	6,417	5,743
Board Travel and Meeting Expenses	27,093	19,711
Branch Expenses	20,892	30,899
Communications	3,530	2,551
Conferences & Workshops	168,004	92,798
Depreciation	787	481
Doubtful Debts	-97	6,013
IEA Fees	4,082	4,082
Insurances	8,135	9,293
National Professional Development	33,715	22,868
Office Services	19,578	20,529
Prizes, Awards and Medals	473	192
Promotions, Media and Advertising	1,136	4,113
Special Projects	10,242	2,600
Staff Wages, On Costs and Hire	53,631	55,844
Website	19,802	23,264
TOTAL EXPENSES	388,020	312,356
SURPLUS (DEFICIT) FOR THE YEAR	(24,311)	43,254

The accompanying notes form part of this financial report

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

STATEMENT BY MEMBERS OF THE COMMITTEE

The committee has determined that the association is not a reporting entity and that this special *purpose financial* report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the Committee the financial report as set out on pages 1 to 15 :-

- (a) Presents a true and fair view of the financial position of the Human Factors and Ergonomics Society of Australia Incorporated as at 30th June 2015 and its performance for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements.
- (b) At the date of this statement, there are reasonable grounds to believe that the Human Factors and Ergonomics Society of Australia Incorporated will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:


.....
Committee Member
(PRESIDENT).

29th July 2015.


.....
Committee Member
(TREASURER)

Dated at Canberra this 29 day of July 2015.



Principal Phillip W Miller CA
Address Unit 1/37 Geils Court, Deakin ACT 2600
PO Box 105, Deakin West ACT 2600
Suite 1.3, 33 Hibberson Street
Gungahlin ACT 2912
Phone (02) 6215 7600
Fax (02) 6281 7708
Web www.mcsaudit.com.au
ASIC Authorised Audit Company No. 408893

**INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF
Human Factors and Ergonomics Society of Australia Incorporated
ABN: 45 375 161 852**

Report on the Financial Report

We have audited the accompanying financial report of Human Factors and Ergonomics Society of Australia Incorporated, which comprises the statement of financial position as at 30 June 2015, and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information and the statement by committee of association.

Committee's Responsibility for the Financial Report

The committee is responsible for the preparation of the financial report which gives a true and fair view in accordance with Australian Accounting Standards and the *Associations Incorporation Act 1991 (ACT)* and for such internal control as the committee and management determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the association's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the directors, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we have complied with the independence requirements of Australian professional accounting bodies.

Auditor's Opinion

In our opinion, the financial report gives a true and fair view of the financial position of Human Factors and Ergonomics Society of Australia Incorporated, as of 30 June 2015, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations).

Name of Firm: **MCS Audit Pty Ltd
Chartered Accountants**

Name of director: 

Phillip W Miller CA

Address: **Unit 1/37 Geils Court, Deakin ACT 2600**

Dated: *28 August 2015*