



Annual Report

2015 – 2016 FINANCIAL YEAR

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



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About the Human Factors & Ergonomics Society of Australia Inc. July 2015 – June 2016

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 2016 was as follows:

- Rodney Powell, President
- Jennifer Long, Past President
- Jodi Oakman, General Secretary
- Margaret Cook, Treasurer
- Christine Aickin, IEA Board Representative
- Stephen Hehir, Professional Affairs Board (PAB)
- Andrew Petersen, representing ARASIG, DefenceSIG, DesignSIG, HealthSIG, RE-SIG, OHS-SIG, TranSIG and ECS-SIG.
- Frank Vetere (non-voting member), CHISIG
- Aileen Conroy, Public Officer & Australian Capital Territory
- Katrina James, New South Wales
- Ann Morgan, 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 2015 – June 2016

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

- Jennifer Long (Immediate Past President), Jodi Oakman (General Secretary), Margaret Cook (Treasurer). I have only held the position of President since April this year. So most of the work has really been done by Jennifer Long.
- The HFESA Board for their work implementing the many initiatives which we undertake within the HFESA.
- The many people within the HFESA who give of their time to ensure that the Society runs smoothly and efficiently and meets the needs of our members.

Highlights for the past year include the IEA Triennial Conference, the running of the short course at Latrobe University, our first position paper on sedentary behaviour and the introduction of a series of webinars. Reviewing our existing practices has continued to be a priority. The administration manual has been reviewed, our means of communication with members has been streamlined and the development of our new look website is underway. Our memoranda of understanding with other societies have also been reviewed. While external alliances are important, it is also important to ensure that they continue to provide a reciprocal benefit to HFESA and our members.

GOVERNANCE

Both the Administration manual and Conference manual have been reviewed by the Board and are in the process of being finalised. Governance related training and information for Board members is under investigation.

SECRETARIAT

In July Charlie Barlow had her first anniversary with us as a permanent employee. Despite very much being thrown in at the deep end, Charlie has proved to be a valuable asset to the Society. I would like to formally thank Charlie for all her hard work and her contribution to HFESA.

I would also like to formally thank Louise Whitby for her assistance in managing the Society finances.

COMMUNICATIONS

Our regular mechanisms for keeping in touch with members has included our weekly HFESA Connect, established by Charlie Barlow, and our Newsletter, edited by Lilly Hirsch. After the 44th issue of our Newsletter Lilly stepped down as Editor and we have been unable to find a replacement. So to fill the vacuum, HFESA Connect has changed to fortnightly in an expanded format. I would like to formally thank Lilly Hirsch for her work as Editor.

Website

The HFESA website is currently in the process of being transferred onto a new platform provided by Associations Online. Changes to the structure of the website are based on part upon a short Survey Monkey survey involving the Board, SIG leaders and Branch Chairs of the website structure and functionality.

In addition to a revised structure, the new platform should offer improved opportunities to provide information and to service members.

Media

HFESA published our first position paper *Sedentary Behaviour: HFESA Position on Prolonged Unbroken Sitting Time* in November 2015. I would like to thank Stephen Hehir and the sub-committee for their efforts.

Ergonomics Australia

Ergonomics Australia (EA) was first published I believe in 1987. Originally published in hardcopy, since 2011 it has been published in pdf form. EA initially served as both as a newsletter for members and our official journal. In 2010 the format was shifted to a peer-reviewed journal to provide publishing opportunities for new authors, students and practitioners.

Unfortunately there appears to have been declining interest in publishing in EA and a decision was made by the Board to discontinue it. Our new website is currently under development and in the medium term this will enable us to revisit the role of EA within our communications framework.

Rebecca Mitchell has been Editor since 2010. I would like to thank formally thank Rebecca Mitchell and Editorial Committee for their work in producing EA over the past 6 years.

HISTORY PROJECT

The history project video has been finalised and was launched at the IEA Conference in August. The Project was very well received by the audience, which included the IEA historian Ernst Koningsveld. When the new website is finalised it will be made publically available. I would like to thank Andrew Petersen and his team of Roger Hall and Valerie O'Keeffe, plus all the contributors for bringing this project to fruition.

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 19th Triennial Congress of the International Ergonomics Association (IEA 2015) which was held from 9-14 August 2015 at the Melbourne Convention & Exhibition Centre. This was hosted jointly with the Human Factors and Ergonomics Society of New Zealand. Over 900 delegates from 47 countries attended. This included 4 students from industrial developing countries who received student registrations funded by HFESA. Certificates were awarded to each of them by President Jennifer Long at short ceremony during the Congress. The Congress suffered a financial loss. HFESA's liability for this is still unknown at this stage. While this outcome is unfortunate, our sponsorship enabled HFESA to network with Ergonomists from all over the world members and to showcase their own work.

- the 27th Australian Conference on Human-Computer Interaction (HCI) which was held at the Melbourne School of Design at the University of Melbourne from the 7th to the 10th December 2015. There were 159 delegates from 17 countries. HFESA sponsored one of the prizes in the student design challenge. Our backing of the conference has enabled the Conference proceedings to be published in the Association of Computing Machinery Digital Library.

In addition two short courses were hosted.

- Using the 3 dimensional Static Strength Prediction Program which was run by the University of Michigan Center for Occupational Health & Safety Engineering in August 2015.
- The HFESA La Trobe University Ergonomics and Human Factors short course which was run for the first time in 2016 with 17 participants. It commenced on-line on 1 February with the face-to-face component on 22-23 February and the last on-line session two weeks after this. Three people opted to do the formal assessment. Participants were happy with the content and method of presentation. La Trobe University has completed a full analysis of the participant feedback. The HFESA is interested to run this course again in mid-2017.

After a 6 month extension Stephanie Cassidy has completed her time as HFESA National Strategic Professional Development Officer. I would to formally thank her for her work in this role.

HFESA PATRON

The Society's inaugural patron, Professor Carmen Lawrence ended her term in July 2016. Professor Lawrence indicated she did not wish to serve for a second term. I would like Professor Lawrence for filling this role.

EXTERNAL ALLIANCES

Memoranda of Understanding

Over the past decade the HFESA developed Memoranda of Understanding (MOUs) with other organisations with an interest in ergonomics and human factors. These involved reciprocal promotion of professional development activities at member rates. A number of the MOUs have expired and we are reviewing the value of the MOUs to HFESA.

Sponsorship Prospectus

The Sponsorship Prospectus has been finalised.

Sponsorship

HFESA was a sponsor of the 2016 Designing Interactive Systems Conference.

MEMBER REPRESENTATION ON EXTERNAL COMMITTEES

Australian Safety and Health Professionals Associations (ASHPA)

ASHPA is an association of associations. The membership includes the Australasian College of Toxicology and Risk Assessment (ACTRA), Australian Institute of Occupational Hygienists (AIOH), Australasian Faculty of Occupational and Environmental Medicine (AFOEM), Australian and New Zealand Society of Occupational Medicine (ANZSOM), Human Factors

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and Ergonomics Society of Australia (HFESA) and Safety Institute of Australia (SIA). Safe Work Australia also supports this group by attending all meetings.

This group has been in operation for three and a half years. It began after the Health and Safety Professionals Association (HaSPA), which was funded by WorkSafe Victoria, was wound up. The aim of HaSPA was to raise the professional standards of occupational health and safety professionals. It addressed both educational standards through the Body of Knowledge project and accreditation of tertiary courses through Australian the Occupational Health and Safety Education Accreditation Board.

A by-product of HaSPA was that the associations representing occupational health and safety professionals began to work together and it seemed important and relevant that this co-operation continue through ASHPA.

This group meets three times per year and has formally identified the following strategies:

- develop an internal structure, culture, governance, and legal entity;
- improve national influence particularly with Safe Work Australia; and
- improve professionalism in delivery OHS services to government and industry.

A large project underway at present is the investigation of the possibility of incorporating ASHPA. There is also an ongoing professional certification benchmarking project along with stakeholder engagement.

At present the HFESA is chairing this group with Christine Aickin the chair, and Jodi Oakman and Margaret Cook the HFESA representatives.

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.

Rodney Powell
President HFESA 2016



General Secretary's Report July 2015 – June 2016

Membership

As of 30 June 2016, the society had approximately 559 members across all categories. At the same time last year 636 were current members. See Table 1 for full details.

Membership has continued to decline across all categories of, with the exception students which has increased by 15 this year. Regional differences in membership numbers are shown in Table 2.

We have had 61 new members since July 2015 across the following categories Affiliates: 46, Students: 15, Full Members: 23, 11 of these new Full Members were existing Affiliate members who upgraded their membership status.

Table 1

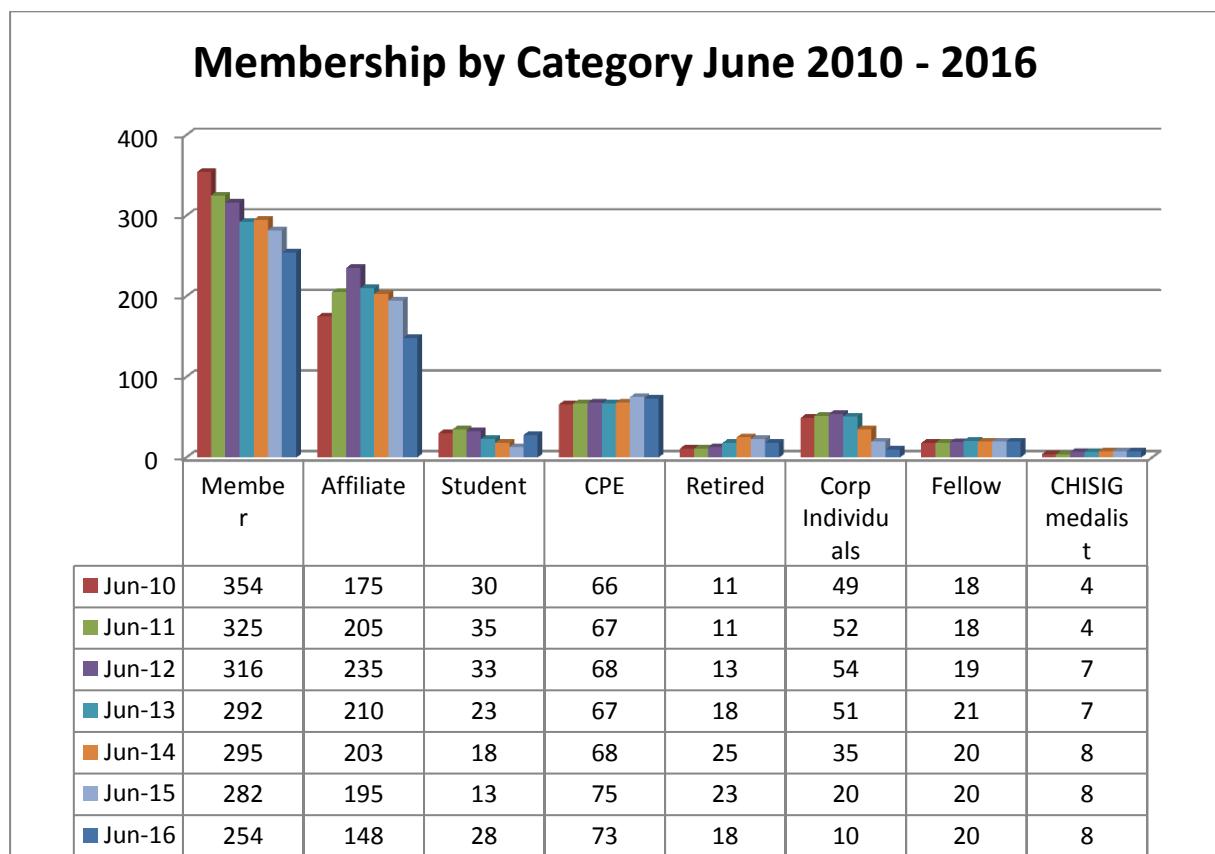
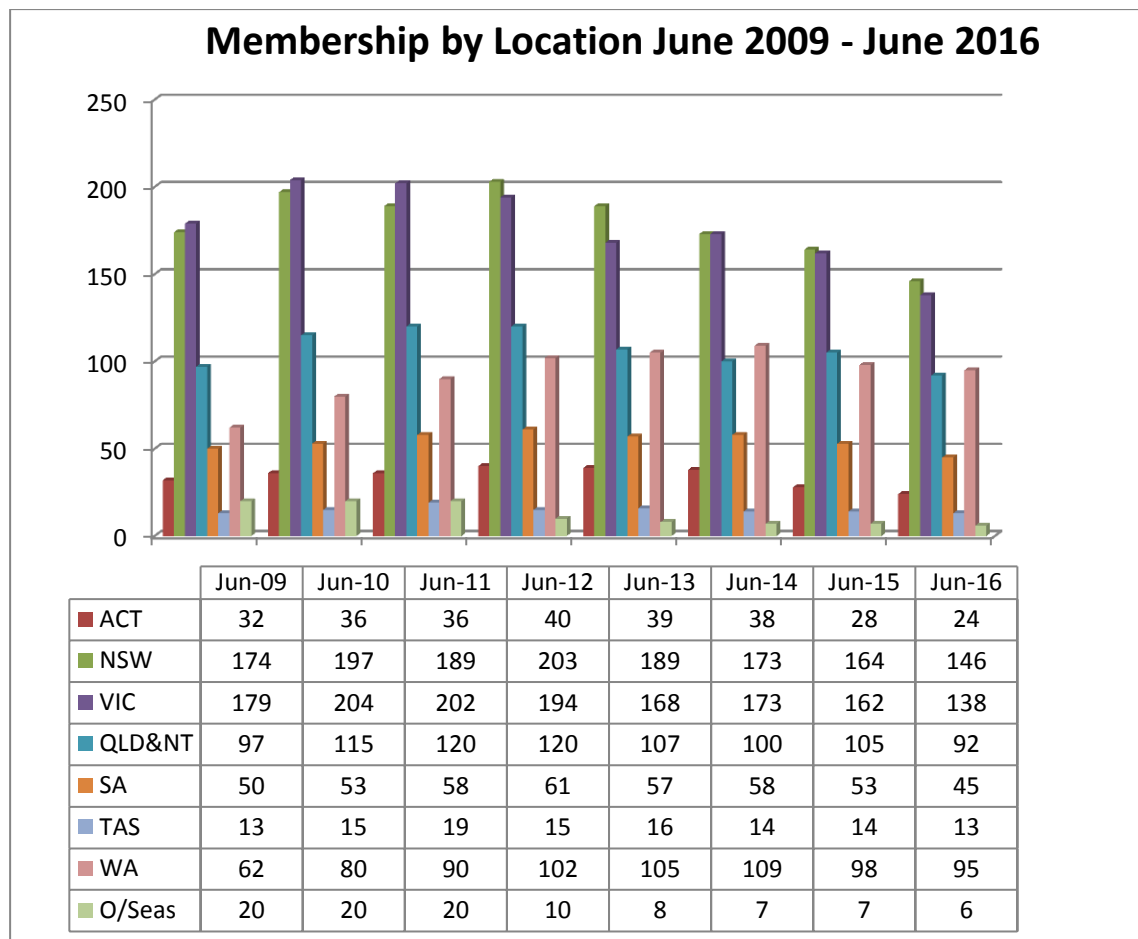


Table 2

Professional development courses

A longstanding goal of the society has been to increase the number of short courses available in the field of ergonomics. Two short courses were proposed for the year, at La Trobe University (LTU) and University of Wollongong (UOW).

The University of Wollongong course was cancelled due to insufficient demand, with no immediate plans to reschedule but courses may be available directly through the University. The LTU course with the name Health and design of work: How do we design work to prevent MSDs and improve health and wellbeing was run in February this year with a combination of online and face to face material with 20 participants. The feedback was positive and the course is planned for June 2017 if sufficient numbers are interested.

There are no immediate plans to run additional short courses through HFESA, the LTU agreement will continue whilst there is interest.

Jodi Oakman
General Secretary



Treasurer's Report

July 2015 – June 2016

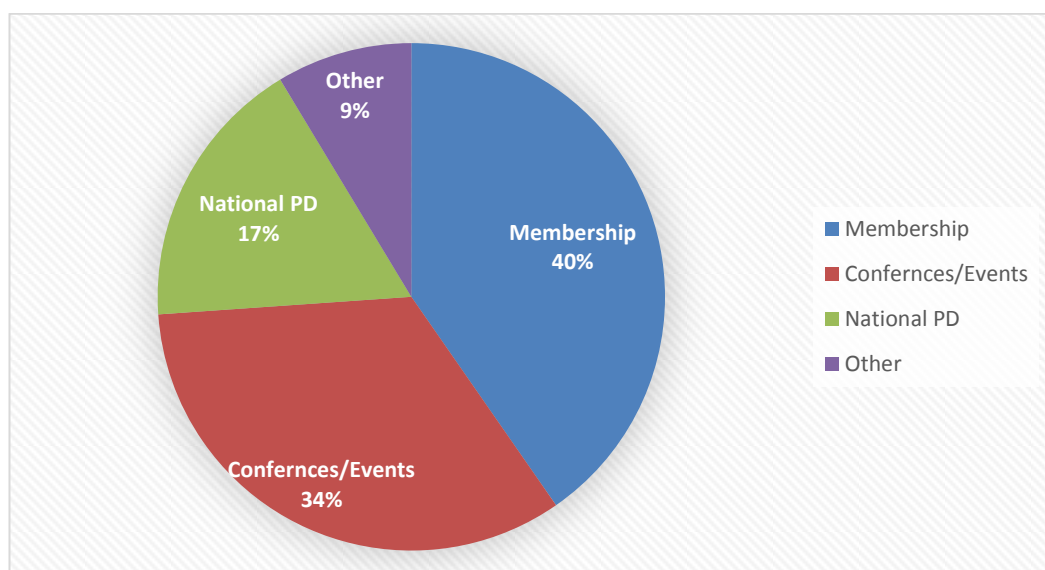
During the year there was a change of Treasurer following the resignation of Jenny Long as President, and the subsequent transition of Rodney Powell from Treasurer to President. Margaret Cook (President elect) commenced the role of Treasurer on 18th April 2016.

Overall the Society continued to remain in a sustainable financial position, with accumulated funds of \$384,542. But it should be noted that the total accumulated losses for the 2015 and 2016 years was \$109 981.

For the year ended 30 June 2016, the Society accumulated a total operating loss of \$87,670, as compared to a loss in the 2015 year of \$24,311. It should be noted that the Board had approved an operational loss for the year, actively determining to spend accumulated funds on a substantial upgrade of the website and increasing spending on the National Professional Development activities.

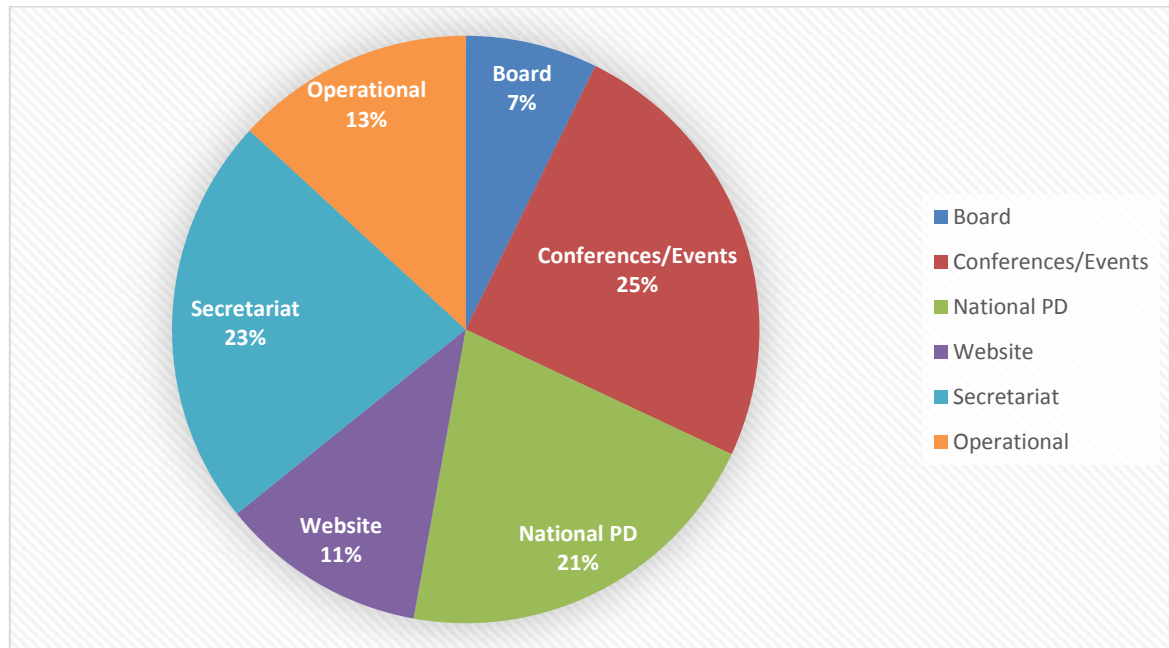
Income

Total income for 2016 year of \$297,521 was decreased by 18.1% as compared to the 2015 year total. The main reasons for the decrease in total income were reductions in Membership and Conference/Event income.



Expenses

Total expenses of \$383,191 were decreased by 1.2% as compared to the 2015 year total.



Comments

Membership dues remain our primary source of income (40%), but also represent a risk due to decreasing membership numbers. Membership fees fell short of covering operating expenses (Secretariat, Board and general operational expenses) by \$45,013, requiring the Society to be dependent on earnings from Professional Development Events (including the Annual Conferences) to cover these costs, in addition to drawing on accumulated funds.

The Annual Conferences and Branch organized events continue to run at a surplus, with an overall surplus of \$5,165 in 2016. The National Professional Development activities sustained a loss in the vicinity of \$28,000, although a loss had been budgeted for.

2016/17 Budget

The 2016/17 budget was approved by the Board at the May meeting. The budget has been developed based on the following principles:

- all operational expenses (including National Secretariat and Board) covered by membership dues,
- all Professional Development activities, including the annual conferences and branch activities to be cost neutral,
- project initiatives (including finalization of the new website) to be funded from accumulated funds.

Thanks

Thanks need to be noted to the following:

- Charlie Barlow for all her hard working in the day to day management of our financial affairs
- Louise Whitby for her ongoing efforts in assisting with our financial operations
- Phillip Miller from MCS Audits
- Peter Irving from RAW Chartered Accountants

Margaret Cook
HFESA Treasurer



International Ergonomics Association (IEA) Report July 2015 – June 2016

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 Jodi Oakman.

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 was on the weekend August 8th – 9th, prior to the 19th IEA Congress in Melbourne. So in 2015, HFESA and HFESNZ members had 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 new Executive team elected in August 2016 is: President - Yushi Fujita, of the Japanese Ergonomics Society (JES), Vice President and Secretary General – Kathleen Mosier of the Human Factors and Ergonomics Society (HFES) and Vice President and Treasurer – Jose Orlando Gomes of the Brazilian Ergonomics Society (BES).

The executive have also invited various people to fill the other positions within the Executive Committee, as follows:

1. Eric Ming-yang Wang, *Past President, Awards Committee Chair*
2. Michelle Robertson, *Communications and Public Relations Standing Committee Chair*
3. Andrew Todd, *International Development Committee Chair*
4. Frederick Tey, *Professional Standard and Education Committee Chair*
5. Thomas Alexander, *Science, Technology and Practice Committee Chair*
6. Margaret Graf, *Director*
7. Ernst Koningsveld, *Historian (ex officio)*
8. Takashi Kawai, *ICT Director*

In addition, the convenor of the forthcoming Congress is an ex officio member of the Executive Committee, so for the next triennium this position will be held by the Italian Society of Ergonomics and Human Factors (SIE) Sara Albolino as convenor of the

2018 Congress. The 2018 Congress will be held in Florence www.iea2018.org and the theme is to be *creativity in practice*.

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) Human Factors & Ergonomics Society of Aust Inc.
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Centre for Ergonomics and Human Factors is also a member of this WHO network. In view of the increasingly complex demands of WHO network membership, in 2012 the now Past President IEA President, Eric Wang, appointed Wendy Macdonald to represent the IEA within this WHO network, in a new position entitled 'IEA Liaison' to the WHO network of Collaborating Centres in Occupational Health. Jodi Oakman has now taken over that position, following Wendy's retirement.

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/). The Melbourne meeting of the IEA Council confirmed that it wanted to continue as an NGO member of this WHO network. Currently proposed IEA contributions for the period 2017-2019 include: "*One or more case studies on effective interventions for improving workers' health in typical informal sector work settings*". Anyone who knows of such a case study (recently completed or current) should contact Jodi Oakman (j.oakman@latrobe.edu.au)

The next meeting of the full IEA Council is to be held in Medellin, Columbia on October 30th – 31st 2016. Christine Aickin will be representing the HFESA at this meeting.

Christine Aickin
Jodi Oakman
IEA Council members



Professional Affairs Board (PAB) Report July 2015 – June 2016

The professional practice governance of the Society has run smoothly this year. There are currently 80 CPEs (74 CPEs & 6 Fellow/CPEs). There were 81 CPEs this time last year. There have been 3 CPE resignations including retirements since last year, and 1 CPE is on Maternity Leave. There were 8 applications submitted for CPE certification, including two applications from professional members of other IEA accredited societies seeking for mutual recognition by the HFESA. Three of the five local applicants were successful at the time of writing this report and the others are progressing. No applicants have been referred for mentoring.

About the reputation of the application process

The CPE application process has a reputation of being arduous and many people are scared-off beginning the process. The PAB has worked hard to streamline the process and try to redress this unfortunate reputation. However, there are some reasons behind the occasional long time frame for certification. There are 5 key items of evidence required for certification as follows:

- The CPE certification application form
- The two sponsors reports
- A CV showing evidence of adequate experience as an ergonomist and involvement in the Society
- Evidence of formal university level training in the three domains (physical, cognitive and organisational ergonomics)
- A major example of the applicant's professional work covering their main domain of practice and showing evidence of their awareness of the other two domains and if necessary, additional minor works to cover the domains.

Sometimes applicants have a challenge in understanding the nature of the work samples and a lot of additional effort is required to find evidence covering all the domains. Occasionally there is a challenge finding evidence that a university course adequately covers the three domains. But in both work example and university education evidence cases the PAB work with the applicant to try and find the right evidence. It is very rare for applications to be unsuccessful, some just take time while the right evidence is found. Sometimes the PAB has trouble with it's members having time available to review materials. But the Society is well served by PAB volunteers whose aim is to get applications across the line, not to obfuscate or get in the way as some believe. The application can seem like a journey and take time, but this is due to the mix of PAB member availability and applicant time in finding the necessary documents. Some applications have only taken a few weeks because all the necessary documentation was in order and PAB reviewers happened to have time just when the application was submitted.

Anyone interested in applying for certification is encouraged to talk to the PAB Chair if they have any concerns. So it might be a journey, but for potential applicants who have all the evidence in the five dot points above, please make the start.

Change to Process for Maintenance of Certification (MOC).

All CPE members of the HFESA must complete the CPE maintenance certification process every three years in order to maintain their CPE status within the HFESA.

The MOC rules now indicate:

5.1 Assessment

Each CPE will submit Maintenance of Certification documents by 31 August in the third year of certification.

Previously the MOC documents were due in the March of the 4th year. The change avoids the previous anomaly of CPEs technically being “uncertified” in the 4th year until recertified.

Implementation of the new MOC submission date will be for CPEs due for MOC in 2017.

CPEs with MOC submissions due at the end of 2016 are encouraged to submit early (e.g. 31 December 2016). 2016 will be treated as a transition year, but a hard cut-off will occur at 31 March 2017 as a significant amount of time was spent chasing MOC submissions earlier in 2016, and that is unfair on volunteer PAB members.

Note: There have been some contact issues with CPEs not having their correct contact details on the website – which is the CPE’s responsibility. Remember – a hard cut-off!

CPE Logo

The PAB is developing some simple guidelines for current financial CPEs to use a logo on professional letterhead indicating their status. At this time the logo is simply the HFESA squiggle with “Certified Professional Ergonomist” below in small print. The PAB hope to have the guidelines available by the end of November 2017.

CPE Certificates

5.5 Certificates

On the successful completion of the Maintenance of Certification process each CPE will be presented with a CPE membership certificate indicating the three (3) year period of currency of their CPE status.

This process will be easier to manage once MOC submissions are received at the end of August instead of the end of March the following year. The PAB will award new current certificates at either the AGM, annual conference dinner or via Branch meetings, or email pdf versions of the current certificate where it has not been provided at a HFESA event. The PAB will review the success or otherwise of these arrangements at the end of 2018.

Combining Grades of Membership.

At the August 2015 Congress PAB meeting, the possibility of combining the membership categories of Member and Affiliate was discussed. At the November 2015 Board meeting it was agreed that the PAB Chair would work to prepare a discussion paper member on combining current Affiliates and Members. The purpose of the proposed change is to overcome confusion expressed by some Members and members of the public between a MHFESA and a CPE in terms of providing professional advice. Roger Hall has been consulted for a historical perspective and insight into the governance change.

The initial discussion paper was presented to the May 2016 Board, and the Board intended discussing the matter further at the 2016 November Board.

Application sub-committee Chair: Nic Doncaster
Maintenance of Certification sub-committee Chair: Richard Sutherland

Stephen Hehir

PAB Chair

Maintenance of Certification



2016 Conference Report July 2015 – June 2016

The HFESA 2016 Conference is set for success at the Crowne Plaza, Surfers Paradise on Queensland's iconic Gold Coast. 6-9 November.
The theme is Healthy, safe and productive by design.

All details of the conference structure and program may be accessed through the conference website: <http://www.ergonomics.org.au/hfesa-2016-conference>

The scientific program is complete with speakers and topics which are published.
The social program is set.

As at 30 June 2016:

- revenue raised for the conference was \$22,181.72
- expenses incurred for the conference were \$14,242.92

Early bird registrations closed 4 August 2016 and recorded 100 registrations.

The conference committee comprises:

Conference Convenor: Lindsay Shorley

Scientific Convenor: Robin Burgess-Limerick

Social Convenor: Jenny Bates

Treasurer/Sponsorship Coordinator: Suzanne Johnson

Lindsay Shorley

Conference Convenor 51st Annual Conference



DesignSIG Report July 2015 – June 2016

Over the last twelve months, Design SIG has held two meetings, one journal club and finalised the DesignSIG strategic framework and action plan. The SIG had an aim of holding one Professional Development event each quarter, however this has not occurred. In addition, the SIG had set goals of completing various activities which included:

- preparing an elevator pitch for Design SIG;
- developing a list of design tools;
- compiling some case studies on design;
- exploring a cooperative working relationship with Anthropometric Resource Australia SIG (ARASIG).

These activities have not progressed and the future of ARASIG is under review. Design SIG has struggled with member attendance and activity engagement.

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

Belinda Cox
DesignSIG Chair



Healthcare Ergonomics SIG Report July 2015 – June 2016

Committee

There are seven members of the SIG: Melissa Baysari (Chair), Louise Whitby (NSW), Karen Davies (QLD), Robyn Coman (NSW), Vee Lyn Tan (VIC), Valerie O'Keeffe (SA) and Brooke Dench (QLD).

Membership

The SIG has 317 members (financial at end of June 2015).

SIG Meetings

Face-to-face meeting held 14 August, 2015

Teleconference SIG meeting held 29 February, 2016

Newsletters

HealthSIG newsletters were distributed to members in August 2015, December 2015, and March 2016.

Member survey

The SIG Committee distributed an on-line survey to members in December 2015 and received 58 responses.

Journal groups

The SIG has four active journal groups: Sydney North, Sydney East/South, Sydney West, and Adelaide.

HealthSIG events

26 May, 2016: Joint PD event session with Healthcare SIG and VIC branch – Spreading human factors expertise in healthcare.

LinkedIn

The SIG has a LinkedIn group but it is rarely used by members.

Australian Health Human Factors Group

Discussions are ongoing between Melissa Baysari (HealthSIG Chair), Thomas Loveday (Clinical Excellence Commission), Stuart Marshall (Monash University) and Robyn Clay-Williams (Macquarie University), to facilitate the establishment of this group. The primary aim of the Australian Health Human Factors Group is to raise awareness of human factors among point-of-care doctors, nurses and allied health professionals.

The HealthSIG has agreed in principle to assist with the development of basic on-line resources for clinicians (which will include appropriate HealthSIG branding, etc). A strategic plan for the group has been drafted and MOUs are now being prepared. Once established, the group intends to seek MOUs with several organisations, including HFESA, the CEC, and The Australian Commission on Safety and Quality in Health Care.

Melissa Baysari

Chair, Healthcare Ergonomics SIG



**Resource & Energy SIG (RE-SIG)
July 2015 – June 2016**

SIG committee

The current committee includes:

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

Membership Type (as at July 2016)	Number of members of the SIG
CPE	11
Full Member	41
Affiliate	28
Student	5
Retired	3
Fellow	1
HFESA Fellow/CPE	3
CHISIG Medallist	0
Corporate	4

IEA2015 was well attended by members with an interest in Resource & Energy HF&E topics. The RE-SIG held its AGM and member's meeting during IEA 2015, which was very well attended by HFESA members and IEA delegates.

The main outcomes were:

- 1/ The SIG committee roles were elected
- 2/ Initial PD event suggestions & strategies for delivering to the SIG members
- 3/ Assistance to help non-members join HFESA and RE-SIG
- 4/ Build an alliance with HFESNZ based upon knowledge sharing
- 5/ Establish a toolbox for the RE Sig group to access information, which would assist members in their current work within the sector

The PD plan was based around speakers discussing their IEA2015 presentations. Dr Justin Ludke discussed the work he presented at the IEA2015 via a web meeting event that was well attended by members around the country. Other PD events were organised and yet to be scheduled. This included invitations to New Zealand HF&E colleagues to present. The next year will continue this plan for PD events. Work on the toolbox would also continue.

Dr Andrew Petersen
Resource & Energy SIG Chair



Early Career and Student Special Interest Group (ECS SIG)

July 2015 – June 2016

Overview

The following provides an overview of activities undertaken by the Early Career and Student Special Interest Group during the year spanning July 2015 - June 2016. The SIG was formed in early 2015 after the need for specific support for this sector of the HFE community was identified at the 2014 HFESA conference. The SIG originally aimed to meet student needs (and encourage students to integrate within the broader activities of the society). However, it was identified at the 2015 IEA Congress that many HFE professionals in the early stages of their working lives have similar needs. Therefore, the remit of the SIG was extended to include both student and early career individuals within the Australian HFE community.

Two major goals were set for the 2015/16 period:

- 1) To extend the SIG's reach within the HFE community through strengthening participation and recruitment of relevant HFESA members to the SIG; and
- 2) To gain a better understanding of the needs and challenges faced by students and early career professionals within HFE both within Australia and internationally.

While the SIG is still establishing and developing mechanisms for supporting its members, we have made strides towards reaching both goals.

We would like to take this opportunity to extend our thanks to Dr Jodi Oakman, the HFESA exec, the organising committee of the 2015 IEA Congress, Dr Andrew Petersen, the chairs of the other SIGs, and various champions within the broader HFESA community. Their support has allowed us to establish the foundation for developing an exciting place for our SIG members within HFESA. Of course, our thanks also extend to the administrative and personal support provided by Pauline Pertel and Charlie Barlow.

SIG Membership

As of June 2016, there were 27 members in the SIG. ECS SIG continues to develop awareness of the SIG through formal and informal avenues. These avenues have led to continued recruitment of members (those eligible to join and become aware of the SIGs existence and remit). It is anticipated that the recruitment of members will continue to grow as we become more engaged with the specific needs of current and potential members.

The SIG continues to promote membership opportunities via the HFESA newsletter, state level networking, current HFESA members, social media presence as well as a competition to support attendance to the 2016 HFESA conference (see *HFESA Conference*).

We are currently being advised of new members via the HFESA Secretariat. Further, potential and current SIG members have the opportunity to engage with the SIG through the evolving social media presence (see *Social Media*).

It is intended that continued recruitment of members will be conducted via the ongoing development the SIGs social media presence, facilitation of future events (with possible state-based or virtual options being explored), and ongoing communication within the Society.

The SIG also feels that the initiative to make full-time student membership free from July 1, 2016 will encourage increased participation in SIG activities and membership. The SIG would like to formally thank the HFESA executive for implementing this initiative.

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 examined 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 was to establish where HFESA is positioned with regards to students compared with the other Societies. With this knowledge, we may learn or develop new methods of engaging students. This research received ethics approval from the University of New South Wales, Central Queensland University, and La Trobe University.

A total of 35 Societies responded to the survey. Preliminary results were presented in an oral presentation at the 2015 IEA Congress in Melbourne. Further, interpretations and implications of the findings formed part of a report (tended to the IEA by Katie Buckley, please see section entitled: *Preliminary Proposal for Supporting Student and Early Career Ergonomists within the IEA and its Federated Societies*).

It is anticipated that the study will be more formally reported through publication (e.g. peer reviewed journal article, position paper) by the end of 2016. In the meantime, we will prepare a short report based on our results for the participating societies to thank them for their assistance in the research.

ECS SIG 2015 IEA Congress Activities for Students

The SIG had three formal activities for full-time and part-time students at the 2015 IEA Congress. These events were attended by both domestic and international HFE students. The activities included:

- **Student Meet Up:** 9th August. 11:30am-3:30pm. Meet at Federation Square for lunch. This lunch was self-funded by participants.
- **Student Dinner:** 10th August. Meet at MCEC at 6pm. The dinner was self-funded by participants. While the SIG did seek sponsorship for the event, this was not obtained. The dinner was held at 6:30pm at BangPop at South Wharf.



- **Three Minute Thesis (3MT)**

Competition: Open to full-time and part-time HDR students, or those who completed their studies in the last 6 months. The aim of the 3MT was to showcase a variety of students' work. A strict time limit (three minutes) was applied, and presenters were encouraged to approach the task in a creative manner. The SIG gained sponsorship to provide a prize for this event. Judges awarded the top three finalists with prizes sponsored by ErgoPort and Ashgate. First prize was awarded to Victoria Weale from La Trobe University (Melbourne), second prize to Morton Villumsen from Aalborg University (Denmark), and third prize was awarded to Bernhard Schwartz from the University of Applied Sciences, Upper Austria. We had an overwhelming response to the event. Further, feedback on the 3MT session from participants and the IEA organising committee was highly favourable.



ECS SIG AGM

During the congress, we held our SIG AGM (please refer to the November 2015 Board Report for minutes). Based on the AGM, the following requests were submitted to the board (and approved):

- 1) **SIG Reach:** Based on suggestions from the SIG AGM, it was proposed that the SIG become the 'Student and Early Career Ergonomics Special Interest Group (SECES or SECESIG). It was recognised that the needs of early career ergonomists appear to strongly mirror the needs of student members within HFESA. Further, no group currently supports the networking and specific needs of early career ergonomists as a distinct group within HFESA (although other SIGs actively support members networking within their specific interest groups). This will benefit the HFESA community more generally, through meeting the needs of members who are new to the profession as well as students.

A proposal was submitted to the HFESA board to ratify the Student SIG to incorporate early career ergonomists (i.e. those within 5 years of completing studies and/or starting work as ergonomists). This would also facilitate the continued engagement of current student SIG members when they enter the workforce.

It was also recognised that the group is intended for both those who are currently students and early career professionals, and those within the HFESA community who want to support this membership base.

- 2) **Access to membership list of the SIG (with the consent of members):** This was deemed necessary so that planning for state-based and local events could be targeted at SIG members. It was proposed that those currently on the membership list receive an email from Charlie Barlow (Secretariat, HFESA) requesting them to email the SIG email address directly if they are willing for the group to know who they are. New members from this time onwards will be asked to nominate if their membership to the SIG can be divulged to the SIG committee.

Further actions implemented from the AGM discussion included the implementation of a SIG-specific social media presence (see *Social Media*), and planning the engagement of

members at a state and national level. As a result of the AGM, we welcomed Amelia Purvis into the SIG committee (alongside Lily Hirsh, Amy Chung, and Katie Buckley).

IEA Student and Early Career Engagement

Informal networking opportunities were extended by IEA executive members to the SIG during the 2015 IEA Congress. This included Katie Buckley meeting with key members of the 2018 organising committee. At the suggestion of Dave Moore and David Caple, a preliminary proposal was submitted to the IEA (entitled: *Preliminary Proposal for Supporting Student and Early Career Ergonomists within the IEA and its Federated Societies*). This incorporated the ideas and considerations voiced by students and early career HFE professionals about their needs (at the national level, and for the IEA at the international level).

This document and meetings, alongside peer engagement from members of the SIG and their international colleagues (headed up by Amy Chung), have laid much of the groundwork for increased IEA global engagement in the future.

We are in the process of discussing with the committee how students may best be engaged at the 2018 IEA Congress. This may include social media, volunteering, discounted student rates, and a student competition.

SIG Participation in the 2016 HFESA Annual Conference

The SIG has established a competition to support registration costs for one SIG member to attend the 2016 HFESA conference (see competition advertisement below). This competition aimed to facilitate active engagement with our SIG membership base, promote membership to our SIG and HFESA, and engage members in the currently established social media platform. The competition has been promoted directly to our members; via the HFESA Connect emails, via SIG exec personal connections, and through online videos to guide participants in how to enter. By the original competition deadline of 8th July, we had not received any applications.

We spoke with several members about why they were not attending the conference. Similar to the executive team (all of whom are not attending the 2016 conference), a variety of reasons prevented participation. The alternative format of the 2016 conference appears to have played a major role for many members (particularly students). The invitation only format of presentations means that typical university support (such as conference grants) was not available for some members. We would like to highlight this as a possibly unforeseen repercussion of the alternative format.

It was decided that the competition deadline would be extended to 15th July and HFESA champions would further encourage participation. By the extended deadline, we received applications from three members. The winner is to be announced on 29th July 2016.

The SIG committee is currently exploring ways that the SIG can have a presence at the conference, in light of the absence of executive members.

SIG Social Media Presence

Given the demographic of the SIG, we are currently cultivating a social media presence specifically focused on the needs and interests of our members. This is loosely based on the social media presence of students and early career members interest groups within CIEHF and HFES. We have established a closed Facebook group (moderated by the SIG executive members), which provides a virtual space for SIG members to interact (with scope for inclusion of 'potential HFESA/SIG members').

A deliberately paced social media development was decided on, so that the establishment of social media avenues both meets the needs of SIG members and is sustainable for the SIG executive to maintain. It is expected that the following social media mediums will be explored within the next 6-12 months (Katie Buckley will be heading this up):

- **Twitter Account:** This will be established to notify members of events and create networks within the broader HFE community. This includes connecting with the CIEHF student group and other related HFE student 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 and/or Instagram:** The establishment of a Tumblr page to share news, photos, and events.

MOU

We have had some initial discussions with the Australian Psychological Society (APS) about how they engage with their student members. From our understanding, they do not have well-established methods for doing so. There is potential for a MOU to be developed whereby we could share advertising on student forums. This could help with one aspect of HFESA's multidisciplinary interests.

Presence in Universities

One of our main focuses in the coming year is to develop a stronger HFESA presence in universities. Our aim is to make more students aware of HFE, and to encourage new members to join HFESA. This desire has been articulated by both the executive committee and the membership base. Ongoing planning for this engagement is currently being undertaken.

Name Change

We proposed that the name of Student SIG be changed to Early Career and Student SIG (ECS SIG) in March 2016. This name encompasses our position as a SIG that promotes student engagement, as well as supporting people who have recently completed their studies (within the last 5 years). This proposed name change was accepted by the Board. The name was subsequently updated on the HFESA website, and a description of ECS SIG was added to the website.

Katie Buckley, Amelia Purvis, Amy Chung, Lily Hirsch
ECS SIG Co-Chairs



TranSIG Report July 2015 – June 2016

From July 2015, 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 2016, the balance of the budget for TranSIG is \$910.55.

The journal club had a story-arc entitled *Circle of Life* in 2015. In 2016 we focused on accident investigations under the theme *When sh#*t happens*. The last journal clubs in 2015 looked at the operations phase of the life cycle. So far in 2016 we have looked at accident investigations in rail, aviation and road. The aim of this theme was to discuss what can be learnt from accidents and how they are investigated and reported. The journal club continues to provide good talking point and establish a group of *TranSIG* "regular irregulars." This year we changed our meeting day from Monday to Tuesday in line with feedback from members. We continued with the evening 5:30-6:30 Sydney time slot. Meetings are spaced about 6 weeks apart in the centre of the year.

TranSIG held two evening talks in Sydney hosted by Asset Standards Authority, Transport for NSW:

- 31st July 2015: "The experience of Older Passengers in Transport Hubs: Managing risks of slips, trips and falls for the ageing passenger population." presented by Dr Victoria Hendrick, Endeavour Research Fellow, Transport and Road Safety Research, The University of New South Wales. Victoria spoke of her interesting work in observing and interviewing passengers at Sydney railway stations. Previously she had carried out similar work in the UK.
- 31st May 2016: "Road Signs: How road signs can promote situation awareness and reduce human errors" presented by Dr Julia Irwin and Dr Eugene Chekaluk, Department of Psychology, Macquarie University. Julia spoke of her work on School Zone signs and Eugene spoke of sign recognition and driver experience.

More than 20 people attended each session. By hosting sessions at TfNSW we exposed people involved in the delivery of transport services in NSW to Human Factors research.

Many members attended and several presented on transport themes at IEA2015 in Melbourne last August.

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 our chairs.

Anjum Naweed & Airdrie Long
TranSIG Co-Chairs



ACT Branch Report July 2015 – June 2016

Committee and Membership

ACT Chair:	Lizzy Smith
Board Representative:	Aileen Conroy
Secretary:	Elaine Beale
Treasurer:	Ele Weber
PD:	Aileen Conroy
Assistant PD:	Kate Black
PAB:	Mike McCracken
Committee members:	Lenore Gunning, Wendy Elford, Vivienne Sandrini, Peter Manley, Jill Shanahan, Paula Bird

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

We are a high functioning team and I look forward to working with you all next year.

Professional Development Events

I'd like to extend my gratitude to Aileen, Kate and the committee members for organising an impressive schedule this year informed by our members needs (2014 survey) and leveraging on our regional expertise and networks. A new objective for the Branch is to run technical training on human factors. A secondary theme is where work is now conducted (remote work, coworking etc).

AGM guest speaker

To start our year, we had a very engaging history of IT and everything...and impact on work by John Morrissey (a CSIRO scientist) spoke on "The birth of remote work from a technologist's view".

Being Human series- initial seminars with Dr Christine Boag-Hodgson

We called the initiative 'Being Human' to reflect our focus on human factors. The target is regional audiences particularly those who influence work and workspaces. The first seminars achieved high level of satisfaction for the 14 attendees (local and interstate) and included the topics:

- Human Factors overview
- Mental workload

A further seminar is being planned for early 2017.

Journal Club

Our new Journal club evenings were successful. The first topic was sedentary work and sit-stand workstation research. The second topic was on remote work and discussion generated ideas for case based research. Thanks to the facilitators, Mel Browning and myself for their guidance during the robust discussion. Future topics continue the secondary theme of work in unusual spaces with research on co-working and hybrid work spaces.

Knowledge through Sharing seminar - Design and work systems Our local stories

Members presented their papers from the IEA Congress Melbourne in 2015.

Guest speaker was Rene Linssen who won the 2014 Ergonomics prize. Three non-members attended as well as seven other members.

Outreach Activities

The branch members continue to promote ergonomics in the regional area through networking with University of Canberra and CIT faculties, local incubator entrepreneurs, facility and property managers, SIA and injury management networks. The committee agreed to support the NSW 2017 HFESA conference organisers in lieu of running a Canberra based conference in the association's usual cycle.

No site visits were able to be conducted this year

Membership

ACT has a small membership with a few stalwart members contributing to our impressive agenda in between overseas trips and work travel. It is imperative that we continue to recruit to the association and engage with members to maintain relevance. The professional domain of design and systems thinking is increasingly well-serviced and achieving higher profile in many sectors.

Student Prize:

Canberra University or CIT did not award the prize this year.

Sponsorship

Our thanks to those who donated their goods and time over the year: Schiavello for their continued venue support, Jill and Chris Shanahan and our guest speakers.

Committee Business

The committee meets monthly over breakfast. It's a great networking opportunity.

Social

An established part of our annual calendar provides a casual opportunity for members and guests to get to know each other better, share 'work hacks' as ergonomists and find job opportunities. We sponsored two social events:

Annual Fireside Dinner in July

Christmas celebration in December

Lizzy Smith

ACT Branch Chairperson



NSW Branch Annual Report July 2015 – June 2016

NSW Branch 2016 - 17 Committee AGM

The NSW Branch 2015 – 2016 AGM is scheduled to be held on Thursday 15 September 2016 at 6.30 PM, Gate 2, Suite 2, James Craig Road, Rozelle NSW.

Members were notified on Thursday 18 of August 2016 of the meeting, with guest speaker to be confirmed.

2015 - 16 NSW Branch Professional Development Events

July 2015: A successful Journal club was held at 6pm Thursday 30 July 2015 at the NSW State Leagues Club, Phillip St, Sydney. This was free event. The discussion was held on “Safety and Ergonomic Considerations for the Aging Workforce” with 8 attendees.

October 2015: A Knowledge Through Sharing (KTS) full day event “Think Ergonomics” was held on Friday 23 October 2015 at the Masonic Centre, Goulbourn St, Sydney. A successful day with 33 attendees.

Thanks go to our speakers who gave their time generously: Airdre Long, Senior Human Factors Specialist, Asset Standard Authority, Transport for NSW; Carlo Caponecchia (PhD Psych); Maureen Hassall (BEng, 1st class), BSc(Psych), MBA, PhD; Stacey Kendall, Mine Safety Industry Assistance Unit; Gareth Hughes, Manager, Human Factors at Asset Standards Authority, Transport for NSW.

March 2016: An evening PD session was held Thursday evening 3 March 2016 at the Australian Catholic University, North Sydney. 7 members attended the event. Adam Poole – developer of Safety Compass App shared his journey in development of the application. This was a free event.

June 2016: Knowledge Through Sharing “Putting the Psych in Safety” was held on Friday 24 June 2016. This full day session was held at the Masonic Centre, Goulbourn St, Sydney. 13 people registered for the event.

Thanks go to our speakers who gave their time generously: Carlo Caponecchia (PhD Psych); Colleen Harris, SafeWork NSW; Lara Tramacco, BlueScope, RN, MA Advanced Nursing; Neil Harvey BA(Psych); M.Sc(psych); Dip CH

Other activities:

December 2015: 2 NSW Branch Committee Members represented HFESA at the Health Benefits of Good Work Signatory group forum on Friday 20 November, 2015 at the AMP Building, Sydney.

2017 HFESA Annual Conference

It is NSW turn to host the 2017 HFESA Annual Conference. ACT have agreed to work in collaboration with NSW to host the conference.

Expressions of interest have been posted to all ACT and NSW members calling for Conference Committee members.

Work is underway to seek a venue in conjunction with University of Wollongong.

Katrina James

NSW Board Member



Queensland Branch Report July 2015 – June 2016

The Qld 2015 – 2016 Branch AGM was held 16 July 2015 at the Julius Pizzeria, South Brisbane. 11 members attended the AGM with 4 apologies. This was followed by a social event.

Elected Committee Members:

Chair: Andrew Petersen
Secretary: Michelle Low
Treasurer: Andrew Petersen
Board Representative: Heather Dale (2015) & Ann Morgan (2016)
PD Coordinator: vacant
Committee Members: Lindsay Shorley Diane West
Adrienne Tracy Danielle Lynas

After the AGM, two members, Yvonne Toft and Rob Cooper, joined the committee following a call for nominations to fill the vacant PD coordinator position.

The Qld Branch continued to promote the Society and providing opportunities to members with a focus on reaching the regional and student members. Committee meetings were a mix of face-to-face, teleconference and web-meetings; the last two formats permitting regional members to participate. Discussions were held with various SIGs in relation to co-hosting PD events in the future.

2015 – 2016 Qld Branch Professional Development Events

During the twelve months, PD events generated a surplus (\$1630 income, \$435 expense). Many thanks go to the committee members who organised the events, to Schiavello for co-hosting the December event, the Holy Cross Laundry for allowing people to inspect & discuss their new commercial facility and all the presenters.

Date	Presenter	Topic
19 th December 2015 Face-to-Face	Nicholas Gilson	Energised work – why it's good for business & how it's being implemented
3 rd February 2016 Site Visit	Adrienne Tracey	Holy Cross Commercial Laundry, Banyo
15 th June 2016 Web meeting	Karen Klockner	Need a more meaningful relationship with your safety data?

Major Events

Q-HFESA members were involved in various activities that promoted the Society and provided opportunities to members.

- 10th – 14th August, 2015: Many Qld members attended, presented talks and/or participated in IEA Technical Committee meetings at the IEA2015 Congress, Melbourne.
- 19th February, 2016: The Q-HFESA chair, as the HFESA representative, attended the Occupational Health and Safety Science External Advisory Committee Meeting at University of Queensland
- 1st March 2016: HFESA had a complimentary exhibitor table at the Queensland Construction Work Health Forum. The Q-HFESA chair represented the Society. The HFESA history video was displayed, which generated much interest. Information provided at the forum included general HFESA material, upcoming professional development events presented by the branches and SIGs, and the 2016 HFESA annual conference. Many delegates collected a flyer about the conference.
- 2nd March 2016: Q-HFESA members were invited to submit a proposal to conduct a presentation to a business. Five members submitted a proposal that were forwarded to the business contact by the HFESA Secretariat.
- Continuing: The Qld branch committee promoted HFESA's complimentary Student Membership that started on 1st July 2016.

Conference Planning

The 2016 HFESA Annual was scheduled at the Gold Coast, Qld, from 6-9 November 2016. The HFESA 2016 Conference Committee for

Lindsay Shorley	(Convener)
Robin Burgess-Limerick	(Scientific Programme)
Suzanne Johnson	(Treasurer)
Jenny Bates	(Social)

Future

The Qld members proudly support Margaret Cook and Suzanne Johnson election to the 2016 – 2018 Executive Committee in the respective roles of President and Treasurer.

The 2016 / 2017 series of PD events were being planned with continued use of technology, e.g, web meetings, to ensure regional members remained connected to the Qld Branch and the Society. New initiatives were under considered to better link with students. In addition, the Q-HFESA committee was investigating ways to promote the Society to the community.

The Q-HFESA Chair wishes to thank the committee members for volunteering their time and energy towards the Society's goals.

Andrew Petersen
Q-HFESA Chair



South Australia Branch Report July 2015 – June 2016

During 2015-2016, the South Australian Branch was led by the following office holders, elected at the AGM held on Tuesday 4 August 2015:

Chairperson:	Jennie Window
Secretary:	Nicole Walters
Treasurer:	Paul Dewing
PD Coordinator:	Ramona Ramamoorthy
Board Director:	Valerie O'Keeffe
Membership:	Helen Moody

General committee members:

Mardi Webber, Anjum Naweed, Verna Blewett, Saody Lee and Paul Dickinson.

The Committee decided to discontinue the Membership portfolio on the Committee since membership matters are dealt with by the Secretariat. During the year, the Committee welcomed new members, Heidi Turbill and George Karlis.

Professional development

PD Coordinator, Ramona Ramamoorthy reviewed the National HFESA membership survey to identify the direction and type of PD events most likely to be supported by members.

Highlights included:

- Two highly successful events run in partnership with Return to Work SA. The first session examined the effective management of health and safety risks and was held in October 2015 and attracted 30 participants. The second session on the management of hazardous manual tasks was held in May 2016 and attracted 35 participants. Content included use of the Code of Practice, tools for assessment and selection of controls and how to review the effectiveness of controls.
- Three PhD students from University of SA, University of Adelaide and Central Queensland University presented in the 10 minute thesis evening hosted by Central Queensland University in April

The idea of running journal clubs was investigated with low uptake due to members being too time poor to commit to organising and facilitating these events but the option will be further considered in 2017.

Members' achievements:

In April, Valerie O'Keeffe received the international Emerald Publishing/EFMD Award for Outstanding Doctoral Research 2015 for HealthCare Management.

In April, Helen Moody presented at SafeWork SA's 'Food for Thought' series, on Sitting Less and Moving More, attracting 50 attendees. Sara Warren, Saody Lee and Paul Dickinson

were also involved in presentations for other professional groups, including physiotherapists, engineers and occupational therapists. Heidi Turbill achieved CPE status.

Membership status:

At the 12 April 2016 the SA Branch membership was 52 members (43 financial and 9 non-financial).

Dr Valerie O’Keeffe
SA Board Member



Victorian Board Report July 2015 – June 2016

The AGM was held on the 22nd July 2015. 11 members attended the AGM.

Branch Chair:	Veelyn Tan
Board Representative:	Veelyn Tan
Secretary:	Naveil Singh
PD Coordinator:	Rachel Curry
Committee Members:	Reuben Delamore, Rob Hanna, Steve Islam, Martyn Johnstone, Brendon Grimes, John Culvenor and Wes Wilkinson.

The Victorian HFESA branch organised 2 PD events, bi monthly social event at Chris Fitzgerald's pub and a couple of joint Healthcare SIG/Vic HFESA journal club.

Activities:

Wes Wilkinson organised 5 short presentations from 5 speakers with a take away message for the audience. This generated a lot of discussion from the audience about the life of an Ergo, safety design and how we can solve everything with a stick.

Rachel Curry and Reuben Delamore presented on using 3D CAD virtual prototype evaluation in train component design. This created a lot of discussion about CAD designs and 3DSSPP.

We held two joint Healthcare SIG and Vic HFESA journal clubs discussing articles from Sue Hignett's article "State of Science: Human Factors and Ergonomics in Healthcare" and John Catchpole's paper "Spreading Human Factors expertise in healthcare: untangling the knots in people and systems". Lively discussion ensued regarding the challenges of human factors ergonomist practitioners working in healthcare.

Every couple of months, members meet socially at Chris' pub for a relaxing evening listening to Irish music with roaring fire (in winter) and a cauldron of mulled cider.

Veelyn Tan
VIC Board Member



WA Branch Report July 2015 – June 2016

The 2015/16 financial year held varying fortunes for the WA Branch.

The AGM held in October 2015 did not achieve a quorum, but an email-based meeting of members was held afterwards. In December 2016, all members were invited to participate in a “PD Planning meeting and Christmas Social Networking” event.

This led to the reinvigoration of the committee and development of a successful PD program for 2016. Committee membership was as follows:

Kate Ponton	WA Branch Chair
Angela Summers	National Board Member
Eng Soon Chew	Secretary/Treasurer
Sam Huf	PD Coordinator
Ari Antonovsky	Deputy PD Coordinator
Rose-Marie Evans	General committee member
Ben Day	General committee member
Nicole Vitali	General committee member
Kath Jones	General committee member

Kate Ponton recently stood down as Chair – and welcomed her baby “Maisie” within hours of her last meeting on 7th July. We were delighted to wish her well.

The PD programme included the following:

Date	Activity/ topic	Time	Attendance
10/12/2015	Social Networking	6pm	6
28/01/2016	Presentation: Office Ergonomics and Risk Management (Kath Jones)	5.30pm	29
22/02/2016	Presentation: Preventing and reducing error - Proactive and reactive methods (Ronny Lardner)	7.45am	24
28/04/2016	“Stars of IEA 2015”: Summaries of presentations from WA participants in IEA 2015	5.30pm	31
07/06/2016	“CAD Walk” – demonstration and workshop at JumboVision facility: Gerhard Kiminowski and associates	4.30pm	6
07/07 2016	Presentation: Review of model WHS Regulations – and Ergonomics perspective	5.30pm	10

It was agreed to avoid scheduling any event in May to encourage participation in the national conference of AAMHP (Australian Association for the Manual Handling of People) in Fremantle. Several HFESA members attended – and Gisela Gmeinder contributed as a member of the organising committee.

All financial activities by the Branch during 2015/16 were related to conducting the PD program.

Total income generated amounted to \$159 (Primarily attendance costs for non-members). Total costs amounted to \$507 – so we remained well within our Branch notional budget of \$1000.

In June 2015, the WA branch had 98 current members, as of August 2016, the branch has 64 current members. The acting Branch Chair, Angela Summers and the National Secretariat are working together to make contact with those members who have not yet renewed their membership for 2016/17.

Our 2016 AGM is planned for 8th September – a combined PD Presentation, AGM and social networking event.

The branch has faced two key challenges during the year. These include:

- Identifying a suitable ongoing venue for PD Meetings.
- Retaining members in a climate of economic strain.

In addition, we look forward to hosting the 2018 national conference in WA.

Addressing these challenges and opportunities will be a key focus for the new Branch committee.

Angela Summers
WA Board Member

Principal Phillip W Miller CA
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ASIC Authorised Audit Company No. 408893

11 October 2016

The President
Human Factors & Ergonomics Society of Australia Inc.
PO Box 7848
Baulkham Hills BC NSW 2153

Dear Sir / Madam,

Re: 2016 Audit Management Letter

We have completed the audit of Human Factors & Ergonomics Society of Australia Inc. for the year ended 30 June 2016. During the course of our audit work, the following matter came to our attention upon which we would like to comment:

1. Operating Loss for the year

For the year ended 30 June 2016, the Association accumulated a total operating loss of \$85,670, as compared to a loss in the 2015 year of \$24,311. Total Income for 2016 year of \$297,521 has decreased by 18.1% as compared to the 2015 year total of \$363,709. The main reasons for the decrease in total income are reductions in Membership, Conference and Workshop income. Total expenses of \$383,191 have decreased by 1.2% as compared to the 2015 year total of \$388,020.

It should also be noted that total accumulated losses for the 2015 and 2016 years is \$109,981 and total accumulated Funds as at 30 June 2016 is \$384,542.

Due to the extent of accumulated losses in the 2015 and 2016 years, we recommend that financial results should continue to be monitored to ensure that the Association can continue to operate as a going concern.

It should be appreciated that our audit procedures are designed primarily to enable us to form an opinion on the financial statements of the association, and may therefore not bring to light all the errors or weaknesses that may exist in terms of internal controls, procedures and systems. It is the Committee's responsibility to maintain an adequate system of internal control as the principle safeguard against irregularities which an audit examination may not disclose.

We would like to thank you and your staff for your assistance and co-operation while conducting our work.

Should you require any further assistance, please do not hesitate to contact our office.

Yours faithfully,

MCS Audit Pty Ltd
Authorised Audit Company

A handwritten signature in black ink, appearing to read 'Phillip W Miller', with a stylized flourish at the end.

Phillip W Miller CA
Director

Principal Phillip W Miller CA
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11 October 2016

The President
Human Factors & Ergonomics Society of Australia Inc.
PO Box 7848
Baulkham Hills BC NSW 2153

Dear Sir/Madam,

Independence Discussions

We confirm that during the audit of the financial report of Human Factors & Ergonomics Society of Australia Inc. for the year ended 30 June 2016, we have maintained our independence in accordance with the requirements of Professional Statement APES 110.

In the spirit of this confirmation, we have prepared the following comments to facilitate discussion and enable you to have a clear understanding of the issue.

Other Services

We have not carried out any other engagements for Human Factors & Ergonomics Society of Australia Inc. that would impair our firm's professional independence as auditor.

Any services provided are subject to our own and the profession's strict rules and policies regarding auditor independence. We enforce these rules and policies in order to maintain objectivity and to be free of interest when discharging our professional responsibilities.

Our appointment as service provider for these engagements has been subject to Human Factors & Ergonomics Society of Australia Inc.'s corporate governance procedures encompassing the selection of service providers and the setting of their remuneration.

Some of the safeguards we follow with regard to auditor independence in relation to the provision of these services include ensuring:

- The services have not involved partners or staff acting in a managerial or decision-making capacity, or being involved in the processing or originating of transactions;
- The services have only been provided where we are satisfied that the related function or process will not have a material bearing on our planned audit procedures and would not involve us auditing our own work;
- The partners and staff involved in the provision of non-auditing services have not participated in Human Factors & Ergonomics Society of Australia Inc.'s associated or authorisation processes.

Based on the above safeguards, we are satisfied that the provision of other services has not in any way compromised our independence as external auditor of Human Factors & Ergonomics Society of Australia Inc..

Financial Interests

As your auditor, direct and material indirect investments in any shares of Human Factors & Ergonomics Society of Australia Inc. are prohibited to us. In summary this prohibition extends to:

- All partners and professional staff; and
- The families of these partners and professional staff; and
- The firm's partner and staff superannuation funds.

We seek annual confirmation from partners and staff that they have complied with this requirement. Based on the results of this process, we are not aware of any instances where partners or staff are not in compliance with this requirement in relation to this engagement.

Other Relationships

We are not aware of any situations where a spouse or close relative of a partner or staff members involved in the audit occupies a position as a director or executive at Human Factors & Ergonomics Society of Australia Inc. that is significant to the audit.

We are not aware of any situations where a partner or staff member has accepted a position of employment with Human Factors & Ergonomics Society of Australia Inc. in a senior executive or managerial capacity during or since the end of the financial year.

This report is intended solely for Human Factors & Ergonomics Society of Australia Inc. and should not be used for any other purpose.

Should you require any further assistance, please do not hesitate to contact our office.

Yours faithfully,

MCS Audit Pty Ltd
Authorised Audit Company

A handwritten signature in black ink, appearing to read 'Phillip W Miller'.

Phillip W Miller CA
Director

HUMAN FACTORS & ERGONOMICS SOCIETY
OF AUSTRALIA INC.

FINANCIAL REPORT
30 JUNE 2016

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

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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 2016.

Committee Members

that the Committee of the Association holding office during the year ended 30th June 2016 were:

Rodney Powell	President	From 18/04/2016
Jennifer Long	Past President	From 18/04/2016
Jodi Oakman	General Secretary	
Margaret Cook	Treasurer	From 18/04/2016
Christine Aickin	IEA Representative	
Stephen Hehir	PAB	From 18/11/2015
Andrew Petersen	SIGs Rep	
Frank Vetere	CHISIG	From 08/12/2015
Aileen Conroy	Australian Capital Territory and Public Officer	
Katrina James	New South Wales	
Vee-Lyn Tan	Victoria	
Ann Morgan	Queensland	From 15/11/2015
Valerie O'Keeffe	South Australia	
Angela Summers	Western Australia	

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 2016 amounted to (\$85,670) as against a deficit of (\$24,311) in 2015.

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



Committee Member



Committee Member

Dated at Canberra this 13th day of October 2016.

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

STATEMENT OF COMPREHENSIVE INCOME

FOR THE YEAR ENDED 30th JUNE 2016

	Notes	2016	2015
		\$	\$
Revenues from all activities	2	297,521	363,709
Employee and Staff Hire expenses		(56,321)	(53,631)
Depreciation expenses		(649)	(787)
Other expenses from ordinary activities		(326,221)	(333,602)
Surplus/(deficit) from ordinary activities		(85,670)	(24,311)

The accompanying notes form part of this financial report

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

**STATEMENT OF FINANCIAL POSITION
AS AT 30th JUNE 2016**

	Notes	2016	2015
		\$	\$
CURRENT ASSETS			
Cash	4	436,248	506,994
Receivables	5	12,940	11,304
Other	6	15,608	9,777
TOTAL CURRENT ASSETS		<u>464,796</u>	<u>528,075</u>
NON-CURRENT ASSETS			
Property, plant and equipment	7	199	848
TOTAL NON-CURRENT ASSETS		<u>199</u>	<u>848</u>
TOTAL ASSETS		<u>464,995</u>	<u>528,923</u>
CURRENT LIABILITIES			
Accounts payable	8	2,719	8,974
Provisions	9	2,702	0
Tax Liabilities	10	0	5,216
Other Liabilities	11	75,032	44,521
TOTAL CURRENT LIABILITIES		<u>80,453</u>	<u>58,711</u>
TOTAL LIABILITIES		<u>80,453</u>	<u>58,711</u>
NET ASSETS		<u>384,542</u>	<u>470,212</u>
MEMBERS' EQUITY			
Retained Members' Funds		<u>384,542</u>	<u>470,212</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 2016**

	Accumulated Surplus	Asset Revaluation Reserve	Total
	\$	\$	\$
Balance at 1 July 2014	451,269	0	451,269
2015 Surplus attributable to members	43,254	0	43,254
	<hr/>		
Balance at 30th June 2015	494,523	0	494,523
2015 Surplus attributable to members	(24,311)	0	(24,311)
	<hr/>		
Balance at 30th June 2015	470,212	0	470,212
Current year surplus attributable to members	(85,670)	0	(85,670)
	<hr/>		
Balance at 30th June 2016	384,542	0	384,542

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 2016**

	Notes	2016 \$	2015 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts in course of operations and projects		353,601	326,280
Interest received		14,197	17,745
Payments to suppliers and employees		(438,544)	(420,009)
Net cash from operating activities	16(b)	<u>(70,746)</u>	<u>(75,984)</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for plant and equipment		0	(705)
Proceeds from Sale of plant and equipment		0	0
Net cash from investing activities		<u>0</u>	<u>(705)</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		(70,746)	(76,689)
Cash at the beginning of the year		506,994	583,683
CASH AT THE END OF THE YEAR	16(a)	<u><u>436,248</u></u>	<u><u>506,994</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 2016

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) and is registered as a charity with the Australian Charities and Not for Profits Commission (ACNC).

(a) Basis of Preparation

The financial report is a general purpose financial report that has been prepared in order to satisfy the reporting requirements of the Australian Charities and Not for Profits Commission Act 2012. 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 2016 (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 2016 (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 2016 (Cont'd)

2 Revenue	2016	2015
	\$	\$
<i>Operating activities</i>		
Branch Meeting Income	9,923	19,204
Membership and subscriptions	120,016	152,511
Conference, Workshops & Meetings	151,783	173,021
Publications & Advertising	3,711	1,751
Donations	800	0
	<hr/>	<hr/>
	286,233	346,487
<i>Non-operating activities</i>		
Interest received	11,288	17,222
	<hr/>	<hr/>
	<u>297,521</u>	<u>363,709</u>

3 Profit from Ordinary Activities

Profit from ordinary activities has been determined after:

(a) Expenses:

Depreciation of property plant & equipment	649	787
Provision of employee entitlements	2,702	(15,249)
Bad Debts	1,195	0
Provision for doubtful debts	(9,522)	(97)
Other expenses	179,764	184,700
Conference, Workshops & Meetings	112,158	168,004
National Professional Development	79,934	33,715
Rental expense	10,861	10,800
Remuneration of Auditors		
-audit	5,450	5,360
-other services	0	0
Total	<hr/>	<hr/>
	<u>383,191</u>	<u>388,020</u>

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30th JUNE 2016 (Cont'd)

	2016 \$	2015 \$
4 Cash Assets		
Cash at bank	435,448	506,994
Cash on Hand	800	0
	<u>436,248</u>	<u>506,994</u>
5 Receivables		
Trade Debtors	10,982	18,995
Less: Provision for Doubtful Debts (Impairment)	<u>(1,295)</u>	<u>(11,770)</u>
	9,687	7,225
GST and PAYG Withholding Refundable	2,083	0
Accrued Income	<u>1,170</u>	<u>4,079</u>
	<u>12,940</u>	<u>11,304</u>
6 Other Assets		
Prepayments	<u>15,608</u>	<u>9,777</u>
	<u>15,608</u>	<u>9,777</u>
7 Property, Plant and Equipment		
Office equipment at cost	3,111	3,111
Less accumulated depreciation	<u>(2,912)</u>	<u>(2,263)</u>
	<u>199</u>	<u>848</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	848	930
Additions	0	705
Disposals	0	0
Depreciation expense	<u>(649)</u>	<u>(787)</u>
	<u>199</u>	<u>848</u>

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30th JUNE 2016 (Cont'd)**

	2016 \$	2015 \$
8 Payables		
CURRENT		
Trade creditors	0	0
Visa Card	1,452	300
Superannuation payable	0	501
Accrued Expenses	<u>1,267</u>	<u>8,173</u>
	<u><u>2,719</u></u>	<u><u>8,974</u></u>
9 Provisions		
Provision for employee entitlements (annual leave)	2,702	0
Provision for employee entitlements (long service leave)	<u>0</u>	<u>0</u>
	<u><u>2,702</u></u>	<u><u>0</u></u>
10 Tax Liabilities		
GST and PAYG Withholding Tax Payable	<u>0</u>	<u>5,216</u>
	<u><u>0</u></u>	<u><u>5,216</u></u>
11 Other Liabilities		
Workshop and conference fees in advance	27,227	6,418
Membership fees received in advance	<u>47,805</u>	<u>38,103</u>
	<u><u>75,032</u></u>	<u><u>44,521</u></u>

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2016 (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 2016 (including the previous year's committee) were:

Jennifer Long
Jodi Oakman
Rodney Powell
Christine Aickin
Andrew Petersen
Jenni Miller
Cecile Paris
Katrina James
Vee-Lyn Tan
Heather Dale
Valerie O'Keeffe
Kath Jones
Aileen Conroy
Margaret Cook
Stephen Hehir
Frank Vetere
Ann Morgan

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 2016 (Cont'd)**

	2016	2015
	\$	\$
16 Cash Flow Information		
(a) Reconciliation of cash		
Cash on Hand	800	0
Cash at Bank	435,448	506,994
	<u>436,248</u>	<u>506,994</u>
(b) Reconciliation of Net cash provided by /(used in) Operating Activities to profit/(deficit) from Ordinary Activities		
Operating surplus / (deficit)	(85,670)	(24,311)
Non-cash flows in profit / (deficit) from ordinary Activities		
Depreciation expense	649	787
Changes in assets and liabilities		
Receivables	(1,636)	(340)
Prepayments	(5,832)	22,025
Provisions	2,702	(15,249)
Trade Creditors and Accruals	(6,255)	(3,994)
Taxes Payable	(5,216)	(3,182)
Income In Advance	30,512	(51,720)
Net cash (used) / provided by operating activities	<u>(70,746)</u>	<u>(75,984)</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 2016 (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.

	2016	2015
	\$	\$
<u>Financial assets</u>		
Cash	436,248	506,994
Receivables	12,940	11,304

- (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 2016						
<u>Financial assets</u>						
Cash	2.40%	240,097	185,154	0	10,997	436,248
Receivables					12,940	12,940
Total Financial Assets		<u>240,097</u>	<u>185,154</u>	<u>0</u>	<u>23,937</u>	<u>449,188</u>
<u>Financial liabilities</u>						
Accounts & Provisions payable		0			5,421	5,421
Total Financial Liabilities		<u>0</u>	<u>0</u>	<u>0</u>	<u>5,421</u>	<u>5,421</u>
Net Financial Assets/(Liabilities)		<u>240,097</u>	<u>185,154</u>	<u>0</u>	<u>18,516</u>	<u>443,767</u>
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		<u>62,360</u>	<u>418,931</u>	<u>0</u>	<u>37,007</u>	<u>518,298</u>
<u>Financial liabilities</u>						
Accounts & Provisions payable		0			14,190	14,190
Total Financial Liabilities		<u>0</u>	<u>0</u>	<u>0</u>	<u>14,190</u>	<u>14,190</u>
Net Financial Assets/(Liabilities)		<u>62,360</u>	<u>418,931</u>	<u>0</u>	<u>22,817</u>	<u>504,108</u>

- (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 2016 (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 2016

	2016 \$	2015 \$
INCOME		
Branch Meetings Income	9,923	19,204
Memberships	120,016	152,511
Conferences & Workshops	99,837	173,021
National Professional Development	51,946	0
Interest received	11,288	17,222
Publications & Advertising	3,711	1,751
Donations	800	0
TOTAL INCOME	297,521	363,709
LESS EXPENDITURE		
Accountancy & Audit	12,930	10,600
Bank Charges	6,038	6,417
Bad Debts	1,195	0
Board Travel and Meeting Expenses	27,881	27,093
Branch Expenses	17,487	20,892
Communications	8,087	3,530
Conferences & Workshops	94,672	168,004
Depreciation	649	787
Doubtful Debts	(9,522)	(97)
IEA Fees	6,950	4,082
Insurances	5,109	8,135
National Professional Development	79,934	33,715
Office Services	22,327	19,578
Prizes, Awards and Medals	83	473
Promotions, Media and Advertising	7,450	1,136
Special Projects	2,044	10,242
Staff Wages, On Costs and Hire	56,321	53,631
Website	43,556	19,802
TOTAL EXPENSES	383,191	388,020
SURPLUS (DEFICIT) FOR THE YEAR	(85,670)	(24,311)

The accompanying notes form part of this financial report

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INC

ABN: 45 375 161 852

RESPONSIBLE PERSONS' DECLARATION

- **PER SECTION 60.15 OF THE AUSTRALIAN CHARITIES AND NOT-FOR-PROFITS COMMISSION REGULATION 2013**

The responsible persons declare that in the responsible persons' opinion:

- (a) there are reasonable grounds to believe that the registered entity is able to pay all of its debts, as and when they become due and payable; and
- (b) the financial statements and notes satisfy the requirements of the *Australian Charities and Not-for-profits Commission Act 2012*.

Signed in accordance with subsection 60.15(2) of the *Australian Charities and Not-for-profit Commission Regulation 2013*.

Committee Member:



Name MARGARET COOK

Committee Member:



Name ANDREW PETERSON

Dated this 12th day of October 2016