



Annual Report

2016 – 2017 FINANCIAL YEAR

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



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About the Human Factors & Ergonomics Society of Australia Inc. July 2016 – June 2017

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 2017 was as follows:

- Margaret Cook – President
- Valerie O’Keeffe – General Secretary
- Suzanne Johnson – Treasurer
- Rodney Powell – Immediate Past President
- Christine Aickin – IEA Representative
- Stephen Hehir – PAB Chair
- Andrew Petersen – SIG Nominee
- George Buchanan – CHISIG Nominee
- Ann Morgan (Queensland)
- Andrew Wright (NSW)
- Wendy Elford (ACT)
- Wes Wilkinson (Victoria)
- Ramona Ramamoorthy (SA)
- Angela Summers (WA)

Four meetings were convened during the year:

- Teleconference – 9th August 2016
- Face-to-face (Sydney) – 5th and 6th November 2016
- Teleconference – 9th March 2017
- Face-to-face (Sydney) – 6th and 7th May 2017

Director attendance at meetings is noted below:

Director	Attended	Eligible
Christine Aickin	3	4
George Buchanan (appointed Nov 2016)	1	2
Aileen Conroy (resigned Nov 2016)	2	2
Margaret Cook	4	4
Wendy Elford (appointed Nov 2016)	2	2
Stephen Hehir	2	4
Katrina James (resigned Nov 2016)	2	2
Suzanne Johnson (appointed Nov 2016)	2	2
Jenny Long (resigned Nov 2016)	1	2
Ann Morgan	4	4
Jodi Oakman (resigned Nov 2016)	2	2
Valerie O'Keeffe	4	4
Andrew Petersen	4	4
Rodney Powell	4	4
Ramona Ramamoorthy (appointed Nov 2016)	2	2
Angela Summers	3	4
Vee-Lyn Tan (resigned Nov 2016)	2	2
Frank Vetere (resigned Nov 2016)	1	2
Wes Wilkinson (appointed Nov 2016)	2	2
Andrew Wright (appointed Nov 2016)	2	2

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



President Report
July 2016 – June 2017

I have pleasure in presenting the Annual Report of the Human Factors and Ergonomics Society of Australia for the 12 months ended 30 June 2017.

On the 7th November 2016, following the Annual General Meeting, I transitioned from President Elect to President, following on from Rodney Powell who had held the office of President since April 2016. At this time, we also welcomed six new Directors to the Board, representing a substantial “changing of the guard”, and in particular welcomed Valerie O’Keeffe as General Secretary and Suzanne Johnson as Treasurer.

The twelve-month period has shown many exciting developments, the highlights including:

- Launch of a new HFESA website, which provides greater benefits for our membership, increased resources for the public and enhanced systems management for our Secretariat
- Two highly successful conferences – 51st Annual HFESA Conference at the Gold Coast (Healthy, Safe and Productive by Design) and 28th Annual OzCHI Conference in Launceston (Connected Futures)
- A strong move towards financial stability, with increased financial transparency
- Development of Board Portfolios to assist in the distribution of the Board’s work
- Reinvigoration of the application system for Certified Professional Ergonomists, managed by the Professional Affairs Board, ably assisted by the Secretariat and supported by the new website. This has resulted in six new CPE members during the year

The current Board is very committed to the aims and goals of the Society and held an extremely productive strategy day in May. A broad range of initiatives were identified and the Board looks forward to actioning these in the coming months.

I would like to thank all the Directors, Committee members and the general membership for their dedication to the Society. It takes a large team of people to create a vibrant society. In particular, I would like to recognize the efforts of the Directors who retired during the year, including Aileen Conroy (ACT), Katrina James (NSW), Jodi Oakman (General Secretary), Vee-Lyn Tan (VIC), Frank Vetere (CHISIG) and Jennifer Long (Immediate Past President).

Finally, I would like to recognize the tireless effort and extreme professionalism of our Secretariat, Charlie Bullis.

Margaret Cook
HFESA President



General Secretary's Report July 2016 – June 2017

Membership

As of 30 June 2017, the Society had approximately 598 members across all categories. At the same time last year 559 were current members. See Table 1 for full details.

Membership has continued to decline across all categories, with the exception of students and CPEs which have increased by 68 and 5 respectively this year. Increases in the student membership have markedly increased following the Board decision to make membership free for full time enrolled students. Regional differences in membership numbers are shown in Table 2.

We have had 125 new members since July 2016 across the following categories Affiliates: 33, CPE: 1, Corporate individuals: 4, Students: 70, Full Members: 17, 13 of these new Full Members were existing Affiliate members who upgraded their membership status.

Table 1

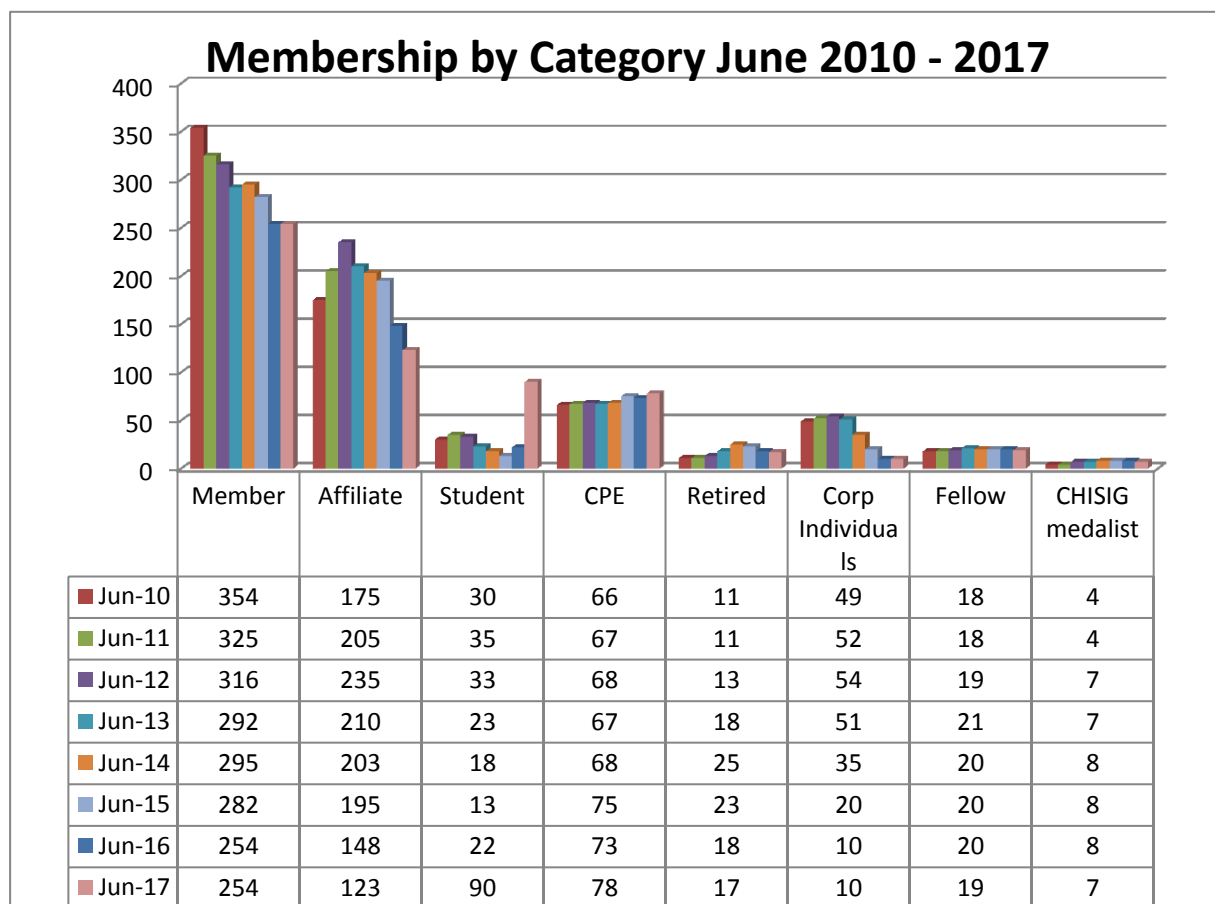
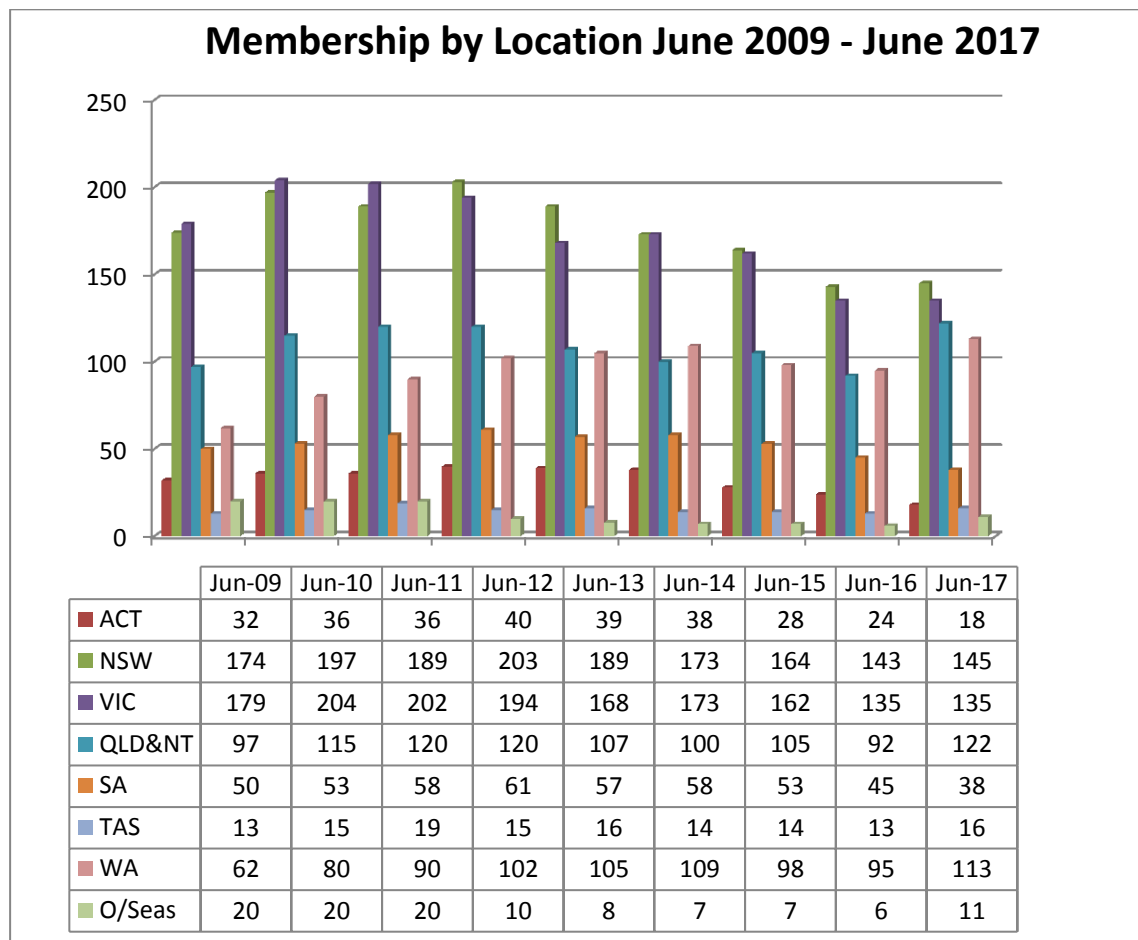


Table 2

Website

The Society's new website went live on 7 February 2017 at www.ergonomics.org.au. The website functionality includes payment gateways and automated emails. The new site also allows registrations for events and conferences and includes new search features for members. Member feedback received about the new website has been extremely positive.

Professional development courses

A webinar on structured writing presented by Vivienne Webb was held on 14 September 2016, with nine members registering and attending.

Following the success of the LaTrobe short course *Health and design of work: How do we design work to prevent musculoskeletal disorders and improve health and wellbeing* in early 2016, the course was offered again. There were insufficient registrations to enable this course to proceed for 2017 and it is likely to be offered again in 2018.

Industry engagement

Under the stewardship of ACT CPE member Lizzy Smith, the Society made a submission to Innovation and Science Australia's public comment on their Strategic Plan and Vision 2030 on 30 May 2017.

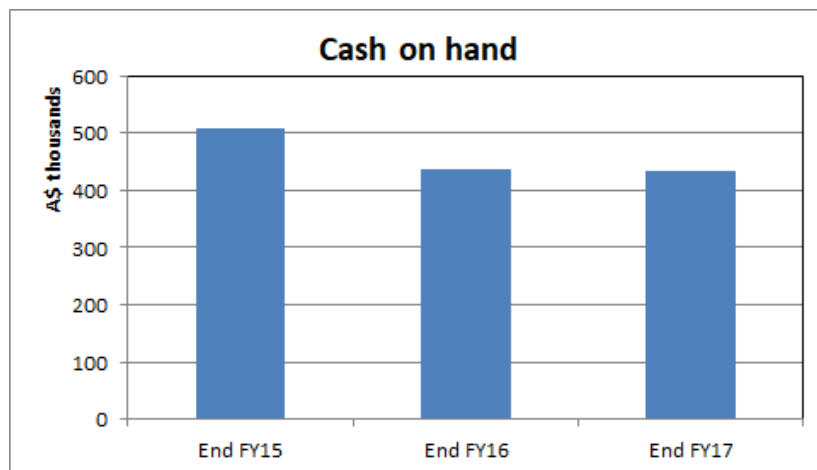
Dr Valerie O'Keeffe
General Secretary

Human Factors & Ergonomics Society of Australia Inc
 Annual Report 2016/2017



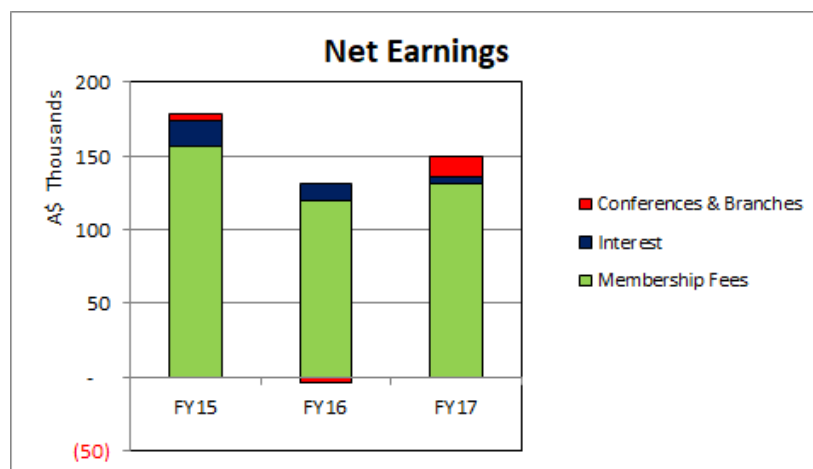
Treasurers Report July 2016 – June 2017

The cash position at the end of the 2017 financial year (FY17) was relatively unchanged from the end of the previous year. Cash on hand at 30 June 2017 of \$435,056, a decrease of just \$769 from the start of the financial year.



Net Earnings

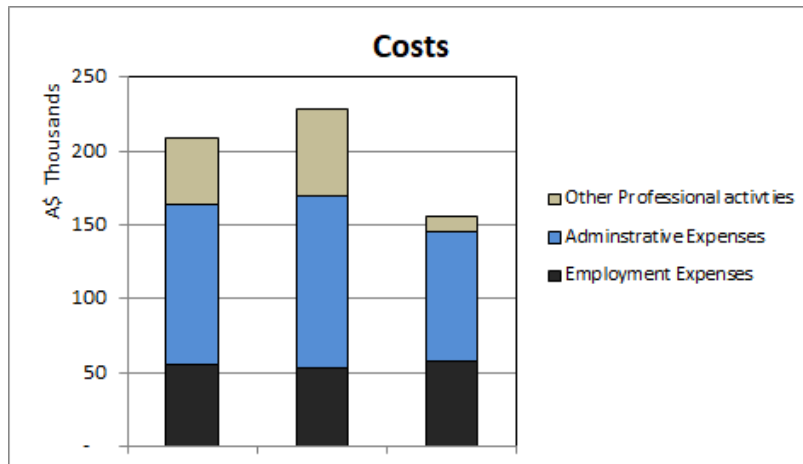
Net Earnings for FY17 increased from the preceding year with membership revenue increasing by 9% to \$130k and conferences and branches providing income of \$13k, compared to a loss in the previous year. The HFESA conference held at the Gold Coast during the year showed a profit of \$8.5k while the branches showed a profit of \$3.2k.



Costs

Net costs of \$156k were \$72k or 32% lower than the previous year, with costs decreasing for:

- board meetings, down by \$11k,
- professional development, down by \$28k
- website development, down by \$14k
- donations, down by \$6k
- other by \$14k



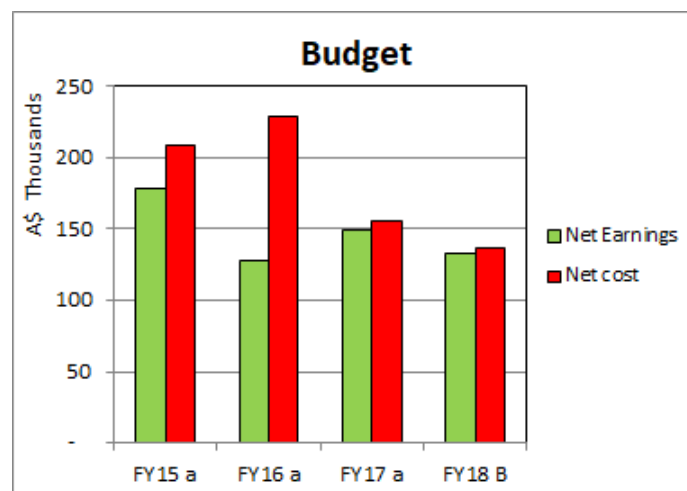
Comments

The Board this year focused on managing costs within the budgeted earnings and worked to retain and grow membership.

FY18 Budget

The FY18 budget was approved by the Board at the May meeting. The budget assumed a decrease in membership fees and that operational expenses are to be covered by membership dues and interest earned, while all Professional Development activities, including the annual conferences and branch activities will be cost neutral.

Interest was down on the previous year. Cash in excess of operational requirements should be rolled into interest bearing accounts to generate additional interest during the current financial year.



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 & Priti Narayan from RAW Chartered Accountants

Suzanne Johnson
HFESA Treasurer



International Ergonomics Association (IEA) Report July 2016 – June 2017

IEA Council

Representatives from all of the IEA member societies form the IEA Council. There are fifty-four member societies at present. 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. In 2016 this was on the 30th - 31st October, prior to the annual Occupational Health Conference or the 22^a Semana de la Salud Ocupacional, in Medellin, Colombia.

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 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 hosted 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*. The registration and call for papers is now open. The early bird registration closes on 30 April 2018. The 2021 Congress will be held in Canada.

Summary of Activities of the IEA Council 2016-2017

1. The President, Yushi Fugita, is working on a number of fronts, including being the international face of the Association. Additionally he is looking at a three year plan of

stakeholder engagement (companies, government, universities, labour organisations, health organisations etc.) and encouraging member societies to also do this as highlighted in the *Future of Ergonomics* paper developed by Jan Dul et al, *Ergonomics*, 55 (4), 377-395. He is also encouraging the expansion and development of networks of Human Factors and Ergonomics societies.

At present there is the Federation of Ergonomics European Societies (FEES), United Latin American Ergonomic Societies (ULAERGO), South East Asian Network of Ergonomic Societies (SEANES), the new African network known as ErgoAfrica, and an Oceania group including possibly also the Middle East, which ran the Asian Conference of Ergonomics in Design (ACED) this year in Japan.

Australia has been informally invited to be involved in sharing our professional certification processes with the ACED group. Additionally there is also an international network of countries including Brazil, Russia, India, China and South Africa known as BRICS.

These groups are or are to be linked by MOUs. These networks can then also connect with affiliated IEA societies, societies of related disciplines and research groups etc. The President also sees the IEA as becoming a centre of cutting edge information for HFE sciences through the technical committees.

A new ad hoc technical committee entitled Disruptive Technology has been set up with this in mind. Further he has set up an ad hoc committee on the Future of Ergonomics led by Sarah Sharples past president of the CIEHF of the UK and preliminary work has begun on a Future of Work Task Force, in line with an ILO initiative, and led by Juan Carlos Hiba of Argentina.

2. From an administrative perspective the IEA is now registered in Geneva in Switzerland and a part time secretariat was trialled successfully in 2017. With regards to funds the IEA, which is financed by federated membership capitation fees, profit from the IEA triennial congresses and donations, made a loss (about US\$15,000) in the FY 2016.

The highest expenditures were for outreach activities and the website. Additionally, fees from federated societies have decreased and there was no capitation from the IEA 2015 Congress. The auditors of the finances this year were David Caple and Christine Aickin. They have agreed to do this next year also.

3. The IEA Liberty Mutual Award for 2016 was awarded to Stephen Bao and colleagues for their article: "Relationships between job organisational factors, biomechanical and psychosocial exposures" - Stephen S. Bao, Jay M. Kapellusch, Andrew S. Merryweather, Mathew S. Thiese, Arun Garg, Kurt T. Hegmann & Barbara A. Silverstein, *Ergonomics*, 2016;59(2):179-94. Although the Liberty Mutual Research Institute closed its doors in mid 2017, Liberty

Mutual will continue to financially support this award.

4. Additionally, this year 7 Federated Society members were approved for the IEA Fellow Award including:

Kazuo Aoki – JES (Japan)
Veikko Louhevaara – Finnish Society
Martti Launis – Finnish Society
Knut Inge Fostervold – Nordic Society
Richard Wells – ACE (Canada)
Nancy Cooke – HFES (USA)
David Rempel – HFES (USA)

5. Finally, the IEA committees are active as follows. Refer to www.iea.cc for further information:

- a. International Development - promoting, coordinating, and implementing ergonomic activities in industrially developing countries by supporting local and regional initiatives concerning research, development, training, and conferences.
 - b. Communications and Public Relations – Christine Marks represents HFESA on this committee which is looking at promoting Global Ergonomics Month.
 - c. Professional Standards and Education Committee – Trudy Tilbury representing the HFESA has been involved regarding professional certification but has resigned this position. This group has been looking at the professional certification processes across IEA and is now reviewing the IEA core competencies. A list of HFE courses in each country which is a federated member is being compiled.
 - d. Science, Technology and Practice - there are 27 committees and Jennifer Long of the HFESA chairs the Visual Ergonomics technical committee, Daisy Veitch co-chairs the Anthropometry technical committee, Gunther Paul chairs the Human Simulation and Virtual Environments technical committee, Robyn Burgess-Limerick co-chairs the Mining technical committee, Richard Bowman chairs Slips, Trips and Falls technical committee and Dave Moore of HFESNZ chairs the Agriculture technical committee.
 - e. Information and Communication Technology Ad hoc committee – supporting the IEA website.
6. The meeting in 2017 was held in Singapore on September 2nd -3rd and the next meeting of the full IEA Council is to be held in Florence, Italy on August 24th – 25th 2018. At this meeting the new President will be elected. Christine Aickin and Jodi Oakman will be representing the HFESA at this meeting.

Christine Aickin

Jodi Oakman

IEA Council Members



IEA Congress 2015
July 2016 – June 2017

In August 2015, the HFESA hosted the 19th Triennial Congress of the International Ergonomics Association in Melbourne, themed “Reaching Out”.

MCI Australia, the IEA 2015 Congress Conference Organiser, finalised the accounts on 11th July 2017 (nearly two years after the event), and a formal report was forwarded to the IEA. The below is a summary of that report.

The Triennial Congress is the highlight event of the IEA and each Executive. It provides members from around the world with a platform to share knowledge and research, network, meet each other and form groups.

The organising committee consisted of:

- Christine Marks - Convenor (HFESA)
- Gitte Lindgaard (HFESA)
- Verna Blewett (HFESA)
- Margaret Cook (HFESA)
- Rosemary Seva (PHILERGO)
- Barbara McPhee (HFESA)
- Robin Burgess-Limerick (HFESA)
- Dave Moore (HFESNZ)
- Leon Straker (HFESA)
- Michael Regan (HFESA)
- Stephen Legg (HFESNZ)

In keeping with the 'Reaching Out' theme, the Organising Committee invited students to design the logo for the Congress. The selected logo was designed by Alyssa McRae-Mason, a design student from Canberra University.

There were five Keynote speakers representing the diversity of the IEA family in both practice and research. From their different perspectives, they focussed on the theme of 'Reaching Out'.

They were:

- David Dunstan (Australia);
- Sue Hignett (United Kingdom);
- Clas-Hakan Nygard (Finland);
- Gaur G. Ray (India) and
- Trent Victor (Sweden)

There were 1,332 abstracts submitted and 729 oral presentations included in individual sessions, forums, seminars and workshops and 73 poster presentations. The Scientific

Program included a very successful Students Program with several sessions dedicated to student projects and theses and an inexpensive and well-attended social program. The IEA Executive advised the Organising Committee to aim for 900 delegates because of the distance and costs involved in travelling to Australia. We achieved 963 delegates including 63 Free of Charge (including keynote speakers, sponsors, exhibitors and IEA delegates).

The final figures indicated a surplus of \$573.33, in addition to the seed funding of \$25 000. This enabled the Society to return the seed funding to IEA and to bank the surplus into our account. It should be noted that with the support of the IEA Council no capitation dues were deemed payable to the IEA.

Overall, and despite only a small financial surplus, the Organising Committee considered the Congress a success as it met its aims in terms of diversity, information exchange, social contact and advancing the aims of ergonomics and humans factors across the world. The general feeling of the conference was very collaborative and friendly with many attendees making positive comments on the 'feel' of the Congress.

This report was prepared by Christine Marks, Convenor with significant contribution from members of the Organising Committee.

Christine Marks
IEA 2015 Congress Convenor



PAB Report
July 2016 – June 2017

The professional practice governance of the Society has run smoothly this year. There are currently 83 CPEs (78 CPEs & 5 Fellow/CPEs). There were 80 CPEs this time last year. There have been 2 CPE resignations including a retirement since last year, and 1 CPE is on Maternity Leave. The PAB also noted the passing of CPE Fellow Roger Hall. There were 5 applications submitted for CPE certification. Four 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.

Maintenance of Certification (MOC)

All CPE members of the HFESA must complete the CPE Maintenance of Certification (MOC) process every three (3) years to maintain their CPE status within the HFESA

This record gives an indication of the work undertaken over the last 3 years, and to be successful a CPE must demonstrate a minimum of 150 hours in Applying their skills and a minimum total of 150 hours in serving, updating, share and developing themselves and the profession.

This year, 21 CPEs submitted their Maintenance of Certification record sheets for the 3 years of 2014-2016 and all were recertified.

In addition, 10% are audited in more detail, and this year 3 audits were undertaken - again all successful.

The next group of CPEs (2015-2017) have been asked for their record sheets and these are coming in progressively due 1 November 2017. This is a larger group of 35 and there will be 4 audits undertaken in due course – Q1 2018.

The 2017 MOC committee started well with three members but one had to pull out due to personal commitments.

This year there will be opportunity for other CPEs to join the Maintenance of Certification Committee.

Richard Sutherland

Maintenance of Certification sub-committee Chair

CPE Logo

The PAB has developed some simple guidelines for current financial CPEs to use a logo on professional letterhead indicating their status. The logo is simply the HFESA squiggle with “Certified Professional Ergonomist” below in small print. The guidelines will shortly be available on the website (subject to Board approval at the November 2017 meeting).

Mentoring

There have been no referrals for mentoring by the PAB. There have been no requests for mentoring.

Mentoring is for members wishing to progress to CPE status but do not yet feel they fully meet the requirements. This is not an exercise in compiling relevant materials for a CPE application. Mentoring is an exercise in assisting members who are down the journey toward certification but need assistance in demonstrating CPE capability in their work.

The mentoring committee will assist the member in the professional development necessary to be working at CPE status. This is as per the current arrangements only the applicant can request the mentoring prior to a submission. Applicants should discuss their progress toward CPE with the PAB chair who will make a determination about whether to recommend the applicant to the mentoring committee. This is to save wasting the mentoring committee's time, and some applicants may well be able to progress to a full CPE application already.

The intent is to have members actively seek to upgrade their membership level and often just discussing a CPE application requirement is enough to resolve issues for members. The qualifications, period of membership and contribution to the Society all need to be in place already.

Members considering becoming CPEs are encouraged to use the mentoring process.

Stephen Hehir
PAB Chair



HFESA 2016 Conference Report **July 2016 – June 2017**

The HFESA 2016 Conference was held at the Crowne Plaza Resort, Surfers Paradise QLD from 6-9 November 2016.

The Conference Committee completed a post conference review and submitted a final report in February 2017.

The Post Conference review report has been included on the following pages.

HFESA 2016 Conference Committee

Issue	Committee perception			Why
	Great	Good	Not so good	
Amount of notice to hold the conference	X			Notice from Executive to Branch Committee was provided well in advance.
Success Criteria	X			Alignment to vision Total Customer experience Professional Development Networking opportunity Value for money Attendance (Targeting 165) and Positive cash flow.
Committee Structure	X			Conference Convenor - Lindsay Shorley Scientific Convenor - Robin Burgess-Limerick Social Convenor- Jenny Bates Treasurer/Sponsorship Coordinator- Suzanne Johnson Smaller committee viewed as swifter in decision making and task completion. No PCO was engaged due to the skills and experience existing within the committee. Invaluable ongoing support was provided by The Secretariat. 2 Volunteers contributed closer to the event - Olivia Yu and Danielle Brown.
Conference Theme		X		Healthy Safe and Productive by Design.
Location	X			The Gold Coast proved a very popular location.
Timing		X		The dates of 6-9 November were chosen to include Academics, include good weather, exclude the Melbourne Cup and exclude competition with Schoolies and achieved these goals. Challenge to gaining student attendance presented as the same dates competing with student exam block.
Conference Model		X		Single stream, invited papers and call for poster presentations with 3 minute podium presentation. Presentations on days 1 and 2, PD Workshops on Day 3. National Keynote opened Day 1, International Keynote opened Day2. Welcome Function evening of Sunday 6 November. Gala Dinner evening of Monday 7 November. Discontent was expressed by some hoping to have their University fund their attendance by presenting a submitted paper. The strategy of Inviting speakers to a single stream event did not enable this.
Venue selection	X			Crowne Plaza was chosen from 5 shortlisted venues, venue evaluation by site visits and consideration against the Success Criteria and risk.
Scientific Program Schedule	X			1 hour Keynote slots, 25 minute invited speaker slots, 3 minute Poster Presenter slots, ample timing for networking in breaks, Day 2 lunch extended to incorporate meetings of CPE's, SIG's and Regulators.
Speaker selection	X			Scientific Convenor identified and engaged targets through initial Committee brainstorm and subsequent workflow management.
Speaker Content	X			Generated by Speakers in consideration of the theme.
Speaker engagement	X			By email from Scientific Convenor - detailing the event and benefits. The good standing of the Scientific Convenor made this stage seem effortless.
Delegate Accommodation take-up		X		In-house accommodation option negotiated savings of \$30/night across all room types to maximise networking of the cohort. Not heavily patronised due to Web based discounting and sharing options (Airbnb, Wotif etc).
Conference website	X			Early definition of delegate needs, orientation and social events enabled development and an early launch of the site which survey respondents indicated as their main and most valued source of information for the conference.
Registration System		X		Cvent was used due to its availability by Society contract for events. Challenges appeared as: Not seamless, unable to fully trust numbers for catering due to non-inclusion of Exhibitors - (Manual cross-matching resolved this). In future it is recommended to align with the budget spreadsheet- as it was clunky cross checking to the budget. Registration benefits from having a "Closing date" which enables accurate figures to be collated and provided to venues. To have no close of date allows for walk up registrations BUT impacts the budget by the requirement to pre pay an anticipated number of day delegates in anticipation. The reason for this is that final numbers must be given to the venue for catering and place setting days before the event. PD Workshop definition incomplete at time of opening registrations.
Sponsors			X	No Gold Sponsor secured. Silver Sponsor - WHSQ (Terminology was amended to "Premium Sponsor"). 1 Workshop sponsorship - SWA. Some sponsors needed to be followed up several times for payment. Requiring payment prior to conference commencing would reduce workload. Ensure the sponsors appreciate we can't release delegate information to them- it is up to sponsors to incentivise receiving contact details.

Issue	Committee perception			Why
	Great	Good	Not so good	
Exhibitors		X		Exhibitors in previous years were seen as cost neutral and were not granted entrance to social events Remedy was provided by the Committee decisions to increase the Exhibitor rate to \$3k and value add by actively supporting their introduction to all social events and the scientific program. This was of high appeal to exhibitors and increased revenue to the point of generating profit. Although exhibitors generally reported positive experiences with the conference, the lunchtime meetings scheduled on the Tuesday dramatically impacted on patronage of the exhibitors area. All exhibitors noted the quiet lunch period. Consideration needs to be given to whether the exhibitors area is closed during this meeting period or alternate meeting times are scheduled for breakfast / later afternoons?
Budget		X		Final Budget Report attached. Delegates attending: 140 Sponsorship totalled: \$28,150 Exhibitors attended: 5 Exhibitor fees received: \$12,750 Profit generated: \$11,143 , includes Board accommodation or \$15,902 taking Board expenses out N.B cvent costs and secretariat time is not included in these amounts.
Speaker Benefits		X		International Keynote: Economy return international airfares, accommodation and registration National Keynote: Domestic return airfares, accommodation and registration Invited Speakers: Accommodation and registration Poster Presenters: Opportunity to show case their work Workshop Facilitators: Opprotunity to showcase their work
Conference Committee Benefits		X		Complimentary registration and a gift by President.
Communications	X		X	Website populated and published very early. Putting time into definition early gave certainty and reduced the demand of communications towards the event. HFESA Connect was the next most valued form of information followed by emails. Social Media (Linkedin and Facebook) was not valued at all by survey respondents. This must question the considerable time and effort invested in developing that section of the communications plan.
Tools developed by the committee		X		Conference Website Dropbox Conference folder Cvent Process Budget and template Sponsorship Prospectus (9 pages) and flyer Exhibitor Kit Speaker and Facilitator Conference Joining Benefit Structure Sponsor and Exhibitor engagement tools, Delegate Networking Bingo Delegate Call for Abstracts- Template Post event survey - Survey Monkey Conference Plenary Schedule and program Venue contracts Post Conference Summary Report
Board Ceremony & process			X	Fell through the cracks - Future events would benefit from purposeful discussion between the Board and the Committee on the content, timing and format of presentations and announcements. This area felt clumsy and appeared hit and miss to survey respondents.
Effort			X	The Committee believed that the addition of a PCO would add both cost and complexity. To the benefit of HFESA this meant that each Committee member contributed considerable time and effort.
Conference Manual			X	At 96 pages the manual was bulky, not easy to recall and presented more as a compliance tool rather than a process and criteria to empower success.
Learnings		X		Sponsorship The 2016 Committee believe that Sponsors and sponsorship are realised through relationships not communications, their engagement and contribution is time critical. Company budgets must be able to reflect sponsorships for the financial year of the conference meaning that the Executive, Board and Conference Committee must be engaging and exploiting relationships for sponsorship well before March of the preceding year.
			X	Sponsorship for the potential value of the prospectus offering would benefit from a dedicated resource for a period (e.g. October to March). The Executive must be involved in the hunt for a Gold Sponsor from two years out from the event.
		X		A new form of sponsorship which gained the promoter access through the Secretariat's email member distribution listing was pioneered by ErgoEnterprises. This company paid for access to email contact with members to promote a software training event the day after the conference.

Issue	Committee perception			Why
	Great	Good	Not so good	
		X		Do not feel you must have details to show before engaging potential sponsors. Promote on the theme, prospectus, past performance and potential of the event. Actively engage potential sponsors through the Executive, Board, Committee and State Branches. Time the engagement approach to begin in the spring preceeding the year of the event and seek to gain commitment and definition of sponsorship level before the end of March in the year of the event (If the organisation budgets for it, the conference will get it).
				Challenges
			X	Unwanted rework and distraction took away from the positive experience of the committee when: The provided 26 page Sponsorship prospectus required extensive re-work to be usable (3 Days) and Executive challenged on the issue of the Committee attempting to secure Fly Buys points from venue contracts before a use for the points had been defined. From such a busy platform it will always be possible that in securing value adds, recognised sequences and authorisations may be out of step. Subsequent communications eroded trust and proved an unnecessary distraction to the process. Half of the points were lost as a result of directions and the remaining half were translated to prizes for Poster presentations.
			X	Conference is an issue competing for time with career, family, social and health aspects of the committee member's already stressful lives. Each committee member weathered significant family and career impacts during the preparation phases. Half of the committee indicated a single event of feeling "Overwhelmed" during the course, support and monitoring were applied.
			X	Each person encountered their share of significant family and/or health challenges during the course of preparations, the team strength and support mostly compensated for this.
			X	The conference proceedings were a little 'light on' as presenters were not required to submit papers. In future, greater consideration could be given to what the proceedings will look like in advance.
			X	Email hack took out the Convenor's Gmail account with two days to the event. USE THE HFESA EMAILS! They are protected. Be aware that even with the HFESA emails- you will receive suspicious requests for vendor payments and other, always verify with phone calls if you are not sure.
				Customer service, service delivery of contract by :
				Crowne Plaza
		X		Crowne Plaza were very committed to winning the event and highly supportive during the mid preparation stage. The Hotel went through a sale, staff replacements required time investment to ensure negotiations reflected accurately in the contract. Heartache encountered immediately pre event when Event Manager went on maternity leave and her replacement was more focussed on Compliance to Hotel policy rather than solid customer service provision, managed upwards to resolve. Crowne Plaza divolved Audio Visual and provision of Facilitator tools and materials to Myles AV. The provision of "smaller" essentials like connection from presenter laptops to the venue's system and provision of sufficient flip charts, white boards and whiteboard pens proved the only last minute challenge (Day 3).
		X		CPE's, SIG's and Regulators all wanted own rooms to meet during the extended lunch of Day 2 (some at short notice), single stream did not enable multiple rooms availability, cost prohibitive at \$500 per room, used informal spaces of the venue and the empty plenary room. Seek early expressions of interest from delegates as to their meeting intentions and develop a schedule for all to see (as some meetings clashed).
				The Marriott
			X	A generous event package was negotiated by the Social Convenor, details were reviewed and risks discussed, the 5 hour drinks package stalled in its provision after the main meal and did not recommence until challenge was provided near 10:20pm. Challenge to management took place immediately post event and discussions saw a refund of approximately \$1200.
				The Band
		X		Oz Latin Bros committed to play at the Gala Dinner. Engagement discussions secured the band and a number of Latin dance instructors as a value add An absence of definition of ceasing time saw the band stop playing and start packing up at 10:30 pm with no provision of recorded music as fill in.
				Performance and risk management focus. What worked well?:
	X			Team cohesion - maintained through regular breakfast meetings and was a valuable commodity.

Issue	Committee perception			Why
	Great	Good	Not so good	
	X			High attention to detail wins for: Planning Negotiations Contract development Interface between providers Communications Dietary Considerations Checking registrations and total attendance ahead of providing final numbers to venues
	X			Early definition of needs and issues enables achievement and communication to manage expectations.



Board Conference Liaison Report July 2016 – June 2017

The 2017 HFESA Conference Organising Committee is listed below.

Conference Committee:

Co-convenors	Robyn Coman Sharon Todd
Treasurer	Alison Bell
Scientific co-convenors	Carlo Caponecchia Melissa Baysari
Sponsorship co-ordinator	Katrina James
Social events organiser	Sharon Todd

Conference Website

Content continues to be updated and/or added.
Committee working closely with the Secretariat.

Budget

Alison Bell (Treasurer) reports: Income: \$147,164
Expenses: \$75,672 (this includes a \$10,000 contingency).

Registrations/ Marketing

Early Bird registrations: 108
Good early bird registrations thanks to major effort by Committee to promote including series of You Tube clips produced by Andrew Wright:
<https://www.youtube.com/watch?v=uiLse5YwYig>
Continuing to promote through website and HFESA Connect. Will be sending emails 3X weekly with updates etc.
Need to continue MAJOR promotion through Social Media/ networks.
Committee will also be writing to all Branch chairs re promoting registrations.
SECOND RAFFLE suggested: all new registrants and existing registrants who get another registrant to come – go in to draw for one ticket for Food & Wine Tour (Food Scape).

Early Bird – 'Illawarra Flame House' Raffle

Drawn.

Accommodation

SAGE. Conference Rates: Deluxe room \$142 per night: deluxe double room executive with balcony \$177 per night.

<https://www.snhotels.com/sage/wollongong/>

University accommodation: BANGALAY

Reasonable rates: \$85 - \$95. New facility. Information on website.



Transport

Information on website.

Pre-Conference social activities: Sunday November 26th

FOODSCAPE TOURS: booked. On website. Wine and food tour of Shoalhaven region.



Other options: Surfing lessons, sky diving, bike hire (info on website.)

Welcome Function

'Ocean Room' at UOW Innovation.

6.00 – 9.00pm

Entertainment: Tim Winterflood (Creative Arts student @ UOW).



(<https://soundcloud.com/timwinterflood>)

(<https://www.triplejuneearthed.com/artist/tim-winterflood>).



Tours of 'Illawarra Flame House': One hour duration – departing 4.00pm and 5.00pm. Guides sponsored by UOW.



<http://sbrc.uow.edu.au/news/UOW157974.html>

Satchels/ Printed programs

Organised. UOW providing satchels. Additional gift with logo under investigation. Several satchel drops.

Conference Dinner	<p>Lagoon Restaurant: http://www.lagoonrestaurant.com.au/ Entertainment: Sydney Conservatorium of Music students. "Flapper Band" –</p>  <p>Theme. Information on website. Black & Gold decoration scheme. Speaker: Barbara McPhee. Photobooth (with optional props) under investigation.</p>
Conference Venue	<p>University of Wollongong: Building 67. http://www.uow.edu.au/about/campusmap/beta/?building=67</p>  <p>Additional rooms booked to accommodate SIG, CPE and Workcover Inspectors meetings. Wi Fi will be provided by UOW.</p>
CPE Meeting	Tuesday breakfast meeting. Sponsored by UOW.
Conference site visits	<p>Illawarra Flame House Mines Rescue (Bus sponsored by UOW) Bluescope Steel, Port Kembla (Bus sponsored by UOW).</p>
Program/ Speakers/ Abstracts/ Sponsorship	<p><u>Draft Program available.</u> Final program will be released shortly. <u>Sponsorship:</u> UOW & Safework NSW confirmed. Still in consultation with several others. <u>Exhibitors</u> – finalised. Also several smaller sponsors. <u>Student Bursaries:</u> 10. One student had to withdraw. Students to be presented with certificate during conference.</p>
Head shot photographer	Investigating same.
Opening Conference	Prof Glenn Salkeld, Exec Dean, Faculty of Social Sciences, UOW. Will open.
Welcome to Country	Organised through UOW.

Suggestions from NSW Conference Committee for future conferences

- Development of a more consistent approach across the society to arranging sponsorship for events (eg. Branch events, national conference) to avoid confusion and duplication
- Create a cost benefit analysis for potential sponsors for the conference (some potential sponsors approached requested this in order to facilitate their decision making)
- Encourage members to do their best to avoid organising symposia/events at the same dates as the national conference, and then having them advertised by HFESA (Eg. UQRisk 2017 symposia) (though understood this could be difficult)

- Development of board member social media accounts (personal or corporate, eg. @hfesapres on twitter or Instagram) to publicise the conference in advance, and while in attendance
- Encourage all board (and general HFESA) members retweet/re-post social media posts that advertise the conference (note they may already be doing this).

Andrew Wright

Board Member - Conference Liaison



Australian Safety and Health Professionals Associations (ASHPA) **July 2016 – June 2017**

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 and Ergonomics Society of Australia (HFESA) and Safety Institute of Australia (SIA). Safe Work Australia also supports the work of this group.

This group has been in operation for four 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.

ASHPA meets three to four times per year and formally identified the following business strategies in February 2017:

1. Incorporate ASHPA
2. Develop a paper on the Future of Workplace Health and Safety
3. Develop an ASHPA website.

The association members are supporting these projects financially. This amounts to a maximum of \$4000 each in 2017.

The HFESA representatives include Christine Aickin, Margaret Cook and Jodi Oakman. The Chair is Amanda Sillcock of ANZSOM.

Christine Aickin, Margaret Cook & Jodi Oakman
HFESA ASHPA Representatives



DesignSIG Report

July 2016 – June 2017

Over the last twelve months, Design SIG has successfully merged with ARASIG. It held three meetings, one journal club and finalised the DesignSIG strategic framework and action plan. The SIG had an aim of holding several Professional Development events each year, which were the journal club organised by Alison Bell in March 2017, and a webinar presented by Daisy Veitch in April 2017, featuring World Engineering Anthropometry Resource (WEAR). Both were very well received.

In addition, the SIG had set goals of completing various activities which included:

- setup of a Dropbox
- preparing an elevator pitch for Design SIG;
- developing a list of design tools;
- compiling some case studies on design;

Group expenditure this last year has been minimal and spent on teleconferences but we have a request in progress to subscribe to the WEAR search-engine on behalf of our members.

Daisy Veitch, Belinda Cox & Claire Folland
DesignSIG Co-Chairs



Healthcare Ergonomics SIG Report

July 2016 – June 2017

Committee

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

SIG Meetings

Face-to-face meeting held November 9th, 2016, 12:30-1:15pm

PD event

Workshop on 'A human factors resource for health professionals and health service staff' was held on 29th June, 2017. Thirteen participants attended (see below).

Linkedin

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

A Human Factors resource for health professionals and health services staff

This is a joint initiative of HealthSIG, the Clinical Excellence Commission (CEC) and the Australian Institute of Health Innovation. The aim of this project is to increase HF awareness and capability among health professionals and health service staff.

On Thursday, 29 June 2017, a workshop entitled "A Human Factors resource for health professionals and health services staff" was hosted at the CEC. The purpose of the workshop was to discuss the development of Human Factors and Ergonomics (HFE) resources for health professionals and health service staff.

Thirteen individuals participated in the workshop. There was a broad mix of people with experience in Ergonomics, Human Factors, aviation, Health IT, research and clinical practice in attendance. The diverse perspectives, experience and points of view enabled intelligent and robust discussion regarding the appropriate format and content of the proposed resource.

A summary of the topics and perspectives discussed in the workshop was prepared and distributed more broadly for additional feedback. Post-workshop feedback was received from 16 individuals. This feedback was summarised and reviewed by a representative from each organisation (Melissa Baysari, HealthSIG; Thomas Loveday, CEC, Robyn Clay-Williams, AIHI). A consensus document was then prepared that outlines the proposed audience, purpose, form, and content areas for the resources. This consensus document is currently being reviewed by clinical stakeholders to ensure relevant for our target audience.

Melissa Baysari

Chair, Healthcare Ergonomics SIG



TranSIG Report **July 2016 – June 2017**

TranSIG's journal club has continued to prove itself to be an excellent meeting ground for the SIG to continue community engagement. This has been the main avenue for TranSIG expenses, but as of 2017, has changed with the move to a Zoom platform, courtesy of Central Queensland University.

July to December 2016 saw the continuation and conclusion of the 2016 "When Sh# Happens" journal club series, with 3 meetings as follows:

- Tuesday 16th August, 5 attendees. We discussed the 2014 Virgin Galactic in-flight breakup
- Tuesday 4th October, 6.5 attendees (one person commenced the meeting but was called away to deal with a railway incident). We discussed Hot Air Ballooning collisions near Alice Springs, and near Carterton, New Zealand.
- Tuesday 22nd November, 4 attendees. We discussed remotely piloted aircraft.

An evening TranSIG talk was held in Sydney hosted by Asset Standards Authority, Transport for NSW, with more than 20 attendees:

- 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.

A TranSIG meeting was conducted in conjunction with the HFESA 2016 conference at the Gold Coast to discuss future planning and PD events. There were 5 attendees. The possibility of an individual to succeed Airdrie or Anjum was discussed.

In May 2017, TranSIG hosted a major event courtesy of support for Asset Standards Authority, Transport for NSW (at no cost to TranSIG), on Human Factors in Light and Heavy Rail Operations: Current research and future challenges with 4 speakers. Details are follows:

- Future Proofing Urban Transport Networks, **Associate Professor Anjum Naweed**
- Cue Utilisation and Situation Assessment in Rail Operations, **Professor Mark Wiggins**
- Human Factors Challenges Associated with Automation in Transportation Systems, **Dr Gemma Read**
- Bridging the Research-Practice Gap in Transport Design and Investigations, **Professor Paul Salmon**

There were over 80 attendees, including HF professionals, people delivering transport to TfNSW and people within the transport cluster managing projects and operations.

The feedback from the session was very positive. The attendees represented a much broader section of the transport community than our other engagements. People across the whole life cycle (from planning, concept, design and operations) were represented. They all influence the experiences of end users.

In mid-2017 we planned an exciting '**Whodunit**' journal club series comprising four journal club meetings for the rest of the year. This will look at contemporary accidents and mishaps in a variety of transport modes to determine who or what is actually contributing to what happens.

We will also use the Zoom platform, courtesy of Central Queensland University, to encourage people to meet up and participate face-to-face within their respective States, with video conferencing to connect the groups.

'Whodunit' journal club series. "Surely it was Mr Human not Miss Design? Or perhaps it was Prof Procedures or Colonel Culture? Surely not Mrs Integration?! She seems so nice..."

Ongoing Action items:

Our ongoing action item is invariably succession planning. We are struggling to find new chairs to take over and continuing to Chair in the interim to maintain our momentum.

TranSIG wishes to continue as a SIG next year.

Anjum Naweed and Airdrie Long

TranSIG Co-chairs



ACT Branch Report July 2016 – June 2017

Committee and Membership

ACT Chair:	Lizzy Smith
Board Representative:	Wendy Elford
Secretary:	Elaine Beale
Treasurer:	Ele Weber (changed to Paula Bird)
PD:	Committee (Shared effort)
Committee members:	Lenore Gunning, Peter Manley, Jill Shanahan, Aileen Conroy

Professional Development Events

I'd like to extend my gratitude to the committee, the HFESA Board and secretariat Charlie Barlow for yet again organising an impressive schedule this year.

Our current theme is '*Work Design*'. We continue with our objective to run technical training on human factors as well as provide information about HFE to the broader community and up-and-coming designers.

AGM guest speaker

We had 21 people attend our AGM event. Our guest speakers were:

- *Petr Adamek, GM of Canberra Innovation Centre and Kiln Incubator "Start Ups"*
- *Colin MacDonald - Ebola experiences (Aspen Medical)*

Seminar

4-5 May 2017 - 'Work Design' seminar with Dr Kirsten Way, Prof. Sharon Parker, Dr Florian Klonek and Dr Wendy Elford. Attended by 20 professionals. The Board received an event report with recommendation to deliver the program nationally.

Journal Club

Our lightly attended Journal clubs engaged us with robustly discussed articles. We covered the topics:

- Co-working spaces and remote work
- Hearing loss for the older worker - a hidden issue in our workplaces.

Outreach Activities

1. Executive Breakfast - 'Transformative Outcomes through Innovative Work Practices' Event. 17 registrants. The concept was to provide a place for senior

managers and Executives to learn about work design from Prof.Sharon Parker and build relationships with the local HFESA members.

2. No site visits this year.
3. Lizzy Smith coordinated a response for the HFESA Board on the Innovation consultation paper: Innovation and Science Australia's 2030 Strategic Plan (Department of Industry).
4. CIT design students talk.

Membership

ACT has a small long standing membership group. Our profile: 20 Members (compared to 21 in the previous year)

Affiliates – 5 current (1 expired)

CPE – 2 current

CHISIG Medal – 1 current

Fellow – 2 current

Full Member – 8 current

Retired – 2 current

Total – 20 members.

A number of our members went through major life transitions this year (changes to employment and retirements). One member gained Certified Professional Ergonomist (CPE) status.

It is imperative that we continue to engage with our communities in design, start-ups and digital worlds to maintain relevance. The professional domains of design, user experience and systems are increasingly well-serviced and achieving higher profile in many sectors. HFE professionals should be involved in that demand.

Student Prize:

University of Canberra (UC) or CIT did not award the prize this year as yet. UC changed their sponsorship beyond our reach so the committee decided not to offer awards to UC design students without further discussion with UC.

Sponsorship

Thanks to members who donated their time over the year to coordinate and assist at our events. Thanks to Schiavello who sponsored the venue for the Executive breakfast.

Committee Business

The committee meets on the 3rd Thursday monthly over breakfast. It's a great networking opportunity.

Social

An established part of our annual calendar provides casual opportunities for members and guests to socialise, share 'work hacks' and find job opportunities. We sponsor two social events:

- Christmas celebration in December
- Annual Fireside Dinner in July.

Lizzy Smith

ACT Branch Chairperson



NSW Branch Annual Report

July 2016 – June 2017

Committee recognition

I would like to formally thank the outgoing 2016-17 Committee for their enthusiasm and assistance to the Society in keeping the society moving and launching our Ergo Big Night Out and Mix and mingle events.

Secretarial duties – thank you to Robyn Coman for keeping the committee on track with detailed Minutes of meetings given the large volume of work required to organise the annual conference which promises to be an excellent event.

This year we launched our Professional Development as a committee in the form of the Ergo Big Night Out and Mix N Mingle events. The most important part was to secure a venue that worked for these events for both our budget and enabled our members and I am really excited that we have found a venue and an event format that is working.

Contributions from Committee members – Jane Imrie, David Smith, Andrew Wright, Claire Folland and Katrina James. A huge thanks you for your contributions to the meetings/PD and view ideas/attendance at events and stepping in when I have been away.

Glen Smith sent a formal resignation from the committee in October 2016– sorry to see him go but thanks Glen for the pub night ideas that we talked about before you left.

Welcome to New committee Members – David Smith and Andrew Wright who have injected new ideas into the life of the NSW committee. I sincerely thank you for your input.

NSW Membership

The membership total across NSW has remained constant in the last financial year; however there are a number of fees overdue. If these members do not pay their fees we could see a significant reduction in our membership. Overdue membership is a significant concern. The NSW Committee has taken to calling some of these members in the last month to remind them that their fees are due. A late/rejoin fee is charged after Sept 30. The remaining members with fees outstanding will be called in the next month to remind them.

Membership retention is a matter of great concern for the society and is being addressed nationally. The NSW Committee has launched some new initiatives in the hope that we may be able to boost the profile of the society.

Professional Development

We have not had a PD co-ordinator this year but have organised PD events as a committee.

We started the year with a plan to change the way the society conducts PD events in an effort to increase membership by involving students and colleagues in regular more informal events rather than just one conference/or knowledge through sharing. This enables a tighter control over our budget as well.

This year this ensured that we did not compete with the national conference being held in NSW this year and would give us the scope to conduct events on a regular basis Sydney and some regional areas from time and time, to encourage new people to join the association.

With this in mind we commenced the Ergo Big Night Out and Mix n Mingle nights. These events have promoted regular contact and provide an opportunity for a speaker each quarter.

As this was the first year we started with Christmas drinks in December 2016 and found that this was well attended.

We then arranged for a regular event approximately every two months and at least two speakers throughout the year. We have been able to run one event in Wollongong to network with our south coast colleagues and some of the UOW students. We average 17 people per event in Sydney and we had 8 people attend our Mix n Mingle in Wollongong.

We have also conducted a site visit to Australia Post Chullora thanks to Claire Folland.

In February 2017 we attempted to conduct a site visit with the Forestry Commission Nursery in Tumut. Sadly we did not have enough people to run the event, and had to cancel. We hope to run a visit to the Harvest site in southern highlands or Bathurst in 2018.

In March we conducted our First Ergo Big Night Out with Thomas Loveday as a speaker from the Clinical Excellence Commission.

In May 2017 we undertook a small group Tour of the Australia Post Parcel Facility in Chullora.

In July 2017 we had an Ergo Big Night Out with Alison Bell presenting her work on Packing and the impossible task of physically opening your food if you are in hospital.

We have found that if we charge for these events we can cover the costs of the venue with just 15 people registered. We plan to charge for all ergo big night out events in the future with the mix and mingle nights being free of charge.

In November this year we are hosting the National HFESA Conference and many of our committee have been heavily involved in the co-ordination of this event. Registrations are going well and we hope there will be many more.

We are proud of our achievements this year and trust that we can fine-tune these events in 2018 to include more regular speakers.

Sharon Todd
NSW Branch Chair



Queensland Branch Report July 2016 – June 2017

The Qld 2016 – 2017 Branch AGM was held 4 August 2016 at the Ship Inn, 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: Lindsay Shorley
Board Representative: Ann Morgan
PD Coordinator: Michelle Low
Committee Members: Jenny Bates, Diane West, Adrienne Tracy, Danielle Lynas and Suzanne Johnson

Qld branch strategy has been developed via a variety of face-to-face meetings & teleconferences during this term. The committee has continued to promote the Society as opportunities have arisen e.g. committee members supported the Qld Musculoskeletal Symposium 2017, by running an HFESA exhibitor table to promote the society to new and existing members - multiple flyers were handed out and numerous individuals were engaged with regarding the benefits of ergonomics, the society and various membership options. In addition, discussions were held with various SIGs in relation to co-hosting future PD events.

Professional Development Events

The table below summarises PD opportunities promoted or organised by the Qld branch committee. During this term, the committee trialled a new system for delivering PD events, to share the load more equally amongst committee members, given that branch activities and workload tends to revolve around delivering such events. This system seems to have worked well, with all committee members making significant contributions to the delivery of events. Two successful breakfast events have been delivered during the first half of 2017, and an upcoming site visit is planned. Furthermore, a draft PD program for 2018 has been developed – refer to the PD Coordinator's Report for further details.

The PD events have generated a modest surplus – refer to the Treasurer's report for further details. Many thanks to committee members who organised the events and to our generous speakers for delivering these events.

Date	Presenter	Topic
Oct 2016	WHSQ	Safety Month events promoted via HFESA Connect
Nov 2016	Various	HFESA Gold Coast Conference
20 April 2017 Breakfast	Ron Day Michelle Low	Design Design Design – Did you know you are a designer? Welcome to your world! Designer products - which are best?
7 June 2017 Breakfast	Dr Maureen Hassall	HFESA & RMIA Joint event: Leveraging Human Factors in Risk Management
Nov 2017	Various	HFESA Wollongong Conference
13 Dec 2017 Site visit	Brett Simpson	Clem 7 Tunnel Control Room, followed by Christmas drinks/social event

Andrew Petersen
Q-HFESA Branch Chair



South Australia Branch Report

July 2016 – June 2017

During 2016-2017, the South Australian Branch was led by the following office holders, elected at the AGM held on Thursday, 20 October 2016:

Chairperson: Ramona Ramamoorthy
Secretary: Nicole Walters
Treasurer: Paul Dewing
PD Coordinator: Paul Dickinson
Board Representative: Ramona Ramamoorthy

General committee members

Helen Moody, Sara Warren, Heidi Turbill, Valerie O'Keefe, Mardi Webber, Anjum Naweed, Saody Lee, Jennie Window and Silvia Pignata.

During the year, the Committee had the pleasure of welcoming new member, Janette Rose and student member, So Young Lee.

Professional development

The following PD events were run by the SA Branch:

19 October 2016

HFESA/RTWSA joint PD session – Incident Investigation.

10 May 2017

Daisy Vietch - Applied Anthropometry in Designing Mannequin Breast Models for Clinical Breast Examination (current PhD research and update).

8 June 2017

Lena Kimenowski of CADwalk Global (formerly Jumbo Vision) - demonstration of their interactive visualization tool for life-size room design and space optimisation at their Mawson Lakes facility.

Membership status

At the 19 April 2017, the SA Branch had 39 members, with 7 of them being student members. Since then, two of the general committee members resigned as they are no longer members of HFESA.

Future

The biggest challenges facing the SA Branch is retention of membership, adding to the existing membership and trying to attract more members to PD events. Most PD events although free, are mostly attended by committee members.

Ramona Ramamoorthy
SA Board Representative



Victorian Board Report **July 2016 – June 2017**

The committee members for the 2016/17 year are:

Branch Chair:	Wes Wilkinson
Board Representative:	Wes Wilkinson
PD Coordinator:	Steph Cassidy
Committee Members:	John Culvenor, Stephen Hehir, Steve Isam, Margaret Juhasz, Brendan Grimes, Veelyn Tan, Rob Hanna

The Victorian HFESA branch organised a number of PD Sessions and KTS 2016

- KTS 2016 was held on 7th September at Radisson on Flagstaff. The involvement of a major sponsor in KTS 2016 saw the seminar return a modest surplus whilst presenting a program of quality topics. The event was well attended with 30+ registrations.
- October 2016 – PD session – Tim Horberry MUARC – Human Centred Safe Design
- 23 Feb - Networking / Social Evening
- March 2017 various Open House Melbourne Events – Good Design (Invitation for members to attend)
- Site Visit to the Blood Bank Processing Centre in West Melbourne. 17 May 2017
- Committee meetings & social /professional networking evenings held alternate months between PD sessions such that an event or meeting was held each month.

In summary, the 2016-17 financial year was a year of change with a new committee elected in October 2016 and planning of the 2017 Activities Calendar being completed as the first task.

The goals were to:

- re-establish a full PD program,
- re-invigorate the KTS day seminar
- working towards establishing our position as a peak body
- networking with other societies
- improving engagement with the membership
- business planning for 2018

Thank you to all members of the retiring 2016 HFESA Vic Branch committee for their efforts, participation and commitment and a special thanks to the new committee for their involvement, hard work and support in 2017.

Wes Wilkinson
VIC Board Member



The 2016/2017 financial year was an active and successful year for the WA Branch.

Committee Members

The current WA Branch committee positions are as below:

Branch Chair	Eng Soon Chew
Treasurer/Secretary	Kath Jones
	Wendy Pietricola
WA Board Representative	Angela Summers
PD Coordinators	Sam Huf
	Ari Antonovsky
Committee Members	Mel Allsopp
	Marina Cicarelli
	Louise Coubrough
	Gisella Gmeinder
	Jean Mangharam

Memberships

Memberships over the preceding years have varied from 105 to 98 to 112.

A presentation was given to Graduate students in the Work Health and Safety program at the University of Western Australia on the benefits of becoming a HFESA member. Promotion to students from Curtin and Edith Cowan Universities have also been undertaken to promote new future memberships.

Professional Development Events

Program Update November 2016 to July 2017

The 16/17 PD program continues to see some success to date with 60 attendees to our five events to date. Our aim has been to try to maintain momentum throughout the year to engage the WA HEFSA membership and offer the opportunity to new members and students to participate in a program of scientific talks, practitioner seminars and site visits. Our key venue is at Curtin University for many of the presentation style evening talks. A brief summary of the PD activities follows:

24th Nov 2016: Curtin University

Rodney Powell: The elephant in the room: Tackling the thorny issue of cumulative injury risk.

Rodney, WA Department of Commerce – WorkSafe, described an ongoing review of WHS risk assessment processes and procedures. A new approach is under consideration that accounts for the accumulation of risk events in a long duration work programs. This innovative framework offers an evidenced based way forward.

23rd Feb 2017: Curtin University

Dr Andrea Jia: *Heat stress on construction site: developing an organizational structure and culture for effective management*

Andrea, a Research Fellow at the School of Built Environment at Curtin University presented her fascinating recent work on heat stress management, construction safety management, human resource management and professional institutions. The research is set in tropical environments of northern Australia and further afield in South East Asia. Very interesting cultural differences emerged – not necessarily boding well for some Australian workers.

21st March 2017 Site Visit: Ergolink

Cameron and Jeanne Rogers, owners of Ergolink hosted a visit to their business guiding us through their unique mix of ergonomic office products.

HFESA WA Secretary: Wendy Pietrocola (CPE) also led a practical discussion on sit-stand solutions for office workplaces, the demand for which, has increased exponentially over recent years. Excellent sandwiches were partaken as well (ed).

25th June 2017 Site Visit: Backsafe

June saw us hold an event at local WA Backsafe show rooms where we were treated with a tour of a range of products offering solutions for safer work environments such as storage, movement and material handling. The local agency has a large range of products and has the expertise to design and fabricate custom solutions such as a Four Wheelie Bin trolley (not the technical name) for use in a local hospital.

26th July 2017 Safety Institute of Australia: Managing Violence and Aggression in the Healthcare Workplace

HEFSA members were invited by Mellissa Allsopp (a member of both SIA and HFESA) to a very inspiring seminar given by Trevor Lawson on proactive means of managing aggression called *Verbal Judo*. This was very well attended event. Some 8-10 HEFSA members were involved out of an attendance of 50. This event clearly created a great deal of interest. Reports are that the speaker was very switched on and certainly had the experience to back up what he had to say about using language to deal with very difficult situations.

18th August 2017 HFESA AGM: Dr. Caroline Knight

HEFSA-WA's final event for the year is a talk as guest speaker at our August AGM. This talk will discuss Dr. Knight's recent work: *"... involving two studies which investigate the role and effectiveness of interventions to increase work engagement in employees. The first study involves the results of a systematic review and meta-analysis of work engagement interventions, revealing important insights of practical utility to organisations and researchers around the types and styles of interventions which may be effective. The second study focuses on a participative action research project to increase quality of care and work engagement in nursing staff on acute elderly care wards in the National Health Service, UK"*. The venue for the AGM this year is Curtin University. We are looking forward to a great evening.

All in all we have had a fairly successful set of PD events this year. Numbers attending the events have been a little disappointing. Looking back we may have

been a little too ambitious with our original planning. We have certainly had quite a diverse set of topics. Our practitioners appear to support the site visits, while our academic colleagues are more tuned in to the research seminar format. It appears that joint events with the likes of SIA might be away to get our HESA message out there. We will discuss these issues in due course and plan a way forward.

Sam Huf
PD Coordinator

Budget

All income and expenses related to Branch activities are handled by the National Secretariat. The table below summarises the income and expenditure for the Branch activities from 1/07/2016 to 30/06/2017 and for the 2018 National Conference, based on the figures provided by the Secretariat.

01/07/16 – 30/06/17 – WA Branch activities	
<i>Income Branch PD Events</i>	Excl GST
Technical meetings (non members' attendance fees)	\$ 91.94
Total	\$ 91.94
<i>Expenses PD Branch Events</i>	
Technical meetings / PD event expenses	\$234.37
WA Branch meeting expenses	\$ 62.27
Board meeting expenses	\$
Total	\$296.64
Net profit/loss	\$204.70 -
2018 HFESA National Conference	
<i>Expenses</i>	
Conference venue and conference catering costs	\$7, 272.73
Net profit/loss	\$7, 272.73 -

Wendy Pietrocola
WA Branch Treasurer

Eng Soon Chew
WA Branch Chair

Principal Phillip W Miller CA
Address Unit 1/37 Geils Court, Deakin ACT 2600
PO Box 105, Deakin West ACT 2600
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Gungahlin ACT 2912
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ASIC Authorised Audit Company No. 408893

30 October 2017

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

Dear Sir / Madam,

Re: 2017 Audit Management Letter

We have completed the audit of Human Factors & Ergonomics Society of Australia Incorporated for the year ended 30 June 2017. During the course of our audit work, the following matters came to our attention upon which we would like to comment:

1) Operating result for the year

The association achieved an overall operating surplus for the year totalling \$4,397, as compared to a total operating deficit for the 2016 year of \$85,670. The current year result represents an overall result increase of \$90,067.

Total income for the year of \$337,604 represented a 13.4% increase as compared to the 2016 year of \$297,521.

Total expenditure for the year of \$333,207 represented a 13.0% decrease as compared to the 2016 year total of \$383,191.

The overall 2017 surplus represents a substantial improvement in results as compared to the 2016 year. The main reason for the improvement in results is an increase in conference, workshop and meeting revenue.

2) Annual Leave Provision

While undertaking our audit we noted that MYOB leave provision records contain a provision balance for Pauline Pertel. However, we were also advised that Ms Pertel has not been employed by the organisation since 2015.

To ensure that the MYOB records correctly represent the organisation's leave provision balance, we recommend that non-current employees should be correctly terminated within the MYOB records and removed from the leave provision balance.

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 board'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
Address Unit 1/37 Geils Court, Deakin ACT 2600
PO Box 105, Deakin West ACT 2600
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30 October 2017

The President
Human Factors & Ergonomics Society of Australia Incorporated
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 Incorporated for the year ended 30 June 2017, 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 Incorporated 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 Incorporated'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 Incorporated'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 Incorporated.

Financial Interests

As your auditor, direct and material indirect investments in any shares of Human Factors & Ergonomics Society of Australia Incorporated 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 Incorporated 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 Incorporated 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 Incorporated 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



Phillip W Miller CA
Director

Principal Phillip W Miller CA
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30 October 2017

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

Dear Sir/Madam,

Re: Audit - year ended 30 June 2018

Being eligible, we hereby apply for appointment as auditors for the year ended 30 June 2018.

Yours faithfully,

MCS Audit Pty Ltd
Authorised Audit Company



Phillip W Miller CA
Director

HUMAN FACTORS & ERGONOMICS SOCIETY
OF AUSTRALIA INC.

FINANCIAL REPORT

30 JUNE 2017

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 2017.

Committee Members

That the Committee of the Association holding office during the year ended 30 June 2017 were:

Margaret Cook	President	From 07/11/2016
Rodney Powell	Past President	From 07/11/2016
Valerie O'Keeffe	General Secretary	From 07/11/2016
Suzanne Johnson	Treasurer	From 07/11/2016
Christine Aickin	IEA Board Representative	From 13/11/2012
Stephen Hehir	Professional Affairs Board (PAB)	From 11/08/2015
Andrew Petersen	SIG Representative	From 02/12/2013
George Buchanan	CHISIG	From 07/02/2017
Wendy Elford	Australian Capital Territory	From 07/11/2016
Andrew Wright	New South Wales	From 02/02/2017
Ann Morgen	Queensland	From 15/11/2016
Ramona Ramamoorthy	South Australia	From 07/11/2016
Angela Summers	Western Australia	From 17/10/2014
Wes Wilkinson	Victoria	From 07/11/2016

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.

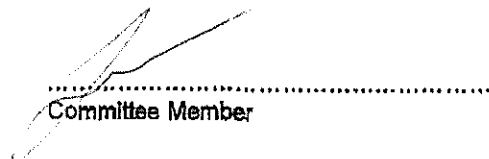
Operating Result

The Surplus for the year ended 30 June 2017 amounted to \$4,397 as against a deficit of (\$85,670) in 2016.

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



Committee Member



Committee Member

Dated at Canberra this 31 day of October 2017.

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

STATEMENT OF COMPREHENSIVE INCOME

FOR THE YEAR ENDED 30 JUNE 2017

	Notes	2017	2016
		\$	\$
Revenues from all activities	2	337,604	297,521
Employee and Staff Hire expenses		(57,168)	(56,321)
Depreciation expenses		(100)	(649)
Other expenses from ordinary activities		(275,939)	(326,221)
Surplus/(deficit) from ordinary activities		4,397	(85,670)

The accompanying notes form part of this financial report

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

**STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2017**

	Notes	2017 \$	2016 \$
CURRENT ASSETS			
Cash	4	435,737	436,248
Receivables	5	6,358	12,940
Other	6	31,060	15,609
TOTAL CURRENT ASSETS		<u>473,155</u>	<u>464,797</u>
NON-CURRENT ASSETS			
Property, plant and equipment	7	<u>99</u>	<u>199</u>
TOTAL NON-CURRENT ASSETS		<u>99</u>	<u>199</u>
TOTAL ASSETS		<u>473,254</u>	<u>464,995</u>
CURRENT LIABILITIES			
Accounts payable	8	957	2,719
Provisions	9	3,772	2,702
Tax Liabilities	10	4,772	0
Other Liabilities	11	74,813	75,032
TOTAL CURRENT LIABILITIES		<u>84,314</u>	<u>80,453</u>
TOTAL LIABILITIES		<u>84,314</u>	<u>80,453</u>
NET ASSETS		<u>388,940</u>	<u>384,542</u>
MEMBERS' EQUITY			
Retained Members' Funds		<u>388,940</u>	<u>384,542</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 30 JUNE 2017**

	Accumulated Surplus	Asset Revaluation Reserve	Total
	\$	\$	\$
Balance at 1 July 2015	470,212	0	470,212
2016 Surplus attributable to members	(85,670)	0	(85,670)
Balance at 30th June 2016	384,542	0	384,542
Current year surplus attributable to members	4,397	0	4,397
Balance at 30th June 2017	388,939	0	388,939

The accompanying notes form part of this financial report

Page 4

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2017

	Notes	2017 \$	2016 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts in course of operations and projects		336,285	353,601
Interest received		5,363	14,197
Payments to suppliers and employees		(342,159)	(438,544)
Net cash from operating activities	16(b)	<u>(511)</u>	<u>(70,746)</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for plant and equipment		0	0
Proceeds from Sale of plant and equipment		0	0
Net cash from investing activities		<u>0</u>	<u>0</u>
CASH FLOWS FROM FINANCING ACTIVITIES			
Proceeds from borrowings		0	0
Repayment of borrowings		0	0
Net cash from financing activities		<u>0</u>	<u>0</u>
NET INCREASE (DECREASE) IN CASH HELD		(511)	(70,746)
Cash at the beginning of the year		436,248	506,994
CASH AT THE END OF THE YEAR	16(a)	<u><u>435,737</u></u>	<u><u>436,248</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 2017

1 STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

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

(a) Basis of Preparation

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

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

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

(b) Revenue

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

(c) Grants

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

(d) Income Tax

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

(e) Impairment of Assets

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

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2017 (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 2017 (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 30 JUNE 2017 (Cont'd)

2 Revenue	2017	2016
	\$	\$
<i>Operating activities</i>		
Branch Meeting Income	15,131	9,923
Membership and subscriptions	116,079	120,016
Conference, Workshops & Meetings	201,014	151,783
Publications & Advertising	417	3,711
Donations	0	800
	<hr/>	<hr/>
	332,641	286,233
<i>Non-operating activities</i>		
Interest received	4,963	11,288
	<hr/>	<hr/>
	<u>337,604</u>	<u>297,521</u>

3 Profit from Ordinary Activities

Profit from ordinary activities has been determined after:

(a) Expenses:

Depreciation of property plant & equipment	100	649
Provision of employee entitlements	1,070	2,702
Bad Debts	4,375	1,195
Provision for doubtful debts	-60	-9,522
Other expenses	135,544	179,764
Conference, Workshops & Meetings	175,407	112,158
National Professional Development	272	79,934
Rental expense	10,800	10,861
Remuneration of Auditors		
-audit	5,700	5,450
-other services	0	0
Total	<hr/>	<hr/>
	<u>333,208</u>	<u>383,191</u>

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2017 (Cont'd)

	2017 \$	2016 \$
4 Cash Assets		
Cash at bank	435,737	435,448
Cash on Hand	0	800
	<u>435,737</u>	<u>436,248</u>
5 Receivables		
Trade Debtors	6,718	10,982
Less: Provision for Doubtful Debts (Impairment)	(1,130)	(1,295)
	<u>5,588</u>	<u>9,687</u>
GST and PAYG Withholding Refundable	0	2,083
Accrued Income	770	1,170
	<u>6,358</u>	<u>12,940</u>
6 Other Assets		
Prepayments	31,060	15,609
	<u>31,060</u>	<u>15,609</u>
7 Property, Plant and Equipment		
Office equipment at cost	3,111	3,111
Less accumulated depreciation	(3,012)	(2,912)
	<u>99</u>	<u>199</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	199	848
Additions	0	0
Disposals	0	0
Depreciation expense	(100)	(649)
	<u>99</u>	<u>199</u>

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2017 (Cont'd)

	2017 \$	2016 \$
8 Payables		
CURRENT		
Trade creditors	107	0
Visa Card	680	1,452
Superannuation payable	170	0
Accrued Expenses	0	1,267
	<u>957</u>	<u>2,719</u>
9 Provisions		
Provision for employee entitlements (annual leave)	3,772	2,702
Provision for employee entitlements (long service leave)	0	0
	<u>3,772</u>	<u>2,702</u>
10 Tax Liabilities		
GST and PAYG Withholding Tax Payable	4,772	0
	<u>4,772</u>	<u>0</u>
11 Other Liabilities		
Workshop and conference fees in advance	13,037	27,227
Membership fees received in advance	61,776	47,805
	<u>74,813</u>	<u>75,032</u>

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2017 (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 30 June 2017 (including the previous year's committee) were:

Margaret Cook
Rodney Powell
Valerie O'Keeffe
Suzanne Johnson
Christine Aickin
Stephen Hehir
Andrew Petersen
George Buchanan
Wendy Elford
Andrew Wright
Ann Morgan
Ramona Ramamoorthy
Angela Summers
Wes Wilkinson

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 30 JUNE 2017 (Cont'd)

	2017	2016
	\$	\$
16 Cash Flow Information		
(a) Reconciliation of cash		
Cash on Hand	0	800
Cash at Bank	435,737	435,448
	<u>435,737</u>	<u>436,248</u>
(b) Reconciliation of Net cash provided by /(used in) Operating Activities to profit/(deficit) from Ordinary Activities		
Operating surplus / (deficit)	4,397	(85,670)
Non-cash flows in profit / (deficit) from ordinary Activities		
Depreciation expense	100	649
Changes in assets and liabilities		
Receivables	6,582	(1,636)
Prepayments	(15,451)	(5,832)
Provisions	1,070	2,702
Trade Creditors and Accruals	(1,762)	(6,255)
Taxes Payable	4,772	(5,216)
Income In Advance	(219)	30,512
Net cash (used) / provided by operating activities	<u>(511)</u>	<u>(70,746)</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 2017 (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.

	2017	2016
<u>Financial assets</u>	\$	\$
Cash	435,737	436,248
Receivables	6,358	12,940

- (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 2017	%		\$	\$		\$
<u>Financial assets</u>						
Cash	2.40%	238,811	190,414	0	6,512	435,737
Receivables					6,358	6,358
Total Financial Assets		<u>238,811</u>	<u>190,414</u>	<u>0</u>	<u>12,870</u>	<u>442,095</u>
<u>Financial liabilities</u>						
Accounts & Provisions payable		0			9,501	9,501
Total Financial Liabilities		<u>0</u>	<u>0</u>	<u>0</u>	<u>9,501</u>	<u>9,501</u>
Net Financial Assets/(Liabilities)		<u>238,811</u>	<u>190,414</u>	<u>0</u>	<u>3,369</u>	<u>432,594</u>
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>

- (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 2017 (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 30 JUNE 2017

	2017 \$	2016 \$
INCOME		
Branch Meetings Income	15,131	9,923
Memberships	116,079	120,016
Conferences & Workshops	202,158	99,837
National Professional Development	-1,144	51,946
Interest received	4,963	11,288
Publications & Advertising	417	3,711
Donations	0	800
TOTAL INCOME	337,604	297,521
LESS EXPENDITURE		
Accountancy & Audit	10,940	12,930
Bank Charges	5,486	6,038
Bad Debts	4,375	1,195
Board Travel and Meeting Expenses	16,593	27,881
Branch Expenses	13,187	17,487
Communications	3,282	8,087
Conferences & Workshops	162,220	94,672
Depreciation	100	649
Doubtful Debts	-60	-9,522
IEA Fees	4,221	6,950
Insurances	5,002	5,109
National Professional Development	272	79,934
Office Services	16,426	22,327
Prizes, Awards and Medals	1,397	83
Promotions, Media and Advertising	157	7,450
Special Projects	0	2,044
Staff Wages, On Costs and Hire	57,168	56,321
Website	32,442	43,556
TOTAL EXPENSES	333,208	383,191
SURPLUS (DEFICIT) FOR THE YEAR	4,397	(85,670)

The accompanying notes form part of this financial report

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

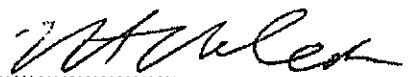
RESPONSIBLE PERSON'S DECLARATION

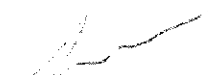
**PER SECTION 60.15 OF THE AUSTRALIAN CHARITIES AND NOT-FOR-PROFITS COMMISSION
REGULATION 2013**

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 Suzanne Johnson

Dated a this 7 day of November 2017

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

**AUDITOR'S INDEPENDENCE DECLARATION
UNDER SECTION 60-40 OF THE AUSTRALIAN CHARITIES
AND NOT FOR PROFITS COMMISSION ACT 2012
TO THE COMMITTEE OF
HUMAN FACTORS & ERGONOMICS
SOCIETY OF AUSTRALIA INCORPORATED
ABN: 45 375 161 852**

As lead auditor for the audit of Human Factors & Ergonomics Society of Australia Incorporated for the year ended 30 June 2017, I declare that to the best of my knowledge and belief, there have been:

- i. no contraventions of the auditor independence requirements of the *Australian Charities and Not for Profits Commission Act 2012* in relation to the audit; and
- ii. no contraventions of any applicable code of professional conduct in relation to the audit.

MCS Audit Pty Ltd



Phillip W Miller CA
Director

Dated in Canberra on: 9 November 2017

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

**INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF
HUMAN FACTORS & ERGONOMICS SOCIETY
OF AUSTRALIA INCORPORATED
ABN: 45 375 161 852**

REPORT ON THE AUDIT OF THE FINANCIAL REPORT

Opinion

I have audited the financial report of Human Factors & Ergonomics Society of Australia Incorporated, which comprises the balance sheet as at 30 June 2017, the statement comprehensive income, statement of changes in equity and cash flow statement for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the responsible entities' declaration.

In my opinion the financial report of Human Factors & Ergonomics Society of Australia Incorporated has been prepared in accordance with Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012*, including:

- (a) giving a true and fair view of the registered entity's financial position as at 30 June 2017 and of its financial performance for the year then ended; and
- (b) complying with Australian Accounting Standards and Division 60 of the *Australian Charities and Not-for-profits Commission Regulation 2013*.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report. I am independent of the registered entity in accordance with the auditor independence requirements of the *Australian Charities and Not-for-profits Commission Act 2012* (ACNC Act) and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Information Other than the Financial Report and Auditor's Report Thereon

Those charged with governance are responsible for the other information. The other information comprises the information included in the registered entity's annual report for the year ended 30 June 2017, but does not include the financial report and my auditor's report thereon.

My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon.

Responsibilities of Responsible Entities and the Committee for the Financial Report

The responsible entities of the registered entity are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the ACNC Act, and for such internal control as the responsible entities determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, responsible entities are responsible for assessing the registered entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the responsible entities either intends to liquidate the registered entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the registered entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Report

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

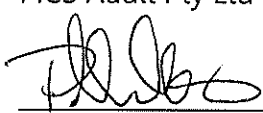
As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the registered entity's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by responsible entities.
- Conclude on the appropriateness of the responsible entities' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the registered entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the registered entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Name of firm: MCS Audit Pty Ltd

Name of director: 
Phillip W Miller CA

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

Dated: 9 November 2017