



Annual Report

2018 – 2019 FINANCIAL YEAR

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



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About the Human Factors & Ergonomics Society of Australia (HFESA)

July 2018 – June 2019

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. In order to promote human factors and ergonomics and the work of its professional members, the HFESA also looks for opportunities to engage with the community through print, electronic media and our website as issues and opportunities arise.

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 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 2019 was as follows:

- Stephen Hehir – President
- Kath Jones – General Secretary
- Suzanne Johnson – Treasurer
- Wes Wilkinson – PAB Chair
- Christine Aickin – IEA Representative
- George Buchanan – CHISIG Chair
- Ann Morgan (Queensland)
- Andrew Wright (NSW)
- Wendy Elford (ACT)
- Ramona Ramamoorthy (SA)

During the year the Board welcomed representatives from the Early Career and Student Special Interest Group including Amy Chung and So Young Lee.

Four meetings were convened during the year:

- Teleconference – 9th August 2018
- Face-to-face (Perth) – 24th and 25th November 2018
- Teleconference – 4th March 2019
- Face-to-face (Melbourne) – 1st June 2019

Director attendance at meetings is noted below:

Director	Attended	Eligible
Christine Aickin	4	4
George Buchanan	4	4
Wendy Elford	4	4
Stephen Hehir	4	4
Suzanne Johnson	4	4
Kath Jones	4	4
Ann Morgan	4	4
Ramona Ramamoorthy	4	4
Wes Wilkinson	4	4
Andrew Wright	4	4

Note: SIG representative not replaced on the Board from November 2017.

Honours and Awards committee chair not replaced on Board from November 2018.

Past President no longer deemed required at Board meetings from November 2018.

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



President's Report

July 2018 – June 2019

I have pleasure in presenting the Annual Report of the Human Factors and Ergonomics Society of Australia for the 12 months ended 30 June 2019.

This year we have enjoyed a strong and stable board. One important reason for the stability is the continuing participation by members from previous years including our Treasurer, Suzanne Johnson, who has stayed-on in this role making for a very smooth transition. Kath Jones, our WA branch representative, has taken on a dual role including General Secretary of the Society and Wes Wilkinson, VIC branch representative, has taken-on a dual role as PAB Chair. I must acknowledge our past President, Margaret Cook, and past General Secretary, Valerie O'Keefe, who, with Treasurer Suzanne Johnson, kept a very high standard as our executive. The dedication of our Board members to continue-on in second and longer terms means we have a good source for succession into executive and other leadership roles.

The Board has had to consider cost savings to match our income stream and one of our more significant costs is the Board meetings where travel is required. Some roles such as past president, a Special Interest Group (SIG) representative and the honours and awards committee chair are "nice to have" and their reports can be provided via videoconference. By cutting back the number of board members and being more efficient at our face to face meetings, we have made significant cost savings.

At the last Annual General Meeting, the Board received support from the membership to move the society to include a more external focus. Our past focus has been as a learned society but to better promote our profession and help the public and employers understand what we do and how we can be of benefit, we need to seek opportunities to engage in matters externally. To do this we need to be able to talk with one voice. To this end, the Board has worked to generate a number of committees to create position papers that express our collective professional view on a range of important topics. To date we have position paper committees in progress as follows:

- Work-related Musculo-Skeletal Disorders (WMSDs) – Chaired by David Trembearth.
- Good Work Design – chaired by Sara Pazell
- Distracting Devices in Vehicles – Chaired by Mike Regan
- A review and expansion of the 2015 Prolonged Unbroken Sitting – Mark Hennessy

Position papers regarding complex issues take time to develop and with our members and others volunteering their time it is not possible to land these positions quickly. I want to thank all those helping with the position papers for their patience and dedication; especially those chairs co-ordinating.

One excellent work completed this year with the involvement of a number of our members is a Human Factors Resource for Health Professionals and Health Services Staff. I want to congratulate all those involved in the development of this resource covering a range of issues from general ergonomics to the all-important matter of preventing errors in health care.

There were of course many other discussions and actions during the period, the highlights including:

- Developing a closer relationship with the Australian Institute for Health and Safety (AIHS, previously SIA) enabling member rates for HFESA members attending AIHS events and vice versa.
- Two highly successful conferences – 53rd Annual HFESA Conference in Perth entitled “The Many Faces of Human Factors & Ergonomics” and 30th Annual OzCHI Conference in Melbourne, with the theme of “digital, physical, interactive, human”.
- Continued focus on financial stability, with increased financial transparency.
- Continued engagement with fellow professional societies, including the Human Factors and Ergonomics Society of New Zealand, the Chartered Institute of Ergonomics and Human Factors (UK) and the Australian Safety and Health Professional Associations.
- Continued development and promotion of our Knowledge Through Networking and Sharing branded professional development seminars that have become a highlight of the HFESA calendar.
- The investigation and planning for a new website to better enable a public interface and relevant content and interactivity while also supporting the back end membership functions.
- Accepted the recommendation of the Professional Affairs Board for seven new CPEs and noted the ongoing Maintenance of Certification for the Certified Members.

The current Board is very committed to the aims and goals of the Society and held extremely productive face to face Board meeting with a lot of planning in November and June.

I would like to thank all the Directors, Committee members, PAB (including MOC) members and the general membership for their dedication to the Society. It takes a large team of people to create a vibrant society.

Finally, I would like to recognise the tireless effort and extreme professionalism of our Secretariat, Jai Secker. The Board was very fortunate to have engaged Jai in 2018 as she is such a patient support to us all (especially me) and had been very adept at coming up to speed with so many issues and understanding our systems. Jai will play a crucial part with Andrew Wright (NSW) in the re-development of our Website.

Stephen Hehir CPERG, ChOHSP

President



General Secretary's Report July 2018 – June 2019

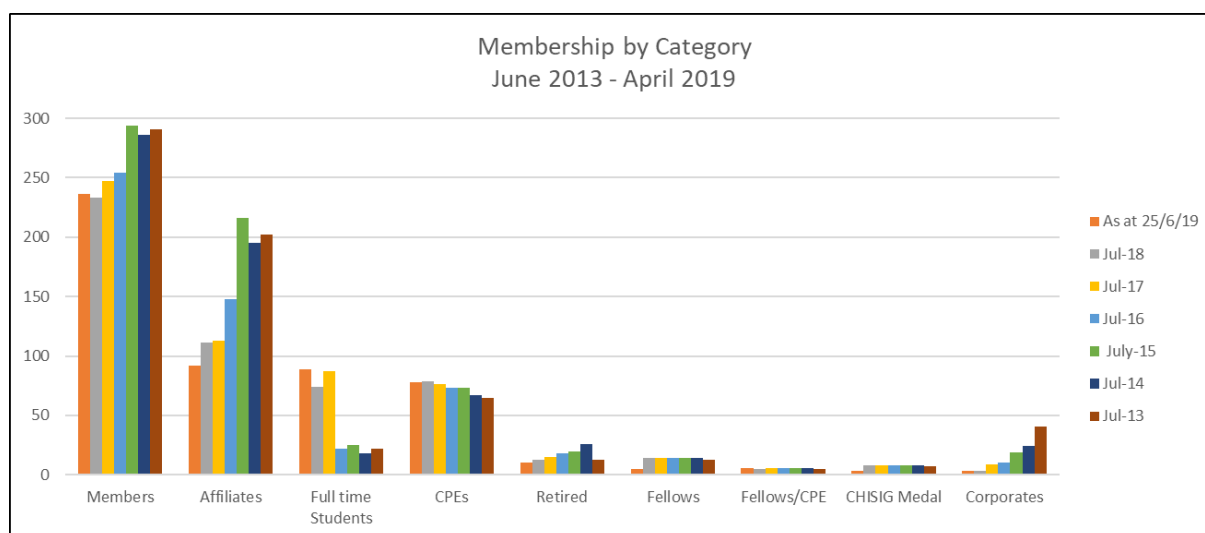
Membership

As of 25 June 2019, the Society had approximately 522 members across all categories. At the same time last year 540 were current members. See Table 1 for full details.

Membership continues to decline across all categories, with the exception of student memberships, which have increased by 17% this year. This is a positive trend in an otherwise continual reduction in recruitment and retention. Strategies to retain and attract new members are at the forefront of Board discussions and it is proposed that changes to our website, newsletter reach, social media engagement and referencing of the Society through position papers will assist in addressing what has been a downward trend in membership over the last decade.

Table 1

Membership Numbers by Category									
M/ship Categories	As at 25/6/19	Jul-18	Jul-17	Jul-16	July-15	Jul-14	Jul-13	Jul-12	Jul-11
Members	236	233	247	254	294	286	291	315	325
Affiliates	92	111	113	148	216	195	202	225	205
Full time Students	89	74	87	22	25	18	22	34	35
CPEs	78	79	76	73	73	67	65	69	67
Retired	10	13	15	18	20	26	13	13	11
Fellows	5	14	14	14	14	14	13	18	18
Fellows/CPE	6	5	6	6	6	6	5		
CHISIG Medal	3	8	8	8	8	8	7	6	4
Corporates	3	3	9	10	19	24	41	32	52
Totals Membership	522	540	575	553	675	644	671	733	717



Membership trends differ state to state (see table 2). Notably, the number of members in WA and SA has increased since last year. The 23% increase in membership numbers in WA between 2018 and 2019 could be related to the success of the Perth conference however both WA and SA saw a drop in numbers from 2017 - 2018 around this same size, so this increase could be readjustment in employment after the downturn in the resources industry in 2018.

We have had 9 new members since July 2018 across the following categories Affiliates: 1, Corporate individuals: 0, Students: 0, Full Members: 8.

Table 2

Membership Numbers by Location									
	As at 25/6/19	Jun-18	Jun-17	Jun-16	Jun-15	Jun-14	Jun-13	Jun-12	Jun-11
ACT	10	16	18	24	28	38	39	40	36
NSW	105	130	145	143	164	173	189	203	189
VIC	106	109	135	135	162	173	168	194	202
QLD&NT	111	111	122	92	105	100	107	120	120
SA	30	26	38	45	53	58	57	61	58
TAS	7	9	16	13	14	14	16	15	19
WA	81	62	113	95	98	109	105	102	90
O/Seas	72	77	11	6	7	7	8	10	20
Total Membership	522	540	598	553	631	672	689	745	734

Retention and recruitment strategy

Over the last year, the Board has completed the following initiatives to attract and retain members:

- Providing Branches access to marketing of Professional Development events directly with their members. This was trialed in WA and VIC since early 2019 and has improved the speed and accuracy of communication with members directly at the Branch level. While the Secretariat will continue to publicise these events, those branches who would like to advertise directly can use this direct marketing option.

- Greater engagement in social media: since November 2018, the Secretariat and General Secretary have continued to ensure that Facebook, LinkedIn and Twitter pages remain updated and current. This has resulted in a significant increase in Facebook follower and LinkedIn members specifically.
- Ongoing efforts to develop position papers on emerging issues and topics of interest such as Good Work Design.
- Improving the marketing of HFESA events to non-members. HFESA Connect is now accessible to members as well as non-members who sign up for the distribution list. Changes to the HFESA webpage also allow visitors to see events outside of member log-in area.

Kath Jones
HFESA General Secretary

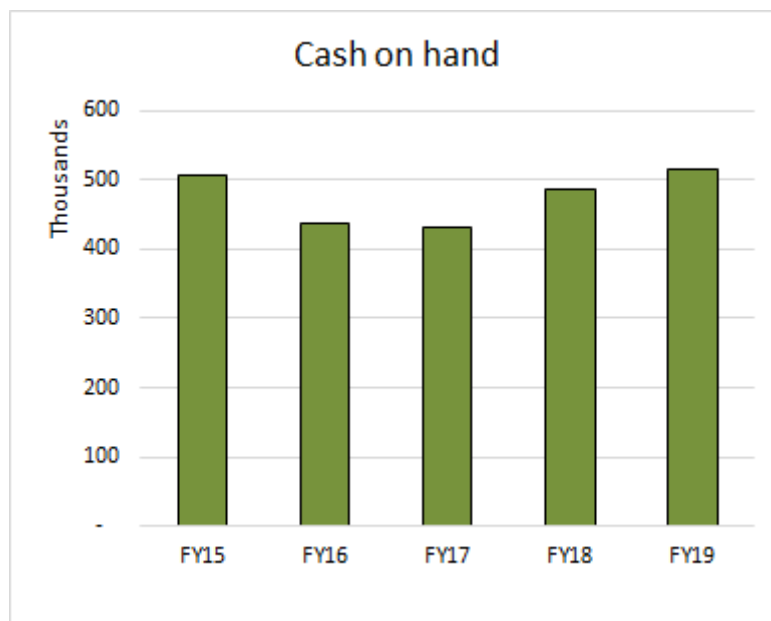
Anne Morgan
Acting HFESA General Secretary (July 2019)
Ramona Ramamoorthy
Acting HFESA General Secretary (Aug 2019)



Treasurer's Report

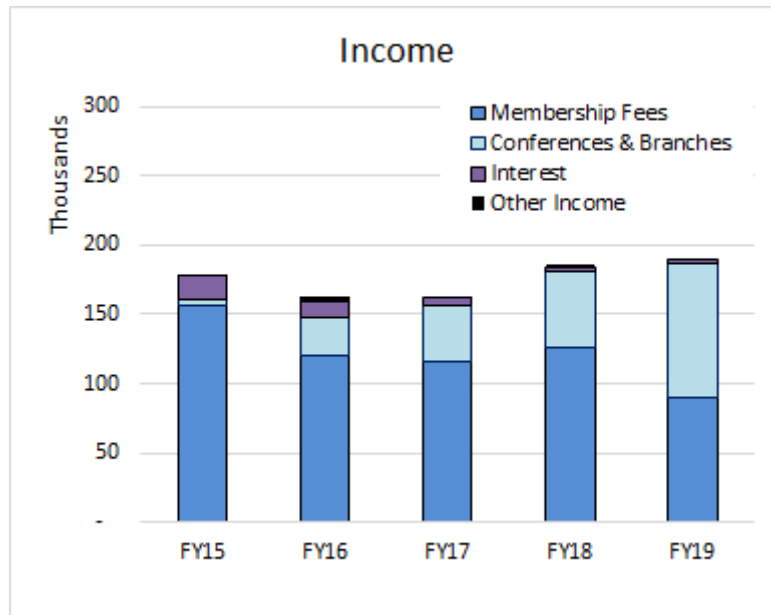
July 2018 – June 2019

The cash position at the end of the 2019 financial year (FY19) increased by 6% to \$514,053. from the end of the previous year.



Net Earnings

Net Earnings for FY19 increased from the preceding year despite membership revenue decreasing by 28% to \$89,878. The conferences and branches have contributed \$96,719 for FY19. The HFESA national conference held at Perth during the year showed a profit of \$40,733. The OzChi conference had a profit of \$41,843. The branches showed a loss of \$5,474 with expenses associated with Victoria's Knowledge-through-sharing event incurred in FY19 but with the offsetting revenue yet to be realised in FY20.



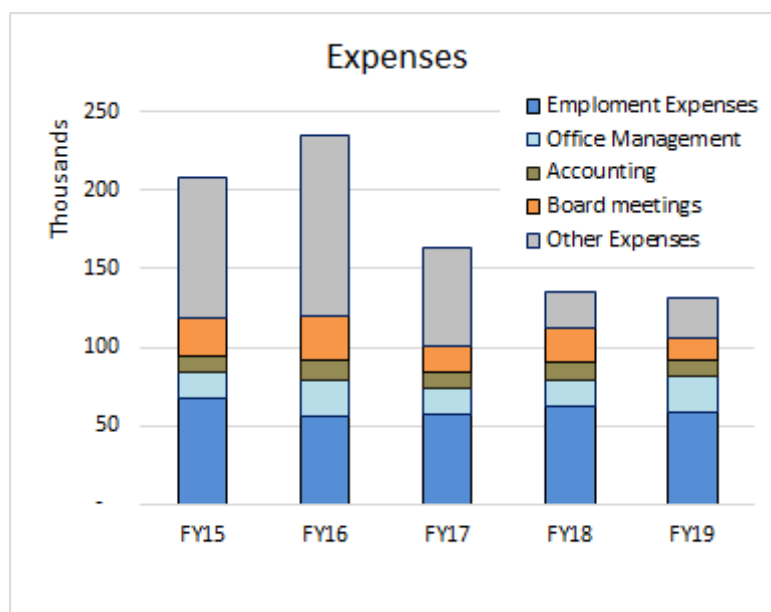
Expenses

Total Expenses for FY19 have been \$130,746 which is \$4,892 or 4% lower than the previous year, with costs decreasing for:

- Board meetings by \$8,890 with a concerted effort to minimise costs incurred in conducting meetings throughout FY19 including using tele-conferences and eliminating accommodations costs by reducing the duration of one of the face-to-face meetings to one day during the year.
- Website Management by \$5,073 compared to FY18
- Awards, Medals & Prizes by \$932

Expenses increased against the prior year for:

- Promotional Items by \$5,269 for a promotional video, a Trade stand at the SIA Safety Scape and associated promotional materials
- Presentation for Media promotional Strategies by \$2,000
- Archiving by \$3,198
- Replacement Computer equipment by \$1,662



Comments

The Board this year focused on managing costs within the budgeted earnings and worked to promote the benefits of membership of the organisation.

The membership fees declined by \$35,432 from FY18 to FY19 as a consequence of members pre-paying their FY19 fees in the prior year (FY18), to the detriment of FY19. The average annual fees over the two years of FY18 and FY19 is \$106,706.

FY19 Budget

The FY19 budget was approved by the Board at the May meeting. The budget conservatively assumed membership fees remain at the level seen in FY19 and that operational expenses are to be covered by membership dues and interest earned, while \$2,000 would be achieved by the OzCHI conference and all other professional development activities, and branch activities are cost neutral.

Options to benefit from interest bearing accounts is low, however, cash in excess of operational requirements was rolled into interest bearing accounts to generate additional interest during the current financial year.

Thanks

Thanks need to be noted to the following:

- Jai Secker who has recently joined us and manages all the day to day financial affairs
- Louise Whitby for her ongoing efforts in assisting with our financial operations
- Michelle Burns from Vincents auditors
- Michael Johnson from RAW Chartered Accountants



International Ergonomics Association (IEA) Report July 2018 – June 2019

IEA Council

Representatives from all of the IEA member societies form the IEA Council. There are sixty-eight 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 or the triennial IEA Congress. In 2018 this was on the 24th – 25th August, prior to the 2018 IEA Congress, in Florence. Christine Aickin and Jodi Oakman attended this meeting.

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. A new Executive team was elected in August 2018 at the IEA 2018 Congress: President – Kathleen Mosier (USA), Vice President and Secretary General – Sara Albolino (Italy) and Vice President and Treasurer – Jose Orlando Gomes (Brazil). They will stand down at the IEA Council meeting in 2021.



Photograph 1: New Executive from Left to Right, Sara Albolino, Kathleen Mosier and Jose Orlando Gomes.

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

1. Yushi Fujita, *Past President, Awards Committee Chair*
2. Michelle Robertson, *Communications and Public Relations Standing Committee Chair*
3. Elina Parviainen, *Development and Promotion Standing Committee Chair*
4. Andrew Todd, *International Development Committee Chair*
5. Max Chung, *Professional Standard and Education Committee Chair*
6. Thomas Alexander, *Science, Technology and Practice Committee Chair*
7. Juan Carlos Hiba, *Future of Work ad hoc Committee Chair*
8. Margaret Graf, *Swiss Resident Director*
9. Ernst Koningsveld, *Historian (ex officio)*

In addition, the convenor of the forthcoming 2021 Congress is now an ex officio member of the Executive Committee. Hence for the next triennium this position will be hosted by the Association of Canadian Ergonomists/ Association Canadienne d'Ergonomie's (ACE) Ian Noy. The 2021 Congress will be held in Vancouver www.iea2021.org 13-18 June 2021 at the Hyatt Regency Hotel. Jodi Oakman is on the scientific committee.

Summary of Activities of the IEA Council 2018-2019

1. IEA2018 Congress in Florence, Italy was a great success. There were around 1600 delegates from more than 80 different countries. This included more than 450 student attendees, who benefitted from discounted registration and inexpensive lodging provided by the conference organisers. Feedback on the sessions was positive, and the social dinner in Giardino dei Semplici was beautiful, with a live band providing entertainment and dancing. The Congress Plenary Sessions were streamed on FaceBook.
2. Yushi Fugita, now the past president, worked on a number of fronts over the past twelve months, including being the international face of the Association and improving the infrastructure of the IEA. He had a three year plan of stakeholder engagement with companies, government, universities, labour organisations, health organisations etc. Further a new ad hoc technical committee entitled Disruptive Technology was set up, chaired by Thomas Alexander along with another ad hoc committee on the Future of Human Factors and Ergonomics led by Sarah Sharples (past president of the CIEHF of the UK). Work also began on a Future of Work Task Force led by Juan Carlos Hiba, Argentina. Yushi Fugita also encouraged 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 African network ErgoAfrica, the Oceania group including Australia, New Zealand and the Pacific Islands and the Asian Conference of Ergonomics in Design (ACED) hosted by the Philippines. Additionally there is an international network of countries including Brazil, Russia, India, China and South Africa known as BRICS. These groups are or could be linked by MOUs and can also connect with affiliated IEA societies, societies of related disciplines and research groups etc. The President also saw the IEA as becoming a centre of cutting edge information for HFE sciences through the technical committees.
3. From an administrative perspective the IEA is registered in Geneva in Switzerland and has a part time secretariat, Lynn Strother. With regards to funds the IEA, which is financed by federated membership capitation fees, profit from the IEA triennial congresses and donations, made a profit (about US\$3,392) in the FY 2017. The highest expenditures were for outreach activities and the office in the US along with the website. Of note is that the seed money for the IEA 2015 Congress was repaid. The auditors of the finances this year were David Caple and Christine Aickin. David and Christine are the auditors for 2019 also.

4. The IEA Liberty Mutual Award for 2017 was awarded to Patrick G. Dempsey, Jonisha Pollard, William L. Porter, Alan Mayton, John R. Heberger, Sean Gallagher, Leanna Reardon, & Colin G. Drury for *Development of ergonomics audits for bagging, haul truck and maintenance and repair operations in mining*. Ergonomics, 60(12), 1739-1753.

This year 7 Federated Society members were approved for the IEA Fellow Award including:

- Ravindra S. Goonetilleke, Hong Kong Ergonomics Society
- Margaret Graf, Swiss Ergonomics Society
- Sung H. Han, Ergonomics Society of Korea
- Barbara McPhee, Human Factors and Ergonomics Society of Australia
- Kageyu Noro, Japan Ergonomics Society
- Daniel Ramaciotti, Swiss Ergonomics Society
- Riccardo Tartaglia, Italian Society of Ergonomics and Human Factors.



Photograph 2: Barbara McPhee accepting her Fellowship award from Yushi Fugita, President of IEA at the IEA Congress 2018 in n Florence.

Refer to <https://www.iea.cc/award/index.html> for a list of all the IEA awards.

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.

- c. Professional Standards and Education Committee – This group have looked at the professional certification processes across IEA and have reviewed the IEA core competencies. Consideration is being given to also allow ergonomists to be specialists as well as generalists. A list of HFE courses in each country which is a federated member is being compiled. Of note is that Australia's CPE program is not currently accredited by the IEA. Maggie Graf has met with Stephen Hehir, HFESA President regarding this and work is progressing to reaccredit the Australian system.
 - d. Science, Technology and Practice - there are 27 committees and Jodi Oakman chairs the Ageing and Work technical committee, Jennifer Long is on the Visual Ergonomics technical committee, Daisy Veitch co-chairs the Anthropometry technical committee, Gunther Paul chairs the Digital Human Modelling and Simulation technical committee, Robyn Burgess-Limerick co-chairs the Mining technical committee, Richard Bowman chairs Slips, Trips and Falls technical committee, Andrew Peterson is on the Ergonomics in Design for All technical committee, Melissa Baysari co-chairs the Healthcare Ergonomics technical committee and Dave Moore of HFESNZ chairs the Agriculture technical committee.
 - e. Information and Communication Technology Ad hoc committee – supporting the IEA website.
 - f. IEA Historian – A history book of the IEA has been developed and it is the IEA's 60th anniversary in 2019.
6. The meeting in 2019 will be held near Copenhagen on August 23th and 24th August. Christine Aickin will attend this meeting representing the HFESA.

IEA Council members
Christine Aickin
Jodi Oakman





Professional Affairs Board Report

July 2018 – June 2019

There are currently 85 Certified Professional Ergonomists (CPE) including 78 CPEs and 7 Fellow/CPEs. There were 82 CPEs this time last year. There have been 8 applications submitted for CPE certification in FY19, 7 of which were successful at present, with one pending based on completion of document submissions. No applicants have been referred for mentoring.

Maintenance of Certification (MOC)

There were 24 requests for maintenance of certification submissions in 2019 covering the period of the previous 3 years, June 2016 to 2019. Requests were sent out in June 2019 with several reminders sent over the ensuing period. A hard cut-off date of 1 November was stated with advice that CPEs would be taken off the register after that if no contact or submission had been received. All the people who submitted were successfully granted continuing CPE status.

Of those that submitted 10% were chosen for auditing as per the MOC guidelines.

Helen Moody
Maintenance of Certification Sub-committee Chair

Mentoring

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

There are no other significant issues to report.

Wes Wilkinson
PAB Chair



HFESA Conference Report

July 2018 – June 2019

Overview

The 2019 HFESA conference will be held in the ACT 24 – 26 November at the Ann Harding Conference Centre.

Conference Organising Committee

Lizzie Smith
Wendy Elford
Jai Secker
Theresa Facer
Barbara McPhee
Suzanne Johnson

About the Conference

The 2019 HFESA conference to be held in the ACT 24 – 26 November presented some structural challenges. The ACT HFESA member base and committee is of a lower number than ordinarily would be necessary to organise a conference. The local ACT members and the HFESA Board overcame this by forming a committee that included some non-ACT members.

The committee worked together to bring together an excellent and innovative conference program.

Dr Paul Salmon has organised and will be facilitating the Research Symposium to be held on Sunday 24th September.

The Conference theme is 'Being human and beyond', and as noted on the HFESA website

5 reasons to come to HFESA2019

- Take a deep dive into system design, technology, complexity and the human interface with peers from diverse disciplines
- Share your knowledge and learn about leading-edge strategies that may apply in your industry
- Gain an understanding of complex systems and how to operate within them
- Experience facilitation methods applicable to complex systems
- Network with leading researchers, influencers and peers in the nation's capital.

Additional information may be found at
<https://www.hfesa2019.org/program.html>

Sponsorship has been a challenge for the conference organisers in recent years. The organising committee has worked hard to bring some new sponsors on board, which has helped the overall conference budget.

Andrew Wright, CPE
HFESA Conference Board Liaison



Health Special Interest Group (HealthSIG) Report

July 2018 – June 2019

Committee

There were five members in the SIG committee in 2018/19: Melissa Baysari (Chair), Louise Whitby (NSW), Robyn Coman (NSW), Valarie O'Keeffe (SA) and Brooke Dench (QLD).

SIG project

The one major project which has occupied the SIG's time this year is our ***Human Factors resource for health professionals and health services staff***. The aim of this project is to increase HF awareness and capability among health professionals and health service staff.

Following a workshop, post-workshop feedback, and a call for volunteers, we now have a full draft of this resource. 25 authors contributed to the resource; most are HFESA members. The handbook comprises 14 chapters including: An introduction to HF and ergonomics; Errors, violations and workarounds; Physical environment and workplace design; Patient handling; Psychosocial hazards; Human-computer interaction; Decision making and cognitive processes; Situation awareness; Communication; Interruptions; Teamwork; Leadership; Safety management systems; and Safety culture.

The three editors, Melissa Baysari, Thomas Loveday and Robyn Clay-Williams, have worked hard to ensure the sections are consistent, well-written and useful. Following extensive re-work of the content, the resource has been sent back to all authors and a group of peer-reviewers for any additional comments, before being finalized.

Next steps:

- Incorporate feedback on resource from users (health professionals and health services staff)
- Optimize design of the resource (i.e. with assistance from a graphic designer)
- Develop a dissemination and marketing plan for the resource

HealthSIG succession planning

Melissa Baysari has served 4 years at HealthSIG chair and will step down in August 2019. Brooke Dench will take up position as SIG chair in August.



Early Career and Student Special Interest Group (ECS SIG) Report July 2018 – June 2019

Overview

The following provides an overview of activities undertaken by the Early Career and Student Special Interest Group during the year spanning July 2018 – June 2019. The SIG was formed in January 2015 after the need for specific support for this sector of the HFE community was identified at the 2014 HFESA conference in Adelaide. The SIG originally aimed to meet student needs (and encourage students to integrate within the broader activities of the Society). However, it was identified at the 2015 IEA Congress that many HFE professionals in the early stages of their working lives have similar needs. Therefore, the remit of the SIG was extended to include both student and early career individuals within the Australian HFE community.

Committee

The year spanning July 2018 – June 2019 saw a change in the ECS SIG committee. In the first half of the 2018–2019 financial year, members of the committee included:

- Amy Chung (Chair)
- Olivia Yu
- Dane Casserly
- Hannah Morgan
- So Young Lee

In the second half of the 2018–2019 financial year, members of the committee included:

- Amy Chung (Chair)
- Dane Casserly
- Hannah Morgan

So Young Lee and Olivia Yu made the decision to step down from the ECS SIG committee. The SIG wishes them well for their future endeavours.

Professional Developments Events

A new ECS SIG initiative was implemented in May 2018 to connect experienced HFE professionals with early career professionals and students. This purpose of this initiative is:

- To facilitate connections between different groups of HFE people.
- To encourage personal and professional growth.
- To establish collaboration and mentoring opportunities.
- To grow the HFE profession and HFESA membership.

The initiative involves holding regular meet-ups across the major cities in Australia based on the location of ECS SIG committee members. The format of the meet up was first trialled in Sydney and was adapted to each location. Early events were in the form of after-work drinks at a pub/bar in the Sydney CBD. Events later evolved to be professional development opportunities involving presentations by guest speakers, with provision for non-local HFE people to join for the presentation portion of the event through video conferencing facilities.

Events held in the year July 2018 – June 2019 were as follows:

Event City	Date	Location	# Attendees
Brisbane	2018.07.03	Hannah Morgan's office	4
Perth	2018.07.20	Nowhereman Brewing Co, West Leederville	4
Sydney	2018.08.13	Aurora Hotel, Surry Hills	12
Perth	2018.08.22	Bill's Bar and Bites, Leederville	4
Adelaide	2018.08.30	SA Branch presentation	2
Sydney	2018.09.10	Aurora Hotel, Surry Hills	7
Adelaide	2018.09.22	Adelaide	3
Sydney	2018.10.08	Aurora Hotel, Surry Hills	11
Sydney	2018.11.12	Aurora Hotel, Surry Hills	12
Sydney	2018.12.10	Aurora Hotel, Surry Hills	9
Sydney	2019.06.06	ONRSR Sydney Office, Level 4, 309 Kent Street, Sydney	15

SIG Membership

ECS SIG continues to develop awareness of the SIG through formal and informal avenues. These avenues have resulted in continued recruitment of members. It is anticipated that the recruitment of members will continue to grow as the SIG becomes more engaged with the specific needs of current and potential members.

The SIG continues to promote membership opportunities via the HFESA newsletter, state level networking, current HFESA members, social media presence, as well as monthly local meet-ups hosted by committee members across Australia.

The SIG is currently being advised of new members via the HFESA Secretariat. Further, current and potential SIG members can engage with the SIG through the ECS SIG Facebook group (see *Social Media*).

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

The initiative to make full-time student membership free from 1st July 2016 has encouraged membership and participation in SIG activities. The SIG would like to acknowledge the HFESA executives for implementing this initiative.

SIG Social Media Presence

Given the demographic of the SIG, social media presence of ECS SIG is focused on the needs and interests of our members. This is loosely based on the social media presence of students and early career members interest groups within CIEHF and HFES. The ECS SIG Facebook group (currently maintained by ECS SIG Chair) provides a virtual space for current and potential SIG members and supporters to interact.

The number of members on the Facebook group increased from 56 members on 1st July 2018 to 102 members on 30th June 2019. Note that while the ECS SIG Facebook group is a closed group and is via invitation only, students and professionals from human factors and related disciplines are invited to join this group to increase awareness of both the SIG and HFESA, regardless of membership status with HFESA.

The strategy for social media development for ECS SIG is so that the establishment of social media avenues both meets the needs of SIG members and is sustainable for the SIG committee to maintain. A LinkedIn group has also been established to provide an additional method to connect ECS SIG members and supporters.

Dr Amy Chung

ECS SIG Chair



Transport Special Interest Group (TranSIG) Report **July 2018 – June 2019**

TranSIG facilitated two events this year:

1. Research and Design for Human Use Morning Talks event

On 20 February 2019, TranSIG worked with the Human Factors Team of Public Transport Victoria (PTV) to plan and jointly hold their inaugural Morning Talks session on the application of Human Factors and Ergonomics methods and research to inform and optimise the user centred design of public transport systems. While this free event was aimed at those involved in the analysis, design, delivery or operation of public transport systems and infrastructure, the content was also designed to provide a good introduction to the efficacy of Human Factors and Ergonomics to those unfamiliar with it. The program of invited speakers and presentations included:

- Prof. Carolyn Unsworth, Central Queensland University: *Creating accessible bus journeys for mobility aid users.*
- Dr Gregoire Larue, Queensland University of Technology: *Caution. Wet Floor. Does it explain slips, trips and falls on trains and at railway stations?*
- Dr Gemma Read, University of the Sunshine Coast: *Normal performance: A new perspective for improving level crossing safety using observations of user behaviour.*
- A/Prof. Anjum Naweed, CQUniversity: *Practical and operational challenges for tackling rail trespass and suicide in Australia.*

Over 100 people attended the event, and a subsequent survey distributed electronically revealed 100% of attendees had their understanding of the topics improved by the presenters. In terms of satisfaction, 96% of attendees were satisfied or very satisfied with the event, and the 4% remaining were neutral. As shown in Figure 1, a total of 60% of those responding to the feedback (n= 25) identified with a "Human Factors" job role.

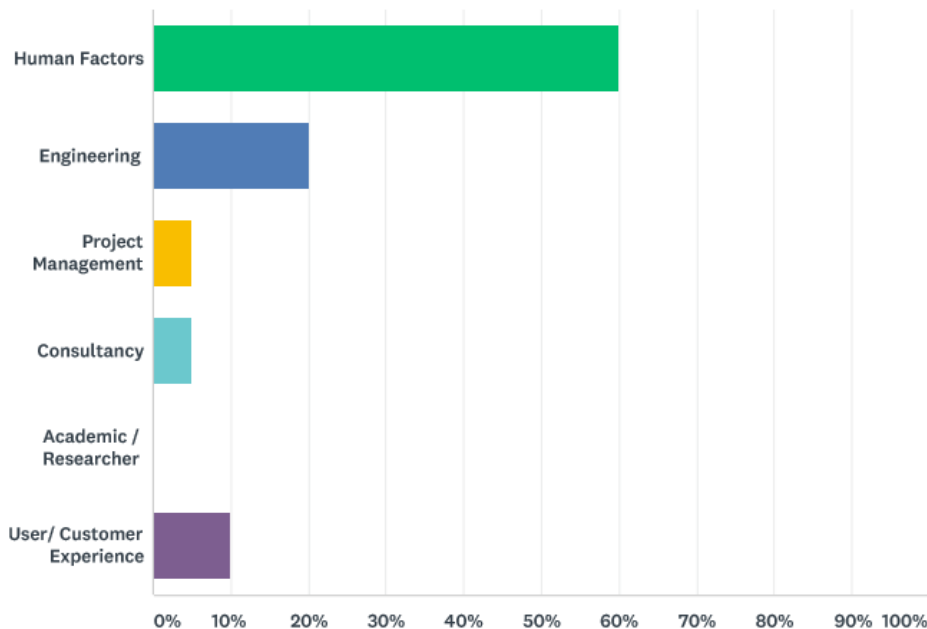


Figure 1: Answers to question “What best describes your current job role in the feedback from the PTV/TranSIG Morning talks event

2. Contemporary Human Factor & Ergonomic Issues in Transport

On 20 August 2019, the SA Branch of HFESA hosted An Update on Contemporary Human Factor & Ergonomic Issues with TranSIG. Hosted at the Adelaide-based campus of CQUniversity, the event covered a variety of rail and road topics. The program of invited speakers and presentations included:

- Dr Teal Evans, La Trobe University: *Situation awareness and hazard perception deficiencies of young novice drivers especially at night.*
- Nic Doncaster: Genesee and Wyoming—Australia: *Heritage Rail Safety: Organisational & Cultural Challenges.*
- Assoc. Prof. Anjum Naweed, CQUniversity: *Systems thinking in the interstices of road train operation and level crossing safety.*

A total of 17 people attended the event which generated very positive verbal feedback.

Two journal club “Whodunnit” sessions were held after July in 2018. No sessions have been held for the Journal Club in the 2019 Calendar year.

Membership: There are currently 122 members of TranSIG.

Succession planning is always an issue and we are struggling to find new Chairs to take over and continuing to chair in the interim to maintain our momentum.

Anjum Naweed and Airdrie Long
TranSIG Chairs



ACT Branch Report
July 2018 – June 2019

Committee

ACT Chair:	Lizzy Smith
Board Representative:	Wendy Elford
Secretary:	Elaine Beale
Treasurer:	Lenore Gunning
PD:	Committee (Shared effort)
Committee members:	Peter Manley, Aileen Conroy, Theresa Facer

Professional Development events

Roundtable talk - 'career journeys in design' held at the AGM dinner on 27 September 2018
Three members attended session to test a prototype robot with UC PhD program students
and with Dr Elizabeth Jochum University of Canberra
ACT is hosting the national conference HFESA2019

Outreach Activities

No site visits this year.

CIT design students talk AUG19. Talk on 'HFE in design' delivered by Lenore Gunning
CIT Design award (graduate interior design integrating HFE and WHS)

Membership

Our profile: 11 Members are associated with the ACT Branch (compared to 12 in the previous year).

Comments on membership:

Some members who reside in NSW are included in the total; several members are retired/
The ACT Branch has low participation rates with a small number of members. Recent
Committee meetings have not had a quorum due to absences of elected persons. I issued a
member survey to gauge interest and options for branch continuity. Over the years, we have
tried engagement with similar communities without much transference to membership. The
Board may need to support alternatives to sustain a HFESA presence in Canberra. The
Branch may need to merge with another group for administration and PD management.
Hopefully we will generate new membership and participation going forward.

Committee meetings held during period

Three committee meeting with quorum on the 3rd Tuesday.

I'd like to extend my gratitude to the committee, the HFESA Board and secretariat for yet again supporting our work this year.

Sponsorship

NIL

Committee Business**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:

Annual Fireside Dinner in July attended by 4 members.

Christmas celebration in December

Lizzy Smith

Chair ACT Branch



NSW Branch Report **July 2018 – June 2019**

Overview

The NSW Committee met regularly either by teleconference or in person– approximately every month throughout the year and organizes HFESA activities and PD events in NSW, primarily in the Sydney region.

The NSW HFESA Branch Committee

Sharon Todd
Andrew Wright
Katrina James
Claire Folland
Ozlem Dalkic
Jennifer Long
David Smith
Sharonne Phillips

General Comments

We would like to formally thank the outgoing 2018-19 Committee once again for their support and assistance to the Society with the numerous events this year.

NSW Chair – Sharon Todd has done a phenomenal job as NSW Chair the past 3 years and will not be seeking re-election to the position in 2019-20. Under Sharon's guidance many important steps have been taken to strengthen the activity in the NSW branch.

Secretarial duties – thank you to Robyn Coman for keeping the committee on track with detailed Minutes of meetings, your support for the SIA conference stream, drumming up participants for the Knowledge through Sharing day and manning the trade stand at the SIA conference. We could not have done it without you.

Professional Development - Andrew thanks for reviewing papers with Sharon for the SIA Ergonomics stream, your role as the board representative and your assistance with the PD matters. Andrew's work on the HFESA promotional videos this year was important. They are up on the HFESA Website if you want to see them or spread them around! We are so proud of the product.

To all the team who manned the SIA stand in May; bought chocolates, and gifts for promotion, found speakers for events, liaised with speakers, wrote advertising and assisted the knowledge through sharing day, arranged the printing of brochures and assisted with the promoting the society and membership of the HFESA throughout the year I am sincerely grateful!!! It has been a busy year!

Events this year

In addition to bi-monthly ergo big night out and other PD events, The NSW branch represented HFESA at the SafetyScape Conference of 2019 held in Sydney.

Safety Institute of Australia

The NSW Branch was involved with the Safety Institute of Australia and their SafetyScape conference in May 2019. This is the first time that the Human Factors and Ergonomics Society of Australia has been involved with the Safety Institute of Australia to support them in their conference stream.

A stream of papers in association with HFESA was conducted as a concurrent session over the two mornings of the conference.

The ergonomic stream included an overseas speaker, Bernard Martin, who had been introduced to the NSW Branch Chair by Christine Aitken whilst we were attending the International Ergonomics Association Conference in Florence 2018.

All papers presented by HFESA members or associates were well received. We have offered to assist the SIA again next year. Their conference is in Melbourne and it is anticipated that the Victorian Branch may assist them with their conference. This involvement raises awareness of our society and builds up our contacts database.

The Ergo Big Night Out held on 21 May, just prior to the commencement of the SIA conference, featured our international speaker, Bernard Martin. Bernard presented his current research on the effects of vibration.

Maggie Graf from the International Ergonomics Association was also present and addressed the NSW Branch meeting to discuss the current discussions at the IEA level.

This is the first international speaker that the NSW Branch has secured for the Ergo Big Night Out pub events being conducted on a regular basis throughout the year. The feedback from Bernard's participation in the professional development evening was positive, with numerous new theories regarding the effects of vibration being presented.

Both Bernard Martin and Maggie Grave have offered to assist further with the society if the opportunity arises.

Design Night

We ran a fun design night with Lego in February. There were only 7 of us but the event was lots of fun as we built a phone rest for use on a desk. The competition was between the slim light-weight sleek version or the chunkier version.

This year we continued our Professional Development as a committee in the form of the Ergo Big Night Out events. Thank you to Harpoon Harry for the free space to meet! We have run these events cost neutral and this has enabled us to remain on budget.

NSW Membership as at 2 October 2018

The membership total across NSW is contained in the table below. There has been a reduction of 21 active members in the last year.

Membership retention is a matter of great concern. The SIA Conference was a chance to start a conversation with safety professionals about our role. We had a new banner made for the Society and launched some new posters and images to promote the society.

NSW Branch Membership	
Month	Current / (Previous)
As of 30/6/2019	109 (130)

Sharon Todd, CPE
NSW Branch Chair.

and

Andrew Wright, CPE
NSW HFESA Board Member



Queensland Branch Report

July 2018 – June 2019

The Branch AGM was held on 12 September 2018 at Lin's Kitchen, 209 Boundary St, West End. Nine HFESA members attended and there were four apologies.

Elected Committee Members include:

Chair:	Michelle Low
Secretary:	Role to be shared and rotated by committee members
Treasurer:	Lindsay Shorley
Board Representative:	Ann Morgan
PD Coordinator:	Role to be shared by committee members
Committee Members:	Adrienne Tracy, Danellie Lynas, Suzanne Johnson, Andrew Petersen, Brooke Dench, Marina Vitale and Angela Summers

The abovementioned Chair, Treasurer and Board Representative continued in their respective roles, as did most previous committee members, with the exception of Roxanne Egeskov who resigned. Formal thanks was extended to Roxanne and to all ongoing members for long standing contributions. With great excitement, the following three new committee members were warmly welcomed aboard: Brooke Dench; Marina Vitale; and Angela Summers. The committee has also informally enjoyed the company of Justin O'Sullivan at meetings. The committee continues to work towards recruiting new committee members, in particular student members, and a recent committee membership drive via Connect and direct email to Qld members has yielded interest from several members, including some student members, so the upcoming AGM on 10 September 2019 promises to excite with further new blood. A visiting Chinese professor from Beijing University who specialises in ergonomics and occupational health and safety attended one of the committee meetings.

This year the committee agreed to continue the successful operational strategy of sharing tasks to deliver quality, profitable/no loss PD events, rather than nominating a single PD Officer. This strategy delivered the inaugural August 2018 Knowledge through Sharing (KTS) event for Qld which is summarized below. Following the success of KTS 2018 it was agreed to run a similar KTS format in August 2019, which has formed the bulk of committee work in the first half of 2019. KTS 2019 similarly yielded very good attendance, feedback and profits, however this will be reported on in next year's annual report. Both KTS events were promoted electronically (via Connect, specific emails to Qld members and emails to committee members' networks), however in the future, consideration could potentially be given to an old-fashioned hardcopy flyer in the mail to better reach target audiences.

The committee has also sought avenues to tap into events delivered by other agencies that deliver benefits for Qld members at low/no effort for the committee. It was identified that Queensland University of Technology (QUT) delivers a variety of internal health, safety and wellbeing events, which upon the Qld branch's request, has agreed to make these publicly available to organizations such as the HFESA. Whilst the focus of QUT's events may not be primarily human factors/ergonomics, they are still deemed advantageous to members given many practice OHS alongside ergonomics.

The committee further brainstormed ideas for events that require less work/coordination to deliver, and that could be offered more regularly, such as informal pub networking nights, which are hoped to be tried in the future. Lastly, the committee has been exploring online meeting technology to facilitate participation from regional members, as well as local members who are best placed to attend from the convenience of home. This is a work in progress.

The below table summarises events organised or attended by the Qld branch this financial year.

Date	Event
1 Aug 2018	Knowledge through Sharing 1 day seminar on "Trending topics in human factors and ergonomics towards the 2020's"
22 Aug 2018	HFESA stand at School of Earth and Environmental Sciences' Industry Night, hosted by a number of UQ societies
15 Nov 2018	Legacy Way Control Room site visit followed by social event

1 August 2018, Qld's inaugural Knowledge through Sharing event

There were 13 speakers and approximately 35 attendees. A solid profit was generated and feedback was unanimously positive given the broad variety of topics. A brief summary:

- QUT Robotics expert, Dr Juxi Leitner gave thrilling insights into the application of robots and drones for 'dirty, dull and dangerous' jobs, such as for killing the crown of thorns starfish and for agricultural crop and weed control, along with their exciting use in healthcare such as for artificial limbs and the application of 'social' robots.
- Real Serious Games demonstrated the success of using virtual reality to enhance online learning/training programs.
- When considering incident investigations, an expert panel provided real life scenarios to demonstrate the importance of re-creating the incident as accurately as possible to gain a crystal clear understanding of causation and contributing factors - they showed early assumptions can be entirely wrong.
- When addressing manual handling issues, leading ergonomics consultant, Dr Gary Dennis recommends involving manufacturers in the earliest meetings with workers, so they can hear first-hand the problems. This gives manufacturers ideas from the outset on how to improve products, equipment and systems and speeds up the innovation and risk management process.
- Dr Kirsten Way considered the Dreamworld incident from a cognitive ergonomics perspective i.e. how we perceive and respond to information. This reinforced the appropriateness of high level (e.g. automated) controls for significant risks.....preventing multiple fatalities shouldn't rely on a human operator pressing a button.
- Ergonomics consultant Adrienne Tracy showed how implementing an ergonomics program can dramatically reduce injuries and claims.
- Sara Pazell shared insights into the success of an agile work design project for Medibank Private, which achieved improved staff health and wellbeing.
- Office ergonomics expert, Dr Margaret Cook advised on the increased role of tablets/iPads, confirmed that neck pain is of biggest concern currently and the value of forearm or elbow support, and she emphasised that consideration needed to be given to *where* work is being done these days – it could be the office, the car, the couch etc.
- Danellie Lynas explained the simple and free, new 'app' that can be downloaded to an iPod/iPhone to measure whole body vibration. Danellie advised vibration levels vary depending on equipment design; seat design, condition and adjustment; road condition; vehicle maintenance; task performed; and driver behaviour.

22 August 2018, University of Qld (UQ) Industry night

The HFESA had a display table and connected with multiple UQ students from the following societies: UQ Health and Safety Students Society; UQ Geography and Environmental Management Society; UQ Geoscience Society; and UQ Organisation of Planning Students. Many students seemed genuinely interested in human factors and ergonomics. The HFESA have been invited back to participate in the 2019 UQ Industry night, also in August.

15 November 2018, Legacy Way Tunnel Control Room site visit

Despite 17 registrations only 9 attended this free event. The tunnel has comprehensive systems for identifying and responding to issues. Two staff manage the control room in 12 hour shifts from 6am-6pm-6am. Rosters are 5 days on and 5 days off, with 2 day shifts followed by 2 night shifts E.g. 6am-6pm Mon and Tues, then 6pm-6am Wed and Thurs, finishing up Fri at 6am. In response to a question as to whether 3 X 8 hour shifts would be safer, an operator advised they prefer the 12 hour shifts however confirmed that recruitment processes were stringent in ensuring staff could handle these rosters. Staff had sit-stand workstations and multiple screens to monitor, in what seemed a well-planned set-up (mixture of near and far screens).

The entire committee has continued to collaborate brilliantly and work tirelessly to deliver the PD program and come up with new ideas. Their efforts are highly commendable.

The 2019 Branch AGM is scheduled for 10 September and has been promoted via HFESA Connect.

Michelle Low

Q-HFESA Branch Chair



SA Branch Report **July 2018 – June 2019**

Overview

The SA Branch continues to power on with a dedicated committee and had a change in some of the committee members' roles halfway through the reporting year when the Branch AGM took place.

Committee

This new committee was formed in November 2018 following the SA Branch AGM:

Chairperson:	Heidi Turbill
Secretary:	Nicole Walters
Treasurer:	Paul Dewing
PD Coordinator:	Paul Dickinson
Board Director:	Ramona Ramamoorthy

General committee members:

Helen Moody, Valerie O'Keefe, Anjum Naweed, Teal Evans, Silvia Pignata and So Young Lee.

Professional Development Events

30 August 2018

Dr Len Turczynowicz – Exposure Science

So Young Lee – Exposure Assessment of Blue Light Sources in the Occupational Visual Field

11 April 2019

Peter Schumacher - Human-centred Design and the Application of Anthropometry for Submarine Habitable Spaces – physical and virtual models

Membership

SA Branch has had 1 new member join who subsequently became part of the committee.

Ramona Ramamoorthy

SA Board Director



Victorian Branch Report **July 2018 – June 2019**

The committee members for the 2018/19 year are:

Branch Chair:	Wes Wilkinson
Board Representative:	Wes Wilkinson
PD Coordinator:	Steph Cassidy (Not elected but assisting with role)
Committee Members:	John Culvenor, Stephen Hehir, Steve Isam, Margaret Juhasz, Brendan Grimes, Rob Hanna, Theo Kannelos.
Assisting members:	Dave Harry, Karmel Woods.

The Victorian HFESA branch organised several PD Sessions and Knowledge Through Networking and Sharing 2018

- KTNS 2018 was to include networking in the title and reinvigorated by inviting key speakers on very current topics to ensure that the quality of the topics was elevated. It was held on the 13th September at Australia Post's conference centre at 111 Bourke Street Melbourne. The involvement of major sponsors meant that the invited speakers could attend from interstate with their accommodation and travel costs covered by the seminar. Whilst attendance was similar to the previous year it was a very successful event returning a significant surplus, whilst achieving the goals of providing affordable, accessible, quality professional development for HFESA members (not just Victorian Members with some interstate registrants) and providing professional networking and information sharing opportunities. Committee meetings & social /professional networking evenings were intended to be held alternate months between PD sessions such that an event or meeting was held each month.

PD Sessions were as follows:

- **29 August 2019 AS/NZS 4442:2018 Overview presented by Theo Kannelos and Brendan Grimes. Evening sponsored by Sylex Ergonomics at their new Dandenong South premises.**

In summary, the 2018-19 financial year was a year of consolidation with the committee working really well and a great professional development program providing accessible professional development for members.

The professional development program goals of the previous year were met with the 18 / 19 PD program and KTNS profile. The goals of working towards establishing our position as a peak body, networking with other societies, improving engagement with the membership are still being worked on with successful outcomes with dialogue with the Victorian Regulator, the Australian Institute of Health & Safety (Formerly SIA) and the Risk Management Institute of Australia. We have continued actively working on communicating and engaging with our membership via the secretariat and social media and the universities with the help of Amy Chung.

The Victoria committee is largely a group of active members who have consistently contributed to the operation of the Victorian Branch for many years whilst enjoying professional networking and socialising. A special thank you to each and every one of them for their efforts in 2018-19.

Wes Wilkinson
VIC Board Member



WA Branch Report
July 2018 – June 2019

1. Committee Members

The WA Branch committee members are as below:

Branch Chair	Rodney Powell
Treasurer/Secretary	Wendy Pietrocola
WA Board Representative	Kath Jones
PD Coordinators	Dale Casserley
	Carlee Ackland
Committee Members	Steven Chew
	Gisela Gmeinder
	Rob King
	Louise Coubrough
	Sue Bannerman
	Matteo Vinci

2. Memberships

There were 82 WA branch members on the 30th June 2019, which consisted of 37 full members, 6 Certified Professional Ergonomists, 20 Affiliate members and 19 full time students.

3. Professional Developments events

One PD event was held during July to December 18 in addition to the Perth HFESA conference. However, we remained active in the community by being invited to attend other events such as the review of the new OHS Legislation in WA, WISH WA- Applying risk management approach to psychological factors in the workplace and a journal club meeting. Three PD events were held between Jan 19 to July 19 and were well attended. The 18/19 PD events were free to attend for members and non-members and were held at various locations including Schiavello, Stylex and QE2.

In early 2017, the WA branch formed a separate conference committee to plan and prepare the national HFESA conference in November 2018. While the WA Branch committee worked on local PD event planning, the conference committee; consisting of Mel Allsopp, Ari Antonovsky, Marina Ciccarelli, Judith Laurie, Gisela Gmeinder &

Michelle Anderson met separately to work on our 2018 Many Faces of Ergonomics conference. The WA branch committee would like to thank the conference committee members on delivering a successful conference allowing the branch committee to concentrate on WA branch activities and events.

Below is a summary of the PD activities offered in 2018/19;

Name of event	Date of event	Number of attendees
AGM & PD event: Jean Mangharam and overview of the 2018 IEA Conference	11 October 2018	10
Ingrid Hand presented: <i>Prehabilitation and the DNS Approach</i> ,	19 March 2019	16
Site visit to Schiavello, Wendy Pietrocola presented : <i>The New Desk Standard</i>	14 May 2019	24
Rob King presented <i>Human Reliability</i>	26 July 2019	8 (+ 1 online)

4. Treasurers report

All income and expenses related to WA Branch activities are handled by the National Secretariat. The table below summarises the income and expenditure for the WA Branch activities from 01/07/2018 to 30/06/2019 based on the figures provided by the Secretariat. Income and expenditure for the 2018 National Conference which was held in Perth is not included in this summary.

01/07/18 – 30/06/19 – WA Branch Activities	
<i>Income Branch Activities</i>	Excl GST
Technical meetings (non-members' attendance fees)	\$ 0.00
Total	\$ 0.00
<i>Expenses Branch Activities</i>	
Technical meetings / PD event expenses	\$43.99
WA Branch meeting expenses	\$ 0.00
Board meeting expenses	\$ 0.00
Total	\$43.99
Net profit/loss	\$ 43.99 -

Prepared by Sue Bannerman/Louise Coubrough
WA Branch Chairpersons

**HUMAN FACTORS & ERGONOMICS SOCIETY
OF AUSTRALIA INC.**

ABN: 45 375 161 852

FINANCIAL REPORT

30 JUNE 2019

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 2019.

Committee Members

That the Committee of the Association holding office during the year ended 30 June 2019 were:

Suzanne Johnson	Treasurer	From 07/11/2016
Christine Aickin	IEA Board Representative	From 13/11/2012
Stephen Hehir	President	From 11/08/2015
George Buchanan	CHISIG	From 07/02/2017
Wendy Elford	Australian Capital Territory and Public Officer	From 07/11/2016
Andrew Wright	New South Wales	From 02/02/2017
Ann Morgan	Queensland	From 15/11/2015
Ramona Ramamoorthy	South Australia	From 07/11/2016
Kathryn Jones	Western Australia and General Secretary	From 24/08/2017
Wes Wilkinson	Victoria and Professional Affairs Board (PAB)	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.

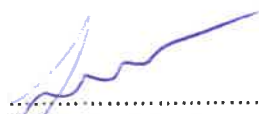
Significant Changes

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

Operating Result

The surplus for the year ended 30 June 2019 amounted to \$68,010 as against a deficit of (\$3,414) in 2018.

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


.....
Committee Member
Treasurer


..... 20/11/19
Committee Member
Kathryn Jones

Dated at Canberra this 20 day of November 2019.

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

STATEMENT OF COMPREHENSIVE INCOME

FOR THE YEAR ENDED 30 JUNE 2019

	Notes	2019 \$	2018 \$
Revenue from all activities	3	351,309	324,787
Employee and Staff Hire expenses		(60,181)	(57,987)
Depreciation expenses		-	(99)
Other expenses from ordinary activities		(223,118)	(270,115)
Surplus/(deficit) from ordinary activities		<u>68,010</u>	<u>(3,414)</u>

The Company has not restated comparatives when initially applying AASB 9, the comparative information has been prepared under AASB 139 Financial Instruments: Recognition & Measurement.

The accompanying notes form part of this financial report

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

**STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2019**

	Notes	2019	2018
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	5	519,904	487,658
Receivables	6	1,891	2,053
Other assets	7	9,432	12,407
TOTAL CURRENT ASSETS		<u>531,227</u>	<u>502,118</u>
NON-CURRENT ASSETS			
Property, plant and equipment	8	-	-
TOTAL NON-CURRENT ASSETS		<u>-</u>	<u>-</u>
TOTAL ASSETS		<u>531,227</u>	<u>502,118</u>
CURRENT LIABILITIES			
Trade and other payables	9	6,706	1,425
Provisions for employee benefits	10	3,385	4,154
Tax liabilities	11	(1,007)	8,817
Other liabilities	12	68,608	102,197
TOTAL CURRENT LIABILITIES		<u>77,692</u>	<u>116,593</u>
TOTAL LIABILITIES		<u>77,692</u>	<u>116,593</u>
NET ASSETS		<u>453,535</u>	<u>385,525</u>
MEMBERS' EQUITY			
Retained Members' Funds		<u>453,535</u>	<u>385,525</u>

The Company has not restated comparatives when initially applying AASB 9, the comparative information has been prepared under AASB 139 Financial Instruments: Recognition & Measurement.

The accompanying notes form part of this financial report

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2019

	Accumulated Surplus	Total
	\$	\$
Balance at 1st July 2017	388,939	388,939
2018 Deficit attributable to members	(3,414)	(3,414)
Balance at 30th June 2018	385,525	385,525
2019 Surplus attributable to members	68,010	68,010
Balance at 30th June 2019	453,535	453,535

The accompanying notes form part of this financial report

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2019**

	Notes	2019	2018
		\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts in course of operations and projects		312,882	384,472
Interest received		4,400	2,743
Payments to suppliers and employees		(285,035)	(335,294)
Net cash from operating activities	17(b)	<u>32,247</u>	<u>51,921</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for plant and equipment		-	-
Proceeds from Sale of plant and equipment		-	-
Net cash from investing activities		<u>-</u>	<u>-</u>
CASH FLOWS FROM FINANCING ACTIVITIES			
Proceeds from borrowings		-	-
Repayment of borrowings		-	-
Net cash from financing activities		<u>-</u>	<u>-</u>
NET INCREASE (DECREASE) IN CASH HELD		32,247	51,921
Cash at the beginning of the year		487,658	435,737
CASH AT THE END OF THE YEAR	17(a)	<u><u>519,905</u></u>	<u><u>487,658</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 2019**

1 STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report covers Human Factors & Ergonomics Society of Australia as an individual entity. Human Factors & Ergonomics Society of Australia is a not-for-profit company, registered and domiciled in Australia.

The principal activities of the Company for the year ended 30 June 2019 was the promotion of ergonomic principles and practice throughout the community.

The functional and presentation currency of Human Factors & Ergonomics Society of Australia is Australian dollars.

Comparatives are consistent with prior years, unless otherwise stated.

(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 Australian Charities and Not-for-profits Commission Act 2012. The Committee has determined that the association is not a reporting entity.

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

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

(b) Revenue

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

Sale of Good

Revenue is recognised on transfer of goods to the customer as this is deemed to be the point in time when risk and rewards are transferred and there is no longer any ownership or effective control over the goods.

(c) Income Tax

The association is exempt from income tax under Division 50 of the Income Tax Assessment Act 1997.

(d) 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 2019 (Cont'd)

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(e) **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.

(f) **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.

(g) **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.

(h) **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.

(i) **Superannuation contributions**

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

(j) **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 2019 (Cont'd)**

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Comparative figures

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

(l) 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.

Cash flows in the statement of cash flows are included on a gross basis and the GST component of the cash flows arising from investing and financial activities which is recoverable from, or payable to, the taxation authority is classified as operating cash flows.

(m) 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.

(n) 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.

(o) New Accounting Standards and Interpretations

The AASB has issued new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods. The Company has decided not to early adopt these standards.

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 June 2019 (Cont'd)

2. CHANGE IN ACCOUNTING POLICY

Financial Instruments - Adoption of AASB 9

The Company has adopted AASB 9 Financial Instruments for the first time in the current year with a date of initial adoption of 1 July 2018.

As part of the adoption of AASB 9, the Company adopted consequential amendments to other accounting standards arising from the issue of AASB 9 as follows:

- AASB 101 Presentation of Financial Statements requires the impairment of financial assets to be presented in a separate line item in the statement of profit or loss and other comprehensive income. In the comparative year, this information was presented as part of other expenses.
- AASB 7 Financial Instruments: Disclosures requires amended disclosures due to changes arising from AASB 9, this disclosures have been provided for the current year.

The key changes to the Company's accounting policy and the impact on these financial statements from applying AASB 9 are described below.

Changes in accounting policies resulting from the adoption of AASB 9 have been applied retrospectively except the Company has not restated any amounts relating to classification and measurement requirements including impairment which have been applied from 1 July 2018.

Classification of Financial Assets

The financial assets of the Company have been reclassified into one of the following categories on adoption of AASB 9 based on primarily the business model in which a financial asset is managed and its contractual cash flow characteristics:

- Measured at amortised cost

Measurement of equity Instruments

All equity instruments of the Company are measured at fair value under AASB 9 whereas there was a cost exception under AASB 139 which allowed certain unlisted investments to be carried at amortised cost in the absence of a reliable measurement of fair value. Any difference in the previous carrying amount and the fair value is recognised in the opening retained earnings (or other component of equity, as appropriate) in the reporting period which includes the date of application.

Equity instruments are no longer subject to impairment testing and therefore all movements on equity instruments classified as fair value through other comprehensive income are taken to the relevant reserve.

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 June 2019 (Cont'd)

2. CHANGE IN ACCOUNTING POLICY (Continued)

Financial Instruments - Adoption of AASB 9

Classification of financial Assets

Impairment of financial assets

The incurred loss model from AASB 139 has been replaced with an expected credit loss model in AASB 9 for assets measured at amortised cost, contract assets and fair value through other comprehensive income. This has resulted in the earlier recognition of credit loss (bad debt provisions).

Classification of financial assets and financial liabilities

The table below illustrates the classification and measurement of financial assets and liabilities under AASB 9 and AASB 139 at the date of initial application.

	Classification under AASB 139	Classification under AASB 9	Carrying amount under AASB 139 \$	Reclassifi- cation \$	Remeasure- ments \$	Carrying amount under AASB 9 \$
Financial assets						
Cash and cash equivalents	Loans and receivables	Amortised cost	293,821	-	-	293,821
Term deposits (i)	Loans and receivables	Amortised cost	193,837	-	-	193,837
			487,658			487,658
Financial liabilities						
Trade and other payables	Other financial liabilities	Other financial liabilities	1,425	-	-	1,425

Notes to the table:

Term deposits that would previously have been classified as held to maturity are now classified at amortised cost. The Company intends to hold the assets to maturity to collect contractual cash flows and these cash flows consist solely of payments of principal and interest on the principal amount outstanding. There was no difference between the previous carrying amount and the revised carrying amount of these assets.

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2019 (Cont'd)

	2019 \$	2018 \$
3 Revenue from all activities		
<i>Operating activities</i>		
Branch Meeting Income	18,515	11,246
Membership and subscriptions	116,534	98,129
Conference, Workshops & Meetings	207,697	208,796
Publications & Advertising	4,326	1,820
Donations	-	-
	<u>347,072</u>	<u>319,991</u>
<i>Non-operating activities</i>		
Interest received	4,238	4,796
	<u>351,310</u>	<u>324,787</u>

4 Profit from Ordinary Activities

Profit from ordinary activities has been determined after:

(a) Expenses:

Depreciation of property plant & equipment	-	99
Provision of employee entitlements	(768)	382
Bad Debts	-	-
Provision for doubtful debts	-	6,755
Other expenses	122,484	120,443
Conference, Workshops & Meetings	144,598	183,737
National Professional Development	735	-
Rental expense	9,900	10,800
Remuneration of Auditors		
-audit	6,350	5,985
-other services	-	-
Total	<u>283,299</u>	<u>328,201</u>

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019 (Cont'd)**

	2019	2018
	\$	\$
5 Cash and cash equivalents		
Cash at bank	519,904	487,658
Cash on Hand	<u>-</u>	<u>-</u>
	<u><u>519,904</u></u>	<u><u>487,658</u></u>
6 Receivables		
Trade Debtors	8,560	8,560
Less: Provision for Doubtful Debts (Impairment)	<u>(8,560)</u>	<u>(8,560)</u>
	<u>-</u>	<u>-</u>
GST and PAYG Withholding Refundable	<u>-</u>	<u>-</u>
Accrued Income	<u>1,891</u>	<u>2,053</u>
	<u><u>1,891</u></u>	<u><u>2,053</u></u>
7 Other Assets		
Prepayments	<u>9,432</u>	<u>12,407</u>
	<u><u>9,432</u></u>	<u><u>12,407</u></u>
8 Property, Plant and Equipment		
Office equipment at cost	3,111	3,111
Less accumulated depreciation	<u>(3,111)</u>	<u>(3,111)</u>
	<u><u>-</u></u>	<u><u>-</u></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	-	99
Additions	-	-
Disposals	-	-
Depreciation expense	<u>-</u>	<u>(99)</u>
	<u><u>-</u></u>	<u><u>-</u></u>

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019 (Cont'd)**

	2019	2018
	\$	\$
9 Trade and other payables		
CURRENT		
Trade creditors	3,291	655
Visa Card	1,306	855
Superannuation payable	1,357	(85)
Wages Payable	752	-
Accrued Expenses	-	-
	<u>6,706</u>	<u>1,425</u>
10 Provisions for employee benefits		
Annual leave	3,385	4,154
Long service leave	-	-
	<u>3,385</u>	<u>4,154</u>
11 Tax Liabilities		
GST and PAYG Withholding		
Tax Payable/(Refundable)	(1,007)	8,817
	<u>(1,007)</u>	<u>8,817</u>
12 Other Liabilities		
Workshop and conference fees in advance	13,077	12,477
Membership fees received in advance	55,531	89,720
	<u>68,608</u>	<u>102,197</u>

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019 (Cont'd)**

13 Contingent Liabilities

The Committee is not aware of any contingent liabilities

14 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.

15 Segment Reporting

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

16 Related Parties

The members of the association who served on the committee during the year ended 30 June 2019 (including the previous year's committee) were:

Margaret Cook
Valerie O'Keeffe
Suzanne Johnson
Christine Aickin
Stephen Hehir
George Buchanan
Wendy Elford
Andrew Wright
Ann Morgan
Ramona Ramamoorthy
Kathryn Jones
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 2019 (Cont'd)**

	2019	2018
	\$	\$
17 Cash Flow Information		
(a) Reconciliation of cash		
Cash on Hand	-	-
Cash at Bank	519,904	487,658
	<u>519,904</u>	<u>487,658</u>
(b) Reconciliation of Net cash provided by /(used in) Operating Activities to profit/(deficit) from Ordinary Activities		
Operating surplus / (deficit)	68,010	(3,414)
Non-cash flows in profit / (deficit) from ordinary Activities		
Depreciation expense	-	99
Changes in assets and liabilities		
Receivables	162	4,305
Prepayments	2,975	18,653
Provisions	(769)	382
Trade Creditors and Accruals	5,281	468
Taxes Payable	(9,824)	4,045
Income In Advance	(33,589)	27,384
Net cash (used) / provided by operating activities	<u>32,246</u>	<u>51,922</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 2019 (Cont'd)

18 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.

	2019	2018
	\$	\$
<u>Financial assets</u>		
Cash and cash equivalents	519,904	487,658

- (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 2019						
<u>Financial assets</u>						
Cash and cash equivalents	2.40%	392,860	121,359	-	5,685	519,904
Total Financial Assets		392,860	121,359	-	5,685	519,904
<u>Financial liabilities</u>						
Trade and other payables		-	-	-	10,091	10,091
Total Financial Liabilities		-	-	-	10,091	10,091
Net Financial Assets/(Liabilities)		392,860	121,359	-	(4,406)	509,813
30 June 2018						
<u>Financial assets</u>						
Cash and cash equivalents	2.40%	290,676	193,837	-	3,144	487,657
Total Financial Assets		290,676	193,837	-	3,144	487,657
<u>Financial liabilities</u>						
Trade and other payables		-	-	-	5,579	5,579
Total Financial Liabilities		-	-	-	5,579	5,579
Net Financial Assets/(Liabilities)		290,676	193,837	-	(2,435)	482,078

- (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 2019 (Cont'd)**

19 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

20 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


RESPONSIBLE PERSON'S DECLARATION

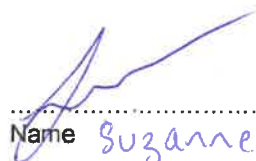
***PER SECTION 60.15 OF THE AUSTRALIAN CHARITIES AND NOT-FOR-PROFITS COMMISSION
REGULATION 2013***

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:  20/11/19
Name Katu Jones

Committee Member: 
Name Suzanne Johnson

Dated this 20 day of November 2019

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

ABN 45 375 161 852

Auditor's Independence Declaration under Section 60-40 of the Australian Charities and Not-for-profits Commission Act 2012 to the Responsible Persons of Human Factors & Ergonomics Society of Australia Incorporated

I declare that, to the best of my knowledge and belief, during the year ended 30 June 2019, there have been:

- (i) no contraventions of the auditor independence requirements as set out in section 60-40 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.

Vincent's Audit Pty Ltd



Phillip Miller
Director

Dated in Canberra, 21/11/2019

Independent Audit Report to the members of
Human Factors & Ergonomics Society of Australia Incorporated
Report on the Audit of the Financial Report

We have audited the financial report of Human Factors & Ergonomics Society of Australia Incorporated (the registered entity), which comprises the statement of financial position as at 30 June 2019, the statement of profit or loss and other comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the responsible entities' declaration.

In our 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:

- (i) Giving a true and fair view of the registered entity's financial position as at 30 June 2019 and of its financial performance for the year ended; and
- (ii) Complying with Australian Accounting Standards and Division 60 of the *Australian Charities and Not-for-profits Commission Regulation 2013*.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the registered entity in accordance with the auditor independence requirements of Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012* 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 our audit of the financial report in Australia. We have also fulfilled our other responsibilities in accordance with the Code.

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

Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the bases of accounting. The financial report has been prepared for the purpose of fulfilling the registered entity's financial reporting responsibilities under the *Australian Charities and Not-for-profits Commission Act 2012*. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of Responsible Entities for the Financial Report

The responsible entities of the registered entity are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the *Australian Charities and Not-for-profits Commission Act 2012*, and the needs of the members. The responsible entities' responsibility also includes such internal control as the responsible entities determine is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

canberra. adelaide. brisbane. gold coast. melbourne. sydney

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In preparing the financial report, management is 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 management either intends to liquidate the registered entity or to cease operations, or has no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Report

Our 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 our 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 Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We 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 our 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 management.
- Conclude on the appropriateness of management's 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 we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our 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.

We communicate with responsible entities regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Vincent's Audit Pty Ltd

Phillip W Miller CA
Director

Dated in Canberra, 21/11/2019

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

ABN 45 375 161 852

Disclaimer

For the Year Ended 30 June 2019

The additional financial data presented on pages 23 is in accordance with the books and records of the Association which have been subjected to the auditing procedures applied in our statutory audit of the Association for the year ended 30 June 2019. It will be appreciated that our statutory audit did not cover all details of the additional financial data. Accordingly, we do not express an opinion on such financial data and we give no warranty of accuracy or reliability in respect of the data provided. Neither the firm nor any member or employee of the firm undertakes responsibility in any way whatsoever to any person (other than Human Factors & Ergonomics Society of Australia Incorporated) in respect of such data, including any errors or omissions therein however caused.

Vincent's Audit Pty Ltd

A handwritten signature in black ink, appearing to read 'Phillip W Miller', followed by a period.

**Phillip W Miller CA
Director 21/11/2019**

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

**DETAILED INCOME STATEMENT
FOR THE YEAR ENDED 30 JUNE 2019**

	2019	2018
	\$	\$
INCOME		
Branch Meetings Income	18,514	11,246
Memberships	116,534	98,129
Conferences & Workshops	207,697	208,664
National Professional Development	-	132
Interest received	4,238	4,796
Publications & Advertising	4,326	1,820
Donations	-	-
TOTAL INCOME	351,309	324,787
LESS: EXPENDITURE		
Accountancy & Audit	11,104	10,825
Bank Charges	8,372	6,701
Bad Debts	0	0
Board Travel and Meeting Expenses	12,461	22,306
Branch Expenses	26,596	10,123
Communications	2,358	2,699
Conferences & Workshops	118,593	173,614
Depreciation	0	99
Doubtful Debts	0	6,755
IEA Fees	2,944	6,659
Insurances	4,976	5,169
National Professional Development	735	0
Office Services	15,991	17,217
Prizes, Awards and Medals	108	1,040
Promotions, Media and Advertising	7,269	0
Office Equipment Written Off	7,745	0
Staff Wages, On Costs and Hire	60,181	57,988
Website	3,866	7,006
TOTAL EXPENSES	283,299	328,201
SURPLUS (DEFICIT) FOR THE YEAR	68,010	(3,414)

The accompanying notes form part of this financial report