



Annual Report

2019 – 2020 FINANCIAL YEAR

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



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

July 2019 – June 2020

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 2020 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
- Wendy Elford (ACT)
- Andrew Wright (NSW)
- Nicole Walters (SA)

Four meetings were convened during the year. Due to the COVID-19 pandemic restrictions the Board was unable to meet face to face as planned in May 2020.

- Teleconference – 2 September 2019
- Face-to-face (Canberra) – 23 – 24 November 2019
- Teleconference – 4 March 2020
- Teleconference – 23 May 2020

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	2	4
Ramona Ramamoorthy	2	2
Nicole Walters	2	2
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 2019 – June 2020

It has been a very busy couple of years and we achieved a lot. At the beginning of my presidency I was saying to others that I would measure my success by how well I could turn us from being a learned society to a public facing body that represents our HFE profession. This would be evidenced by being able to have a number of position papers released, the website refreshed to represent our profession appropriately (CHI user friendly, and more publicly interactive) and the behaviour of our Society being more outward facing; having a public opinion about things. I was also keen to make sure we were able to have our CPE program re-accredited by the IEA so we are not seen as a profession in isolation.

So let's look at the scorecard:

- Position paper on WMSDs launched with a national PD session, public friendly web article and media release;
- Position paper on GWD launched with a national PD session, public friendly web article and media release;
- Web collateral on Home Based Work and COVID matters launched with a national PD session;
- Position paper review committee formed and to review our prolonged unbroken sitting position and extending the paper to cover office workstations in general;
- Position paper committee formed to agree a position on distraction from devices (such as smart phones) in vehicles;
- Position paper committee formed to agree a position on insecure work (AKA the gig economy);
- The website is being refreshed and now at the beta testing phase after a significant delay due to COVID impacting developers in India; and
- The application to have our CPE program re-accredited by the IEA on track following approval of the new PAB Rules at the CPE meeting and the vote of intent to bring our constitution into line with the IEA certification requirements at the AGM.

None of these activities would have been possible without the considerable work of many in our HFESA community. I need to thank a multitude but particular call-outs are Andrew Wright for his extraordinary work on the website (with very little other help) as well as all his video work and other participation such as GWD and Board, David Trembearth (WMSD Pos Paper), Sara Pazell (GWD Pos Paper), Amy Chung

(driving the Early Career Group, the HBW collateral and being hands-on in many other areas), Wendy Elford who has driven a change in thinking on how we interact at conferences and beyond as well as contributing widely including many years on the Board and being our Public Officer, our branch chairs and committees for their work especially with the fabulous on-line PD this COVID year which has been a game changer for the accessibility of our members while drawing good non-member income, and to Jai Secker (Secretariat) for her constant capable support and enthusiasm. A special mention of thanks to my fellow HFESA executive of Kath Jones and Suzanne Johnson – Suzanne has now been treasurer for 4 years and her diligence and governance oversight has been greatly appreciated. Any president would love to have worked with Kath and Suzanne who are engaged and collegiate. Also to Wes Wilkinson and the PAB who faced a few hurdles this year.

It really takes a community to keep this show on the road and the PAB have a lot of responsibility with the work they do.

This year we moved-out (to work from home) of the NSW office that was graciously let to us by Louise Whitby for many years at a generously affordable rate and where Louise provided support to our secretariat and was a treasurer's aid in so many ways.

Like many I was disappointed in not being able to do a rural conference this COVID year. I really missed not having a conference dinner and dance. But 2021 will be even better! I say that not only for the conference, but in anticipation of a better year for many of our members who have been hard-hit by the pandemic.

I look forward to the good work the Board has been doing over the past few years continuing under the leadership of Wes Wilkinson as we consolidate our outward public facing posture and seek ways to engage and influence for good in the wider community. As we are seen and better understood our reputation as a profession will grow and I believe membership will grow as many HFE practitioners see how we are representing what they do and promote their profession. The aspirational goal of being a Society whose views are sought after because of the depth of expertise our membership holds across such a wide range of areas, and our evidence based approach is the right goal to have. The power of us being on the same page with positions on matters should not be underestimated. Augustine Zycher, the communications consultant we engaged who was a top foreign correspondent for The Age and the NYT and a producer for the BBC Insight program was quick to point out that she had no idea that there was even a profession of HFE and how important a role we can play. Augustine saw how crucial it is for us to promote ourselves. The public will be interested in what we can do because it impacts and can benefit them and the stronger our position, the stronger will be the confidence of the public in our view.

So all up a very positive couple of years; personal scorecard – tick!

I thank the membership for their continued support of our Society and for allowing me the honour of leading our HFESA.

Stephen Hehir
President HFESA

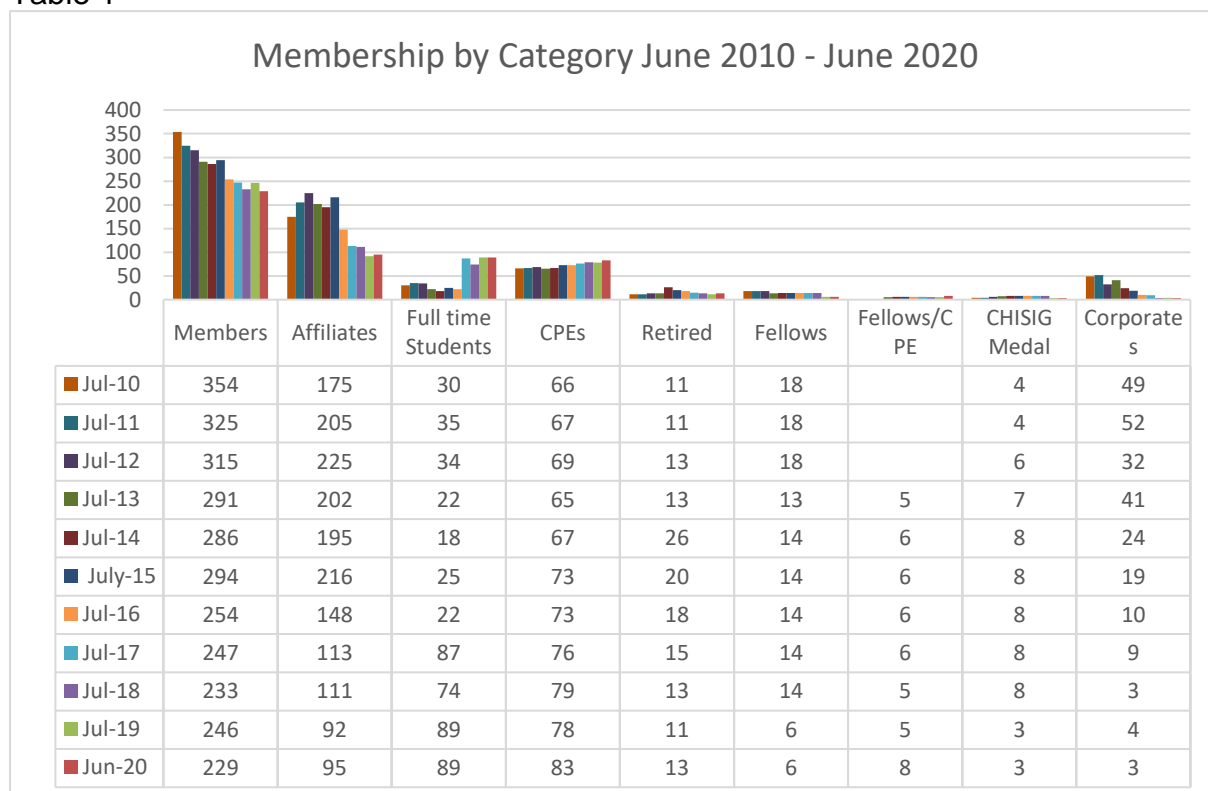


General Secretary's Report July 2019 – June 2020

Membership

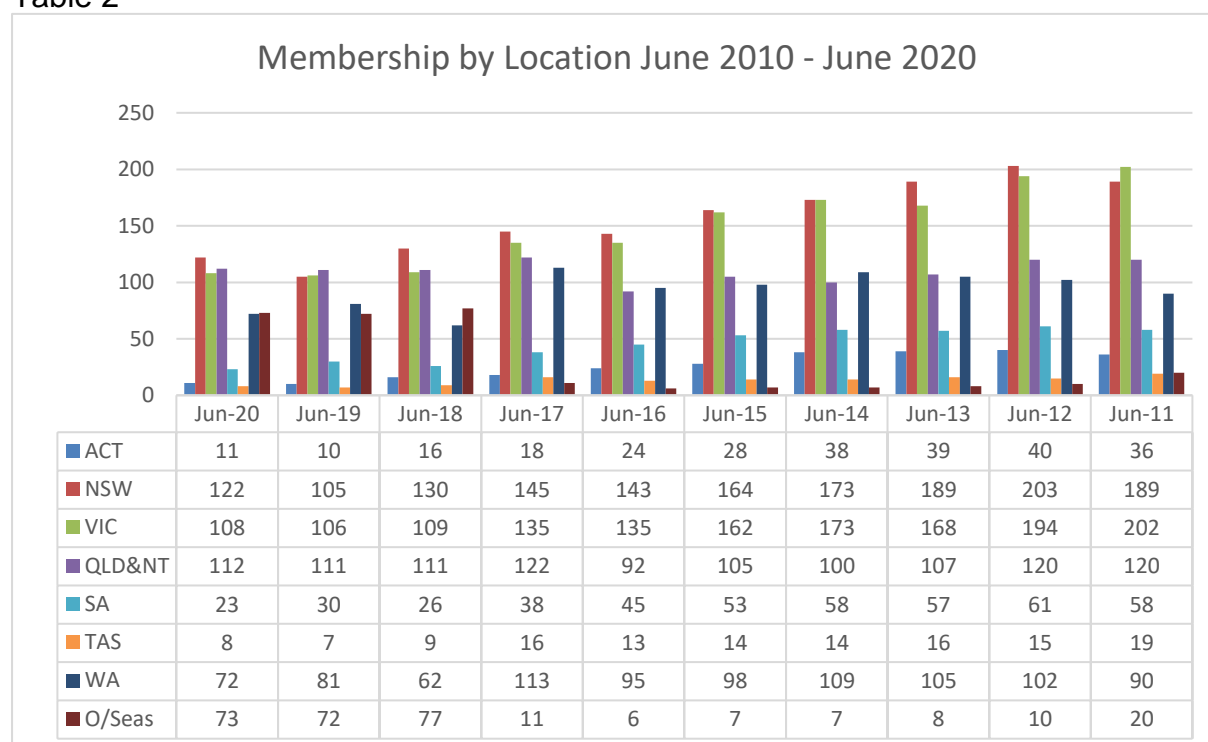
Membership numbers across categories remains relatively stable, with a total of 529 members up to June 2020 compared to 534 last year. Growth has primarily been in CPEs, retirees and fellows with a slight drop in the number of full members, however these numbers may be confounded by late renewal fees. See Table 1 for full details.

Table 1



The membership numbers by state show that NSW has seen a 16% increase in full members in the last year, which is an excellent outcome given the economic realities facing many of our members during COVID-19. After an increase in numbers over 2019, WA and SA has decreased in the total number of members since last year. See Table 2 for full details.

Table 2



Retention and recruitment strategy

The Board is committed to improving member benefits in order to attract and retain HFESA members. A number of initiatives will be rolled out with the newly designed website, which has been delayed due to COVID-19. The new HFSA website will feature;

- improved marketing of upcoming PD events with easier access for non-members as well as members to register and pay for events
- increased access to event recordings, papers and other artefacts
- increased content on application of human factors and ergonomic principals through access to position papers, articles of interest and video content
- easier access to news articles with improved functionality for sharing opinions and generating discussion
- improved access to the Find an Expert section allowing visitors to access both CPEs and members based on areas of expertise

Other initiatives to improve membership attraction and retention throughout the last financial year include:

- Providing Branches access to marketing of Professional Development events directly
- Greater engagement in social media with ongoing updates on upcoming and past events as well as emerging topics
- Improving the marketing of HFESA events to non-members by ensuring non-members are provided access to HFESA Connect

PD Events

- Changes to the delivery of PD events throughout 2020 has seen a huge increase in attendees to virtual or on-line events, with some events attracting over 300 attendees. The decision to charge non-members has not only provided income to offset expenses incurred in running the Society, but provided an incentive to attract new members.
- The work of Branch committee members in arranging and hosting these virtual PD sessions is commendable and on behalf of the executive, I would like to extend huge thanks to our Branch volunteers for producing an outstanding timetable of professional events.

Acknowledgement

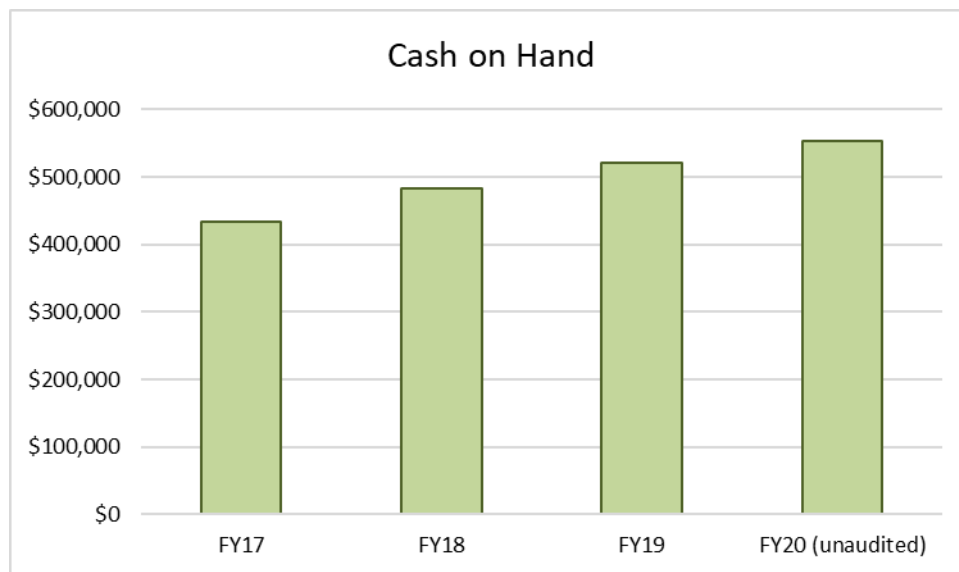
This is my final report as General Secretary and I would like to acknowledge my fellow executive members Stephen and Suzanne for assisting me in this role and keeping us on time during board meetings. While the role is voluntary, it is a huge privilege to be part of decisions which keep the Society relevant and responsive. I cannot thank our Secretariat Jai Secker enough for how much support she has provided me in as General Secretary; I can only hope that face-to-face conferences commence again soon so I can buy her the drink I keep promising her.

Kath Jones
HFESA General Secretary



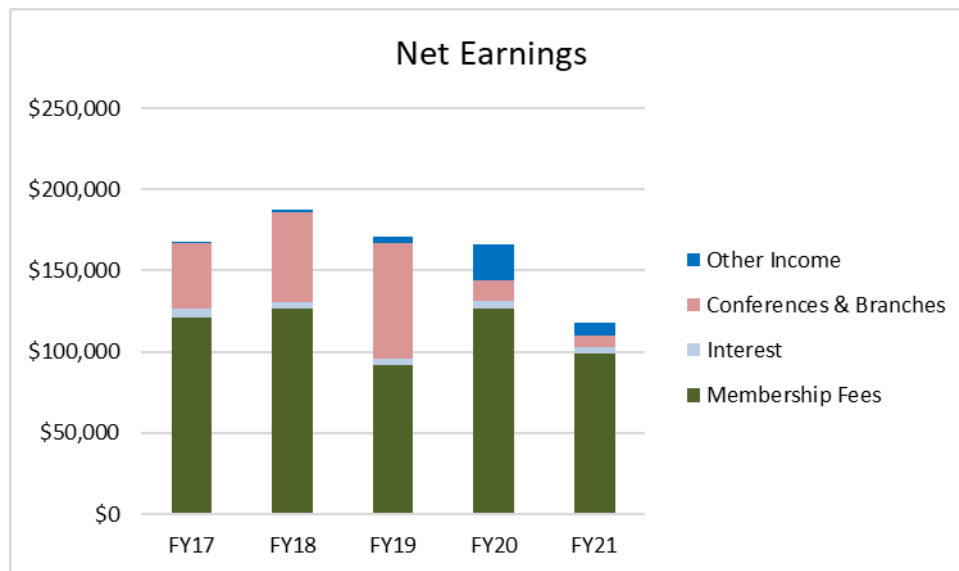
Treasurer's Report **July 2019 – June 2020**

The cash position at the end of the 2020 financial year (FY20) is forecast to improve to \$558,683 from the end of the previous year.



Net Earnings

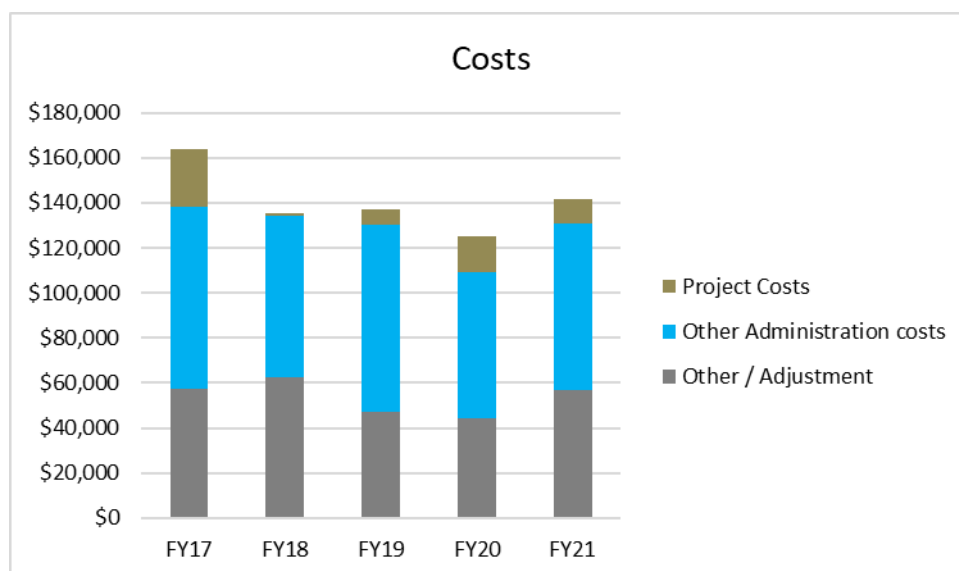
Cash Earnings for FY20 decreased from the preceding year. Membership revenue increased relative to FY19 which was lower than other years because of a push to have fees pre-paid in the previous year. Net income from conferences & branches declined. This loss of earnings was supplemented by a one-off payment from the Commonwealth Government of \$20,186 as compensation for loss of earnings caused by the CoVid-19 lockdowns.



Costs

Net costs of \$129k were slightly lower than the average of the last three years, with costs decreasing for:

- Board meetings down by \$9.3k,
- Contractors down by \$10.9k and
- Website Development costs up by \$19.5k



Comments

The Board this year focused on promoting the society's external profile while managing costs within the budgeted earnings.

The FY21 budget was approved by the Board at the May meeting. The budget conservatively assumes membership fees remain at the average level seen over the last two years.

Changes to the legislation for Incorporated Associations this year have removed the requirement for small associations like the HFESA to audit accounts. Each financial year, the committee of an incorporated association with total revenue of less than \$400,000 must take reasonable steps to ensure that the association's accounts for the financial year are reviewed by a reviewer. Although an audit is not required, the Board moved to have the HFESA accounts audited every 3 years rather than the

current yearly auditing, at the May Board meeting. The next audit will be scheduled for FY22 with Wholistic Financial Solutions reviewing the accounts in the intervening years. This change in legislation allows the society to reduce its operating costs by approximately \$4,500 in these intervening years.

With Louise Whitby's stepping down from her many years assisting with the financial management of the society, we have negotiated Wholistic Financial Solutions to provide this additional support to the Secretariat and Treasurer.

Thanks, need to be noted to the following:

- Jai Secker who does a tremendous job managing all the day-to-day financial affairs
- Louise Whitby for her many years assisting with our financial operations.
- Michael Johnson from Wholistic Financial Solutions



IEA Council Report **July 2019 – June 2020**

Representatives from all of the IEA member societies form the IEA Council. There are sixty-nine 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 usually meets annually at different locations in conjunction with a conference of one of the member societies or a member network or the triennial IEA Congress. In 2019 it was held on 23-24 August, prior to the 2019 Nordic Ergonomic Society (NES) Conference, in Helsingor, Denmark. Christine Aickin 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. This 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.

The executive has 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 an ex officio member of the Executive Committee. Hence for this triennium, the position will be hosted by the Association of Canadian Ergonomists/ Association Canadienne d'Ergonomie's (ACE) Ian Noy. The 2021 Congress www.iea2021.org will be a hybrid event, comprising both an in-person conference and a virtual conference due to the Covid19 pandemic. The in-person Congress will be held in Vancouver 13-18 June 2021 at the Hyatt Regency Hotel. Jodi Oakman is on the scientific committee.

Summary of Activities of the IEA Council 2019-2020

1. Kathleen Mosier, the president, has been involved in various outreach work over the last twelve months including the following:
 - a. ILO/IEA high-level guidelines “*Foundational Principles and Practices for the Design and Management of Human Factors and Ergonomics (HFE) in Work Systems*”;
 - b. Collaborative activities with WHO – “*Applying HFE to Healthcare for Patient Safety*” including the development of case studies;
 - c. Collaborative activities with the International Society for Quality in Healthcare, known as ISQua, including the development of a special journal supplement; and
 - d. Development work for a MOU with the Foundation of Professional Ergonomists.

In addition, Yushi Fugita, Past President of the IEA, has been appointed as chair of a new IEA ad hoc committee on *Future Directions in HFE Education*. Work has also continued on by the *Future of Work* task force.

2. This year, Ernst Koningsveld, a long standing member of the IEA Council and the IEA Historian resigned from the Council. He was formally acknowledged for his contribution at the Council meeting in 2019.



Photograph 1: Ernst Koningsveld, IEA Historian (retired) being acknowledged by IEA President Kathleen Mosier at the IEA Council Meeting in Helsingør, Denmark in 2019.

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 loss (about US-\$7,047) in the FY 2018. The highest expenditures were for outreach activities by the executive and the office in the US along with the website. The auditors of the finances for FY 2018 were David Caple and Christine Aickin. However, David and Christine have now resigned as the IEA auditors.

4. The IEA Liberty Mutual Award for 2018 was awarded to Ewart J. de Vasser, Richard Pak & Tyler H. Shaw (2018) : *From “automation” to “autonomy”: the importance of trust repair in human – machine interactions*, *Ergonomics*, 61:10, 1409-1427.
5. This year 5 Federated Society members were approved for the IEA Fellow Award. In addition, two new awards were approved by the IEA Council.
 - a. *The IEA/Tsinghua Award for Collaborative Human Factors and Ergonomics Education for Industrially Developing Countries* which is given annually to honour persons (e.g., researchers, teachers) who have made significant and outstanding contributions to the success of postgraduate educational programs that have human factors and ergonomics (HF/E) courses in the curriculum or contain substantial HF/E content in some courses, through international and/or inter-regional collaboration. The award may be given to up to two persons from up to two qualified programs. Recipients share \$8000 USD.
 - b. *The IEA/Kingfar Award* is given annually to honour persons who have made high-quality Ergonomics and Human factors (HF/E) research achievements that address issues typical of industrially developing countries (IDCs). The purpose of the award is to encourage a deserving person to further explore original researches and applications on HF/E issues typical of IDC, thereby potentially improving the well-being of people in IDCs. Up to eight winners are designated each year, with each receiving \$1000 USD.

Refer to www.iea.cc for a list of all the IEA awards.

6. 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. A list of HFE courses in each country which is a federated member is being compiled. A revised IEA professional certification accreditation and reaccreditation procedure is being developed. Of note is that Australia's CPE program is currently being reaccredited by the IEA.

- 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.
7. The IEA Council meeting in 2020 was to be in Beijing China on 20 – 21 August. It has now been rescheduled, due to the Covid 19 pandemic, as a virtual Council meeting on 20 October 2020. IEA is registered in Switzerland and according to IEA Bylaws and Swiss regulations; IEA is required to hold an annual Council meeting. Hence the only option at this time is a virtual meeting.

Christine Aickin
Jodi Oakman
IEA Council members



Professional Affairs Board Report

July 2019 – June 2020

There are currently 91 Certified Professional Ergonomists (CPE) including 83 CPEs and 8 Fellow/CPEs. There have been 11 applications submitted for CPE certification in FY19, 8 of which were successful at present, with one pending based on completion of document submissions.

Maintenance of Certification (MOC)

There were 37 requests for maintenance of certification submissions in 2020 covering the period of the previous 3 years, June 2017 to 2020. Requests were sent out in May 2020 with a hard cut-off date in October. All CPE's submitted their MOC records within the required time frame and were successfully granted continuing CPE status. Certificates were issued stating maintenance of CPE status from July 2020 – July 2023. Previously the MOC year went from January – December however the committee decided to change this so that the submission was in line with the year of submission rather than in arrears.

Of those that submitted 10% were chosen for auditing as per the MOC guidelines. These are still being completed at the time of writing.

Helen Moody

Maintenance of Certification Sub-committee Chair

Mentoring

Whilst there have been no formal referrals for mentoring by the PAB, several applicants have been mentored in the form of assistance with the process steps and the preparation of the documents for their applications.

Accreditation of the HFESA CPE process.

The accreditation of the CPE process in HFESA was required to be renewed by the IEA in 2020 as part of our affiliation with the IEA. The original accreditation application was not able to be located (30+ years ago) however the IEA were satisfied that the HFESA process was able to be re-accredited with some changes to the structure required to demonstrate independence of the PAB from the HFESA Board for process integrity reasons and to facilitate the assessment of non-members for certification. President Stephen Hehir prepared the appropriate documentation and strategies to achieve this and the process will be completed in the late 2020.

Professional Misconduct Complaint:

The second complaint about professional misconduct submitted by a CPE about another CPE has been finalised. The complaint was heard by an independent panel of fellows & CPE's who found that there was no basis for the complaint. The parties were advised of the outcome in writing on June 9, 2020. The parties were offered counselling assistance as part of the finalisation of the complaint.

There are no other significant issues to report.

Wes Wilkinson
PAB Chair



Health SIG Report

July 2019 – June 2020

Overview

The Health SIG continues to provide ongoing professional development opportunities for our members. The Chair of the SIG was changed from Melissa Baysari who served two consecutive terms, to Brooke Dench in August 2019.

Committee

The committee includes Brooke Dench (Chair), Melissa Baysari, Karen Davies, Thy Do, Simone McKay, Robyn Coman, Valerie O'Keefe and Louise Whitby. Meetings were held in Sept 2019 and June 2020.

Professional Developments events

There was no professional development events held for the year. Planning for an August 2020 event occurred during the committee meetings, including distribution of a survey to understand members professional development needs.

The Human Factors Resource for Healthcare Professionals, developed by Melissa Baysari et. al, was launched in Feb 2020.

Membership

The SIG includes 183 members.



NSW Branch Report **July 2019 – June 2020**

Overview

The past year has been an active one for the NSW committee and NSW members. The nature of events was significantly impacted by Covid-19, which caused in-person meetings to be halted and replaced by zoom-based video events, which were found to quite popular, and sometimes attracted interstate and overseas attendees. NSW members were also able to attend PD events hosted by other states. Other projects were undertaken by the committee, such as the Working from home resources group, and career panel run jointly with UTS.

Committee

The 2020 NSW committee was composed of the following:

Chair: Amy Chung,

Secretary: Fiona McDonald,

Professional Development Officer: Andrew Wright,

General Committee members: Robyn Coman, Deborah Debono. Robyn Clay-William, Sharonne Phillips, David Smith Jennifer Long, and Rod Brown.

Axillary member volunteer: Ozlem Dalkic

Committee meetings were held monthly, sometimes with additional meetings on an as-needed basis.

The committee made the following improvements:

- Establishing a process for organising committee meetings to make sure that members received meeting invites and reminders in a timely manner.
- Establishing collaboration with other state branches to learn from each other and to avoid event clashes (See Section 4.1.3).
- Switching from telephone conference to Zoom video conference for committee meetings – this would save the NSW Branch more than \$500/year in cost of operation.

It was a timely switch to Zoom for committee meetings, because it equipped us with the ability to move our PD events to the webinar format on Zoom when the COVID-19 lockdown began in March 2020.

Professional Developments events

The professional development offerings required some flexibility in the past year due to the impact of COVID-19, specifically the physical distancing requirements which effectively prohibited live in-person PD events, but had the silver lining of the added accessibility via Zoom which benefitted a large number of members who found themselves working from home. The NSW Committee came together and came up with some creative and effective solutions to this fluid situation.

The **17 March 2020 PD event, the Existential Exoskeleton Experience** with Lotte Koenig from Ottobock Industries was switched from a live to a Zoom event only a few days prior, as the week of 16 March was the beginning of the physical distancing measures, and still at a time when there were significant uncertainties regarding how to proceed. We had a 14 Zoom participants. As several were interstate and one joined from overseas, this was our first inkling the state PD events could end up being in effect national.

The **2 April 2020 Career Panel hosted by UTS Engineering Society**, which was to include four HFESA panel members was postponed due to physical distancing requirements. Amy Chung coordinated with UTS and came up with an alternate Zoom version of the the first of which was held on 27 August 2020.

We cancelled the **day-long 28 May 2020 PD event, on Ergonomics and the Design of Office equipment and furniture** due to physical distancing rules. This was to be in the Sydney CBD, and we were looking to promote to both HFESA members and allied professions. This was unfortunate as we had several speakers lined up and an interesting program prepared. We plan on revisiting this event when it is possible to do so in a live format.

The **Working from home (WFH) resources launch party was a Zoom event held on 28 May 2020**, jointly hosted by the NSW and QLD branches. The WFH resources were generated by a working group, majority formed by members of the NSW Branch Committee. The event had 86 online participants. These resources are available on the HFESA website.

<https://www.ergonomics.org.au/resources/links/telecommuting-and-home-based-working>

30 July 2020 a NSW PD event, Human Factors on Track with Max Hely was via Zoom. This event had significant interest and engagement. This event had 70 online participants from 110 registrations. Due to the 26 non-members who registered, this event made a tidy profit of \$780 for HFESA. It was great to see interest from all over Australia, and from members and non-members alike.

Working From Home (WFH) Working Group

In response to the COVID-19 situation, a Working From Home (WFH) Working Group was formed in April 2020 to gather and produce resources related to home-based work and COVID-19.

The WFH Working Group was comprised predominantly of NSW Branch Committee members Amy Chung, Andrew Wright, Fiona McDonald, Jennifer Long, Ozlem Dalkic, Rod Brown, Robyn Coman, David Smith, and Sharonne Phillips, and also Marina Vitale (QLD) and Mark Hennessy (VIC).

The WFH Working Group met on a weekly basis from 14 April 2020 to 2 June 2020, then fortnightly thereafter until the final meeting on 11 August 2020 to close the Working Group.

The Working Group published fact sheets on working from home for employers and for employees, and the gathered relevant resources that were published on the HFESA website. These resources were launched at the PD event on 28th May 2020, which was a collaboration between NSW Branch and QLD Branch.

Based on the experience of running webinars since the COVID-19 lockdown, we produced the **Tips for Running Online PD Events on Zoom** document to share with other HFESA members who run webinars, which others could also add to over time.

We established a partnership with the UTS Engineering Society in late 2019, this was initiated by Amy Chung. The intention was to host one Career Panel event per university semester at UTS for a panel of HFE professionals to share about their own careers with students. An in-person event with 6 panel members was planned for 2 April 2020 in Semester 1. However, this event was cancelled due to COVID-19. The idea of the Career Panel event was revisited for Semester 2, and the event format was changed to 3 one-hour career panel sessions on Zoom with 2 panel members per session:

- **27 August 6-7pm:** Amy Chung, Timothy Lang^{[1][SEP]}
- **24 September 6-7pm:** Melissa Baysari, Brandt Clifford^{[1][SEP]}
- **15 October 6-7pm:** Wendy Elford, Todd Shardlow^{[1][SEP]}

The first event was a success and we received much positive feedback from students who participated in the event. It was an opportunity for students to find out about potential careers in HFE and to establish a connection between what they are learning as engineering students and real world projects. This was also a great opportunity to promote the HFESA Early Career and Student Special Interest Group (ECS SIG) Facebook group and the free HFESA membership for full-time students.

Membership

The following table shows a breakdown of membership categories in NSW as of September 2020.

	2018	2019	2020
Full Members	52	54	51
Affiliates	35	20	25
CPEs	19	20	21
Retired	1	1	3
Students	5	0	10
CHISIG Medallist	3	0	0
Corporates	3 (individuals)	3 (individuals)	3 (individuals)
Fellows	4	2	2
Fellow / CPE	2	1	1
Fellow – Honorary / CPE		2	1
Total	124	103	117

Andrew Wright, CPE
NSW PD Coordinator and NSW Board Representative



QLD Branch Report
July 2019 – June 2020

The Branch AGM was held on 10 September **2019**, in Highgate Hill, Brisbane. Michelle Low stepped down as Chair and Lindsay Shorley retired from the treasurer position and the committee.

New office bearers were elected with Suzanne Johnson taking up the Board representative position (as a dual role with the national treasurer position) to replace Ann Morgan. There were also new committee members elected for the year ahead.

Office bearers elected:

Chair: Marina Vitale

Secretary: Brooke Dench

Treasurer: Donna Lee

Board representative: Suzanne Johnson

PD co-ordinator: Nektarios Karanikas

Elected Committee Members include:

Ken Horrigan, Angela Summers, Adrienne Tracy, Gary Dennis, Andrew Petersen, Suzanne Johnson, Nita Maynard, Danellie Lynas, Karen Davies, Michelle Low, students – Zohre Abedi, Haroun Zerguine.

I want to thank our retiring office bearers that have given their time and skills to the Qld committee and membership so generously. We wish Ann and Lindsay all the best in their next endeavours and fully appreciate having Michelle Lowe stay on in the committee to provide mentorship and support.

The Queensland Branch have had 4 well subscribed virtual meetings this year in March, April, May and June. Attendance has ranged from 10 to 16 people attending the meetings.

In February 2020, I had a zoom meeting with Amy Chung to discuss how we could better reach our membership and work more closely with the other chairs in the country. It proved to be a timely conversation as it was only 6 weeks later that the impact of COVID-19 changed the way we had to approach ongoing PD events to our membership.

We have learned a lot during this time. Zoom/ Virtual meetings and online PD events became the norm through Covid which allowed for greater collaboration between state branches. For example, quarterly National Chair meetings have been established where all states attend, discuss common goals and plans to support our

membership. It has also had the benefit of allowing those living remotely or away from their normal workplace/s to observe or participate in events hosted by any state across Australia. It is expected that this will become an ongoing arrangement that will provide value for our membership and greater connectiveness.

Professional Developments events

Date	Event
07.08.2019	KTS August 2019
12.02.2020	Worksite visit to Australia Post facility Redbank Plains
28.05.2020	On-line PD event: Pantry Ergonomics and WFH HFESA resources launch. Joint event with NSW and Qld

KTS

The KTS event was a successful day with 40 attendees. Please refer to the program below:

Speaker	Topic
Registration / Coffee	
Prof. Robin Burgess-Limerick	Introduction
Michelle James	Regulating musculoskeletal disorders – insights from the Regulator
Dr Nicholas Gilson	<ul style="list-style-type: none"> Impact of high-intensity interval training on heart health, sleep quality and fatigue levels in highly sedentary, high risk truck drivers Systematic review of sedentary and physical activity behaviour of workers in construction, manufacturing and transport
Brooke Dench	Case study - Reducing errors in handling histology specimens in an Endoscopy Department – physical, cognitive and organisational ergonomics
Morning Tea	
PhD Candidate Abdullah Alzhrani	Measuring body postures adopted during the use of smart phones and tablets: a one week field study
Justin O’Sullivan	Brief overview of the latest office ergonomics standard from a practitioner’s point of view
Dr Margaret Cook	Future of office design - the impact of IoT (internet of things)
Lunch	
Andrew Wright	Standards of Usability – a framework for evaluating usability
Dr Andrew Jeremijenko	Telemedicine and the human factors considerations
Afternoon Tea	
Dr Jürgen (Juxi) Leitner	Robotics and Artificial Intelligence (AI) – where are they now? What will they be doing soon?
Prof. Robin Burgess-Limerick	Human Factors and Automation
Prof. Robin Burgess-Limerick	Close

Australia Post site visit (12th February)

2020 PD events commenced with a worksite visit at Australia Posts’ new facility at Redbank Plains. Of the 35 registered people, 20 attendees were non-members. The group enjoyed the opportunity to see this modern facility featuring highly automated

solutions to reduce a variety of potential hazards including hazardous manual task risks. Stephen Hehir coordinated a site visit from his base in Victoria and was on hand to talk to Qld members and assist with answering questions alongside the facility manager, Allyson Robinson.

Pantry Ergonomics and WFH resources launch (28th May)

A working from home HFESA committee was formed to develop a position and collate resources about WFH with COVID-19 impacting how we work.

Qld and NSW delivered this as a joint event, featuring an employer case study by Michelle Lowe at QUT about low cost evidence-based interventions that workplaces can do when mobilizing a large workforce to work from home quickly. Jennifer Long launched the committee's WFH resources that are now available on the HFESA website. This was an online event and attracted 87 attendees.

The 2020 Branch AGM is scheduled for 9th October **2020** and has been promoted by HFESA connect. This event will be held online.

Marina Vitale

Q-HFESA Branch Chair



VIC Branch Report **July 2019 – June 2020**

Firstly, many thanks to all of the committee members for your support and involvement in 2020. Except for two meetings in February and March, we have not been able to meet in person unfortunately, but we have still been able to continue to hook up via zoom meetings and events, emails and phone calls, to stay in touch and keep supporting each other in one of the strangest and most difficult years we have encountered!

Covid-19 has required us to adapt and find new ways and areas to work. Many of us have had to work from home and we, as ergonomists and the society, as a whole, have provided advice to the wider community for those forced to do the same.

The restrictions enforced by Covid -19 have also meant that we have been unable to physically gather for events and, instead, we have had to resort to web-based gatherings, most notably “Zoom”. As Wes Wilkinson (our previous chair and next national president) said, we “*need to work towards Webinars in the future to expand our audience*”. Well, he got that right!! Not quite the impetus he was looking for to initiate this, but one of the silver-linings of this pandemic has been the introduction of web-based meetings and PDs! We have most certainly expanded our audience, spreading to people in almost all states and territories and even some overseas participants, as well as increasing our reach to non-members as a result. And at the same time, we have become quite proficient in working with web-based events, which will prepare us well for hosting the planned 2020 National Conference, now moved to next year! Hopefully, this will be a “hybrid” Conference, with both face-to-face and web-based participation.

Below is a summary of our activities, achievements and involvement for 2020

Committee meetings held in 2020

- 20th February (at *The Last Jar*)
- 19th March (most members at *The Last Jar*, a couple logged in via zoom)
- 16th April (via zoom)
- 21st May (via zoom)
- 18th June (via zoom)
- 16th July (via zoom)
- 13th August (via zoom)
- 17th September (via zoom)
- 15th October (AGM today – also via zoom!)

Committee members

Brendan Grimes (Chair), Theo Kanellos, Melissa Mitchell, Wes Wilkinson, Stephen Hehir,
John Culvenor, Steve Isam, Marg Juhasz, Dave Harry, Steph Cassidy, Rob Hanna,
Fiona Begg

Thanks to Chris Fitzgerald for the use of the Boardroom and your hospitality at The Last Jar earlier this year! Such a shame that we only had 2 meetings there this year. Looking forward to returning there in 2021 – we hope!!

Vic Branch Professional Development events in 2020:

Vic Branch successfully hosted 4 PD nights, all of which were well attended and enjoyed by participants.

PDs were recorded (unless specified otherwise by the presenters) and made available via HFESA Secretariat, as per other states.

Due to other states offering PD's via zoom as well, Vic Branch members also had access to PD's hosted by HFESA nationally and by the individual states. In addition, due to the creation of a reciprocal arrangement with AIHS, HFESA Members were also given access to sessions hosted by AIHS on the same basis as AIHS members. Thanks to Wes Wilkinson and Stephen Hehir (from HFESA of course) and David Clarke (AIHS President).

Date	Topic of PD	Presenter (s)	Number of attendees
16/4/20	Safety Culture	Dr Matt Ebbatson	34
18/6/20	Mental Health Management & Good Organisational Design	Mark Belanti Dean Eddy	90 (approx)
13/8/20	Changing RM approaches for MSDs	Jodi Oakman	70 (approx) (151 registered) 24 paying registrants \$720 raised
24/9/20	Silica Presentation	Halil Ahmet	17 4 paying registrants \$120 raised

Unfortunately, again due to Covid-9, our National Conference, due to be in regional Victoria in October this year, had to be postponed to 2021.

Budget:

Note: There is effectively no budget allocation hence balance remaining is irrelevant. All expenses and income are the responsibility of HFESA nationally. However, it is worth noting that the "income" and "expenses" for the Vic Branch are summed up below:

Income			Expenditure		
<i>Date</i>	<i>Item</i>	<i>Amount</i>	<i>Date</i>	<i>Item</i>	<i>Amount</i>
13/8/20	Paying registrants at PD (24) (first session for which non-members were charged)	\$720	16/4/20	Gift Voucher for PD presenter (1)	\$50
24/9/20	Paying registrants at PD (4)	\$120	18/6/20	Gift Vouchers for PD presenters (2)	\$100
			13/8/20	Gift Voucher for PD presenter (1)	\$50
			24/9/20	Gift Voucher for PD presenter (1)	\$50
Total		\$840			(\$250)
Balance for 2020		\$590			

Membership:

Vic Branch Memberships rose 10% from 2019, peaking at 108 members in March, but dropping to 105, post Covid-19, for a net gain of 7%. While this is creditable, it is also regrettable that we have lost 3 members, which could be partly or completely due to the financial impact of Covid-19. I guess we need to investigate further and reach out to those who are doing it tough.

Vic Branch involvement in other key activities:

Members from the Vic Branch have remained busy in assisting in activities, such as development of position papers, responding to media articles, involved in revising guidance documents, and other committees and bodies other than the Vic Branch, over 2021. Members have assisted in the development of the following position papers:

- WMSDs in Australia (Chris Fitzgerald, Stephen Hehir, Theo Kanellos, David Caple)
- Good Work Design (Stephen Hehir)

Victorian Branch members provided responses to media articles, including an article in *The Age* in May *Health & Safety Working from Home*.

Vic Branch committee member Melissa Mitchell was contracted to revise the *Transferring People Safely Guidance* with Victorian WorkSafe and will be running focus groups later this year. Steve Isam and Brendan Grimes will be joining the focus groups to assist in this.

Branch Chair (Brendan Grimes) continues to meet regularly with the HFESA Branch Chairs, maintaining co-ordination and collaboration with PDs and meetings. We have been organising a virtual KTNS on a national basis, which will be on **18th November 2020 from 12 -5 pm**, via zoom (details on HFESA website). The theme is “***Tools for the HFE profession***” with involvement from all states. Actions from these meetings have been fed back to the Vic Branch, with input from the Vic Branch being relayed back to the Branch Chairs.

As you are all aware, Stephen Hehir has been in the role of HFESA President in the past 12 months, working extremely hard to lift HFESA's profile, improve our connectivity and cohesion as a national society and Wes Wilkinson has also been on the Board responsible for PAB for HFESA members. It has been invaluable to have both Wes and Stephen simultaneously on the Board and our Vic Branch Committee to keep us up to date and involved! As you may be aware, Wes is set to commence as National President, from the National AGM. We wish him well and thank Stephen for his contribution to the Society in the preceding year!

My apologies if I have neglected to mention any other items or specific people of importance in this report! All our Vic Branch HFESA members are important, regardless of your assistance, involvement or participation! Let's hope we can see you, hopefully in person, in 2021. If not, at least stay connected.

I look forward to 2021 with great anticipation, particularly for the National Conference in October and the opportunity for face-to-face events and interaction, while providing the opportunity for people to attend this event via a web-based platform, continuing to broaden our reach! Let's hope this will happen next year!

Brendan Grimes
HFESA Victorian Branch Chair



WA Branch Report
July 2019 – June 2020

1. Committee Members

The WA Branch committee members are as below:

Branch Chair	Suzanne Bannerman/Louise Coubrough
Treasurer/Secretary	Wendy Pietrocola
WA Board Representative	Kath Jones
PD Coordinators	Dale Casserly
	Carlee Ackland
Committee Members	Jean Mangharam
	Gisela Gmeinder
	Rob King
	Matteo Vinci
	Kendall
	Ari Antonovsky
	Stephanie Black
	Tin Yang
	Eunice Sari
	Matthew Blampey

2. Memberships

There were 72 WA branch members on the 30th June 2020, which consisted of 36 full members, 8 Certified Professional Ergonomists, 17 Affiliate members and 11 full time students.

3. Professional Developments events

Four PD/networking events were held, see summary below.

Name of event	Date of event	Number of attendees
Carlee Ackland and Rob King presented: <i>Optimising Human Performance in the Workplace: Applications of Human Factors within the context of Safety Differently</i>	24/9/19	36
Christmas Sundowner HFESA, Como Hotel	5/12/19	16
Site visit to Schiavello, Wendy Pietrocola Kath Jones presented : <i>2020 Offices of the future, Schiavello and Human scale presentation</i>	4/3/20	22
Online PD event: Jean Mangharam and Louise Coubrough presented <i>Framework for WMSD</i>	11/6/20	54

We remained active in the community by being invited to attend other online National PD events such as WMSD's position paper, Good work design and other state branch events held online via zoom.

4. WA Branch Treasurer's 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 01/07/2019 to 30/06/2020 based on the figures provided by the Secretariat (note – these figures exclude GST). With the reintroduction of non-member attendance fees to the WA PD events this year there has been an overall (small) profit.

01/07/19 – 30/06/20 – WA Branch Activities	
<i>Income Branch Activities</i>	Excl GST
Technical meetings (non members' attendance fees)	\$ 129.18
Total	\$ 129.18
<i>Expenses Branch Activities</i>	
Technical meetings/PD event expenses (including refunds)	\$18.18
WA Branch meeting expenses	\$ 0.00
Board meeting expenses	\$ 0.00
Total	\$18.18
Net profit/loss	\$111.00 (+)

Wendy Pietrocola
WA Branch Treasurer
15 July 2020

Prepared by Sue Bannerman/Louise Coubrough
WA Branch Chairpersons
Aug 2020

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

ABN: 45 375 161 852

FINANCIAL REPORT

30 JUNE 2020

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 2020.

Committee Members

That the Committee of the Association holding office during the year ended 30 June 2020 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
		To 25/11/2019
Ramona Ramamoorthy	South Australia	From 07/11/2016
		To 17/02/2020
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 2020 amounted to \$27,409 as against a surplus of \$68,010 in 2019.

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

.....
Committee Member

.....
Committee Member

Dated at Canberra this day of 2020.

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

STATEMENT OF COMPREHENSIVE INCOME

FOR THE YEAR ENDED 30 JUNE 2019

	Notes	2020	2019
		\$	\$
Revenue from all activities	3	313,205	351,309
Employee and Staff Hire expenses		(55,902)	(60,181)
Depreciation expenses		0	0
Other expenses from ordinary activities		(225,310)	(223,119)
Surplus/(deficit) from ordinary activities		31,993	68,010

The accompanying notes form part of this financial report

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2020

	Notes	2020 \$	2019 \$
CURRENT ASSETS			
Cash	5	558,683	519,904
Receivables	6	1,670	1,891
Other	7	21,996	13,068
TOTAL CURRENT ASSETS		<u>582,349</u>	<u>534,864</u>
NON-CURRENT ASSETS			
Property, plant and equipment	8	<u>0</u>	<u>0</u>
TOTAL NON-CURRENT ASSETS		<u>0</u>	<u>0</u>
TOTAL ASSETS		<u>582,350</u>	<u>534,864</u>
CURRENT LIABILITIES			
Accounts payable	10	16,844	10,707
Provisions	11	7,564	3,386
Tax Liabilities	11	6,577	(1,371)
Other Liabilities	12	65,827	68,608
TOTAL CURRENT LIABILITIES		<u>96,812</u>	<u>81,329</u>
TOTAL LIABILITIES		<u>96,812</u>	<u>81,329</u>
NET ASSETS		<u>485,538</u>	<u>453,535</u>
MEMBERS' EQUITY			
Retained Members' Funds		<u>485,538</u>	<u>453,535</u>

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 2020

	Accumulated Surplus	Total
	\$	\$
Balance at 1 July 2017	<u>388,939</u>	<u>388,939</u>
2018 Deficit attributable to members	(3,414)	(3,414)
	<u>385,525</u>	<u>385,525</u>
Balance at 30th June 2018		
Current year deficit attributable to members	68,010	68,010
	<u>453,535</u>	<u>453,535</u>
Balance at 30th June 2019		
Current year deficit attributable to members	27,410	27,410
	<u>480,945</u>	<u>480,945</u>
Balance at 30th June 2020		

The accompanying notes form part of this financial report

Page 4

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2020

	Notes	2020 \$	2019 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts in course of operations and projects		318,663	312,881
Interest received		5,060	4,400
Payments to suppliers and employees		(284,954)	(285,025)
Net cash from operating activities		<u>38,769</u>	<u>32,256</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for plant and equipment		0	0
Proceeds from Sale of plant and equipment		0	0
Net cash from investing activities		<u>0</u>	<u>0</u>
CASH FLOWS FROM FINANCING ACTIVITIES			
Proceeds from borrowings		0	0
Repayment of borrowings		0	0
Net cash from financing activities		<u>0</u>	<u>0</u>
NET INCREASE (DECREASE) IN CASH HELD		38,769	32,256
Cash at the beginning of the year		519,914	487,658
CASH AT THE END OF THE YEAR	17(a)	<u>558,683</u>	<u>519,914</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 2020

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 2020 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.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020 (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 2020 (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 2020 (Cont'd)

2. CHANGE IN ACCOUNTING POLICY

Financial Instruments - Adoption of AASB 9

Classification of financial Assets

Financial Instruments - Adoption of AASB 9

The Company adopted AASB 9 Financial Instruments 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

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 2020 (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).

Transition adjustments

The impacts to reserves and retained earnings on adoption of AASB 9 at 1 July 2018 are shown below:

Notes to the table:

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.

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 2020 (Cont'd)

3 Revenue	2020	2019
	\$	\$
<i>Operating activities</i>		
Branch Meeting Income	18,886	18,514
Membership and subscriptions	114,688	116,534
Conference, Workshops & Meetings	156,145	207,697
Publications & Advertising	18,647	4,326
Donations	0	0
	<u>308,366</u>	<u>347,071</u>
<i>Non-operating activities</i>		
Interest received	4,839	4,238
	<u>313,205</u>	<u>351,309</u>

4 Profit from Ordinary Activities

Profit from ordinary activities has been determined after:

(a) Expenses:

Depreciation of property plant & equipment	0	0
Provision of employee entitlements	4,178	-768
Bad Debts	0	0
Provision for doubtful debts	0	0
Other expenses	115,622	122,159
Conference, Workshops & Meetings	142,062	144,598
National Professional Development	0	735
Rental expense	13,000	9,900
Remuneration of Auditors		
-audit	6,350	6,675
-other services	0	0
Total	<u>281,212</u>	<u>283,299</u>

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2020 (Cont'd)

	2020 \$	2019 \$
5 Cash Assets		
Cash at bank	558,683	519,904
Cash on Hand	0	0
	<u>558,683</u>	<u>519,904</u>
6 Receivables		
Trade Debtors	8,560	8,560
Less: Provision for Doubtful Debts (Impairment)	(8,560)	(8,560)
	0	0
GST and PAYG Withholding Refundable	0	0
Accrued Income	1,670	1,891
	<u>1,670</u>	<u>1,891</u>
7 Other Assets		
Prepayments	21,996	13,068
	<u>21,996</u>	<u>13,068</u>
8 Property, Plant and Equipment		
Office equipment at cost	3,111	3,111
Less accumulated depreciation	(3,111)	(3,111)
	<u>0</u>	<u>0</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	0	0
Additions	0	0
Disposals	0	0
Depreciation expense	0	0
	<u>0</u>	<u>0</u>

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020 (Cont'd)

	2020 \$	2019 \$
9 Payables		
CURRENT		
Trade creditors	14,663	7,292
Visa Card	817	1,306
Superannuation payable	1,365	1,357
Wages Payable	0	752
Accrued Expenses	0	0
	<u>16,844</u>	<u>10,707</u>
10 Provisions		
Provision for employee entitlements (annual leave)	7,564	3,386
Provision for employee entitlements (long service leave)	0	0
	<u>7,564</u>	<u>3,386</u>
11 Tax Liabilities		
GST and PAYG Withholding Tax Payable	6,577	(1,371)
	<u>6,577</u>	<u>-1,371</u>
12 Other Liabilities		
Workshop and conference fees in advance	0	13,077
Membership fees received in advance	65,827	55,530
	<u>65,827</u>	<u>68,608</u>

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020 (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:

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 2020 (Cont'd)**

	2020	2019
	\$	\$
17 Cash Flow Information		
(a) Reconciliation of cash		
Cash on Hand	0	0
Cash at Bank	558,683	519,904
	<u>558,683</u>	<u>519,904</u>
(b) Reconciliation of Net cash provided by /(used in) Operating Activities to profit/(deficit) from Ordinary Activities		
Operating surplus / (deficit)	31,993	68,010
Non-cash flows in profit / (deficit) from ordinary Activities		
Depreciation expense	0	0
Changes in assets and liabilities		
Receivables	221	162
Prepayments	(8,928)	(661)
Provisions	4,178	(768)
Trade Creditors and Accruals	6,138	9,282
Taxes Payable	7,948	(10,188)
Income In Advance	(2,780)	(33,589)
Net cash (used) / provided by operating activities	<u>38,769</u>	<u>32,247</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 2020 (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.

	2020	2019
<u>Financial assets</u>	\$	\$
Cash	558,683	519,914
Receivables	1,670	1,891

- (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 2020	%		\$	\$		\$
<u>Financial assets</u>						
Cash	1.20%	225,325	324,272	0	9,086	558,683
Receivables					1,670	1,670
Total Financial Assets		225,325	324,272	0	10,756	560,353
<u>Financial liabilities</u>						
Accounts & Provisions payable		0			24,408	24,408
Total Financial Liabilities		0	0	0	24,408	24,408
Net Financial Assets/(Liabilities)		225,325	324,272	0	(13,652)	535,945
30 June 2019						
<u>Financial assets</u>						
Cash	2.40%	392,860	121,359	0	5,685	519,904
Receivables					1,891	1,891
Total Financial Assets		392,860	121,359	0	7,576	521,795
<u>Financial liabilities</u>						
Accounts & Provisions payable		0			14,092	14,092
Total Financial Liabilities		0	0	0	14,092	14,092
Net Financial Assets/(Liabilities)		392,860	121,359	0	(6,516)	507,703

- (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 2020 (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:
Name

Committee Member:
Name

Dated this day of 2020



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7 October 2020

Human Factors and Ergonomics Society Aust Inc

PO Box 7848

BAULKHAM HILLS BC NSW 2153

To the members of Human Factors and Ergonomics Society Aust Inc

Report on the review of the financial report

We have reviewed the accompanying annual financial report of Human Factors and Ergonomics Society Aust Inc, which comprises the statement of financial position as at 30 June 2020, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended on that date, notes comprising a summary of significant accounting policies and other explanatory information, and the declarations of those charged with governance.

Responsibilities of Responsible Entities and the Committee for the Financial Report

Those charged with governance of the Association are responsible for the preparation of the annual financial report that gives a true and fair view in accordance with Australian Accounting Standards and the ACNC Act. This responsibility includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies and making accounting estimates that are reasonable in the circumstances.

Assurance practitioner's responsibility

Our responsibility is to express a conclusion on the financial report based on our review. We conducted our review in accordance with Auditing Standard on Review Engagements ASRE 2400 Review of a Financial Report Performed by an Assurance Practitioner who is not the Auditor of the Entity, in order to state whether, on the basis of the procedures described, anything has come to our attention that causes us to believe that the financial report is not presented fairly, in all material respects, in accordance with the Australian Accounting Standards.

ASRE 2400 requires us to comply with the requirements of the applicable code of professional conduct of an accounting body.

A review of an annual financial report consists of making enquiries, primarily of persons responsible for financial and accounting matters and applying analytical and other review procedures. A review is substantially less in scope than an audit conducted in accordance with Australian Auditing Standards and consequently

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does not enable us to obtain assurance that we would become aware of all significant matters that might be identified in an audit. Accordingly, we do not express an audit opinion.

Independence

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

Conclusion

Based on our review, which is not an audit, nothing has come to our attention that causes us to believe that the annual financial report of Human Factors and Ergonomics Society Aust Inc does not present fairly, in all material respects, the Human Factors and Ergonomics Society Aust Inc's financial position as at 30 June 2020 and of its financial performance and its cash flows for the year ended on that date in accordance with the Australian Accounting Standards.

Basis of Accounting

Without modifying our conclusion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the responsible entities' financial reporting responsibilities under the ACNC Act. As a result, the financial report may not be suitable for another purpose.

Catherine Smith
Certified Practising Accountant

07 October 2020

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Mitchell ACT 2911

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HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

DETAILED INCOME STATEMENT FOR THE YEAR ENDED 30 JUNE 2020

	2020 \$	2019 \$
INCOME		
Branch Meetings Income	18,886	18,514
Memberships	114,688	116,534
Conferences & Workshops	156,145	207,697
National Professional Development	0	0
Interest received	4,839	4,238
Publications & Advertising	18,647	4,326
Donations	0	0
TOTAL INCOME	313,205	351,309
LESS EXPENDITURE		
Accountancy & Audit	11,217	11,104
Bank Charges	5,468	8,372
Bad Debts	0	0
Board Travel and Meeting Expenses	3,701	12,461
Branch Expenses	13,425	26,596
Communications	2,769	2,358
Conferences & Workshops	128,637	118,593
Depreciation	0	0
Doubtful Debts	0	0
IEA Fees	4,996	2,944
Insurances	4,667	4,976
Interest	5	0
National Professional Development	0	735
Office Services	13,418	15,991
Prizes, Awards and Medals	95	109
Promotions, Media and Advertising	9,093	7,269
Office Equipment Written Off	8,152	7,745
Staff Wages, On Costs and Hire	55,902	60,181
Website	19,667	3,866
TOTAL EXPENSES	281,212	283,299
SURPLUS (DEFICIT) FOR THE YEAR	31,993	68,010

The accompanying notes form part of this financial report

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

ABN: 45 375 161 852

FINANCIAL REPORT

30 JUNE 2020

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 2020.

Committee Members

That the Committee of the Association holding office during the year ended 30 June 2020 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
		To 25/11/2019
Ramona Ramamoorthy	South Australia	From 07/11/2016
		To 17/02/2020
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 2020 amounted to \$27,409 as against a surplus of \$68,010 in 2019.

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

.....
Committee Member

.....
Committee Member

Dated at Canberra this day of 2020.

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

STATEMENT OF COMPREHENSIVE INCOME

FOR THE YEAR ENDED 30 JUNE 2019

	Notes	2020	2019
		\$	\$
Revenue from all activities	3	313,205	351,309
Employee and Staff Hire expenses		(55,902)	(60,181)
Depreciation expenses		0	0
Other expenses from ordinary activities		(225,310)	(223,119)
Surplus/(deficit) from ordinary activities		31,993	68,010

The accompanying notes form part of this financial report

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2020

	Notes	2020 \$	2019 \$
CURRENT ASSETS			
Cash	5	558,683	519,904
Receivables	6	1,670	1,891
Other	7	21,996	13,068
TOTAL CURRENT ASSETS		<u>582,349</u>	<u>534,864</u>
NON-CURRENT ASSETS			
Property, plant and equipment	8	<u>0</u>	<u>0</u>
TOTAL NON-CURRENT ASSETS		<u>0</u>	<u>0</u>
TOTAL ASSETS		<u>582,350</u>	<u>534,864</u>
CURRENT LIABILITIES			
Accounts payable	10	16,844	10,707
Provisions	11	7,564	3,386
Tax Liabilities	11	6,577	(1,371)
Other Liabilities	12	65,827	68,608
TOTAL CURRENT LIABILITIES		<u>96,812</u>	<u>81,329</u>
TOTAL LIABILITIES		<u>96,812</u>	<u>81,329</u>
NET ASSETS		<u>485,538</u>	<u>453,535</u>
MEMBERS' EQUITY			
Retained Members' Funds		<u>485,538</u>	<u>453,535</u>

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 2020

	Accumulated Surplus	Total
	\$	\$
Balance at 1 July 2017	<u>388,939</u>	<u>388,939</u>
2018 Deficit attributable to members	(3,414)	(3,414)
	<u>385,525</u>	<u>385,525</u>
Balance at 30th June 2018		
Current year deficit attributable to members	68,010	68,010
	<u>453,535</u>	<u>453,535</u>
Balance at 30th June 2019		
Current year deficit attributable to members	27,410	27,410
	<u>480,945</u>	<u>480,945</u>
Balance at 30th June 2020		

The accompanying notes form part of this financial report

Page 4

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2020

	Notes	2020 \$	2019 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts in course of operations and projects		318,663	312,881
Interest received		5,060	4,400
Payments to suppliers and employees		(284,954)	(285,025)
Net cash from operating activities		<u>38,769</u>	<u>32,256</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for plant and equipment		0	0
Proceeds from Sale of plant and equipment		0	0
Net cash from investing activities		<u>0</u>	<u>0</u>
CASH FLOWS FROM FINANCING ACTIVITIES			
Proceeds from borrowings		0	0
Repayment of borrowings		0	0
Net cash from financing activities		<u>0</u>	<u>0</u>
NET INCREASE (DECREASE) IN CASH HELD		38,769	32,256
Cash at the beginning of the year		519,914	487,658
CASH AT THE END OF THE YEAR	17(a)	<u>558,683</u>	<u>519,914</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 2020

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 2020 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.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020 (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 2020 (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 2020 (Cont'd)

2. CHANGE IN ACCOUNTING POLICY

Financial Instruments - Adoption of AASB 9

Classification of financial Assets

Financial Instruments - Adoption of AASB 9

The Company adopted AASB 9 Financial Instruments 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

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 2020 (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).

Transition adjustments

The impacts to reserves and retained earnings on adoption of AASB 9 at 1 July 2018 are shown below:

Notes to the table:

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.

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 2020 (Cont'd)

3 Revenue	2020	2019
	\$	\$
<i>Operating activities</i>		
Branch Meeting Income	18,886	18,514
Membership and subscriptions	114,688	116,534
Conference, Workshops & Meetings	156,145	207,697
Publications & Advertising	18,647	4,326
Donations	0	0
	<u>308,366</u>	<u>347,071</u>
<i>Non-operating activities</i>		
Interest received	4,839	4,238
	<u>313,205</u>	<u>351,309</u>

4 Profit from Ordinary Activities

Profit from ordinary activities has been determined after:

(a) Expenses:

Depreciation of property plant & equipment	0	0
Provision of employee entitlements	4,178	-768
Bad Debts	0	0
Provision for doubtful debts	0	0
Other expenses	115,622	122,159
Conference, Workshops & Meetings	142,062	144,598
National Professional Development	0	735
Rental expense	13,000	9,900
Remuneration of Auditors		
-audit	6,350	6,675
-other services	0	0
Total	<u>281,212</u>	<u>283,299</u>

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2020 (Cont'd)

	2020 \$	2019 \$
5 Cash Assets		
Cash at bank	558,683	519,904
Cash on Hand	0	0
	<u>558,683</u>	<u>519,904</u>
6 Receivables		
Trade Debtors	8,560	8,560
Less: Provision for Doubtful Debts (Impairment)	(8,560)	(8,560)
	0	0
GST and PAYG Withholding Refundable	0	0
Accrued Income	1,670	1,891
	<u>1,670</u>	<u>1,891</u>
7 Other Assets		
Prepayments	21,996	13,068
	<u>21,996</u>	<u>13,068</u>
8 Property, Plant and Equipment		
Office equipment at cost	3,111	3,111
Less accumulated depreciation	(3,111)	(3,111)
	<u>0</u>	<u>0</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	0	0
Additions	0	0
Disposals	0	0
Depreciation expense	0	0
	<u>0</u>	<u>0</u>

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020 (Cont'd)

	2020 \$	2019 \$
9 Payables		
CURRENT		
Trade creditors	14,663	7,292
Visa Card	817	1,306
Superannuation payable	1,365	1,357
Wages Payable	0	752
Accrued Expenses	0	0
	<u>16,844</u>	<u>10,707</u>
10 Provisions		
Provision for employee entitlements (annual leave)	7,564	3,386
Provision for employee entitlements (long service leave)	0	0
	<u>7,564</u>	<u>3,386</u>
11 Tax Liabilities		
GST and PAYG Withholding Tax Payable	6,577	(1,371)
	<u>6,577</u>	<u>-1,371</u>
12 Other Liabilities		
Workshop and conference fees in advance	0	13,077
Membership fees received in advance	65,827	55,530
	<u>65,827</u>	<u>68,608</u>

HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020 (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:

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 2020 (Cont'd)**

	2020	2019
	\$	\$
17 Cash Flow Information		
(a) Reconciliation of cash		
Cash on Hand	0	0
Cash at Bank	558,683	519,904
	<u>558,683</u>	<u>519,904</u>
(b) Reconciliation of Net cash provided by /(used in) Operating Activities to profit/(deficit) from Ordinary Activities		
Operating surplus / (deficit)	31,993	68,010
Non-cash flows in profit / (deficit) from ordinary Activities		
Depreciation expense	0	0
Changes in assets and liabilities		
Receivables	221	162
Prepayments	(8,928)	(661)
Provisions	4,178	(768)
Trade Creditors and Accruals	6,138	9,282
Taxes Payable	7,948	(10,188)
Income In Advance	(2,780)	(33,589)
Net cash (used) / provided by operating activities	<u>38,769</u>	<u>32,247</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.		

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020 (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.

	2020	2019
	\$	\$
<u>Financial assets</u>		
Cash	558,683	519,914
Receivables	1,670	1,891

- (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 2020						
<u>Financial assets</u>						
Cash	1.20%	225,325	324,272	0	9,086	558,683
Receivables					1,670	1,670
Total Financial Assets		225,325	324,272	0	10,756	560,353
<u>Financial liabilities</u>						
Accounts & Provisions payable		0			24,408	24,408
Total Financial Liabilities		0	0	0	24,408	24,408
Net Financial Assets/(Liabilities)		225,325	324,272	0	(13,652)	535,945
30 June 2019						
<u>Financial assets</u>						
Cash	2.40%	392,860	121,359	0	5,685	519,904
Receivables					1,891	1,891
Total Financial Assets		392,860	121,359	0	7,576	521,795
<u>Financial liabilities</u>						
Accounts & Provisions payable		0			14,092	14,092
Total Financial Liabilities		0	0	0	14,092	14,092
Net Financial Assets/(Liabilities)		392,860	121,359	0	(6,516)	507,703

- (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 2020 (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:
Name

Committee Member:
Name

Dated this day of 2020



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7 October 2020

Human Factors and Ergonomics Society Aust Inc

PO Box 7848

BAULKHAM HILLS BC NSW 2153

To the members of Human Factors and Ergonomics Society Aust Inc

Report on the review of the financial report

We have reviewed the accompanying annual financial report of Human Factors and Ergonomics Society Aust Inc, which comprises the statement of financial position as at 30 June 2020, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended on that date, notes comprising a summary of significant accounting policies and other explanatory information, and the declarations of those charged with governance.

Responsibilities of Responsible Entities and the Committee for the Financial Report

Those charged with governance of the Association are responsible for the preparation of the annual financial report that gives a true and fair view in accordance with Australian Accounting Standards and the ACNC Act. This responsibility includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies and making accounting estimates that are reasonable in the circumstances.

Assurance practitioner's responsibility

Our responsibility is to express a conclusion on the financial report based on our review. We conducted our review in accordance with Auditing Standard on Review Engagements ASRE 2400 Review of a Financial Report Performed by an Assurance Practitioner who is not the Auditor of the Entity, in order to state whether, on the basis of the procedures described, anything has come to our attention that causes us to believe that the financial report is not presented fairly, in all material respects, in accordance with the Australian Accounting Standards.

ASRE 2400 requires us to comply with the requirements of the applicable code of professional conduct of an accounting body.

A review of an annual financial report consists of making enquiries, primarily of persons responsible for financial and accounting matters and applying analytical and other review procedures. A review is substantially less in scope than an audit conducted in accordance with Australian Auditing Standards and consequently

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does not enable us to obtain assurance that we would become aware of all significant matters that might be identified in an audit. Accordingly, we do not express an audit opinion.

Independence

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

Conclusion

Based on our review, which is not an audit, nothing has come to our attention that causes us to believe that the annual financial report of Human Factors and Ergonomics Society Aust Inc does not present fairly, in all material respects, the Human Factors and Ergonomics Society Aust Inc's financial position as at 30 June 2020 and of its financial performance and its cash flows for the year ended on that date in accordance with the Australian Accounting Standards.

Basis of Accounting

Without modifying our conclusion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the responsible entities' financial reporting responsibilities under the ACNC Act. As a result, the financial report may not be suitable for another purpose.

Catherine Smith
Certified Practising Accountant

07 October 2020

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HUMAN FACTORS & ERGONOMICS SOCIETY OF AUSTRALIA INCORPORATED

DETAILED INCOME STATEMENT FOR THE YEAR ENDED 30 JUNE 2020

	2020 \$	2019 \$
INCOME		
Branch Meetings Income	18,886	18,514
Memberships	114,688	116,534
Conferences & Workshops	156,145	207,697
National Professional Development	0	0
Interest received	4,839	4,238
Publications & Advertising	18,647	4,326
Donations	0	0
TOTAL INCOME	313,205	351,309
LESS EXPENDITURE		
Accountancy & Audit	11,217	11,104
Bank Charges	5,468	8,372
Bad Debts	0	0
Board Travel and Meeting Expenses	3,701	12,461
Branch Expenses	13,425	26,596
Communications	2,769	2,358
Conferences & Workshops	128,637	118,593
Depreciation	0	0
Doubtful Debts	0	0
IEA Fees	4,996	2,944
Insurances	4,667	4,976
Interest	5	0
National Professional Development	0	735
Office Services	13,418	15,991
Prizes, Awards and Medals	95	109
Promotions, Media and Advertising	9,093	7,269
Office Equipment Written Off	8,152	7,745
Staff Wages, On Costs and Hire	55,902	60,181
Website	19,667	3,866
TOTAL EXPENSES	281,212	283,299
SURPLUS (DEFICIT) FOR THE YEAR	31,993	68,010

The accompanying notes form part of this financial report