



**Human Factors and Ergonomics Society of Australia
Western Australian Branch**

Annual General Meeting

*Q Block, Sir Charles Gairdner Hospital, QEII, Nedlands
4.45 pm, Thursday 12 October 2023*

M I N U T E S

PRESENT: Sue Bannerman (Co-Chair), Louise Coubrough (Co-Chair), Wendy Pietrocola, Gisela Gmeinder, Kendal Leggett, Kath Jones, Stephanie Black, Michelle Strother, Darryl Griffiths (Minutes)

APOLOGIES: Ari Antonovsky, Thy Do

1. OPENING

The meeting was opened at 5:05 pm by Sue Bannerman, WA Branch Co-Chair

2. MINUTES OF LAST ANNUAL GENERAL MEETING

The minutes of the last AGM, held on 13 September 2022, were unanimously accepted as a true and correct record.

3. CHAIRPERSON'S REPORT

(Chairpersons report in 2022/23 WA Branch Report appended at Attachment 1)

Sue Bannerman presented the Chairperson's report. Sue acknowledged and thanked the Branch committee for their ongoing contribution over 2022/23. There were 53 WA Branch HFESA members on the 30 June 2023, memberships being slightly up from last year.

4. PROFESSIONAL DEVELOPMENT (PD) REPORT

(PD report in the 2022/23 WA Branch Report appended at Attachment 1)

A summary of PD events conducted by the WA Branch in 2022/23 was presented by Sue Bannerman as part of the Chairperson's report. There were five WA Branch events held, comprising of one in-person networking event and four technical meetings - two online and two in-person, with one including the AGM. Technical meetings held in 2022/23 were successful with attendances, particularly of the online technical meetings, being pleasing.

5. FINANCE REPORT

(Finance report in 2022/23 WA Branch Report appended at Attachment 1)

Wendy Pietrocola presented the Finance Report. Wendy noted that all income and expenses related to WA Branch activities are now handled by the National Secretariat and National Board Treasurer.

In 2022/23 income was generated from non-member event registration fees to attend the four WA Branch PD technical meetings events. Expenditure consisted of catering costs at the AGM and technical meeting event in September 2022 and at the End of Year networking event in December

2022. The Branch record of non-members attendance at PD events and of catering expenses reveal that the WA Branch activities ran at a small profit (nominal) in the 2022/23 financial year.

Wendy suggested to ensure accurate records are maintained, the WA Branch Secretary will follow-up with the National Secretariat after each PD event to obtain a summary of income, (non-member attendance fees) and will track expenses (catering, presenters' gifts etc) to include in a running sheet for the year.

Kendal Leggett indicated she would seek further clarification regarding Branch responsibilities for tracking income/expenditure at the next National Board meeting scheduled for 18-19 November 2023. Kath Jones also suggested this process be documented in the administration manual.

6. NATIONAL BOARD REPRESENTATIVE'S REPORT

(Board Rep's Report in 2022/23 WA Branch Report appended at Attachment 1)

Kendal Leggett presented the Board Representative's Report including information on:

- The National Board's activities to promote HFESA - HFESA Podcast continues and is part of the website and digital branding and HFESA Executive is presenting at various industry conferences to promote HFESA, including the upcoming HFESA conference.
- The upcoming HFESA National Conference on 19th to 22nd November in Adelaide, SA; and
- National Board meeting scheduled for 18-19 November 2023

7. NOMINATION/ELECTION OF COMMITTEE MEMBERS

- i. Sue Bannerman and Louise Coubrough have agreed to stay on as Branch Co-Chairs and accepted their nominations for this role. The nominations were unanimously supported.
- ii. Darryl Griffiths and Wendy Pietrocola (to a lesser extent) have agreed to stay on as Co-Secretary and both accepted their nomination for this role. The nominations were unanimously supported.
- iii. Ari Antonovsky agreed to stay on Co-PD Coordinator and accepted his nomination by proxy. The nomination was unanimously supported.
- iv. Kendal Leggett is continuing her term as WA National Board Representative.
- v. Michelle Strother, Stephanie Black, Thy Do (by proxy) and Gisela Gmeinder, all accepted their nominations for the role of committee member. The nominations were unanimously supported.

Michelle Strother advised the meeting that she will check with Dane Casserly and Rob King to invite them to continue in the role of committee member.

8. GENERAL BUSINESS

Sue Bannerman suggested a Christmas Networking event be scheduled at the Claremont Hotel on 7th December 2023.

Kath Jones briefed the meeting on:

- The new conference support systems using the new event platform EventAIR - has already attracted a lot of virtual attendees to this year's conference and will afford greater opportunities for PD events.
- The HFESA podcasts - will be made accessible to non-members to download at a cost.
- HFESA memorandums of understanding (MOUs) - the Chartered Institute of Human Factors and the Society of Industrial and Organizational Psychologists (SIOP) have current MOUs with HFESA and MOUs with a number of professional bodies are being progressed by HFESA.

The committee congratulated Stephanie Black on the completion of her PhD studies.

9. CLOSE

The meeting closed at 5.47 pm.

Date of next Committee meeting TBA



WA Branch Report
July 2022 – June 2023

1. Committee Members

The WA Branch committee members are:

Branch Chairs:	Suzanne Bannerman Louise Coubrough
Treasurer/Secretary:	Wendy Pietrocola Darryl Griffiths
WA Board Representative:	Kendal Leggett
PD Coordinators:	Carlee Ackland Ari Antonovsky
Committee:	Kath Jones Gisela Gmeinder Rob King Michelle Strother Stephanie Black Eunice Sari Thy Do Dane Casserly

2. Memberships

There were 53 WA branch members on the 30 June 2023, consisting of:

- 25 full members;
- 8 Certified Professional Ergonomists;
- 11 Affiliate members; and
- 7 full time students
- 1 Retired
- 1 Corporate.

3. Professional Development Report

Four PD technical meetings, one networking event and the AGM were held in 2022/23 as summarised in the table below.

NAME OF EVENT	DATE OF EVENT	NUMBER OF ATTENDEES
<i>A practical guide to psychosocial risk assessment</i> (Joelle Mitchell and Kath Jones)	9/8/22	43
2022 AGM and Technical meeting <i>Human Factors Activities Across the Engineering Lifecycle: Examples from Case Studies.</i> (Rob King and Carlee Ackland)	13/9/22	8
End of year Function Networking event - Wembley Hotel	15/12/22	7
<i>Summary of 2022 conference</i> (Jean Mangharam)	29/3/23	14
<i>Development of International Standard Human Dependability</i> (Ari Antonovsky)	14/6/23	39

The technical program consisted of a mixture of face to face and zoom events, which included a summary of the 2022 HFESA conference presented by Jean Mangharam for WA members who were unable to attend the conference. The year commenced with a session presented by Joelle Mitchell and Kath Jones to discuss a “Practical guide to psychosocial risk assessment” and was concluded with Ari’s informative session outlining the “Development of the International Standard on Human Dependability”. Thanks to all presenters for their excellent presentations during the year and the PD committee for putting this program together.

4. Finance Report

All income and expenditure related to WA Branch activities are now handled by the National Secretariat and the National Board Treasurer.

As separate financial records for each State Branch are no longer provided to the Branches, a summary of the WA Branch income and expenditure for the 2022/23 financial year is not available.

In the 2022/23 financial year the income was that generated from non-member fees paid to attend WA Branch PD events. Expenditure consisted of catering costs at the AGM and technical meeting event in September 2022 and at the End of Year networking event in December 2022.

Exact figures are not available however, the Branch record of non-members attendance at PD events and of catering expenses reveal that the WA Branch activities ran at a small profit (nominal) in the 2022/23 financial year.

5. National Board Representative Report

A number of items have been discussed recently at the National Board level including the following:

- HFESA Podcast continues and is part of the website and digital branding to continue HFESA promotion.
- HFESA Exec is attending and presenting at various industry conferences to promote HFESA, including the upcoming HFESA conference.
- Next Board meeting is scheduled for 18th and 19th November (prior to annual conference in Adelaide).

WA Branch Report prepared by Sue Bannerman/Louise Coubrough

WA Branch Chairpersons

10th Oct 2023