

Council Meeting, 18th April 2008

Council: 0830 to 1530, Friday 18th April

Auditorium, Engineering House,
11 National Circuit, Barton, ACT 2600
Ph: 02 6770 6555

Dinner: 1900 for 1930 Thursday, 17th April

National Press Club,
16 National Circuit, Barton ACT 2600
Speaker: A/Prof Roger Hadgraft, President AaeE

AGENDA

- 0830**
1. **Opening and Welcome**
 2. **Apologies**
 3. **Minutes of last meeting** held on 13th December 2007 Attachment A
for confirmation
 4. **Matters Arising** (not elsewhere on agenda)
 - 4.1 Guidelines for Coursework Masters (held over pending Carrick Report)
 - 4.2 Awarding of Honours (held over)
 - 4.3 Statistics Collection (see Exec Officer Report)
 - 4.4 Nomination to Engineers Australia Accreditation Board (concept paper not yet developed)
 - 4.5 Three-year compressed degrees (Murdoch and UniSA to provide material to EO)
 - 4.6 Collaboration with Australian Councils of Deans of Science (ACDS) – Executive Officer to report
 - 4.7 Associate Deans (T & L) network – Caroline Crosthwaite to report
 5. **President's Report**
 6. **Executive Officer's Report** including financial reports Attachment B
financial reports for noting
 7. **Engineers Australia:** Maurice Allen and Alan Bradley Attachment C
- 1030 – 10.45** **Morning tea**
- 1045**
8. **Invited speakers**
 - 8.1 Julian Sharrad and Dorothy Brownrigg, Skills Analysis and Quality Systems Branch, DEEWR, *The Survey of Final Year Engineering Students*

DRAFT

Minutes of Meeting of the Australian Council of Engineering Deans held on 13 December 2007 at The University of Melbourne

(Item numbering is that in agenda)

Attendees: A list of attendees is attached.

1. Opening and Welcome:

President Elizabeth Taylor welcomed attendees, with acknowledgement of the Deans from New Zealand and representation from Macquarie University for the first time.

2. Apologies

A list of apologies is attached.

3. Minutes of Previous Meeting

The minutes of the meeting of 30 March 2007 were approved.

[Carried nem con]

4. Matters Arising

4.3 Guidelines for Coursework Masters

Held over, pending report on Carrick project.

10 EA Report

Alan Bradley indicated that the perceived low level of representation of academics on EA's Accreditation Board is addressed as part of the Engineers Australia Report

13 RQF publication metrics – Letter to DEST was not written because subsequent events in DEST made it inappropriate. Trevor Evans reported on ATSE's role in RQF journal ranking.

14 Awarding of honours – carried over.

5. Carrick Discipline Project: Rethinking Engineering Education

The President put on record her appreciation of the work of Robin King, Mary O'Kane, Alan Bradley and others in EA.

Robin King spoke to the draft report in the business papers and then took advice in the form of wide ranging discussion, including the following.

- One member thought that recommendation 1 was far too ambitious, with the spending of more money on advertising likely to be wasteful. Engineering should be promoted as an enabling profession and a campaign should be led by industry.
- The concept of mandatory registration of engineers should be in Recommendation 1. There is a general lack of understanding of the three occupational levels.
- Recommendation 5 will go nowhere without industry leadership.

During the discussion an email was received from the Carrick Institute advising that, with the change of government, the anticipated follow-on funding of about \$150,000 for the Carrick Discipline-Based Initiatives would not be available in 2008. This placed a serious constraint on the Carrick's concept of the present study being a scoping study to define projects for possible Carrick funding in 2008. Members made the following comments and suggestions for a way forward.

- Part of our response to Carrick needs to be different strategies for implementing the recommendations.
- ACED needs to be positioned for other possible Carrick schemes.
- The Executive should bring forward to the next Council meeting things that can be done, rather than try to do this at the next Council meeting.
- ACED should not be entirely dependent on Carrick funding.
- ARC-Linkage Grants are a possible way forward with some of the recommendations.
- Annual subscriptions could be increased to advance projects.

Stephen Yeomans moved that *“The Council endorses the general framework and recommendations of the report and charges the Steering Committee with completing the report, taking into account the discussion at this Council meeting”*.

[Carried nem con]

Robin indicated that there would be a final meeting of the Steering Committee to sign off on the report.

Guest Speaker - Anne Byrne, Branch Manager, Skills Analysis & Quality Systems Branch, Strategic Analysis and Evaluation Group, Department of Education, Science and Training, and Dorothy Brownrigg, Assistant Director.

Anne discussed the findings from the recent survey of final year engineering students which her colleague, Julian Sharrad, led with support from ACED. Matters raised by members included the following.

- It would be interesting to see in a future study if students ever intend to be engineers, in which case the 'loss' of these students should not be regarded as 'leakage'.
- How does attrition in engineering education compare with that in other disciplines? Consideration might be given to interpreting results in terms of student gender and local/international status.

6. Collaboration with The Australian Council of Deans of Science

It was resolved to develop this matter further.

7. Engineering Education Futures Forum – 2008

Ian Cameron, Carrick Senior Fellow, reported on his planning for a forum which would bring together a range of local and overseas collaborators. He invited Deans and Associate Deans (Teaching and Learning) to participate.

8. Executive Officer's Report

John Simmons began his report by indicating his wish to resign from the position of Executive Officer. He stated that his preference was for this to happen quickly but that he would in no way leave ACED in the lurch.

Financial Statements

The financial statements for the year ending 30 September and the period 1 October 2007 to 15 November 2007 were presented.

[Accepted nem con]

Change of financial year

The Executive Officer proposed that the financial year be changed from the current one which ends on 30 September to a calendar year ending on 31 December.

[Accepted nem con]

GST registration

The Executive Officer made a case for ACED getting GST registration.

[Accepted nem con]

ACED membership

With the Australian Maritime College likely to become an Institute within the University of Tasmania, the question of a policy for membership from multi-campus universities needs to be revisited.

[Action: EO]

AaeE levy

The EO proposed that the small AaeE levy on each university be based on a grouping of the universities into small, medium and large engineering schools. This will avoid the current need to know the numbers of academic staff for the purpose of determining the levy.

[Accepted, Action: EO]

Budget for 2008

The Executive Officer presented a draft budget for the new financial year ending 31 December 2008. (As part of the change of financial year the auditor will require a financial statement, etc for the transition period, 1 October 2007 to 31 December 2007.) The only change required by the meeting was to shift \$30,000 out of the allocation for Projects and put it into Reserves, given that projects have not yet been identified. The revised budget is attached.

[Accepted nem con]

ACED statistics

The meeting discussed a suggestion by the Executive Officer for the gathering of a simple set of statistics. The following comments were made.

- PhD enrolments should be included.
- The simple proposal will not work for the Melbourne Model
- Staff/student ratios are important

Robin King is purchasing data from the Government for use in the Carrick project. The meeting resolved to see what Robin obtains and to consider obtaining all our data needs this way.

Lobbying and advocacy role for ACED

The Executive Officer proposed that for the purposes of lobbying and advocacy, ACED work with Leanne Hardwicke, Director International and National Policy, Engineers Australia. Maurice Allen from EA recommended Leanne strongly.

[Accepted nem con]

The Executive Officer's report was concluded with the President's wish that the efforts of John Simmons over the years be recorded with appreciation.

9. EA Report

Alan Bradley presented highlights from his previously circulated report.

At the March ACED meeting it was suggested that EA's Accreditation Board could think about including more academics as members. Alan asked ACED to consider making a nomination that gives the Accreditation Board comfort, bearing in mind that there are a number of issues to consider. The meeting resolved to develop a concept/specification document for consideration at the next ACED meeting

[Action: Executive and EO]

10. Developments in New Zealand

Thomas Neitzert spoke on behalf of the New Zealand Council of Engineering Deans. There are presently eight members of the Council, although one might soon be lost.

The Government Ministry is now negotiating the number of students a university can enrol, and there are penalties for under- and over-enrolling. The third round of an RQF is coming but suggestions for change have been invited.

The New Zealand Council has similar statistics gathering problems.

Thomas expressed the appreciation of the New Zealand Deans for ACED's standing invitation and invited ACED's President to attend their meetings.

11. Three-Year Compressed Engineering Degree

There was not time to address this topic. Yianni Attikiouzel and Andrew Parfitt agreed to providing material to the EO for location on the new website.

[Action; EO]

12. Fibre Composite Materials

This item was for information only.

13. Officer Bearers for 2008

The only vacancy is a consequence of Yianni Attikiouzel's announced departure from ACED. Nominations will be called for in time for consideration at ACED's next meeting.

The President asked that ACED's appreciation for Yianni's contributions be recorded.

14. Deans' Reports

Held over to next meeting.

15. Date of Next Meeting

The meeting decided to hold the next meeting of ACED in Canberra in early April 2008. A tentative date of 10 April is to be explored.

[Action: EO]

16. Other Business

Caroline Crosthwaite foreshadowed that the Associate Deans (Teaching and Learning) would like to reconvene and to have a voice to feed into ACED meetings. She will progress the proposal for consideration at the next ACED meeting.

LIST OF ATTENDEES

| | |
|----------------------|----------------|
| Elizabeth Taylor | CQU |
| Archie Johnston | UTS |
| Caroline Crosthwaite | UQ |
| Peter Scales | Melbourne |
| Mark Shortis | RMIT |
| David Clements | UNSW |
| Stephen Yeomans | UNSW @ ADFA |
| Alan Bradley | EA |
| Maurice Allen | EA |
| Michael Cardew-Hall | ANU |
| Ibrahim Sultan | Ballarat |
| John Beynon | Swinburne |
| Martin Betts | QUT |
| Anjan Kundu | Charles Darwin |
| Daryoush Habibi | Edith Cowan |
| Yianni Attikiouzil | Murdoch |
| Chris Cook | Wollongong |
| Bas Baskaran | Deakin |
| Phil Schneider | JCU |
| Tam Sridhar | Monash |
| Greg Hancock | Sydney |
| John Carter | Newcastle |
| Chris Letchford | Tasmania |
| Frank Bullen | USQ |
| David Thiel | Griffith |
| Brian Uy | UWS |
| Graham Town | Macquarie |
| Sam Fragomini | VU |
| Karen Reynolds | Flinders |
| Andrew Parfitt | UniSA |
| Peter Jackson | Canterbury |
| Michael Davies | Auckland |
| Thomas Neitzert | AUT |
| John Simmons | ACED |

By Invitation

| | |
|----------------|---|
| Mary O’Kane | Chair, Carrick Project Steering Committee |
| Robin King | Project Officer, Carrick Project Steering Committee |
| Ian Cameron | Carrick Senior Fellow |
| Trevor Evans | ATSE |
| Roger Hadgraft | AaeE |

Apologies

| | |
|--------------|----------|
| Peter Dowd | Adelaide |
| Tony Lucey | Curtin |
| David Finlay | Latrobe |
| Mark Bush | UWA |

APPROVED ACED BUDGET, 2008

| | \$ | <u>Comments</u> |
|---------------------------------|-------------------|---|
| <u>RESERVES</u> at 1.1.08 | <u>73,200</u> | Including estimate of income/expenditure from 16 November to 31 December 2007 Corrected: 8 th April 2008 from \$ 65,400 |
| <u>EXPENDITURE</u> | | |
| EO Remuneration | 51,600 | No change |
| EO Travel, registrations | 6,000 | No change |
| EO Office expenses | 4,000 | No change |
| President travel | 3,000 | Increased to \$6000 last year to cover Review |
| President office expenses | 1,000 | No change |
| Council meeting costs | 10,000 | \$15,000 last year to provide for 3 meetings |
| Exec teleconferences | 300 | No change |
| AaeE contribution | 12,000 | No change |
| Projects | 10,000 | \$20,000 last year, but see EO report |
| Miscellaneous | 1,000 | Audit fee; bank charges, \$600 last year |
| Contingency | - | Nil last year |
| Total Expenditure | <u>98,900</u> | 116,500 last year |
| <u>INCOME</u> | | |
| Bank interest | 2,000 | \$2,323.79 last year |
| Subscriptions: 32 @ \$2,250 | 72,000 | Subscription increased by \$250 last year |
| AaeE Levy | <u>12,000</u> | As approved by Council, Sept 2005 |
| Total Income | <u>86,000</u> | |
| <u>RESERVES</u> at 31.12.08 | <u>60,500</u> | Corrected in line with Reserves at 1/1/08 |

AUSTRALIAN COUNCIL OF ENGINEERING DEANS

CONSTITUTION

1. NAME

The name of the association shall be “The Australian Council of Engineering Deans”. The initials ACED will be used as the short title for the association where abbreviation is appropriate.

2. INTERPRETATION

In this Constitution, unless the context otherwise requires:

“**Council**” means The Australian Council of Engineering Deans.

“**Executive**” means the committee established by Council to manage its business between Council meetings.

“**Deans of Engineering**” shall include such persons as each Member University determines, for example: Dean of Faculty, Executive Dean, Head or Dean of School or any other senior position of responsibility for engineering in an Australian university.

“**Member University**” refers to an Australian university that offers an award course in engineering.

“**Financial Member**” refers to a Member University that has paid its annual subscription.

“**Financial Year**” commences on 1 October and ends on 30 September.

“**EA**” refers to Engineers Australia (aka The Institution of Engineers, Australia)

“**ATSE**” refers to The Australian Academy of Technological Sciences and Engineering.

“**AaeE**” refers to The Australasian Association of Engineering Education

3. MISSION

To promote and advance engineering education, research and scholarship on behalf of Australian universities

4. OBJECTIVES

- a. To provide a forum for leaders of engineering education to discuss matters of mutual concern and national importance.
- b. To monitor the state of engineering education and scholarship, in terms of adequacy of programs and resources and quality of outcomes.
- c. To initiate and conduct reviews, consistent with its mission.
- d. To consult with and offer advice to universities, government and industry on matters relating to engineering education and research.
- e. To collect and disseminate information about engineering faculties and schools.

- f. To maintain strong links with EA, ATSE, AaeE and other relevant bodies to further its mission.
- g. To liaise, where appropriate, with related organisations both within Australia and overseas.
- h. To make statements on relevant issues to government inquiries, professional bodies, the media and the general community.
- i. To raise general community awareness on the need for and value of high-quality engineering education and research.
- j. To support EA and relevant bodies in raising the status of the engineering profession
- k. To promote research and research training in engineering.

5. POWERS

Council has the power to:

- a. Open and operate bank accounts
- b. Appoint an Executive Officer, or other persons, to undertake its day-to-day business; and
- c. Do all such things as are conducive or incidental to the attainment of its Objectives.

6. MEMBERSHIP AND MEETINGS OF COUNCIL

Members of Council shall be the Deans of Engineering nominated by Member Universities.

Member Universities with more than one Engineering faculty or school may nominate more than one Member of Council, provided that an annual subscription is paid for each such Member.

Other representatives may attend as Observers.

A Member of Council unable to attend may nominate an Alternate.

Council will normally meet twice each calendar year, in a venue to be recommended to it by the Executive.

The quorum for voting at Council meetings shall be one half of the number of Members of Council plus one.

7. OFFICE BEARERS

The term of office for elected Office Bearers shall be two years, unless Council determines otherwise

Council shall elect from its Members a President and a Deputy President. The Deputy President shall be the President-elect.

Council shall also elect three other Members to the Executive. One of these shall serve as ACED representative on the AaeE Council and one shall serve as ACED representative on the Accreditation Consultative Committee of EA.

Council may appoint an Executive Officer or other person(s) to conduct the day-to-day business of Council and its Executive. Conditions of appointment, including term of office,

duties and remuneration, will be determined by Council, on the recommendation of the President.

The Executive shall comprise: the President; the Deputy President; the Immediate Past President; three elected Members; and the Executive Officer.

Nominations for election shall be called at least twenty-one days prior to the due election date, which will normally be the day of the relevant Council meeting scheduled in the first half of the calendar year. Nominations may be received up to noon on that day or as otherwise decided by Council.

Should the President, Deputy President, Past President or elected Executive Member cease to be a Dean of Engineering, they will relinquish office forthwith.

The Executive shall fill any vacancy that occurs on an interim basis until the next Council meeting, at which time an election for the position will be held and the term of office approved.

The quorum for conducting elections at a Council meeting shall be one half of the number of Members of Council plus one.

8. FINANCE.

ACED's assets and income shall be applied solely in furtherance of its above-mentioned objectives and no portion shall be distributed directly or indirectly to members except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

ACED shall be registered in the Australian Business Register as an Unincorporated Organisation.

ACED will not register for GST until such time as the prescribed registration turnover threshold¹ is exceeded, unless Council determines otherwise.

An Annual Budget shall be prepared by the Executive Officer for Council's approval.

Council shall operate a cheque account and any other account deemed appropriate for the efficient conduct of its affairs. All disbursements of money other than petty cash shall be by cheque on the Council's bankers signed by two approved signatories.

Each Member University shall bear the cost of attendance of its representative(s) at Council meetings. Observers shall be required to pay for attributable meeting costs. Secretarial and administrative costs of Council and Executive shall be met by the Council.

An appropriate person who is not a Council member shall be appointed Auditor.

9. SUBSCRIPTIONS.

The annual subscription to be paid by Member Universities shall be agreed by Council.

The annual subscription shall be paid within three months of the commencement of the Financial Year.

10. VOTING RIGHTS.

- a. Each Member of Council (or Alternate) from a Financial Member shall have one vote.
- b. The President shall have a deliberative vote. In the event of a tied vote, the motion shall be declared lost.

¹ Currently \$100,000.

11. WINDING UP.

In the event of changed circumstances in which continuation of ACED is no longer of interest or benefit to Member Universities, a two-thirds majority of votes taken at a Council meeting may recommend disbandment of the Council. Such recommendation shall be communicated to all Member Universities and after the lapse of at least one month shall be considered at an Extraordinary Business Meeting of Member Universities.

If disbandment is endorsed at the Extraordinary Business meeting, the amount that remains after such disbandment and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members.

The quorum for conducting business at an Extraordinary Business Meeting shall be one half the number of Member Universities plus one.

12. AMENDMENTS

Amendments to this Constitution may be made only by a two-thirds majority of votes cast at a meeting of Council. Proposed amendments must be presented in writing to the President not less than one month before a scheduled Council meeting so that they may be sent with recommendations from the Executive to all Member Universities at least fourteen days before such a meeting.

5 April 2001; amended 1 April 2004 with minor changes of wording by Executive on 22 July 2004.

ATTACHMENT B

EXECUTIVE OFFICER REPORT

1. Change of Mailing Address and operating arrangements

Note that this is: Australian Council of Engineering Deans
PO Box 384
EPPING, NSW 1710

Archie Johnston has agreed to my use of UTS facilities (including email: rking@eng.uts.edu.au) as required to provide executive officer services to ACED.

I commenced work on ACED business on March 3rd. Much of this time has been on the closing stages of the Carrick Project, including participation at the Engineering Futures Forum in Queensland during 25 – 28th March, working with other Carrick engineering-related initiatives and initial work on a future Carrick submission (see Attachment C).

2. Conflict of Interest

I have declared a potential conflict of interest to the ACED President in dealing with ACED business on program accreditation that may arise due to my role as Chair of the Accreditation Board, Engineers Australia. I shall be making a similar declaration to the Accreditation Board at its first meeting in May.

3. Financial Matters

The Auditor has reported ACED's financial business to be satisfactory for the years ending 30th September 2006 and 2007, as appended.

To satisfy audit requirements for 1st October 2007 to December 31st 2007, we will need statements for this period when I submit those for full calendar year 2008. I am also due to talk with the Auditor about the pros and cons of registering for GST. Our revenue flows are well below the threshold of \$150,000 that would require us to register.

Income and Expenditure statements are provided for 1st October 2007 to December 31st and 1st January to 15th March 2008. The Council is in good financial standing. Bank statements are available for members to view.

The revised budget for 2008 provided with the draft minutes has been updated to show that the reserves are greater than anticipated at the December Council. The Council may need to revise the project expenditure line as a result of discussions at the present meeting.

The Carrick project was about \$8,000 overspent, within the \$10,000 contingency that ACED Executive had indicated. We should be mindful that UTS may invoice ACED for this overspend.

4. Website

I have not yet progressed this, though is important, if not urgent. The intention is to have the site hosted by Engineers Australia.

5. Statistics Collection

The Carrick Project specified and purchased DEEWR's data on student enrolments, completions, and course success and retention rates, and staff identified to be in engineering. The study also had access to the data that Engineers Australia had purchased

for their biennial statistics handbook, which may be due out around now. All of these data can be obtained by institution as they are provided to DEEWR by university planning and statistics units.

However, there are questions about accuracy that may be due to differing local practices and classifications, although the planning and statistics units do work from a common set of guidelines. For instance, staffing reports tend to be against broad fields of education that may have all staff in an 'academic organisational unit' assigned to the majority area of that unit. Thus for composite faculties, exactly what is reported to DEEWR may be out of deans' hands. Furthermore, as the Carrick report observes, the ASCED codes do not exactly align with the engineering branches we are familiar with. For example, 'software engineering' does not exist anywhere within the ASCED as a classification category.

In summary, a lot of national data is available at reasonably low cost, and sorting it out is quite time consuming. The Council needs to decide what it wants, and what it wants to use it for. The aggregate data in the Carrick Review may be suitable for high-level lobbying at this time. But if the Council decides what it wants, I will provide an estimate of costs. Sample data collected within the faculties may be most useful to examine the accuracy of the data returned to DEEWR by our institutions.

6. Forthcoming Event

Science and Engineering: Skills for Australia's Future 11-12th June, Rendezvous Hotel, Melbourne, and post-conference workshops 13th June. See www.informa.com.au.

I am giving a keynote on the Carrick Review, and Professors Parfitt, Wiley, and Uy are named conference speakers and panel members. Prof Caroline Crosthwaite, Associate Prof Hadgraft and Lizzie Webb from Engineers Without Borders are presenting the post-conference workshop on project-based learning.

ACED is a sponsor of the event, entitling us to profiling of our logo on the brochure, website and all other promotional material, a 10% discount for ACED members, and display of ACED promotional material at the event.

The prices are:

- \$1,795 + 10% GST for the 2 day conference
- \$ 695 + 10% GST for each workshop
- \$1,295 + 10% GST for both workshops
- \$2,295 + 10% GST for 2 days + one workshop
- \$2,695 + 10% GST for 2 days + both workshops

We also have 2 complimentary delegate passes, so please let me know if you want to go into a raffle for these. I'll aim have the President draw the luck winners on 2nd May.

RWK
9/4/08

Auditor's Certificate for year to 30th September 2007

DAVID MACKLIN

AUSTRALIAN COUNCIL OF ENGINEERING DEANS

Chartered Accountant
ABN 98 630 976 786

AUDIT REPORT

103 Kensington Road
Norwood SA 5067

To the Members of the COUNCIL

Telephone (08) 8364 1300
Facsimile (08) 8364 4416
Email dmacklin@chariot.net.a

Scope

I have audited the Income and Expenditure Statement of the AUSTRALIAN COUNCIL OF ENGINEERING DEANS for the year ended 30th September, 2007.

PO Box 660
Kent Town SA 5071

The Executive Officer of the AUSTRALIAN COUNCIL OF ENGINEERING DEANS is responsible for the preparation and presentation of the Income and Expenditure Statement and the information contained therein. I have performed an audit of the Income and Expenditure Statement in order to express an opinion on it to the Council of the AUSTRALIAN COUNCIL OF ENGINEERING DEANS.

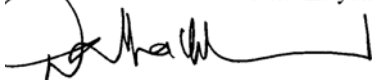
My audit has been planned and performed in accordance with Australian Auditing Standards to provide a reasonable level of assurances as to whether the Income and Expenditure Statement is free of material misstatement. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the Income and Expenditure Statement, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the Income and Expenditure Statement is presented fairly and is in accordance with statutory requirements so as to present a view of the AUSTRALIAN COUNCIL OF ENGINEERING DEANS which is consistent with my understanding of its operations.

The size of the AUSTRALIAN COUNCIL OF ENGINEERING DEANS does not allow an adequate system of internal control and as such this Audit Report is limited to an opinion on the preparation of the Income and Expenditure Statement from the books and records as presented to me.

The audit opinion expressed in this report has been formed on the above basis.

AUDIT OPINION

In my opinion, subject to the above, the Income and Expenditure Statement of the AUSTRALIAN COUNCIL OF ENGINEERING DEANS is properly drawn up so as to give a true and fair view of the financial position as at 30th September, 2007, and of the results of its transactions for the year ended on that date.



D.R. MACKLIN

Registered Company Auditor
103 Kensington Road,
Norwood S A 5067

Dated at NORWOOD this 1st day of February, 2008.

Taxation Agent - Registered Company Auditor

**AUSTRALIAN COUNCIL OF ENGINEERING
DEANS**

INCOME & EXPENDITURE STATEMENT - YEAR ENDING 30 SEPTEMBER 2007

| | Actual | Budget | Notes |
|---|------------------|-------------------|-------|
| Bank Funds 1 October 2006 | 86,860.93 | 45,600.00 | |
| INCOME | | | |
| Subscriptions for 2006-07 received - 27 @ \$2,250.00 | 60,750.00 | 69,750.00 | 1 |
| AaeE Levy for 2006-07 received - 27 @ various | 10,550.00 | 12,000.00 | 1 |
| Overpayment of subs and levy by ANU | 2,370.00 | | 2 |
| 3 of 4 overdue subs and levies from 2005-06 | 6,780.00 | | 3 |
| Interest Earned | 2,531.69 | 2,000.00 | |
| | <u>82,981.69</u> | <u>83,750.00</u> | |
| | 169,842.62 | | |
| EXPENDITURE | | | |
| Council Meeting Costs | 6,600.15 | 15,000.00 | |
| Executive Meeting/Teleconference Costs | 0.00 | 300.00 | |
| Remuneration Executive Officer | 40,885.72 | 51,600.00 | 4 |
| Travel/Conference Attendance Executive Officer | 3,652.83 | 6,000.00 | |
| Office Expenses Executive Officer | 2,200.00 | 4,000.00 | |
| Projects (development of website, EWB, Carrick costs) | 10,156.56 | 20,000.00 | |
| AaeE Contribution | 12,000.00 | 12,000.00 | |
| Travel by President to Represent ACED | 3,069.40 | 3,000.00 | |
| Office Expenses President | 0.00 | 1,000.00 | |
| Sundry Expenses (bank fees, audit fee) | 120.00 | 600.00 | 5 |
| | <u>78,684.66</u> | <u>113,500.00</u> | |
| Bank Funds 30 September 2007 | <u>91,157.96</u> | <u>15,850.00</u> | |
| Bank Reconciliation | | | |
| ANZ Cheque Account | 45,086.58 | | |
| ANZ V2 Plus Account | 51,446.38 | | |
| | <u>96,532.96</u> | | |
| Less Outstanding Cheques | 5,375.00 | | 6 |
| | <u>91,157.96</u> | | |

Notes:

1. Four of the unis in arrears have subsequently responded. A fifth has been sent a second reminder. The sixth, University of Canberra, should have its arrears written off as it has pulled out of engineering and ACED.
2. Refund sent to ANU in December 2007.
3. University of Canberra arrears should be written off.
4. Includes \$11,072.50 for work done in year 05-06 but invoiced by EO in year 06-07.
5. Awaiting invoice from auditor.
6. Cheque 001166 \$5,375.00 EO remuneration August - September 2007.

Auditor's Certificate for year to 30th September 2006

DAVID MACKLIN

AUSTRALIAN COUNCIL OF ENGINEERING DEANS

Chartered Accountant
ABN 98 630 976 786

AUDIT REPORT

103 Kensington Road
Norwood SA 5067

To the Members of the COUNCIL

Telephone (08) 8364 1300

Facsimile (08) 8364 4416

Email dmacklin@chariot.net.au

Scope

PO Box 660
Kent Town SA 5071

I have audited the Income and Expenditure Statement of the AUSTRALIAN COUNCIL OF ENGINEERING DEANS for the year ended 30th September, 2006.

The Executive Officer of the AUSTRALIAN COUNCIL OF ENGINEERING DEANS is responsible for the preparation and presentation of the Income and Expenditure Statement and the information contained therein. I have performed an audit of the Income and Expenditure Statement in order to express an opinion on it to the Council of the AUSTRALIAN COUNCIL OF ENGINEERING DEANS.

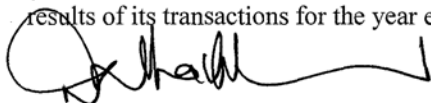
My audit has been planned and performed in accordance with Australian Auditing Standards to provide a reasonable level of assurances as to whether the Income and Expenditure Statement is free of material misstatement. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the Income and Expenditure Statement, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the Income and Expenditure Statement is presented fairly and is in accordance with statutory requirements so as to present a view of the AUSTRALIAN COUNCIL OF ENGINEERING DEANS which is consistent with my understanding of its operations.

The size of the AUSTRALIAN COUNCIL OF ENGINEERING DEANS does not allow an adequate system of internal control and as such this Audit Report is limited to an opinion on the preparation of the Income and Expenditure Statement from the books and records as presented to me.

The audit opinion expressed in this report has been formed on the above basis.

AUDIT OPINION

In my opinion, subject to the above, the Income and Expenditure Statement of the AUSTRALIAN COUNCIL OF ENGINEERING DEANS is properly drawn up so as to give a true and fair view of the financial position as at 30th September, 2006, and of the results of its transactions for the year ended on that date.



D.R. MACKLIN

Registered Company Auditor
103 Kensington Road,
Norwood S A 5067

Dated at NORWOOD this 1st day of February, 2008.

Taxation Agent - Registered Company Auditor

AUSTRALIAN COUNCIL OF ENGINEERING DEANS

INCOME & EXPENDITURE STATEMENT - YEAR ENDING 30 SEPTEMBER 2006

| | Actual | Budget | Notes |
|--|------------------|------------------|-------|
| Bank Funds 1 October 2005 | 47,178.56 | 45,600.00 | |
| INCOME | | | |
| Subscriptions for 2005-06 received - 29 @ \$2,000.00 | 58,000.00 | 64,000.00 | 1 |
| AaeE Levy for 2005-06 received - 29 @ various | 11,170.00 | 12,000.00 | 1 |
| Interest Earned | 2,323.79 | 1,000.00 | |
| | <u>71,493.79</u> | 77,000.00 | |
| | 118,672.35 | | |
| EXPENDITURE | | | |
| Council Meeting Costs | 2,549.32 | 10,000.00 | 2 |
| Executive Meeting/Teleconference Costs | 0.00 | 300.00 | |
| Remuneration Executive Officer | 14,851.56 | 51,600.00 | 4 |
| Travel/Conference Attendance Executive Officer | 893.54 | 4,500.00 | 2 |
| Office Expenses Executive Officer | 1,100.00 | 4,000.00 | |
| Projects (development of website, EWB) | 0.00 | 4,000.00 | 3 |
| AaeE Contribution | 12,000.00 | 12,000.00 | |
| Travel by President to Represent ACED | 0.00 | 3,000.00 | 5 |
| Office Expenses President | 0.00 | 1,000.00 | |
| Sundry Expenses (bank fees, audit fee) | 417.00 | 600.00 | |
| Contingencies | | 2,000.00 | |
| | <u>31,811.42</u> | <u>93,000.00</u> | |
| Bank Funds 30 September 2006 | <u>86,860.93</u> | <u>29,600.00</u> | |
| Bank Reconciliation | | | |
| ANZ Cheque Account | 37,946.24 | | |
| ANZ V2 Plus Account | 48,914.69 | | |
| | <u>86,860.93</u> | | |
| Less Outstanding Cheques | 0.00 | | |
| | <u>86,860.93</u> | | |

Notes:

1. 05-06 subs and fees from 4 units are outstanding
2. Underspent because Sept meeting transferred to next financial year
3. Awaiting invoice from EWB
4. Awaiting invoice from EO
5. Awaiting invoice from President

AUSTRALIAN COUNCIL OF ENGINEERING DEANS

INCOME & EXPENDITURE STATEMENT - 1 OCTOBER 2007 TO 31 DECEMBER 2007

| | Actual \$ | Notes |
|---|------------------|-------|
| Bank Funds 30 September 2007 | 91,157.96 | |
| INCOME | | |
| Subscriptions for 2006-07 received - 4 @ \$2,250.00 | 9,000.00 | 1 |
| AaeE Levy for 2006-07 received - 4 @ various | 970.00 | 1 |
| Interest Earned | 688.41 | |
| | <u>10,658.41</u> | |
| | 101,816.37 | |
| EXPENDITURE | | |
| Council Meeting Costs | 3,814.00 | |
| Executive Meeting/Teleconference Costs | 0.00 | |
| Remuneration Executive Officer | 7,694.15 | |
| Travel/Conference Attendance Executive Officer | 1,764.86 | |
| Office Expenses Executive Officer | 0.00 | |
| Projects (development of website, EWB, Carrick costs) | 13,110.00 | |
| AaeE Contribution | 0.00 | |
| Travel by President to Represent ACED | 0.00 | |
| Office Expenses President | 0.00 | |
| ANU repay | 2,370.00 | 2 |
| Sundry Expenses (bank fees, audit fee) | 30.00 | |
| | <u>28,783.01</u> | |
| Bank Funds 31 December 2007 | <u>73,033.36</u> | |
| Bank Reconciliation | | |
| ANZ Cheque Account | 21,063.57 | |
| ANZ V2 Plus Account | 52,134.79 | |
| | <u>73,198.36</u> | |
| Less Outstanding Cheques | 165.00 | 3 |
| | <u>73,033.36</u> | |

Notes:

1. USQ is still in arrears for 06/07 and has been reminded again. This is the only unpaid invoice.
2. ANU paid 06/07 subscription twice.
3. Cheque 001175 \$165.00 EO travel

AUSTRALIAN COUNCIL OF ENGINEERING DEANS

INCOME & EXPENDITURE STATEMENT - 1 JANUARY 2008 TO 15 MARCH 2008

| | Actual \$ | Notes |
|---|-------------------------|--------------|
| Bank Funds 30 December 2007 | <u>73,198.36</u> | |
| INCOME | | |
| Subscriptions for 2006-07 received - 1 @ \$2,250.00 | 2,250.00 | |
| AaeE Levy for 2006-07 received - 1 | 430 | |
| Interest Earned | 731.31 | |
| | <u>3,411.31</u> | |
| | <u><u>76,609.67</u></u> | |
| EXPENDITURE | | |
| Council Meeting Costs | 0.00 | |
| Executive Meeting/Teleconference Costs | 0.00 | |
| Remuneration Executive Officer | 0.00 | |
| Travel/Conference Attendance Executive Officer | 165.00 | |
| Office Expenses Executive Officer | 0.00 | |
| Projects (development of website, EWB, Carrick costs) | 0.00 | |
| AaeE Contribution | 0.00 | |
| Travel by President to Represent ACED | 0.00 | |
| Office Expenses President | 0.00 | |
| ANU repay | 0.00 | |
| Sundry Expenses (bank fees, audit fee) | 30 | |
| | <u>195.00</u> | |
| Bank Funds 15 March 2008 | <u>76,414.67</u> | |
| Bank Reconciliation | | |
| ANZ Cheque Account | 23,548.57 | |
| ANZ V2 Plus Account | 52,866.10 | |
| | <u>76,414.67</u> | |
| Less Outstanding Cheques | 4,297.00 | 1 |
| | <u>72,117.67</u> | |

Notes:

1. Cheques 001176: \$297 to Auditor; 001177: \$4,000 to EWB

RWK 8/4/08