

Annual Report 2004



Engineers New Zealand

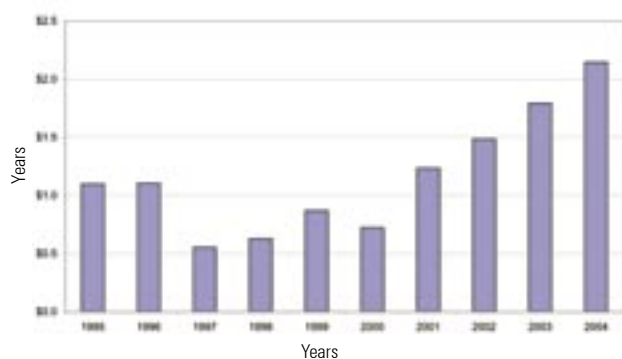
Institutional Health Check

Finance

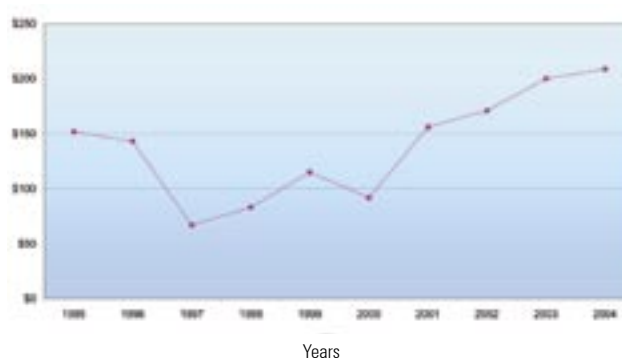
Year	No. of Members	Income (millions)	Operating expenses (millions)	Reserves (millions)	Reserves per Member
1995	7210	\$1.806	\$1.788	\$1.098	\$152
1996	7725	\$1.986	\$1.978	\$1.106	\$143
1997	8319	\$1.971	\$2.665	\$0.554	\$67
1998	7597	\$2.516	\$2.438	\$0.628	\$83
1999	7556	\$2.546	\$2.315	\$0.870	\$115
2000	7904	\$2.473	\$2.314	\$0.724	\$92
2001	7930	\$2.569	\$2.090	\$1.235	\$156
2002	8680	\$2.673	\$2.446	\$1.486	\$171
2003	8972	\$3.335	\$3.115	\$1.793	\$200
2004	10273	\$4.488	\$4.189	\$2.145	\$209

Figures exclude Technical and Special Interest Groups

Total Members Funds (Reserves)



Members Funds (Reserves) per Member

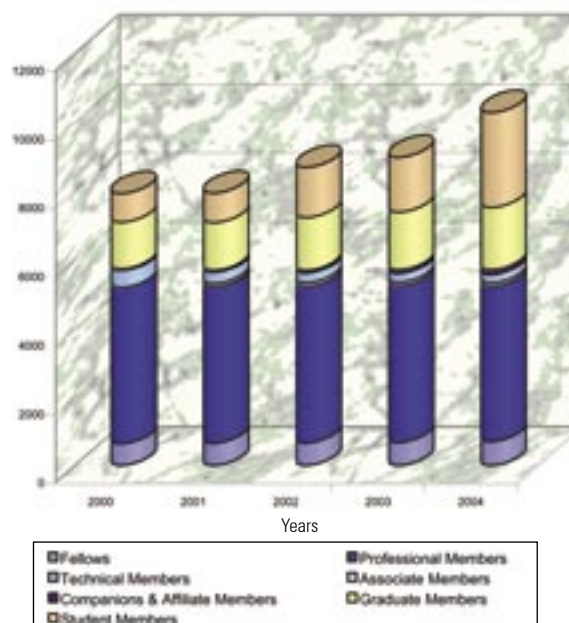


Membership

Membership Class	2000	2001	2002	2003	2004
Distinguished Fellows	17	21	24	27	31
Honorary Fellows	11	13	14	16	15
Fellows	610	616	624	635	658
Professional Members	4538	4530	4535	4533	4487
Technical Members	2	111	120	119	122
Associate Members	502	336	293	265	250
Companions	10	10	10	13	17
Affiliate Members	35	42	61	89	118
Graduate Members	1284	1317	1400	1673*	1808*
Technologist Graduates	8	18	60	-	-
Associate Graduates	63	55	74	-	-
Students	835	861	1465	1602	2767
TOTAL	7915	7930	8680	8972	10273

* Total Graduate, Technologist Graduate & Associate Graduate Members

No. of Members



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Overview of Achievements

Progress against the goals in the Strategic Plan of the Institution.

1. Leadership on National and Community Issues – *to speak out and apply the collective wisdom of the engineering professions to provide real long-term benefits to the wider community.*

A total of 131 media releases resulted in 191 print media clippings, plus reporting and interviews on National Radio on several occasions.

Media pages on the IPENZ website attracted over 100 visitors per month.

A review of national policy on research, development, innovation and entrepreneurship entitled "Growing Smartly" was publicly released and received praise from a variety of commentators and attracted the notice of Government.

Submissions were made on seven matters including tertiary education, infrastructure, the digital strategy and transport agencies review.

Senior office bearers and staff met on a number of occasions with Ministers and senior Government officials to present the perspective of the engineering profession.

Web-based database on sites of significant engineering achievement and heritage increased to 90. Two further sites were recognised by plaques, for the benefit of visitors, recording the pioneering engineering involved.

2. Competence and Qualification Recognition – *to provide engineering professionals with access to relevant competence-based brands and other means of recognition to help them in:*

- *marketing themselves to potential employers as competent and ethical professionals*
- *transferring their skills internationally*
- *attracting clients*
- *developing a sense of identity as part of a leading professional group*

Obligations as Registration Authority under the Chartered Professional Engineers Act were met to the satisfaction of the Chartered Professional Engineers Council.

Approximately 1200 applicants were assessed for competence against the CPEng and MIPENZ initial competence standard.

A further 144 engineers were trained as Competence Assessors via six training sessions, bringing the total to 253.

IPENZ graduate profiles and competencies standards were proven to be substantially equivalent to exemplar professional competencies and exemplar engineering qualification graduate profiles developed during the 2004 International Engineering Workshops, providing further evidence of benchmarking of our standards to international good practice.

Accreditation procedures for both BE and BEngTech degrees were updated and three accreditation visits undertaken.

An information booklet on quality marks and qualifications in

engineering entitled *engineering edge* was published as a limited first edition in March 2004, and trialed with regulators and HR consultants. A revised version was released to all Members and a wide range of stakeholders in September.

A range of regulators visited and seminars were held for HR consultants to inform them of the quality marks for professional engineers.

One Disciplinary Committee found against a Member (confirmed by an Appeal Committee), and five Investigating Committees formed to investigate the ethical behaviour or competence of Members.

3. Professional Development Support – *to maximise the career opportunities of Members by providing services that:*

- *facilitate access to and retention of the competence brands*
- *facilitate life-long access to learning opportunities*

Implemented an IPENZ short course programme to ensure that all Members in all regions have reasonable access to relevant continuing professional development addressing competence retention across all elements of the IPENZ competence standards. Commenced with 22 short courses run in a variety of locations with positive Member feedback.

Convention 2004 in Christchurch drew a significantly larger registration than previous similar events, with excellent sessions from high-level speakers on infrastructure and sustainability.

Experienced an increase to almost 2000 Members who maintain their continuing professional development records and about 350 who maintain graduate development records on-line through the IPENZ website.

Support provided enabled Young Engineers New Zealand, and the Special Interest Group for Immigrant Engineers to develop stronger programmes of benefit to their Members.

A record number of 38 new Fellows were elected, recognising their outstanding contributions as leading engineers in New Zealand.

The annual remuneration survey was undertaken on-line with a 45% return rate – adding to the accuracy and authenticity of the data.

Endorsed Employers increased from 22 to 27 and eight participants in the scheme were audited for compliance of their Graduate Development Programme, to the requirements for endorsement.

4. Engineering Practice Support – *to facilitate Members' access to new engineering knowledge and on their behalf lead the development and application of best practice in the engineering professions so that IPENZ Members are the practitioners preferred by purchasers of professional engineering services.*

Publications to Members provided increased technical content on matters of engineering practice or national technical issues compared to previous years, and Member feedback was appreciative.

The content of the website included substantially increased technical content, discussion forums to enable matters of engineering practice

to be discussed, and means for consultation with the Membership on draft submissions on public policy matters.

Provided support to 17 Members to assist their participation in Standards New Zealand committees.

Two Practice Notes were distributed to Members and two codes of practice are in preparation, in association with partner organisations.

Eight media releases and other commentaries issued on matters of engineering practice.

Major submissions to the Select Committee and contributions to Government working groups were made in preparation of the Building Act 2004.

The Board approved and implementation commenced of a new engineering practice policy based on the Institution adding value by quality marking new engineering knowledge, rather than by seeking to be a supplier of knowledge.

The concept of co-regulation of the engineering profession by IPENZ (as the Registering Authority under the CPEng Act) and other regulators concerned with the standards of engineering work advanced by developing improved relationships with a range of other regulators.

5. Renewal of the Profession – *to educate and enthuse young people so that New Zealanders are technologically literate and equipped to consider careers in engineering and technology.*

All contractual obligations under the Futureintech contract with NZ Trade and Enterprise were fulfilled. Three regional co-ordinators initiated programmes with schools and teachers to create opportunities for students to learn more about careers in engineering, technology and science.

The Techlink website was brought fully online and used regularly by technology teachers as a teaching resource to assist in the development and delivery of high quality teaching programmes.

An increased level of activity occurred amongst schools in the Neighbourhood Engineers Award competition and increased promotional activity by engineers at career events was received.

6. Membership and Income Development – *to become increasingly representative of the engineering professions and engineering employment sectors in New Zealand by offering flexible packages for accessing our services tailored to the increasingly various needs of the professions, thus lowering reliance on subscriptions and retaining Members when their needs change.*

The total Membership of the Institution grew past 10,000, including a continued growth of about 2% in paying Members, and a major increase of about 1000 in the number of Student Members.

Income received from advertising and sponsorship exceeded the budget by over 20%, thereby increasing the resources available to support other programmes.

Support was provided to enable the first national Inaugural Students'

Symposium to be held.

7. Institutional Leadership – *to anticipate issues and societal trends affecting the engineering professions, and respond by adapting the Institution's Strategic and Operating Plans, Rules and classes of Membership.*

Board met on seven occasions, and consulted subsidiary organisations via the Branch and Technical Group Forum held in April 2004, resulting in changes to strategy.

Revisions were prepared and extensive consultation undertaken on changes to IPENZ Rules, and Code of Ethics and Disciplinary Regulations to improve the integrity of procedures used to hear and determine complaints against Members (for approval in November 2004).

Benchmark comparisons against other similar Institutions (eg Australia, Ireland) showed that IPENZ strategy conforms to, or leads best practice.

IPENZ participated in the Strategic Review of the World Federation of Engineering Organisations to assist in the engineering profession worldwide, showing a united leadership voice on key international issues.

President's strategic initiative on sustainability created outcomes which will advance engineering practice when published as practice advice to Members and other engineers.

8. Effective Support Systems – *to use appropriate technologies and services to minimise baseline and compliance costs and maintain communication channels, thereby freeing Member-derived income to provide improved opportunities and services.*

The sale of two floors in Molesworth House and the shut-down of the Northern Regional Office were completed; Heads of Agreement entered into to lease space and take up naming rights at 158 The Terrace, Wellington.

All financial records kept to the satisfaction of the Institution's auditors, and a high level of accuracy maintained in the database records of all Members and registrants.

Reliable electronic and postal communication channels maintained to enable effective communication to Members by National Office, Branches, Technical and Special Interest Groups, and Collaborating Technical Societies.

Service levels provided to external clients in respect of database and financial services were of sufficient quality for service contracts to be continued or renewed.

Underpinning information technology and office support systems maintained to commercial level of reliability and capability within budget.

President's Statement

One of my motivations for standing for IPENZ President was the opportunity to increase the profile of the engineering profession through highlighting the contribution that engineers make to society and the prosperity of our nation as a whole. In my view, that contribution is inadequately recognised, and as engineers we are slow to step forward to take the lead. In some quarters we are perceived as "technicians working in the back room", not as leaders, and we must take responsibility for that situation. In choosing my presidential theme "Engineers as Leaders" I wanted to create what might be termed a "call to arms" to our Membership to take leadership positions in engineering and business, and so increase the visibility of our profession. That is the message I have taken to the Branches and the wider engineering community this year.

Raising the profile – Engineers as Leaders

As I look back on the year to 30 September 2004, there is good evidence that as a profession we are responding to the leadership call but it is a journey that will take time, requiring commitment from more than just the elected Board and IPENZ staff. When the Chief Executive and I met with the Prime Minister it was clear that the government wants to hear from IPENZ representing the views of the engineering profession, and values our views on a variety of matters. That is not to say that we have always been listened to. Indeed, on the matter of energy supply many Members have felt frustrated. Can I remind you, that we do not have a right to be heard, and that being heard is a matter of persistence, professionalism and building credibility in what we say. One badly presented submission can do us enormous harm.

It is therefore vitally important to have both the right things to say as well as to say them, repeatedly, in the right places. To facilitate this, we boosted our staff capacity in both public policy and media relations this year. The results have been positive – our press coverage has increased significantly, and so has the number of submissions we have made. One new initiative this year was to present a policy review, in effect an alternative policy to that in place for the research, development, innovation and entrepreneurship system as a whole. Entitled "Growing Smartly", it was released in June 2004, and we continue to receive feedback that it is under active consideration by the government.

Adapting to change

Another challenging issue for the Board has been adapting IPENZ to the nature of a modern profession. The definition of a profession to which we ascribe is that often attributed to Darrell Reeck:

"A profession is an occupational group which specialises in the performance of such highly developed skills for the meeting of complex human needs, that the right use of them is achieved only under the discipline of an ethic developed and enforced by peers and by mastery of a broader contextual knowledge of the human being, society, the natural world and historical trends."

Implicit in this definition is that a profession is self-regulated (the profession, rather than employers or the government, decides what is acceptable competence and ethical behaviour). The CPEng Act is fully consistent with this concept. One trend of recent times, to which we have responded, has been that the decisions of professions cannot be

made behind closed doors but rather, need to be conducted openly in front of lay people. For example, our Disciplinary Committees now include a minority of lay Members who are empowered to issue minority reports if they dissent from the majority (engineering) decision. The CPEng Council similarly has a minority of lay Members. We must accept that we live and conduct our affairs amongst an increasingly cynical public. Hence we must conduct our disciplinary activities in an increasingly transparent way to maintain public confidence. We must also ensure that our Code of Ethics properly represents the needs of both engineers and the wider community. The Board commissioned work during 2004 to update the wording of the Code of Ethics, and the regulations for hearing and determining complaints. There are increasing costs in having our activities more publicly scrutinised but having public confidence in our processes is so vital that we must accept these costs.

Despite what seems to be an ever-increasing burden of compliance costs, significant areas of our work are not regulated at all. As professional engineers we must decide whether we accept that only through peer-based processes can appropriate standards for our work be defined or judged. Those that accept this premise will truly want to be members of our profession. Those that do not, might be part of the engineering occupational group but will not be part of the profession.

Planning for the future

The employment of engineers is becoming more diverse and through programmes such as "Engineers as Leaders" we are positively encouraging these wider contributions and roles. However, maintaining our relevance as a self-regulated profession is becoming more challenging as our Members move to more and more diverse work roles.

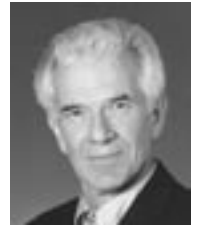
Some employment environments are hostile to, or at the very least uneducated about, what a profession is. An increasingly important role for IPENZ will be to support young engineers in such environments so that they can hold onto and positively associate with, the ideal of self-regulation that underpins our profession.

Our student Membership has increased dramatically over the last three years and the future of the Institution will ultimately depend on retaining these students as they advance to other Membership classes. To do so, they must believe in the value of IPENZ, that they are joining an active and relevant profession, and that they have a responsibility for contributing to and leading the process of self-regulation.

Reviewing for relevance

Combining these factors, a question that the governing Board has of itself is whether the Institution's vision, mission and strategy reflect both the wishes of our Membership – being the needs of the engineering profession generally – and the expectations of the public. During the year we reviewed these core elements and concluded, after updating our vision and strategy, that we are on track to being a relevant and modern professional body.

Today's Institution is quite different to the IPENZ of 1980 that existed before the major changes in the government sector, and different again to the body



of 2000 before IPENZ became part of the government's regulatory machine. It is larger and more complex but I still consider it very relevant to engineers of all ages. By and large it is in good spirits, and our international benchmarking activities against similar Institutions in Australia and Ireland have shown us that we are operating at the leading edge of good practice. To me, this affirms that the governing Board you elected and the IPENZ staff you employ are doing a good job in looking after your interests.

Whatever the changes in IPENZ, as a self-regulating body we rely on the voluntary contributions of those who believe in the model of self-regulation. I wish to thank the huge number of volunteers – the governing Board itself, our subsidiary Boards, the various Branch Chairs and Committees, the Chairs and Committees of Technical and Special Interest Groups, those who serve on Fellowship and Awards panels, those who act as volunteer practice field assessors, those who have acted on an Investigating, Disciplinary and even Appeal Committee this year, members of Accreditation Panels, plus those who have contributed in less formal ways – as peer reviewers, mentors and so on. To try to create a complete list is not possible. What it does emphasise is that a profession and a professional body are living entities, and IPENZ is one of which we can justifiably feel proud.

Ultimately, self-regulation is about leadership by members of a profession. My message in 2004 has been that as leaders we must at times be prepared to step out of our own comfort zone and take leadership positions in engineering and business. Society expects that of us, for the benefit of the profession and the nation as a whole. We cannot do that from the back room. Leadership in a very public way is more vital than ever before for the future health of our profession.



Dr Ian Parton
President

Chief Executive's Statement

The year 2004 is the last year for our National Office to be located in Molesworth House. Our remaining stake in the building was sold early in 2004, and a new space for National Office has been procured at 158 The Terrace. Staff will move to the new location in March 2005 with IPENZ signalling its presence on The Terrace by taking naming rights for the building. Members will soon be visiting "Engineering House" or possibly "Professional Engineering House". This is perhaps the most visible sign of what has been a four-year programme of redevelopment for IPENZ, commencing with the first reading of the Chartered Professional Engineers Bill by Parliament in 2000.

The IPENZ of 2000 was losing paying Members at a rate of about 2% per year, was heavily reliant on subscription income (about 70% of income was subscription-based), and had inadequate financial reserves to risk investing in the long-term development of new programmes. National Office reserves were about \$600,000 which corresponded to the value of the building floors we owned, however we also owned a further \$200,000 in operating equipment i.e. to cash flow our operations, IPENZ was in effect borrowing about \$200,000 against the non-current assets!

From 2000 to the end of September 2004 we have had three years of paying Membership growth exceeding 2% per year, subscription based income has been reduced to about 40% and the reserves attributable to National Office are around \$1.9m. Our turnover is now \$2.50 per dollar of subscription income (up from \$1.50 in 2000). The organisation has changed considerably in what it is and what it can do for its Members. It is financially strong, equipped with a larger and more capable staff, and enjoying the benefits of some Membership growth.

The impact of CPEng

Few Members in 2000 really understood the impact that the new CPEng Act would have on IPENZ and its Members. Those impacts have since become clear and some Members do not like them. In many of these instances IPENZ is unreasonably blamed for the results, when clearly we have little choice, with the mandate for these actions being placed on us by Parliament. We believe that we have lost some Members as a result, but are glad to see that there is a growing understanding amongst our Membership of the key issues.

Firstly, we now understand that the primary purpose of the Act is to protect the public from poorly-performing engineers. This led to us being the government's test for introducing occupational registration based on current competence; a concept now enshrined in the Architect's Bill, and the 2004 Building Act in respect of licensed building practitioners. Engineers now understand that CPEng is not a lifetime quality mark in the way we used to view registration under the 1924 Act but rather a mark likely to be taken up only by those engineers heavily involved in engineering practice. The total number of registrants is not likely to exceed about 3000. MIPENZ remains the mark of professional standing with which engineers in more diverse roles can associate.

Secondly, as a profession we now understand the true costs of modern occupational regulation by the government. The levy drawn by the Chartered Professional Engineers Council for performing its audit functions cost registrants about the same amount as the total cost of the old

registration system. IPENZ reserves (ultimately your subscriptions) are still subsidising the competence assessment and registration system to the tune of about \$300,000 and it will be several more years before the registration system is self-funding. As the registrants comprise less than 50% of the Membership, cross-subsidisation cannot be contemplated in the long-term.



Thirdly, we are now seeing the emergence of our acceptance as a co-regulator by other regulators. The CPEng Act makes IPENZ a "supply side" regulator (we quality mark a supply of competent engineers). Demand-side regulators can then choose to limit work to those we have quality-marked. We have put a great deal of effort into developing relationships with the demand-side regulators, and this is paying off. One matter we are particularly concerned about is to ensure that there is matching competence expectations between the demand and supply sides. If there is not, there is the potential for regulatory breakdown, to the detriment of engineers and the confidence that the public has in us.

Being a co-regulator imposes significant costs, and those likely to benefit (the quality-marked individuals) can be expected to pay.

In 2004 we have been able to commence the outbound campaign to sell the new quality mark (in conjunction with increased understanding of both MIPENZ and IntPE) to regulators, employers of engineers and users of engineering services. We want to lift this campaign to a higher level in 2005.

The changed Membership service portfolio

Since 2000, there has been consistency of strategy in building a set of Member benefits or services. The proposition to prospective Members can be summarised in five statements:

- we represent the profession, and on its behalf provide leadership to assist in resolving national and community issues;
- we quality mark qualifications and competence to internationally-benchmarked standards;
- we provide professional development programmes to assist Members to develop and maintain their competence;
- we develop codes of good engineering practice to assist Members, and work on their behalf to improve the regulatory environment in which engineering is practised;
- we inform young people of careers in engineering and technology, thereby ensuring the long-term viability of the engineering profession.

In 2004 we have made progress in all of these areas. The first area has been discussed in the President's statement. CPEng is a big part of the second area, but we have also worked hard to get New Zealand Standards recognised internationally. The international exemplar for a competent professional engineer is based on (and is almost identical to) IPENZ's competence standard for CPEng and MIPENZ. This was a stunning success for the hardworking group who put it together in 2002.

Professional development programmes have grown tremendously. A 2003/2004 initiative was the appointment of a Knowledge Services Manager to develop a programme of opportunities for the ongoing

professional development of Members. The goal was not to compete with existing short courses but to provide learning opportunities where Members' needs were not being otherwise met. There has been a significant growth in courses offered in the provinces on topics not previously available, and most recently in conjunction with the Collaborating Technical Societies on specific technical issues. Our service does not yet fully pay for itself, but many Members are better served in their professional development needs.

Our programmes in engineering practice have grown and changed – in the year under review we actively engaged with other regulators as discussed above. Additionally, we have increased the number and range of submissions on practice-related matters, developed our contribution to codification activities, and sought to work more with the Technical Interest Groups and Collaborating Technical Societies.

The fifth programme area is largely met via the Futureintech contract with NZ Trade and Enterprise. We have been operating a half-sized programme in 2004, and in 2005 the number of facilitators working with schools will rise to six. By working with teachers, many more young people will consider tertiary education and subsequent careers in engineering, technology or science.

National Office

The activities described above rely more than ever on National Office staff. The engineering profession is in a continued growth phase in which demand for service is outstripping supply, and the ability to contribute to IPENZ as a volunteer is restricted for many Members. We still have a fantastic core of wonderfully committed Members, but increasingly we employ staff to amplify the value of the Member contribution.

The IPENZ staff of 2000 were a close-knit family of less than 20, but as we have grown past 40 employees we have had to reorganise into four staff teams, each orientated around programme delivery in key areas. Our

four Directors (Angela Christie – Futureintech; John Gardiner – Practice, Publications, Policy; Fiona Gavriel – Operations; Virginia Burton – Learning and Assessment) have built the teams and each is delivering high quality outputs.

The staff have been crammed into two floors of Molesworth House in substandard working conditions for some months now. The move to The Terrace will improve their working conditions, and contribute to us retaining a motivated and capable staff. I am very proud of what our staff deliver for Members, and believe that they serve you well.

Closing remarks

Occasionally I meet people who believe that the time of professional bodies has come and gone, and that such bodies are no longer relevant. I fervently believe that this is not true, provided the bodies adapt to new roles and new demands by their Members. IPENZ is still you, the Members, and not just the staff. There will always be engineers who choose not to contribute to the engineering profession and its self-regulation, and instead develop their careers in different directions. However, the nation as a whole continues to need the wisdom of engineers to be organised in a variety of ways – through professional regulation of standards and through providing leadership on key issues. It is gratifying that many engineers of all ages share that belief, and through their support we can report another strong and healthy year for IPENZ.



Dr Andrew Cleland
Chief Executive

Distinguished Fellows

Distinguished Fellows are Fellows who are distinguished by work in engineering, technology, science or otherwise, whom the Institution decides to honour.

Richard Bentley
Archibald Bogle
Bob Henare
Robin (Bob) Kingston
Alexander Sutherland

President's Award

This award acknowledges the achievement of a Member or group of Members who have demonstrated the strength of engineering in its role of public service.

Peter Browne
Neville Beach

Professional Commitment Award

This award acknowledges a Member of the Institution for a continuing contribution to the profession of engineering and to Institution activities.

Des Bull
John Duder

IPENZ Supreme Technical Awards for Engineering Achievers (Sponsored by Opus International Consultants Ltd)

These biennial awards are New Zealand's Premier awards for engineering achievement. The awards aim to encourage and recognise those who have demonstrated excellence and leadership in engineering practice over their careers to the benefit of the engineering profession.

Building and Structures

Nigel Priestley, University of California, USA

Infrastructure, Utilities and Transport

Paul Sampson, Rotorua District Council

Information and Communications Technology

Murray Milner, Telecom New Zealand Ltd

Manufacturing and Mechanical

Richard Downs-Honey, High Modulus (NZ) Ltd

Chemical, Bioprocess and Food

Max Kennedy, IRL

Sustainability and Clean Technology

Jim Bradley, MWH New Zealand Ltd

Electrical Systems

John Boys, University of Auckland

General/Multidisciplinary

Bill Studd, Windsor Engineering Group Ltd

IPENZ Young Engineer of the Year Award (Sponsored by Works Infrastructure Ltd)

This award is presented annually to a Member of IPENZ under the age of 36 who has made an outstanding contribution as an engineer, as a leader, or through community involvement.

Glenn Fawcett, MWH New Zealand Ltd

IPENZ Innovation Award (Sponsored by Meridian Energy Ltd)

This award recognises an engineer or team of engineers who have developed and successfully applied innovative engineering, and demonstrated a commitment to innovation in engineering practice.

Peter Robinson, MWH New Zealand Ltd

IPENZ Environmental Award (Sponsored by Shell New Zealand Ltd)

This award is made for engineering work that best exemplifies care for and consideration of environmental values and the preservation of public enjoyment.

CH2MBeca Ltd, Fletcher Construction Ltd, Watercare Services Ltd and Manukau City Council

IPENZ Entrepreneurial Award (Sponsored by ALSTOM New Zealand Ltd)

This award recognises an engineer or team of engineers who have identified and developed a significant new business venture.

John Leuchars, Connell Mott MacDonald Ltd

IPENZ Communications Award (Sponsored by Vector Limited)

This award recognises a Member for their outstanding achievement in communicating engineering and the work of engineers to the media and public.

Jonnette Adams, Transit New Zealand

IPENZ Student Design Award (Sponsored by Meridian Energy Ltd)

This award recognises engineering excellence at the student level, and rewards innovation and entrepreneurial potential.

Fady Misriki and Kunal Bhargava, University of Auckland

Fellows, Life Members, Obituaries

Fellows Elected

DP Adamson
IL Brewer
RJ Burton
TE Butler
IG Bywater
CB Coleman
A Collow
DR Cook
RJ Daniel
A Downing
CJ Fee
AJ Francis
WR Fright
PB Graham
RM Green
MD Heffernan
PD Higgs
GS Hunt
RP Jaduram
JH Justice
VC Kloosterman
JH Little
GI Lowe
JL Lumsden
JB Mander
RJ Martin
DL McGlashan
DW McNulty
LG McSaveney
HB Miller
IC Shearer
GK Sidwell
DS Stubbs
WP Studd
AW Thornton
DH Turkington
GE Vazey
SJ Westlake
DR Wilkie
PJ Wilson
GW Young

Life Members Elected (50 years Membership)

JW Cornish
RF Gapes
DH James
NG Major
JW Park

Obituaries

JG Ball MIPENZ (Nelson/Marlborough)
LG Bell FIPENZ (Auckland)
GB Collie FIPENZ (Canterbury)
MA Collins FIPENZ (Wellington)
JR Cuthbert MIPENZ (Auckland)
JW Dempsey FIPENZ (Wellington)
LI Dovey MIPENZ (Nelson/Marlborough)
CK Eastwood MIPENZ (Wellington)
HA Fullarton DistFIPENZ (Wellington)
RF Gale MIPENZ (Auckland)
NG Harris MIPENZ (Waikato/Bay of Plenty)
IF Hazlehurst MIPENZ (Canterbury)
AG Hope MIPENZ (Auckland)
ML Horlor MIPENZ (Wellington)
PS Hutchinson MIPENZ (Auckland)
AY Ibrahim MIPENZ (Auckland)
GF James MIPENZ (Canterbury)
HA Jenkins FIPENZ (Waikato/Bay of Plenty)
F Kerslake FIPENZ (Waikato/Bay of Plenty)
KE Lane MIPENZ (Nelson/Marlborough)
CW Loveridge MIPENZ (Auckland)
NM MacKenzie MIPENZ (Auckland)
BH Penny MIPENZ (Waikato/Bay of Plenty)
WH Pickering HonFIPENZ (USA)
RR Poore MIPENZ (Auckland)
EG Sandelin FIPENZ (Waikato/Bay of Plenty)
RJ Seekles MIPENZ (Papua New Guinea)
IA Williamson MIPENZ (Waikato/Bay of Plenty)

Omitted from previous report due to late notification

JC McCreadie MIPENZ (Otago)
D Stone MIPENZ (Wellington)
A Taverner MIPENZ (Waikato/Bay of Plenty)

Achievements – National Office

Code 010
Description Leadership on matters of engineering practice in New Zealand.
Manager Murray Isdale/John Gardiner

Forecast Full Year Outcomes

1. Engineering Practice Board consulting with CTSs and TIGs through the Engineering Practice Forum.
2. Maintain a watching brief on the profession.
3. Maintain a liaison with the Ministry for the Environment, Ministry of Consumer Affairs, Occupational Safety and Health Service).
4. Define and implement at least one practice review in a critical area of engineering practice.
5. Develop guidelines.

Cumulative Outcomes Year to Date

1. Revised policy on engineering practice approved. Engineering Practice Board met five times during year, and now provides an oversight of the portfolio of IPENZ CPD courses. Annual Engineering Practice Forum attended by most TIGs and CTSs.
2. Issues relating to engineering practice in the construction sector, engineering practice to develop and promote an engineering response.
3. IPENZ staff and Members engaged with regulatory and policy agencies including Construction Industry Council, LTSA, BIA, MED, Ministry for the Environment, and the Occupational Safety and Health Service. Initiatives underway of the CIC include a procurement strategy, sector research provision the Completion of the Design Document Guidelines, construction safety, skills shortages.
4. Practice review on design services of Chartered Institution of Building Services Engineers.
5. Work undertaken on Professional Practice, ethics and sustainability to prepare Practice Notes for distribution in 2005.

Budgeted Staff Hours	735		Budgeted Expenses	\$28,000		Budgeted Income	\$20,000	
Actual Staff Hours	893	121%	Actual Expenses	\$36,613	131%	Actual Income	\$0	0%

Code 020
Description Engineering practice advice to Members and the public.
Manager Murray Isdale

Forecast Full Year Outcomes

1. Provide individual advice to Members on engineering practice through operation of a help-line service.
2. Provide individual advice on engineering practice.

Cumulative Outcomes Year to Date

1. No progress on development of help-line though IPENZ handled approximately 50 queries from Members.
2. 29 general enquiries from public were answered.

Budgeted Staff Hours	315		Budgeted Expenses	\$0	
Actual Staff Hours	205	65%	Actual Expenses	\$0	0%

Code 030
Description Development of and support for codes of practice and standards to codify best and minimum practice. Codes and standards can be IPENZ and/or Standards New Zealand branded.
Manager Murray Isdale

Forecast Full Year Outcomes

1. Maintain and improve strategic relationship with Standards New Zealand (SNZ).
2. Provide IPENZ representation on Standards committees where engineering viewpoints are critical to quality of the Standard.
3. Develop or review one or more IPENZ-branded or co-branded codes of practice.
4. Prepare and promulgate codes of practice.

- Develop a marketing strategy for sale of codes, and process sales of codes and related publications.

Cumulative Outcomes Year to Date

Maintained regular □

-
- Two Codes of Practice Certificate, the other an ACENZ/IPENZ/BIA/BOINZ document on acceptance of Producer Statements by TLAs.
- Two Practice Notes distributed to Members; Safety, and Dealing with the Media. Practice Note on Emergency Management drafted.
- No progress on strategy. Sales exceeded budget.

Budgeted Staff Hours	570		Budgeted Expenses	\$21,000		Budgeted Income	\$4,000	
Actual Staff Hours	234	41%	Actual Expenses	\$11,457	55%	Actual Income	\$5,167	129%

Code 040
Description Represent the profession’s viewpoint to ensure that the regulatory environment in which engineering is practised is well-structured and supportive of ethical and sound engineering practice.
Manager Murray Isdale

Forecast Full Year Outcomes

- Maintain □
- Pre □
- Prepare and promote informed on the role of the engineering profession.
- Provide advice to the Ministry of Economic Development in respect to the revision of the Building Act.

Cumulative Outcomes Year to Date

- Policy and media teams met and construction, energy, sustainability, economic development and education. Intelligence obtained made available to Members.
- Major submission made to on key issues relating to the Bill.
- Made effort, traffic engineering, skill shortages and emergency response.
- Worked with BIA and MED officials on the numerous issues that arose from the new Building Legislation.

Budgeted Staff Hours	960		Budgeted Expenses	\$6,000		Budgeted Income	\$1,000	
Actual Staff Hours	412	43%	Actual Expenses	\$534	9%	Actual Income	\$1,360	136 %

Code 060
Description Provide Members with access to knowledge through direct provision from IPENZ, strategic relationships and affiliations with other organisations particularly engineering institutions.
Manager Murray Isdale/John Gardiner

Forecast Full Year Outcomes

- Negotiate improved jurisdictions.
- Develop access for Members to a range of library services within NZ including the Energy Library.
- Develop IPENZ web-based knowledge services to Members, especially through *engineering treNz*: producing at least 12 papers including three Reviews.

Cumulative Outcomes Year to Date

- Discussions continued with Members. IPENZ engaged in dialogue with ASME, IMechE, CBSIE, IEE and ASCE.
- Special package for membership of Energy Library offered to Members with 2003/04 subscription.
- Two papers published in *engineering TreNz*, two “reviews” in preparation; electric motor drives and drying technology. “Projects” paper being scoped on international business.

Budgeted Staff Hours	270		Budgeted Expenses	\$17,000				
Actual Staff Hours	128	47%	Actual Expenses	\$5,826	34%			

Achievements – National Office continued

Code 080
Description IPENZ Awards including technical awards (biennial), engineering excellence awards (biennial) and annual awards.
Manager John Gardiner

Forecast Full Year Outcomes

1. Run Awards promotion campaign and awards processes (advertising and judging) in compliance with documented procedures.

Cumulative Outcomes Year to Date

1. Annual Awards successfully completed with Awards conferred in most categories. Feedback indicated Awards Dinner well received.

Budgeted Staff Hours	465		Budgeted Expenses	\$22,000	
Actual Staff Hours	378	81%	Actual Expenses	\$22,306	101%

Code 100
Description To provide leadership in the standards and procedures by which qualifications and competence are recognised.
Manager Virginia Burton

Forecast Full Year Outcomes

1. Standards and Ac[]
recognitio[]
2. Maintain []
influencers on behalf of the engineering profession.
3. []AT, Immigration Service
etc.).

Cumulative Outcomes Year to Date

1. SAB met four tim[]
2. Relationships maintained with five ITOs, 17 polytechnics and six universities involved in engineering education.
3. Written and verbal submissions made on quality assurance policy matters to TEC, NZQA and MFAT.

Budgeted Staff Hours	420		Budgeted Expenses	\$12,000	
Actual Staff Hours	391	93%	Actual Expenses	\$4,143	35%

Code 110
Description To set and approve internationally benchmarked education standards for the engineering profession.
Manager Virginia Burton

Forecast Full Year Outcomes

1. Develop accreditation policies and other policies in relation to engineering education.
2. Meet IPENZ obligations for the Washington Accord (WA) including participation in an outcomes-based profile working party, working party on review visit procedures, working party on permanent secretariat, and contribute to international review visits as requested.
3. Meet IPENZ obligations for the Sydney Accord (SA) including participation in outcomes-based profile working party, contribute to international review visits as requested, and complete transition requirements for full Membership status.
4. Develop policies and accreditation systems for IPENZ application for Dublin Accord (DA) membership in 2005.
5. Contribute to development[]
to assess overseas engineering qualifications.

Cumulative Outcomes Year to Date

1. Accreditation Manual for 3-year and 4-year degrees updated.
2. IPENZ representative on WA Review Team visit to Japan. IPENZ representative led WA Mentoring Team to support Singapore in meeting WA requirements for full signatory status. IPENZ representative guest speaker at conference in Taiwan on accreditation procedures and standards for WA. Participated in international working party on graduate profiles. Developed WA mentoring guidelines and undertook further work on WA Alternative Review Process.
3. IPENZ met full SA signatory status requirements.
4. Developed general principles for Accreditation of Diploma Qualifications. Work on accreditation policy deferred.
5. Draft policy framewo[]
proceed.

Budgeted Staff Hours	450		Budgeted Expenses	\$11,000	
Actual Staff	229	51%	Actual Expenses	\$8,422	77%

Code 120
Description To set and approve internationally benchmarked competence standards for the engineering profession.
Manager Jeff Wastney

Forecast Full Year Outcomes

1. Update and maintain standards for competence at the professional engineering level.
2. Update and maintain standards for competence at the technical engineering level.
3. Update and maintain standards for competence at the associate engineering level.
4. Meet all obligat□
contribution to standards development including the phasing out of MRAs.
5. Meet all obligations □
standards development.
6. Develop jurisdictional□
7. Develop an International Engineering Agreements website.

Cumulative Outcomes Year to Date

1. Competence standard of engineers at professional level was proven to match exemplar developed at June 2004 International Workshop.
2. Standards and Accreditation Board approved competence standard for Technical Members aligned to international exemplar.
3. Standards and Accreditation Board approved competence standard for Associate Members aligned to international exemplar. Review of the assessment process completed.
4. Attendance by three representatives at June 2004 International Engineering Workshop fully met obligations. IPENZ led resolution of four matters.
5. All required actions undertaken at June 2004 International Engineering Workshop.
6. Work on developing procedures was postponed until licensed building practitioner regime defined.
7. International website established and included information provided by secretariats for each of the respective agreements.

Budgeted Staff Hours	990		Budgeted Expenses	\$39,000		Budgeted Income	\$37,000	
Actual Staff Hours	258	26%	Actual Expenses	\$19,181	49%	Actual Income	\$40,340	109%

Code 130
Description Deliver accreditation programme for engineering qualifications.
Manager Virginia Burton

Forecast Full Year Outcomes

1. Accreditation visit to UNITEC (BE and BEngTech).
2. Accreditation visit to BE at Massey University.
3. Accreditation visits to Auckland University of Technology (BEngTech and BE).
4. Accreditation visit to TOPNZ (BEngTech).
5. Accreditation visit to review NDE (Electro-tech).
6. Ongoing support of those tertiary providers offering or seeking to offer IPENZ accredited qualifications.

Cumulative Outcomes Year to Date

1. Accreditation visit to UNITEC (BE and BEngTech) completed.
2. Preparation completed for accreditation visit to BE at Massey University occurring in October 2004.
3. Accreditation visit to Auckland University of Technology (BEngTech and BE) completed.
4. Accreditation visit to TOPNZ (BEngTech) deferred until March 2005.
5. Accreditation to review NDE (Electro-tech) postponed until 2005.
6. Accreditation visit to CPIT planned for early 2005.

Budgeted Staff Hours	345		Budgeted Expenses	\$26,000		Budgeted Income	\$24,000	
Actual Staff Hours	303	88%	Actual Expenses	\$3,901	15%	Actual Income	\$2,953	12%

Achievements – National Office continued

Code 140
Description To conduct competence assessments at entry level to all competence-based registrations and Membership classes of IPENZ.
Manager Jeff Wastney/Jeanette van Barneveld

Forecast Full Year Outcomes

1. Competence Assessment Board (CAB) working effectively with reliable quality assurance procedures in place.
2. C0
3. Competence assessment applications of professional engineers processed efficiently – 1000 or more applications.
4. Competence assessment applications of technical engineers processed efficiently.
5. Competency assessment applications of associate engineers processed efficiently.
6. Assessment of applications for Graduate and other grades of IPENZ Membership processed efficiently.
7. Competence assessments for other registers (OSH etc.) processed efficiently.
8. Review and maintain assessment processes and documentation for applicants and assessors.

Cumulative Outcomes Year to Date

1. CAB met 13 times procedures.
2. Two Wellington and Christchurch. 144 Members trained as Practice Area Assessors, bringing total to 253.
3. Total of 1061 applications in progress from previous year, 1191 registrants added to CPEng register bringing total to 1662.
4. Seven TIPENZ applications processed.
5. Two AIPENZ applications processed.
6. 479 new GIPENZ Members elected with a net increase of 191 in this Membership class.
7. OSH provided with lists of CPEng engineers qualified to certify amusement devices. Two assessments made for OSH registers.
8. Handbook for MID of revised competence standards. Updated forms and application documents posted to website.

Budgeted Staff Hours	4440	Budgeted Expenses	\$294,000	Budgeted Income	\$436,000			
Actual Staff Hours	4715	106%	Actual Expenses	\$288,278	98%	Actual Income	\$457,762	105%

Code 150
Description To conduct current competence assessments for all relevant competence-based registrations and Membership classes of IPENZ.
Manager Jeff Wastney

Forecast Full Year Outcomes

1. All necessary current competence assessments for professional engineers for CPEng or IPER performed efficiently.
2. All other current competence assessments performed efficiently.
3. IPENZ Practice College Membership maintained up-to-date.

Cumulative Outcomes Year to Date

1. No assessments made for continued registration.
2. Not applicable.
3. Total of 1905 Practice College registrants including 1135 added during the year.

Budgeted Staff Hours	195	Budgeted Expenses	\$2,000	Budgeted Income	\$5,000			
Actual Staff Hours	20	10%	Actual Expenses	\$0	0%	Actual Income	\$0	0%

Code 160
Description CPEng systems development and operation.
Manager Jeff Wastney

Forecast Full Year Outcomes

1. Review and maintain procedures, standards, rules, fees and forms for operation of the CPEng register, including consultation and approval as required.
2. Preparation of CPEng Council reports and other material required or requested.
3. Develop and maintain in-house systems (including IT and website) for receiving and processing CPEng applications.
4. Develop and maintain full costings of CPEng activities and set fees accordingly.
5. Respond to pub□
6. Form Investigating and Disciplinary Committees as required.
7. Respond to CPEng appeals of various types.

Cumulative Outcomes Year to Date

1. Consultation on minor rule changes for 2005 underway.
2. Annual Report presented to Council meetings.
3. In-house systems and database tools upgraded to gain efficiencies.
4. Collection of cost data undertaken. Review of CPEng fees deferred until early 2005.
5. Inquiries dealt with expeditiously and information supplied as appropriate.
6. None were required but one complaint received and dismissed prior to the Investigating Committee stage.
7. No appeals made.

Budgeted Staff Hours	915		Budgeted Expenses	\$99,000		Budgeted Income	\$92,000	
Actual Staff Hours	1229	134%	Actual Expenses	\$65,944	67%	Actual Income	\$115,637	126%

Code 170
Description Competence Assessment Information Dissemination to Members.
Manager Jeff Wastney/Virginia Burton

Forecast Full Year Outcomes

1. Develop and print competence assessment application documentation and associated material.
2. Conduct regional and in-house industry seminars to inform engineers of the IPENZ competence standards and assessment processes.
3. Maintain website so that application information is up-to-date and accurate.
4. Handle individual enquiries from competence assessment potential and actual applicants in a timely manner.

Cumulative Outcomes Year to Date

1. Ongoing updates to documentation and website made. Handbook upgraded following changes to assessment processes.
2. Eight regional seminars held throughout NZ. Twelve in-house seminars conducted. Personal contact made with 300 long-standing Graduate Members to encourage application for assessment.
3. Application documents and handbook updated on website whenever procedures updated.
4. Req□

Budgeted Staff Hours	525		Budgeted Expenses	\$9,000		Budgeted Income	\$1,000	
Actual Staff Hours	398	76%	Actual Expenses	\$5,479	61%	Actual Income	\$-44	-4%

Code 180
Description Brand development and promotion to purchasers of engineering services and engineering employers.
Manager Virginia Burton/John Gardiner

Forecast Full Year Outcomes

1. Develop contacts lists consultants by adding at least 500 new or updated entries.
2. Develop and distribute services and regulators, promoting the portfolio of brands available for the engineering profession.
3. Design and im□

Achievements – National Office continued

4. Design and impl□ visits.
5. Design an□

Cumulative Outcomes Year to Date

1. Records for about 100 Territorial Local Authorities (TLAs) and recruitment consultants created.
2. First information bulletin (under name of *engineering edge*) distributed to Local Authorities, Endorsed Employers and employment consultants in March 2004; revised version published September 2004.
3. OSH and the LTSA □ West Coast and Otag□
4. Regional seminars for employment consultants conducted in Auckland and Wellington to explain CPEng and IPENZ quality marks.
5. No progress other than through industry visits by staff.

Budgeted Staff Hours	960		Budgeted Expenses	\$24,000	
Actual Staff Hours	419	44%	Actual Expenses	\$20,778	87%

Code	190
Description	Ethics, investigation and discipline of IPENZ Members.
Manager	Murray Isdale/John Gardiner

Forecast Full Year Outcomes

1. Update operating procedures for hearing and determining complaints against IPENZ Members.
2. Respond to p□
3. Form Investigating and Disciplinary Committees as required.
4. Respond to appeals as need arises.

Cumulative Outcomes Year to Date

1. Revised Disciplinary Regulations drafted; operating manual approximately 50% prepared.
2. Twenty substantial enquiries received and information requested supplied. Number of casual enquiries answered.
3. Five Investigating □ Member.
4. One Appeals Committe formed and delivered determination.

Budgeted Staff Hours	465		Budgeted Expenses	\$10,000	
Actual Staff Hours	640	138%	Actual Expenses	\$32,857	329%

Code	210
Description	Quality marking of approved providers of graduate development schemes and CPD opportunities.
Manager	Virginia Burton

Forecast Full Year Outcomes

1. Increase the□ endorsements and hold the Endorsed Employer Forum annually.
2. Redevelop the concept of CPD accreditation and promote CPD accreditation so that most major providers of engineering short courses have been assessed and rated.
3. Develop policy framework around the use of IPENZ Industry Consultants and monitor performance.
4. Develop policy framework for IPENZ Accredited Mentors, promote concept to Members and industry, and provide web support.

Cumulative Outcomes Year to Date

1. Numbe□. Endorsed Employer Forum not held.
2. Policy updated. Five fur□ Events'.
3. Policy framework developed. Two Industry Consultants recognised.
4. Policy development deferred. Trained mentors sent monthly mentoring electronic newsletter.

Budgeted Staff Hours	510		Budgeted Expenses	\$7,000		Budgeted Income	\$1,000
Actual Staff Hours	238	47%	Actual Expenses	\$2,948	42%	Actual Income	\$5,331 533%

Code 220
Description Professional Development Information Services.
Manager Virginia Burton

Forecast Full Year Outcomes

1. Update career management guide.
2. Update mid-career guide.
3. Complete 2003 r□
2004.
4. Increase the career information available to Members through the website.
5. Maintain□
6. Collate information on the range of post-graduate management courses and make available to Members.
7. Identify existing unit standards that support the maintenance of current competence.
8. Publish eight articles in *e.nz magazine* or other publications related to professional and organisational development.

Cumulative Outcomes Year to Date

1. Some minor revision undertaken.
2. No action. Deferred until 2005.
3. 2004 survey completed and available to Members who contributed. Survey response rate 45%. Remuneration Survey Working Group set up to oversee survey revision for 2005.
4. Continuously clarified and improved information available on website in Member-only area.
5. Improved design of Events Calendar so IPENZ Professional Development Events clearly labelled.
6. Information collated and posted on website.
7. Gap analysis completed to assist training and development opportunities.
8. Four articles published in *engineering dimension*.

Budgeted Staff Hours	660		Budgeted Expenses	\$17,000		Budgeted Income	\$3,000	
Actual Staff Hours	271	41%	Actual Expenses	\$6,856	40%	Actual Income	\$4,075	136%

Code 230
Description Personal assistance to Members.
Manager Virginia Burton

Forecast Full Year Outcomes

1. Arrange and maintain virtual networks for Members.
2. Provide employment advice by contract consultant and review service annually.
3. Arrange mentors on request using web-based records.
4. Review CPD records submitted to National Office and issue CPD certificates.
5. Assessors to r□
programme.
6. Provide individual Member career counselling.
7. Respond to Members' enquiries promptly and accurately.

Cumulative Outcomes Year to Date

1. No action undertaken.
2. Five requests for advice received and actioned.
3. Six requests for mentors received from Graduate Members and actioned. Advertised in *engineering direct* for more volunteer mentors.
4. System changed so Members submit CPD records for advice (not approval) and CPD certificates no longer issued.
5. Assessor reviewed records of 99 Graduate Members.
6. Typically 1–2 Members assisted per week.
7. Five staff spent 1–5 hours per week answering queries.

Budgeted Staff Hours	960		Budgeted Expenses	\$4,000	
Actual Staff Hours	385	40%	Actual Expenses	\$1,543	39%

Achievements – National Office continued

Code 240
Description IPENZ Annual Convention.
Description Fiona Gavriel

Forecast Full Year Outcomes

1. Provide a range of Membership career development opportunities, if possible free of charge, via Convention Christchurch 2004.
2. Plan for 2005–2006 Conventions.

Cumulative Outcomes Year to Date

1. Successful Convention held in Christchurch including the Newnham Lecture from Hunter Lovins on Sustainability. Delegate numbers were higher than 1999 Convention in Christchurch.
2. Planning for Convention in Auckland 16/18 March 2005 is up-to-date according to project plan.

Budgeted Staff Hours	1095		Budgeted Expenses	\$98,000		Budgeted Income	\$48,000
Actual Staff Hours	1811	165%	Actual Expenses	\$96,105	98%	Actual Income	\$44,320 92%

Code 250
Description Fee-paying professional development programmes.
Description Sharon Wagg

Forecast Full Year Outcomes

1. Invest
2. Develop and conduct a range of fee-paying courses that assist engineers in developing and maintaining competence.
3. Provide training to IPENZ Endorsed Employers or other industries seeking in-house training solutions for engineers.
4. Investigate web-based learning opportunities for Members.
5. Liaise and promote the activities of Industry Consultants.
6. Investigate licensing or co-branding of existing courses or CPD products from off-shore providers eg APESMA, EEA.

Cumulative Outcomes Year to Date

1. Feasibility study regarding a postgraduate qualification for graduate engineers nearing completion.
2. Twenty-two short courses
3. Two Endorsed Employers contracted IPENZ to run in-house courses.
4. Web-based learning postponed until 2005.
5. Industry Consultants used IPENZ web channels to promote their services to Members.
6. EEA and APESMA visited in May to discuss collaboration and explore further opportunities for 2005.

Budgeted Staff Hours	2160		Budgeted Expenses	\$70,000		Budgeted Income	\$155,000
Actual Staff Hours	2084	96%	Actual Expenses	\$90,161	129%	Actual Income	\$135,877 88%

Code 260
Description Member-benefit professional development programmes and systems.
Description Virginia Burton

Forecast Full Year Outcomes

1. Revise the IPENZ CPD policy, review system for verifying CPD compliance.
- 2.
3. Revise
based competency development records.
4. Develop and promote mentoring programme so that 250 Members are using the web-based mentoring log.
5. Promote the use of virtual networks as a valid professional development activity so that five networks are operational.
6. Conduct seminar
graduates and mentors.

Cumulative Outcomes Year to Date

1. Revised Professional Development policy, consulted with Membership and waiting for approval.
2. Web-based CPD recor

have web-based records (increase of 165 Members).

3. 349 Members have competency development records on-line.
4. 123 Members have a mentoring log.
5. One network operational.
6. Regional seminar activities delayed until 2005.

Budgeted Staff Hours	300		Budgeted Expenses	\$5,000	
Actual Staff Hours	164	55%	Actual Expenses	\$1,827	37%

Code 270
Description Support groups of Members with specialised needs.
Manager Virginia Burton/John Gardiner

Forecast Full Year Outcomes

1. Provide support to yENZ Groups.
2. Support SIG for Maori.
3. Provide a programme of support for immigrant engineers.
4. Consult with women engineers and develop strategies aimed at attracting and retaining women in the engineering profession.
5. Provide support to engineering student groups.
6. Consult with the academic sector and seek means by which engineering academics can better engage with IPENZ.

Cumulative Outcomes Year to Date

1. National meeting of yENZ Groups held in Wellington, November 2003. Preparatory actions undertaken to form national SIG.
2. SIG not formed.
3. New Immigrant Engineers engineering employment.
4. No action.
5. Meetings held with three student groups in Auckland. Support given to run first national Inaugural Students' Symposium in Wellington.
6. Consultation undertaken with engineering academics at three universities/polytechnics.

Budgeted Staff Hours	405		Budgeted Expenses	\$8,000		Budgeted Income	\$5,000
Actual Staff Hours	102	25%	Actual Expenses	\$15,552	194%	Actual Income	\$12,029 241%

Code 280
Description Recognition of higher-level competence.
Manager John Gardiner

Forecast Full Year Outcomes

1. Maintain a database of engineers capable of representation in either governance or strategic advisory roles.
2. Actively promote list of opportunities suitable for engineers.
3. Provide three new explanatory documents to support the Engineering Governance Policy.
4. Review and relaunch Engineering Governance Policy.

Cumulative Outcomes Year to Date

1. Database containing 73 senior Member's CVs maintained.
2. Nominations made for Board of the Foundation for Research Science and Technology, "Track Co", "Mainpower" and numerous Transport Agencies Boards.
3. One drafted.
4. Review started.

Budgeted Staff Hours	225		Budgeted Expenses	\$3,000	
Actual Staff Hours	7	3%	Actual Expenses	\$60	2%

Achievements – National Office continued

Code 290
Description Peer recognition of the achievements of Members.
Manager Andrew Cleland

Forecast Full Year Outcomes

1. Elect Distinguished Fellows according to procedures.
2. Elect Honorary Fellows according to procedures.
3. Elect Fellows according to procedures.
4. Select President's and Professional Commitment Awards and McLean Citation recipients according to procedures.

Cumulative Outcomes Year to Date

1. Four new Distinguished Fellows elected according to procedures.
2. No new Honorary Fellows elected.
3. Total 38 new Fellows elected according to procedures; revised procedures approved by the Board to apply from 2005.
4. President's and Professional Commitment Awards made, no MacLean Citation awarded.

Budgeted Staff Hours	240		Budgeted Expenses	\$10,000	
Actual Staff Hours	257	107%	Actual Expenses	\$359	4%

Code 300
Description Produce six bi-monthly issues of *e.nz magazine*.
Manager Lorraine Brown

Forecast Full Year Outcomes

1. Prepare and distribute six issues of *e.nz magazine* (48 pages per issue) in the first week of odd months conforming to its charter reflecting the strategic goals and operational objectives and market research results, and meeting obligations to clients purchasing advertising space.
2. Review all methods of presence etc)
3. Investigate means to increase the capability of *e.nz magazine* to contribute to the support of engineering practice and leadership by the profession on public and community issues.

Cumulative Outcomes Year to Date

1. *e.nz magazine* distributed to deadline and budget.
2. Production processes and processes.
3. Contributions from consultants sourced through Knowledge Services Manager to improve the Practice section. Technical content increased with positive Member feedback.

Budgeted Staff Hours	2460		Budgeted Expenses	\$220,000	
Actual Staff Hours	2816	114%	Actual Expenses	\$180,827	82%

Code 320
Description Electronic communication of immediate IPENZ and general news to Members.
Manager Lorraine Brown

Forecast Full Year Outcomes

1. Publish a weekly electronic newsletter (*engineering direct*) to all Members and selected external stakeholders giving them news of IPENZ services and activities across all strategic goals.
2. Publish at least four issues of *student* and *graduate engineering direct*.
3. Review the list of Members not receiving or not reading electronic newsletters and seek to add them to the circulation list.
4. Implement new services to better support strategic goals – including 'tenders', products & services guide.
5. Produce specialist electronic newsletters for targeted groups eg dynamo for electrical engineers.

Cumulative Outcomes Year to Date

1. *engineering direct* distributed to deadline. Increased input from public policy and media teams.
2. Published to schedule.
3. Weekly revisions made to mailing list.
4. Not undertaken.

5. No requests were made.

Budgeted Staff Hours	915		Budgeted Expenses	\$5,000		Budgeted Income	\$3,000	
Actual Staff Hours	896	98%	Actual Expenses	\$0	0%	Actual Income	\$0	0%

Code 330
Description Continuing development of the interactive web page and its content as a primary communication vehicle to our Membership.
Manager Fiona Gavriel/Dale Cooper

Forecast Full Year Outcomes

1. Maintain the underpinning software and existing content to acceptable standard.
2. Develop further enhancements of web-based services to Members.
3. Establish process for review and update all content before publication.
4. Review the effectiveness of the content as a primary communication vehicle to Members.
5. Conduct graphic design overhaul of existing website including current content.
6. Develop new Jobhunt web application – ie move to IPENZ ownership.
7. Redevelop Engineering Calendar to provide better service to Members and reflect the increasing number of IPENZ-run courses.
8. Complete migration of web services from the old database to the new record system.
9. Develop web-based income-generating Member services and payment systems.

Cumulative Outcomes Year to Date

1. New web server and operating system put in place and web development software upgraded.
2. New searchable registers introduced for CPEng and IntPE. Various sites developed or upgraded eg IPENZ Foundation and Engineering Heritage.
3. Review currently underway to develop appropriate protocols for approving content.
4. Deferred to 2005.
5. IPENZ front page redesigned and other changes will be identified as part of the 2005 review.
6. Draft specification prepared. Will be actioned during the 2004/05 financial year.
7. Redevelopment of □ payments.
8. Successfully completed.
9. Currently being investigated. Anticipate availability of some of these services in 2005.

Budgeted Staff Hours	2040		Budgeted Expenses	\$4,000	
Actual Staff Hours	2653	130%	Actual Expenses	\$1,252	31%

Code 360
Description Produce 11 monthly issues (excludes January) of *engineering dimension* to Members.
Manager Lorraine Brown

Forecast Full Year Outcomes

1. Publish a monthly 8□ time, giving them news of IPENZ services and activities, plus activities and news relevant to the profession as a whole.
2. Monitor content, bett□

Cumulative Outcomes Year to Date

1. *engineering dimension* distributed to deadline and budget.
2. Synergies with all IPENZ service groups identified and implemented, with easy-find solutions to Members needs.

Budgeted Staff Hours	705		Budgeted Expenses	\$90,000	
Actual Staff Hours	529	75%	Actual Expenses	\$70,813	79%

Achievements – National Office continued

Code 390
Description Contingency allowance for special projects.
Manager Andrew Cleland

Forecast Full Year Outcomes

1. Outcomes for projects initiated during the financial year are met

Cumulative Outcomes Year to Date

1. No specific demand on funding allocation.

Budgeted Staff Hours	0	Budgeted Expenses	\$50,000
Actual Staff Hours	0	Actual Expenses	\$0

Code 400
Description Strategic and operational support for Branches, TIGs and SIGs.
Manager John Gardiner/Andrew Cleland

Forecast Full Year Outcomes

1. Trial Branch Facilitators in four main Branches; Auckland, Wellington, Canterbury and Waikato. Use these Facilitators to encourage Branch activities and links between Branches and TIG's and SIG's in their own and surrounding areas.
2. Annually update support material for Branch, TIG and SIG officers, including regular electronic newsletters to them.
3. Provide operational support to IPENZ Branches, TIG's and SIG's as required in respect of newsletter support and other communication to their Members and their Committee functions.
4. Develop and present the "Pickering Lecture" to all South Island Branches in 2004.
5. Provide operational support, including newsletter and accounting services on a fee-paying basis for SIGS and TIGs.
6. Assist TIGs on strategic development aligned with IPENZ's broader strategies.
7. Provide assistance to Branches, SIGs and TIGs in developing a web presence on a fee-paying basis.
8. Develop web-based "Technical Group Operational Tool Kit" on website.

Cumulative Outcomes Year to Date

1. Not implemented pending creation of national facilitator position.
2. Updated at time of Branch Forum.
3. Provided as requested by Forum participants.
4. One Pickering Lecture provided by astronaut and chemical engineer Don Pettit. Very well received but not able to secure him for other presentations.
5. Services provided, met obligations except in periodic statistical reporting.
6. Provided assistance to Immigrant Engineers, Sustainability, Engineering and Science, yENZ, Coastal Society, Mechanical and Electro Technical Groups.
7. Requests for assistance met.
8. Web depository contains some good information, but was not used sufficiently by TIG Committees.

Budgeted Staff Hours	825	Budgeted Expenses	\$22,000	Budgeted Income	\$27,000
Actual Staff Hours	1921	Actual Expenses	\$789	Actual Income	\$0

Code 430
Description Support to Technical and Special Interest Groups.
Manager John Gardiner

Forecast Full Year Outcomes

1. Pr
2. Provide office support, including newsletter and accounting services on a fee paying basis for CTSs.
3. Develop with CTSs and kindred groupings MOUs for their strategic development in complimentary alignment with IPENZ's strategies.
4. Provide assistance to CTSs in developing a web presence on a fee-paying basis.
5. Develop web-based CTS 'tool kit'.
6. Relationship management with CTS and kindred groupings such as ACENZ, EEA and NZWWA, including representation at important CTS and kindred group events such as conferences.

Cumulative Outcomes Year to Date

1. Provided although database reporting problems lowered performance early in year.

2. Provided as required.
3. Eight of nine cooperation agreements signed and in force.
4. Provided as requested.
5. Not started.
6. Relationships maintained via periodic discussions with groups including EEA, NZWWA, NZEE, SESOC, New Zealand Geotechnical Society and ACENZ.

Budgeted Staff Hours	630		Budgeted Expenses	\$7,000		Budgeted Income	\$10,000	
Actual Staff Hours	569	90%	Actual Expenses	\$647	9%	Actual Income	\$1,294	13%

Code 500
Description IT LAN and communications channels between IPENZ staff, IPENZ Members and the general public; in-house IT systems.
Manager Brian Rumbelow

Forecast Full Year Outcomes

1. Maintain consistent, up-to-date desktop software on all IPENZ computers.
2. Maintain modern hardware systems (desktop and server) in all IPENZ office locations.
3. Maintain a cost-effective ISP service including a communication linkage to the Northern Regional Office.
4. Maintain back-up (off- and on-site) for all electronic data and software.
5. Maintain the IPENZ-owned firewall and other industry-standard data security systems.
6. Maintain self-owned audiovisual equipment.

Cumulative Outcomes Year to Date

1. Up-to-date software installed on desktops.
2. Server storage capacity increased by 400%.
3. ISP performing to a satisfactory standard.
4. Faster and more efficient contingency.
5. Firewall up-to-date and updates to software applied frequently.
6. Projector etc regularly serviced.

Budgeted Staff Hours	1125		Budgeted Expenses	\$129,000	
Actual Staff Hours	2958	263%	Actual Expenses	\$130,663	101%

Code 510
Description Further develop the existing Membership and other databases and replace the financial software with an up-to-date product.
Manager Brian Rumbelow/Alison Underwood

Forecast Full Year Outcomes

1. Complete specific tables.
2. Scope, investigate and purchase a modern finance system.
3. Maximise linkages between the database system and finance system.
4. Develop e-commerce transactions such as web-based payment of subscriptions.
5. Develop Deskbank electronic funds transfer to reduce dependency on cheques for financial transactions.

Cumulative Outcomes Year to Date

1. Enhancements provide most value to users.
2. Review of finance function needs.
3. Import function.
4. In progress for rollout in 2005.
5. Desk bank implemented and working well.

Budgeted Staff Hours	1650		Budgeted Expenses	\$3,000	
Actual Staff Hours	1776	108%	Actual Expenses	\$26,847	895%

Achievements – National Office continued

Code 530
Description Identity record creation and maintenance.
Manager Alison Underwood

Forecast Full Year Outcomes

1. Identity record creation – appropriate Member database records.
2. Record maintenance – procedures and processes.
3. Payments – processing invoices, receiving of payments, data entry, banking, reminders, receipts etc. performed in accordance with standard procedures for IPENZ, Technical Groups and CPEng and other IPENZ administered registers.
4. Maintain back-up systems for full data retention integrity (either electronic or hard copy).
5. Maintain database software including ongoing minor refinements to meet evolving user needs.

Cumulative Outcomes Year to Date

1. Membership and register applications processed efficiently in timely manner as specified in IPENZ procedures.
2. Database records updated in efficient and timely manner following IPENZ procedures.
3. Payments received, processed as required according to standard procedures.
4. Back-ups were maintained regularly according to standard procedures.
5. Resolved all identified database software bugs. Process improvements specified and implemented.

Budgeted Staff Hours	4290		Budgeted Expenses	\$95,000		Budgeted Income	\$2,070,000	
Actual Staff Hours	5003	117%	Actual Expenses	\$98,870	104%	Actual Income	\$2,186,446	106%

Code 550
Description Office accommodation and administrative infrastructure.
Manager Alison Underwood

Forecast Full Year Outcomes

1. Maintain effective office costs at National Office.
2. Maintain effective office costs at Northern Regional Office.
3. Operate accounts receivable and invoicing systems.
4. Print.
5. Develop an office manual of procedures and business continuity plan and develop office intranet resource.
6. Investigate alternative staff accommodation in Wellington.

Cumulative Outcomes Year to Date

1. Minor capital purchases made to maintain office efficiency. Stationery, printing and general office cost controlled within budget.
2. Northern Regional Office operated efficiently until being closed as scheduled in June 2004.
3. Accounts receivable and invoicing systems operated in accurate and timely manner.
4. Reports prepared in accordance with standard procedures.
5. Office manual prepared and sent to external agent for review.
6. Sale of two floors in Molesworth House completed. Entered into Agreement to Lease premises at 158 The Terrace, Wellington. Possession date 1 March 2005.

Budgeted Staff Hours	4425		Budgeted Expenses	\$430,000		Budgeted Income	\$64,000	
Actual Staff Hours	5943	134%	Actual Expenses	\$366,441	85%	Actual Income	\$170,931	267%

Code 560
Description Meet staff leave entitlements.
Manager Alison Underwood

Forecast Full Year Outcomes

1. Staff entitlement to statutory holidays met.

2. Staff entitlement to annual leave met.
3. Staff entitlement to sick leave, bereavement leave and jury service met.

Cumulative Outcomes Year to Date

1. All requirements met.
2. All requirements met.
3. All requirements met.

Budgeted Staff Hours 7710
 Actual Staff Hours 7865 102%

Code 570
Description Complying Human Resource infrastructure.
Manager Andrew Cleland

Forecast Full Year Outcomes

1. Communication between staff – staff meetings, management and group meetings.
2. Staff provided with opportunity for study leave and training courses.
3. Ensure
4. Recruit new staff as required.
5. Supervise staff, conduct staff appraisals and development processes to meet IPENZ policy.

Cumulative Outcomes Year to Date

1. Staff meetings and staff team meetings to inform staff of changes and seek input and views held regularly. A staff team-building day held on 28 May 2004. Teams completed ½ day strategic planning workshops.
2. Number of staff were assisted in university study, and others funded to attend training courses. Some in-house courses for groups of staff held.
3. Annual review during December 2003 completed.
4. All new staff positions and positions that fell vacant were filled using good practice candidate selection procedures.
5. Annual Performance Review and Planning (PRP) process completed in Spring 2003 according to defined procedures.

Budgeted Staff Hours 3780 Budgeted Expenses \$46,000
 Actual Staff Hours 4839 128% Actual Expenses \$69,905 152%

Code 580
Description Contracted Services.
Manager Alison Underwood/John Gardiner

Forecast Full Year Outcomes

1. Meet the service contract with Engineers Registration Board.
2. Service the needs of the IPENZ Benevolent Society.
3. Service the needs of the IPENZ Foundation.
4. Service the TENZ Conference with programme management services.
5. Meet the service contract with the Cadastral Surveyors Licensing Board.
6. Provide IEE subscription payment service.

Cumulative Outcomes Year to Date

1. ERB website closed on 1 Jan 2004, and IPENZ website pages referring to ERB updated.
2. Process to wind up the Benevolent Society is currently underway. Anticipated that funds will be transferred to IPENZ Foundation by January 2005.
3. IPENZ Foundation met regularly. Executive Officer provided support as requested.
4. TENZ Conference successful, met our service obligations.
5. Service provided compliant with agreement. Agreement reviewed but no changes made. We provide their accounting function in entirety.
6. Obligations for collecting subscriptions fully met.

Budgeted Staff Hours 1035 Budgeted Expenses \$6,000 Budgeted Income \$49,000
 Actual Staff Hours 1084 105% Actual Expenses \$17,931 299% Actual Income \$103,761 212%

Achievements – National Office continued

Code 610
Description Raise the visibility of the engineering profession through celebrating our successes via an out-bound media campaign.
Manager Michelle Duffy

Forecast Full Year Outcomes

1. Develop and improve processes
2. Develop an improved process
3. Promulgate regular (at least two-weekly) media releases on activities of the engineering profession.

Cumulative Outcomes Year to Date

1. Media campaign newspapers, engineering September averaged 131 visitors.
2. Media clippings refiled Manager and what makes news, celebrating successes. Provided Practice Note on media tips.
3. Averaging three relevant releases each week targeting specific media outlets (over 46 week period). Total media releases – 131. Clippings promoting IPENZ and/or IPENZ Members – 194.

Budgeted Staff Hours	660		Budgeted Expenses	\$2,000	
Actual Staff Hours	817	124%	Actual Expenses	\$3,923	196%

Code 620
Description Handling enquiries about technology and engineering-related issues.
Manager Michelle Duffy

Forecast Full Year Outcomes

1. Handle individual enquiries for information on technology and engineering-related issues promptly and effectively.

Cumulative Outcomes Year to Date

1. Approximately two enquiries per week received and referred to relevant information source.

Budgeted Staff Hours	195		Budgeted Expenses	\$0	
Actual Staff Hours	36	18%	Actual Expenses	\$0	0%

Code 640
Description Leadership on National and Community issues to apply the collective wisdom of the engineering professions to provide real long-term benefits to the wider community, and thus ensure that the profession is respected in the wider community.
Manager John Gardiner/Claudine Dupuy

Forecast Full Year Outcomes

1. Prepare and disseminate Informatory Notes to established and targeted audiences by:
 - developing mailing list for IPENZ community-wide notes to > 1000 non-Members
 - performing foresight research to established issues within identified key areas and across engineering disciplines
 - issuing four Informatory Notes on key national or regional issues, including some in collaboration with other bodies
 - redesigning the layout
2. Make submissions, information (growth, sustainability and environment, infrastructure) and across engineering disciplines.
3. Develop information technology and Engineering and better utilising the National Network of Technological Societies (NNTS).
4. Develop and promulgate reviews of key national and community issues.
5. Seek further funds from not-for-profit sources to develop public leadership programmes.

Cumulative Outcomes Year to Date

1. Distribution list of 400 recipients of Informatory Notes developed.
2. March/April edition of *e.nz magazine* focused on energy, distributed to all MPs, key stakeholders, media and others as an Informatory Note. Meetings held with a number of politicians including PM and senior government officials.
3. Submissions made on Transport Agencies Review, Charities Bill (in role as "owner of a charitable trust"), Digital Strategy, Urban Design Protocol, PBRF

Review, Government's Infrastructure Stock-take and "The Distinctive Contributions of Tertiary Education Organisations: a TEC Consultation Paper".

4. Review of
 - receiving praise.
5. No funding obtained.

Budgeted Staff Hours	1575		Budgeted Expenses	\$14,000	
Actual Staff Hours	1179	75%	Actual Expenses	\$8,178	58%

Code 650
Description Recording and recognition of NZ's engineering heritage.
Manager John Gardiner

Forecast Full Year Outcomes

1. Continue development of web-based management system to support the heritage identification and assessment system.
2. Identify and celebrate > three engineering heritage sites.
3. Collect and record biographic (oral and written) information from retired IPENZ Members.
4. Continue development and implementation of IPENZ archives system including management software and website.
5. Operate an effective Natio
 - with IEAust engineering heritage community through exchange, and maintain active Chapters in major centres.
6. Extend IPENZ collection of NZ Engineering Heritage Books.
7. Contribute to a research programme of non-traditional engineering innovators (RSNZ Teacher Fellowship application).

Cumulative Outcomes Year to Date

1. Ongoing development increased database to 90 entries.
2. New sites added to Register: Rimutaka Incline Railway (two plaques; Summit and Fell Museum), Lower Karori Dam.
3. Invitations to submit person
 - Members who have provided information added to main database. Total biographies received – 325.
4. We
5. Committee met six times, register subcommittee met six times. Chair attended the IEAust Engineering Heritage Conference in Toowoomba in early October. Committee held successful Heritage Workshop (with DoC) in August 2004.
6. Two new books acquired.
7. Grant not obtained.

Budgeted Staff Hours	360		Budgeted Expenses	\$15,000	
Actual Staff Hours	190	53%	Actual Expenses	\$4,745	32%

Code 700
Description Sale of advertising space and promotional opportunity in *e.nz magazine*, *engineering direct*, IPENZ JobHunt, website, Convention and the Engineering Awards sponsorships, and general sponsorships.
Manager Chris Burr

Forecast Full Year Outcomes

Through development and execution of a Sales and Marketing Plan:

1. Achieve revenue of \$130,000 from selling advertising space and inserts in *e.nz magazine*.
2. Achieve revenue of \$140,000 from the weekly IPENZ *engineering direct* periodicals.
3. Achieve revenue of \$12,000 from IPENZ JobHunt.
4. Achieve revenue of \$6,000 by facilitating direct mail and/or direct email to the IPENZ Membership and Technical Groups.
5. Achieve revenue of \$5,000 by launching a products and services catalogue and tender advertising service on the IPENZ website.
6. Achieve revenue of \$65,000 from sales of Awards and Convention sponsorships and exhibition space.
7. Achieve revenue of \$5,000 from other sponsorship, eg of community-based services.
8. Achieve revenue of \$8,000 from direct magazine sales and magazine subscription sales.

Cumulative Outcomes Year to Date

1. Revenue of \$121,049 achieved.
2. Revenue of \$200,775 achieved.
3. Revenue of \$19,500 achieved.

Achievements – National Office continued

4. Revenue of \$15,610 achieved.
5. Products and services catalogue developed online but is not yet available to Members as still undergoing testing.
6. Revenue of \$52,750 achieved.
7. Revenue of \$36,500 achieved.
8. Revenue of \$6,656 achieved.

Budgeted Staff Hours	1635		Budgeted Expenses	\$39,000		Budgeted Income	\$373,000
Actual Staff Hours	1342	82%	Actual Expenses	\$33,288	85%	Actual Income	\$452,840 121%

Code 750
Description Membership retention and recruitment programmes.
Manager John Gardiner/Callum Dyet

Forecast Full Year Outcomes

1. Conduct market research including entry and exit questionnaires, to assist in developing recruitment and retention strategy.
2. Collate monthly statistics on Membership and registration numbers to inform recruitment and retention strategy.
3. Review practices of other non-profit organisations to update the IPENZ Membership recruitment and retention strategy.
4. Promote Student and Graduate student Membership beyond 2000 and new Graduate Members beyond 350 per year.
5. Redevelop "join" section of website and the Member-only area of website to assist recruitment and retention.
6. Promote the value of promotional tools.
7. Target recruitment in non-traditional industry sectors with particular focus on the IT industry and contracting industry.

Cumulative Outcomes Year to Date

1. Exit and entry questionnaires have been developed but not yet implemented.
2. Monthly reports provided to Board.
3. Marketing Strategy developed.
4. Student Membership net increase of 191 in this Membership class.
5. "Join" section underwent minor facelift though little extra functionality added.
6. Activities concentrated on creating culture of professionalism amongst young engineers through yENZ and student chapters.
7. No specific activities undertaken.

Budgeted Staff Hours	630		Budgeted Expenses	\$8,000
Actual Staff Hours	655	104%	Actual Expenses	\$2,921 37%

Code 760
Description Adjunct Member services.
Manager Callum Dyet

Forecast Full Year Outcomes

1. To investigate and ser

Cumulative Outcomes Year to Date

1. Kessler Financial offer Members access to EnergyInfo (formerly The Energy Library) at reduced cost, as well as medical and PI insurance.

Budgeted Staff Hours	195		Budgeted Expenses	\$0
Actual Staff Hours	70	36%	Actual Expenses	\$0 0%

Code 850
Description Anticipate needs, develop strategy and update governance environment for IPENZ and Benevolent Society.
Manager Andrew Cleland

Forecast Full Year Outcomes

1. Forecast Technical Groups.
2. Governance Board fulfils functions required in Rules including annual and financial reporting to Members, and AGM held.
3. Elections to Board held and appointments to other Panels/Boards maintained up-to-date.

Cumulative Outcomes Year to Date

1. Consultation with Branches, TIGs, SIGs, CTSs and other kindred bodies conducted during April 2004. This informed the Board's own planning process through the winter defined for 2004/2005 and beyond.
2. AGMs of IPENZ, the Benevolent Society, IPENZ Rules, Code of Ethics and Disciplinary Regulations prepared for approval November 2004.
3. Elections held according to Rules. Appointments to all Boards and Panels maintained up-to-date.

Budgeted Staff Hours	1425		Budgeted Expenses	\$89,000	
Actual Staff Hours	2181	153%	Actual Expenses	\$100,337	113%

Code 870
Description Project initiated by President and representation of IPENZ.
Manager Andrew Cleland

Forecast Full Year Outcomes

1. President and Chief Executive visit a broad range of Branches and Technical Groups to engage in dialogue.
2. Meet out with various stakeholders.
3. President, Deputy President, Chief Executive and Deputy Chief Executive represent IPENZ in various fora.

Cumulative Outcomes Year to Date

1. The 2004/2005 President visited eight Branches and will visit further four soon after completion of financial year.
2. Sustainability taskforce progressed through contract with Tertiary Education Commission to investigate professional development needs of engineers in ICT sector. 2004/2005 President's project on engineering leadership commenced.
3. Senior Office Bearers and senior staff represented IPENZ at all relevant fora when logistically possible.

Budgeted Staff Hours	345		Budgeted Expenses	\$16,000	
Actual Staff Hours	246	71%	Actual Expenses	\$14,376	90%

Code 880
Description Maintain international linkages to support best practice.
Manager Andrew Cleland

Forecast Full Year Outcomes

1. Maintain relevant international linkages (World Federation of Engineering Organizations, World Federation of Engineering Academies and Professions Institutes, Pacific).
2. Share best practice with IEAust (Engineers Australia).
3. Share best practice by hosting and visiting other overseas institutions.

Cumulative Outcomes Year to Date

1. IPENZ met obligations to the Engineering Council and Federation of Engineering Institutions in South East Asia and the Pacific.
2. Senior Office Bearer visited various overseas institutions.
3. Discussions held with UK-based institutions on various issues.

Budgeted Staff Hours	405		Budgeted Expenses	\$28,000	
Actual Staff Hours	332	82%	Actual Expenses	\$33,185	119%

Achievements – National Office continued

Code 910
Description Raise awareness of careers in engineering and assist implementation of the technology curriculum.
Manager Angela Christie

Forecast Full Year Outcomes

Maintain the Neighbourhood Engineers programme by:

1. □, NZ Science, Mathematics and Technology Teacher Fellowship Scheme.
2. Col□.
3. Providing a set of materials to support those promoting engineering as a career, including a comprehensive website and information leaflet.
4. Disseminating information about successful methods of careers promotion.
5. Conduct an annual Neighbourhood Engineers competition funded by sponsorship.
6. Apply for available Ministry of Education contracts in areas that contribute to our objective including technology, enterprise education, and careers promotion.

Cumulative Outcomes Year to Date

1. Number of engineers involved in CREST projects increased. IPENZ promoted Teacher Fellowship Scheme via *engineering direct* and in mailouts to schools.
2. National Co-ordinator, TENZ, considers collaboration with IPENZ has been very successful this year. He believes technology teachers have increasing confidence in resource□ Award and hits on the Techlink website.
3. Produced comprehensive set of materials to support those promoting engineering as a career.
4. Seventeen careers kits distributed compared to two last year. More systematic approach to lending display material for careers events led to slight increase in number of events covered.
5. Significant increase in participation in Neighbourhood Engineers Award this year. Seventy-seven registrations of interest received from schools. The sponsor satisfied with our management of the Award.
6. No relevant Ministry of Education contracts have been available this year. Other initiatives IPENZ has been involved with include: Membership of the MORST advisory group for a biotechnology initiative, small research project on ICT, Ministry of Education GIF Reference Group.

Budgeted Staff Hours	645	Budgeted Expenses	\$16,000	Budgeted Income	\$18,000			
Actual Staff Hours	398	62%	Actual Expenses	\$8,211	51%	Actual Income	\$6,000	33%

Code 920
Description Raising awareness of careers in technology, engineering and science.
Manager Angela Christie

Forecast Full Year Outcomes

- Key personnel in place as per budget.
- Facilitator hosts for 2005 identified.
- Facilitator training evaluated and revised if necessary.
- Regular communication with stakeholder group representatives established.
- Ambassador training and management evaluated and revised if necessary.
- VIP training and consultation with universities evaluated and revised if necessary.
- CD production complete and CDs distributed.
- Facilitator visits to schools and industry completed and evaluated.
- Technology careers leaflet distributed.
- Ten profiles of industries highlighting the types of careers they offer published online.
- Online links to Futureintech-supported programmes established.
- Career information section established on the website.
- Publish twenty-five profiles of individuals involved in technology, engineering and/or science-based careers showing “a day in the life of” and information on projects they have been involved in.
- Advice on how and whe□
- Fifty new records in website database.
- First set of ads in teacher and student publications.
- Promotion of community link facilitation to schools and industry groups.

- Materials for expos/career days including banner displays and handouts produced.
- First phase of external monitoring and evaluation complete and findings published.

Cumulative Outcomes Year to Date

- All key personnel-related milestones met.
- Regular communication with stakeholder group representatives established. Stakeholder numbers increased to 103.
- Response to facilitator visits from industry and schools extremely positive.
- Website visitors averaged 112 per day over last three months, with average time spent of nearly nine minutes per visit.
- Radio ads on Mai FM and The Edge ran from end of September to late October resulting in 80% increase of visitors to site.
- All website-related milestones have been exceeded.
- Regular promotion undertaken via student and teacher publications and expos/career days. Our monthly one-page feature in TEARAWAY magazine has profiled young engineers and next year's focus will be technology-based careers.
- Presentations to industry groups for comment. Leaflet expected to be distributed in November.
- There are 35 trained Ambassadors, and others who undertake related activities.
- Seven out of thirteen applications for VIP funding accepted. Applications for Round 2 will be called in March next year.
- Physics CD-Rom is on-track for completion in December and distribution in 2005 to coincide with the "Year of Physics".
- First phase of external monitoring and evaluation complete.
- Futureintech exceeded milestone targets for November 2004.

Budgeted Staff Hours	8175	Budgeted Expenses	\$580,000	Budgeted Income	\$1,156,000			
Actual Staff Hours	8841	108%	Actual Expenses	\$198,643	34%	Actual Income	\$693,911	60%

Code	940
Description	Facilitation of links between schools and enterprise to demonstrate the benefits of these links in developing innovative and entrepreneurial skills in students.
Manager	Angela Christie

Forecast Full Year Outcomes

1. Facilitate the achievement of Techlink's remaining key project activities including:
 - twenty-eight case studies of technological practice online
 - available case studies of classroom practice online
 - analysis of the project including evaluation from participants

Cumulative Outcomes Year to Date

1. Project completed and finished been a huge success". use in professional development programmes offered by technology advisers to schools.

Budgeted Staff Hours	180	Budgeted Expenses	\$22,000	Budgeted Income	\$35,000			
Actual Staff Hours	267	148%	Actual Expenses	\$3,036	14%	Actual Income	\$41,030	117%

Achievements – Branches

Branches describe the highlights of their activities in terms of outcomes-based reporting, under the following categories:

- providing networking opportunities among Branch Members
- assisting with mentoring for young engineers
- delivering a regional programme supporting the career development of Members and recognising local engineering initiatives
- supporting the wider community on behalf of the engineering profession
- obtaining the views of Branch Members and representing them to the Board

Auckland

Budget: \$57,000

Net Expenses: \$56,205

Networking: Committee organised at least one event or seminar per month – either technical or social based, including the Chair’s reception, the Arthur Mead Environmental Award, the engineering ball and a range of technical seminars.

Mentoring: Continued our links with yENZ; one member of the committee also sitting on the yENZ committee. Supported universities with scholarships and financial assistance, particularly the Inaugural Students’ Symposium and engineering ball, and represented the interests of the engineering profession at Auckland’s Coca Cola careers expo.

Career development: Hosted seminars covering a wide range of topics in conjunction with technical groups including a one-day corrosion seminar by the Australasian Corrosion Society.

Community support: Continued involvement with SIGIE, maintained support and assistance for Auckland’s tertiary institutions with scholarships and grants, and strengthened Branch links with the community through a Futureintech representative attending committee meetings.

Representing Members’ views: The past-Chairperson attended the IPENZ Branch Forum in March. The current Branch committee includes one Board member. A Special General Meeting was held for the dissolution of the Incorporated Society.

Canterbury

Budget: \$17,700

Net Expenses: \$15,123

Networking: Committee organised at least one event per month. Other local events hosted by external professional organisations were advertised to Branch Membership.

Mentoring: Strengthened our ties with the two University of Canterbury engineering groups, the Engineering Society (ENSOC) and Women in Engineering (WIE), by providing operational grants and ensuring students were actively involved in Committee meetings. Senior ENSOC and WIE members were sponsored to attend the Inaugural Students’ Symposium and IPENZ Convention, to initiate a student professional development programme, to visit high schools to promote engineering, and expand ENSOC membership to include students from Christchurch Polytechnic.

Career development: Seminars covered a wide range of topics, from technical presentations to discussions of large and complex projects, the Futureintech programme, transport engineering topics and business engineering. The Branch’s premier event – the Hopkins Lecture, was given by the Hon. Pete Hodgson who presented his views on energy decisions facing New Zealand.

Community support: A Neighbourhood Engineers programme was run successfully by David King, who also represents the Branch on the local TENZ Canterbury committee. It is with regret we allow him to retire from his efforts.

Representing Members’ views: Branch Treasurer represented the Branch at the IPENZ Branch Forum. The current Branch committee includes two Board members. Committee events were summarised in Branch newsletters and opportunities made to facilitate Member feedback on issues such as the use of reserves and the form of Branch meetings.

Hawke’s Bay

Budget: \$3,300

Net Expenses: \$2,358

Networking: Committee organised at least one Branch meeting per month with a mixture of onsite visits to local projects, social functions including the Branch Annual Dinner and Summer Luncheon, technical presentations and the visit by the President and CEO.

Mentoring: No specific initiatives at Branch level this year, however a number of Branch Committee Members are involved in mentoring graduates within their respective programmes. Branch representatives attended the IPENZ Mentoring workshop.

Career development: Programme covered a wide range of topics comprising site visits to local projects and technical presentations of general interest to all engineers such as Emergency Management and proposed changes to the Resource Management Act.

Community support: Branch offered assistance to a Hawke’s Bay school requesting help with an engineering project. Judges and sponsorship were provided for the local Science Fair.

Representing Members’ views: Branch Chairperson is currently on the IPENZ Board and attended the IPENZ Branch Forum in Wellington, passing on comments/concerns from Branch Membership.

Manawatu

Budget: \$2,800

Net Expenses: \$1,410

Networking: Several events this year included a meal before the evening presentation, which provided good networking opportunities. A joint event with the New Zealand Computing Society was successful and there is support for future combined meetings.

Mentoring: Committee provided judges and sponsorship for a prize at the Manawatu Science and Technology Fair. The recent IPENZ-sponsored technology and engineering student presentations at Massey University provided opportunities for support and knowledge exchange between the university and industry.

Career development: Held technical talks and project presentations including a seminar on the local Te Apiti Wind Farm.

Community support: Neighbourhood engineers are active in the region and are assisting schools with engineering support and ideas.

Representing Members' views: Links to National Office are working well, but so far the committee has received nothing to report to the Board.

Nelson/Marlborough

Budget: \$3,800 **Net Expenses:** \$802

Networking: Branch meetings were held every second month with a social component and/or guest speaker. On alternate months regional site visits were arranged. Events and meetings were well attended with 15–30 Members each time.

Mentoring: A Young Engineers Evening held at Rai Valley with six presentations well attended. A social evening for young engineers is planned for November 2004.

Career development: Ran a range of courses throughout the year to assist Members in keeping up with developments. Ranging from concrete to welding to sewerage, the courses were well attended with approximately 20 members at each – saving the time and costs of travelling to more remote centres.

Community support: Reviewing a proposed book prize for schools in light of Futureintech objectives.

Representing Members' views: The Branch committee has met at each Branch meeting and discussed the views of Branch Members. No issues have been referred to the Board.

Northland

Budget: \$2,800 **Net Expenses:** (\$464)

Networking: Organised eight meetings for Members with events ranging from a site visit to the Northland Correction Facility at Ngawha to an inspection of a recently launched super yacht at Whangarei. In addition the Far North group of the Branch arranged a number of visits and meetings.

Mentoring: A committee representative, also a member of yENZ, attended the Young Engineers meeting in Wellington. We reworked our IPENZ Northland Bursary criteria with the objective of encouraging a greater number of applicants.

Career development: Held a half-day report-writing seminar which was well supported, including some attendees from Auckland.

Community support: Continued our support of the Regional Career Expo by way of a stand and a range of Members available to speak with students and their parents. Had two Branch Members stand for local body elections.

Representing Members' views: A Branch representative conveyed Branch views to the IPENZ Branch Forum.

Otago

Budget: \$5,000 **Net Expenses:** \$2,600

Networking: Organised and held several well attended events throughout the year including nine meetings with food and refreshments and two social events (a young engineers evening and an evening to view a local theater production). Prepared nine newsletters promoting Branch business, successes and events with some events being promoted and co-sponsored by the Southern Transportation Group and another event promoted for the local branch of quantity surveyors.

Mentoring: No requests for mentoring were received.

Career development: Branch meetings covered a wide range of current topics from local engineers, also promoted CPD opportunities in Branch newsletter.

Community support: Committee provided prizes and judges for the local Science Fair and included a presentation from Futureintech at our 2004 AGM. Actively promoted the Neighbourhood Engineers programme through Branch newsletters.

Representing Members' views: Committee representative attended the IPENZ Branch and technical forum in Wellington in April and the Branch hosted the President and CEO in September. The committee is planning to survey local Members on Branch issues to facilitate some feedback.

South Canterbury

Budget: \$1,000 **Net Expenses:** \$1,259

Networking: Organised two networking activities; the first being our annual meeting in November, and the other a Branch social meeting with speakers from Networks South.

Mentoring: No requests for mentoring were received.

Career development: Networks South gave a well-attended and interesting presentation.

Community support: Supported South Canterbury Science Fair providing prize money with one committee member donating a day judge.

Representing Members' views: The committee received nothing to report to the Board.

Southland

Budget: \$1,500 **Net Expenses:** \$1,640

Networking: The committee organised events/activities for every second month of the year, alternating every other month with committee meetings. Events ranged from a dinner at the beginning of the year to seminars presented in association with IPENZ National Office and by local Branch Members.

Mentoring: No requests for mentoring were received.

Career development: Supported the Emergency Response Seminar in association with the Deputy Chief Executive. Seminar facilitated networking between engineers and local authorities who manage resources during civil defence emergencies, and opened a line of communication between the IPENZ Branch Committee and these managers.

Community support: Maintained our annual commitment to the local secondary schools' Careers Expo and another local initiative, the Career Day Bus Trip for senior secondary school students. The day involved visits by the students to 5 local companies where professional engineers provide a tour and presentation based on their role and project experience.

Representing Members' views: The committee has yet to receive anything from Members to report to the Board.

Taranaki

Budget: \$4,600

Net Expenses: \$3,010

Networking: Organised monthly events on a variety of engineering topics. These events averaged 20–25 Members, with the most successful being a presentation on the Toyota Prius which attracted over 45 people.

Mentoring: Established contact with students working in the area over the Christmas break and sought feedback on work experience. No feedback was received which we took to be positive feedback on satisfaction with local employers. Arranged a Graduate Presentation Evening.

Career development: Promoted CPD opportunities through our monthly events, many of which were local industry achievements. Attendance indicates these presentations continue to be of interest to Members. Organised a free seminar on "Compact Flange Technology" and wherever possible, promoted courses organised by National Office. Continued to liaise with the Society of Petroleum Engineers (SPE) and are currently discussing opportunities to share visiting speakers and combine on seminars.

Community support: Promoted the Futureintech programme at our Annual Dinner with a presentation given by the Futureintech Director. Supported the John Irvine Civeng Bus which visited Taranaki schools and promoted civil engineering with practical small-scale bridge-building exercises. Continued to support Neighbourhood Engineers in local schools, provided sponsorship and funding for the local Science Fair, and represented IPENZ with a stand at the Taranaki Careers Expo.

Representing Members' views: Chairperson attended the IPENZ Branch Forum.

Tauranga

Networking: Organised ten meetings during the year, most of these involving a site visit to a current local project of interest, and some being joint meetings with architectural, planning and surveying groups.

Mentoring: Organised functions with the Waikato/Bay of Plenty Branch at the Waikato University campus. Planning to foster more links with Tauranga young engineers in the coming year.

Career development: Organised Branch meetings to include talks by prominent local engineers and assisted in IPENZ's "Risk Management" workshop held in Tauranga.

Community Support: Organised a "Meet the Candidates" evening for the October Local Body Elections and invited architects, planners, surveyors and the general public to attend. Candidates were asked to address the topic "Water or Opera House".

Representing Members' views: Canvassed Members on the creation of the Tauranga Branch and successfully submitted the case to the IPENZ Board. Branch Chairperson attended the IPENZ Branch Forum.

Note: The Tauranga Branch was formed during the year and operated from the Waikato/BOP budget.

Waikato/Bay of Plenty

Budget: \$17,800

Net Expenses: \$10,788

Networking: Held 13 Branch meetings, some in association with the Structural Engineers' Group, APPITA and ESR. Local meetings were also held most months in Tauranga (until the Tauranga Branch was formed), and about quarterly in Taupo. Since the formation of the Tauranga Branch, the two Branches have agreed to promote the events of both Branches and to welcome visitors from the other Branch.

Mentoring: Continued our support of the Waikato Engineering Students' Association with funding and speakers. Held a Branch meeting with presentations by young engineers which was well attended by students, young engineers and Branch Members. Hosted several yENZ functions to facilitate networking, socialising and professional development.

Career development: Branch meetings endeavoured to broaden Members' engineering knowledge through visits and/or presentations on a number of local initiatives (including improved sewage and waste treatment systems, energy engineering research, reduction of nutrient flows into lakes, the Waikato Innovation Park, etc.), and supported six courses held in the Branch by National Office.

Community support: Funded engineering prizes at both the Bay of Plenty and Waikato Science Fairs, supported the Waikato Festival for the Environment and staffed a joint stand (with the Waikato branch of IRHACE) at the Waikato Careers Expo.

Representing Members' views: Branch Secretary attended the IPENZ Branch Forum and the Chair attended the Annual Convention. Opportunities were taken at both events to represent to the Board the favourable views of Branch Members on the formation of the Tauranga Branch.

Wanganui

Budget: \$1,400

Net Expenses: \$1,799

Networking: Branch meetings with a speaker followed by refreshments were held five times during year including a dinner with the President and CEO.

Mentoring: Branch Members were involved with graduate mentoring on request and a graduate paper presentation evening was held.

Career development: No specific action was undertaken.

Community support: Branch Chairperson and other Members were involved with a presentation to senior secondary school students, which lead to on-the-job experience for four pupils and three offers of permanent employment/engineering cadetships. The Chairperson also made a presentation to a primary school class on bridge engineering and the Branch supported the annual Hawkes Bay/Manawatu/Wanganui Golf tournament.

Representing Members' views: Members' views were canvassed on specific topics at Branch meetings and the results presented in the Branch Annual Report.

Wellington

Budget: \$27,600

Net Expenses: \$19,201

Networking: Generally a Branch activity was held every month, some in collaboration with other technical groups such as the Mechanical Engineering Group and yENZ. Many events had a very high attendance and all events provided networking opportunities before (and sometimes after) the formalities. Continued support of the Engineering Networking Group.

Mentoring: The Wellington yENZ group is very strong and has high attendances at their events. They have a strong committee and show much initiative. The Branch has continued our support of the group and stepped up the amount of funding assistance for them this year in recognition of their achievements. The Branch continued our annual scholarship to students training to become engineers. Continued our IPENZ Toastmasters' Club programme, inviting young engineers to develop their communication and leadership abilities.

Career development: Delivered a programme recognising both local and national engineering issues and initiatives such as; the February 2004 Floods, the Ruapehu Lahar, and consultant and contractor delivery of large engineering projects, using Auckland's motorway projects as a case study.

Community support: Sponsored the Inaugural Students' Symposium, provided prizes for both the Wellington College and NIWA Regional Science Fairs, and promoted a number of Branch events to the general public and special interest groups.

Representing Members' views: As National Office is in Wellington, the Branch committee has good relationships with key staff and regular access to the Board. The annual President's visit was also an important vehicle for representing Members' views.

West Coast

Budget: \$600

Net Expenses: \$340

Networking: Sixteen Branch events including Special Branch Meetings, technical presentations, training seminars and site visits were held and were generally well attended by Members.

Mentoring: A Young Engineers Coordinator and a Mentoring Coordinator were appointed to the Branch committee at the beginning of the year. Many Branch Members also undertake mentoring of young engineers within their workplaces. Branch meetings also provided an opportunity for young engineers to network and learn from more experienced Members.

Career development: Members were advised via email, the Branch website and at Branch meetings of relevant local CPD opportunities. Visits to local sites of engineering interest were held and two Branch Members were promoted to Fellows of the Institution with the support and encouragement of the Branch. The Branch website was used to celebrate Membership class, register entry, and career achievements of Members. Details of local engineering heritage sites were also added to the website.

Community support: Encouraged involvement in the Futureintech programme and in Civil Defence and Emergency Management. A list of local engineering consultants has been posted on the Branch website to assist users of engineering expertise. Feedback on TLA Guidelines, policies on geotechnical engineering issues, and a guideline document on the programming of engineering projects are being prepared.

Representing Members' views: Branch, Governance Board, and Engineering Practice Board Member Deane McNulty provided a rundown of recent Board meetings at Branch meetings and sought and received feedback on various aspects of IPENZ activities. The Branch has sought assistance from, and provided feedback to, National Office on various issues throughout the year, most notably the provision of producer statements.

Achievements – Technical and Special Interest Groups

Achievements – Technical and Special Interest Groups

As part of the move to outcomes-based reporting, Groups report their activities with a focus on outcomes under the following categories:

- informing members on relevant national and international developments
- contributing to knowledge development
- identifying good engineering practice
- making informed comment on public policy issues
- maintaining a network among those with common technical interests

Electrotechnical Group

Informing members: *Electryon* – an email based magazine has been distributed to members with email addresses six times during the year. It tries to provide a balance between providing information on New Zealand, and international advances in electrical engineering.

Maintaining a network: Regular events have been held in Auckland, Wellington and Christchurch. Most of these events are joint events held with the IEE and IEEE local chapters and branches.

Food Engineering Association of New Zealand

Informing members: Newsletters and notices about activities, conferences and news from the Australian Food Engineering group were regularly sent out to members.

Knowledge development: Hosted Professor Jose Aguilera's visit to Auckland. Jose is the world leader in food microstructure engineering and will be the Chairman of the tenth International Congress of Engineering and Foods to be held in Chile in 2008.

Maintaining a network: FEANZ was the major contributor to the running of the 2004 NZ Joint Technical Conference of FEANZ, SCENZ and MSNZ. A student chapter has also been established.

Immigrant Engineers

Informing members: Newsletters sent to members in advance of each event. Website under construction. First AGM held.

Knowledge development: Group activities and meetings contributed to professional development. Organising Inaugural Public Lecture, Introductory Mentoring Workshop, a one-day Employment and Career Counselling Workshop, and a six-week Professional English for Engineers course. Establishing guidelines to assist immigrant engineers gain employment, establishing work experience training, training needs assessment, an Employment Contact Panel and one-to-one career counselling.

Comment on public policy issues: Met with Dr Ashraf Choudhary MP to present the needs of immigrant engineers. Worked on developing closer ties with WINZ and Auckland Chamber of Commerce.

Maintaining a network: Regular local meetings were held and newsletters circulated to maintain contact.

Maintenance Engineering Society NZ

Informing members: All members received the electronic version of the Maintenance Journal which is published on a quarterly basis and is the leading Australasian journal for maintenance management.

Knowledge development: Annual Maintenance Symposium was held in October. Attended by 53 maintenance engineers.

Identifying good engineering practice: Several best practice issues were covered via the symposium and the Maintenance Journal.

Maintaining a network: Discussions held at the Symposium as to how MESNZ can improve the networking and skill share ability of the group. Some good ideas are under consideration for 2005 such as field days, a website and informal regional meetings.

Mechanical Engineering Group

Informing members: The *E-Torque* newsletter was sent to all MEG members on a bi-monthly basis providing national and international news, and information on events in the Wellington and Auckland regions.

Knowledge development: The Wellington and Auckland-based programmes included presentations or visits on new technologies. An international speaker addressed meetings in both locations.

Identifying good engineering practice: No codification activities undertaken, but supported a mechanical engineering student competition to encourage engineering excellence.

Maintaining a network: Meetings were held approximately bi-monthly in Wellington and Auckland with the *E-Torque* newsletter distributed to all members in advance. Participated in the IPENZ Annual Engineering Practice Forum to ensure group activities align with IPENZ strategy.

New Zealand Coastal Society

Informing members: *Coastal News* was published every four months with information on coastal science, engineering, management and policy developments in New Zealand and internationally. A network of regional co-ordinators facilitated regional discussion groups and presentations and the NZCS website was upgraded.

Knowledge development: New ideas showcased in *Coastal News*, on website, and by sponsoring key publications such as the recently released book "The New Zealand Coast". Also offered the annual student scholarship for a postgraduate student studying coastal management.

Identifying good engineering practice: Case studies and new techniques for sustainable coastal management were highlighted in *Coastal News*, and innovators invited to present at the annual NZCS conference.

Comment on public policy issues: Commented on key policy documents for the coastal environment, including the scoping documents on the NZ Ocean Policy and the review of the NZCPS. Established closer links with key central government agencies involved in coastal management, and key coastal interest groups such as the Environmental Defence Society.

Maintaining a network: Members networked through regional subgroups which met regularly to discuss coastal management issues. Comment and feedback was sought from members via Coastal News, and a forum for networking facilitated via the NZCS conference.

New Zealand Society on Large Dams

Informing members: Quarterly newsletter sent to all members, and website maintained.

Knowledge development: Members were encouraged to contribute in International Forums.

Identifying good engineering practice: A substantial submission was made on the Building Bill to ensure it conformed to good practice. Provided expert technical personnel to a working party drafting Building Bill Regulations and reviewed the NZSOLD flagship publication Dam Safety Guidelines to ensure it remains a statement of current good practice.

Comment on public policy issues: Public policy matters were monitored and committee members worked with IPENZ staff to make informed professional comment where appropriate.

Maintaining a network: Actively participated in the activities of the International Committee on Large Dams. Continued networking with Australian colleagues on matters of mutual interest.

Road Transport Certifying Engineers

Informing members: Email newsletters sent to members with minutes of fortnightly committee meetings and items of interest.

Knowledge development: Contributed to members' knowledge development via emails and the Annual RTSE conference.

Identifying good engineering practice: Liaised with the LTSA to develop improved codes and manuals and identified several projects for further development of industry practice guidelines.

Comment on public policy issues: Collated members' responses to proposals for traffic transport equipment-based government regulations and forwarded to the LTSA.

Maintaining a network: Provided networking opportunities via the Annual Conference and encouraged feedback and discussion via email newsletters.

New Zealand Society for Sustainability Engineering and Science

Informing members: Hosted the first International Conference on Sustainability Engineering and Science with over 150 attendees and 70 speakers from around the world.

Knowledge development: Provided conference papers on the society website to enable further discussion regarding sustainable engineering and science and to disseminate the knowledge. Supported the attendance of five graduate and fourth-year engineering students at the conference.

Identifying good engineering practice: Held an inaugural workshop on sustainable engineering in practice.

Maintaining a network: Set up website and conference newsletter to provide a networking forum for members, international organisations and interested engineers and scientists.

Transportation Group

Informing members: Regular regional meetings were held in various centres. Four issues of *Roundabout* were published, two issues of the Australian Institute of Traffic Planning and Management (AITPM) newsletter were circulated, and the website substantially upgraded.

Knowledge development: The Traffic Management Workshop and Technical Conference was held in Wellington and attended by about 180 members. A proposal for funding prizes, study awards and guest speakers has been developed and approved for implementation.

Identifying good engineering practice: The Group is monitoring the effect of Government Transport Sector restructuring on the development of standards and guidelines (especially the greater separation of policy and operational functions), with a view to reactivating the Standards and Guidelines Steering Group (SG2) in due course.

Comment on public policy issues: Made submissions on the Ministry of Transport Walking and Cycling Strategy, the government's Transport Sector Review, the Ministry of Education School Closure and Amalgamations Policy, the Transfund NZ Funding Allocation Framework and the Ministry for the Environment Urban Design Protocol. The submissions process has been further developed to involve the wider membership.

Maintaining a network: Ties with the Institute of Transportation Engineers and Australian Institute of Traffic Planning and Management enhanced. Special focus groups for Integrated Transportation Planning, Traffic Signals, and a Trips and Parking Database continued to operate.

Young Engineers New Zealand

Informing members: The yENZ group was resurrected in November 2003 with a meeting in Wellington attended by representatives from around the country. A Special Interest Group was formed with a focus on developing activities at Branch level before focussing on National issues. Using the IPENZ website, a forum was set up which was initially well used for discussion and information dissemination.

Knowledge development: Activity was strong in Wellington, Auckland and Waikato/BoP. These Branches organised numerous events with speakers, presentations, site visits and opportunities for knowledge development and networking. The Nelson Branch also had a stronger focus on events for young engineers this year.

Networking: Provided a forum for young engineers to network with professional local engineers through organised events, maintained links with sister organisation Young Engineers Australia, the engineering schools and IPENZ.

Energy Management Association

Informing members: Produced regular newsletters emailed to all membership informing on meeting outcomes and relevant industry information. The EMA website is also regularly updated with relevant information.

Knowledge development: Arranged regular presentations using tele- and video-conferencing linking Auckland, Wellington and Christchurch. Topics covered include household heating, the Electricity Commission, MEPS and heat pumps.

Identifying good engineering practice: Applicants were assessed for accreditation as energy auditors, with several people having achieved accredited status during the year.

Comment on public policy issues: A submission was made to the Government Administration Select Committee on energy related aspects of the Building Bill.

Maintaining a network: Focussed on maintaining and strengthening the EMA members' network throughout New Zealand and overseas through interaction with EECA, newsletter items, seminars, conventions etc with delivery of these components being facilitated by the recently appointed Executive Officer. Tele- and video-conferencing throughout New Zealand was also initiated.

Association of Local Government Engineering New Zealand (INGENIUM)

Informing members: The five regional branches met several times during the year, and five newsletters were issued. The website was maintained and is currently being upgraded to CMS format.

Knowledge development: The INGENIUM conference was held in Palmerston North. Seminars run throughout the country on the Local Government Act 2002, Assessing Water Services, Basic Asset Management and Advanced Asset Management. The Inaugural Local Authority Asset Management and Engineering Directors' Forum was held in March 2004.

Identifying good engineering practice: INGENIUM was represented on 40 technical committees.

Comment on public policy issues: Completed a submission on the Building Bill.

Maintaining a network: Provided networking opportunities for members through branch meetings, the annual conference, and newsletters with member items included.

Society of Materials New Zealand Incorporated

Informing members: Distributed newsletters informing of upcoming events.

Knowledge development: In conjunction with SCENZ and FEANZ, held a joint Technical Conference in July, and three seminars were given by visiting experts at Auckland.

Maintaining a network: Organised three seminars, and judged and presented prizes to the leading project for materials students at Auckland and Waikato Universities.

New Zealand Geotechnical Society

Informing members: The "Geomechanics News" magazine was published twice and the website developed further. It is now a significant source of information for members.

Knowledge development: The 9th ANZ Conference on Geomechanics was held in Auckland in February, planning is underway for a symposium to be held in Nelson in 2006 and NZGS is sponsoring a one-day workshop "Ground anchors in civil engineering" with 200 registrations to be held in November 2004.

Identifying good engineering practice: The NZGS Geomechanics Lecture was awarded to Laurie Wesley and presented at several centres nationally. The 43rd annual Rankine Lecture (British Geomechanics Award) was given in the four main centres by Professor Mark Randolph.

Comment on public policy issues: A working group made submissions on the Building Act and another group are currently working on a submission to a UNESCO initiative.

Maintaining a network: A new local branch was started in Nelson this year bringing the branch total to six. Local branches are active arranging technical presentations and meetings for members with local presenters and/or overseas speakers.

New Zealand Institution of Gas Engineers

Informing members: Regular newsletters were sent to all members along with other ad-hoc correspondence. The NZIGE website became more popular as a means of information dissemination.

Knowledge development: The Annual Spring Technical Seminar was held in Hamilton with 55 people attending presentations, technical visits and trade displays.

Identifying good engineering practice: Continued involvement in good practice through regular correspondence with Standards New Zealand, Gas Association of New Zealand, Institution of Gas Engineers and Managers, Gas Appliance Suppliers Association of New Zealand and the Gas Industry Training Organisation.

Maintaining a network: Regular liaison with and representation on other gas industry groups was continued; the Institution of Gas Engineers and Managers (UK), Australian Pipeline Industry Association and other IPENZ technical groups including the NZ Society for Earthquake Engineering and the Maintenance Engineering Society.

New Zealand Society for Earthquake Engineering

Informing members: The quarterly Technical Bulletin was sent to all members and the website maintained. Convened the Annual Conference, this year with the theme "Getting the message across and moving ahead".

Knowledge development: Provided incentives to members to contribute to international forums, particularly the 13th World Conference on Earthquake Engineering.

Identifying good engineering practice: Made a submission on the Building Bill and provided expert technical personnel to working parties drafting Building Bill Regulations.

Comment on public policy issues: Monitored public policy activities and worked with IPENZ to make informed professional contributions on matters such as seismic design standards and the Building Bill. Made technically sound statements on high profile issues

Maintaining a network: Actively participated in the International Association of Earthquake Engineering and currently working with sister organisations on topics of common interest.

Society of Chemical Engineers New Zealand

Informing members: Four issues of the newsletter were published, and the SCENZ website was redeveloped.

Knowledge development: A joint one-day conference involving SCENZ, SMNZI and FEANZ titled "Engineering Revolutions" was organised by the University of Waikato's Department of Materials and Process Engineering. A joint Appita, SCENZ and IPENZ technical meeting was held on the theme "Energy – Supply, Utilisation And Improved Efficiency".

Identifying good engineering practice: The project "Process Plant Capital Cost Estimation for New Zealand" is underway.

Maintaining a network: Continued our role in the Australian and New Zealand Federation of Chemical Engineers and the Asian Pacific Confederation of Chemical Engineers. Dr Tim Dobbie represented SCENZ at the APCCHE Board meetings and represented the Australian and New Zealand Federation of Chemical Engineers at the World Chemical Engineering Congress board meetings in Kitakyushu. A project to develop promotional materials to raise the awareness of chemical engineering among secondary school students and to attract them into the profession has also been initiated.

Structural Engineering Society

Informing members: Regular newsletters have been distributed to members highlighting forthcoming meetings and issues requiring input by the Society.

Knowledge development: The SESOC Journal continued as a high-class peer-reviewed journal. The editorial team expanded to assist maintaining a supply of good quality papers.

Identifying good engineering practice: The Soils and Retaining Wall Programme is being revised. SESOC members contributed to various Standards Committees, especially the Concrete Design Committee.

Comment on public policy issues: Made a submission on the Building Bill and other related discussion papers. The Chair made public comment on matters arising from the Scarry open letter. Work in progress includes

working with other engineering organisations on regulations under the Building Act 2004.

Maintaining a network: Regular regional meetings were held and publicised to members via newsletters. SESOC actively contributed to the 2004 IPENZ Engineering Practice Forum.

New Zealand Timber Design Society

Informing members: Information on developments in Timber Design for Structures, revisions on timber design NZ Codes, and developments in timber design tools were provided through the NZTDS Journal and the TDS website. The website also includes copies of seminar papers and contacts for timber designers.

Knowledge development: Timber Design Seminars were held in Wellington and Christchurch where attendances were 100 and 70 respectively.

Identifying good engineering practice: The Management Committee met every six to eight weeks. Items relating to timber engineering and design, and the best use of timber in structures were identified and recommendations made to SANZ, specifiers, producers and manufacturers. Members served on several SANZ Code committees. Communication has continued with the Canadian Wood Council in the process of producing a computerised design code similar to the CWC code.

Comment on public policy issues: Submissions to the government continue to be made concerning the need for increased funding for tertiary level teaching to facilitate more competent engineering, architectural and design graduates who will know how to use timber in structures.

Maintaining a network: Representatives from IPENZ, NZIA, Forest Research and SETMA are on the TDS Management Committee. The Timber Design Seminars have been organised with assistance from the NZ Pine Manufactures Association, SESOC, ANZIA and IPENZ.

National Committee for Engineering Heritage

The work of the Heritage Committee is highlighted under Project 650 of the National Office Achievements (page 27).

The Institution of Professional Engineers New Zealand (Benevolent Society)

There were no claims made by Members on the Society during the year. The polling of Members during the year for the dissolution of the Society achieved the necessary level of support. The final dissolution is now underway facilitating the transfer of the duties and assets of the Benevolent Society to the IPENZ Foundation in early 2005.

IPENZ Foundation

The Foundation Trustees have been active this year, awarding two inaugural scholarships to secondary school students. One of these was the IPENZ Foundation Taranaki Scholarship in recognition of the significant donation given by the Taranaki Branch last year. Both scholarship recipients are successfully undertaking their studies in engineering; one at Auckland University and the other at the University of Canterbury.

The inaugural newsletter was circulated to Members and it was pleasing to see a positive response in the form of increased donations. This financial support is essential to the continued growth of the Foundation and its ability to meet its objectives.

The Foundation has assumed the responsibility for providing Members with support during times of sickness and hardship, and part of the funding being transferred from the IPENZ Benevolent Society in the coming year will continue to be used for this purpose. In addition, a business plan was established for the 2004/05 year aimed at developing our new core functions of raising the profile of engineering, encouraging young people into engineering careers, creating awareness of New Zealand's wonderful engineering heritage and providing funds for engineering research.

IPENZ Practice College

The IPENZ Practice College was established on 1 April 2003 according to Regulations of the Institution. The purpose of the Practice College is to identify those Members of the Institution who are currently competent professional engineering practitioners, where the currency of competence is defined according to the CPEng definition. During the year, 840 IPENZ Members were assessed as currently competent and therefore became Members of the Practice College. A total of 97 previous Members of the College had their Membership "lapse" during the year, as the period since their last assessment exceeded five years, and thus they were no longer regarded as currently competent. At the end of the year to 30 September 2004 there were 1904 Members of the Practice College.

The Practice College Regulations allow the practice field, within which the specific practice area of each engineer lies, to be displayed in conjunction with the searchable register, or used in an extended IPENZ postnominal. The list of practice fields is aligned to the internationally agreed list used in association with the APEC Engineer Agreement. A number of engineers have chosen to use the extended postnominal, but no statistics on the

frequency of usage have been kept.

Information on the Practice College was included in the new publication *engineering edge* which was distributed to a wide range of stakeholders including regulators, purchasers of engineering services, and major engineering employers.

No other activities of the Practice College were undertaken.

Chartered Professional Engineer

A total of 1061 applications for CPEng were received during the year with 884 being approved, 4 being declined, 2 withdrawn and 174 applications still being processed at the end of the reporting period. Taking into account the 318 applications in progress from the previous year on 1 October 2003, in total 1191 registrants were added to the CPEng register in the year to 30 September 2004, bringing the total to 1662.

IPENZ submitted an annual report on its activities as Registration Authority during the 2003 calendar year to the Chartered Professional Engineers' Council in March 2004. That report was accepted, and the Council then reported to the Minister responsible, that IPENZ had met its obligations as Registration Authority for 2003.

Procedures for assessing applications and the complaints procedure were reviewed in July 2004 and changes to the CPEng Rules were being consulted with interested parties at the end of the reporting period. The changes are by way of small process improvements rather than fundamental change, and will be approved to apply from 2005.

A levy of \$50,000 was paid to the Chartered Professional Engineers' Council to fund its activities under the Act. Total assessment and annual fees received by IPENZ up to 30 September 2004 are still insufficient to meet the costs of operating the registration system (including the levy). A review is proposed for early 2005 with any changed fees to apply from 2006.

Register of Engineers for Disaster Relief New Zealand

At short notice, RedR NZ was able to provide three people to Caritas Aotearoa and CWS to aid their combined disaster relief work in the Sudan crisis earlier this year. Two of these have finished their contracts and the third continues hers. Another RedR NZ member returned home after completing his assignment in Malawi and Mozambique. Others have completed or are still working on assignments in countries as far afield as Afghanistan, Kenya, Cambodia, Iraq, Kyrgyzstan, Russia and East Timor.

RedR NZ ran two courses this year to provide engineers with disaster relief training; Essentials of Humanitarian Practice and Personal Security & Communications. Planning is now underway for further rounds of these courses in 2005 as well two further courses; Humanitarian Logistics and 4-Wheel Drive Vehicle Maintenance & Handling.

In October last year, we were pleasantly surprised and honoured when RedR NZ representatives were invited to meet HRH Princess Anne. A further landmark event last November was our hosting of the International General Assembly of RedR with groups from Australia, Canada, the UK and RedR India.

South Pacific Professional Engineering Excellence

The major focus for the year was the SPPEEx Symposium held in September when prominent guests practising in the South Pacific regions defined "Indigenous Engineering of The South Pacific".

Other actions included the initiation of discussions with Auckland University's School of Engineering on its proposed degree change and material content pertaining to Maori and the RMA. SPPEEx has also consulted with IPENZ with regards to forming an Indigenous Engineering Group, although SPPEEx will continue to operate independently of IPENZ in the forthcoming year.

AUDIT REPORT

To The Members of the Institution of Professional Engineers New Zealand (Inc)

We have audited the financial statements of the Institution of Professional Engineers New Zealand (Inc) in accordance with the accounting policies set out on pages 48 and 49.

Board's Responsibilities

The Board is responsible for preparing the financial statements which give a true and fair view of the Institution's financial position as at the end of that date.

Auditors' Responsibilities

It is our responsibility to audit the financial statements in accordance with New Zealand Auditing Standards.

Basis of Opinion

An audit includes examining, on a test basis, evidence relevant to the financial statements in order to determine whether the financial statements are free from material misstatements, whether caused by fraud or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial report.

- the significant estimates and judgements made by the Board in the preparation of the financial report, and
- whether the accounting policies are appropriate to the Institution's circumstances, consistently applied and adequately disclosed.

We conducted our audit in accordance with New Zealand Auditing Standards. We planned and performed our audit so as to obtain all the information and explanations which we considered necessary to give a true and fair view of the financial position as at the end of that date. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial report.

Other than in our capacity as auditors we have no relationship with or interests in the Institution.

Qualified Opinion

Technical Groups have been consolidated in the financial statements for the year ended 30 November 2004.

In all other respects we have obtained all the information and explanations that we have required.

In our opinion, except for a qualification in relation to the consolidation of Technical Groups, the financial statements give a true and fair view of the Institution's financial position as at the end of that date and the results of its operations and cash flows for the year ended on that date.

Our audit did not include the review of the income and expenditure transactions of the Collaborating Technical Societies referred to in Note 12.

Our audit was completed on 30 November 2004 and our qualified opinion is expressed as at that date.



**Chartered Accountants
Wellington, NZ**

Institution of Professional Engineers New Zealand (Inc)
Statement of Financial Performance
For the Year Ended 30 September 2004

Income	Note	2004 \$	2003 \$
Member Subscriptions and Related Fees		2,186,446	2,121,362
Administration Fees and Sundry Contract Income		135,986	220,088
Advertising and Magazine Sales – <i>e.nz magazine</i>		364,233	272,975
Competency Assessment Fees		457,762	232,977
Contract Income – Futureintech		693,911	-
Convention and Awards Income		133,570	124,103
Interest Received		169,283	89,129
International Meetings		-	79,061
Member Education and Training		141,164	68,414
Other Income		49,302	107,176
Registration Fees		155,977	19,407
Technical and Special Interest Group Income	1	245,454	217,104
Total Income		<u>4,733,088</u>	<u>3,551,796</u>
Less Expenses			
Audit Fees		20,000	18,000
Branch Expenses including Meetings, Newsletters etc		120,138	128,332
Chartered Professional Engineers Council Levy		50,000	-
Communication Expenses		118,681	122,290
Consultants Competency Assessments		250,000	113,000
Contract Expenses – Futureintech		198,643	-
Convention Expenses		96,104	93,363
Depreciation		176,574	164,352
International Meetings Expenses		-	66,530
Legal and Consultants Fees		222,588	169,214
Member Education and Training		90,161	-
Other Expenses		170,726	176,782
Printing and Stationery		132,724	124,577
Publishing Production and Distribution Costs		249,050	246,357
Rent, Rates, Outgoings and Occupancy Costs		92,779	76,805
Salaries		1,951,788	1,361,272
Technical and Special Interest Group Expenses	1	164,212	155,942
Travel and Meeting Expenses		248,930	253,633
Total Expenses		<u>4,353,098</u>	<u>3,270,449</u>
Net Operating Income		379,990	281,347
Less Taxation and Non-Operating Item			
Funds transferred to IPENZ Foundation		(5,000)	(33,000)
Taxation	2	-	-
Net Income		<u>374,990</u>	<u>248,347</u>

The accompanying notes form part of these financial statements.

Financial Statements continued

Institution of Professional Engineers New Zealand (Inc)
Statement of Movements in Members' Funds
For the Year Ended 30 September 2004

	Note	2004 \$	2003 \$
Opening Balances			
IPENZ National Office		1,641,134	1,307,221
IPENZ Branches		152,010	179,037
Technical and Special Interest Groups		445,498	384,336
		<u>2,238,642</u>	<u>1,870,594</u>
Add Net Income for the Year Attributable to the:			
IPENZ National Office		290,517	214,212
IPENZ Branches		3,231	(27,027)
Technical and Special Interest Groups		81,242	61,162
Add Auckland Branch Accumulated Funds		58,115	-
Add Increase in Reserve arising from Revaluation of Molesworth House	3	-	119,701
Total Members Funds		<u>2,671,747</u>	<u>2,238,642</u>

The accompanying notes form part of these financial statements.

Institution of Professional Engineers New Zealand (Inc)
Statement of Financial Position
As at 30 September 2004

	Note	2004 \$	2003 \$
Current Assets			
Cash on Hand		900	600
Westpac Bank		71,366	112,608
Westpac Bank Short Term Investments		3,300,000	1,200,000
Restricted Bank Funds			
IPENZ Branches Bank Funds	8	35,691	35,819
IPENZ Benevolent Society etc	9	37,000	53,697
IPENZ Foundation	10	145,000	100,000
Technical and Special Interest Groups	11	395,000	370,000
Collaborating Technical Societies	12	<u>405,531</u>	466,895
		1,018,222	
Accounts Receivable		224,719	294,463
Prepaid Expenses		35,159	53,464
Goods and Services Tax Refundable		20,923	-
Molesworth House	1 & 4	-	669,000
Inventory		1,216	1,373
Withholding Tax Refundable		1,867	10
Total Current Assets		<u>4,674,372</u>	<u>3,357,929</u>
Non Current Assets			
Fixed Assets	5	<u>335,968</u>	<u>371,457</u>
Total Non Current Assets		<u>335,968</u>	<u>371,457</u>
Total Assets		<u>5,010,340</u>	<u>3,729,386</u>
Less Current Liabilities			
Accounts Payable		346,525	330,932
Goods and Services Tax Payable		-	81,243
Income Received in Advance Futureintech Contract	1	861,645	-
Income Received in Advance Competency Assessments	1	192,650	42,450
Income Received in Advance CPEng Applications	1	111,300	138,068
Income Received in Advance Other		12,773	66,842
Provision for Holiday Pay		89,695	83,761
IPENZ Benevolent Society	9	37,000	20,000
IPENZ Foundation	10	149,768	103,394
Collaborating Technical Societies Funds	11	476,356	527,478
Special Funds and Trusts	7	60,881	96,576
Total Current Liabilities		<u>2,338,593</u>	<u>1,490,744</u>
Net Assets		<u>2,671,747</u>	<u>2,238,642</u>

The accompanying notes form part of these financial statements.

Financial Statements continued

Institution of Professional Engineers New Zealand (Inc)
Statement of Financial Position (Continued)
As at 30 September 2004

	Note	2004 \$	2003 \$
Represented By:			
Members' Funds			
Accumulated Funds			
IPENZ National Office		1,931,651	1,205,990
IPENZ Branch Operations		213,356	152,010
Technical and Special Interest Groups	11	526,740	445,498
Revaluation Reserve	3	<u>-</u>	<u>435,144</u>
		<u>2,671,747</u>	<u>2,238,642</u>

The accompanying notes form part of these financial statements.

For and on behalf of the Institution

.....President

.....Chief Executive

Date: 30th November 2004

Institution of Professional Engineers New Zealand (Inc)
Statement of Cash Flows
For the Year Ended 30 September 2004

	2004	2003
Note	\$	\$
Cash Flow from Operating Activities		
Cash was provided from:		
Member Subscriptions	2,185,176	2,119,891
Interest Received	155,362	89,740
Futureintech Contract Income	1,555,556	-
Other Income	1,875,659	1,527,750
	<u>5,771,753</u>	<u>3,737,381</u>
Cash was disbursed to:		
Payments to Employees	1,919,451	1,326,193
Service Delivery Payments	2,167,859	1,628,128
Goods and Services Tax Paid	186,543	176,299
	<u>4,273,853</u>	<u>3,130,620</u>
Net Cash Flow from Operating Activities	14 <u>1,497,900</u>	<u>606,761</u>
Cash Flow from Investing Activities		
Cash was provided from:		
Sale of Molesworth House	669,000	-
GST Received on Sale of Molesworth House	84,375	-
	<u>753,375</u>	<u>-</u>
Less Cash was applied to:		
Purchase of Non Current Assets	167,345	195,508
Net Cash Flow from Investing Activities	<u>586,030</u>	<u>195,508</u>
Net Increase in Cash Held	2,083,930	411,253
Add Cash and Short Term Deposits at the start of the Year	<u>1,719,027</u>	<u>1,307,774</u>
Cash and Short Term Deposits at the end of the year	<u>3,802,957</u>	<u>1,719,027</u>
Represented By:		
Cash on Hand	900	600
Westpac Bank	71,366	112,608
Westpac Bank Short Term Investments	3,300,000	1,200,000
IPENZ Branches Bank Funds	8 35,691	35,819
Technical and Special Interest Groups	11 <u>395,000</u>	<u>370,000</u>
	<u>3,802,957</u>	<u>1,719,027</u>

The accompanying notes form part of these financial statements.

Institution of Professional Engineers New Zealand (Inc)
Notes to the Financial Statements
For the Year Ended 30 September 2004

1. Statement of Accounting Policies

Reporting Entity

The financial statements

Reporting Basis

The financial statements have been prepared in accordance with generally accepted accounting principles.

Measurement Base

The measurement base adopted is historical cost.

Basis of Preparation

The financial statements include the financial statements of the parent entity the Institution of Professional Engineers New Zealand (Inc), its Branches and its Technical and Special Interest Groups (TIG's and SIG's). The accounts exclude the operations of the separately incorporated "Collaborating Technical Societies" (CTS's) but the funds administered for these groups are recorded in the Statement of Financial Position.

Accumulated Funds

Accumulated Funds represent the accumulated surplus or deficit on the operations of the Institution, its Branches and the Technical and Special Interest Groups.

Technical and Special Interest Groups

The activities of the (non incorporated) Technical and Special Interest Groups and the related revenue and expenses are recorded in the Statement of Financial Performance. Any surplus or deficit is transferred to the Technical or Special Interest Groups Funds in the Statement of Financial Position.

Special Funds and Trusts

Special Funds and Trusts
with the rules of the Institution.

Restricted Bank Funds

These are Bank Accounts controlled by:

- (a) The IPENZ Foundation Trustees, the IPENZ Benevolent Society Trustees, various IPENZ Branch Committees and Special Funds Administrators.
- (b) Various (non incorporated) Technical and Special Interest Group Committees.
- (c) Various (separately incorporated) Collaborating Technical Society Committees.

Molesworth House

In November 2003 the House was
expected to be completed with a
sale price less an allowance for disposal costs. The sale of Molesworth House was completed on 30 June 2004.

Accounts Receivable

Accounts receivable are stated at expected realisable value, after allowing for potential doubtful debts.

Inventories

Inventory held for sale is valued at the lower of cost, determined on a first in first out basis, and net realisable value.

Fixed Assets

Fixed assets are stated at cost less accumulated depreciation.

Depreciation

Depreciation is charged at the maximum rates allowable by the Inland Revenue.

The tax rates used are as follows:

Computer Software and Equipment	20 to 48% DV
Furniture and Fittings	9 to 40% DV
Office Equipment	20 to 40% DV

Income in Advance Futureintech Contract

Income received under the contract

Over the contract period it is anticipated that the funding received under the contract will match the contract expenses.

Income in Advance CPEng Competency Assessment Fees

These are the accumulated

assessments. This income will be transferred to cover the costs of these assessments as they are incurred.

Income in Advance CPEng Application Fees

These are the fees

competence and accreditation

incurred.

Statement of Cash Flows

The following are the definitions of the terms used in the Statement of Cash Flows:

- (a) Cash component
- (b) Operating activities include all transactions and other events that are not investing or financing activities.
- (c) Investing activities include the purchase and sale of securities not falling within the definition of cash.
- (d) Financing activities are those activities that result in changes to the size and composition of the Institution's capital structure. This includes both equity and debt not falling within the definition of cash.

Taxation

Provision is made for income tax

there being no material timing differences

Goods and Services Tax

The financial statements are

GST.

Changes in Accounting Policies

This year the financial statements

members of the IPENZ Auckland Branch Inc agreed to wind up the society and this was completed during the year.

There have been no changes

2. Taxation

By virtue of tax losses carried forward

Financial Statements.

3. Molesworth House Revaluation Reserve

Opening Balance

	2004	2003
	\$	\$

Opening Balance	435,144	315,443
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Add Revaluation of Floors 3 and 4 of Molesworth House

-	-	119,701
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Less Sold during the year

(435,144)	(435,144)	-
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Closing Balance at 30 September

-	-	435,144
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4. Molesworth House

Refurbishment Costs Floors 3 and 4

Original Cost

-	-	223,971
---	---	---------

Less Accumulated Depreciation

-	-	94,148
---	---	--------

Book Value

-	-	129,823
---	---	---------

Molesworth House

-	-	539,177
---	---	---------

Sale Value at 30 September

-	-	669,000
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Financial Statements continued

	2004	2003
	\$	\$
5. Fixed Assets		
Computer Equipment and Software		
Original Cost	627,117	530,724
Less Accumulated Depreciation	<u>(369,466)</u>	<u>(238,509)</u>
Book Value	<u>257,651</u>	<u>292,215</u>
Office Equipment		
Original Cost	67,437	87,692
Less Accumulated Depreciation	<u>(53,031)</u>	<u>(69,420)</u>
Book Value	<u>14,406</u>	<u>18,272</u>
Furniture and Fittings		
Original Cost	148,175	139,674
Less Accumulated Depreciation	<u>(84,264)</u>	<u>(78,704)</u>
Book Value	<u>63,911</u>	<u>60,970</u>
Total Book Value	<u>335,968</u>	<u>371,457</u>
6. Depreciation Expense by Asset Class		
Computer Equipment and Software	152,382	110,068
Office Equipment	8,111	15,448
Furniture and Fittings	16,081	17,135
Refurbishment Floors 3 and 4	<u>-</u>	<u>21,701</u>
	<u>176,574</u>	<u>164,352</u>
7. Special Funds and Trusts		
EEAC Fund		
Opening Balance	13,995	14,289
Add Interest Received	729	731
Less IFAC Subscription	-	(1,025)
Less Funds transferred to IPENZ Foundation	<u>(14,724)</u>	<u>-</u>
Closing Balance	<u>-</u>	<u>13,995</u>
Power Systems School Fund		
Opening Balance	53,935	53,935
Closing Balance	<u>53,935</u>	<u>53,935</u>
Steel and Tube Scholarship		
Opening Balance	21,700	20,576
Add Interest	1,120	1,124
Less Funds transferred to IPENZ Foundation	<u>(22,820)</u>	<u>-</u>
Closing Balance	<u>-</u>	<u>21,700</u>
WFEO Environmental Committee		
Opening Balance	6,946	8,946
Less Travel Expenses	<u>-</u>	<u>(2,000)</u>
Closing Balance	<u>6,946</u>	<u>6,946</u>
Total Special Funds and Trusts	<u>60,881</u>	<u>96,576</u>
8. Restricted Bank Funds IPENZ Branches		
IPENZ Waikato BOP Branch Westpac Short Term Investment	30,000	30,000
IPENZ Southland Branch Westpac Bank Accounts	<u>5,691</u>	<u>5,819</u>
Totals	<u>35,691</u>	<u>35,819</u>

	2004	2003
	\$	\$
9. Restricted Bank Funds IPENZ Benevolent Fund etc		
IPENZ Benevolent Society Westpac Short Term Investment	37,000	20,000
IPENZ Auckland Branch Inc Bank of NZ Account	-	697
EEAC Fund Westpac Short Term Investment	-	13,000
Steel and Tube Scholarship Fund Westpac Short Term Investment	-	20,000
Totals	<u>37,000</u>	<u>53,697</u>

	Westpac Short Term Deposits (Restricted Bank Funds)	Current Accounts with IPENZ		
10. IPENZ Foundation				
IPENZ Foundation	<u>145,000</u>	<u>4,768</u>	<u>149,768</u>	<u>103,394</u>

11. Technical and Special Interest Group's Funds				
Electrotechnical Group	15,000	797	15,797	12,787
Food Engineering Association of NZ	5,000	2,634	7,634	6,442
Maintenance Engineering Society of NZ	15,000	6,048	21,048	13,536
Mechanical Engineering Group	30,000	2,373	32,373	30,245
Non-Destructive Testing Assoc.	-	-	-	1,582
NZ Coastal Society	55,000	83,494	138,494	84,999
NZ Society on Large Dams	105,000	13,611	118,611	134,402
NZ Society for Sustainability	-	857	857	-
Road Transport Certifying Engineers	20,000	5,842	25,842	20,084
Society of Fire Protection Engineers NZ	30,000	3,062	33,062	30,399
Transportation Group	<u>120,000</u>	<u>12,737</u>	<u>132,737</u>	<u>110,736</u>
Totals	<u>395,000</u>	<u>131,455</u>	526,455	445,212
NZ Society on Large Dams – Computer Equipment			-	3,240
NZ Society on Large Dams – GST Receivable (Payable)			<u>285</u>	<u>(2,954)</u>
Totals			<u>526,740</u>	<u>445,498</u>

12. Collaborating Technical Societies				
Assoc of Local Govt Engineering NZ Inc	-	-	-	24,562
Energy Management Association Inc.	25,000	4,165	29,165	22,837
NZ Geotechnical Society Inc.	145,000	13,424	158,424	115,172
NZ Institution of Gas Engineers Inc.	-	9,894	9,894	3,226
NZ Timber Design Society Inc.	50,000	6,238	56,238	52,747
Society of Chemical Engineers NZ	-	-	-	103,420
Society of Materials NZ Inc	-	889	889	229
Structural Engineering Society NZ Inc.	<u>185,531</u>	<u>36,215</u>	<u>221,746</u>	<u>205,285</u>
Totals	<u>405,531</u>	<u>70,825</u>	<u>476,356</u>	<u>527,478</u>

13. Capital Expenditure Commitments		
Building Fitout Costs	255,000	-
New Database Development	-	24,000
Totals	<u>255,000</u>	<u>24,000</u>

Financial Statements continued

14. Reconciliation of Net Income after tax with Net Cash Flow from Operating Activities	2004	2003
	\$	\$
Net Income after Income Tax and Extraordinary Item	374,990	248,347
Add Non Cash Items		
Depreciation	176,574	164,352
	<u>551,564</u>	<u>412,699</u>
Add (Less) Movements in Working Capital		
Restricted Bank Funds IPENZ Benevolent Society etc	16,697	(697)
Restricted Bank Funds IPENZ Foundation	(45,000)	(100,000)
Restricted Bank Funds Collaborating Technical Societies	61,364	9,836
Accounts Receivable	69,744	(196,045)
Prepaid Expenses	18,305	(21,957)
Inventory and Withholding Tax Refundable	(1,700)	1,183
Accounts Payable	15,593	144,571
Goods and Services Tax Payable	(102,166)	93,913
Income in Advance Futureintech Contract	861,645	-
Income in Advance Competency Assessments	150,200	42,450
Income in Advance CPENG Applicants	(26,768)	138,068
Income in Advance Other	(54,069)	11,411
Provision for Holiday Pay	5,934	18,511
IPENZ Benevolent Society	17,000	-
IPENZ Foundation	46,374	103,394
Hire Purchase Liability	-	(13,180)
Collaborating Technical Societies	(51,122)	(36,027)
Special Funds and Trusts	(35,695)	(1,369)
	<u>1,497,900</u>	<u>606,761</u>
Net Cash Flow from Operating Activities		

15. Lease Commitments

Since balance date the Institution has signed a "Heads of Agreement" to lease levels 1 and 2 at 158 The Terrace Wellington for an initial period of 6 years commencing 1 March 2005.

The annual rental is expected to be \$282,100 plus GST.

16. Related Party Transactions

On the 30 June 2004 the Institution sold levels 3 and 4 and the associated car parks to three Trusts that had a relationship with a Member related parties.

AUDIT REPORT

To the Trustees of the Institution of Professional Engineers NZ Inc – (Benevolent Society).

We have audited the financial statements of Professional Engineers NZ Inc. The financial information is stated in accordance with the accounting policies set out on page 56.

Trustees' Responsibilities

The Trustees are responsible for the preparation of the financial statements which give a true and fair view of the financial position of the Society.

Auditors' Responsibilities

It is our responsibility to express an independent opinion on the financial report presented by the Trustees and report our opinion to you.

Basis of Opinion

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements.

- the significant estimates and judgments made by the Trustees in the preparation of the financial report; and
- whether the accounting policies are appropriate to the Society's circumstances, consistently applied and adequately disclosed.

We conducted our audit in accordance with New Zealand auditing standards except that our work was limited as explained below. We planned and performed our audit so as to obtain

reasonable assurance that the financial report is free from material misstatements, whether caused by fraud or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial report.

Other than in our capacity as auditors we have no relationship with or interests in the Society.

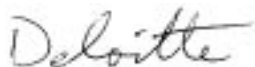
Qualified Opinion

A portion of the Society's financial statements, relating to the practical procedures available to us to determine that all donations and bequests made have been accounted for, is not stated in accordance with the accounting policies set out on page 56.

In this respect alone we have been unable to obtain all the assurance that we require.

In our opinion, except for the effect of the above, the financial statements give a true and fair view of the results of its operations for the year then ended.

Our audit was completed at 30 November 2004 and our qualified opinion is expressed as at that date.



**Chartered Accountants
Wellington, NZ**

Financial Statements continued

Institution of Professional Engineers NZ Inc – (Benevolent Society) Statement of Financial Performance For the Year Ended 30 September 2004

	2004	2003
	\$	\$
Income		
Investment Income		
Dividends Received	13,715	15,965
Interest Received	4,063	3,647
Realised Investment (Losses)	(1,338)	(85)
Unrealised Investment Gains	21,436	18,185
Less Investment Management Fees	<u>(5,180)</u>	<u>(4,703)</u>
Net Investment Income	32,696	33,009
Add Donations and Bequests	3	1,483
Total Income	<u>32,699</u>	<u>34,492</u>
Less Benevolent Fund Grants	<u>-</u>	<u>5,000</u>
Less Administration Expenses		
Accountancy Fees	600	600
Audit Fees	450	450
General Expenses	868	806
Total Administration Expenses	<u>1,918</u>	<u>1,856</u>
Total Expenses	<u>1,918</u>	<u>6,856</u>
Net Income	<u>30,781</u>	<u>27,636</u>

Statement of Movements in Equity For the Year Ended 30 September 2004

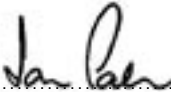

Opening Balance	430,511	402,875
Plus Net Income	30,781	27,636
Total Equity	<u>461,292</u>	<u>430,511</u>

The accompanying notes form part of these financial statements.

Institution of Professional Engineers NZ Inc – (Benevolent Society)
Statement of Financial Position
As at 30 September 2004

	Note	2004 \$	2003 \$
Current Assets			
Westpac		1,493	1,214
Interest Receivable		7	6
Taxation Refundable		<u>1,678</u>	<u>1,678</u>
Total Current Assets		3,178	2,898
Non Current Assets			
Investments	4	<u>459,164</u>	<u>430,463</u>
Total Assets		<u>462,342</u>	<u>433,361</u>
Less Current Liabilities			
Accounts Payable		<u>1,050</u>	<u>2,850</u>
Net Assets		<u>461,292</u>	<u>430,511</u>
Represented By:			
Total Equity		<u>461,292</u>	<u>430,511</u>

For and on behalf of the Board

.....President
.....Secretary

Date: 30th November 2004

The accompanying notes form part of these financial statements.

Institution of Professional Engineers NZ Inc – (Benevolent Society)

Notes to the Financial Statements

For the Year Ended 30 September 2004

1. Statement of Accounting Policies

Reporting Entity

The financial statements are prepared on behalf of the Society ("the Society").

Reporting and Measurement Basis

The financial statements are not prepared on a going concern basis as at the 2003 Annual General meeting of the Society it was unanimously agreed that the Society should be voluntarily dissolved.

The consent from 75% of the members and is currently in the process of voluntary dissolution.

All assets and Liabilities are recorded at their current realisable value.

All assets and Liabilities are recorded at their current realisable value.

Differential Reporting

The Society is a charitable organisation.

The Society is a charitable organisation.

reporting exemptions available to it.

Taxation

The Society is a charitable organisation. It is not subject to Income Tax.

Changes in Accounting Policies

There have been no changes in accounting policies.

2. Registration of Benevolent Society Society

In June 2004 the Society was registered under the Friendly Societies and Credit Unions Act 1982.

Friendly Societies and Credit Unions Act 1982.

3. Related Party Transactions

The Institution of Professional Engineers New Zealand Inc provides accounting and administration services to the Society. There were no other related party transactions during the year ended 30 September 2004.

	2004	2003
	\$	\$
4. Investments		
Short Term Deposits and Bonds		
WestpacTrust – Short Term Investment	37,000	20,000
Strategic Asset Management – NZ Dollar Call Account	8,881	13,089
Strategic Asset Management – Australian Dollar Call Account	14,165	10,112
NZ Government 8% Bonds Maturing 15–4–04	-	18,945
Strategic Asset Management – International Fixed Interest	55,019	56,817
	115,065	118,963
Equities and Unit Trusts		
BT Smaller Companies Fund	27,215	22,689
ING (NZ) Limited – Property Securities Fund	17,256	15,295
ING (NZ) Limited – NZ Share Fund	30,795	26,559
MLC Investments Limited – Platinum Global Fund	48,294	44,464
MLC Investments Limited – Property Securities Fund	25,813	22,231
NZ Funds Management Ltd – Dividend Yield Fund	29,030	24,741
NZ Funds Management Ltd – Global Equity Small Companies	19,415	19,212
Sovereign Colonial First State – Tasman Shares Trust	23,050	20,304
Strategic Asset Management – Australasian Equities	33,864	30,257
Strategic Asset Management – International Equities	89,367	85,748
	344,099	311,500
Total Investments	459,164	430,463

AUDIT REPORT

To the Trustees of the IPENZ Foundation.

We have audited the IPENZ Foundation (referred to hereinafter as the Foundation) accounting policies set out on page 60.

Trustees' Responsibilities

The Trustees are responsible for preparing the financial report which gives a true and fair view of the Foundation's financial position.

Auditors' Responsibilities

It is our responsibility to express an independent opinion on the financial report presented by the Trustees and report our opinion to you.

Basis of Opinion

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial report; and

- the significant estimates and judgments made by the Trustees in the preparation of the financial report; and
- whether the accounting policies are appropriate to the Foundation's circumstances, consistently applied and adequately disclosed.

We conducted our audit in accordance with New Zealand auditing standards except that our work was limited as explained below. We planned and performed our audit so as to obtain

reasonable assurance that the financial report is free from material misstatements, whether caused by fraud or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial report.

Other than in our capacity as auditors we have no relationship with or interests in the Foundation.

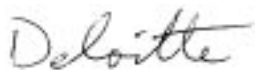
Qualified Opinion

A portion of the Foundation's financial report, together with other organisations that have been accounted for, and bequest made have been accounted for.

In this respect alone we have been unable to obtain all the assurance that we require.

In our opinion, except for the effect of the above, the financial report and the results of its operations for the year then ended.

Our audit was completed on 30 November 2004 and our qualified opinion is expressed as at that date.



**Chartered Accountants
Wellington, NZ**

Financial Statements continued

IPENZ Foundation Statement of Financial Performance For the Year Ended 30 September 2004

	2004	2003
	\$	\$
Income		
Investment Income		
Interest Received	5,725	1,273
Net Investment Income	<u>5,725</u>	<u>1,273</u>
Donations and Bequests		
Bequest	-	60,000
Funds transferred from IPENZ Taranaki Branch	-	33,000
Funds transferred from Steel and Tube Scholarship	22,820	-
Funds transferred from EEAC Fund	14,724	-
Funds transferred from IPENZ Manawatu Branch	5,000	-
Donations	8,105	9,121
Total Donations and Bequests	<u>50,649</u>	<u>102,121</u>
Total Income	56,374	103,394
Less Expenses		
Audit Fees	1,125	-
Scholarships (National and Taranaki)	10,000	-
Total Expenses	<u>11,125</u>	-
Net Income	<u>45,249</u>	<u>103,394</u>

Statement of Movements in Equity For the Year Ended 30 September 2004

Opening Balance	103,394	-
Plus Net Income	<u>45,249</u>	<u>103,394</u>
Total Equity	<u>148,643</u>	<u>103,394</u>

The accompanying notes form part of these financial statements.

IPENZ Foundation
Statement of Financial Position
As at 30 September 2004

	2004	2003
	\$	\$
Current Assets		
Westpac Short Term Investment	145,000	100,000
IPENZ Current Account	4,768	3,394
Total Current Assets	<u>149,768</u>	<u>103,394</u>
Less Current Liabilities		
Account Payable	<u>1,125</u>	<u>-</u>
Total Assets	<u>148,643</u>	<u>103,394</u>
Represented By:		
Total Equity	<u>148,643</u>	<u>103,394</u>

For and on behalf of the Foundation's Trustees


Chair


Trustee

Date: 30th November 2004

The accompanying notes form part of these financial statements.



IPENZ Foundation

Notes to the Financial Statements

For the Year Ended 30 September 2004

1. Statement of Accounting Policies

Reporting Entity

The financial statements presented here are for the reporting entity IPENZ Foundation.

Reporting Basis

The financial statements are presented in accordance with the rules of the Foundation.

Differential Reporting

The Found

Foundation quali

reporting exemptions available to it.

Measurement Base

The measurement base adopted is historical cost, except for investments which are stated at market value.

Taxation

The Foundation is a charitable organisation. It is not subject to Income Tax.

2. Registration of IPENZ Foundation

In Fe

under the Charitable Trusts Act 1957.

rust

3. Related Party Transactions

The Institu

other related party transactions during the year ended 30 September 2004.

Office Bearers

IPENZ Board

President:

Ian Parton
Chairman
Maunsell Ltd
Auckland

Immediate Past President:

Gerald Te Kapa Coates
Managing Director
Wise Analysis Ltd
Wellington

Chris Mardon
Manufacturing Manager
Chequer Packaging Ltd
Canterbury
Elected 2003/2005

Richard Haverkamp
Inst. Technology & Engineering
Massey University
Manawatu
Elected 2004/2006

Deputy President:

Roly Frost
General Manager –
Civil Engineering
Beca Carter Hollings & Ferner Ltd
Auckland

Board Members:

Deane McNulty
Director
McNulty Engineering
Management Ltd
West Coast
Elected 2003/2005

Rhonda Hill
Design Engineer – Civil
Opus International Consultants Ltd
Hawkes Bay
Appointed 2003/2005

Kelvin Walls
Principal
Building Code Consultants Ltd
Auckland
Elected 2004/2006

Vice President:

Peter Jackson
Pro Vice Chancellor
College of Engineering
University of Canterbury
Canterbury

Ross Major
Director
Selkirk Consulting Ltd
Canterbury
Elected 2003/2005

Sharyn Westlake
Engineer
Greater Wellington Regional
Council
Wellington
Elected 2004/2006

Simon Aimer
Vice President
Rubicon Ltd
Auckland
Appointed 2004/2006

Competence Assessment Board

Chair:

Paul Wilson
Dean – Faculty of Design
& Engineering
Christchurch Polytechnic
Inst. of Technology
Canterbury

Alex Sutherland
Dean of Engineering
Canterbury University
Canterbury
Basil Wakelin
(Standards & Accreditation Board
Rep)

Board Members:

Andrew Collow
Principal
Beca Carter Hollings & Ferner Ltd
Auckland
Greg Lowe
Manager
Beca Carter Hollings & Ferner Ltd
Wellington

Consulting Engineer
Wellington
Rhonda Hill
(IPENZ Board Rep)
Design Engineer – Civil
Opus International Consultants Ltd
Hawkes Bay

Standards & Accreditation Board

Chair:

Basil Wakelin
Consulting Engineer
Wellington

Paul Wilson
(Competence Assessment Board
Rep)
Dean – Faculty of Design
& Engineering

Board Members:

Kevin Thompson
Chief Executive
Opus International Consultants Ltd
Wellington
Geoff Hunt
Managing Director
Areva T&D New Zealand Ltd
Auckland
Paul Sampson
Retired District Engineer
Feilding

Christchurch Polytechnic
Inst. of Technology
Canterbury

Richard Haverkamp
(IPENZ Board Rep)
Associate Professor
Inst. Technology & Engineering
Massey University
Manawatu

Bob Hodgson
Director – School of Engineering
& Technology
Massey University
Manawatu

Engineering Practice Board

Chair:

Murray Milner
Chief Technology Officer
Telecom New Zealand Ltd
Wellington

Bill Wakelin
WS Wakelin Consulting Ltd
Wellington

Debes Bhattacharyya
Dept of Mechanical Engineering
University of Auckland
Auckland

Ron McDowall
Dept of Civil & Environmental
Engineering
University of Auckland
Auckland

Deane McNulty
(IPENZ Board Rep from
March 2004)
Director
McNulty Engineering
Management Ltd
West Coast

Board Members:

Ian Mills
Managing Director
Management by Mills Ltd
Wellington

Richard Gibbons (until June 2004)
Principal Consultant
Parsons Brinckerhoff
Associates Ltd
Auckland

Barry Davidson
Senior Lecturer
Civil Engineering Dept
University of Auckland
Auckland

Bill Darnell
Chief Civil Engineer
Opus International Consultants Ltd
Wellington

Kelvin Walls
(IPENZ Board Rep until
March 2004)
Principal
Building Code Consultants Ltd
Auckland

IPENZ Audit Committee

Terms of Reference for the Audit Committee can be found on our website at the following address: http://www.ipenz.org.nz/IPENZ/Who_we_are/Organisation/AuditCommittee_ToR.pdf

Chair:

Simon Aimer
Board Member

Other:

Roly Frost
Deputy President

Peter Jackson
Vice President

IPENZ Foundation Trustees

Chair:

Tony Gibson
Consulting Engineer
IPENZ Past President
Auckland

Brian Cashin
Principal Legal Adviser
Building Industry Authority
Wellington

Other:

Warwick Bishop
Retired
Nelson/Marlborough

Steve Gentry
Company Director
Retired
Wellington

Carolyn Thomas-Lewis
Consulting Engineer
Wellington

John Cunningham
(appointed May 2004)
Consulting Engineer
IPENZ Past President
Auckland

Bill Foster
(resigned February 2004)
Retired
Wellington

IPENZ Benevolent Society Trustees

Ian Parton
President IPENZ

Peter Browne
Consultant

Roly Frost
Deputy President IPENZ

Investigating Committee

Chair:

Neville Beach
Retired Consultant

Heritage Committee

Chair:

Rob Aspden
Retired

Alternate Chair:

Brian Hassell
Wellington Regional Manager
Transit New Zealand

Disciplinary Committee

Chair:

Alan Bickers
Catalyst Management Services Ltd

Alternate Chair:

Peter McCombs
Director
Traffic Design Group Ltd

Branch Directory

Auckland

Chair: Debbie McLellan

Canterbury

Chair: Gijs Hovens

East Coast

Chair: Vacant

Hawkes Bay

Chair: Rhonda Hill

Manawatu

Chair: William Parker

Nelson/Marlborough

Chair: Jules Fulton

Northland

Chair: Fraser Campbell

Otago

Chair: Gary Schofield

South Canterbury

Chair: Alister Anderson

Southland

Chair: Craig Barrow

Taranaki

Chair: John Porter

Tauranga

Chair: Graham Rundle

Waikato/Bay of Plenty

Chair: Simon Lovatt

Wanganui

Chair: Tony Moran

Wellington

Chair: Walter Rushbrook

West Coast

Chair: Mark Healey

United Kingdom

Chair: Ian Kirker

Technical Groups and Special Interest Groups

Electrotechnical Group

Administrator: John Gardiner

Engineering Maintenance Group

Chair: Tony Fisher

Food Engineering Association of New Zealand

Chair: Dong Chen

Mechanical Engineering Group

Chair: Bill Maxwell

New Zealand Coastal Society

Chair: Harvey Brookes

New Zealand Society on Large Dams

Chair: Peter Mulvihill

New Zealand Society for Sustainability Engineering and Science

Chair: Carol Boyle

Road Transport Certifying Engineers

Chair: Hamish Munro

Society of Fire Protection Engineers

Chair: Martin Feeney

Transportation Group

Chair: Alan Nicholson

Young Engineers of New Zealand

Chair: Greg Wills

Immigrant Engineers

Chair: Namir Amso

Collaborating Technical Societies



Energy Management Association

Chair: John Rutherford

Society of Materials New Zealand Incorporated

Chair: Norman Clark

Association of Local Government Engineering New Zealand (INGENIUM)

President: David Adamson

Chief Executive: Ross Vincent

New Zealand Geotechnical Society

Chair: Kevin McManus

New Zealand Institution of Gas Engineers

Chair: Peter Thorley

New Zealand Society for Earthquake Engineering

Chair: Richard Sharpe

Society of Chemical Engineers New Zealand

Chair: Brian Earl

Structural Engineering Society New Zealand

Chair: Barry Davidson

Timber Design Society

Chair: Ken McIntosh

Staff Directory as at 30 September 2004

Andrew Cleland

Chief Executive

Responsible for identifying, defining and progressing the goals and objectives of IPENZ as set by the Board. Overall management of the National Office, ethical issues or complaints against Members and submissions to the government.

Lorraine Biggs

Executive Assistant

Executive Assistant to Chief Executive and Director – Operations. Co-ordinates Board meetings, HR administration, travel and accommodation arrangements.

Publications, Policy, Practice and Promotions Team

John Gardiner

Deputy Chief Executive

Co-ordinates promotion of the engineering profession to the public and decision-makers, neighbourhood engineers, awards and engineering heritage, appointments of engineers to governance roles, recruitment strategies, Members' access to international engineering knowledge and continuing professional development events.

Susan Levick/Dionne Needham

PA/Desktop Publisher

Provides PA support to Deputy Chief Executive and Publications Manager. Provides desktop publishing, particularly of *engineering dimension*, *engineering direct*, and the Annual Report.

Andrew Clark

Engineering Practice Manager

Engineering practice issues: investigates complaints about ethical or competence issues, co-ordinates submissions on relevant discussion documents, codes and standards.

Lorraine Brown

Publications Manager

Publishes, manages and edits IPENZ promotional material and publications: *e.nz magazine*, *engineering direct*, *engineering dimension* and *engineering treNz*. Development of the IPENZ publications strategy.

Michelle Duffy

Media Manager (part-time)

Maximising media opportunities to inform the public on engineering related matters of national and community interest, and to demonstrate how the engineering profession can contribute.

Claudine Dupuy

Policy Advisor

Undertakes research to assist in the development of policy for engineering practice across all disciplines. Assists with analysing the results and preparing submissions on policy issues impacting on the profession.

Jade McCaig

Graphic Designer

Undertakes all graphic design activities for IPENZ, and responsible for design of *e.nz magazine*, websites and new promotional material.

Janet Hughes/Leticia Dodson

Subeditor (part-time)

Provides proofreading, subediting and writing skills to assist production of IPENZ printed and electronic publications

Lesley Cutting

Northern Regional Office Secretary (part-time)

Provides secretarial support to the Auckland Branch. Maintains the register of mentors and secures mentors as required.

Learning and Assessment Team

Virginia Burton

Director – Learning and Assessment

Responsible for overall policy and procedures relating to engineering education and practice standards as well as responsibility for IPENZ career development services. Co-ordination of the accreditation of degrees, the graduate competency development programmes, liaison with industry and education providers.

Josie Nolan

PA

Provides PA support to the Director – Learning and Assessment, as well as administration support to the Learning and Assessment Team. Coordinates IPENZ short courses, Competency Assessment Board and Standards & Accreditation Board Meetings.

Jeff Wastney

Registrar

Responsible for managing the development of competency standards and on-going procedures for assessments for entry into competency-based Membership classes or registers (including CPEng).

Jeanette Van Barneveld

Assessment Quality Manager

Assists in the development and the implementation of procedures for competence assessments such as developing documentation, a pool of trained assessors, helping to develop the procedures for operating international registers and quality assurance of competence assessment procedures.

Sharon Wagg

Knowledge Services Manager

Manages the provision of seminars and short courses to meet the CPD needs of Members at all stages of their careers. Assists with accreditation of qualifications.

Trish Virtue

Competence Assessment Officer

Co-ordinates assessment panel formation for competence assessments.

Neil Fyfe

Engineering Assessor (part-time)

Reviews CPD records and previews applications for competence assessment.

Operations Team

Fiona Gavriel

Director – Operations

Manages the underpinning operational and administrative systems of IPENZ in respect of Membership administration, human resources, compliance activities, office infrastructure, information technology, finances and service contracts.

Brian Rumbelow

Information Systems Manager

Installs, enhances and maintains the Institution's information technology infrastructure from both a hardware and software perspective. Manages the Membership record data system and communications channels.

Richard Sweetman

Financial Accountant (part-time)

Responsible for the preparation of monthly and annual financial reports for IPENZ, Branches and Technical Groups.

Alison Underwood

Office Manager

Responsible for administrative management of National Office infrastructure and Membership services; handles salaries, banking and reconciliation.

Chris Burr

Sales Manager

Sells advertising for *e.nz magazine*, *engineering direct* and other IPENZ publications, administers the JobHunt website and sells sponsorships for the annual Convention and Awards.

Callum Dyet/Kavita Kansara

Business Development Officer

Develops marketing systems and processes for the promotion of IPENZ's goods and services to encourage recruitment and retention of Members, and the improvement of career development programmes.

Dale Cooper

Internet Services Officer

Set-up, development, maintenance and administration of the IPENZ websites. Provision of Internet related services for kindred organisations. Information technology support/administration.

Beau Broadhead

Web Developer

Set-up, development, maintenance and administration of IPENZ and other hosted organisations' websites.

Steve Caie

IT Support

Supports in-house IT hardware and software systems and the database records system.

Bub Konia

Membership Administrator

Administers records and subscriptions for TIGs, SIGs and CTSs.

Claire Auger

Membership Administrator

Processes applications for IPENZ Membership. Processes IPENZ subscriptions, enquiries and payment arrangements, Benevolent Society Administrator.

Brenda White/Laura Mulligan

Office Administrator

Reception and office support, administrative duties for CPD and graduate training report activities. General Membership enquires, updates information for the website. External support for IPENZ Branches and production of Branch newsletters.

Anne Fitzgerald/Yma Lintern

Office Administrator

Processes accounts payable for IPENZ, Branches and Groups. Administers CPD short courses

Susan Weekes

Accounts Administrator (part-time)

Processes subscription payments for IPENZ and other serviced groups.

Sue Cornwell

Administrative Assistant (part-time)

Administers enquiries and distribution of Technical Group publications, IPENZ proceedings; sales of short form agreement and model conditions of engagement; invoicing of *e.nz magazine*.

Futureintech Team

Angela Christie

Director – Futureintech

Responsible for the development and implementation of the Futureintech Project – a government funded careers promotion initiative. Manages IPENZ school programmes including the Neighbourhood Engineer Award and promotion of engineering as a career.

Linda Rabson/Lucia Petrisor

Futureintech Administrator / Project Officer

Supports the work of Futureintech staff and produces desktop-published information and resource materials. Responsible for administration and financial management.

Phil Sadgrove

Futureintech Facilitator Wellington

Supports the implementation of a range of career promotion activities by fostering positive relationships among students, caregivers, teachers, careers advisors, consultants, and volunteers.

Angela Hart

Futureintech Facilitator Auckland

Supports the implementation of a range of career promotion activities by fostering positive relationships among students, caregivers, teachers, careers advisors, consultants, and volunteers.

Neil Potter

Futureintech Facilitator Christchurch

Supports the implementation of a range of career promotion activities by fostering positive relationships among students, caregivers, teachers, careers advisors, consultants, and volunteers.

Phil Rennie

Writer/Researcher

Researches, writes and edits external communications and resource materials for the Futureintech Project including the website, newsletters and promotional material.

Megan Rodden

Careers and Heritage Administrator (part-time)

Updates long-term Institutional records and assists with promoting engineering careers in schools.

IPENZ would like to thank the following sponsors and supporters:

Career Engineer Ltd

Opus International Consultants Ltd

Works Infrastructure Ltd

Areva T&D New Zealand Ltd (formerly ALSTOM New Zealand Ltd)

Uretek Mainmark Ltd

Meridian Energy Ltd

Transpower New Zealand Ltd

Heritage Hotel Management Ltd

Vector Ltd

The Grand Chateau

Rob Law Consulting Group Ltd

Maunsell Ltd



Engineers New Zealand

IPENZ National Office

PO Box 12 241

Wellington

New Zealand

email: ipenz@ipenz.org.nz

website: www.ipenz.org.nz

