



---

## Sustainable Engineering Society

### Notice of Annual General Meeting

<b>Date</b>	<b>Thursday 19<sup>th</sup> September 2013</b>
<b>Time</b>	<b>12:30pm start</b>
<b>Location</b>	<b>Fitzroy Room, National Convention Centre, 31 Constitution Ave, Canberra ACT</b>
<b>Agenda</b>	<ol style="list-style-type: none"><li><b>1. Welcome and Apologies</b></li><li><b>2. Confirmation of the Minutes of the SENG 2012 Annual General Meeting - then referred to as SSEE (Attachment A)</b></li><li><b>3. Chairman's Report (Attachment B)</b></li><li><b>4. Treasurers Report (Attachment C)</b></li><li><b>5. Membership Report (Attachment D)</b></li><li><b>6. Other Business</b></li></ol>

The AGM will be taking place during the lunch break on the second day of the biannual SENG Conference that is being held on the 18-20 September in Canberra. Please note that you do not have to register for the conference to attend the AGM.

For further details and to register for the conference please refer to the website

<https://www.engineersaustralia.org.au/ssee-2013-conference>

---

If you are unable to attend the AGM you may put your views in writing (email, fax or letter) to:

**Karen Barletta, SENG**  
**Engineering House, 11 National Circuit**  
**Barton ACT 2600**  
**Fax: 02 6273 2358 or e-mail: [info@seng.org.au](mailto:info@seng.org.au)**

This correspondence must be received by 12<sup>th</sup> September 2013



**Society for Sustainability and Environmental Engineering  
Annual General Meeting**

**Thursday 25<sup>th</sup> October 2012 at 6:00pm**

**Engineers Australia Newcastle Division Office  
122 Parry Street, Newcastle NSW. Tel: 02 6270 6555**

**UNAPPROVED MINUTES**

**ATTENDEES**

Lara Harland - Chair  
Alice Howe – Deputy Chair  
Sandra Stewart – Treasurer  
Deane Belfield  
David Gamble  
Benjamin Gibbs  
Matthew Guy  
Steve Posselt  
Shan Sureshan  
Adrian Piani

Michael Hassett  
Hugh Halcrow  
Declan Clausen  
Thomas Brinsmead  
Mark Kelly  
David Hood

**APOLOGIES**

David Spink

Item	No	Agenda Item	Participant
<b>1.0</b>	<b>WELCOME AND BOARD MATTERS</b>		
	<b>1.1</b>	<b>Welcome and Apologies</b>  LCH opened the meeting at 6:00pm and welcome all those in attendance	
	<b>1.2</b>	<b>Minutes to the Previous Meeting</b>  The Minutes to the previous AGM held on the 24 <sup>th</sup> October 2011 were accepted a true and accurate record. Alice Howe moved, Sandra Stewart seconded – all in favour.	
	<b>1.3</b>	<b>Chairman's Report</b>  The Chair spoke to the presentation that is attached to these minutes	
	<b>1.4</b>	<b>Treasurer's Report</b>  The Treasurer spoke to the report that is attached to these minutes. Once the Audited Financial Reports have been received they will be available on the website.	

	<b>1.5</b>	<b>Membership Report</b>  The SSEE National Board Membership Representative (Alice Howe) ran through the Membership Report that was attached to the Agenda highlighting that the current membership of SSEE is 1008 which is a 3.1% increase on the previous year (30 additional members).	
<b>2.0 OTHER BUSINESS</b>			
	<b>2.1</b>	No other business tabled at this meeting.	
<b>3.0 MEETING CLOSE</b>			
	<b>3.1</b>	Meeting closed at 6:11pm	



# The Sustainable Engineering Society

...engineering in harmony with ecology

## CHAIRS REPORT – SEPTEMBER 2013

SENG has had an active and productive year, with many technical sessions held by our chapters. We achieved many of our national goals for 2012-13, including:

- Our new name *Sustainable Engineering Society* was approved by Council and officially launched in February this year.
- SENG is proud to have WME Media as a new partner. WME magazine will help deliver on the SENG's goals by providing our members with access to a high calibre publication. From February 2013, SENG members started to receive the 11 editions of WME that are released monthly from February to December.
- The SENG 2013 International Conference is being held in Canberra in September. High profile keynote speakers include Major General Michael Jeffery, Professor Barbara Norman, Dr Robert Costanza and Mr Richard Denniss. Our next conference will be part of the Engineers Australia Convention in Melbourne in November 2014. We are holding a joint conference stream at the Convention on the Practical Responses to Climate Change with the National Committee on Water Engineering and the Environmental College.
- The SENG National Board has been actively involved in commenting on EA and government policy and has issued a number of pertinent press releases throughout the year. The Board has also developed a number of discussion points for the EA Communities of Practice discussion forum. For more information see our website <http://www.seng.org.au/CoP>.
- A report has been prepared on our sustainability survey results, which includes a great summary of the results along with more detailed analysis of the individual questions. The full report is available on our website <http://www.seng.org.au/sustainability-survey-results>.
- The winner of our 2013 National Student Award was Kylie Bishop from the RMIT University for her project on Anaerobic Co-digestion of Municipal Solid Waste. Kylie will present her paper on this topic at the SENG 2013 conference in Canberra.

Ben de Jonge, Matthew Guy, Steve Posselt and Deane Belfield have left or are leaving the board this year. I would like to thank them for their efforts during their tenure and welcome Michael Hassett, Fraser Gibson, Graham Davies and Amy Martin who joined the board during 2013.

This year also the end of my term as chair. I would like to thank the National Board, the local chapter committees and EA administrative support service providers for all their hard work throughout the year. I would like to welcome Alice Howe as the incoming chair and look forward to working with her and the Board to achieve our goals in the coming year.

**Lara Harland**  
SENG National Board Chair



# The Sustainable Engineering Society

...engineering in harmony with ecology

## TREASURERS REPORT- SEPTEMBER 2013

1 July 2012 - SENG National funds ( <i>audited</i> )	<b>\$ 143,170</b>	
2012 / 2013 Financial Year:	Actual	Budgeted
Income	\$ 70,269	\$50,000
Expenditure	\$ 141,071	\$86,030
Operating profit/deficit	-\$ 70,802	-\$36,030
30 June 2013 - Estimated SENG National funds	<b>\$ 72,368</b>	\$107,140

These transactions represent expenditure in the operation of the National Board, and for the SENG Chapters in the delivery of CPD events in the Divisions, such as seminars, workshops and site visits.

### Income includes:

- ✚ Membership fees
- ✚ Event sponsorship
- ✚ Registrations fees collected for CPD events

### Expenditure includes:

- ✚ Publication and distribution of WME Magazine to members
- ✚ SENG website hosting and maintenance
- ✚ Conference funding
- ✚ Administration and management fees
- ✚ Production of membership information material
- ✚ National Board meetings, (2 face to face and monthly teleconferences)
- ✚ CPD event costs (catering and refreshments, speaker costs)

### Major projects:

- ✚ Completion of the Sustainability Survey of EA members. Data analysis and report on SENG website.
- ✚ Production of the SENG Conference video. Available on SENG website and YouTube.
- ✚ Updating and delivery of Sustainability Assessment Training to members.

Significant differences to the adopted budget were experienced due to the following:	Variation
Note - All expenditure was approved by the National Board	
✚ A change in accounting and reporting practices for the receipt of membership fees was implemented this year by EA. Receipts received in June 2013 belong to the 2013/14 financial year.	-\$30,000
✚ EA implemented a policy of all groups delivering CPD events at break even, requiring the collection of registration fees for each event. This resulted in an increase in income from the previous year. Similarly, funds expended in the delivery of CPD events such have been processed by SENG rather than by Division Offices as done previously.	+\$21,294 -\$30,944
✚ Publishing costs. Contractual arrangements with the Sustainable Infrastructure magazine, and the change to the WME magazine resulted in expenditure not previously allowed for in the budget.	-\$41,300
✚ The Sustainability Survey Results Analysis Report had been budgeted for in the 2011/12 FY, but expended in 2012/13.	-\$17,200

Note these figures are not audited and are not final. Engineers Australia is managing the process of the annual financial year audit. Audited figures incorporating accruals will be provided to members and posted on the SENG web site when available (expected approximately November 2013).



# The Sustainable Engineering Society

*...engineering in harmony with ecology*

## MEMBERSHIP REPORT – SEPTEMBER 2013

*Note: The following statistics were reported on the 27<sup>th</sup> August 2013.*

Current membership of SENG is 764 nationally, including 25 overseas members. Membership has decreased by 244 (-24.2%) since the 2012 AGM 11 months ago. The reasons for this significant decrease in membership are as follows:

- Engineers Australia are currently updating the renewals process which means that all non-financial members will be removed after 3 months – membership begins from the 1st July each year, if payment for the current financial year membership is not received by the end of September the membership will be cancelled. Previously this has not been the case with approximately 50 members being non-financial for greater than 1 year. All non-financial members as at the 27th August 2013 have been removed from this membership report and therefore this large drop in membership numbers should not occur again.
- All members that had been registered as a student since prior to 2009 were issued a letter/e-mail requesting them to provide proof of continued student status or join the Society as a full member. As a result of this process many student memberships were cancelled. We are happy to report that despite this process 16% of our membership (126 people) is made up of student members.
- The National Board has been active in following up non-financial members prior to this financial year and will continue to do this - to either encourage members to re-join the Society and/or ask why they are not renewing in a bid to improve the Society services.

The largest two chapters continue to be Queensland and Victoria with 28% and 21% of the membership respectively. They are followed by NSW and Western Australia with 19% and 12% respectively. Smaller Chapters exist in South Australia, Newcastle, Tasmania and Canberra.

SENG welcomes membership of environmental and sustainability professionals who are not engineers. This is evidenced by the fact that approximately 20% of SENG members are not members of Engineers Australia.

Membership statistics are shown on the attached for your information.

**ENGINEERS AUSTRALIA - SUSTAINABLE ENGINEERING SOCIETY (SENG) - AUGUST 2013**

	ACT	N'Castle	NSW	Overseas	QLD	SA	TAS	VIC	WA	TOTAL	ACT	N'Castle	NSW	Overseas	QLD	SA	TAS	VIC	WA	TOTAL
<b>Membership Numbers</b>											<b>Percentages per Division</b>									
<b>Total no. members</b>	32	34	143	25	212	48	12	164	94	<b>764</b>	4%	4%	19%	3%	28%	6%	2%	21%	12%	<b>100%</b>
<b>Grade</b>											<b>Percentage per Division</b>									
<b>Member</b>	21	27	111	17	169	37	12	127	78	<b>599</b>	3%	4%	15%	2%	22%	5%	2%	17%	10%	<b>78%</b>
<b>Student</b>	7	7	27	5	35	9	0	23	13	<b>126</b>	1%	1%	4%	1%	5%	1%	0%	3%	2%	<b>16%</b>
<b>Retired</b>	4	0	5	3	8	2	0	14	3	<b>39</b>	1%	0%	1%	0%	1%	0%	0%	2%	0%	<b>5%</b>
<b>Gender Split</b>																				
Male	623	82%																		
Female	141	18%																		

	ACT	N'Castle	NSW	Overseas	QLD	SA	TAS	VIC	WA	TOTAL
<b>Membership Growth since Last AGN (September 2012 - August 2013)</b>										
August 2013	32	34	143	25	212	48	12	164	94	<b>764</b>
September 2012	38	45	165	36	265	67	15	231	146	<b>1008</b>
Change in Member No's	-6	-11	-22	-11	-53	-19	-3	-67	-52	<b>-244</b>
Percentage Change	-15.8%	-24.4%	-13.3%	-30.6%	-20.0%	-28.4%	-20.0%	-29.0%	-35.6%	<b>-24.2%</b>
<b>Membership Growth Across Grades</b>										
Member	-6	-5	-23	-8	-27	-15	-3	-24	-14	<b>-125</b>
Student	-2	-6	-1	-5	-30	-4	0	-47	-38	<b>-133</b>
Retired	2	0	2	2	4	0	0	4	0	<b>14</b>
<b>TOTAL</b>	<b>-6</b>	<b>-11</b>	<b>-22</b>	<b>-11</b>	<b>-53</b>	<b>-19</b>	<b>-3</b>	<b>-67</b>	<b>-52</b>	<b>-244</b>