

2013 NZILA REGISTRATION
FINAL WORK BOOK

DANBI PARK

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* This document is best suited in A3 landscape duplex print in colour.

00. PERSONAL STATEMENT

My name is Danbi Park and my family immigrated to New Zealand from Korea when I was 11 years old. A shift from highly populated urban city apartment in Korea to New Zealand's single storey house with a backyard and public parks just around the corner was a big change of lifestyle for me. The first couple of years in New Zealand, our family spent much of time travelling and exploring the country we've chosen to live and study. Most of our travel was in relation to New Zealand nature. The untouched, beautiful, and large scale of landscape has captured me. Because it was introduced to me at such an age, I was lucky enough to appreciate and realise its importance, especially how different it is when the natural elements are absent from people's lives which was my experience in Korea. Due to high population in Korea, you are not allowed to go in to grass lawn and public parks or reserves are not in walking distances.

Through the years of secondary school, my study areas were in design and fine art. It was when I applied to Victoria University of Wellington as design student. I was introduced to Landscape Architectue studies. The study of public spaces and incorporating the environment have made me realise what my design passion was and still is. Appreciate and care for the environment and influence people's lives through well designed public spaces and cityscape was the main driver for my landscape career.

Since graduation, I was fortunate enough to be in practice with some great public space projects. While working real projects in a private firm has made me question the bigger picture that has created such projects I was involved in. This was when I decided to study Masters in Urban design at Auckland University. I wanted to learn the bigger movement of cityscape and learn how those design movements have influenced our lives.

As a landscape architect with urban design knowledge, I want to keep developing my career in design of the public spaces while appreciating what is given to us from nature and influence people's lives.

01. EXECUTIVE SUMMARY

I have bachelor of design - landscape architecture from Victoria University of Wellington. Since graduating in 2007 I have been with the landscape architecture firm 'Isthmus group' for 7 years and my role has changed from graduate to intermediate position. Throughout the years I have been involved in various projects from streetscapes, pocket parks, storm water design and large public parks. From starting in a graduate position to graduating to an intermediate level in Isthmus Group, my work has moved from producing work with directions from seniors to medium responsibility of projects with partial directions under supervision. In recent years I have been more involved in projects from the beginning phase of the process and assigned to run some parts of the project. I have direct correspondence with clients, engineers and various other consultant teams in a QA role with associate or directors over viewing the process.

My mentor for NZILA registration is Sean Burke and we started the mentoring process in May 2012. The mentoring process has involved mainly discussions in core competency areas with relevant readings and referring to related projects I have been involved in. I have also had small group discussions with colleagues who passed the registration last year and attended the core competency workshops that the NZILA Auckland branch have organised.

My practice areas for NZILA registrations are:

- Major practice area 01 - [C] Landscape Design
- Major practice area 02 - [D] Contract Documentation & administration
- Minor practice area 01 - [A] Landscape planning & management

Landscape design

For landscape design, I have been involved in projects including street upgrades, design booklets, parks & reserves, storm water ponds and look out designs. I've worked on various projects from beginning phase of design packages and concept drawings from a provided brief. I've been involved in start up meetings with clients and my role has been to investigate and analyse sites with different information and also analyse information received from different professions such as engineers, surveyors, ecologists and architects, and provide different options of concept designs. I have been responsible for concept drawing packages such as graphic plans, section drawings and perspective views with 3D models and testing the design options with information such as relevant contour levels, view shafts and volumes. I've also created material palletes including different options of materials, furnitures or vegetations for client or local board meeting discussions. I've been attending presentations to local board representatives as a team member of the project and to public consultations in an observation role. My role has also included developing the concept designs to detail design phase with identifying the issues and providing design solutions to a more detailed level under supervision from an associate QA the detail drawings. I've also created preliminary cost estimates and drafting specifications for early tender process of projects.

Contract documentation & administration

For contract documentation and administration I have been involved in project including street upgrades, pocket parks, parks & reserves and storm water ponds. I've been involved in various projects from tendering phases to completion of implementations. I've attended tender negotiation meetings and pre start meetings and have also attended regular site progress meetings in an assistant engineer's representative role or observation role as landscape architect to project. I have been responsible for detail drawings with engineers, associates QA review of details for resource consents and building consents and completion of the construction packages including schedule of quantities and set up of the specifications once the consents were granted. I was responsible for a couple of project management roles under an associate overlooking the process. I've attended fortnightly progress meetings and resolved issues and problems created on implementation phase. My role has also included to identify the solutions or appropriate options and QA or discuss with associate LA for confirmation and issue the site instructions directing the changes with amended plans, details, schedules or other relevant informations when required. I also dealt with receiving payment bills and produced payment certificates and went on the final walkover and reported the conditions to an associate for the certificate of practical completion.

Landscape planning & management

As a minor project area, my involvement of landscape planning and management relevant project is public open space development with storm water ponds designs for which I have worked on the Totara Creek open space project. I was involved in the master planning phase with storm water engineers incorporating ponds with overall open space. My role was to process context of the site and overlaying different layers of existing elements such as identifying the different width of riparian margins, green corridors, public transport and statutory frameworks to illustrate the constraints and opportunities. As minor practice areas are to be aware of concepts and principles, I've done further studies on the process of the plan change 15 and relevant statutory documents regarding the project area.

Core competencies

For core competencies, I have been meeting my mentor every fortnight and had around 18 sessions to date. The sessions include discussions on readings in relation to elements listed in the NZILA workbook. The reading materials are mainly from the suggested resources such as NZILA Charter, IFLA code of ethics and work books like 'understanding NZS 3910 conditions of contract' and some in-house presentations regarding RMA and other standard documents. The milestone checklist has been followed and signed by mentor at end of every session. I have also attended two workshops organised by NZILA - Auckland branch. Contract documentation and NZ law. Those two sessions has been helpful to my understanding in core competency areas.

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10. CONTRACT & ADMIN.

11. LANDSCAPE PLANNING

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INTERMEDIATE ROLE DESCRIPTION & ISTHMUS GROUP STRUCTURE

After graduating from university I was employed by Isthmus Group as a graduate landscape architect in November 2006. I was employed for two years full time as a graduate landscape architect and part time for two years while I studied for my Masters in Urban Design at Auckland University. Once I had achieved this I was back in full time employment and was promoted to intermediate landscape architect from November 2010.

As a graduate landscape architect I was producing plans and visualisation documents for assessment reports and environment court hearings. I was also involved in a production teams of large public park developments and streetscapes upgrades and was mainly responsible for graphic production and detail drawing.

Once promoted to intermediate I was able to be involved in projects and have experience through beginning phases to implementation phases of projects such as writing a draft offer of service and fee proposal to concept design, details, etc. Seeing the completion of projects has developed my understanding of the landscape architecture work process. Being involved in a project team throughout the whole process has created opportunities for me to directly correspond with clients and consultants and attend regular meetings. The relationship with clients and consultant has built more confidence in myself and helped develop good working relationships with them. As intermediate landscape architect I'm involved in design workshops and responsible for developing the concept designs to detail and construction drawing documents. I give briefs to graduate landscape architects in production works when required and review the construction detail packages from graduate landscape architects under the supervision of an associate.

I am also part of the Isthmus Group Urban Design team which involves workshops and discussions. I use my urban design knowledge in projects that I am working on. The continuous professional development in urban design is carried out through urban design forum conferences and regular public lecture/ seminars held by the Auckland council urban design department and architecture & planning department of University of Auckland.

With good learning opportunities from my intermediate role, my next goal is to be a senior landscape architect and be responsible for project leads and deliveries. Becoming a registered landscape architect will give assurance in my ability to take up the next challenge and more confidence and competency in my professional work.

ISTHMUS GROUP OFFICE STRUCTURE

- CEO
- Directors
- Associates landscape Architect
- Senior Landscape Architect
- Intermediate Landscape Architect**
- Graduate Landscape Architect

03.CURRICULUM VITAE

Contact

danbi.park@isthmus.co.nz
Isthmus
43 Sale Street
Freemans Bay
PO Box 90 366
Auckland
+64 9 309 7285

Qualifications

Bachelor of Design - Landscape Architecture,
Victoria University, New Zealand 2006

Master of Urban Design

Auckland University, New Zealand 2011
Graduate Member of the New Zealand Institute of Landscape Architects

Awards

2008 NZILA MERIT AWARD - Student Design
NZILA Resene Pride of Place Landscape Award

2006 Outstanding Landscape Architecture Student
Victoria University of Wellington Landscape Architecture Award

Employment history

Isthmus Group Ltd
Auckland, NZ
Graduate Landscape Architect , Nov 2006 - Sep 2010
Intermediate Landscape Architect, Sep 2010 - present

Reference

Sean Burke
Associate Landscape Architect
ddi: +64 9 302 8320
sean.burke@isthmus.co.nz

Roles and responsibilities

Client liaison
Concept design
Concept modelling (in 3D computer programme)
Construction documentation production
Consultant liaison / collaboration
Context plan & site analysing studies
Contract documentation production
Detailed design
Graphic design
Site observation
Tender documentation and expression of interest production

Skills

3D modelling
CAD drafting
Concept design
Construction documentation
Detail design

Computer programs

3D Max
AutoCAD
Indesign
Microsoft Excel
Microsoft Word
Photoshop
Sketch Up
Vector Works

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Totara Creek Openspace 2010-Ongoing

Budget: \$
Isthmus project team: 3
Collaborators: Storm water engineers, Structure Engineer, Ecologist
Large open space with streams and number of treatment ponds in Massey North Town centre development plan. Large area of green field with riparian planting corridor with existing stream and deal with existing pond and proposed ponds with incorporating various public spaces with different point of recreation/ interest. Site analysis and concept booklet, Master Plan.

My role - Refer pg 24 & 30



Takapuna material Palette 2010

Budget: \$
Isthmus project team: 3
Collaborators:
Assessing the revitalisation options for Takapuna town street upgrade with various materials and design options and produce document set as guide line documentation for North Shore City Council. Produce standard construction detail drawing for the document.

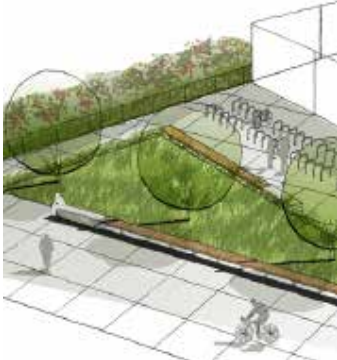
- My role
- Develop design team member
 - Responsible for standard detail drawings
 - Responsible for detail drawing package production



Onehunga Foreshore Restoration 2011-Ongoing

Budget: \$
Isthmus project team: 7
Collaborators: Engineers
Part of design team for design build project tasked with the restoration of the Onehunga Foreshore adjacent to SH20. The design build consortium was the successful contractor arising out of a lengthy procurement phase requiring upfront concept design for approximately 6.5ha of parklands and beaches and a landmark pedestrian and cycle bridge over the existing motorway.

- My role**
- Develop design team member
 - Responsible for develop design package production
 - Responsible for detail package for headlands under supervision
 - Responsible for master plan, planting plan & plant schedule production
 - Responsible for collaboration with an engineer regarding headland contour study under supervision
 - Responsible for detail design for standard hard works and planting under supervision
 - Responsible for detail design package production



Hobsonville Schools PPP 2011-Ongoing

Budget: \$
Isthmus project team: 3
Collaborators: Architects, Engineers
Part of design team for Hobsonville Schools PPP. New Zealand's first Public Private Partnership with the Ministry of Education. Participated on producing masterplanning, design and construction documentation drawings.

- My role**
- Responsible for tender package production
 - Responsible for collection of project information (contact architects, surveyor on site info)
 - Responsible for concept design package production
 - Responsible for planting design, plant species and cost estimate
 - Responsible for planting plan detail package including schedule
 - Responsible for construction package production
 - Responsible for uploading files to online shared system (I am point of contact for Isthmus with other consultants)
 - Point of contact to site implementation phase under supervision when PLA of the project was on leave.



Auckland Botanic Gardens Master plan Booklet 2010

Budget:

Isthmus project team: 4

Collaborators: Auckland Botanic Garden staff, consultant planner

Masterplan design guide for long term future of the gardens. The guide outlines the development process over the next 10 to 50 years allowing flexibility to accommodate evolving ideas while providing a fixed spatial framework for comprehensive development. Concept design in entrance areas 3D model & Visualisation images.

My role

- Responsible for master plan booklet production
- Responsible for context and site analysis plans
- Responsible for site investigation study production
- Responsible for graphic master plan production
- Responsible for concept design production
- Responsible for 3d modeling of design compounds
- Responsible for site levels study and contour study
- Responsible for booklet production



Achilles Point Memorial Reserve 2009 - 2010

Budget: \$

Isthmus project team: 6

Collaborators: Iwi group (Tangata Whenua), Civil engineering, RNZ Navy Lookout and war memorial open space at the eastern end of Tamaki Drive overlooking the Hauraki Gulf towards Rangitoto. The site captures the rich history of Maori and later naval occupation of the site. Resource Consent Detail Set, Construction Detail Set, 3D model & Visualisation images.

My role

- Develop design team member
- Responsible for producing 3D model of site for levels study
- Responsible for designing handrails of site
- Responsible for correspondence with Engineers about handrail detail
- Responsible for detail design under supervision
- Responsible for detail design package production
- Responsible for contract documentation package including schedule of quantities under supervision



Sylvia Park Cycleway, Auckland 2008

Isthmus project team: 2

A greenway park system that provides a new link for the public to a series of reserves and beyond to Sylvia Park Shopping Center. Graphic visualisation for final outcome of design for community. Concept and detail drawings for construction and planting plans.

My role - Refer pg 26

Broadway, Newmarket, Auckland 2008

Budget: \$

Isthmus project team: 4

Collaborators: Urban designer, Artist, Engineers

Broadway Newmarket, a high quality streetscape development of over 800m length and one of Auckland's premier shopping districts. Resource Consent Drawings Construction Drawings.

My role

- Construction package delivery team member
- Responsible for standard detail drawings under supervision
- Responsible for detail package production
- Responsible for standard construction detail under supervision
- Responsible for construction detail production



Barry Curtis Park, Manukau 2007- 2009

Budget:\$

Isthmus project team: 4

Collaborators: Storm water engineer, civil engineer, architecture, planner
A premier park spanning 100 ha of riparian restoration, stormwater treatment ponds, festival lawn, playground, carparking, walkways and bridges. Concept drawing, detail, park contract administration and planting plans.

My role - Refer pg 32



05. PROJECT MATRIX

01.EXECUTIVE SUMMARY	Major Practice areas	Practice Area - C [Landscape Design] Practice Area - D [Contract Documentation]
02. ROLE DESCRIPTION	Minor Practice area	Practice Area - A [Landscape Planning & Management]
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	Milestone 1	Milestone 2	Milestone 3
Professionalism & Professional Development	Completed 31 July 2012 Discussion on reading materials	Completed 25 June 2013 Writing summary on suggested questions in relation with projects I'm involved in. Starting CPD chart from NZILA	[Schedule to complete milestone 3 by interview on November]
i) Professional ethics			
ii) Code of conduct			
iii) The NZILA Charter			
iv) CPD			
The legislative Context	Completed 28 August 2012 Discussion on reading materials	Completed 20 August 2013 Writing summary on suggested questions in relation with projects I've involved Summarise the related legislation in each headings	[Schedule to complete milestone 3 by interview on November]
i) Principles of NZ law, and Principles of law relating to land and property and Treaty of Waitangi			
ii) Laws relating to practice			
iii) The Planning system and planning and environmental policy			
iv) Construction contracts and the tender process			
v) Contract administration			
Com			
Practice Management	Completed 4 December 2012 Discussion on reading materials	Completed 20 August 2013 Writing summary on suggested questions in relation with projects I'm involved in.	[Schedule to complete milestone 3 by interview on November]
i) Professional duties and liabilities			
ii) Professional appointment			
iii) Client relationships and inter-professional relationships			
iv) Practice management			
v) Project management			

- Responsible for running of the project phase including client contact & QA role - Associate or Director in overview role
- ◐ Partial direction with medium level of responsibility and supervision
- Work as directed by senior

	Major Practice Area - C Landscape Design					Major Practice Area - D Contract Documentation & Administration		Minor Practice Area - A Landscape Planning & Management	
	i) Pre-Design Skills	ii) Site Planning & Concept Design	iii) Developed Design	iv) Preliminary Cost Estimates	v) Collaboration Skills	i) Prepare Contract Documents	ii) Administer Contracts	i) Broad-scale Land-use Planning	ii) Landscape Management studies
Onehunga Reserve Footpath Renewal 2013 - ongoing			●	●	●				
Totara Creek Pond 2,3,6,7 Planting Contract 2011 - ongoing	●	●	●	●	●	●	●		
Oratia Village 2013 - ongoing					○				
Hobsonville PPP 2012 - ongoing			○			○			
Onehunga Foreshore 2011 - ongoing					○				
Totara Creek - Sakaria Edge Design 2012 - ongoing	●	●	●	●	●	●			
Totara Creek - Pond Construction 4-7 2011 - ongoing	●	●	●	●	◐				
Totara Creek - Pond Construction 2-3 2010 - ongoing	○	◐	◐	◐	◐	●	◐	◐	◐
Highbrook 2010 - 2011							○		
Auckland Botanic Garden 2010		○	◐					○	○
Barry Curtis Park - Skate Park 2010						◐			
Achilles Point Memorial Reserve 2009 - 2010			◐			◐			
Barry Curtis Park - D1A Stormwater Pond 2009	◐	●	●	◐	●	●	●		
Barry Curtis Park - JWP Promenade 2007 - 2009			◐	○		●	◐		
Sylvia Park Cycle Way 2008		◐	◐		○	●			
Broadway Newmarket 2008						◐			
Livable Streets 2008	○	○	◐						
LDS Sunset Rd 2008	◐	◐	◐			◐			
LDS Lunn Ave 2008	○	○	◐			◐			
Waiuku Town Centre 2007		○	○			○			

06. PROFESSIONALISM & PROFESSIONAL DEVELOPMENT

01. EXECUTIVE SUMMARY	Questions	Summary
02. ROLE DESCRIPTION	How does belonging to a professional organisation help you as a landscape architect?	<ul style="list-style-type: none"> It provide support to a practicing landscape architect. It protects and avoids the degradation of landscape architecture ethics and principles relating to landscape architecture and professionalism. It represents and develops the reputation of landscape architecture to other professions, government departments and the public. It strengthens our professional ability through research and published documentations. Networking within NZ and with overseas practising landscape architects. (eg. IFLA) <p>Reference IFLA Code of Ethics NZILA code of conduct NZILA - The Aotearoa - New Zealand Landscape Charter</p>
03. CV	What does the NZILA statement of philosophy mean to you as a practicing landscape architect?	<ul style="list-style-type: none"> I think about the effects that my landscape architecture work will create in both physical and cultural values of project and it's surrounding. I use my knowledge and understanding to protect or improve the quality of natural resources and human values.
04. PROJECTS	What do you think is the role of the NZILA?	<ul style="list-style-type: none"> To set guidelines and standards for quality assurance in landscape architecture practice. To manage and guide the professional ethics and principles of landscape architecture. To represent and promote the interest of landscape architecture professions on the issues that may come up. (eg. submitting our views to the media or government registrations such as RMA registration or unitary plan changes) To support and promote landscape architecture to education institutions (universities) and to the public. To support and promote landscape architecture related research and academic publications. To support members. (from student members to practitioners)
05. PROJECT MATRIX	What do you think is the difference between a landscape architect and a landscape designer?	<ul style="list-style-type: none"> In New Zealand the 'Landscape Architect' is not a protected term and does not have any legal differences with 'Landscape Designer' but the scope of a landscape architect's work can be broader and more complex than landscape design work. Landscape architecture work includes landscape planning and policy work and collaboration with other professions. Being a 'Registered Landscape Architect' from NZILA is one way of recognising the course of study and experience in the profession.
CORE COMPETENCY	What is the difference between a landscape advocate and an expert witness?	<ul style="list-style-type: none"> A landscape architect in an environment court cannot be a landscape advocate and can only be an expert witness to the matter discussed. The expert witness needs to be fair and give correct and full information to the court. An expert witness should prioritise the court's interest over the client and be impartial and without any personal opinions. <p>Reference Expert witness (Alan Brickers-AAMINZ 2007)</p>
06. PROFESSIONALISM	Have your ethics been challenged by a job/consultant/ or by a client? What was the scenario and how did you respond?	<p>----- Project</p> <ul style="list-style-type: none"> One of the challenges I had was meeting with a client regarding the carpark edge design. My role was to design the edge of the carpark to suit an adjacent public street. The public street was in high use of pedestrian movement and the carpark edge needed to be pleasant and safe for the passing pedestrians and match the surrounding conditions. The client only showed their interest in private boundaries and suggested high fence and walls which degraded the street edge conditions. My design concept was to use plants and steps to lower the fence and walls to create softer edge design. However the client changed the designer and our team ended up not doing the project.
07. LEGISLATIVE CONTEXT	Have you ever had a situation where you have had to declare a conflict of interest?	<p>Office submission document</p> <ul style="list-style-type: none"> I've had no experience from the projects I've been involved with but there was one time in a production phase when creating submission documents I had to fill out the 'declare a conflict of interest form' as there were spouses of our team members in the company we were submitting the documents to.
08. PRACTICE MANAGEMENT	How would you use the NZILA Charter in you work?	<ul style="list-style-type: none"> I would use the principles and definitions as reference information for decision making in day to day practise. I would use as a guided framework of the landscape architecture profession to other appropriate parties (eg. architect, engineers and government departments) in landscape related issues. <p>Reference NZILA - The Aotearoa - New Zealand Landscape Charter</p>
PRACTICE AREA	What is the difference between Code of Ethics and the Charter?	<ul style="list-style-type: none"> Code of ethics are the philosophical aspects of being a professional landscape architect. It describes the values, principles and guidance to ethical standards towards society, clients, colleagues and other professions and environment. The charter is a list of guiding principles and values for those practising landscape architecture. It has clear definitions and reference information underpinning the philosophy of landscape architecture in NZ and sets guides to aspects of protection, planning, responsive design, sustainable management and maintenance of the landscape resource towards landscape in New Zealand. <p>Reference IFLA Code of Ethics NZILA - The Aotearoa - New Zealand Landscape Charter</p>
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How do you plan to continue your professional development once you become Registered?	<ul style="list-style-type: none"> My current CPD involves attending NZILA conferences, reading on landscape related articles and books and attending public lectures. As urban design is one of my strong areas of interest, am a member of NZ urban design forum and have been attending the urban design forum conference for the last couple of years. I'm intending to carry on the above process as my CPD and also planning to add more readings on projects and research papers. My CPD after registration will be recorded in the NZILA web base record sheet. My main topic of study for the first couple of years will be 'Allied professional activities - urban design'. It will be developed through public lectures, conferences and reading materials. (Refer CPD table - pg 36) <p style="text-align: right;">Reference (NZILA website) http://www.nzila.co.nz/membership-registration-cpd/continuing-professional-development.aspx</p>
Why is CPD important?	<ul style="list-style-type: none"> CPD is an important aspect of professionalism. It raises the bar of our professional skills and knowledge and introduces new ideas and challenges in ever changing environments.
Have you worked on any project that had community involvement? How important was their input?	<p>Oratia Village upgrade project</p> <ul style="list-style-type: none"> It went to community consultation workshop for upgrading the village as observation role. The community consultation started with an introduction to the brief and our context study plan and design suggestions. After introduction the community gathered in small groups each to a table which had been set for a different key aspect to the design (eg. history, culture, circulation). In rotation the community were asked to add their thoughts and ideas to each key principle. The community consultation was important because it started the community engagement to the project to ensure they have more ownership to the development. <p>Onehunga footpath renewal project</p> <ul style="list-style-type: none"> I went to local board representative's meeting as landscape architect in project team. Project Landscape architect presented the concept plan and section drawings to the local board representative members. They liked the concept design and asked questions about grading, stages of work, access ways and plant sizes in regard to viewshaft. Their input was important because they are representing the local people who will be affected by the changes. The asked questions were from understanding the site and our design. We incorporated the comments and reviewed our design and updated the design for better results. <p>Onehunga foreshore restoration project</p> <ul style="list-style-type: none"> I am a team member to this project, but has not been to any of the consultation meetings below, but because the results from the meeting have influenced the project and I was able to understand the importance of community involvement through this project. <ul style="list-style-type: none"> Public open day Meeting with key supporters (eg. local community) Meeting with key stakeholders (local board, sports group, community organisations) Meeting with iwi groups (Ngati Whatua, Te Kawerau a Maki and Te Waiohua) [Refer pg 17 for iwi group area maps]
What other professions have been involved in projects you have worked on? How important was their collaboration?	<p>Totara Creek Openspace project [Refer pg 24 & 30 for project description]</p> <ul style="list-style-type: none"> Stormwater Engineers <ul style="list-style-type: none"> The collaboration with the stormwater engineers was to design the stormwater ponds to suit the open space. The engineers calculated the required volumes of ponds and I designed the shape of ponds and visual effects in relation to overall open space design. The collaboration was important because they calculated the water volumes not just the ponds, but the overall site water flow calculations and gave us water level information to design the ponds and related park structures and areas with suitable levels. (permanent water level, 10 year flood level and 100 year flood level) Structure Engineers <ul style="list-style-type: none"> When detailing the curved cribwall structures, due to it's unique form the collaboration with structure engineers were very important. I've detailed the structure from concept detail phase of drawing and modelling 3D in programmes with correct levels and construction knowledge. Then the engineer reviewed my details in terms of safety and functionality and suggested different size of footings, max / min height of structures and supporting materials. Once the final construction detail review was accepted by an engineer, the peer review form was issued for building consent documentation package. Ecologist <ul style="list-style-type: none"> The collaboration with ecologist was important to the project when specifying the plant species of the site. The ecologist reviewed our plant list and suggested alternatives plants or trees if they were not suitable in the area or unable to eco source them. It was important review for us to understand the stream conditions and choose our species for amenity values as well as protecting the eco system of the site and stream.

07. THE LEGISLATIVE CONTEXT

01. EXECUTIVE SUMMARY	Questions	Summary
02. ROLE DESCRIPTION	What pieces of legislation do you use as a landscape architect?	<ul style="list-style-type: none"> Land Law: Law related to land including the surface between two boundaries, the soil beneath, minerals, airspace and fixtures. Resource Management Act (1991) Local Government Act (2002) Reserves Act Conservation Act (1987) Building Act Historic Places Act Health & Safety District Planning for land use activities (and for Auckland 'Unitary Plan' in process) Treaty of Waitangi(1840) (Waitangi Tribunal 1975) <p>Reference Power point notes from Matt Watson's presentation on 'Basic of NZ Law' August 2013 http://www.legislation.govt.nz/</p>
03. CV	Which areas of your practice are influenced by which legislation?	<ul style="list-style-type: none"> General office <ul style="list-style-type: none"> Company law Employments act Industrial law Health & safety With clients <ul style="list-style-type: none"> Contract law Landscape project on design development <ul style="list-style-type: none"> RMA Local government act Reserves act Conservation act Historic places act District planning for land use activities Implementation <ul style="list-style-type: none"> Contract law Health & safety Land law,
04. PROJECTS	How do you think the Treaty of Waitangi is relevant to landscape architecture?	<ul style="list-style-type: none"> It is for equality of values to both Maori and Pakeha (non- Maori). It especially recognises the values of Maori guardianship and protection over the resources. The treaty also values the environments and cultures as an important aspects, as does in philosophy of landscape architecture. Maori culture values and sees the environment focusing on protection of natural resources as one of the important aspects in landscape architecture. The treaty strengthens the importance of recognising those values and creates balanced perspectives which help the direction of New Zealand for future generations. <p>[Refer study note in pg16 for Treaty of Waitangi]</p> <p>Reference www.pce.govt.nz NZILA - Landscape charter www.waitangitribunal.govt.nz</p>
05. PROJECT MATRIX		
CORE COMPETENCY		
06. PROFESSIONALISM		
07. LEGISLATIVE CONTEXT		
08. PRACTICE MANAGEMENT		
PRACTICE AREA		
09. LANDSCAPE DESIGN		
10. CONTRACT & ADMIN.		
11. LANDSCAPE PLANNING		
12. C P D		

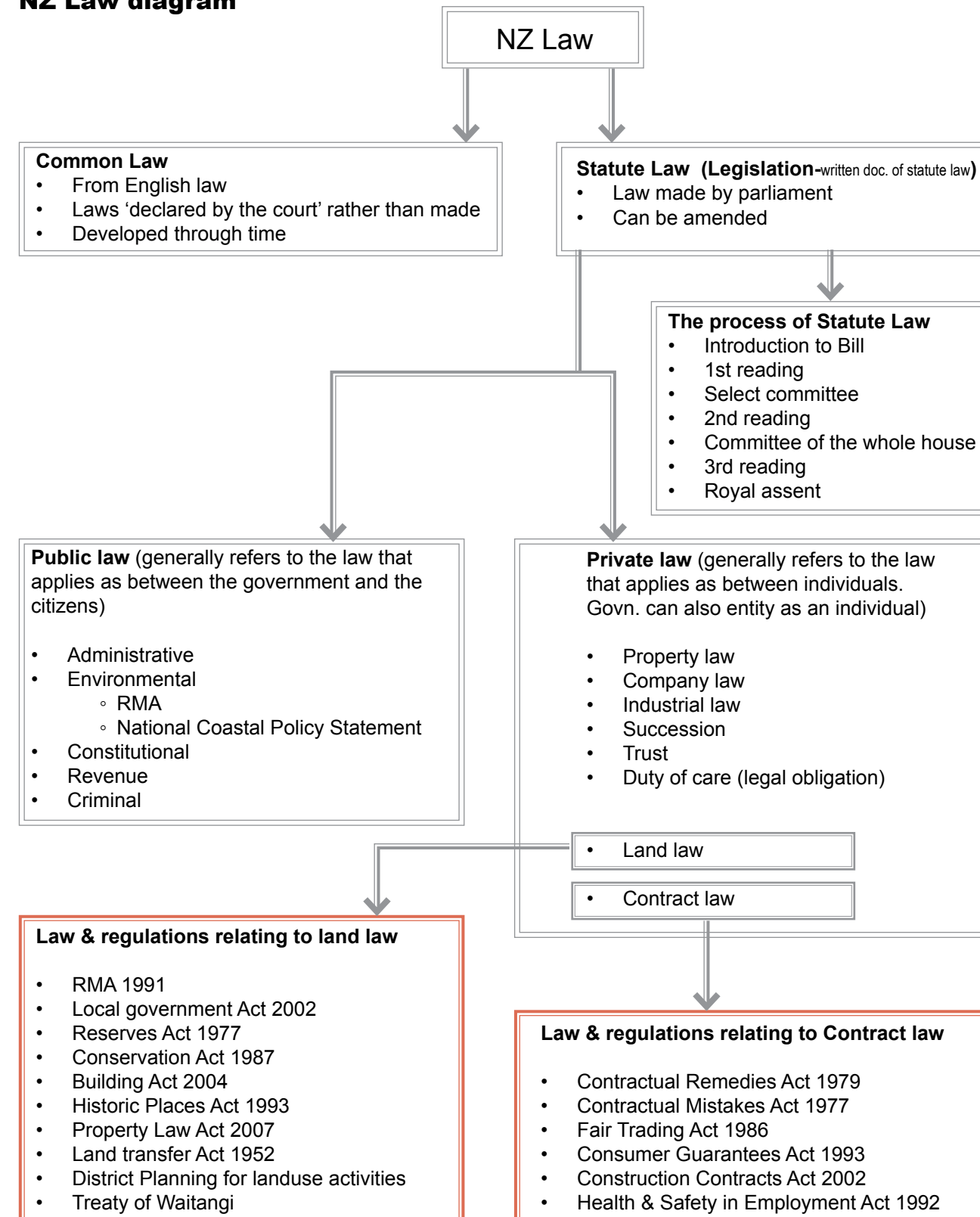
13. FEEDBACK

14. ACTIVITY & COMPLETION FORM

How do you plan to maintain awareness of legislative changes?	<ul style="list-style-type: none"> • Legislation websites (http://www.legislation.govt.nz/) • Resource Management Law Association website (http://www.rmla.org.nz/) • Local Government website (http://www.lgnz.co.nz/) • Local Government magazine - received through email • Site safe website (http://www.sitesafe.org.nz/) - received through email • Announcement from councils, • NZILA website (http://www.nzila.co.nz/) - received through email • Workplace announcement
When is a landscape architect responsible for Health & Safety on a site?	<ul style="list-style-type: none"> • When a landscape architect is Engineer to a contract, it is the landscape architect's responsibility to check the site safe procedures (toolbox meeting, emergency contact and incident reports) are met. • When a landscape architect is not Engineer to a contract, it is the landscape architect's responsibility to report the hazard to the Engineer when spotted. • Landscape architects on site should have current site safe passport and follow the procedures on site. • Anyone who sees the hazard on site first should alert and act for safety. (This includes the landscape architect)
How does this project relate to the statutory regulations?	<p>Totara Creek Openspace Project</p> <ul style="list-style-type: none"> • RMA <ul style="list-style-type: none"> ◦ Plan change 15 ◦ District plan change • Building act <ul style="list-style-type: none"> ◦ Building consent for Stormwater structures • Health & safety <ul style="list-style-type: none"> ◦ Contract administration • Contract law (incl. NZS 3910) <ul style="list-style-type: none"> ◦ Contract administration • Local government act <ul style="list-style-type: none"> ◦ Consultation with iwi group • Reserves act <ul style="list-style-type: none"> ◦ Riparian boundaries • District plan <ul style="list-style-type: none"> ◦ Resource consent for land use activities

THE LEGISLATIVE CONTEXT - Study notes

NZ Law diagram



Resource Management Act (1991)

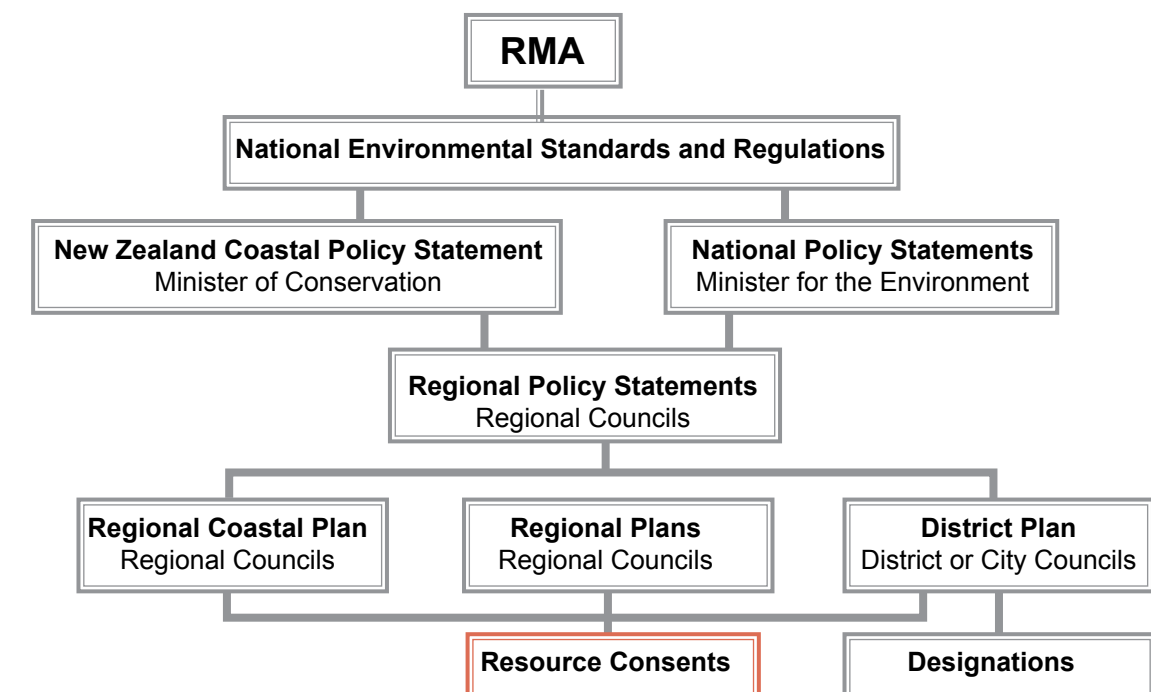
The RMA:

- Aims to protect the **environment** by regulating the **effects** of our use of resources on it.
- Is based on the idea of **sustainably managing** resources.
- Encourages public involvement in decisions about use of the environment.

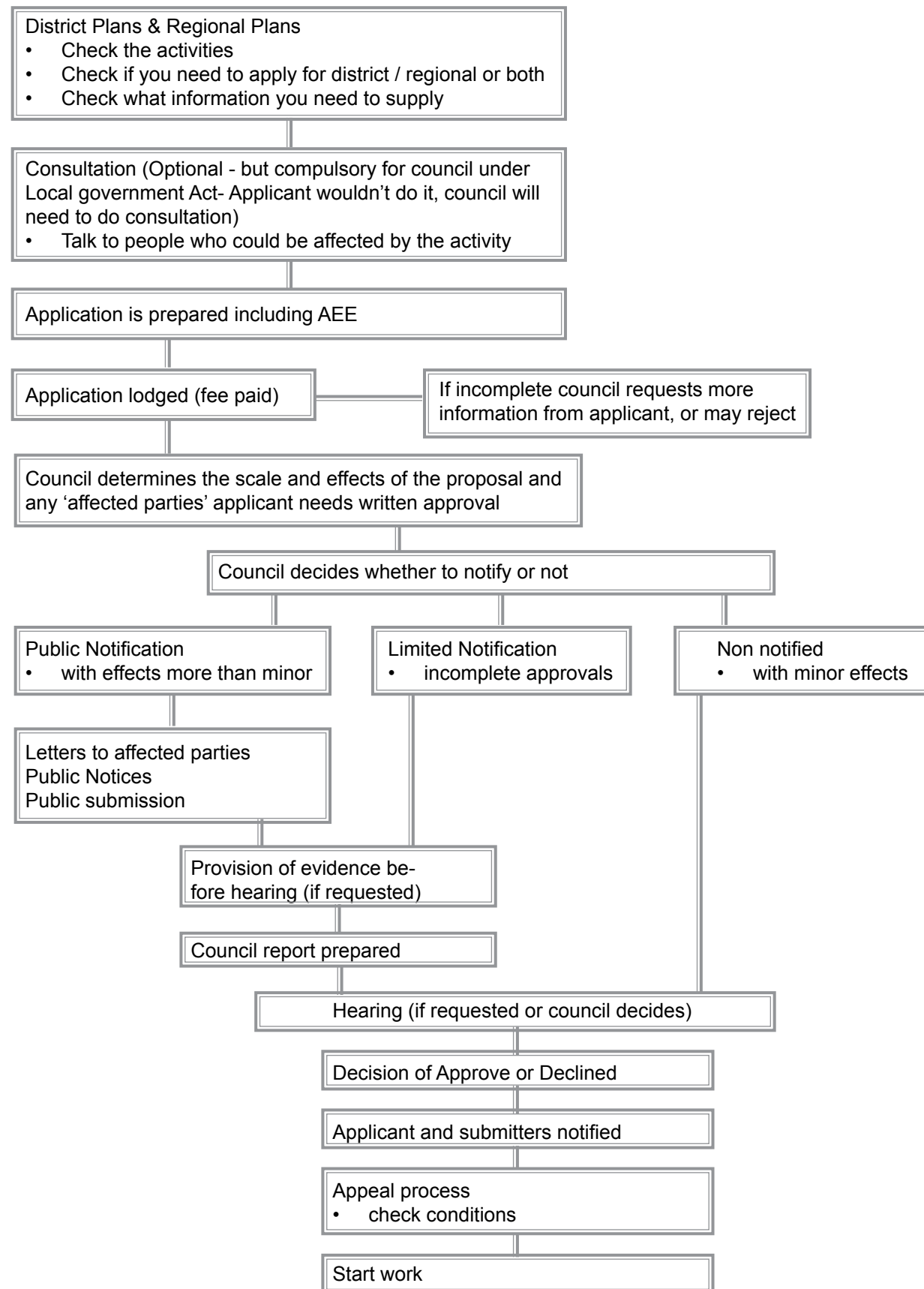
Reference
<http://www.mfe.govt.nz/publications/rma/everyday/>

- Environment
 - ecosystem (people & communities)
 - all natural & physical resources
 - amenity values
 - social, economic, aesthetic and cultural conditions that can affect above matters or affected by them)
- Effects
 - positive or adverse
 - temporary or permanent
 - past, present or future
 - cumulative (arises over time)
 - potential of high or low probability
- Sustainably managing
 - sustaining natural & physical resources to meet foreseeable needs for future generations
 - safeguard life supporting resources (air, water, soil & ecosystem)
 - avoid remedying or mitigating adverse effects or activities on the environment

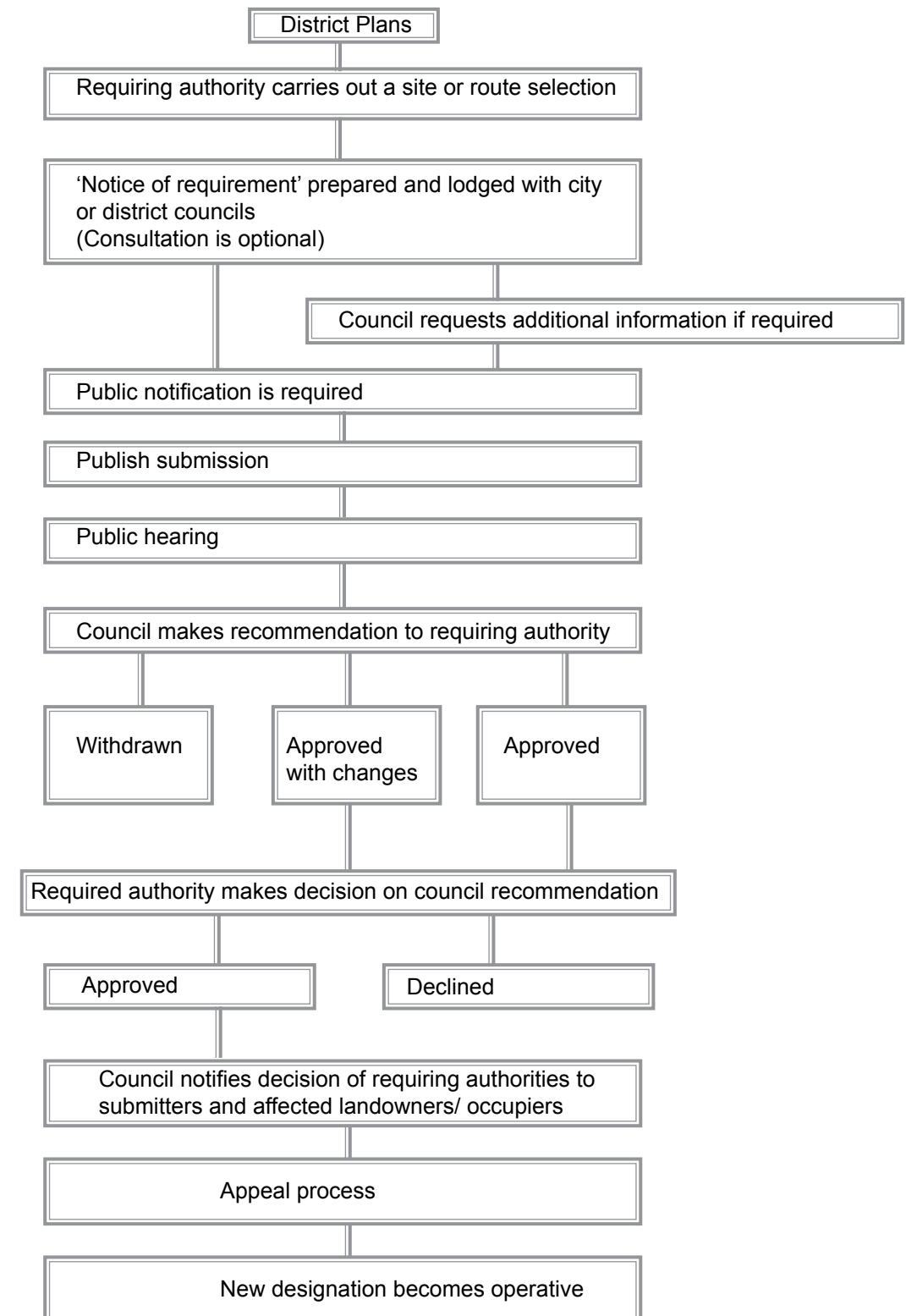
Reference
 Power point notes from Matt Watson's presentation on 'Basic of NZ Law' August 2013



The resource consent process



The designation process



THE LEGISLATIVE CONTEXT - Study notes

Treaty of Waitangi

Treaty of Waitangi was set in 1840 in partnership between the Crown and Maori. But due to translation, the meaning of each english and maori versions have been debated and discussed until now. The treaty of Waitangi itself is not a New Zealand law but it's principles are referred in number of statutes.

Examples of Acts with treaty principle clauses

- 'Give Effect' - Conservation Act
- 'Take into account' - Resource Management Act, Hazardous Substances & New Organism Act
- 'Have regard' - Crown Minerals Act
- 'Recognise' - Historic Places Act

The first statute referring to the principles of Treaty of Waitangi was The Treaty of Waitangi Act 1975 and established the Waitangi Tribunal.

Waitangi Tribunal is commissioned to make recommendations on claims relate to principles of Treaty of Waitangi. The Tribunal can provide legal process but it can only make recommendations, but can process it's own research and not limited to provided evidences. The Tribunal have authority of determining the meaning of Treaty in both english and Maori.

Examples of some of Treaty of Waitangi principles proposed by the institutions such as Executive, Court of Appeal, Waitangi Tribunal and NZILA.

The Executive

- The government's right to govern
- The right of iwi to self management of their resources
- Redress for past grievances
- Equality, all New Zealanders are equal before the law
- Reasonable cooperation by both parties

The Court of Appeal includes

- A relationship of a fiduciary nature that reflects a partnership imposing the duty to act reasonably, honourably and in good faith
- The Government should make informed decisions
- The Crown should remedy past grievances
- Active protection of Maori interests by the Crown
- The Crown has the right to govern
- Maori retain rangatiratanga over their resources and taonga and have all the rights and privileges of citizenship

The Waitangi Tribunal principles include

- Partnership
- Fiduciary duties
- Reciprocity - being the cession of Maori sovereignty in exchange for the protection of rangatiratanga, leading to the duty to act reasonably, honourably and in good faith
- Mutual benefit leading to the duty to act reasonably, honourably and in good faith
- Redress for past grievances
- Equal status of the Treaty parties
- The Crown cannot evade its obligations by conferring its authority on another body
- Active protection of Maori interests by the Crown
- Options - the principle of choice
- The courtesy of early consultation

NZILA (five key principles relate to Landscape Architecture)

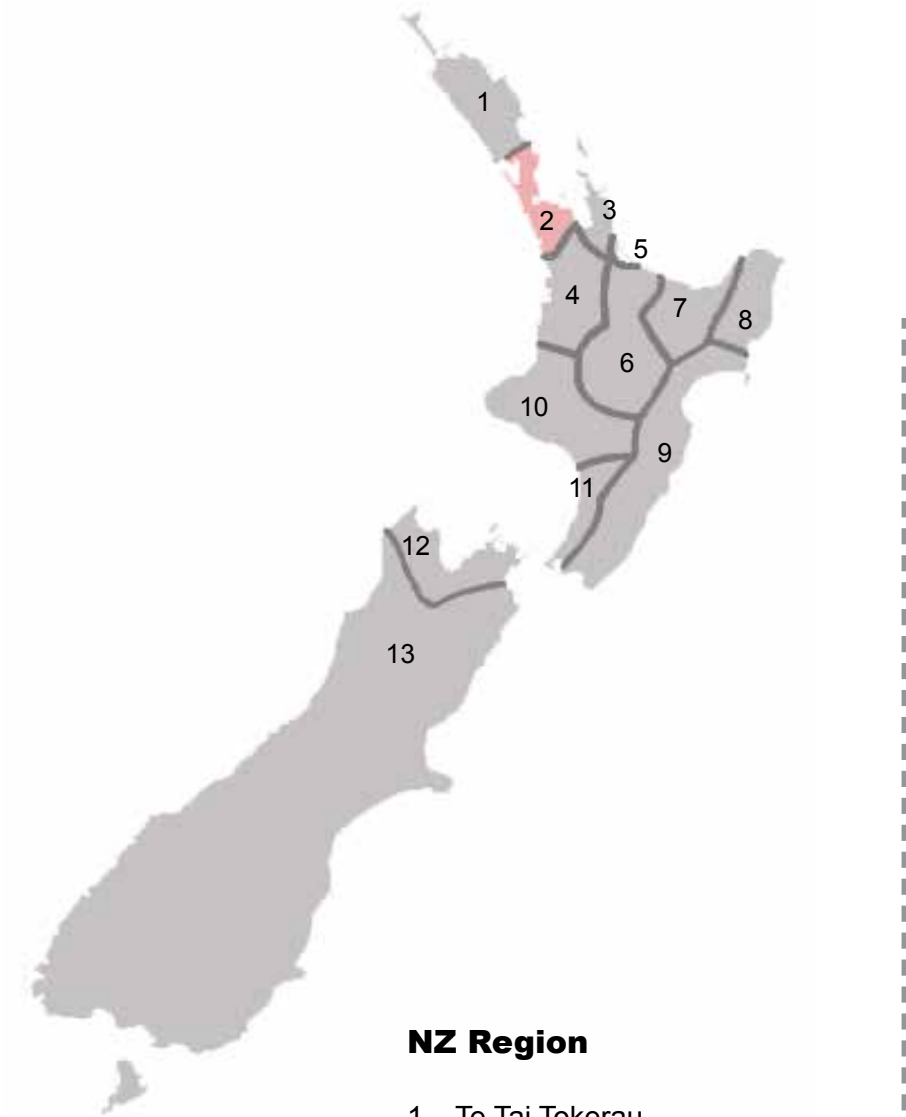
- The principle of government (the Kawanatanga principle)
- The principle of self - management (the Rangiratanga principle)
- The principle of equality
- The principle of reasonable cooperation
- The principle of redress

Maori values towards landscape

- NZILA (Maori values - Maori perspective on landscape)
- A direct ancestral relationship between human and non-human
- The relationship of Kaitiaki (elements of the natural world with responsibility to that world, capable of punishing transgressions against nature)
- Complex systems of social control through identification of actions as sacred or profane, which supports the management of scarce resources
- The concept of generosity and exchange to enable the gifting of valuable commodities, with an expectation of reciprocity
- The concepts of Kotahitanga (a commitment to a consensus approach to decision-making)
- The concept of Te Putahi (the connection of everything to everything else, a holistic world view, where all things are interrelated)
- The concept of Puta Noa, a commitment to do things correctly, in keeping with Tikanga (culture, custom, ethic, etiquette, fashion)

Reference
www.pce.govt.nz
NZILA - Landscape charter
www.waitangitribunal.govt.nz

Iwi groups [Onehunga Foreshore Project]



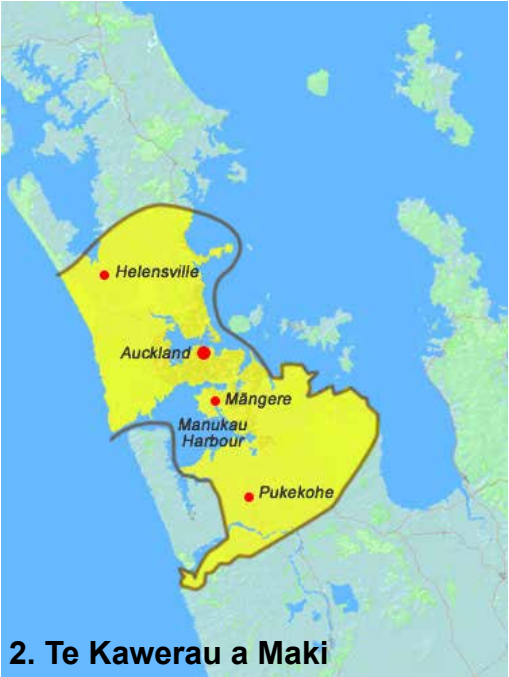
NZ Region

- 1. Te Tai Tokerau
- 2. Tamaki (Auckland region)
- 3. Hauraki
- 4. Tainui
- 5. Tauranga Moana
- 6. Te Arawa Waka
- 7. Mataatua
- 8. Te Tai Rawhiti
- 9. Takitimu
- 10. Hauauru
- 11. Te Moana O Raukawa
- 12. Te Tau Ihu
- 13. Waipounamu/ Rekohu

The iwi groups listed in Tamaki

- 1. Ngati Whatua
- 2. Te Kawerau a Maki
- 3. Ngati Tamaoho
- 4. Te Akitai Waiohua
- 5. Ngati Te Ata (map not yet available)
- 6. Ngati Rehua
- 7. Ngati Mnuhiri
- 8. Ngati Whatua o Kaipara
- 9. Ngati Whatua o Orakei
- 10. Ngati Maru (Hauraki)
- 11. Patukirikiri
- 12. Ngati Paoa
- 13. Ngai Tai (Hauraki)
- 14. Ngati Tamatera
- 15. Ngati Whanaunga
- 16. Waikato

Iwi groups involved in Onehunga Foreshore Restoration Project consultation.



Reference
<http://www.tkm.govt.nz/region/tamaki/>

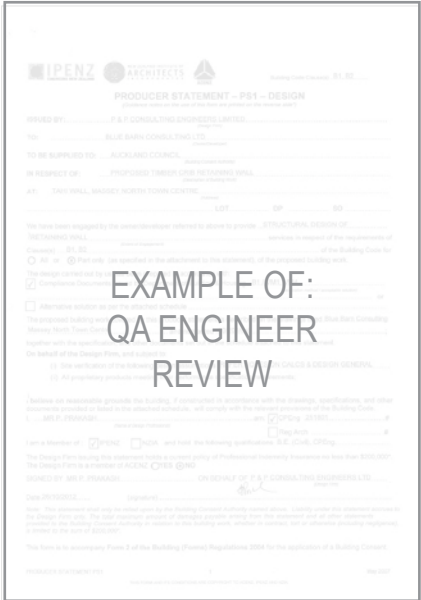
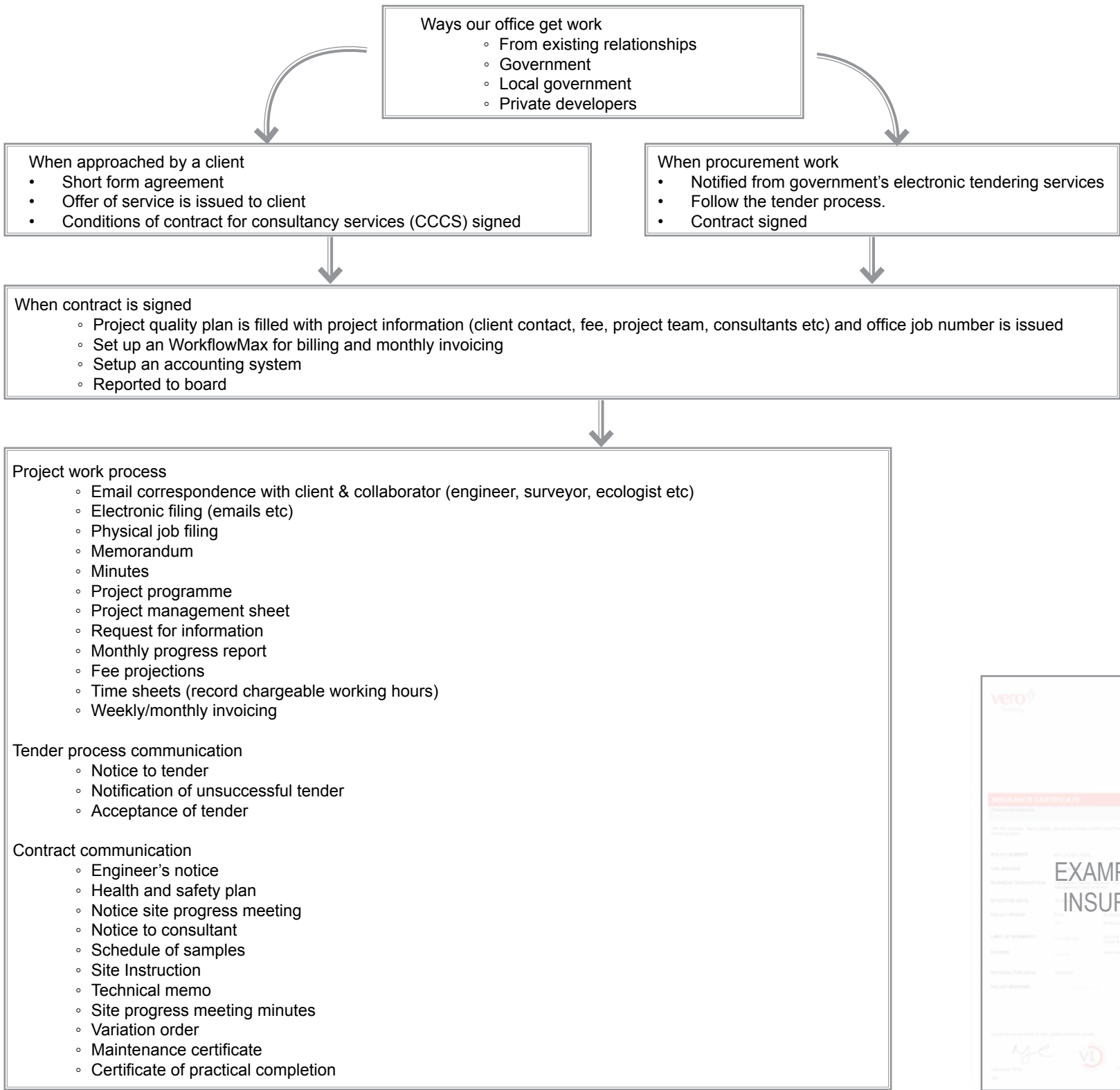
08. PRACTICE MANAGEMENT

01. EXECUTIVE SUMMARY	Questions	Summary
02. ROLE DESCRIPTION	What type of job management procedures does your office employ? and why do you think they are important?	<ul style="list-style-type: none"> Project sponsor (Director or Associate) <ul style="list-style-type: none"> Provides overview role on the project Sponsorship, project governance, client relationship, fee, sometimes writes the brief, QA Project LA (Associate or Senior LA) <ul style="list-style-type: none"> Responsible for project delivery Client correspondence, write brief, day to day job management, monthly invoicing, timesheets / workflowmaxallow PLA & sponsor to know how many hours spent on project on monthly bases, QA) Design & production team (Senior & Intermediate) <ul style="list-style-type: none"> Involved in design process and workshop with responsible for project production Production team (Intermediate & Graduate) <ul style="list-style-type: none"> Responsible for project production <p>Reference Isthmus - matrix of professional roles.doc</p>
03. CV		
04. PROJECTS		
05. PROJECT MATRIX		
CORE COMPETENCY	How do you think your job differs from one in public practice?	<ul style="list-style-type: none"> Public practice is more driven with public interest and political matters (local boards, government etc), where as private practice has a bias to client, fees and profit as well as public interest and sustainability and high standard design outcome. Private practice competitively bid for work, where as public practice can scope own projects and apply for funding. Public practice has more opportunity to propose policy & statutory objectives in broader scale of works (eg. Auckland unitary plan), where as private practice has less opportunities to be involved in broader scale projects. <p>Reference Discussion with landscape architect form council</p>
06. PROFESSIONALISM		
07. LEGISLATIVE CONTEXT		
08. PRACTICE MANAGEMENT	What is a landscape architect's role and limits as advisor to a client or contractor?	<ul style="list-style-type: none"> It is the Landscape Architect's role to know the limits and services of our profession when advising the client and to recommend to the client appropriate professions/ sub consultants when it's beyond our professional field. <p>Reference</p>
PRACTICE AREA	Do you know what kind of insurances are required for practice?	<ul style="list-style-type: none"> Professional Indemnity Insurance <ul style="list-style-type: none"> Insurance covers the practice on errors or omissions in professional service. It covers the defence costs and financial loss of the contract. Public Liability Insurance <ul style="list-style-type: none"> Insurance covers the legal liability for accidents in connection with our practice in contracted project. The accidents may occur to members of the public, visitors, trespassers, sub-contractors, etc. who may be physically injured or whose property may be damaged or both. <p>Reference (Professional Indemnity) http://www.veroliability.co.nz/dirvz/liability/liability.nsf/Content/Products_ProfessionalIndemnity_Policy (Public Liability) http://www.veroliability.co.nz/dirvz/liability/liability.nsf/Content/Products_PublicLiability_Policy</p>
09. LANDSCAPE DESIGN		
10. CONTRACT & ADMIN.		
11. LANDSCAPE PLANNING	What kind of quality management systems were used in this project?	<p>Totara Creek Openspace Project</p> <ul style="list-style-type: none"> Formal QA process <ul style="list-style-type: none"> Engineer's QA on details of structures (Engineer peer review 1 & 2 for building consent) Informal review process <ul style="list-style-type: none"> Internal office review by project associate Ecologist review on plant species
12. C P D		
13. FEEDBACK		
14. ACTIVITY & COMPLETION FORM	How was your time charge on this project?	<p>Totara Creek Openspace Project</p> <ul style="list-style-type: none"> Charged hourly. Other additional works were set aside for variation, but still calculated with hourly rate.

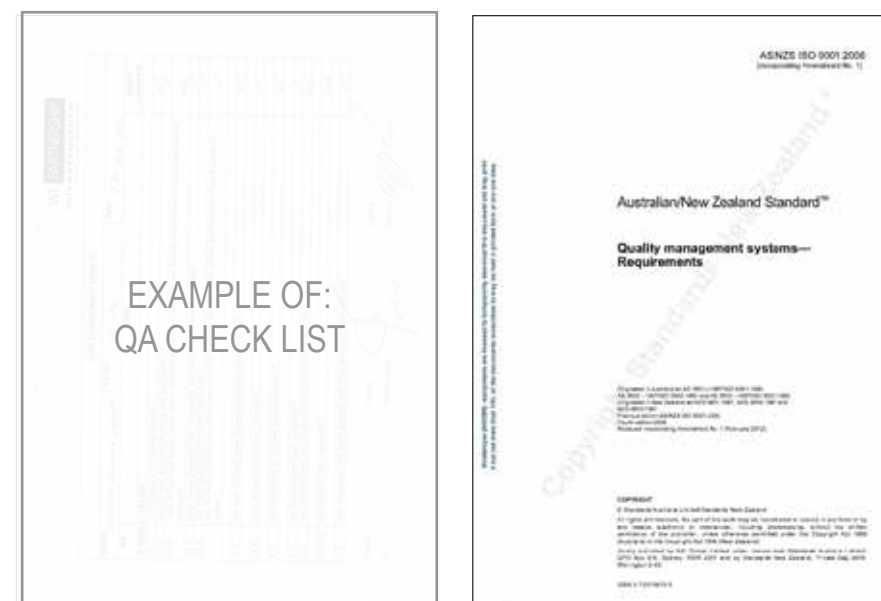
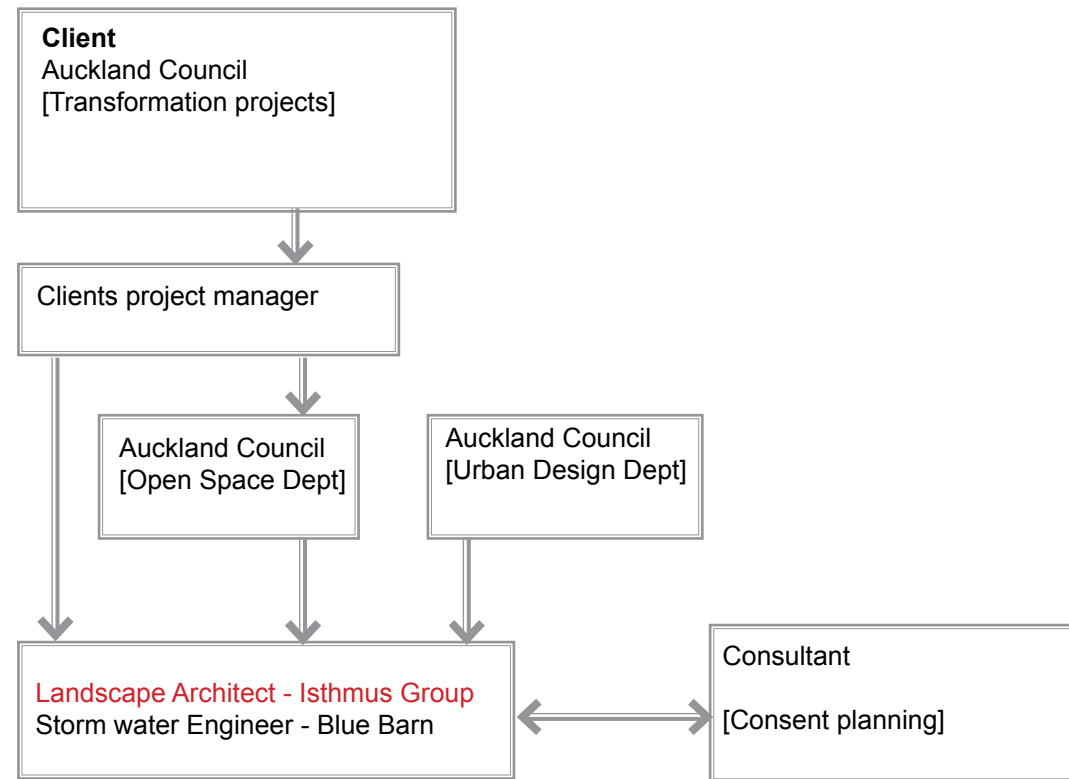
<p>What kind of written communication tools have you used and when?</p>	<p>Generally emails and PDF files are used for most of my communication tool. The email files are saved as both electric files and hard copies filed in job folder for records.</p> <ul style="list-style-type: none"> • Emails <ul style="list-style-type: none"> ◦ General discussions with client, consultants, product suppliers, project team, ◦ Setting meeting date/time, ◦ Confirmation on matter discussed ◦ Request information (site info, documents, files, clarification from clients, consultants, engineers) • Minutes <ul style="list-style-type: none"> ◦ Records of workshop, meetings with client, consultants • Offer of service [Neon Massey project] <ul style="list-style-type: none"> ◦ Scope of work regarding project brief and fee proposal. Issued to client under Director's QA of document • Project programme [Onehunga reserve footpath renewal project] <ul style="list-style-type: none"> ◦ Programme of work with critical date of meetings (with local board rep, iwi consultation and local board presentation and the process of work to meet the dates outlined for client) • Tender process communication [Barry Curtis Park project] <ul style="list-style-type: none"> ◦ Notice to tender / Acceptance of tender / Notification of unsuccessful tender (Project LA reviewed and issued under his name) • Contract communication <ul style="list-style-type: none"> ◦ Notice to consultant [Massey North town centre project] ◦ Schedule of samples [Totara Creek project] ◦ Site Instruction [Totara Creek project] ◦ Site progress meeting minutes [Totara Creek project] (I receive it from project manager and use the minutes to record and check-list for actions.)
<p>Can you describe your role and responsibilities in this project and the role of other colleagues/ professionals?</p>	<p>Totara Creek Openspace project - Storm water pond design</p> <ul style="list-style-type: none"> • My role (Refer to detailed project role description on pg. 24 & 30) <ul style="list-style-type: none"> ◦ Part of concept design team ◦ Responsible for detail, develop design & construction drawings ◦ Responsible for drawing packages production ◦ Attending meetings with consultants (client, engineers, ecologist) ◦ Attending Auckland Council Parks Dept. review & present the design ideas ◦ Responsible for liaison with client and consultants on requesting or issuing information • Colleagues role (Refer to Totara creek project team diagram on pg 21) <ul style="list-style-type: none"> ◦ Associate <ul style="list-style-type: none"> * Project manager in Totara creek open space project * Isthmus group project team leader * Liaison with clients & engineers in all process of project * QA all documentations issued from isthmus group * Attend community consultations * Review other profession's work in design perspective • Other professionals role (Refer to Totara creek project team diagram on pg21) <ul style="list-style-type: none"> ◦ Storm water engineer <ul style="list-style-type: none"> * Responsible for ponds final contour levels, water volumes, resource consent plans. * Responsible for pond construction documentation package * Responsible for consent documentation ◦ Ecologist <ul style="list-style-type: none"> * Responsible for tree removal and protection plan for Totara Creek Open Space Development * Responsible for review of plants & trees for the project * Responsible for stream edge riparian zone re-vegetation

PRACTICE MANAGEMENT - Study notes

Office procedures when project starts & general communication tools



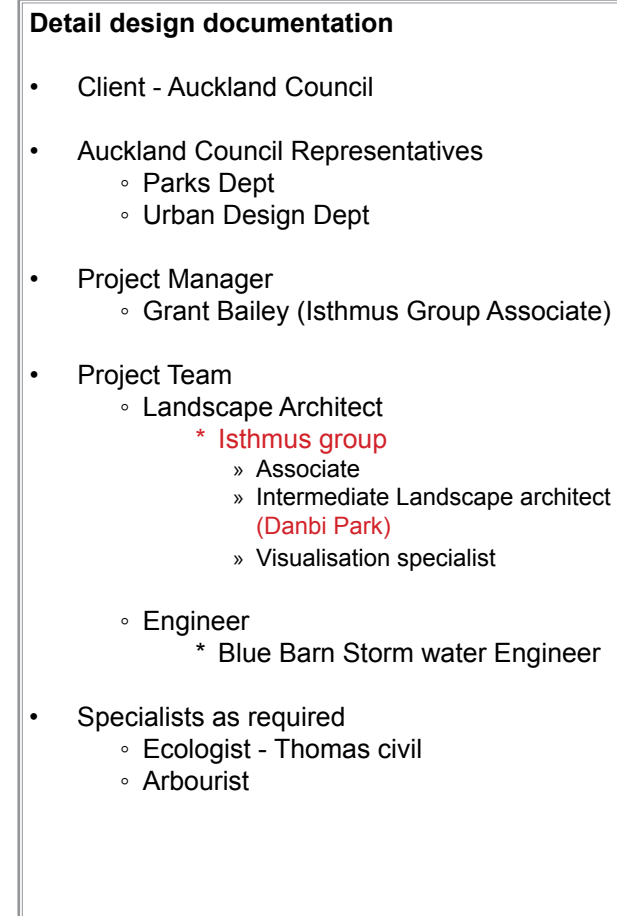
Totara creek open space project team structure



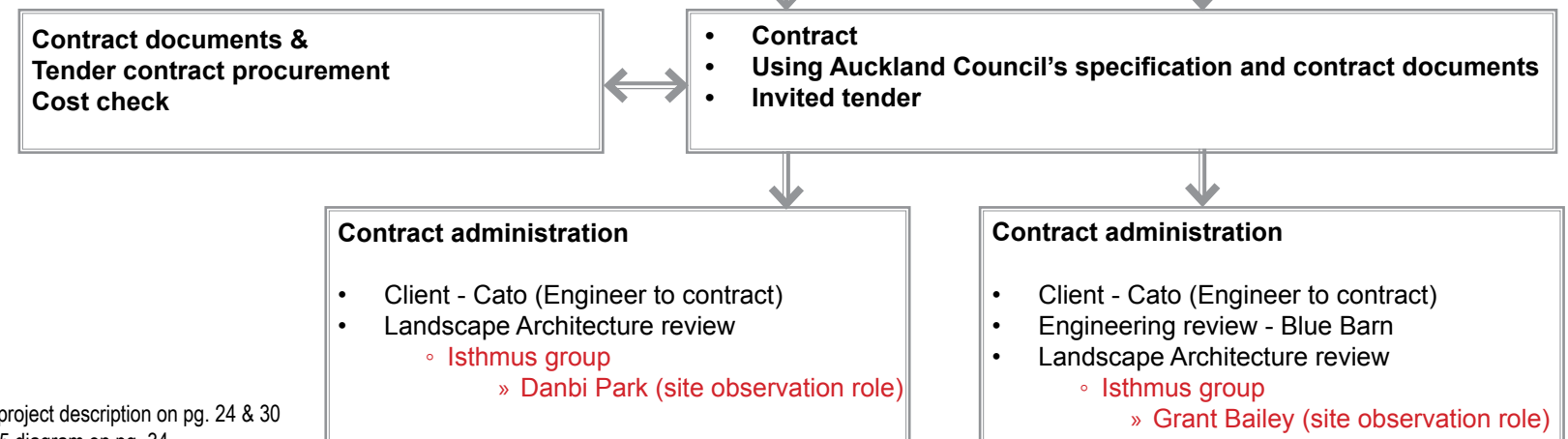
- Refer
- Totara Creek project description on pg. 24 & 30
 - Plan change15 diagram on pg. 34

Totara creek open space contracts

Open space



Storm water ponds



MAJOR

09. PRACTICE AREA - C [LANDSCAPE DESIGN]

01. EXECUTIVE SUMMARY

02. ROLE DESCRIPTION

03. CV

04. PROJECTS

05. PROJECT MATRIX

CORE COMPETENCY

06. PROFESSIONALISM

07. LEGISLATIVE CONTEXT

08. PRACTICE MANAGEMENT

PRACTICE AREA

09. LANDSCAPE DESIGN

10. CONTRACT & ADMIN.

11. LANDSCAPE PLANNING

12. C P D

13. FEEDBACK

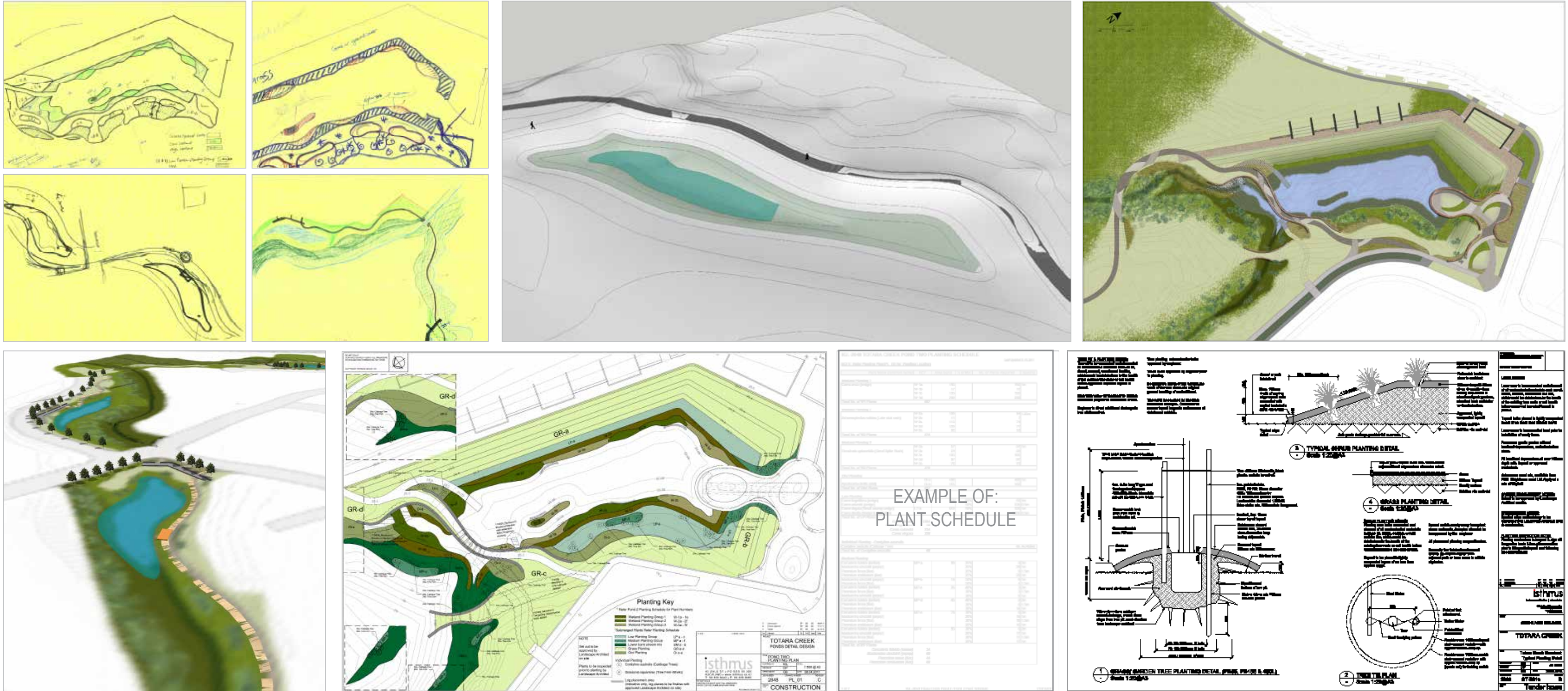
14. ACTIVITY & COMPLETION FORM

	<i>Evidence</i>	<i>Judgement</i>	<i>Relative Projects</i>
i) Pre-design skills	Documented evidence of interpreted design brief & other pre-design documentation	- Demonstrates understanding of the importance of the brief and scope of works. - Displays knowledge of pre-design preparation including surveys, site appraisals, requirement for sub-consultants to undertake specialist roles.	- Totara Creek Pond 2,3,6,7 Planting Contract - Totara Creek - Sakaria Edge Design - Totara Creek - Pond Construction 4-7
ii) Site Planning & Concept Design	Drawings illustrating site analysis, consideration of alternatives and preliminary concept design.	- Provides aims and objectives that are clear, competent and relevant - Displays the creativeness and constraints of the site, physical and cultural context and the requirements of the brief - Expresses ideas coherently and clearly	- Totara Creek Pond 2,3,6,7 Planting Contract - Totara Creek - Sakaria Edge Design - Totara Creek - Pond Construction 4-7 - Barry Curtis Park - D1A Storm water Pond
iii) Developed Design	Drawings illustrating progression from concept through to developed design for a single project	- Shows conceptual development and resolution at increasing levels of detail - Demonstrates ideas with well structured, logically presented and clearly expressed communication	- Totara Creek Pond 2,3,6,7 Planting Contract - Totara Creek - Sakaria Edge Design - Totara Creek - Pond Construction 4-7 - Barry Curtis Park - D1A Storm water Pond

<i>Questions</i>	<i>Summary</i>
How would you use a schedule of quantities throughout the life of a contract?	<ul style="list-style-type: none"> Get the preliminary estimate of the project. Use the figure to generate the budget. Checked against the figure when billing the work to the client Comparing the prices with tendered pricing
Can you describe an example of lateral thinking or innovative techniques in design or detailing a part of a project?	<p>Totara Creek Openspace project</p> <p>Totara Creek cribwall storm water inlet / outlet structures: - The design was to hide the pond outlet & inlet structures. It started from an idea of a large structure to creating a space which interlocks throughout the park, tells a story and strengthens the connectivity of the park.</p>
Can you explain your role in this project and what the brief was?	<p>Totara Creek Openspace project</p> <ul style="list-style-type: none"> The brief was to create an open-space of reserved council land in the Massey north development area due to plan change 15. The reserved areas are due to the stream edge riparian margins. The open space needed to incorporate 6 storm water ponds and identify the riparian planting areas and accommodate active and passive activities along with well connected pathways/ cycleways from the new town centre to and through the open-space. I have been involved from the very beginning of the project as there is myself and only one associate (visualisation specialist was not involved in design process of project) in the team for this project. My role is : <ul style="list-style-type: none"> Research, gather information about the site Analyse the site with related boundaries (district plans, riparian margins, public transport etc) and produce illustrative plans to show the relations. Workshop with an associate to develop the overall design in response to the elements found through the analyse phase and also incorporate received preliminary pond designs from the storm water engineers. Concept design workshop & producing 3D models of concept design for different ideas Producing concept plans and graphic plans and overall master plans with connectivity and use of space and identifying the riparian planting margins. Workshop on design elements, and concept design on storm water inlet/ outlet structures Producing 3D and illustration on the concept design of storm water elements and materials Producing detail design of pond (in collaboration with storm water engineers), pond edge space design and storm water structure details Develop design packages including schedules of the project Producing planting plans and details
Can you describe how your design relates to any theoretical construct?	<p>Totara Creek Openspace project</p> <p>It doesn't have any particular theoretical construct based, but the design of the park emphasizes the natural and cultural aspects of the landscape.</p>

Can you describe the key opportunities and constraints which led to your design responses?	Totara Creek Openspace project Large storm water ponds were the key opportunities but at the same time constraints in terms of its requirement to fit the volume of water, levels and spillway positions.
How does your design demonstrate appropriate development principles?	Totara Creek Openspace project One of the principles in design was the spatial enclosure and permeability. Use of elements and structure planting of low and tall species to create natural spaces with views between them created permeability and was also for safety reasons. Min 1.5m off set both side of all pathways (including secondary pathways) need to have low planting (less than 1m in height).
Can you describe the design process that you undertook to respond to the brief for this particular project? Through this process how did you engage with your client and/ or other professionals?	Totara Creek Openspace project When designing the storm water ponds, the volume of water was the critical requirement and we worked alongside Engineers to design the shape of the ponds. By understanding the contours and using 3D programmes to work out the volumes gave us more opportunities in pond design and we were able to relate to overall open-space designs and connectivity and circulations.
Are there any areas of your design where you would make improvements in retrospect? How would you evaluated your design?	Barry Curtis Park project - John Walker Promenade (separable portion) When detailing the promenade on my earlier days, the long fall grades and levels set out values been drawn in large gaps and that created a not so smooth transition of grade change, The kerb lines were not smooth and we were able to see the fold line. Since then I have been more careful checking the drawing when providing the levels and grades.
How did you approach specifying products and standards?	<ul style="list-style-type: none"> • Ask for product information when used in other projects within in our company • If the product is new and not been used in our company, contact the supplier and ask for sample (if available) or ask it has been used in Auckland area (if not, in NZ area) • Once products has been decided, request for product specification from the supplier • Edit the specification to suit the design and add/ removed notes to best carry out the product in standard that is required Barry Curtis Park project - John Walker Promenade (separable portion) <ul style="list-style-type: none"> • New gravel mix 'AGGROK' was suggested to be used in Barry Curtis Park project. The product information was received from project LA when aggregate products were being researched. • The product was only used in Christchurch areas at that time, we requested for sample and asked our colleagues in Christchurch to review the site and comment/ send photos to us. • When sample's received and approved for the project, we asked for product specification and installation notes • The installation notes and specifications have been edited to meet the design outcome (percentages on gravel mix). • Once completed the information was written on our specification.
How did you go about determining the costs for this project?	Neon Massey Housing project <ul style="list-style-type: none"> • Determining the project fee <ul style="list-style-type: none"> ◦ Fee proposal was divided into each stages that were required to deliver the work outlined in brief ◦ Concept design, develop design, meetings and disbursements were divided into columns to calculate hours required by the team members. ◦ Hours of project were multiplied with the rate of different team members to determine overall total Totara Creek Openspace project <ul style="list-style-type: none"> • Determining the project cost estimate <ul style="list-style-type: none"> ◦ Measure and value the projects in different categories <ul style="list-style-type: none"> * Earthworks, drainage, electricity, hardworks, furnitures, softworks etc and times the rate with the measurements.
How did you test your design?	Totara Creek Openspace project <ul style="list-style-type: none"> • Tested the cribwalll design through 3D model program Sketch Up with structure, shape and composition • Created the overall site in 3D model program Sketch Up and tested the view shafts in relations to contour levels • Request crib samples and built 1:1 scale model at office to test the detail, viewshaft, safety conditions (height, crib structure distance etc)

01. EXECUTIVE SUMMARY	<p>Detailed Project Description & Role - Totara Creek Open Space Project</p>
02. ROLE DESCRIPTION	<p>Client: Auckland Council</p> <p>Isthmus Project Team: Associate, Visualisation specialist, Intermediate LA (Danbi Park)</p> <p>Collaborators: Storm water engineers, Ecologist</p> <p>Area: 22ha</p> <p>budget: \$</p> <p>Project Duration: 2010 ongoing</p>
03. CV	
04. PROJECTS	
05. PROJECT MATRIX	<p>PROJECT BACKGROUND</p>
06. PROFESSIONALISM	<p>Auckland Council in association with Isthmus and Blue Barn on developed design of Totara Creek Open Space, a 22ha park adjacent to the proposed Massey North Town Centre. Auckland council set aside budget for the storm water design and engineering to accommodate the new town centre. working closely with the engineers and client isthmus have expanded the project to include significant biodiversity and amenity benefits within the budget. Isthmus produced the Masterplan in 2010 which includes provision of shared pathways, a playground, a skate park and open active grass areas.</p>
07. LEGISLATIVE CONTEXT	
08. PRACTICE MANAGEMENT	<p>TOTARA CREEK POND STRUCTURE DESIGN & PLANTING PLAN DESIGN</p>
09. LANDSCAPE DESIGN	<p>In the Totara Creek develop design booklet process, I was involved in analysing site specific surveys and process of different options of storm water ponds. I've been bouncing pond contour files with storm water engineers corresponding in interpreting our designs to their pond infrastructure. In this process I've used 3D programmes to calculate the volumes of ponds and try out different options of pond shapes and visual effects in relation to our overall open space design. Engineers managed the technical side of infrastructure such as inlets, outlets, pipe works and the volumes of each pond and their 100 year flood levels. The ability to try out design options while understanding technical conditions gave us more control of pond shapes and strength over the open space design.</p>
10. CONTRACT & ADMIN.	
11. LANDSCAPE PLANNING	<p>Once the designs were settled in develop design phase, the client lead at council has been changed from 'Storm water' to 'Parks' and Isthmus joined a new contract as lead designer of open space design. We still work in conjunction with the same storm water engineers but now the project is more design led and this is positive feedback from how design can be a strong driver when collaborated well with other disciplines.</p>
12. C P D	
13. FEEDBACK	<p>I've been involved in most of the design process and workshops. I wasn't the decision maker, but a lot of my design ideas have been incorporated. I've also produced contour plans with suitable grades for various pathways and levels and have been producing drawings of discussed designs and for workshop meetings. I've also produced planting plans for all of the storm water ponds including the plant schedule up to the riparian margin. The riparian planting area has been done by an ecologist who is the council's consultant for riparian restoration strategy.</p>
14. ACTIVITY & COMPLETION FORM	<p>My role</p> <ul style="list-style-type: none"> Totara Creek concept design booklet <ul style="list-style-type: none"> Responsible for proposal package production Responsible for collection of site information (contact engineers, surveyor on site info) Responsible for setup of the information data for concept design Involved in concept design workshop - participation on design ideas Attend meetings with consultants Responsible for concept design booklet site analyse study Responsible for concept design package production Totara Creek pond & open-space develop design <ul style="list-style-type: none"> Involved in develop design workshop Responsible for develop design under supervision Responsible for develop design package production Responsible for detail design under supervision Responsible for detail design package production Responsible for cost estimate in separable portion, hardworks & softworks under supervision Attended council's parks review panel Attended meeting with council's engineer Responsible for council's parks review presentation (when PLA was on leave) Correspondence with client Correspondence with consultants (engineers, ecologist)



02. ROLE DESCRIPTION

03. CV

04. PROJECTS

CORE
COMPETENCY

06. PROFESSIONALISM

07. LEGISLATIVE CONTEXT

08. PRACTICE MANAGEMENT

PRACTICE
AREA

- ## 09. LANDSCAPE DESIGN

10. CONTRACT & ADMIN.

11. LANDSCAPE PLANNING

12. CPD

13. FEEDBACK

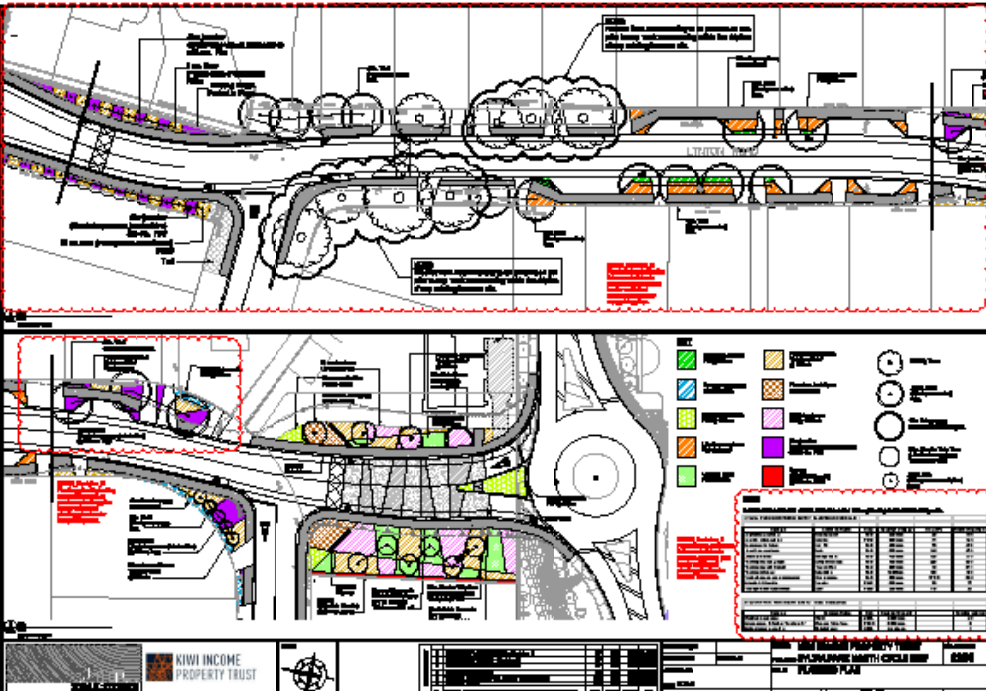
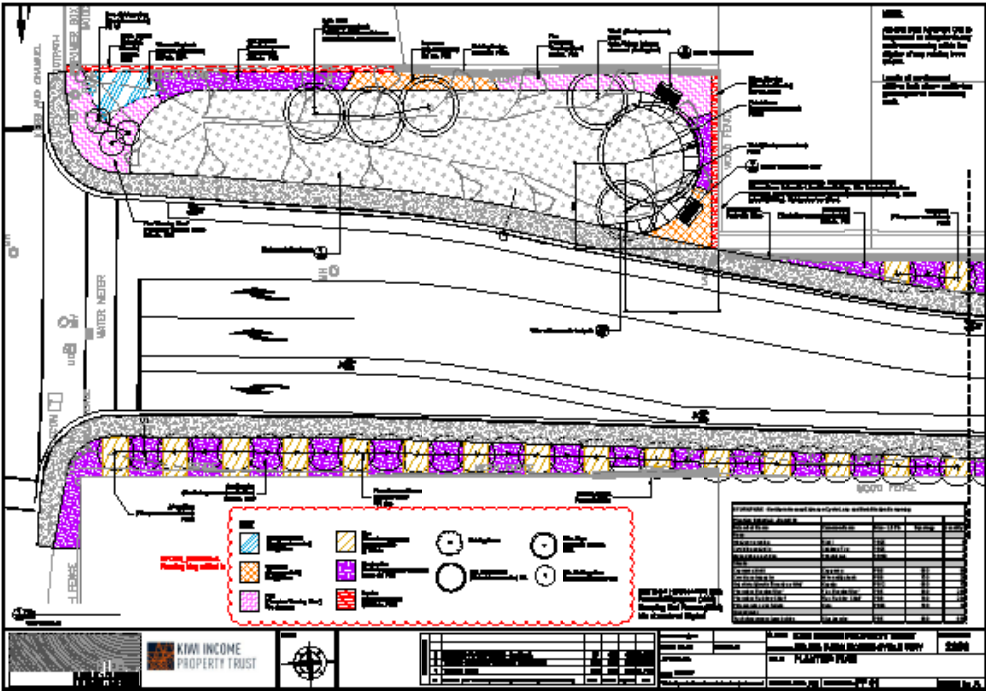
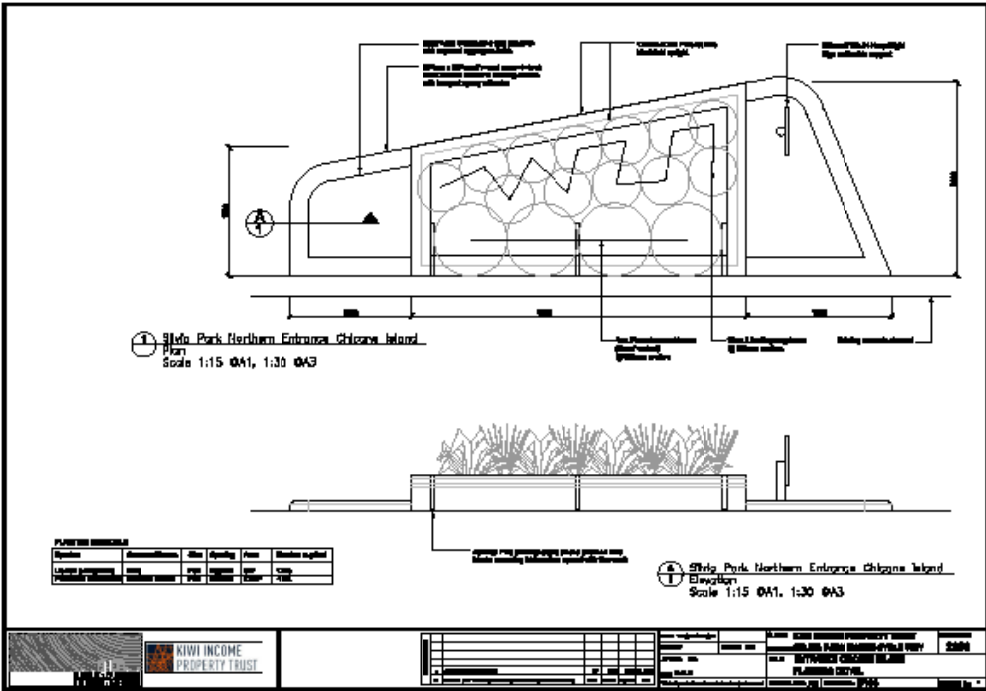
14. ACTIVITY &

14. ACTIVITY & COMPLETION FORM

FORM

EXAMPLE OF: PLANT SCHEDULE





MAJOR

10. PRACTICE AREA - D

[CONTRACT DOCUMENTATION & ADMINISTRATION]

01. EXECUTIVE SUMMARY

02. ROLE DESCRIPTION

03. CV

04. PROJECTS

05. PROJECT MATRIX

CORE COMPETENCY

06. PROFESSIONALISM

07. LEGISLATIVE CONTEXT

08. PRACTICE MANAGEMENT

PRACTICE AREA

09. LANDSCAPE DESIGN

10. CONTRACT & ADMIN.

11. LANDSCAPE PLANNING

12. C P D

13. FEEDBACK

14. ACTIVITY & COMPLETION FORM

	Evidence	Judgement	Relative Projects
i) Prepare Contract Documents	Conventional understanding and documents including consistency with legislation and NZ standards	<ul style="list-style-type: none"> - Shows understanding and application of the requirements for contract documentation, including: - A set of working drawings - A comprehensive set of specifications - A schedule of quantities 	Totara Creek Pond 2,3,6,7 Planting Contract Totara Creek - Pond Construction 2-3 Barry Curtis Park - D1A Storm water Pond Barry Curtis Park - JWP Promenade
ii) Administer Contracts	A set of documents for administering contracts including: <ul style="list-style-type: none"> - site inspection records - variation notices - payment schedules - certificate of completion 	<ul style="list-style-type: none"> - Clarity of documentation - Compliance with statutory requirements - Meets the responsibilities of the contract 	Totara Creek Pond 2,3,6,7 Planting Contract Barry Curtis Park - D1A Storm water Pond

Questions	Summary
What problems or challenges did you have to overcome in the duration of overseeing the particular project?	<p>Totara Creek pond construction - Planting & earthwork issues</p> <ul style="list-style-type: none"> • It was hard to manage such large number of plants and different species through out the ponds. Therefore I had to: <ul style="list-style-type: none"> ◦ Check the number, species and sizes of plants with our plant list and consignment notes from nursery. ◦ Setout of planting areas to be inspected and approved by landscape architect (myself) prior to planting. ◦ On completion of planting, check plant spacings, species and condition of plants. • Some of the earthwork areas had not been approved and I had to either hold the areas for next earthwork season or rework before planting. Managing the plants without holding up the time of planting contractors was difficult. Therefore I had to: <ul style="list-style-type: none"> ◦ Update the plans in short time frame with clear site instruction of how many plants and species were on hold. ◦ If there were plants already delivered on site, I had to produce site instruction to direct plants to other allocated areas. ◦ There was one incident where I found the earthwork different to the plan. I had to instruct not to plant in certain areas and direct other areas to be planted first and managed to have the earthworks fixed in time without hold up of the planting contract.
How would you describe the nature of relationship you have with contractors? Can you explain how you resolved a particular conflict with a contractor?	<p>Totara Creek pond construction - Communication issued</p> <p>As an observation role for this contract, communication with contractor was one of the conflict I experienced. There was one incident where I had a conversation with the contractor on site about some options to the planting change. I told the contractor to wait for the formal site instruction, but did not formally hold the planting in the area.</p> <p>Once I came back to office and talked about the issue with project Landscape Architect (associate who overlooks the project and QAs my instructions), I wrote the site instruction directing the change. Before issuing the site instruction I found out the planting contractor just proceeded the work and did not wait. I was not happy with the result, but as the planting contractor did the work as per planting plan and we did not issue the site instruction for hold on the area or changes of planting plan in time with no written record of my verbal instruction, we had to accept what was done. Since, I have been very careful of the conversation I have with contractor on site and always email what's discussed to Engineer to contract as a record. If it is urgent matter, I would make a written instruction on site and let Engineer know and follow up with site instruction on same day. Since all of the conversations and decisions were recorded in written form (including email) and instructions were only formally issued with site instruction there were less conflicts created and more clear communication was done in process.</p>
How did you manage the expectations of the client (principal) and contractor?	<p>Totara Creek pond construction</p> <p>Due to pukeko attack, one particular species got around 80% loss from what was planted. As pest control was not included in the contract, it was not planting contractors fault in the damaged plants. I think they should have notified me when the damage was first sighted before such damage was done, but as it was not written in contract it was a lesson learnt for the future works. Pukeko shooting was allowed on site, but the council, who were the client, did not want any of the pukeko's shot and preferred other options. We asked plant contractors to price the different options as variation, but as they did not want to have the liability on pukeko damage, they wanted more stronger but expensive options. One of the netting had pukeko protection guarantee written in it's condition and got accepted from client due to reasonable pricing and to contractor due to pukeko guarantee. I issued instruction to the contractors with the secure placement of netting and noted that any damages to the plants due to insecure netting was contractor's responsibility. Because of my communicated instructions, the nettings were very securely placed and the plants had good protection from pukeko. Both client and contractor were happy with the result and used the same protection throughout other pond areas.</p>

Questions	Summary
What should be contained in a set of contract documents in addition to drawings? (eg. specs, schedules of Quantities)	<div><div><ul style="list-style-type: none">Acceptance of tender and form of Contract AgreementCorrespondence during the tender period and prior to acceptanceThe contractor's tender documentConditions of tenderingConditions of contractConstruction detail drawings<ul style="list-style-type: none">PlansSectionsDetailsSilt control plan</div><div><ul style="list-style-type: none">Method of measure in bases of paymentSpecificationsSchedule of quantityConsents<ul style="list-style-type: none">Resource consentsBuilding consentsHealth and Safety procedureTraffic management planInsurance<ul style="list-style-type: none">Professional indemnity insurancePublic liability insurance</div></div> <div>Reference Guideline on the briefing & engagement for consulting engineering services (1st ed. 2004)</div>
Can you tell us about a particular challenge you faced with the management of the contract for this project and how you dealt with it. Is there anything that you learned from this project about contract management that you would do differently next time?	<div>Totara Creek pond construction<ul style="list-style-type: none">Site instruction was sent out to instruct pukeko protection nets over newly planted species. The description was not specific but to use the individual tube nets which were specified with certain products. The contractors placed the net loosely which were easily lifted up by pukeko and was therefore not protecting plants. I had to send another site instruction explaining how to place the tube nets and specify it in more detail. Luckily there was no major damage, but I've learned that site instructions need to be very specific and detailed and clear instructions given.</div>
Can you describe the process of taking a project from the tender stage to completion under NZS3910?	<div><div><ul style="list-style-type: none">Tender Process<ul style="list-style-type: none">Tender documentation uploaded for tenderersNotice to Tenderer (NTT) issued in processReceived tenders on set dateReview received tendersNegotiation with chosen tendererSend letter of acceptance of tenderSend letter of non-acceptance of tender</div><div><ul style="list-style-type: none">Contract Process<ul style="list-style-type: none">Formal agreementStart up meetingConstruction of contract workmonthly/ weekly meeting with minutes, variation claimsSite visits<ul style="list-style-type: none">Site instructions (SI)Payment<ul style="list-style-type: none">Certificate of paymentValuation of variation</div><div><ul style="list-style-type: none">Inspection when work is completedPractical completion<ul style="list-style-type: none">Issue PC certificatePartial release of retentionsDefect Liability period (varies)<ul style="list-style-type: none">average 6 month for hard scape and soft scape.Defect liability finishesFinal walkover of siteDefects liability certificate is issuedFull release of retentions plus final claim</div></div> <div>Reference Guideline on the briefing & engagement for consulting engineering services (1st ed. 2004)</div>
What legislation do you need to be aware of with respect to compliance in preparing contract documents? (eg. OSH, Standards NZ, Building Act, NZS3910, Local by laws, RMA, District Plan)	<div><ul style="list-style-type: none">Resource Management Act 1996 (and amendments)Building Act (1991)Health & Safety in Employment Amendment Act (2002)Arbitration Act (1996)Copywrite Act (1994)ACENZ/IPENZ 2000 Conditions of Contract for Consultancy Services (1st ed.)NZS 3910 (2003) Conditions of Contract for Building and Civil Engineering ConstructionNZS 4202 (1995) Standard Method of Measurement of Building WorksNZS 4224 (1983) Code of Practice for Measurement of Civil Engineering Quantities</div> <div>Reference Guideline on the briefing & engagement for consulting engineering services (1st ed. 2004)</div>
What other framework are available for managing a contract?	<div><ul style="list-style-type: none">Guideline on the Briefing & Engagement for Consulting Engineering Services (2004) 1st ed.Understanding NZS 3910:2003 Conditions of Contract (2007)A Guidance Note to Conditions of Contract for Consultancy Services (2005)</div> <div>Reference Guideline on the briefing & engagement for consulting engineering services (1st ed. 2004)</div>
Can you describe your role on this project in relation to the contract?	<div>Totara Creek Open Space Project - Pond planting contract<ul style="list-style-type: none">Site observation role (Refer detailed role description on pg. 24 & 30)</div> <div>Barry Curtis Park Project - D1A Stormwater pond planting contract<ul style="list-style-type: none">Assistant Engineers Representative (Refer detailed role description on pg. 32)</div>
Can you outline how you administered the contract on the project through to completion?	<div>Barry Curtis Park Project - D1A Stormwater pond planting contract<ul style="list-style-type: none">Refer detailed role description on pg. 32</div>
Can you describe the contract process between practical completion and contract close out?	<div><ul style="list-style-type: none">When a contractor requests practical completion (where the whole of the works have been completed) a site inspection would be done and they would be issued the certificate of practical completion with partial release of retentions (usually 50% release), the defects liability phase then starts. This phase length varies on contracts, but an average of 6 months for hard scape and soft scape. Once the defects liability expires and final walkover is done, the certificate of defects liability is issued and the contractor can claim 'Final claim', which includes the rest of retention and any other outstanding payments that need to be processed through final payment schedule.</div>

Detailed Project Role Description - Totara Creek Open Space Project

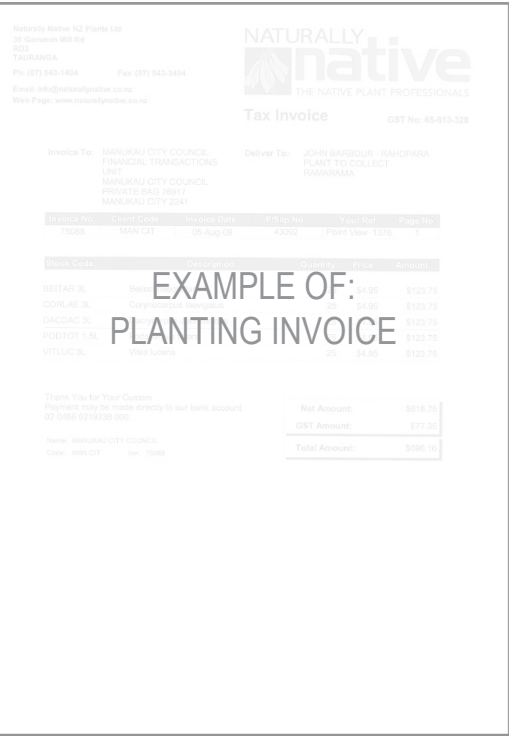
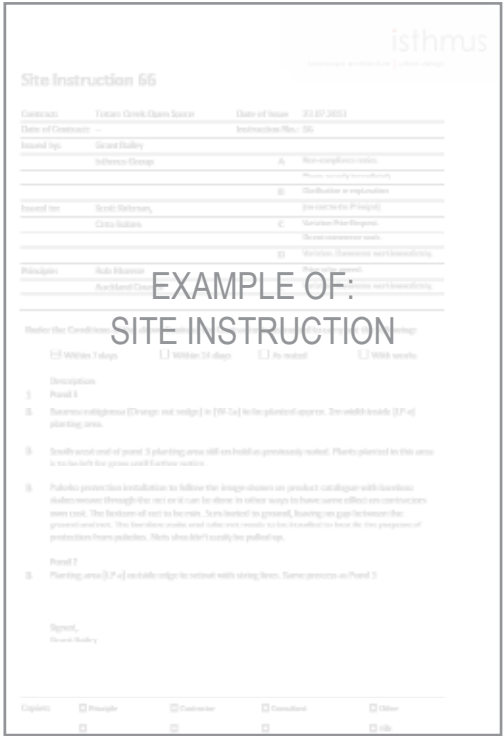
TOTARA CREEK POND STRUCTURE & PLANTING CONTRACT

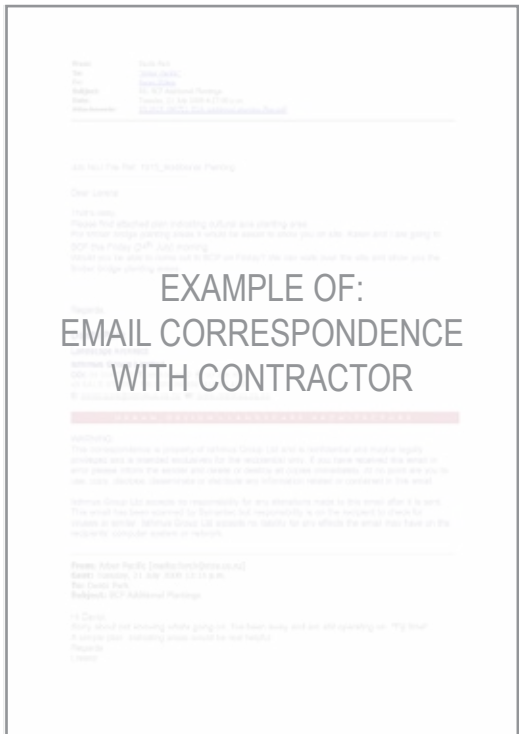
For contract documentation and administration, Totara Creek has been divided into different stages and time phases. The resource consent drawings for ponds 1 & 2 were issued with engineer's resource consent and granted. They have been under construction since 2011 and are due to complete this year. I have been producing most of the detail & construction drawings with an associate QA them before they get issued. And all structure details been peer reviewed by structural engineer of the contract. Isthmus is not an engineer's representative for this pond contract, but as a designer and site observation role, I attend fortnightly site meetings with the project manager, engineer and contractors. I have been able to discuss and resolve issues at these meetings regarding our design details. I issue site instructions to the engineer and the engineer forwards it to the contractor. The Engineer reviews our detail or instructions in terms of cost implication, but for design there are no obligations on our decisions.

From planting season of year 2013, I've been attending the planting contract progress meeting by myself and scheduled out the programme of planting process with planting contractors and project manager. I've been inspecting the planting preparation, finish and instruct the changes through site instruction notices.

My Role:

- Totara Creek cribwall structure contract administration**
 - Responsible for construction detail under supervision and engineers review
 - Responsible for construction documentation including detail, schedule of quantities, draft specification under supervision
 - Responsible for silt control plans, earthworks plans under supervision
 - Assistant site observation role
 - Attended regular site meetings and resolve issues that arise from meeting with detail / plan changes and issue with site instructions under supervision
- Totara Creek pond planting contract administration**
 - Managing the planting contract as assistant site observation role under supervision
 - Responsible for construction issue of planting plan & schedule under supervision
 - Responsible for regular site visits, meetings with engineer to contract, contractor and ecologist.
 - Responsible for resolving issues on site regarding pond planting with formally issuing site instructions under supervision
 - Correspondence with engineer to project
 - Correspondence with consultant (ecologist)
 - Correspondence with contractor
 - Responsible for final inspection for practical completion with Engineer to contract
 - Responsible for issuing defects list to Engineer to contract for practical completion



[illegible][illegible]

01. EXECUTIVE SUMMARY
02. ROLE DESCRIPTION
03. CV
04. PROJECTS
05. PROJECT MATRIX
CORE COMPETENCY
06. PROFESSIONALISM
07. LEGISLATIVE CONTEXT
08. PRACTICE MANAGEMENT
PRACTICE AREA
09. LANDSCAPE DESIGN
10. CONTRACT & ADMIN.
11. LANDSCAPE PLANNING
12. C P D
13. FEEDBACK
14. ACTIVITY & COMPLETION FORM

Detailed Project Description & Role - Barry Curtis Park Project

Client: Auckland Council (Manukau City Council)
Isthmus Project Team: Director, Associate, Senior LA, Graduate LA (Danbi Park)
Area: 96,000m2
Budget:\$
Project Duration: 2004 – 2009 (1st stage)
Collaborators: Storm water engineer, civil engineer, planner, architect, structure designer

PROJECT BACKGROUND

Located at the heart of an urban growth area to the south of Auckland, the 100ha Barry Curtis Park is the largest urban park to be built in New Zealand for a century. The park has been masterplanned to be closely integrated with the future 20ha centre of the new town of Flat Bush, home to an estimated 40,000 people. Sited at the confluence of a network of waterways that drain the Flat Bush area, the park integrates storm water detention and quality treatment for the entire catchment. The completed northern portion of the park was formally opened by Prime Minister John Key in April 2009, following 10 years of planning, design and construction. The benefit that this park has provided to Flat Bush and the greater Manukau area is unmistakable. One of the key strengths of the park is the diversity of activity that can be offered at any one time. The festival lawn and other ‘stage’ areas are designed for multiple performances and have the potential to make Barry Curtis Park the home of a major Manukau City annual event. The result is testament to the integrity of the design process, and the persistence of the client in upholding an enduring vision. Completion is expected in 2016.

BARRY CURTIS PARK - D1A Pond Planting (Separable Portion)

D1A Pond planting plan was also another separable portion of the Barry Curtis Park development. This was a planting contract where my role was assistant engineer’s rep. I produced planting plans, plant schedules and details, attended site visits and issued site instructions. I also received the payment bill and produced payment certificates and went for final walkover and reported the conditions to Project LA for certificate of practical completion.

My Role

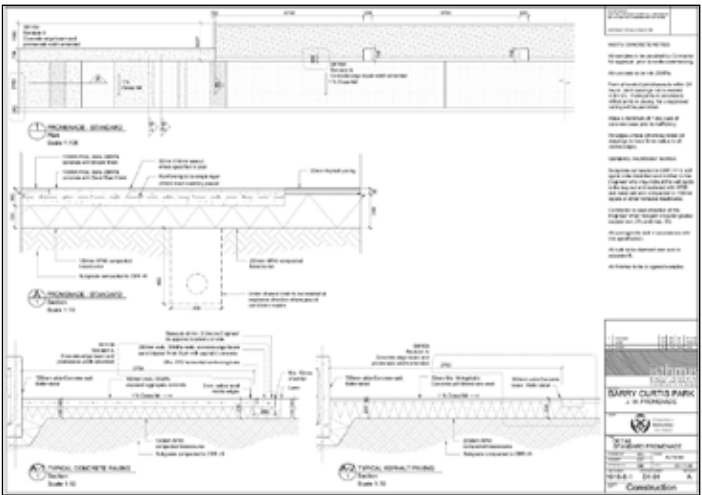
- Responsible for concept design under supervision
- Responsible for detail design under supervision
- Responsible for detail design package production
- Responsible for construction documentation including earthworks plan, details, planting plan, schedule of quantity, cost estimates and draft specification under supervision
- Engineers representative for implementation under supervision
- Responsible for site visit and meeting with contractor under supervision
- Correspondence with client
- Correspondence with planting contractor including invoicing under supervision
- Responsible for planting contract under supervision

BARRY CURTIS PARK - JWP Promenade (Separable Portion)

JWP promenade was a separable portion of the Barry Curtis Park development. This was a promenade construction and planting contract where my role was assistant engineer’s rep. I produced detail drawings and tender packages. I was involved in the tender process of receiving documents and comparing their prices against our internal cost estimate and among received tenders. I produced some of the NTT letters under project landscape architect’s QA before issue of the letters and attended the negotiation meeting. I went to site as assistant to Engineers rep and corresponded with the project engineer in construction phase, amending the details when required.

My role

- Develop design team member
- Involved in develop design workshop
- Responsible for detail design under supervision
- Responsible for detail design package production
- Responsible for tender documentation (including details, schedule of quantities, cost estimate) under supervision
- Responsible for tender package production
- Responsible for writing draft notice to tender under supervision
- Involved in tender evaluation process
- Responsible for writing acceptance / unsuccessful letter under supervision
- Attended tender negotiation meeting
- Attended pre start meeting
- Responsible for construction detail under supervision
- Responsible for construction detail package production
- Responsible for planting plan including plant species and plant schedule & cost estimate under supervision
- Assistant engineer’s representative for contract administration
- Correspondence with engineer regarding construction detail review
- Correspondence with client
- Correspondence with planting contractor



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BARRY CURTIS PARK
 1000 VAN ALLEN PROMENADE (CONTRACT)
 CONTRACT NO. 7114-1

1/1/2015

WORKMANSHIP: 90% (90% OF THE TOTAL)
 Quantity and quality of work performed and materials used to be subject to final inspection and approval by the Engineer.

Contract value: \$1,000,000.00
 Contract No. 7114-1

AGREEMENT FOR THE SCHEDULE OF QUANTITIES AND PRICES

Item	Description	Unit	Qty	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit 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MINOR

11. PRACTICE AREA - A

[LANDSCAPE PLANNING & MANAGEMENT]

	Evidence	Judgement	Relative Projects
i) Broad-scale Land-use Planning	A documented assessment (including brief) of: <ul style="list-style-type: none">Landscape resource evaluationBroad scale, development concept	<ul style="list-style-type: none">Provides an analysis of the landscapeIllustrates a vision for development and management	Totara Creek - Concept design booklet
ii) Landscape Management Studies	A documented assessment of appropriate land management techniques to achieve identified goals, for water catchment areas, farms, riparian or coastal margins or institution, or community plans.	<ul style="list-style-type: none">Provides an analysis of the existing land management and associated problemsIllustrates a vision for ongoing management	Totara Creek - Concept design booklet

TOTARA CREEK OPEN SPACE - MASTER PLAN

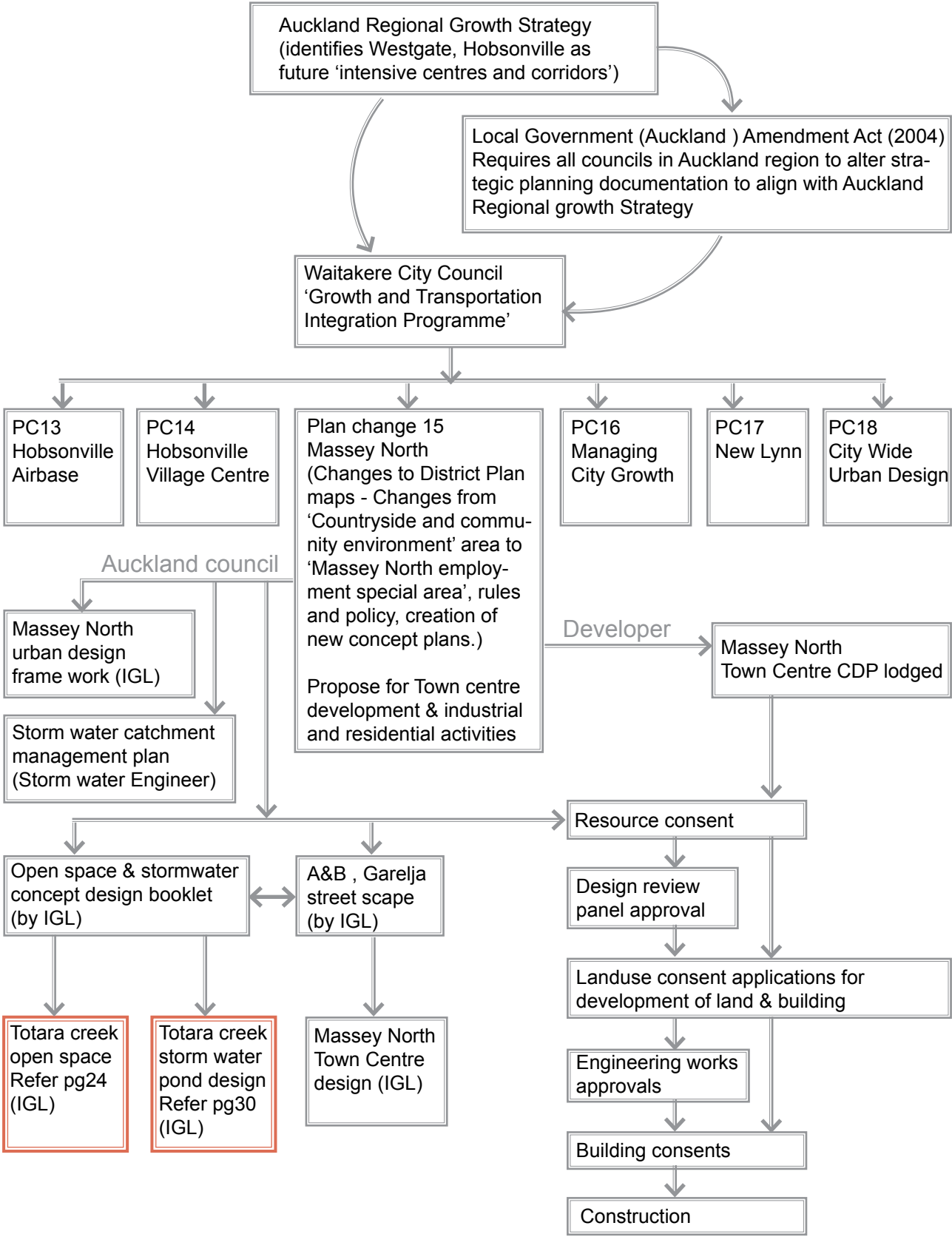
Totara Creek open space project has been driven from wider Plan Change 15 from the then Waitakere Council's district plan.

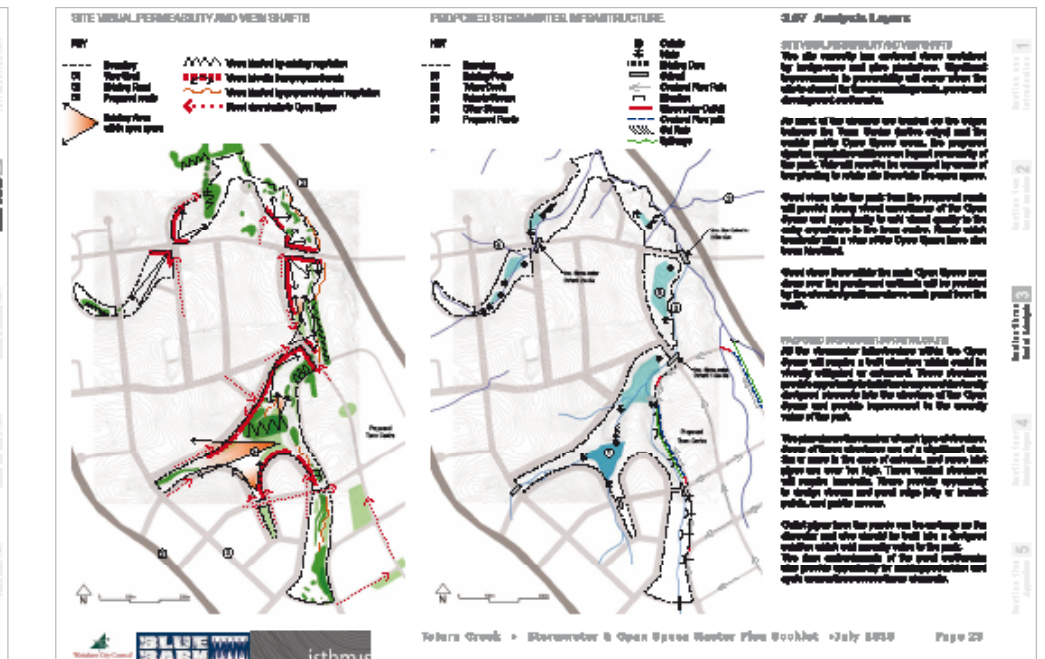
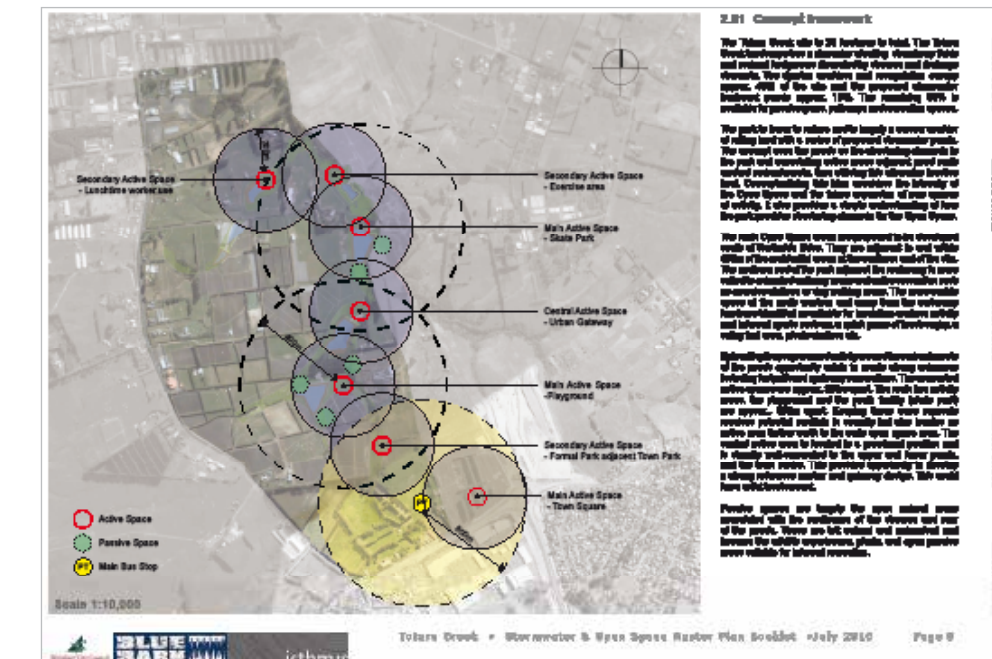
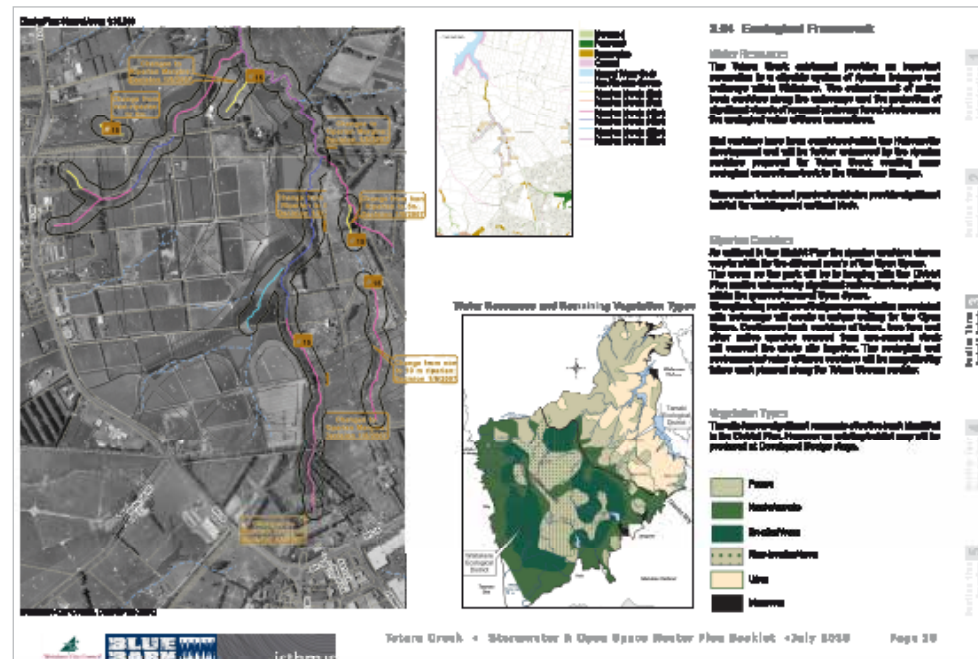
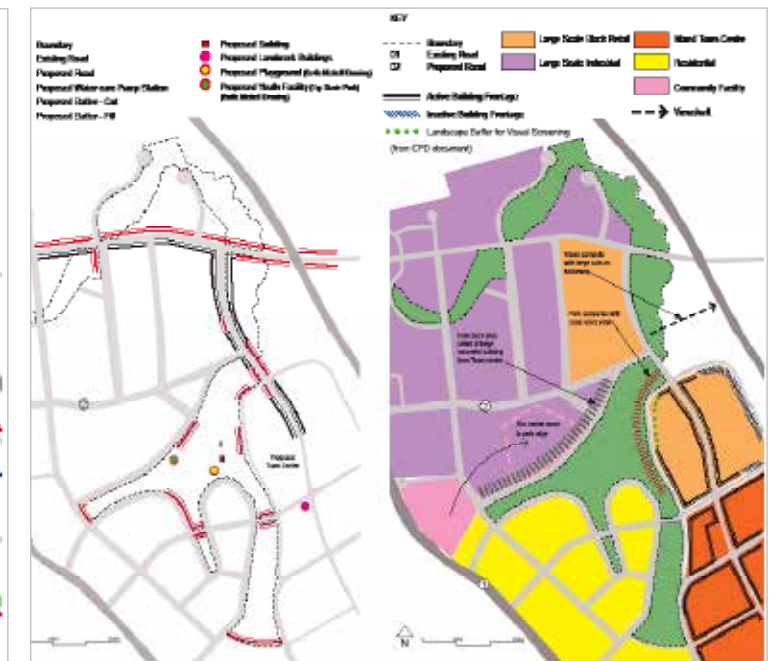
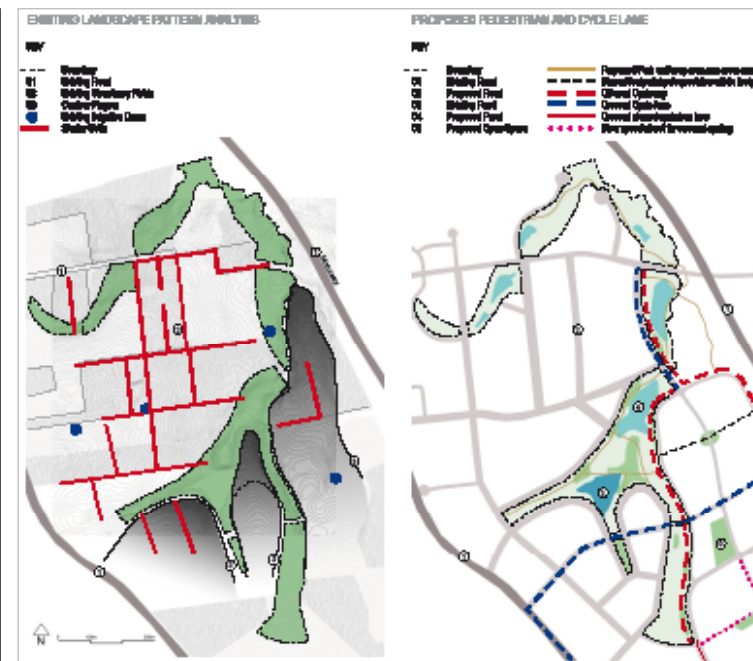
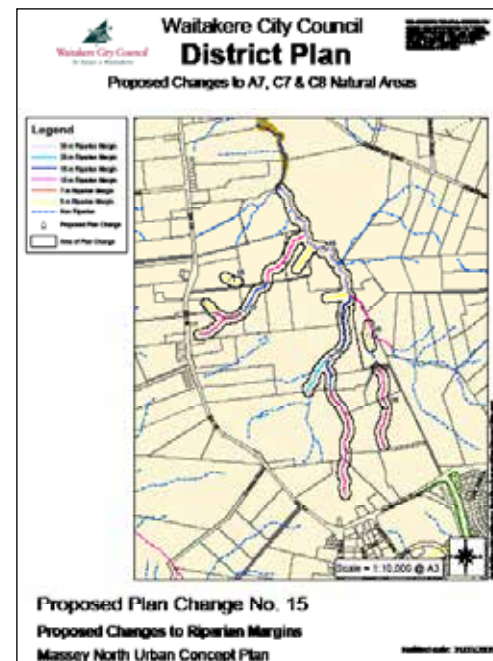
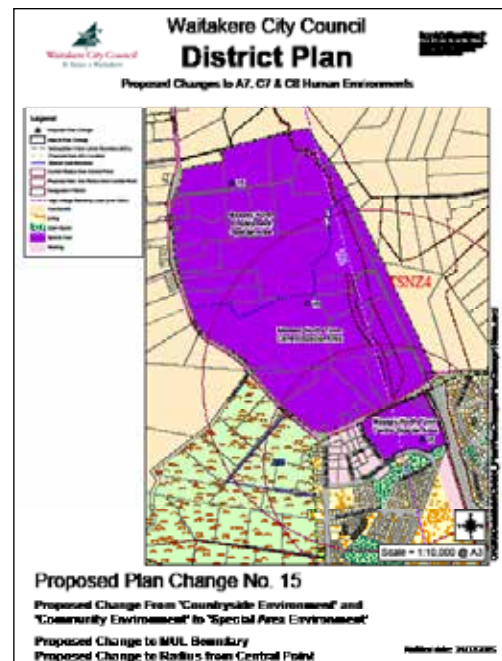
Plan change began when mandatory requirement by Local government (Auckland) Amendment Act 2004 to all councils to integrate Auckland Regional Growth Strategy. The reason for formal processing of statutory document change is to support the purpose of RMA in promoting sustainable management of natural and physical resources. Under RMA (Resource Management Act), the process of changing a district plan needs to be presented to the public and go through the panel made up from regional and district counsellors and community boards and independent commissioners. After public submissions and hearing at the environment court, the plan change 15 for Waitakere's growth and transport integration programme has been granted. The zone areas changed from 'Countryside and community environment' area to 'Massey North employment special area'. Plan change 15 proposed for town centre development, industrial and residential activities. The open space area has been designated following the stream corridor and riparian margins and 6 large storm water ponds within the area for surrounding development catchment.

I was involved in the master planning phase, with storm water engineers incorporating ponds with overall open space. My role was to process context of the site and overlay different layers of existing elements such as identifying the different width of riparian margins, green corridors, public transport and statutory frameworks to illustrate the constraints and opportunities.

- Refer
- Totara Creek project description on pg.24 & 30
 - Totara Creek Project Team diagram pg. 21

Plan Change 15 diagram





TOTARA CREEK OPEN SPACE - MASTER PLAN

12. CONTINUED PROFESSIONAL DEVELOPMENT

I have been active in attending seminars and lectures organised from NZILA, Auckland University and lately the Auckland Conversation talk organised from Auckland Council Urban design team. My main focus in my professional development is to keep my learning in public realm studies. With landscape architecture and urban design degree, my main interest area of further development is in public realm. Because this influences the environment, transport and life style which affects the business economy and in long term it will affect the culture and people's lives. I do not have exact destination for my career, but I am willing to carry on my professional development to understand those different factors (such as environment, culture, history, education, health, transport, carbon emission etc) that influence people's lives and use my knowledge to design and influence the best outcome for people, environment and future generation to come.

Overall Workbook Reference

Guideline on the briefing & engagement for consulting engineering services 1st edition (IPENZ)
Compliance Document for New Zealand Building Code - Clause F4
IFLA Code of Ethics
NZILA Charter
Understanding NZS 3910:2003 Conditions of contract
Conditions of contract for building and civil engineering construction NZS 3910:2003
RMA for community ([http://www.rmaguide.org.nz/rma/resource consents/typesofactivities.cfm](http://www.rmaguide.org.nz/rma/resource%20consents/typesofactivities.cfm))
Waitangi Tribunal (www.waitangi-tribunal.govt.nz)
NZILA code of conduct
Boffa Miskell Construction contract management notes (June 2013)
Expert witness (Alan Brickers-AAMINZ 2007)
NZILA - The Aotearoa - New Zealand Landscape Charter
RMA lecture notes (Brian Putt - Town planner)
Australian / New Zealand Standard - Quality management systems - requirements (AS/NZS ISO 9001:2008)
A Guidance Note to Conditions of Contract for Consultancy Services (2005)
<http://www.tkm.govt.nz/region/tamaki/>
Power point notes from Matt Watson's presentation on 'Basic of NZ Law' August 2013

CPD activity - from 2012 Jan. ~ Ongoing

Main Topic of Study	Points
Allied Professional Activities - Urban Design	Level 1: Education - 2 points/hour
	Level 2: Training - 1 point/hour
Achieve Through: Public presentation / Reading / Conferences	Level 3: Involvement - 0.5 points/hour

TOPIC OF STUDY	DATE	ACTIVITY	HOUR	LEVEL/POINT	TOTAL POINT
Allied Professional Activities - Urban Design	28.Feb.2012	Auckland Conversation Professor Robert Adams 'Transforming Melbourne to become the world's most liveable city'	2h	3 / 0.5	0.5
	28.Mar.2012	Auckland Conservation 'Waterfront'	2h	3 / 0.5	0.5
	26.April.2012	Christopher Girot Lecture	1h	3 / 0.5	0.5
	09.Oct.2012	Auckland Conversation Gordon Price - lessons from Vancouver: Moving beyond Motordom	1h	3 / 0.5	0.5
	28.Nov.2012	Auckland conversations Hank Dittmar, Chief Executive Officer of The Prince's Foundation for the Built Environment	2h	3 / 0.5	0.5
	20.Mar.2013	Auckland conversations Jarrett Walker 'Integrating Movement into Place'	1h	3 / 0.5	0.5
	27.Mar.2013	Auckland conversations Ethan Kent 'Place making'	2h	3 / 0.5	0.5
	12.Apr.2013	IFLA World Conference	7h	2 / 1	1
	16.May.2013	Auckland conversations Todd Litman Lecture	1h	3 / 0.5	0.5
	18.June.2013	NZILA registration group workshop 'Construction Contracts administration'	2h	2 / 1	1
	25. July.2013	Auckland Conversation Perry Lethlean 'Waterfronts and public infrastructure'	1.5h	3 / 0.5	0.5
	08.Aug.2013	NZILA registration group workshop 'NZ Law'	1h	2 / 1	1
	03.Sep.2013	Auckland Conversation Film 'The Human Scale'	1h	3 / 0.5	0.5

13. GROUP WORKSHOP FEEDBACK & MENTORING RECORDS

Feedback from workshop 2 (Presentation 7. March 2013)

The Mentor Group was impressed by your significant improvement since the 2012 workshop which was evident in your presentation in general and your level of engagement with the audience.

They particularly noted your understanding of the collaboration process in your Major Practice Area C, however you could more clearly articulate your actual role in the design to demonstrate that it is greater than documentation production.

Your understanding of your Minor Practice Area was noted, in particular around the relationship of your project to the relevant statutory context.

(Mentor - Sean Burke)

Feedback from workshop 3 (workbook presentation 30. July 2013)

The Mentor Group complements Danbi on providing a clear and well structured presentation. Her Workbook demonstrated her progress through the Registration process to date, and her CPD log indicated an encouraging level of thoroughness. Specific points of feedback for Danbi are as follows:

- In relation to the Practice Areas, we suggest that Danbi provides further clarification on roles and responsibilities within projects so that a clear understanding of her involvement is conveyed - what were her roles and responsibilities and what was the scale and time frame of her sample projects?
- We would encourage Danbi to provide more information and context around the 'front-end of the projects, eg Client Brief, Offer of service etc, and provides some insight into her role in, and understanding of this side of the project process.
- Core competencies: Whilst we are satisfied with Danbi's methodical progress to date, we would encourage further focus on core Practice and Professional Practice Area competencies in order to further increase Danbi's understanding of these areas; confidence in her own experience in relation to these, and her ability to clearly communicate on these topics
- Danbi shouldn't be afraid to use the interview as an opportunity to 'market herself' and demonstrate a well-founded confidence in order to provide the Interview Panel with a faith in her ability

(Mentor - Sean Burke)

ASSESSMENT SCHEDULE FOR PROFESSIONALISM		
Elements	Evidence	Judgement
i Professional ethics	Documented reading, recorded discussion with mentor(s)	• Demonstrates clear understanding.
ii Code of conduct	Documented reading, recorded discussion with mentor(s) Some documented evidence of effective practice and management in project work	• Demonstrates professionalism in all areas. • Recognises own limitations • Shows willingness to seek advice at appropriate times.
iii The NZILA Charter	Documented reading, recorded discussion with mentor(s)	• Displays complete knowledge of Charter content
iv Continuing Professional Development	CPD plan and record sheet/activity log	• Understands concept of lifelong learning. • Shows commitment to CPD.
Milestone 1 - Understands 31/7/2012 Milestone 2 - Is Capable Milestone 3 - Is Competent		
Matters discussed/mentor's comments/areas for further work		
31/7/2012 - Further reading of Charter. - BE AWARE OF A WORK FOR EXAMPLES... OVER THE YEAR COMING. 25/6/2013 - CAPABLE TO MILESTONE 2. JAB.		

ASSESSMENT SCHEDULE FOR PRACTICE MANAGEMENT		
Elements	Evidence	Judgement
i Professional duties and liabilities	Documented reading, recorded discussion with mentor(s)	• Demonstrates a general understanding of professional duties and liabilities • Maintains comprehensive records of advice given and approvals received. • Provides high quality advice to the Client and acts in accordance with the Client's responses.
ii Professional appointment	Conventional understanding and some documentation of application in practice eg input into offer of service, recording work and expenses.	• Demonstrates comprehensive understanding and knowledge of NZILA policy relating to professional appointments
iii Client relationships and inter-professional relationships	Recorded discussion with mentor(s). Some documented evidence of effective practice and management of relationships in the workplace.	• Demonstrates comprehensive understanding of relationships including methods of engagement and legal limitations.
iv Practice management	Conventional understanding of working with different practice types, employer duties etc.	• Demonstrates understanding of what practice management involves.
v Project management	Documented evidence of office organisation procedures and project management.	• Demonstrates comprehensive knowledge of all aspects of project management.
Milestone 1 - Understands Milestone 2 - Is Capable Milestone 3 - Is Competent		
Matters discussed/mentor's comments/areas for further work		
6/12/12 - UNDERSTANDS AT A HIGH LEVEL, NEXT STEP TO BE AWARE OF A SPECIFIC PROJECT E.G. TOTAL CHECK... 20-8-13 - GOES INTO DETAIL, DEVELOP TO MILESTONE 3.		

ASSESSMENT SCHEDULE FOR THE LEGISLATIVE CONTEXT		
Elements	Evidence	Judgement
i Principles of NZ law, and Principles of law relating to land and property And Treaty of Waitangi	Documented reading, recorded discussion with mentor(s)	• Demonstrates a clear understanding
ii Laws relating to practice	Conventional understanding and some application (eg health and safety in the work place)	• Shows an ability to identify and apply legal requirements to those areas relevant to own practice.
iii The Planning System and Planning and environmental Policy	Conventional understanding and some documentation of application in practice eg identification of resource consent issues or policy matters	• Demonstrates an understanding of the purpose and principles of the planning system • Demonstrates an understanding of the workings of national/ regional/ local/ government
iv Construction contracts and The tender process	Documented evidence of understanding through detailed discussion with mentor(s) and/or application in practice	• Demonstrates a clear and confident understanding of construction contracts, the duties and responsibilities of parties, and how contracts are used
v Contract administration	Documented evidence of understanding through detailed discussion with mentor(s) and/or application in practice	• Demonstrates a clear and confident understanding of all aspects of contract administration and the role of parties
Milestone 1 - Understands Milestone 2 - Is Capable Milestone 3 - Is Competent		
Matters discussed/mentor's comments/areas for further work		
MILESTONE 1 MET - 28th August 2012. RECOMMEND FURTHER READING & DISCUSSION PRIOR TO MILESTONE TWO MILESTONE 2 - August 2013 - VERY GOOD PROGRESS MADE NOW TIE TO PROJECT TO REACH MILESTONE 3 - INCLUDING GIVING RELEVANT ADVICE.		

01. EXECUTIVE SUMMARY

02. ROLE DESCRIPTION

03. CV

04. PROJECTS

05. PROJECT MATRIX

CORE COMPETENCY

06. PROFESSIONALISM

07. LEGISLATIVE CONTEXT

08. PRACTICE MANAGEMENT

PRACTICE AREA

09. LANDSCAPE DESIGN

10. CONTRACT & ADMIN.

11. LANDSCAPE PLANNING

12. CPD

13. FEEDBACK

14. ACTIVITY & COMPLETION FORM

14. ACTIVITY LOG & COMPLETION FORM

01. EXECUTIVE SUMMARY
02. ROLE DESCRIPTION
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CORE COMPETENCY
06. PROFESSIONALISM
07. LEGISLATIVE CONTEXT
08. PRACTICE MANAGEMENT
PRACTICE AREA
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10. CONTRACT & ADMIN.
11. LANDSCAPE PLANNING
12. CPD
13. FEEDBACK
14. ACTIVITY & COMPLETION FORM



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ACTIVITY LOG

Record of meeting dates, reading log and other relevant milestones/events including workshops, conferences and training courses.

Date and Mentor signature (where applicable)	Study area/topic	Notes/record
7. May. 2012 SAR	Preliminary Meeting	- General outline
8. May. 2012 SAR	Group Mentor meeting - A1	- Presentation - 01
22. May. 2012 SAR	Professionalism Part 1	
12. June. 2012 SAR	Professionalism part 2 & 3	
15. Aug. 2012 SAR	Legislation	
28. Aug. 2012 SAR	Practice Management	
4 Dec. 2012 SAR	Perception Workshop	
5 Feb. 2013 SAR	General Matrix and Preparation for Workshop 1	
May. 2013 SAR		
21. May. 2013 SAR	General discussion about - Professional development interview with Brenda	
28 May 2013 SAR	General discussion of Workshop 3 & 4. Features	
12 June 2013 SAR	Professionalism milestone two	
25 June 2013 SAR	Professionalism milestone two complete	
3 July 2013 SAR	Legislation 1/2 milestone 2	
20. Aug. 2013 SAR	Legislation 1/2 milestone 2	
27. Aug. 2013 SAR	Professionalism 1/2 milestone 3	
3. Sept. 2013 SAR	PRACTICE DEVELOPMENT	
10 - Sep 2013 SAR	Professionalism PRACTICE DEVELOPMENT	

NZILA Registration Documentation: Registered Membership Assessment Workbook
NZILA Members Documentation Volume 1 - October 2010

STAGE 1: ASSESSMENT COMPETENCY COMPLETION FORM

Note: This form can also be used as a check sheet for graduates and/or mentors.

		Complete (mentor to sign)
CORE COMPETENCY	Professionalism & professional development	SAR
CORE COMPETENCY	The Legislative Context	SAR
CORE COMPETENCY	Practice administration	SAR
PRACTICE AREA A	Landscape planning & management	
Ai	Broad-scale land-use planning (minor)	SAR
Aii	Landscape management studies (minor)	SAR
Aiii	Reserve management plans	
Aiv	Land acquisition or protection policies	
Av	Develop landscape policy	
PRACTICE AREA B	Landscape assessment	
Bi	Landscape assessments	
Bii	Landscape evidence	
PRACTICE AREA C	Landscape design	
Ci	Pre-design skills	SAR
Cii	Site Planning & Concept Design	SAR
Ciii	Developed Design	SAR
Civ	Preliminary Cost Estimates	SAR
Cv	Collaboration Skills	SAR
PRACTICE AREA D	Contract documentation & administration	
Di	Prepare Contract Documents	SAR
Dii	Administer contracts	SAR
PRACTICE AREA E	Landscape education & research	
Ei	Teach landscape architecture & design	
Eii	Publish Educational writing	
Eiii	Conduct research	

I confirm that I have personal knowledge of the professional ability and character, methods of practice, and experience of DANIEL PARK and consider that the requirements for NZILA Registered membership have been met, subject to examination.

SAR SEAN BURKE
(mentor)