



NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS INC

ANNUAL REPORT 2012 FINANCIAL YEAR

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Agenda - NZILA 41st Annual General Meeting

Date & Time: 1.00pm – 4.00pm
Tuesday 9th April 2013

Location: Heritage Hotel
Conference Centre
Room: Peter Healey 2
11 Wyndham Street
Auckland

1. Welcome, Attendance and Apologies
2. Receipt of Proxy Votes
3. Confirmation of Minutes of the 2012 AGM
4. Matters arising from Minutes
5. Presentation of Annual Reports (the 2012 Annual Report will be pre-circulated prior to the meeting and largely taken as read)
 - 5.1 President – Stephen Brown
 - 5.2 Honorary Secretary; - Administration, Documentation, Membership - Grant Edge
 - 5.2.12 Oral History
 - 5.2.2 Profile of a Profession 2011
 - 5.3 Vice-President, – Registration CPD, IFLA - Sally Peake
 - 5.4 Environment & Legislation, Awards – Phillip Blakely
 - 5.5 Accreditation; Education, CIC, Student Affairs- Andrew Gray
 - 5.6 Communications; Website – Shannon Bray
 - 5.7 Branch/Membership Liaison – Rory Langbridge
 - 5.8 Conference/Workshop Liaison/Congress – Stephen Brown
6. Presentation of Annual Accounts – Peter Kensington
7. Presentation of Budget for 2013
8. Appointment of Auditors
9. Conference/Workshop
 - 9.1 2012 Christchurch Movers & Shakers Conference
 - 9.2 2013 NZILA IFLA Congress (Auckland)
 - 9.3 2014 Organising Branch to be confirmed



Other Reports

10. Registration – Robin Rawson
11. IFLA Delegate – Renee Davies
12. High Country Landscape Group – Anne Steven/Di Lucas
13. Branches – Branch Representative
14. Education Foundation – Jan Woodhouse
15. Remits Executive Remit 1 Constitution Item 2.13 - Amendment
16. Remits Executive Remit 2 submitted by Shannon Bray
17. Presentation of Certificates to newly Registered Members 2011
18. Awards:
 - 18.1 Student Tertiary Excellence Awards - Identification
 - 18.2 Fellow Membership nomination for 2013 - Announcement
19. General Business
 - 19.1
20. Thank you to outgoing Executive Committee Members

Proxy votes and apologies can be forwarded to:

NZILA
Proxy Form
PO Box 10-022
Wellington 6143

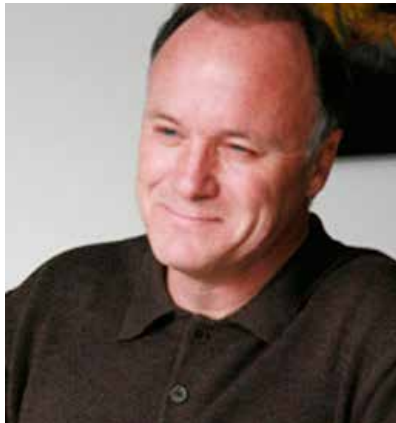
email **info@nzila.co.nz**

to be received no later than **02 April** or accepted at the AGM.

The proxy voting form is to be used as follows:

1. by Life, Registered members only on matters affecting the Constitution
2. by Life, Registered, Non Registered and Graduate members only for other matters not affecting the Constitution





Stephen Brown - **President**
Conference/Workshop Liaison



Sally Peake - **Vice President**
Registered Membership, CPD,
Urban Design



Peter Kensington - **Treasurer**



Grant Edge - **Honorary Secretary**
Documentation, Administration,
Membership



Andrew Gray - **Committee Member**
Accreditation, Education, Student
Affairs



Shannon Bray - **Committee Member**
Marketing & Communications



Philip Blakely - **Committee Member**
Environment & Legislation, Awards



Rory Langbridge - **Committee Member**
Branch Liason

As we all prepare for this year's World Congress and AGM, I am mindful that much has happened since my last report to the Institute in mid 2012. In particular, I want to take this opportunity to thank and congratulate the Canterbury and Westland Branch of the Institute for hosting last year's Movers and Shakers Conference: although nominally one of our biennial 'small conferences', last June's gathering of the clan was anything but for those who participated. In particular, it offered the opportunity for many from outside Canterbury to gauge and appreciate the full magnitude of the catastrophic events that have already so dramatically changed Christchurch and will continue to reshape it for many years to come. The 'big heart' exhibited by the organising committee in getting that conference off the ground reflects the strength and resilience found in a much wider community having to adapt to a quite extraordinary level of change.

In a similar vein, but looking to the near future, IFLA's 50th Birthday celebrations have – over the last 6 months or so – taken on a life of their own and emerging sense of reality. The reality is, of course, that this event has not emerged out of thin air: it is the result of a lot of hard work by an organising committee lead by Renee Davies, Sarah Collins, Jan Woodhouse, Rachel de Lambert and others. They are to be congratulated for ensuring that this mammoth undertaking is now guaranteed financial success. This foundation, together with an outstanding programme and broad array of field trips, will ensure the overall success of this once-in-a-lifetime event.

Closely linked to the World Congress is this year's NZILA Resene Pride of Place Awards ceremony, which will move 'up a gear' by moving into the very recently redeveloped Auckland Art Gallery – a venue that is entirely appropriate for the celebration of a discipline that blends the arts and sciences to a unique degree. Although the membership has had to wait an extra year to put its wares on display, the overlap of this event with the World Council and Congress, and the inordinately high level of entries for this year's awards, promise a quite exceptional ceremony.

Events such as these put both landscape architecture and its products on display: under the lens of both other professions and the gaze of a wider community. Although therefore critical to public perception of the profession and its public persona, they are also central to professional self appreciation and regard: conference presentations provide intellectual challenge and stimulation, while the Awards set new benchmarks. Together, they provide both inspiration and aspirational goals that are critical to the profession's constant evolution and regeneration.

At a much more pragmatic level, the establishment and maintenance of professional benchmarks has continued to evolve with the completion of last year's registration interviews and recommendations. Such a process will always be subject to difficult decisions and criticism, but it is critical to public perception of landscape architecture as a fully-fledged profession, not just the end product of academic courses or some sort of gathering of garden designers. Sally Peake's review of the registration system is still under way and it is clear that the process will continue to evolve: nevertheless, the growing demand for registration – both from the market and from potential candidates – reflects the growing maturity of landscape architecture in this country.

Indeed, as with registration, much of the work undertaken on behalf of the NZILA membership goes on 'below the surface', even though much of its ultimately linked to the profession's external image and marketing. In this vein, I want to record my thanks for the work undertaken by Exec, especially Shannon Bray, in relation to the progressive upgrading of the new NZILA web site – the Institute's 'front door' – and the taking of some small first steps towards a comprehensive marketing strategy, hand-in-hand with SenateSHJ. The marketing initiative may be tentative at this point, but I suspect



that it will evolve very rapidly over the next 2 years under the aegis of the new Executive. Much like the move to a new website and evolution of the administrative / executive officer's role, these steps aim to gradually raise the profile of the profession, to ensure that it is more engaged at the political level, and to improve the efficiency and effectiveness of its internal management and operations.

Hardly surprising, such measures have not gone without challenge, but they represent a natural course for the Institute that most of the current Exec fully supports and endorses. Inevitably, some related changes – such as those proposed by Shannon in his personal remit on the role and reimbursement of the Executive Officer for the up-coming AGM – have the potential 'shoot a few sacred cows'. Nevertheless, they involve questions that have long needed answering and I think that Shannon's proposals represent the sort of strategy that is needed for a time when both this country's landscape and our professional role are under significant pressure. Sure, putting your head above the parapet means it may get shot off, but who is going to take notice off us in the bigger scheme of things if we stay below ground level.

In that same context, I have been banging on about the proposed RMA changes and the need for submissions from both the Institute and membership as the proposals are rolled out. This has placed a tremendous load on Philip Blakely at the start of 2013, while Amy Adam's determination to make a name for herself is ensuring that this won't let up. The changes are dramatic and fundamental; yet, their introduction via a sequence of incremental proposals has helped to dramatically downplay their real scope and depth. Make no mistake, there is very real need for both a collective and individual responses to this 'rolling back' of resource management and the potential role of landscape architects: don't complain after the fact when the dust has settled if you haven't been involved.

In closing, I therefore want to thank the current Executive (Sally, Peter, Grant, Shannon, Philip, Andrew and Rory) for its many endeavours and assistance in a wide range of areas. Perhaps most of all I want to thank Peter Kensington for his wise financial counsel in the face of many of the endeavours that I have just talked about. I also want to acknowledge Vicki Clague's patience with an Exec that has often pulled her in many directions; despite such distractions, she has fundamentally updated and streamlined many of the systems that we rely on for the Institute's everyday functions and financial well-being – a huge and much needed effort. Finally, I want to recognise the exceptional contribution of Grant Edge to Exec and the Institute over 6 terms in office. Grant is a unique personality who has stamped his mark on the roles of Treasurer and Honourable Secretary over some 12 years, and I want to record my thanks for his exceptional commitment during that lengthy period of time.

I think the current Executive has laid the foundation for very positive change and growth into the future and I wish Sally and her 'semi-new' team all the very best in building on that start.



Stephen Brown

20 March 2013

2012 Annual Report by Grant Edge Honorary Secretary, Administration and Membership, Documentation

2012 was another busy year with my primary focus assisting the Executive Officer with Administration matters and continuing to develop standard templates and procedures for various Institute activities.

Executive Officer

The Executive Officer is becoming more familiar with her role and up-skilling in administrative matters is continuing. The MYOB financial management system has been completed and the database brought up to date.

Oral History

Shona McCahan has undertaken two further interviews - (Alan Titchener and Alan Rackham). Shona has prepared a report on the Funding issues .

Life/Fellow Membership Award

Earl Bennett was made a Life Member of the Institute and his Certificate was presented at the Canterbury Westland AGM last year.

NZILA Elections 2013-2015

Only 8 members were nominated for the 8 positions and so no formal election was required.

We welcome new members:

Tracey Ower – Canterbury Westland
Craig Pocock – Canterbury Westland
Hannah Ayres – Canterbury Westland
Ian Vincent - Auckland

Executive members Leaving

Stephen Brown
Grant Edge
Rory Langbridge
Peter Kensington

Administration and Membership

Administration Manual

We have been prioritizing information redevelopment in a responsive manner dealing with the most significant matters first. Key documents include:

- Membership Application Forms and Standard replies
- Elections - Summary documents and Templates (Part)
- Elections Procedure and protocol Document for Executive
- AGM - Summary documents and processes

Executive Business

A considerable amount of business was undertaken by email during 2012 with 7 Electronic Motions required to address business conducted outside Executive meetings.

The Executive have been discussing and debating Governance, Strategy and Management issues and hope to progress ideas for membership in the near future.



Documentation

Operational Procedures and Protocol Document

This is a document currently being reviewed and updated.

Constitution – Subscriber Facility

The Executive has now endorsed the procedures and protocols around this *Subscriber Facility*.

It is anticipated that it will be promoted in the public section of the website and at a local branch level. It is likely that subscribers will be members of the public who are interested in landscape architecture and wish to support the organization generally at selected local events.

This 'facility' is not an official membership Category and subscribers will not be bound by the Constitution.



5.19 SUMMARY INDEX OF AGM PROCEDURES AND PROTOCOLS

Reference Code and order of Document release	Document	
5.19	Summary Index AGM Documents and Procedures	
5.19.0	AGM Timeline and Constitutional Requirements	
5.19.1	AGM Agenda 2013	
5.19.2	AGM Minutes 2012 Draft 120911	
	AGM Minutes 2012 Final Adopted 130409	
5.19.3	2012 Exec Actions	
5.19.4	Call for Remits and Advance Notice AGM 2013	
5.19.5	AGM 2013 Official Notice of Meeting to members	
5.19.6	Proxy Vote Form	
5.19.7	AGM 'On the Table' Remit and Minute 2012	
5.19.8	AGM Remit Format 2013	
5.19.9	Reminder Notice to Members	
5.19.10	Annual Report Contents Sheet 2012 (13)	
5.19.11	Executive Treasurers Financial Report 2012	
5.19.12	AGM Presentation	
5.19.13		

5.19 NZILA AGM – Summary Index AGM Documents and Procedures



5.2.3.0 SUMMARY OF ELECTION PROCEDURES AND PROTOCOLS

Reference Code and order of Document release	Document	
5.2.3.1	Acceptance of Electoral Officer	
5.2.3.2	Voting Timeline	
5.2.3.3	Voting Procedural Matters - Constitution	
5.2.3.3.01	Voting Procedures Policy Document	
5.2.3.4	Advance Notice for Nominations	
5.2.3.5	Call for Nominations	
5.2.3.6	Nomination Form for President and Executive	
5.2.3.7	Nomination Form for Executive	
5.2.3.8	Reminder Notice	
5.2.3.9	Nomination Summary	
5.2.3.10	Request for Nominee Biography and Photo	
5.2.3.11	Bios Booklet or e-booklet	
5.2.3.12	Notice to Vote - Timeframe	
5.2.3.13	On Line Voting procedure	
5.2.3.14	Notice if Reminder to vote and closing dates	
5.2.3.15	Result Table	
5.2.3.16	Results Announced to Members	
5.2.3.17-01	New Executive Congratulatory letter - President	
5.2.3.17- 02	New Executive Congratulatory letter - Executive	
5.2.3.18	New Executive Commences end AGM	
5.2.3.19	NZILA Executive Contact Details	

5.2.3.0 NZILA Executive Elections – Summary Index Election Documents and Procedures



5.2.3.3 .01 NZILA EXECUTIVE ELECTIONS:- Voting Procedural Matters

NZILA Operational Procedures and Protocol Document

The following clauses are designed to provide guidance to the Executive as to what to do in the following situations:

Executive Committee - Call for Nominations

1. Where No Nominations are received for the President

- The incumbent President will be offered right of continuance of the Presidency if they had decided to stand down after one term.
- If the incumbent does not wish to continue then the Presidential position will be offered to the following in order of preference.
 - i. The incumbent Vice President
 - ii. The incumbent Hon Secretary
 - iii. The incumbent Treasurer
 - iv. An Executive member who is standing for a second or more term.
- In the event that none of the incumbent Executive team wish to stand then the President, Hon Secretary and Treasurer (Officer Bearers) shall canvas Registered members to ascertain their availability and interest. The officer bearers shall evaluate potential candidates and agree on the most suitable member.
- The member selected under any of the above scenarios will become President without the need for an election
- Members will be advised accordingly.

2. Where the Nomination received for President is uncontested.

- Then the Nominee shall be named as President without the need for an Election.
- Members shall be advised accordingly

3. Where Nominations for the Executive Committee are received and numbers can be filled uncontested.

- Provided the majority of the uncontested nominees are Registered members then all nominees will form the committee without the need for an election.
- Members shall be advised accordingly.

4. Where insufficient nominations are received from Registered and Non Registered Members.

- Members of the incumbent Executive team who had decided not to stand a further term will be offered an uncontested position on the new Executive if they wish to continue.
- Failing the above a position on the New Executive will be offered to:
 - i. The Chair or Registered member of a branch that is under-represented in those who have been nominated.
 - ii. A member who was nominated but unsuccessful in the previous election.
 - iii. Should a member not be found then the President, Hon Secretary and Treasurer (Officer Bearers) shall canvas other Registered members to ascertain their availability and interest. The officer bearers shall evaluate potential candidates and agree on the most suitable member.

5. In the event that where a successful nominee decided after being advised that they are successful that they wish to withdraw.

- The processes outlined in 4 above shall be followed.



Executive Committee – Voting Results

1. Where there are more successful Graduate candidates than Registered or Non-Registered Candidates. (The Constitution requires that the majority of members on the Executive be Registered or Non Registered Members).

- A position on the Executive will be awarded to those Graduate members with the most votes in the first instance.

Executive Committee – Casual Vacancies (Reference 3.4 (b) Constitution)

1. Appointment Procedure (see also 3.7 Replacement of Office Bearers and Officers)

Where such a situation arises:

- The vacated position on the New Executive shall be offered to:
 - i. The Chair or Registered member of a branch that is under-represented on the Executive.
 - ii. A member who was nominated but unsuccessful in the previous election.
 - iii. Should a member not be found then the President, Hon Secretary and Treasurer (Officer Bearers) shall canvas other Registered members to ascertain their availability and interest. The officer bearers shall evaluate potential candidates and agree on the most suitable member.

Executive Committee –(Reference 3.8 *Unconstitutional acts by committees or office bearers*)

1. Appointment Procedure

Where such a situation arises:

- The vacated position on the New Executive shall be offered to:
 - i. The Chair or Registered member of a branch that is under-represented on the Executive.
 - ii. A member who was nominated but unsuccessful in the previous election.
 - iii. Should a member not be found then the President, Hon Secretary and Treasurer (Officer Bearers) shall canvas other Registered members to ascertain their availability and interest. The officer bearers shall evaluate potential candidates and agree on the most suitable member.



NZILA EXECUTIVE REPORT – 5.4 DOCUMENTATION FEBRUARY 2013

Prepared by Grant Edge

NZILA OPERATIONAL PROCEDURES AND POLICY DOCUMENT Item 5.4.13.2 SUBSCRIBER FACILITY

This report follows on from previous reports and background information dated:
March 2012, September 2012, Minutes September 2012.

(See also Admin Manual 5.17.3 Membership)

BACKGROUND

Subscriber Facility 2007 AGM Resolution

The following motion was supported and passed.

Subscriber Facility:

It was **moved** (Mike Barthelmeh/Renee Davies) and **Carried:** THAT the Executive establish a 'Subscribers' facility with appropriate rules and conditions as part of the Executive Policy and protocol document. The value of the subscriptions for any one year shall be as determined by the committee.

IT IS PROPOSED

THAT the following Facility Description and Rules be incorporated into the Operational Procedures and Protocol Document.

THAT the 'Rules' as set out below may be subject to change from time to time as initiated by feedback from Subscribers, Members and the Executive.

THAT the membership be advised of the Rules of the Subscriber Facility at the 2013 AGM

5.4.13.2 NZILA SUBSCRIBER FACILITY

13.2.1 Clarification of Facility – NZILA Constitution

The 'Facility' is not an official NZILA membership 'Category' and as such 'Subscribers' would not be bound by the articles and rules of the constitution.

Membership of this 'Subscribers Facility' shall not entitle the member to any voting rights, participation in the business of the Institute and be excluded from all other constitutional requirements.

13.2.2 Purpose of Facility

To provide a means of communicating with and informing members of the public, corporate bodies, institutions, agencies and others both in New Zealand and overseas who are interested in the work of Landscape Architects in New Zealand and who wish to be kept informed.

From the Institute's point of view this facility provides a mechanism to engage with a wider audience and also provide additional Income.



13.2.3 Entry to the Subscriber Facility

It is considered that this Facility would attract a diversity of interest:

- Individuals from allied profession not considered to quite meet Affiliate status
- Individuals merely having an interest in the profession.
- Companies trading in products relevant to members business activities.
- Corporate organizations with an Environmental ethic.

Entry to this facility shall be at the full discretion of the committee.

13.2.4 Expelling a Subscriber

The committee reserves the right for whatever reason to expel a member from the Subscribers Facility if it deems the actions or products promoted by the member fall outside the ethics of the NZILA or their actions are in breach of the NZILA Code of Conduct.

In such instances the member shall be advised of the reasons for such action.

13.2.5 NZILA Membership Information

- The NZILA shall not distribute information about Subscribers details to the general membership or the public without prior permission of the member.
- The Institute will protect the database, however reserves the right to distribute information internally to local branches to allow them to invite Subscribers to special events.

13.2.6 Promotion

The NZILA will promote the Subscriber Facility on the public section of the website which will invite people to join.

The NZILA Branches will be encouraged to promote the Facility at a regional level.

13.2.7 Entitlements:

A Subscriber shall be entitled to:

- Receive copies of the NZILA - *Landscape NZ* Magazine (or the officially recognized magazine of the NZILA) issued and distributed by the Publishers.
- Receipt of relevant notices and information issued from time to time by the Executive Officer which are deemed to be of general public interest.
- Attend NZILA Conferences and be offered Subscriber rates as may be determined by the organizing committee.
- Attend NZILA Regional Branch events by invitation where that local branch committee is undertaking an event deemed to be suitable for public involvement.
- Discretionary advertising in NZILA publications and or on the NZILA Website at Advertising rates determined by the committee.
- Have access to the Subscribers Section of the NZILA Website.

13.2.8 A Subscriber shall not be entitled to:

- Access to the NZILA Database containing members details.
- Promote the membership of the organization in any product material or literature unless prior approval is granted by the committee.



13.2.9 Subscriber Communications with Members.

Members of the Subscriber Facility will be invited to communicate with members on the public section of the website.

- It is intended that such communications will NOT be a vehicle for advertising.
- Subscribers may advertise products and services to the institute through the Advertising process managed by the Executive Officer. (See Advertising Policy and Procedures)

13.2.10 SUBSCRIBER SUBSCRIPTION RATES

Rates shall be as determined by the Committee from time to time and reviewed annually.

- Proposed Rates for 2013

Individual	\$100 + GST
Corporate, Institutions and Agencies	\$250 + GST
- Invoices
Invoices shall be prepared and sent annually with terms and conditions as per the NZILA professional members Invoicing procedures.



REGISTERED MEMBERSHIP (Sally Peake)

2012 was the first year of examination under the new mentoring process. There has been positive feedback from graduates and their mentors overall, although improvements in communicating the process to all participants will need to continue.

A high number of applications were received this year, resulting in a heavy work load for our examiners. 16 applicants were successful and the Executive Committee congratulates and welcomes the following people as Registered Members of the Institute:

Chris Chen
Craig Wilson
Gary Marshall
Haylea Muir
Jonathan Broekhuysen
Jonathan Wong
Leigh Wilson
Nat Lawrence
Nikki Smetham
Richard Reid
Sue McManaway
Travis Wooller
Claire Macky
Matthew Jones
Yvonne Pfluger
Larissa Moyle

Registered Membership Certificates are being presented to those in attendance at the AGM.

Congratulations to you all.

Registered Membership Review

Following completion of this first year, a review has been undertaken of the process. While results have been positive and the process offers a transparent way to measure standards, feedback showed that there are improvements to be made – mainly in communication and clarification of the process, including the interview.

The review panel is working on a number of initiatives in this regard.

Registration Panel

John Brenkley was the Chairperson of the panel again this year and was ably assisted by Cheryl Robilliard, Clive Anstey, Bron Faulkner, Shannon Bray, Brad Coombs, Daniel Males and Jennifer Dray. Thank you to the panel once again for your hard work in 2012.

Group Mentor Workshops

A number of Group Mentor workshops were organized by branches around the country in the lead up to applications. Thank you to all the members who facilitate and attend the workshops.



Accreditation

The Accreditation Panel dealt with a number of issues that arose through inquiries to the Institute from people or courses seeking clarification on accreditation matters.

The accreditation panel provides a critical sense of continuity for the executive committee. I'm please to report that Melean Absolum has confidently performed her role as head of the Accreditation Panel with sterling support from Julia Williams. The panel is in the process of appointing a third member.

Annual reports were received by the Accreditation Panel from Lincoln University, Unitec and Victoria University

Next year there is no need for the Accreditation panel to carry out a full course review visit, as all the education providers will have current accreditation status.

The Institute is getting the Accreditation certificates redesigned to reflect the international status of the accreditation and to reflect the institute style guide documentation.

Education

The previous year the Institute attended the Career Advisors conference and the Institute worked coordinating with various branches where colleges had requested Landscape Architects come and speak to students about Landscape Architecture as a career choice.

The review of the Education and Accreditation policies are continuing.

Research is being carried out into gateway information for colleges that can be added to the Institute web information for prospective students of Landscape Architecture.

The Executive instituted a survey of students attending each of the three Schools of Design in Landscape Architecture on how they perceived the Institute and for opportunities that the Institute could improve on. Many of the suggestions are being implemented including an increase of student awards. The Frank Boffa, Dr Diana Menzies and Robin Gay awards will remain the premium awards, but there will also be recognition awards for the supreme student in each of the final three years of study at each of the education providers.

In 2012 the student award recipients were

The NZILA/Dr Diane Menzies Award for a final year student at Victoria University of Wellington was presented to Brad Dobson.

The NZILA Frank Boffa Award for a final year student at Unitec New Zealand was presented to Rebecca Cray

The NZILA Robin Gay Award for a final year student at Lincoln University was presented to Megan Ash

Construction Industry Council (CIC)

NZILA is a member of the CIC which brings together institutes from across the Construction industry to jointly submit or form common positions.

The Council provides drafts briefing papers for the Minister of Building and Construction and input to the Department of Building and Housing on various construction issues.

It also provides an important networking and information sharing opportunity with other NZ institutes.



5.15.4 NZILA STUDENT AWARDS (University end of year prizes)

See also Operational Procedures and Protocol Document Section 3.6.1

Motion Exec 11, 2012:

It was moved (Andrew Gray/Stephen Brown) Carried:

That the (Exec 11.2006) clause 3.6.1 in the OPP Document be amended as follows:

3.6.1 NZILA Student Awards (University End of Year)

That the NZILA sponsor three awards (9 prizes in total) annually to each Educational Provider in the following categories:

- NZILA Supreme Student Award - Final Year Student
- NZILA Award of Excellence - Best student in the Second to last year
- NZILA Award of Excellence - Best student in the Third to last year

3.6.1.1 **That** the NZILA sponsor 3 NZILA/Life member Supreme Awards

These supreme prizes are given to final year students demonstrating overall excellence at their respective educational institutes.

The names of the NZILA/Life Awards for final year excellence are:

- **NZILA/Robin Gay Award** – given to the Lincoln University final year student for overall excellence
- **NZILA/Dr Diane Menzies Award** – given to the Victoria University final year student for design excellence (commenced 2005)
- **NZILA/Dr Frank Boffa Award** – given to the Unitec final year student for overall excellence

That the Supreme prize consists of \$300 (or a sum as agreed by the Committee) + one year's free membership + certificate for one student winner per tertiary institute.

3.6.1.2 **That** the NZILA sponsor 3 NZILA Awards of Excellence

This prize is for the best student in the Second to last year of the NZILA accredited courses.

That the prize for best student in the second to last year consists of \$200 (or a sum as agreed by the Committee) + one year's free membership + certificate for one student winner per tertiary institute.

3.6.1.3 **That** the NZILA sponsor 3 NZILA Awards of Excellence

This prize is for the best student in the Third to last year of the NZILA accredited courses.

That the prize for best student in the second to last year consists of \$100 (or a sum as agreed by the Committee) + one year's free membership + certificate for one student winner per tertiary institute.

5.15.4 NZILA Student Awards (End of Year prizes)

See OPP Clause 3.6.1



- 3.6.4** That should any education provider have more than one accredited course running in parallel then the number of awards remains at three per educational provider but they shall be free to determine which student from the accredited courses is the most deserving recipient.
- 3.6.5** That each Education Provider shall notify the Institute's Executive Officer of the respective winners in each category in a timely fashion to enable Certificates to be printed and presentation by a NZILA representative to be organised.
- 3.6.6** That each Institute is advised that the NZILA End of Year Student Awards have been revised and that it is their prerogative if they wish to proceed with other ancillary awards specific to that institute's programme.

5.15.4 NZILA Student Awards (End of Year prizes)
See OPP Clause 3.6.1



Student Awards 2012

NZILA / Dr Diane Menzies Award for the top 2012 Victoria University Wellington Landscape Architecture Student.



Andrew Gray NZILA Exec Member presenting the Award to Brad Dobson

NZILA / Dr Frank Boffa Award for Overall Excellence in a final year student at Unitec.



Rebecca Cray recipient of the Award pictured with Peter Kensinton (NZILA Treasurer)

NZILA Robin Gay Award presented to the top 2012 Lincoln University Landscape Architecture Student. This Award is being presented on 10th April 2013 in Auckland.

Website

The roll out of the new website last year heralded a new look and greater functionality for the main public face of the Institute. The new website layout was created to be externally customer focused upfront outside the members area with information presented for different external user groups to help visitors to the website navigate to information more easily.

This year, feedback on the website from members has been collated and various common minor issues identified. As a result numerous minor refinements were implemented to address common issues and to enhance the website functionality. It is envisaged that with the website being our key tangible asset (both in terms of our public face and communicating with members), an annual programme of enhancement be undertaken to ensure that it remains fresh, interesting and functional.

Marketing

The Institute invited proposals from a number of Communication firms and engaged Senate SHJ based on their proposal to develop a Marketing Strategy for the Institute and to ensure that the Institute gains the best momentum from the opportunities associated around the upcoming IFLA congress and NZILA awards. This is in the process of being reviewed and various parts will be implemented over the coming year.

The revamp of the website raised a number of questions about what our 'brand' looked like. It was revealed that we have a very wide range of styles, colours, fonts and graphics that we use, and that the membership does not have ready access to the correct digital graphics. This is resulting in low resolution and poor quality graphics being used both in internal communications and official external documentation. The Exec has therefore been refining the graphics of the institute so as to provide a 'style guide' that dictates the rules for using NZILA graphics, the goal being that we have consistency of use across all aspects of the institute.

Communications

This year NZILA joined Twitter, and we now have a twitter feed on the InSite page of the website. We have 32 followers...but it is growing and we invite all members to follow us.

To date we have sent out 51 e-communications (either e-news or announcements), and these are proving very popular with members. We have also begun thinking about how Vicki might help branches send out e-communications to branch members, and will develop this thinking further over the coming year.

NZILA Strategy

The Exec has been developing a strategy for NZILA to provide the focus for the institute (and particularly for Vicki) over the next 12-24 months. This is almost complete, but has morphed into a review of our support staff role (currently an Executive Officer position), which will be on the table to discuss at the AGM. The staff review has come about after a realisation that we have lots to do, that our membership is growing, and the workload for the Exec Officer has potentially expanded beyond what one person can achieve.



A huge amount of planning and organisation has gone into the 2013 Resene Pride of Place Landscape Architecture Awards. Everything is in place for what should be a stunning event to showcase our profession's best talent and work. Much effort and thought has gone into making this an appropriately prestigious and memorable event including venue (The Auckland Art Gallery Toi O Tamaki), detail, food and drink and media opportunities. The objective being to celebrate the professions talent and work and to raise the profile of landscape architects and landscape architecture.

There was a record 77 design entries (58 in 2010), 23 Planning (31 in 2010) and 14 student entries (39 in 2010).

All tickets to the Awards evening have been sold and sponsorship levels were more than achieved which was significant given the timing with IFLA 50 Congress.

A huge thank you to our Awards Convenor Melanie Whittaker for her meticulous organisation and attention to detail.

Also to the judging panels for their time, commitment and sheer hard work:

Landscape Planning Category

Sally Peake – Lead Judge
Hugh Lusk
Mary Buckland

Design Category

Renee Davies – Lead Judge
Niall Simpson – AILA President
Gordon Moller – architect/urban designer
Diane Menzies
Jacky Bowring
Jan Woodhouse

Student Category

Peter Kensington – Lead Judge
David Irwin
Mandy McMullin

A special thank you to our partners:

Resene – naming partner
Lincoln University – student division
Peter Fell – new this year for sponsoring the welcome function
Mark Herring Lighting - for the exterior lighting
AGM Publishing



Call for Entries

1. Renaming of the Class of Awards terms

At the initiation of the Landscape Design judges the following motion was proposed and passed by the Executive and notified to members via Awards e-news on 12 February 2013.

This amendment is being applied under the NZILA's Rights in Relation to the Process clause within the Call for Entries.

THAT the:

1. Gold Award be retermed "NZILA Award of Excellence"
2. Highly Commended Award be retermed "NZILA Distinction Award" this is in order to provide better recognition of the level of achievement attained

The amendment was passed on the 4/2/013

2. Overseas projects and/or members entry

Changes to the Call for Entries made at the September 2012 Executive meeting has now clarified and allowed overseas projects and/or members to enter.

Another significant change is that it was decided that because of the number of entries especially in the Design category that not all entries would be visited by judges and that an initial desktop judging would determine a shortlist to be site visited.



Submissions

The Executive continues to grapple with submissions on behalf of NZILA and the idea of creating a forum of people willing to assist in making submissions or preparing position papers on topics.

The RMA reform is the main issue over the last year and, and continues to be the priority with significant implications for the landscape, the environment and for the profession.

Early in 2009 NZILA made a submission to the Local Government and Environment Select Committee on the Resource Management (Simplifying and Streamlining) Amendment Bill 2009. This work continues, with a submission on the TAG Discussion paper last year prepared by Stephen Brown on behalf of NZILA. In addition, a submission was made on the 2012 Bill and, more recently, the 2013 Discussion Paper. Thank you for all those who contributed.

It is anticipated that this work will be ongoing during the current year as the Amendment Bills continue to emerge and in order to continue to raise the profile the Institute. To add weight to the submission process, it is also intended to make a submission to the select committee at the appropriate time.

The Aotearoa/New Zealand Landscape Charter

The distribution of the Charter had disappointing results and further work was suspended at the last AGM. Notwithstanding this, it remains of value for the institute and a decision needs to be made on its future.

Outstanding former recommendation:

That The Aotearoa/New Zealand Landscape Charter be distributed to key stakeholders and consultation undertaken with those stakeholders. After key stakeholder feedback and any minor modifications to the charter as agreed by the review group, the proposed charter is then distributed to all members for adoption by referendum.

NZILA ORAL HISTORY PROJECT

To: NZILA Executive
From: Shona McCahon
Date: 18 March 2013
Subject: Update and where to from here?

The NZILA oral history project was initiated when Boffa Miskell commissioned five interviews with founders of the profession in New Zealand and donated them to NZILA. At that time there was concern that several individuals from the early days, who had been influential, were in failing health and there was a desire to record their personal recollections of the profession in the early days as reflected through their careers and involvement with the Institute.

ORAL HISTORIES COMPLETED TO DATE

The NZILA oral history project has progressed since 2006, with funding from several sources, as follows:

- 2006: six interviews, commissioned and funded by Boffa Miskell and gifted to the NZILA (\$11,000 fee & travel);
- 2009: five interviews largely funded by a New Zealand Oral History Award (\$7500) to me, supplemented by NZILA (\$2420 travel & fee contribution).
- 2012-13: two interviews funded by NZILA (\$5,730, fee & travel).- I have nearly finished the writing up of these and they should be complete by the end of April.

The thirteen people interviewed so far are (* Subsequently deceased):

George Malcolm*: influential advocate for landscape architecture in the 1960s-1970s.

Charlie Challenger*: established 1st landscape architecture course in New Zealand and NZILA founding member.

Frank Boffa: helped Charlie Challenger, establish DipLA course, founded Boffa Miskell Ltd, NZILA founding member and office holder.

Tony Jackman: one of the five inaugural DipLA graduates in 1970, taught with Charlie Challenger at Lincoln, founding member of NZILA.

Hedley Evans: one of the five inaugural DipLA graduates in 1970, NZILA founding member.

Neil Aitken: one of the five inaugural DipLA graduates in 1970, NZILA founding member and office holder.

Robin Gay*: one of the five inaugural DipLA graduates in 1970, NZILA founding member and office holder; Vice-President of IFLA in mid-1980s.

Jan Woodhouse: originally Cert Landscape Design, later fully qualified landscape architect; tutored DipLA at Lincoln with Charlie Challenger, NZILA office holder.

Alan Morgan: co-founder of Morgan & Pollard Limited, influential in development of the Landscape Industries Association of New Zealand.



Barry Chalmers*: originally a landscape technician, did not qualify as a landscape architect but promoted the profession as an employer throughout his career.

Herwi Scheltus: 1978 DipLA graduate who was influential in developing native plant revegetation techniques; is the only landscape architect still employed by the Department of Conservation.

Allan Rackham: former lecturer at Lincoln College, then Director of Boffa Miskell until retirement; influential in developing approaches to landscape planning.

Alan Titchener: long-time practitioner in Hawke's Bay, NZILA office holder; former delegate IFLA delegate & President of IFLA Asia-Pacific region; influential in advocating more integration of Māori culture in the profession.

ABOUT ORAL HISTORIES

Why are oral histories worth having? They are an invaluable source of information that is not available through other records (such as NZILA minutes or project reports and plans) – i.e. information about people's personal motivations for taking up the profession, their personal experience of the reality, reflections about the changes experienced over time, stories and insights that bring the profession's development to life.

What is the basis of oral history cost? Oral histories are most useful if they are fully documented so that researchers can easily find material they are interested in without having to listen right through four or more hours of interview. A rough rule of thumb in oral history circles is that it takes 10-15 hours work for every hour of recorded interview. This work involves:

- research the person's biographical background ;
- prepare an interview outline, record the interview;
- prepare a detailed abstract of the interview, which summarises the content in 2-minute segments, with key words highlighted – like an index;
- advise the interviewee about the oral history agreement form each is required to sign;
- make multiple copies of the recordings and documentation for the interviewee, NZILA and the National Library (where the interviews are being added to the national archive);

Frequently, there is project administration and travel time as well, which I do not charge for.

Nz LOTTERY BOARD GRANT

In 2011, I organised the Institute's successful application for a grant from the NZ Lottery Board. The maximum amount possible in the category (\$15,000) was awarded as the project was considered of national significance.

At the time of the application, an ambitious 14 additional interviews were planned, with the intention of bringing the total number of completed interviews to 25 and using those as the basis for a publication and/or inter-active exhibition to be launched at the IFLA World Congress this year. The total project cost was estimated at approximately \$45,000.

Payment of the \$15,000 grant was dependent, however, on the Institute securing the remainder of the project cost (i.e. \$30,000). At the time of the application it was envisaged that NZILA would be able to fund \$10,000 with the remainder funded by the Unitec landscape architecture department in a partnership sort of arrangement. Unfortunately, the Unitec funding has not eventuated, and NZILA



has so far funded half of the amount it had hoped to cover. By the time an approach had been made to the Education Foundation for a contribution, it had committed its resources elsewhere.

These shortfalls mean that, to date, the Institute has been unable to access the Lottery grant. The term of the grant is for 24 months and is due to expire in July 2013. It would be a shame to lose the Lottery Grant, which is a substantial amount.

RECOMMENDATION

1. Ask Lottery Board for grant on revised basis

I recommend that NZILA write to the Lottery Grants Board, explaining the difficulties encountered in securing the substantial project budget originally envisaged and asking for the grant to be paid regardless, on the following basis:

- The primary objective of the oral histories is to record for posterity, the recollections of those who have been influential in the development of New Zealand's landscape architecture profession, so although the World Congress publication objective is no longer valid, the value of the oral histories for future use remains;
- Regardless of the World Congress, the profession's development is a story of national significance in New Zealand's history;
- NZILA has funded two of the proposed fourteen interviews (to the tune of \$5,700) since the Lottery grant was conditionally approved;
- NZILA undertake to fund another interview in the coming financial year (\$2800). (We know that the Board looks more favourably upon making grants where the applicant provides a significant contribution – and, confidentially, I understand that a contribution of about 30% is the benchmark);
- If the Lottery Board agreed to pay the \$15,000, the total with the NZILA's \$2800 would enable another five-six interviews to be completed, depending on travel costs and length of interviews wanted;
- An extension of time be granted through to the end of 2013 to enable the interviews to be carried out and documented.

2. Proposed interviewees

When I surveyed the membership in 2010 about who else to interview, the five names at the top were Di Menzies, Di Lucas, Earl Bennett, Alan Rackham Alan Titchener.

Two of these have now been interviewed, so Di Menzies, Di Lucas and Earl Bennett would be next. If the Lottery Board agrees to pay the grant on the above basis a further review of the interviewee list should be undertaken to check for any gaps in representative coverage of early practitioners.

3. Accessing the oral histories

Now that the NZILA website has been upgraded, I would like to talk to Shannon Bray about ways to make the oral history material available online. There are matters of gaining interviewee consent etc to sort out but there is great potential to develop the profession's story online.



NZILA AGM report - Profile of the Landscape Profession 2011

The Executive Committee approved funding for a project in 2012 to establish a current profile of the landscape profession in New Zealand, and to compare the results with those from similar surveys conducted in 1995 and 2006. The benefits of the research were to better inform members of the NZILA about a range of aspects of the profession in NZ, and to provide current information to the Executive Committee to enable them to plan future activities.

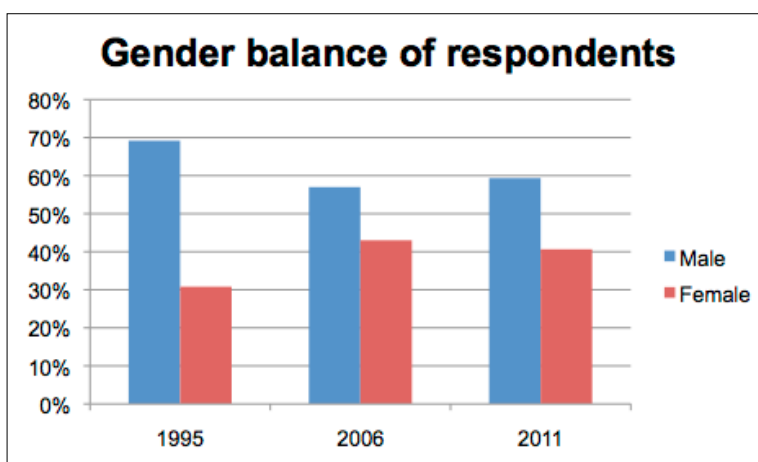
A proposal to establish an on-line survey questionnaire through the Qualtrics servers was approved by the Lincoln University Human Ethics committee, and the survey was distributed to all registered, fellow, associate and graduate members of the Institute on October 1 2012. A research assistant was employed to keep track of all responses, so that up to two reminders could be sent to members who had yet to respond. All responses were confidential and anonymous, since no individual identification information was gathered. The questionnaire was finally closed to further responses on October 31, and compiled results were sent to the principal researcher, Mike Barthelmeh.

The final results showed that 226 members followed the link provided in the invitation to participate, and looked at the survey instrument. That gave a 53.6% response rate to the invitation to take part in the survey, although not all who looked answered at least one question, so the final response rate for detailed analysis was 47.9%.

An initial release of the results was published on the NZILA website in November 2012, and a second progress report with a focus on remuneration and other benefits of employment was published on the website in March 2013. In December 2012, survey results were used as a basis to generate three separate articles for professional magazines in China, Korea and South Africa. This was part of the Institute's publicity drive to draw international attention to the IFLA50 conference being held in Auckland in 2013. Once formally published, those articles will also be made available on the Institute's website.

A full research report which details the responses to each variable in the questionnaire will be prepared later in 2013, and a link to the publication will be posted on the Institute's website.

The Institute looks forward to continuing this series of surveys on the state of the profession in New Zealand at approximately five-yearly intervals, to build a picture of the evolution of the profession over time. The chart below shows how the gender balance of respondents to the questionnaires has changed since 1995.



Mike Barthelmeh
19 March 2013

CPD REGISTRAR - Robin Rawson

“A goal without a plan is just a wish.” Antoine de Saint-Exupery

One in four registered members completed their CPD plan last year. To retain registration, the remaining three in four registered members will need to complete their CPD plan this year.

A CPD plan is a tool to steer your CPD activities to help keep your career inspiring and flexible, or perhaps to make it easier to change the direction of your career. At a minimum the CPD plan can be submitted every second year, however ideally it is tweaked every year to keep it fresh and relevant. If you put the extra effort into personalising your CPD plan to current career needs and aspirations, you will find it is a powerful tool.

Most people are now completing their registration requirements online, so if you haven't tried this yet, give it a go.

The screenshot shows the 'Online CPD Registrar' interface for the New Zealand Institute of Landscape Architects (NZLA). The page is titled 'Personal CPD Plan & Record Sheet: 15 CPD points are required to be completed by 31 March 2013'. The user is logged in as 'vicki'.

Personal Details:

- Name: Vicki Daigue
- NZLA ID: 0
- Email: vicki@fusioncom.co.nz

Personal CPD Plan:

- Year Starting 1st April: 2013
- Major Topic Area: Professional Practice
- Selected Supplementary Topics: Theory
- Description of Proposed CPD Programme next 2 - 3 years: [Placeholder text]

Record Sheet Last 12 months:

- Year Starting 1st April: 2013
- Total CPD Points: [Placeholder]

The interface includes a navigation menu with 'MEMBERSHIP Registration & CPD', 'BRANCHES & Working Groups', 'LIBRARY Search', and 'MEMBER Search'. A sidebar on the right contains a list of links for help and updates.

Firstly I would like to express a collective gratitude to the dedication shown by and significant work that the outgoing IFLA delegate and APR Vice President, Alan Titchener has contributed to IFLA and APR during the years he has been representing our Institute at these key global meetings. Alan's leadership and support for the APR region was noted at the 2012 World Council meeting. Alan has left a legacy of high quality communication and collegiality within the APR members and has championed tirelessly the issues and concerns of our region within the IFLA Executive Committee and through the IFLA World Council meetings. I hope to be able to continue Alan's contributions and ensure New Zealand remains a key contributor to the global landscape architecture political environment.

My first role as the new IFLA delegate was at the IFLA World Congress in Cape Town, South Africa on the 4th September 2012. At the Congress the Asia Pacific Region held its Council meeting. Subsequent to the Cape Town Congress, Dr Diane Menzies then represented the NZILA at the October APR Congress and Council meeting in Shanghai.

With the focus for New Zealand (and myself) being our hosting of the 2013 World Congress, there has not been a huge amount of activity within APR by your new delegate. After the World Congress in April I anticipate becoming more active in the role and providing more detailed reporting.

At the Cape Town meeting the hand over to the new APR Vice President, Dato Ismail Ngah from Malaysia was undertaken. The outgoing Vice President Alan Titchener was thanked for his work for the APR region.

Key Projects/Activities

Jinzhou Project: One of the larger landscape promotional activities undertaken within APR over the year has been the Jinzhou project – which is the creation of 20 gardens, designed by landscape architects from throughout the world (including a New Zealand representative) to be opened in China in May 2013. There will be a presentation of the project at the IFLA World Congress.

IFLA Review: At the Cape Town World Council meeting IFLA Council members voted to establish a working party (with formal facilitation) be established to review the current activities of IFLA and the relationship between IFLA and the associated IFLA Regions. The aim of the review was to explore opportunities and constraints within current structures (including funding) and to formulate a strategic plan for the future direction of IFLA. This project was initiated as a result of identified doubling up of activity between Regions and IFLA. It was considered timely to ensure a comprehensive and robust exploration of future direction and focus.

Diane Menzies and Tong Mahn Ahn were chosen as the two APR representatives on the Working Party. Over the last 6 months since the Cape Town meeting a huge amount of work has been undertaken by the Working Party, including a survey of all IFLA delegates.

A proposal from IFLA Exco based on the recommendations of the Working Party will be presented to the World Council meeting in Auckland in April for consideration by all IFLA delegates.



IFLA International Landscape Charter: A landscape charter has been developed by IFLA in association with UNESCO (IFLA ILC). Given the current shelving of the NZILA Landscape Charter (a more detailed and hence controversial document than the IFLA ILC) there exists an opportunity to explore the promotion of the IFLA ILC within New Zealand to promote broader support for landscape and to assist with the global support for the IFLA ILC. The following outlines some detail on the ambition for the project and how we might utilise the Charter as a basis to progress our own ambitions to promote heightened understanding and appreciation for our landscapes. The following is a summary of the ambitions for the project from the IFLA ILC Working Party;

“As a result of the Florence Declaration of September 2012 and subsequent presentations (see December report), the IFLA proposal for an international landscape convention is currently directing United Nations agencies (including FAO, UNCCD, (the Convention on Desertification) CBD (Convention on Bio Diversity) UNESCO, including IPOGEA, ICOMOS UIA, civil partnerships and other NGO’s to the wider value of ordinary rather than outstanding landscape and providing rigorously researched reasons for valuing it. The impact is that agencies are contemplating creating policy/law etc to protect it.

International organizations that have supported this initiative so far include ICOMOS, AIU, ISOCARP, IPOGEA, FAO, LALI, CBD (Desiree/Martha any to add?)

The position with UNESCO has been clarified since December 2012. Under current financial and political circumstances, only absolute priorities are being undertaken and it is even proving difficult to meet to discuss the ILC. Although a meeting is planned for April 2013 to discuss an award for a partnership between IFLA and UNESCO, in the circumstances landscape is not a priority.

But, recognizing the seriousness of initiative and the support in agencies beyond UNESCO, the advice is to continue to build up support through major meetings of potential partners, bottom-up work with ICOMOS, AIU and United Nations Agencies with the view of presenting the proposal again in 2-4 years time when there will be a new executive board, a different group of ambassadors..

The strategy for the IFLA is to talk to those outside the profession to build up support for the proposal.

To make the most of the support we have so far the ILC working party asks every delegate and member of World Council to:

- *Contribute to this partnership building at an international level.*
- *Take the responsibility of encouraging the development of national and regional charters (if none exist) with the aim of reporting to the IFLA world Council in Argentina, October 2014 and St Petersburg, June 2015 at the latest. The ambition is to achieve at least 3 national and/or 1 regional charters from every IFLA region signed by June 2015 (where none exist currently).*
- *To have agreements and letters of support from at least 20 international organizations, NGO’s and civic societies based in each IFLA region by October 2014 and a further 40 by June 2015.*



- *For each delegate to submit (by post or scan) at least 20 signatures of the ILC document to IFLA HQ, to pass on the petition page to all of their contacts and like the facebook page as a matter of priority.*
- *Ask international partners to contribute or formally demonstrate support at the annual regional conferences.*
- *Visit and participate in the IFLA ILC website.*

As the above recommendations outline, the intention is to actively promote the Landscape Charter (see below). I believe that there is potential for the NZILA to use the IFLA ILC as a starting point to promote the concept of landscape recognition within this country beyond Government Policy.

I would like to progress in the first instance the promotion of the Charter through to our members (who can individually decide to support (or not) through the facebook page and through the IFLA ILC website). I would also like at the NZILA Executive Committee to discuss and consider a potential proposal for NZILA to sign up to the IFLA ILC and to establish a promotion plan to approach New Zealand agencies to support the IFLA ILC. For context an overview of the intention of the IFLA ILC is as outlined below:

Each week, across the world, communities are experiencing benefits, but also feeling the impacts of industrialisation, urbanisation, and the search for energy. Lives are endangered or affected by poor or badly planned development. Problems are caused by demographic shifts and changing patterns of work and habitation, as well as climate change, the depletion of natural resources, de/ reforestation, difficulties relating to food production, biodiversity, heritage, and a host of other issues relating to aspects of land use change and development.

The quality of the landscapes of daily life is constantly being eroded. A more strategic and holistic approach is desperately needed to provide support to communities in dealing with these global threats and challenges.

The aim is for the International Landscape Convention to stimulate a more integrated, democratic approach that establishes the landscape as a holistic tool for planning, managing and creating sustainable development. Dealing with the protection of the past as well as the shaping of the future, it would recognise the vital connections between governance, culture, health and economics.

A new international convention would encourage a different way of thinking about the landscape by:

- Considering the landscape as a cultural and natural concept, a physical and abstract entity, having economic and social value.
- Focusing on the experience people have of their physical environment, dealing with the protection of the past as well as the shaping of the future.
- Recognising the vital connections between governance, culture, health and economics.
- Offering inspiration through principles and guidelines, encouraging work across established institutional, geographical and disciplinary boundaries.
- Providing leadership, sharing and rewarding good practice.



- Dealing with the whole space, the rural and the urban, wilderness and man-made, the most treasured and memorable and as well as the unloved and degraded, will help establish the landscape as a holistic tool for planning, managing and creating sustainable development.

Rather than being an enforceable tool, it was agreed that the convention should: offer inspiration through principles and guidelines; encourage work across established institutional, geographical and disciplinary boundaries; provide leadership; share and rewarding good practice; and deal with the whole space, the rural and the urban, wilderness and man-made, the most treasured and memorable and as well as the unloved and degraded (see attached leaflets).

Recognising that different cultures have different ideas about the landscape, a convention will be comprehensive and overarching yet flexible, encouraging national, regional and local interpretation and application. The idea will empower communities and people who are concerned with economy, health, and sustainability of their culture and environment.

Asia Pacific Region (APR) Education Committee

Neil Challenger from Lincoln University was appointed as the New Zealand representative for the APR Education Committee.

IFLA & APR Congress & Conference Schedule

There is an exciting schedule of APR and IFLA Congresses established for the next five years as outlined below.

- 2014 Sarawak, Malaysia - APR Conference
Buenos Aires, Argentina – IFLA 51st Congress “Thinking & Action: EarthHome and LandSpace, Ideas, Strategy and Action”.
- 2015 St Peterburg, Russia – IFLA 52nd Congress
Indonesia – APR Conference
- 2016 Torino, Italy – IFLA 53rd Congress “Tasting the Landscape”
APR Conference – to be confirmed
- 2017 Montreal, Canada – IFLA 54th Congress
APR Conference – to be confirmed
- 2018 Singapore – IFLA 55th Congress



Report of the High Country Landscape Group 2012 Year

In 2012 the activity of the HCLG was limited to participating in the Mackenzie or Upper Waitaki Shared Vision Forum. Anne Steven was the representative for the group, although Di Lucas also attended on behalf of Mackenzie Guardians. 8 forum meetings were attended in Twizel through the course up to May 2012. NZILA budget was expended on accommodation, meals and travel to enable Anne to attend as representative of the HCLG. Graeme Densem attended one meeting at the request of the Forum (as a practitioner) to give a presentation on landscape values.

To quickly recap, the HCLG group comprises a small gathering of landscape architects who have in depth knowledge and /or empathy and have carried out considerable consultancy work in the high country. They do not represent the Institute or the opinions and principles of the profession as a whole. The purpose of the group is to ensure landscape values are given fair and equal consideration in voluntary processes such as the Shared Vision Forum and to advocate for land use and management decisions that best protect landscape values, especially distinctive landscape character, indigenous character and landscape integrity. At the very least the participation of landscape architects in such forums raises awareness and understanding of landscape issues, and it enriches landscape architects' understanding of the complex water/ land/landscape management issues in the high country.

A report on the Shared Vision process was provided to the Institute in June last year. It was a long, drawn out and often frustrating forum to participate in. An Agreement for the way forward for the Mackenzie Country was arrived at, the broad details of which are in the 2012 report. The HCLG contributed actively to achieve an outcome that will hopefully lead to much better recognition of and more comprehensive protection of landscape values whilst still allowing for a sustainable social and economic future. The details of the agreement are still confidential and we understand that the public launch is in the near future.

Group members at present are Anne Steven, Ines Stager, Di Lucas, Claire Findlay, Graeme Densem, Philip Blakely and Simon Swaffield. Other Institute members with particular interest or professional experience in the high country are invited to become active member participants of the group.

Anne also continues to receive all pastoral lease tenure review proposals on behalf of the HCLG. She remains active in inspecting properties and preparing submissions on tenure reviews, but carries out that work on behalf of her local F&B branch.

There is no set agenda for this year's activities. The tenure review process is on-going however, and there may be further opportunity for involvement in the Shared Vision process.

Motion:

"That the Institute continues to support the activity of the High Country Landscape Group, with an annual contribution of \$500 towards expenses."



Congress Subcommittee Report

Renée Davies – Chair

IFLA50 Subcommittee Members: Renee Davies (Convenor/Chair), Rachel de Lambert (sponsorship), Sarah Collins (finance/budget), Dr Diane Menzies (marketing /IFLA liaison), Jan Woodhouse (field trips and pre-post congress tours), Catherine Hamilton (programme and entertainment), Melissa Davis (sustainability), Alan Titchener (Maori protocol & indigenous session), Phil Wihongi (Maori protocol and indigenous session), Stephen Brown (NZILA Exec Conference portfolio), Neil Challenger (student charette), Jacky Bowring (student competition).

Introduction

Nb: all figures were at time of writing (20th March 2013)

It has been six years since the NZILA/AILA bid to host the 2013 IFLA World Congress was confirmed in August 2007 at the World Council meeting in Malaysia.

Since early 2009 the subcommittee have been meeting on a regular basis (two monthly from early 2010 till December 2012 and then monthly over the last year and 2 weekly for the last 3 months) to progress planning and co-ordination of the Congress with the ambition of hosting one of the pivotal landscape architecture events to be held in the Southern Hemisphere.

At the time of writing the Congress is a mere three weeks away. As you will see with the summary provided in this report the hard work and dedication of the subcommittee along with the support of the NZILA and its members means that the Congress has achieved all of its targets and will bring in a surplus to the NZILA as well as providing the required 20% levy to IFLA.

It has (as they say) been a long road and the decision to host the Congress in New Zealand was a brave decision by the NZILA that held with it a degree of risk and required a significant investment of energy and resources (in particular of fully voluntary time from the subcommittee) . Despite this, the subcommittee have always held a strong belief that the outcome would be well worth the effort and risk. It is looking like this belief will manifest (I believe a certain Exec member owes us a magnum of champagne that was promised if we broke even)!

But, on a serious note and more importantly, the programme of speakers, social functions, field tours and associated student and indigenous sessions will ensure a vibrant and memorable exploration of the Congress theme of Shared Wisdom in an Age of Change – a key theme which honours the unique culture of New Zealand and challenges us as landscape architects to consider key issues facing us. This Congress is the kick-start to a campaign by the NZILA to raise the profile of both our profession and our contribution to the environment in which we all live.

Statistics as at 20th March 2013

- Total paying registrations: 406
- Total attendance (includes sponsors, speakers, exhibitors, committee etc): 497
- Representatives from 40 different countries*
- 264 New Zealand delegates
- 27% of delegates are students
- 45% NZILA and AILA delegates
- 14% non IFLA, NZILA or AILA members

- Field Trips: 213 people spread across the seven field trips
- Indigenous parallel session: indicated attendance of 99
- Student Charette: 42 attendees (with 17 more confirmed)

*Countries represented include: Australia, Austria, Brazil, Canada, Chile, China, Colombia, Costa Rica, Czech Republic, Denmark, Finland, Germany, Hong Kong, Hong Kong Sar, Iceland, India, Indonesia, Iran, Japan, Kenya, Malaysia, Mexico, New Zealand, Nigeria, Norway, Russia, Singapore, South Africa, South Korea, Sweden, Switzerland, Tahiti, Taiwan, Thailand, Netherlands, Turkey, Uganda, United Kingdom, United States,

Budget

Overall profit and loss at time of writing has total income with 400 delegates at \$568,329 with expenditure (including 20% IFLA levy on registration income) and 1% contingency at \$563,178. So profit/loss sits at \$5,151.

There are some further savings that may be made within the speaker category depending on the final arrangements for travel for two of the speakers.

Any registrations beyond the 400 received between now and the Congress will go towards increasing the overall profit/loss value.

There are no other major risk areas associated with the Congress and the budget is now in a stable position and is looking like there will be a definite surplus from the Congress for the NZILA.

Sponsorship

As at time of writing (27th March) we had exceeded our break-even target for sponsorship and exhibitor income with \$300,043. A total of \$213,043 in sponsorship and \$87,000 in exhibitor fees.

Sponsors include: Unitec, Stephen Brown Environments, Lincoln University, Boffa Miskell, Resene, Build Media, Fel Group, NZILA Education Foundation, JASMAX, Isthmus, Nava Polan-Gerson Foundation, Dulux New Zealand, Natural Habitats, Reset/Unitec, Diane Menzies, Tamata Trees, ACO Limited, Architectus, Opus Consultants, BECA, Auckland Council, Victoria University, Cornwall Park Trust, Gordon Harris, Neville Newcombe, HUB Steet Equipment.

Exhibitors include: Firth, Ozbreed, Design Source, Playrope, Bully Boy, Lappset, Playground People (Platinum Play), Horizon International, Living Earth, ArboGreen, Permathene, Surface Designs, Matta Products, Urban Effects, Tile Warehouse, Kauri Park Nurseries, Permeable Solutionz

Fiends of the Congress include: Thresher Landscape Architecture, Woodhouse Associates, Earl Bennett Landscape Architects, Hudson Associates, Soul Environments, Alan Titchener.

Speakers

A great diversity of invited speakers have been confirmed for the Congress. In line with the original intention to reduce the environmental impact of the Congress two of the keynote speakers will be live-streamed to the Congress – which will highlight and challenge the concept of sustainability and conferences.

Speakers include: Jim Sinatra, Paul Herzich, Phil Wihongi & Damian Powley, Wade Davis, Michael Pawlyn, Garth Falkoner, Rachel de Lambert, Dr Rhana Singh, Malcolm Paterson, Jacky Bowring, Alex Calder, Adrian McGregor, Yuko Tanabe, Paula Villagra, Thomas Woltz, and Wannaporn Pui Phornprapha.



Master of Ceremonies is Professor Simon Swaffield

Indigenous Parallel Session

A dedicated group has prepared a challenging and original parallel session exploring indigenous landscape knowledge. The aim of the session is to provide delegates with an indigenous perspective on landscape from a number of highly respected experts, highlighting the links between landscape identity, belonging, resilience and well-being.

Social Functions

A range of social functions have been organised to compliment the Congress and include the following:

- Congress opening function & powhiri @ Auckland Museum
- Congress welcome function @ convention centre
- Congress gala dinner – Viaduct Events Centre
- Auckland Conversations – IFLA50 special event @ convention centre
- A range of cultural events will be occurring throughout the Congress including Pacific, Australian aboriginal and Maori.

Alongside the Congress itself there are some special events that are incorporated as part of the Congress and include: the IFLA50 photo competition winner announcements, IFLA APR awards winner presentations, student competition presentations, Sir Geoffrey Jellicoe awards presentation and as a kick start to this week of landscape celebration – the Resene NZILA Pride of Place Awards Dinner and Presentations on the Monday evening.

Student Competition

Lincoln University have organised and run the IFLA50 student competition. The theme was Redemptive Landscape Architecture - Earthquakes, flooding, tsunamis, hurricanes, bush fires: natural disasters which have wrought havoc on landscapes around the world in recent times.

Urban sprawl, oil spills, global financial crisis, terrorism: human-induced disasters which also have massive landscape impacts.

How can landscape architecture assist in the redemption of landscapes afflicted by disaster? The student design competition for the 2013 IFLA World Congress sought student visions for how the design of the landscape can assist with rebuilding, rehabilitation, restoration and what wisdom can be shared.

There were a large number of entries from across the globe. An exhibition of the top 15 entries will be displayed at the Congress and copies of the winning entries included in the Congress USB.

Student Charette

A student charette will run as a prequel to the IFLA World Congress, the design site being Okahu Bay where the project is being carried out with Ngati Whatua. As it stands it is on track to have around 65 to 70 students from nine countries participating, which will make it one of the largest charettes that has been run in association with an IFLA World Congress. This is a three day design project and runs on the 7th, 8th and 9th of April, which will provide for rapid concept plans as well as the experience of working together in multicultural teams. Ngati Whatua are keen to develop a canoe landing site that will enable international voyaging canoes, as well as smaller racing canoes to land in the bay and are also interested in opportunities for culturally relevant open space. With these requirements and the roading issues, sewer pipes, and pollution problems that the students



will also have to contend with this will be a testing and stimulating project. The charette will work out of the UNITEC studios, and excitingly will spend its first night at the UNITEC marae, Te Noho Kotahitanga, which will not only be very supportive of the project, but will also be a culturally enriching and grounding experience for the participating students.

The charette will be followed by a joint studio between UNITEC and Lincoln University, and students from their landscape programmes will carry on with this design project at the end of the congress. This inter-programme collaboration will be a first in New Zealand. Through both stages Ngati Whatua members will advise students on indigenous aspects and values and participate in presentations and site visits.

The organisers invite visitors to the welcome at 11.30 am on Sunday 7 April at the marae at UNITEC's Carrington Campus.

Neil Challenger, Charette Leader

Field Trips

An amazing array of field trips has been organized that cover the subthemes of the Congress and that will give delegates a flavor of New Zealand landscapes prior to the main Congress discussions and speaker presentations.

Field trips have been co-ordinated by the subcommittee but the details have been provided by a dedicated group of Auckland Branch volunteers and the subcommittee thanks those dedicated members for their support of the Congress through organizing these fantastic events.

Field trips include: Tiritiri Matangi – landscape change through planting, Waiheke – landscape change through planning controls, Rangitoto – evolving landscape change through the ages, Maunga tupuna (ancestral mountains) – great traditional landscape architecture, Urban Walk – landscape recognition and change through landscape, Hobsonville Point – landscape change through design, Sculpture park and rural landscape change through development.

Media

The Congress subcommittee is working with the newly appointed NZILA media consultant to ensure a range of media coverage is undertaken for the Congress.

Congress Proceedings

A complimentary USB will be provided to all delegates of the Congress. This USB will have all the details of the Congress on it (including sponsor information) and will have a soft copy of the congress proceedings.

As part of the Congress we undertook a double blind peer reviewed paper submission process. The aim was to support the theme of the Congress and the keynote speaker presentations with an International array of academic, practitioner and student explorations of the theme and subthemes.

Over 400 abstract submissions were received. After the first review process 125 were selected for full papers. We have received over 60 papers for inclusion in the Congress proceedings which are currently undergoing their final reviews. The paper topics cover a broad range of topics and represent a range of cultures. The proceedings will be an interesting resource for all delegates and will be available after the Congress from the NZILA and IFLA websites.



Financial statement

The highlight of our financial year was the bequest of \$10,000.00 from the estate of the late George Malcolm. George was one of the Institute's founding fathers and was a towering figure in the lives of many of the early graduates from the landscape architecture programme at Lincoln. He tirelessly promoted the discipline of landscape architecture across all the public work disciplines and was a great believer in the power of landscape architecture to change our landscapes. We thank you George.

Income for the year is derived from George's bequest, interest of \$2640.21, a donation of \$563.33 and a payment of \$1705.81 from the 2012 NZILA conference surplus. We appreciate these payments as they allow us to grow the fund beyond the interest we receive. Income totalled \$14909.35.

Expenditure was limited to the sponsorship payment to the 2013 IFLA Congress of \$9200 and two instalments of the fees for our new website which totalled \$1636.82.

Activity this year has been confined to developing the web site as all three trustees are on the organising committee for the IFLA Congress. None the less the development of the web site has taken some considerable time as we undertook research and consultation re the style and content of a site, developed the wording, collected photographs, called for quotes, evaluated the tenders, let a contract and worked through development options. Thankyou to Stephen Brown, Boffa Miskell, Megan Wraight and the Isthmus Group for letting us use photographs of their work for the site. We think your photographs are magnificent. The site may look simple but there is a lot of work in getting it to that state!! And over time we can change it to meet our needs.

The web site is now live although we are still to officially launch it. It has 5 tabs that inform the viewer about the foundation, its activities and the trustees. However the most important sections are two interactive tabs. The donations tab allows people to make donations or bequests online and the 'whats on' tab allows individuals to register with us for events. We also hope to develop part of the site at a later date so individuals can seek stored information or photographs.

We are planning a launch party for later in the year - once the congress is done and dusted! And we are also developing ideas for interaction with the NZILA for education purposes.

2013 Proposed activity

A launch party for the web site with fund raising activity centered around a silent auction.

Hosting a visiting speaker

Supporting NZILA CPD activity

Developing online educational resources

Jan Woodhouse, Sarah Collins and Diane Menzies
Trustees

NZILA EDUCATION FOUNDATION: Statement of Financial position - 01.1.12 - 31.12.12

	2011	2012
INCOME		
Current account interest	7.35	62.93
Accrued interest WP TD 07	4,377.48	2,273.94
Accrued interest WP TD 08	226.85	216.73
Accrued interest WP TD 09	184.71	86.81
Donations & bequests		\$10,563.33
NZILA Conference grant	\$983.38	\$1,705.81
Sub total	\$5,779.44	\$14,909.55
 EXPENDITURE		
IFLA Conference sponsorship		\$9,200.00
Fusion Design (website build)		1,636.82
Subtotal		\$10,836.82
 BALANCE (INCOME / EXPENDITURE)	 \$5,779.23	 \$4,073.45
 CURRENT ASSETS (LIABILITIES)		
Current account	\$4,993.32	\$16,932.15
WP TD 07	71,860.43	74,134.37
WPTD 08	10,226.85	
WP TD 09	3,534.17	3,620.78
Balance	\$90,614.77	\$94,687.30

Note to accounts:

There is a discrepancy of \$0.92 between the balance of accumulated funds for 2011 and the balance of income and expenditure for 2012



**DRAFT Minutes of NZILA's 40th Annual General Meeting
Held at Lincoln University, Christchurch
Thursday June 28th, 2012**

Meeting opened 1315

Welcome

Stephen Brown, President welcomed everyone to the meeting and thanked Lincoln University for the venue.

1. Attendance & Apologies

1.1 Present (Executive)

Stephen Brown, Andrew Gray, Philip Blakely, Peter Kensington, Shannon Bray, Grant Edge, Rory Langbridge, , Sally Peake (minute taker).

Others (incomplete)

Di Menzies, Di Lucas, Jan Woodhouse, Simon Swaffield, Don Barham, Neil Challenger, Sheryl Robilliard, Jennifer Dray, Mike Barthelmeh, Jeff Weston, Helen Mellsop, David Sissons,

1.2 Apologies

Chris Williams, Sue Dick, David McKenzie, Don Miskell, Tim Lander, Julia Williams, Stephen Drakeford, Rob Watson , Steve Dunn, Helen Preston Jones, Earl Bennett, Sarah Collins, Rachel de Lambert, Sam Bourne, Jenny Moore, Melean Absolum, Vicki Clague.

2. Receipt of proxy votes

Proxy votes were received from:

Cheryl Robilliard
Jan Woodhouse
Peter Kensington
Peter Kensington
Peter Kensington

For:

Stephen Dunn
Mike Farrow
Rachel de Lambert
Sarah Collins
Sam Bourne

3. Confirmation of Minutes - 2010 AGM

It was moved (Neil Challenger/Grant Edge) and unanimously **carried**:

THAT the Minutes of the 2010 Annual General Meeting held in Kerikeri on 9 March 2011 be accepted as a true and accurate record.

4. Matters arising from Minutes

None

5. Presentation of Annual Reports

The 2010 Annual Report pre-circulated prior to the meeting and was largely taken as read

5.1 President – Stephen Brown



Report as tabled: –

- acknowledgement of challenging year both within and outside the institute, as well as positive outcomes
- difficulty of engaging with Christchurch
- importance of the 2013 IFLA World Congress
- thanks to Exec, especially Shannon's work on the website

5.2 Honorary Secretary; Administration, Documentation Records, Membership; – Grant Edge

Report as tabled: –

- *Thanks for interim admin assistance from Melanie Whitaker & Heidi Monks*
- *Welcome to new Executive Officer, Vicki Clague*
- *Oral History project continuing with time limits limiting contribution to World Congress. It was agreed that the Institute would focus on Interviews in order to secure the Grant Funding.*
- *Focus on administration manual to streamline document coordination & retrieval*

5.3 Vice-President; Registered Membership– Sally Peake

Report as tabled: –

- *Congratulations to new Registered members:*
Grant Bailey
Melissa Davis
Martha Dravitzki
Melinda Drysdale
Charlotte Grant
Stuart Houghton
Mark Lewis
Jade McFarlane
Caroline Patton
Chris Punt
Kylie Smith
Stefan Steyn
Megan Taylor
Marc Tomes
Richard Tyler
- *First intakes into new mentor programme; thanks to branches and mentors*
- *Thanks to interview panel and chair*
- *Record number of Registered landscape architects; thanks to Vicki Clague & Robin Rawson*
- *Importance of CPD*

5.4 Environment & Legislation – Philip Blakely

Report as tabled: –

- Submission made on behalf of members
- Future of charter – where to now? Further investigation was required by Executive
- LPI going forward with emphasis on engaging with tertiary providers and upskilling



- through research
- RMA Review of Sections 6 & 7 – watching brief

5.5 Accreditation; Education; CIC – Andrew Gray

Report as tabled: –

- Successful accreditation of Lincoln University; none scheduled for next year
- Thanks to Frank Boffa for past work, Melean Absolum for assuming chair role, and welcome to Julia Williams
- Inaugural NZILA input into annual conference of Career Advisors in Rotorua; thanks to Joby Barnham for manning display

5.6 Communications & Website – Shannon Bray

Report as tabled: –

- *Website development and usage*
- *Exploring use of Twitter, Facebook and LinkedIn*
- Updating branding

5.7 Branch Liaison – Rory Langbridge

Report as tabled (with attached branch reports): –

- Use of website for communication with/between branches
- Thanks to branch committees
- Encourage engagement with students and new members

5.8 Conference and Awards – Stephen Brown

Report as tabled: –

- Status and timing of awards
- Format/process of awards for 2013
- Review for 2014

6. Presentation of Annual Accounts and Budget for 2012 – Peter Kensington

Report as tabled: –

- Overview and summary, draft financial statement (Appendix 1) yet to be audited; overall surplus for 2011 \$28,513.00 at the end of December 2011, noting that this surplus excludes expenditure of \$25,000.00 associated with the website upgrade
- New financial tracking and reporting system, and new electronic banking
- Thanks to Vicki for high level of subs received
- Thanks to Mike Farrow and Northland Conference Committee for highly successful 2011 regional conference
- IFLA World Congress separate account with conference organizing company
- Proposed 2012 draft operating budget
- Executive officer salary
- Proposed special projects including additional Landscape Repository project proposed by Neil Challenger

Query and discussion on branch subscription payments and increases to match CPI (agreed)



It was moved (Peter Kensington/Grant Edge) and unanimously carried
THAT the final 2010 Auditor's Report (prepared by Steve Jacobs & Associates) attached as Appendix 3 be accepted

It was moved (Peter Kensington/Stephen Brown) and unanimously carried
THAT the Draft Annual Financial Report (Prepared by Iles & Campbell Limited) attached as Appendix 1 be accepted subject to audit

It was moved (Peter Kensington/Shannon Bray) and unanimously carried
THAT the 2011 Treasurer's Report be received and accepted

7 It was moved (Peter Kensington/Grant Edge) and unanimously carried
THAT the Proposed Draft 2012 NZILA Operational Budget be approved

It was moved, with amendment (Peter Kensington/Philip Blakely) and unanimously carried

THAT the membership endorses the Special Projects identified for 2012 and the NZILA Executive continue to develop and action the projects identified and/or others that it considers likely to benefit the membership; these to be drawn from the wish-list from reserves, including the Landscape Repository Project outlined to AGM with a budget of \$5000.

It was moved (Peter Kensington/Grant Edge) and unanimously carried

THAT the NZILA Executive draws the budgets for Special Projects only from surplus funds available over and above any budgeted Operational expenditure requirements, while avoiding drawing from the \$100,000 Investment Account reserve threshold, noting that where funds are not readily available, then the NZILA Executive will defer the Special Project.

An amendment to the motion was moved (Di Menzies/Don Barham) and unanimously carried

THAT the proposed referendum for the NZILA Charter be deleted.

It was moved (Peter Kensington/Stephen Brown) and unanimously carried

THAT any decision to draw funds below the \$100,000 Investment Account reserve threshold associated with providing further financial assistance to the NZILA hosting of the IFLA 2013 World Congress, if required, be considered by the NZILA Executive Committee in collaboration with the NZILA Congress Subcommittee.

8 It was moved (Peter Kensington/Grant Edge) and unanimously carried
THAT Iles & Campbell Limited be retained as the NZILA's Accountants and that Dixon Chartered Accountants (formerly Steve Jacobs & Associates) be appointed as the NZILA's Auditors for a further term.

Other reports

9 Conferences/Workshop

The president thanked the Northland Conference team for their great effort.

10 Registrar – Robin Rawson

Report as tabled



11 IFLA Delegates reports – Alan Titchener and Diane Menzies

Report as tabled

- Thanks to Alan Titchener for work as Asia Pacific NZILA representative and welcome to Renee Davies
- Thanks also to Diane Menzies (IFLA Cultural Landscape Committee for Asia Pacific) and Neil Challenger (IFLA Asia Pacific Region Education Committee)

12 High Country – Di Lucas

Report as tabled:-

- Successful outcome from the Mackenzie Shared Vision Forum
- Thanks from Stephen Brown on behalf of the Institute for huge achievement
- Comment from Simon Swaffield – NZILA Charter would need similar investment in process to be successful

13 Branch News

Tabled in Annual Report

14 Education Foundation – Jan Woodhouse

Report as tabled:-

- Focus on website to build reserves and fund future projects
- Providing support to World Congress by sponsoring speaker
- Seeking ideas for fundraising events

15. On The Table remit 2011

NZILA Constitution Section 3 (g) (ii) reads:

The President and any member of the committee shall upon the expiration of his/her term, be eligible for further election except that the President shall only be eligible for one consecutive term of office. The President must stand down from office and from the committee for the next term of management, but will then be eligible for subsequent nomination for future terms on the same basis.

Proposed wording:

The President and any member of the committee shall upon the expiration of his/her term, be eligible for further election ~~except that the President shall only be eligible~~ for one consecutive term of office. The President and/or committee must then stand down from office and from the committee for the next term of management, but will then be eligible for subsequent nomination for future terms on the same basis.

Discussion:

Currently the term of the president is limited to 4 consecutive years after which they must stand down. There is no limitation on the time executive members may serve. The change seeks to place the president and the executive committee members on the same footing. A maximum of 4 or 6 year period encourages accumulation of valuable institutional knowledge, allows exec members to see long term projects to



*fruition and should result in a phased replacement of executive members.
(Proposed by Jan Woodhouse. Signatories Sarah Collins, Peter Kensington, Bruce McKenzie, Claire Walker, Peter Whiting)*

2011 It was moved (Jan Woodhouse/Sarah Collins) and unanimously carried:
THAT the remit be left on the table, to be considered as part of a wider governance review which will be reported back to membership by 28 February 2012

2011 It was moved (Di Menzies/Stephen Brown) and unanimously carried:
THAT the executive undertake a governance review (either themselves or with expert assistance) and that this review be undertaken, or a progress report communicated to members, within the next six months.

2011 It was moved (Grant Edge/Renee Davies) and unanimously carried:
THAT any final decision on the remit be subject to the review of postal proxy votes which may have been delayed due to the Christchurch earthquake, and that the deadline for the receipt of such proxy votes be Wednesday March 23, 2011.

2012 No proxy votes were received

2012 A governance review was held in March, the results of which were reported back to the membership and culminated in the appointment of Vicki Clague as Executive Officer.

2012 AGM A new remit was received:

We the undersigned would like to withdraw the remit we proposed at the 2011 NZILA AGM

However, we request that the NZILA (Executive) report back to the 2013 AGM on the following:

The maximum length of service by all executive members.

The rotation of portfolios (to avoid any one person holding a portfolio for a lengthy period of time.

The installation of processes to ensure corporate memory is retained.

The recording of operational procedure and protocol documents to ensure the above.

(Signatories Sarah Collins, Peter Kensington, Bruce McKenzie, Claire Walker, Peter Whiting)

16 Proposed Exec Remit (Grant Edge):

REMIT 1-2012

presented to the NZILA AGM 28 June 2012

Proposed by:

THE EXECUTIVE COMMITTEE

Purpose of remit

To better support members who are seeking to rejoin the institute by amending clauses that seek to recover historical outstanding unpaid subscriptions prior to them rejoining. This currently poses both an administrative and archival hurdle as well as a disincentive for the person seeking to rejoin.



Proposal

To amend Clause 2.13 (b)

Background

The Clauses identified in 2.13 we suspect were written in order to:

- ensure that members followed due process in advising the Secretary that they wished to resign. This then allowed for better administration of their status with respect to archival record keeping.
- make sure that members who left or resigned without paying their dues did not continue to receive membership benefits during the year that they resigned.
- recover subscriptions that should have been paid before being allowed to rejoin.
- provide an incentive to members who had paid by not charging them a re-admission fee.

2012

Over the last few months we have received various queries from members wishing to join the Institute after previously leaving. Most have left with out advising us and as a result their membership has been de-activated.

Generally members who purposefully 'resign' and advise the Institute are aware of the rules and leave fully paid up. However there is a group of people who have let their membership lapse without advising anyone. In such cases they will have usually been advised of the situation under the Arrears clauses and given plenty of time to notify us.

Under either situation when members want to rejoin again we have to advise them that in accordance with the Constitution that they have left in 'Bad Standing' and that they have to pay the fees due the year that they left before we can approve their application.

This causes much angst for the Executive Officer and becomes an impossible, time consuming and often fruitless task to administer, especially where members left prior to the 2004 database being set up. These members details are now archived.

The Committee considered this matter at its March 2012 meeting and agreed to amend the Constitution.

The changes being proposed still aim to provide a disincentive to those members leaving without telling us by placing a timeframe limit when the Institute should seek reimbursement from Members who left in 'Bad Standing'.

We also wanted to address the title of the clauses referenced as 'Resignation' when dealing with the above issues to include situations where members did not advise us of their status or decision to terminate their membership for a short time. We have found



for example that members travelling overseas sometimes don't realise that they need to advise us. In other instances members feel that the organisation no longer meets their situation and decide not to renew their subscriptions without advising us. When their situation changes again they find that belonging to the Institute is of value after all. The Committee want to encourage members to rejoin without causing any aggravation and embarrassment at the application stage.

However in order to avoid members just coming and going over short time frames the executive agreed that any members seeking to rejoin within five years of leaving in 'bad standing' should still be required to pay their subscription in full or in part.

The subscription value being sought is only for the year immediately following their last payment, i.e. the year where they would have been sent an Invoice and subsequent advisory notices. It is not intended to be a cumulative amount for each successive year thereafter.

Current Clauses

2.12 Arrears

- (a) Annual subscriptions commence on 1 January in the year to which the subscription relates. Members are entitled to pay the normal rate provided that the subscription is received by the Institute on or before the due date of 31 March in the year to which the subscription relates. Any person whose annual subscription remains unpaid after the due date shall pay a higher, or 'late rate'.

Members will be given a further two month period in which to pay their annual subscription at the 'late rate'. Any person whose annual subscription remains unpaid after the expiration of this two month extension shall not be entitled to receive any publication or ballot list of the Institute or be entitled to vote at any meeting of members of the Institute or to be elected or appointed to any office of the Institute.

- (b) A person whose annual subscription remains unpaid after two months from the due date shall be notified of this fact. If after one month from the sending of this notification the subscription remains unpaid the Institute may remove the member from the Membership Register.
- (c) The Committee may, if it thinks fit, reinstate a member on such conditions as it may determine a person whose name has been removed from the Membership Register under paragraph (b) of this Article and may, in certain circumstances, exempt him/her from the payment of an administration charge for that reinstatement, provided that all subscription arrears are paid in full.

2.13 Resignation

- (a) A member of any grade may, by giving notice in writing to the Secretary, resign his/her membership of the Institute and his/her name shall be removed from the Register as from the date on which his/her resignation is received.



- (b) Notwithstanding that a person has resigned his/her membership under paragraph (a) of this Article he/she shall continue to be liable for any annual subscription or portion thereof and all arrears due and unpaid at the date his/her resignation is received.
- (c) A member who has resigned from the Institute and was of good financial standing at that time may at any time in the future request readmission to his/her class of membership without payment of an administration charge.

Conclusion

This remit aims to streamline the rejoining process and place a timeframe limit within which the committee should seek to recover all or part of any outstanding subscription. This time limit would be five years.

AGM 2012 NZILA Executive Remit 1 Proposed Amendments to Section 2.13

Recommendation

1. **That** the title of the Clause 2.13 be changed:

From: Resignation
To **Resignation and/or Suspended Membership**

2. **That 2.13 (a)** be changed:

From: (a) *A member of any grade may, by giving notice in writing to the Secretary, resign his/her membership of the Institute and his/her name shall be removed from the Register as from the date on which his/her resignation is received.*

To: (a) *Members of any grade who either give notice in writing OR fail to give notice in writing to the Secretary that they wish to resign his/her membership of the Institute shall have his/her name removed from the Register as from the date on which his/her resignation is received OR where no notice is received his/her name removed in accordance with Clause 12.2 (b).*

3. **That 2.13 (b)** be changed:

From:(b) *Notwithstanding that a person has resigned his/her membership under paragraph (a) of this Article he/she shall continue to be liable for any annual subscription or portion thereof and all arrears due and unpaid at the date his/her resignation is received.*

To: (b) *Notwithstanding that a person has formerly OR informally resigned his/her membership under paragraph (a) of this Article he/she shall continue to be liable for any annual subscription or portion thereof and all arrears due and unpaid at the date his/her resignation OR date identified in Clause 12.2(b) for a maximum period of Five years thereafter.*



4. That 2.13 (c) be changed:

From: (c) *A member who has resigned from the Institute and was of good financial standing at that time may at any time in the future request readmission to his/her class of membership without payment of an administration charge.*

To: (c) A member who has *formerly* resigned from the Institute and was of good financial standing at that time may at any time in the future request readmission to his/her class of membership without payment of an administration charge.

Discussion

Following extensive discussion, the motion was withdrawn. It was agreed that the Remit needed to be reviewed against existing provisions to ensure coverage of the various issues and better clarify the intent. In the interim Clause 11(e) would enable the Executive to manage and/or waive fees.

17. Registered Membership Presentations

Certificates presented at end of AGM.

18.1 Student Tertiary Excellence Awards

- NZILA / Dr Diane Menzies Award for the top 2011 Victoria University Wellington Landscape Architecture Student – Bradley Ward
- NZILA Robin Gay Award for the top 2011 Lincoln University Landscape Architecture Student – Megan Ash
- NZILA / Dr Frank Boffa Award for the top 2011 Unitec final year student - Ethan Reid

18.2 Life Membership Award

Congratulations to Earl Bennett. Certificate and Citation to be presented to Earl Bennett at Canterbury Branch meeting.

19. General Business

19.1 The Role of Landscape Planning – raised by Simon Swaffield

Discussion took place on how or whether landscape architects should become specialists in landscape planning. What competence is required by graduates entering into practice? What competence is required by Registered members?

How do we deal with increasing specialisation around the 'edges' of the profession – landscape assessment and planning, landscape management, urban design?

Should we have a working group, how would it be organised?

Neil Challenger advised that there was just not enough time in the courses to fit all the necessary teachings.

Numbers engaged in planning need to be researched – and need to check alignment with IFLA, Australia etc.

There was no consensus or resolution on this matter.



19.2 Student Engagement – raised by Neil Challenger

What is the level of student membership? How can we increase engagement? Should membership for students be free? Free for last 2 years? Free for last year?

A recruitment process is needed. There is a gulf between practitioners and students. We need to teach students how to prepare for practice.

How can the institute support students and graduates given the low availability of jobs?

What professional support role is needed?

There was no consensus or resolution on this matter.

Meeting closed 16.40.



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Auckland Branch

New Zealand Institute of Landscape Architects

2013 ANNUAL GENERAL MEETING MINUTES

Date/Location: Wednesday 20th February 2013, 6pm, Boffa Miskell Office.

Present: Orson Waldock (OW), Helen Preston-Jones (HPJ), Sarah Collins (SC), Shannon Bray (SB), Ben Clark (BC), Sho Kasuya (SK), Ethan Reid (ER), Nat Lawrence (NL), Julia Moore (JM), John Allan (JA), Meg Back (MB), Belinda Watkins (BW), Richard Reid (RR), Bridget Gilbert (BG), Sally Peake (SP), Leigh Wilson (LW), Helen Mellsop (HM).

Agenda:

1. Apologies
2. Notification of other matters
3. Acceptance of 2012 Minutes
4. Chairperson Report
5. Treasurer Report
6. Election of 2013 Committee
7. Other Matters

Apologies: Wendy Davies, Esther Hjelmstrom, Diane Menzies, Lynn Bishop, Mike Farrow, Lee Brazier, Kieran Dove, Rachel de Lambert, Bernie Ranum, Chris Fourie, Paul Murphy

Other Matters:

1. IFLA50 Congress 2013
2. Proposed Auckland Council-hosted event at Cornwall Park
3. Garden Design Fest request for sponsorship

2012 Minutes:

BG moved to accept, HM seconded. No matters arising from minutes.

Chairperson's Report:

OW presented his report, thanking the committee and especially Sandy Ling, Jonathon Wong and Paul Murphy for their contributions to the Auckland Branch over the last few years, and recapping on the events and activities in 2012. See Chairperson's report for details. BG moved to accept, HM seconded.

Treasurer's Report:

OW presented the report prepared by Jonathon Wong prior to his departure from NZ. Jonathon has made some recommendations in his report for management of the branch finances during 2013 and these will be considered at the first meeting of the new committee. See Treasurer's report for details. SP moved to accept, BG seconded.

Election of 2012 Committee:

Chairperson: RR nominated Orson Waldock, JA seconded. Orson Waldock (OW) elected unopposed.

Secretary: OW nominated Ethan Reid, HM seconded, Ethan Reid (ER) elected unopposed.

Treasurer: OW nominated Bridget Gilbert, HPJ seconded. Bridget Gilbert (BG) elected unopposed.

Other Committee Members: John Allan (JA), Esther Hjelmstrom (EH), Ben Clarke (BC), Sho Kasuya (SK), Nat Lawrence (NL), Leigh Wilson (LW), Lee Brazier (LB), Sally Peake (SP), Julia Moore (JM)



Other Matters:

1. IFLA50 Congress 2013 – volunteers will be needed during the Congress to take visitors around the city and to meet and transport guests and speakers. These needs will be refined at the IFLA Conference committee meeting on the 21st Feb 2013 and communicated to the branch. SC appealed to members to register soon for the conference.
2. Auckland Council event, Cornwall Park, tentatively 6-8pm 20th March 2013. Council LAs are organizing this event to present to the branch on Council projects and are seeking branch funding of \$300 to \$400 for refreshments. Suggestion to also invite Urban Design Forum members. HM moved that up to \$400 be made available from branch funds for the event, seconded BG, passed unanimously.
3. Organisers of the Garden Design Fest are seeking Silver sponsorship from the branch for a private garden tour event in Nov 2013. Opportunity declined on the basis of limited benefit to the Auckland branch. SK to reply to invitation.

2012 Committee Handover Meeting & First 2013 Committee Meeting: Thursday 21st March, 5.45pm for 6pm start, Reset Office.

2013 AGM Meeting closed at 6.45pm.



AUCKLAND BRANCH CHAIRPERSONS REPORT 2012 - 2013

Welcome to the 2013 Annual General Meeting of the Auckland Branch of the New Zealand Institute of Landscape Architects. Thank you to those of you who have taken the time to attend tonight's AGM, to Boffa Miskell for hosting and to those who have sent their apologies.

We have had a busy and productive year within the Branch. The Committee has continued to provide advocacy on Auckland issues, assistance to members as well as organising several social and CPD focused events. The members of the Branch Committee have put a great deal of time, energy and thought into a wide variety of initiatives. I would like to thank each and every member who has taken the time to contribute to these activities. It's been a pleasure working with you all.

The 2012 Auckland Branch Committee members include:

- Orson Waldock (Chairman)
- Lee Brazier (Deputy Chair)
- Helen Mellsop (Secretary)
- Jonathon Wong (Treasurer)
- Sally Peake
- Ethan Reid
- Sho Kasura
- Bernie Ranum
- Sandi Ling
- Di Menzies
- Bridget Gilbert
- Paul Murphy
- Rachel de Lambert
- Chris Fourie
- John Allen

I would also like to acknowledge a number of key committee members who have moved on this year including:

- Sandy Ling (Secretary) and Jonathan Wong (Treasurer) who collectively and individually have made substantial contributions to the Auckland branch, but have as of late last year embarked on their OE
- Paul Murphy who after several years of contributing as a Committee member with a focus on public relations has taken time out to focus on family and business commitments

2012 has been a productive and important year for the Auckland Branch, which has aimed to provide increased focus in the following areas:

1. Providing support for NZILA's new Registered Membership process
2. Providing support to UNITEC and encouraging more opportunities for students and practitioners to engage
3. Engaging with the new Auckland Council and providing input to the many planning and engagement processes which are underway
4. Identify opportunities to grow the local profile of Landscape Architecture
5. Provide support for IFLA 2013

The following is a summary of Branch and Committee activities over the last 12 months:

NZILA Registration Workshops

The Registration process for 2012 was led by John Potter and Sally Peake. The following workshops were carried out by the Auckland Branch:

- Professional Registration Process - Introductory Workshop
- Candidate Group Presentation
- Group Mentor Workshop
- Group Mentor Draft Workbook Review
- Review of the 2012 Registration Process

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Approximately 16 Graduate members attended the first registration workshop. A number of these candidates have either chosen to defer registration to a later date or have during the registration process been asked to defer their registration to the following year by the Group Mentors. Nine candidates who were seconded by the Group Mentors and completed their interviews were successful in being granted professional Registration, these individuals include:

- Nat Lawrence: Mentor – Orson Waldock, Group Mentor – John Potter
- Gary Marshall: Mentor – Mike Thomas, Group Mentor – Sarah Collins
- Jonathan Wong: Mentor – John Potter, Group Mentor – Mike Thomas
- Larissa Moyle: Mentor – Sarah Collins, Group Mentor – Orson Waldock
- Richard Reid: Mentor – Sally Peake, Group Mentor – Kris McPherson
- Leigh Wilson: Mentor – Bridgit Diprose, Group Mentor – Tim Fitzpatrick
- Jonathan Broekhuysen: Mentor – Rachel de Lambert, Group Mentor – Bridgit Diprose
- Travis Wooller: Mentor – Tim Fitzpatrick, Group Mentor – Sally Peake
- Haylea Muir: Mentor – David Irwin, Group Mentor – Sarah Collins

Armchair Travels

The second instalment of this social event was organised by Sandy Ling and well attended by approximately 30-40 branch members and students. Arm Chair Travels included presentations from several practitioners, UNITEC students and photographer Simon Devit.

Gibbs Sculpture Park Tour

The tour of this internationally significant sculpture park on the Kiapara Harbour was hosted by Garth Falconer and with only 30 places available, it was oversubscribed.

UNITEC Student Orientation

Orson Waldock attending student orientation and presented on behalf of the NZILA, outlining the institutes role in supporting the industry the advantages of student membership and opportunities to get involved at a branch level.

UNITEC - Studio Tour

On behalf of the Auckland Branch, Reset Urban Design and Boffa Miskell hosted 20-30 third year UNITEC students, providing in studio seminars on contract management and preparing competitive proposal.

Understory NZ

The Auckland Branch provided assistance to LASSU (Landscape Architecture Student Society of Unitec) led by John Allan in organising "The Understory", based on a major ASLA event which is held every April in the US. This lunchtime event held at Britomart included a live design completion to "to re-imagine the form of Auckland City in the year 2050". This event was supported by a number of practitioners with members handing out copies of Landscape NZ and NZILA promotional material.

20 February 2013

2 x 2

Organised in collaboration with Matthew Bradbury and Auckland Council, this event has held in the Council Chambers and well attended by 20-30 practitioners. This annual event provides a great opportunity for experienced and graduate landscape Architects to present and critique both built works and visionary projects.

Park(ing) Day

Conceived by a design collective of around 10 practitioners and students, this open space installation was designed and commissioned as part of the global Park(ing) Day initiative, celebrating the importance of open space. This temporary installation was supported by a range of landscape suppliers and reinstalled at UNITEC's Design Fest.

Motutapu Field Trip

A dedicated group of Local Branch members undertook spring spraying and weed clearance works as part of the long term restoration works on Motutapu.

Auckland Council - Open Space Strategy Submission

Submissions on behalf of the Auckland Branch were prepared and submitted to Auckland Council as part of their engagement process.

Auckland Council - Tree Policy Submission

Thank you to Sam Bourne for continued efforts on this issue and following up on Auckland Branches 2011 submission.

Support for IFLA 2013

The Auckland branch has continued to provide support for IFLA 2013, identifying suitable social venues, organising home stay accommodation and assisting in public relations.

Auckland Council - Urban Design Panel

The new Auckland Urban Design Panel (AUDP) for the 2012 – 2014 term was recently launched and includes a number of NZILA members. The branch has been actively involved with the panel since its inception under the former Auckland City Council and more recently Stephen Brown and Michael Hawes participated in the review being undertaken by Auckland Council of the panel, its governance and operation. The new relaunched panel which is to operate over the entire Supercity region incorporates both the former Auckland City Council Panel and Manukau City Council Panel with updated terms of reference and newly established Governance Board consisting of representatives of each of the partnering organisations – The Auckland Branch's of the NZILA, NZIA, Property Council, NZPI and Auckland Council Built Environment Unit. For this term the NZILA was represented on the Governance Board By Stephen Brown and Michael Hawes.

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As well as an update of the terms of reference and re indorsement of the AUDP's importance by Auckland Council, the review process also resulted in an opportunity for the branch to formalise its process for nominations to the panel in line with the other AUDP partners.

The NZILA Auckland Branch along with the AUDP partnering organisations called on members for nominations to the panel in April. The branch nominees where put forward to the newly formed AUDP Governance Board for review, following which NZILA Auckland Branch member Tracy Ogden Cork was confirmed as a panel member providing Urban Design expertise and a further 6 NZILA Auckland Branch members where confirmed as members providing Landscape Architectural expertise for the 2012 – 2014 term including:

- Henry Crothers
- Gavin Lister
- Dr Diane Menzies
- John Potter
- Rachel de Lambert
- Will Thresher

Christmas Function

This Christmas function held at La Zeppa was well attended by students and practitioners alike. The function was co hosted by UNITEC and was a chance to launch UNITEC's per reviewed landscape journal X-Section.

Final Comments

I would like to conclude by again acknowledging all the individuals who have contributed in making 2012 such a successful year for the Auckland Branch. I have enjoyed the role of Chairman over the year and look forward to continuing my involvement with the branch.

Best Regards

Orson Waldock, NZILA Auckland Branch Chair2012

ATTACHMENTS:



NZILA Auckland Branch Treasures Report 2012

During the year of 2012 the NZILA Auckland Branch has undertaken a number of activities on behalf of the Auckland Branch membership; this included a guided tour of the award winning 'Te Wao Nui' at Auckland Zoo by Hugo Baynes, The Bar Stool Travels event held at the Kitchen in Ponsonby and the joint Unitec and NZILA Auckland Branch collaboration for the international Park(ing) installation on Shortland Street in Auckland's CBD.

General Summary:

Between the period of 1st January 2012 and the 31st December 2012, the Auckland Branch received income from bank interest, branch levies, sponsorship (Unitec) and entry fees (zoo event) to the value of \$5,269.84, over the same period the Auckland Branch spent \$5,110.59. Overall between the period of 1st January 2012 and the 31st December 2012 the Auckland Branch had a net gain of \$159.25. The closing Auckland Branch balance as of 31st December 2012 was \$14,166.28. The large amount of funds within the Auckland Branch account is due to a combination of 2012 income, prudent spending, bank interest and sponsorship over previous years.

Please note that the 2012 Auckland Branch income still includes the Northland Branch Committee Surplus of \$1,475.07 which has been flagged for exclusive use by the Northland Branch Committee for future events.

General Comments and Recommendations:

Northland Branch Funds:

In 2011 the NZILA Northland Branch held the NZILA Kerikeri Workshop. On the completion of this Workshop there was an income surplus of \$1,475.07 which was returned to the Northland Branch and flagged for exclusive use by the Northland Branch to assist with funding of future Branch events. As the Northland Branch is a subset of the Auckland Branch. The Auckland Branch has been tasked with administering these funds on their behalf.

Recommendation

Auckland Branch Treasurer to make contact with Mike Farrow in regards to availability of NZILA Kerikeri Workshop surplus funds for exclusive use on Northland Branch events. The Auckland Branch Treasure should establish a protocol/methodology that can be documented in relation to approval of funds for Northland Branch events and how cost reimbursements will be conducted.

Term Deposit:

As part of the recommendations from the 2012 NZILA Auckland Branch AGM a term deposit for approximately \$10,000.00 or funds that are surplus to the requirements of the Auckland Branch Committee's proposed 2012 activities/budget was to be established. However due to difficulty around appointing a new Auckland Branch 2012 treasurer this recommendation was not auctioned.

Recommendation

It is recommended that a term deposit again be established with funds that are surplus to the requirements of the Auckland Branch Committee's proposed 2013 activities/budget. The length of the term deposit period should be determined at the time of establishment based on the best interest rate for the time period agreed by the Branch Committee.

NZILA Auckland Branch Signatories:

The Auckland Branch has numerous bank account signatories registered to it's account who are no longer active members of the Auckland Branch. It has also come to light that some signatories that are not actively involved at the Branch level are questioning decisions made by the Auckland Branch Committee.



Recommendation

Auckland Branch Treasurer to review the list of all registered signatories to the Auckland Branch account and make contact with these individuals in regards to reaffirming their desire to retain their role as a signatory or to step down and have their name removed from the list.

The Auckland Branch Treasurer should confirm the role of the Auckland Branch account signatories with those wishing to remain of the registered list. Their role being to sign cheques, which have been approved via quorum/vote by the elected Auckland Branch Committee, it is deemed to be beyond their mandate to relitigate decisions that have been approved by the Branch Committee. The Auckland Branch account signatories are by all means welcome to join the Auckland Branch Committee if they would like to contribute to the discussion as to how Branch funds are allocated/used.

Subcommittee Event Organisation:

Event subcommittees are sub-sets of the Auckland Branch and may at the discretion of the subcommittee pool resources to action their projects from outside the Branch Committee (wider membership, students, etc). It is the responsibility of the subcommittee to establish an outline cost estimate for their project and submit/present this to the Auckland Branch Committee and Auckland Branch Treasurer for approval of funds. This as with all other Auckland Branch expenditure will be reimbursed after the fact; this is due to a number of reasons:

- 1) Many organisation no longer except personal cheques for services/payment
- 2) There is a time delay within the branch committee (meets only once a month) to get the required dual signatures from the Auckland Branch account signatories
- 3) All roles of portfolio holders (including the treasurer) are voluntary and as such it often proves difficult to action tasks within a short timeframe due to work or other personal commitments.

Recommendations:

As described in the recommendations for the 'Branch Approvals Process' it is the subcommittee's responsibility to a time of establishment to seek approval through the Auckland Branch Committee a set discretionary budget for sub-committee activities, any expenditure over and above this agreed amount will need to be approved by the Branch Committee as a whole through the approval procedures. If the subcommittee determines that they require a cheque this should be arranged in advance with the Auckland branch treasurer to ensure that all required approvals and dual signatures can be obtained.

Auckland Branch Approval Procedures:

As part of the 2011 Auckland Branch Committee roll-out and formalisation of Branch portfolios, two key procedures for approving expenditure have been agreed upon. These now formalised procedures have been established for a number of reasons including: to ensure transparency within the Auckland Branch Committee in regards to prudent spending, accountability and financial/budgetary constraints.

The procedures that were established include:

Formalisation of the quorum/approval system – at Branch Committee meetings, proposed events and associated budgets are approved by the Committee as a whole (minimum number of 5 registered members required to form the quorum). This ensures that all Committee members have the opportunity to discuss the event, budget, and benefit of the activity for the wider landscape community. It also provides the opportunity for the Treasurer to confirm the availability of funds for the activity.

Prior approval of expenditure – this together with the quorum/approval system provides the opportunity for the Treasurer to confirm the availability of funds and confirm lines of communication. While budgets for events are estimated, it is an assumption that the final



cost will be close to the confirmed budget. If a budget looks like it is going to be a lot more than approved, it would be courteous for those managing the event to inform the Branch Committee and especially the Treasurer of the increased expenditure to ensure that funds are available. The potential issue with not seeking prior approval is that the Auckland Branch does not have sufficient funds to reimburse individuals for cost incurred on behalf of the Auckland Branch.

Recommendations:

Moving forward the approval procedures set out above should be adopted by the new Branch Committee to ensure transparency within the Committee in regards to prudent spending, accountability and financial/budgetary constraints to ensure the financial sustainability of the Auckland Branch continuing into the future.

If a subcommittee is to be established to manage an event/submission, determine at time of establishment through the Branch Committee, a set discretionary budget for sub-committee activities, any expenditure over and above this agreed amount will need to be approved by the Branch Committee as a whole through the approval procedures.

Closing committees:

At the Auckland Branch AGM 2012 it became apparent that it is becoming an increasing struggle at the Branch level to find enough interested individuals to hold offices or be a general committee members. The NZILA Charter states that a Branch Committee shall consist of at least 5 individuals: the Chairperson and the Treasurer, plus normally at least 3 Committee members. At the 2012 AGM It transpire that an Affiliate Member offered their services to the Branch Committee and was elected to the role of Treasure however this office was later striped from them due to NZILA Constitution clause '2 Membership, 2.1 Membership categories' which states that "Honorary Fellows, Affiliates, and Students shall possess all of the rights and privileges of Registered members except the right to hold office on Executive or Branch Committee or to vote". The justification for this action is sound under the constitution but it does raise the question in regards to the ability of Local Branches to attract enough members that are willing to take an active role/hold office on the Branch Committee. The Auckland Committee needs to make an active drive to encourage more members to take an active interest in the profession that they are members of.

Jonathan Wong
(NZILA Auckland Branch Treasure 2009 – 2012)

Attached:

- 1) NZILA – Auckland Branch 2012 Income and Expenditure Summary
- 2) NZILA – Auckland Branch 2012 Cash Book Summary



Summary (1 Jan 2012 - 31 Dec 2012)	
opening balance - as of 1 Jan 2012	14007.03
Income	\$5,269.84
Expenditure	\$5,110.59
closing balance - as of 31 Dec 2012	\$14,166.28

Expenditure				
18/01/2012	out	100256	Auckland Plan Submission	\$119.26
22/02/2012	out	100257	Zoo event - gift to Hugo	\$200.00
23/03/2012	out	100258	Zoo event & AGM	\$404.95
15/03/2012	out	100259	Auckland Plan Submission	\$202.47
5/09/2012	out	100261	Bar stool travels & 2x2	\$654.51
24/09/2012	out	100264	Park (ing) day - turf	\$331.20
26/09/2012	out	100263	Park (ing) day - printing	\$368.00
4/10/2012	out	100262	Bar stool travels - venue	\$115.00
30/11/2012	out	100265	Motutapu	\$119.74
7/12/2012	out	100266	Xmas function	\$2,595.46
TOTAL				\$5,110.59
Income				
31/01/2012	in		Interest	\$9.18
1/02/2012	in		Sam Bourne - repayment	\$70.00
2/02/2012	in		Sam Bourne - repayment	\$5.00
20/02/2012	in		Income from Zoo event	\$210.00
29/03/2012	in		Interest	\$8.28
30/03/2012	in		Interest	\$8.31
30/04/2012	in		Interest	\$8.53
31/05/2012	in		NZILA levies	\$3,264.73
31/05/2012	in		Interest	\$8.60
7/06/2012	in		NZILA levies	\$605.00
29/06/2012	in		Interest	\$10.22
31/07/2012	in		Interest	\$11.37
31/08/2012	in		Interest	\$11.02
28/09/2012	in		Interest	\$9.58
31/10/2012	in		Interest	\$10.76
30/11/2012	in		Interest	\$9.78
20/12/2012	in		Unitec	\$1,000.00
31/12/2012	in		Interest	\$9.48
TOTAL				\$5,269.84

Net Profit / Loss	
Income	\$5,269.84
Expenditure	\$5,110.59
Difference	\$159.25

NZILA - Auckland Branch 2012 Cash Book Summary

2012 Cash Book

Date	in/out	Cheque Number	Description	Amount
18/01/2012	out	100256	Auckland Plan Submission	\$119.26
31/01/2012	in		Interest	\$9.18
1/02/2012	in		Sam Bourne - repayment	\$70.00
2/02/2012	in		Sam Bourne - repayment	\$5.00
20/02/2012	in		Income from Zoo event	\$210.00
22/02/2012	out	100257	Zoo event - gift to Hugo	\$200.00
23/03/2012	out	100258	Zoo event & AGM	\$404.95
29/03/2012	in		Interest	\$8.28
15/03/2012	out	100259	Auckland Plan Submission	\$202.47
30/03/2012	in		Interest	\$8.31
30/04/2012	in		Interest	\$8.53
31/05/2012	in		NZILA levies	\$3,264.73
31/05/2012	in		Interest	\$8.60
7/06/2012	in		NZILA levies	\$605.00
29/06/2012	in		Interest	\$10.22
31/07/2012	in		Interest	\$11.37
31/08/2012	in		Interest	\$11.02
5/09/2012	out	100261	Bar stool travels & 2x2	\$654.51
24/09/2012	out	100264	Park (ing) day - turf	\$331.20
26/09/2012	out	100263	Park (ing) day - printing	\$368.00
28/09/2012	in		Interest	\$9.58
4/10/2012	out	100262	Bar stool travels - venue	\$115.00
31/10/2012	in		Interest	\$10.76
30/11/2012	in		Interest	\$9.78
30/11/2012	out	100265	Motutapu	\$119.74
7/12/2012	out	100266	Xmas function	\$2,595.46
20/12/2012	in		Unitec	\$1,000.00
31/12/2012	in		Interest	\$9.48





NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS
C a n t e r b u r y - W e s t l a n d B r a n c h

MINUTES OF ANNUAL GENERAL MEETING OCTOBER 2012

Date		16/10/12 6:15pm @ MWH, Christchurch	
Item	Minutes	Action	
1	Attendance Neil Challenger, Tracey Ower, Dave Compton-Moen, Hilary Wetton, Jody Tuuta, Emily Kelly, Malcolm Campbell, Mark Brown, Emma Taylor, Sean Dixon, Wade Robertson, Grant Edge, Jade McFarlane, Nik Kneale, Olive Screen, David McKenzie, Peter Rough, Jenny Moore, Anne Braithwaite, Brad Parkes, Nicki Williams, Nicki Owen, Don Miskell, Chris Glasson, Earl Bennett, Julia Moore, Kirstie Thorpe, Celia Popkin, Jennifer Dray, Louise Bailey, Chris Chen, Doug Backhouse, Mark McEntyre, Di Lucas, Paul Roper-Gee, Liz Briggs, Leicester Murray, Craig Pocock, Tessa O'Donnell, Melissa Buschi, Myles Rabbidge		
2	Apologies Jody Tuuta, Mike Barthelmech, Jacky Bowring, Tony Milne, Wayne Rimmer, Wendy Hoddinott, Sharyn Ogg		
3	Confirmation of Minutes Minutes of 2011 AGM confirmed (Dave McKenzie/Olive Screen)		
4	Matters Arising • Nothing to report		
	ANNUAL REPORTS		
5	Chair • Report attached; accepted Chris Glasson/ Di Lucas		
6	Treasurer • Report attached; accepted Wade Robertson/ Neil Challenger		



		<ul style="list-style-type: none"> • Healthy credit of \$7500 • Chris Glasson enquired re the Education Foundation – problem is cost to bring international speaker to NZ approx \$8000 which is too expensive • Branch still to receive 15% from conference profit 	
7	General Business	<ul style="list-style-type: none"> • Exec issues: Grant Edge (Exec rep) discussed 3 Exec issues: 1) NZILA online survey organised by Lincoln Uni; 2) NZILA communication email re development of Privacy Policy (sent 15/10/12) – members to contact Stephen Brown if not happy with proposal; 3) Exec elections coming up in Nov/Dec – electronic process • Greening the Rubble: Wade Robertson (NZILA rep on GtR board) outlined work of GtR. GtR Trust looking for extra 1 or 2 trustees to join Board. Interested people to contact Wade Robertson and he will advise GtR. • NZILA Registration Presentation: of registration certificate by Grant Edge (Exec rep) to Jade McFarlane 	
8	Elections	<ul style="list-style-type: none"> • Chair – Dave Compton-Moen (Neil Challenger/Dave McKenzie) • Secretary – Tracey Ower (Dave Compton-Moen/Wade Robertson) • Treasurer – Mark Brown (Tracey Ower/Neil Challenger) • Committee <ul style="list-style-type: none"> – Wade Robertson (Jade McFarlane/Jennifer Dray) - Emily Kelly (Mark Brown/Paul Roper-Gee) - Hilary Wetton (Earl Bennett/Emily Kelly) - Neil Challenger (Jennifer Dray/Chris Glasson) - Sean Dixon (Neil Challenger/Hilary Wetton) - Olive Screen (Tracey Ower/Jennifer Dray) - Malcolm Campbell (Dave Compton-Moen/Earl Bennett) - Kirstie Thorpe (Jennifer Dray/Tracey Ower) • Student reps: Emma Taylor, Brad Parkes 	



9	Life Membership Award	<ul style="list-style-type: none"> • Presentation by Grant Edge (Exec rep) to Earl Bennett. • Grant explained the significance of the award; Chris Glasson read out the citation and Earl Bennett responded • Meeting closed 7:12pm and was followed by a presentation by Don Miskell (Boffa Miskell) on his involvement with the Christchurch Blue Print
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Distribution: Branch members; Grant Edge (local Exec rep); Vicki Clague (Exec Officer of NZILA); Rory Langbridge (Exec branch liaison)



NZILA BRANCH 2012 AGM CHAIR'S REPORT

It is my pleasure to welcome you all to the 2012 AGM of the Canterbury-Westland Branch of the NZILA. This is the 32nd AGM held by the Branch since its formation in 1980¹, although it should be noted that the Branch was actually preceded by the Canterbury Landscape Group which was formed in 1977 with Earl Bennett as its first Chairman and Tracey Ower its last Chairwoman.

BRANCH –MEMBERSHIP

Pleasingly Branch membership has increased slightly from 136 before the earthquake (BE) to 140 as of last week. Within this there has been a small increase in the number of student members which we can thank our able student representatives for, and a 5% decrease in the number of graduate members which can presumably be attributed to the 6% increase in the number of Registered Members. As we will celebrate later this evening we are delighted that Earl Bennett has been made a Life Member so swelling the ranks of this category.

Membership by Category

Membership Category	2012 ⁱ		2010 ⁱⁱ	
Students	31	22%	29	21%
Grad	52	37%	59	42%
Non-registered	5	4%	-	
Registered	38	27%	30	21%
Fellow	11	8%	13	9%
Life Members	1	1%	2	1%
Retired	2	1%	1	1%
Total	140		136	

i - year to Oct 2012; ii – year to July 2010

There are large numbers of members in some of these categories, which suggests the potential to run CPD and other events with a more specific target audience. In addition the gender balance of our membership is worth noting, and despite 50% of the Graduate members being women, only 38% of the Registered Members are women, only 27% of the people who are applying for Registration this year are women, only 8% of Fellows are women, and with Di Menzie's departure to Auckland no women in the Branch are Life Members. Whilst there are likely to be several reasons for this, among other things the branch is keen to explore mechanisms to increase the numbers of women who are registered members.

The NZILA Branch Membership

Branch	Membership	%
Auckland (Auckland, Northland)	204	38%
Canterbury - Westland	140	25%

¹ It isn't quite clear when the Branch was formed. Earl Bennett suggests it was in 1980 and Tracey Ower (who was the last Chair of the Canterbury Landscape Group before it became the Branch) says it was in the mid-1980s. Take your pick.

Wellington	64	12%
Central North Island (Bay of Plenty, Waikato, Taranaki)	40	7%
Southern (Otago, Southland, Central)	32	6%
Hawke's Bay- Manawatu	19	4%
Nelson Marlborough	14	3%
Overseas	22	4%
Total	535	

The total membership of the Institute has increased by around 15 in the last year, which is pleasing. However, despite around 100 Landscape Architecture students per annum graduating in New Zealand Institute membership has been effectively static for a number of years. In my view this is a matter of concern. I am not sure how many non-member Landscape Architects we have in Canterbury-Westland, but believe that efforts need to be made nationally and at Branch level to recruit membership. A key step towards this is recruiting student members and at the NZILA AGM in June the Branch proposed that students should be given free membership of the Institute. Exec discussed this at its last meeting and it will be brought back to the table in the November meeting.

Nationally the Branch is the second largest after Auckland, which among other things suggests we should aim at two members on Exec, not least of all because it is clear that that with only one Exec member in the Branch it is difficult to maintain as close a connection between these two parts of the NZILA as is desirable. At the local level, the Branch is in the happy position of having a large pool of members able to contribute to events such as today's AGM, putting up the case for Earl's Life Membership, Registration, the conference etc etc. This is a gratifying position to be in, a great help to the Committee.

CPD AND SOCIAL EVENTS

The branch ran five CPD events and three social events during the year as follows:

- | | |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| October | <ul style="list-style-type: none"> • John Loomis talk • End of year Exhibition by Graduating Landscape Students from Lincoln |
| November | <ul style="list-style-type: none"> • CCC Workshop on Green-walls and Green-roofs |
| December | <ul style="list-style-type: none"> • Christmas Function (postponed until 2013 ☹) |
| February | <ul style="list-style-type: none"> • Drinks Dux Live (to say goodbye to Emma Content) |
| March | <ul style="list-style-type: none"> • Practices talk Practise 1 (Paul Roper-Gee, Chris Glasson, Tony Milne, Dave Compton-Moen, Wade Robertson) |
| May | <ul style="list-style-type: none"> • Landscape Architecture Research Seminar (Jacky Bowring, Neil Challenger) |
| June | <ul style="list-style-type: none"> • Drinks – Peddle Pushers, Addington • Thursday, Friday and Saturday NZILA Conference at Lincoln University |
| September | <ul style="list-style-type: none"> • Exec meets the Branch for Drinks plus • Practices talk Practise (Jenny Moore, Di Lucas, Emily Kelly, Yvonne Pfluger, Kristie Thorpe) |
| October | <ul style="list-style-type: none"> • The Central City Blueprint (Don Miskell) |

The largest and most demanding of these was the three day NZILA conference at the end of June which was attended by over 135 people and made a profit of approximately \$17,000, of which 10% will return to the Branch. Technically conferences are run by sub-committees of the Branch on behalf of the Executive, and although the majority of the conference committee were on the Branch



Committee I will take this opportunity to thank them for their considerable hard work in pulling together a very successful conference².

As well as these events, members were also able to attend numerous CPD events run by the New Zealand Institute of Architects, the New Zealand Planning Institute, the Architectural Programme at CPIT as well as talks hosted by the School of Landscape Architecture at Lincoln. There were normally at least three CPD events a month throughout the year, which hopefully will have made it easy for members to find CPD events of interest.

Given the exigencies of the on-going earthquake recovery activity and the huge demands placed on the Branch Committee by organising the NZILA conference I am very pleased with the number of events run. However, in the year ahead the committee has committed to having a fuller CPD programme and to having at least one event at a higher level. We will also explore opportunities to work with Exec and other Branches on national CPD events and will look at the possibility of running events more targeted at the needs of the different groups within the Branch – such as recent graduates, people going for registration etc.

To give you a heads up on the Branch's Christmas function, this year this will be held in January since December seems to be getting more and more difficult. More information will be sent out on this in a few weeks.

To help the committee to meet your CPD needs we would appreciate it if you would complete the form at the bottom of your agenda, by listing two CPD topics you would be interested in attending in the year ahead. Without any pressure, please indicate on the form if you would be interested in helping to organise this.

Finally on CPD events, the Branch is grateful for the support provided by the individuals, practices and organisations that have contributed to the CPD events the Branch has run this year by providing sponsorship, venues, leads on possible speakers and more besides.

GREENING THE RUBBLE

Greening the Rubble (GtR) is a community based Trust on which the NZILA is ably represented by Wade Robertson. It receives funding from Christchurch City Council (CCC) to facilitate the development of up to 10 sites within the 'four Avenues' and has built over 12 small parks and community gardens over the last two years, with a number of other sites 'on the books'. Branch members have provided the design expertise in many of these projects and in some instances Members are also involved in the build phase of the project. As was the case recently when staff and students from the School of Landscape Architecture designed and built a small park in New Brighton. The Trust are currently developing various internal systems such as site selection and design process; health and safety policy; and communications strategy as well as overseeing the overall allocation of human resources and subsequent funds. In addition, the Trust is talking to CCC about opportunities to be more involved in sites outside of the four Avenues which will respond to the significant increase in interest from landowners in suburban centres.

COMMUNICATION

The numerous emails you receive on CPD events and other aspects of Branch activity are sent by our very efficient secretary Tracey Ower. In addition to this we sent out four digital newsletters this year with Emily Kelly having taken over from Emma Content in February as editor in chief.

² *The Conference committee comprised Andrew Craig (Chair), Dave Compton Moen and Mark Brown (Treasurer), Jennifer Dray (Secretary) and Hilary Wetton, Emma Taylor, Olive Screen, Don Royds, Tracey Ower, Kirsten O'Conner, Dave McKenzie, Matt Lester, Emily Kelly, Neil Challenger Anne Braithwaite, Mike Barthelmeh and Lou Bailey,*



REGISTRATION

This year saw the Institute move to its new registration system with mentors and group mentors. I am very pleased to report that eleven members are signed up to go for the registration exam either this year or are in process to do so next year, which is great. The committee is very appreciative of the help towards this being provided by the mentors, not all of whom I know, and by Jenny Moore and Chris Glasson who are Group Mentors. We wish everyone going for Registration this year every success.

Of the 52 Graduate members in the Branch quite a number are Grad-5 and as has been discussed women are under-represented among our Registered members. The committee has committed to actively addressing this in the year ahead.

COMPLAINTS COMMITTEE

Happily there have been no complaints against our members, so there is nothing to report on this topic.

URBAN DESIGN PANEL

In January the Christchurch City Council asked the Branch to nominate up to seven of its members to join the Council's Urban Design Panel. As some of you are aware applications were invited and sent to Council, although in the end the Central City Blueprint superseded this process and despite seven outstanding candidates being put forward the Council decided it would only appoint Di Lucas to the panel. The Branch congratulates Di on her appointment.

EARTHQUAKE ACTIVITY

Having spent so much of last year attending ginger group meetings, focus group meetings, meetings of Professionals, charettes, presentations and more besides, it is something of a relief that the Branch has had comparatively few such activities this year (if you don't count the conference). The two projects that are continuing in this area are firstly Greening the Rubble, which I have already discussed and the Housing Showcase, now a Central City Blue Print project for the design of medium density housing on a site facing the frame adjacent to Latimer Square, on which I have represented the Branch. This was launched yesterday. I hope that Landscape Architects will rise to the challenge of helping to create liveable, dense, central city housing by either joining or creating teams.

STUDENT ISSUES

Students were ably represented on the committee by Jody Tuuta and Hilary Wetton last year, and this year by Hilary Wetton and Emma Taylor who have just been joined by Brad Parks who will take over from Hilary who has almost finished her degree and will become a general committee member if elected. Noteworthy is the level of support we had from students at the conference, not only in terms of attendance, but also in helping to organise it and working on the setup. We have also had very good attendance by students at the two Practices talk Practise events this year. Thanks must be extended to our student reps for this. We need to work on maintaining this interest with other student friendly events next year. Finally, I will take this chance to remind you about the exhibition of work by final year students, next week in Cashel Street Mall.

COMMITTEE MEMBERS

Finally I would like to acknowledge and thank this year's committee. In November Tracey Ower took over from Kevin Dwyer who had to step down as Secretary and Tracey has done an outstanding job as communicator. Our treasurer has been David Compton-Moen who continues to keep us in the black, the committee has comprised Lou Bailey, Mark Brown, Malcolm Campbell, Sean Dixon (Social), Emily Kelly (Newsletter and Graduate Issues), Brad Parks (incoming student rep), Wade Robertson (Greening



the Rubble), Olive Screen, Emma Taylor (student rep), Jody Tuuta and Hilary Wetton (student rep). I have been very appreciative of their hard work and thank them for their efforts.

Over the year several committee members have stood down. Unfortunately Kevin Dwyer had to stand down as secretary after only a short period in this role, but his contribution is appreciated. Similarly Emma Content who had been on the committee for several years stood down in February to return to the UK. Finally, Louise Bailey stood down shortly after the conference. Lou has been on the committee almost without a break since at least 1997 during which time she has been Treasurer and has played a major role in organising social and CPD events, on top of which she was on Exec in 2003 and 2004. It was a blow to the committee that she decided to stand down and her contribution and energy will be greatly missed. Please join with me in thanking all the committee members and as I present Lou with these flowers from the Committee by way of a floral tribute for her endeavours.

INCOMING COMMITTEE

After two years as Chair I have decided to step aside and make room for someone else. I have, however, been honoured to hold this position over these two demanding years.

This point in the AGM process is often a little fraught as there is often some uncertainty as to who intends to stand and whether there is some risk of being press ganged into service. To avoid this worry, please note that while the committee is open and nominations are sought for both office holders and committee members, the following people have said they will stand for election (r = registered)

Chair – David Compton-Moen (r)

Secretary – Tracey Ower (r)

Treasurer – Mark Brown

Committee – Wade Robertson (r, Greening the Rubble); Emily Kelly (Communication), Hilary Wetton (Graduate Issues), Neil Challenger (r, Registration), Sean Dixon (social logistical support), Olive Screen, and Malcolm Campbell (r). In addition Emma Taylor and Brad Parks have been elected by the students at Lincoln as student reps.

All portfolios will of course be allocated once the final committee is elected.

Neil Challenger

Chairman of the Canterbury-Westland Branch of the NZILA

16th October 2012

NZILA Financial Report for 2012 (Jan to Dec)

Canterbury and Westland Branch - Prepared 13/03/2013

WestpacTrust Cheque Account

Cheque Account Balance as at 1 January 2012 \$ 994.19

Deposits

31/05/2012	NZILA Branch Levy Payment	1,783.56	
7/06/2012	NZILA Branch Levy Payment (2011 Final)	325.00	
13/12/2012	NZILA - 2012 Conference Profit Share 15%	<u>2,558.72</u>	
			4,667.28

Less Expenses / Withdrawals

30/01/2012	Bonus Saver Account	5.00	
29/02/2012	Bonus Saver Account	5.00	
29/03/2012	Rough and Milne - PO BOX Rental	80.00	
CHQ 100302			
29/03/2012	Bonus Saver Account	5.00	
4/04/2012 CHQ	Branch/Committee Oizza and Beer Evening	157.65	
100303			
4/04/2012 CHQ	MTA Petrol Vouchers	170.00	
100304			
30/04/2012	Bonus Saver Account	5.00	
29/05/2012	Bonus Saver Account	5.00	
29/06/2012	Bonus Saver Account	5.00	
30/07/2012	Bonus Saver Account	5.00	
29/08/2012	Bonus Saver Account	5.00	
19/09/2012	Sponsorship of Lincoln Uni Landscape Major	250.00	
CHQ 100307	Design Exhibition		
20/09/2012	Payment for Drinks at Presentation Evening	84.00	
CHQ 100308			
24/09/2012	Payment for Pizza at CPD/Presentation Event	206.00	
CHQ 100306			
1/10/2012	Bonus Saver Account	5.00	
17/10/2012	Flowers for Lou Bailey for services to branch	50.00	
CHQ 100311			
19/10/2012	AGM Drinks refund to Sean Dixon	301.92	
CHQ 100310			
25/10/2012	Lincoln Uni Exhibition 2012 Drinks	200.00	
CHQ 100312			
29/10/2012	Bonus Saver Account	5.00	
30/10/2012	AGM Pizza refund to Dave Compton Moen	286.00	
CHQ 100309			
29/11/2012	Bonus Saver Account	5.00	
14/12/2012	Donation to MWH Social Committee for use	100.00	
CHQ 100313	of meeting room		
31/12/2012	Bonus Saver Account	<u>5.00</u>	
			1,945.57
			<u>2721.71</u>
Cheque Account Balance as at 31 December 2012			\$ 3,715.90



WestpacTrust Bonus Saver Account

1/01/2012	Bonus Saver Balance	3,567.75	
30/01/2012	Bonus Saver Account	5.00	
29/02/2012	Bonus Saver Account	5.00	
29/03/2012	Bonus Saver Account	5.00	
30/04/2012	Bonus Saver Account	5.00	
29/05/2012	Bonus Saver Account	5.00	
29/06/2012	Bonus Saver Account	5.00	
30/07/2012	Bonus Saver Account	5.00	
29/08/2012	Bonus Saver Account	5.00	
1/10/2012	Bonus Saver Account	5.00	
29/10/2012	Bonus Saver Account	5.00	
29/11/2012	Bonus Saver Account	5.00	
31/12/2012	Bonus Saver Account	5.00	
	Years Interest (less withholding tax)	22.90	
31/12/2012	Bonus Saver Balance		\$ 3,650.65
TOTAL FUNDS AVAILABLE			\$ 7,366.55





Central North Island Branch

New Zealand Institute of Landscape Architects

Venue: Isthmus studio, 5 Wharf Street, Tauranga

Date: Monday, 11th February, 2013

Time: 3.00pm

Present:

Brad Coombs
Bryan Sanson
Joby Barham
Matt Peacocke (Secretary)
Melissa Clark
Rebecca Cray
Rebecca Ryder
Richard Hart
Tim Lander (Chair)

Apologies:

Charlotte Grant (Treasurer)
Fraser Scott
Dave Mansergh
Davis Cartwright
Joby Barham
Mary Monzingo
Morné Hugo
Phil Henderson
Susan McManaway

Moved: Tim Lander / Rebecca Ryder

Previous Minutes:

Moved that the minutes of the 2011 AGM were true and correct.

Moved: Tim Lander / Rebecca Ryder

1.0 Chairpersons Report:

Tim provided an overview of his Chairpersons Report: an overview of the year's events. Tim congratulates members who were successful in becoming Registered Members from the Central North Island Branch in 2012.

Welcoming of new members to the Central NI Branch: Melissa Clark, Rebecca Clay

Moved: Tim Lander / Rebecca Ryder

2.0 Treasurers Report:

(Report given by Brad Coombs on behalf of absent Charlotte Grant)

Accounts are in good shape. Currently have approximately \$5,000 in the account. We are constantly accumulating funds, but not spending them on events. We now have the funds to put towards some events for the year. Think about good ways to benefit Branch members using our funds.

Moved: Tim Lander / Rebecca Ryder



3.0 Elections of Branch Committee:

The following members were elected by the meeting:

Chairperson: Susan McManaway
Treasurer: Melissa Clark
Secretary: Bryan Sanson

Moved: Tim Lander / Rebecca Ryder

In Favour:	Unanimous	Against:	None
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Committee:

The following members were elected / carried forward by the meeting:

Brad Coombs
Davis Cartwright
Fraser Scott
Matt Peacocke
Morné Hugo
Rebecca Cray
Rebecca Ryder
Susan McManaway
Tim Lander

Moved: Tim Lander / Rebecca Ryder

In Favour:	Unanimous	Against:	None
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4.0 General Business:

4.1 Mentoring/ Registered Membership

Branch needs to facilitate the availability of registered members as mentors as not all graduate members in our branch may be aware of this, and/or may not feel comfortable approaching registered members.

Another email should be circulated conveying the registered membership information to new members to the branch in case they are looking to apply.

Discussion regarding workshop times for graduates applying for Registration Membership. Possibility to have two workshops: one in April and another in August.

Applications in the program will be required to present to a higher level than previously in these workshops.

4.2 Future Branch Events

A suggestion was made to run one branch event every quarter for the year of 2013. Four major branch events were discussed:

March: Site Visit - Sculpture Park, Waitakaruru Arboretum, Waikato

Day trip proposed for branch to visit The Sculpture Park in the Waikato.

Organizer: Brad Coombs



April: Post IFLA Conference / Guest Speakers to CNI Branch

A suggestion was made to invite a visiting speaker from the IFLA conference to the BOP to present to our Branch (and possibly other local branches from organizations: NZIA, NZPI).

There was discussion over possible cost limitations for guest speaker. Need to create a budget to cover expenditures: Speaker, accommodation, expenses, venue, etc. The maximum limit proposed was \$2,000.

Organizer: Richard Hart

Winter: Site Visit - Te Puke: Heritage Plaza/Walkway, Rotorua: Redwoods & Eat Street

Day trip proposed for branch to visit Te Puke and Rotorua to look at recently completed projects from branch members.

Organizer: Bryan Sanson

Spring: Day/Overnight Trip - Mayor Island (Tuhua)

Day / Overnight expedition proposed to Mayor Island. Ideas were discussed about walking some of the hiking tracks and exploring the Island. There is the possibility of staying the night on the island. Charter boat will need to be booked.

Organizer: Phil Henderson / Morné Hugo

Masterspec Presentation – 8th March, 12.00pm at Boffa Miskell Office, 116 Cameron Rd, Tauranga

'Masterspec' introductory presentation to our branch regarding its application to our industry and how it functions. Waiting on confirmation regarding date / time for presentation. The possibility of asking members from LIANZ to attend presentation also.

Organizer: Bryan Sanson

4.3 Acknowledgements:

Thanking of the outgoing members of the Branch Committee for their hard work and dedication to their roles in the Branch.

Joby Barham will be leaving the Branch and New Zealand to live in China. He will be departing at the end of March, 2013. We wish him all the best.

Meeting Closed: 4.30pm

These minutes are a true and correct record of the 1023 Annual General Meeting of the NZILA Central North Island Branch.



Signed: _____ Tim Lander (Outgoing Chairperson)



Signed: _____ Bryan Sanson (New Secretary)

**New Zealand Institute of Landscape Architects - Central North Island Branch
Income and Expenditure for Period ended 19th December 2012**

Income		
Branch Levy	\$	720.13
Interest	\$	10.40
Other	\$	-
Total Income	\$	730.53

Expenditure		
Stationary	\$	-
Xmas Dinner	\$	-
Outings	\$	-
Other	\$	-
Total Expenditure	\$	-

Net Profit for period ended 19th December 2012 **\$730.53**
(Income - Expenditure)


Balance Sheet as at 19th December 2012 \$ 5,281.03

Assets: Westpac Trust Cheque Account Funds \$ 5,281.03

Liabilities nil

Net Assets **\$ 5,281.03**

Chairperson:
Susan McManaway



Treasurer:
Melissa Clark



New Zealand Institute of Landscape Architects - Central North Island Branch
Cash Book for Period Ended 19th December 2012

Income							
Ref	Date	Details	Amount (\$)	Branch Levy	Fees (\$)	Interest (\$)	Other (\$)
	07/06/12	2011 End year Branch Levy	100.00	100.00			
	31/05/12	2012 Mid Year Branch Levy	620.13	620.13			
	31/05/12	Interest	0.05			0.05	
	29/06/12	Interest	1.40			1.40	
	31/07/12	Interest	1.55			1.55	
	31/08/12	Interest	1.50			1.50	
	28/09/12	Interest	1.35			1.35	
	31/10/12	Interest	1.60			1.60	
	30/11/12	Interest	1.45			1.45	
	31/12/12	Interest	1.50			1.50	
Total			730.53	720.13	0.00	10.40	0.00

Expenditure

Ref	Date	Details	Amount	Stationery	Xmas Dinner	Outings	Other
Total			\$ -	\$ -	\$ -	\$ -	\$ -

Cash Book Summary

Opening Cash Book Balance as at 19th December 2011

Total Income	\$ 730.53
Total Expenditure	\$ -
Balance	\$ 5,281.03



HAWKES BAY / MANAWATU BRANCH AGM MINUTES 2012

DATE: 20/02/2013

TIME: 5:00

LOCATION: Opus Office, Napier

PRESENT: Stephan Steyn SS (Chairman), John Hudson JH, Megan McBain MM, Sara Gerard SG,

APOLOGIES: Martha Dravitski (Secretary), Josh Hunt JH, Megan Royal, Sue Dick, John Brinkley JB (Treasurer), Anthony Rewcastle.

MATTERS ARISING:

Megan McBain organised and delivered a gift to Shannon Bray as a thank you for his enthusiasm and input into the branch over the last few years. The branch wished him and Sue the very best for the move to Auckland. Shannon expressed his thanks and appreciation to the branch.

Minutes of previous AGM 6th December 2011. Taken as read and moved as correct 1st SS and 2nd JH.

CHAIRMANS REPORT:

Stephan's Chairman Report was taken as read. 1st JH and 2nd MM. Agreed by all.

FINANCIAL REPORT:

John Brinkley sent through the financial report which was reviewed by members. John will be updating the bank account to include internet banking so that payments become easier and faster in the future.

ELECTION OF OFFICERS

Chair – Stephan Steyn nominated by JH, second by MM

Treasurer – John Brinkley nominated by JH, second by SG

Secretary – Martha Dravitski nominated by MM, second by JH

It was agreed that numbers of members that have signed up for Registration should be known and supported through branch workshops. It was agreed that the branch should ensure Mentors and training is provided.

Sara Gerard will circulate the 'Winter Sessions' to Martha for distribution among members as a great session for CPD and social gathering for the branch. Other branch members shall be encouraged to send information out to members on any events they hear about or ideas for an event to increase branch contact time and increase the knowledge of upcoming CPD opportunities.

Sara also suggested that some meetings in the future be more 'parent friendly' with lunchtime meetings instead of evenings.

A Masterspec presentation followed the AGM. Masterspec made it known that they are happy to travel to Hawkes Bay again to present to the rest of the branch and they will be making contact with Martha to organise future presentations elsewhere in the region.

Meeting closed: 5:30 pm



Happy New Year to the branch, and welcome to the Annual General Meeting.

The branch had a fairly quiet year with respect to branch activities, but it was wonderful to see the really high attendance of members supporting our meetings and branch during 2012. This indicates that looking forward into 2013 and beyond, we should be able to sustain more branch events.

Sadly Nicola Henderson resigned from the Institute after 25 years in Landscape Architecture – Nicola’s involvement in the Institute will be greatly missed. As part of Nicola’s retirement, and in recognition of Nicola’s involvement in the branch, we arranged a farewell meeting where Nicola provided us with an overview of her career. This was well attended and we all wish Nicola well for the future.

During the year our members attended various conferences, and as a branch we have also been asked to participate in various workshops. A highlight for many was Neil Challengers visit where he gave us a presentation on the research currently being carried out in the Lincoln School of Landscape Architecture, and how we can work together through research. There was a really good turn out and Neil’s talk was informative and interesting, and generated a good deal of valuable discussion.

Below is a snapshot of other activities that branch members were involved in throughout the central region:

- New Plymouth Central Area Urban Design Framework- Community and Professional Institutes Representatives (assist the Council to identify issues within the Central Area and to prioritise possible options for addressing them).
- NZ Walking and Cycling Conference in Hastings.
- RMA TAG Roadshow - presentation regarding the RMA Section 6 and 7.
- Presentation on “Fracking” By Dr John Huckerby.
- Centre for Land and Water lectures.

We were approached by the New Zealand Institute of Architects (NZIA) Western Branch to participate in their CPD events and vice versa. Needless to say we are excited at strengthening our relationship with the NZIA as this will encourage a wider availability and likely increase of attendance for CPD events.

Last but not least we would like to express our thanks to our secretary (Martha Dravitzki) and treasurer (John Brenkley) for all their great work during the year.

Stefan Steyn



Minutes of the 2013 Annual General Meeting of the Southern Branch of the NZILA held at 'The Fork and Tap', Arrowtown, Thursday March 14, 2013, at 5.30pm.

▪ **P r e s e n t :**

Ben Espie, Brooke Mitchell, Susan Anderson, George Watts, Paul Smith and Phillip Blakely (part meeting).

▪ **A p o l o g i e s :**

Paddy Baxter, Joe Dey, Duane Te Paa, Don Barham, Rebecca Lucas, Joe Nutting, Michelle Snodgrass, Wendy Chartres Moginie, Marion Read and Anne Steven.

▪ **N e w m e m b e r s :**

George Watts (BDG - Queenstown), Tanya Larson (TL Garden Design - Dunedin)

▪ **R e a d i n g / M a t t e r s a r i s i n g f r o m l a s t y e a r s m i n u t e s :**

Minutes from AGM of 2012.

Moved to accept: Brooke

Second: Susan

Points discussed: One CPD event was held at Millbrook Resort and two additional field trips to Mt Difficulty Winery and a historic landscape sites field day did not occur, but are still planned for the 2013 year.

It was discussed to stage a southern branch mid winter social event that would include a guest speaker followed by a social evening. The possibility of a combined event with Dunedin members gained general support.

It was noted that several members are frustrated with the current registration process that provides no opportunity to specialise in a particular field of the profession. It was felt amongst members that specialisation within the profession will only increase with time and that the Institute should acknowledge this and re-evaluate the current process to encourage members to become registered.

▪ **Treasurer's Report:**
(Susan Anderson)

Opening balance at 01/01/2012: \$5,960.25
Balance at 31/12/2012: \$6,201.24

The increase in balance has been due to receipt of branch levies and some interest accrument.

Moved to accept: George
Second: Brooke.

▪ **Chairman's Report:**
(Ben Espie)

Ben Espie presented the Chairman's report, which is attached to these minutes.

Moved to accept: Paul.
Second: Susan.

▪ **General matters arising:**

It was discussed that more regular meetings, even if they are a purely social nature, would be desirable.

The IFLA Conference was discussed. Phil is going to attend and is on the national executive committee. The overall expense of attending the conference from distant locations such as Queenstown was discussed and many felt that this expense meant that they would not attend.

▪ **Executive positions:**

Current positions:

Chairperson: Ben Espie
Secretary: Brooke Mitchell
Treasurer: Susan Anderson

New positions:

Chairperson: Ben Espie was nominated by George, second by Brooke and carried unanimously.

Treasurer: Susan Anderson was nominated by Brooke, 2nd by Ben and carried unanimously.

Secretary: Brooke Mitchell was nominated by Susan, 2nd by Paul and carried unanimously.

Meeting closed 6.45pm.



N Z I L A S O U T H E R N B R A N C H

- Chairman's Report 2013

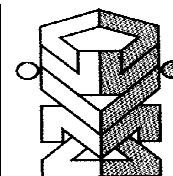
1. The last AGM was 31st May 2012. Since that time we have had the guided tour of Millbrook west hosted by Paddy Baxter and Brooke Mitchell – an excellent event that combined work, CPD and social functions.
2. Marion Read is still looking into staging a heritage landscapes field day (or half day) in conjunction with NZHPT. Details will be forthcoming.
3. Bank account looks very healthy so we have an opportunity to think of innovative and potentially elaborate work/CPD/social events, possibly in combination with other organisations/professional bodies. Anyone is welcome to make suggestions or to pick this up and run with it.
4. The IFLA conference is coming up in April. It will be good to see some local representation there.
5. For those involved in landscape planning work, the government discussion paper on RMA reforms has recently been released and is open for submissions. The NZILA as a national body will submit and Phil Blakely is involved in the correlation of the submission. Comments/views/discussion can be sent to Phil.

Ben Espie 14 March 2013.



NZILA Southern Branch Cashbook

2012



Date	Stmt/ Inv No	Description	In	Out	Balance
01/01/2011		Opening Balance as of 01-01-2011			\$5,960.55
01/02/2012		Credit Interest	\$2.61		\$5,963.16
01/03/2012		Credit Interest	\$2.37		\$5,965.53
30/03/2012		Credit Interest	\$2.45		\$5,967.98
01/05/2012		Credit Interest	\$2.53		\$5,970.51
01/06/2012		Credit Interest	\$2.54		\$5,973.05
01/06/2012		NZILA - Branch Levys	\$594.50		\$6,567.55
01/06/2012		AGM and social function		\$247.50	\$6,320.05
29/06/2012		Credit Interest	\$2.53		\$6,322.58
29/06/2012		NZILA - Branch Levys	\$65.00		\$6,387.58
01/08/2012		Credit Interest	\$2.80		\$6,390.38
31/08/2012		Credit Interest	\$2.71		\$6,393.09
01/10/2012		Credit Interest	\$2.45		\$6,395.54
01/11/2012		Credit Interest	\$2.89		\$6,398.43
30/11/2012		Credit Interest	\$2.63		\$6,401.06
31/12/2012		Credit Interest	\$2.68		\$6,403.74
31/12/2012		Millbrook event - Reimburse Ben Espie		\$202.50	\$6,201.24
31/12/2012		Closing Balance			\$6,201.24

Current debtors 2012

Date	Inv No	Description	In	Out	Balance
		Total owing			\$0.00

Summary

		Closing Balance			\$6,201.24
		Current debtors 2012			\$0.00
		Current creditors 2012			\$0.00
		Balance as of 31/12/2012			\$6,201.24





MINUTES OF THE ANNUAL GENERAL MEETING OF THE WELLINGTON BRANCH NZILA

HELD 5.30pm, 27th November 2012 at Scotty and Mal's Cocktail and Lounge Bar (S&M's)

Present:

Amy Hobbs, Penny Allan, Nicole Thompson, Angela McArthur, Ross Jackson, Boyden Evans, Linda Kirkmeester, Vincent Billet, Bradley Ward, Ben Mellor, Andrew Norriss, Rhys Girvan, Nathan Young, Serena Clarke, Marc Tomes, Diane Menzies, Andrew Gray, Stephen Drakeford, Yvonne Webber, Cheryl Robilliard, Rong Qian, Averill Clarke, Steve Dunn, Naomi Bird and Dan Males

Apologies:

Katie Bailey, Kay Bannatyne, Bron Faulkner, Blair Brixton, Blair Hiscoke, Clive Anstey, Tessa Cox, Julia Williams, Kate Males and Frank Boffa

AGM opened at 6.15pm

1. Attendance and Apologies

- Dan Males passed around an attendance sheet to record names of members present and acknowledged apologies received.

2. 2011 NZILA Wellington Branch AGM Minutes

- These were acknowledged and accepted as a true and accurate record.

MOVED that the 2011 AGM Minutes be accepted as a true and accurate record: Penny Allan/Andrew Gray (seconded)

3. 2012 NZILA Wellington Branch Chairperson's Report – Dan Males

- Dan acknowledged 2012 committee members – Dan Males (Chairperson), Naomi Bird (Secretary), Steve Dunn (Treasurer), Amy Hobbs, Andrew Norris, Averill Clarke, Angela McArthur, Penny Allan and Rose Armstrong
- Petanque – The annual petanque event was cancelled due to poor weather. It is recommended that next year the event is arranged in February when the weather is more favourable. Yvonne Webber suggested that the event should be held before daylight savings ends
- Pool Evening – Pool and pizza were shared at the Ballroom on Courtenay Place on the 7th June as an alternative social event to the petanque
- Planting Day – Branch members and their friends gathered for a morning of planting at Queen Elizabeth Park in Paekakariki on the 8th July. This was a combined effort with friends of Queen Elizabeth Park. This event was a success and should be continued in future years
- Registration Meeting – This meeting on the 14th August provided a forum to discuss the new registration process. Group mentors were confirmed and appointed with candidates being divided into groups



- Speaker Series – With a Wellington focus, three speakers (Bruce MaFadgen, Amy Hobbs and Robert McClean) enlightened the branch about the upside and downside of Wellington earthquakes and planning, heritage risk and renewal
- Gordon Price – Organised by NZILA and jointly hosted by Isthmus, Wellington City Council, New Zealand Historic Places Trust, NZILA, NZPI and NZIA. Gordon Price gave a fascinating presentation on the effective integration of transportation in high-density environments with an emphasis on what Vancouver has learned along the way. Dan Males commented that this event was a huge success with 80+ attendees, great feedback from the architects and a good write up in the press
- Feedback TAG Report on the RMA Reforms – On the 10th June, information was sought from the Wellington branch to understand how many district and regional councils within the Wellington Region have completed landscape assessments for their districts/regions and either incorporated them into their District Plans or Regional Policy Statements
- Wellington 2040 and Central City Framework Reference Panel – The Wellington Branch was given the opportunity to have a representative on this panel. On the 19th July the branch had a short meeting to appoint two representatives: Dan Males and Penny Allan. The first meeting was on the 16th August, followed by a second on 26th September. No further meetings have been scheduled
- School Visits – On the 12th of June the Wellington Branch was given the opportunity to speak with students at Wellington College about the Landscape Architect profession. Averill Clarke and Marita Hunt gave a well rounded outline of what we do, student life and university options
- Feedback to NZILA Executive - Andrew Gray has attended a number of branch meetings on behalf of NZILA Executive. The key items discussed were; the landscape digital archive, disaster response – following the Christchurch earthquakes, improvements to the NZILA website, IFLA 2013 conference, annual membership fees and the branch contribution from executive and fees payable by members who may be actively seeking work
- Victoria University Professionals Advisory Group - This was attended by Megan Wraight on the 24th September. Beforehand, the branch was given the opportunity to provide feedback which included the desire to foster stronger links with Victoria University and the institute. Penny Allan mentioned that they needed someone to take over the Chairperson's role. This is wanted to be a Landscape Architect. Nicole Thompson mentioned that Megan is also at the end of her tenure.

MOVED that the 2012 Chairperson's Report be received: Averill Clarke/Steve Dunn (seconded)

4. 2012 NZILA Wellington Branch Treasurer's Report – Steve Dunn

- Steve highlighted the main points of his report. At present there is \$931 in the Cheque account and \$2955 in the Serious Saver account
- This year we have had income from the NZILA levies and from the Serious Saver account accumulating interest.

MOVED that the 2012 Treasurer's Report be received: Cheryl Robilliard/Stephen Drakeford (seconded)

5. Victoria University Masters Student Exhibition – Ben Mellor (representing VUW Masters Students)

- Ben spoke of the Masters students desire to hold an end of year exhibition to display work to professionals. The presentation most likely going to be held in the atrium at VUW on Thursday 6th December 2012. There will be a formal half hour presentation from 6pm in the adjacent lecture theatre with drinks, nibbles and discussion to follow



- Ben indicated that the work used in the exhibition may also be used in the future to promote the university to prospective students
- Ben provided the NZILA Wellington Branch Committee with a formal written proposal a week ago indicating they (the students) would like some financial and promotional support if possible. They think the exhibition will involve work from 8-12 students and need help with printing costs estimated to be \$25/person (expected total to be around \$300)
- The idea financial support was put to branch members and received favourably
- Naomi and other professionals are to help with promotion via email
- It is intended that the exhibition is continued in future years and held outside of the university in order to interact with a wide range of professionals.

MOVED that the 2012 Masters year students at VUW be given \$300 to support their end of year exhibition: Steve Dunn/Dan Males (seconded)

6. Branch Committee Nominations

- Through 2012 our branch committee numbers reduced as members left due to job relocations and other commitments. As such it would be beneficial to have new members join the committee. Naomi Bird is stepping down from her role as branch secretary at the end of 2012. Steve Dunn (Treasurer) and Dan Males (Chairperson) are happy to continue in their roles for another year
- There were no nominations to fill the role of Secretary so this will be decided by the committee in the new year. Penny Allan initiated a round of applause formally thanking Naomi for her hard work throughout the year
- Amy Hobbs, Penny Allan, Averill Clarke, Andrew Norriss and Angela McArthur have indicated they are happy to continue on the branch committee
- Serena Clarke, Marc Tomes, Vincent Billet, Bradley Ward and Ben Mellor have indicated that they would like to join the branch committee.

MOVED that the Dan Males will continue in his role as Chairperson for 2013: Angela McArthur/Steve Dunn (seconded)

7. General Discussion/Possible upcoming Events

Changes to the Resource Management Act (RMA)

- Yvonne Webber spoke about the changes to the RMA occurring from the 1st December 2012 with more to occur next year. She suggested we need to follow these changes closely, especially changes to the rural landscape. Yvonne suggested that at some point we will need to do submissions to a select committee and should work with the architects and planners to do so
- We may like to form a working group. One of their tasks could be to meet with Federated Farmers
- Diane Menzies will forward to the branch secretary relevant papers as they come out which can be distributed

NZILA Registration Process

- We are still adapting to the new NZILA Registration process. Presently, branch members are being asked to forward feedback to Sally Peake (Auckland) to collate and pass on to Executive. Cheryl Robilliard suggested the Wellington Branch may like to have another meeting early next year to see where people are at.



IFLA Conference 2013

- Diane Menzies suggested that the branch may like to sponsor a recent graduate to attend this conference or a percentage of it. For a limited time it is only \$300 for graduates without jobs to register to attend. Dan Males mentioned that this may be something that all of the branches may like to go in on together
- The New Zealand/Australian earlybird prices are open for longer than for other participants
- Registration costs are made up of 20% going to IFLA as well as a payment to The Conference Company
- It is expected that 10% of registrations will be in by the time the earlybird closes and then there will be a spike in interest
- The sponsorship target has been reached
- Key note speakers have been confirmed including Vincent Ward
- Firms that are sponsors (academics and consultants) have the opportunity to write for the Chinese landscape architecture magazine
- The conference will include a student competition and student charette
- Entries for the NZILA Pride of Place Awards which take place during the conference close soon.

NZILA Executive

- Executive nominations are open now and voting will commence shortly. Andrew Gray has agreed to stand again
- Andrew Gray mentioned that it would be nice to have a gender/age/geographic balance
- Andrew also mentioned about the need to get a really good president (Stephen Brown is standing down). Cheryl Robilliard recommended this position to Clive Anstey but he is concerned about the time it may take and whether he can commit
- Andrew was thanked for his role on Executive and for helping create stronger ties with the branch.

Student NZILA Members

- There was some concern about the small amount of students who are currently members of the institute. Auckland and Christchurch both have approximately 30 student members each, yet Wellington has only 7. We need to continue to foster our relationship with VUW
- Penny Allan mentioned the need for students to get work experience (even voluntary).

Meeting ended 7.10pm

Minutes recorded by Naomi Bird (NZILA Wellington Branch Secretary)





Wellington Branch

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS

TREASURER'S REPORT 2012

To the Annual General Meeting of the Wellington Branch NZILA to be held at 5.30pm on Tuesday 27th November 2012 at Scotty and Mal's Cocktail and Lounge Bar (S&M's) 176 Cuba Street, Wellington.

This report has been prepared for the year as at 11 November 2012

Funds are held in two accounts:

Cheque-00 account

Opening balance= \$1,405.68 (25.Oct 2011), closing balance (11 November 2012) = \$931.46

Serious Saver -50 account

Opening balance = \$2,572.07 (25 Oct 2011), closing balance (11 November 2012) = \$2,955.20

Income came primarily from:

Branch levies (mid 2012 and end 2011) - \$1,032.02

Gross Interest for the Oct 2011 – Oct 2012 – \$105.49

The end of 2012 levy will be paid next year.

Expenditure was primarily on:

Catering for Branch meetings including Pool evening (\$148.00), Queen Elizabeth Park Planting Event (\$114.79), Speaker series (\$118.97), Gordon Price Vancouverism lecture (\$230) – Total \$611.76

Note: \$20 monthly auto-payment to Savings Account to qualify for higher interest rate.

Outstanding / estimated expenditure to end of the year not in the cheque account includes: \$230 for the Gordon Price lecture, Vancouverism, catering and AGM expenses allowance\$500.

Budget for 2013

At present there are no specific projects in 2012 that require funding.

A budget allocation of \$250 for say 4 events is recommended for general social / CPD events (excluding AGM and national events) that the new committee may arrange. Large events would be further funded by sponsorship.

Steve Dunn
NZILA Wellington Branch Treasurer



Cheque Account		Debit	Credit	Balance
Date				
6.10.2011				1,405.68
4.11	Ch 357514 - Mentoring group mtg	130.00		1,275.68
4.11	Ch 357515 - Bettys 2011 AGM	500.00		775.68
7.11	auto transfer to savings	20.00		755.68
6.12	auto transfer to savings	20.00		735.68
12.12	credit interest		6.42	742.10
20.12	ch 357516 - St Johns Bar AGM food	243.50		498.60
6.01.2012	auto transfer to savings	20.00		478.60
7.02	auto transfer to savings	20.00		458.60
6.03	auto transfer to savings	20.00		438.60
10.04	auto transfer to savings	20.00		418.60
7.05	auto transfer to savings	20.00		398.60
31.05	DC branch levy 2012 mid year installment		902.02	1,300.62
6.06	auto transfer to savings	20.00		1,280.62
7.06	dc branch levy 2011 final		130.00	1,410.62
12.06	credit interest		2.60	1,413.22
3.07	ch 357518 - Pool evening	148.00		1,265.22
6.07	auto transfer to savings	20.00		1,245.22
3.08	ch 357517 - Queen Elizabeth Park planting day	114.79		1,130.43
6.08	auto transfer to savings	20.00		1,110.43
4.09	ch 357520 Speaker series - Sthern Cross speaker food	70.00		1,040.43
6.09	auto transfer to savings	20.00		1,020.43
12.09	ch 357519 Speaker series - flowers and gifts	48.97		971.46
8.10	auto transfer to savings	20.00		951.46
6.11	auto transfer to savings	20.00		931.46
	Cheque 357521 - cancelled			931.46
	Cheque 357522 -Gordon Price - Vancouverism	230.00		701.46



Serious saver account

Date		Debit	Credit Balance
6.10.2011			2,572.07
7.11	auto pay ex cheque account		2,592.07
10.11	interest		2,592.52
	bonus interest		2,599.66
6.12	auto pay ex cheque account		2,619.66
9.12	interest		2,619.86
	bonus interest		2,627.92
6.1.2012	auto pay ex cheque account	20.00	2,647.92
10.01	interest	0.23	2,648.15
	bonus interest	8.99	2,657.14
7.02	auto pay ex cheque account	20.00	2,677.14
10.02	interest	0.23	2,677.37
	bonus interest	9.14	2,686.51
6.03	auto pay ex cheque account	20.00	2,706.51
	interest	0.21	2,706.72
	bonus interest	9.08	2,715.80
10.04	auto pay ex cheque account	20.00	2,735.80
	interest	0.23	2,736.03
	bonus interest	10.48	2,746.51
7.05	auto pay ex cheque account	20.00	2,766.51
10.05	interest	0.23	2,766.74
	bonus interest	9.94	2,776.68
6.06	auto pay ex cheque account	20.00	2,796.68
8.06	interest	0.22	2,796.90
	bonus interest	9.58	2,806.48
6.07	auto pay ex cheque account	20.00	2,826.48
10.07	interest	0.25	2,826.73
	bonus interest	10.22	2,836.95
6.08	auto pay ex cheque account	20.00	2,856.95
0.24	interest	0.24	2,857.19
	bonus interest	10.01	2,867.20
6.09	auto pay ex cheque account	20.00	2,887.20
10.09	interest	0.24	2,887.44
10.09	bonus interest	10.12	2,897.56
8.10	auto pay ex cheque account	20.00	2,917.56
10.10	interest	0.24	2,917.80
	bonus interest	9.89	2,927.69
31.10	interest	7.51	2,935.20
6.11	auto pay ex cheque account	20.00	2,955.20
	total interest Oct 2011 to Oct 2012		105.49



CHAIRPERSON'S REPORT 2012

To the Annual General Meeting of the Wellington Branch NZILA to be held at 5.30pm on Tuesday 27th November 2012 at Scotty and Mal's Cocktail and Lounge Bar (S&M's), 176 Cuba Street, Wellington

COMMITTEE MEMBERS AND ROLES

Dan Males *Chair*
Naomi Bird *Secretary*
Steve Dunn *Treasurer*
Amy Hobbs
Andrew Norris
Averill Clarke
Angela McArthur
Penny Allan
Rose Armstrong

2012 EVENTS

Pétanque - Waitangi Park

Unfortunately the annual pétanque evening was cancelled yet again due to poor weather. The date for this event was deliberately set as late possible in summer to allow for university students to attend. It is recommended that next year the event is arranged in February when the weather is likely to be more favourable.

Pool Evening - 7th June, Courtenay Place

After the pétanque event was postponed, we rescheduled and played pool and shared pizza at the Ball Room on Courtenay Place. This was a relaxed and social evening enjoyed by all.



Planting Day - 8th July, Queen Elizabeth Park, Paekakariki

Following on from the success of last year's planting day, branch members and their friends and family gathered at Paekakariki. This event was organised by Steve Dunn and was a combined effort with the friends of Queen Elizabeth Park to release and weed around the

memorial totara and natives that were planted last year. Further planting was also undertaken. This event was well received and planting days should be continued to be hosted by the Wellington Branch in coming years.



Registration Meeting - 14th August, Victoria University

Naomi Bird facilitated this meeting and provided a forum to discuss the registration process. The meeting catered for both people intending to go for registration this year and those thinking of possibly enrolling in the future. During the meeting group mentors (leaders) were clarified. These are: Julia Williams, Martin Bryant, Cheryl Robilliard and Boyden Evans. Participants then broke into small groups to begin the group mentoring process with their leader and organise future meeting dates.

Attendees: Martin Bryant, Tessa Cox, Blair Brixton, Dave Charnley, Amelia Grace, Michael Wright, Cheryl Robilliard, Matt Pepper, Linda Kerkmeester, Boyden Evans, Nicky Treadwell, Julia Williams, Rong Qian, Rhys Girvan, Serena Clarke, Steve Dunn and Naomi Bird

Speaker Series - 15th August at Victoria University

It's not all doom & gloom - the upside and downside of Wellington-region earthquakes - Bruce McFadgen | Archeologist

Bruce discussed our geology concentrating on earthquakes and how their consequences have affected people in the Wellington region since first Maori settlement.

Wellington Places & Planning, Heritage, risk & renewal - Amy Hobbs and Robert McClean

Amy and Robert explored aspects of Wellington's history and the evolution of resilient spaces and buildings. Concentrating on lessons for today in the identification and management of heritage buildings post-Canterbury earthquakes. Case studies included the management of Old St Paul's, Antrim House, Wallaceville Blockhouse and Pencarrow Lighthouse.

Feedback on the event was positive and we would like to thank Angela McAurthur and Amy Hobbs for arranging the evening.

Gordon Price - 11th October, Old St Pauls Church

This event was organised by the NZILA and jointly hosted by Isthmus, Wellington City Council, New Zealand Historic Places Trust, NZILA, NZPI and NZIA. Gordon Price gave a fascinating presentation on the effective integration of transportation in high-density environments with an emphasis on what Vancouver has learned along the way. Gordon is a

former City of Vancouver, B.C. Councillor and current Simon Fraser University and University of British Columbia Professor who teaches, researches, and writes extensively on urban development and planning. Gordon was able to provide some Wellington based images linked to his presentation which were very interesting and thought provoking, resulting in some interesting debate. Thanks to all those who helped arrange the evening that was well attended by about 80 people.

OTHER ACTIVITIES

Feedback TAG report on the RMA reforms – Stephen Brown (NZILA President) – 10th June
Information was sought from the Wellington branch to understand how many district and regional councils within the Wellington Region have completed landscape assessments for their districts/regions and either incorporated them in their district plans or regional policy statements. Naomi Bird sent an email to various members to gather information and feedback to Stephen.

Wellington 2040 + Central City Framework Reference Panel - Ongoing
The NZILA Wellington Branch was given the opportunity to have a representative on the Central City Framework reference panel. This involvement is a direct result of the NZILA 2040 Central City Plan submission that was compiled in 2011. On the 19th July the Wellington Branch Committee had a short meeting to discuss the next steps and appoint a representative. At the meeting Ralph Johns brought members up to date with what has happened since the submission last year. Dan Males and Penny Allan agreed to share responsibility of attending the meetings with WCC, and this was agreed by the branch. The first meeting with Wellington City Council occurred on the 16th August followed by a second on 26th September. No further meetings have been scheduled.

School Visit(s)

Following on from initial communications with Andrew Gray, Averill Clarke and Marita Hunt and Dan Males were available for visits to local schools to discuss being a Landscape Architect. We visited Wellington College on the 12th June and had a great turnout to our presentation and some enthusiastic responses from a number of the students. Marita and Averill did a fantastic job and I believe the students got a good and well rounded outline of what we do, student life and university options.

Feedback to NZILA Executive

Andrew Gray has attended a number of branch meetings on behalf of NZILA Executive. This has helped facilitate a better connection between the branch and NZILA Executive allowing us to feedback on local issues and input into the future direction on the institute.

The key items discussed were.

- Landscape Digital Archive
- Disaster Response – following the Christchurch earthquakes.
- Improvements to the NZILA website
- IFLA 2013 conference
- Annual membership fees and the Branch contribution from Exec.
- Fees payable by members who may be actively seeking work



Victoria University Professionals Advisory Group

This was attended by Megan Wraight on the 24th September. Megan gave the Wellington Branch Committee the opportunity to provide feedback to her before she attended the meeting. The Wellington branch would like to foster stronger links with Victoria University. The Institute is one way of building better relationships between students and the profession.

UPCOMING EVENTS

Victoria University Masters Student Exhibition

We have been advised that in early December 2012 some of the Masters graduates from Victoria University will be holding their own independent exhibition in Wellington City to showcase their work. The branch would like to support this new event as much as possible. More information regarding the venue and dates is to follow once confirmation has been received.

BRANCH COMMITTEE

Through 2012 our branch committee numbers reduced as members left due to job relocations and other commitments. As such it would be beneficial to have new members join the committee. At the time of writing this report, I have been advised that Naomi Bird will be stepping down from her role as branch secretary at the end of 2012. Steve Dunn (Treasurer) and myself (Chairperson) are happy to continue in our roles for another year. The availability of existing committee members is somewhat unknown.

FINAL THANKS

Thanks to all branch members who have supported and participated in the 2012 Branch events.



Dan Males

Chairperson 2012
NZILA Wellington Branch

NZILA NELSON BRANCH AGM 2013

PRESENT : Liz Gavin, Lyn Cadenhead, Tom Carter, Rory Langbridge, Heidi Meadow, Luke Porter, Janine Riley, David Sissons.

MINUTES

- | | | |
|----------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|
| | MOVE | 2nd |
| 1. Apologies received | | |
| 2. Minutes received from 2012 and confirmed as correct. | Janine | Lynn |
| 3. Lynn read through the chairman's report for 2012. | Lynn | Janine |
| 4. Rory read through the 2012 treasurers report.
Noted that xmas drinks are not included. Check with Freehouse, check to be banked. | Rory | Tom |
| 5. Nominations for chair
• Lynn Cadenhead | Tom | Liz |
| 6. Nominations for Treasurer
• Rory Langbridge | Lynn | David |
| 7. Nomination for Secretary
• Luke Porter | Rory | Tom |

GENERAL BUSINESS

Action

Thanks to Lynn for being chair, Rory treasurer and Luke secretary over the last year. Great job.

MEMBERSHIP

- Karina has resigned from the NZILA as she felt she did not get anything out of being a member.
- Decided that we need to contact all LA's in the region that are not members and invite them to events in an attempt to get them to join.

REGISTRATION

- Current system was discussed. Rory gave some insight into how the system is working and being reviewed.
- General discussion regarding mentors continued for some time. Opinions were heard from several members.
- It is decided that Rory and Janine are to prepare a submission on the mentoring system based on their experience.

Janine/Rory

CONFERENCE

- General discussion about the possibility of running a Nelson NZILA conference.
- The branch decided to tentatively confirm organising a conference for 2016.
- Ideas for the conference were loosely discussed, with LANDART being a popular suggestion.

(petcha kutcha style, aligned with Arts festival in Nelson)

Branch discussion

CPD

- David discussed the Dunes conference happening in Nelson in March.
- Pelorus site visit with Blenheim members

Lynn/Tom

Nelson branch aims for 2013

- Increase NZILA profile in the area
- Organise more CPD events
- Have a new members lunch

David/Heidi



NZILA Nelson/Marlborough Branch Chairpersons Report for 2012

21st January 2013

1. In January the Branch wrote a submission on proposed plans for Rutherford Park, Trafalgar Park and the Maitai River Walkway.
2. In March the Branch wrote and presented a submission on the Queens Gardens Landscape Conservation Plan. This was well received and resulted in NCC commissioning further Landscape Assessment of the area
3. In March Neil Challenger from Lincoln University's School of Landscape Architecture ran a seminar aimed at creating better linkages between the profession and research at Lincoln. The idea he presented is that research ought to make the profession stronger, better and faster than it was before. He looked at four areas.
 - 1 - The research questions, the knowledge gaps and the question marks that the profession, you and your office have,
 - 2 - Ways that the profession can get research carried out, current funding sources and opportunities for collaboration,
 - 3 - Ways the profession can access the research carried out at Lincoln, and
 - 4 - Outlined the research that is currently being carried out at Lincoln.
4. In May the Branch wrote and presented a submission on Nelson City Council's Long Term Plan
5. In June a CPD was held titled "Growing Trees in the Urban Environment - the Landscape Architect's Dilemma" which was presented by Brad Cadwallader, arboriculture consultant, who discussed what is needed to establish healthy trees in our urban spaces, current problems and pitfalls, and practical solutions that will ensure success. There was an open invitation to anyone interested and the event was well attended.
6. In July Euan Milne from NELMAC kindly invited us to see a practical demonstration of the installation of structural soil cells into the footpath on Bridge Street. This was also well attended and informative.
7. In November we finished the year with a discussion about whether our branch had the resources to run a workshop style conference in 2014 or 2016.

On the 12th of April Martin Conway passed away. He was former regional QEII Trust representative, trustee of the Tasman Environmental Trust, proponent of the Waimea River Regional Park, founder of Titoki Nurseries and the champion of the narrow leafed maire as well as having many other roles and achievements. There is no doubt he made a continued and outstanding contribution to the profession of landscape architecture in New Zealand for many years.

Lynn Cadenhead
Chairperson



NZILA Nelson/Marlborough Branch

Treasurers Report to the 31 December 2012

23/1/2012

Opening Balance **31-12-11** **\$1165.56**

Inward

31/5	NZILA branch levy's	\$225.50	
7/6	NZILA branch levy's	20.00	
13/6	CPD income	60.00	
			<u>305.50</u>

Outwards

9/2	Meeting at Zumos	30.90	
20/2	CPD expenses	67.75	
24/4	catering for cpd	90.27	
24/4	coffees at cpd	18.40	
13/6	Brad Cadwaller	250.00	
11/6	CPD catering	191.22	
11/6	CPD catering	19.12	

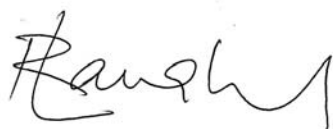
Cheque yet to be presented;			
5/12/2012	Xmas meeting	60.00	

727.66

TOTAL \$ (-422.16)

Closing Balance **31- 12-2012** **\$743.40**

Signed



Rory Langbridge
Treasurer

