

ANNUAL REPORT

2014 FINANCIAL YEAR

Published March 2015



NEW ZEALAND INSTITUTE
OF LANDSCAPE ARCHITECTS

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Agenda - NZILA 43rd Annual General Meeting

Date & Time:

4-6pm, Wednesday 18th March 2015

Location:

Rotorua Energy Event's Centre, Queens Drive Government Gardens, Rotorua

AGENDA

1. Welcome, Attendance and Apologies
2. Receipt of Proxy Votes
3. Confirmation of Minutes of the 2014 AGM
4. Matters arising from Minutes
5. Presentation of Annual Reports (the 2014 Annual Report will be pre-circulated prior to the meeting and largely taken as read)
 - 5.1 President – Sally Peake
 - 5.2 Vice President – Shannon Bray
Gisborne Conference, Awards, IFLA, Environment
 - 5.3 Honorary Secretary – Philip Blakely
Documentation, Administration, Membership
 - 5.4 Hannah Ayres
Graduate Affairs/Registration
 - 5.5 Craig Pocock
Accreditation, Marketing & Communications
 - 5.6 Tracey Ower
CPD, Branch Liaison
 - 5.7 Ian Vincent
Student Affairs
6. Presentation of Annual Accounts – Andrew Gray
7. Presentation of Budget for 2015
8. Appointment of Auditors



Other Reports

9. Registration – *Robin Rawson*
10. IFLA Delegate – *Renee Davies*
11. Education Foundation – *Jan Woodhouse*
12. Accreditation Panel – *Melean Absolum*
13. Branches – *Branch Representatives*
14. Remits – Remit 1 – Students, Diane Menzies
15. Presentation of Certificates to newly Registered Members 2014
16. General Business

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 **12 March** 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





Sally Peake - President



Shannon Bray - Vice President
Conference, Awards, IFLA,
Environment



Andrew Gray - Treasurer



Philip Blakely - Honorary Secretary
Administration, Documentation,
Membership



Craig Pocock - Committee Member
Accreditation, Communications,
Website



Tracey Ower - Committee Member
CPD & Branch Liaison



Ian Vincent - Committee Member
Student Affairs



Hannah Ayres - Committee Member
Graduate Affairs & Registration

Nga Mihi

Welcome to the 2015 AGM.

In 2015 we lost two members who made a lasting contribution to the Institute: Christine Heremaia and David Brady.

We also celebrated honours for Frank Boffa and Don Miskell (Officers of the New Zealand Order of Merit) for services to landscape architecture, Megan Wraight - Rosa Barba Landscape Award (as part of the 8th International Biennial of Landscape Architecture in Barcelona) and Boffa Miskell - joint winner of the World Architecture News Urban Design Award for Blueprint Christchurch.

As outgoing President, the first task thing I want to do is to thank everyone who has helped with all our achievements:

Shannon Bray – Vice president and visionary, who has been responsible for revamping our website, branding and Awards.

Andrew Gray – who together with Vicki Clague has kept our finances on an even keel and turned around our fortunes.

Philip Blakely – our Honorary Secretary, who has assisted Craig on the contractor's agreement as well as managing the oral history and archive projects.

Craig Pocock – who has taken on the huge responsibility for the Education and accreditation policy review, the contractual arrangements for our contractor's agreement with Vicki/Fusion Communications Ltd, as well as branding and promotion.

Tracey Ower – who provides endless support to us all, including our branches, and has worked very hard to promote CPD (more later).

Hannah Ayres - our former graduate (now Registered Landscape Architect) who has tackled the thorny issues of graduate engagement, keeping the Registered membership process current, as well as encouraging EVERYONE to become Registered.

Ian Vincent – often missing in action but full of ideas around graduate and student engagement.

Vicki Clague – a huge thanks has to go to Vicki who has put the Institute on a sound business footing and worked tirelessly to improve our communications, finances and administration.

In this last area it has to be said that we still have a way to go. For a long time we have been working with outdated systems and processes, which have been informally handed down through successive executive committees. Vicki has done a great job documenting these, but formal policies are still needed. These include:

- Archive policy
- Conference policy
- Financial policy
- Operational policy (ongoing)

I would also like to thank the organising committee of Te Mana O Te Whenua (The Spirit of Landscape) Conference: Richard Hart, Rebecca Ryder, Rebecca Cray and Brad Coombs (apologies to anyone I have left out). I am sure it will be excellent!

Finally I would like to thank all those landscape architects who work tirelessly to promote the profession and contribute to NZILA and its governance. It is difficult to single people out but recognition should go to:

Renee Davies, Di Menzies and Bruno Marques for their contribution to IFLA

Robin Rawson – CPD Registrar

The examination panel under John Brenkley outgoing Panel Chair

The Accreditation Panel under Melean Absolum

The NZILA Education Foundation (in their new guise)

Finally, I would like to thank those members that I have met over the last year. After several years of enforced austerity it was good to be able to spread our meetings around different centres and meet the grass roots of the institute – so thank you to those branches in Auckland, Christchurch, Queenstown and Wellington who welcomed and entertained us.

In terms of what our focus was in 2014, the committee decided to prioritise our workload as there are many projects that need to be tackled. These were:

- CPD month
- Registration review
- Awards review
- Education/Accreditation review

CPD month – although we were unable to secure this for 2014, it is still on track for 2015. For the first CPD month we wanted to engage more closely with Te Tau a Nuku as well as signal our commitment to develop a bicultural strategy. This is progressing well and an Agreement with Nga Aho will be signed after the AGM. As a long term strategy, I would like to see Te Aranga Maori aspirations embedded in NZ landscape education and professional development policy.

Registration review – this is progressing well under the guidance of Hannah Ayres who has recently experienced the mentoring and Registration process. It is my aspiration that the review will be ongoing and result in a seamless education programme that connects through education providers, a graduate programme, mentoring, and the examination process. In addition, Hannah (and team) have released a questionnaire for graduates that will be very useful in gauging how to engage with our graduate members and assist them to become registered.

Awards review – This has been completed and while we are confident that the improvements will be worthwhile, it may take time for all the changes to be embraced.

Education/Accreditation review – This is well underway and is expected to be completed next year.

For 2015, we have identified the following as priorities:

- Student support
- Registration review (continued)
- RMA reforms
- Education/accreditation review (continued)
- Business strategy

These are clearly subject to confirmation from the incoming committee and as my final item I would like to take the opportunity to welcome them:

- Shannon Bray (President)
- Tracey Ower
- Craig Pocock
- Neil Challenger
- Amy Hobbs
- Megan McBain
- Brooke Mitchell
- Julia Moore



Awards

During 2014 the key project in this portfolio has been the review of the NZILA Awards. The process of undertaking this involved discussing the format and methodology behind the awards with a large number of members, previous judges, previous entrants and previous winners. It was determined early in the process that a new line-up of awards categories be established, largely following a 'price to construct' format rather than type of activity. The new awards format was ratified at the 2014 AGM in Gisborne.

Since then we have begun the process of running the new awards, including selection of the judges, the creation of new certificates (to reflect the new branding of the institute), and the securing of a venue. Alana Tisdall was selected as an awards convenor, through a competitive proposal process, and is working to a budget that has been approved by the Executive Committee.

During the running of the awards there have been a few learnings of the new format, and it is proposed to have a review session in the months following the awards. This will allow us to make improvements as may be required.

Although the number of nominations in the Resene People's Choice award was low this time around, we continue to see opportunity in this award, and propose to run it again in future years with better promotion and greater encouragement to nominate.

We received nominations for the Enduring Landscape Award, however the judges felt that they did not represent the intent behind the award. Therefore, thanks to Sue Dick, John Hudson and Craig Pocock, the criteria for this award has been significantly strengthened so that all members have a clearer understanding of the entry requirements. It is intended to re-run this award in future years. Thank you to all those who were involved in detailing the criteria.

We all look forward to the awards evening, and trust that it will be a success. At the time of writing ticket sales for the event were very low, and therefore options are being considered for increased promotion or possibly discounting. A big thank you to all of the judges, volunteers and our awards convenor (Alana Tisdall) who made them all happen.

Branding

A milestone in 2014 was the completion of the NZILA corporate re-branding. This culminated with the release of the Registered Member graphic, which is now required to be used in place of any previously released NZILA graphics. It is hoped that members will transfer to this graphic quickly, so that the profession presents a consistent and professional image to the world.

Other Matters

During the year various other matters have been addressed as required. These have included ongoing operational meetings with the Executive Officer, refinement of partnership documentation, and contribution to the management of the conference. As Vice President I also stood in for the President at the Oral History presentation at the National Library in Wellington, and also attended a hui with Te Tau a Nuku.

Firth 2014 NZILA Conference - "The Rising Sun - Arriving, Settling & Place-making in Tairawhiti"



"If the highlight of the Tairawhiti Conference 2014 for me was the bond formed within the team who lead the Conference planning (from the HB-M Branch), then Thomas Woltz and Dame Anne Salmond were certainly the stars of the show! At Nick's Head Station Thomas reminded us, in his humble, tie-adorned way, that great projects are born from great landscapes and the teams that imagine them into the future. At Longbush, Dame Anne herded us back to the ancient wairua of place and something powerfully memorable unfolded before our eyes. Both locations conjured stories of place that belong uniquely to Tairawhiti."

Sue Dick, Conference Convenor.

On behalf of the Executive committee, I'd like to thank the Hawke's Bay/Manawatu branch in putting on a very memorable conference in the sunny, warm landscape of Gisborne. Whilst visiting Young Nick's Head was definitely a highlight, the focus on field based talks and discussions showed us not only a variety of projects, but a level of passion in landscape that is contagious. Thanks to our sponsors who helped us return a small profit, a portion of which was shared with the branch.

Shannon Bray, Executive Committee - Conference Portfolio

General

I would again like to thank Vicki Clague for her role in making the Honorary Secretary's position over the year less onerous through her organisation and management of the Institute and, also for chasing me along when required. It feels like the Institutes systems and procedures are sound and running well and not in reactionary mode as was the case during my first term on Exec.

Projects such as the archives policy and the long awaited operations and procedures document are either in train or have a direction in which to follow.

Election of President and Executive Committee

Congratulations to our new President and Executive committee for the next term. It looks like we have a good line up of experience, fresh blood and geographical spread that bodes well for the Institute. I wish them well.

I would like to thank Melanie Whittaker of Melcom Communications Ltd for managing the election process very efficiently and seamlessly. Keeping the election process separate from the Institute and managed by a third party is in my opinion sound.

Fellows Nominations

Three nominations for Fellow were received this year. As per the Fellows policy an Assessment Panel of three was convened to review the nominations and Statements of Contribution, and make a recommendation to the Executive Committee. Their recommendation was that only one of the nominations be elected as a Fellow. The Panels covering comment is included below.

*'We have made our recommendations for the Executive based on the NZILA Fellows policy and our expectation that the title of Fellow recognises **exceptional** rather than very good or long-standing service / experience/ practice in landscape architecture. This is recognised in the terminology used in the assessment criteria eg distinguished, significant, pivotal, inspiring and outstanding.*

Therefore a nominee might:

- 1. be outstanding in a single category (e.g. IFLA president, leading academic with international reputation, George Malcolm or Charlie Challenger award winner); or alternatively*
- 2. have made a significant (but not necessarily stellar) contribution across several categories.'*

The Executive Committee has endorsed the Panels recommendation but there has been some feeling from within the Executive that perhaps the bar is now too high and maybe the policy needs looking at again. My recommendation is not to have a knee jerk response but to keep it under review in the next couple of years. It was a deliberate decision of the last review of the Policy to raise the bar.

Oral History project

A highlight of this year was the event held at the National Library in Wellington in August to recognise and formalise the completion of the Oral History Donors. This was a very moving and memorable event especially hearing samples of recorded tapes of the pioneers of the profession and of their struggles and tribulations. Also having relatives present of donors who have past away such as Charlie Challenger and Robin Gay was special.



Photo: Handover event of oral histories about landscape architecture in New Zealand donated to the Alexander Turnbull Library. **(Standing, left to right):** Maureen Gay wife of interviewee, the late Robin Gay; Earl Bennett, Landscape Architect who was interviewed as part of the project; Joce Chalmers, wife of interviewee, the late Barry Chalmers; Shona McCahon, oral historian; Suzanne Gamble, the late Robin Gay's daughter; and (seated) Neil Challenger, son of interviewee, the late Charlie Challenger.

Archives Policy

A draft Archives Policy has been prepared for the Institute with the help of Pauline Porteous an Archivist from the National Library of New Zealand. This has given us quite a lot to think about. Among her recommendations is that we should have a budget for archives and have a recognised archives coordinator. With this in mind we have approached Shona McCahon to be our archives coordinator, the detail of which has yet to be confirmed.

The Policy also sets out guidelines for processing archives, types of records to be retained and a guide to archive storage and enclosures.

The Policy need further work before being finalised and pivotal to this will be the archives coordinator. It is envisaged that once the policy is in place that volunteers will go through the existing records held in storage under the direction of the archives coordinator and Pauline Porteous.

Institute Insurances

The Institutes indemnity insurances were reviewed when they came up for renewal in April last year. Some of the current insurances are confusing and is difficult to understand the relevance of some of them to the Institute. It was decided that we should seek an alternative quote from another Insurance provider this year (2015).

NZILA Strategy Document

No further work has occurred on the NZILA Strategy Document this year as there have been other priorities and it is recognised that the strategy is linked to Vicki's service level agreement contracts and the priority has been to get the contracts completed and signed. It will be up to the new committee to update the strategy as it is an ongoing fluid document that requires updating by each new Executive committee.

Operational and Procedures Document

There is little progress to report with the operational and procedures documentation. However we have determined that an important first step is to collate a master list of current documents, which is underway. This project is important and should be given a priority by the incoming Executive Committee as it provides guidance for future managers/ administrators and the Executive of the Institute and ensures that Institutional knowledge is not lost.

Philip Blakely
Honorary Secretary
February 2015

2014 Highlights

Earlier in 2014, The Rising Sun conference in Gisborne presented me with a much appreciated opportunity to explore the beautiful region of Tairāwhiti and get a taste for the rich and diverse culture, ecology, food and wine of the region. The extremely well organised event put on by the Hawkes Bay Manawatu branch was a real highlight, and I ended up making some great contacts both with other members and with other people outside of the NZILA.

Secondly, gathering in Queenstown for our last exec meeting was a highlight – the meeting itself was in a windowless room so there wasn't much to get excited about in there, but having a beer on the wharf with an impressive turnout of Southern branch members was great. I really enjoyed putting names to faces and catching up with long lost friends. The setting wasn't too bad either!

Thirdly, completing my journey to becoming a registered member had to be a highpoint. The registration process certainly had its challenges, both with my time and my discipline to knuckle down and study again! But for the most part it was a really rewarding process. I, alongside my fellow South Island candidates and their mentors were able to test run a Group Mentoring Programme structure which I believe went very well. With help from Neil Challenger, the programme was largely driven by the candidates. We set our own interim deadlines, arranged within our practices a series of core competency seminars and organised a mock panel of mentors to sit in front of in a practice interview scenario. I even submitted my workbook early which is very unlike me! The interview was nothing like my nerves expected it to be either. It wasn't until I was sitting in front of the smiling panel that I realised how well the Mentoring Programme had set me up for answering the questions they had. Like anything I guess, so long as you know your stuff, you could even go so far as to say it can be an enjoyable experience!

Registered Membership 2014

This leads me nicely into congratulating the 18 other registration candidates who also became registered members at the end of 2014:

Andrew Norris
Ben Frost
Bruno Gillmour
Bryan Sanson
Christopher Owen
Elizabeth Oldfield
Emily Alleway
Emily Kelly
Helen Baggaley

Jennifer Wood
Jeremy London
Megan Ash
Naomi Crawford
Nicholas Pearson
Sophie Gilchrist
Tessa Macphail
Tony Milne
Yoko Tanaka

Nice work all of you, you can be very proud of yourselves! I'd also like to say a huge thank you to all of the other contributors: coordinators, employers, presenters and assessors including mentors, group mentors and interview panel members, all of whom have put in an immense effort to assess and assist these candidates in achieving their important career milestone. I have a new appreciation for the level of dedication required for being a mentor (as I'm sure many of you will as well!). Our registration process couldn't happen without you. Thank you.

Registered Membership 2015

The Mentoring Programme is now underway for candidates wishing to apply for their interview in November this year. There is an impressive 46 members signed up to the programme at present, which will be the largest number of candidates going for registration yet! With this cohort we will be getting very close to tipping the scales between our membership numbers in favour of Registered members!



Registered Membership 2016

Those wishing to apply for the Registered Membership Interview next year need to have your Mentoring Programme applications to Vicki by the 1st of August. Don't leave organising this till the last minute as there is a bit of thinking involved in filling in the application, as well as finding yourself a mentor to sign it too. You will no doubt get a few more reminders.

Graduate Survey

A huge thank you to all of those graduate members who took the time to participate in the recent Graduate Survey! We had a really impressive number of members participate in the survey with a nice round figure of exactly 100 respondents! That's 37.7% of our current 265 Graduate members, which is actually a very good result when it comes to analysing data trends (with less than $\pm 10\%$ margin of error).

By the time of the AGM, we should have had the opportunity to analyse and summarise the survey results. The intention is to share specific survey findings with NZILA branches and the executive, Universities and the wider membership, with the aim of communicating what our graduate members value most about the NZILA and what improvements could be made to help them get more out of their membership. The survey also provided some important feedback on ways to improve the registration process (more on this later).

Many thanks to grad members Rebecca Cray and Anne Braithwaite for initiating the idea of a survey and for their amazing support in making it all happen.

An update on 2014 AGM Report Items

At the 2014 AGM I enthusiastically submitted several reports, and recommendations were passed for establishing working groups around some developing new systems for assessing registration: the 'Levels Based Approach' to assessing registration candidates and the idea of introducing a new 'Registered Practice' category (please refer to previous reports for details).

Also suggested was the development of a standard Group Mentoring Programme format that could be applied consistently across the country; and the development of a more comprehensive Mentoring Guide that could assist in providing guidance on mentoring and outlining the required level of competency and commitment expected of mentors. Overarching all of this was the identification of a need to review and streamline the Registered Membership Guide.

Apart from gaining further consensus from various members that the proposed ideas are, in principal, worth developing further; due to the time commitments involved with completing registration last year, I have only recently established a working group which is gearing up to put the wheels in motion towards addressing these proposals (more on this below).

The Registered Membership Guide Review Working Group

With more experience of the registration process and less time commitments to the exec and registration, the intention this year is to redirect my focus to steering a working group which has been put together with the original intention of streamlining the current.

I have established a working group based in Christchurch involving Peter Rough, Nikki Smetham, Neil Challenger and myself. We had our first workshop this week which I subsequently named Workshop One: Opening the Giant Can of Worms. While our initial task as a group was to simply edit and simplify the current guide, it soon became clear (just as I had been conflicted with in the past) that we all agreed there was little point in spending time editing the current document without acknowledging the current issues and improving various aspects of the registration process first.

The relationship diagram on the next page summarises the content discussed in the workshop. Please note it is a working diagram and is purely used as a brainstorming tool to help us get our head around the relationships between all of the various aspects to improving the registration process. What the diagram shows is that if we are to streamline the registered membership guide, there are possibly 6 new aspects to



develop further before we can reach the end game of a streamlined Registered Membership Guide.

The plan of attack from here is to create an online survey which we will this time put out to the entire membership asking for their opinions on all of the proposed aspects. The survey will use skip logic to ensure questions are relevant to the respondent and provide us with the most useful information. The longer term aim is to submit a draft revised Registered Membership Guide encompassing all of possible changes to key reviewers and the wider membership for feedback before the end of the year.

The Registered Membership Guide Review Working Group will be applying to the Executive for some funding to subsidise the likely time involved in undertaking such a task.

Workshop One: Opening the Giant Can of Worms
18 Feb 2014

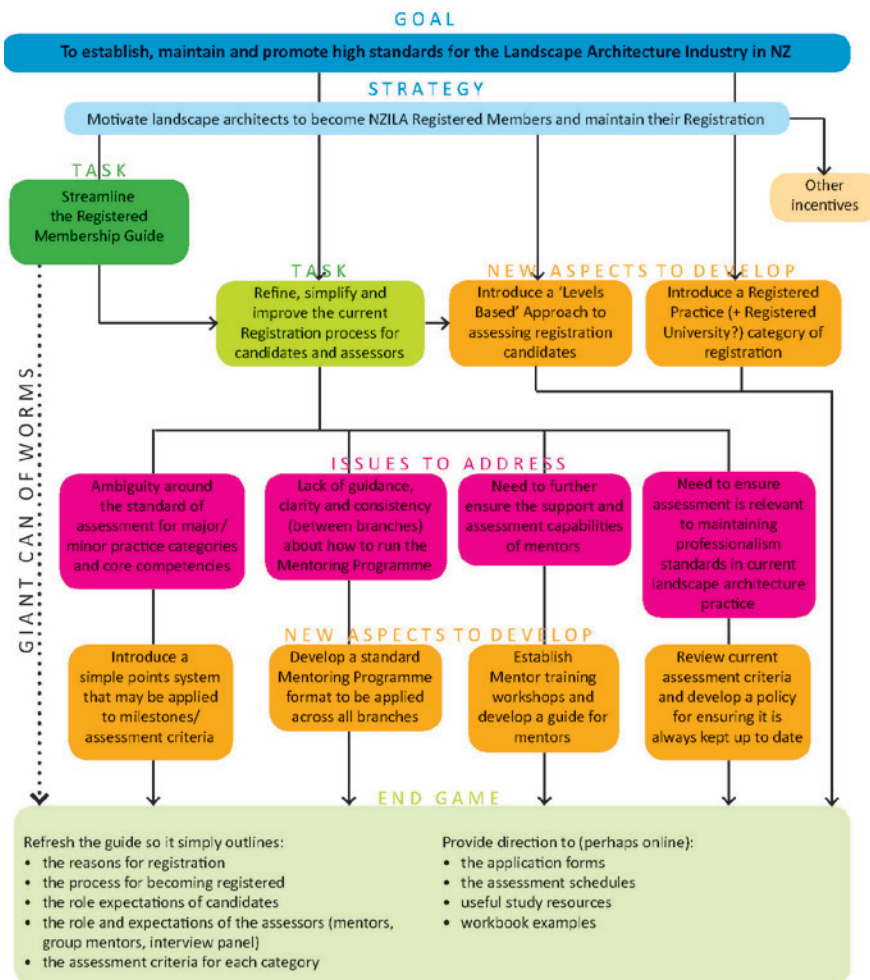


Figure 1: Summary of Workshop One – Relationship diagram outlining a potential process for streamlining the Registered Membership Guide

Farewell and Thanks

The last 2 years on the executive committee has been a rewarding experience for me. I've made some great contacts and learned a huge amount about the institute and the profession. It has been a wonderful opportunity to put forward my big ideas, discuss them, receive support for them and then start to develop them. While 2 years was obviously not long enough to see the ideas come to life (perhaps there was a few too many?), I look forward to handing over the executive reigns to very capable hands and working with other members to develop the proposed ideas further behind the scenes. Who knows, I might just feel the need to take them back again one day!

Hannah Ayres
13 February 2015

Accreditation

The current accreditation panel is Melean Absolum (chairperson), Julia Williams and William Field. The NZILA executive are very grateful for the experience, dedication and hard work that this panel puts into the accreditation review process. As the executive member leading the education policy and accreditation review I have had the chance to gain a better understanding of the work load and service this panel provides and it's a significant contribution.

In 2014 Victoria University went through the accreditation review process and were granted continuing accreditation

Annual reports were received by the accreditation panel from Lincoln University, Unitec, Victoria University.

The NZILA Education Policy, Standards and Accreditation review

Background

The NZILA executive are currently in the process of reviewing the existing NZILA education policies, standards and accreditation criteria which were created in 2004 and now out of date. The process has been structured in a similar way to which a public consultation might be run including review of best practice, workshops and collaboration with education providers and affected parties such as the NZILA membership. The process has included the review of the Australian Institute of Landscape Architects (AILA) due to a recent review by them of their own education documents. The AILA that the NZILA could use the updated AILA documents as a starting point and edit them to be relevant to the NZILA context. The AILA documents represented a significant investment of time and professional effort, which the NZILA wanted to develop upon and there is a continuing agreement between the NZILA and AILA to work together on education policies.

The Review Process

The NZILA executive education portfolio holder Craig Pocock created a process to run the review which the NZILA executive approved. The process involved collaboration with the New Zealand education providers, NZILA membership and Te Tau-a-Nuku. The aim was to complete the review process and create the new policies by the end of 2014 or the start of 2015. This time frame has probably extended out by 6 months but it is still likely that the updated policies will still become active in 2015 as the original process had suggested.

The creation of the subcommittee

An accreditation review panel was created to review the policies, standards and accreditation procedures that was independent of the NZILA executive. This panel would provide the NZILA executive with recommendations and a draft education policy for the NZILA executive to make a final decision on. When selecting the subcommittee we wanted to create a team of landscape architects that represented a range of views in the industry. We wanted some individuals that were highly experienced as well as recent graduates who still had a strong connection to their education but tempered with recent industry experience. We wanted some individuals who are responsible for employing Landscape architect graduates as well as individuals that work in range of roles within the landscape industry from council to consultancies, from urban design to heritage and resource consent work. We are wanted to make sure that we had landscape architects that represented success stories from each of the three education providers.

The accreditation review panel have been very generous with their time and expertise, the **subcommittee is comprised of:**

Julia Williams – Chair of the subcommittee and senior LA, sole practitioner with significant experience and is currently on the Accreditation Panel

Steve Dunn – senior LA with Boffa Miskell, planning, employer, one of New Zealand's biggest firms of LAs

Andrew Norris – Grad LA/ recent graduate working for Isthmus, large design firm experience, VUW educated.

Martha Dravitzki – Grad LA/Urban Designer, policy focus in provincial New Zealand, Council based experience, Lincoln educated MLA

Amy Hobbs – Grad LA/Project manager – Worked as design consultant and now is self-employed with a Heritage focus, Unitec educated.

Timeframes and progress to date

There has been a significant amount of work done to date, below gives a brief over view of the progress as well and an over view of the work yet completed.

- December 2013 NZILA education portfolio holder Andrew Grey contacted AILA for comments on their education review process and access to the AILA polices which was generously granted. Both NZILA and AILA documents were reviewed and a process for the NZILA review drafted by Craig Pocock.
- May 2014 NZILA executive give the outline education review process approval to move forward.
- June 2014 Education providers were sent the base information package for the review process including editable version of the AILA documentation for review with a request that the education providers provide feedback on these documents.
- June 2014 NZILA executive contact via email the NZILA membership about the education review seeking guidance on the education policy and their thoughts on the baseline skills that a modern landscape architect should possess.
- July 2014 The NZILA membership comments were compiled and this information was passed on to the education providers.
- July 2014 The accreditation review panel was set up for the review of the education providers' comments and to make final recommendations to the NZILA executive on a revised NZILA education policies, standards and accreditation criteria.
- August 2014 Te Tau-a-Nuku sent comments on the education policy which were pasted onto the education providers.
- August 2014 The NZILA membership comments were received and compiled and sent on to the Education providers and accreditation review panel.
- August 2014 The education providers review the AILA documents with reference to the existing NZILA documents and provided their comments back to the accreditation review panel.
- August 2014 A workshop was held that allowed each education provider time to present their comments. The one day workshop was held in Wellington on the 14th of August. This allowed each education provider independently to present their submissions on accreditation process and education policy in person and talk through their thoughts and issues with the education portfolio holder and the accreditation review subcommittee.
- September 2014 The education portfolio holder Craig Pocock started the draft document process by compiling the nine documents supplied by the education providers during the workshop into two documents using tracked changes and comments to show each education providers additions/concerns/deletions so that the accreditation panel had a holistic usable documents to work with.
- December 2014 The accreditation panel were give the complied documents for review and comment so that they could develop what the first draft education policy, standards and accreditation policy might look like.
- January 2015 A Supplementary Submission by Te Tau a Nuku on the NZILA Accreditation review was received after the group held an additional hue in December 2014. These comments were taken to the Wellington workshop in February 2015 for the accreditation review panel to consider as part of the first draft review process.



- February 2015 The accreditation review panel come together in Wellington for a one day workshop to review the education providers comments and by the end of the day had agreed upon the structure and clauses that would be forward onto the new DRAFT NZILA documents.
- The additional submission from Te tau-a-Nuku was significantly more developed than the first submission received and it was felt by the accreditation review panel that it should be sent to the education providers for comment before it could be integrated into the first draft education policies
- February 2015 The education portfolio holder Craig Pocock compiled the accreditation review panel's first DRAFT Education and Standards Policy and the NZILA Accreditation documents and sent the drafts back to the out to the accreditation review panel's to ensure to approve the drafts before they get sent to the education providers.

The process moving forward

- March April 2015 The first draft NZILA education policies, standards and accreditation criteria will be sent to the education providers for further comment.
- May 2015 The accreditation review panel will consider all final comments from the education providers and provide a final draft NZILA education policies, standards and accreditation criteria documentation to the NZILA executive for approval and adoption at the first possible NZILA executive meeting.
- June 2015 Final documents sent out to all education providers and the NZILA membership will be advised of the new documents.

NZILA membership consultation and results

An email/mailchimp went out on the 25th June 2014 to over 600 NZILA members. In the first month we only got two replies. A second email/mailchimp went out and got a better response with another 12 responses however some of the responses represented the views of groups so over all we think we got more than a 10% representation of the NZILA membership which may not sound like a lot but it what we would be typically expected from a community consultation process.

Due to the fact we are a small community there were some requests from respondents that only some aspects of their emails be sent on to the education providers. We felt this was wise and so we took only the comments and summarized them in a spreadsheet, taking out the individuals names and compiling the concerns into categories. This allowed us to see how many times a certain concern might come up and whether the concern was held by which groups within the NZILA membership (for example big firms vs. solo practitioners). We also have organised the comments in order of how many times an issue was raised by different respondents. This give us an idea of how significant an issue was considered by the NZILA membership, for example plant knowledge was the topic that came up the most often in the membership feedback. There as a total of 18 concerns/skill gaps raised by the membership that they consider the education providers should focus more on. The top 7 out of 18 concerns that require more development within the education providers were in order of frequency commented on were:

1. Planting ID and design plus and associated environmental requirements
2. Industry relevant software being taught
3. Management and commercial knowledge
4. Contract knowledge
5. Collaboration and communication skills with other disciplines
6. Hand drawing and graphic skills
7. Greater focus on rural and residential environments vs. urban

This feedback was be sent to the education providers and accreditation review panel to help inform their decisions for future polices and standards.



Conclusion

It has been more than 10 years since the NZILA education and accreditation policies have been reviewed and this opportunity represents a significant chance to ensure that the future of landscape architecture in New Zealand is heading in the right direction and that the next generations of landscape architects are coming out with the right skill sets.

A review process like this requires a lot of commitment from a lot of people, I would like to offer special thanks to the educators and NZILA members who have put so much time into this process to date. I special thanks Julia, Mathia, Amy, Andrew and Steve of the accreditation review panel and to Dan at Isthmus Wellington for generously allowing the review process to happen in their meeting room.

Communication, Website and Sponsorship

The communication, marketing and branding portfolio is mainly managed on a day to day level by Vicki Clague with the day-to-day running of the website, communication and marketing. This has resulted in a significant increase in communications going out to both the NZILA community and the associated supporting industry, resulting in a fair amount of positive feedbacks and generated the feelings of a greater level of engagement between the NZILA and members.

Website :

The website is seen as 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 with new development work starting in 2015.

Communications:

The NZILA Twitter feed has 248 followers and covers topical issues weekly. The twitter feed can be found on the InSite page of the NZILA website and we encourage members to follow us. We currently have 111 members in the NZILA LinkedIn closed user group, where we encourage members to discuss current events etc.

To date we have sent out 80 e-communications (both e-news and announcements), which are proving very popular with members cover a range of issue including NZILA are achieving around New Zealand and the world. All NZILA members are encouraged to send in new stories for the e-news.

Sponsorship:

As the CEO Vicki Clague has been working hard behind the scenes to develop stronger relationships with suppliers by putting in place annual partnership agreements. In 2014 \$23,800 was procured from advertising on the website and in the monthly E-newsletters. In addition to this, sponsorship funding was procured to support the 2014 & 2015 Conferences and the 2015 Awards.



Branch Liaison

“The two words ‘information’ and ‘communication’ are often used interchangeably, but they signify quite different things. Information is giving out; communication is getting through.” (Sydney J Harris)

An important goal of our Institute is to constantly try and improve on our “communication” with our members. Regular e-communications from the Institute, and a current website which offers the facility for branches to contribute news and information has come a long way in the last few years.

But are we getting through? Do members feel like they have a connection with the Institute or the Executive? And what does that mean?

Some would say yes, but perhaps this is in the larger urban areas where they frequently see Executive members and have easy access to many of the CPD events that are on offer both by local branches and other allied professions.

Smaller regional branches have to deal with limited members and isolation from major events. There is no easy solution to this, but the opportunity for Skype meetings and videos of CPD events or Registration workshops is now being realised and when possible put into use. We also encourage branches to form stronger ties with other local allied professional bodies such as NZIA, IPENZ and NZPI to optimise the wide range of CPD events on offer. This has been very successful in Christchurch with WAYD events organised by a collective of institutes.

Regular input to the NZILA website by branch members is encouraged - the benefits of this include promotion of events which visiting members from other branches may be able to attend.

Some branches are now utilising Facebook to promote local events and things of interest - this is a great way to get news out quickly to a large number of people, but with many avenues for social media it becomes time-consuming contributing to several different sites. It is important that the NZILA website still receives information of all major events so that all members have access to this.

Forms of communication with our branches throughout 2014 have included:

- Contact with all branch secretaries over the past year to encourage dialogue/ask for feedback or issues needing discussion at our meetings
- Executive committee meetings being held in different regions to create the opportunity to meet different local branches (Auckland, Wellington, Christchurch and Queenstown last year)
- Executive committee meeting minutes available on NZILA website
- Individual Executive members attending local branch events whenever possible
- This will continue and we want to encourage members to also make contact so we work together to support each other.

Branch sponsorship policy

In response to a query from one of our branches regarding regional sponsorship to assist with funding of local events, a brief policy has been formed as a general guideline. This has been emailed to all branch secretaries and is available in the Document library.

Branch committees

Our membership has seen significant growth this past year. It is wonderful to see all the new faces attending branch events - a big thank you to all branch committee members of 2014 who have put in many voluntary hours to provide our members with a healthy mix of thought-provoking CPD events and good social networking time.



Continuing Professional Development

2014 saw the formation of a new concept for CPD for the Institute - a theme month each year, which will be a series of connected events across the country tied together with a single theme.

This will increase opportunities for members to network, complete their CPD requirements and potentially allow external promotion of the Institute. (Video access to some of these events will be arranged whenever possible so that they are accessible to all members.)

It is envisaged that partners to NZILA (such as the NZILA Education Foundation, Te Tau a Nuku, and the Universities) will be invited to participate.

Branches will also be encouraged to take part in this theme month by organising complementary events such as:

- A series of evening lectures and social events
- A public exhibition of members work related to the theme
- Movie nights showing films related to the theme, arranged by the branches or sponsorship partners.

The NZILA 'theme month' will happen in August or September each year. Its focus will be on a subject considered relevant to today's practicing landscape architects and will usually be related to one of the Executive's strategic foci for that year. Some events may also be open to other interested professions.

2015 CPD theme

Later this year will see the first of such events with our combined Te Tau a Nuku/NZILA waananga. The focus will be on increasing awareness of Te Ao Maori values and beliefs in relation to landscape; protocols and mechanisms for engaging with Mana Whenua in the practice of landscape architecture; and tools to assist with the planning, design and management of landscape in ways that incorporate and respond to Maori principles, values and beliefs.

We would like to acknowledge the great effort to date of Te Tau a Nuku and look forward to our continued collaboration.

All branches will be contacted in the near future with more details on the theme month.

CPD Budget

Recommendation: that the NZILA annual budget always includes a separate item specifically for the CPD theme month. It will be the intention that such events will be self-funding, however seeding money for initial securing of speakers and venues may be required.

NZILA Students Report - *Ian Vincent*

In 2014 as NZILA Executive Member of the Students Portfolio, I have been involved with a number of activities aimed at increasing student membership and industry involvement.

We have been working closely with Auckland Council and various Local Boards and Business Associations to encourage student involvement on projects. In particular, we successfully managed to have student involvement stipulated in the recent Auckland City MT Albert Town Centre Upgrade Request for Proposal (RFP). In this RFP, all entrants had to include in their methodology a strategy for working with Unitec students on the project.

I have organised and mentored two highly successful Kingsland Pocket Park competitions, open to all current Unitec students. Both projects had real clients, budgets and outcomes, and both projects are currently undergoing scoping for construction.

Additionally, we have worked closely with the NZILA Unitec student representative Al Newsome, to not only promote membership, but also to gather feedback from students. This extended through communication about membership benefits, to increased networking and internship opportunities with industry professionals.

This information was collated in a document that outlines the key issues as perceived by students, as well as offering potential solutions and a way to progress forward.



Victoria University, Wellington, Accreditation Panel Review

In October 2014 the NZILA Accreditation Panel, comprising Julia Williams, William Field and myself, visited Victoria University in Wellington, to undertake their five yearly review. I am pleased to report that the teaching and facilities provided at VUW, and work produced by the students were of a high standard and enabled us to recommend continued accreditation of the programme offered.

A fundamental part of the process of reviewing the programme is reviewing examples of the work produced by students throughout the programme. This was made very much easier than we have experienced in the past, by the use of electronically stored examples of student work loaded onto three work stations for each of the Panel members to access. We recognise that this required ensuring well ahead of our visit, (at least one academic year ahead,) that student submissions were appropriately stored. The format of presentation to us involved loading the examples of student work (good, pass and fail), along with the course outlines including relevant learning objectives, assessment criteria, staff names and timeframes etc.

Along with the course outlines and examples of student work, we were also provided with a spreadsheet setting out the various courses throughout the programme, cross-referenced against the core knowledge and skills table. This enabled us to review the students' work by subject, as well as by year, by identifying which courses addressed any given subject through the five years of the programme. This was a particularly valuable tool and enabled us to assess an enormous amount of material in a methodical and efficient manner. We endorse this approach to the provision of student work and hope our observations will be helpful to both Unitec and Lincoln.

We were made very welcome by all staff at VUW and acknowledge the effort that they, particularly Penny Allan and Dr Di Menzies, put into ensuring that all necessary information was provided to us seamlessly. We also acknowledge the success of VUW at the International Exposition of University Projects in Schools of Architecture and Landscape, 8th International Biennial of Landscape Architecture, Barcelona, where VUW were awarded an Honourable Mention.

Annual Reports

Annual reports were received from both Lincoln University and Unitec in the middle of the year. Victoria University postponed the delivery of their Annual Report, to coincide with the Accreditation Panel visit.



Whaowhia te kete mātauranga

Fill the basket of knowledge

Just over 90% of eligible members completed their CPD requirements for Registration in the 2014-5 year. As well as helping members to focus on their Continued Professional Development, this level of participation gives strong support to the Constitutional Objectives of the Landscape Architecture Profession.

Almost all members are now filling in their CPD on-line. The on-line CPD record is an ideal way to record your CPD particularly if it is filled in soon after events or milestones through the year. On-line records are downloaded once a year in early April and assessed, so if your CPD record or plan are not complete by 31 March we need to be advised to assess it at another time.

Retaining Registration is much easier than the requirements of Re-registration as set out in the Constitution, and those few members who have not completed their CPD record and plan in the last 4 or 5 years are encouraged to contact the Institute to discuss we can help them to achieve Registered status either by fulfilling Registration or Re-registration requirements.



Robin Rawson

16 February 2015

IFLA Delegate AGM Report for year April 2014 – April 2015

The following outlines the range of activities and events carried out by your IFLA delegate over the last year.

- Appointed as Chair of the APR Communications Committee
- Researched wrote and established (with the website designer) the new APR website (still work in progress)
- Attended APR Exco Meeting and Congress in Sarawak, Malaysia
- Attended World Council Meeting and 51st Congress in Buenos Aires
- Judged APR Awards
- Assisted with establishing new delegations for APR bank account and contributed to financial strategy for APR
- Wrote terms of reference for APR Communication Committee
- Represented APR on the IFLA Communication Committee and attended a skype meeting and provided information for the new website
- Provided IFLA delegate updates for NZILA newsletter
- Wrote summaries of both the APR and IFLA congresses for Landscape Architecture NZ magazine
- Voted on choices for the new IFLA Committee chairs on behalf of the NZILA
- Liaison and reporting to NZILA Exec on endorsement of APR Charter
- Assisted Dr Diane Menzies to finalise and gain endorsement of the new APR Landscape Charter
- Email communication and correspondence with APR and IFLA delegates
- Assisted with organisation of IFLA President, Kathryn Moore's, visit to New Zealand and Auckland presentations.
- Assistance to IFLA President Kathryn Moore in setting up meeting and assistance from UN on International Landscape Convention (work in progress)

I attended the 51st IFLA World Congress in Buenos Aires which also hosted the IFLA World Council meeting which heralded a new era for IFLA. At the meeting delegates from across the globe confirmed the amendments to the IFLA Constitution that support a fresh new approach to the structure and running of the organisation. The incoming new Executive Committee (President Katherine Moore) alongside the newly appointed Chief Executive Officer (CEO) of IFLA, will focus during the next few years on implementing the new vision for IFLA, the success of which will involve strong, considered and cohesive leadership that allows delegates and Regions to take ownership of and relish their new roles and responsibilities and will increase the profile of IFLA at a global level as a dynamic, collaborative and action based organisation.

Asia Pacific Regional Congress – Sarawak, Malaysia

The APR regional congress held in Sarawak had a theme of "A Greener Tomorrow", focusing on how we achieve more sustainable and quality living environments through the perspective of landscape architecture. The sub-themes of the congress explored in more detail three aspects: Technology, Tourism and Heritage.

Sarawak is the biggest state in Malaysia, offering a rich biodiversity and natural environment, making it an ideal location for the Congress with a strong multi-ethnic culture and rich biodiversity.

The APR Executive held a meeting at the Congress and discussions included establishing the new Chairs of the Committees, aligned with the new IFLA Committees. A particular focus was on developing ideas to increase the revenue of the APR Region (as currently there is very little coming from the yearly Congresses)



and we don't as yet receive any funding from IFLA fees. As such all work is made possible by voluntary services. The Executive are keen to establish revenue to allow a broader range of APR specific projects to be undertaken to promote and support our Region.

51st IFLA World Congress – Thinking and Action

The 3 day World Congress held in Buenos Aires (Capital city of Argentina and home to 2.965 million people) provided a thought-provoking exploration of landscape architecture philosophies and how these manifest as actions on the ground.

The city itself was an exciting and appropriate venue for such a topic, given the huge challenges facing designers of open space in one of the worlds so-called mega-cities. It is a vibrant and complex port city located on the massive estuary of the Rio de la Plata. It is a city of contrasts with a vast array of intriguing and diverse barrios (neighbourhoods) and fusion of cultures. The City is vast but at a more intimate level the individual barrio (there are 47 in total) are very walkable and to inhabitants of Buenos Aires (Portenos) are like their home towns.

The Congress was held within the city's newest district and recently developed public open space known as the Puerto Madero, a successful urban waterfront restoration project. Old brick industrial port buildings have been restored to house offices, shops, restaurants and a University, bringing a vibrancy to this once derelict area.

A day trip across the river from Buenos Aires to the ancient town of Colonia del Sacramento in Uruguay (founded in 1680) showcased some of the earliest urban forms still surviving and the well-preserved urban landscape of the historic quarter (a UNESCO World Heritage Site) illustrates the fusion of Portugese, Spanish and post-colonial styles and has a form that rejects the grid pattern imposed throughout South America by the Spanish and instead reflects a plan founded in a response to landscape features.

One of the most memorable presentations during the Congress was from Argentinian born landscape architect Martin Rein-Cano (now working in Germany) who explored the role of migration in answering some of the social issues facing landscape architects creation of identity in their work.

Martin challenged our notions of what public space should be and how to connect new migrants to the urban landscape through the example of his recently completed public park in Copenhagen – Superkilen. He discussed how concepts around migration can help to produce answers to some of the social issues we face in modern cities and how to gain a sense of identity in design. He raised the important issue of how in modern urban environments there is a dissolution of borders with private becoming more public due to social media and that public space therefore becomes more important as people bring what was once private into the public realm (his classic example is the i-phone and i-pod – used in public spaces but makes you feel private). At superkilen they explored this by creating a speaker system that people could connect their i-pod into, making their music public.

An engaging talk by renown Japanese landscape architect Fumiako Takano, showcased a lifetime of work where community collaboration has been the focus, creating wonderfully magical landscapes for children and adults. Takano San outlined his notion of landscape by deletion – the idea that rather than creating through adding features and design installations we can create beautiful and relevant spaces through the act of deletion. He showed examples of this with his project in Japan – the Tokachi Millenium Forest where the simple act of removal of dead branches, weeds and fallen logs within an overgrown forest allowed the penetration of light to the ground and the following spring a flurry of woodland wildflowers previously dormant burst forth to change the entire aesthetic of the forest.

Rolando Leon from Argentina highlighted the issue that as humans action happens but that often the real thinking occurs later and that as designers our role can be to bridge this lack of foresight and really consider and address the myriad issues that are linked to any proposed change to our environments.

After the successful World Congress in Buenos Aires in June 2014, the remainder of the year was focused on firming up the subcommittee activities associated with the new IFLA structure – of which I am represented on the Communication Committee. You will have noticed that more information is becoming available on the IFLA website and this is the work of the IFLA Chair of Communication and External Relations, Bruno Marques



who is now resident in New Zealand and working in the landscape programme at Victoria. So we have strong IFLA representation from this part of the world currently.

As a mechanism to promote landscape within our Region the Asia Pacific Region (APR) Committee has dedicated itself to the co-ordination and refinement of our own Landscape Charter.

Asia Pacific Region Landscape Charter

The basis of the APR Charter is to follow the concepts of the proposed IFLA International Landscape Convention (ILC) which is a new way of looking at landscape. It concentrates on the relationship communities have with the landscape. As President of IFLA Kathryn Moore states “We believe this is as powerful in everyday, ordinary landscapes as it is with extraordinary monumental landscapes such as Stonehenge, or world heritage sites in beautiful cities like Florence. It is as powerful in Birmingham, Thurrock or Salford, as it is in Yawuru or Canning Stock in Australia. This became evident when we had the first meeting with all the experts in Paris to discuss setting up an ILC in 2010. Whenever there was the temptation to fall back into the usual disciplinary silos of scientists or biologists, sociologists or designers, we just reminded people that we were talking about where they lived, where they had grown up and how much it had shaped them. Whatever the background, whatever the discipline, it struck a chord. In general, this landscape has no voice, no champion and this is why we are calling for a global landscape initiative”.

On this basis, in March this year, work began on a new APR charter.

Dr Diane Menzies and myself have been working alongside the other APR delegates and the President of IFLA Kathryn Moore to use the APR Charter as a mechanism to promote the broader aim of establishing an International Landscape Convention. A presentation on the Charter was made to the to ICOMOS International in Florence by Di late in 2014.

The APR Charter has now been endorsed by eight of the 14 member organisations of the APR (including NZILA) with Japan, China and Korea in progress and will now be going to a special meeting of the APR Committee shortly for formal endorsement.

At the ceremony to set up a new Middle East Region in Tehran in November, the draft APR was signed along with a memorandum of understanding with the Ministry of Roads and Urban Development of Islamic Republic of Iran – the first of our external signatories.

The APR website is currently being updated with a page on the Charter and the list of signatories and we will then begin in earnest as a collective the process of gaining supporters of the Charter – these can be individuals, companies or organisations within the APR member organisations respective countries.

An information pack is being developed currently that will provide detail to those interested in becoming signatories and supporting the principles of the Charter.

If you know of anyone that might be interested in becoming a signatory please don't hesitate to contact me rdavies@unitec.ac.nz

Detail of the content of the Charter is provided at the end of this report.

IFLA Statement

The following link provides details of an IFLA statement made on the following up of President's Obama address to the State of the Union. This statement also reminds professionals and interested parties on the importance of an International Landscape Convention and the challenges that our profession faces.

<http://iflaonline.org/ifla-statement-on-president-obama-state-of-the-union-address/>



IFLA & APR Congress & Conference Schedule

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

In terms of representing NZILA, I am proposing to attend both the St Petersburg Congress and the Lombok congress – all within budget.

Conference Schedule

For those interested in experiencing an IFLA Congress the following options are available in 2015. Further details of future World and Regional Congresses are available on the IFLA website.

The 2015 World Congress will be held in St Petersburg, Russia from 10th – 12th June, with the theme of History of the Future. <http://ifla2015.com>

The 2015 IFLA Asia Pacific Congress is to be held in August 10,11,12 in Lombok, Indonesia with the theme of – Volcano and Mountainscape. <http://ifla2015.asia>

- 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



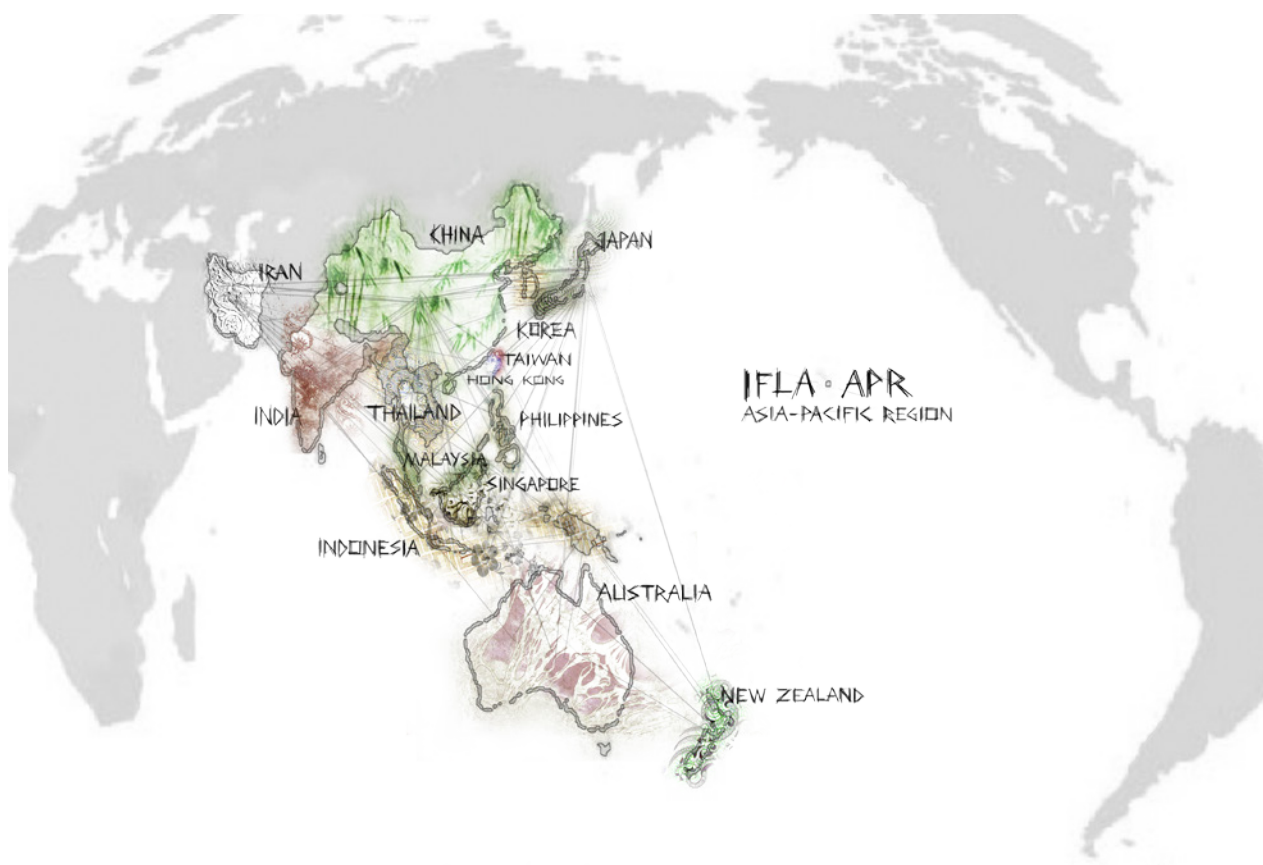
IFLA ASIA-PACIFIC REGION

LANDSCAPE CHARTER

PREAMBLE

Landscapes are the result of unique combinations of biophysical, cultural and social processes, evolving over time and interwoven with memory, perception and tradition. They include land, water systems, marine areas and island configurations, and play a vital role in human nurture, fulfilment and in shaping individual and collective identity. Landscapes range from the outstanding and the memorable, to the familiar and commonplace, and all member organisations of the IFLA Asia-Pacific Region representing a diverse array of cultures spread across fifteen countries have a duty of care to ensure that the distinctive characteristics and potential of their landscapes are not compromised through insensitive or inappropriate change, and that their communities are not diminished or endangered by inappropriate development.





The IFLA Asia-Pacific Region is a part of the world that has been shaped by maritime journeys, vibrant cultural landscapes and economic innovation and is home to a rich tapestry of landscape architecture traditions. The region has many unique characteristics, including member countries with the largest global populations, vast tropical rainforests providing habitats for many thousands of species of flora and fauna, diverse cultures and philosophies spanning many millennia, and a common coastal heritage. The IFLA Asia-Pacific Region thus continues to make a significant contribution to our global heritage and traditional relationships with landscape. It is imperative that this rich history of active engagement with regional landscapes is acknowledged as part of our future commitment to the global landscape resource.

Landscapes are the outdoor places where people live, work and play; they are important because they provide an opportunity for people to identify with their neighbourhoods and their nation, and allow people to connect with the land and their own plant and animal communities. The sustainable management of our landscapes is a fundamental objective of the IFLA Asia-Pacific Region members. Important aspects of that objective, in the widest possible range of different landscapes, include the preservation of common and distinctive heritage as a reflection of identity and diversity; retention of ecological health; and consideration of the productive capabilities of land. This approach aims to maintain important life-supporting functions such as water quality and biodiversity, while providing for the appropriate utilisation of landscapes for sustainable social, cultural, and economic development. The profession of landscape architecture in the Asia-Pacific Region of IFLA, represented by the member organisations of that region, therefore has a significant role to play in promoting such sustainable change.

The importance of the deep and fundamental relationship that the indigenous and other peoples of many member countries have with the natural world is also acknowledged. Where appropriate, those attitudes and beliefs should influence and inform the ways in which we approach the protection, planning, design and management of our landscapes. The richness, diversity and sensitivity of contemporary landscape design throughout the IFLA Asia-Pacific Region are testament to the extensive history and strong cultural stories and traditions that shape us.

The scope of landscape architectural practice and pressures on the landscape continue to increase and a comprehensive set of principles is now required to underpin this scope and pressure to support the diverse aspects of contemporary landscape practice in our Region. These principles have been structured in the form of a Charter, or guiding document, which outlines the principles and purpose of the IFLA Asia-Pacific Region in pursuit of its promotion of the protection, planning, responsive design, sustainable management and maintenance of the landscape resource.

This Landscape Charter sits within a global context and framework which comprises a series of National Landscape Charters and Conventions coordinated through the International Federation of Landscape Architects. Other significant statements about our approaches and attitudes to the landscape include, but are not limited to the ICOMOS Charter (1964), the European Landscape Convention (2001), the Florence Declaration (2012) and the Matera Resolution (2013).

1 Purpose of the IFLA Asia-Pacific Region Landscape Charter

The Charter is the IFLA Asia-Pacific Region's declaration of a set of fundamental principles to support the active stewardship of, advocacy for, and enhancement of the landscapes of our region. It serves as a set of guiding principles for landscape architects, and as a frame of reference to inform decision-makers about the broad scope of landscape matters.

The Charter sets out policies, principles, definitions and values for the protection, planning, enhancement, design and management of landscapes in our region, and provides a framework through which other disciplines, Government agencies and departments, and other stakeholders can cooperate on landscape and landscape-related issues.

2 General provisions

2.1 Scope

The aims of this Charter are to promote the sustainable protection, planning, design innovation and management of the landscape resource, and to encourage cooperation between all stakeholders on landscape issues.

2.2 Aims

This Charter applies to the entire territory of the IFLA Asia-Pacific Region and covers all aspects of the landscape, including natural, cultural, rural, urban and peri-urban areas, whatever their scale or context. It includes land, water systems and marine areas, and applies to a diversity of landscapes including those which are outstanding, those which are spiritually, culturally or naturally significant or protected, and everyday, productive or degraded landscapes.

2.3 Signatories

Each party which adopts the Landscape Charter shall undertake to work towards implementing the aims and policies of the Charter, in harmony with its own policies.

3 Key principles of the IFLA Asia-Pacific Region Landscape Charter

The following key principles form the basis for the Charter document:

3.1 Sustainable management

Sustainable management underpins and informs landscape management and change throughout our region. Sustainable goals can be manifest through a variety of means including (but not limited to) ecological health, economic viability, social vitality and cultural expression.



3.2 Guardianship

Many nations possess founding documents or fundamental statements about the birth and development of their country. Often these documents accord special status to the original or indigenous peoples yet do not deny any other cultural or ethnic group their rights to their own identity and practices in a multicultural society. Principles that might be

embodied in such documents that influence the work of landscape architects include government, self-management, equality and cooperation. This Charter recognises and honours those principles, noting that variety in worldview and cultural concepts adds richness and diversity to our perceptions of landscape while informing national culture and practices. This Charter celebrates and affirms the value of unity in diversity for our region.

3.3 Stewardship

We all have a responsibility to nurture the continued health and diversity of landscapes, and ensure the sustainable integration of protection, production, recreation, and habitation values for all living things.

3.4 Identity

People may be grounded in place by tradition, forebears, or identification with 'home'. This can occur at both a local and regional scale, as well as at a national scale, and is powerfully expressed through the palimpsest of landscapes and the ways in which landscapes shape their communities.

3.5 Human health and wellbeing

Physical, emotional, spiritual and cultural wellbeing are aspects of human health and vitality that can be sustained, enhanced and revitalised by landscapes, whether natural, cultural, or designed for that purpose.

3.6 Place making

Landscape change should occur creatively and responsively, and provide design innovation and approaches that inspire, enrich, or reveal natural or cultural elements of landscape to create settings in which people can flourish.

3.7 Inclusivity

The Charter provides a mechanism for communities to actively participate in the sustainable planning, design and management of their landscapes, through the articulation of values associated with their beliefs and their national, regional and local places.

4 Definitions

4.1 Landscape	An area, as perceived by people, whose character is the cumulative result of the action and interaction of natural and/or cultural factors.
4.2 Landscape protection	Action taken to conserve and maintain the significant or characteristic features of a landscape, based on the particular qualities of the landscape's natural and/or cultural resources, heritage value, and/or human activity.
4.3 Landscape management	Programmes and action to maintain, adapt or enhance landscapes in response to changing social, cultural, economic or environmental goals, needs and dynamics.
4.4 Landscape design	An active process of developing creative and innovative solutions for landscape change.
4.5 Landscape planning	A process of developing responsible, creative and long-term strategies, proposals or actions to manage, enhance, protect or restore landscapes.
4.6 Landscape policy	A statement by relevant local or central Government authorities of general principles, strategies and guidelines that enable or direct specific measures aimed at the protection, planning, design and management of landscapes.



5 General policies

Each party to this Charter undertakes to:

Acknowledge all landscapes as an essential component of people's surroundings, an expression of the diversity of their shared cultural and natural heritage and a foundation of their identity, and promote the legal recognition of landscape as a key element of community identity;

Establish and implement landscape policies to encourage landscape protection, conservation, planning, design and management through specific policies described in paragraph 6 below;

Establish procedures for the participation of all stakeholders, including the general public, indigenous peoples, local and regional authorities, and other parties in achieving those goals described in paragraph 6 below; and

Integrate landscape considerations into national, regional and local policies in relation to any environmental, economic, cultural or social change with possible direct or indirect impacts on landscapes.

6 Specific policies

Each party undertakes to contribute to advocacy, education, development of assessment methodology, research and policy in respect of the landscape, and cooperate and collaborate in order to enhance the effectiveness of measures taken under other paragraphs of this Charter, as follows:

6.1 Advocacy

Increase awareness in both public and private organisations about the character and value of landscapes, their contribution to human health, wellbeing and heritage, and the potential consequences that arise from change in or to the landscape;

6.2 Education

Support, and where appropriate promote and implement, training programmes for landscape policy, planning, evaluation, assessment, design and management;

Support, and where appropriate promote and implement, school and university courses which address landscape character and values, and the issues raised by their protection, planning, design and management;

6.3 Assessment, Research and Policy

Encourage and support programmes and actions with a focus upon the identification of national landscape typologies, the analysis of their characteristics, the forces and pressures transforming them and the ways in which they have changed or are changing;

Support the application of consistent assessment methodologies to those landscapes, taking into account the particular values assigned to them by indigenous peoples and other stakeholders in those landscapes;

Contribute to the development and definition of landscape quality objectives for the landscapes identified and assessed, after appropriate stakeholder consultation; and

Support the development of landscape policies aimed at sustainably protecting, planning, providing for appropriate design innovation in, and/or managing the landscape.

6.4 Mutual assistance

Share knowledge and information, and/or render such technical and scientific assistance arising from experience or landscape-related research as appropriate to other parties to achieve the outcomes covered by the Charter.



7 The IFLA Asia-Pacific Region Landscape Award

The IFLA Asia-Pacific Region Landscape Award is a distinction which may be conferred upon organisations or individuals that have instituted policies or measures to protect, plan, design or manage their landscapes, and which have proven to be effective. This distinction may be conferred on local or regional authorities, central Government agencies or departments, representatives of indigenous peoples and other organisations, or parties to this Charter or individuals that have made outstanding contributions to sustainable landscape protection, planning, design or management.

The IFLA Asia-Pacific Region shall establish a committee with representatives from signatories to this Charter to define and publish the criteria for conferring such an Award, and to make recommendations to the IFLA Asia-Pacific Region Committee in regard to nominees for the Award. Nominations for the IFLA Asia-Pacific Region Landscape Award will be accepted on an annual basis, as provided for in the criteria and rules of the Award, and may be submitted by parties to the Charter, or from other organisations, bodies or individuals that promote or embrace the provisions of the Charter.

The granting of such an Award is a prestigious honour acknowledging important contributions to society, aimed at further encouragement to those receiving the Award to continue to ensure the sustainable protection, planning, design and/or management of the landscapes concerned.

8 Relationship with other documents

This Charter acknowledges and builds upon principles outlined in the IFLA Bali Declaration and the IFLA Shanghai Declaration. The provisions of this Charter shall not prejudice other more specific provisions concerning sustainable landscape protection, planning, design and/or management contained in other existing or future binding national or international documents.

9 Adoption of the Charter

This Charter provides an opportunity for the widest possible range of stakeholders in the landscape to be invited to become signatories and uphold the principles of the Charter, while also working towards the achievement of the goals of the Charter. Signatories may include representatives of Government agencies or departments, regional and local authorities, indigenous peoples, individuals, organisations that represent various stakeholders with an interest in landscape, or organisations that represent professions with an interest in landscape.

In particular, parties that promote sustainable landscape protection, planning, appropriate design innovation and management, and that support cooperation between all stakeholders on landscape issues, shall be invited to become signatories. Such Charter adoption shall be formally promulgated by the party concerned, and an instrument of ratification shall be deposited with the Hon. Secretary of the IFLA Asia-Pacific Region Committee.

An agreement to adopt the Charter by any party may be withdrawn by that party through a declaration of such withdrawal to the Hon. Secretary of the IFLA Asia-Pacific Region Committee. Any such withdrawal shall be promulgated by the party concerned.

The IFLA Asia-Pacific Region Committee shall monitor the use of the Charter and the ways in which the signatories discharge their responsibilities under the Charter. Any party that fails to uphold the principles of the Charter, or acts to undermine the achievement of the goals of the Charter, shall be requested to modify their actions; failure to address any concerns shall result in such party being removed from the list of signatories to the Charter.

10 Amendments to the Charter

Any party that is a signatory to this Charter may propose amendments to the Charter by notifying the Hon Secretary of the IFLA Asia-Pacific Region Committee of the proposed amendment with supporting statements or evidence that demonstrate the value of the amendment in further promoting the provisions of the Charter.



Any such proposed amendments that clearly further the intentions of the Charter will be examined by the Committee of the IFLA Asia-Pacific Region. If such amendments are supported by the Committee, all parties that are signatories to the Charter will be notified to enable discussion of the proposed amendment to occur prior to such amendment being considered for adoption by the IFLA Asia-Pacific Region Committee at an annual regional conference meeting.

11 Notification

The Hon. Secretary of the IFLA Asia-Pacific Region Committee shall notify all parties that are signatories to this Charter of:

- any new signatories to the Charter;
- any proposal for amendment to the Charter, with a time frame for consultation and discussion, and the date upon which it is proposed to take effect and be binding upon all signatories to the Charter; and
- any other act, notification, information or communication relating to this Charter, including identification of any recipients of an IFLA Asia-Pacific Region Landscape Award.



NZILA Education Foundation Annual Report

2014 was again an active year for the Foundation and its trustees. First of all we would like to acknowledge the support and generosity of the following people and organisations for their help and support. Renee Davies and Unitec in Auckland for their willingness to share costs and accommodate our events, Victoria University, and Cheryl Robilliard from the Wellington branch for doing the same in Wellington, the Auckland branch for their generous donations and of course Boffa Miskell who continuously come to the party in all centres with room space for meetings and financial support when it is needed. We also thank Wade Robertson from Beca in Christchurch and Ben Espie from Queenstown who have willingly organised events in their own towns for us. Secondly, we have appointed Mike Farrow as the fifth and last trustee. His interest in governance and fundraising has already seen us undertake a long overdue review of the Foundation's purpose and its administration.

Financial

Current assets comprised a total of \$108,357.92 as at the 31.12 2014. 2014 was a busy year in terms of financial activity. Our income totaled \$27421. Well up on the \$3000 - \$4000 annual income figures of any year pre 2013. 2014 income was boosted by a \$5000 donation towards the ILibrarian and \$13000 from the Mark van Grieken workshops – in addition to \$8810 gathered in the previous financial year.

Total expenditure totaled \$29210. Big ticket expenditure items included professional fees for developing the library and the website and the \$12700 it cost to host Mark Van Grieken plus the \$4600 it cost us to host Kathryn Moore. The above figures do not reflect the true cost of hosting international speakers as both Unitec and Victoria University hosted events at no cost to us and Auckland Council also provided a free venue for the Kathryn Moore presentation as part of its Auckland Conversations series. The bulk of the expenditure we incur is associated with airfares and hotel accommodation and even this is generously subsidised by individual landscape architects who readily agree to host, transport and entertain our visitors. Thank you.

Activities

It has been apparent for some time that we need to grow our capital reserves if we are to host visitors annually. Whilst the NZILA donation of 10% or any conference surplus is generous and gratefully received, we cannot rely on it as annual income. We have only had one bequest and one significant donation. Growing capital means that we need to appeal to philanthropists and commercial organisations who appreciate the value of landscape and share our concern for it. We need a vehicle to talk about what we do and we need to generate some conversations around the topic of landscape that might attract a wider audience than just the profession.

In 2011 we developed a simple website to tell people about our organisation, enable us to take online bookings for events and it had a donation page. It quickly became apparent that it was not enough. We also realised that and that the task of organising continuous visitors and events, and fundraising, combined with general administrative duties put enormous strain on our trustees.

A subsequent review of the organisation's purpose and structure resulted in an immediate name change to the much shorter and globally appropriate Landscape Foundation. We also considered that landscape needed a neutral voice. We decided that a redesigned website which carried provocative material on landscape, identified landscape issues and provoked conversations on landscape would draw attention to the value of landscape. The re-skinned website includes two important pages. 'Journal' will run edited / or curated articles about landscape. 'Voice' is a blog page designed for you the reader, to engage in discussion about issues you have identified as important or to share information about other material, activities, events or places that you consider others might find interesting.

Go to www.landscape.org.nz and let us know what you think.



The website had been live for 16 days at the time of writing and already we have had more hits on it than we had for the whole of 2014. It has also received the thumbs up from the many influential colleagues our editor Di Menzies has around the world.

We have continued with the build of the Ilibrarian. We regard our role in this as purely curatorial. This PDF based research facility will we hope, house the NZILA awards, house the best of our work and include research related to landscape. We will also identify material stored elsewhere which you will be able to access via click through links. Both the website and the library are simple and easy to operate and they should become an everyday part of your online reading and your conversations about landscape and they will also become the go to resource for information on landscape. It is due to go live in March 2015 so if you have material that should be shared or preserved please send it to us at info@landscape.org.nz

We want to ensure that landscape is placed first, that landscape is the driver of change and that landscape becomes a catalyst for development. Join us in our conversations so we can identify the issues that concern you and work with the appropriate people to make change happen. Please come to our events and bring your clients, fellow professionals and families. Please talk to them about us. Tell us what your issues are, share your favourite material with us and together we will educate the public on the value of our landscape. And finally, we rely on the generosity of the NZILA and its members. We need bequests, donations and grants from you.

Jan Woodhouse, Di Menzies, Sarah Collins. Mike Farrow & Will Thresher.



LANDSCAPE FOUNDATION 2014		
Statement of Financial position - 01.01.2014 - 31.12.2014		
	2013	2014
INCOME		
Current account interest	124.17	84.56
Accrued interest WP TD 9	72.91	870.91
	74.35	
Accrued interest WP TD 07	3179.26	2776.44
Donations & bequests	650	5590
NZILA Conference grant		1225.88
IFLA conference sales	641.6	
Lethlean Ticket sales	1544.1	
Branch donation	2000	
Cocktail Party Tickets	2350	
Sponsorship	1000	
Auction Purchases	10472	
Van Grieken registrations	8810	13046.89
Garden party registrations		1325
Kathryn Moore donations		1588.64
Sales		983.12
Sub total	30918.39	27491.44
EXPENDITURE		
Website & I librarian	2867.54	10637.5
Charities Commission fee	51.11	51.11
Web Host	400.2	400.2
Bank fees	2	
Copying	819.8	
Lethlean expenses	5835.96	
Cocktail party expenses	7281.49	
Marc Van Grieken		12701.91
Garden party		803.44
Kathryn Moore		4615.83
Subtotal	17258.1	29209.99
Balance income / (Expenditure)	12055.09	-1718.55
CURRENT ASSETS (LIABILITIES)		
Current account	\$27,356.92	18357.92
WP TD 07	75696.78	90,000
WP TD 09	3769.16	0
Balance	\$106,822.86	\$108,357.92



DRAFT Minutes of NZILA's 42nd Annual General Meeting
Held at The Works Cafe, Restaurant & Bar, 41 The Esplanade, Gisborne
Thursday 27 February 2014

Meeting opened at 1300.

Welcome

Sally Peake, President welcomed everyone to the meeting.

1. Attendance & Apologies

1.1 Present (Executive Committee):

Sally Peake, Andrew Gray, Shannon Bray, Philip Blakely, Craig Pocock, Hannah Ayres, Tracey Ower.

Others:

Diane Menzies, Hugh Lusk, Rong Qian, John Brenkley, Rebecca Cray, Josephine Clarke (non-member), Brendan Kempf (non-member), Graham Densem, John Hudson, Stefan Steyn, Sue Dick, Ant Rewcastle, Josh Hunt, Melean Absolum, Mick Abbott, Sam Bourne, Jacqui Lough, Willie Murphy, Vicki Clague.

Minute Taker:

Vicki Clague.

1.2 Apologies

Susan Roff, Steve Dunn, Dr Jacky Bowring, Mike Farrow, Peter Kensington, Wendy Hoddinott, Mike Barthelmeh, Robert Watson, David Sissons, Carolyn Ramsbottom, Neil Challenger, Melissa Davis, Earl Bennett, Helen Preston-Jones, Helen Mellsop, Tim Lander, Grant Edge, Frank Boffa, Nik Neale, Rebecca Ryder, Sarah Collins, Peter Rough, David McKenzie, Jan Woodhouse, Ian Vincent

2. Receipt of proxy votes

Proxy votes were received from:

Peter Kensington
Peter Rough
Nikki Smetham
Helen Mellsop
Nathan Young
Tony Milne
Grant Edge
Mike Barthelmeh
Nik Kneale
Alan Titchener
Sarah A Collins
Rebecca Ryder

For:

Executive Committee
Shannon Bray
Hannah Ayres
Sally Peake
Andrew Gray
Hannah Ayres
John Hudson
Shannon Bray
Shannon Bray
Diane Menzies
Shannon Bray
Shannon Bray

3. Confirmation of Minutes - 2013 AGM

It was moved (Sally Peake/Tracey Ower) and unanimously **carried**:

THAT the Minutes of the 41st Annual General Meeting held at the Heritage Hotel in Auckland on Tuesday 9th April 2013 be accepted as a true and accurate record.

4. Matters arising from Minutes

None

5. Presentation of Annual Reports

The 2013 Annual Report was pre-circulated prior to the meeting and was largely taken as read.

5.1 President – Sally Peake

Report as tabled: –

- Thank you to the Hawkes Bay/Manawatu branch for hosting the 2014 Conference.
- 2013 IFLA World Congress – inspirational event.
- In 2013 the Exec Committee held its meetings around the country allowing us to meet branch members.
- There has been a focus on refining and improving the Registered membership process along with improving the efficiency and effectiveness of our internal management and operations including communication with members.
- RMA changes, Exec requires the support of the membership to make collective submissions.
- Thanks to the Executive Committee and Vicki Clague for the 2013 achievements as highlighted on page 5 of the Annual Report.

5.2 Vice-President – Shannon Bray

Report as tabled: –

- Thanked Sue Dick and the Conference Committee for all their efforts in arranging the “Firth 2014 NZILA Conference – The Rising Sun; Arriving, Settling and Place-making in Tairāwhiti”.
- Three main projects throughout 2013; 1) branding, 2) awards and 3) developing a partnership agreement proposal which allows the Institute to engage with suppliers/supporters.
- The Central North Island branch will be managing the 2015 Conference/Awards event, which will most likely be held in Rotorua in March/April 2015.

Review of the NZILA Pride of Place Awards

Executive Committee Paper prepared by Shannon Bray as tabled: -

- The NZILA Exec has undertaken a review of the awards programme.
- The Executive Committee Paper (as per pages 9-15 of the Annual Report) prepared by Shannon Bray outlined the Awards Purpose, Barriers of Entry, Public Involvement, Proposed Awards Structure, Student Awards, Design Awards, People’s Choice Award, Landscape Planning Awards, Recognition Award, Special Awards, Changes to Entry Procedure, Eligibility of Entrants, Judging Panel, Certificates and Sponsorship.
- Shannon outlined the content of the document highlighting:
 - Award 8 – People’s Choice Award,
 - Award 12 – Recognition Award of which the Ruru Group have recommended that this award does not proceed,
 - Award 15 – Cultural Award of which a decision is to be made as the Maori Landscape Group only want it for Maori.



- Eligibility of Entrants, that from the 2016/2017 awards onwards, entries to be limited only to Registered members with the exception of the Student Awards, which remain unchanged.

It was moved (Diane Menzies /Hannah Ayres) and unanimously carried

THAT from the 2016/2017 Awards programme Graduate Members are permitted to enter any of the awards up to 4 years after graduation (in addition to Registered Members)

It was moved (Diane Menzies /John Hudson) and unanimously carried

THAT we delete Award 12 – Recognition Award from the summary of Awards list.

It was moved (Shannon Bray/Diane Menzies) and unanimously carried

THAT we change Award 15 to a Maori Landscape Award.

Sue Dick presented and talked to the Proposal Concept of an “Enduring Landscape Award”. This was followed by discussion.

It was moved (Sue Dick/Craig Pocock) and unanimously carried

THAT there be an Enduring Landscape Award category.

Diane Menzies raised that there should be no charge to submit an Entry in the Award 2 - Pro-Bono Design Award category. This comment to be taken on board when finalising the summary of Entry Costs.

It was moved (Shannon Bray/Sally Peake) and unanimously carried

THAT the awards structure presented in this document as ammended by the motions at the meeting is adopted for the 2014/2015 Pride of Place awards and that the Executive Committee develop the appropriate rules and programme.

5.3 Honorary Secretary; Administration, Documentation Records, Membership; – Philip Blakely

Report as tabled: –

- Thanks to Vicki Clague for streamlining processes.
- CEO and Administration service contracts – Philip advised that the contracts had been agreed upon and they were ready for the lawyer to check.
- Operational Procedures and Protocol Document currently being updated by Grant Edge.
- The membership has grown from 539 in January 2013 to 570 as at 31 December 2013.
- Philip outlined the Fellows Nominations update as per his written report. After the call for Fellows nominations in August last year two nominations were received. The nominations were referred to an assessment panel independent of the Executive as per the policy. The panel considered that they were unable to make a recommendation on the nominations and therefore no nominations have been rewarded for 2014.
- Oral History project – a total of 19 interviews have now been completed. All interviews have now been donated to the Alexander Turnbull Library. It is envisaged that interviews could be ongoing, with further interviews being added periodically over the years. Due to budgetary constraints there will be no interviews in 2014. The curator of the oral history at the National Museum has suggested a small morning or afternoon tea event at the National Library. Exec to explore further and looking at August for this to be held.
- Archives Policy – it has been suggested that the Institute should be developing an archives policy. There is a cost involved but it is hoped to get this project off the ground in 2014.



5.4 Registered Membership – Hannah Ayres

Report as tabled: –

- Congratulations to new Registered members:
Mark Brown
David Charnley
Serena Clarke
Stuart Dun
Renee Hearn
Joshua Hunt
Scott Greenhalgh
Nicholas Griffin
Rhys Girvan
Rob Lawry
Jacqueline Lough
Joseph Muir
Danbi Park
Matt Peacocke
Rong Qian
Amy Wright
- As an outcome from the October 2013 Executive meeting it was decided to appoint working groups to: 1) review and refine the Registered Membership Guide, 2) to be responsible for assessing the need for further education of Mentor Workshops, 3) develop a set of rules and guidelines for the Mentoring Programme, 4) devise a proposal for a Pre-Registration Programme aimed at getting graduates ‘into the system’ as soon as they leave university.

Strategies for Promoting Registration

Executive Committee Paper prepared by Hannah Ayres as tabled: -

- At present there is a large number of senior members that are not registered and a growing number of graduates who are following a similar path. The current Executive identified a need to review and enhance the strategy for promoting registration to practicing non-registered landscape architects.
- Hannah Ayres spoke to the report and highlighted the two strategies as follows:
1) Introduce a Level based approach to the Registration Process
Key Goal: to encourage senior members of the profession who are currently unregistered to become registered.

Diane Menzies spoke and asked that the Reciprocity category from Hong Kong and Australia be taken into account in any new process.

2) Introduce “NZILA Registered Practise” as a new category for Registration

Key Goal: to provide additional incentive for employers to employ Registered Landscape Architects; encourage graduate landscape architects to want to become registered sooner; incentivise employers to better support their graduates in becoming registered; ensure entire practises are operating to industry standards; and to allow currently registered landscape architects (and their businesses) to better advertise themselves to their clients as meeting the high industry standards of the NZILA.

It was moved (Hannah Ayres/Craig Pocock) and unanimously carried

THAT the NZILA executive appoint a working group (of executive and other Institute members) to prepare a proposal for further discussion with the membership for introducing a levels-based approach to the registration process.

It was moved (Hannah Ayres/Diane Menzies) and unanimously carried

THAT the NZILA executive appoint a working group (of executive and other Institute members) to prepare a proposal for further discussion with the membership for introducing NZILA Registered Practice as a new category for registration.

5.5 Accreditation – Craig Pocock

Report as tabled: –

- Thanks to the accreditation panel; Melean Absolum, Julia Williams and William Field.
- Annual reports were received by the Accreditation Panel from Lincoln University, Unitec and Victoria University.
- NZILA are developing a review process for the NZILA accreditation policies with the aim of having these active in 2015. 2014 VUW review will go under the existing policy.

There was discussion about the review process with the following comments from meeting attendees:

- 1) Diane Menzies – said that education providers would welcome the opportunity to provide feedback and suggested a representative from each education provider to liaise with Craig.
- 2) Mick Abbott – welcomes a working together approach.

The agreed outcome was that Craig would be in touch with the education providers and Melean to create a working group.

Marketing & Communications – Craig Pocock

Report as tabled: –

- Website – minor refinements were implemented to enhance functionality.
- Engaged SenateSHJ to develop a Marketing Strategy, these suggestions will look to be implemented over the coming year.
- Joined Twitter, with a twitter feed on the Insite page of the website.
- In 2013 a total of 74 e-communications were sent to members.
- Started the process of engaging with suppliers towards the end of 2013 and put in place a Sponsorship Partnership Agreement.

5.6 Branch Liaison – Tracey Ower

Report as tabled: -

- Individual branches are able to add their own branch information to the NZILA website.
- Contact with branch Chairs and Secretaries throughout the year – no issues raised.

Thank you to all branch committees of 2013 for their time spent.

CPD – Tracey Ower

Report as tabled: -

- Online access of some key events being explored for all members to access.
- Allied professional bodies – need to increase member awareness of events run by other bodies.
- July is CPD month – promote events during the month of July.

5.7 Student Affairs/Education – Ian Vincent

No Report Received:

6. Presentation of 2013 Annual Accounts and Budget for 2014 – Andrew Gray

Report as tabled: –

- The Annual Financial Report (refer Appendix 1) indicates an overall deficit for 2013 across all NZILA entities of \$74, 510.00 at the end of December 2013. Deficit is largely associated with special projects associated with the Congress, Awards and depreciation. We managed to achieve a small surplus in the operational income/expenditure despite a predicted loss.
- Thanks to Shona McCahon for her hard work around the Oral Histories \$15000 funding from the Lotteries Commission.
- Thanks to Vicki Clague who has put in place excellent financial management systems and processes. This is evident by the fact that we are able to circulate the Auditors 'Unqualified' Audit report for the 2013 Annual Financial Report to the membership in advance of one of the earliest held AGM's.
- Proposed Draft 2014 Operational Budget follows actual expenditure from 2013. The budgets for special projects has been significantly reduced and is likely to remain this way until the Operational budget can achieve a larger positive balance between income and operational expenditure.

There was discussion around the Expense budget. Allocation of \$2000 for the Elections is in the Operational budget so it was agreed to delete the allocation of \$500 from the Special Projects budget.

Diane Menzies raised the issue of providing free membership to Students. There was a discussion about this. Mick Abbott agreed that students should not be charged. Josh Hunt suggested that free membership was provided to those in their 4th year only. It was decided to develop a working group around providing free membership for students with changes to be effective commencing in 2015. This was reliant on education providers being responsible for administrative support i.e.at no cost to the Executive/Executive Officer.

It was moved (Andrew Gray/Craig Pocock) and unanimously carried
THAT the 2013 Treasurer's Report be received and accepted.

It was moved (Andrew Gray/Craig Pocock) and unanimously carried
THAT the final audited 2013 Annual Financial Reports (prepared by Iles & Campbell Limited and audited by Dixon Chartered Accountants), as outlined in Appendix 1 be received and accepted.

It was moved (Andrew Gray/Craig Pocock) and unanimously carried
THAT the Proposed Draft 2014 NZILA Operational Budget, which includes Special Projects identified for 2014, be approved, subject to the following amendments suggested at the AGM:

- Remove \$500 elections expense from the Special Projects budget.



It was moved (Andrew Gray/Craig Pocock) and unanimously carried

THAT the NZILA Executive conducts a review of their current accounting and auditing providers (Iles & Campbell Limited and Dixon Chartered Accountants) prior to their appointment for the review of the 2014 accounts to ascertain whether more competitive professional service rates can be obtained*

**(This was proposed for 2013 but deemed appropriate to retain the existing accountant and auditors until the closing of the IFLA Congress accounts).*

Other reports

9 Accreditation Panel Chair Report – Melean Absolum

Report as tabled: –

Melean spoke to her report and welcomed William Field who has been appointed as the third panel member.

10 Registrar – Robin Rawson

Report as tabled: –

11 IFLA Delegates reports – Renee Davies

Report as tabled: –

12 Education Foundation – Jan Woodhouse

Report as tabled: –

13 Branch News

Tabled in Annual Report

14 Remit / Proposal 1: Urban Design

Proposed by: DIANE MENZIES

Diane Menzies presented the proposal on Urban Design outlining that Urban Designers in New Zealand currently have no association of their own.

Diane would like urban designers to be included in NZILA and also acknowledged that there are pro's and con's to this.

This was followed by a discussion at the meeting.

It was moved (Sam Bourne/Graham Densem) and unanimously carried

THAT NZILA acknowledge urban design as a multidisciplinary practice, for which Landscape Architects play a vital role in.

THAT NZILA will promote urban design best practice and Landscape Architects involved in urban design.

THAT NZILA will investigate ways to incorporate the urban design topic and report at the next AGM meeting.



15 Remit / Proposal 2: Bi-cultural landscape architecture practice

Proposed by: DIANE MENZIES

Diane Menzies presented the proposal on Bi-cultural landscape architecture practice. This was followed by discussion at the meeting.

It was moved (Diane Menzies/Craig Pocock) and unanimously carried

THAT the NZILA recognises and accepts the importance and appropriateness of Maori cultural values to the practice of landscape architecture in Aotearoa / New Zealand.

THAT the NZILA collaborate with Te Tau-a-Nuku to develop a strategy aimed at achieving a more inclusive bi-cultural body of knowledge in the teaching and practice of landscape architecture in Aotearoa / New Zealand, with the aim of having this task completed by the end of 2014.

THAT as a first step towards this collaboration, the NZILA Executive Committee shall engage with Te Tau-a-Nuku in order to establish a partnership agreement between NZILA and Te Tau-a-Nuku (as a constituent group within Nga Aho).

16 Remit 3 – Branding: Change to Constitution

Proposed by: NZILA EXECUTIVE COMMITTEE

Shannon Bray presented the remit on behalf of the Executive Committee.

Background:

Following discussions at previous AGM's, the Executive Committee have recently completed a refinement of the corporate branding of the Institute and are now seeking to increase the availability of the new branding material through a change in the NZILA Constitution.

A Google search for 'NZILA Logo' brings up hundreds of logo varieties that have been used by a wide number of people. These include coloured versions, tiki versions, portrait and landscape versions. Some include the words 'New Zealand Institute of Landscape Architects' – although many do not. Often the logo's that are used are skewed, altered or poorly coloured. Ultimately, in the past decade (or more) NZILA has not had a consistent, recognised branding.

At the same time there is increased demand for consistent branding and a greater desire by members and branches to use the logo to help promote the institute and the profession. Historically, use of the logo has been restricted by rules in the Constitution, and not available for wider use without specific permissions. It is therefore unsurprising that branch members have taken it upon themselves to adapt older logo's or poorly reproduced copies in order to adorn branch posters or communications.

It is the view of the Executive that the newly developed corporate brand should be freely available to all members for use in promotion of the institute and the profession. With this in mind, a set of branding guidelines has been developed that ensures that the colours, layouts and logo are accurately reproduced. In



today's digital world, it is no longer possible (or necessarily desirable) to limit circulation of the corporate brand, but rather logos (in particular) are something that can be easily searched for (and copied from) the web. The Exec wish to ensure that whenever our brand is referred to, or whenever our logo is used, that it is used correctly in the manner we wish it to be.

At the same time, we also recognise that as a professional body, we sometimes need to restrict the use of a logo for special meaning – such as preserving the words 'Registered Landscape Architect' to be used by registered members only. This part of the corporate brand must be held more closely.

Two styles of logo have therefore been developed. One we are calling our 'corporate identity' and it is the logo we are keen to see on branch posters, AGM reports (such as this one), websites and expo posters. The second we are calling 'the seal' of the NZILA, and it is our intention that use of this be restricted. In order for the logos and branding to be properly and effectively used, we require a change in wording to the Constitution.

Corporate Identity

The corporate identity that has been developed has been derived from the website design in 2012. It features a flatter stylized logo (the 'half tiki') with the words 'New Zealand Institute of Landscape Architects' (as shown at the top of this page). It was also used extensively on material at last year's AGM, and has been used throughout the past 12 months by various members of the institute (and suppliers).

It is proposed that there will be only one 'corporate logo', and it's use will be governed by a 'style guide' which is attached to this document. The logo must always be used with the words. It is intended that the new logo, included on this remit letterhead, will replace all previous logo and branding versions.

In addition, it is proposed that several 'tags' will be available for use. On the front page of this remit, the tag (colour version reproduced in blue) shows the NZILA office address, but versions are also available for each branch as required. It is proposed that all of the graphics for these, including letterhead templates and other layouts will be available for download direct from the members section of the website. No 'permission' will be required, subject to the graphics being used consistently with the style guideline (also available on the website).

The NZILA Seal

For special use only, the Executive have developed a special graphic which raises the status of the 'tiki'. It is proposed that the seal be used for official and important documentation – such as on certificates. The seal has been designed so that it can be stamped or embossed, further elevating its status.

The Executive propose that the seal will be made available to all Registered Landscape Architects for use on their own business material (including business cards and websites), to signify their status. In these situations, it is proposed that the whole graphic available for use will include the words 'Registered Landscape Architect'. The logo will be freely available to download on the website, with its use governed by the proposed changes to the NZILA constitution set out in the remit.

It is understood that many members may have already paid for stationery that includes the old 'trademark'. It is therefore proposed that members be given 12 months from the approval of this remit to transition to the proposed seal. Therefore from the date of the 2015 AGM, no members would be permitted to use the old graphics.

The 'Tiki'

It is considered that the new corporate branding, including the seal, pays homage to the tiki logo that has long been associated with NZILA, however at the same time provides a degree of modernisation after 40 years of use. The new logo has been designed by a graphic design company with a specific brief to retain the character of old.



Mike Cole, the original designer of the tiki logo, together with Peter Rough and Mike Barthelmeh have prepared a history of the tiki logo which has already been added to the NZILA website to ensure this information is not lost.

Trademark

The current 'registered landscape architect' graphics have been registered with NZ Trademarks for NZILA sole use. It is proposed that the new graphics will also be lodged, at a cost of a few hundred dollars.

Constitutional Changes

The current wording of the Constitution is as follows:

5.7 Institute seal and logo

(a) The seal of the Institute shall not be affixed to any document or instrument, except on or by the authority of the Committee or the President and in the presence of the President and one other office bearer who shall normally be the Secretary.

(b) The Logo of the Institute shall not be displayed on any document or instrument except by the authority of the Committee or the President.

It is considered that the wording is restrictive in allowing our corporate identity to be more freely circulated. Therefore, the following wording is proposed:

5.7 Institute Branding: graphics and seal

(a) The Institute Branding shall consist of both "Corporate Graphics" (including a corporate logo, colours and document templates) and an "Official Seal".

(b) The Corporate Graphics are permitted to be used for display on any Institute or Branch document or instrument. The Corporate Graphics must be used in accordance with the rules set out in the approved NZILA Corporate Graphics Style Guide.

(c) The Official Seal, together with the words "Registered Landscape Architect" may be used by Registered Landscape Architects (while they remain registered) to promote their membership status, but only in accordance with the rules set out in the approved NZILA Corporate Graphics Style Guide.

(d) With the exception of (c) above, the Official Seal shall only be affixed or displayed on official Institute documents or instruments, and only by the authority of the Committee or the President. No other person may use the Official Seal.

After Shannon talked through the items of the report as per the above there was discussion.

Two suggestions were are follows:

- Add (inc) to the Seal wording
- As per Alan Titchener, suggest that the wording on the logo be rotated anti-clockwise so as to centre the words NEW ZEALAND on top dead centre.

John Hudson presented a proxy on behalf of Grant Edge.

John Hudson tabled and presented a response to the remit from Grant Edge who was unable to attend.



The following motions were read at the meeting on behalf of Grant Edge by John Hudson:

I wish to Move:

THAT Remit 3 be withdrawn

THAT the Seal (positive/reflective image) be retained and designed in both a horizontal and vertical format without the need for any circle or boarder.

THAT the correct graphic proportions are used for the 'Tiki'.

THAT the words: *New Zealand Institute of Landscape Architects Inc* be placed in a similar fashion to the current Trademark Series i.e. to the side in the horizontal format or below in the vertical format.

THAT the Executive circulate options for the proposed Seal to Ruru members for consideration and endorsement.

THAT the proposed amendments to the Trademark be rejected.

THAT the current Trademark Series be endorsed and renewed for a further extended period of time (14 years).

THAT all Registered members are reminded that this Trademark Series is available for their exclusive use.

THAT the Executive continue to promote the Trademark as a symbol of excellence and professionalism for the benefit of its Registered members.

THAT the Executive ensures that Registered members are using the Trademark Series correctly.

THAT the enlivening of the Style Guide be delayed subject to a Graphics check regarding the Half-Tiki (distorted) and the preparation of a document that provides all the necessary guidance information for the Executive, Branch members and external agencies where the use of the material is officially endorsed.

THAT the notion of this information being freely available to all members regardless of membership category be rejected.

THAT the Style Guide material be removed from the Membership section of the website and placed in an area for the exclusive use and authorization by the Executive and Branch officer bearers.

THAT the proposed Constitutional Changes be withdrawn.

John Hudson asked for a seconder to all of the motions put forward, but there was none forthcoming. It was agreed by all that the motions tabled could not proceed.

It was moved (ShannonBray/Craig Pocock) and unanimously carried

THAT the proposed changes to the Constitution set out above, along with any consequential changes required, be approved and the required changes made.

17. Registered Membership Presentations

Certificates presented at the end of AGM by Sally Peake and Philip Blakely.

18. General Business

No general business to report.

The 42nd Annual General Meeting closed 1635.



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ANNUAL GENERAL MEETING MINUTES | NOVEMBER 2014

Date: Friday 28th November, 2014 - 5:00pm

Location: Boffa Miskell Offices, 82 Wyndham Street

Minute Taker: Julia Moore

Present:

Julia Moore (JM), Meg Back (MB), Reuben McPeak (RMc), Al Newsome (AN), Claire Macky (CM), Clynt Ringrove (CR), Matt Jones (MJ), Richard Reid (RR), Bridget Gilbert (BG) Shannon Bray (SB), Aynsley Cisaria (AC), Sue Roff (SR), Jennifer Parlane (JP), Jill Rice (JR), Matthew Bradbury (MBr)

Apologies:

Peter Kensington, Ben Clark, Di Menzies, Anna Bish, John Allen, Kieran Dove

ITEM	DESCRIPTION	ACTION REQUIRED
1.0	<p>2014 Minutes:</p> <p>RR moved to accept, JM seconded. No matters arising from previous minutes.</p>	
2.0	<p>Chairpersons Report:</p> <p>RR presented his reports, thanking the committee for their contributions to the Branch and recapping on the events held in 2014. See Chairpersons report for details. JM moved to accept, MB seconded.</p> <p>SB provided feedback from Exec in relation to the Branch letter requesting an increase in annual branch levies (31 October 2014). SB confirmed the Exec has agreed to increase the amount to go to branches from approximately \$22 to \$30 per registered member and from approximately \$9 to \$15 per student member. These increases will be absorbed within the current annual operating budget and will not require an increase to membership fees in 2015. SB indicated to wait for letter from Exec confirming amounts.</p> <p>UPDATE: 01/12/14 – Vicki Claque confirmed the correct amounts that branch levies will be increased to in 2015 are: Registered Members (who have met their CPD requirements) to \$30; and Student Members to \$10. This year the current levies are \$5.25 for a student and \$21 for all others.</p> <p>Agreed that this was an excellent outcome and RR would like to thank all involved in the process.</p> <p>Tasks ahead: RR highlighted there are several tasks ahead for the committee in 2015. Emphasising the importance of the relationship with the exec, with Unitec and with the Education Foundation. Agreed that a template of events will be created at first meeting of 2015 that highlights these relationships. JM to note for 2015</p>	JM

	meeting.	
3.0	<p>Treasurers Reports:</p> <p>BG presented the Treasurers Report for 2014. See Treasurers Report for details. RR moved to accepted, RMc seconded.</p> <p>BG recommended Branch should consider whether to move some funds onto term deposit. Moved to have discussed at next committee meeting.</p> <p>The Institute's new financial year starts 1 January but Branch won't receive annual income from levies till May or June when the annual levies are distributed to Branches. Hence Branch will need to plan annual budget and set aside funds for term deposit accordingly.</p> <p>Noted that increase in funds will not be formalised until March 2015 @ AGM. Funds will be back-dated till January. Noted that new funds from the Exec will be very beneficial.</p>	
4.0	<p>Election of 2015 Committee:</p> <p>Chairperson: RR would like to continue as chair for 2015 year. Agreed that RR did a fantastic job since coming onto the committee mid-year. Committee would like to thank RR for taking on the role and the drive and new direction he has given to the committee. BG accepted, MB seconded.</p> <p>Secretary: JM happy to continue with the role as Secretary. Agreed that JM provided a superb service for the branch. JM acknowledged that she is running for 2015/16 Exec committee which is going to vote in early February and therefore didn't want to take on too much and not provide a robust role. However unsure if will be elected onto the exec. MB agreed to take over role of Secretary if and when needed later in the year. RR accepted, BG seconded.</p> <p>Treasurer: BG still happy to continue with the Treasurer role if there was no one else who wanted to take the position. Al Newsome offered support in role for any accounting checks. JM supported MB seconded.</p>	
5.0	<p>Other Committee Members:</p> <p>Student Representatives: Reuben McPeak - 3rd Year Al Newsome - 4th Year Aynsley Cisaria - 4th Year</p> <p>Committee 2015: Meg Back Anna Bish Matthew Bradbury Ben Clark Kieran Dove Matt Jones Claire Macky Di Menzies</p>	

	Jennifer Parlane Sally Peake Orson Waldock	
6.0	<p>Other Matters:</p> <p>1. Reuben McPeak expressed concern over only 9 places being available for students at the upcoming NZILA Rotorua conference in March at a reduced rate of \$50. Once taken, other students must pay full price to attend the conference.</p> <p>Reuben thought there were at least 10-12 students from his year alone at UNITEC that would attend the conference (and there will be more from other years and the other universities, Lincoln & Victoria). He would therefore like to see more reduced-price tickets available to encourage more students to attend.</p> <p>Agreed that \$50 was incredibly cheap - and perhaps a mid-price could be agreed.</p> <p>SB highlighted that the conference committee makes very little profit from the event. Full price members pay up to \$390 for a ticket. And therefore would not make any profit if the numbers of students at \$50 was extended much more.</p> <p>RR agreed to write a letter to the Exec - expressing how it is in the best interest of the profession long term to include the students.</p> <p>Exec will not be meeting between now and the conference so all communication will have to be done via email.</p> <p>RMc to get more information on approx. numbers to RR from Unitec and if there was to be a reduced rate for students - what would be acceptable?</p> <p>2. RR - requested the survey of the profession undertaken by the Exec last year. This information would be beneficial to the new Committee and help them with marketing. RR to email SB for copy.</p>	<p>RMc RR</p> <p>RR</p>
7.0	<p>2014 Committee Handover Meeting and First 2015 Committee Meeting:</p> <p>Thursday 12th February 2015- 5:30 for 5:45 start. Agreed Boffa Miskell was a good location. JM to request venue for date and send out email.</p> <p>Actions for Committee meeting 1:</p> <ul style="list-style-type: none"> Funds into term deposit Template of events for 2015 	JM

	<ul style="list-style-type: none">• Add Northland branch to email circulation listings to ensure they are invited to our events.• John Allen or other X-Section representative contacted to discuss X-Section and its proposed funding arrangements for 2015 publication.	
	<p>2014 /15 AGM Meeting closed at 6:00pm</p>	

AGM 2014 | NOVEMBER 2014

Date: Friday 28th November, 2014 - 5:00pm Start

Location: Boffa Miskell, IBM Building Level 3, 82 Wyndham St.

AUCKLAND BRANCH CHAIRPERSON'S REPORT 2014

1.0 Introduction

Welcome to the 2014 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 and to those who have sent their apologies.

Our AGM is out-of-season this year - we are required by the NZILA Constitution to hold our AGM at least two months before the National Executive AGM in March 2015. Given the high work load, numerous commitments and summer holidays members have at this time of year, the Committee thought it sensible to combine the AGM with the Xmas Party.

I would like to take this opportunity to introduce myself as the Branch Chair. When the present committee was formed in February at the Branch's last AGM, no new chair was elected due to the unavailability of NZILA registered members. The Branch Committee has henceforth run on a collective basis until I was invited to stand and was elected as Chair in July. It has been a pleasure to serve the Institute and local profession.

I would like to acknowledge Julia Moore (Secretary) and Bridget Gilbert (Treasurer) who have made my involvement much easier. I would also like to thank them on behalf of the Branch and Committee for their substantial contributions to the organisation of Branch matters.

The much shorter term of service for the Committee this year has been combined with a relatively quiet year of events and contributions on behalf of the profession. I would like to thank each and every Committee member who has taken the time to contribute to these activities, in particular Orson Waldock, who has invested a lot of time in leading the Branch's registration programme.

2.0 Bereavements

The Branch acknowledges the passing of the respected landscape architect and architect David Hargreaves Brady (1947–2014). David's funeral was held on Waiheke Island on 15th October and was attended by Garth Falconer, Hugh Lusk, and myself on behalf of the Branch.

3.0 Summary of Branch events

Despite the slow start to organising our annual programme, we managed to gain momentum on our branch activities, organising and hosting a variety of events. The following is a summary of Branch and Committee events over the last 9 months:

i) Movie Night

In April ACO sponsored a free movie evening at Rialto Cinemas for NZILA members. The film was oversubscribed and well-received by those who attended.

ii) Barstool travels and NZILA registration certificates

Jasmax hosted this regular and increasingly popular event in May which included a number of impressive presentations from students. The evening was also notable for the awarding of 6 NZILA registration certificates to successful candidates.

iii) 2x2

Isthmus hosted a 2x2 projects evening in August. This was very well patronised with 80 people and 22 presentations (probably a record number), reflecting both the involvement of Isthmus and the return of the event after one year's absence. The range of work shown and the attendance of fellows and student members created a warm and collegial atmosphere.

iv) Motutapu Island Planting Day

A small and hardy number of Branch members participated in a public planting day on the island in late August. The branch used this opportunity to donate \$250.00 towards the Motutapu Restoration Trust's work which will be acknowledged in the Trust's Christmas newsletter to its wide network of sponsors and supporters.

v) Parking Day

Now an annual event, the branch's participation was well-organised, imaginatively sited and attractively communicated to the public. Congratulations to Kieran, Leigh and Ben from the Committee for their work. Costs for the event were minimised through the donation of materials by The Plant People; Specimen Tree Company; Hirepool; and Streetscape Furniture.

vi) Kathryn Moore

The Branch assisted the NZILA Education Foundation in bringing Kathryn Moore, an English landscape architect, academic and current President of IFLA, to Auckland in October. Kathryn spoke at a specially arranged evening for landscape architects at Unitec (which the Branch contributed \$1000.00 from our reserves towards) and at an Auckland Conversations public lunchtime talk at the Aotea Centre.

vii) Xmas Party and launch of X-Section 4

The Branch has agreed to assist the Unitec Department of Landscape with \$1000.00 towards this year's costs to produce the X-Section journal. Issue 4 will be released at the Xmas Party on 28 November and distributed to all Auckland Branch members in accordance with the terms of our sponsorship. Our one-off contribution was drawn from reserves and was made in conjunction with sponsorship from several practices.

4.0 Summary of Branch and Committee activities

i) NZILA Registration

Branch members registered from the 2013 programme were: Renee Hearn, Scott Greenhalgh, Jacqueline Lough, Joseph Muir, Danbi Park and Amy Wright.

The 2014 Branch registration programme was similarly organised and led by Orson Waldock. Orson reports:

“We had 19 people attend the initial registration workshop in January this year. We provided a background on the process and outlined the requirements for those intending to undertake the process that year. There were a number who attended who were not planning to submit in 2014 but wanted to know more about the benefits of professional registration, investigate when they might undertake the process in the future, discuss options around identifying a suitable mentor and establish connections with other candidates.

We ran a series of three workshops for candidates over the year, reviewing their workbooks and working with their individual mentors to ensure the candidates were supported during the process and tracking against all competencies. We started the year with a core group of 11 candidates of which a number have deferred their registration until 2015. This was done for a variety of reasons but largely as a result of gaps in professional knowledge and insufficient work and/or time to gain the outstanding. It is expected that a large number of those deferring will undertake the remainder of the registration process in 2015.

We had six NZILA Registered Membership candidates submit finalised workbooks and proceed to the interview stage which was held in Wellington in early October. The result of the interview phase, which is the last step in the 2 year registration process, will be communicated to candidates prior to Xmas.”

ii) Urban Design Panel

Auckland Council undertook a refresh of the Urban Design Panel for 2014-2016. Gavin Lister, Rachel de Lambert and Will Thresher were retained whilst Stuart Houghton, Mike Thomas and Orson Waldock were new appointments by the Auckland Council Urban Design Panel Governance Board.

Our thanks to Sally Peake (NZILA President) and Michael Hawes (Auckland Branch representative) for their background work for the AUDP Governance Board on behalf of the Branch.

iii) Auckland Council Urban Design Panel book

The Branch contributed \$575.00 towards the publication of Auckland Council's “Auckland Urban Design Panel” book in October. The book celebrates 10 years of the panel's contributions to improvement of the urban environment. Landscape architects' projects were represented throughout the book and specific chapters were written by David Irwin and Will Thresher.

iv) Branch submission and evidence on Auckland Council's PAUP

This year the Branch has enjoyed some respite from the numerous, time-consuming requests for contributions to public planning processes prevalent since the formation of Auckland Council. I would like to thank Sally Peake for her submission, evidence and ongoing representations on behalf of the Branch to Unitary Plan hearings.

v) Unitec BLA Advisory Committee

The Branch has not been called on to contribute to the Advisory Committee.

vi) Promotion of NZILA student membership to Unitec

I represented the Auckland Branch in promoting the value of NZILA membership to Unitec BLA students (23 October). This should be undertaken again at the beginning of 2015 in order to capture a fresh audience.

vii) Marketing of Unitec student events

As with previous years the Auckland Branch has marketed a number of Unitec events to members such as final year Negotiated Study presentations (29-31 October) and School Grad Show (27 November). However, conversations between Branch and School still need improving.

5.0 Committee review of annual budget and programme

Since September the Committee has been reviewing the annual budget and programme of events. We are concerned that over recent years the combined cost to hold a low number of events in conjunction with relatively minor administration costs has exceeded the annual income received from branch levies. This is despite the Branch subsidising and/or covering the cost of most events with sponsorship.

Although the Branch has sufficient reserves to cover annual overruns the Committee does not see the use of these funds as a sustainable long term solution. After evaluating various options, the Committee considered the situation would best be resolved through an increase in branch annual levies. A motion was carried by the Committee to request an increase from the Executive, which if successful would be the first time since the 1990's (beyond annual increases based on the CPI).

An increase in annual levies will enable the Branch to embark on a bolder course of action to promote the profession and stimulate further involvement from our members. It will also allow us to hold more events more regularly and raise the visibility and profile of the profession in the public/professional arenas.

We have identified an annual income of \$6,000.00 we think will be sustainable; approximately \$2,000 more than currently received from our 222 members. We are awaiting the Executive's response to this request.

6.0 Tasks ahead: 2015

A review of previous annual reports reinforces the key goals and outcomes for 2015:

- i) Improve communication and collaboration between the Branch, Unitec and the NZILA Education Foundation
- ii) Plan more Branch events and make them relevant and interesting to members
- iii) Increase participation from members and practices
- iv) Increase student membership numbers
- v) Promote the profession more
- vi) Increase the profession's external focus
- vii) Continue to participate in public submission processes as they are one of the most effective ways to increase the profession's profile, influence and respect

Each and every one of us can help contribute towards this in some way or another so your ideas and support will be appreciated in 2015.

Richard Reid

NZILA Auckland Branch Chair
2014 AGM Auckland Branch Chair Report

AGM 2014 | NOVEMBER 2014

Date: Friday 28th November, 2014 - 5:00pm Start**Location:** Boffa Miskell, IBM Building Level 3, 82 Wyndham St.

AUCKLAND BRANCH TREASURERS REPORT 2014

During the year of 2014 the NZILA Auckland Branch has undertaken a number of activities on behalf of the Auckland Branch membership. This included:

- More frequent, timely and professional email communications system that are in sync with the Exec communications;
- A contribution to the AC Urban Design panel publication;
- Coordination of a highly successful combined bar stool travels and 'registration certificates' event hosted at Jasmax Architects Ltd;
- Coordination of a group of branch members to attend a planting day on Motutapu Island and make a financial contribution of \$250.00 on behalf of the branch
- Co-ordination of an extremely well attended 2 x 2 event hosted at Isthmus Group Landscape Architects;
- the Unitec and NZILA Auckland Branch collaboration for the international Park(ing) installation on the corner of High Street and Shortland Street in Auckland's CBD;
- ongoing management of an Auckland Branch Facebook page; and,
- a review of the branch finances.

Summary

Between the period received income from bank interest, branch levies, Unitec contributions (Cross of 1st January 2014 and the 21 November 2014, the Auckland Branch Section launch) and maturation of a term deposit to the value of **\$5,317.01** (excluding erroneous Unitec payment and term deposit maturation). This compared with an income of \$5,539.43 received in 2013.

[NB In Feb 2014 Unitec erroneously paid their levies to the Auckland branch account rather than the national NZILA. The national NZILA was subsequently reimbursed by the Auckland Branch for the same amount).

The requirement for the Branch Treasurers Report to be prepared by 28 November means that not all of the 2014 expenses have been accounted for. Expenses that have been approved by the Branch but are yet to be accounted for are as follows:

Cross Section launch and Christmas Party	\$1,000.00
Parking Day expenses Anna Bish	\$102.00
Parking Day expenses Kieran Dove	\$87.07
Unitec Cross Section publication contribution	\$1,000.00
Kathryn Moore (Education Foundation)	\$1,000.00
TOTAL	\$3,189.07

Adding this 'outstanding' expenditure to the P and L expenses total, over the same period (and excluding the erroneous Unitec payment correction), the Auckland Branch spent **\$5,800.94**. This was less than the expenditure incurred during 2013 (\$7,300.59)¹ and more than the expenditure incurred in 2012 (\$5,110.59), noting that there would appear to have been one additional 'social' function in 2012 by comparison to 2014.

The 2014 figures represent an 'overrun' of \$483.93.

The closing Auckland Branch balance as of 21 November 2014 was \$15,110.27 in the cheque account with no funds held on term deposit.

Assuming the outgoings approved by the Branch as detailed above, it is expected that the Branch will hold a total of \$9,309.33 in the cheque account at the end of 2014 (including \$1,167.48 held on behalf of the Northland Branch, discussed shortly).

Review of Branch Finances

As alluded to earlier (and explained in the 2014 Chairperson's Report), the Branch committee has commenced a review of Branch finances. Whilst the Branch account is in surplus for the 2014 period, Branch activity has been relatively low this year particularly in terms of our role in promoting the landscape profession and our expenses exceed our income for the period. It would be fair to say that the 2014 Branch 'focus' has been on building knowledge of current practices, promoting academic rigour and enabling social interaction within the profession and with other groups.

The funding of events throughout 2014 (and previous years) has relied on levies (distributed by the National Executive) and sponsorship.

The costs of funding effective promotional and/or educational events have been discussed at some length, with advice sought from landscape professionals with considerable experience in organising such events.

From these discussions it has become apparent that it is highly unlikely that we will be able to fund such events without an appreciable increase in the levies contribution and/or sponsorship.

The Branch has approached the National Executive Committee and requested an increase in the annual levy to enable the Branch to better deliver the functions with which they are charged (see Chairpersons Report). A response from the National Executive is expected early in the New Year once the National AGM has been held.

Should additional funds not be forthcoming from the National Executive, future Branch events will likely require considerable additional funding via sponsorship to enable the Branch committee to deliver a more 'complete' service to the Auckland Branch members.

Northland Branch Funds

In 2011 the NZILA Northland Branch held the NZILA Kerikeri Workshop. On the completion

¹ The increased expenditure during 2013 was due to the Branch's financial support of the Mayoral Conversations talk by Perry Lethlean (\$2,000.00) and costs in relation to IFLA. The branch committee agreed that each of these costs was worthwhile to the wider membership in terms of education and publicity for the profession. In the case of the IFLA related costs, this was assessed to be a 'one off' that was very unlikely to be repeated. With respect to the Mayoral Conversations lecture, this was very well attended by a wide audience.

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.

The Northland Branch drew down **\$307.59** from this reserve during 2014 to fund two Northland branch events. This leaves a total of **\$1,167.48** in the Auckland branch account that is held in reserve for the Northland Branch.

Term Deposit

The two term deposits (total value \$10,000.00) that were set up in 2013 have now matured.

It is recommended that the Branch discusses the merits of putting some funds on term deposit at the 2014 AGM.

Bridget Gilbert

(NZILA Auckland Branch Treasurer 2014)
021 661650
bridgetg@xtra.co.nz

Attached:

- 1) NZILA – Auckland Branch 2014 Income and Expenditure Summary
- 2) NZILA – Auckland Branch 2014 Cash Book Summary
- 3) Term Deposit 2014

Background Information

Subcommittee Event Organisation: (carried over from 2012 Treasurer's Report for information)

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.

MINUTES OF ANNUAL GENERAL MEETING 22 OCTOBER 2014

Time: 6:00pm

Location: Strange & Co, 89 Lichfield Street, Christchurch

Minute taker: Tracey Ower

1.0 PRESENT:

Dave Compton-Moen (Chair), Tracey Ower (Secretary), Sean Dixon, Brad Parkes, Anne Braithwaite, Mark Brown, Neil Challenger, Kirstie Thorpe, Grant Edge, Earl Bennett, Kylie Boivin, Geraint Howells, Lawrence Elliot, Louise Bailey, Nik Kneale, Jennifer Dray, Leicester Murray, Gerrard Thomson, Matt Lester, Rob Watson, Jessica Staples, Tim Reed, Paula Hansen, Adrian Taylor, Shawn Massock (Texas)

2.0 APOLOGIES:

Hannah Ayres, Di Lucas, Peter Rough, Wade Robertson, Wendy Hoddinott, Dave McKenzie, Mike Barthelmeh, Jacky Bowring, Rob Lawry, Jeremy Head, Sophie Gilchrist, Tony Milne, Craig Pocock

3.0 CONFIRMATION OF 2013 AGM MINUTES:

Neil Challenger/Sean Dixon

4.0 MATTERS ARISING:

Urban Design Panel, CCC had requested nominations for new panelists on the UDP. The branch received 6 nominations and forwarded 4. Three were successful and now join the other 3 Landscape Architects already on the Panel. Congratulations to Jacky Bowring, Neil Challenger and Craig Pocock.

5.0 CORRESPONDENCE:

5.1 IN:

- Regular emails from Vicki Clague re membership updates
- Regular emails from NZPI re events
- Greening the Rubble newsletters
- 13/3/14: Letter from Kieran Cummings (CCC) announcing successful UDP panelists: Jacky Bowring, Neil Challenger and Craig Pocock

5.2 OUT:

- Regular emails from NZPI re events to branch members
- Regular emails from Neil Challenger to graduates regarding registration
- Regular branch newsletters to branch members
- 13/12/13: letter to Josie Schroeder (CCC) re UDP nominations
- 14/3/14: letter of congratulations to successful UDP panelists

- 24/3/14: letter of congratulations to Mark Brown and Rob Lawry for their success in registration

6.0 ANNUAL REPORTS:

6.1 Chair - report attached.

Dave Compton-Moen summarised his report and Neil Challenger, Anne Braithwaite and Brad Parkes all spoke to their sections of the report.

During discussion about Registration Neil Challenger and Tracey Ower presented Mark Brown with his Registration certificate. Rob Lawry (absent) was also acknowledged and his certificate will be delivered to him.

- ### 6.2 Treasurer - report attached. Mark Brown presented the financial report for the year which showed a very healthy budget, in part due to less spending on CPD events due to relatively small attendance numbers. The report recommended a set number of well funded social and professional development events next year to encourage greater member attendance. (Dave Compton-Moen/Sean Dixon)

- ### 6.3 Exec - Hannah Ayres' report was tabled and taken as read (had been circulated prior to meeting); no discussion.

7.0 GENERAL:

- ### 7.1 NZILA branding - Grant Edge tabled a paper discussing his concern of the process and legality of the new NZILA branding (in particular the omission of the word "Inc" and "Registered NZILA Landscape Architect"). Tracey Ower then covered the process followed by Exec including the opportunities for consultation and reason why Grant's motion at the last national AGM was dismissed.

There was considerable discussion regarding both the legal aspects raised and the new branding design. Two motions were proposed:

1. Grant Edge moved that: The branch requests that Exec investigate the legality of the wording of the seal and the wording of Registered members' trademark and report back to the branch by 9 November. (Grant Edge/Dave Compton-Moen); motion carried. The branch shall now write to Exec actioning the above.
2. Grant Edge moved that: Following receipt of the report from Exec regarding wordings of the seal and trademark, that the branch establish a working group/forum to review the design and forward recommendations to the Executive for review. (Grant Edge/Rob Watson); motion failed (6 votes for, 11 votes against).

- ### 7.2 CCC urban design issues - Jessica Staples raised her concern regarding the significant budget cuts/constraints made by CCC now affecting public open space design. There was discussion regarding the need for Landscape Architects to have a voice and liaise with CCC and engage with them to help find better solutions.

Jess moved that: The branch supports an organised approach to Council to liaise with them regarding public open space and playground design. (Jess Staples/Matt

Lester); motion carried.

7.3 Changes to Victoria Square - Grant Edge is concerned about proposed changes to Victoria Square, in particular realigning statues and changing spaces.

Grant moved that: The branch approach CERA to evaluate past and proposed designs for Victoria Square. (Grant Edge/Dave Compton-Moen); motion carried.

Discussion re the branch having more of a voice in the media.

8.0 ELECTIONS:

Chair - Dave Compton-Moen (Mark Brown/Neil Challenger)

Secretary - Kirstie Thorpe (Dave Compton-Moen/Earl Bennett)

Treasurer - Mark Brown (Kirstie Thorpe/Nik Kneale)

Graduate rep - Brad Parkes (Tim Reed/Paula Hansen)

Student reps - Ellie Helliwell, Liana Prior

Committee - Anne Braithewaite (Dave Compton-Moen/Mark Brown)

- Louise Bailey (Sean Dixon/Mark Brown)

- Leicester Murray (Rob Watson)

- Neil Challenger (Tracey Ower/Dave Compton-Moen)

- Jess Staples (Neil Challenger/Dave Compton-Moen)

- Nik Kneale (Mark Brown/Dave Compton-Moen)

- Grant Edge (Geraint Howells/Dave Compton-Moen)

- Rob Lawry (Adrian Taylor/Anne Braithewaite)

- Tracey Ower (Sean Dixon/Neil Challenger)

9.0 Meeting closed: 7:12pm

NZILA BRANCH 2014 AGM CHAIR'S REPORT

It is my pleasure to welcome you all to the 2014 AGM of the Canterbury-Westland Branch of the NZILA. This is the 34th AGM held by the Branch since its formation in 1980¹. It has been a busy year with the committee meeting monthly to organise CPD events, student events and talk through work related issues. As chair I am thankful for all the hard work our committee has achieved over the last 12 months especially when taken into account how busy everyone is at the moment, either at work or at home.

BRANCH MEMBERSHIP

Our membership has increased again over the past 12 months, which is visible in the numbers below. The largest change is in the 'graduate' category, likely to be as a result of the 2013 final year students (we had near 100% membership last year) moving through into the local workforce.

Membership by Category

Membership Category	2014		2013		2012 ⁱ		2010 ⁱⁱ	
Student	54	29%	61	36%	31	22%	29	21%
Graduate	73	39%	60	35%	52	37%	59	42%
Non-registered					5	4%	-	
Registered	46	25%	36	22%	38	27%	30	21%
Fellow	11	6%	12	7%	11	8%	13	9%
Life Members	1	<1%	1	<1%	1	1%	2	1%
Retired			1	<1%	2	1%	1	1%
Total	185		171		140		136	

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

It is great to see the work we have done in supporting students has resulted in our membership growing. Student orientated events included a bbq at Lincoln in March, a speed dating event for final year students in August (organised by the students) and financially supporting their exhibition. We have realised though that it is equally important that we need to tailor some events to our professional members.

CPD AND SOCIAL EVENTS

There were a number of events run through the year, both social and CPD including:

- December
 - Xmas drinks held at Baretta
- February
 - Marc van Grieken Masterclass in association with NZILA Education Foundation
- March
 - Student BBQ at Lincoln (thank you to Megan and Hannah for speaking)
- April
 - "Women in the Dirt" film night

- | | |
|-----------|--|
| May | <ul style="list-style-type: none">• Get on your bike!" - a presentation by John Hannah (Impact Transport Consulting) re CCC cycle strategy• WAYD Event |
| July | <ul style="list-style-type: none">• Mark Herring Presented the LED Story• WAYD event |
| September | <ul style="list-style-type: none">• Speed dating with final year students (organised by students)• Re-vegetation event at Styx Mill (thank you Antony Shadbolt) |
| October | <ul style="list-style-type: none">• AGM |

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 three digital newsletters this year kindly prepared by Emily Kelly. Emily is stepping down at the end of this term and I must thank her for her contributions, almost single handedly posting on our Facebook page with upcoming events.

REGISTRATION (NEIL CHALLENGER)

Registration in Canterbury-Westland Branch is going off! In the twelve months to this AGM two members successfully sat the registration exam ran last November, eight members have applied to become registered and will sit the exam this November, and 14 members are in progress towards next year's exam. If all of them are successful then 52% of the Branch's professional members will be registered and registration will be really on its way. Looking South Island wide, the Canterbury-Westland Branch is now working with the much smaller Southern and Nelson/Marlborough Branches to help their applicants with Group Mentoring and by allowing them to attend Registration events organised here; and I am working with five applicants from these Branches. Penultimately some statistics for the last year: nine meetings of the cohorts going forward, nine completed workbooks, 29 applicants and 115 emails that I kept. Which describes a busy folio that is achieving results.

Finally, I take the opportunity to acknowledge and thank the Group Mentors Jenny Moore and David McKenzie, all the mentors (too numerous to name), and all the applicants who are the ones who are really making Registration in the Canterbury-Westland Branch work.

GRADUATE ISSUES

Anne Braithwaite has been working alongside Hannah Ayers (Executive, Christchurch based) and Rebecca Cray (Rotorua based) to find out what graduates would like to get out of their membership to the NZILA. They have prepared a survey which has gone to Executive for approval, and will then be sent out to graduates nationwide.

STUDENT ISSUES

It is pleasing to see the students on our committee being incredibly proactive and starting to arrange/organise events to assist them with moving into the workforce or furthering their skills. Brad, Ellie and Liana helped to organise the speed dating event (Velocity) where final year students mixed with current professionals. There was a good mix of both present and thank you to Boffa Miskell for kindly providing a place to meet. A joint re-vegetation planting day was held in September, open to both students and professionals (thank you to Antony Shadbolt for all his work on organising this). The student team are hoping to organise a Graphics Event for students and professional alike in the first half of next year.

Thank you to Ashleigh Matthews who stepped down during the year.

COMMITTEE MEMBERS

I must firstly thank Tracey for her organisational skills, filtering and distributing an ever increasing amount of incoming and out-going correspondence, and keeping our meetings on task. Mark has done a great job with the finances, ensuring we stay in the black and probably, now with the need to spend more in the coming year. Sean has done a fantastic job of running the social side of events (the bar and venue selection); Neil for all his hard work bringing some rigour and process to registration Brad, Ellie and Liana with gathering up student support; Kirstie with assisting with the hosting of a number of events at MWH; Anne for continuing to liaise with graduates and identify potential issues; Hannah with keeping us up-to-date with the happenings of the Exec; and finally Emily for working hard on all of the WAYD events as well as preparing the Newsletter and Facebook posts.

Unfortunately though, over the year several committee members have stood down, largely due to increasing workloads in the office or at varsity. I would like to thank Emily and Ashleigh for their time on the committee and it was great having their input.

INCOMING COMMITTEE

This is probably the most fun part, or painful part of the AGM depending on your outlook. Most of the committee are keen to stay on but we are really keen to open it up to get more people on board. The committee is a great way to catch up with friends, keep up to date with the latest happenings in our industry as well as being a great support network.

Once the committee has been selected, portfolios will be allocated at the first meeting.

Dave Compton-Moen
Chairman of the Canterbury-Westland Branch of the NZILA

22nd October 2014

13 October 2014

Treasurers Report Canterbury Westland Branch

Year Ended 30 September 2014

Like the year of 2013, the Canterbury Westland Branch of the New Zealand Institute of Landscape Architects maintains a very strong financial position.

Total available funds at the 30th September 2014 amount to \$8,827.00, an increase of more than \$1,700.00 on the previous financial year. A significant surplus of \$1,721.00 was achieved.

This increase in the funds available to the branch can be attributed to two factors:

- Our annual levy payment from the Institute increased compared to the previous year.
- Spending on a range of activities including functions such as Christmas drinks, the AGM and CPD events was less than in previous years.

At the September 2014 branch committee meeting, the branch committee agreed that for the next year an increased effort will be made to organise and promote a set number of well funded social and professional development events. A concern held by the committee is that the numbers of local institute members attending events of any sort has been decreasing. We anticipate that expenditure will increase as a result of this, with a desired outcome of greater member attendance.

The attached Financial Report details funds received, expenditure and the branch's financial position.



Mark Brown

Treasurer
Canterbury Westland Branch NZILA

**NZILA STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR UNTIL 30 SEPTEMBER 2014**

	2014	2013	2012
NZILA Branch Capitation Levies	2990	2434	3214
NZILA Conference Branch Allocation Share		2559	
Branch Picinic	30		
Masterspec Contribution		78	
Education Foundation Events	681		
Core Expo Contributions	100	750	
Interest Received WestpacTrust (Net of RWT)	34	28	30
	3835	5849	3244
Less CPD			
Lincoln University Branch Event	242		
WAYD Evenings	200		
Philip Roos Talk Venue Hire	55		
CAD/Graphics Tips and Tricks	110		
Women in Landscape Movie Night	95		
MHL Lighting Event	109		
	811	1143	1531
	3024	4705	1713
Less Expenditure			
New cheque book fee			3
Core Expo		1202	0
AGM - Pizzas and Beverages	343	588	96
PO Box	93	92	80
Social Events- Xmas Function	156	85	0
MTA Petrol Vouchers for students on committee			158
Student Exhibition 2011			150
Student Exhibition 2012		200	250
Student Exhibition 2013		500	
Committee Long Service Gift		50	
Meeting Room Use Contribution		100	
Branch Picinic	30	526	
Education Foundation Refund	681		
	1303	3343	737
Total Expenditure	1303	3343	737
Balance For The Year Until 30/09/14	1721	1362	976

STATEMENT OF FINANCIAL POSITION
AS AT 30TH SEPTEMBER 2014

	2014	2013	2012
Current Assets			
WestpacTrust Cheque Account	3263	630	2115
WestpacTrust Investment Account	5564	6475	3629
Cash Float	0	0	0
	8827	7106	5744
Net Total Assets	8827	7106	5744
Represented by			
Opening Position	7106	5744	4768
Balance For The Year Until 30/09/14	1721	1362	976
	8827	7106	5744

M Brown
Treasurer - NZILA Canterbury-Westland Branch

Central North Island Branch Annual Report 2014

During the year, our sitting Chairperson, Sue McManaway left the Branch for a very exciting cycling trip through Europe. The Branch met in March 2014 to wish Sue well on her journey and to discuss a replacement Chair for the Branch Committee. Three names were put forward for the Chair role and from the following discussions, Brad Coombs was put in place by the Committee as an interim Chair, until the decision could be ratified by a full Branch Special General Meeting or Annual General Meeting.

The focus of the Central North Island Branch has been the organisation of the 2015 NZILA National Conference. A small, but committed Conference Organising Committee has been working away on the Conference to be held in Rotorua on 19-21 March. With the main energy for the Conference Committee coming from Rotorua, Tauranga and Taupo, there hasn't been a lot of time or energy for other general Branch events. We haven't yet managed to hold our 2014 AGM, so will do so shortly after the conference to get up to speed with our normal Branch events.

The Conference is drawing nearer and the organising Committee is looking forward to sharing the conference program and the Central North Island with the delegates that attend the conference. We are also looking forward to continuing with our normal Branch events upon completion of the conference.

See you all in Rotorua.



Brad Coombs
CNI Branch Chair

**New Zealand Institute of Landscape Architects - Central North Island Branch
Income and Expenditure for Period ended 31st December 2014**

Income		
Branch Levy	\$	745.50
Interest	\$	19.65
Other	\$	-
Total Income	\$	765.15

Expenditure		
Trust donation	\$	200.00
Branch Meals & Drinks	\$	686.20
Total Expenditure	\$	886.20

Net Profit for period ended 31st December 2014 - (\$121.05)
(Income - Expenditure)

Balance Sheet as at 31st December 2014 \$ 5,749.21

Assets: Westpac Trust Cheque Account Funds \$ 5,749.21

Liabilities nil

Net Assets \$ 5,749.21

Chairman:
Brad Coombs

Treasurer:
Rebecca Cray

HAWKES BAY / MANAWATU BRANCH AGM MINUTES 2014

DATE: 28/11/2014

TIME: 6:30pm

LOCATION: Clearview Estate Winery

PRESENT: Ant Rewcastle, Josh Hunt, John Hudson, Sue Dick, William Murphy, Alan Titchener, Megan McBain, Jacqueline Lough, Dave Charnley

APOLOGIES: Martha Dravitzki, John Brenkley, Charlotte Cameron, Richard Bain, Debra Stewart, Stefan Steyn, Georgia King

MATTERS ARISING

Welcome from Ant, Thank-you all for coming. Meeting Open
Minutes of Previous AGM (Moved by Sue, Seconded by Ant)
No Matters Arising from the previous Minutes

2014 CONFERENCE

Acknowledge the work of Sue and the Committee

It was a tough challenge to organise remotely. The post-conference letter received from the executive was read, and options for response were discussed.

NZILA LONGEVITY AWARD

As a side-line matter at the 2014 conference Sue had organised our Branch to submit a proposal to the Executive AGM for an Enduring Landscape Award. It was considered that this would be an ideal partner to the current Sustainability Award. The concept being that while it is very well having a sustainability award, it is not necessarily 'sustainable' if it has been removed 10 years later. This is where an Enduring Landscape Award could be suited to recognition that was different from the sustainability category. Over the course of this year the concept has evolved into a register of enduring landscapes, noting that there is still work to be done on the Award. Alan reinforced that the concept of a register was a nice idea,

and that maybe it wasn't necessary to have a 'Winner' each year, as it is not about saying if one is 'better' than the other. Sue responded and informed us that they are currently working through that, and that the register is more important than the single award.

John also supported the Register approach, acknowledging that Historic Places Trust have a similar approach. We were also informed that this first Award Year got out of hand, and information was sent out prior to their discussions about suggested timeframes. This has meant that initially the criteria is for a 10 Year timeframe, however this may adjusted in future, with the possibility of two categories (10 year and a longer for a longer award).

Sue had suggested that they could look at enduring landscapes by decade. Willie thought that stages of award (5, 10, 15, 50 years etc.) could be considered, with Registered Landscapes moving up through the categories as they get older or evolve. Sue has indicated to Exec that if there is an ongoing role for this award, that the HBM Branch would like to follow it through.

BRANCH SPONSORSHIP DOCUMENT

Josh briefly mentioned the Branch Sponsorship information that had been sent to us by Exec. It provides a clear guide for us to follow should we seek sponsorship as a Branch.

EXECUTIVE NOMINATION

Megan has accepted a nomination to stand for the NZILA Executive. We wish Megan all the best and the branch is in full support. We are looking forward to the possibility of greater communication and interaction with the Exec.

UPDATED NZILA GRAPHIC

Josh had a small reminder about the Registered Member Graphic which has been updated this year. If anyone is updating their email banner or business card.

CHAIRMANS REPORT

Ant Rewcastle - Attached.

Nominated (Ant), Seconded (Sue)

FINANCIAL REPORT

John Brenkley - Attached (Tabled by Josh)

Nominated (Ant), Seconded (Megan)

ELECTION OF OFFICERS

Chair - Ant Nominated (Sue), Seconded (Sara)

Treasurer - John B Nominated (John H), Seconded (Dave)

Secretary - Josh Nominated (Sarah), Seconded (Ant).

GENERAL BUSINESS

Ant reminded everyone that the early bird registration for the next NZILA Conference (March 2015) ends this Sunday. We should make an effort and support our friends up the road.

Branch Member Leaving- On behalf of the Branch, Ant thanked Alan for his contribution to the profession and to Hawkes Bay. Alan then spoke to the Branch and gave a great overview of his experience here in HB with the institute.

Megan suggested sending the photos of today's site visit to the CCCC through to Vicki to put on the NZILA Website.

Ant has mentioned the upcoming 'Evening with Megan McBain', and Sue suggested that Ant present his Papa New Guinea Night. This led onto discussing events. Sue has suggested that we look at rotating events around the Branch Members. Look at adopting a model where we keep pit rolling and shared. It has been suggested that we look at holding an event every 1-2 months. Josh is to set up a register for events and let everyone know, that way people can start filling in dates that they would like to present. Between us we have a wide range of interesting topics that could be presented. Suggestions such as; Megan - Evening, Ant - Papa New Guinea, Sara - Ruataniwha, Dave - Get us over to Palmerston North, Josh - Photographs.

Alan informed us that in September next year there are going to be a series of CPD Waananga (workshops) across three sites focused on Te Ao Maori and the LA profession. This is being held in collaboration with the NZILA, Education Foundation and Te Taua Nuku.

Meeting Closed 7:01pm

Chairperson report

The main event for 2014 was the **Firth 2014 NZILA Conference - 'The Rising Sun: Arriving, Settling and Place-making in Tairāwhiti'**, 27 Feb to 1 Mar 2014. A group of approx 10 branch members made a huge contribution of time and energy (including 3-4hr monthly meetings, nourished by pizza where possible, at other times, just a few blueberries from the bottom of Jacqui's handbag) to produce a modern, snappy, and successful conference in a stunning setting which was supported by impressive speakers. For most of the group, it was the first conference that they had helped organise. The sacrifice from Sue as convenor was the greatest, but it was great to see fresh energetic support from a tight-knit, talented team of newer branch members. It is working through those challenging times that form the bonds and experiences that make the branch and the individuals stronger, and the memories last longer.

Naturally, there was a well-earned period of relief, rest, and recovery after the conference, which included a 'Conference wind-up dinner' on the 10 June 2014 and, for some, looking after new-borns and marriage (2 first-child, and 2 marriages for branch members during 2014).

CPD events included the 'Trees for Bees: Helping Pollinators Survive in a Challenging Environment' Public Talk by Dr Linda Newstrom-Lloyd of Landcare Research on 10 Feb 2014; and a 'New Plymouth Central Area – Urban Design Framework' presentation and discussion by Mike Cullen in Sep 2014.

Branch members continue to make waves at a national level through involvement with the NZILA Executive and Te Tau-a-nuku including recommendations regarding the proposed Māori Excellence Award and the Enduring Landscape Award.

For those not involved in the conference it no-doubt seemed that branch activities were quiet and it is important that we make an effort to re-group with the wider branch to build on the foundations developed during 2014. Whilst there is some professional interaction between branch members, a high proportion of our members operate as sole landscape architects. This isolation means the branch has an important role to play in supporting members and encouraging the development of the profession in our regions. I hope this can be done in 2015 by showcasing the talents and leadership skills of branch members through regular social and CPD events which continue from Will Murphy's 'Tour of the Clifton County Cricket Club' which forms part of the branch AGM and Christmas function, and hopefully an 'Evening with Megan McBain' in the new year.

It's been a pleasure to have been involved with the branch.

Ant Rewcastle

Friday, 28 November 2014



New Zealand Institute of Landscape Architects
Hawkes Bay / Manawatu Branch

Statement of Income and Expenditure for 2014 AGM
Date of Meeting - Friday 28 November 2014

Balance at 2013 AGM - 10 December 2013		\$2,088.41
Expenditure		
26-Feb-14	Chq 51 - Cash for Muriwai Koha	\$200.00
28-Feb-14	Chq 52 - Pak n Save Gisborne	\$578.15
28-Feb-14	Chq 54 - Muriwai Marae Koha	\$600.00
12-Mar-14	Chq 53 - Milton Wines	\$595.00
20-Mar-14	Chq 55 - Longbush Koha	\$500.00
13-Jun-14	Chq 56 - J Brenkley Pipi Restaurant Reimb	\$387.90
Total Expenditure for the period 10/12/13 to 28 /11/14		\$2,861.05
Income		
10-Dec-13	NZILA Final Branch Levy 2013	\$10.35
28-Feb-14	Gross Cr Interest	\$1.75
3-Mar-14	NZILA Reimbursement Pak n Save	\$578.15
3-Mar-14	NZILA Reimbursement Milton Wines	\$595.00
3-Mar-14	NZILA Reimbursement Muriwai Koha	\$800.00
10-Mar-14	NZILA Reimbursement Longbush Koha	\$500.00
8-May-14	NZILA Reimbursement Conf Mtg Exp	\$141.94
30-May-14	NZILA Conference Payment	\$1,838.82
28-Jul-14	NZILA Branch Levy 2014	\$357.00
29-Aug-14	Gross Cr Interest	\$2.48
Total Income for the period 10/12/14 to 28/11/14		\$4,825.49
Balance at 2014 AGM - 28 November 2014		\$4,052.85
John Brenkley Branch Treasurer		



NZILA Nelson/Marlborough Branch

Minutes of the AGM held on the 24th November 2014

At the Freehouse

1. Attended by:

Rory Langbridge (chair)

Luke Porter

Janine Riley

Lynn Cadenhead

Tom Carter Treasurer + (Hon Secretary)

Shea Gillison

Elizabeth Gavin

David Sissons

2. Apologies:

Leona Deridder

Robin Simpson

Kate Hoipoi

Noelia Esteban Martinez

Heidi Stewart

Guy Redman

Helen Ballinger

3. Report from the Chair

Rory's report was Received Lynn / Janine.

Matters arising from the Chair's report:

- Rory and Lynn noted that in their role mentoring Emily Allaway discovered a body of work and a support framework for graduates seeking registration and for the role of mentors / sponsors under the NZILA registration process. Rory to copy the link to this initiative by Neil Challenger to branch members. **Action Rory**

- Emily at Rough Milne has developed a survey around registration which identifies issues hindering registration, including recognition that unregistered members yet who have continued nevertheless with careers in landscape architecture and specialised find it difficult to meet the broad range of work experience required to meet the registration criteria. Specialisation ends up putting applicants outside the system.
- Around the excerpt *“From this gathering and subsequent discussions that I have had with individuals it is clear that there is an interest in discussing recent finished projects to get feedback and to share their experiences. This should be followed up.”* It then was. Luke was invited to present / discuss the Bridge Street project, which he was happy to do. Rory or Guy; if his new role stands, to arrange a time and place convenient to all for that to occur. Funds as per the Treasurer’s report, which follows, are available if that is required. **Action Guy and / or Rory**

4. Treasurers Report

Tom’s report was received Tom / Luke

No matters arising

5. Election of Branch officer’s

Chair

David nominated Rory, Lynn seconded. Rory was re elected to the Chair unopposed.

Secretary

Lynn asked if there were any volunteers. None were found. Tom nominated Guy in absentia, Janine seconded the nomination. Guy subject to acceptance, unanimously elected to the role of Branch secretary.

Treasurer

Lynn nominated Tom, David seconded. Tom was re elected Branch Treasurer unopposed.

6. General issues

- **TDC and NCC Procurement of LA services**

Rory, following discussion with various members of the Branch meet with Richard Kirby (Consultant reviewing procurement process for NCC) to determine under what circumstances NCC sought and obtained LA services. Richard was worked in the

Wairarapa and is a planner? And has in the past worked with LAs. Rory identified that NCC with the planning dept does have a policy around procurement but that it does not always seem to be implemented. A copy of the policy was not tabled at the meeting. Rory asked if he could establish with NCC via perhaps Richard a list of members available to undertake work for NCC. Richard OK with this provided members first gave consent for their names to be set forth. Rory to email Branch members to obtain consent for inclusion on a list to NCC outlining membership details. Similar approach to TDC revealed an even more ad hoc approach, although engineer dept more formal. Steven Richards a parks officer noted that he received unsolicited information from firms around the country. Steven invited a similar list from local LAs.

Rory to email Branch members to obtain consent for inclusion on a list to NCC outlining membership details. **Action Rory**

Ancillary issues: NCC need H&S certification updated? NCC subject to fiscal thresholds around procurement.

- **Nominations to national Exec**

Lynn noted that she had put her name forward and also outlined briefly the circumstance around that. It appears that there exist tensions at exec level around the institutes logo and its use. Members might be surprised to learn that legal action has been taken and that the issues have tracked through into the election of the national executive including the President. Rory commended a remit presented to the national NZILA AGM as a possible source of more in-depth information around the issues to any member interested. Lynn is standing on a ticket of the importance of engagement between NZILA and private and public agencies, through multiple channels but including the submissions process. This she notes will be a key platform for the institute with upcoming review of the RMA. David thanked Lynn for the background, which might usefully inform voting.

- **What are the priorities of the Branch? Submissions, activities, fellowship, registration, support, arbitration – or none of the above? What contribution are members prepared to make towards branch activities**

Luke noted his interest lay on the creative design and master planning side of the profession. Input from other members noted the influence available to the branch though the LTP 3 year process and Annual Plan review. Luke noted the recent NZIA workshop initiative was a positive event and that the branch could conceive of a

similar framework but perhaps with some refinement around providing strong landscape framework, a focus on outcomes, collaboration and a plan as to how they might benefit the wider the community. There seemed wide support from the meeting around this idea. The gondola project was mentioned. Although no outcome was established, it might be of some use to develop a brief outline for such an event, including timing and a possible topic on which to focus. It might be that a outline could be circulated or interested parties could gather, discuss further perhaps over a drink. (tentatively 2015) **Action Rory / Luke.**

- **2016 workshop hosted by the Nelson Branch**

A show of hands was called for to establish who from the Branch was committed to this initiative. None were raised. A motion to withdraw from the role of host of the 2015 workshop due to lack of capacity to undertake the task was put by Rory/ Seconded by Luke and passed unanimously. Rory to inform Exec a.s.a.p. **Action Rory**

Meeting closed. Pizza followed.

NZILA Nelson/Marlborough Branch

Treasurers Report to the 24th November 2014

AGM

Reconciliation between AGM date 30.1.2014 and closing balance as at 4.2.14

Closing Balance as at 30.01.2014			\$626.67
<u>Inward</u>			
10 Dec 2014	NZILA Branch levy final	20.71	
<u>Outward</u>			
31 Jan 2014	(Chq 130036) ZUMO coffee	28.90	
Opening Balance 4.2.14			<u>\$618.48</u>
Inward	NZILA branch levy	\$357	
<u>Closing Balance</u>			<u>\$975.48</u>

Signed

Tom Carter
Treasurer

Appendix 1.

- 1.1. Signing authority, recorded at the bank held by Tom Carter and Luke Porter.
- 1.2. Account is interest free
- 1.3. Internet banking available however would still need to both assignees.
- 1.4. Several 2014 bank statements are missing from branch record due to no statements being sent where no activity has occurred.

Minutes of the 2014 Annual General Meeting of the Southern Branch of the NZILA held at the 'The Fork and Tap', Arrowtown.

Wednesday November 19, 2014.

Meeting open at 5.30pm

▪ **PRESENT:**

Ben Espie, Brooke Mitchell, Philip Blakely, Steve Skelton, Megan Ash and Jo Dey.

▪ **APOLOGIES:**

Duane Te Paa, Mike Steven, Paul Smith, Richard Tyler, Ann Steven and Mike Moore.

▪ **NEW MEMBERS:**

Rebecca Campbell
Elizabeth Schonwald
Benjamin Loh
Michael Stevens (Re-joining member)

ripekamei@yahoo.co.nz
elizabeth@clickworks.co.nz
ben@baxterdesigngroup.co.nz
michaelstevenltd@xtra.co.nz

▪ **LEAVING MEMBERS:**

Amy Young
George Watts
Susan Anderson

▪ **READING/ MATTERS ARISING FROM LAST YEARS MINUTES:**

Minutes from AGM of 2013.

Moved to accept: Ben

Second: Phillip

Points discussed: The minutes regarding the 2013 year commented on branch events that were held. Discussion moved on events that have been held over the last 12 months. Several branch events were held including a workshop held by Marc Van Grieken (March) in Queenstown to discuss and review landscape assessment techniques. The Dunedin division also organized a visit to the Waihola / Waipori wetland reserve (August). Other events included a recent trip to Glenorchy to look around the Aroha Retreat development (November) and a social evening with members of the National Executive Committee on the Queenstown waterfront.

No other events occurred during the year apart from a couple of after work meetings amongst Queenstown members to discuss future events for the 2015 calendar. Future events that have been discussed included a trip to Cromwell early next year to visit the Town Centre re-development project, a field trip to several of Central Otago's high country stations to discuss the Tenure Review process and a site visit within Queenstown to look at a recent 'green / living wall' installation.

It was also felt following the success of last year's field trip to Mt Difficulty and social dinner held in Arrowtown to do it again early next year and tie it in with a local event to attract Central Otago and Dunedin members. Several locations were discussed that included the 'barn' at Bendemeer, a winery within the Alexandra area or a repeat of La Rumbra in Arrowtown!



Field trip to Aroha, Glenorchy.

■ **TREASURER'S REPORT:**
(STEVE SKELTON)

Opening balance at 01/01/2013:	<u>\$4,663.00</u>
Balance at 10/11/2014:	<u>\$3,650.33</u>

The decrease in balance was mostly due to the previous AGM meeting held at the start of the year, other local meetings, Masterspec seminar, 2 x social evenings in Queenstown and Dunedin, Dunedin wetland and Queenstown Aroha field trips. Standard branch levies, NZILA Conference and some interest were also accrued.

Steve proposed to move the current branch account from Westpac to a Kiwi or SBS bank. Steve felt the service provided by Westpac has not been satisfactory for the branch for a number of reasons that he raised during the meeting. Once the new account is established Steve intends to provide Dunedin members with their own eftpos card to fund local events.

Moved to accept: Brooke
Second: Philip

■ **CHAIRMAN'S REPORT:**
(BEN ESPIE)

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

Moved to accept: Megan
Second: Steve

▪ **GENERAL MATTERS ARISING:**

Megan Ash recently completed her registration (...congratulations Megan) and we discussed the registration process and the mentor program that she had gone through to complete the portfolio work. Megan raised several issues that she confronted during the process and it was felt amongst members that future applicants would greatly benefit from more time spent with an experience mentor within the institute. This could involve allocating branch funds as required to encourage and assist members with the process.

2 local members; Steve Skelton and Paul Smith intend to complete their registration next year.

Concerns were also raised once again over the current process and limited opportunity to specialise in a certain field within the profession. As discussed at the previous AGM the branch agree that specialisation within the profession will only increase with time and that the Institute should acknowledge this and re-evaluate the current process sooner rather than later to encourage more members to become registered.

Philip Blakely has decided to stand down from the National Executive Committee after serving 2 terms. Phil took up the role in 2011 and during his second term served as the committee's honorary secretary. During his time he has always been a good representative and voice for the Southern Branch and we would like to acknowledge and thank Philip for his contribution to the institute and branch over the past 4 years.

The National Executive would like to maintain a southern representative and after several discussions amongst local members Brooke Mitchell has decided to stand for the position for the next term. 11 nominations have been made throughout the country for 7 roles within the committee, therefore an election will be held early next year.

▪ **EXECUTIVE POSITIONS:**

Current positions:

Chairperson: Ben Espie

Treasurer: Steve Skelton

Secretary: Brooke Mitchell

New positions for 2015:

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

Treasurer: **Steve Skelton** was nominated by Ben, 2nd by Phillip and carried unanimously.

Secretary: **Philip Blakely** was nominated by Steve, 2nd by Megan and carried unanimously.

Social club manager: **Megan Ash** was nominated by Ben, 2nd by Phillip and carried unanimously.

Meeting closed 6.30pm.

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

- Chairman's Report 2014

1. The last AGM was 30 January 2014 (to cover the 2013 year).
2. Branch activity since then has included:
 - Marc Van Grieken's landscape assessment in March
 - Visit to Waihola/Waipori in August.
 - Visit to Wyuna's Aroha Retreat in November.
 - Meeting with the Executive Committee in November.
3. The year's events have been well attended and we have a few more tentatively organized for the new year. It's great to see practices organizing visits to sites where they have done work. It would be really good to keep these happening even if they are brief, informal trips.
4. The Christmas social event in conjunction with the NZPI and RMLA is coming up on the 11th of December, which looks to be a fun event.
5. The bank account is still very healthy so we have opportunities to organise innovative 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.
6. Phil is leaving the national executive after two terms. It has been fantastic having him there. The executive are keen to have some southern representatives. Brooke has put his hat in the ring for the



upcoming election (thanks Brooke), so the branch members need to give him our support!

Ben Espie 30 November 2014.



NZILA Southern Branch Cashbook

2014

Date	Stmnt/ Inv No	Description	In	Out	Balance
01/01/2013		Opening Balance as of 12-10-2013			\$4,663.00
02/03/2014		AGM @ Public		\$293.50	\$4,369.50
20/02/2014		Masterspec- Novotel		\$800.00	\$3,569.50
05/03/2014		Masterspec - Novotel		\$160.00	\$3,409.50
04/04/2014		Social Surreal		\$201.50	\$3,208.00
07/04/2014		NZILA Confrence	\$960.00		\$4,168.00
23/06/2014		Social Dunedin		\$112.50	\$4,055.50
28/07/2014		NZILA Branch Levys	\$609.00		\$4,664.50
29/08/2014		Dunedin Sinclair Wetland		\$174.67	\$4,489.83
15/10/2014		Exec meeting - The Tap		\$122.50	\$4,367.33
21/10/2014		Post AroHa social		\$123.00	\$4,244.33
10/11/2014		NZILA - Exec Host		\$594.00	\$3,650.33
31/12/2012		Closing Balance			\$3,650.33

Current debtors 2013

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

Summary

		Closing Balance			\$3,650.33
		Total difference			\$1,013.00
		Current debtors 2013			\$0.00
		Current creditors 2013			\$0.00
		Balance as of 19/11/2014			\$3,650.33

Minutes of the NZILA Wellington Branch Annual General Meeting held at Exhibition Space G12, Clyde Quay Wharf, Wellington on Thursday, 30 October 2014, at 6.00pm.

1. Present

Dan Males, Steve Dunn, Cheryl Robilliard, David Pierce, Brad Dobson, Marc Tomes, Maria Rodgers, Angela McArthur, Kay Bannatyne, Amy Hobbs, Boyden Evans, Bron Faulkner, Stephen Drakeford, Frazer Baggaley, Rhys Girvan, Martin Powell, Kate Males, Michael Wright, Elvina Quartermain, Elena Van, Ivy Llanera, Megan Wraight, Rong Qian, Julia Williams, Penny Allan, plus VUW students exhibiting their work

2. Apologies

Shona McCahon, Andrew Gray, Di Menzies, Ross Jackson, Ralph Johns, Vincent Billet, Nicole Thompson, Martin Bryant.

3. Confirmation of 2013 Minutes

Accepted as correct – Moved Cheryl Robilliard / Kay Bannatyne. Di Menzies should be noted as present.

4. Chairperson's report (taken as read)

Report received. Moved Steve Dunn / Marc Tomes

5. Treasurer's report (taken as read)

Thanks expressed to Michael Wright for organising sponsorship.

Steve Dunn – reminder given to those booked on the Mana Island boat trip that deposits are needed in advance: \$30 per person. Those that can't make it are advised to let Steve know as there is a waiting list.

Moved that the report be received and accepted. (Boyden Evans / Kate Males)

6. Ideas for 2015 events

Dan Males asks for thoughts on future branch events and responsibilities.

a. LOBBYING:

Penny Allan - Institute should act as a lobby to promote landscape architecture (LA) as a leading industry, not a fringe industry. This includes an Institute strategy for LA with key target areas - the Ministry for the Environment has no agenda for landscape. Active lobbying by the branch executive would be supported by professionals.

Averill Clarke - a collective voice and clear direction needed from LAs.

Marc Tomes - is a strategic goal needed?

Penny - Suggested there may be a new hunger for landscape architecture – guest speaker Professor Kathryn Moore spoke to 300 people in Auckland earlier today.

b. AWARDS TOUR:

Megan Wraight - Recommended an approach similar to the New Zealand Architecture Institute, which runs a lecture series with its awards. This would boost awareness of LA projects. Presentations in Christchurch were well attended.

Steve Dunn - presentations that are easily transportable would work.

- Cheryl Robilliard** - an awards tour would be a good way to see various projects.
Penny - projects are also a good way to highlight issues relating to Wellington.
Dan - branch needs to let national executive know that we want the awards to go on tour.
- c. CITY PROJECT:
Michael Wright - suggested crowd funding for a city project: something Wellington wants but doesn't realize yet - to put LA on the map.
Maria Rodgers - such a project could be based on student ideas.
Dan Males - noted the Children's Garden project at the Botanic Gardens as an example of such a project. Also reiterated his appreciation for the links between Victoria University with Penny on the branch committee, the city and professionals.
- d. BRANCH RELEVANCE:
Megan in response to Dan's question 'is the branch an outdated concept?' - branches are valuable. Some are small and isolated, and therefore work in with other organisations such as the NZIA. Described a 48 hour design event co-hosted by the Nelson NZILA branch, and presented to its local council.
Rhys Girvan - suggested joint events and sponsorship with other organisations.
Stephen Drakeford - the issue of defining the branch's role is not new and that it is responsible for: facilitating CPD, advocacy of local issues, public education/awareness and for networking among professionals.
Dan - the branch does networking well, CPD requires feedback; the Education Foundation has delivered some interesting speakers. Better connection needed between branch and national executive.
- e. SOCIAL MEDIA:
Megan - has a branch Facebook page or blog been considered?
Martin Powell - offered to set up a Facebook page.

7. Branch committee and National Executive nominations

Branch: Nominations received: Angela McArthur, Amy Hobbs, Cheryl Robilliard, Dan Males, Steve Dunn (treasurer), Maria Rogers (student rep), David Pierce, James Pattullo, Michael Wright, Penny Allan, Brad Dobson, Martin Powell (Facebook page)

Chair and secretary positions to be confirmed by the branch committee; plus a third or fourth year student; others who are interested to contact Cheryl.

National Executive: Amy Hobbs nominated for a seat on the national executive (moved Dan Males / Cheryl Robilliard).

8. General business:

Steve - what is the NZILA executive doing on RMA submissions?

Bron Faulkner - moved to thank the branch committee. Seconded: Marc Tomes.

Meeting closed 6.50pm. Minutes: David Pierce

CHAIR REPORT 2014

AGM: 6pm Thursday 30th October

Clyde Quay Wharf G12 CQW, Wellington

COMMITTEE MEMBERS AND ROLES

Dan Males	Chair
Cheryl Robilliard	Secretary
Steve Dunn	Treasurer
Amy Hobbs	
Angela McAurthur	
Averill Clarke	
David Pierce	
James Pattullo	
Maria Rodgers	
Michael Wright	
Penny Allan	
Vincent Billett	

2012 EVENTS

5th March

Petanque Waitangi Park *replaced with Pool evening* Courtenay Place

Following tradition petanque was rained off and replaced with a pool evening this was another informal chance for the Wellington Branch catch up although attendance was low.

7th March

Professional Practice Module at VUW

Kate Males / David Pierce prepared and presented the benefits and role of the institute to Victoria University students including a brief overview of the registration process.

25th MAY

Planting Day, QE Park, Paekakariki

Following on from the success of last year's planting day

NZILA members gathered at Paekakariki again this year in a combined effort with the friends of queen Elizabeth Park to help plant the Northern Burn Site.

Following the success of the previous year this event was well received and planting days are occasions the Wellington Branch should continue to host in coming years.

8th June

Baring Head field Trip with Friends of Baring Head Charitable Trust

Our members and their families, friends and colleagues really enjoyed the tour on Sunday 8 June. Helen Beaglehole gave us a wonderful overview of both the landscape issues you are facing as well as a comprehensive history of the area. We were very lucky to have Helen for our tour and appreciate the amount of time that she spent with us on a Sunday, we know weekends are precious.

The Wellington Branch of the New Zealand Institute of Landscape Architects also applied for a one year corporate membership from the Friends of Baring Head Charitable Trust.

10th July

NZILA registration Workshop Victoria University, Vivian St

This event was for those who want to find out what it's all about including: students, those who are contemplating registration, are in the process, or are thinking of becoming a mentor or group mentor.

It involved information and discussion among current candidates, those who have recently been through the registration process, mentors and interviewing panel members.

7th August

Archaeology & Heritage Landscapes Antrim House, Boulcott Street

Presentation by Pam Bain and Amy Hobbs, Heritage New Zealand Pouhere Taonga

Indiana Jones comes to New Zealand: What can New Zealand Archaeology tell us? / Storytelling and our National Identity.

Sponsored by Natural Habitats

8th OCTOBER

2x2 Event Victoria University, Vivian St

This was a very interesting and fun evening with good attendance. The mixture of practitioner and student projects worked well, and the post event mixing and mingling continued at the Southern Cross afterwards.

Sponsored by Natural Habitats

28th OCTOBER

Kathryn Moore breakfast meeting Boffa Miskell - Post Office Square

Raising the profile of the institute and discussing our response to the governments proposed changes to the RMA.

Upcoming event - 16th November

charter to Mana island (*fully booked*)

OTHER ACTIVITIES

22nd March

Education Foundation Party and Frank and Vicki Boffas

Ongoing

NZILA Wellington Branch Peer Group Meetings

The Peer Group is for sole landscape architect practitioners in larger organisations and sole trader/ small landscape architect firms. They meet every second month. It's a chance to meet up and talk about your work and the profession with other landscape architects in an informal group.

Feedback to 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.

New Registered Members

The wellington branch has 89 NZILA members.

Five Wellington Branch members were registered this year. Congratulations to:

Stuart Dunn
Serena Clark
Nicholas Griffin
Rhys Girvan
Rong Qian

FINAL THANKS

Thanks to all branch members who have supported and participated in the 2014 Branch events:



Dan Males
Chair 2014
NZILA Wellington Branch

TREASURER'S REPORT 2014

To the Annual General Meeting of the Wellington Branch NZILA to be held at 6.00pm
Thursday 30th October 2014 at the Clyde Quay Wharf G12 CQW (site of the old Overseas Passenger
Terminal beside Chaffers Marina) Wellington.

This report has been prepared for the year as at 18 October 2014. Payments are made by direct credit from the Westpac accounts. To ensure security and verification of payments, two committee members authorize each electronic payment that is set up. There are currently four authorized signatories, with James Pattullo recently added to the list. Serena Clarke will be removed because she has moved to Taupo and is no longer a Wellington Branch member.

Current account (Westpac_00)

Opening balance= \$793.92 (12 Nov 2013) closing balance = \$603.16 (18 Oct 2014)

Savings account (Westpac_01)

Opening balance = \$2,015.29 (12 Nov 2013), closing balance = \$2,5552.72 (12 Nov 2013)

Reserves were increased over the past year leaving a total in hand = \$3,155.88.

Income came primarily from:

Branch levies (mid 2014 and end 2013) - \$1,402.83

Sponsorship - \$300

Gross Interest – \$37.43

The end of 2014 levy will be paid next year and the AGM has sponsorship.

Expenditure was primarily on:

Branch events included 2013 AGM (\$471.74), Pool evening (\$124.00), Queen Elizabeth Park Planting Event (\$38.40), Registration workshop (200.00), Baring Head donation and corporate membership (\$150), Archaeological talk (\$108.89)

Estimated expenditure to end of the 2014 year includes:

VUW catering for 2x2, (\$200) Victoria University students end of year exhibition (\$300) and AGM catering expenses (\$400 allowance), Mana Island trip subsidy and catering (\$450).

Budget for 2015

At present there are no specific projects that require funding apart from a grant for the annual Victoria University landscape student display. Michael Wright has been very successful in getting sponsorship for a number of events which has eased the financial load.

Recommendation: A budget allocation of \$250 for say 4 events for general social / CPD events (excluding AGM and national events) be allowed for and any special or large events are funded by sponsorship.



Steve Dunn
NZILA Wellington Branch Treasurer

NZILA_2014_Treasurers_ledger_18.10.2014

Current 00 account

Date		Debit	Credit	Balance
12.11.2013	closing balance for AGM			793.92
10.11	Branch final Levy		111.33	905.25
16.12	10441625 multiple payments AGM + student grant	771.74		133.51
31.12	monthly payment	0.57		132.94
1.03	transfer ex 01 account		500.00	632.94
4.03	D Males- reimburse Memorial Park speaker gift	29.99		602.95
21.03	A McArthur - pool eve	32.00		570.95
21.03	A Hobbs - catering pool eve	92.00		478.95
24.07	A Clarke - hosting Registration Workshop	200.00		278.95
24.07	Friends of Baring Head - donation	100.00		178.95
24.07	Friends of Baring Head - corporate membership	50.00		128.95
24.07	S Dunn -QE Park planting food	38.40		90.55
28.07	Branch Levy		1,291.50	1,382.05
10.09	transfer to 01 account	1,000.00		382.05
12.09	A Hobbs - catering Archaeological talk	108.89		273.16
26.09	Natural Habitats - sponsorship		300.00	573.16
13.10	M Rodger (Mana trip)		30.00	603.16
18.10.2014	closing balance for AGM			603.16

Savings 01 account

Date		Debit	Credit	Balance
11.11.2012	closing balance			2,015.29
29.11	interest		3.43	2,018.72
31.12	interest		3.78	2,022.50
31.01.2014	interest		3.61	2,026.11
28.02	interest		3.27	2,029.38
3.03	transfer to 00 a/c	500.00		1,529.38
31.03	interest		2.79	1,532.17
30.04	interest		2.79	1,534.96
30.05	interest		2.93	1,537.89
30.06	interest		3.23	1,541.12
31.07	interest		3.39	1,544.51
29.08	interest		3.19	1,547.70
10.09	transfer from 00 a/c		1,000.00	2,547.70
30.09	interest		5.02	2,552.72
18.10.2014	closing balance for AGM			2,552.72