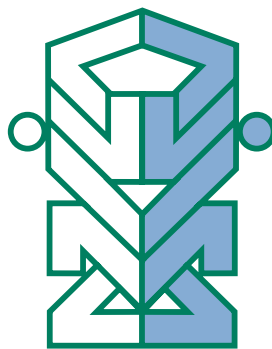


ANNUAL REPORT 2006 FINANCIAL YEAR



**NEW ZEALAND INSTITUTE
OF LANDSCAPE ARCHITECTS INC.**

PUBLISHED APRIL 2007

www.nzila.co.nz

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AGENDA - ANNUAL GENERAL MEETING

Notice is hereby given that the 35th Annual General Meeting of the New Zealand Institute of Landscape Architects Inc is to be held as follows:

Date & Time:	12.30pm-3.00pm Saturday 14 April 2007	Location:	Ngatarawa Winery 305 Ngatarawa Road Bridge Pa HASTINGS
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1. Attendance and Apologies
2. Receipt of proxy votes
3. Confirmation of Minutes of the 2006 AGM
4. Matters arising from Minutes
5. Presentation of Annual Reports
 - 5.1. President's Report – Renée Davies (nee Lambert)
 - 5.2. Honorary Secretary, Marketing; Liaison with Professional Bodies; Student Affairs – Mike Farrow
 - 5.3. Vice-President, Long-Term Strategy; Website Liaison - Mike Barthelmeh
 - 5.4. Graduate Affairs; Documentation Practice Support - William Thresher
 - 5.5. Associateship; Environment & Legislation, MfE - Brad Coombs
 - 5.6. Accreditation/Education; Branch Liaison; CPD – Sue Dick
 - 5.7. Conference Liaison; CIC/Urban Design - Tim Heath
6. Presentation of Annual Accounts – Grant Edge
7. Presentation of Budget for 2007
8. Appointment of Auditors
9. Conference and AGM in 2008 and 2009
10. Awards:
 - 10.1. Fellow and Honorary Fellow Membership Awards (during conference dinner)
 - 10.2. Student Awards
11. Associateship Presentations
12. Remit/s (attached)
13. Registration & Landscape Architects Legislation – Rachel de Lambert
14. IFLA – Di Lucas
15. Education Foundation – Frank Boffa
16. Landscape Charter - Brad Coombs
17. High Country Landscape Group – Anne Steven
18. Cultural Heritage Landscape Group – Rachel de Lambert, Mandy McMullin, Hugh Lusk
19. General Business
 - 19.1. Members business structure

NZILA PORTFOLIO DIRECTORY 2005-2007

President	Renée Davies (nee Lambert)
Vice President; Website Liaison	Mike Barthelmeh
Honorary Secretary, Marketing, Liaison with Professional Bodies Student Affairs	Mike Farrow
Treasurer; NZILA Documentation Records	Grant Edge
Conference Liaison, CIC/Urban Design	Tim Heath
Accreditation/Education; Branch Liaison, CPD	Sue Dick
Associateship, Environment & Legislation	Brad Coombs
Graduate Affairs, Documentation Practice Support	Will Thresher
IFLA Liaison	Di Lucas
Registrar	Rachel de Lambert
Education Foundation	Frank Boffa
Ministry for the Environment Liaison	Clive Anstey
Landscape Charter	Diane Menzies and Brad Coombs
Webmanager	Melanie Whittaker
Administration	Melanie Whittaker

PRESIDENT'S REPORT

Renee Davies (Nee Lambert)

This year has been a busy one for the Executive Committee, in particular, with the continued progression of some key projects and initiatives and a number of CPD and conference events being held. It always amazes me how quickly a year goes by, and it is easy to forget how much has been achieved over a short 12 month period, so, in retrospect, my report outlines some, but by no means all, of the successes of the year;

Conference and Awards

One of the successes of the year, was the May conference in Sydney, Australia. In particular, the opportunity to strengthen ties with the Australian Executive Committee, which has continued through communication and development of our respective landscape charters and the proposals for a joint world congress meeting. The joint meeting with the Australian Executive highlighted that for the size of our Institute, we are doing really well with providing high quality services to our members with limited resources.

The conference proved to be a wonderful forum for joint discussion on landscape issues throughout the eastern region, with a great range of interesting keynote and local speakers provided inspiration and debate.

For the NZILA it was an opportunity to recognise the collaborative initiatives that are available between the NZILA and AILA. The NZILA were pleased to be able to illustrate this with the presentation of an honorary fellowship of the NZILA to Glenn Thomas at the conference dinner.

Glenn is an Associate Professor at the Queensland University of Technology, in the School of Design. He is a fellow and former president of the Australian Institute of Landscape Architects, and has been a valued member of numerous professional and academic panels and committees, as well as leading the Landscape Architecture programme at QUT at different times.

Glenn has been a tireless advocate for closer professional relationships between Australia and New Zealand, and has made a major contribution to the NZILA over the past decade, in the field of educational policy and professional accreditation policy and procedures.

Glenn's contribution throughout has been characterised by a total commitment to professional integrity and quality. In Australia he has provided a major link between the profession and academic programmes, and has brought this integrative approach to his work for the NZILA in New Zealand.

The conference also highlighted how Landscape architects in New Zealand and throughout the world are striving to enhance the landscape and to contribute to the design, conservation, and management of the environment. The recognition of winning projects at the IFLA Eastern Region Awards showed the impressive range and quality of work being produced and the NZILA was again proud to have New Zealand work represented in the winning selection with the Taranaki Wharf project by Megan Wraight and Associates.

The NZILA was also proud to see New Zealand's students and future professional leaders being recognised with the first prize in the IFLA student competition going to Wendy Hoddinott, for her entry "Passing Time at Te Waihora/Lake Ellesmere".

Executive - Farewells and Welcomes

As always, at this point in time I would like to issue a thank you to all the Executive Committee for their work over the last year. A role on Executive takes a huge amount of commitment and time, fitted in around other day to day work and the continued enthusiasm and hard work being undertaken, on the members behalf, by the Executive is a role that is greatly appreciated by myself and is deserving of recognition and appreciation from NZILA members. Thanks in particular, to those Committee members that will be leaving us, Mike Barthelmeh and Tim Heath. Both Mike and Tim have provided a huge amount of knowledge and guidance to myself and the Executive Committee.

Welcome, to the newly elected Committee members, Chris Bentley and Jennifer Dray, we look forward to your contributions and working with you over the coming two years.

Also, a vote of thanks, again, to Melanie Whittaker, our Executive Officer for her continuing liaison and organisation role for the Institute. As I have discussed previously, I believe that the Executive Officer role is pivotal for an Institute of our size (now 500 members) to ensure effective and consistent communication. Melanie continues to provide the highest of professional service to our Institute.

In line with the recognition of the importance of the Executive Officer role, the Executive Committee feel there is a need to undertake a review of the role and the level and type of resourcing that is provided to the Institute and Executive. Being privy to the level of resource that is provided by the Australian Institute Executive Officer role and the ability for this to free up administration time within the Executive to progress project work highlights the potential advantages of a well-resourced Institute.

The incoming Executive will be taking on this review as one of the projects over the coming year and to undertake a proposal related to Institute resourcing and Executive officer role/s with the aim of presenting proposals to our members at the next AGM discussing where we are to head with regards to resourcing for the Institute and our growing members to get the most effective use of members and Executive Committee time and to provide the best service to our members.

IFLA

Another major highlight of the year was the appointment of Diane Menzies as the new President of IFLA. This is a huge honour for Di and a great testament to her consistent dedication to the profession within this country and abroad.

We have already seen this appointment creating stronger and more active connection between the NZILA and IFLA. The appointment also, of Alan Titchener as the new IFLA Eastern Region delegate, representing the NZILA will ensure that we have a strong presence within IFLA and be able to ensure effective communication of IFLA issues to you, our members.

Communication

We continue to produce the new Insite to all members. I believe that the new Insite is a worthwhile communication tool which provides excellent information to our members. Feedback to date from members has been excellent and we hope that the continued distribution of this newsletter, produced by our Executive Officer, Melanie Whittaker, is providing members with the most up-to-date and relevant information. Any feedback and/or suggestions are most welcome.

LNZ

The editorial committee continue to meet on a regular basis with AGM publishing, however, the new editor, Tom Museth has resigned and we now have yet another Editor for LNZ and Urbis Landscapes

We will be requesting a meeting with AGM and the new Editor to progress with discussion on the magazine, in particular, earlier discussions with Tom about initiatives to see the magazine become more substantial. At present limitations are based on advertising income and the inability to raise additional advertising for additional pages.

Education Foundation

As you will have all heard, another interesting Foundation Scholar visit to New Zealand is scheduled for the latter half of 2007. The next Foundation Scholar is to be Mario Schejtnan, an architect and landscape architect from Mexico. He will visit NZ in September this year for 3 weeks. As with previous scholars, we will look to the Branches and Exec to support the Education Foundation with the organisation of events around the visit.

Thank you again to Trustees Frank Boffa, Jan Woodhouse and Di Menzies for the huge amount of work and energy put into organising these yearly tours, which to date have proven to be some of the highlights of the Institute year.

Ellerslie International Flower Show Awards

I was honoured to be included as one of the judges for this years Ellerslie Flower Show Awards, alongside a few other landscape architects, such as Jan Woodhouse, Rod Barnett and Michael Jones. There was a marked improvement in the outdoor garden exhibits this year, and I hope that the

improvement trend continues. I did note that a gap in the show was the lack of any information on the role of the landscape architect. With the continuing improvement of the show and its International status, the NZILA Executive have recognized that it is important for the Institute to consider a promotional/educational stand at the show each year, highlighting the Institute and its role and the work of landscape architects. This could be combined with promotion of the three tertiary Institutes offering Landscape architecture degree courses. Work on this will progress this year, and we will be asking for assistance with this project from interested members.

NZILA Landscape Charter

We had an excellent meeting with the Ministry for the Environment on the proposed landscape charter. Since that meeting we have progressed with a workshop and research for a draft charter and the conference workshop will present the work to date and gain member feedback and input to the landscape charter.

The purpose of the Landscape Charter is to promote sustainable landscape management.

We hope that the Charter will provide a means by which natural and heritage landscapes can be recognized, protected and enhanced.

With a values framework and a common basis for consideration landscapes of a nation may no longer be overlooked or ignored in the process of change.

Alongside other countries progressing with their own respective charters (such as the AILA) we hope that the Charters together may be used to build a database of global knowledge on landscapes of significance and those under threat.

Thanks to Brad Coombs, who continues to progress this project. Brad attended the AILA workshop on their landscape charter and gave an excellent presentation on the work we've done to date and our principles for establishing a charter.

Honours

This evening we will be pleased to award one Fellow Membership – to David McKenzie.

I extend thanks to the Fellow Assessment Panel convenor, Ross Jackson and the panel, Neil Aitken and Jan Woodhouse for their work on assessing the nominations.

Renee Davies
NZILA President

HONORARY SECRETARY, MARKETING; LIAISON WITH PROFESSIONAL BODIES STUDENT AFFAIRS

Mike Farrow

Honorary Secretary

Executive Elections

10 nominees made themselves available for election, including all but 2 of the 05/06 executive. The results of the election are that the following landscape architects – listed in alphabetical order – make up the new committee:

	Branch
Chris Bentley	Auckland
Brad Coombs	Central North Island
Sue Dick	Wellington
Jennifer Dray	Canterbury Westland
Grant Edge	Canterbury Westland
Mike Farrow	Auckland
William Thresher	Auckland

Renee Lambert was re-elected, unopposed as President.

Applications for membership for overseas graduates

The past year has followed a building trend of preceding years in the number of applications for membership of the Institute by landscape architects that have graduated from overseas institutions.

These are fielded by the Executive Officer, who then checks that the qualifications of the applicants are accredited by IFLA. This can be a demanding task and applicant's need to appreciate that the multiple exchanges and slow responses from offshore can also make it a rather protracted process, with cost implications for NZILA.

Over the coming year we intend to place more onus upon membership applicants applying with offshore qualifications to demonstrate the status of those qualifications with IFLA. We are considering putting together some application guidelines that can be offered to potential applicants

On behalf of the Institute I am pleased to welcome new members who have joined during the year on the basis of offshore qualifications.

Landscape architect service to decision making bodies

I am pleased to advise that Ines Stager has been reappointed to the Canterbury Aoraki Conservation Board. Congratulations to Ines on both her appointment and her willingness to contribute to an important area of decision-making that bears upon landscapes.

Formal complaints

2006 has seen a small number of formal complaints received when members have found themselves in a dispute. With the number of landscape architects now practising and the ever-increasing commercial and land-use pressures being addressed through our work, some level of conflict is inevitable.

We remind members that the protocols for managing complaints are clearly documented in Section 3 of the Articles of Constitution contained the Institutes' members documentation. It is vital that complaints are dealt with in the sequence that are laid out in this complaints procedure.

Job listings through the website

This service is being extremely well utilised by member practises and outside organisations like Councils and recruitment agencies. Access to these advertisements is one of the particular benefits

that we are able to offer to our student and recently-graduated members. A further advantage of the advertising is the increasing level of revenue that it brings to NZILA.

A subtle, but well-received, improvement to the vacancies advertising service is a rollover to appear on the public part of the Institute website after a few weeks of exclusive “members only” coverage for a small additional fee. This gives advertisers added exposure to national and international job-seekers.

Affiliate and Education Provider Members status

There has been some detailed discussion amongst the Executive Committee regarding the status of Affiliate Membership and whether the category should be continued over approximately 18 months. A subcommittee was formed to investigate and report back the Executive and a moratorium accepting any further affiliate members has been in place. There has also been some careful consideration of the Education Provider category. As a result of this consideration a remit to the 2007 AGM recommends removing Affiliate and Education Provider membership categories and the rationale for that recommendation is contained in remit.

Mindful that there are those who may wish to be informed of NZILA news and events, the executive is open to the idea of an alternative list of 'subscribers' being established, without that grouping having a particular constitutional membership status. This “subscriber” status may have particular relevance to an increasing range of supporting sponsors – more on this in my Marketing report.

Income & Practice Survey

Over the past couple of years we have been fielding a number of practise and income-related queries from both members and offshore landscape architects considering a career in NZ. Unfortunately we had no robust data upon which to base replies. It was agreed that an updated and reasonably comprehensive survey of members would yield valuable information and provide a useful basis for tracking changes in key parts of the profession if scheduled on a reasonably regular basis.

The timing of this discussion tied nicely with some research aspirations by Mike Barthelmeh and the executive agreed to make a modest contribution to funding that research in partnership with Lincoln University. Mike will report further on the survey results as data comes to hand.

Governance role

Late in 2006 the executive spent some time discussing the role of elected committee members in the face of an increasing membership, more diverse and detailed demands and a range of opportunities for promoting the profession that we don't necessarily have the resources to explore. The suggestion is that the executive may be able to be more effective if committee members are able to divest as much day-to-day and administrative roles to paid support and to focus that energy on “big picture” and strategic approaches instead. This clearly has some cost implications that may require NZILA to drive to increase its membership base for subscription revenue and to consider ways to foster sponsorship relationships that avoid compromising our existing, well established basis with a few key commercial supporters.

This consideration is a work in progress that can be picked up and further explored by the new executive committee, along with developing some new initiatives under the marketing portfolio.

Executive Officer role

It is my pleasure to acknowledge another wonderful year of service to the Institute by Melanie Whittaker, our Executive Officer, Webmaster and Insite editor / producer. We are very lucky to have someone with Melanie's levels of expertise, commitment and initiative working with us.

STUDENT AFFAIRS

Mike Farrow

Student contact

The past year has seen a very welcome increase in our student membership, with 64 new student colleagues joining NZILA. We will look towards further building upon that involvement over the coming 12 months.

The academic year has started without the student meetings that I had hoped to initiate by now. These will be scheduled to occur over the coming month. Over the coming year I am hopeful that the portfolio holder will establish a more regular dialogue with student members, particularly elected student leaders at the 3 institutions.

Student support pack

With the imminent release of the graduate support pack booklet that Will Thresher has created under his portfolio, we have now started formulating a comparable package for student members, outlining the mutual benefits of student involvement in NZILA. My hope is to have this booklet available for distribution midway through 2007.

Student Mentor Programme

One of the initiatives foreshadowed at the 2006 AGM was the idea of a student mentor programme. We will be canvassing established members of the profession over the coming year with a view to advancing this relationship.

Student Awards

I am pleased to record the winners of the annual NZILA student awards (2006 recipients graduating 2007) that are presented to students each of the teaching institutions.

NZILA/Frank Boffa Award (Unitec)
NZILA/Robin Gay Award (Lincoln)
NZILA/Dr Diane Menzies Award (VUW)

Jonathan Wong
Frazer Baggaley
Sean Leogreen

The work of these 3 recipients demonstrates the standards being achieved amongst current senior students and we look forward to following their careers in our profession.

MARKETING

Mike Farrow

Urbis Landscapes and Landscape New Zealand

Whilst the Institute continues to contribute to a positive relationship with AGM Publishing in through the two landscape-related magazines, particularly Landscape New Zealand. There has been some concern amongst the executive and members about the volume of LNZ and this matter is being addressed with the publishers.

I would like to acknowledge the fine work of the NZILA Editorial Committee consisting of Auckland-based members Renee Davies (nee Lambert), Jan Woodhouse, Sarah Collins, Peter Kensington and Nicola Charles.

Promotion Pack

We have been exploring the potential for a custom-built promotion kit. My initial idea of a carrier-transported case containing banners, posters, CD's and contact cards proved to be rather too costly when priced against our annual budget. Ongoing transportation costs were one of the key issues – it is definitely not cheap to ship even a modestly sized box around the country.

We are now looking towards a more modest presentation consisting perhaps, of a series of printable files that could be either projected or printed locally, along with giveaway mini-CD's (rather like those now increasingly used by product suppliers) and fridge magnet type contact cards promoting NZILA's 0800 contacts and website.

Insite

The continued development of the digital Insite over the past 12 months has been one of the most pleasing successes under the marketing portfolio (although it's questionable as to whether this is the right place for Insite to sit within the various portfolio responsibilities). Each issue is increasing in both size and "weight" and provides an excellent forum for getting news out to members.

There is opportunity for the digital publication to improve further still, and we are looking forward to using it to introduce a special project profile in each issue. We are hopeful that practises or Council's will take the opportunity to provide a more detailed profile on noteworthy projects – possibly NZILA award winners – that can be partnered with some sponsorship support for suppliers. This area will be developed further in coming months.

Media releases

2006 has seen three memorable releases under the guidance of Word of Mouth Media.

Megan Wraight's IFLA Eastern Region Award was acknowledged early in the year. This was followed by extensive media interest in Dr Diane Menzies election to IFLA presidency, including interviews on national radio and television stations. Soon after, the high country release – facilitated by the NZILA HCLG – gained substantial traction and, arguably, pushed the matter to some very valuable public debate.

Ongoing budget provisions have been made for 4 releases per year based upon current cost-per-release figures.

We are looking towards ways that the Institute can work closely over coming years with practises that may receive particular value from media coverage can help support the cost of releases. That way, the rather meagre NZILA budget for marketing can be stretched further to gain added profile and value in promoting the profession and key issues, as a whole.

As with most relationships, we intend reviewing our media support over the coming year to satisfy ourselves that the Institute is receiving the best possible value (in the widest sense of that word) from our professional advisers.

Special media invitation

Word of Mouth media approached a number of firms in mid 2006 with a view to a collective profile-raising media event in each of the main centres. This approach was not widely embraced and suggests that the larger practises would prefer to manage their own media / marketing relationships directly.

Development Guidance and Product Supply Handbooks

Over the past year the Institute has been approached on a number of occasions by publishers producing general guides for services or products. Whilst always conscious of not endorsing particular suppliers or products (other than through our ethically-guided relationship with primary sponsors), we have taken these opportunities to provide a profile of the roles and principles of landscape architecture, along with contact details for NZILA.

LIAISON WITH OTHER PROFESSIONAL BODIES

Mike Farrow

Professional groups involved in designing residential subdivisions

Ralf Johns has been approached by Ian Athfield as president of NZIA. IPENZ, NZIA, NZPI and NZIA have formed a group to consider how best to promote best practice in this area from the perspective of the participating professional bodies.

One meeting has been held in Wellington in mid February and invitation extended to NZILA to also become involved. We will be embracing this opportunity to become involved. A local Wellington representative for NZILA may need to be seconded to avoid major travel costs if meetings are to be regular.

Mike Farrow

VICE-PRESIDENT, LONG-TERM STRATEGY; WEBSITE LIAISON

Mike Barthelmeh

Website Liaison

The website is well used and is working well. It continues to be a great tool for communication between members. Further enhancements are planned for this year, with a major project underway to activate the forum in the member's only area. This will enable members to set up, and contribute to, discussion groups and threads on subjects dear to their hearts, from the hot topic of the moment, to perennial issues.... Some members will be invited to beta test the forum, so if you are interested in being one of that select group, please let Melanie know.

Statistics of Interest

We've had 125 unique visitors (each visit only counted once) log into to the members only area since 2 January to mid February 2007.

We had approx 30 log in during the 4 days new jobs were posted up in the 24-26 January period.

Mike Barthelmeh

GRADUATE AFFAIRS; DOCUMENTATION PRACTICE SUPPORT

Will Thresher

Graduate Affairs Graduate Pack

The text and graphic content of the pack has been updated. Comments made by Exec have been incorporated and a close to final text edit is available. A new section on "Responsibilities of Graduates" has been proposed and member categories may be amended under a proposal to AGM, reference to membership categories has been simplified.

Format is full colour A5 landscape.

Printing. Very heavy paper or light card to give a bit of substance we only have 8 pages - semi-matt finish.

Estimate of lifespan - 3 years.

Initial print run of 300 copies proposed.

Printer responsible for other NZILA publications is favoured – has files for appropriate colours and logos.

Programme:

Final sign off of artwork	Week commencing 9 April – Exec mtg/AGM 2007
Artwork to printer	Week commencing 16 April
Printers proof circulated	By end of week commencing 16 April
Printing	Week commencing 23 April
Delivery/distribution	Week commencing 30 April
Issue to Grads	May 2007 Graduation

Documentation Practice Support Will Thresher

Since the last AGM there has been significant progress with development of Practice Support Documentation. Feedback on initial draft material was received from members of Exec and a working group meeting convened.

Working Group meeting.

Four members of the Documentation Working Group met in Christchurch during July 2006. Initially the group discussed the relevance of the project to members and reviewed the project objectives together with the alignment of this project with similar initiatives overseas. The full Documentation Working Group includes Peter Rough, Wayne Rimmer and four members of Exec - Mike Barthelmeh, Grant Edge, Tim Heath, Will Thresher.

Following these productive general discussions comparing individual positions, the group as a whole identified a number of key strategic decisions, discussed under the headings below, to inform the direction and ongoing progress of the project.

For the balance of the day the group worked through the Document Index and example documentation, assimilating a centralized working file with hard copies of marked up preferred sample documentation or place-holders where reference documents were unavailable.

The groups deliberations concluded with the identification of recommendations, requirements, areas of future activity and key actions.

INDEX

Development of a robust index is a key step in providing a framework within which individual documents and groups of documents sit. The group agreed with the overall structure as discussed at the last AGM following the sequence of tasks associated with progress of a project from inception to completion on site. The index has been revised to agree with the thinking of the Working Group on more specific matters of clarity – avoiding duplication - scale of projects and detail in the project process.

ACCESSIBILITY TO MEMBERS

The group agreed that once available a degree of control is required for utilization of the documentation. Access to all the documents for all members is anticipated, however the requirement for appropriate use of the material is fundamental. The current proposal is that all members will be able to access the documents through the NZILA website, however only Associates will be able to sign off on the issue of documents requiring higher levels of professional experience and judgement.

Some documents will be editable and this affects any reference to NZILA that presented on or with the documents.

PRACTICE NOTES

The Working Group identified the need for Practice Notes to articulate the purpose of different documents within the project process.

A series of Practice Notes have been devised to explain the operation of documents in each Section.

NZS 3910

Reference to existing documentation, that provided within NZS 3910, has been made to cover tender and contract processes (Sections 3 and 4).

DELEGATION/ASSIGNMENT OF TASKS TO WORKING GROUP MEMBERS

Following the meeting of the Working Group the index sections and copies of the relevant sections of the working file were redistributed to members for further progress.

RESOURCING

The issue of timely progress was discussed and a need for assistance – possibly non-volunteer was identified - an allocation being available in the budget for help on a project of this kind.

Potential candidates were canvassed and availability became a key driver. After discussion Barry Straight was appointed to assist, working under the supervision of Grant Edge within the offices of Edge Landscapes. Barry has prepared draft documents and Grant has undertaken ongoing review.

DOCUMENTATION SECTIONS

Section 1 – Client/Consultant Relationship.
Initial drafts from working file circulated

Section 2 – Contract Documentation
Initial draft, review and edit complete

Section 3 – Contract Admin Tender Phase
Initial draft and review complete

Section 4 – Contract Admin Construction Phase
Initial draft and review complete

Section 5 – Office Administration documents
Initial draft and review complete

To do:

It is proposed that when all sections are available in draft the Working Group reconvene and confer to discuss the feedback and amendments.

Sign off, and incorporation into Documentation for Members file will be followed by lodgement of latest versions on the website.

Will Thresher

ASSOCIATESHIP; ENVIRONMENT & LEGISLATION, MFE

Brad Coombs

Associateship

2006 Associateship applications closed on 31 August, with 8 applications being received. All 8 Applicants were interviewed. Associateship interviews were held in Wellington in November. The Convener of the Associateship panel reported a busy application and interview process, which ran very smoothly.

Of the 8 NZILA members who applied for Associateship in 2006 the Associateship Panel recommended that 5 be made Associate Members of the Institute. Those recommendations were confirmed by the Executive during the November 2006 Executive Meeting. The following applicants are welcomed as Associate members of the Institute:

Debra Stewart
Georgina Thow
Melanie Cameron
Nicola Thompson
Rachael Annan

Congratulations to new NZILA Associate Members. Associateship Certificates to be presented at 2007 NZILA AGM.

Associateship Panel

The majority of the Associateship panel from 2005 were carried over, and were happy to serve the Institute again in 2006. The 2006 Associateship panel were:

John Brenkley (convener)
Ralf Kruger
Clive Anstey
Linda Kerkmeester
John Powell

Sincere thanks from both the Executive and the membership go to the Associateship panel for their continued assistance in 2006.

Associateship Workshops

A number of Associateship workshops were held around the country in 2006, with strong turnouts from intending applicants, although some attendees were planning well ahead for a 2007 application.

The Branches will be prompted early in 2007 to canvass interest in Associateship workshops, allowing sufficient time for the organisation of workshops, and applications to be prepared and submitted before the closing date. A number of Branches are already planning associateship workshops for 2007.

Environment & Legislation Brad Coombs

Submissions

NZ Coastal Policy Statement Review

NZILA was approached during the year by the Minister of Conservation to submit on the Review of the New Zealand Coastal Policy Statement. A submission was made on behalf of the membership, based on a previous review of the NZCPS made by NZILA.

RMA Practitioner Training

MfE are developing an RMA Practitioners Training Project, following on from the Making Good Decisions program. The RMA Practitioners Training Program will be based around three key areas of RMA work:

- Consents
- Policy and Plan Preparation
- Monitoring and Enforcement

Each area will have specific training modules, which will allow specialists to focus on their area of need. Initial training will be provided in the area of consent processing, with modules relating to Introductory, Intermediate, and Advanced levels. It is not intended that the training will be compulsory. MfE are currently gauging stakeholder input to allow them to set levels of commitment which will be required from attendees to training sessions.

MfE had intended to start the training program in July 2007, however due to budget constraints and priority re-alignments, have delayed the initiation of the training program until 2008. NZILA members will be kept up to date via Insite.

NZILA Landscape Charter NZILA Landscape Strategy

NZILA have been progressing the initiative of developing an NZILA Landscape Charter. Following a positive response from the 2006 NZILA AGM, on 7 July, Renee Lambert, Di Menzies, Brad Coombs, and Yvonne Weeber met with Lindsay Gow from the Ministry for the Environment in Wellington to discuss the development of an NZILA Landscape Charter. MfE advised that NZILA should develop the charter independent of political interference, to ensure that the document maintains a strong level of ownership. MfE are keen to contribute to the process once a draft has been developed.

A broad group (approximately 20) of contributors have been contacted, and have all provided positive feedback to the idea and process of developing the Charter. Many were too busy to be involved in drafting the Charter, but were happy to take a review role.

A small group volunteered to be involved in helping to Draft the document.

The Charter Drafting Group met at Waitakere City on 22 September for a workshop. Extensive notes were developed, along with a time line and structure for the Charter. While there has been slippage in the initial timeline, the Charter is being developed.

Brad Coombs was invited by AILA to present a paper on the NZILA Charter to the AILA One Day Landscape Charter Conference in Melbourne on 27 October. 5 speakers, including Jo Brown, the CEO and Chairman of EDAW, presented papers based around the theme of a national landscape charter in Australia. James Hayter, the Secretary General of IFLA presented his concept of an AILA Charter to the Conference.

A workshop will be held on the Charter following the 2007 AGM.

Recommendation:

Action: Brad Coombs, and the Landscape Charter Drafting Panel to advance the drafting of the charter.

Brad Coombs

ACCREDITATION/EDUCATION; BRANCH LIAISON; CPD

Sue Dick

Accreditation/Education

The Accreditation Panel consists of Frank Boffa as Chair, Diane Menzies and Glenn Thomas (from Australia) and it is a tribute to their dedication that they continue to fulfil this role year after year. 2006 saw the successful accreditation in November of the BLA and MLA (2 calendar-year) degrees run by Lincoln University, and warm congratulations are accorded to Lincoln from the Executive of NZILA. On behalf of the Institute as a whole, we would like to thank the Panel for the preparation, hard work and commitment of time that is accorded to this process each year.

2006 marked the closure of the first five years of Accreditation practice for the Accreditation Panel as well as the New Zealand courses of academic study in landscape architecture. This is a real achievement for all concerned.

Branch Liaison

In recent months, most Branches around the country have held their annual AGMs, with the result that new Branch officers and committees have been set in place. A warm welcome to all new office-holders, and a big thank-you to all those who have vacated positions after one or two years in office! The task of branch liaison and the building of good national and regional networks rely on the efforts of elected Branch officers and committees who generously dip into their own time to keep members informed of Institute activities. The Executive Officer, Melanie, also plays a vital role in the dispersal of information via email and in the maintenance of the web-site. Branch AGM minutes, chairperson reports and treasurer reports are attached to the AGM Annual Report as a way of reinforcing the importance of work undertaken at Branch level.

Branches vary in their member numbers and resources, and energy similarly waxes and wanes from one region to another. Geographical distances can impede wanted collegiality. Unfortunately some out-going secretaries voiced yet again their concern about Branch apathy and lack of commitment, which can be very unrewarding and frustrating for those in office. My continuing ambition is to try and offer more accessible support for Branch secretaries and chairpersons and I have found phone contact has helped make this more real.

In May last year, draft job descriptions for Branch chairperson, secretary and treasurer were drafted and sent to all Branches to aid those new to their roles. Included with these were the Operational Procedures and Policies relevant to the scope of Branch activities. Feedback has been received in relation to these and a final draft is pending. At the last Executive meeting I proposed that these be collated into a 'Branch Manual' - an initiative which has been approved by Executive.

A successful 'Exec-Branch' gathering was convened by the Canterbury-Westland Branch giving its members a chance to meet informally with Executive members (following the local November Executive meeting). This demonstrated the value of spreading Executive meetings around the main centres.

CPD Sue Dick

The Education Foundation provided a welcome lead in the CPD area nationally with its visit last year of Joan Nassauer as the 2006 Foundation scholar. Frank Boffa and Di Menzies are to be thanked for their sterling efforts in bringing these events to our regions. A big thank-you, are also due to branch committees, which worked on a local basis planning Joan's itinerary and events.

The success of this Nassauer visit left at least one Branch asking whether there were to be any more 'national' led CPD events for the 2006 year! For many the chance to go to Sydney in June, to the combined IFLA, AILA and NZILA Conference 'Time', offered a substantial opportunity to taste a rich menu of international CPD.

Meanwhile back home the idea of a CPD event which could be completed at branch level (with a national link) – the Post-Development Landscape & Visual Audit - was initiated with mixed response from Branches and members. Whilst many emails reflected people's support for the concept, time and energy seemed to be the thwarting factors.

CPD continues to be organised and attended at local Branch level with great variability around the country. The Auckland Spring Lecture series continues to draw crowds in the Auckland scene, and other regional events meet the needs of many regional members.

The Dunedin Conference in 2005, highlighted the benefits of producing Conference proceedings on CD, available at a small cost to members. Executive is looking into the potential to video future Conference proceedings to promote recording this intellectual property in a form that can be used by its members – local CPD events being one obvious such use.

Sue Dick

CIC/URBAN DESIGN, CONFERENCE LIAISON Tim Heath

Written report to be submitted

TREASURER'S REPORT AND PRESENTATION OF 2006 ACCOUNTS
2007 Budget
Grant Edge

Reports to be separately tabled

REGISTRATION REGISTRAR'S REPORT

Rachel de Lambert

Update

We have had a lesser turn out of members apply for Registration thus far in 2007, with some 46 confirmed although applications are still coming in. Final numbers in 2006 were 76, up from 69 in 2005, which was a record on the previous years.

A small number have had additional information requested and several members have been advised regarding the accurate recording of their points but still had sufficient points to meet the required standard. In particular mis-recording relates to in house presentations and public lectures being counted for 1 point not 0.5 as they should be. This is an ongoing issue which was reported last year resulting in the recommendation that the Registration Forms be altered to show "inhouse seminars" as gaining 0.5 points, creating a new 3c for this category and renaming the existing 3c Branch, Executive or IFLA Committee Participation to be 3d as follows:

Level	Description	Points Weighting per Contact Hour
3a	Reading: the substantive content of one year's issue of a relevant professional journal. The comprehensive research of a particular relevant topic or technical issue through written documents.	0.5 pts per contact hour
3b	Public Lectures: attendance at a public lecture, exhibition, Branch CPD talks by members or visiting lecturers, etc. relevant to the area of practice. (less than 2 hours)	0.5 pts per contact hour
3c	Inhouse/Short Seminars (less than 2 hours)	0.5 pts per contact hour
3d	Branch, Executive or IFLA Committee Participation: in NZILA affairs at local Branch, Executive or IFLA Committee level.	0.5 pts per contact hour

Accordingly the CPD record sheets for 2007 Registration were altered to reflect the adoption of this recommendation.

The registrar attended the February Executive meeting in Auckland for a short period to discuss Registration. As a result of this it was agreed that the NZILA (registrar with the relevant Exec portfolio holder) should in 2007 /2008 initiate a discussion with Branches about registration to investigate:

- The refinement of the categories for gaining CPD points, whether we should pursue a process of pre allocating points to courses, seminars etc as other Institutes do and also discuss the level of points attainment required to meet the status of 'registered member'.

It is noted that a similar recommendation was made last year but was not advanced the content for last year was as follows:

"CPD Points

The Registrar's AGM report further mentioned:

The key issue remains that raised in last year's report related to the 'ease' of achieving the 15 point requirement. In my opinion as Registrar I believe this is 'too low' a threshold. For most associates this level of achievement is achievable without serious concentration on CPD events or challenges and is gained within the normal daily work regime and by attending only a small selection on the events on offer (I concede this may be more achievable within the

offerings within the urban centres but it does also seem that with actions such as MFE's focus on urban issues and the Urban Design Protocol, EDS's focus on the coastal environment, and the like there are increasing opportunities for regional as well as city practitioners to pursue beneficial CPD opportunities.

Recommendation: *That the Executive considers canvassing the membership regarding changes to the Registration procedure including increasing the 'level' of achievement required above 15 points. The Registrar would suggest at least 30 points but this would need to be considered more carefully and in consultation with the membership."*

In addition the above it was agreed that the NZILA Executive would in 2007 / 8 continue its wider review of Associateship / Registered categories and the relationship between these.

IFLA DELEGATE'S REPORT

Di Lucas, NZILA delegate to IFLA

Written report not submitted

The NZILA warmly congratulates Dr Diane Menzies on her appointment as IFLA President. The NZILA is pleased to announce that Alan Titchener has been selected as the NZILA IFLA Delegate for the 2007-2009 term and sincerely thanks Di Lucas for her contribution as IFLA delegate for the preceding term.

NZILA EDUCATION FOUNDATION

Frank Boffa, Diane Menzies, Jan Woodhouse

1. Financial Position

- Current Assets

	17 August 2005	31 March 2007
WestPac Term Deposit	\$69,984.05	\$80,209.17
Current Account	\$1,519.29	\$818.41
Total	\$70,503.34	\$81,027.58

- Current Liabilities Nil Nil

2. Income and Expenditure 17 August 2005 to 31 March 2007

- Income

Joan Nassauer Sponsorship (Cash)	\$6,850.00
NZILA Conference Contributions and Branch Seminar Fees*	\$2,600.24
Members Cash Contributions	\$588.00
Interest	\$8,731.43
Total	\$18,769.67

- Expenditure

Joan Nassauer Direct Costs*	\$8,245.43
Surplus Income	\$10,524.24

Note – Over and above the \$8,245.43 in the direct costs to the NZILA Education Foundation there were costs “in kind” that individual members, NZILA Branches and supporters met. While we have no indication of the total cost of these contributions it is likely to be in the order of \$3,500 to \$4,000.

The direct costs to the NZILA Foundation for the 2005 Thayer visit were \$7,543.98 which is comparable to the 2006 direct costs associated with the Nassauer visit.

3. The 2007 NZILA Education Foundation Scholar

This year's Education Foundation Scholar will be Mario Schjetnan, Director of Grupo de Diseño Urbano. While Mario is based in Mexico he practices, lectures and teaches throughout North America and Europe.

Jan Woodhouse will be coordinating Mario's visit and will provide an update at the AGM on his proposed visit in September/October 2007. Jan will also provide background on Mario, his work and professional experience. All Branches and/or potential sponsors/supporters should liaise with Jan.

4. New Zealand Education Initiative

Given we now have 3 accredited Universities offering landscape programs in New Zealand, the Trustees consider that it would be a proactive and useful initiative to bring together invited representatives from our teaching institutions, landscape architects from various areas of practice and representatives of the NZILA (perhaps even the AILA) for an education seminar possibly in Wellington in the first half of 2008.

The purpose of this “summit” would be to exchange experiences and ideas and to look to the future with respect to landscape education, training and continuing education in New Zealand. This initiative has not yet been discussed with the Universities or the NZILA, however we consider the initiative to be a responsible and meaningful function of the NZILA Education Foundation.

Report prepared by Frank Boffa on Behalf of the NZILA

Education Foundation Trustees Jan Woodhouse, Dianne Menzies and Frank Boffa

March 31, 2007

NZILA LANDSCAPE CHARTER

Convened by Brad Coombs

See Executive Environment & Legislation Report tabled herein

HIGH COUNTRY LANDSCAPE GROUP

Anne Steven

Where is Tenure Review at Just Now?

Over the last few months tenure review has been under intense scrutiny and has received heavy media attention – Ann Brower's expose of the fundamental problems with valuation and negotiation and the lack of any voice advocating for the Crown's interest; the government's report on valuation methodology and discussion of whether landscape/amenity values should be taken into account (the

recent sale of the freehold Lake Ohau station for millions seems to clinch that concept); the PCE investigation started last year with a report due this April; and a flurry of press and TV articles this year including Campbell Live appearance and a slot on NZ Exposed.

Also apparent through the press are mounting concerns over the ability of district planning in places like the Mackenzie and Waitaki Districts to cope with the sudden relinquishing of control over development, for example concerns over inevitable lake side development for rural lifestyle around the shores of Lakes Pukaki and Tekapo (under the current regime).

This 15 year old freeholding exercise is now 'bearing fruit'. There is currently an application for consent for a golf course and resort on Glendhu Station on the shores of Lake Wanaka; and a proposal for a gondola and substantial base building development nearby at the foot of Treble Cone on former pastoral lease of Cattle Flat Station. The area around Lake Pukaki on former Rhoboro Downs land is proposed for subdivision for lifestyle lots. Bendigo continues to develop its vineyard ventures. Advances in large scale irrigation technology combined with agreements over water supply mean broadscale landscape change in the Mackenzie is threatening, as exemplified by the rapid and controversial development between Twizel and Omarama.

The issues of landscape protection in general, and protection of lake side landscapes and highway corridors in particular, remain serious key issues, concurrently with the increasing awareness of the specialness and vulnerability of our low altitude dryland landscapes such as the vast outwash plains of the Mackenzie.

The concept of using covenants (instead of unencumbered freehold) especially for landscape protection is gaining interest but the concerns related to the use of covenants remain to be addressed, and the concept of whole property covenants is still just that – a concept with its own set of unresolved issues.

In this current period of critical review, the tenure review process has slowed right up. No new proposals have been advertised since Blairich in Marlborough in spring 06. Only two properties in Otago were surveyed this summer and 7 were surveyed in the Canterbury region including 5 in the Mackenzie Basin. Since last April only 2 properties have had their proposals advertised.

Nevertheless, as of Feb 2007, 44 of the 306 pastoral leases existing in 1998 have been 'disposed' of and a further 15 have accepted the final proposal. 10 more properties have gone through since April 06. Outcomes are variable with less than 1% of lease area going to DOC on some properties to 98% of a Marlborough run going to DOC. There were 4 basin floor properties completed - on average only around 14% of these collectively went to DOC (range 6% to 24%) with much of it on the hill parts even though they had reported SIV values on the floor. So there is consistent failure to recognise basin floor values, and a disregard for landscape SIVs – a major issue that remains unresolved.

Analysis of final outcomes for a selection of these properties reveals no change in terms of landscape protection between advertised proposal and final outcome illustrating that the public submissions process is effectively being ignored and the deal is done at the preliminary stage.

HCLG activity

High country landscape group members continue to be actively involved in reviews and critique of the process. Anne, Claire, Di, Simon Swaffield and Graeme Densem met with the PCE team in September, and Di is on the PCE team. Anne has submitted her report on review of the process for Mt Burke and Glen Dene pastoral leases to Phillippa Richardson, head of the PCE team. We have prepared media releases to maintain a public awareness of the serious landscape issues. Anne continues to monitor advertised proposals and final outcomes to keep up to date, and to work with Forest and Bird in a collaborative way.

Recently the DOC has invited us to review the guidelines used by consultants for determining significant inherent values. A response from the HCLG will be submitted.

HCLG action anticipated for 2007/08 :

- Prepare a group response to the SIV guidelines
- Continue to monitor proposals and outcomes

- Inform government and officials of concerns, issues and shortcomings
- Watchdog on Mackenzie District plan review/changes
- Continue to collaborate with and support other organisations with similar concerns, for example, joint attendance at meetings with officials
- Continue to provide media releases where timely
- Advocate for a Drylands Park for the Mackenzie Basin, even a 'National Treasure' or a World Heritage Site. Suggested work we could do is:
 - Define area that should be included
 - Set out rationale for status sought – WHS criteria applied
 - Identify threats
 - Identify appropriate protection strategies
 - Advocate for DOC to put forward the Park as a nominee for WHS status (or alternative avenue if more effective)

CULTURAL HERITAGE LANDSCAPE GROUP

Rachel de Lambert, Mandy McMullin, Hugh Lusk

The move to establish a Cultural Heritage Landscape Group arose from an initiative at the NZILA Heritage Conference held in Dunedin in April 2005 where a number of NZILA members and others engaged in the area of heritage landscapes expressed an interest in forming such a group. The inaugural meeting was held in Auckland on the evening of 21st November 2005. The Group has grown and has diverse membership including landscape architects and architects. The group accepts the definitions, methodology and principles of ICOMOS (International Council on Monuments and Sites). A webpage has been established and is hosted on the NZILA website.

**DRAFT MINUTES OF NZILA'S 34th ANNUAL GENERAL MEETING
HELD AT RANGIMARIE ROOM 1, TELSTRACLEAR CENTRE, TE PAPA TONGAREWA MUSEUM
OF NEW ZEALAND, WELLINGTON
MONDAY 13 MARCH 2006**

WELCOME

Renee Lambert, President welcomed everyone to the meeting and thanked them for their attendance at the 34th NZILA AGM meeting. The meeting was declared open at 1.46pm.

1 ATTENDANCE AND APOLOGIES

1.1 Present

Renee Lambert (Chair), Mike Barthelmeh, Will Thresher, Sue Dick, Tim Heath, Grant Edge, Mike Farrow, Nicola Henderson, Jan Woodhouse, Frank Boffa, John Clemens, Heidi Monks, Paul Murphy, Steve Dunn, Cheryl Robilliard, John Hudson, Jenny Roy, Sally Peake, Ross Jackson, Neil Aitken, Mike Steven, Di Lucas, Richard Reid, Sarah Collins, Boyden Evans, Clive Anstey, Sara Gerard, Kay Bannatyne, Brad Coombs (apologies for lateness), Melanie Whittaker (minute taker)

1.2 Apologies

Wayne Rimmer, Robin Gay, Bron Bennetts, Alan Titchener, Charlie Challenger, George Malcolm, Neil Challenger, Simon Swaffield, Steve Drakeford, Julia Williams, John Goodwin, Chris Bentley, Mary Monzingo, Wendy Leitch, Tracey Ower, Tim Porteous, Stuart Houghton, Rachel de Lambert, Phil Millar, Peter Rough, Peter Kensington, Mandy McMullin, Joby Barham, Diane Menzies, David McKenzie, Sue Roff, Alan Rackham, Shannon Bray, Tim Lander, Tom Abraham, Ines Stager,

2 RECEIPT OF PROXY VOTES

Proxy votes were received from:

Mary Monzingo appointing Neil Aitken

Alan Rackham appointing Boyden Evans

Simon Swaffield appointing Mike Barthelmeh

3 MINUTES OF THE 2005 ANNUAL GENERAL MEETING

It was **MOVED** (Mike Barthelmeh/Heidi Monks) and Carried: THAT the minutes of the 2005 Annual General Meeting held in Dunedin on 28 April 2005 be accepted as a true and accurate record.

4 MATTERS ARISING FROM MINUTES

There were no matters arising from the last minutes.

5 PRESENTATION OF THE 2005 ANNUAL REPORT

The NZILA's 2005 Annual Report was tabled and noted as having been precirculated and available for download from the members only area of the website. The Annual Report included reports for each Executive Portfolio.

Presentation of Executive Members reports to the AGM

Renee Lambert advised the meeting that this year would see the introduction of each respective Executive Member's report being summarised and presented to the meeting as a brief powerpoint presentation.

5.1 PRESIDENT'S REPORT Renee Lambert presented her powerpoint presentation to the meeting.

Summarised as follows:

- In-site No 11 – electronic distribution version
- Various Media releases
- Education Foundation Visiting Scholar
- 2005 YBE Awards Success/Judging
- Landscape Charter – initial development phase initiated
- Fellow Honours; Chris Glasson, Grant Edge, Colleen Priest, Chris Bentley and Glenn Thomas (Honorary Fellow)
- New Associates
- IFLA Eastern Region Awards Success
- Heritage Working Group Initiated
- High Country Working Group Continues
- Research Innovation
- IFLA Representation
- Student Success in Ellerslie Awards
- Successful Branch Activities/Events
- AILA and NZILA Stronger Affiliations Initiated
- NZILA/AILA TIME Conference
- 2006 Pride of Place Landscape Awards – bigger and better than ever
- LNZ MOU signed and prospects for the future
- Attendance representing NZILA at the ISOLA Conference

5.2 Vice-President, Long-Term Strategy; Website Liaison - Mike Barthelmeh

Long Term Strategy

A number of issues continue to be ongoing, but other elements of the plan will be extracted from year to year, to act as a particular focus for the Institute. The four key goals that we have in place:

1. Raise awareness about the value of our important landscapes
2. Increase the number of members of NZILA, and the professional status of members
3. Raise the awareness of members of the public about the role that landscape architects perform.
4. Develop an integrated set of professional documents.

Income and Practice Survey

Progress is being made. Aware of confidentiality issues. Hope to have complete and to members by end of the year.

Website

Members are increasingly accessing the site to keep up to date with information. Job advertising on the web site is becoming one of the most useful aspects, with many members

reviewing opportunities just hours after posting. Members are reminded that their consultancy listing links to their website and all registered members can have their own web page, hosted by the NZILA site, developed for them at nominal cost if required.

5.3 Honorary Secretary, Marketing; Liaison with Professional Bodies; Student Affairs Report – Mike Farrow presented his powerpoint presentation to the meeting.

Summarised as follows:

Honorary Secretary

- Ron Flook's passing away acknowledged
- An increasing amount of applications are being received from overseas
- Formal complaints – members are reminded that it is vital that all complaints are handled in accordance with the protocols of item 3 of the NZILA Members Documentation (Articles of Constitution).
- Affiliate membership currently under review by a subcommittee of executive. A moratorium is in place for new affiliate memberships.

Marketing

- Urbis Landscapes and Landscape New Zealand continue to serve NZILA well.
- The relationship between AGM and NZILA is strong, thanks to the Editorial Committee of Renee Lambert, Jan Woodhouse, Sarah Collins and Peter Kensington.
- NZILA benefits from a full page advertisement – thanks to Jeremy Head for ongoing design input.
- An MOU between AGM and NZILA is in advanced stages of preparation and due to be ratified shortly.
- Insite has been relaunched and is now being circulated electronically under the production of Melanie Whittaker. The superb effort of Catherine Alington in voluntarily co-ordinating Insite in the past.
- Media releases. We have renewed our relationship with Word of Mouth Media (Kip Brooks).

Student Affairs

- Informal discussions and presentation to students at the 3 institutions approaching ways in which we can better support our student colleagues.
- Continue promotion and growth of student mentor programme.
- New mentor volunteers welcome.

5.4 Graduate Affairs; Documentation Practice Support - William Thresher presented his powerpoint presentation to the meeting.

Summarised as follows:

Graduate information

- Draft graduate info pack prepared
- Pack will be made available to schools for use at the end of the academic year

Graduate mentor scheme

- Graduate mentoring database established
- Ad hoc monitoring of mentoring enquiries by initial step of record keeping
- Approaches are still on a person-to-person basis, per the mentoring guidelines

Graduate Support Documentation

6 categories of practice support documentation identified for 52 documents being:

- LA/client relationship
- Contract documentation
- Contract administration – tender phase
- Contract administration – construction phase
- Office administration
- Supporting documents

20 members supplied excellent feedback on the framework and priorities for development, a further 5 documents or sub-categories being suggested. 20 draft documents have been circulated to Exec for initial feedback.

5.5 Associateship; Environment & Legislation, MfE - Brad Coombs

Associateship 9 successful candidates were welcomed as Associate members. (see also Recognition of Awards).

Sincere thanks from both the Executive and the membership go to the Associateship Panel for their continued assistance in 2005. Nicola Henderson (convenor), Jenny Moore, Ralf Kruger, Clive Anstey, John Brenkley. Chris Bentley stood aside in 2004 due to the high proportion of applicants coming from Boffa Miskell and agreed to retain a standby role, should he be required.

Environment & Legislation

Brad presented the draft New Zealand Landscape Charter to the meeting via powerpoint presentation.

The aims of the Global Landscape Charter are to promote the protection, planning and sustainable management of the world's landscapes through the adoption of national charters which recognize the diversity and values of the myriad of the world's landscapes, as well as principles and processes relevant to safeguarding landscape resources.

The Key Principles summarised were:

- Development of a clear purpose to allow adoption by associations and government
- Flexibility
- Succinct, and pragmatic
- Links international charters and conventions to apply to landscapes
- Calling for interested members to form an expert panel
- Confirmation of the process for development of the Charter

After discussion **it was moved** (Renee Lambert/Mike Barthelmeh) and Carried: THAT the process outlined be agreed and that Brad Coombs continue with Diane Menzies on progressing the Landscape Charter

5.6 Education and Accreditation; Branch Liaison; CPD – Sue Dick presented her powerpoint presentation to the meeting.

Summarised as follows:

Branch Liaison

- Sue thanked the generous commitment from Branch Executives and Committees
- A draft Branch Job Descriptions & Protocols will be finalised and distributed to branches shortly

Sue was thanked for improving Executive communication with and between the branches. An excellent idea to acknowledge Branches input and achievement by publishing the branch reports in NZILA Annual Report.

Education and Accreditation

- June 2005 – Successful Accreditation of Lincoln/Singapore BLA Programme –
- March 2006 – Recommendation that Unitec BLA course be accredited for next 5 years
- Grateful thanks to Frank Boffa and Diane Menzies assisted by Glen Thomas for their hard work

CPD

- Successful circulation of 'Expert Witness' seminar around many Branches - led by Diane Menzies
- Education Foundation Fellowship = cornerstone of our national CPD. Grateful thanks to Frank Boffa, Jan Woodhouse and Diane Menzies for their enthusiasm and organisation of itineraries
- Currently liaising over potential national CPD in area of Landscape Assessment

5.7 Conference Liaison; CIC/Urban Design - Tim Heath addressed the meeting verbally speaking to his tabled reports

Conference Liaison has not required much input for 2006 considering a joint conference in Sydney. NZILA acknowledges the AILA major organisational input.

2007 venue/theme etc to be decided shortly.

Construction Industry Council

Tim advised this is his 2nd term as representative and will be making the recommendation to Executive that the NZILA/CIC representative comes from Wellington or Auckland so meeting attendance is more economical. Tim considers it is important for the NZILA to continue its presence as CIC are producing good information and dialogue. It is important that we as professionals can talk to other professionals from other organisations.

Urban Design

MfE Protocol signatories

NZILA is a signatory to the MfE UD Protocol and did make a submission on the Draft protocol. NZILA suggested that the protocol was not written to be universally usable.

Urban Design Champions

NZILA has agreed that the exec. member responsible for the UD portfolio is nominally the 'Champion' and will focus information from MfE to members. NZILA has agreed to send local representatives to UD Champions meetings.

YBE and Open House

Both programs were run by MfE and were based on the Australian model of the previous year. Both were also heavily resourced and initiated by NZIA. NZILA contributed some funding to YBE and Renee committed significant time. Sincere thanks to Stuart Houghton who represented the Institute and provided information for dissemination to members.

Recommendation:

- 1 That NZILA, through membership and representatives, continues to be associated with all other UD groups throughout the country.

- 2 That NZILA urgently identifies what members skills are required to contribute to urban design and reviews teaching curricula and professional registration requirements to meet those needs.

6. PRESENTATION OF THE ANNUAL ACCOUNTS

Grant Edge, on behalf of the Executive Committee, presented the Treasurer's Report and Annual Accounts for 2005.

The Financial Report is divided into 3 parts.

1. The Treasurer, Grant Edge's report;
2. Accountant's report – (draft subject to auditors review);
3. 2006 Budget.

The financial accounts are managed in a Cash Manager programme, there are 4 main entities:

1. Investment – 3 accounts giving interest.
 - (a) Term deposit - \$85,000
It has been the Accountant's advice to retain the equivalent of one year's income on term deposit. Grant commented that \$85,000 on deposit, + interest is a healthy sum and that the reserve/income ratio be monitored
 - (b) Ready access - \$10,000 set aside for special projects
 - (c) Current Account
2. Operational account
3. Conference
4. Awards

Grant spoke to the tabled accounts, noting points of interest:

- increase in subscription & website adverting resulted in increased income
- website development written down as non-capital asset.
- IFLA delegate allowance \$1200
- \$5,000 increase executive budget, travel to Auckland from a diverse area
- no special projects earmarked
- \$55 Registered levy to go back in marketing to them
- branch money reallocated back to them.
- Special projects allocated \$5,000 effectively \$14,000 could be spent on special project this year
- Conference account Dunedin 2005. \$19,000 surplus \$16,000 from conference then additional from honorary function and Expert witness workshop.
- Executive to attend conference in Sydney as there is a commitment as a joint NZILA/AILA/IFLA conference to have Executive representation. All Executive paying their own conference registration fees. Executive travel to be paid and an allowance for accommodation. Not too dissimilar to normal costs. Draw down from conference account.
- Membership funds \$167,485 in 2005 as opposed to \$119,000 in 2004.
- Concern at the number of members who are paying their subscriptions late. Hope new system of paying before 31 March should help stop late payers.

It was moved (Grand Edge/Jan Woodhouse) and Carried:

THAT the Draft Annual Report be accepted subject to receipt of the Auditors Report. (Once received the Auditors Report may be adopted by the Executive and reported next year under Matters Arising).

THAT the Treasurer's Comments be received.

7. PRESENTATION OF BUDGET FOR 2006

Grant Edge presented, on behalf of the Executive Committee, the proposed budget for 2006, noting:

- The Institute growing at quite a fast rate.
- Income increased by \$25,000 for the 2005 year
- Awards and Conference treated as separate accounting areas and can fluctuate.
- Proposed 2006 income \$111,000
- Registered Members marketing allowance to be spent. Executive will seek recommendation from the Registrar.

Questions were answered from the floor.

Telephone budget reduced? Yes, spending less money on telephone due to increase in email.

Could an allocation to the Education Foundation from surplus funds be considered, especially if a good financial year? There was a concern expressed that the NZILA doesn't contribute to Education Foundation. Grant advised that 10% from the annual conference profit goes to the Education Foundation. It was queried whether there should be another allocation to Education Foundation. The meeting was advised that the Institute was subsidising the Joan Nassauer workshop being held today. It was considered that funding be reviewed on a year by year basis as opposed to setting up an automatic contribution from the NZILA.

Look at branch levies be linked to CPI? Grant may prefer for national on a CPD focus on branch events. Branches to make their CPD self funding. Concentrate on spending money on national CPD events.

The meeting was queried if prospective members aren't joining due to the level of the Institute fees? Perception by some that subscription fees are very high. Grant advised that if the Institute were to reduce fees it would only be able to do half as much.

It was moved (Grant Edge/Neil Aitken) and Carried: That the 2006 budget be approved by the membership.

That Isles be retained GE/John Hudson, unanimous

8 APPOINTMENT OF AUDITORS

It was moved (Grant Edge/John Hudson) and CARRIED: THAT Iles & Campbell be retained as NZILA's Accountants and Auditors for a further term.

9. CONFERENCE/AGM IN 2007 AND 2008

The meeting noted that it is traditional that alternative years are smaller then bigger sized conferences.

Auckland members present advised they don't think they could do a "big" conference in 2007.

A 2008 Auckland branch conference which would link with the next Awards.

It was discussed whether Landscape Assessment would be a suitable theme for next conference. Attach a good CPD to it? Even avoid conference theme but call it a landscape assessment seminar.

10.

LEGISLATION

11. REGISTRATION Rachel de Lambert (Registrar)

The Registrar's Rachel de Lambert apologies were tabled to the meeting. Her report was noted as tabled in the Annual Report.

12. RECOGNITION OF AWARDS

Congratulations were extended to the following recipients:

12.1 Fellow Membership Awards

The following members were awarded Fellowship of the NZILA. The Fellowship Award presentation will take place tomorrow night at the 2006 Pride of Place Awards.

Chris Bentley
Grant Edge
Chris Glasson
Colleen Priest

Honorary Fellow

Glenn Thomas was awarded Honorary Fellow of the NZILA and will be presented with his certificate at the joint AILA/NZILA/IFLA Conference dinner in Sydney.

The meeting acknowledged and thanked the Fellowship Panel, Ross Jackson, Neil Aitken and Jan Woodhouse.

12.5 Associateship

Ralph Johns, Jennifer Dray, Mandy McMullin, Fraser Miller, Paul Murphy, Sue Dick, Richard Jones, Kara Maresca, Chet Wah

were elected to Associateship of NZILA and presented with their Associateship certificates.

Student Tertiary Awards

12.1 NZILA Award

The recipient of this Award was Christopher Punt from Lincoln University, Canterbury.

12.2 NZILA-UNITEC Award for Excellence in Communication

The recipient of this Award was Wendy Smith from UNITEC, Auckland.

12.3 NZILA-Frank Boffa Award

The recipient of this Award was Jonathan Shao Xiong Wong from UNITEC, Auckland.

12.4 NZILA-Dr Diane Menzies Awards 2005

The recipient of this Award was Lynette Wilson from Victoria University Wellington.

13.1 REMIT

No remits were received.

14. EDUCATION FOUNDATION

Education Foundation – Frank Boffa spoke to the meeting and presented a slide presentation.

Professor Joan Nassauer is currently touring the country, and the feedback to date has been fantastic. This is another vitally important way for the profession to be recognised in a more public forum and for members to access some top quality CPD events.

The Education Foundation Trustees Frank Boffa, Jan Woodhouse and Diane Menzies were thanked for the huge amount of work and energy they put into organising such a tour. Branches were also sincerely thanked for their assistance and willingness to host a visiting scholar.

15. IFLA REPORT

The NZILA IFLA Delegate, Di Lucas spoke to her tabled report

The NZILA Executive has developed a process for the selection of entries for future IFLA awards and entries have recently been submitted for the 3rd Eastern Region Awards of Excellence, which are expected to be presented in Sydney in May.

The Eastern Region will host the World Congress, in Malaysia in 2007.

Main communication is through the Eastern Region website, for <http://www.iflaonline.org/er/>. They have added an employment section, which members can make use.

The meeting was advised to delete top paragraph from her report on page 27 as it was out of date from last year.

The meeting was advised that at the NZILA 2005 AGM a request was put to IFLA to try and get an honorarium for the IFLA President and Secretary General in recognition of the work involved within these portfolios. However when the issues was raised with IFLA it was deemed inappropriate and they didn't want to entertain it.

Di Lucas on behalf of the membership thanked Diane Menzies who finished as IFLA Secretary General at the June World Council meeting in Edinburgh. We are very indebted to her extensive and magnificent work on the world stage.

Radmilla Fingerova has succeeded Diane Menzies as Secretary General. Diane remains editor of IFLA NEWS and Chair of the IFLA Congresses committee.

It was moved (Di Lucas/Frank Boffa) and **Carried:** THAT Diane Menzies be put forward as a candidate for the role of IFLA World President with the full endorsement and support of the NZILA.

Last year China was accepted as a member of IFLA with 13,000 members. . NZILA members need to remember the IFLA Code of Ethics requires that landscape architects working in another country collaborate with local members.

A global survey of the state of the profession is currently being undertaken by James Hayter, IFLA Vice-President, Eastern Region, which will be reported to the World Council in October, and should prove very interesting.

Electronic dist for IFLA news. We have been requested by IFLA to distribute IFLA news to allied colleagues, politicians at various levels, and, to libraries and universities. Di advised she would welcome a volunteer to assist in assembling a database of contacts and information to all the libraries, decision makers etc.

The meeting thanked Di for her valued contribution as IFLA delegate.

16. HIGH COUNTRY LANDSCAPE GROUP PRESENTATION

High Country Landscape Group – convened by Anne Steven

Di Lucas reported verbally to the meeting demonstrating her report with maps showing the area of land coming under the tenure review. The group is very active and passionate about their concerns. Di formally thanked Anne Steven as convenor.

15 GENERAL BUSINESS

There was no general business.

Renee Lambert closed the meeting and thanked everyone for attending.

Meeting closed at 4.30pm

Certified as a true and accurate record:

President

Date

NZILA BRANCH COMPILED 2006 REPORTS

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SUMMARY OF BRANCH OFFICERS 2007 AGM				
BRANCH	CHAIRPERSON	SECRETARY	TREASURER	COMMITTEE
AUCKLAND	Mike Thomas	Heidi Monks	Sherry Berg	Carol Drinnan Rod Barnett Matthew Bradbury Stuart Houghton Paula Wilkinson Melissa Clarke Clint Ringrose Sally Peake Jonathan Wong Henry Crothers
	Vice-Chair: Michael Cassidy			
CNI	Fraser Miller	Fraser Scott	Kara Maresca	Brad Coombs Joby Barham
HAWKES BAY-MANAWATU	Sara Gerard	Shannon Bray	John Brenkley	
	Vice-Chair: Nicola Henderson			
WELLINGTON	Ralph Johns	Wade Robertson	Blair Hiscoke	Emma Corbett Mike Steven Alex Gardiner Lyn Wilson Boyden Evans Student reps:
NELSON	Rory Langbridge	Tom Carter	Lyn Cadenhead	
CANTY-WESTLAND	David McKenzie	Jennifer Dray	Louise Bailey	Grant Edge Stephanie Morriss Rachel Annan Sean Dixon Jo Soanes Student Rep: Shannon Davis
SOUTHLAND	Ben Espie	Tessa Bunny (recently replacing Emily Dykes)	Antony Rewcastle	
	Vice-Chair & Dunedin Liaison: Robin Duncan			

NZILA WELLINGTON BRANCH

MINUTES OF NZILA WELLINGTON BRANCH AGM MEETING HELD 5.30pm, 6 December 2006 AT THE SOUTHERN CROSS 'LOUNGE', ABEL SMITH STREET, WELLINGTON.

1 PRESENT:

Steve Dunn, John Powell, Cheryl Robilliard, Emma Corbett, Mike Steven, Thomas Abbott, Blair Hiscoke, Michael Hawes, Boyden Evans, Bron Bennetts, Kate Rusholme, Chris Punt, Angela McArthur, Katie Bailey, Megan Wraight, Yvonne Weeber, Shona McCahon, Neil Aitken, Rob Gay, Steve Drakeford, Nicky Treadwell, Hamish Putt, Lyn Wilson, Andrew Gray, Alexandra Gardiner. (Sarah Bishop and Ralph Johns later)

2 APOLOGIES

Ross Jackson, Annabel Riley, Wade Robertson, Tessa Cox, Sue Dick, Kara Berube, Clive Anstey, Tim Porteous, Richard Jones, Nicole Thompson, Kay Bannatyne, Julia Williams, Barry Chalmers, Frank Boffa, Sarah Poff.

3 CONFIRMATION OF MINUTES

MOVED that the Minutes of the 2005 AGM Minutes were confirmed to be a true and correct record. Weeber / Evans (carried)

4 CHAIRPERSON'S REPORT

Cheryl presented the chairperson's report, highlighting the key points on CPD events, Branch members' successes, proposed activities and the unexpected death of Ron Flook. In thanking the members of the committee who were standing down, Steve Dunn was presented with a book for his work over the years as treasurer and secretary.

MOVED that the report be received. Hiscoke / Dunn (carried)

5 TREASURER'S REPORT

Blair presented the treasurer's report. The accounts are well in credit. Main expenditure was in supporting CPD events and sponsorship to the Victoria students' end of year exhibition.

MOVED that the report be received. Dunn / Drakeford (carried)

6 NEW FELLOWS AND ASSOCIATE MEMBERS FOR 2006

Ralph Johns and Richard Jones who both were awarded associate membership from 2005. Those successful from this year have yet to be announced.

7 SUGGESTIONS FOR BRANCH ACTIVITIES AND 2007 CPD PROGRAMME

- Waitangi Walkabout and game of petanque.
- Speed networking – young LA's meet other young professionals
- Spring Series Talks, similar to the event held in Auckland. Megan willing to facilitate in association with Victoria University.
- Greater Wellington Council – Regional Policy Statement review
- CPD events - workshops on practical activities

Safety in the workplace

Construction Contracts Act provisions

Building Act and council consent processes update

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8 ELECTION OF BRANCH COMMITTEE

Wade Robertson, Ralph Johns, Blair Hiscoke, Emma Corbett, Mike Steven, Alex Gardiner, Lyn Wilson and Boyden Evans were all nominated.

MOVED that those nominated be elected and that the committee decide who will be office bearers. Dunn / Robilliard (carried) It was suggested that two final year students be co-opted in the New Year.

9 GENERAL BUSINESS

Branch newsletter

Megan Wraight offered to co-ordinate an email newsletter, focusing on Wellington activities.

Special thanks

Steve Drakeford moved a special vote of thanks for the work that Cheryl has done as Chair of the Branch over the past 2 years.

The meeting closed at 6.15pm.

Minutes Secretary: Steve Dunn

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WELLINGTON BRANCH CHAIRPERSON'S REPORT 2006

To the Annual General Meeting of the Wellington Branch of NZILA on Wednesday 6 December 2006.

THE YEARS CALENDAR OF ACTIVITIES

Branch committee members and roles 2006:

Cheryl Robilliard Chair
 Steve Dunn Secretary
 Blair Hiscoke Treasurer
 Yvonne Weeber
 Shona McCahon
 Wade Robertson
 Steve Drakeford
 Sarah Bishop
 Alexandra Gardiner
 Hamish Putt

Continuing Professional Development Events:

- The branch organised the workshop at Te Papa for NZILA members with 2006 Education Foundation guest lecturer Joan Nassauer and hosted a public lecture delivered by Joan, at the Civic Gallery theatre
- An insight into the diverse work of branch members at Short Presentations of Members' Recent Work with six branch members presenting, at Victoria University lecture theatre
- A well-attended workshop Applying for NZILA Associateship membership, at MWH
- An excellent joint NZILA /AILA/IFLA Eastern Region Conference in Sydney, which was well attended by NZ members including a healthy number of Wellington members
- Presentation for branch members and discussion on the WCC Biodiversity Action Plan in July.

Other events and activities:

- Presentation by Renee Lambert of a NZILA Certificate of Appreciation to Barry Chalmers and dinner
- The Great Debate and presentation of the Di Menzies Student Award at Victoria University
- In October members were invited to Victoria University School of Design to view the work of final year landscape architecture students; the branch was a sponsor of this event
- The committee continued the work responding to members' concerns about the loss of existing vegetation and trees across Wellington City. Shona has been representing us on the steering group for Wellington City's Biodiversity Action Plan and I was invited to two meetings with WCC officers. I trust the new committee will continue this work advocating for Wellington's vegetation and open space
- I met with Louise Beaumont and John Adams from the Auckland Heritage Landscape Group to talk about heritage landscape initiatives and the development of the Auckland group. Any Wellington members with an interest in heritage landscapes in Wellington please get in contact with me.

The sad news this year was the unexpected death of Ron Flook. The committee has met with WCC about planting a memorial tree, possibly in Midland Park, and will pursue this with WCC in 2007.

Branch Member Successes:

- Wellington has two new Associate members, Ralph Jones and Richard Jones
- Megan Wraight and Associates were awarded an international IFLA Merit Award for Taranaki Wharf at the May Sydney conference
- Congratulations also to the branch members who won awards in this year's NZILA Pride of Place Awards

Proposed activities for 2007:

- Speed networking – for young landscape architects bringing together young, landscape architects, planners, engineers, architects, ecologists and surveyors
 - The 2007 NZILA conference to be held in April in Napier - the theme is to be landscape assessment
 - The 2007 Education visiting scholar will be Mario Schjetnan from Mexico
 - Expert Witness, leading on from the 2005 workshop with Di Menzies and focussing on recent case and examples
 - Resource Management – Making Good Decisions
- Should any member have a suggestion for a CPD event or is interested in initiating or taking part in the organisation of an event, please contact the branch chair or secretary at any time throughout the year.

Branch Committee

I would especially like to thank all committee members for their work during the year. A number of

committee members are not re-standing for nomination. Yvonne is standing down from the committee after a number of years including two years as chair. However, she offered to continue to liaise between

the branch and MfE. Shona, Steve Drakeford and Sarah are also standing down and student representative Hamish is graduating in early 2007 and is going to Melbourne. A special thank you to Steve

Dunn who is standing down this year. As you all know, Steve is a long-standing branch committee member, was treasurer for many years and more recently branch secretary. Having been the Chair for the

past two years, I will also be standing down from the Committee. A huge thank you to these outgoing committee members.

A warm thank you to Boffa Miskell Ltd in whose office the committee holds our bi-monthly meetings. Finally, thank you to branch members who have supported the 2006 branch events and activities.

Cheryl Robilliard

Chairperson, Wellington Branch, NZILA

December 2006

WELLINGTON TREASURER'S REPORT 2006.

To the Annual General Meeting of the Wellington Branch NZILA to be held on Wednesday 5 December 2006 at The Southern Cross, Able Smith Street, Wellington.

1 This report has been prepared for the year as at 30 November 2006.

2 Funds are held in a working Cheque account and a Serious Saver accounts.

3 Costs for the Telecom Yellow Pages advert is covered by those who are listed plus a NZILA subsidy (\$120) for the 0800 listing.

4 Income over expenditure, including estimated liabilities and income, has resulted an accumulation ('profit') **of \$472.98 for the year.**

5 This is the second year that reserves have been called on to cover expenses but the Branch funds remain in a healthy position. Future events will have to be more on a cost recovery basis, if reserve monies are to be maintained.

BRANCH ACCOUNTS SUMMARY Debit Credit

TOTAL ASSETS start of 2006 \$3,575.03

Cheque account Opening balance \$1,355.47

Transactions from 9 Dec to 10 Nov. 05

Closing balance

\$3,482.47 \$4,182.70

\$2,611.97

Serious Saver Opening balance \$3,267.84

Transactions from 9 Dec 05 to 10 Nov 06 \$1804.93 \$1513.39

Closing balance **\$2976.30**

Combined balances of Cheque and Serious Saver \$5,598.27

Plus outstanding estimated income

Less outstanding liabilities (telecom yellow pages) \$1,550.26

TOTAL ASSETS End of 2006 \$4,048.01

Blair Hiscoke

Secretary / Treasurer

**NZILA CANTERBURY WESTLAND BRANCH
AGM MINUTES OF MEETING
Date: 6:30pm Wednesday 26th July, 2006**

1. Present

David McKenzie, John Marsh, Leona deRidder, Matt Lester, Tania Ruturen, Steph Morriss, John Clemens, Wayne Rimmer, Selina Karsten, Earl Bennett, Shannon David, Tracey Ower, Jennifer Dray, Lance Roozehburg, Sean Dixon, Jenny Penman, Phil Millar, Chet Wah, Jo Soanes, Meg Goddium, John Boyd, Louise Bailey, David Sissons, Rachael Annan, Grant Edge, Rob Watson

Charlie and Pat Challenger attend Earl's presentation after the AGM part of the meeting

2. Apologies

Mike Barthelmeh, Neil Challenger, Don Miskell, Ines Stager, Allan Rackham, Simon Swaffield, Di Menzies, Claire Findlay, Peter Rough.

The meeting moved that the above apologies be accepted.

Nominated – David McKenzie

Seconded – Phil Millar

3. Minutes of Last Meeting

The meeting moved that the 2005 minutes were a true and accurate record.

Nominated – David McKenzie

Seconded – Louise Bailey

4. Matters Arising

David McKenzie thanked David Sissons for his work on the committee is helping with the organisation of many CPD events. David also thanked Phil Millar for his work as Secretary of the Committee over the past 2 years.

The issue of the amount of sponsorship (\$150) allocated to Lincoln students support was raised by Jenny Penman. Louise Bailey responded that generally the committee acts to support all members CPD, rather than focusing on one particular group. However, the gift amount will be reviewed by the new committee for the coming year.

5. Report from the Chair

David McKenzie presented his report. **(attached)**

The meeting moved that the Chair's Report be accepted.

Nominated – David McKenzie

Seconded – Phil Millar

6. Treasurer's Report

Louise Bailey presented her report. **(attached)**

The meeting moved that the Treasurer's Report be accepted.

Nominated – Grant Edge

Seconded – Matt Leister

7. Subcommittee Reports

These were covered under the Chairmans Report.

8. Election of Officers

Position	Nominated	By	Seconded
Chair	David McKenzie		Matt Leister
Treasurer	Louise Bailey		Grant Edge
Secretary	Jennifer Dray		Tracey Ower
Committee	Grant Edge		Stephanie Morriss
	Stephanie Morriss		David McKenzie
	Rachel Annan		David McKenzie
	Sean Dixon		Matt Leister
	Jo Soanes		Phil Millar
Student Rep.	Shannon Davis		Stephanie Morriss
			Louise Bailey

9 General Business

None

10. Meeting Closed: 7:15pm followed by a selection of Japanese food.

Then at 7:30pm **Earl Bennett** spoke to us about his time living and working in Japan.

Earl was a visiting lecturer at ALPHA (Awaji Landscape Planning and Horticulture Academy) from September 2005 until March 2006. ALPHA is located on Awaji Island in the Inland Sea near Kobe. The academy has a postgraduate professional landscape course, horticulture courses, and an extension study program for mature students.

While there, he lived in a village in rural Japan, and made trips to Kyoto, Nara, Hiroshima, Kanazawa, and other parts of Hyogo Prefecture. He greatly enjoyed the history of Japan as well as the experience of living within the culture. He presented not only photos of temples, shrines, and gardens, but also stories and photos of daily life as the only Westerner in the village.

Phil Millar
Outgoing Secretary

CANWEST CHAIRMAN'S REPORT

Introduction

The previous year has been another busy and productive one for the branch with the main focus on organising continuing professional development, along with some social activity. The branch remains in a healthy state in terms of membership, finance and representation on the executive and we are looking forward to another big year ahead with monthly CPD events and 'tie-in' some social activity with the CPD events...

The committee met every 4-6 weeks to review progress of the various tasks. The 'tasks masters' included Louise Bailey as Treasurer, Phil Millar as Secretary, Jennifer Dray as CPD 'co-ordinator' Grant Edge as Executive 'connection' and Joby Barham as Student Rep. Support roles were played by David Sissions, Chet Wah, Stephanie Morriss, Mike Pentecost and Mike Steven. Joby resigned during the year to take up a job in Rotorua and was replaced Shannon Davis as Student Rep and Mike Steven resigned to take up a job in Wellington.

Membership

Branch membership this year was 126, down from 129 the previous year
Membership was made up of:

Registered Associates)	19 (1 of which is Life, 8 of which are Fellows, 10
------------------------	--

Life Members	3
Fellows	4
Associates	13 (1 retired)
Graduates yr 5	28 (1 retired)
Graduates yr 4	4
Graduates yr 3	6
Graduates yr 2	7
Graduates yr 1	4
Students	35
Affiliates	4
	<hr/>
	126

Promotion

a. **NZILA Website**

Our Branch Secretary – Phil Millar - has been actively using the NZILA website to list up coming CPD events and along with his many emails, generally keep in contact with branch members and the committee. Phil has been great at our branch page up to date with information on forthcoming CPD events. Chet also put together a profile on the branch committee members so you can 'put a face to a name'...

b. **Telecom Yellow Pages**

As in previous years, a branch listing has been placed in the yellow pages and involves a simple format of PO Box, phone number and referral to the NZILA website. The branch email address was set up last year to direct all correspondence to our secretary. The email address is canwest@nzila.co.nz.

c. **NZILA Education Foundation - Joan Nassauer Presentation/Montana Wednesday evening event**

Jennifer Dray was our local 'ring master' for bringing together this year's NZILA Education Foundation presentation on 1st March by Joan Iverson Nassauer, Professor of Landscape Architecture, School of Natural Resources and Environment, University of Michigan. Christchurch was the 'First Port of Call' on her speaking tour through New Zealand. Jennifer and colleagues were able to arrange Joan's presentation to take a 'slot' in the Montana Wines sponsored Wednesday evening talks at the Christchurch Art gallery. Not only did this give access to a premier venue at no cost to the Branch, it also 'exposed' Joan to a wider public audience than we might otherwise have 'captured'. The Philip Carter Family Auditorium was full to over-capacity and the gallery staff had to turn people away. I provided the introduction to Joan's presentation – "A home in the country: The cultural effects of residential sprawl" and as Simon Swaffield noted in the closing address, it was a subject of currency to us here in Canterbury...

Social

This past year we had a family Christmas picnic at Spenser Park in late November. This was reasonably well attended and the newly created 'free-form' playground was put to the test by members and their off-spring. Other social events were a barbeque at Simon Swaffield's home to welcome Joan Nassauer and her husband, a meal at the Belgian Café after Joan Nassauer's presentation and a get-together for few drinks at 'The Twisted Hop' before Christmas.

Our intent is to arrange future social events around CPD events so members can catch-up and re-cap at the end of the day...

CPD Events

Our branch continues to organise interesting and informative CPD events for members. For the events we did have this year all were well attended by branch members

The following events were held:

1. **August** **AGM and a panel presentation on “The effects of Urban Density”**
Last year's AGM was followed by a panel presentation that discussed the “Greater Christchurch Urban Development Strategy”. The panellists were Peter Beaven, architect, David Henderson, property developer, Janet Reeves, urban designer and our Grant Edge. The discussion was both informative and entertaining...
2. **November** **Expert Witness Workshop**
Di Menzies, Life member of the Institute and Environment Court Commissioner ran a very well attended training session at the Christchurch Environment Court room on 14th November. Di reinforced the need to be well prepared and professionally able when presenting to the Court and emphasised the need and benefit to be a registered landscape architect.
3. **March** **NZILA Education Foundation - Joan Nassauer Presentation**
As previously discussed...
4. **May** **Landscape Evaluation Process in UK**
Professor Carys Swanrick visiting Lincoln from University of Sheffield gave a presentation on UK landscape evaluation ‘best practice’ to a small group at the CCC Tuam Street office.
5. **April** **Pegasus new town development**
Don Miskell provided an overview of the proposed Pegasus new town development and ‘walked’ a large gathering through the expansive site model at the Pegasus Display Centre.

Future CPD events such as the Playground Design Seminar on 15th August have been ‘advertised’ on our Branch page on the NZILA website.

Along with Branch organised events we have been issuing many other CPD events run by other organisations including Christchurch City Council, NZ planning institute, Banks Peninsula Conservation

Trust, QE11 National Trust, Farm Forestry Association, Canterbury Regional Council, MFE, Landcare Research etc. Upcoming events will continue to be emailed to members and everyone is encouraged to participate in these CPD events.

Environment

- a. The Branch committee was not active on any environmental issues this past year with the expectation that members make submissions as individuals as they saw fit...
- b. **Urban Design Forum**
As with the past year, the Branch committee has not been actively involved in the Urban Design Forum as it has been left to individuals to attend.
- c. **NZ Urban Design Protocol**
The New Zealand Urban Design Protocol that was released by MFE last year has a number of members or their employers are signatories to the protocol as is the NZILA. A task for the incoming Branch committee is to nominate a member who can act as the NZILA’s local ‘design champion’. This is to assist in the Institute’s representation at local workshops and the like MFE may run.

Student Activities

- a. **October 05**

Branch members were invited to attend the 2005 exhibition of work by final year Lincoln LA students. The exhibition was run over three days and the branch supplied some sponsorship to help with costs.

b. March 06

Sharyn Ogg, on behalf of the Branch and NZILA, met with new Lincoln landscape students at their introductory lecture and informed them of the Institute and its role as a professional support network... She distributed membership forms and a number of students subsequently 'signed up'...

Chet continued to operate the student mentoring scheme but had a very limited response from students.

Joby proposed and started to arrange a series of mid week lunchtime seminars of invited speakers from Branch and other design professions talking to the students and Shannon is following up on this...

c. May 06

I represented the Institute at a morning tea at Lincoln University for graduating students and presented the NZILA 'student achievement' award to Chris Punt.

Conferences

2006 Pride of Place Landscape Awards - The NZILA Awards were held in Wellington, 13th March at Te Papa with over a 100 people in attendance and had very good media coverage. The evening also included an Honours ceremony at which the following branch members were honoured by the institute:

Grant Edge – Fellow
Chris Glasson – Fellow

2006 'TIME' Conference - The NZILA, AILA and IFLA (eastern region) held a joint conference in Sydney, which a number of Branch members attended. There has been a lot of positive feedback about the stimulating topics presented and the high quality of the speakers that presented conference is titled 'Time' and will be held in May.

2006 ICTC Conference: I attended the International Cities, Town Centres and Communities Society conference in Newcastle, NSW in early June and presented a paper on landscape architecture, asset management and projects in Western Australia.

Executive Contact

Jenny Moore and Robert Watson hosted an information session for those graduate members interested in applying for associateship in 2006. Rob has chaired the examining panel in the past and Jenny is the current convenor of the panel; both are always willing to provide graduates with a good understanding of the requirements for the portfolio and interview. We have a large number of graduate members and those members are encouraged to apply for associate membership and registration.

Peter Rough, Wayne Rimmer and Grant Edge along with Will Thresher, who has the Documentation portfolio on the Executive are now underway again, after a period of quiet, on drawing together possible standard forms of contract documentation and agreements for members

Treasurers Report

Treasurers report by Louise Bailey.

Committee Membership

I will continue in my role as Chair for another year and have the ongoing support of Louise as Treasurer and of Jennifer Dray who will be taking on the Secretary role with Phil 'retiring'...

I would like to make a special thanks to Phil Millar for his tireless commitment to the Branch and great minute taking and emailing skills; Phil has been the 'glue' that keeps us all connected...

This AGM we are looking for a number of members to help with Branch activities...

Committee make up - Call for nominations

Chair – David McKenzie

Treasurer – Louise Bailey

Secretary – Jennifer Dray

Committee – Grant Edge, Stephanie Morriss + Shannon Davis as Student Rep

Call for nominations for further committee members!!!

David McKenzie

Chair

CANTERBURY WESTLAND BRANCH STATEMENT OF FINANCIAL PERFORMANCE

FOR THE YEAR ENDED 31ST MAY **2006**

	2006	2005
NZILA Branch Capitation Levies	2317	1750
NZILA Conference		854
Interest Received WestpacTrust (Net of RWT)	<u>25</u>	<u>4</u>
	2342	2608
CPD		
Curran	225	
CPD Nassauer	393	
CPD Styx	<u>-40</u>	
CPD Events Deficit	578	896
	<u>1764</u>	<u>1712</u>
Less Expenses		
Advertising - Telecom	624	335
AGM	386	319
Presentation - Anne Steven		365
Bank Fees		3
PO Box	63	63
Social Events- Xmas Picnic	177	143
Student Exhibition	150	150
Total Expenditure	<u>1399</u>	<u>1378</u>
Surplus/Deficit For Year 31/5/06	<u>365</u>	<u>334</u>

STATEMENT OF FINANCIAL POSITION **AS AT 31ST MAY 2006**

	2006	2005
Current Assets		
WestpacTrust Cheque Account	1684	1344

WestpacTrust Investment Account	3102	3077
	4786	4421
Current Liabilities		
Net Total Assets	4786	4421
Represented by		
Opening Position	4421	4087
Surplus/Deficit For Year 31/5/06	365	334
	4786	4421
Cash		
Float	30	

L E Bailey - Treasurer
 NZILA Canterbury-Westland Branch

NZILA SOUTHERN BRANCH

Minutes of the 2007 Annual General Meeting of the Southern Branch of the NZILA held at the Dux De Lux Restaurant, 14-16 Church Street, Queenstown, Thursday 22nd February 2007 at 6:00pm.

P r e s e n t

Rhys Girvan, Ant Rewcastle, Emily Dennison, Ben Espie, Ralf Kruger, Tessa Bunny, Philip Blakely, Nigel Cowburn, Stephen Quin, Anna O'Sullivan, Marion Read, Mary Tran

A p o l o g i e s

Anne Steven, Alan Cutler, Rob Boyd, Tim Heath, Mike Moore, Rebecca Lucas, Liz Kidson, Don Barham

C h a n g e o f A d d r e s s e s

New Members – welcome

Tessa Bunny – tessa.bunny@greenbelt.co.nz

Keren Neal – keren.neal@civiccop.co.nz

Mary – mary@darbypartners.co.nz

Anna O'Sullivan – anna-b.w@paradise.net.nz

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

Minutes from 2006 AGM – read

Accepted

T r e a s u r e s R e p o r t

Ralf – will update members via email, did not have figures at hand. Advised there was approx \$3,000 in the bank

G e n e r a l M a t t e r s

NZILA Conference, Hawkes Bay: the landscape of lifestyle 12-14 April

Early bird registrations close Thursday 28th Feb

31st March standard registration

Workshop: Conference in Queenstown: 2009

Comments from members who helped with previous event in Queenstown:

- Extreme commitment required, 3 weeks full-time leading up to event.
- Lots of support initially then fell away leading up to event.
- Approx turnout 135. Had to organize travel, accommodation, meals as well as event
- Funding: extremely beneficial for branch profit approx \$12,000, institute initially provided \$5,000 towards costs, branch had to provide remainder.
- No organization from national execs.
- Those members who helped with previous events will not offer again – commitment too great.
- 3 events in 9 years for the Southern Branch is a big ask

Workshops are intended as CPD events

So far feedback from southern members has been encouraging but limited (4 replies):

- Multi-disciplinary topic
- Concern for not getting too big
- Rebecca Lucas & Brooke Mitchell have offered to help, as have Ben Espie, Ant Rewcastle and Rhys Girvan, however they have concerns regarding the expectations. They have suggested we obtain further direction from NZILA.

Questions to put to NZILA:

- Suggested themes/topics?
- Size and length of workshop?
- Purpose – national/international?

Overall consensus:

“Need further direction from NZILA before agree to hold Queenstown Workshop”

CPD Topics/Events undertaken since last AGM:

Joan Nassaur lecture 6th March 2006

Great turnout, thought provoking presentation

Lawrence event: 6th May 2006

Good turnout, great day and interesting overview of Lawrence's past and future

Thanks to Anne and Tina

Jacks Point 25th October 2006

Good turnout and interesting presentation

Thanks to Brett

This years planned events so far:

Orokonui wildlife sanctuary visit – north of Dunedin
Robin Duncan to advise details and date
Carry over last year's ideas with potential to pursue in 2007:
Vineyard (Rippon) visit
Adobe Photoshop
Robert Thayer Video – hire 'the den' at Dorothy Browns to view in winter
Joint professional dinner – to look into hiring of the Earnslaw beginning of early June – Emily to advise. Rhys/Marion/Tessa to assist.
Arboretum – Wanaka
Plant Nursery visit
Cardrona valley – discussion workshop
Garden tour – LA's recent work
Riverton fishing trip
Closeburn – Ben to look into
Associate Workshop – May, Ralf to advise
Other Matters:
Fencing waterways
Turner house on TV – LIANZ conference, committee formed to discuss.
Nigel and Ralf involvement with report – available from NZILA website
Potential problems with legislation in fencing laws
QLDC cautious when dealing with waterways – particular emphasis on depth (400mm) but Ralf and Nigel pointed out that slope/bank is more important

Executive Positions

Current Positions:

Treasurer Ralf – stepping down
Secretary Emily – stepping down
Chairperson Rhys – Alan assisting – Rhys stepping down
Vice-chairperson and Dunedin Liason Tim Heath – stepping down

Revised Positions:

Treasurer Ant Rewcastle
Secretary Tessa Bunny
Chairperson Ben Espie
Vice-chairperson and Dunedin Liason Robin Duncan

Next Meeting

May-June 2007

NZILA HAWKES BAY/MANAWATU BRANCH

AGM & General Meeting Minutes 17th January, 2007

Location: Loading Ramp, Havelock North

Present: Sara Gerard, Chair (SG), Shannon Bray, Secretary (SB)
John Brenkley, Treasurer (JB), Nicola Henderson (NH),
Edita Babos (EB), Alan Titchener (AT)

Apologies: Tom Abrahams, Tori Stableford, Alexander Rozema, John Hudson
Richard Bain, Alice Cullen, Jessica Staples, Jo Bruerton (Following Day)

Minutes of Previous AGM:

Taken as read. Moved that correct – 1. AT, 2. NH. Carried.

Matters Arising:

Wetland Project at Nicola Henderson's – cancelled last year due to poor weather. Nicola opened the invitation again for this year, and it was agreed to hold it earlier in the year.
Date set for Afternoon of Sunday 20th May.

Yellow pages advertising discussed. NH to send in invoice for this year's Hawke's Bay edition. Note also needs to go out to all branch members to inform that there is financing available from the institute for an institute advertisement (SB to arrange). NH to follow up again this year with regard to interested parties for Hawke's Bay edition.

Ocean Beach project discussed. Determined that the Council is currently looking for comments on proposed plan, but that it has yet to be opened for submissions. Agreed that no further action be taken until the Plan Change Application is notified.

Treasurers Report (attached):

John Brenkley read out his report, noting that funds were plentiful. This led to a discussion that the money should be in a high interest account. JB to investigate, discuss with SG and then arrange.

Also discussed whether there needed to be any auditing on the Treasurer, John indicated that he had asked the same question many years ago when becoming treasurer, and found out that it was not a requirement for Branch Treasurers. Auditing was catered for under the national institute.

Motion that the Treasurers Report be accepted: 1. SB, 2. SG, Carried.

Chairmans Report (attached):

Sara Gerard read out her report, thanking a number of members for their efforts through the year and also recognising Debra Stewart and Georgina Thow as new associates.

Motion that the Chairmans Report be accepted: 1. SG, 2 AT, Carried.

Election of Offices:

Chair: Nominated Sara Gerard. 1. NH, 2. AT, Carried.
Secretary: Nominated Shannon Bray. 1. AT, 2. SG, Carried.
Treasurer: Nominated John Brenkley. 1. AT, 2. NH, Carried.
Dep. Chair: Nominated Nicola Henderson, 1. AT, 2, SB, Carried.

Other Business (Incorporating General Meeting):

Complaints Committee

AT raised the question of a complaints committee, and that it had been some time since the committee was considered. Explained that it was necessary should a complaint ever be raised about one of the Branch Members (indicated that this had never happened).

Sara Gerard as Chair is required to sit on the committee, plus two others from other professions. A number of names were discussed, and then agreed that SG would pull together some names for discussion next meeting.

Design Champion

An email from Melanie Whittaker in July had asked for an 'Urban Design Champion' to be nominated from the branch. Such a person would attend urban design workshops in their branch, and be nominated to receive MfE UD newsletters.

SG nominated John Brenkley, who accepted the role. SB to notify Melanie.

Mario Schjetnan

SB indicated that next year Frank Boffa and Jan Woodhouse are arranging a visit from scholar Mario Schjetnan, and suggested the idea of hosting him in Napier. It was determined that although relatively little was known about him, this could be a good event. SB to therefore to find out more information about him (below) and consider opening up to other professions (Planners, Architects, etc). SB to follow up.

Mario Schjetnan was born in Mexico City, and studied Architecture at the National University of Mexico, UNAM (1968). He obtained a Master's Degree in Landscape Architecture with emphasis in Urban Design at the University of California, Berkeley in 1970. In 1985 he was appointed Loeb Fellow, by the GSD at Harvard University.

He is a founding partner of Grupo de Diseno Urbano (GDU), Mexico City with projects in Landscape Architecture, Architecture, and Urban Design. Schjetnan's work has been recognized by the American Society of Landscape Architects, with the President's Award of Excellent for Parque Tezozomoc; an Honor Award for Parque Historico Culhuacan and a Merit Design Award for Parque Ecologico Xochimilco, all of them in Mexico City. In 1996, Parque Ecologico Xochimilco was recognized with the distinguished Green Prize in Urban Design.

In 1998, Schjetnan was again awarded by ASLA with the President's Award for Parque El Cedazo, Aguascalientes and with the Honor Award for Club de Golf Malinalco. In 1994 and 1998 he was visiting Design Critic at the Graduate School of Design. In 1997, the National Institute of Fine Arts of Mexico held a major exhibit of Schjetnan's work at the Palace of Fine Arts in Mexico City, with the exhibit a book was published on his work.

From 1999 to 2001 he was Director and Professor in Practice of the School of Landscape Architecture of the University of Arizona, Tucson. In 2002 the book "Mario Schjetnan: TEN LANDSCAPES" was published by Rockport Press and written by John Beardsley.

In 2003 Schjetnan was invited to participate in the Design Charrette for the Ayalon Park in Tel Aviv, Israel, organized by the Beracha Foundation, Israel and the Department of Landscape Architecture, Harvard Design School. Schjetnan is presently in charge of the rehabilitation and restoration of Chapultepec Park in Mexico City.

Associate Workshop

SB indicated that there had been a request earlier in the year from Alexander Rozema with regard to an associate workshop. SB indicated that last year the CNI Branch had arranged one, which had been worth the effort to get to. NH and JB nominated themselves to attend the event, and NH would also ask JH.

It was decided that this should be opened up to the Central NI Branch, and also to Wellington (SB to send note to their secretaries).

Once initial interest was determined, a location would be arranged.

Date agreed: Thursday June 28th, 5:30pm start (location to be advised).

SB to follow up.

MfE Talk Environment Roadshow

AT and SB summarised the roadshow they attended towards the end of last year.

Conference 2007

SG informed the branch (officially) that we were hosting the 2007 NZILA Conference, and that preparations were well underway.

Conference Committee includes:

Shannon Bray
Sara Gerard
Nicola Henderson
Alan Titchener
John Hudson

Conference Date: 12th, 13th and 14th April 2007.

The Inconvenient Truth – Al Gore

SG indicated that she had seen Al Gore's movie and thought that it was worth all members of the branch seeing. She wondered whether there was anything Regional we could be doing as a profession following the concepts of the movie.

Few members have seen it, and it was therefore decided to hire the movie on DVD for our next meeting and discuss responses following that, perhaps over a Pot Luck Dinner. SG to arrange when available (note – EB has since indicated it is now available).

NZILA Hawke's Bay – Manawatu Branch 2006-2007 AGM Chairman's Report

Membership has grown this year with us welcoming 6 new members; Helen Ballinger -Taihape, Martha Dravitzki -Inglewood, Tori Stableford -Palmerston North, Megan Royal -Hastings, John Hudson- Havelock North and Edita Babos -Featherston.

Tessa Bunny has left the Wairarapa for a position with Morgan and Pollard in busy Queenstown.

The geographical range illustrates the challenge our branch has with the wide distribution and distance of our membership. With the membership and committee numbers concentrated around the H.B. region of late, much of the Branch activity has been on the east side of the Island of late. However new membership may assist in the pulling the Branch activity westwards.

It is great to see members upskilling. Congratulations to Debra Stewart and Georgina Throw who have both become Associates.

An associate workshop in Tauranga was held in June, which was most valuable for those who attended. Many thanks to Brad Coombes and Fraser Miller for the input and organisation for this event, and to Nicola Henderson for her assistance at the workshop.

Other events this year have been as following:

Ocean Beach Development Proposals: In January Hastings District Council staff provided the Branch with a presentation of the Ocean Beach charrette process. We had a good turn out of members for this. Hastings District Council Expo provided information on proposals to respond to, for which

Shannon Bray, Nicola Henderson and myself, with assistance from John Hudson and Alan Titchener, put forward Branch recommendations as comments in July. Recently development proposals have been open for submissions and the Council has invited further input from the Branch.

In April some of our members attended the Joan Nassauer seminars in Wellington and Taupo.

Alan Titchener provided us an entertaining slide show of his overseas projects and observations along with a pot-luck winter dinner.

On the 28th November the Branch was requested by Exec to host the NZILA AGM and conference on the 13-14th April in Hawke's Bay. Shannon (Convenor), Nicola Henderson, Alan Titchener, John Hudson and myself are on the organising committee with John Brenkley and Edita Babos offering their assistance. Many thanks for this voluntary work, it is most appreciated.

Shannon with his organisation skills has quickly rounded up the volunteers as a committee to get the roles, theme, venues and sponsorship sorted and in place. Shannon has offered to undertake the registration work for an agreed fee.

We look forward to hosting this event and hope most of our Branch membership will be able to attend.

This coming year the Branch will be busy with the "The Landscape of Lifestyles" Conference as well as other proposals such as Mario Schjetnan's visit, an Associate Workshop and Ocean Beach follow up.

I suggest a workshop to brain storm on the subject of "Global Warming", to discuss and address implications and opportunities (as creative problem solvers) for our profession.

I would like to thank all the local landscape architectural business who support the branch activities and in particular the 2007 conference.

I would like to thank John Brenkley for his dependable treasurer role, Nicola Henderson as vice chairperson for her support and a special thank you to Shannon as secretary. Shannon with his enthusiasm, organisation and administration skills is a great asset to the branch. He has worked well at keeping us all up to date with incoming correspondence and information.

Thank you for all those who have come along to the AGM, especially from afar and we look forward to celebrating our getting together at dinner tonight.

Enjoy and thank you
To all members I wish you a happy and prosperous 2007.

As I have had 2 years being Chairperson I would be happy to stand down.

Sara Gerard
Chairperson 2006.
Hawke's Bay Manawatu Branch

17 January 2007.

New Zealand Institute of Landscape Architects

Hawkes Bay / Manawatu Branch

Statement of Income and Expenditure for 2006 AGM

Dated 17 January 2007

Balance at 2005 AGM - 7 December 2005

\$1,473.44

Expenditure

12-Dec-05	Chq 000023	Branch (7/12/05)	Dinner	\$243.00
17-Oct-06	Chq 000024	Branch Costs	Secretarial	\$51.82
				<hr/>
				\$294.82

Income

28-Feb-06	Gross Interest	Cr		\$1.06
10-Mar-06	NZILA End of Year Branch Levy 2005			\$145.00
31-Aug-06	Gross Interest	Cr		\$1.01
19-Oct-06	NZILA Telephone Sub			\$240.00
19-Oct-06	NZILA Mid Year Branch Levy 2006			\$340.00
				<hr/>
				\$727.07

Balance at 17 January 2007**\$1,905.69**

NZILA CENTRAL NORTH ISLAND BRANCH

AGM MINUTES 2006

Venue: Phillip Henderson's Residence, Papamoa Beach Road

Date: Saturday 03 March 2007

Time: 3:00pm

Present:

Brad Coombs	Associate
Phillip Henderson	Associate
Sean Leogreen	Graduate
Fraser Miller	Associate
Richard Hart	Associate
Tim Lander	Associate
Joby Barham	Graduate

Apologies:

Melanie Cameron
Kara Maresca
Fraser Scott
Mary Monzingo
Helen Lea
Davis Cartwright
Simon Smale
Rebecca Ryder

Absent:

Bernard Brown
Thomas Abbott
Lars Brabyn
Colleen Priest
Michael Graham
Adele Wilson
Julie Parkinson
Virginia Anderson
Dave Mansergh
Louise Beaumont
Lars Brabyn
Jeff Myles
Melinda Drysdale
Dietmar Bostfleisch

Jorgon Frandsen
Bruce MacKay
Gary Marshall
Margaret McKay
Jeff Miles
Julie Parkinson
Amber Roling
Gordon Stephenson
Stefan Steyn
Margaret Trotter
Gabrielle Walton

2005 AGM Minutes

Were taken as read

Coombs/Leogreen

TREASURERS REPORT

See attached. Westpac Trust account balance.

Hart/Barham

Richard suggested that the CNI Branch investigate a savings account option, so that the Branch is obtaining interest on money sitting in the bank. Currently the Branch has funds in a non-interest bearing account; however there are no bank fees. The interest in one year may cover the purchase of a bottle of wine for a guest speaker, etc.

Kara (treasurer) to investigate setting up a savings account.

COMMITTEE MEMBERS TO REMAIN

COOMBS/LEOGREEN

Chairperson – Fraser Miller
Secretary – Fraser Scott
Treasurer – Kara Maresca

Richard suggested adding another two (informal) committee members to help organise CNI Branch events, etc. Brad and Joby are voted on to the committee by Richard and Fraser.

General Business

Fraser read out an email from Kara Maresca in regard to a potential CNI Branch workshop. The workshop is with the Waikato Biodiversity Forum, regarding their booklet on 'Restoring Waikato's Indigenous Biodiversity'. Kara believes this would be great for LA's in the Central North Island region as many people are working in the realm of ecological restoration. Kara is aiming to organise a seminar mid year to coincide with the annual CNI Branch mid winter dinner.

Everybody present at the meeting is happy with this proposal. Richard volunteered to help Kara organise the workshop/event. Richard will contact Kara regarding this.

Branch Outings

Other potential Branch outings suggested:

- Maungatautari Ecological Island visit

Meeting Closed: 4:00pm

Chairperson: Fraser Miller

Central North Island Branch
CHAIR PERSONS' 2006 - 07 REPORT

In May 2006, a group of prospective Associateship applicant's met at the new Isthmus studio in Tauranga for an Associateship workshop. The Central North Island (CNI) Branch invited Nicola Henderson (former Associateship panel chair) to talk about the Associateship requirements and answer the applicant's questions. The night was rounded off with Killkenny Irish Draught Beer and few yarns in the Crown & Badger directly below the Isthmus studio. On behalf of the attendees, I thank Nicola Henderson and the Isthmus team for putting on the workshop. Congratulations to Melanie Cameron our successful applicant from the CNI Branch!

The CNI Branch hosted the 2nd NZILA Education Foundation Scholar, Professor Joan Nassauer in March 2006. Joan presented an interesting talk in Taupo on Conservation Subdivision Design in the United States. The talk catered for both the CNI and Hawkes Bay/Manawatu Branches. On behalf of the CNI Branch I would like to thank Simon Smale for hosting Joan Nassauer for part of her stay in the Taupo / Rotorua regions.

In March 2007, a group of CNI Branch members undertook a tour of recently built landscape projects in Tauranga. The projects included Greerton Village Square, a number of children's playgrounds and the Lakes Subdivision currently under construction. After the tour, Philip Henderson hosted a superb BBQ at his house, overlooking Papamoa Beach. The AGM was held while enjoying sausages, salad and beer. A number of members had a swim and/or surf in the warm sea before heading home. I would like to thank Phil and Leigh for their kind hospitality and the use of Phil's surfboards.

On behalf of the CNI Branch thank you Kara and Fraser for supporting me, as Treasurer, and Secretary last year. I look forward to the Branch outings and workshops planned for 2007.

Fraser Miller
CNI Branch Chair

New Zealand Institute of Landscape Architects - Central North Island Branch
Income and Expenditure for Period ended 30 September 2006

Income		
Telephone Advert Subsidy	\$	805.00
Branch Fees	\$	-
Interest	\$	-
Other	\$	490.00
Total Income	\$	1,295.00

Expenditure		
Stationary	\$	-
Xmas Dinner	\$	74.50
Outings	\$	-
Other	\$	1,235.26
Total Expenditure	\$	1,309.76

Net Profit for period ended 30 September 2006		(\$14.76)
(Income - Expenditure)		

Balance Sheet as at 30 Sep 2005	\$	2,977.11
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Assets: Westpac Trust Cheque Account Funds	\$	2,977.11
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Liabilities		nil
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Net Assets	\$	2,977.11
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Chairman:
Fraser Miller

Treasurer:
Kara Maresca

New Zealand Institute of Landscape Architects - Central North Island Branch
Cash Book for Period Ended 30th September 2006

Income

Ref	Date	Details	Amount (\$)	Branch Levy	Fees(\$)	Interest(\$)	Other (\$)
		Cheque Lewis Consultancy Expert Witness workshop Taupo	20.00				20.00
91	16/03/2006	Joan Nassauer Talk	330.00				330.00
92	5/04/2006	NZILA branch levy for Dec 05	45.00	45.00			
93	5/04/2006	Johnson and Parkyn	100.00				100.00
94	5/05/2006	Taupo DC for Joan Nassauer Talk	40.00				40.00
95	13/10/2006	NZILA branch levy for Sep 06	760.00	760.00			
Total			1,295.00	805.00	0.00	0.00	490.00

Expenditure

Ref	Date	Details	Amount	Stationery	Xmas Dinner	Outings	Other
90	3/11/2005	Yellow Pages subsidy to Priest Mansergh Graham	199.46				199.46
91	2/12/2005	Xmas Dinner - Amphora	74.50		74.50		
92	3/02/2006	Yellow Pages subsidy to Priest Mansergh Graham	206.55				206.55
93	31/03/2006	Catering for Joan Nassauer Talk	175.00				175.00
94	31/03/2006	Room and Equipment Hire J Nassauer Talk	170.00				170.00
95	31/03/2006	Bayview Chateau - Nassauer accommodation	90.00				90.00
96	31/03/2006	Education Foundation Donation	100.00				100.00
97	15/06/2006	Wine for Nicola Henderson Associateship workshop	22.75				22.75
98	15/06/2006	Food for Associateship workshop	57.50				57.50
99	3/07/2006	Travel disbursement N Henderson Associate wrkshp	214.00				214.00
Total			\$ 1,309.76	\$ -	\$ 74.50	\$ -	\$ 1,235.26

Cash Book Summary

Opening Cash Book Balance as at 30th September 2005		\$2,991.87
Total Income	\$	1,295.00
Total Expenditure	\$	1,309.76
Balance	\$	2,977.11

NZILA AUCKLAND BRANCH

2007 ANNUAL GENERAL MEETING MINUTES

Date: Tuesday 13th February 2007, 6PM.

Present: Sherry Berg (SB), Rachel de Lambert (RDL), Paula Wilkinson (PW), Carol Drinnan(CD), Jan Woodhouse (JW), Stuart Houghton (SH), Peter Kensington (PK), Heidi Monks (HM), Helen Preston Jones (HPJ), Richard Reid (RR), Mike Thomas (MT), Sandy Ling (SL), Henry Crothers (HC), Chris Bentley (CB), Rod Barnett (RB), Matthew Bradbury (MB), Renee Lambert (RL), Sue Roff (SR), Jonathan Wong (JWO), Michael Cassidy (MC)

Agenda:

1. Apologies
2. Notification of other matters
3. Acceptance of 2006 minutes
4. Chairperson report
5. Treasurer report
6. Election of Committee; set date and time for first meeting

Apologies: Will Thresher, Mike Farrow, Simon Cocker, Tony Collins, Paul Murphy, Daphne Mitten, Melean Absolum, Sally Peake, John Goodwin, Chris Williams, Chris Fourie, Melissa Clark, Clynt Ringrose, Bruce McKenzie, Sarah Collins, Phill Wihongi, Sam Bourne.

Other Matters:

1. SLS (RR)
2. Conference 2008 and World Congress (RL)
3. PDLVA (HM)
4. Education Foundation (RR)

2006 Minutes:

RR moved to accept, PW seconded. No matters arising from minutes.

Chairperson's report: Mike Thomas read his report. RDL accepted, HM seconded.

Treasurer's report: Peter Kensington presented. Discussion re Education Foundation donation, policy to be checked. JW accepted, RDL seconded.

Election of 2007 Committee:

Chairperson: Mike Thomas elected unopposed.

Secretary: Heidi Monks elected unopposed.

Treasurer: RDL nominated Sherry Berg, MT seconded. Sherry Berg elected.

Vice Chairperson: Michael Cassidy

Other committee members: Carol Drinnan, Rod Barnett, Matthew Bradbury, Stuart Houghton, Paula Wilkinson, Melissa Clarke, Clint Ringrose, Sally Peake, Jonathan Wong, Henry Crothers.

First Meeting: Tuesday 13th March, 2007. Jasmax, 6pm.

Other matters:

- **Spring Lecture Series (SLS).** RR reminded members that Daltons have offered to increase their sponsorship for the Spring Lecture Series and that Stevenson Ltd may do the same. He referred members to the letter he had written in the previous Insite. Some discussion re touring the series...Committee to discuss. Need to clarify the objectives for doing this. Need to

confirm sponsorship early. RR to be invited to the first SLS meeting. RDL confirmed the Cultural Heritage Landscape Group is keen to support another evening.

- **2008 Conference.** Auckland Branch confirmed with RL that they will support this in Auckland. It will be held in conjunction with the awards. There is no theme as yet for the 2008 Conference. Hope that ongoing Australian/Australasian connection can be encouraged. Discussion re making 2008 a mini conference without awards but it was decided that we need to have awards next year. There will be support from Exec through the Treasurer. There will be a Conference organiser. RL has a proposal for an IFLA World Congress to be held in Auckland in 2113.
- **Post Development Landscape Visual Audit. (PDLVA)** Sue Dick (SD) had sent out her proposal again and is hoping for some photos to display at the Conference in Hawkes Bay. Discussion about issues involved, client confidentiality, data bases of assessments, funded research, (Lisa Rimmer to present her research, partially funded by NZILA, at Hawkes Bay Conference). JW had organised some lunch time meetings previously and she will organise an evening before the Conference. RL will take to SD the enthusiasm for her proposal but that the wording needs to be changed.
- **Education Foundation.** Mario Schjetnan is coming in September and he may be able to speak at the SLS. There is information about him on the NZILA Website and in the Insite magazine.
- **Honorarium for HM.** The issue of an honorarium was raised. HM thanks the members for recognition of the work she does, and would be happy to go shopping in a bookstore!
- **Landscape Advocacy:** RR asked PW about submissions. Discussion about how to raise landscape issues (discussed at previous AGM). NZILA Charter is currently attempting to address this partially. RL will send HM a copy of the NZILA strategy.
- RR requested that a program of events planned for the year at the first Committee meeting go out to all members.
- The members presented Renee Lambert a wedding gift and wished her all the best for the future.

First Committee meeting: Tuesday 13th March, 2007. Jasmax, 65 Upper Queen Street, 6pm

Agenda

- Event planning for year.

Meeting closed 7.45 pm.

NZILA AUCKLAND BRANCH CHAIRPERSON'S REPORT February 2007

This year has been less active for the Auckland Branch of the NZILA as in previous years. The committee has been fortunate in retaining a core group of members that are active participants and always willing to get involved in branch activities. Nevertheless we continue to be disappointed by the lack of interest displayed by senior members of the profession, particularly as Auckland has such a large membership.

Events

Spring Lecture Series

The Spring Lecture Series was our biggest event of the year again, and thanks must go to the dedicated team who made this such a success. Thanks also go to W Stevenson & Sons and Daltons Ltd. for their sponsorship. We understand that the 2006 SLS was the best attended thus far.

2 x 2

The Branch also supported several smaller events, including the popular 2 x 2 show organised by Matthew Bradbury and kindly hosted by Isthmus Group. This was well attended and should continue to appear on our calendars.

Tours

Following the success of the 2006 Pride of Place Awards, the Auckland branch organised a Friday evening walking tour and presentation of winning sites in the CBD, followed by drinks at a central wine bar. A follow up drive yourself tour was organised a few weeks later on a Saturday.

Christmas

At Christmas 2006 the branch held a social event where we encouraged students of UNITEC to come and meet branch members at a Ponsonby bar. The branch agreed to put a small price on attendance so that we could afford to upgrade the catering. The event was very well attended.

UNITEC ScALA

UNITEC ScALA has continued its landscape seminar series throughout the year and Landscape Architects have been invited to student and staff exhibitions.

IFLA

Di Menzies, the new President of IFLA, gave a talk in January 2007 to explain to all her role and what IFLA and its members are doing for the profession.

Promotion and Consultation

The Auckland Branch has not responded made any group submissions this year. It is hoped that more can be made in 2007 in order to raise the profile of the branch (and Institute), as well as extending awareness of the profession.

NZILA Auckland Branch Treasury Report

SUMMARY (1st January 2006 - 31st December 2006)

Opening Balance (brought forward) \$5,517.83

Income \$7,425.65

Expenditure \$5,922.77

Closing Balance \$7,020.71

INCOME AND EXPENDITURE

Income

From National Executive (branch levies and telecom subsidy) \$2,805.00

Interest \$28.45

Special Event (Spring Lecture Series) \$4,592.20

\$7,425.65

Expenditure

Event (AGM) \$22.20

Event (Pride of Place) \$100.00

Even (2x2) \$74.70

Event (Christmas Party) \$645.50

Special Event (Spring Lecture Series) \$4,507.62

Donation (Education Foundation) \$350.00

Telecom \$222.75

\$5,922.77

Net Profit (loss) \$1,502.88

* excludes two unrepresented cheques (SLS) totalling \$49.94

i. Sam Bourne \$34.94

ii. Jill Pierce \$15.00

Peter Kensington

13 February 2007

NZILA AUCKLAND BRANCH

2006 TREASURER'S REPORT

Special Thanks

On behalf of all branch members I want to thank Heidi Monks who took on the challenging role of secretary. Thanks also to Peter Kensington for being our treasurer. They did great work on their own time.

Thanks also to the rest of the Auckland branch committee who have given their own time freely to organise and attend a range of worthwhile events.

Mike Thomas

**NZILA NELSON/MARLBOROUGH BRANCH
MINUTES OF ANNUAL GENERAL MEETING**

14th February 2007

1. **Attended by:**
Tom Carter, Rory Langbridge, Lyn Cadenhead
2. **Apologies:**
None
3. **Previous Minutes:**
Confirmation that previous minutes were true and correct. Lyn/Rory
4. **Chairman's Report.**
The report was tabled by Tom and moved to be adopted. Lyn/Rory

Sadly in January 2006 Ron Flook died suddenly, leaving a large gap in the Nelson landscape community. His passing was felt much more widely however and he will be greatly missed.

Joan Nassuer on her national tour was successfully hosted by the branch, while in Nelson. A tour of the area was organised for Joan and her husband and the visit culminated in a very well attended public meeting in Nelson which resulted in a lot of positive feed back from the Nelson public.

The branch in Nelson is running on subsistence membership and is in a hold and monitoring phase, strategies are being looked at with the potential of new active members moving into the district.

5. **Treasurers report.**
Lyn presented the accounts for 2006 and moved they be accepted. See Attached Rory/Tom
6. **Election of Branch office bearers 2001.**

Chair: Rory (move to nominate Lyn, seconded Tom)
Treasurer: Lyn (move to nominate, Rory, seconded Tom)
Secretary: Tom (move to nominate, Rory, seconded Lyn)
7. **Correspondence:**

Incoming:
Grant Edge NZILA – All branch levies paid and up to date.- Well done!
Bank statements
8. **General**

Branch to broaden its membership base in 2007.

Meeting closed approx. 10.15 PM

**NZILA Nelson/Marlborough Branch
Treasurers Report to the 31st March 2007**

Opening Balance 31-3-2006 **\$1260.22**

Inward - NZILA branch levy	\$40.00
- Payment from NCC for J. Nassauer visit	\$250.00
- Payment from TDC for J. Nassauer visit	\$250.00
- NZILA phone subsidy & branch levy	\$185.00

TOTAL **\$725.00**

Outwards	- CPD dinner with Joan Nassauer	\$217.00
	- Trailways Accommodation Joan Nassauer	\$181.90
	- Hire of projector for Joan Nassauer's talk	\$180.00

TOTAL **\$578.90**

Closing Balance 31-3-2007 **\$1406.32**

Signed
Lynn Cadenhead
Treasurer