

2017.04.133.00

**1980**ANNUAL GENERAL MEETING OF  
THE NEW ZEALAND INSTITUTE  
OF LANDSCAPE ARCHITECTS.

### PRESIDENTIAL REVIEW 1979-80

Due to the change in Institute years from August to December we have had an unavoidably long period since the last Annual General Meeting. The extended term also means that the current Executive Committee will have held Office for a longer period than normal when elections come up later this year. In spite of this irregularity and other minor problems I am pleased to report that the change has worked smoothly and will ultimately result in the improved management of Institute affairs. Members will also recall that the longer Institute year was conveniently interrupted last May by the General Meeting in conjunction with Design Retreat. Those who were able to attend will agree that the introspective look at ourselves was both timely and successful, it has I believe, acted as an excellent precursor to this AGM and Conference.

Compared with the earlier part of the year the last few months have been dominated by a succession of stop go situations and when I was asked recently if the Institute was in good heart I found it a difficult question to answer. The reason being that having met many members around the country during the course of the year it has become obvious that the Institute has not been immune from the effects of inflation, the implications of the "energy" question and the general air of uncertainty as to what the 1980s will bring. In this vein I would be bold enough to suggest that there would be few of us who have not recently questioned his or her role in the landscape profession. While some are prepared and are able to sit tight, others see it as a time for seeking re-direction, a change of life style or as a testing period for new ventures. As can be expected it is also a time for questioning and re-evaluating Institute affairs and I have been heartened by the general air of optimism which is developing in an effort to seek new directions across the whole landscape front.

When the present Executive took up Office in August 1979 it recognised that the Institute had reached a plateau stage in its development. The testing times of initial establishment had passed and the need to consolidate was obvious. To bring this about we embarked on a house keeping exercise to tidy up the constitution, code of conduct, conditions of engagement, scale of fees, education

and so on. Executive has been grateful for the members who have responded and assisted in this task, and I would like to thank those Executive members who have been responsible for co-ordinating and finally putting together the documents for discussion today.

Now that we have reached this final stage I hope that we can proceed quickly and gain approval from membership, or if I dare use a rather worn out political cliché, you can now decide if this is the "way you want it." As important as these issues are I feel that we must if possible avoid more long rounds of unnecessary debate, at a time when our energies would be better spent on more expansive concerns. The opportunity of fine tuning can always be attended to as required and as experience suggests.

Although members will have been kept up to date on Institute Affairs via "Cuttings" I would like now to refer to several areas of involvement where the Institute has recently been active.

#### EDUCATION

This continues to be a topical issue which will benefit by the discussions at this venue. During the year Professor Rowe from Lincoln College met Executive in Wellington and a constructive liaison is developing on likely course alternatives and future needs in the profession. In accepting an invitation to attend the student Major Design Presentations in November I found this a most beneficial experience. I also made several visits to the Wellington School of Architecture for student exercises, and am aware of other colleagues who have been carrying out lectures and talks over this period, thus broadening the Education field to include community needs.

#### LEGISLATION

After a busy legislative period in 1978 the major topic which occupied the Institute in 1979 was the National Development Bill. Although our submission, like many others was not presented in person it did receive attention from the select committee. Concerned members are now urged to take the matter up on a local basis with their respective MPs while Executive will continue to keep an eye on the Central Government aspects.

#### LAND USE ADVISORY COUNCIL

The series of seminars which two have now been held are aimed at the establishment of new land use policy for the country. The profession was well represented at Dunedin and it is now important that members reactions are recorded so that we can co-ordinate Institute involvement at the policy level.

LANDSCAPE AND CUTTINGS

Our two most important communication links must continue to receive every assistance from members. Although the Editor of the Journal will report independently I feel that I must emphasise that the whole operation depends on the support members are able to give. The Journal Committee puts in considerable effort which is unfortunately not matched by members themselves. Alternatives to the Journal have been discussed from time to time and will be kept under review as appropriate.

While "Cuttings" fills a useful gap there have been comments that there should be more spontaneous reaction from members and that more Executive actions should be included.

QUEEN ELIZABETH II NATIONAL TRUST

During the year the Institute took out membership with the Trust and indications are that this body will be carrying out increasingly important work in the landscape protection field. Two Executive members Neil Aitken and Frank Boffa have been nominated as candidates for the Trust elections which will be held next month. It is intended that the Institute pursues a closer working relationship with the Trust as it establishes working criteria and formulates policy.

IFLA

From discussions at previous AGMs you will have been aware that we were becoming increasingly concerned as to the doubtful benefits of belonging to the International Federation. The relatively high costs per member and the continuous bickering and difficulties with the Grand Council was in our opinion unacceptable to say the least. However, I am now pleased to report that we seem to have moved into a new era of cooperation and concern attributable in part, to our written representation and the fact that we have had members at the last three Congresses. Di Lucas and Boyden Evans prepared a very comprehensive report on the Salvador Congress and Peter Rough acting as Delegate in Cambridge did likewise. A paper which I prepared on the Coastal landscapes of New Zealand was presented on my behalf by Peter and Alan Petrie. This year I have been invited to present a paper at Switzerland and am endeavouring to be present myself. The Congress scheduled for Australia in 1982 has particular significance for us and I anticipate that we will be able to play a role in Post Congress as well as being present in reasonable numbers.

I would like to turn now to two items which I feel have particular significance to the immediate and long term future of the Institute.

### MEMBERSHIP

Our total membership at the present time stands at 91 and of this 42 are Associates or Fellows. The balance is made up of Graduates, Affiliates and Students. Membership is remaining relatively stable but with 13 Graduates in that category an increase is expected and needed in the Associate ranks in the future. Those of you who were at the 1975/6 A.G.M. will recall the soul searching and anguish which accompanied the decision to phase out the Affiliate Category by 1982. Since that time Affiliate membership has dropped from 42 to 11. This has resulted in the loss of much valuable talent and created a feeling of despondency amongst those concerned. The efforts of several Affiliate members to establish a separate group has been abandoned due to a lack of response and interest. Executive has been well aware of the problems involved and has become increasingly concerned that a class of membership is being allowed to disappear at a time when trained individuals in the landscape fraternity needs all the support they can get. I believe that the decision made in 1976 was correct as far as our short history and knowledge of the future was concerned. However we are now faced with a situation where the whole landscape field is becoming more topical and failure of this Institute to recognise the present trends and retain an inflexible approach can only lead to disaster. The revised Constitution reinstates the Affiliate Category in a way that those with academic qualifications and/or are working in the landscape field can become affiliated members. To simply reinstate the class however is in my opinion not sufficient and we would do well to consider a committee structure or a representative on Executive to ensure an effective and viable group closely involved in Institute Affairs.

A similar situation applies to student membership. I have been concerned that most students have very little appreciation or interest in the Institute. At the same time the Institute has until now done little to encourage student participation. The Merit Award is a step in the right direction but more needs to be done. It would be possible to do something in a similar way to that proposed for the Affiliate Class by way of an Executive Rep nominated by the students themselves or to establish a liaison type person in Christchurch who would look after their interests.

### STRATEGY PLAN

The proposal to establish a strategy plan is I believe one of the most important issues to be considered for some time. In their IFLA report following the Salvador Congress Boyden Evans and Di Lucas recommended that we should consider such a plan. I see this as providing a new launching pad for the 1980's for it will help establish our new priorities and create a framework of achievable aims to be met over a period of one to five years. Executive has discussed the proposal in brief

and feel that members should now have the opportunity of commenting and making recommendations as to where you feel that we should be directing our efforts.

Other benefits are:

- It will establish a new outgoing programme capable of involving members at all levels and in all areas.
- It will partly replace the old committee structure so that specific tasks can be achieved in a more spontaneous way by a wider range of members. i.e. Local issues.
- Continuity between Presidents and Executive changes will be assured.
- It will enable Institute Objectives to be applied at a more practical way and will lead to improved policies.

Over the first year of my Presidency I have been very conscious of the fact that having arrived at a stage where much of the ground work has been done there is a very real need to establish new direction and policy. A strategy plan will provide the opportunity to explore new ideas and set new directions for the future.



Robin Gay  
President



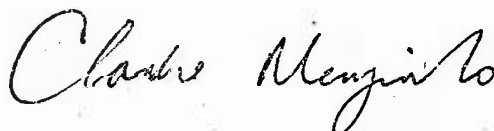
*Clarke Menzies & Co.*

Chartered Accountants

2017.04.136.00

AUDITORS' REPORTTO THE MEMBERS OFNEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS (INC.)

We have examined the attached Balance Sheet and Income and Expenditure Accounts. As most of the Institute's income cannot be verified prior to entry in the records our examination of these has been confined to testing recorded receipts to the bank account. In our opinion, subject to this limitation and as stated in Note 3 with respect to the surplus on the 1975 Conference Account not having been audited, the Balance Sheet and Income and Expenditure Accounts give respectively a true and fair view of the state of the Institute's affairs as at 31 December 1979 and of its Income and Expenditure for the 17 month period then ended.



CLARKE MENZIES &amp; CO., Chartered Accountants

WELLINGTON, N.Z.  
19 February 1980

*Clark & Menzies & Co.*

Chartered Accountants

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS (INC.)BALANCE SHEETAs at 31 December 1979

	<u>1979</u>	<u>31 July 1978</u>
<u>CURRENT ASSETS</u>		
General Bank Account	240.37	2,840.33
Conference Bank Account (Note 3)	1,112.49	-
Bank Deposit	2,250.00	-
Accounts Receivable	101.75	538.08
<u>Less</u> Subs in Advance	-	(2.90)
Advance to 1980 Conference	250.00	-
Accrued Interest	-	18.75
	<u>3,954.61</u>	<u>3,394.26</u>
<u>LESS CURRENT LIABILITIES</u>		
Accounts Payable	180.00	130.00
Total Funds Invested	<u>\$3,774.61</u>	<u>\$3,264.26</u>
 <u>REPRESENTED BY:-</u>		
<u>ACCUMULATED FUNDS</u>		
<u>General Account</u>		
Balance 31 July 1978	3,072.15	1,046.82
<u>Less</u> Excess of Expenditure over Income	602.14	(2,025.33)
Accumulated Funds 31 December 1979	<u>2,470.01</u>	<u>3,072.15</u>
<u>Conference Account (Note 3)</u>		
Balance 31 July 1978	192.11	(250.00)
<u>Plus</u> Excess of Income over Expenditure on 1979 Conference	565.62	442.11
Surplus on 1975 Open Space Conference	546.87	-
Accumulated Funds 31 December 1979	<u>1,304.60</u>	<u>192.11</u>
Total Accumulated Funds	<u>\$3,774.61</u>	<u>\$3,264.26</u>

NOTES TO THE ACCOUNTS1. Accounting Policies

The general principles recommended by the New Zealand Society of Accountants for the measurement and reporting of profits on an historical cost basis have been followed by the Institute.

2. The Institute has changed its balance date from 31 July to 31 December. As a result, the Income and Expenditure Account covers the 17 month period to 31 December 1979. Corresponding figures are for the 12 month period ended 31 July 1978.

3. The Conference Bank Account includes an amount of \$546.87 representing the surplus arising on the 1975 Open Space Conference. In accordance with a minute dated 18 August 1978 this has been brought into the conference account for the first time this year. The surplus from the 1975 Conference had previously been held in a separate bank account and has not been audited by us.



*Clarke Menzies & Co.*

Chartered Accountants

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS (INC.)CONFERENCE ACCOUNTINCOME AND EXPENDITURE ACCOUNTFor the 17 month period ended 31 December 1979

	<u>1979</u>	<u>12 months to 31 July 1978</u>
<u>INCOME</u>		
Enrolments for Conference.	1,447.50	1,465.00
Catering and Entertainment	2,405.36	-
Social Evening	-	626.00
Accommodation	631.70	304.00
Interest	-	10.41
Lands and Survey Grant	103.70	103.00
	<u>4,588.26</u>	<u>2,508.41</u>
 <u>LESS EXPENDITURE</u>		
Accommodation	633.60	-
Fabos Visit	766.46	-
Printing and Stationery	619.62	488.27
Postage	58.15	49.84
Catering and Entertainment	1,675.68	866.10
Social Evening	-	553.50
Transport	96.47	-
Sundry Expenses (including refunds)	80.66	108.59
Projector Hire	92.00	-
	<u>4,022.64</u>	<u>2,066.30</u>
 Excess of Income over Expenditure	<u>\$565.62</u>	<u>\$442.11</u>
Transferred to Accumulated Funds		



Clarke Menzies &amp; Co.

Chartered Accountants

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS (INC.)INCOME AND EXPENDITURE ACCOUNTFor the 17 month period ended 31 December 1979

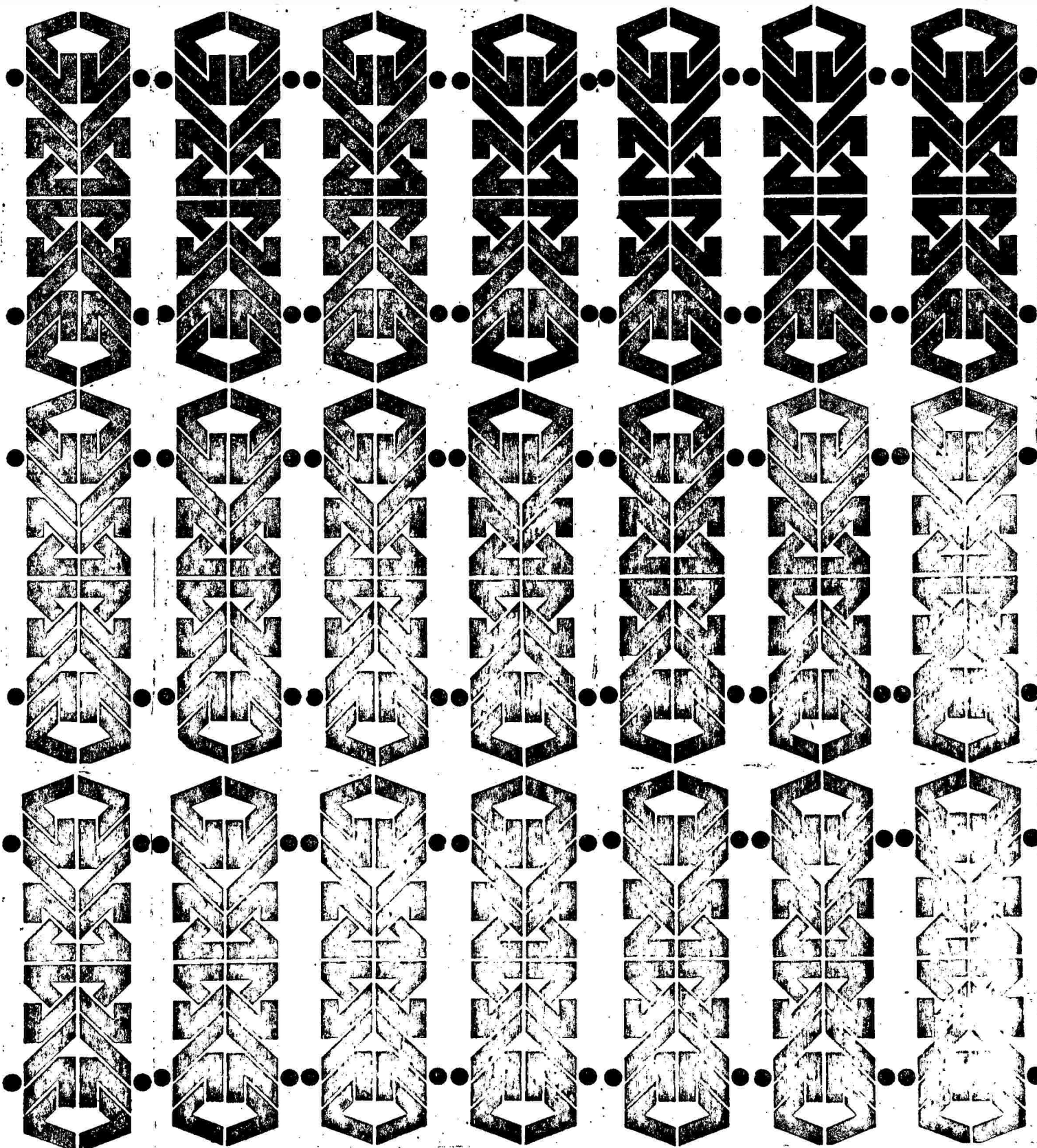
	<u>1979</u>	<u>12 Months to 31 July 1978</u>
<u>INCOME</u>		
Subscriptions	3,302.60	3,299.87
Application and Entry Fees	45.00	45.00
Donations	172.72	-
Exam Fees	245.00	165.00
Interest	121.17	35.15
1978 Annual General Meeting Fees	130.00	-
Sundry Income	65.50	10.70
Insurance Recovered on Stationery Claim	-	475.00
	<u>4,081.99</u>	<u>4,030.72</u>
<u>LESS EXPENDITURE</u>		
1978 Annual General Meeting Catering	177.52	-
Audit Fee	200.00	160.00
Exam Expenses	391.41	-
General Expenses	112.61	120.17
Institute Certificates	333.85	-
Membership Dues - I.F.L.A.	326.52	313.98
Newsletter Expenses	142.79	500.00
Postages and Stationery	279.94	548.40
Printing, Typing and Secretarial	462.51	293.84
Subscriptions and Subsidies to "Landscape" Magazine	1,490.00	-
Subscriptions Written-Off	327.98	35.00
Travel Expenses	365.00	34.00
Visit Expenses - Professor Rowe	74.00	-
	<u>4,684.13</u>	<u>2,005.39</u>
Excess of Expenditure Over Income	\$602.14	(\$2,025.33)
Transferred to Accumulated Funds		

2017.04.13 4.00

New Zealand Institute  
Landscape Architects

# Constitution

## PRELIMINARY COPY



ARTICLES OF CONSTITUTION

OF THE

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS INC.

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NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS INC.

1. INTRODUCTION

1.1 Name

The name of the Institute is the New Zealand Institute of Landscape Architects Incorporated hereinafter called "the Institute".

1.2 Objects

The objects of the Institute are:-

- (a) To promote the profession of Landscape Architecture.
- (b) To raise the character and status and to safeguard and advance the interests of the profession of Landscape Architecture.
- (c) To support the study of Landscape Architecture and the related arts and sciences.
- (d) To promote and encourage the development and management of rural and urban areas on sound principles of Landscape Architecture.
- (e) To bring matters affecting Landscape Architecture to the notice of government, other authorities and organisations in all parts of New Zealand and elsewhere.
- (f) To increase the confidence of the community in the employment of professional Landscape Architects.
- (g) To improve the general and technical knowledge of persons engaged in the profession of Landscape Architecture.
- (h) To co-operate with other institutions or associations or other bodies that have objects similar to those of this Institute.
- (i) To afford a means of adjusting professional differences and to decide all questions of ethics usage or courtesy in connection with the profession.
- (j) To promote good relationships and friendliness among the members of the Institute.
- (k) To offer, provide, sponsor or contribute towards any lecture, scholarship, prize or other award for any research, study, literary contribution or other effort in connection with any object of the Institute.

1.3 Management

The affairs of the Institute shall be managed by a body known as the Executive Committee hereinafter called "the Committee".

1.4 Headquarters

The headquarters of the Institute shall be located in Wellington.

1.5 Financial Year

The financial year of the Institute shall close on the thirty first day of December in each year.

2. MEMBERSHIP

2.1 Membership Categories

The categories of membership of the Institute shall be as follows:-

Honorary Fellows  
Fellows  
Associates  
Graduates  
Affiliates  
Students

Fellows and Associates shall be corporate members. Honorary Fellows, Graduates, Affiliates and Students shall possess all the rights and privileges of corporate members except the right to hold office or vote. A corporate member who is appointed an Honorary Fellow shall retain all rights and privileges of corporate membership.

A fellow or Associate having occasion to designate himself as belonging to the Institute shall state the grade to which he belongs according to the following abbreviated forms:-

Fellow	F.N.Z.I.L.A.
Associate	A.N.Z.I.L.A.

No other grade of member may use an abbreviated form or designation.

Only Fellows, Associates and Graduate members of the Institute may use the title Landscape Architect.

2.2 Election to Membership

The Committee shall, subject to these Articles, have authority to elect a person to any grade or membership of the Institute provided the Committee is satisfied that the candidate has the qualifications for membership of that grade as set out in Article 2.3. A person so elected shall remain a member of that grade so long as his name remains on the Register as such.

### 2.3 Qualification for Election

The qualifications for election to the various categories of membership shall be as follows:-

- (a) Honorary Fellow - A person distinguished by scientific artistic literary or other eminent attainments whose activities promote or have promoted the aims and object of the Institute.
- (b) Fellow - A person who is not less than thirty years of age and who in the opinion of the Committee should be elected to this grade. Provided that a person should not be elected to this grade of membership unless he is qualified to be elected as an Associate Member of the Institute.
- (c) Associate - A person who either -
  - (1) is not less than twenty-three years of age
  - (2) has at least two years practical experience in landscape architecture of a nature acceptable to the Committee and
  - (3) has either -
    - (i) passed the examination of the Institute or a recognised examination, or
    - (ii) been admitted to a grade of membership acceptable to the Committee of an association institute or body concerned with landscape architecture which the Committee may from time to time recognise.
  - (4) has passed an examination in professional practice after completing the period of practical experience required in (2) above.
- (d) Graduate - A person who has completed the academic requirements for corporate membership but who is still completing the professional practice requirements.
- (e) Affiliate - A person who is not less than twenty one years of age and is in the opinion of the Committee, interested and/or involved in the principles and practice of landscape architecture to the extent that such membership would be mutually beneficial.
- (f) Student - A person who is not less than eighteen years of age and is engaged in studies associated with landscape architecture approved by the Committee provided that a person shall cease to be a member of this grade if that person becomes -
  - (1) eligible for election as a Graduate or Affiliate member of the Institute, or
  - (2) at the expiration of seven years from the date of election as a Student, or
  - (3) is engaged in full time employment.



#### 2.4 Proposals for Admission and Transfer

A proposal for admission or transfer from one grade into another shall be in accordance with a prescribed form in which over the candidate's signature the name and experience of the candidate, age, postal address and qualifications shall be distinctly stated and which shall contain an undertaking by the candidate if and when elected or transferred to abide by the Rules of the Institute.\* A proposal for admission or transfer shall be signed by a proposer and a seconder who shall both be corporate members. A corporate member signing a proposal must certify personal knowledge of the candidate and full conviction of the candidate's suitability for admission or transfer to the category specified on the proposal.

#### 2.5 Consideration of Proposals

A proposal for admission as a member of the Institute or for transfer of grade of membership shall be sent in the first instance to the Secretary. The suitability of a candidate for admission or for transfer shall be determined by the Committee.

#### 2.6 Unsuccessful Applications

Following the rejection of an application the candidate concerned shall be notified but need not be furnished with any reason for the rejection. A further application for admission by the unsuccessful candidate shall not be considered or dealt with within one year from the date of such notification unless the Committee considers that there is any special reason for considering it earlier.

#### 2.7 Registration Upon Election or Transfer

When a candidate has been elected or transferred he shall be notified according to the form prescribed and his name shall be enrolled on the Register of the Institute upon payment of the entrance or transfer fee (if any) and the annual subscription for the current year (or the increase thereof in the case of transfer) within two months after the date of his election or transfer which otherwise shall become void but the Committee may in particular cases extend the time.

#### 2.8 Register of Membership

The Secretary shall keep a register of all members in which will be recorded such particulars as the Committee may subject to this Article from time to time prescribe. No name or designation of membership shall be entered in the Register or changed save on the authority of a resolution of the Committee recorded in the minute books nor shall any name be removed from the Register except under the provisions of these Articles or in the event of the resignation or decease of a member. Every member shall furnish the Committee with all required information to enable it to compile a record of his qualifications and place of residence and business and any alteration thereto.

## 2.9 Certificate of Membership

Every corporate member shall be entitled to an appropriate certificate of membership but all certificates issued shall be the property of the Institute and must be returned by any person who has resigned or whose name has been removed from the Register upon receipt of notice requiring him/her so to do.

## 2.10 Fees and Subscriptions

- (a) The amount of fees and annual subscriptions for the various grades of members shall be such as are recommended by the Committee and are approved from time to time by the members voting at a General Meeting.
- (b) The first annual subscription shall become due and payable on admissions to membership and thereafter the annual subscription shall become due and payable on the 1 January in each year. If a person is elected to membership after the expiry of the first quarter of the financial year the first annual subscription shall be computed in quarterly instalments and the person shall be liable only for those quarters of the annual subscription which remain in the year.
- (c) Where any member is elected to a higher grade of membership after the expiry of the first quarter of the financial year the additional subscription due shall be computed in quarterly instalments and the member shall be liable for subscription due on those quarters which remain in the year.
- (d) Fees or subscriptions shall not be payable by any person who is an Honorary Member.
- (e) The Committee may exempt any member in whole or part from the payment of fees or subscriptions which but for such exemption would be payable by such member.

## 2.11 Arrears

- (a) Any person whose annual subscription remains unpaid after the expiration of six months from the date on which it becomes due and payable shall be an unfinancial member and shall not be entitled to receive any publication or ballot list of the Institute or be entitled to vote at any meeting of members of the Institute or to be elected or appointed to any office in the Institute.

- (b) A person whose annual subscription remains unpaid after the expiration of nine months from the date on which it becomes due and payable shall be notified by the Secretary of this fact. If after three months from the sending of this notification his/her subscription remains unpaid the Committee may remove his/her name from the Register.
- (c) The Committee may if it thinks fit reinstate on such conditions as it may determine a person whose name has been removed from the register under paragraph (b) of this Article and may in special circumstances exempt him/her from the payment of an entrance fee.

#### 2.12 Resignation

- (a) A member of any grade may by giving notice in writing to the Secretary resign his/her membership of the Institute and his/her name shall be removed from the Register as from the date on which his/her resignation is received.
- (b) Notwithstanding that a person has resigned his/her membership under paragraph (a) of this Article he/she shall continue liable for any annual subscription and all arrears due and unpaid at the date his/her resignation was received.
- (c) A member who has resigned from the Institute and was of good financial standing at that time may at any time in the future request re-admission to his/her former class of membership without further payment of an entrance fee.

#### 2.13 Suspension or Expulsion

- (a) Subject to compliance with this Article the Committee shall have power to suspend for such period as it thinks fit or expel any member who in the opinion of the Committee
  - (1) has failed to observe the requirements of the Rules of the Institute.
  - (2) has failed to observe a high and honourable standard of professional conduct.
  - (3) has conducted himself/herself in a manner which is likely to bring the Institute into disrepute or to lessen the confidence of the public in the Institute or in the profession, or
  - (4) has failed to observe the code of conduct established by the Institute.

- (j) Where action under paragraph (b) of this Article is taken in respect of a complaint against a member of the Committee such person shall forthwith cease to act as a member of the Committee. If under paragraph (f) of this Article the Committee resolves that the member should not be suspended or expelled as a member of the Institute the member shall continue to act as a member of the Committee unless the Committee resolves otherwise.
- (k) If the Committee in accordance with paragraph (f) of this Article resolves that a member be expelled such member may within seven days of notification to him/her of such resolution give notice that he/she desires to appeal at a General Meeting of the Institute. The Committee shall on receipt of such notice call a General Meeting of the Institute for the purpose of hearing such appeal to take place within three calendar months after the date of the resolution for expulsion. If the General Meeting by a simple majority of those present and voting resolves that the expulsion be quashed then the expulsion shall thereupon be quashed and the member shall be deemed never to have been expelled but otherwise the expulsion shall remain in full force and effect.

### 3. MANAGEMENT

#### 3.1 Executive Committee

The affairs of the Institute shall be managed by the Executive Committee.

- (a) The Executive Committee shall consist of seven Corporate members.
- (b) A person shall not be eligible for election to the Committee if he/she is not a financial corporate member of the Institute.
- (c) Subject to the Rules of the Institute the members of the Committee shall hold their places as from the date of the annual general meeting immediately following their election until the date of the second annual general meeting thereafter.
- (d) The election of Committee members shall be by postal ballot of Corporate members of the Institute conducted not more than ninety days or less than twenty eight days before each alternate annual general meeting.
- (e) The Committee shall cause the result of an election held pursuant to the provisions of this Article to be declared and members to be notified of the names of the candidates elected not less than twenty one days before the date of the next annual general meeting following the election.
- (f) Subject to the Rules of the Institute the Committee may make regulations dealing with all matters and things which in its opinion are necessary and expedient to be dealt with in connection with the conduct of a postal ballot pursuant to this Article including the nomination of candidates, the declaration and notification of the results of an election, the names of the candidates elected and the method of determining which candidate or candidates shall be elected in the event of an equal number of votes being received by two or more candidates.

- (b) Any complaint that a member has been guilty of conduct making him/her liable to suspension or expulsion under paragraph (a) of this Article may be investigated by the Committee or by a sub-committee appointed by the Committee for that purpose.
- (c) The Committee or the sub-committee appointed by it as aforesaid shall cause the Secretary to give to the member in respect of whom the complaint has been received particulars in writing of the improper conduct or breach of the Rules of the Institute or the code of conduct alleged against such member and such member shall within such time as shall be limited in such notice being not less than fourteen days after service of such notice upon him furnish to the Secretary in writing a full explanation and answer to such allegation.
- (d) If the member shall duly furnish such explanation and answer as aforesaid the Committee or the sub-committee as the case may be after giving such member an opportunity to be heard in his own defence shall determine with all convenient speed whether the member is in fact liable to suspension or expulsion under paragraph (a) of this Article and if the matter is heard and determined by a sub-committee such sub-committee shall forthwith report its determination in writing to the Committee which may either confirm or reject such determination.
- (e) If such member shall fail to furnish an explanation and answer within the time hereinbefore provided any sub-committee appointed as aforesaid to investigate the complaint shall report to the Committee the failure by the member to furnish such explanation and answer, the Committee after giving such member an opportunity to be heard in his/her own defence shall proceed to determine whether the member is liable to suspension or expulsion under paragraph (a) of this Article.
- (f) If the Committee determines in accordance with paragraph (d) or paragraph (e) of this Article that a member is liable to suspension or expulsion under paragraph (a) of this Article the Committee may either resolve that although such allegation has been proved the matter is not sufficiently serious to warrant the suspension or expulsion of the member or may by a two-thirds majority of the members of the Committee present and voting at the meeting resolve that such a member be suspended from the rights and privileges or membership of the Institute for such period as the Committee in such resolution shall determine or that the member be expelled from the Institute.
- (g) Any member suspended in accordance with this Article shall have no right to vote at any meeting or to hold any office in the Institute or to have or exercise any of the other rights or privileges of membership during the period of his/her suspension.
- (h) Any member expelled from the Institute in accordance with this Article shall cease to be a member of the Institute.
- (i) The Secretary shall forthwith give to any member suspended or expelled in accordance with this Article notice in writing of such suspension or expulsion.

- (g) The election of a member of the committee shall not be affected by reason of -
  - (1) the accidental omission to send a ballot paper to or the non-receipt of a ballot paper by any member entitled to receive a ballot paper.
  - (2) the number of candidates for election being less than the number specified in paragraph (a) of this Article.
- (h) A member of the Committee who may be unable to attend a Committee meeting shall have the power to appoint a corporate member of the Institute to act as his/her substitute for that meeting.
- (i) A member of the Committee shall upon the expiration of his/her term be eligible for further election.

### 3.2 Office Bearers

- (a) The office bearers of the Institute shall be the President, vice-President, the Secretary and the Treasurer.
- (b) The Committee shall at its first meeting following the election of members of the Committee elect the office bearers from among its members.
- (c) Subject to the Rules of the Institute the office bearers hold their offices as from the date of their election until the date of the Annual General Meeting immediately following the next Committee election.
- (d) An office bearer shall cease to hold his/her office if he/she ceases to be a member of the Committee or by notice in writing to the Committee resigns as office bearer while remaining a member of the Committee.
- (e) In the event of an office bearer ceasing to hold office by virtue of paragraph (d) of this Article the Committee may elect a member of the Committee to the vacancy and the person so elected shall, subject to the Rules of the Institute, hold office for the residue of his/her predecessor's term.

### 3.3 Meetings of the Committee

- (a) The first meeting of the Committee following an election shall be held within ninety days of the date of election and thereafter the Committee shall meet at intervals not exceeding four months from the date of the previous meeting.
- (b) The President or Vice President upon the authority of the President may convene meetings of the Committee.
- (c) The President of the outgoing Committee or vice-President of the outgoing Committee upon the authority of the President shall convene the first meeting of the Committee following an election of members of the Committee.
- (d) The Committee shall at the first meeting of the Committee following an election of members of the Committee elect one of its members to be Chairperson of the meeting until such time as it elects a President.

- (e) The President may appoint a member of the Committee to act as a Chairperson at any meeting of the Committee.
- (f) Subject to paragraphs (d) and (e) of this Article the President shall preside at all meetings of the Committee at which he/she is present. In his/her absence the Vice-President the Committee may elect one of its members to be Chairperson.
- (g) The Committee may resolve any matter by a majority of members voting.
- (h) The quorum of the Committee shall be five members. For the purpose of this Article a substitute of not more than one member shall be deemed to be a member of the Committee.
- (i) The Chairperson at a meeting of the Committee may exercise a deliberative vote and in the event of an equality of votes he/she may exercise a casting vote.

#### 3.4 Casual Vacancies on the Committee

- (a) A member of the Committee shall vacate his/her place on the Committee if he/she:
  - (1) dies; or
  - (2) declines to act; or
  - (3) becomes bankrupt or compounds with his/her creditors; or
  - (4) becomes mentally defective; or
  - (5) ceases to be a corporate member of the Institute; or
  - (6) has his/her membership suspended under these Articles; or
  - (7) Absents himself/herself from three consecutive meetings of the Committee without leave of absence from the Committee and the Committee so resolves; or
  - (8) by notice in writing to the Committee he/she resigns his/her office; or
  - (9) becomes an unfinancial member within the meaning of Articles 2.13.

See (b) of this article after article 5.14

#### 3.5 Other Officers

The Committee may appoint a publicity officer and may appoint such other officers as it may deem fit.

#### 3.6 Delegation

- (a) The Committee may in relation to any matter or class of matters or in relation to any activity or function of the Institute by resolution delegate all or any of its powers or functions under this Constitution (except this power of delegation) to any member of the Committee, to a sub-committee consisting of members of the Committee with or without other persons, or to any officer of the Institute.



(b) Every delegation under this Article shall be revocable by resolution of the Committee and no delegation shall prevent the exercise of any power or function by the Committee.

(c) The President shall be "ex-officio" a member of all sub-committees.

### 3.7 Replacement of Office Bearers and Officers

The Committee may at any time authorise any office bearer, officer, other person or sub-committee to perform any acts or functions which in these Articles may be prescribed to be performed by any other office bearer, officer, other person or sub-committee whenever by reason of death, absence, disability or other cause sufficient ground therefore shall be apparent to the Committee.

### 3.8 Unconstitutional Acts by Committees or Office Bearers

The Committee shall investigate any alleged or apparent irregularity or unconstitutional act of any sub-committee or office bearer coming within its knowledge and if it thinks fit shall call upon that sub-committee or office bearer for an explanation thereof. If the explanation be deemed unsatisfactory the Committee shall enquire further into the matter and if satisfied that a breach has been committed it may -

(a) Forthwith dissolve such sub-Committee or remove from office such office bearer and appoint another sub-Committee or office bearer to carry out the duties for the unexpired term of office, or

(b) Notify the offending sub-Committee or office bearer that it is satisfied that a breach has been committed and require compliance with the Rules of the Institute.

## 4. MEETINGS

### 4.1 Annual General Meeting

A General Meeting to be called the Annual General Meeting of the Institute shall be held once in each calendar year at such time and place as the Committee may determine. The business of the Annual General Meeting shall include the presentation of the audited financial statements of account, the report of the Committee of the transactions of the past year, the installation of the President Elect (every other year), the election of an auditor and such other business as is placed on the agenda by the Committee in accordance with Article 26 or pursuant to notice in writing by at least five corporate members addressed to the Secretary and received at least twenty eight days before the date fixed for the meeting.

### 4.2 Extraordinary General Meeting

All other General Meetings shall be called Extraordinary General Meetings. The Committee may convene a General Meeting whenever it thinks fit and shall do so forthwith upon the requisition in writing of any seven corporate members stating the purpose for which the meeting is required.

#### 4.3 Notice of General Meetings

The Committee shall, not less than twenty one days nor more than forty two days before any General Meeting, send to the members a notice setting out the date, place and hour of meeting and the business to be considered thereat but the non-receipt of such notice by any member or the accidental omission to give notice to any member shall not invalidate the proceedings of the meeting.

#### 4.4 Notice of Business

The Committee shall determine and include in the notice convening any General Meeting the business to be considered at that meeting.

#### 4.5 Chairperson

The President shall preside at any General Meeting at which he/she is present. In his/her absence the Vice-President shall preside. In the absence of both these office bearers the corporate members shall elect one of their number to be Chairperson.

#### 4.6 Quorum

- (a) No business shall be transacted at any General Meeting unless a quorum of members is present at the time when the meeting proceeds to business. Six corporate members shall constitute a quorum at a General Meeting of the Institute. For the purposes of the Article "corporate member" includes a person attending as a proxy provided he/she is himself a corporate member.
- (b) In the absence of a quorum the meeting shall be adjourned to such time and place as the corporate members present shall determine.

#### 4.7 Voting at General Meeting

- (a) Any motion of amendment proposed and seconded at a General Meeting not being a motion involving any addition alteration or amendment to these Articles shall be put by the chairperson and decided by a majority of the corporate members present on a show of hands unless a poll is demanded in the manner hereinafter provided and a declaration by the Committee that a motion has been carried or carried by a particular majority or lost or not carried by a particular majority and an entry to that effect in the minutes of proceedings of the Institute shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against such motion.
- (b) A motion if carried shall be a resolution of the Institute in General Meeting unless a postal vote be demanded.
- (c) At any General Meeting a poll may be demanded before or upon the declaration of the result of a show of hands by three corporate members present at the meeting in person or by proxy and such poll shall be taken in such manner and at such time as the Chairman shall direct and the result of such poll shall be deemed to be the resolution of the Institute in such meeting.

- (d) On a show of hands every corporate member present in person shall have one vote. On a poll every corporate member present in person or by proxy shall have one vote. No person shall be appointed a proxy who is not himself/herself a corporate member of the Institute and entitled to be present and vote in his/her own right at the meeting.

#### 4.8 Chairpersons Second or Casting Vote

In the case of a vote by show of hands or on a poll the Chairperson of the meeting shall in the event of an equality of votes have a second or casting vote.

#### 4.9 Demand for a Postal Vote

- (a) At any time before the conclusion or adjournment of a General Meeting any five corporate members present may demand a postal vote on any motion not being a motion for the appointment of a Chairperson or scrutineers or for the adjournment of the meeting which has been put to the meeting.
- (b) The demand for a postal vote shall not prevent the continuance of the meeting.
- (c) A demand for a postal vote may be withdrawn.

#### 4.10 Postal Votes

The Committee may at any time take a postal vote on matters relating to the affairs of the Institute.

#### 4.11 Result of Postal Vote

The General Meeting at which a postal vote is demanded (and not withdrawn) shall appoint two scrutineers one at least of whom shall be a member of the Committee who shall open the voting papers count the votes and report in writing to the Committee the result of the voting which shall be deemed to be a resolution of the Institute in General Meeting.

#### 4.12 Procedure for a Postal Vote

A postal vote shall be taken by sending a copy of the proposed resolution or resolutions and a voting paper to each corporate member by post. In the case of a postal vote demanded at a General Meeting the voting paper shall be sent within fourteen days after such a meeting and be returnable not later than thirty days after the meeting. The non-receipt of a voting paper by any member or the accidental omission to send one to any member shall not invalidate any resolution by the Institute.

#### 4.13 Instrument Appointing a Proxy

- (a) The instrument appointing a proxy whether for a specified meeting or otherwise shall be in writing under the hand of the appointer and shall be as nearly as circumstances will admit in the following form or to the following effect:

### 5.3 Annual Audit of the Accounts

Once at least in every year the accounts of the Institute shall be audited by a qualified auditor or auditors elected or appointed by the Institute.

### 5.4 Inspection of Accounts, Documents and Books

The Committee shall from time to time determine at what times and places and under what conditions and regulations the accounts documents and books of the Institute or any of them shall be open to the inspection of the Secretary or members of the Institute.

### 5.5 Powers

The Institute shall have the power to do all things that may be incidental or conducive to the attainment of the objects of the Institute and in particular to -

- (a) Purchase, take on lease, acquire and receive any real and personal property and sell, transfer, demise and otherwise deal with any real or personal property of the Institute;
- (b) Raise and borrow money and secure the repayment of money raised or borrowed, or the payment of any debt or liability of the Institute by any lawful means, including mortgage charge or debenture upon or over all or any of the real or personal property of the Institute;
- (c) Lend or invest any monies of the Institute upon such terms and in such manner as it thinks fit;
- (d) Undertake and execute any trusts within the objects of the Institute and accept any gift, endowment, or for the purpose of any specific charitable objects of the Institute and to carry out any such trust attached to any gift;
- (e) Draw, make accept, endorse, discount, execute and issue promissory notes, bills of exchange, warrants and other negotiable instruments;
- (f) Appoint, employ, remove or suspend clerks, servants and persons whose service may be deemed necessary or desirable for the purpose of the operations of the Institute;
- (g) Generally to do all such acts, matters and things and to enter into and make such agreements as are incidental or conducive to the attainment of any of the objects of the Institute;
- (h) Appoint a patron of the Institute.

5.6 Property

The income and property of the Institute shall be applied solely to promoting and carrying out the objects of the Institute. The Institute shall not carry on any trade or business or engage in any transaction with a view to the pecuniary gain or profit of the members thereof. No part of the income or property of the Institute shall be paid or transferred by way of dividend or bonus or otherwise howsoever, by way of profit to the members of the Institute.

5.7 Institute Logo

The logo of the Institute shall not be affixed to any document or instrument except on or by the authority of the Committee or the President.

5.8 Privileged Communications

All communications, correspondence, reports, minutes and other papers and documents relative to the admission or advancement of members including the reports of an examining committee or to the suspension or forfeiture of membership of any member or to other proceedings under Article 2.11 shall be privileged and confidential.

5.9 Serving of Notices

A notice to be given under these Articles may be served personally or by despatch through the post in a prepaid letter addressed to the person concerned at his/her address as entered in the Register or at his/her last known business address or place of abode.

5.10 Notices by Post

A notice if served by post shall be deemed to have been served at the time when the envelope or wrapper containing it would be delivered in the ordinary course of post and in proving such service it shall be sufficient to prove that the envelope or wrapper containing the notice was properly addressed and posted in the normal manner.

5.11 Indemnity of Office Bearers and Others

No member of the Committee, office bearer, auditor, secretary or other officer of the Institute shall be liable for the acts, receipts, neglects or defaults of any other member office bearer or sub-committee or for joining in any receipt or other note for conformity or for any loss or happening to the Institute through the insufficiency or deficiency of title to any property acquired by or on behalf of any security in or upon which any of the monies of the Institute shall be invested or for any loss or damage arising from the bankruptcy insolvency or tortious act of any persons with whom any monies securities or effects shall be deposited or for any loss or error of judgement omission, default or oversight on his/her own part or for any other loss, damage or misfortune whatever which shall happen in relation to the execution of the duties of his/her office or in relation thereto unless the same happen through his/her own wilful default or neglect.

#### 5.12 Winding Up

If upon the winding up or dissolution of the Institute there remains after satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the Institute but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Institute and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Institute.

#### 5.13 Alteration and Additions

- (a) These Articles may be altered, added to, rescinded or otherwise amended by a resolution passed by a three/fifths majority of those members present personally or by proxy at a General Meeting.
- (b) Every such notice shall set forth the purpose of the proposed alteration, addition, rescision or other amendment.
- (c) Duplicate copies of every such alteration, addition, rescision or amendment shall forthwith be delivered to the Registrar in accordance with the requirements of the Incorporated Societies Act 1908.

#### 5.14 Interpretation

Any question relating to the interpretation of these Articles hereunder shall be settled by the Committee whose decision shall be final.

- 3.4 (b) In the event of a vacancy in the place of a member of the Committee by virtue of paragraph (a) of this Article, the Committee may appoint a corporate member to be a member of the Committee and the member so appointed shall hold his/her place, subject to paragraph (a) of this Article, for the residue of his/her predecessor's term.

2017.04.28.00

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS INC.1980 ANNUAL GENERAL MEETINGAdditions and Amendments to Draft Constitution1.3 Management

Subject to the will of the Institute expressed at a General Meeting, the affairs of the Institute shall be managed by a body known as the Executive Committee hereinafter called "the Committee".

2. MEMBERSHIP2.1 Membership Categories

Only Fellows and Associates shall be "corporate members", and shall have the full powers and privileges of membership. (The last sentence of that paragraph is to be deleted in its entirety).

A Fellow or Associate having occasion to designate himself/herself as belonging to the Institute shall state the grade to which he/she belongs according to the following abbreviated forms:

3. MANAGEMENT3.1 Executive Committee

Subject to the will of the Institute expressed at a General Meeting, the affairs of the Institute shall be managed by the Executive Committee.

4. MEETINGS4.1 Annual General Meeting

Correction: line 8 of that article should read "Article 4.3", not "Article 26".

4.2 Extraordinary General Meeting

Correction: the word "Extraordinary" to be "Special" - and the same correction in line 1 of that article.

5. CONDUCT5.7 Institute Logo

Correction: this is to read "Institute Seal".

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

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5.13 Alteration and Additions

- (a) These Articles may be altered, added to, rescinded or otherwise amended by a resolution passed by a three/fifths majority of those members present personally or by proxy at a General Meeting of which notice has been given pursuant to Article 4.3.
- (b) Every such notice shall set forth the intent and wording of the proposal, alteration, addition, rescision or other amendment.

2017-04.137.00

DRAFTNEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTSCODE OF PRACTICE & PROFESSIONAL CONDUCT

A member of the N.Z.I.L.A. is a member of a professional body and is considered by his employer, and the public in general, to be a professional person.

As such there are certain expectations of him namely :

- \* He is an expert in his field and his opinions, in this area, are to be respected;
- \* His opinions are derived from his study and knowledge of his profession and he is expected to make decisions and judgements based on this knowledge;
- \* He is expected to be unbiased in his actions and decisions, and not swayed in his judgement by opinions different to his own. His judgement is expected to be objective.

The Landscape Architect has a responsibility to :

1. The Public

- \* To at all times discharge his general responsibility to contribute to the quality of the environment and where necessary or desirable to that end to seek the co-operation of his clients.
- \* To promote the advancement of Landscape Architecture.

A landscape architect who finds that his interests are in breach of this principle shall either withdraw from the situation or declare it and obtain the agreement of the parties concerned to the continuance of his engagement.

He shall not take discounts, commissions or gifts as an inducement to show favour to any person or body.

He may engaged in construction management or project management as a professional for professional remuneration.

A landscape architect who acts as professional consultant in design and construction activities in which he is not directly employed by the owner shall exercise professional judgement without partiality.

Where he acts as a principal in design and construction activities where remuneration is affected by profit or loss on labour and materials he shall do so subject to the following conditions :

That he notify the client at an early stage that there is a conflict of interest in that his interest in the profit may conflict with his interest in the quality of the work and draw the client's attention to the availability of independent professional advice.

That he shall not be relieved of the exercise of professional judgement without partiality to the interests of affected parties.

2. Clients & Employers

- \* To maintain a high standard of personal and professional integrity.
- \* To act with diligence and fairness when administering contracts including impartiality in the arbitration of disputes.

- 2.2. Secondary consultants appointed by the landscape architect shall be responsible to the landscape architect.
- 2.3. Any consultants appointed and employed by the client shall be responsible to the client.
- 3. Basis of calculation of fees and charges.
  - 3.1. The landscape architect may charge for normal service by using any one, or any combination, of the types of charge set out in the Scale of Professional Charges, which is agreed is appropriate to the needs of the client. The landscape architect may not charge less for his services than the percentages or amounts set out in the Scale of Professional Charges at the time he was commissioned (with the exceptions set out in Section 4), but he may charge more than those percentages or amounts in accordance with the assessment of the extent or complexity of the service required.
    - 3.1.1. Payment of the charges made by secondary consultants shall be made through the landscape architect as they become due. If otherwise arranged, the Client shall advise the landscape architect of any payments made.
    - 3.1.2. Where the type of charge is based on a percentage of the cost of the works then, for the purpose of calculation of the charge, the cost of the works shall be set out as in Clause 3.2.
  - 3.2. The cost of the works at any stage shall be the calculated final cost of all work executed or to be executed, including work designed by secondary consultants. If it is not possible to calculate the final cost, then the cost of the works shall be as estimated by the landscape architect.
    - 3.2.1. Where materials, labour or cartage are supplied at no cost or partial cost, or are second-hand materials, then the normal commercial value shall be used to determine the cost of the works.
    - 3.2.2. Fees or charges shall not be reduced or withheld by the client on account of liquidated damages or sums withheld from payment under any contract to which the client is party and in respect of which the landscape architect has rendered services.
  - 3.3. Where the landscape architect's fee for normal service is based on a percentage of the cost of the works (i.e. standard charge, or fixed charge based on estimated cost of the works), then the total fee payable shall be apportioned on completion of the stages described in section 1.3. on the percentage basis set out in Table A.

2017.04.13 9.00

A TECHNICAL INFORMATION SERVICE FOR LANDSCAPE ARCHITECTSRECOMMENDATIONS1. BACKGROUND

At the 1979 General Meeting of the N.Z.I.L.A., it was proposed "That the Institute investigates the establishment of a technical information service" (Densem/Boyd). Following some discussion, the motion was not carried, but it was suggested that a sub-committee investigate the various options available for technical information services, and present the results of its investigations at the 1980 A.G.M. The members responsible for this investigation have been Herwi Scheltus of Taupo and Mike Steven of Hamilton, who regret their inability to be present at the A.G.M. to talk to their proposals, and who apologise in advance if their proposals seem biased towards their own particular field of interest.

2. SUMMARY OF INVESTIGATIONS

The investigations that followed the 1979 General Meeting led us quickly to a conclusion already apparent to some - the prospects for establishing a comprehensive technical information service or data bank are daunting, if not totally beyond the capability of the Institute. However, we believe that a number of options exist which are well within the capabilities of the Institute and its members to pursue. These are described as follows.

(a) Bibliography Bank.

As an alternative to a data bank containing specific items of technical information, we propose a 'bibliography bank', which while not actually providing the information, a researcher required, would tell him where to find it. This in itself could be daunting - most technical publications and papers include formidable lists of references, bibliographies and further reading, and to compile these into a master list of 'bank' would be a time consuming and expensive task. There are available however, a wide range of published works, some of which will be familiar to members, cover a wide range of subject matter, including many fields relevant to Landscape Architecture.

While some of these works (i.e. Horticultural Abstracts) will be familiar to members, we suspect that many are not so well known. A bibliography of bibliographies and abstracts could therefore be a very valuable reference to members of the Institute, and would be compiled without a great deal of cost and effort, perhaps as a student library exercise.

(b) SATIS

The SATIS system, a Government sponsored service for industry, commerce and organizations with special information needs, provides a useful service which may satisfy many of the requirements of landscape architects. This service, based at the larger public libraries, was created to promote the better use of the country's library information resources in technical, scientific, commercial, manufacturing and marketing subjects. It undertakes to provide answers, within the hour, on such diverse matters as the melting point of Rhodium and the marketing forecasts for baby food in the South Pacific.

Boffa, Jackman and Associates advise that they have frequently used the service in Christchurch, with satisfactory results. Tony Jackman believes the potential of the system is good, but it is up to the individual to test and use it.

The cost is \$25 per annum (tax deductible) plus xeroxing extra. The only

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drawback to the system is that it is only available in the main centres so far, and private practices in Pukehou and Tarras may find it difficult to use fully. \*

(c) A SUBJECT SPECIFIC INFORMATION SYSTEM: PLANT MATERIALS

Probably the greatest barrier to the establishment of a comprehensive, all embracing technical information service, or data bank for landscape architects, is the diverse fields of interest of individual members, by virtue of their background and through employment in sometimes widely differing private practices, local authorities and government departments. Landscape Architecture must be the most all-encompassing discipline yet devised.

In our opinion however, there is one field of expertise which is common to all landscape architects (a field upon which the credibility of our profession will ultimately stand or fall), and this is the field of plant materials and their use.

As the basic common denominator of our profession, and being a readily definable field, we believe it would be the most valuable single subject around which to develop a technical information service.

While a wealth of information on plant materials exists in many standard reference works, the cultural and varietal information is invariably relevant only to the country for which the work was written, usually Great Britain or North America. Few of these works are written specifically for landscape architects, and those works that have been are again of limited application to 'down under' Landscape Architects. We are therefore forced to use information prepared for Northern Hemisphere situations, and interpret it in the light of our knowledge of plant availability, soil and climate, which in many cases is quite inadequate.

A further problem to frustrate the efforts of landscape architects in this country is the selection of plant materials grown by nurserymen, a range of species which generally covers the field mediocre - rubbish. The physical quality of the material frequently covers the same range.

To guide both the student and practising Landscape Architect on suitable plant materials, and to guide nurserymen as to the plants they might stock, the British Institute of Landscape Architects (now the Landscape Institute) has prepared a Basic Plant List including trees, shrubs, herbaceous perennials, alpine plants, bulbs, corms, aquatics and waterside plants. This list is the basis of the Plant Information Sheets included in 'Landscape Design with Plants' (Clouston ed). Similar information sheets on plant material are included in the journal 'Landscape Design'.

It is our opinion that the preparation of a Basic Plant List specifically for New Zealand conditions, would be a significant service to both students and practising Landscape Architects in New Zealand, and if this list could be expanded to more comprehensive plant information sheets, modelled on those contained in 'Landscape Design with Plants', the value of the information system would be enhanced even further. Hopefully it might even interest New Zealand nurserymen in growing a better range of superior plants!

The means by which this service is established is a matter for further investigation. We suggest that it is well beyond the scope of a student doing a major design study, and that it might be better prepared by a Landscape Architect with some years post-graduate experience closely associated with plant materials, undertaking post-graduate study, with the assistance of a grant from the Institute.

Much of the initial data on the availability and suitability of plant materials could be gathered by the Institute through questionnaires to members.

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It is doubtful whether such a proposal could be undertaken as a purely commercial venture given the limited market for such a publication.

In considering a technical information service for plant materials, it is not unrealistic to consider the implications of developing computer technology, particularly word processing systems, on such a service. It is inevitable that word processing systems will soon become an integral part of many offices, and the time is not too distant when Landscape Architects, at least in government departments and other large offices, will have ready access to such a system.

On one magnetic disc costing approximately \$10.00, it would be possible to store detailed information on several hundred plants. Information on any of these plants could be quickly retrieved and shown on a screen display or print-out. The print-out capability would be a particular advantage to clients, enabling them to be provided at very little cost, with a comprehensive descriptive planting schedule which would otherwise take hours of laborious time for a typist to prepare.

### 3. RECOMMENDATIONS

1. On the basis of our investigations and discussions to date, we recommend the Institute supports the provision of the following services to members;
  - 1.1 The preparation of a comprehensive list of published Bibliographies and abstracts relevant to Landscape Architecture, that are currently held in New Zealand libraries.
  - 1.2 The preparation of a plant materials information service relevant to New Zealand conditions, consisting initially of a Basic Plant List, but to include ultimately a complete series of Plant Material Information Sheets, based on those plants contained in the Basic Plant List.

To this end it is recommended that the Institute make available a research grant to assist in enabling this service to be provided.

2. With regard to the SATIS system, we recommend that where this service is readily available, individual members or offices subscribe and test the system against their own specific requirements.

\* We believe a similar service is available to private practices in Pukehou and Tarras by directing enquiries to :

Director of User Services,  
National Library,  
Private Bag,  
Wellington.

Mike Steven  
Herwi Scheltus

*Steven*  
*Herwi Scheltus*

2017.04.138.00

NZILA STRATEGY PLAN

At the 1978 IFLA Congress the Grand Council adopted a proposal outlining "IFLA's STRATEGY FOR THE NEXT DECADE". The aim of such a move is to help establish a formal framework of IFLA's functions and long term policies. It is felt that NZILA would also benefit by adopting a similar Strategy Plan which determined both long and short term goals and objectives.

In the President's Review Robin Gay mentioned how over the past year the Institute has gone through a period of consolidation (e.g. redrafting of the Constitution, redefining the Associate category, resolving the question of professional responsibility). With this necessary groundwork virtually completed and the beginning of a new decade, perhaps now is the appropriate time for the Institute to seek a new direction; time for Executive and members to direct their attention and energy away from 'housekeeping' matters and instead concentrate on achieving things outside the bounds of the internal workings of the Institute.

A Strategy Plan would establish a set of goals or specific tasks to be achieved over a given period, say five years. It would also help maintain continuity from one Executive to the next largely due to the fact that some of the tasks/projects would embrace the entire five year time span (or even longer) and would require a steady input of finance and effort over their duration.

It is proposed that a Strategy plan be developed as an extension of the OBJECTS outlined in Section 1.2 of the Constitution. The Strategy Plan would be the machinery for actually implementing many of the OBJECTS.

A Strategy Plan would provide the opportunity for individual members or groups to undertake research and implementation of specific tasks/projects in which they had an interest.



It could replace the traditional committee structure as such and would encourage all members of the Institute to become actively involved. A Strategy Plan would place a greater responsibility on us as members to ensure the viability and effectiveness of the Institute.

Terms of reference for the individual tasks could be established by the initiators themselves and then submitted to Executive for scrutiny and subsequently brought up for discussion at the AGM. The AGM would also be the time when the Strategy Plan is reviewed and critically assessed to determine what has been achieved and what has still yet to be done.

Members must decide:

- \* Whether the Institute would benefit by developing and adopting a Strategy Plan,
- \* if so what form should such a plan take and what sort of time frame should it span, and then
- \* whether, we as members are prepared to make it work, by initiating and participating in tasks and projects in order that the Institute becomes effective on a wide front.

To illustrate what topics a Strategy Plan could include the following are put forward for discussion:

- \* 1982 IFLA Congress in Australia and its implications for NZILA. It has been suggested that perhaps a joint Australia/New Zealand Congress would be possible. However, if such a joint venture doesn't eventuate NZILA should capitalise on the fact that there will be a large number of landscape architects in our part of the world. Lecture tours, seminars etc

could be arranged for some of the speakers and delegates who wished to include New Zealand as part of their itinerary. Organisation has to start now.

- \* 1981 NZILA Conference - its theme and organisation (arranging speakers, display, promotion etc.)
- \* The establishment of a degree programme - the Institute has a major contribution to make here, exploring the alternatives as to how a degree programme could be structured. Perhaps with greater liaison between the teaching institutions and NZILA many of the problems encountered by graduates in the transition from University to employment could be overcome.
- \* Publications, 'The Landscape' - perhaps Institute finance and members' efforts would be better directed by publishing more articles in other than landscape architectural journals; in those publications which cover the fields in which we work and the professions and organisations we work alongside (e.g. The N.Z. Farmer, Agriculture, The N.Z. Architect, etc.).
- \* NZILA and the public - the Institute needs a louder and more positive public voice. There are numerous issues reported in the media on which the Institute should make comment. The Institute must seek wide publication of NZILA policy on current issues of concern, both supporting and opposing activities.
- \* NZILA should endeavour to establish a student and/or graduate overseas exchange programme. Interest from other countries in such a programme has been shown to exist.

- \* Encourage greater use of indigenous plant material.  
Initiate and support research into the wealth of neglected native plant material from an ecological and design view point.
- \* Encourage the use and manufacture of construction components and kitset units which are sympathetic to our landscapes in form, material and colour.  
Actively discourage inappropriate and insensitive components and units.

Bayden Evans  
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