

# Institute of Environment and Recreation Management (Africa)

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## Executive Council

**Date:** 08 June 2005

**Time:** 10:00 to 16:00

**Venue:** Mangaung

## Minutes of a Meeting

### Attendance

			By Invitation	Attended	Apology
Ms Christa Le Roux	President	City of Cape Town	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr Thembinkosi Ngcobo	President Elect	eThekweni Municipality	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms Pumla Radebe	Immediate Past President	City Parks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr Kevin Bates	Branch Rep E Cape	Makana Municipality	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr Pepe Dass	Branch Rep INCA	Parks & Recreation Dep	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms Daine Haupt	Branch Rep W.Cape	City of Cape Town	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Mike Leech	Branch Rep KZN	Parks & Recreation Dep	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs Phumla Mrubata	Branch Rep Central	City Parks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr Brian Mthembu	Branch Rep F State	Mangaung LM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr M Odolo	Branch Rep E Cape	Nelson Mandela Metrop	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr Shane Paul	Chair of Ed & Tr Com.	Tshwane Metropolitan M	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr John Pitout	Branch Rep E Cape	Nelson Mandela Metrop	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr Marks Sethaelo	Branch Rep Central	City Parks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr Jean Venter	Gen. Secretary	Secretariat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### 1. WELCOME AND APOLOGIES

The President welcomed members present and NOTED the above apologies.

### 2. READING AND CONFIRMATION OF MINUTES

The Committee confirmed the minutes of the meeting held on 20 April 2005.

### 3. COMMUNICATION

The Secretary reported on the status and progress of the e-Bulletin and the website.

AGREED that the KwaZulu Natal Branch Weeders Digest must be posted onto the IERM website.

Ms Chrysoula  
Georgiannis

AGREED that all IERM Branch Committees need to do regular membership recruitment drives.

AGREED to add a section on Branch Duties to the Members Handbook.

| Mr Jean Venter

AGREED to prepare a page on branch funding for the members handbook, to be circulated to the Council Members.

| Mr Jean Venter

AGREED to update the entry on scholarships in the IERM Members Handbook.

| Mr Jean Venter

#### **4. ROLE AND FORM OF IERM**

The Council listed items for discussion at a strategic workshop to be held on 26 and 27 June 2005. Council members and the IERM Branch Committees to prepare submissions for tabling at the workshop.

NOTED views that the scope of the e-bulletin needs to be expanded.

NOTED that the e-bulletin and the website needs to track international agreements and conventions.

| Ms Chrysoula  
Georgiannis

AGREED to commence a process of communication with ministers in the following departments:

- Public Works
- Water Affairs and Forestry
- Department of Provincial and Local Government
- Environment and Recreation
- Home Affairs
- Agriculture
- Sport and Recreation

The matter of ministerial contact protocol to be discussed with SALGA.

| Ms Christa Le Roux

| Mr Thembinkosi  
Ngcobo

#### **5. CONFERENCE 2005**

The Council NOTED a written report on the congress from the organising committee.

NOTED that the Eastern Cape branch has secured sponsors to help fund a regional project competition for municipalities. The branch will manage this competition in the Eastern Cape region.

AGREED to draft a one paragraph statement on what each conference workshop session will encompass, for inclusion into the Conference programme.

The Council AGREED to support the concept of a central budget grants to IERM branches for approved local projects.

NOTED that the representivity profile of the Conference programme may need some attention.

AGREED to circulate the conference invitation to members of IFPRA,

| Gillian le Cordeur

IUCA and other international organisations, as well as to the various ministries.

NOTED that Mr Crafford will be visiting the Western Cape provincial stakeholders.

AGREED that the Conference should output Strategic Resolutions for this industry. | Mr John Pitout

AGREED to put the Conference papers on the website, print as a handout and produce a small number of CD's. | Mr Johan Crafford

AGREED that major sponsors can be awarded a "Golden Membership" of the IERM. The Secretary to investigate appropriate terminology and a short report to be circulated to Council. | Mr Jean Venter

AGREED that the Secretariat produce a certificate to the major sponsors. (R50 000 plus sponsorship) | Gillian le Cordeur

## 6. PARTNERSHIP COMMITTEE

The President Elect agreed to propose a framework for a Partnership Committee. | Mr Thembinkosi Ngcobo

NOTED a written proposal from the KwaZulu Natal Branch for an urban agriculture branch project. Members was asked for comments on the substance of the document to be forwarded to the chair of the branch in due course.

## 7. BRANCH REPORTS AND ISSUES

### Central Branch

The Branch suggested that the IERM raise its profile in terms of inputs to national and international decision making. Activities of the IERM in provinces that do not currently have IERM Branches was debated.

The Branch also suggested that the IERM needs to be more active in impacting on National Training Agenda's.

### Western Cape Branch

The President advised that the branch has developed a full programme for 2005. AGREED that the Branch Chair circulate a copy of the branch programme to the Executive Council members. | Ms Daine Haupt

The President called for a programme to record branch volunteer hours, in an effort to develop a reward structure for volunteers.

### KwaZulu Natal Branch

Mr Leech advised that Weeders Digest is being produced on a regular basis and distributed electronically.

NOTED that the branch have nominated Ms Naidoo to the SACLAP.

### INCA

Mr Dass presented an overview of the strategic plan for INCA.

NOTED that a Cemeteries Bylaw has been drafted by Mr Pitout and the

bylaw now needs to be nationally discussed nationally and checked for legality.

### **Short term objectives of INCA**

Inca has identified certain organisational priorities:

1. Communication with National and Provincial Government
2. Development of local branches and activities
3. Development of Cemeteries Training opportunities
4. Marketing Strategy

NOTED a recommendation that IERM endorse the draft Cemeteries bylaw at the Port Elizabeth Conference and that the bylaw can be gazette using SALGA or DPLG. Alternatively the bylaw can be published informally as a standard draft bylaw and municipalities can use the document to best advantage.

The Secretary NOTED that the IERM has a good capacity to distribute discussion documents to key stakeholders nationally and are also developing new facilities using the DBSA LG Net aimed at communications with municipalities.

### **Eastern Cape Branch**

Most of the Eastern Cape Branch activities are aimed at the upcoming IERM Conference.

### **Free State Branch**

NOTED that the branch has been re-launched. Mr Mthembu tabled a report on the new branch structure and planned activities.

Members complemented the new branch on the thorough planning done to structure the branch and its committee.

AGREED to circulate a short "standard format" for branch reports when calling for reports to council.

| Mr Jean Venter

The Free State Branch to circulate copies of its report to Council members by email.

| Mr Brian Mthembu

AGREED that IERM Branch committees keep track of the volunteer time spend on branch projects.

AGREED that it is advisable for the President to visit the IERM branches annually. Branches to communicate ideal dates to the president.

| Ms Christa Le Roux

NOTED that Branches need to nominate their second representatives to the INCA Committee.

## **8. STRATEGIC WORKSHOP**

AGREED to hold a Strategic Workshop on 26 -27 June 2005 at Willow Park. The General Secretary to arrange for a facilitator for the workshop.

AGREED to produce a grouped subject list for the workshop and members was asked to prepare position papers.

| Mr Jean Venter

AGREED to circulate an information pack to assist members to prepare for the meeting.

| Mr Jean Venter

AGREED that the President , President Elect and the Secretary have a teleconference with the facilitators.

| Mr Jean Venter

## 9. SAFETY STANDARDS: PLAYGROUND EQUIPMENT

AGREED that the proposed safety standards need to be presented to the Minister with the suggestion that these be made compulsory.

AGREED to circulate the Playground Safety Standard to our Branches for comments, with an appropriate time limit.

| Mr. Mike Leech

## 10. FINANCIAL STATEMENTS

NOTED audited annual financial statements for 2004 and year to date statement for the 2005.

## 11. EDUCATION AND TRAINING COMMITTEE

NOTED a written report from the Education and Training Committee.

## 12. SACLAP

NOTED that IERM has nominated Ms Maliga Naidoo and Mr Mike Leech as SACLAP members. Their appointment are subject to ministerial approval.

AGREED that the IERM apply for Voluntary Association Status. The application to highlight the dominance of the landscape architects on SACLAP.

| Ms Christa Le Roux

| Mr Jean Venter

AGREED to initiate contact with SALI.

| Ms Christa Le Roux

AGREED that the Secretary draft guidelines for Branch fundraising process.

| Mr Jean Venter

## 13. MEMBERSHIP

NOTED a request for a Commercial Membership class to be created to accommodate INCA needs to involve contractors in the activities of INCA. The matter to be debated at the upcoming strategic workshop.

## 14. DATE OF THE NEXT MEETING

AGREED to enquire if Ms Pumla Radebe will be attending the IFPRA Asia Pacific Conference.

| Ms Christa Le Roux

26 - 27 June 2005, Workshop, Willow Park  
28 August 2005, Executive Council, Port Elizabeth  
29 – 31 August 2005, IERM Congress 2005, Port Elizabeth  
31 August 2005, INCA Meeting, Port Elizabeth  
20 October 2005, Executive Council, Cape Town, 10:00 – 16:00

## 15. CLOSURE

The President then thanked members present and closed the meeting.

Thus read and confirmed:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date