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# INSTITUTE OF ENVIRONMENT AND RECREATION MANAGEMENT



## EXECUTIVE COUNCIL

### MINUTES

**DATE:** 03 December 2008

**TIME:** 10H00

**VENUE:** Premier Conference Centre  
O R Tambo Airport, Jhb

#### MEMBERS

|                       |                        |                         |         |
|-----------------------|------------------------|-------------------------|---------|
| Mr Gert Bam           | President              | City of Cape Town       | Present |
| Mr Thembinkosi Ngcobo | Imm Past President     | eThekweni Municipality  | Apology |
| Mr Pepe Dass          | Chairperson INCA       | eThekweni Municipality  | Present |
| Ms Chantal Hanslo     | Chairperson W Cape     | City of Cape Town       | Present |
| Mr Patrick Meyer      | Chairperson Gauteng    | Jhb City Parks          | Present |
| Mr Mark Hazell        | Branch Rep EC          | Rhodes University       | Apology |
| Ms Bongiwwe Mtungwa   | Branch Rep KZN         | eThekweni Municipality  | Apology |
| Mr Willie Nel         | Branch Rep Gauteng     | Johannesburg City Parks | Apology |
| Mr David Noha         | Branch Rep Free State  | DWAF                    | Apology |
| Mr Johan Swart        | Chair Ed & Tr Comm     | City of Cape Town       | Present |
| Mr Jan Fourie         | Chairperson Recreation | City of Cape Town       | Present |
| Mr Jean Venter        | General Secretary      | IERM                    | Apology |
| Ms G le Cordeur       | Secretariat            | Van der Walt & Co       | Present |

#### 1. WELCOME AND APOLOGIES

The President welcomed members present and noted the above Apologies.

The President welcomed Mr Jan Fourie to his first IERM Executive Council Meeting, elected as the Chairman of the Recreation Committee.

Mr Pepe Dass and Mr Johan Swart were congratulated on being elected as the Chairs of INCA and the Education and Training Committees, respectively.

- The Committee AGREED that the first EXCO meeting in 2009 will be a Strategic Workshop for the various Committees, followed by the EXCO.

#### 2. READING AND CONFIRMATION OF THE PREVIOUS MINUTES

The Minutes of the previous meeting held on 20 August 2008 were confirmed.

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### 3. CONVENTION 2008

The Committee NOTED that the numbers at the Convention in Cape Town increased this year.

- It was AGREED that the numbers need to increase further at future Conventions and that more municipalities need to participate.

NOTED that a list of the delegates who attended the convention, their municipalities and a list of members is to be sent to the different Branch Chairs in order for them to target the municipalities in their areas that are not involved. **[Action : Secretariat – GLC]**

- The Committee AGREED that an analysis must be done to see what municipalities have been involved with the IERM over the last few years and a questionnaire should be circulated to members to see what they feel should be presented at the IERM Conventions.

**[Action : Secretariat – CB/GLC]**

- AGREED that membership recruitment must be workshopped at the meeting in February 2009. **[Action : Secretariat – CM]**

The Committee NOTED positive feedback on the tour being held on the second day of the Convention and that the tour was linked to certain papers presented.

It was also NOTED that INCA Stream was successful. It was NOTED that it can be problematic to have too many streams as the smaller municipalities manage all areas of Parks and Recreation and do not specialise.

### 4. CONVENTION 2009

- The Committee AGREED that hosting the Convention in Pietermaritzburg again would not be positive as the numbers dropped due to the Convention being held onto a Saturday and the venue that was not ideal.

NOTED that Johannesburg will most probably host the Convention in 2009 and are waiting for final confirmation. NOTED that Johannesburg would like to involve corporates and NGOs in the next Convention in order to build relationships with the private sector.

NOTED that feedback on the hosting of the Convention and the ideas from Jhb to be presented at the February workshop. **[Action : P Meyer]**

A suggestion was noted that the City host an Awards Evening in conjunction with the Civic Reception and that this becomes an annual formal dinner.

It was advised that the week of 5 – 9 October 2009 has been blocked for the 2009 Convention. It will be necessary for the different cities to advise if these dates clash with the Portfolio Committee meetings in the various cities. **[Action : Secretariat – CM]**

- AGREED that the Papers Committee will be used again to formulate the Convention Programme.
- NOTED that Ms Christa le Roux will be unable to Chair the Committee again and it was AGREED that Mr Gert Bam will Chair the Papers Committee for 2009.

An email will be sent to the 2008 Committee to see who would still like to work on the Committee and an email will be sent to the IERM Members inviting members to participate on the Committee. **[Action : Secretariat – GLC]**

NOTED that Johannesburg should come up with possible themes, also focusing on 2010 World Cup, and get some suggestions from the INCA and Recreation Committees. **[Action : P Meyer]**

The themes will then be sent out to the Papers Committee who will finalise the theme and a Call for Papers will be circulated to members asking for paper proposals in January 2009.

**[Action : Secretariat – GLC]**

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NOTED that Johannesburg will have an Organizing Committee for the Convention and will participate on the IERM Papers Committee.

## 5. FINANCIALS

The Committee NOTED a report on the year to date financials of the IERM.

The Committee approved the 2009 budget and thanked Van der Walt & Co for their support and guidance in assisting them to get on top of their finances again.

It was requested that investments be investigated and whether it would be the right time for the IERM to invest any money. **[Action : J Venter]**

## 6. COMMITTEE REPORTS

NOTED that the convenors of the Committees to plan for the Workshop in February 2009.

- AGREED that the Committees will meet on 25 February 2009 and the convenors will report to the IERM EXCO on 26 February. **[Action : Secretariat – CM]**
- AGREED that the convenors need to start formulating agendas and strategies for the Workshops Committee Session. **[Action : P Dass / J Swart / J Fourie]**
- The Committee AGREED that a Parks Branch should be started. This issue will be formulated at the Workshop in February.

Members from Parks should be invited to the Workshop in February in order to get them involved. **[Action : G Bam / Secretariat – CM]**

## 7. INCA

NOTED that a new Committee was elected. They are aware of succession planning and ensuring that the Committee has continuity.

NOTED that INCA are considering developing a set of standards for cemeteries.

## 8. RECREATION

NOTED that the Recreation Committee would like to get the Committee up to the level of INCA.

The Committee will identify the role players and then have a meeting to develop areas. It was NOTED that the Committee needs the branches to identify the recreation members.

**[Action : All Branch Members / Secretariat – CM]**

## 9. EDUCATION & TRAINING

NOTED that the Chairman needs the contacts for each Branch Committee in order to set up an Education and Training person and meeting for each branch.

NOTED that training will be set up in 2009. Mr Johan Swart will meet with the Chairs from the other Committees to see what training is needed in those areas. **[Action : J Swart]**

The Committee NOTED that the Student Paper and Award will be started again at the 2009 Convention. This will be advised to the Papers Committee in order for a slot to be kept open for this paper. **[Action : Secretariat – GLC]**

It was requested that a list of the previous members of the Education and Training Committee be sent to Mr Swart for him to consult with and possibly draw into the Committee again.

**[Action : Secretariat – CM]**

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It was PROPOSED that the IERM offer a Bursary. The Executive Committee to suggest possible bursaries that could be offered. **[Action : ALL EXCO Members]**

NOTED that the Education & Training Committee to set up a network of tertiary academic contacts. **[Action : J Swart]**

NOTED that Johannesburg has training programmes in place and the Committee will look into what they offer in order to advise other municipalities.

## **10. PARTNERS AND STAKEHOLDERS**

### **10.1 IFPRA**

The Committee NOTED the article in IFPRA in the IERM ebulletin.

- AGREED that the IERM will promote the World Parks Day that will be held on 21 September every year. The IERM will encourage members to participate and have a Parks Day in their areas incorporating recreation as well. **[Action : Secretariat – DA]**

The Parks Day should be linked to the IERM website. **[Action : Secretariat – BT]**

The Committee NOTED that Ms Christa le Roux will resign as a Commissioner from IFPRA due to her new work constraints and a new Commissioner will be needed from South Africa. NOTED that the person will need to be an IFPRA member. A list of possible nominees must be made and the IFPRA members will vote for the new Commissioner. The President to discuss the matter with Ms Christa le Roux. **[Action : G Bam]**

### **10.2 SACLAP**

NOTED that the draft bill to dissolve SACLAP has been withdrawn.

The Committee asked for more information on SACLAP and the importance of their link to the IERM and whether the IERM should work more closely with them. **[Action : J Venter]**

## **11 Branch Reports**

### **11.1 WESTERN CAPE**

NOTED that the branch had an election and fourteen members were elected to the Committee. A Strategic Planning Session was held on 21 August and they planned what areas they will focus on for the next three years.

It was NOTED that a meeting was held with DWAF to discuss the Arbor City Awards and the IERM.

The next meeting will be held on 10 December where all members in the Western Cape are invited for a meeting and a year end party.

### **11.2 CENTRAL**

The Central Branch have met and it was NOTED that only Ekurhuleni and Johannesburg are represented on the Committee. It was felt that the Committee needs to be more representative and the Committee would like to look at the Constitution to see how the process could be restarted in order to get a more active Committee.

- It was AGREED that all branches need to send their databases to the IERM Secretariat in order to keep the main database up to date. **[Action : All Branches]**

It was NOTED that Johannesburg City Parks will be starting a 'Green Flag' project and will pilot with the Central IERM Branch.

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NOTED that a Workshop will be held on 15 January 2009 and a Branch Meeting and presentation will be held at the end of January 2009.

**11.3 KWA-ZULU NATAL**

NOTED that a meeting has been set up for 8 December 2008 in Durban. A workshop has been scheduled with the Northern KZN Municipalities in February 2009.

NOTED that the Committee has identified portfolio areas for the Committees.

**11.4 EASTERN CAPE**

Nothing to report

**11.5 FREE STATE**

NOTED that a Workshop was held in the Free State and that more interest is still needed in order to boost the branch.

**12 WEBSITE/EBULLETIN**

The Committee NOTED that the presentations from the Convention are available on the website.

The Executive Committee Members were urged to please forward any interesting items for the website and the eBulletin.

**13 NEW INITIATIVES**

**13.1 IERM AWARDS**

The Committee NOTED that the Awards would be a new concept for the IERM and would need to be clearly planned in order for them to be seen as credible in the industry. The criteria nomination process, validation and selection process would need to be clearly defined.

NOTED that Executive Committee Members are to advise the President on any ideas about the Awards and criteria. **[Action : All Members]**

Other new initiatives discussed during the meeting were:

- **World Parks Day**
- **Student Paper and Award**
- **Parks Grading System (Green Flag)**

**14 PRESIDENT ELECT AND HONORARY MEMBERSHIP**

NOTED that nominations for the President-Elect will be done next year and the voting will be done at the 2009 Convention in October. The President asked the Executive Committee to start identifying suitable candidates for succession. This matter will be tabled at the IERM Workshop in February 2009. **[Action : Secretariat – CM]**

**15 YARDSTICK PROJECT**

The Committee NOTED that a contract has been drawn up between IERM and IFPRA.

- The Committee AGREED that the contract will not be signed or any work done until the current outcomes report has been received by the participating municipalities.

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[Action : J Venter]

It was NOTED that members of IFPRA get an automatic link to the Yardstick Project.

- It was AGREED that the IERM will become a member of IFPRA immediately.

[Action : J Venter]

- It was AGREED that the contract should set a date as to when members participating will receive the report by.

[Action : J Venter]

## 16 2009 DATES

A workshop will be held on 25 & 26 February 2009 at venue to be confirmed.

The meeting date in June 2009 is a problem as it follows a Public Holiday and needs to be re-confirmed.

The meeting scheduled for October 2009 must be brought forward to September 2009 – details to be confirmed.

[Action : Secretariat – CM]

## 17 OTHER ITEMS

### 17.1 ARBOR AWARDS

NOTED that the Arbor Awards are scheduled, according to the alphabetical order of provinces, to be held in the Northern Cape in 2009. There is a problem as there is not an active branch in that province.

- The Committee AGREED that the current members in that province need to be contacted, as well as Mr Alvin du Plessis from Upington, who attended this years convention. It will be necessary to set up a branch.

[Action : C Hanslo / Secretariat – GLC]

### 17.2 IFPRA CONVENTION

NOTED that the IFPRA Convention will be held in Finland in June 2009. NOTED that the Convention is scheduled earlier this year and members wanting to attend will need to apply earlier to get approval and funding from their Councils.

## 18 DATE OF NEXT MEETING

The next meetings are scheduled for 25 & 26 February 2009 – details to follow.

[Action : Secretariat – CM]

## 19 CLOSURE

The President then thanked all the members and closed the meeting.

**THUS READ AND CONFIRMED**

\_\_\_\_\_  
CHAIRMAN

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DATE