

19 September 2014

All Members

New Zealand Association of Resource Management Incorporated

Notice of Meeting

NOTICE IS HEREBY GIVEN that the 2014 Annual General Meeting of the New Zealand Association of Resource Management Incorporated will be held in the **Masterton Copthorne Hotel, on Wednesday 15th October, commencing at 4.30pm.**

J Crossman
Secretary

AGENDA

Apologies

Call for General Business matters to be added for discussion under item 9.

- 1 Confirmation of Minutes of 2013 NZARM AGM
- Matters Arising
- 2 President's Annual Report
- 3 Treasurer's Annual Report
- 4 Auditors Report/Election of Auditor
- 5 National Regional Coordinator's Annual Report
- 6 Election of Officers to NZARM Executive Committee
- 7 Annual Subscription
- 8 Resource Management Certificate Update
- 9 General Business
- 10 Awards

1. Confirmation of Minutes of 2013 NZARM AGM

Minutes of the Annual General Meeting of the New Zealand Association of Resource Management Incorporated held at Gisborne Conference Centre on Tuesday 8 October 2013.

The Minutes of the 2013 NZARM AGM are attached to this Agenda.

Recommendation

THAT the New Zealand Association of Resource Management **take as read** and **receives** the minutes of the 2013 Annual General Meeting of the NZ Association of Resource Management incorporated held at Gisborne Conference Centre, on Tuesday 8 October 2013.

Moved _____, **Seconded** _____.

Matters Arising from the 2013 NZARM AGM Minutes

2. President's Annual Report

The following Annual Report of the NZARM President, Ross Abercrombie, is provided for members' information.

Presidents Annual Report 2013-14

2013 and 2014 have been years of consolidation for NZARM. Our membership has increased slightly in recent years to our highest ever number, costs have been kept down, secretariat services are now 'business as usual' and member services (Broadsheet, Resource Management certificate, Conferences and the odd Regional event) happen effectively with minimal fuss. To me this consolidation means that our association is maturing nicely, and also sparks the thought that we can start looking at additional things we could offer to lift services again in coming years, continuing to strengthen on our strong base. Consolidation has also come from having a stable Executive Committee for some time, and good business tools in use - all good stuff really!

While things are ticking by very well in the NZARM world, my personal circumstances have changed considerably over the last few years, with a new job 12 months ago, and another role just started - meaning that I have had limited time for my role as President. For this reason I am standing down in this election to allow fresh ideas and energy into the role. This change will cascade through our Executive Committee and spark a few other changes. Some of these are bound to elections this AGM so I won't guess outcomes of these, but changes I know about I will comment on.

Changes within the Executive Committee

With my standing down from President, by default I step into the 'Immediate Past President' role (relieving Simon Stokes from this role.) I would like to thank Simon for his support of both my presidency, but also in guiding me through the ranks of Exec into Presidency over the past 8 or so years. I know Simon has been on the Committee since 2004 and has played a very influential role. Simon is also the convener of the Land Managers Group (LMG), and this linkage has meant strong support from the Regional Councils around the country in recent times. Such linkages are important, and Simon has provided much in his multiple roles over the past 10 years. Thank you very much Simon.

The next change I know about is Tony Faulkner, who is also looking to stand down as Broadsheet Editor. Like other recent Editors (Andrew Manderson and Chris Phillips), Tony has put a lot of time into this role, coordinating content from around the country, often chasing extra input or interesting topics, laying up and editing content and ensuring coordination with the Executive team around Regional events, conferences and getting important announcements out. The payback for this time

spent on editing the Broadsheet is very low considering the work that goes into it, however, it is an interesting and very important role that networks you into Resource Management circles. I thank Tony, and throw it out to you in the audience to consider taking on this position as an excellent source of professional development. I expect our Executive Committee is looking to do more in the communications space, so if you have ideas let the Exec know, but also consider if you would like to take this role on. Both Tony and I are happy to discuss this with you further.

Norm Ngapo is also standing down from his role as 'Ordinary' Member on the Exec. Norm has been the person driving and coordinating and developing the recent re-establishment of our professional development programme – the Resource Management Certificate (RMC). Norm has worked alongside Alan Campbell and Andy Woolhouse to implement this programme, as well as develop methods of assessment and providing feedback - again mostly in their own time with little reward other than service to NZARM members. This programme is now well established, and Norm will continue to provide linkage and support to the RMC committee. The Exec is also assessing how to offer more administrative support, and Norm will propose some minor alterations to funding of this in his upcoming report. I would like to thank Norm (Alan and Andy) for their work in building and refining the RMC programme. Thanks to them we now have a useful programme we can build and develop, hopefully alongside more Regional Events and professional development courses (such as LUC courses run over the past two years in conjunction with NZARM, LMG and Regional Councils with funding support from MPI).

Overall this may seem like substantial change within the Executive, and it is! But of course we have a strong base of Executive Committee members staying on, so I'm sure the ship will continue on a steady course! However, Exec is looking for other members to come into the Exec to bolster linkages to Regional Councils, and offer fresh thinking.

On the matter of linking to Regional Councils, over the past 4 years our Exec has changed from being largely Regional Council based (with the odd RM consultant) to being almost completely industry based. While this is not a problem, it does beg the question of how we retain linkages to our core membership base in Regional Councils, and other groups such as LMG. The Exec has discussed this and will seek to co-opt new Exec committee members from Regional Councils to ensure the links with Regional Council networks remain strong. If interested, please see any member of the Exec to discuss. Being on Exec is a great way to stay connected to the wider RM scene in NZ but also offers some career growth and interest. Personally this has done great things for my career and been a very fulfilling way of giving back to my profession.

While thanking and recognising people I would be remiss not to also thank and recognise the current Executive Committee (Julia Crossman, Jim Risk, Norm Ngapo, Kerry Hudson, Helen Moodie and Simon Stokes). I would like to thank you for your ongoing support and work undertaken for NZARM. This has included countless teleconferences at night, and a willingness to offer your expertise on tasks and issues that arise. Such contributions are hugely valuable to the wider membership, but if done well are often invisible to members. I have enjoyed working with you all on Exec.

2014 Conference – Engagement, Collaboration, Action

When I first saw the theme for this conference, I thought it was very well timed as we are in an age of collaborative policy processes and implementation of projects. I must admit, I have mixed views on collaboration even though I firmly believe in working with people. I sense a tension of collaborative policy processes as communities and agencies involved reach fatigue, and timelines close in on many different projects. I believe collaboration can work, and NZARM members are at the forefront of linking rural communities into projects and policy development. I expect our conference will offer insights into how to balance engaging people and ensuring fatigue is managed. This is our niche, and where NZARM can provide a point of difference over other organisations that are more policy focussed.

I look forward to hearing papers from around the country, identifying new contacts, reconnecting with NZARM members and looking around the Wairarapa to see collaboration and action occurring in the field. As usual, I would like you to be engaged, question and debate where you feel clarification is needed or where alternative views exist. At conferences you get out what you put in, so stay active, enjoy and I hope you all learn and have fun. I look forward to connecting with many of you over breaks, meals and happy hour!! Have a great conference.

Closing

In closing this address I look back on my time as president and I feel proud of how the changes made by the Executive have matured our Association, and how well our committee now runs. We have pared back costs of running the Exec by moving to less face-to-face and more teleconference meetings, set up sound business and secretariat services (under contract to Groundwork) and these are running smoothly. We have reviewed and refreshed our website services and this offers options for further growth. We have also embraced the use of other electronic media for communicating better with our members, and our Resource Management Certificate is now well progressed. All of these initiatives have occurred swiftly with excellent support from my current Executive, and furthermore they all build on past inputs from organisations and members. I am very happy with how well NZARM is running, and expect this trend to continue with fresh thinking post AGM Election.

While NZARM Election outcomes are unknown at the time of writing this, I expect strong support from our current Exec Committee. In stating this I believe we are in safe hands and I wish the new president well in their endeavours. I will support them from the side as appropriate, and allow them space for new ways of working and ideas.

I thank the members of NZARM for their support, ideas and feedback over the past four years, I have enjoyed being NZARM president and hope I have served you well. I look forward to the remainder of the conference. A big thank you and congratulations to the Greater Wellington local organising committee for putting on a well thought out, timely themed, and interesting conference. Without such support these events would not happen.

Warm Regards

Ross Abercrombie
(Outgoing) NZARM President
19 September 2014

Recommendation

Ross Abercrombie **moved** that the New Zealand Association of Resource Management **receives** the Presidents Annual Report 2013-14. **Seconded**

3. Treasurer's Annual Report

The following Annual Report of the NZARM Treasurer, Jim Risk, for the 2013 financial year is provided for members' information.

Treasurer's Annual Report 2013

My report addresses the NZARM financial year 1 January 2013 to 31 December 2013 as reviewed, and also addresses for members' information our current position for the 2014 financial year. The Auditor's Report for 2013 is attached to this Agenda for discussion under Agenda Item 4.

For Members information attached to this Agenda are:

1. The Auditor's Report for 2013; this includes the NZARM Annual Financial Statement for 2013
2. Balance Sheet to 1 September 2014
3. Profit and Loss Statement from 1 January 2014 to 1 September 2014

Income Overview of 2013 financial year

1. Total income at 31.12.13 was \$19,201 (down from \$24,131 in 2012).
2. Income from membership fees totalled \$15,690.
3. Interest from term deposits was \$1,514.
4. Conference proceeds of \$1,697.

The Conference in Gisborne last year drew a net profit of \$1,697 this provided a significant contribution to the income for the 2013 year. We expect this year's Wellington conference will break even and as an Executive there is the expectation that Conferences will at least break even in future years.

Expenditure Overview of 2013 financial year

1. Expenditure totalled \$15,472 (down from \$29,281 in 2012).
2. Secretariat costs \$7,602 (up from \$7,288).
3. Event sponsorship costs of \$1000 (down from \$8,975)
4. The on-going cost of running the Executive committee \$637 (down from \$5,014).
5. Auditor fees \$1,150 (down from \$2,061 in 2012).

The Broadsheet cost of \$2,018 (plus postage & stationary of \$1,629) also remains a significant expenditure but offers much benefit – especially in the modern format with excellent editorial. Recently advertising options which were introduced to cover some costs of the publication continue to generate a small income.

The audit fees are significantly down on the previous year due to a financial review being under taken as opposed to a full audit. The financial review enables a significant savings as auditing service costs are a relatively high when compared to

total income (8.5% in 2012). In order to continue to benefit from savings in this area of expenditure a financial review has again been under taken in 2013 continuing to save on this accounting service.

Treasurer's Comments

The 2013 year resulted in an operating surplus of \$3,585 as compared to the previous year's operating deficit of \$5,317. Returning the association to a surplus for 2013 has been the executive's goal. Despite a large deficit the previous year the association remained in a healthy financial state and with the 2013 surplus the associations closing balance is to similar to that of the 2012 opening balance. The 2013 year saw an opening balance of \$53,462, with a closing balance for the 2013 financial year of \$57,047.

Although NZARM is in a healthy state the 2012 financial year resulted in a large deficit, largely due to increased costs while the 2013 financial year has returned to surplus. In order to recoup the deficit of 2012 the Executive has been very mindful of costs over the 2013 and current financial year.

This has seen costs continued to be closely watched in the 2014 financial year, with reduced costs across nearly all areas of expenditure in 2013. Areas of note in expenditure reduction are in event sponsorship, Executive costs, accounting fees, broadsheet and postage and stationary. Specifically the drive to move the Broadsheet to electronic distribution has seen reduced printing, postage and stationary costs, while the Executive has significantly reduced meetings costs with timing face to face meetings prior to the annual conference. In addition, the under taking of a financial review as opposed to a full audit has provided additional savings.

The 2013 year saw the write-down of the value of apparel on hand by 50% to \$827. Sales of apparel have been slow over the past few years with no apparel sold in 2013. The single biggest cost in the 2013 financial year was the secretarial services which are in line with 2012 costs. Since 2008 the secretariat duties have been carried out by Groundwork Associates (Hamilton based) and they continue to provide this service in 2014. This involves membership updates, financial assistance to the treasurer and general administrative and secretarial duties to assist the secretary. With administration and financial systems now set up, secretariat costs have remained steady over the past two financial years with \$7,288 in 2012 and current costs of \$7,602 in 2013. The NZARM Executive believes this continues to be money well spent with up-to-date membership and financial information on hand, allowing the Executive to access real-time financial and membership information, and extract financial summaries.

The 2011 decision to increase membership fees by \$30 per annum to \$100, discounted to \$70 for early payment, continues to provide appropriate finances to cover costs keeping the organisation in a healthy state, while providing sufficient finances to cover additional expenses that the organisation encounters. This increase is forecast to continue to cover costs of the organisation. Past decisions by the Executive to cover costs saw the reduction of the term deposit by \$15,000 in 2010. Since this time and as of August 31st 2014 the term deposit continues to be maintained at \$45,000 providing an income of \$1,514 for 2013.

At present the 2014 year's income remains ahead of expenditure and remains on track for a surplus at year end. Current membership remains steady at around 240-250 members in total. We currently have around 43 members in fee arrears (August 31st) similar to last year, with these members having been notified. It should be

noted that subs have been coming in relatively slowly over the past few years and in some instances payments are two years in arrears. NZARM relies on subs to run the organisation, it is therefore important that subs are paid in a timely manner as it is preferable not to break investments to fund expenditure. I would remind all members to take advantage of the subs discount for prompt payment or consider organising automatic payment with the secretariat service.

Systems for membership management are now excellent and we can easily track membership status. It is anticipated that subscription income of around \$18,000 will be reached for the 2014 financial year.

Jim Risk
NZARM Treasurer
19 September 2014

Recommendation

Jim Risk **moved** that the New Zealand Association of Resource Management **receives** the Treasurer's Annual Report 2013 for the 1 January 2013 to 31 December 2013 financial year. **Seconded** _____

4. Auditors Report/Election of Auditor

The Auditor's Report for 2013 is attached to this Agenda. The NZARM Treasurer Jim Risk will speak on the report.

Recommendation

Jim Risk **moved** that the New Zealand Association of Resource Management:

1. **Receives** the Auditor's Report for 2013 and
2. **Elects** current Auditor, Mark Campbell, to audit NZARM's 2014 accounts.

Seconded _____

5. National Regional Coordinator's Annual Report

The following Annual Report of the National Regional Coordinator, Helen Moodie, is provided for members' information.

National Regional Coordinators Report 2013 - 2014

Our National Regional Coordinators play an important role in keeping the wider NZARM membership up to date with what people are up to – along with keeping membership information up to date for their region, and promoting NZARM membership to potential new members.

Thanks to you all for your role in keeping NZARM relevant to our members.

The current Regional Coordinators team is:

Nelson, Tasman, Marlborough, West Coast	Vacant
Wellington	Andrew Stewart
Northland	Lorna Douglas
Waikato	Elaine Iddon
Canterbury	Judith Earl-Goulet
Gisborne	Kerry Hudson
Auckland	Nicola Watson
Hawkes Bay	Peter Manson
Otago	Murray Harris
Southland	Nathan Cruickshank
Taranaki	Quin Armon
Manawatu	Malcolm Todd
Bay of Plenty	Ben Banks

In addition to contributing regional roundups to the Broadsheet, regional coordinators have an important liaison role with members.

Regional meetings

All members are encouraged to consider organising regional meetings which NZARM can help fund (up to \$1500). With NZARM certification now up and running the need for more regional events to allow members to further develop skills and maintain certification is now more pertinent than ever.

Regional events may include:

- Regional Workshops (usually one day) providing training on a skill of particular merit to NZARM members
- Field trip with relevant presentations and discussions
- An NZARM focussed social event with relevant with presentations and discussions

Any Regional Event must be advertised to all NZARM members through the Regional Coordinator network. Attendance to the event may be made open to non-members, however NZARM members will have attendance priority.

Any Regional Event must be arranged and run by the Regional Coordinator responsible in a manner to that will enhance the reputation of NZARM. It must focus on subject material that accords with the NZARM goal; to promote the philosophy, science, and practice of resource management in New Zealand, with particular emphasis on land and water resource management.

Attending an NZARM Regional Event may count towards an NZARM Members Ongoing Professional Development Training under their NZARM Certification. It is expected that following the event the Regional Coordinator responsible will provide a report on the Regional Event for the NZARM Broadsheet.

A field day held in October 2103 by Waikato Regional Council, NIWA, AgResearch, Beef & Lamb NZ, NZ Farm Forestry Association and the NZ Association of Resource Management at the Whatawhata Hill Country Research Station was the only regional event held last year.

The mix of 150 farmers, rural professionals, scientists, policy makers, iwi and others who are interested in hill country farming and related environmental management

discussed ways to boost farm profits and improve environmental protection. Thanks to Waikato Regional council's sustainable agriculture co-ordinator Bala Tikkisetty.

I would like to take this opportunity to challenge members to make use of the facility to support regional NZARM events. Resource management issues continue to challenge and provoke communities – and regional events will contribute to the robust discussion that must take place as we seek effective solutions.

Thanks to all the regional coordinators for their efforts this year.

Helen Moodie
NZARM National Regional Coordinator
19 September 2014

Recommendation

THAT the New Zealand Association of Resource Management **receives** the National Regional Coordinators Report 2013 - 2014.

Moved Helen Moodie, **Seconded** _____

6 Election of Officers to NZARM Executive Committee

According to Clause 13.1 of the NZARM Constitution, Officers of the Executive Committee are elected once every two years by postal ballot closing at the AGM. Election of Officers is due at the 2014 Annual General Meeting.

Nomination forms were posted or emailed to all members on 4 October 2012. Nominations closed on 25 August 2014. Single nominations were received for the positions of President, Secretary, Treasurer and for the Ordinary Committee Member.

Accordingly, no election is deemed necessary and the following are confirmed to the positions for which they were nominated:

Julia Crossman	President
Kerry Hudson	Secretary
Jim Risk	Treasurer
Helen Moodie	Ordinary Committee member

Recommendation

THAT the New Zealand Association of Resource Management **confirms** the election of President Julia Crossman, Secretary Kerry Hudson, Treasurer Jim Risk, and Committee Member Helen Moodie.

Moved _____, **Seconded** _____

Note that under Clause 2.8 of the NZARM Constitution the current NZARM Executive Committee stays in office until the end of the 2014 AGM, then the new committee takes over.

7 Annual Subscription

Recommendation

That the Annual Membership Fees payable under Clause 15.2 of the NZARM Constitution remain unchanged:

1. The Annual Membership Fee payable by an ordinary member and a corporate member is \$100, payable on 1 April each year, and that the fee is discounted to \$70 if paid by 1 July each year,
2. The Annual Membership Fee payable by a retired member is \$20 payable on 1 April each year,
3. No Annual Membership Fee is payable by an honorary member.

Note that Clause 15.3 of the NZARM Constitution states: *'The Annual Membership Fee is payable from 1 April of each year and must be paid by 30 September of that year.'*

Moved Julia Crossman, **Seconded** _____

8. Resource Management Certificate Update

The following Report of the Resource Management Certificate is provided by Norm Ngapo, for members' information.

Resource Management Certificate Update

The NZARM Certification Board is set up under Clause 10 of the NZARM Constitution. The Board administers the setting and maintaining of standards of professional competence in resource management. This includes recognising and maintaining a programme of training, and awarding of the Resource Management Certificate (RMC).

The RMC is a two-tier system comprising the initial NZARM Certificate (recognising competency in resource management) and culminating in the NZARM Professional Certificate (recognising proficiency and expertise in resource management). To maintain their certification, RMC holders must undertake an ongoing programme of professional development training. This is submitted to the Certification Board for review and confirmation, before the RMC holders receive a Practising Certificate issued on a biennial basis. The system operated by the NZARM Certification Board is also designed to provide feedback and support for RMC holders in their training programme to suit their particular aspirations within the general field of Resource Management.

Members of the NZARM Certification Board kept in touch via emails and phone over the 2013/2014 year. The Board met in April 2014 and assessed the training hours for RMC holders for the 2013 calendar year. They also confirmed the awarding of the NZARM Professional Certificate to 9 members of the Association, with the NZARM Certificate awarded to one member.

There are now 6 practising members with NZARM Certificate, and 27 practising members with the NZARM Professional Certificate.

The NZARM Certification Board along with the Executive Committee is working to set up a suitable working database to track and update certificated members. When this is in place, we hope to be able to provide better feedback to members on their Professional Development Programmes, which the Board sees as an important element of the certification programme.

Certificate holders are reminded to keep track of any training undertaken over the 2014 calendar year their training and forward their Training Declarations to the NZARM Certification Board by the 31 January 2015.

I extend my thanks and appreciation to the other two members of the NZARM Certification Board; Alan Campbell and Andy Woolhouse.

Following review of the budget for administering the RMC system the NZARM certification Board has recommended to the Executive that an annual fee be set for RMC holders, and that the invoicing be added to the annual invoice for membership subscriptions. This will cover running costs for the NZARM Certification Board, with any necessary additional administration support, and setting up of a database for RMC covered under general funds from the Association. Clause 10.4 of the NZARM constitution provides for charging a fee for this purpose.

In moving that my report be received, I also I move the motion that an annual fee be charged for the practising certificate for holders of the Resource Management Certificate as set out below:

- \$20 per year for NZARM Certificate;
- \$30 per year for NZARM Professional Certificate.

Norm Ngapo
Chairman NZARM Certification Board
19 September 2014

Recommendation

THAT the New Zealand Association of Resource Management **receives** the Resource Management Certificate Update Report 2013 – 2014, and **confirms** that an annual fee is charged for the practising certificate for holders of the Resource Management Certificate as set out below:

- \$20 per year for NZARM Certificate;
- \$30 per year for NZARM Professional Certificate.

Moved Norm Ngapo, **Seconded** _____

9. General Business

10. Awards

NZARM President Ross Abercrombie will announce and present any awards.

Attachments to Agenda:

- 1 Minutes of 2013 NZARM AGM
- 2 The Auditor's Report for 2013; this includes the NZARM Annual Financial Statement for 2013
- 3 Balance Sheet to 18 September 2014
- 4 Profit and Loss Statement from 1 January 2014 to 18 September 2014