



Minutes of the Board meeting held on 3-4 July 2023

3.55pm at Wellesley Hotel, Wellington

In attendance were Colin McElwain (CM), Craig McInnes (CKM), Jane Davel (JD), Nick Davies (ND), Anselm Haanen (SG), Neale Faulkner (NF - Chair), Phil Napper (PN, Secretary).

1 Apologies: Nil

2 Agenda:

Additional items – see Item 8(vi).

3 Minutes of last meeting

The minutes of the previous meetings of 10 February 2023 were accepted. Moved CM/JD.

Matters arising – add time dates for actions items 8(i), 8(ii) – website and contract. PN to follow up cyber insurance.

NF reported that no feedback had been received from candidates who sat the law examination earlier this year. This is a positive sign, given the change in focus for some of the examination questions. The papers are still to be marked.

4 Administration

(i) Conflicts of interest:

No new conflicts were raised. Update register – NF and AH cadastral licenses not renewed this year.

(ii) Secretary's Report:

The Secretary's report was taken as read.

(iii) Correspondence:

The correspondence report was taken as read.

5 Applications for Licences

(i) Initial Licence applications:

The following new licence applications approved by email were ratified – A Prince, R Nicholls, B Anderson, M Barakauskas, N Trott, A Carter-Green, J Hunt. Moved AH/CKM.

The application from Warrick Jenner was approved. Moved CKM/CM.

(ii) Licence re-applications:

The application from Jonathan Bell approved by email was ratified. Moved CM/AH. The application from Duane Cottee was approved, following receipt of additional evidence in support of the competencies. Moved ND/CKM.

[s 9(2)(a)] – The Board requested that the following additional evidence of competencies would be required in support of a re-application: statutory planning, land development engineering principles and professional conduct.

(iii) Overseas applications and enquiries:

(a) **[s 9(2)(a)]**
[s 9(2)(a)] is required to have a minimum of 12 months cadastral experience and complete an examination in NZ cadastral law. An interview with the Board will follow which will include an assessment of worked cadastral projects. Moved NF/JD.

(b) **[s]**
The Board requested copies of the official academic course transcripts, as well as a copy of **[s]** Diploma, before confirming the requirements towards licensing. Moved NF/ND.

(iv) Licence renewals:

The first batch of applications with supporting evidence that were accepted in Google sheets was approved. Moved CKM/CM.

[s 9(2)] – Following advice from **[s 9(2)(a)]** that he could not provide a description of how he fulfils the competency requirements, the Board agreed not to approve his renewal application. **[s 9(2)]** would need to go through the re-application process should he wish to obtain a new licence. Moved ND/JD.

[s 9(2)] – a response from **[s 9(2)(a)]** is still pending.

The Board received a range of evidence in applications from LINZ employees. It was noted that S+S NZ has online CPD activities available for planning and engineering which could be adopted. Secretary to provide feedback to applicants about evidential expectations for next year.

The meeting closed at 4:50pm.

Continuation of meeting at BakerTilly 9.05am –

4(iv) Financial Report:

A service level agreement is needed from BC Systems for database administration, and an agreed sum to cover the website. It was agreed that an audit of the website is a priority before fully scoping the deliverables.

The financial report was accepted. Moved JD/CM.

5(iv) Licence renewals:

The second batch of applications with supporting evidence that were accepted in Google sheets was approved. Moved CM/JD.

Before the next licence renewal period a newsletter is to be published to assist LCS's with the evidence required to meet the competencies, such as CPD requirements. A template with some mocked up examples should assist with

obtaining consistent compliance. A reminder can be sent with the first invitation notice to renew.

6 Regulatory Matters

(i) Report from Surveyor-General:

AH advised the Board about the work being carried out at LINZ.

(ii) ASG Compliance Report:

The ASG report was taken as read, and accepted by the Board.

(iii) s7(1)(d) Notices:

- (a) [s 9(2)(a)] It was agreed to send the first standard letter to [s 9(2)] Moved ND/CKM.
- (b) [s 9(2)(a)] It was agreed to send the first standard letter to [s 9(2)] Moved CM/ND.

7 Risk register:

The Board agreed on the following control additions to the register –

- R12: add an independent IT provider to monitor cyber threats. NF noted that he had been in contact with CEO at S+S NZ about a recommendation;
- R9: look to add CPD in future for all LCS's licence renewals;
- CM to add some policy on the following, and circulate to the Board – complaints from the public about a Board member, members subject to s7(1)(d) notices and professional misconduct complaints, natural disasters and code of conduct (see item 8(v) below).

8 General Business

(i) CRSBANZ:

NF updated the Board about the proposed new national competency standard, including the implementation of an accreditation of university degree programs.

(ii) Database:

AH will follow up with LINZ about an API – an application interface between the Register and Landonline.

PN to check the policy around disclosure of LCS information to a third party.

Licence application forms may need another privacy disclosure statement (to be checked with Jonathan).

(iii) Cadastral Survey:

The definition of 'cadastral survey' under the CSAct 2002 was discussed. Members agreed that boundaries could be located by anyone; however, only licensed surveyors can physically mark or witness a boundary.

(iv) Competency framework:

The Board reviewed the consultation document and made some updates and suggestions for it before it is ready for public release.

(v) Secretary role:

The Board agreed that the current title of 'Secretary' should remain in the meantime as the title is now seen as someone who covers more processing and management support roles in current business practice.

(vi) Additional items:

(a) AH noted that the invitation to the Plumbers and Gasfitters Regulation meeting had been postponed;

(b) NF noted that the Sabah Surveyors Board, East Malaysia wish to meet the Board. It is proposed NF/PN will meet with them the day before the 10 November meeting. They could then possibly come to the full meeting on the Friday for a short visit.

NF also noted that he will be making the annual visit to the Survey School on 12th September.

(c) NF advised that members should invoice for the following meetings - half day for 5 April (complaint); 1 day preparation plus 1 day (additional time for NF 2 days, ND 1.5 days) for the Hearing on 3 July.

Next meetings –

17 July 2023 to review and confirm disciplinary Hearing documentation;
24 July 2023 to review batch 3 and s7(1)(d) licence renewals;

Friday 10 November 2023 in Wellington

The chair closed the meeting at 3:30pm.

Action Items

No	Item	By	Action	Done
1	4(iv)	PN/NF	Cyber insurance & audit	
2	4(iv)	PN/NF	Review contract – BC Systems	
3	5(i)	PN	New applications	✓
4	5(ii)	PN	Re-application – s 9(2)	✓
5	5(iii)	PN	Overseas applications – s 9(2)(a)	✓
6	5(iv)	PN	Renewals feedback & Newsletter	✓ ✓
7	6(iii)	PN	s7(1)(d) letters – s 9(2)(a)	✓
8	7	CM	Risk register	
9	8(ii)	AH	API interface with Landonline	
10	8(iv)	CKM	Competency framework consultation document	✓
		PN	Batch 3 renewals & s7(1)(d)	✓

Note – items ticked are completed since meeting.

Minutes Approved

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Chair Secretary

DRAFT
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