



Minutes of the Board meeting held on 16 February 2024

BakerTilly Boardroom, Wellington

In attendance were Craig McInnes (CKM), Pengbo Jiang(PJ), Laura Coll McLaughlin (LM), Clare Tolan (CT), Anselm Haanen (SG), Neale Faulkner (NF - Chair), Colin McElwain (CM – substitute member), Phil Napper (PN, Secretary).

The Chair opened the meeting at 9.00am.

1 Apologies: Nil. AH arrived 10am and was unavailable between 1-2pm.

2 Agenda:

Additional items – CRSBANZ update - see Item 8(v);
- Forgery issue – see item 6(i).

3 Minutes of last meeting

(i) The minutes of the previous meeting of 10 November 2023 were approved, subject to noting [s 9(2)(a)] licence renewal outcome (see below)
Moved LM/CKM.

[s 9(2)(a)] had responded to the Secretary that he wished to withdraw his 2023 licence renewal application, as he could not justify being competent in NZ without working in the actual system. Item 3 (batch 2 renewals) - Minutes 24 July 2023 refer.

(ii) Matters arising –

- The Secretary advised that no response had been received from [s 9(2)(a)] regarding the submission of the essay set out in the professional misconduct Order. The Chair offered to follow this up directly with him;

- Website audit – [s 9(2)(a)], [s 9(2)(k)]

- Cyber insurance – The offer of Insurance from the Broker was acceptable, however the Secretary was advised to disclose the cyber audit first, following consultation with [s 9(2)(a)]. The priority is to obtain insurance cover for at least the website from 1 March;

- Malaysian Board letter – taken as read;

- Website privacy – Secretary to update homepage and Contact form with consultation with Jonathan and BC Systems;

- BC Systems contract – with the introduction of the new competency framework it was noted there may be a need to look at other alternatives to better meet the Board’s needs. The Chair will liaise with [s 9(2)(a)] in this regard;
- Risk plan – CM to update (cyber and privacy);
- API interface – AH noted this was still on hold due to impacts on Landonline. He will follow up but expect delays;
- Competency framework submission – [s 9(2)(a)] the Board agreed with the sub-committee’s response to [s 9(2)(a)] 2nd submission.

4 Administration

(i) Conflicts of interest:

Secretary to update register (Chair – no longer on management committee CSNZ).

(ii) Secretary’s Report:

The Secretary’s report was taken as read.

(iii) Correspondence:

The correspondence report was taken as read, following questions from members - Potential complaint ([s 9(2)(a)] was out of jurisdiction and had been withdrawn. Don Grant – confirmation that [s 9(2)(a)] had passed the Law exam.

(iv) Finance:

The 4 committee payments and 1 consultant payment were ratified. Moved PJ/LM;

The financial report to 31 January was accepted. Moved NF/PJ. Secretary to follow up addition of percentages against budget in future reports;

Budget – concern was raised about the BC Systems admin and website expenses. Secretary noted that this had been raised with BC Systems and a verbal response (following a written request) from [s 9(2)(a)] advising that the invoices correctly reflected the time taken. NF/PN to check with [s 9(2)(a)]

Licence fees – it was agreed to increase the fee to \$350 incl GST from 1 July. This is required mainly for ongoing projects including implementation of the new competency assessment framework, as well as an adjustment for inflation since the last fee increase in 2022.

Term deposits – Pengbo suggested updating the BNZ and Kiwibank deposits on a 50/50 split short/long term. Secretary to engage bank managers to liaise with Pengbo and suggest the best returns for the Board’s consideration at a Zoom meeting before June.

5 Applications for Licences

(i) Initial Licence applications:

The Board reviewed the application and supporting documentation from [s 9(2)(a)]. In a question about his engineering competencies the Chair responded that the cadastral related aspects were adequately covered at the interview. Regarding his response to professional issues, Craig noted that this competency was also

covered at the interview, for example seeking advice from his peers when needed and the need for good QA systems.

The application from [s 9(2)(a)] was then approved. Moved CKM/CT.

6 Regulatory Matters

(i) Report from Surveyor-General:

AH advised the Board about the following updates at LINZ –

- NZVD 2016 – currently consulting Local Authorities about the new vertical datum;
- Survey and title fees are likely to increase next year;
- Digitally visualised survey and title plans to be produced automatically in Landonline within 3 years;
- Survey mark protection budget is \$100k/year – mainly on Trig maintenance;
- Alleged forgery issue [s 9(2)(ba)(i)]

(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)] The Board accepted the response from [s 9(2)(a)] and agreed to put him on the watch-list this year. Moved CKM/NF.
- (b) [s 9(2)(a)] The Board reviewed the notice and agreed to send the first standard letter seeking a response from [s 9(2)(a)] Mover CKM/CT.
- (c) [s 9(2)(a)] The Board reviewed the notice and agreed to send the first standard letter seeking a response from [s 9(2)(a)] Mover NF/PJ.

(iii) ASG Audit:

The Board reviewed the LINZ audit of [s 9(2)(a)] and agreed that she should now be on the right path with her competencies and QA systems. No further action is required.

7 Risk register:

Misconduct Notices – it was agreed to update matters around name publication in the policy document as suggested by Jonathan. Letters in future to complainants and LCS's should also include a note that LCS'S names will be published unless there are mitigating circumstances.

The Chair will follow up the circumstances around the late publication of the Effect of Order with [s 9(2)(a)] and that the policy will be updated.

8 General Business

(i) Licence renewals:

It was agreed to use [s 9(2)(a)] renewal application as a good example for a template to cover the competencies for non-automatic licence renewal applications. Use the

basic headings without the bullet points and attach or link to a document containing all the competencies under the Standards.

(ii) Licence renewal fees:

It was agreed to charge \$450 incl GST for any late renewal applications. No fee is to be introduced to deal with incomplete applications.

(iii) Competency framework:

- Craig updated the Board following the sub-committee meeting the previous day. The framework document was updated at that meeting following the latest feedback from S+S NZ which had only just been received;
- Final updates to the framework and a task list were accepted and ratified by the Board. Moved CKM/PJ. This final document will be published along with a summary of the submission responses as soon as possible;
- Exam Coordinator role – the Board agreed that it is too early to create a job description. Secretary will obtain a code for this work and note time to it;
- S+S NZ role – Craig noted the need to go to S+S NZ for initial help with development as they have the experience that the Board can tap into. There was a full discussion about other providers but it was agreed to make a no-obligation approach to S+S NZ before possibly entering into a contract. Moved LC/PJ;
- Craig noted that a consultant is now needed to help develop and build the framework. He suggested [s 9(2)(a)] with her relevant experience at S+S NZ, be approached informally which would also assist with developing a scope for the work required. Another option could be Synapsys NZ Ltd. It was agreed that the sub-committee meet for initial no-obligation conversations with both [s 9(2)] and Synapsys. Moved NF/CKM.

(iv) Pacific Island surveyors:

The Chair offered to have a discussion with [s 9(2)(a)] about her query to Clare about “any opportunities for Pacific island surveyors to apply for and attain LCS. I think it is seen both as a way to show skills levels in-country, but potentially also a pathway for those who want to work in NZ as a surveyor”.

(v) CRSBANZ:

The Chair updated the meeting –

- There is a new Chair of CRSBANZ – Thomas Grinter;
- Don Grant is on the BAOQ committee before John Fryer retires;
- There is normally 1 physical meeting each year and 3x Zoom meetings;
- Neale plans to attend the meeting in Sydney in April this year, and will claim the daily allowance and travel/accommodation – as approved by the Board.

Member invoicing for this meeting – 1 day preparation/1 day meeting.

Next meeting –

Friday 5 July 2024 by Zoom.
9.00am start – TBC.

The chair closed the meeting at 4:00pm.

Action Items

No	Item	By	Action	Done
1	3(ii)	NF	Disciplinary Order [s 9(2)(a)]	✓
2	3(ii)	NF	Website audit	✓
3	3(ii)	PN	Cyber insurance	
4	3(ii)	PN/JK	Website privacy	
5	3(ii)	PN	Website contract	
6	3(ii)	CM	Risk plan	
7	3(ii)	AH	Landonline API	
8	4(iv)	PN	Finances (budget)	
9	4(iv)	NF/PN	BCS expenses	
10	4(iv)	PN	Licence fee update	
11	4(iv)	PN/PJ	Term deposits review	
12	5(i)	PN	Licence - [s 9(2)(a)]	✓
13	6(i)	AH/PN	Alleged Forgery issue	
14	6(iii)	PN	s7(1)(d) letters	
15	7	PN/JK/NF	Policy update - privacy	
16	7	NF	[s 9(2)(a)]	✓
16	8(i)	PN	Renewals template	
17	8(ii)	PN	Late renewal fee	
18	8(iii)	CKM	Competency framework	
19	8(iv)	NF	Pacific Island surveyors	✓

Note – items ticked are completed since meeting.

Minutes Approved

[s 9(2)(a)]

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 Chair Secretary