

**The Consulting Surveyors of New Zealand  
an affiliate of  
Survey and Spatial New Zealand**

**2021**

**ANNUAL REPORT**

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**Call for Nominations  
for Chairman, Vice Chairman, Area  
Representatives**

Would members please note that nominations for the above positions must be in the hands of the Secretary by 12<sup>th</sup> November 2021. Nomination forms are available from the Secretary at [csnz@surveyspatialnz.org](mailto:csnz@surveyspatialnz.org) or the Members Area – CSNZ of the Survey and Spatial New Zealand website.

By order of the Management Committee  
W Sheedy  
Secretary

**The Consulting Surveyors of New Zealand**  
**an affiliate of**  
**Survey and Spatial New Zealand**

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Wellington 5013  
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**Notice of Annual General Meeting**

Notice is hereby given that the 48th Annual General Meeting of members of the Consulting Surveyors of New Zealand, an affiliation of Survey and Spatial New Zealand, will be held in Waikanae on Thursday 25<sup>th</sup> November at 5:00pm

Date and place for AGM to be confirmed.

**Business**

1. Apologies.
2. Confirmation of the Minutes of the 47th Annual General Meeting held on 26th November 2021 in Waikanae.
3. Consideration and adoption of the Annual Report including Financial Statements for the year ended 30 June 2021.
4. Election of Officers, Secretary and Reviewer.
5. Consideration of the subscription to be charged for the year ended 30 June 2023.
6. General.

By order of the Management Committee  
W Sheedy  
Secretary

All Consulting Surveyors employees are invited to attend and participate in any discussion under general.

# **Chairman's Report**

## **For the year ended 30 June 2021**

On behalf of the Management Committee, it is my pleasure to report the activities of CSNZ for the year ending 30 June 2021.

We have now had one whole year under the new normal that is the COVID-19 pandemic era and endeavoured to adjust to the effects it has had on our businesses and markets.

A thank you to those CSNZ Members who volunteered to assist with the implementation of various strategic activities and to those CSNZ Members who are also acting as a 'Buddy' should a CSNZ Member need an ear or opinion about an issue or idea.

This is part of the magic of CSNZ – the willingness to share ideas and help the profession grow rather than infighting and dilution of our impact in the New Zealand economy.

### **Meetings**

The Management Committee held four Committee meetings, one in person and three via videoconferencing. Meetings were held on 11 September 2020 via Zoom, 27 November 2020 at Waikanae in person, 11 March 2021 and 29 June 2021 meetings were held via Zoom.

The AGM was held on 26 November 2019 in Waikanae and augmented with attendance via videoconferencing on Zoom.

A Special General Meeting was held 6<sup>th</sup> May 2021 via Zoom to review the rule around membership eligibility.

Carl Fox is also a S+SNZ Councillor being the CSNZ representative. S+SNZ Council meetings were held on 28 July 2020 via Zoom, 15 October 2020 in Wellington, 10 February 2021 and 27 May 2021 both via Zoom.

Carl Fox also acted as the CSNZ Representative on the S+SNZ Certification Governance Committee with several meetings held from April to June 2021 via Zoom.

CSNZ and S+SNZ National Office continue to be in discussion and communication over several projects and areas of interest with CEO Ashley Church being the official S+SNZ for liaison with the Division.

CSNZ has also conducted several Zoom discussions with the CEO of Consulting Surveyors National (Australia's equivalent of S+SNZ/CSNZ) with a view to closer relations, sharing of resources and facilitating exchange programs.

Wendy Sheedy prepares reports and agendas, attends Management Committee meetings to record minutes and provides an independent view on various issues.

### **Annual General Meeting**

The AGM was hosted in the Wellington Region in Waikanae on Thursday 26 November 2020.

For a full recourse of the AGM the minutes are available on the S+SNZ/CSNZ website.

The AGM was conducted as a hybrid meeting with some people in attendance at Waikanae and others attending online via Zoom. By conducting the meeting this way, CSNZ were able to achieve a quorum which would have been difficult otherwise. This reinforces my belief that this is the way forward, providing an avenue to not only provide an opportunity move the face-to-face meetings around but also to ensure a greater opportunity for full CSNZ Membership

representation from around the country.

The executive members elected at the Annual General Meeting on 26<sup>th</sup> November 2020 in Waikanae were as follows:

### **Management Committee**

Chairman	Carl Fox of Christchurch
Vice Chairman/Southern Rep	Neale Faulkner of Auckland
Northern Representative	Mike Stott of Tauranga
Central Representative	Paul Turner of Wellington
Southern Representative	Lynda Watson of Hokitika
Immediate Past Chairman	Paul Newton of Nelson
Secretary	Wendy Sheedy
Reviewer	Moore Markhams

### **Area Representatives**

Northland	Denis Thomson
Auckland	Geoff Webster
Waikato/Bay of Plenty	Brent Nijssen
Gisborne	Kevin Taylor
Hawke's Bay	Greg McFlynn
Taranaki	Geoff Bland
Manawatu/Wanganui	Kevin Judd
Wellington	Paul Turner
Nelson/Marlborough	Mike Russell
Canterbury	Peter McAuley
South Canterbury	Andrew Rabbidge
Otago Central	Matt Suddaby
Otago Coastal	Geoff Bates
Southland	Don Moir
Westland	Chris Coll

### **Membership**

Membership as of 30<sup>th</sup> June 2021 stood at 312 members an increase of 17 from last year, these members are represented by 158 member firms which is also an increase from last year. A pleasing trend to see is the continued growth of individual member numbers, member firms and participation in activities/events.

A core function of CSNZ is to provide members with support to achieve business excellence and long-term sustainability.

The S+SNZ Focus and Priorities framework given to all the Divisions and Streams is beneficial as it does exactly what its title says by focusing on important activities and then ensuring they are prioritized for delivery/action. This is outline further below.

### **Special General Meeting**

Carl Fox opened the Special General Meeting by introducing the purpose for the meeting being the proposed rule change dealing with eligibility criteria for membership to CSNZ. Carl noted that the proposed rule changes had already been circulated via email to all Members before the meeting.

The change proposed removing the word "voting" from section 6.02 (a), allowing all membership types of S+SNZ (rather than just Voting Members) to apply to be a member of CSNZ. By excluding the other membership classes, CSNZ was potentially missing the opportunity of including potential members with significant experience who could add to the

CSNZ activities and events.

Even in opening up the eligibility criteria any applicant would still need to meet section 6.01 membership criteria around business ownership or employed in a relevant role.

There was robust and fulsome discussion amongst the members present about the proposed change. The motion was put to a vote and was passed by majority with 16 members in favour, 3 members opposed the change.

Also noted were three members who could not attend the meeting tendered their support via email in favour of the proposed change.

### **Secretarial**

Our Secretary, Wendy Sheedy, a qualified accountant continues to help run CSNZ in a very efficient and thorough manner. Wendy provides immense support to the Chair and Management Committee and without that CSNZ would struggle to function and provide the level of service the members enjoy.

Wendy looks after the membership, financial aspects, and general day to day of the running of CSNZ and is the point of contact for many member enquiries. On behalf of the Management Committee, I would like to thank Wendy for the great work she does for CSNZ.

### **Workshop**

Unfortunately, due to interruption from COVID Alert Level escalation in Auckland the Committee made the tough decision to postpone the March 2021 CSNZ Workshop that was planned to be held in Martinborough. The decision was unanimous to hold the 2022 Workshop in Martinborough provided the logistics continued to be practical which at the time of preparing this report they still appear to be so.

### **Awards and Scholarships**

The CSNZ Professional Practice prize (currently \$500) was established in 1998. It is awarded annually to the student who attains the highest standard of achievement in the SURV 450 Professional Practice paper. The 2020 CSNZ prize went to Kade Philips.

The 2020 CSNZ Scholarship for the National Diploma in Surveying was awarded to Brenna Smith. The purpose of the award is to encourage completion of the qualification during the period of study.

### **STEP (previously ASaTS) Cadastral Survey Working Group (SWG)**

Guy Panckhurst continues to represent CSNZ on the STEP Cadastral Survey Working Group and we would like to thank him for his input.

- LINZ have numerous software developers (10-12) involved working on the survey modules.
- Generally positive results as each of the functions were tested throughout the development stage.
- The plan has been to allow members of the SWG to work on the platform for the month of August then include 20 more users, then another 100 users and then roll out around the Country.
- There are still features that are not fully developed and appears that LINZ have moved from early consultation with SWG to a develop and then seeking an opinion.

## **CSNZ Strategy / Focus and Priorities**

CSNZ's vision/purpose 'To Support our members achieve business excellence' remains unchanged.

The current strategic plan can be found on the CSNZ members area [https://www.surveyspatialnz.org/about/consulting\\_surveyors\\_of\\_nz](https://www.surveyspatialnz.org/about/consulting_surveyors_of_nz) (then click on members area, then governance, then strategy).

The focus and priorities for the 2021/2022 year are as follows

1. Facilitate the development of Cadastral Survey QA Template in conjunction with S+SNZ Cadastral Stream, ICS and LINZ
2. Resilience/Disaster Recovery Working Group – providing assistance with reviews and resources as relevant to CSNZ Members.
3. Develop Graduate Training Programme Template and provide to CSNZ Members.
4. Develop induction process for CSNZ Committee Members then new CSNZ Members
5. Continue to develop the Buddy System for CSNZ Members

## **Website**

S+SNZ have developed new templates for their website and CSNZ utilise some of the new templates to upgrade the CSNZ area.

## **Area Representatives**

The Management Committee is supported by 15 Area Representatives across the country, and the Committee appreciates their contributions to the running of the Division.

Survey Monkey surveys were continued for the Area Activity Reports which helps to gather more representation and therefore better information. The summary of these reports are in turn being shared back to the members to assist members with their strategic decision making and assessment of their local markets and/or national trends.

Finally, I would like to thank the members of the Management Committee who year after year volunteer considerable time out of their working days, during the evening and over weekends throughout the year to represent member's interests and manage the affairs of the Division.

Speaking from personal experience although this contribution does come with some sacrifice it also comes with some benefits being the experience, knowledge and the relationships forged during the process. The benefits certainly outweigh the costs, and I would encourage all CSNZ members to get involved in whatever function they can



Carl Fox  
CSNZ Chair

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**Statement of Financial Position**

As at 30 June 2021

	Note	2021	2020
<b>Current Assets</b>			
Bank Accounts and Cash		36,587	49,083
Accounts Receivable		542	789
Prepayments		894	-
Taxation		501	1,013
Current Term Deposits		80,000	-
GST Refund Due		7,582	3,713
<b>Total Current Assets</b>		<b>\$126,106</b>	<b>\$54,598</b>
<b>Non-Current Assets</b>			
Investments			
Term Deposits	3	50,000	130,000
<b>Total Non-Current Assets</b>		<b>50,000</b>	<b>130,000</b>
<b>Total Assets</b>		<b>\$176,106</b>	<b>\$184,598</b>
<b>Current Liabilities</b>			
Accounts Payable		8,050	9,185
Provision for Scholarship	10	4,000	2,000
<b>Total Liabilities</b>		<b>12,050</b>	<b>11,185</b>
<b>Net Assets</b>		<b>\$164,056</b>	<b>\$173,413</b>
<b>Represented by</b>			
<b>Accumulated and Special Funds</b>			
Accumulated Funds	6	\$164,056	\$173,413



Carl Fox  
**CHAIRMAN**

Date

*The accompanying notes form part of this special purpose financial statement*

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**Statement of Financial Performance**  
For the year ended 30 June 2021

<b>Income</b>	<b>Note</b>	<b>2021</b>	<b>2020</b>
Member's fees		<b>63,323</b>	64,266
Investment income	5	<b>4,201</b>	5,650
Other income	2	-	7,000
Workshop registrations		-	67,122
<b>Total Income</b>		<b>\$67,524</b>	\$144,038
<b>Expenses</b>			
Review		<b>3,290</b>	3,149
General		<b>292</b>	720
Scholarship	10	<b>2,500</b>	2,187
Secretarial		<b>45,000</b>	45,000
Strategic Projects	2	<b>120</b>	7,064
Subscription		<b>720</b>	746
Surveys - Annual		<b>5,000</b>	5,000
Travel		<b>2,443</b>	7,964
Website fees		<b>525</b>	2,100
Workshop expenses		<b>16,714</b>	61,285
<b>Total Expenses</b>		<b>\$76,604</b>	\$135,215
<b>Net (Deficit)/Surplus Before Tax</b>		<b>(9,080)</b>	8,823
Income Tax Expense	4	<b>(277)</b>	(417)
<b>Net (Deficit)/Surplus After Tax</b>		<b>(\$9,357)</b>	\$8,406

**Statement of Movements in Equity**  
For the year ended 30 June 2021

<b>Equity at Beginning of Year</b>	<b>173,413</b>	165,007
Net (Deficit)/Surplus for the year	<b>(9,357)</b>	8,406
Total recognised revenue & expenses	<b>(9,357)</b>	8,406
<b>Equity at End of Year</b>	<b>\$164,056</b>	\$173,413

*The accompanying notes form part of this special purpose financial statement*

**The Consulting Surveyors of New Zealand  
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**Notes to the Special Purpose Financial Statements**  
For the year ended 30 June 2021

**1. Statement of Accounting Policies**

**Reporting Entity**

The Consulting Surveyors of New Zealand Group was established as a division of the New Zealand Institute of Surveyors by resolution of Council in 1973. The Financial Statements have been prepared in accordance with the rules of CSNZ. The Financial Statements have been prepared for members of Consulting Surveyors of New Zealand and hence are special purpose Financial Statements.

**Measurement Base**

These financial statements have been prepared on an historical cost basis, except as noted otherwise below. The financial statements are presented in New Zealand dollars (NZ\$) and all values are rounded to the nearest NZ\$, except when otherwise indicated.

**Changes in Accounting Policies**

These Special purpose financial statements are prepared in accordance with the policies set out below. There have been no changes in accounting policies.

**Bank Accounts and Cash**

Bank accounts and cash comprise cash balances and bank balances (including short term deposits) with maturities of 90 days or less from balance date.

**Accounts Receivable**

Accounts receivable are recognised initially at fair value, less an allowance for any uncollectable amounts. Individual debts that are known to be uncollectable are written off in the period that they are identified.

**Investments**

Current investments comprise of term deposits with maturities of 12 months or less from balance date. Non-current investments comprise of term deposits with maturities greater than 12 months from the balance date.

**Accounts payable**

Accounts payable are recognised at fair value and represent the amount outstanding by CSNZ to its suppliers at balance date.

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**Notes to the Special Purpose Financial Statements (continued)**  
For the year ended 30 June 2021

**Income Tax**

Taxation on investment income has been charged at the applicable tax rate, after claiming all due allowances and recognises the current obligations payable to the Inland Revenue Department.

Taxation is not payable on subscription and other income from members.

**Goods and Services Tax**

All amounts are stated exclusive of goods and services tax (GST) except for accounts receivable and accounts payable, which are stated inclusive of GST.

**Revenue Recognition**

Revenue is accounted for as follows:

**Membership Income**

Membership subscriptions are recognised as revenue in the year of receipt. There is no accrual for membership fees receivable at reporting date as payment is voluntary.

**Event Income**

Workshop registration fees are recorded as revenue when the Workshop takes place.

**Interest and Dividend Income**

Interest income is recognised on an accrual's basis.

Dividend income is recognised when the dividend is received.

**Other Income**

All other income is accounted for on a cash basis and accounted for in accordance with the substance of the transaction.

**Income in advance**

Income received in advance in relation to events held in future years is held on the Statement of Financial Position.

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Notes to the Special Purpose Financial Statements (continued)  
For the year ended 30 June 2021

<b>2. Other Income</b>	<b>2021</b>	<b>2020</b>
Contribution from LINZ and S+SNZ towards COPTTM Project (total cost \$7064, CSNZ contributed \$564)	-	6,500
Health and Safety manual sales	-	<u>500</u>
		7,000
 <b>3. Investments</b>		
New Zealand Term Deposits		
Bank of New Zealand 4.10% 16/02/22	<b>30,000</b>	30,000
Bank of New Zealand 0.85% 27/12/21	<b>50,000</b>	50,000
Bank of New Zealand 4.20% 01/02/23	<b><u>50,000</u></b>	<u>50,000</u>
Total New Zealand Term Deposits	<b><u>130,000</u></b>	<u>130,000</u>
 <b>4. Income Tax Expense</b>		
Net Profit on Investment Income		
Taxable Investment Income	<b>2,636</b>	3,976
Taxable Profit (Loss)	<b>2,636</b>	3,976
Tax Payable at 10.5% (2020:10.5%)	<b>277</b>	417
Tax Expense	<b><u>277</u></b>	<u>417</u>
 <b>5. Investment Income</b>		
Interest received	<b>4,201</b>	5,650
Dividend received	-	-
Total Investment Income	<b><u>4,201</u></b>	<u>5,650</u>

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Notes to the Special Purpose Financial Statements (continued)  
For the year ended 30 June 2021

<b>6.</b>	<b>Funds Employed</b>	<b>2021</b>	<b>2020</b>
	Accumulated Funds: Opening Balance	<b>173,413</b>	165,007
	Net (Deficit)/Surplus	<b>(9,357)</b>	8,406
	Total Funds	<b><u>164,056</u></b>	<u>173,413</u>

**7. Commitments and Contingencies**

**Capital Commitments**

There are no capital commitments at balance date (2020: \$Nil).

**Contingent Assets and Liabilities**

There are no contingent assets or liabilities at balance date (2020: \$Nil).

**8. Events After the Reporting Date**

There were no events that have occurred after balance date that would have a material impact on the financial statements (2020: \$Nil).

**9. Related Parties**

Consulting Surveyors of New Zealand is affiliated with Survey and Spatial New Zealand, and we paid \$525 in the current financial year for a website fee to S+SNZ as a related party. (2020: \$2,100). From November 2020 Survey and Spatial New Zealand are no longer charging Consulting Surveyors of New Zealand for website access.

**10. CSNZ Scholarship**

CSNZ provides a Scholarship for employees of members wishing to study for the National Diploma in Surveying. The Scholarship is in the amount of \$2,000 and is provided for annually, but not paid out until the recipient has successfully completed their program of study.

CSNZ also provides an annual award of \$500 to the student who attains the highest standard of achievement in the SURV450 Professional Practice paper at Otago University Survey School.