

# 2021 ANNUAL REPORT



# THE 133<sup>RD</sup> ANNUAL REPORT AND AUDITED ACCOUNTS OF NEW ZEALAND INSTITUTE OF SURVEYORS INCORPORATED TRADING AS SURVEY AND SPATIAL NEW ZEALAND

## Secretariat

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## PRESIDENT'S REPORT

It would be impossible to write a review of 2021 without acknowledging the ongoing impact that Covid-19 has had on our lives. Whilst it has presented ongoing challenges – especially in the areas of recruitment and wellbeing – it has also provided us with opportunities. It is hard to imagine that the changes we are living through will not have a lasting impact on the way we work in the future.

Despite the constantly shifting 'normal', I am so proud of what Survey and Spatial New Zealand has achieved in the past year. This is in no small part thanks to the tireless work of the National Office team and the dedication of our members who volunteer their time to help move us all forwards as an organization and profession. My heartfelt thanks to all of you who have contributed this year. There were some highlights for me.

Firstly, the Annual Conference in Auckland. I am immensely grateful that we managed to have the conference in a window of opportunity before the lockdown which allowed us to gather for one of the best attended conferences we have had in a long time. It was almost surreal to be able to meet and talk again in person and network with colleagues and old friends. The awards dinner was a standout – with the revamped awards recognizing and celebrating some of the truly exceptional people we have in our industry in the manner they deserve.

I'm also proud of the progress that has been made in advancing our Certification Program. It has been long overdue and is clearly needed. The certification

program work is being staged in order to address our priorities in a pragmatic way – with our areas of immediate need being addressed first. We are looking to pilot the first certification streams early in 2022, with the next tranche poised to be developed soon after that. We will be presenting an overview of the program at the Stakeholder Forum prior to AGM. Again, there has been a huge amount of time put in by National Office and volunteers to support this progress – a legacy that will raise our profile, provide us with external relevance, and offer professional development pathways for our members into the future.

Also of note has been the ongoing work to develop our Resilience Volunteer Network, which has included liaison with LINZ to support their Emergency Response team; the support for the Space, Spatial and Surveying Inclusion@Work Index survey in partnership with the Diversity Council Australia; the commitment to holding the NZ regional round of the Spatial Excellence Awards (APSEA); the ongoing engagement with LINZ and their STEP program development; and the initiative to develop the S+SNZ Emerging

Leaders Program – a great avenue for our future leaders.

There have certainly been some challenges this year, but we have a great team of people working to keep us moving ahead. I'd like to acknowledge and thank the Council for your work and contributions this year – it's an absolute pleasure to know and work with you all. A huge thanks to Ashley and our National Office team; to the Committees, Streams, Divisions and Branches that do such important and valued work; and to the Board for keeping us in check. In particular, I'd like to reflect our appreciation to the outgoing Board Chair, Daniel Williams, for his 8+ years of dedicated service to S+SNZ – a massive contribution of time and effort to the organization.

I sincerely hope that the annual report next year will contain a narrative that has moved past Covid disruptions and challenges and on to more positive change! But – in the interim – I wish you all a healthy and happy end to 2021.

*Ngā mihi nui,  
Dr Kat Salm*



## BOARD CHAIR REPORT

As I write this report from Auckland's level 3 lockdown it strikes me that not a lot is different this year from last year, well at least not in a physical sense. Our members have been impacted to varying degrees by lockdowns and there is frustration at not being able to tackle the mountain of work that many of us in front of us.

The saving grace has been that we have been through this last year and that the lessons we learnt last year have been applied and there is not the sense of impending doom that prevailed last year!

It is against this backdrop we have seen the team at National Office adapt to an ever-changing environment and step up to meet the challenge. We have had some personal changes through the year but National Office under Ashley Church has been restructured into a format that is starting to deliver outstanding results for the organisation and its members.

As a Board, we have focussed on supporting Ashley deliver on the Letter of Expectation that the Council would like to see delivered as well as managing risk associated with lockdowns and the potential impacts that could have arisen with running what subsequently was a very successful conference.

As can be seen from the annual accounts S+SNZ has operated in a very fiscally prudent manner. Whilst income remained roughly the same we have had savings in our expenditure which has resulted in a surplus this year of approximately \$107,500. On the surface, this is a great result

although some of these savings were a result of not being able to deliver services to our members.

The Board this year has approved a budget with a break-even model but the surplus from the last year will be used to support the delivery of the Council's Letter of Expectation.

Membership fees alone do not support the activities of S+SNZ and I would like to acknowledge the continuing support that we receive from our commercial partners. Without this support, we would not be in a position to fund many of the activities that we do.

One of the highlights of the year has been the successful running of the conference. The Board would like to acknowledge all of the people involved in running and supporting this year's event which has been a highlight for many.

This is my last act as Board Chair and member of the S+SNZ Board. When I was elected to the Board eight years ago I never envisaged that I would be a member of Board or Council for this long. I would like to acknowledge all of the previous Board members that I have had the privilege to work with along with the current members, Thomas Gibbon, Mike Benning,

Michelle Bain, Elaine McAlistair and Adam Musa. I have learnt so much from all of these people and the experience gained over the last eight years has been invaluable from both a personal and business perspective.

I would also like to acknowledge and thank all of the Council members that I have worked with, past presidents and the current president Kat Salm. It has been a challenge at times but what a great group of people contributing to the success of S+SNZ.

Finally, I would like to acknowledge National Office led by Ashley Church. The real engine room of S+SNZ whose work often goes unacknowledged. Thank you for all of the support that you have provided me over the years.

My final comment is to our members, I encourage you all to support S+SNZ in the efforts to get certification operational, as well as becoming active members of S+SNZ. There is much work to be done and if the collective “we” do not get behind S+SNZ in all areas we run the risk of becoming more marginalised as an organisation. Too often the work of raising our profile, supporting committees, being members of external groups is left to a small number of our members. We are very quick to complain about what hasn't been done but I don't see a similar number of people asking if they can contribute. Exciting times are ahead of us

as a Sector but we all need to support S+SNZ if we want to truly benefit from those times.

*Daniel Williams*  
*S+SNZ Board Chair*



## CHIEF EXECUTIVE'S REPORT

If you were at one of the Branch or Zoom presentations that I made in early 2020 you'll probably remember the enthusiasm with which I faced the task ahead. Certainly, there were challenges facing Survey and Spatial as an organisation, and the surveying profession in general, but nothing which couldn't be addressed with some time-honoured strategies and a bit of hard grist.

Then Covid hit.

I don't need to recount the impact of the first lockdown to anybody reading this. We all know how fundamentally the pandemic has changed our lives, our society, and the way in which business is conducted – and our organisation wasn't immune. We faced the prospect of declining membership, reduced activities and services, uncertainty around our ability to run face-to-face events and, most importantly, a significant hit to the livelihood of our members.

But then we all emerged from the first lockdown and found, to our surprise, that it wasn't as bad as we all expected. Parts of the economy – including the built environment – boomed. Business confidence stayed stubbornly high. We even started using phrases like 'building back better' underlying a stubborn tenacity and a determination not to be bowed by Covid.

And, like other parts of the economy, Survey and Spatial flourished. We reconfigured our National Office, bringing in new people with substantial experience in the industry and redefining their roles to better reflect a modern organisation with an eye to the future. I owe an enormous debt of gratitude to my amazing team – Jan, Jenny,

Loren, Tara, Jayne and Libby (and David, who was only with us for a few months but tidied up our approach to our finances).

Through the hard work of these incredible people, we've ticked off many of the goals we had set for ourselves in early 2020. We redesigned our communications – a process which is ongoing, and which will soon see a new, more modern, website added to fresher and more targeted comms and social media. We hosted packed out live and virtual events catering to the needs and aspirations of our membership. We hosted record numbers of candidates in professional examinations around the country. And while all this was happening, we maintained our membership and actually improved our financial position.

Of course, we didn't get it all right. After making the decision to reduce our lobbying and advocacy activities in 2020, we've now recognised that this was a mistake, and we are in the process of significantly improving both our strategic approach and our visibility in this important area. Branches and Streams are looking for policy leadership at local and national level and we are determined to provide it.

So, (almost) two years on, I'm proud of what we've achieved but eager to complete the task. In that regard there are two initiatives underway which, in my view, will fundamentally change who we are as an organisation.

The first of these is the Emerging Leaders Program which is being launched for the first time this year. This program will embed young members at every level of our organisation and, over time, will influence change and better reflect the changing professional landscape.

The other initiative is the move to a formal professional Certification program, the first peek of which members will receive at the November Members meeting. This program, when fully implemented, will revolutionise the way our Stream professions demonstrate their expertise and competence and has the potential to place our members at the forefront of professionals in our country. It's an initiative for which I'm enormously excited and I look forward to seeing the fruits of the hard work which has gone into it, over the past year, in the years ahead.

In closing, I'd like to extend my personal thanks to the two people who have most impacted my time in this role.

Council President, Kat Salm and I have developed an extremely productive working relationship and I am in awe of her energy, her tenacity, and

her unwavering commitment to our professions. I am absolutely delighted that she has agreed to remain in the role for a further year and look forward to continuing to build on our tangible achievements over that time.

And finally, I offer my sincere thanks and admiration to outgoing Board Chair Daniel Williams. Daniel has been my confidante and mentor for a big part of my time with Survey and Spatial and his knowledge, calm wisdom and encouragement have been to ballast which has repeatedly steadied the ship. His eight years as Chair of the Board have served the organisation well and, by me in particular, he will be sorely missed.

*Ashley Church*  
*Chief Executive*

# COUNCIL AND BOARD MEETINGS

## Council Meetings

Council meetings were held:

**2020:** 29 July, 15 October

**2021:** 10 February, 25 March, 27 May

### *Council 2019-2020*

#### **President**

Kat Salm, Christchurch

#### **Vice-President**

Russell Benge, Christchurch

#### **Councillors**

Michael Cutfield, Auckland (Engineering Stream)

Karl Wilton, Wellington (Cadastral Stream)

Stuart Caie, Wellington (Hydrography Stream)

Campbell Burrows, Auckland

(Land Development and Urban Design Stream)

Emma Cook, Auckland (Young Professionals)

Elaine McAlister/Charlotte Dawson, Wellington  
(Women in Surveying/Spatial)

Bruce Robinson, Auckland

(Positioning & Measurement Stream)

Andrew Clouston, Wellington (Spatial Stream)

Richard Hemi, Dunedin (Tertiary)

Carl Fox, Christchurch (CSNZ)

Andrew Perry, Tauranga (General)

Bruce Walker, Auckland (Survey Technicians)

## Board Meetings

Board meetings were held on the following dates:

**2020:** 16 July,

17 September, 19 November

**2021:** 4 March, 22 April,

17 June

### *Board 2020-2021*

#### **Chair**

Daniel Williams, Auckland

#### **Board Members**

Mike Benning, Auckland  
(Voting Member)

Thomas Gibbons, Hamilton  
(Independent)

Michelle Bain, Auckland  
(Voting Member)

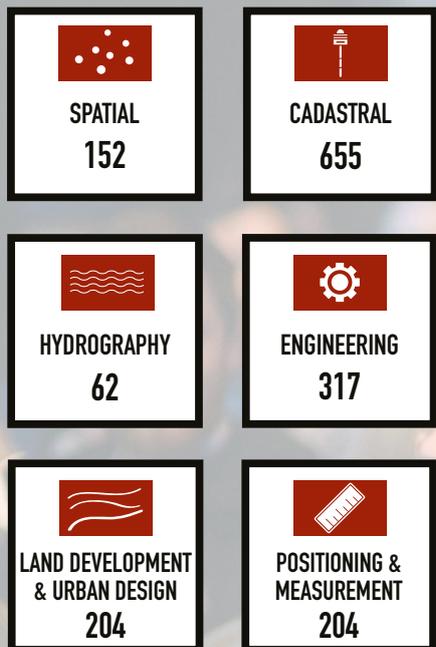
Elaine McAlister,  
Wellington (Independent)

Adam Musa, Hamilton  
(Young Professionals)

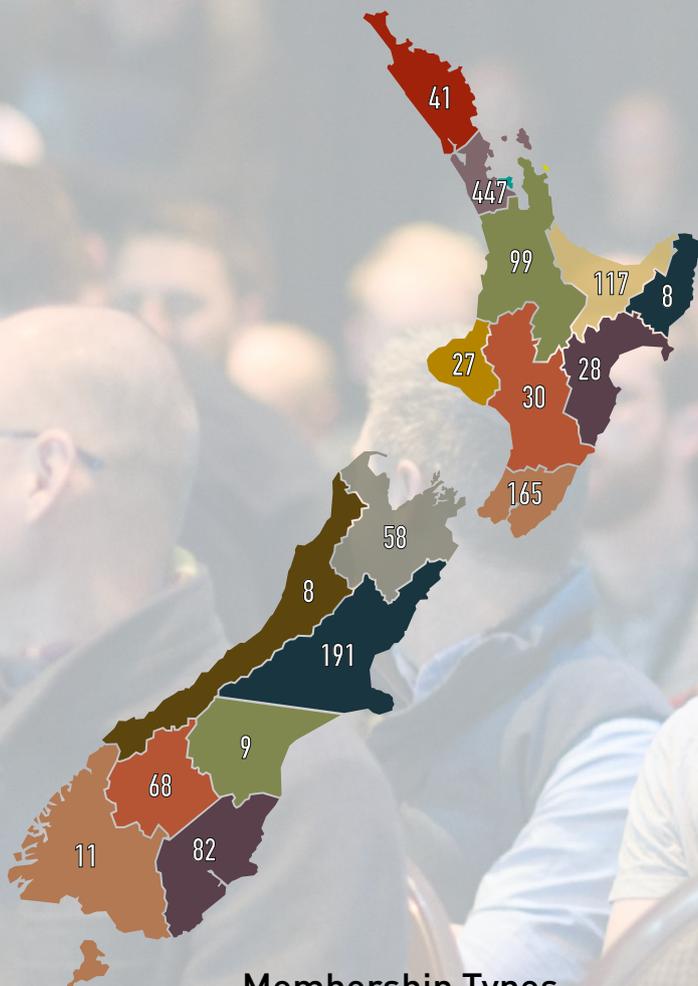
Kat Salm, Christchurch  
President (ex-officio)

# MEMBERSHIP DEMOGRAPHICS & STATS

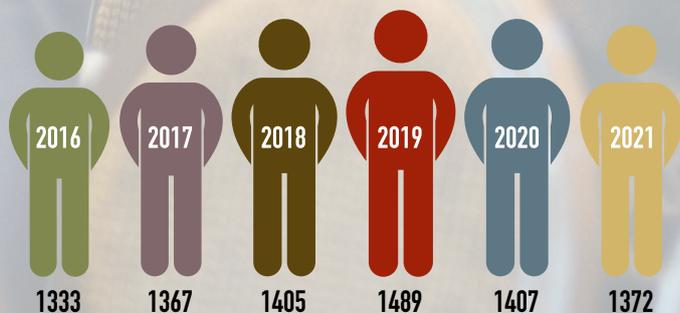
## Professional Streams



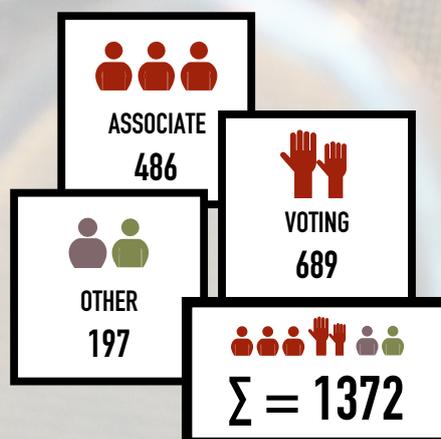
## Branch Numbers



## Membership 2016–2021



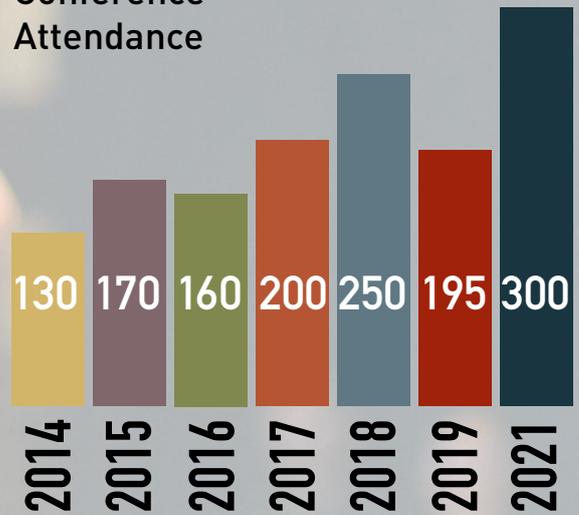
## Membership Types



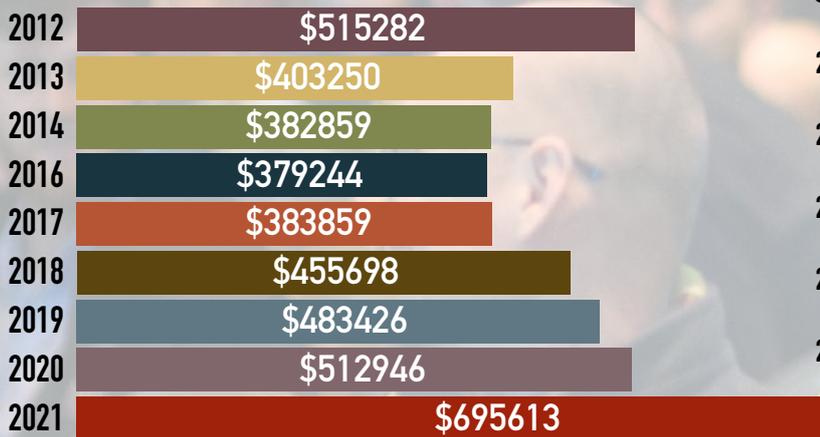
## Events



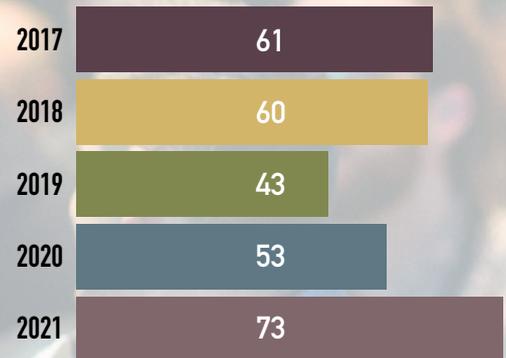
## Annual Conference Attendance



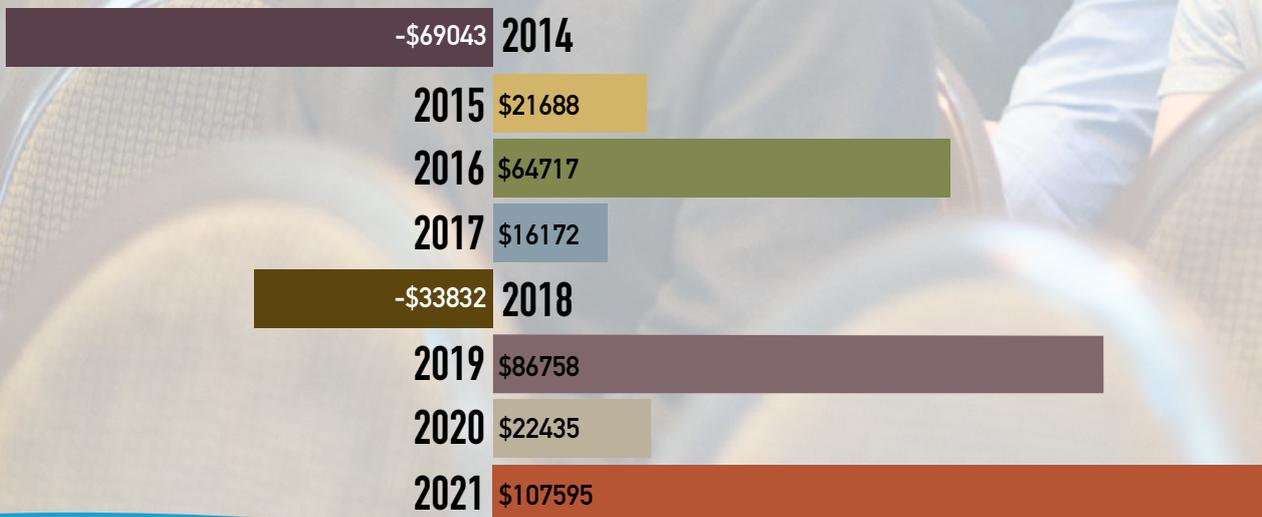
## Investment Growth



## Number of Vacancy Listings on S+SNZ Jobs Board



## Financial Position



## COUNCIL COMMITTEES and BOARD SUPPORT

Reports from the various Council committees, branches, streams, divisions and special interest groups are available on the web page accessed by clicking on the image below:



## OBITUARIES

Mark Clapham  
Gisborne

Kit Eversen  
Christchurch

John Yeoman  
Auckland

# Annual Report

Survey and Spatial New Zealand  
For the year ended 30 June 2021

Prepared by Hudson Taylor Chartered Accountants Limited

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# Independent auditor's report

## To the Members of Survey and Spatial New Zealand

### Opinion

We have audited the special purpose financial statements of Survey and Spatial New Zealand on pages 5 to 14, which comprise the statement of financial position as at 30 June 2021 and the statement of profit or loss, and statement of movements in equity for the year then ended, and notes to the special purpose financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements of Survey and Spatial New Zealand for the year ended 30 June 2021 are prepared, in all material respects, in accordance with the accounting policies set out in the statement of accounting policies of the special purpose financial statements.

### Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)). Our responsibilities under those standards are further described in the 'Auditor's responsibilities for the audit of the special purpose financial statements' section of our report.

We are independent of Survey and Spatial New Zealand in accordance with Professional and Ethical Standard 1 (Revised) 'Code of ethics for assurance practitioners' issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other than our capacity as auditor we have no relationship with, or interests in, Survey and Spatial New Zealand.

### Emphasis of Matter: Basis of Accounting and Restriction on Distribution and Use

Without modifying our opinion, we draw attention to Note 1 to the special purpose financial statements, which describes the basis of accounting. The special purpose financial statements are prepared to assist the Survey and Spatial New Zealand to meet the requirements of its rules, and to assist in assessing obligations to the commissioner of Inland Revenue. As a result, the special purpose financial statements may not be suitable for another purpose. Our report is intended solely for Survey and Spatial New Zealand and its Board and should not be distributed to parties other than Survey and Spatial New Zealand.

### Board's responsibilities for the special purpose financial statements

The Board are responsible on behalf of Survey and Spatial New Zealand for the preparation of these special purpose financial statements in accordance with the accounting policies set out in the statement of accounting policies of the special purpose financial statements and for such internal control the Board determine is necessary to enable the preparation of special purpose financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Board are responsible on behalf of Survey and Spatial New Zealand for assessing Survey and Spatial New Zealand's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of

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accounting unless the Board either intend to liquidate Survey and Spatial New Zealand or to cease operations, or have no realistic alternative but to do so.

**Auditor’s responsibilities for the audit of the special purpose financial statements**

Our objectives are to obtain reasonable assurance about whether the special purpose financial statements are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of these special purpose financial statements.

A further description of the auditor’s responsibilities for the audit of the special purpose financial statements is located at the XRB’s website at <http://www.xrb.govt.nz/standards-for-assurance-practitioners/auditors-responsibilities/audit-report-8/>



**Moore Markhams Wellington Audit** | Qualified Auditors, Wellington, New Zealand  
27 October 2021

# Statement of Financial Position

## Survey and Spatial New Zealand As at 30 June 2021

	NOTES	30 JUN 2021	30 JUN 2020
<b>Assets</b>			
<b>Current Assets</b>			
Bank Accounts & Cash		168,603	477,159
Accounts Receivable		35,573	268,529
Forsyth Barr Cash Management Accounts	2	61,951	25,996
Prepayments		83,687	9,900
Kairuri Community Trust Loan (Current Portion)		4,000	4,000
<b>Total Current Assets</b>		<b>353,814</b>	<b>785,585</b>
<b>Non-Current Assets</b>			
Fixed Assets	3	8,818	11,188
Kairuri Community Trust Loan		-	4,000
Investments		633,662	579,614
<b>Total Non-Current Assets</b>		<b>642,480</b>	<b>594,802</b>
<b>Total Assets</b>		<b>996,295</b>	<b>1,380,387</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Credit Cards		7,510	-
Accounts Payable		32,442	17,555
Accrued Expenses		12,138	5,750
GST Payable		19,879	99,691
Income Tax Payable		5,305	4,880
Employee Entitlements		30,699	53,583
Income in Advance		259,605	677,806
Kairuri Community Trust Advance		15,500	15,500
<b>Total Current Liabilities</b>		<b>383,078</b>	<b>874,765</b>
<b>Total Liabilities</b>		<b>383,078</b>	<b>874,765</b>
<b>Net Assets</b>		<b>613,217</b>	<b>505,622</b>
<b>Accumulated and Special Funds</b>			
Retained Earnings		607,917	500,322
Special Funds		5,300	5,300
<b>Total Accumulated and Special Funds</b>		<b>613,217</b>	<b>505,622</b>



Daniel Williams - Chair

Date 27 October 2021



Ashley Church- CE

Date 27 October 2021

The accompanying notes form part of this financial statement

# Statement of Profit or Loss

## Survey and Spatial New Zealand For the year ended 30 June 2021

	NOTES	2021	2020
<b>Income</b>			
Commercial Income		199,379	181,580
Conference Commercial Income		(6,400)	-
Conference Income		-	5,358
CPD/Training Income		66,780	55,233
Investment Income	6	96,149	50,977
Membership Fees		605,258	614,070
NZSEA Income		-	47,859
Professional Examinations		55,848	51,851
Publication Advertising		12,660	8,050
RP Surv Fees		73,921	77,312
Sundry Revenue		11,282	1,590
Wage Subsidy Income		-	21,089
<b>Total Income</b>		<b>1,114,875</b>	<b>1,114,970</b>
<b>Total Income</b>			
		<b>1,114,875</b>	<b>1,114,970</b>
<b>Expenses</b>			
ACC Levies		1,307	1,501
Accounting & Xero Fees		35,988	7,831
Advertising		-	436
Conference Expenses		12	4,889
Audit Fee		10,311	11,387
Awards		1,029	385
Bank Fees		5,657	509
Board Costs		3,333	5,848
Board/Council/Branch Delegate AGM Expenses		2,099	22,973
Branch Fees		435	18,790
Branding Expenses		5,337	188
Commercial Expenses		439	485
Communications		1,270	321
Conference Commercial Exhibition Expenses		170	2,422
Council Meeting & General costs		5,362	2,584
Council Travel		440	1,632
CPD/Training Expenses		10,672	15,250
Credit Card Costs		5,132	6,347
Depreciation	3	2,370	4,176
Division - Tertiary		-	1,147
Entertainment		-	2,342
Forgiveness of Kairuri Community Trust Loan	8	4,000	4,000
General Contractors		224,336	72,636
General Expenses		2,503	103

The accompanying notes form part of this financial statement

	NOTES	2021	2020
Governance Committee		250	-
Insurance		7,566	6,748
International Expenses/Attendance Fees		(865)	1,532
International Flights/Accommodation		-	7,124
Investment Management Fees		6,327	5,816
IT Services S + S		3,017	3,393
IT Share Services Expense		3,375	5,233
KiwiSaver Employer Contributions		13,694	17,819
Legal expenses		32,123	3,532
NZSEA Expenses		15,040	60,425
Occupational Regulation		-	838
Office Expenses		7,527	14,643
Postage & Courier		2,132	1,830
Power		1,144	1,380
Printing & Photocopy		221	5,147
Professional Examinations		35,545	19,038
Publications		26,558	42,696
Rent		26,513	24,821
Repairs and Maintenance		752	-
Salaries & Wages		445,352	625,457
Service Agreement, Licences & Subscriptions		10,226	6,548
Sponsorship		(1,548)	2,855
Staff Related Expenses		9,116	8,267
Strategic Projects		5,180	40
Subscriptions NZ		500	764
Subscriptions Overseas		-	6,885
Telephone & Internet		2,047	6,672
Travel and Accommodation		15,197	10,437
Website Expenses		12,785	9,535
<b>Total Expenses</b>		<b>1,001,975</b>	<b>1,087,655</b>
<b>Net (Loss) Surplus Before Taxation</b>		<b>112,900</b>	<b>27,315</b>
<b>Taxation and Adjustments</b>			
Income Tax Expense	5	5,305	4,880
<b>Total Taxation and Adjustments</b>		<b>5,305</b>	<b>4,880</b>
<b>Net (Loss) Surplus for the Year</b>		<b>107,595</b>	<b>22,435</b>

The accompanying notes form part of this financial statement

## Statement of Movements in Equity

Survey and Spatial New Zealand  
For the year ended 30 June 2021

	NOTES	2021	2020
<b>Equity</b>			
Opening Balance		505,622	483,187
<b>Increases</b>			
(Deficit) Surplus for the Period		107,595	22,435
<b>Total Increases</b>		<b>107,595</b>	<b>22,435</b>
<b>Total Equity</b>		<b>613,217</b>	<b>505,622</b>

These financial statements have been audited. The accompanying notes form part of this financial statement.

# Notes to the Financial Statements

## Survey and Spatial New Zealand For the year ended 30 June 2021

### 1. Statement of Accounting Policies

The Financial Statements have been prepared in accordance with the requirements of the rules of the Institute. New Zealand Institute of Surveyors has been incorporated pursuant to the Incorporated Societies Act 1908. The financial statements have been prepared to meet the requirements of its rules, and to assist in assessing obligations to the commissioner of Inland Revenue.

#### Basis of Preparation

The External Reporting Board removed authoritative support from "old NZ GAAP" for all year ends with periods beginning on or after 1 April 2015. Having given consideration to its ongoing financial reporting requirements, the Institute reports using a special purpose basis going forward in accordance with the policies set out below.

#### Measurement Base

The Financial Statements have been prepared on an accruals basis, except as noted otherwise below. The information presented is in New Zealand dollars and has been rounded to whole dollars, unless otherwise stated.

#### Changes in Accounting Policies

There has been one change in accounting policy. The prior year's financial statements were consolidated with Kairuri Community Trust. The trustees of the Trust have elected not to consolidate the Trust this year. As such, the comparative figures in this year's financial statements are only for the parent entity.

All other policies have been applied on a consistent basis with those of the previous reporting period.

#### Bank Accounts & Cash

Bank accounts and petty cash are recorded at their closing amount at balance date. An overdraft facility is also in place with a limit of \$50,000. At balance date there was an overdraft of \$Nil (2020: \$Nil).

#### 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.

#### Prepayments

Prepayments include expenditure paid relating to subsequent financial years. These prepayments are measured at cost.

#### Fixed Assets and Depreciation

All Fixed Assets are recorded at historical cost less accumulated depreciation or impairment losses. Historical cost includes expenditure directly attributable to the acquisition to assets.

Depreciation of the assets has been calculated on a diminishing value basis over the estimated useful life of the asset using depreciation rates published by Inland Revenue. The following depreciation rates have been used:

• Office Equipment	30 - 50%	Diminishing Value
• Furniture & Fittings	13 - 16%	Diminishing Value
• Paintings	0%	No Depreciation
• Intangibles	50%	Diminishing Value

A fixed asset is derecognised upon disposal of that asset, any gain or loss arising from the derecognition of the asset (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is included in the Statement of Financial Performance in the year of disposal.

### **Investments**

All investments are carried at the current market value as at 30 June 2021. Unrealised gains or losses are recognised in the Statement of Financial Performance for movements in the market value and realised gains or losses when individual investments are sold.

### **Foreign Currency**

Transactions denominated in foreign currencies are converted at the exchange rate current at the transaction date. Foreign currency receivables and payables are converted at exchange rates current at balance date. Foreign exchange gains or losses are included as income or expenses respectively in the Statement of Financial Performance.

### **Accounts Payable**

Accounts payable are recognised at fair value and represents the amount outstanding by the Group to its suppliers as at balance date.

### **Employee Entitlements**

Amounts owing to employees or on behalf of employees to IRD at balance date are recorded on the Statement of Financial Position at cost.

### **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 payable and accounts receivable which are stated inclusive of GST.

### **Revenue Recognition**

Revenue is accounted for as follows:

#### **Membership Income**

Fees and subscriptions are initially recorded as income in advance and recognised in revenue evenly over the membership period.

#### **Event Income**

Entrance fees for functions and events are recorded as revenue when the function or event takes place.

#### **Interest and Dividend Income**

Interest income is recognised on an accruals basis

Dividend income is recognised when the dividend is declared.

#### **Donations Received**

Charitable Donations are recognised on an accruals basis.

#### **Commercial Income**

Revenue from Commercial activities is recognised on a cash basis and accounted for when the cash is received.

#### Other Income

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

#### Income Received in Advance

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

#### Leased Assets

##### Operating Leases:

The Group leases office premises and equipment which are classified as operating leases. Operating lease payments are charged to expense over the periods of expected benefits.

#### Non-Member Revenue

Attendance by non-members at events run by the Institute are tracked and currently the Institute does not record a surplus from these interactions. As there is no surplus received from non-members, there are no tax implications on these interactions. If the Institute earns a surplus from non-member transactions in the future, the resulting surplus will be taxable.

#### Special Funds

Amounts donated or given to the Institute for awards and scholarships are held on the Balance Sheet under Special Funds. The method these amounts arose are neither revenue or expense and are held separate from the accumulated earnings of the Institute.

	2021	2020
<b>2. Short Term Deposits</b>		
Forsyth Barr - NZD Account	61,180	17,964
Forsyth Barr - AUD Account	410	205
Forsyth Barr - GBP Account	269	7,808
Forsyth Barr - USD Account	92	19
<b>Total Short Term Deposits</b>	<b>61,951</b>	<b>25,996</b>

	2021	2020
<b>3. Fixed Assets</b>		
<b>Furniture &amp; Fittings</b>		
At Cost	11,251	11,251
Less: Accumulated Depreciation	(10,074)	(9,869)
<b>Total Furniture &amp; Fittings</b>	<b>1,177</b>	<b>1,382</b>
<b>Office Equipment</b>		
At Cost	52,298	52,298
Less: Accumulated Depreciation	(45,969)	(44,688)
<b>Total Office Equipment</b>	<b>6,329</b>	<b>7,610</b>
<b>Paintings</b>		
At Cost	430	430
<b>Total Paintings</b>	<b>430</b>	<b>430</b>
<b>Intangible Assets</b>		
At Cost	28,254	28,254
Less: Accumulated Depreciation	(27,372)	(26,488)
<b>Total Intangible Assets</b>	<b>882</b>	<b>1,766</b>
<b>Total Fixed Assets</b>	<b>8,818</b>	<b>11,188</b>
<b>Depreciation</b>		
Furniture & Fittings	205	243
Office Equipment	1,282	2,167
Intangible Assets	883	1,766
<b>Total Depreciation</b>	<b>2,370</b>	<b>4,176</b>
	2021	2020
<b>4. Investments</b>		
New Zealand Cash and Shares	132,326	137,271
New Zealand Bonds	191,441	210,250
New Zealand Property	41,813	40,324
International Shares	268,082	191,769
<b>Total Investments</b>	<b>633,662</b>	<b>579,614</b>

	2021	2020
<b>5. Income Tax Expense</b>		
<b>Net Surplus on Investment Income</b>		
Taxable Investment Income	14,560	17,262
Taxable/(Deductible) Portion of Non Member Revenue	8,814	6,000
Losses Brought Forward	-	(1,577)
<b>Total Net Surplus on Investment Income</b>	<b>23,374</b>	<b>21,685</b>
Taxable Surplus (Loss)	23,374	21,685
<b>Tax Payable</b>		
Tax Payable	6,545	6,072
<b>Total Tax Payable</b>	<b>6,545</b>	<b>6,072</b>
<b>Deductions from Tax Payable</b>		
Foreign Withholding Tax Utilised	37	57
Dividend Imputation Credits Utilised	1,203	1,135
<b>Total Deductions from Tax Payable</b>	<b>1,240</b>	<b>1,192</b>
Tax Expense	5,305	4,880

	2021	2020
<b>6. Investment Income</b>		
Interest Received	7,948	8,604
Dividends Received	3,316	3,618
FIF Dividends	1,200	1,301
PIE Income	1,957	1,429
Realised Gain/(Loss) on Investments	16,135	1,212
Unrealised Gain/(Loss) on Investments	65,593	34,813
<b>Total Investment Income</b>	<b>96,149</b>	<b>50,977</b>

## 7. Commitments and Contingencies

### Rent of Property

The Institute has entered in to leases for premises which expire June 2020 at current annual rentals of \$26,184 plus GST.

	2021	2020
<b>Operating Lease Commitments</b>		
Current	26,184	26,184
Non Current	26,184	52,368
<b>Total Operating Lease Commitments</b>	<b>52,368</b>	<b>78,552</b>

### 8. Kairuri Community Trust Loan

	2021	2020
NZIS Loan to Kairuri Community Trust	4,000	8,000
<b>Total Kairuri Community Trust Loan</b>	<b>4,000</b>	<b>8,000</b>

In the 2018 financial year, Survey and Spatial New Zealand loaned a balance of \$20,000 in seeding funding to the Kairuri Community Trust. This loan is interest free, and the Board intends to forgive the balance of this loan over five years (\$4,000 annually). On consolidation the Community Trust and Institute balances net to zero.

### 9. Related Party Transactions

There were no related party transactions during the 2021 or 2020 years.

### 10. Events After Balance Date

#### COVID-19

The Board will continue to monitor the impact of COVID-19 on the entity but at the date of signing this report the Board does not believe the Survey and Spatial NZ Group has been or will be adversely or financially affected by the pandemic.

The Board maintain the view that the Survey and Spatial NZ Group has sufficient resources that it will continue to operate as a going concern.

# REPORT ON LETTER OF EXPECTATION

20 April 2021

Kat Salm  
President  
S+SNZ Council

via Email: [president@surveyspatialnz.org](mailto:president@surveyspatialnz.org)

Dear Kat

## **Annual Letter of Expectation 2021/2022.**

On behalf of the Survey and Spatial NZ Board, I am pleased to provide the Council with our response to your Letter of Expectation, setting out our understanding of your priorities and expectations and outlining the steps which the Board is taking to achieve them, for the 2021/2022 period.

We note, and agree with, your observation that 2020 was not a 'business as usual' year and appreciate the realistic and pragmatic approach that you have taken to this – particularly your recognition that your priorities were not able to be delivered on to the level that you would have expected.

## **Acknowledgement of Expectations**

We acknowledge and understand that it is Council's expectation that the Board will act to ensure the following outcomes:

### **1. Supporting Certification Pathways by:**

- a) Completing, prior to the 2021 AGM, the design and development of the certification types identified and approved by Council, with implementation underway by the end of the 2021/2022 period.
- b) Making progress on the other Certification types approved in the initial review, while recognising these as a second level priority.
- c) Promoting the status, need for, and value of Certification pathways to members so as to ensure their uptake, recognition and continued relevance.

## 2. Strengthening the CSLB relationship by

- a) Cooperating, with any reviews of the S+SNZ CSLB relationship and implementing the findings of those reviews.
- b) Implementing immediate process improvements as identified in discussions between the parties.

## 3. Improving the Membership Experience by

- a) Continuing to review and streamline our processes to ensure the end-to-end value chain for our engagement is user-friendly, pragmatic and clear – not needlessly complex or frustrating – and that members feel valued and supported in their relationship with S+SNZ.
- b) Completing the current review and refresh of our Governance Manual and related documents to ensure alignment and clarity, so that information is easier to find and use.
- c) Removing unused or unwieldy documents and redundant policies so that our governance activities directly support the member experience.
- d) Reviewing the rules of the organisation so that we can provide clearer ethical and professional requirements, and clearer consequences for members who do not adhere to the rules.
- e) Improving our member database and analytics so that we can use our data to understand the members at a detailed, segmented level and shape the organisation to be meaningful to these – and potential new – members. This is not about adding more ‘stuff’ to the membership benefits list, but rather considering more customizable and targeted membership activities.
- f) Reviewing and improving the level and standard of support provided to Membership committees.

## 4. Increasing Visibility and Improving Communications by

- a) Completing a **Marketing and Communications Strategy** that will support strategic communications and messaging, and target areas of specific interest or concern.
- b) Continuing to build better relationships with **aligned stakeholders** (e.g. LINZ, CSNZ, CSLB), sponsors, other relevant organisations (e.g. LocationTech), and MOU partners (e.g. SSSI) through regular and effective communication.
- c) Continuing to improve our communications so as to **raise awareness** of who we are and what we do, as well as why we should be an organisation of choice for existing and potential members.
- d) Supporting the **Advocacy and Lobbying** activities of Branches and Streams.
- e) Support activities which encourage young people into our industry.

## 5. Developing a Strategic CPD Programme by

- a) Developing a strategic CPD programme relevant to all members including ‘essential training’ modules for topics such as ethics and professionalism, core policy updates such as health and safety legislation changes, training to support capability upskilling and leadership development, and industry advances including new technologies, standards and approaches.
- b) Including and supporting the cross-disciplinary forum days (e.g. Engineering Survey and Positioning and Measurement seminar day) for ‘future ready’ CPD and improved connection and collaboration.
- c) Leveraging appropriate existing courses from aligned organisations where feasible.

## Response and Implementation Strategy

As you know, the Board engaged Ashley Church as the new CEO of Survey and Spatial in February of last year. It was the Boards expectation that Ashley would be a 'change maker' and that he would quickly introduce reforms which would deliver on the expectations of Council.

To this end, Ashley produced a Change Strategy for the Institute, shortly after joining us. This addressed all of the Councils expectations while also outlining a process for resolving longstanding organisational and delivery issues within S+SNZ.

Unfortunately, Covid 19 restricted his ability to deliver substantial parts of this plan as quickly as he, or the Board, would have liked and, as you correctly state in your letter, we have not made the progress we had hoped to make over the past 12 months.

That said – good progress is now being made in all areas outlined in your letter as follows:

### 1. Initiatives to support Certification Pathways:

- a) *In mid 2020 Jayne Albiston was engaged, as a Contractor, to review the progress we have made on Certification since the early 2000's.*
- b) *Jayne's review was comprehensive and involved consultation with a large number of members and stakeholders.*
- c) *Her subsequent report to Council was thorough and, based on that report, Council adopted a range of recommendations and appointed a Governance Panel to oversee her implementation of those recommendations.*
- d) *Jayne is now well advanced in the development phase of her project.*
- e) *Jayne will continue to be engaged by the Institute to fully implement the certification programme once it has been adopted.*

### 2. Initiatives to strengthen the CSLB relationship:

- a) *In March 2021 we facilitated a meeting of representatives from S+SNZ, LINZ and the CSLB to discuss issues relating to the management of the Examinations process.*
- b) *A series of recommendations were adopted from that meeting, including agreement to conduct a review in which the CSLB would be the senior partner and S+SNZ would be the junior partner.*
- c) *We have agreed to implement any recommendations which result from that review.*
- d) *In the meantime, National Office will continue to manage the June and October Examinations and is committed to working with the CSLB to address any issues with its current performance.*

### 3. Initiatives to improve the Membership Experience:

- a) *We are continuing to streamline our member-facing processes and are about to undertake a further review of staff roles to ensure that our staff resource reflects the current requirements of the Councils Letter of Expectation and other functions. This will also be focussed on improving the level and standard of support provided to voluntary membership committees.*
- b) *Over the past 12 months we have become more professional in the way in which we schedule and meet the needs of our various stakeholders. Sponsors, Branches, Streams and external organisations have all seen a higher level of engagement as a result of this approach, however, our review of Staff roles and responsibilities will continue to drive new ways of building better, more effective, relationships.*
- c) *A draft review of our Governance Manual has been completed and is now being considered by your Council. This review also considered unused or unwieldy documents and redundant policies.*
- d) *A review of our rules to provide clearer ethical and professional requirements, and clearer consequences for members who do not adhere to the rules will be undertaken later in 2021.*
- e) *Jayne Albiston is currently developing the framework for a Quality Management System (QMS). The first stage of this is limited to those elements of such a system which will be required to implement the new Certification framework – however, a full QMS will be rolled out over the next two years and will provide a framework for the implementation of consistent standards across our organisation.*
- f) *National Office will shortly commence an update of our member database in which members will be asked to provide corrected and new information – including information relating to new data fields which assist in the implementation of our new Quality Management System.*
- g) *Once implemented, the newly available data will enable us to provide more meaningful information so as to better understand our members at a detailed, segmented level – which will, in turn, enable us to provide better, more targeted, services and shape the organisation.*

### 4. Initiatives to increase our visibility and improve our communications:

#### **Member Communications**

- a) *Over the past twelve months we have been evolving our member communications so as to project a more modern, relevant, and appealing image to existing and potential members. These changes have included:*
  - *A modernized newsletter which makes much greater use of images, features a more attractive template, is easier to read, utilizes more content, and provides greater functionality for members.*
  - *A more attractive magazine with a broader range of content and greater use of unifying themes for each edition.*
  - *A social media strategy which involves a broader cross section of members and more regular content across a range of topics.*
- b) *We will shortly undertake a refresh of our website which focuses on the front end 'look and feel' of the site and makes better use of existing functionality.*

### **Branch Support**

- c) *During 2020 Ashley established a Branch Chairs Forum which meets virtually, every quarter. This has significantly improved communication between National Office and Branches and has enabled us to keep Branches up to date with national initiatives and issues. We will continue to develop this forum in 2021.*
- d) *During 2020/21 Ashley visited, and made presentations to, 6 of our Branches and he is currently working with Branches to match or exceed that number in 2021/22.*
- e) *National Office supports the involvement of the Auckland Branch in Careers expos and has encouraged other Branches to participate in these events in their regions.*

### **Membership Promotion**

- f) *A structured membership promotion campaign will be launched in the second half of 2021.*

### **Other Initiatives**

- g) *A Young Leaders program is currently being developed and will be presented to the Young Professionals Committee, for consideration, in May.*
- h) *A proposal policy on Advocacy and Lobbying will be presented to Council for consideration prior to the August Conference.*
- i) *National Office is actively seeking opportunities for appropriate media coverage of S+SNZ by leveraging Ashley's extensive media network.*

### **5. Initiatives to develop a Strategic CPD Programme:**

- a) *The development of an integrated strategic CPD programme will be a logical follow on from the work that Jayne Albiston is currently doing around certification and cannot be properly implemented until that work programme is completed. In the meantime, we are taking a pragmatic approach to CPD and our initiatives include:*
  - o *Asking professional streams to provide an outline of the educational topics which will be of most benefit to their members.*
  - o *Asking members to nominate preferred education through the Annual Needs Assessment survey*
  - o *Offering Webinars and Workshops which are aligned with those topics wherever possible.*
  - o *Working toward offering a full, 12 month, rolling programme of CPD at any given time.*
  - o *Cooperating with approved third party CPD providers and aligned organisations.*
  - o *Hosting a full members Conference in Auckland in August*
  - o *Recognising excellence through a full Awards program and a black tie National Awards event.*

I trust that you will agree that this is a comprehensive response to the Council's Letter of Expectation and that there is good reason to be confident about the Board's ability to deliver for the 2021/22 year.

I look forward to working with you and your Council in the year ahead.

Regards

Daniel Williams

Chair, Survey and Spatial New Zealand Board

# COMMERCIAL PARTNERS

WE WELCOMED GETTING our commercial partnerships back-on-track this year and thank Allterra, 84 Recruitment, Global Survey and GSI Partners for their continuing support in 2021.

All of the partners were present at the Auckland conference supporting the event with display stands and GSI Partners sponsoring the gala Awards dinner where nearly 300 guests gathered to celebrate professional excellence and outstanding service to the sector. We are very appreciative of our partners' support in what has been extraordinarily difficult year for everyone. The generosity of our partners helps to support all membership activities.



*Bruce Walker heading up to receive his Professional Excellence award at the GSI Partners dinner.*



*Glenn Stone handing a spot prize to John Mill from McConnell Dowell*

We were well supported by our sponsors at the Positioning and Measurement and Engineering Surveying Stream workshop also held at Ellerslie racecourse, Auckland in June. The seminar allowed for some long-awaited networking opportunities for attendees and partners alike. The day was well supported by equipment and service suppliers to the sector including Allterra, Global Survey, Synergy Positioning Systems, Position Partners, Road Science, Ferntech and 12d along with S+SNZ Diamond partners GSI Partners and 84 Recruitment.



