



Terms of Reference

Review of the Cadastral Survey Act 2002

1. Objective

A key objective for the New Zealand Institute of Surveying (NZIS) is to “Lead and advocate for the profession”.

For some time NZIS members have suggested that parts of the Cadastral Survey Act 2002 (CSA), and Survey General rules/guidelines and other cadastral related acts need to be revisited. The NZIS Board and Council support that proposition. Recent discussions with LINZ indicate that changes to the Cadastral Survey Act may be needed to implement the outcomes of the Canterbury Earthquake Working Party (CEWP) recommendations. Overall, it appears that this is now an appropriate time for NZIS to lobby for a review of the Act/Regulations and Rules and other connected items.

NZIS Board and Council see the Cadastral Stream as the appropriate leadership base to develop a business case that will give Land Information New Zealand (LINZ) and the Minister a strong steer towards improvements to the Act that will support our profession, LINZ legal requirements and New Zealand needs.

As a result, the Cadastral Stream (CS) has been tasked by the Board/Council with the development of business case that provides professional input from NZIS members. This document details the terms of reference (TOR) of this working group tasked with gathering evidence for a business case that will lay the foundation for recommended changes

2. CSA Working Group

The CSA Working Group (CSAWG) will be formed under an appointed Chair - to be confirmed by the Cadastral Stream, a representative member from the stream committee, a representative from business (CSNZ) and up to four cadastral representatives selected from nomination made by the NZIS Branch Chairs. NZIS will provide support as required/agreed.

3. CSAWG Role

The CSAWG will interact with members to identify those sections of the Cadastral Survey Act, Regulations and Rules and other key areas in need of review that practicing surveyors would like to see changed. This this will be achieved by:

- i. gathering evidence and assessing existing reports relating to and all other sections of the Act, other acts and SG rules that require review;
- ii. consult the membership to gauge the effectiveness of the Act and other acts and regulations with practicing surveyors;
- iii. consult the membership to gauge the effectiveness of the Rules for Cadastral Survey and identify areas for review
- iv. identify and limit the focus areas (stages may be required depending on the priority items identified);
- v. compile findings into a report(s) from the Cadastral Stream that will be signed off by the NZIS Board.
- vi. Business Case finalised, in stages if required.

Final business case(s) presented to LINZ.

4. CSAWG composition

The CSAWG will be composed of seven members within the following areas of responsibility.

Position	Key Areas of responsibility (7 in total)
Chair (1)	Coordinate the activities of the CSAWG
Cadastral Stream Rep (1)	Direct connection between the CSAWG and CS Leaders
CSNZ Rep (1)	The CSNZ rep will be nominated by the CSNZ Executive
Appointees (4)	Merit based appointment from throughout NZ branches.

The Chair will be appointed by the Cadastral Stream Leaders Group (CSLG) based on his/her background and knowledge of the Act. The Cadastral Stream and CSNZ rep will be as named by each body.

Other representation will be based on nominations by branches with selection based on:

- Cadastral background
- Capacity to engage with members
- Professional skill sets required by the CSAWG.

The final composition will be signed off by the CSLG.

The makeup of the CSAWG may be expanded to meet the specific requirements of any focus issue but such expertise will be by way of a temporary capacity to terms stated by the Chair in consultation with the CSLG.

5. Delegated Authority

The TOR cannot be altered without sign off from both the CSLG and NZIS Board.

6. Timelines

The key focus is to have a near final draft for evaluation by the NZIS Board/Council at the joint meeting programmed for early 2016. A final business case(s) to be presented based on the following timelines:

- i. Aug - sign off on TOR by NZIS Board
- ii. Sep:
 - a. appointment of Chair, CSLG and CSNZ rep
 - b. request for nominations for CSAWG representation from branches
- iii. Sept 14 - CSAWG nominations close
- iv. Sept 25 - CSAWG composition signed off by the CS Committee
- v. Sept – possibility of a staged focus reviewed
- vi. Sept - Feb - Information gathered, proposition formulated and circulated to members for comment
- vii. October 14 – discussion as part of NZIS Communication Forum at NZIS Conference
- viii. Mar 2016 – updates incorporated into the NZIS Business Plan
- ix. April 2016 – Business Plan put to LINZ

7. Financial implications

Costs or expenses for the panel will be covered as required. The need for a face-to-face meeting or similar by the Chair will be catered for under the Strategic Projects budget area with all cost implications referred to the CEO for review and sign off.

8. Confidentiality

The whole purpose of the CSAWG is to be open and in tune with the wants and needs of the cadastral membership. Meeting outcomes and notes when agreed or signed off will be posted on the NZIS portal and only in exceptional circumstances (such as a proposition not yet finalised) will issues be withheld. A NZIS member of staff will work with the CSAWG to provide this information and other functions as required.

9. Frequency and Method of Meetings

An initial face to face meeting of the CSAWG is anticipated. From then on most meetings will be set up electronically and progressed by way of Faceme, emails and teleconferences. The CSAWG meeting programme will be signed off by the Chair. Notes of meetings will be taken and reported to the CSLG with key outcomes distributed as appropriate.

10. Quorum

The Chair will decide if any meeting is unable to proceed or any additional meetings or changes are required. Where there is any impact on the overall timelines then it must be reported to the CSLG and Board/Council through the CEO.

11. Committee Agenda

The agenda for CSAWG meetings and any supporting papers will be distributed in advance of the meeting allowing adequate time for all attendees to read and reflect on the material.

Copies of CSAWG action items shall be taken for each meeting and provided to the CEO.

12. Review of CSAWG

Following on from the completion of the CSAWG business case the CSLG will review the function of the CSAWG within three months and report to the Board on its value or otherwise.

NZIS Board

Finalised: Aug 2015