

NZIS Working Party Review - MBIE Guidance on Repairs (Part A Section 2) - Terms of Reference

1. Objective

A key objective for the New Zealand Institute of Surveying (NZIS) is to promote quality, expertise and integrity in Surveying and Spatial Science. A second objective is to be the representative body for Surveying professionals.

The Christchurch earthquakes in September 2010 and February 2011 tested New Zealand, those living in Canterbury and many in the construction sector to the extreme. Both from an emotional and professional perspective surveyors have stood tall as part of the rebuild and been a major support of the Christchurch reconstruction. Part of the focus since 2011 for many surveyors has been the measurement of earthquake damaged buildings, especially with regard to floor levels. In line with that focus NZIS wishes to review Part A, Section 2 of the Ministry of Business, Innovation & Employment (MBIE) Guidelines around floor levels and the methodology applied.

2. Concept

Within three months of the February 2011 earthquake MBIE produced Guidelines for Repairs After Earthquakes and Part A, Section 2 is an area our membership in the Canterbury region have suggested requires a review. MBIE agrees that such a review would be helpful.

The overall concept therefore is for the NZIS to form a Working Party composed of three senior surveyors under the leadership of a respected but independent surveyor and call for submissions and input into the guidelines over a fixed period. The working party should ideally include one member from outside the Canterbury region (perhaps associated with Otago University or similar) to add balance and objectivity. The NZIS National Office would provide administration support and resourcing, as required. It is not envisaged that our key professional partners who may wish to make submission be included, such as IPENZ, in the make-up of the Working Party. However our key professional partners would be invited alongside the NZIS membership to make submissions if inclined.

3. Working Party

The Working Party will be chaired by a senior surveyor as appointed by the NZIS Board. NZIS and the WP Chair will select and agree to the final make-up of the full WP.

It is envisaged that the WP will only physically meet on one or two occasions, as required and timetabled by the Chair. Other meetings will be by way of the NZIS GlobalMeet system, teleconference, phone or email. A quorum for any official meeting will be all three WP members.

The working party, in the course of the review, will look specifically into:

- Improvements and additions to the guidelines, as they exist now
- The methodology that is required to apply the guidelines
- Who may sign off on the correctness of the findings when the guidelines have been applied

In other words: the things we can improve; the things we need to do in applying the guidelines and who is qualified to apply the guidelines at what level.

4. Privacy

NZIS wishes to achieve open disclosure from submitters, both companies and individuals. In order to ensure objectivity and transparency with any submission or learnings related to the MBIE Guidelines disclosure of the information supplied will not include anything that would identify either individuals or companies involved.

5. Integrity and impartiality

One of the key outcomes that will be applied and considered in forming the WP is the objectivity and integrity of WP members. Very few in Canterbury will have absolutely no connection to the driving forces in the Christchurch reconstruction, especially in an industry as small as surveying. NZIS is conscious of that position and in order to obtain process transparency will be appointing a Chair from outside of the region (with no commercial connection to any of the major players in the Christchurch reconstruction), publically parading its TOR, submissions as able and the key findings with members on several occasions before a final recommendation is given to the Board/Council for submission to MBIE.

6. Budget

The NZIS CEO, in consultation with the Chair, will set a budget in support of and to resource the WP. No individual costs for time will be paid but all WP costs and general expenses will be covered.

7. Retrospective application

The NZIS has no authority and no ability to fix or undo errors that may have occurred in the past. The WP is tasked with influencing the improvement to the MBIE Guidelines as written and its full focus shall be on recommending changes and endorsing good practice.

8. Timetable

The Working Party will be selected and formed by 20 February and the following draft WP timetable will apply:

1	TOR draft reviewed and updated	25 Feb
2	Budget reviewed and updated	25 Feb
3	Signed off final TOR made public	1 March
4	Letter of explanation, url link and a template for feedback drafted	6 March
5	Survey monkey (questionnaire) developed	6 March
6	Meeting of WP in Christchurch	10 March
7	Members and key partners (as ID'd) forwarded letter and asked for feedback by March 31	11 March
8	Feedback received and feed into WP papers	March
9	Feedback reviewed (face-to-face meeting)	April 10
10	Draft recommendations formulated - draft to Board	April 15
11	Approved draft circulated for comment - feedback by May 5th	April 20
12	WP review feedback - makes final recommendations to the NZIS Board	May 10
13	NZIS Board signs off on final recommendation to MBIE	May 17
14	Recommendation forwarded to MBIE and placed on NZIS Intranet	May 25

9. Admin Support

NZIS will provide admin support as negotiated with the WP Chair. Support may include some form of local paid secretarial support.

10. Cost

As per budget.

11. Review

NZIS will review the outcomes through the CEO alongside the WP and Canterbury Chair and make any recommendations on learnings to the NZIS Board.

12. Conclusion

This focus on the MBIE guidelines is both timely and appropriate and allows our members to advocate in a positive and constructive manner. NZIS does not enforce the guidelines but we can ensure that they reflect good practice and our professions integrity as they are feed back to MBIE. How they are applied is something that others, including the courts, will rule upon and draw conclusions from.

Hadyn Smith
CEO