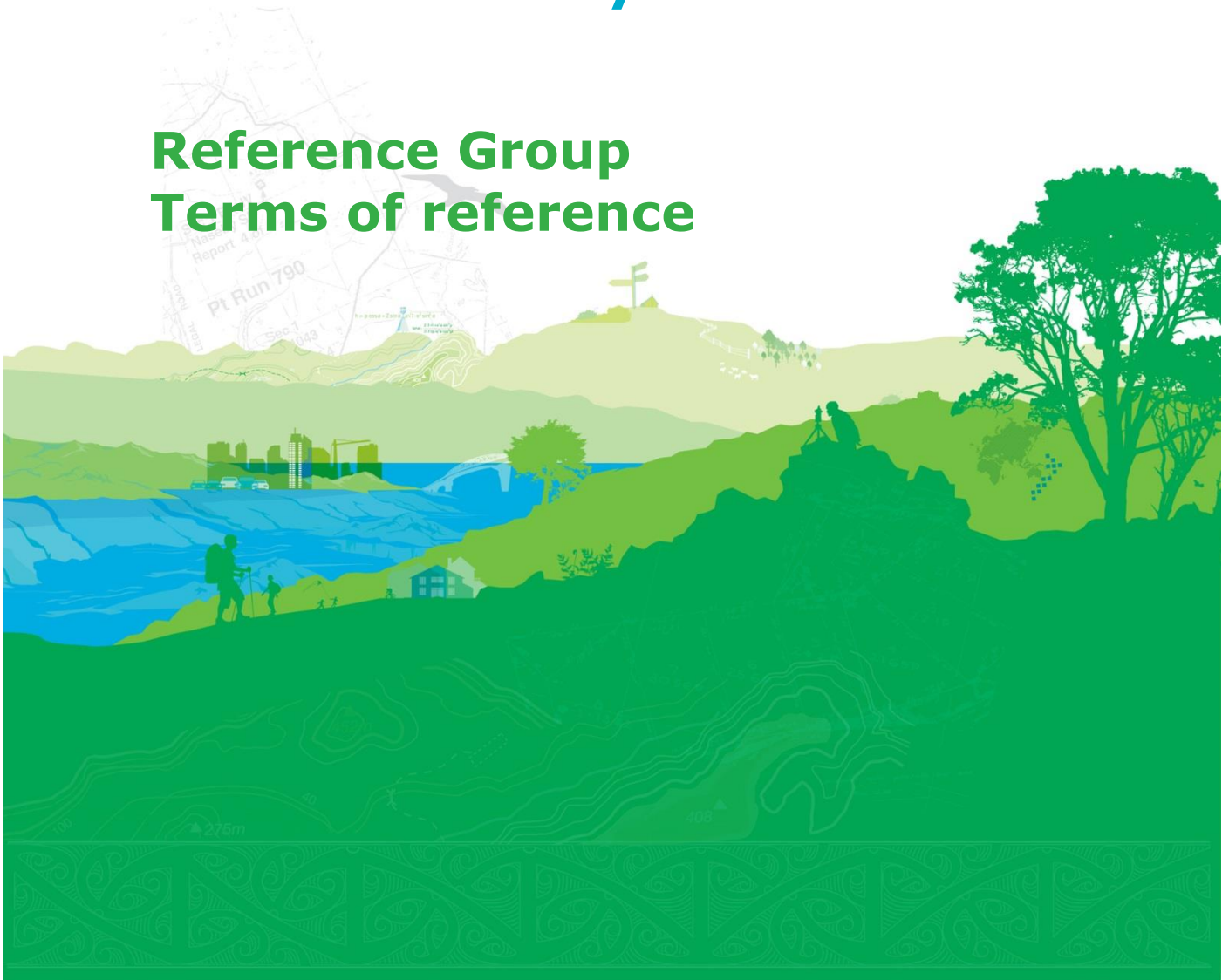


The Review of the Rules for Cadastral Survey

Reference Group Terms of reference



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1 Purpose and scope

1.1 Introduction

The Surveyor-General has a function and duty to determine how the spatial extent (including boundaries) of interests under a tenure system must be defined and described, by setting standards). This is done by making rules.

In line with good regulatory stewardship and practice, the Surveyor-General is undertaking a review of the Rules for Cadastral Survey 2010 to ensure they remain 'fit-for-purpose' today and into the foreseeable future.

Surveyors and other stakeholders have an important voice in this process and a three stage consultation process is being used. Figure 1 below illustrates the process and indicative timing.

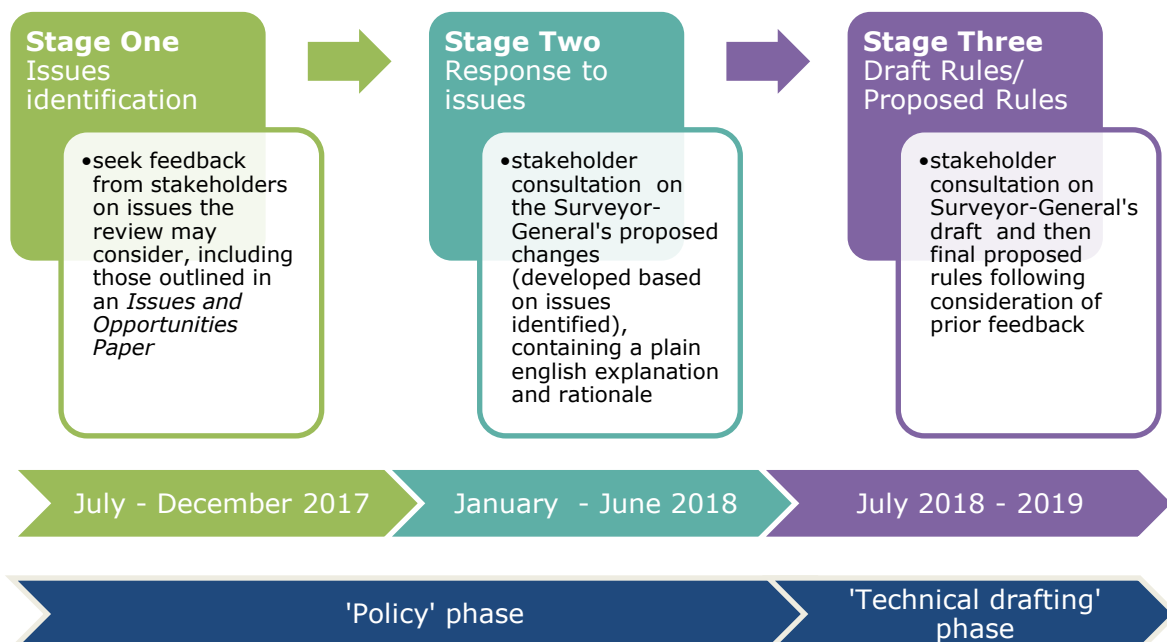


Figure 1: Review consultation process

In addition to this consultation process, the Surveyor-General is establishing a Reference Group (the Group) to provide advice on any proposed changes to the rules.

1.2 Purpose of this Terms of Reference

The purpose of this Terms of Reference is to set out the role and responsibilities of the Group and its relationship with the Surveyor-General.

Note: The reference to Surveyor-General in this document should be read as Surveyor-General or his delegate. In most cases the delegate will be Lyndon Telfer, Assistant Surveyor-General. Lyndon is the technical leader for the rules review.

2 The Reference Group

2.1 Make up of the Group

The Group membership will normally comprise of five licensed cadastral surveyors from the private sector who have relevant experience across a broad range of cadastral areas. They will be representative of the survey profession but not necessarily represent the NZIS or ICS.

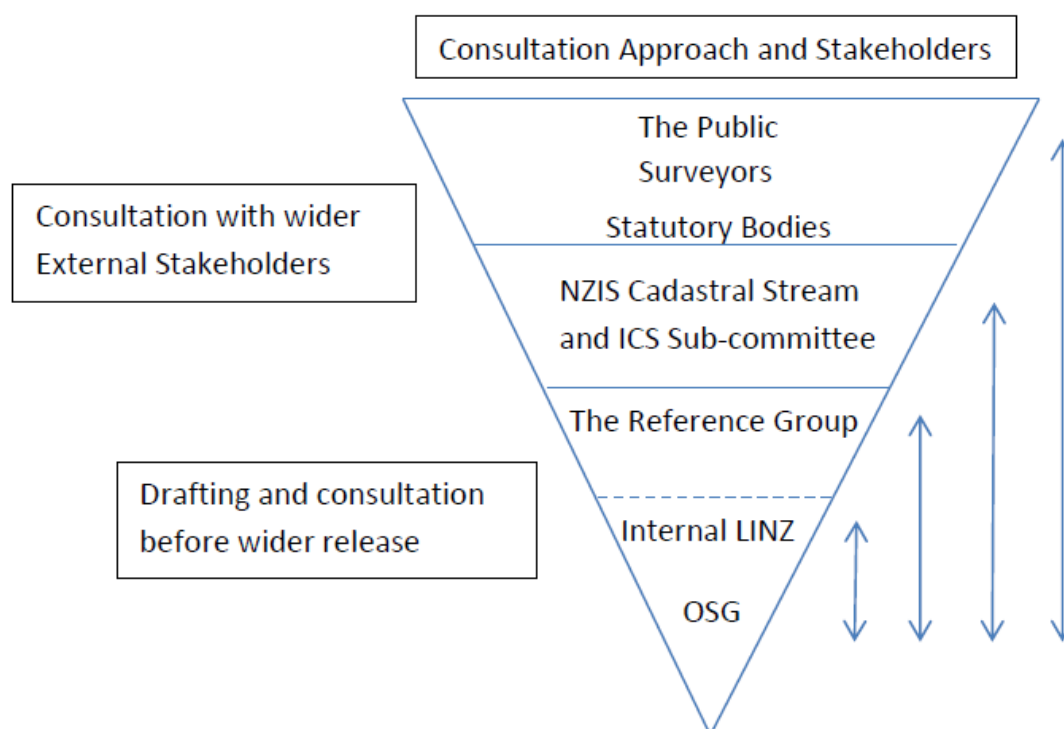
Note: Occasionally during discussions the group will be joined by additional subject matter experts. Examples are the Registrar-General of Land and representatives from LINZ Survey and title Office who are familiar with LINZ CSD validation processes and Landonline.

2.2 Role of the Group

The role of the Group is to review and provide feedback to the Surveyor-General initially on proposed rule changes and subsequently on draft final rules. This will include testing and challenging the rationale and any assumptions and any conclusions put forward to them, before each stage of external consultation. This process of consultation between different stakeholders and groups is summarized in Figure 1 (below).

This helps to ensure the right balance on issues and proposals are presented during external consultation, so the surveying profession and the public can provide informed and constructive feedback during consultation.

Figure 1: Consultation Approach



It is anticipated the group will apply their knowledge and experience in considering:

- how the proposals or draft rules might work in practice (including field and office practice),

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- the costs of compliance (to the surveyor, the land owner and the cadastral system),
 - the value to current and future landowners, land tenure managers and the cadastre.
 - The effectiveness and efficiency of any proposal or draft final rule.

Note: To support this, the Surveyor-General will provide the Group with documented analysis of proposals including any rationale and any assumptions and relevant feedback received to date from surveyors and other interested parties.

Members will be committed to:

- reading material prior to meeting
- being active in participating in group meetings and in other communications
- working collaboratively in an open and transparent manner,
- representing their areas of knowledge and experience

2.3 Working with the Surveyor-General

The Group will work mostly through email communication although there will be, on occasion, face to face meetings in Wellington at critical points of the process. Meeting via teleconference or webinar may also be appropriate.

All meetings and formal discussions will be recorded and circulated to members for confirmation.

Note: It is anticipated the group in the first instance will meet in Wellington in February or March 2018 to test and discuss a draft set of proposals before they are possibly modified and circulated to surveyors and others for comment. It is anticipated there will be three further meetings in Wellington continuing into 2019.

2.4 Support for members

LINZ will:

- make travel arrangements where members are travelling to a meeting in Wellington
- pay reasonable travel costs
- print and post any material required to support email/ teleconference discussions.

3 Governance

3.1 Accountability

The Group will work with the Surveyor-General. The Surveyor-General will consider advice from the Group, but will not be bound by it. Where advice is not accepted, the rationale will be documented and conveyed back to the Group.

Note: in making decisions, the Surveyor-General must also have regard for other matters including LINZ policy, use of cadastral data, the views and requirements of land tenure managers, Cadastral Surveyors Licensing Board and Parliamentary Council Office.

3.2 Confidentiality

It is appropriate for members to discuss ideas and proposals with their peers to better inform their position on matters. Correspondence and papers are to be treated as confidential and only to be released when approved by the Surveyor-General. All documents must be kept secure to ensure that this confidentiality is maintained.

Note: The purpose of this confidentiality clause is to protect and allow members and the Surveyor-General to speak freely and frankly during discussions. It is also recognised that members may wish to discuss issues and/or decisions with peers, their firms, and other groups to gain feedback and gauge support.

3.3 Conflict of interest

Group members must:

- act in good faith, honestly and impartially, and avoid situations that might compromise their integrity or otherwise lead to conflicts of interest
- declare a conflict of interest to the Surveyor-General who will decide on measures to manage the conflict.

3.4 Resignation of membership

If a member wishes to resign they should advise the Surveyor-General in a timely manner.

3.5 Relationship of Group members and LINZ

Group members are external to LINZ, are suppliers of advice only, and are not to act as agents of LINZ without LINZ's permission.

Members are not required to personally agree with or champion rule proposals or final rules but are expected to provide a balance of views when they interact with stakeholders on such matters.

4 Contact details

4.1 LINZ first point of contact

Name	Role	Telephone	Email
Lyndon Telfer	Assistant Surveyor-General	03 374 3892	ltelfer@linz.govt.nz
Ken Ng	Advisor LINZ Regulatory Frameworks	04 460 2723	SGRulesreview@linz.govt.nz
Nicola Stent	Reference Group contact for travel	04 495 0285	SGRulesreview@linz.govt.nz

4.2 Reference group members

Name	Company	Telephone	Email