



Cadastral Surveyors Licensing Board
of New Zealand

Agenda for Meeting – 16 February 2024

Times: BakerTilly (start 9am)

	Item	Board members	Outcome sought
1	Apologies		
2	Additional agenda items		
3(i)	Minutes of previous meetings	Taken as read	<i>Confirm</i>
3(ii)	Matters arising	<p>[s 9(2)(a)] Order update Website Audit Cyber insurance Malaysian Board visit Website privacy – see J Kaye email</p> <p>BC Systems contract Risk management plan API interface with Landonline</p>	<p><i>Note, and any follow up action if required</i> <i>Note initial review (updates made)</i> <i>Accept quote.</i> <i>See letter of thanks</i> <i>Confirm option(s)</i></p> <p><i>On hold</i> <i>Update</i> <i>Still on hold</i></p>
4	Administration		
(i)	Conflict of interest	Taken as read	
(ii)	Secretary report	Taken as read, subject to matters arising	
(iii)	Correspondence	Taken as read unless there are queries	
(iv)	Finances	Ratify committee payments, confirm latest finances, confirm budget for 2024-2025, confirm licence fee for 2024-2025	<i>See Secretary Report</i>
5	Licence applications		
(i)	Overseas application	[s 9(2)(a)] – review projects & Interview	<i>Approve application</i>

6	Regulatory Matters		
(i)	Report from Surveyor-General		
(ii)	SCS Report	Taken as read	
(iii)	s7(1)(d) notices	[s 9(2)(a)] – see response to initial letter. [s 9(2)(a)] – review new notices	<i>Confirm on watch-list for licence renewals</i> <i>Confirm first standard letters, with any additional comments if required</i>
(iv)	ASG Audit	[s 9(2)(a)] audit follow up post disciplinary Order for review	<i>For noting and acceptance, unless any further action is required</i>
7	Policies & Standards		
(i)	Misconduct notices	Publication of LCS name with disciplinary Order. <i>See Secretary Report & Jonathan's response to the Chair</i>	<i>Update policy if/as required</i>
8	General Business		
(i)	Licence renewals	Evidence of competencies - <i>See Secretary Report and draft template</i>	<i>Update/adopt template to be added for applications 2024-2025</i>
(ii)	Licence renewal admin fees	New fees to cover additional Board time - <i>See Secretary Report & October 2023 Bulletin</i>	<i>Set level of fee and application</i>
(iii)	Competency review	Review S+S NZ response	<i>Confirm final framework, and next steps</i>
(iv)	Pacific island surveyors	Review email from [s 9(2)(a)]	<i>For discussion</i>