

Survey Strategic Context Joint Working Group

Terms of reference

Purpose Form and agree a LINZ/industry view on a tomorrow-state for the cadastral survey industry and how each key player contributes.

Scope The view of the cadastral survey industry will cover those players that engage directly with LINZ and/or the profession, or could engage directly in the future, in relation to the application of spatial cadastral information into the business space. This view will define for each player:

- role
 - accountabilities
 - expectations
 - key systems/processes.
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Membership The joint working group will be chaired by the working group facilitator with the following members:

- LINZ:
 - Don Grant, Surveyor-General
 - Kerri Osborne, Manager Customers
 - Graeme Blick, Team Manager Specialist Processing
 - Andrew Clouston, Senior Advisor – Survey
 - James Dempsey, working group facilitator.
 - NZIS:
 - Bruce Manners, President
 - Jeff Needham, surveyor
 - Mark Roberts, surveyor
 - Neil Pullar, surveyor
 - Michael Brownie, surveyor.
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Expectations of Members Working group members will:

- Respond promptly to out of session requests from the facilitator and advise if they cannot make deadlines in a timely fashion.
- Make every effort to attend all sessions.
- Confine discussion to the above scope and/or any issued agenda.
- Devote sufficient time so that they are familiar with all relevant working group documents before each session commences or position offered.
- Act in good faith, honestly, transparently and in the best interests of the cadastral survey industry as a whole.

- Avoid and/or declare any conflict of interests where they may personally benefit exclusive of benefit to the cadastral survey industry as a whole.
 - Apply non-attribution to working group documents so that members are protected when offering frank and free opinion but not restrained from openly discussing issues with representative groups.
 - Be bound by collective responsibility, publicly support the findings of the final paper.
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Consultation

The working group will establish how they will communicate with players to ensure the degree of consultation meets the purpose and provides robust and holistic findings. While the method of consultation will vary for players, the consultation by the working group is to allow:

- Informing the player of the working group information and, if established, options or opinions.
 - Gaining the players' feedback on the working group information, options or opinions.
 - Gaining the players' information, option or opinion.
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Meetings

The working group shall convene for 3 meetings to meet purpose being:

- Agree on Tomorrow's Industry Definition – February 2009
- Assessment of Industry Gaps – June 2009
- Define Expectation Moving to Tomorrow – September 2009

Meetings shall be conducted within the following:

- Convened at LINZ National Office.
 - Duration shall be planned for 2 hours, accepting some overrun when discussing complex issues.
 - Agenda and other papers shall be issued 7 days prior to any meeting.
 - Written proxy may be used, in case of a member's absence, to have views tabled, considered and minuted.
 - Meetings shall discuss issues, establish consensus and note further working group action points.
 - Minutes of only discussion, consensus and action points are to be maintained.
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Accountability

The working group has collective accountability to:

- LINZ Executive, through the facilitator and LINZ steering committee.

- NZIS Council, through the President.
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Reporting

The working group will submit the following reports:

- A report on each session and resulting working or final papers for the NZIS Council and LINZ steering committee reporting to the LINZ Executive committee for the final paper (LINZ milestone).

These reports will be presented by a representative group consisting James Dempsey, Don Grant and Bruce Manners.

Required Resources

General Members time

3 x meetings 2hrs + travel	6 hrs + travel
3 x pre meeting reading/prep @ 2 hrs	6 hrs
3 x post meeting review/sign off @ 2hrs	6 hrs
3 x out of session consultation @ 1hr	<u>3 hrs</u>
	21hrs + travel

All other resources are as required and afforded by member providing parties.
