

## REGULATION 01 - REGISTERED MEMBERSHIP

The pre-requisites of continuing Registered Membership of the Institute are as follows :

- 1) The member is actively involved in Building Surveying. In conjunction with the annual presentation of a CPD statement form, the member shall complete and forward the annual Work Verification form to show that they are actively involved in the work of a Building Surveyor.
- 2) The member shall carry Professional Indemnity Insurance, or be Indemnified for the Building Surveying work being undertaken by the member.

Refer Regulation 04 – Annual Membership Programme for the forms to be completed annually. These include copies of completed and signed CPD annual claim form, Work Verification annual claim form and Professional Indemnity Insurance Declaration form.

- 3) All members must practice in New Zealand and meet the requirements of Regulation 04. *Registered Members leaving New Zealand for a period can “as of right” retain their full membership status subject to the following conditions:*
  - 3.1 *If the absence from New Zealand is anticipated to extend beyond three (3) months, the Secretary must be notified of the absence prior to the member leaving the country. An indication of the likely duration should be advised at that time.*
  - 3.2 *The secretary to be provided with reliable method of contact (e.g. mobile phone, postal or e-mail address). Such information to be kept up to date, as appropriate.*
  - 3.3 *A member wishing to retain membership must maintain fully paid up membership fees at all times. It is the member's responsibility to arrange with the Secretary all matters relating to contact for annual membership fees.*
  - 3.4 *During the absence from New Zealand, the member will not be required to submit CPD returns but may choose to do so if actively working as a Building Surveyor during the majority of the period of absence. In such a case, an annual CPD return may be submitted in support of maintaining full membership. The manner of such return can be provided in the normal process, along with the annual membership fee. Refer Regulation 04 Work Verification. It is*

*recognised that experience gained working as a Building Surveyor in another country is in itself contributing significant CPD value, and the Annual Membership Programme committee, may, at its absolute discretion, accept a wider scope of activities as contributing to CPD.*

- 3.5 *When returning to New Zealand after an extended absence requiring advice to the Secretary, the member shall advise the secretary of their return, which will be advised to the convenor of the Membership committee. If absent for greater than fifteen (15) months, the member will be required to either demonstrate having maintained CPD activity, meeting the Institute requirements to the satisfaction of the Executive committee responsible for membership, and/or the committee convenor may require some additional CPD activity as appropriate. It is likely this would typically relate to legislation and industry developments. A programme for this would be agreed at the time with the Membership committee convenor.*

The Executive, at their absolute discretion, may grant and accept partial residence in New Zealand for both application for and continuing membership where special or short term conditions may apply. Such dispensations shall be subject to annual review.

To be considered for membership, the minimum criteria for Registered membership are as follows :

- (a) New Zealand Certificate of Building, National Diploma in Construction Management, Bachelor of Building Science, or such other qualification considered by a sub-committee of the Executive to be equivalent to or acceptable as an alternative;  
and
- (b) A member of another professional group considered as being acceptable by the Executive of the Institute, or a sub committee of that Executive;  
or

Such other persons who have the ability to demonstrate their knowledge of the construction industry to the full satisfaction the Executive of the Institute, or a sub committee of that Executive, given the responsibility of the assessment of all applicants;  
and

- (c) Have a minimum of five (5) years appropriate experience in a construction related discipline;  
and
- (d) Can substantiate that they are of good standing in the community and can provide two referees, one of whom shall be a Registered member of the New Zealand Institute of Building Surveyors.

The Executive at their absolute discretion may accept applications for membership where the qualification criteria outlined in (a) above is not met, but where the requirements of (b), (c), and (d) above are met, and where the applicant can demonstrate extensive experience in all aspects of building surveying work. This experience review will only be considered in very special circumstances.

Applicants for membership of the Institute, must meet the above criteria and must declare that they are free from any claims for negligence or any matters of financial restraint or associated financial problems that could prejudice their ability to meet the standards required of a registered building surveyor.

The Membership application form is attached and forms part of this Regulation.

A Membership Entry Pathway flowchart is attached as part of this Regulation. It shows the progressive stages to becoming a full Registered Member

### **Initial interview procedure**

Following receipt of the application and payment of the application fee, and acknowledgement of the acceptance by the Institute of the application, an assessment interview will be carried out by a panel of senior Institute members. This may be as a personal conference telephone call. The primary purpose of the interview is to recommend the category of membership of the applicant, along with recommending the extent of study, if any, to be undertaken by the applicant.

Where applicants are regarded as meeting the requirements of Registered membership, they will be advised of their acceptance for examination, within seven (7) working days of the date of the interview.

**The Executive reserve the right to direct any applicant for membership to undertake specific further study before attempting the Institute's formal Assessment of Professional Competence Examination.**

### **Modular Teaching and Examinations**

Applicants must complete all of the Institute's current accredited teaching modules and associated test papers, prior to sitting the Assessment of Professional Competence examination. With sole discretion, the Executive may waive, or alter, this requirement if the applicant holds a relevant tertiary qualification and/or membership of an equivalent professional body.

Upon achieving pass marks in all teaching modules, the applicant will become entitled to sit the Assessment of Professional Competence written examination, which will cover a wide cross section of a Building Surveyors core work roles (Regulation 11). A pass mark of 75% or more must be achieved.

Subject to a successful Assessment of Professional Competence examination, the applicant will be invited to join the NZIBS as a Registered member and will be entitled to use the designation of MNZIBS as their professional title and will be listed on the NZIBS website.

A document named the Assessment of Professional Competence Examination - Specific Areas of Expertise is available for downloading from the NZIBS website or from the General Secretary of the Institute. It is also attached as part of this Regulation. The examination paper and each individual applicant's marked examination script will remain the property of the Institute, and no correspondence will be entered into regarding the allocation of marks awarded.

### **Examination procedure**

Every applicant for membership shall pass a written assessment of professional competence examination as prepared by the Institute. The Assessment of Professional Competence Examination shall be graded with a pass being set at no less than 75% of the marks allocated for the assessment. The examination paper and each individual applicant's marked examination script will remain the property of the Institute, and no correspondence will be entered into regarding the allocation of marks awarded. The assessment of professional competence examination will cover a wide cross section of a building surveyor's anticipated work role.

### **Final Interview Procedure**

Upon attaining a successful pass of the examination, the final stage of the entry process is an interview carried out by a panel of senior Institute members in a personal interview, which may be via a conference telephone call.

Applicants shall be formally advised in writing of the result of this final interview and successful applicants shall be invited to join as a registered member of the Institute.

### **Ongoing Membership**

At all times, registered members of the Institute are required to comply with all requirements stipulated by the Institute and to undertake their professional work to the highest of ethical standards.

Annual membership fees, along with any levies or charges as set by the Executive of the Institute. AMP requirements must be satisfied and are subject to review by the Executive. Failure to satisfy the requirements for ongoing membership may be considered as grounds for expulsion of any registered member.



## **ASSESSMENT OF PROFESSIONAL COMPETENCE EXAMINATION SPECIFIC AREAS OF EXPERTISE**

The following list relates to the areas of expertise that would be expected of a Registered Building Surveyor

It is expected that a Registered Building Surveyor would have a working knowledge and ability to undertake tasks identified within the following areas of expertise, however some specific items may require specialist knowledge and research in excess of normal expectations.

### **Surveys and reporting**

- a) Building condition survey and reporting on residential and commercial properties.
- b) Building defect/failure investigation and reporting.
- c) Survey and compile reports in relation to unsafe or unsanitary buildings.
- d) Investigation and reporting on construction compliance issues.

### **Building Technology and Construction**

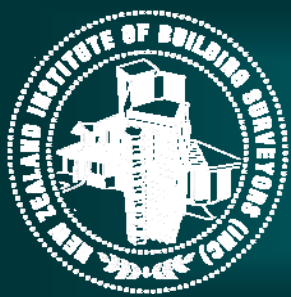
- a) Provide advice/opinion on building materials, systems, selection, usage, assembly and repair.
- b) Provide advice on the performance of building materials and the effects of natural elements. This would include the performance of water with regard to leakage and the types of mould and decay expected to be encountered in New Zealand conditions.
- c) Provide advice/design on materials, systems and alternatives for building repairs and reinstatement.
- d) Audit or review construction documentation to identify anticipated defect and problem areas.

### **Building Management**

- a) Provide advice on property maintenance and frequencies.
- b) Undertake maintenance surveys and reporting.
- c) Compile maintenance programmes and budgets.
- d) Compile asset inventories. This could include furniture, fittings with regard to identifying quality and quantity for asset registers.

### **Legislation/Dispute Resolution/Ethics**

- a) Have an awareness of the NZIBS Rules and Practice Notes, along with ethical requirements.
- b) Have an awareness of the legislation affecting the building industry.
- c) Have a knowledge of the avenues of dispute resolution applicable to the construction industry.
- d) Understand the role of the building surveyor as an expert witness.



# NEW ZEALAND INSTITUTE OF BUILDING SURVEYORS INC.

P.O. Box 1283, Dunedin, New Zealand

0800 11 34 00, 03-455 1499  
[admin@flandersmarlow.co.nz](mailto:admin@flandersmarlow.co.nz)  
[www.buildingsurveyors.co.nz](http://www.buildingsurveyors.co.nz)

## MEMBERSHIP APPLICATION

<b>Name :</b>	
<b>Address :</b>	
<b>Phone :</b> <b>Fax:</b> <b>Mobile :</b>	
<b>Email :</b>	
<b>Date of birth :</b>	
<b>Qualifications :</b>	<b>Trade/Professional</b> (attach copies of certificates) 1 2 3 4
<b>Experience/ Background/CV:</b>	(Relevant practical and supervisory roles) 1 2 3 4
<b>Name and Contact of two Character Referees or Sponsors :</b>	(attach copies) 1 2

Please enclose the following in electronic format with your application :

References	<input type="checkbox"/>	Experience/Background	<input type="checkbox"/>	Declaration	<input type="checkbox"/>
Condition report	<input type="checkbox"/>	Qualifications	<input type="checkbox"/>		
Defect Resolution Report	<input type="checkbox"/>	Current Work Verification	<input type="checkbox"/>		
\$350 + GST Application fee (non refundable)	<input type="checkbox"/>	Professional Associations	<input type="checkbox"/>		

**In forwarding this application for membership I declare that I am free from any claims for negligence or any matters of financial restraint or associated problems that could prejudice my meeting the standards required of a member of the Institute.**

**Signed** :..... **Date** .....

Office Use Only

Application received

All information complete

Committee reviewed

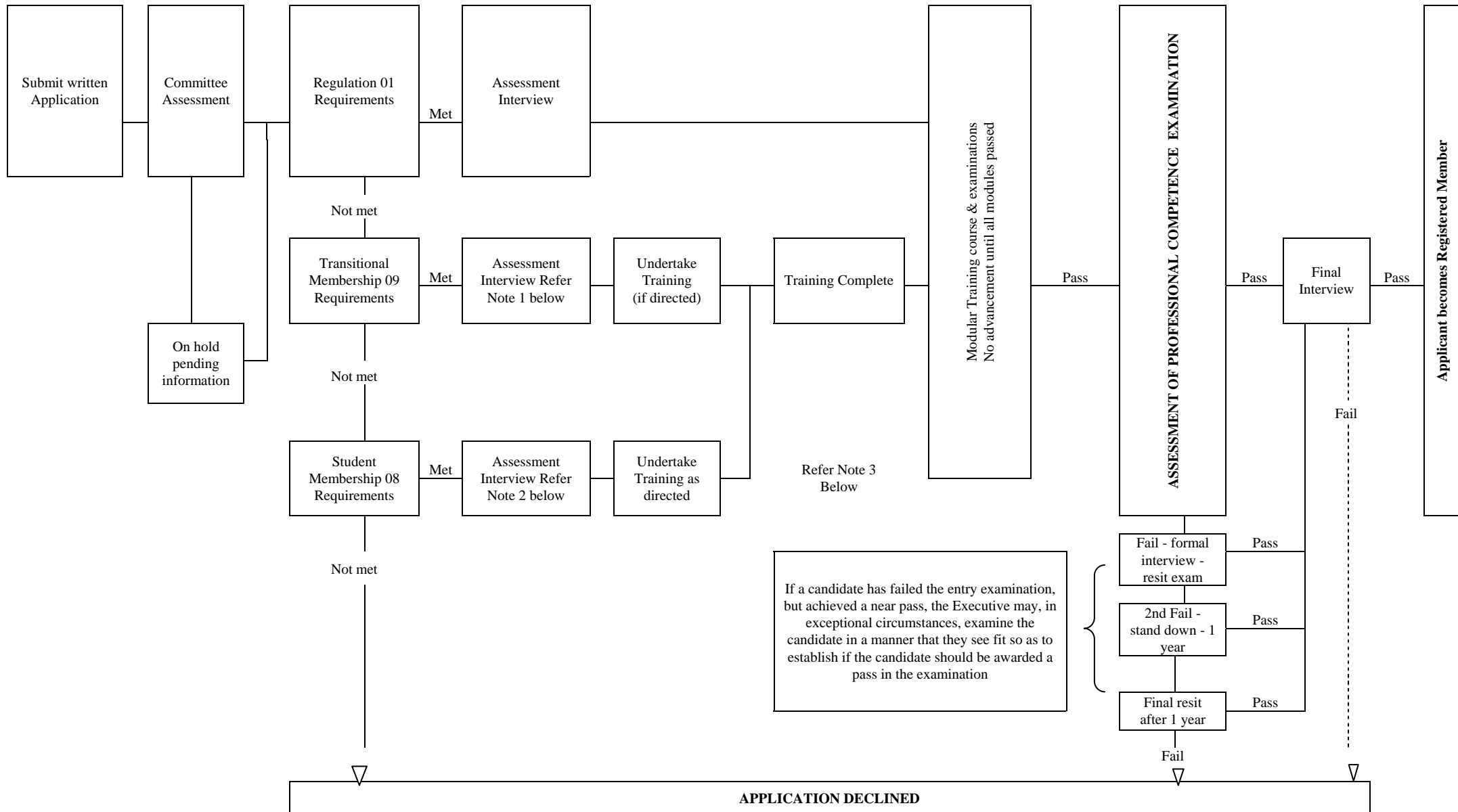
Interview held


Initial Membership Grade

<b>Transitional</b>	<b>Student</b>



# MEMBERSHIP ENTRY PATHWAY



**Note 1-** Applicant offered Transitional Membership    **Note 2 -** Applicant offered Student Membership    **Note 3 –** Applicant may advance to Transitional Membership if eligible