



**NZIBS**

**Education Centre for  
Technical Distinction**



## **CORE MODULE Training Programme**

# **2020**

**NZIBS Diploma in  
BUILDING SURVEYING  
ISO9001:2015**

**NZIBS Certificate in  
RESIDENTIAL PROPERTY  
INSPECTIONS  
ISO9001:2015**



New Zealand  
Institute of  
**BUILDING  
SURVEYORS**

[www.buildingsurveyors.co.nz](http://www.buildingsurveyors.co.nz)



# Introduction

The New Zealand Institute of Building Surveyors Inc. (NZIBS) is a national body of skilled, professional building consultants who have extensive knowledge and experience in construction and building related matters.

The Institute was formed in 1994 and has Registered Members throughout the country. Our members work closely with other professionals within related organisations including central and local Government, the Construction Industry Council (CIC), Building Research Association of New Zealand (BRANZ), Architects (NZIA), and Architectural Designers, Quantity Surveyors, Engineers and Builders.

## NZIBS Vision and Values

- **Trust** - forms the basis of working together. We value authentic connections and see the development of trusted communities at the core of our work
- **Courage** - it takes courage to pioneer new solutions for industry. We challenge ourselves to go beyond established ways of thinking and hold each other accountable to deliver on our ambitions
- **Collaboration** - is at the heart of solving the issues of our time. We welcome diversity and partner with like-minded organizations to make a meaningful difference.

## NZIBS Goals and Objectives

Our goals and objectives for 2020 are:

- To grow, engage and support both new and existing NZIBS Members
- To provide outstanding technical educational training not only to both new and existing NZIBS Members but also to those who wish to gain advanced levels of knowledge and experience in construction and building related matters
- A focus in 2020 is to continue engaging with the wider tertiary construction industry, build our networks within those groups and look to work in a collaborative manner
- To align ourselves with all NZ Tertiary Institutions and with students who are currently studying to be a Building Surveyor or a related profession
- Extend the NZIBS CPD workshop training option to provide a wider range of workshops, both technical and educational, to attract more construction industry groups.



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## PART ONE

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# What does a Registered Building Surveyor do?

A registered building surveyor provides expert advice on property and construction related matters. They are experienced in acting as independent and impartial experts that provide advice and reports for many different requirements.

A registered building surveyor can be experienced in the following areas:

## Investigation and Reporting

Over the years, there has been a great deal of publicity around “leaky homes”. Our Registered Members have developed considerable expertise in the investigation and reporting on “weathertightness” related failures in domestic buildings. Some of our registered members have gained specialised disciplines in investigating and reporting on less common building failures and commercial buildings (especially high rise).

Other forms of investigation and reporting a Registered Building Surveyor may undertake include:

- Building defect or building failure investigation and reporting.
- Inspection and premises condition reporting, prior to purchase, for disposal or for leasehold requirements.
- Interpretation and reporting on construction compliance issues.
- Condition inspections and reporting for short or long term maintenance planning requirements.

## Pre Purchase Inspection Reports

Registered Building Surveyors can provide a prospective purchaser with knowledge about the current condition of a dwelling and what to expect in terms of significant defects, significant maintenance and other factors such as any gradual deterioration. This reporting can be part of an overall due diligence assessment of any proposed purchase.

## Remediation

If you are thinking of partly or fully recladding your house, either because you suspect (or know) there are issues with the existing cladding, or because the market has severely devalued your house merely because of the type of cladding, the Registered members that are remediation specialists will be able to advise you on what is involved to complete a compliant repair. Alternatively, if you have building defects that need repair and need firstly to understand the problem before a repair solution is found, a Registered member can assess this and offer an appropriate repair recommendation and design the repair solution.



# What does a Registered Building Surveyor do?

## **Contract Administration**

Find a Registered member to administer your construction contract, ensuring that an appropriate design, contract form and procurement is found and who will then be able to assess demands for payment are appropriately dealt with, variations to the contract are handled efficiently and the contract is satisfactorily completed.

## **Lease Reinstatement (Dilapidation) Reports**

Many registered members provide schedules for condition of premises at lease commencement. However, when no such schedule is prepared there is still an obligation on a Lessee (and Landlord) at lease termination. A lease reinstatement (dilapidation) report schedule may be prepared by a Registered member during the life of a lease confirming the details of required repairs/make good or maintenance that the tenant (or landlord) has under the terms of their lease. Such specialist reports can advise a Lessee or Landlord of potential dilapidation liabilities and cost estimates; and/or aid in understanding or minimising financial exposure during a lease, when considering lease renewal or, more typically, at lease termination.

## **Schedule of Condition Reports**

These are prepared for either the Tenant or Landlord of commercial premises at the commencement of a lease to identify legal obligations and to record the condition of the property. The purpose of the report is to record the condition to enable an understanding of the level of reinstatement considered necessary at the end of a lease, intended to protect parties from unwarranted reinstatement claims. These Reports can also be prepared prior to commencement of development works to adjoining structures to document the condition of an adjacent or nearby property, which help to minimise neighbourly disputes around the possible effects of development or infrastructure works. In the event that a dispute occurs over damage, which becomes apparent during or after completion of works then the report may be used as evidence to either support or to refute any claim.

## **Dispute Resolution**

Within the Institute you will find members with significant experience as arbitrators, mediators and “expert witnesses” in construction disputes. These three roles all require the member to be impartial and independent, in contrast to a lawyer who is generally engaged to be the client’s advocate.



# What does a Registered Building Surveyor do?

## **Building Technology and Construction**

This includes providing advice on the performance of building materials and systems, their selection, usage, assembly, anticipated life span, repair and the effects of natural elements. This can include the creation or reviewing of construction documentation to avoid or identify potential design deficiencies and avoid buildability problems later.

## **Building Maintenance Reports**

These can be long-term or planned maintenance reports assessing the present condition of the internal and external building fabric of a commercial or residential property, together with its infrastructure. In addition advice could be provided on the life expectancy of each element and reflecting on aged conditions, as relevant, to put together an annual or longer term maintenance plan and for a sinking fund to be confirmed. This is particularly relevant for Bodies Corporate working under the Unit Titles Act 2010.

## **Insurance Assessment and Reinstatement**

Registered Building Surveyors can assist insurance companies in providing impartial expert advice relating to property-related insurance claims. They are able to determine the likely causes of the damage due to either – insured events, lack of maintenance, defective construction, or poor workmanship.

## **Expert Witness**

Registered Building Surveyors often perform the role of Expert Witness, supporting dispute resolution and legal processes both in and out of the Court system. They have a thorough knowledge and experience in the preparation and presentation of independent expert evidence for clients who anticipate legal action (either as a plaintiff or as a defendant) in the District Court, High Court and Weathertight Homes Tribunal. They can also provide dispute resolution services at mediation, adjudication, and arbitration. Registered Building Surveyors have extensive experience across the residential, multi-unit, commercial and public property sectors, and are experts at writing succinct and understandable technical reports and evidential briefs for claims in dispute.





# **NZIBS Purpose Statement**

## **Education Centre for Technical Distinction**

The New Zealand Institute of Building Surveyors holds itself out as being at the apex of knowledge and expertise within the construction industry. As such, stringent entry criteria, along with ongoing professional development expectations, are imposed its members.

In order to support the above ideal, it is the goal of the Institute to provide sufficient, relevant, and time pertinent educational opportunities for the membership. Embodied within this goal, is the intention to not only raise, the levels of knowledge and understanding, within the membership, but also to increase, those levels of knowledge and awareness within the building industry in general.

The fields in which a building surveyor may find themselves working are wide and varied. It is unlikely a single building surveyor would work in all areas, instead being more likely to work in a single or limited number of areas. Whether the building surveyor finds themselves focussing on a single or restricted number of specialised areas, it is necessary that they hold an in-depth awareness of the wider spectrum of building surveying knowledge and skills.

In order to satisfactorily assist in the achievement of the Institute's goals, an educational conduit toward obtaining full registered membership of the Institute has been developed. Part of this pathway requires the successful demonstration of competence across the full spectrum of educational modules provided by the Institute. These module courses, relevant to the various areas a building surveyor may be involved, provide the introductory levels of expertise required to satisfactorily participate in each area.

In keeping with the status that Institute holds within the construction industry, and similarly demands from its membership; levels of competency for each and every module, are similarly set at an extremely high level. Competency in these areas only be achieved through the demonstration of a satisfactory level of understanding, currently measured by examinations undertaken at the end of each module. Each examination requires the attainment of a 70% or better pass level for satisfactory completion.

A Certificate in Residential Property Inspection will be awarded to those having demonstrated competence at this 70% level, described above, in the first five of the education Modules.

Satisfactory achievement of competence in the full 14 educational modules spectrum, being an integral and compulsory part of the NZIBS Career Pathway.





# Join the NZIBS Institute while you study

NZIBS Career Pathway to becoming  
a Registered Building Surveyor.

## STAGE ONE

Allocated transitional period:  
Min. 18 months / Max. 5 years

Core Module 1 – 14  
training programme

CPD Diary

Individual Mentor, completion  
of Quarterly Mentor reports  
and Core Role Achievement  
Record Sheet.

**OR**

Apply to NZIBS Executive  
to be appointed a Mentor

## STAGE TWO

APC final  
interview

## STAGE THREE

**FULL MEMBER**  
– Registered  
Building Surveyor

### Transitional Member:

#### Sole Practitioner

(if you do not have the  
support of 2 or more  
Registered Building  
Surveyors within your  
organisation.)

## STAGE ONE

Allocated transitional period:  
min. 18 months / max. 5 years

Core Module 1 – 14  
training programme

CPD Diary

Core Role Achievement  
Record Sheet

Letter of support provided  
to NZIBS at the end of the  
transitional membership period

## STAGE TWO

APC final  
interview

## STAGE THREE

**FULL MEMBER**  
– Registered  
Building Surveyor

### Transitional Member:

Supported by 2 or more  
Registered Building  
Surveyors within your  
organisation.



# Join the NZIBS Institute while you study

## NZIBS CAREER PATHWAY

Membership of the New Zealand Institute of Building Surveyors Inc. (NZIBS) is open to anyone who is studying in the construction industry, or holders of, professional construction industry qualifications in fields such as Building Surveying, Architecture, Engineering, Quantity Surveying, Construction Management, and Building Sciences etc.

Membership is also open to those with a significant degree of experience in the construction industry and in Building Surveying without necessarily having formal professional qualifications.

The New Zealand Institute of Building Surveyors Inc. has one class of full membership – Registered Membership. There are two earlier stages that may lead to Registered Membership, these stages are:

### STUDENT

Student Membership is open to all those currently studying for a construction related qualification. Student Membership is not open to those that are in full time employment.

When a Student Member starts working full time they must relinquish their Student Membership and apply for Transitional Membership if they wish to remain within the Institute.

### TRANSITIONAL

Transitional Membership is a preliminary stage of membership for all those that apply for and are in the process of completing requirements to become a full Registered Member.

Transitional Members must be actively practicing as Building Surveyors in New Zealand and must complete the Institute's assessment of professional competence (APC) process to progress towards Registered Membership.

Prior learning and skills are taken into consideration when a study programme is provided to a Transitional Member for the APC path towards registration.

### REGISTERED

Registered Membership is for those Members who actively practice as Building Surveyors in New Zealand and have satisfied the Institute that they meet the criteria for Registered Membership by completing the assessment of professional competence process.

**If you wish to learn more about being a member of the New Zealand Institute of Building Surveyors, please phone: 0800 113 400 or go to the NZIBS website: [www.buildingsurveyors.co.nz](http://www.buildingsurveyors.co.nz)**



# NZIBS

## ISO9001: 2015 Accreditation Overview

### What is ISO 9001:2015 accreditation and how can this help NZIBS?

ISO 9001 is one of the standards within the range of ISO 9000 standards. Meeting the requirements of this standard provides quality management systems that help manage our business effectively and put in place best practice methodology.

To ensure our core module training programme attains the ISO 9001 standard, NZIBS educational modules are accredited by Vertical Horizonz New Zealand (VHNZ).

- ISO 9001 Certification recognises VHNZ quality systems which ensure customer satisfaction, staff motivation and continual improvement.
- ISO9001:2015 is the title of the Standard that outlines the requirements an organisation must maintain in their quality system for ISO 9001:2015 certification.

Our ISO 9001:2015 certification is based on VHNZ scope of supply, specifically:

#### **Design, Development and Delivery of Workplace Training.**

Through VHNZ, ISO 9001:2015 certification, you can be assured that NZIBS achieves a training outcome that best meets its needs. VHNZ are able to assist NZIBS build a tailored training pathway for the organisation to enhance its learning experience which is backed by international certification.

### Who are Vertical Horizonz New Zealand Ltd

VHNZ are a pre-eminently recognised leader of exceptional training solutions that empower standout business performance for their clients. Their highly tailored training solutions and world-class advisory, partnership, development services, help organisations achieve standout business performance.

Vertical Horizonz New Zealand Ltd (VHNZ) was registered as a Private Training Establishment (PTE) with New Zealand Qualifications Authority in 1998.





## PART TWO

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# NZIBS

## Core Module Programme 2020

### DIPLOMA IN BUILDING SURVEYING ISO9001: 2015

*(Modules 1-14)*

Our building surveyors are required to undertake a rigorous training programme which is part of the NZIBS Transitional Membership career pathway toward becoming a Registered Building Surveyor.

The NZIBS Core Module training programme covers building law, forensic investigation, building science, material performance, construction methods, building remediation, technical and compliance report writing and expert witness work, contract administration, maintenance planning, lease reinstatement and inspection processes for both residential and commercial buildings.

The full range of core modules for both the NZIBS Diploma in Building Surveying (modules 1 to 14) and Certificate in Residential Pre-Purchase Inspections (modules 1 to 5) are held in Auckland on an annual basis. Courses are also held in Wellington and Christchurch providing there is sufficient demand.

Course duration ranges from half a day to two days, with an examination at the end of the Core Module training day.

Course	Duration
<b>Module 1:</b> Introduction to the Building Act & Related Legislation	1 day
<b>Module 2:</b> Properties of Moisture	1 day
<b>Module 3:</b> The Building Envelope & Cladding Systems	2 days
<b>Module 4:</b> Condition & Compliance Reporting	1 day
<b>Module 5:</b> Residential Property Inspections	1 day
<b>Module 6:</b> Forensic Investigations	2 days
<b>Module 7:</b> Technical Report Writing for Expert Witnesses	1 day
<b>Module 8:</b> Decay, Fungi & Moulds	½ day
<b>Module 9:</b> Durability & Materials Performance	½ day
<b>Module 10:</b> Building Remediation	1 day
<b>Module 11:</b> Contract Administration	1 day
<b>Module 12:</b> Asset Management & Maintenance Planning	1 day
<b>Module 13:</b> Lease Reinstatement (Dilapidations)	1 day
<b>Module 14:</b> Technical Due Diligence for Commercial Properties	1 day



# NZIBS

## Core Module Programme 2020

### CERTIFICATE IN RESIDENTIAL PROPERTY INSPECTIONS ISO9001: 2015

*(Modules 1-5)*

The Certificate in Residential Property Inspections is part of the NZIBS CPD Workshop Programme 2020. This certificate has been designed for Property Inspectors who are looking to upskill and work towards a formal qualification. The Certificate in Residential Property Inspections offers a rigorous training programme, made up of the first five diploma modules.

NZIBS Members and non-members are welcome to attend the training courses listed below. CPD points are applicable.

Course	Duration
<b>Module 1:</b> Introduction to the Building Act & Related Legislation	1 day
<b>Module 2:</b> Properties of Moisture	1 day
<b>Module 3:</b> The Building Envelope & Cladding Systems	2 days
<b>Module 4:</b> Condition & Compliance Reporting	1 day
<b>Module 5:</b> Residential Property Inspections	1 day

Following attendance of the first five modules and passing each exam, you will be eligible to apply for the Certificate in Residential Property Inspections ISO9001: 2015.

Please note conditions do apply.

### FURTHER INFORMATION

A certificate of completion is given to attendees who have completed the course and have passed the examination.

Payment is required in full, prior to attending the course.

### PRE-COURSE READING

Pre-course reading for each module, will be released the day after registrations close, to those who have registered and have paid the training registration fee.

Please contact NZIBS in the first instance if you have not received your confirmation of attendance email or your pre-course reading.

NZIBS strongly recommends that you read through the pre-course reading prior to attending the module training course.



# Module 1

## Introduction to the Building Act & Related Legislation

**Presenter:** Rosemary (Rosie) Killip

**Duration:** One day

**Examination:** 75 minutes, open book using prescribed literature

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### Course Overview:

This module will introduce to the way the Building Act operates in New Zealand and the rules governing buildings.

This module will cover:

- Key players - agencies
- The Building Owner
- Building Controls Regime
- How Building Work is regulated in New Zealand
- Related Legislation
- Building Consents, Code Compliance Certificates and Certificates of Acceptance
- Building Consents
- Code Compliance Certificates
- Other Building Controls /Processes
- Project Information Memorandum (PIM), Schedules and Systems
- Notices to Fix

At the conclusion of this training programme, attendees should be able to:

- Identify key players and their role in building controls
- Recount the history of the New Zealand Building Act regime
- Recall the framework of the legal documents which govern building controls in New Zealand
- Know the administrative legal procedures for: Building Consents, Code Compliance Certificates, and Certificates of Acceptance
- Assess compliance with the Building Act regime
- Refer to other Building Controls Processes.

### Examination

- Duration: 75 minutes based on the theoretical aspect of the course
- Open book assessment using prescribed literature.
- The exam for each module is conducted at the end of the course day.





## Module 2

### Properties of Moisture

**Presenter:** Greg Overton  
**Duration:** One day  
**Examination:** 60 minutes, closed book

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#### Course Overview:

This course explains the 'Physics' aspects and fundamental basics that you need to know if you are dealing with the effects of moisture in buildings.

The first part of the course explains the physics of moisture and covers:

- the chemical structure of water and how this affects its behaviour
- the mechanisms of how water is stored in materials
- a workshop session on psychrometric charts
- the transport mechanisms of water

The second part of the course covers the 4D's of water management:

- Deflection
- Drainage
- Drying
- Durability

The presentation also explains the forces which can drive water into buildings and how these might be managed.

#### Examination

- Duration: 60 minutes based on the theoretical aspect of the course
- Closed book assessment
- The exam for each module is conducted at the end of the course day.



# Module 3

## The Building Envelope & Cladding Systems

**Presenter:** Warren Nevill  
**Duration:** Two days  
**Examination:** 75 mins, closed book plus presentation

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### Course Overview:

This two day lecture room based course is designed to provide participants with an understanding of the concepts and consideration necessary to achieve a robust building envelope, the external forces applying to such an envelope along with techniques for mitigation and the knowledge to recognise where weathertightness and other issues might be encountered in cladding systems commonly used in New Zealand, along with the reasons that failure might occur.

At completion of this course participants should be able to identify common cladding types used on buildings, understand weaknesses inherent in the particular cladding system, (or that may develop over time), recognise poor workmanship, design, materials selection, and the issues involved with inadequate maintenance or other causes of failure.

The course will cover aspects of investigations required to identify a cladding and comparison with that which was specified, along with changes in philosophies over time, Building Act requirements, progressive changes to approved / compliance documents and manufacturers' literature.

### Examination

- Duration: 75 minutes based on the theoretical aspect of the course
- Closed book assessment
- The exam for each module is conducted at the end of the course day.



# Module 4

## Condition & Compliance Reporting

**Presenter:** William Hursthouse  
**Duration:** One day  
**Examination:** 75 minutes, closed book

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### Course Overview:

Following completion of this module, you should be able to understand and convey:

- The basic ingredients of the various types of report discussed in this module
- How to get your point across without expressing an opinion
- When and why you may need to express an opinion
- The various forms of “compliance” and what they mean
- A basic understanding of the sort of contracts you will get your client to sign, and why
- The importance of ethics and how to identify a conflict of interest
- The process you will follow when a prospective client contacts you
- The importance of when the work in question was done, and what that means in terms of your investigation and report

### Module Format:

This module is split into five sections which will be interactive and allow time for questions:

1. Pre-purchase surveys
2. Investigating and reporting on “Defects” under Part 4A of the Building Act (s362)
3. So called “ Safe and Sanitary” reports and reports for Certificates of Acceptance
4. Compliance reports (building code compliance, including Exempt works)
5. Building defect/failure investigation and reporting

### Examination

- Duration: 75 minutes based on the theoretical aspect of the course
- Closed book assessment
- The exam for each module is conducted at the end of the course day.



# Module 5

## Residential Property Inspections

**Presenter:** Darin Devanny  
**Duration:** One day  
**Examination:** 75 minutes, closed book

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### Course Overview:

A pre-purchase inspection requires a very broad range of knowledge on building methods, materials and attributes. Pre-purchase reports form a critical step in owning a house which in turn affects every New Zealander. It is therefore crucial that pre-purchase inspections are done well and by people with the correct knowledge and experience.

The purpose of the module is to provide participants with guidance on the required standards and knowledge for working in this part of the industry.

The module covers:

- What is and who relies on a pre-purchase inspection
- Knowledge and literature needed, to complete an inspection and report
- Worksafe New Zealand guidelines
- NZS4306 Residential property Inspection requirements
- Identifying the defects
- Communicating findings
- Associated legal matters
- The processes involved
- Healthy homes
- Dealing with complaints
- Record keeping
- Equipment needed

### Examination:

- Duration 75 minutes based on the theoretical aspect of the course
- Closed book assessment
- The exam for each module is conducted at the end of the course day.



# Module 6

## Forensic Techniques

<b>Presenters:</b>	Warren Nevill Frank Wiemann
<b>Duration:</b>	Two days
<b>Examination:</b>	75 minutes, closed book (on-site) 75 minutes, closed book (classroom)

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### Course Overview:

This two day course incorporates both classroom and onsite involvement aimed at providing participants with knowledge and introductory understanding of the skills required to undertake both general forensic and weathertightness investigations of residential and small commercial buildings. A pre-requisite of course attendance is that participants already have a working knowledge of construction types particularly relating to residential housing, construction methods, plus a general understanding of moisture characteristics, types of decay /mould and how to deal with them.

An in depth historical knowledge of the Building Act and Building Code requirements and associated relevant legislation along with an understanding of the most common cladding types and installation requirements are also a recommended requisite.

Day one covers theoretical aspects including an explanation of the process of a forensic investigation, necessary research and sources of information, undertaking the investigation, reporting/briefs of evidence and preparation for a hearing. Coverage also provides an in-depth understanding of methods of testing, equipment use and interpretation of results along with the requirement to obtain irrefutable evidence, safety awareness, plus other on site issues.

Day two is based around a number of site visits where the knowledge from the previous day will be applied in a practical environment, This days culminates with an onsite examination involving evaluation of potential risks sites on a dwelling along with your rationale for considering such sites to pose a risk.

### Examination

- Duration: 75 minute onsite examination and 75 minute classroom examination based on the theoretical aspect of the course
- Closed book assessments
- There are two examinations which will take place on day 2. The first examination will take place onsite following the site visit. The second exam will take place back in the classroom at the end of day two day.
- Resits for both exams can be undertaken independently should a need arise. A resit for the classroom examination can be undertaken and scheduled by the Institute as per terms and conditions Resits for the site exam will **only** be available at a future Core Module 6 course, as attendance at the full site inspection day will be necessary.
- Please note, there will be a supplementary fee of \$100 in addition to the resit fee to cover transport and the site visit costs.



# Module 7

## Technical Report Writing for Expert Witnesses

**Presenters:** Frank Wiemann  
Tim Rainey (Guest Speaker)

**Duration:** One day

**Examination:** 60 minutes, closed book plus presentation

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### Course Overview:

This module focuses on the role of expert witnesses in a legal process. The course relates to the role of expert witnesses in the traditional court processes, as well as the specialised procedures that have been introduced under the Weathertight Homes Solutions Act 2006.

Participants in the module will learn about:

- Evidence and the dispute resolutions processors in New Zealand;
- What makes a good expert witness;
- Preparing and writing a report that will withstand scrutiny; and
- Presenting evidence as an expert advisor / witness to best advantage.

This module deals with technical report writing and the transfer of the information gathered on site into a suitable report and further into use at dispute resolution situation. The course provides background on the current legislation and pathways of dispute resolution in New Zealand. This course also addresses the major questions around expert witness work, conduct and experience in hearings.

The final portion of the module course, participants are asked to prepare and present a 2 minute presentation as a summarised version of a report. The purpose of the presentation is to give participants the opportunity to experience standing up and delivering evidence as they would in a WHRS and / or a Court Hearing. Please note: we do not focus on the technical detail of material presented but more on the quality of presentation itself. The presentation accounts for five marks of your final examination.

### Examination

- Duration 60 minutes based on the theoretical aspect of the course
- Closed book assessment
- The exam for each module is conducted at the end of the course day.



## Module 8

### Decay, Fungi & Moulds

**Presenter:** Dr Robin Wakeling  
**Duration:** Half day (morning)  
**Examination:** 60 minutes, closed book

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#### Course Overview

Presented by Dr Robin Wakeling, this module consists of two parts. Part one looks at wood decay in leaky buildings, defines wood decay and mould and explains why it occurs. Further discussion explains how to recognise the indicators and what preventative measures can be implemented. Robin will explain the different types of moulds and fungi associated with the various decay classifications.

Part two discusses the practical aspects of decay recognition and determining a sound remediation strategy. The presentation incorporates various photographs to help you visualise the various stages and types of decay. The module concludes with a question and answer session offering detailed and tailored solutions.

Through Robin's extensive research, the course content includes an increasing amount of information and knowledge which he gathers from his decay and fungus analysis.

#### Examination:

- Duration: 60 minutes based on the theoretical aspect of the course
- Closed book assessment
- The exam for each module is conducted at the end of the course day





# Module 9

## Durability & Materials Performance

**Presenter:** Dr Catherine Nicholson  
**Duration:** Half day (afternoon)  
**Examination:** 60 minutes, closed book

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### Course Overview:

The objective of Clause B2 of the New Zealand Building Code (NZBC) is to ensure that a building will be sufficiently durable to comply with the objectives and functional & performance requirements of the other relevant NZBC clauses. The Durability and Materials Performance module aims to provide a better understanding of the Acceptable Solutions and Verification Methods used to establish compliance with the durability requirements of NZBC Clause B2.

The course also covers the degradation mechanisms of common building materials, as well as how material performance and durability can be affected by environmental factors. This will include the effects of external climate exposure on buildings, natural ageing and weathering of building materials, such as the corrosion of metals and UV degradation of polymers and plastics. The requirements and methods for service life prediction of building materials and components, as well as the importance of maintenance in extending the service life of materials and buildings, is also discussed.

### Examination:

- Duration: 60 minutes based on the theoretical aspect of the course
- Closed book assessment
- The exam for each module is conducted at the end of the course day.



# Module 10

## Building Remediation

**Presenter:** Philip O'Sullivan  
**Duration:** One day  
**Examination:** 75 minutes, closed book

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### Course Overview:

This module covers building remediation fundamentals, regulatory requirements and the concepts, processes and practices related to this specialist area. It will cover the merits of remediation versus repair and other options, explain key definitions and goals; and the common types of remediation, such as weathertightness, seismic/ structural, asbestos, mould/ bacterial contamination, internal dampness, meth-contamination and fire safety.

It will explain the process for reviewing investigative reports to establish whether further investigation is required. In addition, it will explain the different aspects to consider such as building age, cost evaluations, design process and peer reviews. The course will also review relevant legislation related to the remediation process, consents and procurement considerations, such as early engagement, negotiation and tendering.

Case studies will include different buildings types and ages, explaining the remediation process involved for each project.

### Examination:

- Duration: 75 minutes based on the theoretical aspect of the course
- Closed book assessment
- The exam is conducted at the end of the course



# Module 11

## Contract Administration

**Presenter:** David Clifton  
**Duration:** One day  
**Examination:** 75 minutes, closed book

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### Course Overview:

Participants attending this course will gain an understanding of the history of contracts, key types of contract procurement and the administration and enforcement of contract requirements during the construction phase of the project.

A building project, whether under a design build contract or conventional contract type, has to undergo three specific stages namely, design, tender and construction. In all three stages, good contract administration is required to manage design specification, contractual agreement, competitive tendering, evaluation, cost control, variations, final accounts, claims and even disputes. Poor management in any of these aspects would lead to unnecessary claims and disputes and eventually higher construction costs.

The course will focus the learning outcomes based on contracts carried out under NZS 3910: 2013 as this is widely accepted as the prime NZ contract, this course will focus on:

- Overview of the history and development of the contracts.
- Principals of Contract Law
- Key New Zealand Construction Contracts & CCA
- Engineer to the Contract Responsibilities
- Risks in Construction Projects
- Administration of Design Phase
- Tendering & Procurement
- NZS 3910:2003 Conditions of Contract
- Contract Documentation
- Notices & Approvals
- Observation & Inspection
- Communications & Letters
- Preparation & Evaluation of Claims
- Final Claims
- Disputes Procedures & Timelines

### Examination:

- Duration: 75 minutes based on the theoretical aspect of the course
- Closed book assessment check if this is correct
- The exam for each module is conducted at the end of the course day.



# Module 12

## Asset Management & Maintenance Planning

**Presenter:** Warren Nevill  
**Duration:** One day  
**Examination:** 75 minutes, closed book

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### Course Overview:

Asset Management and Maintenance planning takes a fresh look at these two related areas from the perspective of the Building Surveyor. Candidates for this module are introduced to the policies and strategic directions which can be taken in the management of assets and the various involvements of players with an organisations hierarchical structure.

We will look at the various factors and standards which guide the decisions made within the above processes which lead to the considerations of maintenance asset portfolios, the different types of maintenance and the varying approaches which may be determined within strategic policy decisions along with factors that impact and influence upon the relationship between maintenance and asset value.

Candidates will be introduced to the plethora of NZ legislation which must be adhered to in the preparation and undertaking of any maintenance program including; the building owner's obligation toward compliance expectations, BWOF undertakings, Earthquake Prone Building requirements, and Healthy Homes Act expectations, through to the necessity for Health and Safety manuals and Asbestos Management Plan requirements.

The presentation of the module will involve Interactive methodologies, whereby candidates are involved in various processes; from policy decision making, identification and prioritisation of maintenance requirements, the application of varying maintenance standards to the preparation and presentation of asset management plans through to the guidance necessary in the financial provisioning of such plans.

The aim of this module is to provide Building Surveyor candidates with specialist knowledge and skills in delivering service to clients in the following areas:

- Providing advice on property maintenance & frequencies
- Undertaking maintenance inspections & reporting
- Compiling maintenance programs & budgets
- Comprehensive understanding of NZ Legislation as applicable to the preparation of Asset Management plans and budgetary constraints.

### Examination:

- Duration: 75 minutes based on the theoretical aspect of the course
- Closed book assessment
- The exam for each module is conducted at the end of the course day.



# Module 13

## Lease Reinstatement (Dilapidations)

**Presenter:** Mike Gray  
**Duration:** One day  
**Examination:** 45 minutes, closed book

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### Course Overview:

Lease reinstatement, often referred to as dilapidations in New Zealand, is an area of building surveying practice dealing with obligations concerning the form and condition of leased premises. It requires both sound technical knowledge and an understanding of the legal principles pertaining to what is a specialist area of law.

This module is an introduction to dilapidations practice in New Zealand and will look at:

- An overview of the legal context of dilapidations practice, including the application of contract, statutory and common law and why and when the need for dilapidations arises
- An introduction to leases and other tenure documents and how to identify the pertinent rights and obligations of landlords and tenants
- Understanding the different lease covenants (obligations) and assessing breaches of covenant
- Preparing schedules of dilapidations / reinstatement
- Consequential losses and other heads of claim
- Remedies and defences
- How dilapidations affect and influences other building surveying services

On completion of the course, participants will have an appreciation of the key principles of dilapidations, its implications for owners and occupiers of commercial property and how the process is administered.

### Examination:

- Duration: 45 minutes based on the theoretical aspect of the course
- Closed book assessment
- The exam for each module is conducted at the end of the course day.



# Module 14

## Technical Due Diligence for Commercial Properties

**Presenters:** Rory Crosbie  
**Duration:** One day  
**Examination:** 75 mins closed book

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### Course Overview:

The purpose of this module is to provide practical guidance to building surveyors and other property professionals for the provision of TDD services for commercial clients and property investors. Participants will be provided with guidance to the key principles and components that should be included in a typical TDD process.

The module will cover:

- The benefits and need for Technical Due Diligence
- Types of TDD inspections
- Taking instruction from your client
- Desk top review of key property documentation
- Main components of the TDD Report
- Interpretation of the TDD Report
- Liability and professional ethics

The course will also include a review of seismic, passive fire and will also cover key factors relating to high rise buildings.

Guest speaker Michael Wolff, a lawyer with Morrison Kent, will explain what clients expect of their surveyor, how surveyors can add real value and what risks are associated with providing technical due diligence services on commercial buildings.

### Examination:

- Duration: 75 minutes based on the theoretical aspect of the course
- Closed book assessment
- The exam for each module is conducted at the end of the course day.



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# Core Module Presenters 2020

## DAVID CLIFTON

BSc (Hons), MRICS, ANZIAM, FMANZ

*Director, CS & R (Commercial Services & Reports)*

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David presents Core Module 11 and has experience working in the commercial, residential, government, industrial, education, military and health sectors on a wide range of property types ranging from high and low rise buildings, multi property complexes and individual property holdings. David has provided extensive Building Surveying, Project Management and Contract Administration / Engineer to Contract services to various types of organisations, which include national and local government departments, national and international corporates, private sector and residential clients.

As a Building Surveyor, David has provided assessment of buildings, concept and detailed design, peer reviews of proposals for weathertightness and resolution of complex detailing, expert witness dealing with defective design and workmanship, undertaking reviews of existing building stock and life cost assessment. Combining his UK development and due diligence background with his New Zealand experience, has enabled David to provide strong leadership to project teams and clients for all sizes of projects. David also has considerable experience on programme monitoring, project costing, quality and time requirements.

## RORY CROSBIE

BSc (Hons), MNZIBS, FRICS

*NZIBS President*

*Director, Prendos New Zealand Ltd*

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Rory is NZIBS President and presents Core Module 14. He is a registered and chartered building surveyor who has acquired a unique property consultancy skillset from his experience working in Ireland, the UK and New Zealand. Rory has a comprehensive knowledge of the property and construction industry and has established a reputation for understanding complex damage issues particularly in the aftermath of the Christchurch and Kaikoura earthquake events.

Having spent six years in London working for a prominent European property consultancy, Rory returned to Ireland to set up his own property consultancy which he ran for nine years prior to moving to New Zealand. He applies his diverse and extensive professional experience when managing his multi-disciplined team of consultants. In addition to providing expert witness services, Rory's experience also encompasses weathertightness, earthquake damage, lease reinstatement, technical due diligence, project management and engineer to contract for which he delivers advice to a portfolio of residential and commercial clients.



## Core Module Presenters 2020

### **DARIN DEVANNY**

MNZIBS

*Director, Property Check (NZ) Ltd*



Darin is NZIBS Past President and presents Core Module 5. He joined the Institute in 2003 and has been a registered building surveyor for over sixteen years. Starting his career as a qualified carpenter, Darin worked as a self-employed builder for 15 years and then a further 5 years as a residential building designer. Darin is an accredited Weathertightness Assessor for the Weathertight Homes Resolution Service for 10 years.

As sole director of Property Check (NZ) Ltd for the past 15 years, Darin's company has carried out over 1,000 pre-purchase/ sale inspections on an annual basis. He has developed pre-purchase/ sale inspection templates, procedures and training for his team. Darin's expert knowledge and years of experience enables him to present informative and precise course content.

### **MIKE GRAY**

BSc (Hons), PGDipLaw, CertQS, MRICS

*Owner/ Director, Axiom Building Consultants*



Mike is a chartered building and quantity surveyor and director of Axiom Building Consultants, a boutique practice specialising in commercial property and construction. Since moving New Zealand in 2011, Mike has worked as a consultant for Prendos and White Associates. He has 12 years' prior experience gained working for international consultancies and in his own partnership in London and Manchester, advising clients on commercial and government built assets and projects in the UK and Europe.

Mike's has extensive experience in commercial building surveying including technical due diligence, development monitoring, bank funding, lease reinstatement (dilapidations), development, project and contract management, built asset maintenance and defects remediation. Mike has complemented his building surveying skills with certifications in industrial rope access, fall arrest and EWP's to offer high-access facade and roof inspections and as a Greenstar Accredited Professional, advising clients on sustainable building operation and development.

Mike presents Core Module 13.



# Core Module Presenters 2020

## **WILLIAM HURSTHOUSE**

MNZIBS, MNZIOB, LEADR

*Director, Building Consultants Ltd*

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William presents Core Module 4. He was a registered Master Builder for over twenty years and became a registered Building Surveyor in 1997. Over the last ten years, Williams has become more involved in the remediation of many 'leaky' homes and acted as expert witness for home owners, councils, insurance companies and a large variety of trade respondents. William has been an assessor for the Weathertight Homes Resolution Service and has contracted to various local councils and government departments in an advisory capacity

In 2004, William sat on the Standards Committee that produced the New Zealand Standard for pre-purchase inspections: NZS4306 Residential Property Inspection published in 2006. Among William's many talents, he is an accredited mediator currently contracted as a Family Dispute Resolution Service provider and is a Special Advisor to the Licensed Building Practitioners Board which involves gathering and presenting evidence to assist the Board when dealing with complaints against a Licensed Building Practitioner.

## **ROSIE KILLIP**

MA, Cert TA, Cert PR

*Owner/ Director, Building Networks NZ Ltd*

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Rosemary is an international speaker, author and training practitioner specialising in building law. She is a sought-after speaker for building conferences and a regular commentator on building compliance in New Zealand.

With substantial insider knowledge of how councils review and interpret the Building Act rules, she brings practical insights and wisdom from 25 years of working alongside building compliance staff, Council staff, building inspectors and building owners.

Rosie is the founder and director of Building Networks NZ Ltd, New Zealand's leading authority on building compliance.

Rosie presents Core Module 1.



## Core Module Presenters 2020

### **WARREN NEVILL**

MNZIBS

*Owner, Nevill Building Assessments & Consultancy Ltd*

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Warren is a senior member of the Institute and currently holds the positions of Course Reviewer, Moderator and Training Officer. In addition to these roles, Warren presents Core Module 3 – The Building Envelope and Cladding Systems, Core Module 12 – Asset Management and Maintenance Planning and co-presents Core Module 6 – Forensic Techniques.

Coming from a background in construction and the education sectors, Warren was an early recipient of the master Builders Gold Medal Award for top apprentice. Warren is a moisture ingress specialist and has led many multi-unit investigations for the Weathertight Services Group.

### **DR CATHERINE NICHOLSON**

BSc (Hons), PhD, MPhil, MNZIC

*Materials Scientist, BRANZ*

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Catherine presents Core Module 9. She graduated from the University of Aberdeen with BSc (Hons) and PhD degrees in chemistry before moving to New Zealand in November 2000 and obtained a MPhil in 2009. Over the years, Catherine has worked as a materials scientist for research institutes and universities. Catherine's research has always had a strong applied focus and has included materials as diverse as cement, bone, cartilage and polymers. The common thread has been in applying, and in some cases developing, a wide range of analytical techniques to probe the structure and better understand the properties of these materials

Catherine joined BRANZ in January 2016. One of her main areas of research interest is the development of testing methodologies for assessment of the long-term durability of structural building elements. A current project involves investigating the degradation mechanisms of polymeric materials under natural conditions as well as when subjected to accelerated weathering cycles to predict likely service life. Catherine has been the Editor of *Chemistry in New Zealand*, published quarterly by the NZ Institute of Chemistry (NZIC), since 2013. She has a passion for lifelong learning and in February 2019 began studying for a postgraduate certificate in science communication by distance through the University of Otago.



## Core Module Presenters 2020

### **PHILIP O'SULLIVAN**

BE (Hons), MNZIBS, LBP Design Level 3

*Director, Prendos (NZ) Ltd*

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Philip presents Core Module 10. He started his professional career as a qualified civil engineer working on structural engineering, building design and project management before becoming a Registered Building Surveyor in 1996. As a Director at Prendos (retires May 2020), Philip has responsibility for residential, body corporate and research focussed building surveying.

Philip worked tirelessly with various government groups and industry organisations to first bring the leaky building issue to the attention of the building industry; and then helped to resolve the systemic and specific defect aspects of the 'leaky building' problem. Philip has been a member of various Government-appointed workgroups including the E2/AS1 (Third Edition) Workgroup from 2003 to 2005. Having a wide and varied expert knowledge with considerable experience with the various aspects of building remediation, Philip is frequently requested as an expert witness to provide evidence to the High Court.

Philip is a Life Member of the NZIBS, a past President of the NZIBS; and a past President of the Claddings Institute of New Zealand (now Building Enclosure Council).

### **GREG OVERTON**

MEng, CEng, IMechE

*Building Performance Engineer, BRANZ*

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Greg presents Core Module 2 – Properties of Moisture and works as a senior scientist within the Building Performance Research team at BRANZ. He has over 10 years' experience at BRANZ, working predominantly in the weathertightness area. Most recently, his work has led to the adoption of E2/VM2 as verification method for claddings on mid-rise buildings.

As a member of the Building Performance Research Team, a large part of Greg's work is focussed on making New Zealand homes warmer, drier and healthier. This includes aspects of vapour control, or internal moisture, and he is currently involved in a project that will hopefully lead to a verification method for clause E3 of the building code.

Prior to moving to New Zealand in 2006, Greg worked as a mechanical engineer in the aerospace industry. Greg is a chartered engineer with the IMechE.



## Core Module Presenters 2020

### DR ROBIN WAKELING

BSc, MSc, PhD

**Owner/Consultant**

*Beagle Consultancy Limited*

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Robin is the world's leading authority on mould and decay damage forensics, and related issues in buildings and other manmade structures.

As presenter for Core Module 8 – Decay, Fungi and Moulds, Robin conveys his in depth knowledge and experience gained from conducting over 7,000 investigations. In addition, Robin has written almost 10,000 commercial reports, scientific papers, evidence briefs and specialises in litigation related to such work.

This depth of knowledge and experience has enabled Robin to give his clients expert evidence pertaining to mould litigation and building damage litigation, including forensic investigation of the timing, causation and repair of water damage in building, insurance claims and patent disputes.

Robin is also a member of the International Research Group on Wood Protection and has had several leadership roles within the organisation. As an international speaker, Robin teaches professional bodies on a regular basis

### FRANK WIEMANN

Ing. Arch (TU), MNZIBS, LEADR

**Owner/ Director, sectionONE Ltd**

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Frank presents Core Module 7- Expert Witness and Report Writing and co-presents Core Module 6 – Forensic Techniques with Warren Nevill. He is a registered building surveyor and weathertightness expert for the Ministry of Business Innovation and Employment and the Department of Building and Housing.

Starting his career in Germany as a registered architect, Frank was able to use this knowledge with his extensive experience as an expert in leaky building mediations. Frank has been an Accredited Mediator with LEADR since 2009, and works as an independent technical expert for various parties in leaky building claims.



# Core Module Guest Speakers

## TIM RAINEY

*Senior Commercial Barrister,  
Rainey Law*

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Tim is a guest speaker for Core Module 7. He is a specialist commercial litigator and is widely regarded as one of the leading practitioners in the specialist area of commercial litigation with a particular focus on building, construction, commercial and contract disputes and insurance law. He has extensive experience in acting for plaintiffs and defendants involved in “leaky building” litigation and conducting complex proceedings on behalf of multi-unit developments.

Tim formed Rainey Law in 2009, prior to that, Tim worked for a specialist insurance litigation firm providing advice to insurers on insurance policy terminology, policy response issues and acted for both insurers and the insured on a wide range of claims.

## MICHAEL WOLFF

*Partner, Morrison Kent*

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Michael is a guest speaker for Core Module 14 and is a litigation law and dispute resolution expert. He has extensive experience in dispute resolution, construction and insurance litigation.

Michael has a general civil litigation background and has acted in proceedings in the District Court, High Court and Weathertight Homes Tribunal. Michael has experience in all areas of alternative dispute resolution including mediations and adjudications.

Michael’s specialties include litigation, insurance litigation, commercial disputes, dispute resolution, civil litigation, professional negligence, health and safety and employment litigation.

## MICHELLE HILL

*Partner, Kensington Swan*

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Michelle is a guest speaker for Core Module 13 and is a partner at Kensington Swan. She has extensive commercial property experience with particular expertise in commercial leasing. This includes handling many large leasing portfolios for landlords and tenants. Michelle regularly speaks at seminars on commercial leasing matters including giving lectures at The University of Auckland (Bachelor of Property). Michelle has written numerous articles and is a regular columnist in the New Zealand Law Society’s ‘The Property Lawyer’ on commercial leasing topics. She was ranked as a Recommended Lawyer by international directory ‘The Legal 500’ in 2019.’





# NZIBS Core Module Criteria

## NZIBS Core Module Programme 2020

NZIBS core module training programme is open to all members and non-members.

To be eligible for the NZIBS Member registration rate, you must be a current NZIBS full, transitional or student Member.

A minimum of 10 participants are required for a NZIBS Core Module Course to run. Notice will be given 10 business days prior to the date of the course if there are insufficient numbers.

Payment is required on or before the registration closing date. Payment for late entrants will be required upon registration.

No refund will be given for any cancellations 10 business days and under prior to a module course date. A substitute can be provided in place of the person who is unable to attend.

A cancellation fee will apply for no shows or those who advise us on the day that they are unable to make it.

No refund or discounts are offered if the participant chooses to attend the course and not undertake the examination.

Any resit examinations taken at a later date will incur a resit administration charge, please refer to the examination policy on our website.

All examination resits must be taken within 18 months of attending the course date. Each year the modules are updated to ensure they are kept relevant to what is happening within the industry. If you are unable to resit the examination within this timeframe you will be required to re-attend the course.

Providing a satisfactory level of competency has been demonstrated through the written examination of Module 6, a resit of any failed Site Examination will be permitted.

**Please Note:** The resit can only be undertaken during the next presentation of this Module where full attendance at the Site day will be required. Refer resit fee schedule for additional costs involved.

The current pass mark is 70% for a NZIBS Core Module Exam. For those who are unsuccessful in the NZIBS Module Exam and have achieved a mark under 55%, you will need to complete the module again; NZIBS will offer a discount off the registration fee in such circumstances.

Application for remarking of examination papers must be made within three months of the examination advice notice being issued. A remark fee of \$250 applies.

Any course information previously provided that is requested at a later date will incur an administrative charge of \$25.00.



## NZIBS Core Module Training Course Registration Form 2020

If you wish to register for any of the below modules, please complete this form and return it with payment to the New Zealand Institute of Building Surveyors Inc.

### Registration Fees for 2020 Modules

Tick all modules you wish to register for. The fee covers the costs for the venue, presenter, admin, completion certificate and marking of the exam paper. Catering is included for full day courses.

### SPECIAL OFFER

Discounted rate when you book the certificate or diploma package

### Core Module Training Course – Auckland

below fees are exclusive of GST

TICK HERE	Date	Duration	Course	NZIBS Member rate	Non Member rate
	Tuesday 18 February 2020	1 day	<b>Module 1:</b> Introduction to the Building Act and Related Legislation	\$795	\$995
	Wednesday 19 February 2020	1 day	<b>Module 2:</b> Properties of Moisture	\$795	\$995
	Tuesday 3 & Wednesday 4 March 2020	2 days	<b>Module 3:</b> The Building Envelope and Cladding Systems	\$1,195	\$1,395
	Thursday 5 March 2020	1 day	<b>Module 4:</b> Condition & Compliance Reporting	\$795	\$995
	Tuesday 21 July 2020	1 day	<b>Module 5:</b> Residential Property Inspections	\$795	\$995
	Wednesday 22 & Thursday 23 July 2020	2 days	<b>Module 6:</b> Forensic Investigations *	\$1,295	\$1,495
	Tuesday 11 August 2020	1 day	<b>Module 7:</b> Technical Report Writing for Expert Witnesses	\$795	\$995
	Wednesday 12 August 2020 (am)	½ day	<b>Module 8:</b> Decay, Fungi & Moulds	\$395	\$495
	Wednesday 12 August 2020 (pm)	½ day	<b>Module 9:</b> Durability & Materials Performance	\$395	\$495
	Tuesday 8 September 2020	1 day	<b>Module 10:</b> Building Remediation	\$795	\$995
	Wednesday 9 September 2020	1 day	<b>Module 11:</b> Contract Administration	\$795	\$995
	Thursday 10 September 2020	1 day	<b>Module 12:</b> Asset Management & Maintenance Planning	\$795	\$995
	Thursday 29 October 2020	1 day	<b>Module 13:</b> Lease Reinstatement (Dilapidations)	\$795	\$995
	Friday 30 October 2020	1 day	<b>Module 14:</b> Technical Due Diligence for Commercial Properties	\$795	\$995
	<b>Pre-Purchase Inspection Certificate</b>	<b>6 days</b>	<b>Modules 1 – 5 Certificate Package</b>	<b>\$4,150</b>	<b>\$5,150</b>
	<b>NZIBS Diploma in Building Surveying</b>	<b>14 days</b>	<b>Modules 1 – 14 Diploma Package</b>	<b>\$10,150</b>	<b>\$13,150</b>

**NOTE:** \* The Core Module 6 registration fee covers: Transport and arranging the off-site inspections for day two.

### NZIBS Exam Resit Dates 2020

below fees are exclusive of GST

TICK HERE	Location	Date	NZIBS Module Exam Resit (Please indicate what module #)	NZIBS Member rate	Non Member rate
	Auckland	Wednesday 4 March 2020		\$195	\$250
	Auckland	Wednesday 17 June 2020		\$195	\$250
	Auckland	Wednesday 9 <sup>th</sup> September 2020		\$195	\$250
	Auckland	Thursday 29 October 2020		\$195	\$250
	Christchurch/Wellington	Wednesday 11 March 2020		\$195	\$250
	Christchurch/Wellington	Wednesday 24 June 2020		\$195	\$250
	Christchurch/Wellington	Thursday 17 September 2020		\$195	\$250
	Christchurch/Wellington	Thursday 26 November 2020		\$195	\$250

**Exam resits can only be undertaken after a three month additional study period from the date of the original exam or first resit attempt.**

**NOTE:** A supplementary fee of \$100 will be charged in addition to the Core Module 6 exam resit fee to cover transport and lunch for the off-site Inspection examination on day two.



New Zealand  
Institute of  
**BUILDING**  
**SURVEYORS**

PLEASE CONTINUE TO NEXT PAGE >>



## NZIBS Core Module Training Course Registration Form 2020

TICK HERE	NZIBS AWARD	FEE
<input type="checkbox"/>	NZIBS Diploma in Building Surveying Application Fee	\$295
<input type="checkbox"/>	NZIBS Certificate in Residential Property Inspection Application Fee	\$295

Yes, I would like to register to attend the NZIBS Module Course:

<b>Name:</b>	<input type="text"/>	<b>Auckland CBD</b>	\$	<input type="text"/>
<b>Address:</b>	<input type="text"/>	<b>Wellington</b>	\$	<input type="text"/>
		<b>Christchurch</b>	\$	<input type="text"/>
<b>Telephone:</b>	<input type="text"/>	<b>Application Fee</b>	\$	<input type="text"/>
<b>Mobile:</b>	<input type="text"/>	<b>SUB-TOTAL</b>	\$	<input type="text"/>
<b>Email:</b>	<input type="text"/>	<b>Plus GST</b>	\$	<input type="text"/>
		<b>TOTAL</b>	\$	<input type="text"/>

Are you a NZIBS Member / Non Member?      Transitional ☐      Student ☐      Non Member ☐

If you are not a member of NZBIS, would you like information on joining the organisation?      Yes ☐      No ☐

Following submission of the NZIBS Core Module training registration form 2020, you will receive an email to confirm your attendance. Should you wish to cancel, please advise the Secretary in writing to avoid any cancellation fees before registrations close for the training course. Payment is required prior to the commencement of the module or when registrations close.

Payment is not due until the course has been confirmed and registrations have closed.

Please make payment (incl GST) to NZIBS into the nominated bank account as shown. To pay by credit card please telephone the NZIBS Secretary on:

**0800 11 34 00**

Pre-course reading will be released when payment is received.

Once completed, please send this registration form to:

[secretary@buildingsurveyors.co.nz](mailto:secretary@buildingsurveyors.co.nz)

Please pay via online banking via direct credit to:

**New Zealand Institute of Building Surveyors**

**Bank Acct:** BNZ: 02 0910 0154498 00

**Reference:** Your name and module name.

[www.buildingsurveyors.co.nz](http://www.buildingsurveyors.co.nz)

Tel: 0800 11 34 00



## NZIBS Core Module Training Course Registration Form 2020

### Terms and Conditions

NZIBS Diploma in Building Surveying. ISO9001:2015 – NZIBS Core Module Training Programme 2020 terms and conditions;

The fees shown on the registration form are exclusive of GST. The registration cost covers the course, pre course reading, trainer, exam marking and moderation fee, morning / afternoon tea, lunch and a completion certificate.

Completing the NZIBS Core Module training registration form 2020, confirms your attendance. Should you wish to cancel and not incur any cancellation fees, you will need to provide in writing your cancellation request before registrations close for the training course. Payment is required before the commencement of the module or when registrations close.

For a NZIBS Core Module Course to run we require a minimum of 10 and a maximum of 20 participants. Notice will be given two weeks prior to the course date should the course be cancelled, due to attendance numbers.

Should you wish to register for any Core Module training course after registrations have close, confirmation in writing acknowledging that you are aware the pre course reading has already been issued and that you confirm that you will not be disadvantaged by receiving this information late. We are unable to register or provide pre course reading to anyone 5 working days before a training course.

**Please note**, the Core Module training pre course reading is extensive and it will help you prepare for your examination at the end of the course day. Therefore, you will need to allow yourself time to read and study this material before attending the course.

No refund will be given for any cancellation after registrations have closed, or as a no show or for sickness on the course day.

Cancellation policy: \$250.00 + GST per day will apply. A substitute can be provided in place of the person who is unable to attend.

No refund or discounts are offered if the participant chooses to attend the course and not undertake the examination.

Examination resits will incur a charge shown on the registration form. Please note, a supplementary fee will be charged for resits for Core Module 6 On-site examination.

Any course information previously provided that is requested at a later date will incur an administrative charge of \$25.00 + GST.

Examination resits will need to be taken within 18 months of attending the Core Module training course, a maximum of two resits are allowed. If you fail the examination resits or are unable to resit the examination within this timeframe, you will need to complete the module course again, at a discounted one off fee.

Please refer to examination guidance for exam resits for Core Module 6 as this is a two part course involving a site visit.

The pass mark is 70% for a NZIBS Core Module Examination. For those who are unsuccessful in the NZIBS Module Exam and have achieved a mark under 55% or similar, your exam mark will be referred to the NZIBS Training committee who will determine whether you can undertake an exam resit or you will need to complete the course again; NZIBS will offer a discount off the course registration fee in such circumstances.

The Diploma in Building Surveying ISO9001:2015 is only available to those students who attend all Core Module Training courses and have passed their Core Module 1 – 14 exams from 2015 onwards. If you completed and passed an exam prior to 2015, you will need to attend the course and undertake the examination again. Since February 2015, NZIBS Core Module training programme has undertaken an extensive review which in turn has changed most training courses and how the examinations are conducted.

Should you wish to apply for your Diploma in Building Surveying.

(ISO9001:2015), please contact NZIBS:

- Tel: 0800 11 34 00, option 1
- Email: [secretary@buildingsurveyors.co.nz](mailto:secretary@buildingsurveyors.co.nz).

Please note, the application can take up to 6 – 8 weeks to be finalised. There is a Diploma application fee of \$295.00 + GST.

As part of awarding the Diploma we present these at the annual NZIBS Conference each year in September. Should you wish to receive your Diploma beforehand, we can courier;

- Diploma certificate only in a tube - \$35.00 + GST
- Framed Diploma, wrapped - \$99.00 + GST

