

REGULATION 1 - MEMBERSHIP

Membership of the New Zealand Institute of Building Surveyors Inc. (“NZIBS”) can be applied for by a natural person studying for professional construction industry qualifications, or who may already be a holder of professional construction industry qualifications, in fields such as building surveying, architecture, engineering, quantity surveying, construction management, building sciences and related disciplines.

Membership can also be applied for by a natural person with a significant number of years of relevant experience in the New Zealand construction industry, or other suitable overseas construction industry experience, without necessarily having tertiary or formal professional qualifications.

This regulation provides details of the process applicants must go through to achieve and retain Registered Membership status. This regulation also gives details on the process and descriptions of other membership categories (*Student* and *Transitional*) that may lead to Registered Membership, and details for the *Retired*, *Life* and *Honorary* membership categories.

This regulation also includes information on how an affiliation can be gained with NZIBS.

1.0 MEMBERSHIP

The NZIBS has one class of full membership – Registered Membership – and there are two earlier stages that may lead to Registered Membership and three other membership categories.

1.1 REGISTERED MEMBERS

Registered Membership is for those members who actively practice as building surveyors in New Zealand and have satisfied the NZIBS Executive (“Executive”) that they meet the criteria for Registered Membership by completing the Assessment of Professional Competence (APC) process, or alternatively have demonstrated to the Executive that they have the necessary skill set to be granted Registered Membership. Only a Registered Member is entitled to use the designation Registered Building Surveyor, MNZIBS and the NZIBS logo together with the words “Registered Member” in their professional post-nominals.

1.2 TRANSITIONAL MEMBERS

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 Registered Member.

Applicants that are granted Transitional membership must be actively practicing as building surveyors or a similar relevant and related role in New Zealand and must complete the NZIBS APC process to progress to Registered Membership.

A Transitional member, nor any company the member is employed by cannot at any time use the Institute logo's or the letters NZIBS, the term Registered Building Surveyor, nor any other designation related to NZIBS in any personal or business collateral, marketing or promotional profiling (such as *LinkedIn*). This requirement is to be most strictly observed by the transitional member.

1.3 STUDENT MEMBERS

Student membership is open to all those currently studying for a suitable construction related tertiary qualification. Student membership is not open to those that are in national full time employment or professional office. When a Student member starts working full-time in a professional office, they must relinquish their Student membership and if they wish to become a Registered Member, apply for Transitional membership.

A Student member, nor any company the member is employed by cannot at any time use the Institute logo's or the letters NZIBS, the term Registered Building Surveyor, nor any other designation related to NZIBS in any personal or business collateral, marketing or promotional profiling (such as *LinkedIn*). This requirement is to be most strictly observed by the transitional member.

1.4 RETIRED MEMBERS

Retired membership is available to a Registered Member on retirement from work as a Registered Building Surveyor and who wishes to keep in touch with the NZIBS.

The Member shall advise the NZIBS Executive Assistant ("Executive Assistant") by letter that the Registered Member is retiring and state the date this will occur. The Executive Assistant shall confirm receipt of this notice and remove the Registered Member from the NZIBS register and website by the notified date.

A Retired member shall be entitled to attend any special, general or annual meeting, conference, or function, of the NZIBS that may be called or announced from time to time by the Executive, excepting that the Retired member shall:

- Not be entitled to cast a vote at any Special/Extraordinary meeting, or Annual General Meetings ("AGM").
- Have access to the NZIBS email "chat" line for members.
- Pay a nominal subscription that shall be 10% of the Registered member subscription.

1.5 LIFE MEMBERS

Life Membership is awarded to a Registered Member that has made a significant contribution to the development and/or operation of the NZIBS and the profession of building surveying over a period of not less than 10 years. To receive a Life Membership award, candidates shall be nominated by a current Registered Member and elected by Registered Members at an AGM.

A Life Member shall be entitled to all the privileges of a Registered Member except that the Life Member shall:

- Not be required to pay annual membership subscription fees to the NZIBS.
- Shall be entitled to receive other privileges as approved from time to time by the Executive, including, but not necessarily limited to free entry to the Institute’s March (mid-term) training day and annual conference.
- Still be required to fulfil all other obligations including submitting annual CPD and work verification information, as required of a Registered Member, if they wish to continue working as a Registered Building Surveyor.
- If a Life member wishes to retire and ceases practicing as a building surveyor, the Life Member will need to notify the NZIBS Executive Assistant as per 1.4 Retired Member and will be designated on the NZIBS website as a “Life Member – Retired”, which is a distinction not available by an ordinary Retired member. Any “Life Member-Retired” will no longer need to fulfil CPD and complete work verification declaration, and will be entitled to the same privileges as a Life Member.

1.6 HONORARY MEMBERS

This is a specially bestowed designation of membership of NZIBS. It is offered to outstanding individuals that meet the requirement of NZIBS Rule 1.5(i) which states:

“The Annual General Meeting of the Institute may confer a maximum of two (2) Honorary memberships each year. An Honorary member shall enjoy all the rights of members, excluding voting rights, and shall not be required to pay an annual subscription. Honorary membership may be renewed annually by the Annual General Meeting of the Institute.”

No Honorary member will be identified on the public section of the NZIBS website without their prior permission.

For the ease of administration, Honorary Membership is ongoing for their natural life, unless it is withdrawn by a later AGM majority vote or the Honorary member writes to notify the NZIBS Executive Assistant that the Honorary member no longer wishes to retain Honorary membership.

A list of Honorary members will be kept by the Executive Assistant and notified to members at each Annual General Meeting. No Honorary member will be identified on the public section of the NZIBS website, but will be listed in the member’s section.

2.0 AFFILIATION

Where the Executive agrees it is in the interest of the Institute to invite an aligned professional of good professional standing and character who the Executive agree has the ability to assist in the advancement of good professional practice in the construction industry, then Affiliation can be offered to a natural person. All such candidates must complete an Affiliate application form and pay application fees, set by the Executive. The Application form is to require the applicant to declare to abide by the Institute’s professional and ethical regulations and confirm current PPI is held, and that CPD required by their own professional body is fulfilled. In addition, to be eligible

for Affiliation, the candidate must be a current practicing professional that is either a Chartered Surveyor (MRICS or FRICS), a Registered NZ quantity surveyor (MNZIQS), Chartered Engineer (CPEng), or other Executive approved professional. On acceptance, an Affiliate will be entitled to:

- Attend Institute training and events at Institute membership rates;
- Institute discounts that may be available from time to time, at the Executives discretion, and;
- Receive Institute newsletters as available to Registered members.
- Access the members area of the NZIBS website.
- Identify themselves as being an Affiliate, and be able to use the letters 'Affil. NZIBS' after their name and their other professional designation/s.

An affiliate will **NOT** be entitled to:

- have access to the Chat line.

A fee shall be paid annually to retain Affiliation together with an annual declaration that reaffirms the Affiliate abides by the conditions set at the date the affiliation was offered.

3.0 CRITERIA FOR TRANSITIONAL MEMBERSHIP

The minimum requirements for Transitional Membership application are:

- 3.1 New Zealand Certificate of Building, National Diploma in Construction Management, Bachelor of Building Science, or such other tertiary qualification considered by the Executive to be equivalent, or better, and acceptable as an alternative, or;
- 3.2 Membership of another professional group considered as being acceptable by the Executive, or;
- 3.3 The applicant has the ability to demonstrate knowledge of the construction industry and has a minimum of five (5) years appropriate experience in construction management, supervision or consulting, all to the satisfaction of the Executive.
- 3.5 All applicants shall substantiate that they are of good standing in the community and provide two referees; one of whom shall be in a senior professional role within the construction industry.
- 3.6 The Executive may direct any applicant to undertake specific further study before attempting the NZIBS Assessment of Professional Competency (APC) process.
- 3.7 Applicants for Transitional Membership 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.

4.0 MEMBERSHIP APPLICATION PROCESS

4.1 Initial Application

Applicants for Student or Transitional membership must complete the Membership Application form and return it to the Executive Assistant with the prescribed registration fees and documentation. The application will be reviewed by the Executive Assistant to determine if it meets the minimum requirements for membership. A letter acknowledging receipt of the application and acceptance or otherwise of the application by the Executive, will be sent to the applicant within 6 weeks along with a tentative date for an initial face-to-face membership interview, if this is deemed necessary. Applicants may not be required to be interviewed when employed by a company with two or more Registered Building Surveyors that confirm support of the candidate's application.

Applicants are required to provide the following material to support their membership application:

- Up-to-date curriculum vitae including details of their education, qualifications, and work history;
- Copies of certificates for qualifications achieved;
- Copies of recent reports that demonstrate the type of work they are undertaking. These may include condition assessment reports and defect resolution type reports, and;
- References from people the applicant has worked with recently together with referee's contact details.

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

4.2 Initial Interview Procedure

Following acceptance of the application by a panel of senior Registered Members, appointed by the Executive, if required, an assessment interview conducted by at least one Registered member selected may be required. This interview shall be conducted on a face-to-face basis, or by other means, as agreed.

The primary purpose being to determine if the applicant is suitable to proceed to Transitional membership and to identify the extent of study, if any, the applicant is required to undertake.

The applicant will be advised by the Executive Assistant of the outcome of the interview in writing within seven (7) working days of the date of the interview. Where the applicant is regarded as meeting the requirements for Transitional membership, they will be advised that they have been accepted as a Transitional member of the Institute. The applicant will also be advised of the undertakings they must complete before moving on to the APC process.

4.3 Study Plan

Transitional members will be required to complete all of the NZIBS Diploma current expectations prior to attending the APC final interview ("Final Interview") and prior to being offered Registered Membership. An applicant's

proven prior learning may be accepted by the Executive in place of attending any of the current training modules, on a case by case basis.

The letter of offer of Transitional membership will include an outline of the study requirements the applicant will be expected to undertake. This will be centred around the NZIBS current training modules and may also identify other training the interview panel believes will be of benefit to the applicant.

Current Training Modules include the following:

- Module 1** Introduction to the Building Act and Related Legislation
- Module 2** Properties of Moisture
- Module 3** The Building Envelope and Cladding Systems
- Module 4** Condition/Compliance Reporting
- Module 5** Residential Property Inspections
- Module 6** Forensic Techniques
- Module 7** Expert Witness & Technical Report Writing
- Module 8** Decay, Fungi and Moulds
- Module 9** Durability and Material Performance
- Module 10** Building Remediation
- Module 11** Contract Administration
- Module 12** Asset and Maintenance Planning
- Module 13** Lease Reinstatement (Dilapidations)
- Module 14** Technical Due Diligence for Commercial Buildings

The Executive may add, modify or remove training modules from time to time. All costs associated with achieving the requirements of the Study Plan shall be at the Student or Transitional member's expense.

4.4 Mentoring Requirements

4.4.1 Mentor

All Transitional members are required to get mentored, to assist them through the process of becoming a Registered Member. Mentors should have a minimum of three (3) years' experience as a Registered Building Surveyor, or be another suitable mentor ("mentor"), at the discretion of the Executive, who shall have a broad range of suitable experience in the building surveying field. The Executive Assistant shall obtain approval from the Executive of a Registered Member or another to be a Mentor if there is doubt about the length, or extent of experience of the nominated Mentor.

Mentoring can be provided by a company with two or more Registered Members were a Transitional Member is either employed by (or contracted full time) to the Registered members in the company who will then provide mentoring in house. Alternatively, a Transitional member must seek a Mentor by either:

- nominating and obtaining agreement from an existing Registered Member/s as their mentor, or;
- attending a sufficient number of mentoring workshops as offered by the Institute, at which Registered Members attend to provide tailored mentor feedback, when available and at the discretion of the Executive, sufficient to meet APC requirements.

4.4.2 Process for the APC

To achieve Registered Membership of the NZIBS all Transitional members are required to demonstrate competence in the core work areas of a building surveyor. To do this, Transitional members are required to complete the following documents.

- **APC Weekly Work Diary.** A copy of this can be found in section 6 of the Membership Information Pack. Transitional Members should complete this work diary by transferring information from their own diaries during or at the end of each week. The competency reference numbers can be found in Regulation 11 – The Roles of a Building Surveyor.
- **Continuing Professional Development (CPD) Diary.** Information from the Weekly Work Diary should then be transferred to the CPD Diary included in Section 6 of the Membership Information Pack. This CPD Diary can also be used to complete the CPD required of Regulation 4 at the end of each year.
- **CPD Professional Development Record.** This record, also included in section 6 of the Membership Information Pack, should then be completed by transferring information from the CPD Diary to summarise the total number of hours completed in each work area over the year.
- **Mentor's Reports.** When a Mentor is involved, at the end of each quarter the Transitional Member shall provide copies of their Professional Development Record along with their quarterly mentor's report with any other relevant comments to document their progress. After discussion, the Mentor will complete their section of the report and the Transitional Member will forward this to the Institute. The Mentor Report Templates are included in Section 7 of the Membership Information Pack.

- **Core Role Achievement Record.** When the Mentor believes the Transitional member has satisfactorily completed a core competency area they will enter this in the Core Role Achievement Record and sign off this record.

Copies of the CPD records, Mentor's Reports and Core Role Achievement Records should be included when applying for Registered Membership. A worked example of the APC process is included as Appendix 1 of the Membership Information Pack.

4.4.3 Mentor's Reports (where required)

The Mentor's responsibilities include;

- Assist with directing to, and referencing, publications for study such as BRANZ documents, building code references etc.
- To have regular contact and provide general guidance and assistance with regard to work practices of a building surveyor.
- Provide brief quarterly reports and updates on the Transitional member's progress with regard to their study and experience gained at the end of each given training/experience period or when requested by the Executive. *(Templates for each of these reports are included in section 7 of this Membership Information Pack).*
- To sign-off the Core Role Achievement Record indicating that they are satisfied that the Transitional member is able to demonstrate sufficient professional competence in each of the core building surveying areas to satisfy the Executive that they are ready to be assessed for Registered Membership.

It is the Transitional member's responsibility to ensure that these objectives are met and not the responsibility of the Mentor. A mentor may be changed during the progression of a Transitional member and any new Mentor must fulfil the requirements of clause 3.4.1.

4.4.4 Period of Transitional Membership

Except at the discretion of the Executive, the minimum period of Transitional membership is 18 months and the maximum period is 5 transitional consecutive years from the date of acceptance. Within 5 years of Transitional Membership the Transitional Member must obtain Full Membership through the Final Interview for Assessment of Professional Competence described in 3.6 or reapply for Transitional Membership as required by 3.2 Initial Interview Procedure.

All mentor reports must be submitted by the due date notified to the Transitional Member. At the discretion of the Executive, failure to submit any mentor report on time may extend the advised minimum period of Transitional membership which shall be confirmed in writing to the Transitional member.

If, for any reason the Transitional member has cause to temporarily suspend such membership at any time, then suspension and rights of reinstatement shall be at the discretion of the Executive, and will generally be assessed in accordance with the relevant

provisions in 5.0 Registered Membership Provisions, relating to membership suspension, in terms of notification to the Executive Assistant and matters for the member to abide by.

4.4.5 Final Interview for Assessment of Professional Competence

Upon satisfying all current education modules plus satisfactory verification of any required notional learning hours, and upon completion of the work diary and mentor reporting, the applicant will be entitled to apply to attend the Final Interview. The interview will assess the building surveying core work roles that the candidate has undertaken to evaluate readiness for being granted Registration.

Information on preparing to join the Institute to progress through the process - Specific Areas of Expertise - is available on the NZIBS website, or from the Executive Assistant.

Transitional Members will be asked to provide the following material to support their application for Final Interview assessment:

- A current curriculum vitae;
- Summary of Experience
- Copies of their Mentor's reports when required;
- Copies of the CPD work diary;
- Copy of two typical technical reports that represents the kind of work that the applicant is engaged in, and;
- Produce a PowerPoint type presentation of up to 10 minutes on the processes they followed to complete the report provided, or a subsequent project they were involved with. The presentation should define the learning outcomes achieved from the project including issues that arose and items the Transitional member would handle differently if faced with the same issue in the future, and
- Evidence of successful completion of RICS ethics on-line test paper (having achieved a 75% pass mark).

The Final Interview will be held on a face-to-face basis and may cover any aspect of Building Surveying including information contained in the documentation provided by the Transitional member.

It will generally take the following form:

- Introductions (5 mins.);
- Summary by applicant of relevant work experience gained over the period as a Transitional member (10 mins.);
- Power Point type presentation (10 mins, and);
- Panel questions (35 mins).

Transitional members shall be formally advised in writing of the result of this Final Interview within seven (7) working days and, if successful, they shall be granted Registered Membership. They will be issued with a first year practicing certificate, and will be listed as a Registered Member on the NZIBS website upon payment of fees.

Those who are not offered Registered Membership following the Final Interview will receive a written explanation as to why they were not successful and be provided with the recommendations of the interview panel. This may include the need for further study and/or work experience in specific areas of building surveying, and the minimum time before any later application by the Transitional member for a further Final Interview.

5.0 REGISTERED MEMBERSHIP REQUIREMENTS

- 5.1 At all times, Registered Members are required to comply with all NZIBS Rules and Regulations and any other requirements stipulated by the Executive and to undertake their professional work as a Registered Building Surveyor to high ethical standards.
- 5.2 Annual membership fees, along with any levies or charges as set by the Executive must be paid in accordance with the terms and conditions set from time to time by the Executive.
- 5.3 All Registered Members must practice in New Zealand and meet the requirements of Regulation 4 - Annual Membership Programme. Registered Members leaving New Zealand or wishing to suspend their membership for a period can “as of right” retain their full membership status subject to the following conditions;
 - 5.3.1 If the absence from New Zealand (or from active building surveying work within New Zealand) is anticipated to extend beyond three (3) months, the Executive Assistant must be notified of the absence prior to the Registered Member leaving the country. An indication of the likely duration must be advised to the Executive Assistant at that time.
 - 5.3.2 The Executive Assistant is to be provided with a reliable method of contact (e.g. mobile phone, postal or e-mail address); such information to be kept up to date, as appropriate.
 - 5.3.3 A Registered Member wishing to retain membership must maintain fully paid up membership fees at all times. It is the Registered Member’s responsibility to arrange with the Executive Assistant all matters relating to ongoing contact.
 - 5.3.4 When returning to New Zealand (or back to work as a building surveyor), after an extended absence, the Registered Member shall advise the Executive Assistant of their return, which will be advised to the Executive. If absent for greater than eighteen (18) months, the Registered Member may be required to:
 - (a) demonstrate having maintained Continuing Professional Development (CPD) activity, meeting the NZIBS requirements to the satisfaction of the Executive, and/or,
 - (b) meet some additional CPD activity as required by the Executive. This would typically relate to legislation and industry developments. A programme for the completion of this would be agreed at the time with the Executive.

- 5.3.5 During the Registered member's absence from New Zealand (or from active building surveying work within New Zealand), the Registered Member will not be required to submit continuing professional development (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 4 Work Verification Programme). It is recognised that experience gained working as a building surveyor in another country could contribute to CPD requirements, and the Executive may accept a wider scope of activities as contributing to CPD.
- 5.3.6 The Executive may accept any application for dispensation for continuing Registered Membership, where special circumstances may apply. Such dispensations shall be subject to annual review by the Executive.
- 5.4 The Registered Member shall be appropriately and adequately covered by Professional Indemnity Insurance, or be indemnified for the building surveying work they undertake.
- 5.5 Failure to satisfy these requirements for *ongoing* membership may be considered as grounds for expulsion of any Registered Member from the NZIBS.