



NZIQS

NEW ZEALAND INSTITUTE
OF QUANTITY SURVEYORS

**Introductory member interview -
Guidelines for members recommended for
Affiliate or Graduate category and for
interviewers**

(Revised October 2013)

The following notes have been prepared to assist Branch Boards and applicants with the requirements of an introductory interview for a student/new member recommended for Affiliate or Graduate member category.

Applications

All applications for the category of Affiliate or Graduate will be completed by the student/new member and forwarded to the NZIQS office in the first instance i.e.

Membership Officer
NZIQS
PO Box 10469
Wellington 6143

How will the Branch and applicant know that an introductory interview is necessary?

When Council approve a student/new member for Affiliate or Graduate membership category the applicant will be informed by NZIQS Office that they are required to have an introductory interview.

The Branch Board will be informed by NZIQS Head Office of the applicant's contact details and the need for an introductory interview.

Who can conduct the Interview?

Council approved (May 2012) that introductory interviews may be conducted by;

- members of the Branch Board;
- approved MNZIQS assessment panel members;
- approved NZIQS mentors or; when deemed appropriate,
- NZIQS Membership Officer or Executive Director.

What is an Introductory Interview?

The aim is for introductory interviews to be a simple contact by a member of the Branch to make the applicant feel welcomed.

The interview, preferably, conducted as a face to face meeting, or a telephone call, within 2 weeks so that the application process is not delayed.

The main reasons for the interview are;

- to welcome the applicant into Institute and Branch;
- to make sure that the applicant is aware of the criteria to become a 'qualified' Member (MNZIQS);
- to promote the applicant's support and attendance at Branch activities and the annual Conference; and
- to ensure that the applicant is aware of the need to operate professionally and competently in accordance with the NZIQS Code of Practice and Professional Conduct (Code of Ethics)

What happens Next?

The interviewer will inform the Head office by email when the introductory interview is completed (there is no pass or fail for the interview). NZIQS office will record the date and interviewer name on the application form.

A letter and a Graduate or Affiliate membership Certificate will be completed by NZIQS Head Office and forwarded in due course to the member.

The Interviewers and member are requested to make the interview a priority to avoid delay in processing the application. If an interview is not able to be progressed in person or by phone quickly (say within three weeks) the Branch is to inform NZIQS Membership Officer.

Attached:

- Criteria for MNZIQS assessment (under review)
- Code of Ethics.

MEMBER (MNZIQS)

- i) Unless otherwise exempted by Council, any person shall be eligible to be a Member of the Institute (MNZIQS) who has:
 - (1)
 - (a) Been either a Graduate or an Affiliate Member for a period of not less than two years; and
 - (b) completed a New Zealand tertiary qualification as approved by Council; refer by-laws; and
 - (c) completed quantity surveying work experience as approved by Council, refer by-laws; and
 - (d) shall have passed an interview/assessment approved by Council;
 - OR
 - (2)
 - (a) completed such experience and standing as a quantity surveyor as Council may in any special case determine; and
 - (b) shall have passed an interview/assessment approved by Council.

- ii) Unless otherwise exempted by Council, any overseas applicant shall be eligible to be a Member of the Institute (MNZIQS) who has;
 - (1)
 - (a) completed a minimum of one year's membership of the Institute; and
 - (b) completed an overseas quantity surveying qualification as approved by Council; refer by-laws; and
 - (c) completed quantity surveying work experience as approved by Council, refer by-laws; and
 - (d) completed a minimum of one year in a quantity surveying role in New Zealand; and
 - (e) shall have passed an interview/assessment approved by Council;
 - OR
 - (2)
 - (a) completed such experience and standing as a quantity surveyor as Council may in any special case determine: and
 - (b) shall have passed an interview/assessment approved by Council.

- ii) Any financial member classified as an Affiliate member on 1 February 2003 shall be deemed to be of Member status from that date.

- iii) A Member shall be entitled to use the initials M.N.Z.I.Q.S (i.e. Member of the New Zealand Institute of Quantity Surveyors Inc).

NEW ZEALAND INSTITUTE OF QUANTITY SURVEYORS
(INCORPORATED)

CODE OF PRACTICE AND PROFESSIONAL CONDUCT

INTRODUCTION

1. All members of the Institute of Quantity Surveyors (Inc) are governed by the Constitution and Rules and By-laws of the Institute and by the rules of conduct set out in this code.
2. The following terms throughout have the following meanings;
 - a. 'member' means a member of the New Zealand Institute of Quantity Surveyors Incorporated;
 - b. 'Institute' mean the New Zealand Institute of Quantity Surveyors Incorporated;
3. The following Code indicates the general standard of conduct to which all members of the Institute must adhere, failing which, the member may be disciplined as provided in the Constitution and Rules. A case of unprofessional conduct not specifically covered by this Code will be dealt with by the Council having regard to the particular circumstances of that case.
4. The following Code shall apply to all members individually and collectively. A member may be liable for any breach of this Code by their partners, fellow directors, employees or others acting on their behalf, if the breach was committed with that member's concurrence or prior knowledge.

GENERAL CONDUCT

5. A member shall at all times;
 - a. be honest in actions and manner
 - b. carry out their work with the high standards to be expected of a professional and always act with integrity
 - c. treat others fairly, tolerantly and with respect
 - d. set a good example and uphold and improve the dignity, standing and reputation of themselves, the quantity surveying profession and the Institute
 - e. comply with any extant standard, policy or order published by the Institute.
6. No member shall, either directly or indirectly, take any action to injure maliciously, falsely or unjustly the professional or personal reputation of another member, other quantity surveyor or allied professional person but shall have the moral obligation to expose illegal or unethical conduct of any such person to the proper authorities.

7. No member shall misrepresent their professional qualifications.
8. No member shall comment on the work done, or fees charged by another member unless, in the course of their professional duties, they are required to review the work of that other member. At such times, the member shall use their best endeavours to inform the other member, to obtain all the facts and to present their findings fairly, impartially and without bias or recrimination and, as may be compatible with their terms of reference or their duty to their employer.
9. Members shall give advice, which is fully in accordance with normal professional standards.

CONFLICT OF INTEREST

10. No member shall:
 - (a) hold, assume or consciously accept a position in which their interest would be in conflict with their professional duties;
 - (b) act, whether for remuneration or other consideration, for more than one party in respect of any particular work without the specific consent of all the parties concerned;
 - (c) act in conflicting positions on the same works;
 - (d) price any part of a Schedule of Quantities prepared in their office or at place of employment except on behalf of the client commissioning the original work, unless by client's consent;
 - (e) undertake the pricing of any Schedule of Quantities prepared by another firm for the same works, for more than one client.
11. Members shall not have any significant financial interest, undisclosed to their client, in any organisation with which they may have occasion to deal on behalf of their client.
12. A member shall disclose to an employer and/or client any conflict or potential conflict of interest.

PARTNERS AND DIRECTORS OF QUANTITY SURVEYING FIRMS OR COMPANIES AND MULTI-DISCIPLINED FIRMS OR COMPANIES

13. A member shall not be a shareholder or director of a corporation or limited liability company, or partner of a partnership, carrying on the business of Quantity Surveying which does not comply with the Schedule of Requirements (as prescribed by Council) or which does not comply with the requirements or incorporation approved by another professional group or body approved by and whose requirements of incorporation are acceptable to the Council.

14. Members who carry on their practices as a shareholder or director of a limited liability company shall ensure that the company does not engage in any activity or be guilty of any conduct contrary to this Code, which, if done by the member, would have been contrary to this Code or inconsistent with their responsibility as a Quantity Surveyor.

FALSE STATEMENTS

15. No member shall knowingly prepare or certify any statement which is false, incorrect, misleading or open to misconstruction by reason of misstatement, omission or suppression of a material fact or otherwise.

ACCURACY

16. Reliance placed by clients, employers, shareholders, investors, creditors and the public generally on the accuracy and good faith of statements prepared or certificates given by members constitute one of the most valuable assets of the profession and the utmost care and good faith are necessary to ensure the maintenance of the highest standards in this respect.
17. In submitting any report, a member shall observe the highest standards of professional competency.

CONFIDENTIAL INFORMATION

18. No member shall divulge without authority, or use improperly, information received in the course of any assignment or engagement.

DIRECTION ON ADVERTISEMENTS AND OTHER PUBLIC ANNOUNCEMENTS

19. When advertising, members should give due consideration to the dignity of the profession of Quantity Surveying. (Refer to Guidance Notes on Advertising as prescribed by Council.)