

Serial Number 1947/175



**THE CLERKS OF WORKS REGULATIONS 1945,  
AMENDMENT NO. 1**

B. C. FREYBERG, Governor-General

**ORDER IN COUNCIL**

At the Government House at Wellington, this 5th day of  
November, 1947

Present :

HIS EXCELLENCY THE GOVERNOR-GENERAL IN COUNCIL

PURSUANT to the Clerks of Works Act, 1944, His Excellency the Governor-General, acting by and with the advice of the Executive Council and on the recommendation of the Clerks of Works Registration Board, doth hereby make the following regulations.

**REGULATIONS**

1. These regulations may be cited as the Clerks of Works Regulations 1945, Amendment No. 1, and shall be read together with and deemed part of the Clerks of Works Regulations 1945\* (hereinafter referred to as the principal regulations).

2. The principal regulations are amended by inserting, after Regulation 32, the following words, symbols, and regulations :—

**“ PART VI.—EXAMINATIONS FOR CERTIFICATES OF COMPETENCY**

“ 33. In connection with any examination for certificates of competency as Clerk of Works that the Board may from time to time arrange, the Board shall fix the times and places at which the examination shall be held.

“ 34. The Board shall, by such means as it thinks fit, give reasonable notice from time to time of the dates and places at which such examinations will be held.

“ 35. Every candidate shall give the Board notice of his intention to present himself for examination and of the place where he intends to present himself, and such notice, setting out the full name and postal address of the candidate and accompanied by the fee prescribed in the Second Schedule, shall be sent so as to reach the Secretary of the Board not less than twenty-one days before the commencing date of the examination at which the candidate intends to present himself.

\* Statutory Regulations 1945, Serial number 1945/154, page 364.

“ 36. The Board may fix any place as being one at which an examination is to be held, subject to the condition that at least forty-two days before the commencing date of the examination at least five persons shall notify the Secretary as aforesaid of their intention to present themselves there for examination, or that if fewer than five persons so notify the Secretary each of such persons shall, at least twenty-eight days before the commencing date of the examination, pay to the Board such additional fee, not exceeding £2 10s. as the Board may determine and notify to the said persons at least thirty-five days before the commencing date of the examination. Any such notification shall be sufficient if sent by registered post to the person to be notified at the postal address set out in his notice of intention to present himself for examination.

“ 37. The subjects in which a candidate shall be examined shall be those set out in the syllabus comprising the Third Schedule hereto.

“ 38. (1) Each examination shall consist of two parts, namely :—

- (i) A written examination ; and
- (ii) An oral examination.

“ (2) The Board shall supply all writing-material for the written examination, but each candidate shall himself supply any rulers or drawing instruments required.

“ (3) No books, memoranda, regulations, mathematical tables, slide rules, notebooks, or papers, other than those supplied by the Board for the purpose, shall be taken into, used, referred to, or produced in the examination room.

“ (4) The examination may be passed one part at a time or both parts together.

“ 39. Every person who passes the complete examination shall be entitled, without payment of any fee, to a certificate of competency from the Board.

“ 40. The Board may from time to time appoint suitable persons to be examiners and may fix and pay such remuneration to the examiners as the Board may think fit.

“ 41. The Board may make arrangements for the conduct of examinations and may employ and pay supervisors and hire examination rooms.

“ 42. The Supervisor may require any candidate presenting himself at an examination to furnish such proof of identity as the Supervisor may require.

“ 43. The Board shall cause to be published in the *Gazette* the names of the persons who have passed the written examination or the oral examination or both.

“ 44. The Secretary shall, in due course, send by post to every candidate a notification showing the maximum marks obtainable in every paper or subject taken by the candidate, the marks awarded to the candidate in every such paper or subjects, and an intimation as to whether the candidate has passed or has not passed the examination.

“ 45. Except as aforesaid, no person shall give any information as to the results of the examination or any matter connected therewith except with the consent or authority of the Board.

“ 46. Any candidate may, within thirty-one days after the results of an examination have been published in the *Gazette*, make application for a reperusal of his answers to the written examination, and such application shall be accompanied by the fee prescribed in the First Schedule.”

3. The principal regulations are further amended by inserting after the Second Schedule, the following Schedule :—

“ THIRD SCHEDULE

“ SYLLABUS OF EXAMINATION FOR CERTIFICATE OF COMPETENCY AS CLERK OF WORKS

“ (1) *Preliminary Operations and External Services.*—Demolition of buildings, clearing of sites, protection of adjoining property, strutting and shoring of buildings, and excavations. Underpinning, retaining-walls, foundations under water, tidework, and methods of piling. Soil and surface-water sewers and house drainage, including methods of determining gradients.

“ Roads, footpaths, and fencing. Setting out buildings and roads on large or difficult sites ; the use of a dumpy level and land surveying of a simple nature. Mechanical plant such as cranes, lifts, hoists, and excavators employed on buildings and on contract work generally. Precautions to be taken to avoid damage to persons and property.

“ (2) *Superstructure.*—Constructional work and materials used in buildings generally. Damp-proof work, fire-resisting construction, structural-steel framework, reinforced concrete, special floor construction, staircases in concrete, stone, and steel. Carpentry, brickwork, stonework, and terra-cotta. Marbles and other stones and their substitutes. Partition blocks and slabs. Roof coverings. External plumbing.

“ (3) *Services.*—A general knowledge of heating systems (operated by electricity, gas, oil, or solid fuel), ventilation, air-conditioning, sprinklers and other fire precautions, well-sinking, lifts, lighting, telephones, sound and heat insulation, lightning-conductors. Hot- and cold-water supply and other internal plumbing. Builders' work in connection with the foregoing.

“ (4) *Finishings.*—Plastering, including the use of patent plasters and cements. Empire-grown and other timber, plywoods, veneers, and joinery generally. Wall and ceiling boards, jointless and other floor coverings. Use of steel and other material in doors, windows, furniture, and fittings. Ironmongery, glazing, paints, distempers, and other surface treatments for protection and decoration.

“ (5) *Supervision and Office Work.*—Office routine and equipment, progress charts, weekly and special reports, checking the percentage of work executed, writing up diary, recording variations and day-work charges.

“ Preparation of detail drawings to scale.

“ Specifications, bills of quantities, and methods of measurement.

“ Building laws and regulations ; respective rights of building owners and adjoining owners. Formalities and general character of building contracts.

“ Professional conduct, dealing with architect, client, builder, public officials, local authorities, and others.”

W. O. HARVEY,  
Clerk of the Executive Council.

Issued under the authority of the Regulations Act, 1936.

Date of notification in *Gazette* : 6th day of November, 1947.

These regulations are administered in the Department of Labour.