



AUSTRALIAN INSTITUTE OF QUANTITY SURVEYORS

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Code of Professional Conduct

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Code of Professional Conduct

1. Generally

- 1.1. Members of the Australian Institute of Quantity Surveyors shall be governed by the Articles of Association and By-laws of the Institute.
- 1.2. This code represents the standard of professional conduct to which members of the Institute must adhere. Any member whose conduct is contrary to this code shall be liable to reprimand, suspensions or expulsion as provided by the Articles of Association.
- 1.3. Any transgression of this code by a partnership or corporation shall be deemed a transgression by the individual member or members of the Institute who are partner or directors in the partnership or corporation.
- 1.4. It is the responsibility of every member to report to the Secretary any apparent breach of this code for investigation in accordance with the provision of the Articles of Association.

2. Definitions

For the purposes of this code, the following definitions shall apply:

- 2.1. *Professional Conduct* - the term "professional conduct" shall mean the adherence to a standard of behaviour befitting a professional quantity surveyor and Institute member at all times while engaged in a professional capacity.
- 2.2. *Professional Misconduct* - the term "professional misconduct" shall mean behaviour which in the opinion of the Institute falls short of or directly contravenes professional conduct.
- 2.3. *Partnership and Corporation* - the words "partnership" or "corporation" shall mean partnerships or corporations offering quantity surveying services either solely or in combination with other professional services, and having partners or directors who are members of the Australian Institute of Quantity Surveyors.
- 2.4. *Client* - the word "client" shall mean an individual who or an organisation which enters into an agreement with a member, partnership or corporation for the provision of professional services on a specific project or projects.
- 2.5. *Employer* - the word "employer" shall mean an individual who or a partnership or corporation which engages a member as a salaried employee.
- 2.6. *Secretary* - the word "secretary" shall mean the person appointed from time to time as the company secretary under the Australian Securities Commission regulations.

3. Responsibilities of Members, Partnerships and Corporations

Members, partnerships or corporations shall:

- 3.1. Provide professional services of a high standard.
- 3.2. Maintain a high professional standard, be of good fame, integrity and character.
- 3.3. Compete fairly with other members, partnerships and corporations by promoting the principle of selection of quantity surveyors by clients upon the basis of merit, and not on the basis of fees alone.

Note A: *It shall not be a breach of this Code of Professional Conduct for a member, firm or corporation to submit, in response to an enquiry by a Client or prospective Client, a fee proposal for the provision of professional services, **provided always** that such a fee proposal forms part of a submission outlining technical skills, experience, resources, etc. Nor shall it be a breach of this Code where such a proposal is knowingly submitted in competition with the submissions of other Quantity Surveyors.*

- 3.4. Conduct themselves in a manner which is not derogatory to their professional character nor likely to lessen the confidence of the public in the Institute or the profession nor bring them into disrepute.
- 3.5. Promote the advancement of the quantity surveying profession.
- 3.6. Inform their clients or employers of the existence or likelihood of any conflict between the interest of themselves, their partnership or corporation or where applicable, any personal conflict of interest related to their association with the partnership or corporation and that of their clients or employers.
- 3.7. Inform their clients or employers if an assignment requires qualifications and experience outside their field of competence.
- 3.8. On being approached or instructed to proceed with quantity surveying work in respect of which the member has reason to believe services of another member, partnership or corporation have been engaged in respect of similar work by the same client, notify such member, partnership or corporation.
- 3.9. Not falsify or misrepresent their qualifications, experience and prior responsibility.
- 3.10. Neither maliciously nor carelessly do anything to injure, directly or indirectly, the reputation, prospects or business of other members.
- 3.11. Not supplant or attempt to supplant another member, partnership or corporation who or which has been awarded a commission.

- 3.12. Not advertise and/or promote their business in an indiscreet manner, or in a manner which is in conflict with any of the foregoing responsibilities.
- 3.13. Where holding themselves out to the public as practicing quantity surveyors, have and maintain appropriate professional liability insurance.
- 3.14. Undertake a prescribed minimum level of Continuing Professional Development activities, and certify their compliance to the Institute every three years as notified by the Institute.

Note B: *Notwithstanding anything elsewhere stated in this Code of Professional Conduct, circumspect advertising may be properly employed by a member, firm or corporation to announce his or its practice and availability.*

The media or other form of communication used and the content of the announcement shall be dignified, becoming to a professional Quantity Surveyor and characteristically free of any factor or circumstance that could bring disrepute to the profession. Information given must be truthful, factual, dignified and free from ostentatious, complimentary or laudatory expressions or implications.

- 3.15. It can be reasonably expected that a member of the AIQS will:
 - Meet the standards of professional competence for that members' grade of membership as defined in the National Competency Standards for QS as published by the AIQS;
 - Meet the minimum technical standards required to successfully complete AIQS certified learning programs.

4. Delivery of Professional Services

- 4.1. In the areas of documentation, accuracy, timeliness and fees, it is incumbent upon the member to provide their client with the information and professional guidance necessary for the client to make an accurate and informed decision about what performance standards, outcomes and risks can be expected in relation to the services they are engaging.