



Code of Professional Conduct

Adopted: 01 May 2019
P003-0.5 2025



AIBS
AUSTRALIAN INSTITUTE
OF BUILDING SURVEYORS



Part A: Preface

Preamble

Building surveyors perform a critical role in ensuring that relevant legislative and technical provisions applying to buildings are enforced, providing a safe and healthy environment for building occupants and users. *AIBS Members* will always seek to ensure that buildings are constructed in accordance with the relevant legislative and technical provisions and always act in the public interest to achieve these outcomes. By recognising and following the principles in this *AIBS Code of Professional Conduct*, Members demonstrate their commitment to these professional and ethical obligations.

1. Establishment and Interpretation

1.1 This *Code of Professional Conduct* is established by the *Board* pursuant to:

1.1.1 clause 26.1 of the *AIBS Constitution* and clause 1.11 of the *AIBS By-Laws*;

1.1.2 the *National Accreditation Scheme*.

1.2 Where relevant, the definitions adopted in the *AIBS Constitution*, the *AIBS Professional Standards Scheme* and the *National Accreditation Scheme* apply within this Code of Conduct.

2. Application and Purpose

2.1 This *Code of Professional Conduct* defines and regulates the acceptable standards of conduct and professionalism required of *AIBS Members*.

2.2 This *Code of Professional Conduct* is a component of the risk management strategy fundamental to the *AIBS Professional Standards Scheme* which:

2.2.1 Demonstrates the standards of conduct that the members have agreed to adopt and follow and enforce for all members of the occupational association; and

2.2.2 Establishes standards of practice that are required to be met to support ongoing accreditation, which is essential to participation in the professional standards scheme



Part B: Professional Conduct

Members must, at all times:

3. Public interest

- 3.1 act in a manner that generates public trust and confidence in the building surveying profession;
- 3.2 exercise their accredited functions, statutory duties and discretionary powers in ways that safeguard the public interest;
- 3.3 have regard to the welfare and rights of the public and ensure that these matters are put before commercial interests and responsibilities to building owners and employers
- 3.4 will always act in the public interest.

4. General conduct

- 4.1 be polite, courteous and professional in their professional practice;
- 4.2 act honestly, with integrity and without discrimination;
- 4.3 perform their professional duties in a competent, objective and impartial manner;
- 4.4 not provide any false or misleading information or statement (whether through act or omission or both) to *A/BS* or a regulatory body;
- 4.5 not participate in any unlawful, criminal or otherwise illegal activity which could compromise their professional reputation or the reputation of *A/BS*;
- 4.6 comply with all applicable laws and directions of regulatory authorities as well as directions given by *A/BS*;

5. Relationship with clients

- 5.1 inform their client of any matters or changes that may affect the rights or authority of the accredited person to carry out their statutory functions;
- 5.2 not provide any false or misleading information or statement (whether through act or omission or both) to clients;



- 5.3 ensure that any professional charges accurately and fairly reflect the value of the work performed and not recommend or suggest the performance of work for financial or other reward that is not required.
- 5.4 not act, or immediately cease to act where they have an actual or perceived conflict of interest that may impact their ability to discharge their duties as a building surveyor;
- 5.5 in situations a *Member* believes that they could be perceived to have a conflict of interest in a matter, they must inform their client of same.
- 5.6 ensure relevant advice and information is provided in a form that is accessible to the client and in a manner that is understood by the client.
- 5.7 members will not unlawfully discriminate any person on the basis of race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status

6. Relationship with the building surveying profession

- 6.1 inform their employer, *AIBS* and any relevant regulatory authority of any matters or changes that may affect the rights or authority of the accredited person to carry out their professional duties;
- 6.2 maintain a good knowledge of the legislative framework in which they operate, the regulatory requirements relevant to the functions expected of their accreditation, and the practical application of those requirements;
- 6.3 act within the scope of their *accreditation* and not undertake statutory functions or professional work in which they are not competent;
- 6.4 not engage in any anti-competitive behaviour or provide any false or misleading information or statement (through act or omission) in advertising their professional services and not collude to price fix or engage in false or misleading advertising with respect to the scope of professional services offered or misleading fees or charges for professional services;
- 6.5 adhere to the requirements of the Australian Consumer Law at all times;
- 6.6 not commit any act or omission that would bring the profession into disrepute;
- 6.7 always seek to act in the spirit and not simply the letter of the laws relevant to performing building surveying functions. Where doubt exists, members



will prefer an understanding and interpretation that advances the public, rather than private interest.

- 6.8 being aware of their professional and ethical responsibilities under this *Code of Professional Conduct*, *Members* will support and cooperate with each other in seeking to implement and uphold the principles of the code.
- 6.9 upon becoming aware of a *Member* acting in contravention of legislative obligations, or this *Code of Professional Conduct*, the *Member* is obligated to report such activities to the *AIBS* or relevant regulator. *Members* who in good faith make such a report will be supported by *AIBS* and not be subject to any form of retaliation.
- 6.10 obtain and critically analyse all relevant information necessary to competently perform statutory building surveying functions
- 6.11 ensure that adequate supervision is provided when delegating statutory building surveying functions and that appropriate assessment of delegated agents is carried out prior to these persons carrying out duties on behalf of the building surveyor
- 6.12 will not perform statutory building surveying functions for projects where members have provided design advice, including design inputs for performance solutions

7. Proper exercise of power

- 7.1 ensure that all decisions and actions are reasonable, fair and appropriate and supported by adequate documentation;
- 7.2 not use their position or power for the purpose of obtaining, either directly or indirectly, any preferential treatment or other improper advantage for themselves or for any other person;
- 7.3 not seek or accept a benefit that is intended to, likely to, or could be perceived by an impartial observer as likely to, cause him or her to act in a biased or unfair manner in carrying out his or her accredited functions or statutory duties;
- 7.4 take all reasonable steps to obtain and take into account all relevant information before undertaking statutory functions;
- 7.5 continually strive to improve technical and professional skills and services to align with current knowledge and processes.



8. Use of information

- 8.1 maintain the integrity and security of confidential documents or information in their possession, or for which they are responsible;
- 8.2 not disclose information acquired in the course of their professional work except where consent has been obtained or where there is a legal or professional duty to disclose;
- 8.3 not reveal or use any confidential facts, data or information obtained in the course of professional practice to derive a personal pecuniary or non-pecuniary benefit without the written permission of all relevant parties or as otherwise required by law;
- 8.4 maintain records in a safe and appropriate manner in the form and for the period required by legislation.

9. Professional standards

- 9.1 ensure that all professional correspondence and communications adhere to appropriate standards of professional conduct and are delivered in a timely fashion;
- 9.2 maintain consistent practice standards and ensure that policies and procedures are kept up-to-date with legislative and other applicable requirements and deliver to best-practice standards.
- 9.3 undertake relevant and ongoing CPD training to ensure that the member's ongoing knowledge of building surveying practices are comprehensive, relevant and contemporary.
- 9.4 will contribute to the improvement and representation of the building surveying profession by supporting the professional and educational development of recent graduates and new members.
- 9.5 as soon as practicable, inform *AIBS* if found guilty of an offence related to law or a statutory Code of Conduct in any Australian State or Territory.

Part C: Complaints

In accordance with clause 1.11 of the *AIBS By-Laws* and the *National Accreditation Scheme*, complaints alleging breaches of this *Code of Professional Conduct* by *Members* must be made,



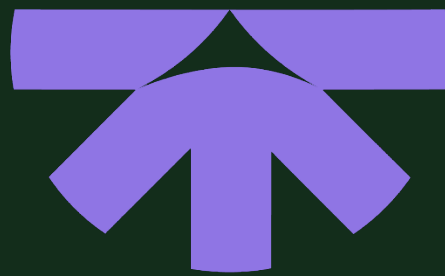
investigated and determined in accordance with clause 1.12 and 1.13 of the *AIBS By-Laws* and the *National Accreditation Scheme*.



Part D: Document Control

Author/s Position/s	Kelley Jones, Lawyers and Brett Mace, CEO
Created	10 April 2019
Revised Date	12 May 2025
Distribution Usage	Internal & External
Board Approval/s	Mins of electric meeting dated 17 April 2019 VO.2 approved at Board meeting of 28 May 2020 VO.3 approved at Board meeting of 15 December 2022 VO.4 approved at Board meeting of 30 October 2024 VO.5 approved at Board meeting of 21 May 2025
Comments	1-May-2019: New AIBS Code of Professional Conduct implemented. Note: there were 2 Code of Conducts; one for Members, and one for Accredited persons – archived.

Version	Revision Date	Reviser	Revision Description
0.1	10 April 2019 Effective: 01-May-2019	Kelley Jones, Lawyers, CEO & Board of Directors	Original—new implemented policy (refer to note above).
0.2	28 May 2020 Effective 28 May 2020	Kelley Jones Lawyers CEO & Board of Directors	Addition of Clause 9, Professional Standards
0.3	15 December 2022	Kelley Jones Lawyers & CEO	Updated in line with the Professional Standards Council Guidance document.
0.4	23 October 2024	CEO, Operations and Compliance Manager, Technical and Policy Manager	Inclusion of reference to AIBS Professional Standards Scheme and minor editorial amendments.
0.5	12 May 2025	Kelley Jones, Lawyers, CEO & Board of Directors	Revision to ensure consistency of terminology



Australia's peak professional body
for **building surveying**

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