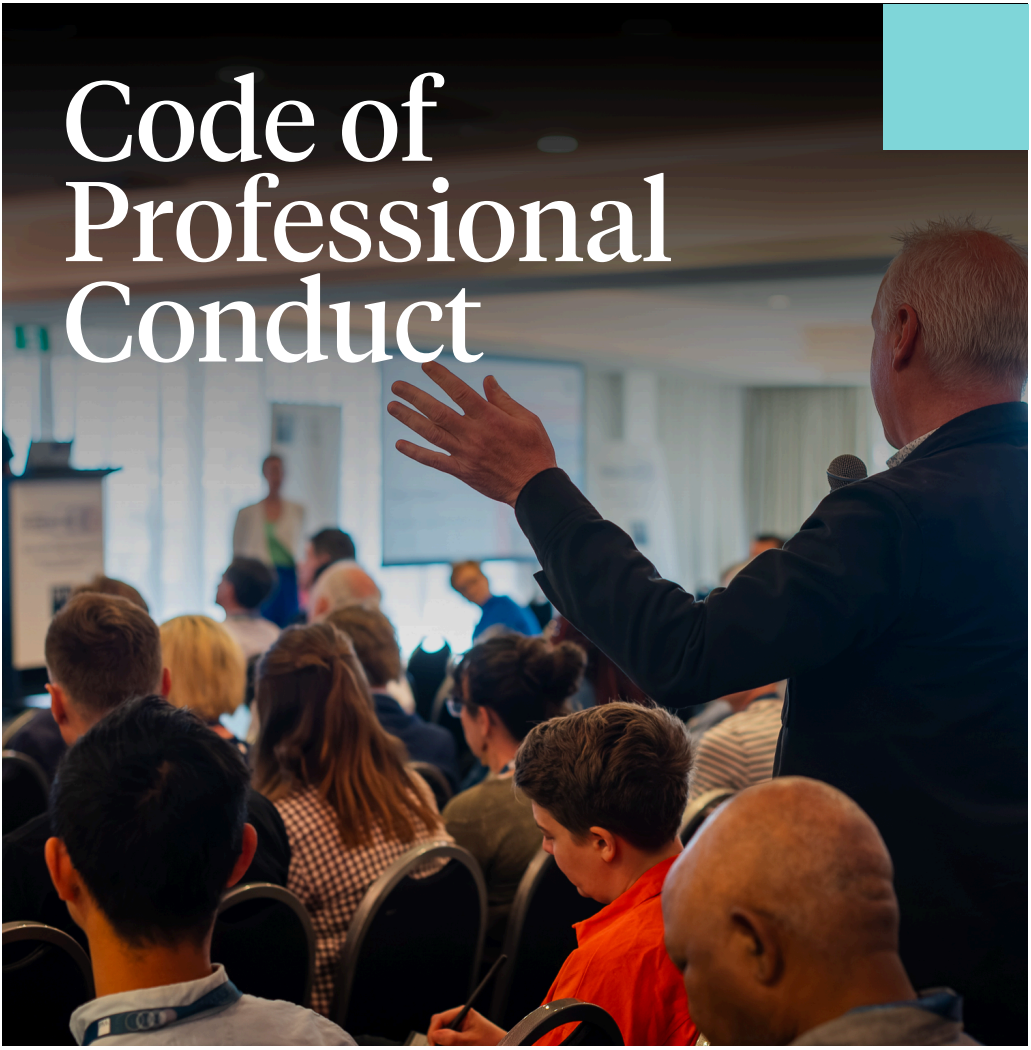
Code of Professional Conduct



Upon the granting of Membership of all classes, the Members of the Planning Institute Australia (PIA) commit to upholding this **Code of Professional Conduct**. Members accept that they will be held accountable for their conduct under this Code and the disciplinary procedures of the By-Laws of the Institute.

For the purposes of this Code of Professional Conduct, the term Member or Members, includes Associates of the Para-Planner membership grade.

PIA Planning Institute Australia

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For further details and guidance visit

planning.org.au/professional-standards

Introduction

This Code provides the core principles of conduct required of our Members to ensure they practice their profession with the highest ethical and professional standards. The Code serves to ensure integrity of planning decisions and of the planning system as a whole, and to foster confidence and respect for the planning profession within the community.

In adhering to this Code, Members should pursue an appropriate balance of the following:

- Commitment to good planning principles and decisions based on facts and evidence
- Sustainable and ethical development
- Efficient and economically sound outcomes
- Aboriginal and Torres Strait Islander peoples' connections to country and their internationally recognised rights to self-determination and free, prior and informed consent (consistent with the UN Declaration on the Rights of Indigenous Peoples)
- Responsible management of natural and built resources
- Effective and fair governance
- Pleasant, healthy, safe and socially connected working and living environments.

The Institute requires its Members to adhere to the following core principles which underpin the Code, as detailed in this document:

1. Competency, due care and diligence
2. Respect, honesty and integrity
3. Professional behaviour
4. Confidentiality and disclosure.

Members undertaking any form of paid, pro bono or honorary commission are bound by the Code. Members are to conduct themselves in accordance with the Code at all times so that they do not prejudice their professional status or the reputation of the Institute.

Any complaint raised against a Member for an alleged breach of this Code or for other alleged unprofessional conduct will be considered in accordance with the Complaints Policy and By-Laws of the Institute.

Guidance Note

This document contains guidance notes that do not form part of the Code proper but serve as examples or provide further information. The guidance notes are not an exhaustive list of examples.

1.

Competency, Due Care and Diligence

Our members will:

a) strive for the highest standards in their professional activities

b) ensure that the processes of planning are conducted as openly and as inclusively as is reasonable and that all relevant information is disclosed to interested persons

c) practise in accordance with relevant legal and statutory requirements

d) take all reasonable steps to maintain their professional competence

e) practise only within their areas of competence

f) accurately represent their qualifications, work experience and prior responsibilities

g) maintain proper records of agreements entered into and work undertaken

h) before commencing work on any planning services:

i. ensure that their terms of engagement, which include a written fee agreement and clear indication as to the likely costs and description of the services proposed, have been given to and confirmed in writing by their clients

ii. satisfy themselves that these terms have been accepted.

i) ensure they are appropriately covered by insurance, including professional indemnity insurance

j) report to the Institute any alleged breach of this Code or other alleged unprofessional conduct, by a Member, of which they become aware and assist the Institute in its investigations

k) ensure that any public statement made by them does not purport to represent the Institute's view, unless expressly authorised by the Institute to do so.

2.

Respect, Honesty and Integrity

Our members will:

a) not discriminate on the grounds of race, creed, gender, age, location, social status or disability

b) treat others with courtesy and respect, without discrimination, harassment, coercion or inappropriate conduct

c) conduct themselves with honesty and integrity

d) not attempt to supplant the work of another Member who has been engaged to carry out a commission

Guidance Note

1. It is considered fair practice for a Member to decline work from a client when that client has an unpaid account with another Member for the same property that advice is being sought.

2. Members should be mindful that, whilst Members may carry out work on a contingency fee (success fee) basis:

    1. Success fees or bonuses can be an inducement for behaviour that does not meet the ethical standards set by the Code.

    b. Members may need to check disclosure requirements if they are also acting as advisor to a local authority or as an expert in a court or tribunal council.

3. If a Member knowingly takes on a project that was previously being done by another Member, as a courtesy the newly appointed Member should notify the previous Member that this is the case.

3.

Professional Behaviour

Our members will:

a) take all reasonable steps to ensure that their private, personal, political and financial interests do not conflict with or improperly influence, or be seen to influence, their decisions or actions in the performance of their professional duties

b) disclose as appropriate or as required by law, any potential conflicts of interest

c) take all reasonable steps to ensure that no conflict of duty arises between the interests of one employer, client or business associate and the interests of another

d) not offer or accept inducements, whether financial or otherwise, to influence a decision or professional point of view with regards to planning matters

e) disclose to their employers or clients any offers of inducements, discounts, gifts or commissions received from any third parties in connection with their work

f) disclose in writing to, and seek written permission from, their employer before undertaking additional paid or honorary employment in planning or a related profession, unless the employer has a written policy expressly negating this requirement.

Guidance Note

It is inappropriate (in most situations) for a Member to undertake paid professional work from any organisation where that Member participates on the governing body (Board of Directors or the like) unless the Member has declared a conflict of interest to the governing body and good governance procedures are applied by that governing body.

4.

Confidentiality and Disclosure

Our Members will keep all information provided to them during the course of their work confidential, and shall not disclose or use any of that information for their own benefit, nor disclose it to any third party unless:

a) the information is authorised to be publicly available or is required by law to be disclosed

b) it is with the express written approval of the legal owner of that information.

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