

Risk management & disclosure requirements



RISK MANAGEMENT

Risk management strategies that will be used by the Association:

- **Membership entry requirements**

All applicants will be required to complete the Application Form and provide all of the information requested. Approval of an application will be at the discretion of the Board.

- **Continuing professional development (CPD) requirements**

On renewal, the nominated representatives for members will be required to confirm that all staff have completed the required continuing professional development/training as required for their position and detailed in the CPD Policy by providing a report of activities undertaken.

- **Requirement to abide by Code of Ethics and Code of Practice**

On renewal, members will be required to sign a statement that they have upheld the Code of Ethics and Code of Practice of the Association. The Association has adopted the Code of Practice of the Association of Consulting Surveyors NSW INC.

- **Complaints and discipline of members**

On renewal members will be required to complete a survey of disciplinary matters that have arisen amongst their staff at all levels and report on the situation, action taken and outcome. This will include matters that may have been notified through a manager dealing with an internal situation, a consumer call to their office, IS NSW or BOSSI. This survey will be confidential due to privacy laws and the sharing of information.

- **Quality assurance requirements**

On renewal, members will be required to report a log of procedures and checklists that have been amended during the year.

- **Audit of members**

Random audits of 20% of members will be undertaken to seek samples of procedures and check lists that are claimed to be in use or prove compliance with CPD requirements

DISCLOSURE

Professional Standards Act 1994

Sec 33 Notification of limitation of liability

If a person's occupational liability is limited in accordance with this Part, all documents given by the person to a client or prospective client that promote or advertise the person or person's occupation, including official correspondence ordinarily used by the person in the performance of the person's occupation and similar documents, must carry a statement to that effect.