



# New Zealand Institute of Surveyors

## Ethics Committee Terms of Reference

Document Number	Version Number	Date	Author	Next Review
1.1	1	May 2017	Hadyn Smith	May 2019

**Note:** This document should be read conjunction with the following NZIS policy statements:

- A19-24 Conduct of Members
- Complaints Management

## Purpose

The Ethics Committee is appointed by the NZIS Council to consider membership, discipline, ethics, appeals, policy & process issues. The Committee has the delegated authority to establish an Enquiry Panel when required to investigate disciplinary and other issues. The Committee may make recommendations to Council for its consideration and determination.

## Terms of reference

1. To consider each complaint that reaches level two of NZIS's complaints management process.
2. To provide a fair hearing of the written statement and supporting evidence prepared by the complainant(s).
3. To seek and consider a response from the member(s) who is the subject of the complaint.
4. To ensure that all parties to the complaint can to participate fully in the in the proceedings. Complaints will generally be considered "on the papers" but oral evidence may be sought.
5. To approve the terms of the document sent to the parties notifying them of the outcome of the complaint.
6. To notify Council of the outcome of the complaint and where necessary escalate complaints to Council for its consideration and determination.
7. To ensure the confidentiality of all parties to the complaint are respected.
8. To recommend changes to NZIS's A19-24 Conduct of Members Policy and Complaints Management Policy as required.

## Membership

The Committee is appointed by Council and is composed of members of the NZIS in good standing. The Committee may seek expert advice or external support on a case by case basis after considering the issues raised in a complaint.



## Quorum

The meeting will be quorate only with the attendance of the Chairman plus the two other permanent members of the Committee.

## Frequency of meetings

The Committee will meet at least bi-monthly but may meet more frequently if required.

## Conduct of the Committee

Prior to the meeting of the Committee, the complainant(s) will be asked to prepare a formal written statement outlining the complaint if one has not already been provided. This must be received 14 days prior to the meeting.

The Committee will seek a response from the member(s) who is subject of the complaint. Both statements will be circulated seven days prior to the committee meeting.

The Committee may request further information if required.

Both parties may seek legal advice prior to the committee meeting at which the complaint will be considered. However, legal representation is not permitted at the meeting.

Committee deliberations will be carried out in private. The outcome will be confirmed in writing to the parties to the complaint within 14 working days.

## **NZIS Council**

