



Guideline Terms of Engagement & Professional Charges

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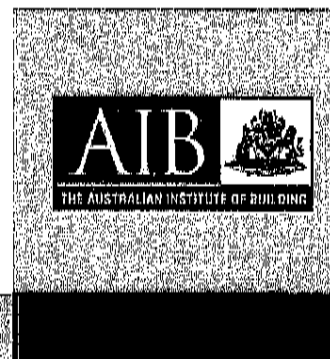
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The Australian Institute of Building
GPO Box 1467, Canberra, ACT, 2601

E-mail: ausbuild@aib.org.au
Telephone: 02 6247 7433

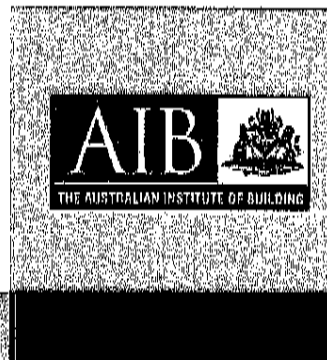




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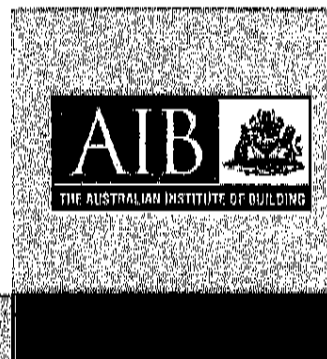
Introduction

1. This document is produced under *Trade Practices Commission Determination A75/228* of 23 October 1987 and authorised by the Council of the Australian Institute of Building (AIB), which will review the guideline scale of fees in June each year. It is for the guidance of Institute members when acting in their professional capacity.
2. Members of the Australian Institute of Building are governed by the provisions of the Royal Charter of the Institute, the By Laws and Regulations made thereunder, Rules of Professional Conduct related to the practice of Building, and the Guidelines for Advisory Services.
3. The terms of engagement and fee scales contained herein are guidelines terms of engagement and fee scales only. Consultants (whether corporate members of the Australian Institute of Building or not) and prospective clients are free to negotiate terms and fees, including in matters of arbitration and litigation, on any basis whatsoever, some of which may not be related to the terms or scales of fees herein.
4. Although the practice of the Institute in publishing guideline terms of engagement and scales of fees has been authorised by the Trade Practices Commission, persons consulting these terms of engagement and scales of fees should understand that the specific provisions have not been the subject of any authorisation or approval by the Trade Practices Commission.
5. In matters of arbitration and litigation (see paragraph 3), Court recognition of the scale for professional charges is essential. Therefore, Chapter secretaries are to forward to courts in their areas copies of this document whenever it is reviewed, and are to bring the recommended fees to the notice of Taxing Masters. Existence of court recognition should not be used to enforce the guideline fees.



Annex A — Guideline Scale of Fees

- A.1 The practice of the Institute in publishing the guidelines is done under the authorisation of *Trade Practices Commission Determination A75/228* of 23 October 1987. However, the specific provisions have not been the subject of any authorisation or approval by the Trade Practices Commission.
- A.2 The rates contained in the schedule are for guidance only, and consultants (whether members of The Australian Institute of Building or not) and prospective clients are free to negotiate fees on any basis whatsoever.
- A.3 The schedule shown below was approved by the Executive Board of Management of The Australian Institute of Building (AIB) and is in force from 13 October 2005 until replaced.
- A.4 The listed guideline hourly rates and charges may be varied. Variations in the awards for experienced professional officers employed in similar vocations in the Commonwealth Public Service may be used as a guide indicating the general movement of remuneration in these professions.
- A.5 Guideline rates are exclusive of GST.



Annex A — Guideline Scale of Fees

All time spent on behalf of a client (e.g. meeting attendances, telephone calls, document and correspondence preparation, liaison and consultation, document perusal, travel and the like) will be charged at the hourly rate.

Schedule

Hourly rate: \$180 (professional staff), \$100 (technical staff). Rates exclude GST.

Service	Base Fee	Additional Items
Litigation & arbitration ¹	\$960	\$240 per hour for time in excess of 4 hours; \$150 per hour for 'stand by'
Adjudication	\$960	\$240 per hour for time in excess of 4 hours
Inspections, & surveys and assessments	\$360	Hourly rate for time in excess of 2 hours
Estimates and cost assessments	\$540	Hourly rate for time in excess of 3 hours
Mortgage valuation ²	\$360	Hourly rate for time in excess of 2 hours
Property purchase	\$360	Hourly rate for time in excess of 2 hours
Planning and scheduling contracts	\$360	Hourly rate for time in excess of 2 hours
Project management	Hourly rate	Fees for project management may be expressed as a percentage of the construction cost. Dependent on the size of the project, the degree of difficulty and scope of services provided, fees may be in the range 1.5% to 6% or more.
Other services	Hourly rate	
Travelling time	Hourly rate	
Travelling expenses	Motor vehicle	<ul style="list-style-type: none"> ■ At the appropriate rates as set from time to time by the Australian Taxation Office; ■ Parking fees at cost plus administration fee
	Interstate travel	<ul style="list-style-type: none"> ■ Air fares, accommodation and travel expenses at cost plus administration fee.
Disbursements	The hourly rate includes reasonable documentation costs and telephone charges but does not include voluminous documentation, photocopying, plan printing costs, mobile, STD, IDD telephone calls or the like.	

¹ Includes expert witness, expert determination, mediation and the like

² Only registered valuers may give mortgage valuations in certain states or territories.