

THE
INSTITUTE *of*
ARBITRATORS & MEDIATORS



AUSTRALIA

Australia's leading ADR organisation since 1975



Membership Information

General Information

The Institute of Arbitrators & Mediators Australia (IAMA) is the nation's largest, independent and most experienced alternative dispute resolution (ADR) organisation. Founded in 1975, membership comprises some of Australia's eminent and experienced ADR professionals drawn from a diverse range of sectors including commercial, legal, education and government. With offices in all states and territories, it also plays a key role in industry and consumer schemes. The IAMA provides services in all forms of ADR including arbitration, mediation, conciliation, adjudication and expert determination, and is involved in the professional development, training and accreditation of ADR across Australia and internationally.

Why join?

You may want to join the Institute for a number of reasons including:

- to further your career and professional prospects, status and opportunities;
- to participate in a multidisciplinary setting, in activities designed to improve and update your practice skills;
- to help you keep up to date with current developments and issues in the field;
- to participate in professional fellowship and make relevant contacts; and
- to create opportunities for referrals to you as a graded arbitrator, accredited mediator and adjudicator or expert in related fields of practice.

How is the Institute administered?

The Board of Directors of the Institute is known as the National Council. Councillors are elected by the Members. The administration of the Institute is managed by a Chief Executive Officer based in our National Office in Melbourne.

A Chapter office has been established in each of the States and Territories. The affairs of the Chapter are conducted by Chapter committees duly elected by the Chapter membership. From this committee, a Chairperson is elected for the Chapter.

Who can join?

There are four main classes of membership:

A *Student Member* is a student who:

- as at the date of application has attained the age of 21 years;
- holds appropriate professional qualifications; and
- has such knowledge of and interest in the subject of arbitration or mediation sufficient to qualify him/her for admission.

An *Associate Member* is a person who

- as at the date of application has attained the age of 28 years;
- holds such professional qualifications; and
- has such knowledge of and interest in the subject of arbitration and mediation sufficient to qualify him/her for admission.

A *Member* is a person who:

- has been approved by Council as a graded arbitrator or accredited mediator or adjudicator.

A *Fellow* is a person who:

- as at the date of application has attained the age of 38 years; and
- has such wide knowledge and experience of the law and practice of arbitration or mediation, sufficient to qualify him/her to be a Fellow.

We also have provisions for Overseas Associates and Students.

How much does it cost?

There is an initial joining fee of \$95.00 (GST inc.) plus your yearly subscription as follows:

<i>Class of Membership</i>	<i>Annual Subscription (incl. GST)</i>
Student	\$220.00
Associate	\$475.00
Member	\$505.00
Fellow	\$575.00
Overseas Student	\$195.00
Overseas Associate	\$295.00

Accreditation, Grading & Re-grading

First application	\$135.00
Re-applying	\$75.00

<i>Annual subscription to The Arbitrator & Mediator</i>	\$130.00
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The subscription covers the period from January to December each year. Members who join after September each year become paid members for the following subscription year.

How do I join?

Your application requires a proposer and seconder who are current members of the Institute. Your application should be forwarded to the National Office. Your application is then referred to the next meeting of National Council for ratification. A certificate of membership will be issued shortly thereafter.

Education and Training

The Institute conducts national courses for those interested in becoming graded as an arbitrator or accredited as a mediator. See our website for details (www.iama.org.au).

The Institute also has a Continuing Professional Development Program (CPD) that requires members to commit to a training program that keeps their skills current. Regular courses, forums, lectures and seminars are conducted at National and State levels.

The Institute holds a national conference each year which is attended by eminent speakers and internationally recognised authorities.

Professional Indemnity and Public Liability Scheme

Professional Indemnity is not only good business practice but it is a mandatory requirement for practitioners who seek accreditation under the Australian Government's National Mediator Accreditation Standards. Through global insurer, Aon, IAMA has negotiated a competitive Professional Indemnity and Public Liability scheme. Professional Indemnity is available to financial members of IAMA. For only \$290 a year, the policy covers Legal defence costs, compensation, and legal costs to be paid to the claimant following allegation of professional wrongdoing by you in the course of providing services. Coverage of activities include: Mediation (also includes pre-mediation engagement, communication with the parties setting up the mediation, the actual mediation sessions(s), private sessions and drafting the settlement agreement with the parties), Adjudication, Arbitration, Dispute Resolution, Conflict Management, Facilitation, Community Engagement, Training, Human Resource Management Consultancy, Coaching, Counselling and Business Mentoring. Key features include:

- Up to \$10,000,000 cover for any one claim and \$30,000,000 in the aggregate¹
- \$10,000,000 Public Liability
- Cover for past activities
- \$290 per year, including all charges²

¹ To keep the price at the low \$290, the master policy caps the total number of claim paid in one year at \$30,000,000 and includes \$10,000,000 public liability insurance per members.

² The premium includes GST, stamp duty and an administration fee. A tax invoice for the purpose of claim any input tax credits will be issued when your completed proposal form is received.

For further information please visit www.iama.org.au or contact Aon:

Alisha O'Sullivan	Irmgard De Villiers
Account Executive	Account Broker
(08) 8301 1103	(08) 8301 1125

The Registers of Practising Arbitrators, Mediators and Adjudicators

The Registers of Practising Arbitrators, Mediators and Adjudicators maintained by the Institute identifies those members who are available to act as arbitrators, mediators and adjudicators. It is essential to the function of the Institute as a nominating or appointing authority, that only such persons who, by education, experience and competence should be represented to the public as arbitrators, mediators or adjudicators.

Associate Members who want to apply to be graded as an arbitrator or accredited as a mediator or adjudicator are required to undergo an interview. Policies in relation to this procedure are available on our website.

To apply you will need to send to us:

- The Application for Associate/Student Membership
- Resumé
- Profession Listing
- Areas of Dispute Resolution Practice Expertise

Application for Associate and Student Membership*

Member No: _____
(office use only)

Tick box for Student Associate

Name: _____
(Title) (Surnames) (Other Names)

Date of Birth: _____ Place of Birth: _____

Home Address: _____

Postcode: _____

Mobile: _____

Home Telephone: _____ Home Facsimile: _____

Home Email: _____

Business Address: _____

Postcode: _____

Business Email: _____

Business Telephone: _____ Business Facsimile: _____

Website: _____

Preferred address for contact: Work Home

Preferred telephone for contact: Work Home Mobile

Preferred Email address : Work Home

Rural Member: (More than 150kms from your local Chapter Office)

Present Position: _____

Current Studies: _____

Profession or Industry in which employed: _____

Academic or Tertiary Qualifications: _____

Membership of Professional Associations: _____

Areas of Dispute Resolution Practice Expertise: (List up to 3 from the list) _____

Profession: (List up to 2 from the list) _____

Do you here consent to have your professional and contact details listed on our website? Yes / No (Circle)

*Applicants who wish to apply for grading as an Arbitrator or accreditation as a Mediator and Adjudicator should obtain a copy of the relevant policy from our website. However, approval as an Associate Member is required before such an application can be accepted.

Applicant's Declaration

I declare that I am not an undischarged bankrupt nor have I made any assignment for the benefit of my creditors and I agree, if admitted as an Associate or Student of The Institute of Arbitrators & Mediators Australia, to conform to the Memorandum and Articles of Association and any Rules, Regulations and By-Laws made thereunder.

Signature: _____ / /
(Date)

Enclosed is a cheque for \$ _____ (being \$95.00 joining fee and \$ _____ applicable membership fee) (includes GST)

OR please debit my credit card: Bankcard Mastercard Visa

Card Number: / /
(Expiry Date)

Signature: _____ / /
(Date)

Nomination Conditions

Applications shall be proposed and seconded by a Fellow, Member or an Associate of the Institute who shall:

- recommend the applicant as a suitable person for membership based upon personal knowledge of the applicant;
- state that to the best of their knowledge and belief the information supplied by the applicant is true and correct; and
- indicate willingness to provide further particulars relevant to the application if called upon to do so.

We, the undersigned, nominate _____

for membership to The Institute of Arbitrators and Mediators Australia in accordance with the above nomination conditions.

Proposer: _____
(Surname) (Other Names)

Signature: _____ / /
(Date)

Secunder: _____
(Surname) (Other Names)

Signature: _____ / /
(Date)

Send to:
IAMA National Office
PO Box 13064
Law Courts Victoria 8010
Telephone: (03) 9607 6908
Facsimile: (03) 9602 2833
Email: national@iama.org.au
ABN 80 008 520 045

Resumé

To ensure your application is promptly processed please email us the following information to national@iama.org.au. Because of the volume of data we cannot accept hard copy. A strict limit of 300 words applies. Submissions over this length cannot be accepted. We will initially put this on the database held in National Office and Chapters and then transfer it to the website. Individual words in the resume can be searched.

Name: _____

Post nominals: _____ Present Position: _____

Professional Experience: _____

Representative Cases Handled as Arbitrator/Mediator/Expert/Conciliator/Adjudicator: _____

Other ADR Experience: _____

Publications: _____

Profession Listing

Please select up to two of the following professions. Number boxes in preference 1 and 2.

1	Academic / Teacher	
2	Accountant	
3	Accountant - Chartered	
4	Actuary	
5	Adjustor	
6	Agent - Migration	
7	Agent -Real Estate	
8	Agent - Recovery	
9	Agricultural Economist	
10	Agriculturist	
11	Analyst - Claims	
12	Analyst - System	
13	Anthropologist	
14	Archaeologist	
15	Architect	
16	Auditor	
17	Barrister (Bar Associate member)	
18	Biochemist	
19	Broker - Insurance	
20	Broker - Shipping	
21	Builder	
22	Building Estimator	
23	Chemist	
24	Chief Executive	
25	Commercial Estimator	
26	Community Development	
27	Community Worker	
28	Computer Professional	
29	Consultant	
30	Consultant - Management	
31	Consultant - Workplace / Industrial Relations	
32	Contract Administrator	

33	Counsellor	
34	Designer	
35	Designer - Industrial	
36	Director - Company	
37	Doctor	
38	Draftsman	
39	Economist	
40	Electrical Contractor	
41	Engineer - Aeronautics	
42	Engineer - Aircraft	
43	Engineer - Chemical	
44	Engineer - Civil	
45	Engineer - Contracts	
46	Engineer - Cost	
47	Engineer - Electrical	
48	Engineer - Environmental	
49	Engineer - Geotechnical	
50	Engineer -Hydraulics	
51	Engineer - Marine	
52	Engineer - Mechanical	
53	Engineer - Mining	
54	Engineer - Process	
55	Engineer - Structural	
56	Financial Planner	
57	Geologist	
58	Horticulturist	
59	Hospitality Professional	
60	Insurance Underwriter	
61	Interpreter / Translator	
62	Investigator	
63	Investment Advertiser	
64	Justice / Judge	

65	Landscape Architect	
66	Liquidator	
67	Loss Adjustor	
68	Manager	
69	Manager - Sales	
70	Manager -Customer liaison & Response	
71	Media Professional	
72	Metallurgist	
73	Nurse	
74	Occupational Therapist	
75	Physiotherapist	
76	Planner	
77	Plumber	
78	Policy Advisor	
79	Project Coordinator Manager	
80	Property Developer	
81	Property Manager	
82	Property Valuer	
83	Psychiatrist / Psychologist	
84	Public Servant	
85	Sales Person	
86	Scientist	
87	Social Worker	
88	Solicitor	
89	Student	
90	Surveyor	
91	Surveyor - Building	
92	Surveyor - Marine	
93	Surveyor - Quantity	
94	Veterinarian	
95	Vigneron	
96	Wholesaler	
97	Writer	

Application for Fellow

Name: _____
(Title) (Surnames) (Other Names)

Date of Birth: _____ Place of Birth: _____

Home Address: _____

Postcode: _____

Mobile: _____

Home Telephone: _____ Home Facsimile: _____

Home Email: _____

Profession or Occupation: _____

Present Position: _____

Business Address: _____

Postcode: _____

Business Email: _____

Business Telephone: _____ Business Facsimile: _____

Admitted as an Associate in _____ (year)

I passed the Institute's Assessment for Grading as an Arbitrator Examination in _____ (year)

Present Grade: _____ (1, 2 or 3)

Honours and Awards: _____

Academic Qualifications: _____

Professional Affiliations: _____

Signature: _____ / / _____
(Date)

Note

A *Fellow* is a person who:

- as at the date of application, has attained the age of 38 years; and
- has such wide knowledge and experience of the law and practice of arbitration or mediation, sufficient to qualify him/her to be a Fellow.

To assist in the assessment of your application, please attach statements of all relative information applicable to you as follows:

- experience as an arbitrator;
- experience as a mediator or conciliator;
- experience as an expert witness;
- experience as a court-appointed referee;
- experience in contract administration;
- experience as a representative/advisor to a party in arbitration;
- experience as a representative/advisor to a party in a court reference; and
- training in arbitration, mediation and conciliation.

(It is required that the above information be provided in full including any information which may have been previously provided).

Corporate Membership

The Institute has introduced Corporate Membership for government, professional and commercial organisations with an interest in alternative dispute resolution.

The IAMA offers:

- **Access** to a wide range of highly qualified and experienced alternative dispute resolvers, who have been graded as arbitrators, accredited as mediators or adjudicators, and other ADR practitioners;
- **Nomination** of arbitrators, mediators and adjudicators from lists of practitioners accredited by the Institute on the basis of their training, experience and involvement in our Continuing Professional Development program;
- **Peak body representation** with Federal and State Governments, industry and other professional group organisations, and international ADR and consumer groups;
- **Regulations, Formulae, Standards and Rules** for the conduct of commercial arbitration, adjudication, expert determination, mediation and conciliation;
- **Consumer Dispute Resolution Schemes** designed and administered for specific industries;
- **Advice** on ADR process selection and design;
- **Education and Training** through *The Professional Certificate in Arbitration* (with the University of Adelaide), *The Practitioner's Certificate in Mediation*, training of adjudicators, negotiators, expert determiners and other ADR processes;
- **Forums** on all aspects of ADR on a regular basis in each State and Territory Chapter.

Benefits

Corporate Membership provides companies, organisations and agencies the benefit of an association with the Institute facilitating access to all its services, including:

- Your corporate logo and hotlink on the Institute's website;
- Inclusion on the searchable website database;
- Access to the Institute's membership database;
- Discounted course training at Members' rates;
- Networking opportunities at National and State level;
- Discounted fees for seminars and forums;
- Free subscription to national publications: *The Arbitrator & Mediator* (refereed journal), and *The IAMA News* providing up to date developments in ADR;
- Peak body representation at National and State level with regard to representation for input; and development of rules and standard clauses.

Conditions

Corporate Members will:

- Be entitled to nominate for consideration by Council, the numbers of candidates for membership from its personnel, whose fees and subscriptions are paid with the Corporate Member's fees and subscriptions;
- Be entitled to appoint a proxy to attend and vote for the Corporate Member at meetings in the same manner as an absent individual member; but shall not be entitled as a body to vote for office bearers, hold office, be graded as an Arbitrator or accredited as Adjudicator or Mediator;
- Be liable for the fees and subscriptions for members nominated by the Corporate Member. However the individual memberships shall not be affected by any cessation of membership by the Corporate Member; and
- Be bound by the Rules of Professional Conduct and any other Rules under these Articles and shall ensure its nominated individual members comply with such Rules in the course of their duties.

Applications

Applications for Corporate Membership should be made on the following Corporate Membership Application form.

Where the nominees are not already members of the Institute, individual Membership Application forms should be completed and submitted together with this form.

Corporate Membership Application

Organisation Name: _____

Postal Address: _____

Telephone: _____ Facsimile: _____

Email: _____

Principal Contact Name: _____

Position: _____

Direct Telephone: _____ Direct Facsimile: _____

Application Fee: _____ \$ **400**

Annual Subscription: _____ \$ **400**

Nominees Subscriptions: (brought forward from over page) \$ _____

Sub Total Fees Due \$ _____

GST \$ _____

Total \$ _____

Cheques payable to: Institute of Arbitrators & Mediators Australia
PO Box 13064
Law Courts VIC 8010
Email: national@iama.org.au

OR

Please debit my: Mastercard Bankcard Visa [Sorry No Amex or Diners]

Card Number: Expiry Date: ____ / ____

Card Holder Name: _____

Card Holder Signature: _____ Date: _____



IAMA National and Chapter Offices

National Office

Level 1, 190 Queen Street
Melbourne Vic 3000 Australia
PO Box 13064
Law Courts Vic 8010
Tel: (03) 9607 6908
Fax: (03) 9602 2833
Email: national@iama.org.au
Website: www.iama.org.au

New South Wales Chapter

Level 9, 52 Phillip Street
Sydney NSW 2000
Tel: (02) 9241 1188
Fax: (02) 9252 2911
DX 15 Sydney 2000
Email: nsw.chapter@iama.org.au

Queensland Chapter

PO Box 10525
Adelaide Street
Brisbane Qld 4000
Tel: (07) 3220 2122
Fax: (07) 3220 2133
Email: qld.chapter@iama.org.au

Tasmania Chapter

PO Box 877
Rosny Park Tas 7000
Tel: (03) 6243 6459
Fax: (03) 6213 5321
Email: tas.chapter@iama.org.au

Victoria Chapter

PO Box 4134
Melbourne Vic 3000
Tel: (03) 9602 1711
Fax: (03) 9607 6969
Email: vic.chapter@iama.org.au

Australian Capital Territory Chapter

PO Box 5013
Kingston ACT 2604
Tel: (02) 6260 7117
Fax: (02) 6260 7118
Email: act.chapter@iama.org.au

South Australia Chapter

GPO Box 2922
Adelaide SA 5001
Tel: (08) 8227 2111
Fax: (08) 8205 3300
Email: sa.chapter@iama.org.au

Western Australia Chapter

PO Box 208
Beechboro WA 6063
Tel: (08) 6278 2022
Fax: (08) 6278 2033
Email: wa.chapter@iama.org.au

Northern Territory Group

GPO Box 1134
Darwin NT 0801
Tel: (08) 8901 5900
Fax: (08) 8901 5901

IAMA Publications

The Institute publishes a high quality refereed journal, The Arbitrator & Mediator which appears on the Australian Government's Department of Education, Science & Training's List of Refereed Journals. The IAMA News, the Institute's national newsletter, is a full colour glossy publication distributed widely throughout Australia and internationally.

The publications are available to non-members on a paid subscription basis.

Log onto our Website for further information:

www.iama.org.au