



THE INSTITUTION OF SURVEYORS  
NEW SOUTH WALES INCORPORATED

# APPLICATION FOR MEMBERSHIP

***SURVEYING..... OPEN UP YOUR WORLD***

## Becoming a Member

### Why become a member of The Institution of Surveyors NSW?

- To be part of a unified professional voice.
- For status and recognition amongst ones peers, the community and other professions.
- To join established professional networks.
- To access Continuing Professional Development.
- To participate in the continuing development of the profession.
- Access to the monthly magazine "Azimuth" - By Surveyors for Surveyors.

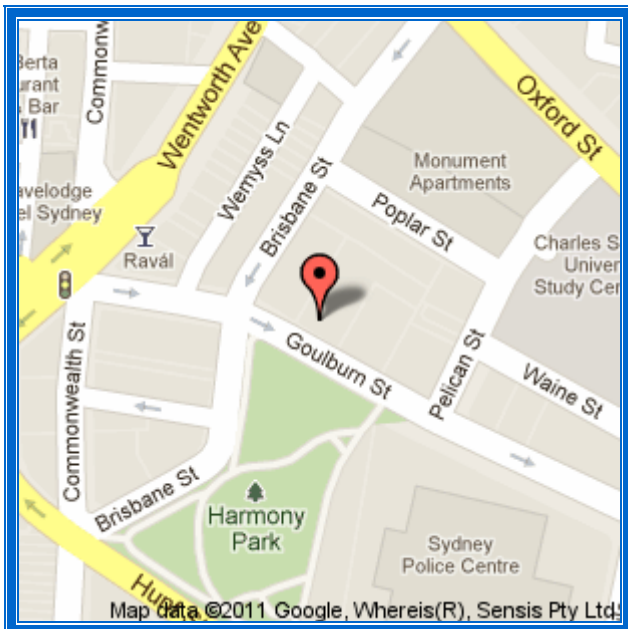
## Contact Us

### For information and support, please contact our Head Office:

Email address: [isnsw@surveyors.org.au](mailto:isnsw@surveyors.org.au)

Postal Address: PO Box 104, Darlinghurst, NSW 1300

Location Address: Level 4, 162 Goulburn Street, Surry Hills, NSW 2010



Phone Number: (02) 9264 2076

Fax Number: (02) 9261 8102

Website: [www.surveyors.org.au](http://www.surveyors.org.au)





## CODE OF ETHICS

**Ethics** are rules of conduct based on honesty, justice and courtesy. They are central to appropriate standards of professional behaviour. Members of the Institution of Surveyors NSW Inc. must comply with the following twelve components that constitute the Code of Ethics.

1. A member's responsibility for the welfare and rights of the community shall always come before their responsibility to sectional or private interests or to other members.
2. A member shall act to merit community trust and promote the standards, the honour and the dignity of the profession and shall conform to the Institution's decisions on matters of ethics and conduct.
3. A member shall act with fairness, honesty and in good faith towards all in the community, including clients, employers, and colleagues, and encourage their subordinates to do likewise.
4. A member shall only undertake professional responsibilities within their competence and shall encourage and develop risk-averse professional practices.
5. A member shall endeavour to advance the science of spatial information, the practice of surveying and the objects of the Institution and shall continue their structured professional development throughout their career and encourage their subordinates to do likewise.
6. A member shall apply their competencies in the interest of their employer or client by:
  - a) acting as faithful agents or advisers, without compromising the welfare and rights of the community, and
  - b) complying with relevant legislation and regulation.
7. A member shall express opinions, make statements or give evidence with fairness and honesty, without prejudice or discrimination, and on the basis of adequate knowledge.
8. A member shall preserve the confidentiality of any information or documents in their possession and not use such information inappropriately.
9. Where a member has any material, pecuniary or other interest that would lead to a reasonable apprehension that the member may be biased in the conduct of an aspect of their professional role, they
  - a) must disclose the facts and circumstances to the President of the Institution as soon as possible, and
  - b) must not participate in the conduct of that aspect unless the President of the Institution provides advice that he/she is satisfied that in all the circumstances, it is appropriate that the member should continue in the given aspect of their professional role.
10. A member shall take reasonable steps to take into consideration the social, cultural, heritage and environmental consequences of the projects in which they are involved.

11. A member shall exercise due diligence in the performance of their duties, including adherence to work health and safety obligations and responsibilities and ensure that workplaces are free from bullying and intimidatory behaviour.
12. A member shall build their reputation on merit and shall refrain from any form of unfair competition including:
- a) using a professional designation to which they have no entitlement.
  - b) offering inducements to secure work or advancement.
  - c) seeking to supplant another professional who has been appointed.
  - d) neglecting to comply with provisions of rules or regulations governing the practice of surveying and the provision of spatial information.
  - e) accepting or providing a fee which would preclude them from supplying an adequate and appropriate professional service.
  - f) advertising in a fraudulent or misleading manner or in any other way not in the public interest.

## Check List

Complete the following check list:

- Read Code of Ethics
- Complete Part A – Details of type of Membership
  - Enclose Certified Copy of other Membership Certificates. (If applicable)
- Complete Part B – Contact Details
- Complete Part C – Qualifications
  - Certified Copy of Degree(s); Registration/Licence; Diploma or Certificate.
  - Applications for Advancement require appropriate supporting documentation
- Complete Part D – Proposal and Declaration
- Complete Part E – Payment - Membership Fees (refer to Membership rates on page 5)
- Complete Part F – Lodgement

# Grades of Membership

To be eligible for membership you must comply with one of the grades stated below:

## Student (Free Membership)

A student shall produce evidence to the satisfaction of the Board that they are enrolled in a full-time course of either Surveying or other award that is recognized /approved by the Board. No person shall remain in the grade of Student beyond the end of each financial year and must re-apply for Student membership every year during which they are enrolled until they complete their first course/award at which time they cease to become eligible for Student membership.

## Working Student (Paid Membership)

A Working Student is a Student who is enrolled in a course (part time or by distance education) in either Surveying or other award that is recognized/approved by the Board and is earning a gross income in excess of two hundred and fifty percent (250%) of the tax free threshold set by the Australian Taxation Office.

## Affiliate

If you are engaged in the profession of surveying or other related field and hold an approved tertiary qualification, or have at least 5 years of satisfactory practical experience and are at least 30 years of age. You may be eligible to join as an Affiliate member.

## Associate

If you hold an approved Associate Diploma, or its equivalent in a discipline of surveying, or if in the opinion of the Committee, your professional standing, by the virtue of your knowledge and experience, is not less than that of a person eligible for admission with an approved Associate diploma or equivalent, or you are engaged in the profession of surveying and hold an approved qualification, equivalent to an Associate Diploma in a discipline other than surveying. You may be eligible to join as an Associate member.

## Graduate

If you hold an approved Bachelor degree award in a discipline of surveying, or other related field, gained within the last four (4) years, you may be eligible to join as a Graduate member.

## Member

The grade of Member is open to those who hold an approved Bachelor degree in a discipline of surveying, or hold a Certificate of Competency in Surveying, dated before 1 January 1988.

Or have in the opinion of the Committee attained the Status of a member qualified under Clause 9.4.1 – 9.4.6 of the Constitution.\*

## Overseas Member

A Member qualified under Clause 9.4.1 – 9.4.6 of the Constitution\*, who is located in another country.

MEMBERSHIP FEES 2018-2019	
Membership Title	Membership Fee
Working Student	165.00**
Associate/Affiliate	360.00**
Graduate 2 years out	320.00**
Graduate 1 year out	245.00**
Corporate Member	625.00**
Overseas Member	380.00**

\*The ISNSW Constitution can be viewed at the following website link: <http://www.surveyors.org.au/constitution.html>

\*\*Contact ISNSW for the Pro rata rate if applying for membership between the 1<sup>st</sup> January – 30<sup>th</sup> June.

# APPLICATION FOR MEMBERSHIP



## PART A - Details of type of Membership

Please indicate if your application is an:

- ADMISSION  
 ADVANCEMENT  
 TRANSFER  
 \*RE-ADMISSION

\*(Reinstatement fee of \$110.00 is to be charged)

Please indicate the grade of membership you are applying for:

- CORPORATE MEMBER  
 GRADUATE MEMBER  
 ASSOCIATE MEMBER  
 AFFILIATE MEMBER  
 WORKING STUDENT

If you are applying for **ADVANCEMENT** or **TRANSFER**, please state the following:

Your present grade of Membership: .....

**\*\*Member of current Institution:** .....

Date Joined: .....

**\*\*For transfers, a letter confirming membership is required from the Institution Executive Officer or Membership Officer.**

## PART B – Contact Details

FAMILY NAME: ..... TITLE: Prof/Dr/Mr/Mrs/Miss/Ms: .....

GIVEN NAMES: ..... PREFERRED NAME: .....

(1) ADDRESS: .....

SUBURB: ..... STATE: ..... POSTCODE: .....

COUNTRY: .....

TELEPHONE NO: ..... FAX NO: ..... MOBILE NO: .....

DATE OF BIRTH: ..... EMAIL: .....

NAME OF NEXT OF KIN: ..... CONTACT NO: .....

RELATIONSHIP WITH NEXT OF KIN: .....

### EMPLOYMENT/OCCUPATION DETAILS

JOB DESCRIPTION: ..... EMPLOYER: .....

(2) ADDRESS: .....

SUBURB: ..... STATE: ..... POSTCODE: .....

COUNTRY: .....

TELEPHONE NO: ..... FAX NO: ..... MOBILE NO: .....

PLEASE INDICATE PREFERRED MAILING ADDRESS: 1  (Home) OR 2  (Business)

## PART C – Qualifications

QUALIFICATION: ..... UNIVERSITY OR COLLEGE: .....

DATE COMMENCED: ..... DATE OF GRADUATION: .....

OTHER QUALIFICATIONS: .....

REGISTRATION/LICENSE: ..... DATE: .....

**VERIFICATION OF QUALIFICATIONS**

Unless you hold overseas qualifications which have already been assessed by the Institution, this application must be accompanied by a certified copy of evidence of your qualifications. Normally this should be the formal document presented at a Conferring Ceremony.

If you are unable to supply the formal document, for example, because it has not yet been conferred, you must provide an original or certified copy of an academic record or statement by the Registrar or Authorised Officer of the Tertiary Institution. The academic record is only acceptable if it clearly indicates that all requirements for the award have been successfully completed and if the full name of the award is given. A Registrar's statement should be in the following terms:

"This is to certify that (full name) has passed all examinations and fulfilled all other requirements for admission to the (full title of award)."

**AUTHENTICATION OF FORMAL DOCUMENTS**

Each photocopy of a formal document submitted in support of an application must be made from the original which must be shown to a Corporate Member of the Institution. Such Corporate Member is to authorise the photocopy by certifying that "The original document has been seen and this copy is authentic". A photocopy of a photocopy is not acceptable. Corporate Members must also add their name and signature.

Certification by a Justice of the Peace is acceptable.

**PART D – Proposal and Declaration**

Each proposal for admission or advancement must be signed by two Corporate Members of the Institution of Surveyors NSW Inc. Corporate Members comprise Honorary Fellows, Fellows and Members.

Proposers are requested to ensure that an application for admission is accompanied by certified evidence of academic qualifications and that the applicant has signed the declaration.

**PROPOSAL**

We, as Corporate Members of The Institution of Surveyors New South Wales Inc. propose the applicant from personal knowledge and full conviction of his/her suitability for admission.

PROPOSER: ..... SIGNATURE: ..... DATE: .....

SECONDER: ..... SIGNATURE: ..... DATE: .....

ISNSW OFFICE USE ONLY	
1 <input type="checkbox"/>	2 <input type="checkbox"/>
Signed: _____	

**APPLICANT'S DECLARATION**

**I agree that if this application is accepted by The Institution of Surveyors New South Wales Inc. I will conform to the Constitution of the Institution and conform to the Ethical Standards set out in the ISNSW Code of Ethics.**  
The Constitution and Code of Ethics of ISNSW Inc can be viewed at: [www.surveyors.org.au](http://www.surveyors.org.au)

SIGNATURE: ..... DATE: .....

**AREAS OF INTEREST (Please tick all areas in which you have an interest)**

- Cadastral
- Engineering
- Mining
- Other (please specify): .....
- Spatial Information
- Geodetic/GPS
- Subdivision/development
- Hydrographic
- Mapping
- Information Technology
- Photo & Remote Sensing
- Town Planning
- Young Surveyors Group

**YOUR PRIVACY OPTIONS (Your response will determine how we handle your personal information)**

I consent to my information being used for the purpose of receiving information from ISNSW electronically	Emails are sent out at regular intervals informing our members of upcoming events and seminars. To receive these announcements electronically, tick 'Agree'	<input type="checkbox"/> Agree <input type="checkbox"/> Do Not Agree
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**FOR ISNSW OFFICE USE ONLY**

Date of receipt of proposal: .....

Proposal checked and dates and other particulars..... Signature (ISNSW Membership Officer)

Comments: .....

APPLICATION FOR:  ADMISSION  RECOMMENDED

ADVANCEMENT  RE-ADMISSION

TRANSFER

IN THE GRADE OF:  MEMBER  NOT RECOMMENDED

GRADUATE (1) (2)

ASSOCIATE

AFFILIATE

WORKING STUDENT

..... Hon Secretary Signature on ..... (Date)

## PART E – Payment

Payment of Membership Fees must be paid on submission of the application. ISNSW accepts Cheques, Money orders, Cash and Credit Cards (Mastercard and Visa only). Cheques and Money orders should be made out to: "Institution of Surveyors NSW Inc."

<b><u>ISNSW CREDIT CARD FORM</u></b>	
<b>NAME OF APPLICANT</b>	<b>Membership No: (            )</b> *If previously a Member
<b><u>PLEASE INDICATE THE APPROPRIATE CREDIT CARD:</u></b>	
<input type="checkbox"/> <b>MASTERCARD</b>	<input type="checkbox"/> <b>VISA</b>
<b>NAME OF CARD HOLDER:</b>	
<b>CREDIT CARD NUMBER:</b>	
<b>EXPIRY DATE:</b>	
<b>AMOUNT:</b>	-----
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<b>PAYMENT DESCRIPTION:</b>	
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## PART F – Lodgement

This form, together with supporting documentation should be lodged at the ISNSW Office. If further information is required please contact the following:

**The Institution of Surveyors NSW Inc.**  
Level 4, 162 Goulburn Street, Surry Hills, NSW 2010  
PO Box 104, Darlinghurst, NSW 1300

Phone: (02) 9264 2076  
Fax: (02) 9261 8102  
Email: [isnsw@surveyors.org.au](mailto:isnsw@surveyors.org.au)  
Web: [www.surveyors.org.au](http://www.surveyors.org.au)