



**Australian Contaminated Land Consultants Association  
(Queensland Branch)  
ABN 46 397 860 514**

**COMPANY MEMBERSHIP APPLICATION FORM**

**1. Eligibility**

ACLCA Queensland Branch membership is open to businesses which can demonstrate that their:

- primary business is consulting to external clients; and
- business activities include a substantial practice in land contamination management, with specialist environmental staff employed to perform full-time in the area of land contamination management in Queensland.

**Q** Is your primary business consulting to external clients?

- Yes  No

**Q** Does your business support a full-time practice in land contamination management in Queensland?

- Yes  No

If you answered Yes to both questions please proceed to Q2.

If you answered No to either question, unfortunately your business is not eligible for membership to ACLCA.

**2. Acceptance of ACLCA Code of Practice and Ethical Standards Policy**

Membership of ACLCA in Queensland is only open to businesses willing to accept and abide by our Code of Practice and Ethical Standards Policy.

**Q** Is your business willing to accept ACLCA's Code of Practice and attach signed copy (signed by a Company Officer or Company Director) with this application?

- Yes (copy attached)  No

**Q** Has your business implemented an Ethical Standards Policy consistent with the ACLCA Code of Practice (COP) and attached a signed copy (signed by a Company Officer or Company Director) of that policy with this application? (applicant is referred to the ACLCA document "ACLCA\_EthicalStandardsPolicy.doc" as a guide)?

- Yes (copy attached)  No

If you answered Yes to both questions (and attached documentation) proceed to Q3.

If you answered No to either question, unfortunately your business is not eligible for membership to ACLCA.

**3. Applicant Details**

Applicants must complete the following details for ACLCA's membership register:



Name of Business:	
ABN Number:	
Name and title of Appointed Contact:	
Company (Contact) Address:	
Phone number:	
Fax number:	
Email address:	
How many (full-time equivalent) staff members do you have working in contaminated land practice in Queensland?	

#### 4. Membership Selection Criteria

Documentation (as listed below) is required to be provided with your application to support the following selection criteria:

- Professional Competency/Qualifications;
- Quality Management System (QMS); and
- Management of Contaminated Land Projects in Queensland.

Your membership application will be assessed on the merit of the documentation you provide with this application.

#### 5. Professional Competency/Qualifications

- Q** Can your business demonstrate professional competency and appropriate qualifications in contaminated land management? This shall include:
- a) recognised and relevant engineering, scientific or technical qualifications;
  - b) appropriate experience/competency for statement of duties;
- c) have staff who meet the requirements under sections 564 & 566 of the Environmental Protection Act 1994;
- d) in-house/external training in all relevant techniques for collection of samples/monitoring, occupational health and safety training; and
  - e) familiarity with basic concepts, policy and legislation issues relating to contaminated land.

To support this application the applicant is required to provide the following documents:



- Business organisation chart;
- List of relevant personnel;
- Curriculum vitae for relevant personnel;
- Position descriptions for relevant personnel;
- Industry memberships / affiliations; and
- Documentation that an employee meets the requirements under sections 564 & 566 of the Environmental Act 1994

## 6. Quality Management System (QMS)

**Q** Can your business demonstrate implementation of an appropriate QMS for controlling quality/adequacy of consultancy services? It is expected that the QMS would:

- a) be appropriate for the size and structure of the organisation;
- b) be appropriate to the nature of the work undertaken;
- c) include internal audit procedure; and
- d) be an independently accredited QMS (not mandatory).

To support this application the applicant is required to provide the following documents:

- Quality policy;
- Quality manual; and
- Certificate of accreditation.

Business categories of 1-4 people involved in contaminated land are not expected to have a full QMS. However as a minimum requirement, these companies are requested to outline how their company ensures quality/adequacy of consulting services? The following are suggestions to assist:

- Company Policy statement (a statement on company goals, responsibilities and improvement of the management system);
- Company nomenclature for projects;
- Company filing structure;
- Company IT back system;
- Company archiving system, (electronic and paper); and
- A review process.



## 7. Management of Contaminated Land Projects

**Q** Can your business demonstrate appropriate work practices and standards on sample project(s) in Queensland?

To support this application the applicant is required to provide the following documents:

- Sample project final report (e.g. Stage 2 Detailed Investigation, Stage 3 Health and Environment Assessment, or Stage 4 Validation Report);
- Environmental Management Plan;
- Health and Safety plan; and
- Sampling and analysis plan.

The examples should be such that consideration of a comprehensive range of potential environmental issues (likely to include soil and groundwater) were required to be considered. If such a project cannot be provided, then comprehensive generic examples of the above should be provided. Client details and site details need not be provided, and all submissions will be treated as confidential.

Consideration should be given to permission requirements for use of reports.

## 8. Annual Fees and Dues

Joining fees and annual membership dues for ACLCA Queensland Branch are calculated on the number of staff your business has working in the area of contaminated land consulting, as below.

<b>No. of Staff*</b>	<b>Joining Fee</b>	<b>Total Payable Annual Fee (Incl. GST)</b>
1	\$0	\$250
2-4	\$0	\$750
5-9	\$0	\$1,500
10-14	\$0	\$1,750
15-19	\$0	\$3,100
20-24	\$0	\$4,000

\* Full-time equivalent working in contaminated land practice in Queensland

If your application is approved, you will be asked to make payment of joining fees and annual membership dues by cheque or EFT.



## 9. Overview of the Application Review Process

Thank you for your interest in ACLCA. Assessment of applications is undertaken broadly as follows:

The ACLCA (Qld Branch) Membership and Ethics Sub-committee (M&E Sub-committee) considers the membership application in the first instance.

A system of scoring is applied in considering the application with respect to membership criteria:

- (a) Conformance with Code of Practice;
- (b) Ethical Standards;
- (c) Professional Competency/Qualifications;
- (d) Quality Management System (QMS); and
- (e) Management of Contaminated Land Projects.

If the M&E Sub-committee identifies any issue with the application, or considers that further information is required, the applicant will be informed in writing, which may include a request to provide further information / examples and possibly a meeting with the M&E Sub-committee. The applicant will be invited by the M&E sub-committee to provide a timeline for addressing any application issues.

The application, including outcomes from addressing any application issues, are then provided by the M&E Sub-committee to the ACLCA Executive Committee, together with the M&E Sub-committee's recommendations. The Committee then votes on whether the application meets membership requirements.

If the application is successful, the Committee requests the applicant to provide full payment of joining fees and annual membership dues and confirms membership upon receipt of full payment.

If the application is not successful, the Committee provides the applicant with a list of non-conformance items and invites the applicant to resubmit the application. If that application is also unsuccessful, no further application can be submitted by the applicant until the next membership year.

The Committee will inform you of its decision as soon as possible.

If you have any queries please contact:

**ACLCA QLD Executive Officer:**

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