



Australian Contaminated Land Consultants Association (SA) Inc.
ABN 55 072 321 737

ASSOCIATE MEMBERSHIP APPLICATION FORM

ACLCA SA Associate membership is open to those individuals or companies who are involved in the contaminated land industry who are not directly, currently consulting. The associate membership allows these people access to the ACLCA network.

Associate Member means: *a natural person or organisation that does not meet the normal qualifications to become a Member (as per Rule 4.1 of the Constitution) but has been deemed by the SA Committee to hold appropriate qualifications and / or experience in the industry for inclusion in this membership category.*

Associate membership has been determined as a potential option for individuals or companies associated with contaminated land, or former consultants, to:

- be connected with other contaminated land consultants
- keep up to date with changes in the contaminated land industry
- attend ACLCA training and other functions to improve their general industry knowledge base and

An Associate member is ineligible for voting rights or nomination to the Executive committee.

SECTION 1 – ELIGIBILITY

Associate membership is open to individuals or companies that can demonstrate that they:

- have a contaminated land background/understanding
- undertake operations within the business they work for that includes land contamination assessment and/or management

Question 1:

(a) Do you have a background in / understanding of contaminated land management?

☐ Yes ☐ No

(b) Does the business you work for involve land contamination issues?

☐ Yes ☐ No

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

If you answered **No** to either question, unfortunately you are not eligible for Associate membership.

Question 2:

Does the company you work for undertake consulting in land contamination management?

i.e. is contaminated land consulting a core part of your company's business, with greater than 0.5 Full Time Equivalent (FTEs) working in this area?

☐ Yes ☐ No

If you answered **Yes** to this question, unfortunately you are not eligible for Associate membership however your business may be eligible for Full membership.

If you answered **No** to this question, please proceed to Section 2.



SECTION 2 – ACCEPTANCE OF CODE OF ETHICS & PROFESSIONAL CONDUCT

Associate membership is only open to individuals or companies willing to accept and abide by the SA Code of Ethics & Professional Conduct.

Question 3:

Are you willing to accept ACLCA's Code of Ethics & Professional Conduct provided with this application?

☐ Yes ☐ No

If you answered **Yes** to this question proceed to Section 3.

If you answered **No**, unfortunately you are not eligible for membership.

SECTION 3 – APPLICANT'S DETAILS

Applicants must complete the following details below:

Applicant's name:	
Name of the Company you work for (if applicable):	
Contact Address:	
Phone number:	
Email Address:	
Website URL:	
Company ABN Number:	
How many full-time equivalent staff members do you have working in contaminated land practice in SA?	

SECTION 4 – MEMBERSHIP SELECTION CRITERIA

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

- Evidence of current or former work within the contaminated land industry.

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

Question 4:

Can you demonstrate your current or former involvement in the contaminated land industry and/or appropriate qualifications in contaminated land assessment or management?

☐ Yes ☐ No

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

<input type="checkbox"/>	Signed statement demonstrating your familiarity with basic concepts, policy and legislation and issue relating to contaminated land.
<input type="checkbox"/>	Signed statement that your company's core business is NOT contaminated land consulting and that it has less than 0.5 FTEs working in this area
<input type="checkbox"/>	Signed copy (by the applicant) of acceptance of ACLCA's Code of Ethics & Professional Conduct.
<input type="checkbox"/>	Curriculum vitae (including copies of qualification documents and experience in contamination issues).
<input type="checkbox"/>	Position description of applicant.
<input type="checkbox"/>	Industry memberships / affiliations (if any).



SECTION 5 – ANNUAL FEES AND DUES

Joining fees and annual membership dues will be advised upon application.

SECTION 6 – OVERVIEW OF THE APPLICATION REVIEW PROCESS

Assessment of applications is undertaken broadly as follows:

- The Membership and Ethics (M&E) sub-committee will consider the application in the first instance.
- A system is applied in considering the application with respect to associate membership criteria:
 - (a) Conformance with Code of Ethics & Professional Conduct (how do you assess this?)
 - (b) Ethical standards
 - (c) Professional competency / qualifications (including evidence of contaminated land knowledge and experience)
 - (d) Confirmation that the applicant is not actively consulting on contaminated land matters.
- If any issues are identified with the application, or further information is required, the applicant will be informed in writing. This may include a request to provide further information / examples and possibly a meeting with the M&E sub-committee. The applicant will then be invited 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 SA Committee, together with the M&E sub-committee's recommendations. The Committee then votes on whether the application meets the 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 unsuccessful, the Committee will provide the applicant with a list of non-conformance items and may request the applicant resubmit the application. If that application is also unsuccessful, no further application can be submitted by the applicant until the next membership year.

The Secretariat will inform the outcome as soon as possible. If there are have any queries, please contact the Secretariat at: sa@aclca.org.au.



Code of Ethics and Professional Conduct

1. Preamble

The work of the Australian Contaminated Land Consultants Association (South Australia) Inc (“our” or “Association”) and its members (“Members”) influences the responsible management of contaminated land, conservation and management of resources, and the improvement of the standards of living including public health in South Australia.

For our work to be fully effective, it is necessary not only that our Members strive constantly to widen their knowledge and improve their skills, but also that the wider community recognise the integrity and trust the judgement of our Members. For this to happen, the Association must be recognised in the wider community for:

- our skills in using technical expertise in contaminated land management for the enhancement and protection of human and environmental health;
- our guidance and leadership in advocating for the protection of human and environmental health from the adverse effects of contamination;
- our loyalty to the community, to employees and clients;
- our honesty and impartiality in professional practice; and
- our adherence to the highest ethical and professional conduct.

The environmental practice of our Members is governed by national standards and measures, government policy and legislation. Compliance by our Members with these legal requirements represents the minimum standard of environmental practice. We expect our Members to undertake their environmental practice in a manner that goes above the legal requirements so that our Members are trusted by their clients and the community.

To this end, our Members must comply with this Code of Ethics and Professional Conduct (“Code”). Members acting in accordance with this Code will have the support of the Association. This Code applies to all services for or related to the assessment and remediation of land where contamination is an actual or potential issue of concern (“Services”), that are carried out by the Members.

2. Environmental Principles

In providing the Services, the Association expects that its Members will:

- advocate the protection of the environment and the prevention and mitigation of environmental harm;
- advocate the protection and preservation of public and human health, including the safety and welfare of communities and future generations from the adverse effects of site contamination; and
- advocate and undertake the Services in accordance with principles of environmental stewardship, resilience and sustainability.

3. Professional Competency

In respect to acceptable levels of professional and technical competency, the Association expects that its Members will:

- ensure that staff provide Services consistent with current good practice so as to achieve the appropriate environmental and human health outcomes;
- assess and ensure that any staff who perform Services meet the technical competencies prescribed by applicable standards and legislation (as varied);
- ensure that the staff to be employed as part of the project team possess relevant levels of competency, appropriate to their statement of duties and perform Services that are within their field of expertise and engineering, scientific or technical qualifications;
- engage additional expertise if the Member identifies that its staff do not possess the relevant expertise for the Services;
- collaborate with other Members, respect the contribution and approach of other Members and acknowledge if data and information is sourced from others; and
- pursue the continued professional development and training of staff, in particular of juniors and subordinates, so as to develop and maintain the required competencies for the Services.

4. Practice with integrity

The Association expects that the staff of all its Members will practice with integrity and honesty, including:

- conducting the Services diligently and objectively;
- ensuring that all communications, including reports and assessments, are truthful and free of misleading, deceptive or untrue statements;
- all information disclosed to Members in the course of the Services will be treated by the Member as confidential and not disclosed to any third party without authority (subject to any legal requirements to disclose);
- not knowingly omit from any report any information that would materially alter the conclusions stated in that report;
- not endorsing information supplied by their client or any other organisation without taking reasonable steps to determine the validity of the information or where this is not possible, note that such independent verification has not been possible; and
- inform the client in writing if any Member becomes aware of an issue that results in a significant risk of harm to human health or the environment that has not previously been reported to the client, or to any relevant regulatory authority.

5. Practice with independence

Avoiding and managing conflicts of interest is essential to ensure that clients and the community continue to trust our Members. To this end, the Association expects that its Members will:

- avoid or otherwise manage conflicts of interest or undue influences in making professional judgements in the performance of the Services; and
- if a conflict or perceived conflict arises, clearly disclose the conflict to the relevant parties and work diligently to resolve the conflict.

6. Annual Reporting to the Association

As part of the annual membership renewal process, each Member will submit a statement to the effect that it continues to follow this Code.

7. Acceptance of this Code of Ethics and Professional Conduct

Members are required to have this Code signed and dated by a company representative and witnessed as appropriate, with the original to be returned to the SA Executive Officer of the Association.

Signed and dated for Member
*(person must be duly authorised to sign
on behalf of the Member)*

Witnessed Signed and dated

PRINT Name and Title

PRINT Witness Name

for

PRINT Member Company Name

Member ABN

Endorsement for new member application by existing Member:
(Representative of a Member must sign)

Signed and dated

PRINT Member Company Name

PRINT Name and Title