



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

MEMBERSHIP APPLICATION FORM

1. Eligibility

ACLCA (SA) membership is open to eligible businesses and individuals 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, subject to the Committee's final consideration and decision. The Committee's decision is final.

Q Is your primary business consulting to external clients?

☐ Yes ☐ No

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

☐ Yes ☐ No

If you answered Yes to both questions 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 Ethics & Professional Conduct

Membership of ACLCA South Australia is only open to eligible businesses and individuals willing to accept and abide by our Code of Ethics & Professional Conduct.

Q Is your business willing to accept and adhere to ACLCA's Code of Ethics & Professional Conduct and attach signed copy (signed by a Company Officer or Company Director or Sole Trader) with this application?

☐ Yes (copy attached) ☐ No

If you answered Yes proceed to Q3.

If you answered No to this 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 South Australia?	

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.

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

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) in-house/external training in all relevant techniques for collection of samples/ monitoring, occupational health and safety training;
- d) familiarity with basic concepts, policy and legislation issues relating to contaminated land.

To support this application the applicant is requested to provide copies of the following documents: (please tick those provided)

- ☐ Business organisation chart
- ☐ List of relevant personnel
- ☐ Curriculum vitae for relevant personnel
- ☐ Position descriptions for relevant personnel
- ☐ Training register and/or training certificates
- ☐ Industry memberships / affiliations
- ☐ Other (please specify) _____

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;
- d) be an independently accredited QMS (not mandatory).

To support this application the applicant is requested to provide copies of the following documents: (please tick those provided)

- ☐ Quality policy
- ☐ The Table of Contents from the applicant's current Quality Manual
- ☐ Certificate of accreditation (as applicable)
- ☐ Other (please specify) _____

Management of Contaminated Land Projects

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

To support this application the applicant is requested to provide the following documents: (please tick those provided)

- ☐ Sample project final report (generic, if preferred)
- ☐ Environmental management plan (generic, if preferred)
- ☐ Health and Safety plan (generic, if preferred)
- ☐ Sampling and analysis plan (generic, if preferred)
- ☐ Other (please specify) _____

Examples should include consideration of a comprehensive range of potential environmental issues (including soil and groundwater).

5. Annual Fees and Dues

Joining fees and annual membership dues for ACLCA are calculated on the number of staff your business has working in the area of contaminated land consulting. For details of the various fees please contact the Secretariat or visit the website. Below are our membership categories:

- a) Sole Practitioner, Company or Other Entity with no Employees;
- b) Company or Other Entity with 1 – 4 Employees;
- c) Company or Other Entity with 5 – 14 Employees;
- d) Company or Other Entity with more than 14 Employees; and

If your application is approved, you will be asked to make payment upon receipt of invoice.

6. Overview of the Application Review Process

Thank you for your interest in ACLCA. For your information, the assessment of applications is undertaken broadly as follows:

- The ACLCA (South Australia) 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 will provide a list of non-conformance items and invite 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 the Secretariat:

Ms Marie Cunningham
ACLCA (SA) Inc
T: 0409 144 122
F: 8125 5822
E: 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