



MEMBERSHIP APPLICATION FORM

1. Eligibility

ACLCA Victoria 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, 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 Practice and Ethical Standards Policy

Membership of ACLCA Victoria 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:	
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ABN Number:	
Name and title of Appointed Contact:	
Name and title of OHS 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 Victoria?	

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).

If a sample project final report cannot be provided for such a project, then a comprehensive generic example should be provided. Client details and site details need not be provided, and all submissions will be treated as confidential.

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.

No. of Staff*	2018/19 Annual Dues *	Joining Fee	Total Payable
5 staff or less	\$926.00	\$400.00	\$1,326.00
6 to 15 staff	\$1,852.00	\$800.00	\$2,652.00
16 to 25 staff	\$2,778.00	\$1,200.00	\$3,978.00
26 to 35 staff	\$3,704.00	\$1,600.00	\$5,304.00
36 staff or more	\$4,630.00	\$2,000.00	\$6,630.00

* Full-time equivalent working in contaminated land practice

If your application is approved, you will be charged the above fees (pro rata) and asked to make payment of joining fees and annual membership dues via cheque, EFT or credit.

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 (Victoria) 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, is 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. The initial review process usually takes approximately 3 months.

If you have any queries please contact:

Ms Emily Burke, Executive Officer
ACLCA (Vic) Inc.
M: 0422 325 506
E: vic@aclca.org.au



**AUSTRALIAN CONTAMINATED LAND CONSULTANTS' ASSOCIATION INC
(ACLCA)
CODE OF PRACTICE**

1. Preamble

The responsible management of contaminated land, conservation and management of resources, and the improvement of the standards of living including public health are greatly affected by the work of our Members. 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 be willing to recognise the integrity and trust the judgement of our Members. For this to happen, our 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 loyalty to the community, to employees and Clients and to our employees; and
- our honesty and impartiality in professional practice.

Our Members shall so organise their work so as to merit and protect this trust.

To this end, our Members are required to comply with this Code of Practice, to give active support to the proper regulation of qualifications, employment and practice of our profession, and to promote the development and application of appropriate technology in the interest of our industry and the wide community.

Members acting in accordance with this Code will have the support of the Association.

This Code of Practice applies to all work carried out by Members of the Australian Contaminated Land Consultants' Association Incorporated (ACLCA) in the field of contaminated land consultancy services.

2. Definitions

"ACLCA" and "Association" means the Australian Contaminated Land Consultants' Association Incorporated.

"Contaminated land consulting services" include assessment and remediation of soil and/or groundwater contamination and hydrogeological studies undertaken in areas where groundwater contamination is an actual or potential issue of concern.

"Member" means a consultancy firm which has been admitted as a member of the Association.

"Site" means any location where a Member proposes to or has actually carried out contaminated land consultancy services.

3. Professional Competency

In respect to acceptable levels of professional and technical competency Members shall:

- assess all their staff to be employed on contaminated land consultancy services in relation to the Association's requirements for professional and technical competencies
- 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
- develop and implement training plans for their staff to develop and maintain the required competencies.

4. Ethical Standards

Members of ACLCA shall set out their ethical standards in a policy statement that is made available to all staff and is provided to clients on their request. A copy of the ethical standard policy of each new member shall be provided to ACLCA prior to their application for membership of the Association being considered.

Foundation members of the Association shall provide a copy of their ethical standard policy within one month of the Association adopting this Code of Practice.

The ethical standards policy statement shall include the following provisions that Members shall:

- contract to carry out any services only for which they have appropriate levels of competency and experience;
- include in a report no statement that it knows to be untrue;
- not knowingly omit from any finalised report any information that would materially alter the conclusions that could be drawn from the report;
- not endorse 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;
- inform the client in writing should any member become aware of an issue that results in a significant risk of harm that has not been reported.

5. Qualifications

Members shall undertake provision of contaminated land consultancy services only when staff employed in tasks such as sampling, monitoring and recording and contributing to reporting have:

- recognised and relevant engineering scientific or technical qualifications and/or appropriate experience for the duties they perform or have received appropriate in-house training to enable them to perform these duties;
- received in-house or external training in all relevant techniques to be used for collection of samples or monitoring and are familiar with and experienced in operating procedures or practices as documented in the Member's quality system;
- acquired experience in previous similar work, or are supervised by a member of staff having such experience; and
- acquired familiarity with basic concepts, policy and legislation issues relating to contaminated land.

6. Quality Management System (QMS)

Members shall provide evidence to the Association of their firm having implemented an acceptable Quality Management System (QMS) for controlling the quality and adequacy of their consultancy services. This QMS shall be appropriate for the size and structure of the Member organisation, and the nature of the work routinely undertaken.

The Association shall maintain a list of the standard of quality management systems of each member which shall be up-dated periodically.

In accordance with the requirements of their quality management system each Member shall set up an internal audit procedure that will verify that the above requirements have been compiled with on a sufficient number of randomly selected sample projects.

7. Management of Contaminated Land Projects

The responsible management of contaminated land projects by our Members will be demonstrated by the implementation by our Members of a number of essential procedures that are outlined below. As for all environmental projects, the actual scale and extent of these procedures will be based on the nature and agreed scope of the works that are to be performed.

7.1 Site Management Plan (SMP), Health & Safety Plan (HSP) and Sampling & Analysis Plan (SAP)

Prior to commencing any work on a site where it could reasonably be expected that a concern for the environment might arise, Members shall ensure that appropriate SMPs, HSPs and SAPs have been prepared. (Details of the minimum requirements for these plans are under development).

8. Annual Reporting to ACLCA

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

9. Non-conformance with Code of Practice

In the event that the Association receives a complaint from an identifiable third party (e.g. the EPA, a client, or a member of the general public) that a Member has or may have contravened this Code of Practice, the following provisions will apply:

- a. Except as otherwise provided by this clause, the President of ACLCA ("the President") will investigate the complaint.
- b. The President may, however, decide to take no action concerning a complaint if the President considers that the complaint falls into any of the following categories:
 - (i) the complaint is frivolous, vexatious, or not made in good faith;
 - (ii) the subject-matter of the complaint is trivial or does not warrant investigation;
 - (iii) the subject-matter of the complaint has been or is under investigation by some other competent person or body or has been or is the subject of legal proceedings;
 - (iv) the subject raises issues that require investigation by another person or body;
 - (v) there is or was, in relation to the matter complained of, a satisfactory alternative means of dealing with the matter by the complainant.
- c. Where the President decides to take no action concerning a complaint, the President shall notify the complainant and give the reasons for the decision.
- d. Where the President decides to investigate a complaint, the President shall give notice to the Member against whom the complaint has been made of the nature of the complaint, with sufficient information being given so as to enable the Member to respond to it.
- e. The notice must indicate that the Member may make representations to the President before a specified date being a date that is reasonable in the circumstances of the case.
- f. The Member may, in accordance with any such notice, make representations to the President.
- g. The President is required to hear and to consider any representations made by the Member and to make a decision, as expeditiously as possible, as to whether there is a reasonable likelihood that the Member has contravened this Code of Practice.

- h. After hearing and considering any representations made by the Member, the President, if satisfied that there is a reasonable likelihood that the Member has contravened this Code of Practice, shall, by notice in writing served on the member, require the Member to attend, at a time and place specified in the notice, before a Special Meeting of the Association's Executive.
- i. The Executive shall conduct a hearing into the matter as expeditiously as possible and may inform itself of any matter in such manner as it thinks fit. A finding of the Executive is to be made on the balance of probabilities.
- j. The Executive may, if it finds the complaint against the Member is proved:
 - (i) counsel the Member; or
 - (ii) reprimand the Member; or
 - (iii) terminate the Member's membership of the Association.
- k. The Executive must provide a written statement of the decision made in the proceedings before it to the Member against whom the proceedings were taken.
- l. The statement of a decision must:
 - (i) set out the findings on material questions of fact;
 - (ii) refer to any evidence or other material on which the findings were based; and
 - (iii) give the reasons for the decision.
- m. Where a Member's membership of the Association is terminated, the Member shall not be entitled to any repayment of any remaining membership fees and will not be permitted to reapply to the Association for readmission for at least 12 months from the date of termination.

NOTE:

The provisions set out above are designed to ensure that a Member is accorded "natural justice" (or "procedural fairness") before any decision is made by the Association which might affect the Member's rights, interests or legitimate expectations. Adequate notice of the time and venue of any hearing, and the issues to be considered, must be given so that a

reasonable opportunity is provided for the Member to prepare for and attend the hearing. There would not appear to be any general entitlement to legal representation or cross-examination. Any hearing must accord with all accepted notions of fairness. The Association is not obliged to inform the Member of all of the details of any complaint made against the Member or of the investigations of its officers. However, the Member must be given "sufficient information" so as to know the substance of any complaints and investigations. Sources of confidential information and the identity of complainants may be preserved. It should be noted that the investigation and disciplinary process set out above is not intended, and must not be allowed, to develop into a series of minor trials. The actual requirements will depend upon the facts of each particular case.

10. Confidentiality

All member information will be treated in a professional and confidential manner.

11. Acceptance of this Code of Practice

Members are required to have this Code of Practice signed and dated by a company representative and witnessed as appropriate, with the original to the ACLCA executive Officer.

.....
Signed and dated

.....
Witnessed and dated

.....
Please PRINT NAME and TITLE
for

.....
Please PRINT NAME

.....
PRINT Company Name

.....
Company A.C.N. No.

Endorsement for New Members:
(A Member Company must sign)

.....
Please PRINT NAME and TITLE

.....
Company Name and DATE



Dear Members / Membership applicants,

ACLCA members are required to have in place an Ethical Standards Policy which is adopted by the company, and is consistent with the ACLCA Code of Practice (COP).

The policy statement should be made available to all company staff, and provided to clients upon their request.

ACLCA members and membership applicants are required to provide evidence of its adopted Ethical Standards Policy to the ACLCA Membership and Ethics Focus Area.

The ACLCA Victoria Focus Area for Membership and Ethics offers the following example of an Ethical Standards Policy as a guide to membership applicants.

<PROVIDED AS A GUIDE to the contents of an APPROPRIATE POLICY which would be provided on letterhead of ACLCA member company>

<insert date>

ACLCA (Victoria) Inc.
PO Box 164
Sorrento VIC 3943

Att: Emily Burke, Executive Officer

Dear Emily,

**RE: Compliance with ACLCA (Vic) Inc. membership criteria
Ethical Standards Policy and ACLCA Code of Practice**

Please accept this letter as confirmation that <insert member company name> agree to adopt the Code of Practice (COP) proposed by ACLCA (Vic) Inc as a condition of membership of the association. Enclosed please find a copy of the COP duly signed.

In addition, <insert member company name> confirms that it is committed to upholding standards of ethical practice, including adherence to the following provisions. <insert member company name> shall:

- contract to carry out services only for which it has appropriate levels of competency and experience;
- include in a report no statement that it knows to be untrue;
- not knowingly omit from any finalised report any information that would materially alter the conclusions that could be drawn from the report;
- not endorse information supplied by its client or any other individual or 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;
- inform the client in writing should an issue resulting in a significant risk of harm be identified that has not already been reported to the client;
- maintain loyalty to the community, to its employees and Clients; and
- act with honesty and impartiality in professional practice, in a manner consistent with its commitment to the protection and improvement of the environment.

Yours sincerely,

<insert name and position>