



Australian  
Contaminated  
Land Consultants  
Association  
Queensland

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

**AFFILIATE MEMBERSHIP APPLICATION FORM**

ACLCA QLD Affiliate membership is open to companies / organisations who are involved in the contaminated land industry but who are not in the business of consulting or who do not meet the criteria for company membership. The affiliate membership provides such companies / organisations access to the network of ACLCA.

Affiliate Membership has been determined as a potential option for companies / organisations associated with contaminated land to:

- be connected with contaminated land consultants.
- keep up to date with changes in the contaminated land industry;
- attend ACLCA training and other functions to improve the general industry knowledge base; and
- allow for ACLCA Affiliate Members to keep up to date with the needs of the industries that the Members operate in.

Affiliate Membership also allows for an increase in the pool of ACLCA Members and Associated Members, which:

- creates opportunities for an increased number of functions and training events at a discounted rate to be offered to Core and Associate Members alike; and
- allows the transfer of knowledge between ACLCA and other specialists within the broader contaminated land industry.

Affiliate Membership to ACLCA Queensland is open to companies / organisations that are involved within the contaminated land industry but who are not directly consulting or are not currently consulting on contaminated land matters. Such companies / organisations include:

- a) Specialist support areas (eg. risk assessment, air quality, geochemistry, hydrogeology, numerical modelling)
- b) Evolving companies
- c) Services (eg. laboratories / remediation contractors)
- d) Academia / research Institutes (eg. Universities, CRCCare, CSIRO)
- e) Local Government or State Regulator
- f) Landfill and Hazardous Ground Gas

The Affiliate Member is ineligible for

- voting rights and nomination to the Executive Committee;
- membership listing on ACLCA Queensland website page and
- use of ACLCA Queensland logo to use and display to promote their membership of ACLCA Queensland.

Affiliate Membership of ACLCA Queensland is only open to companies / organisations willing to accept and abide by our **Code of Practice and Ethical Standards Policy**.



## 1 Eligibility

ACLCA Queensland Chapter Affiliate Membership is open to companies / organisations that can demonstrate involvement within the contaminated land industry in Queensland but who are not directly consulting or are not currently consulting on contaminated land matters and can demonstrate that their:

- Business activity is not consulting to external clients; or
- The business cannot demonstrate sufficient information to satisfy a full membership status (evolving consultancy); and
- Business / research operations include a practice associated with land contamination activities, with specialist staff employed to perform support functions to contaminated land consultancy activities in Queensland. It is anticipated that this function will involve a minimum of 50% of the workload of the specified specialist area (FTE).

**Q.1** Does the company / organisation undertake consulting in land contamination management i.e. is contaminated land consulting a core part of your company's business?

- Yes  No

If you answered **Yes** to this question, your company / organisation should submit for Full Member status of ACLCA. Please contact ACLCA Executive Officer.

**Q.1a** Has the company / organisation applied for full member status and has been advised that insufficient supporting evidence is currently available?

- Yes  No

If you answered yes to the above then your company may be eligible for Affiliate member status, please proceed to **Section 2**.

If you answer no to Q1a proceed to Q2.

**Q.2** Does the company / organisations business operations include a practice in / supporting land contamination activities, with specialist staff employed to perform activities in the area of land contamination activities in Queensland (min 50% FTE).

- Yes  No

## 2 Acceptance of ACLCA Code of Practice and Ethical Standards Policy

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

**Q.3** Is your business / organisation 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.4** 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 these questions proceed to Section 3.  
If you answered **No**, unfortunately your company is not eligible for Affiliate Membership to ACLCA

### 3 Applicant Details

Applicants must complete details for ACLCA's Affiliate Membership register:

|   |  |
|---|--|
| Name of the Company / Organisation:   |  |
| Name and Position of Contact:   |  |
| Contact Address:  |  |
| Phone & Fax number:   |  |
| Email Address:  |  |
| ABN Number:   |  |
| Number of full time equivalent CLM staff  |  |
| Number of full-time equivalent 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:

- Evidence of company's involvement within the contaminated land industry in Queensland;
- Professional Competency/Qualifications of specialist environmental staff employed to perform FTE support in the area of land contamination activities in Queensland;
- Quality Management System (QMS).

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

**Q.5** Can your business demonstrate the company / organisations involvement in the contaminated land industry and/or appropriate qualifications in contaminated land assessment consultancy support, management or research?

- Yes       No

**To support this application, the company / organisation is required to provide the following documents listed at Q.6.**



## 5 Professional Competency/Qualifications

**Q.6** Can your business demonstrate professional competency and appropriate qualifications in the support of contaminated land activities?

This shall include:

- a) recognised and relevant engineering, scientific or technical qualifications;
- b) Have staff who are undertaking specialist support or research functions who are a current member of a prescribed organisation under Schedule 8 of the QLD Environmental Protection Regulation 2008 pursuant to section 564 (*Appendix 1*)
- c) appropriate experience/competency for statement of support or research duties;
- d) in-house/external training program to support the development of skills to support development as contaminated land specialist support or in research; and
- e) familiarity with basic concepts, policy and legislation issues relating to contaminated land.

ACLCA is **NOT** a prescribed organisation (*Appendix 1*) under Schedule 8 of the Environmental Protection Regulation 2008 pursuant to section 564 and as such membership does not facilitate SQP status.

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

- Business organisation chart;
- List of relevant personnel undertaking contaminated land support / research;
- Curriculum vitae for relevant personnel;
- Position descriptions for relevant personnel;
- Evidence of current prescribed institution memberships as per Q5 b above.

## 6 Quality Management System (QMS)

**Q.7** Can your business / organization demonstrate implementation of an appropriate QMS for controlling quality/adequacy of support and research 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).

Yes  No

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 supporting contaminated land are not expected to have a full QMS. However as a minimum requirement, these companies / organisations 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 Involvement in Contaminated Land Project

**Q.8** Can your business / organisation demonstrate appropriate work practices and standards on sample project(s) in Queensland?

- Yes  No

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

- a.  The company/organisation's sample project final report including an overview of their contributions to contaminated projects. It is noted that specialist support may include deliverables that would be used by the consultant SQP to develop documentation. An Affiliate Member should provide a statement from the engaging consultant confirming the contribution made by the company/organisation's involvement in the project;
- b.  For research establishments an outline of research and publications is required along with a statement of how the former benefits the contaminated land industry. A program of research should also be provided to ensure a plan for continued involvement with the industry.
- c.  Local government and regulators shall provide a statement of their duties and involvement with contaminated land consultancies signed by the unit director.

**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 Affiliate membership dues for ACLCA Queensland Chapter are calculated on the \*number of staff your business has involved in the area of contaminated land.

- Annual fee: \$200 per person.  
\*Full-time equivalent working in contaminated land practice in Queensland
- Joining fee: \$500 for new approved affiliate membership submitted after 1 July 2023.

## 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 Chapter) 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) Involvement in Contaminated Land Projects.

If the M&E Sub-committee identifies any issue with the application, or considers that



Australian  
Contaminated  
Land Consultants  
Association  
Queensland

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.

**NOTE::** Application Review Process timeline up to 8 weeks.

If you have any queries please contact:

**ACLCA QLD Executive Officer:**

Jennifer Ingham  
PO Box 3166– TARRAGINDI Qld 4121  
T: 0421 714 449

[qld@aclca.com.au](mailto:qld@aclca.com.au)  
[www.aclca.org.au](http://www.aclca.org.au)



Australian  
Contaminated  
Land Consultants  
Association  
Queensland

Appendix 1.

## **Prescribed organization under Schedule 8 of the QLD Environmental Protection Regulation 2008**

Australasian Radiation Protection Society  
Australian Institute of Agricultural Science and Technology  
Australian Institute of Geoscientists  
Australian Society of Soil Science  
Engineers Australia  
Environmental Health Australia  
Environment Institute of Australia and New Zealand  
Institute of Explosives Engineers  
Institution of Chemical Engineers Australia  
Institution of Engineering and Mining Surveyors Australia  
Planning Institute of Australia  
South Pacific Environmental Radioactivity Association  
The Australasian Institute of Mining and Metallurgy  
The Institution of Surveyors Australia

/

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

## **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 organize their work so as to merit and protect this trust.

To this end, our Affiliate 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.

Affiliate Members acting in accordance with this Code will have the support of the Association. This Code of Practice applies to all work associated with contaminated land by Affiliate Members of the Australian Contaminated Land Consultants' Association Incorporated (ACLCA).

ACLCA is NOT a prescribed organisation (Appendix 1) under Schedule 8 of the Environmental Protection Regulation 2008 pursuant to section 564 and as such membership does not facilitate SQP status.

## **2. Definitions**

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

"Affiliate Members" means companies/organisations that are involved within the contaminated land industry but who are not directly consulting or are not currently consulting on contaminated land matters which have been admitted as a member of the association. The Affiliate Member is ineligible for voting rights and nomination to the Executive Committee.

"Companies/organisations that are involved within the contaminated land industry" means

- a) Specialist support areas (eg. risk assessment, air quality, geochemistry, hydrogeology, numerical modelling)
- b) Evolving companies (companies who do not currently have an SQP or do not have sufficient evidence to support a full company membership),
- c) Services (eg. laboratories / remediation contractors),
- d) Landfill and Hazardous Ground Gas
- e) Academia / research Institutes (eg. Universities, CRC Care, CSIRO),
- f) Local Government or State Regulator

"Site" means any location where an Affiliate Member proposes to or has actually carried out contaminated land support services.



“SQP” means Suitably Qualified Person. An SQP must have:

- current membership in a professional organisation prescribed under the EP Regulation – Schedule 8 (Appendix 1)
- qualifications and experience relevant to the regulatory function undertaken on a particular site.

### **3. Professional Competency**

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

- a. employ specialist environmental staff with recognised and relevant engineering, scientific or technical qualifications to perform Full Time Equivalent (FTE) support in the area of land contamination activities in Queensland;
- b. have staff who are undertaking specialist support or research functions who are a current member of a prescribed organization under Schedule 8 of the QLD Environmental Protection Regulation 2008 pursuant to section 564 (list appendix 1);
- c. have staff who have appropriate experience/competency for statement of support or research duties;
- d. develop and implement training plans for their staff to support the development of skills as contaminated land specialist support or in research; and
- e. ensure staff have familiarity with basic concepts, policy and legislation issues relating to contaminated land.

### **4. Ethical Standards**

Affiliate 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.

The Ethical Standards Policy statement shall include the following provisions that Members shall:

- a. contract to carry out any services only for which they have appropriate levels of competency and experience;
- b. not include in a report a statement that it knows to be untrue;
- c. not knowingly omit from any finalised report any information that would materially alter the conclusions that could be drawn from the report;
- d. 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;
- e. inform the client in writing should any member become aware of an issue that results material or serious environmental harm [as defined in the Environmental protection Act 1994 (EP Act)].

### **5. Qualifications**

Members shall undertake provision of contaminated land support services only when staff employed in tasks have:

- a. recognised and relevant engineering scientific or technical qualifications and/or appropriate experience for the duties they perform to 50% support in the area of land contamination activities in Queensland or have received appropriate in-house training to enable them to perform these duties;

- b. staff who are undertaking specialist support or research functions who are a current member of a prescribed organization under Schedule 8 of the QLD Environmental Protection Regulation 2008 pursuant to section 564 (*Appendix 1*):
- c. received in-house or external training in all relevant techniques to be used for tasks related to support or research duties and are familiar with and experienced in operating procedures or practices as documented in the Affiliate Member's quality system;
- d. acquired experience in previous similar work, or are supervised by a member of staff having such experience; and
- e. acquired familiarity with basic concepts, policy and legislation issues relating to contaminated land.

In addition, for companies/organisations to be eligible for Affiliate membership to the ACLCA, they must satisfy the Membership and Ethics Sub-Committee of the ACLCA Queensland Chapter that the company or part of the company has clients which are individuals or bodies other than the owners of the company, as determined by the Membership and Ethics Sub-Committee of the ACLCA Queensland Chapter.

Specifically, corporatised public authority firms or divisions of firms must:

- win a major part of their business through competition with other firms;
- meet the other ACLCA membership requirements; and
- agree to abide with the ACLCA Code of Ethics.

To allow the Membership and Ethics Sub-Committee of the ACLCA Queensland Chapter to assess the membership eligibility, corporatised public authority firms or divisions of firms may be requested to provide statements of the financial objectives and management arrangements for the firm. In considering such information, the Membership and Ethics Sub-Committee of the ACLCA Queensland Chapter shall be satisfied that the firm is a commercially independent entity financially and that it is separately managed.

## **6. Quality Management System (QMS)**

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

The Association shall maintain a list of the standard of quality management systems of each Affiliate member which shall be updated periodically.

In accordance with the requirements of their quality management system each Affiliate 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. Involvement Contaminated Land Projects**

**Affiliate Members shall provide documented evidence to the Association of the following:**

- a. The company/organisation's sample project final report including an overview of their contributions to contaminated projects. It is noted that specialist support may include deliverables that would be used by the consultant SQP to develop documentation. An Affiliate Member should provide a statement from the engaging consultant confirming the contribution made by the company/organisation's involvement in the project;
- b. For research establishments an outline of research and publications is required along with a statement of how the former benefits the contaminated land industry. A program of research

should also be provided to ensure a plan for continued involvement with the industry.

- c. Local government and regulators shall provide a statement of their duties and involvement with contaminated land consultancies signed by the unit director.

### **7.1 Environmental and Health & Safety Plan (EHSP) 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 EHSPs and SAPs have been prepared.

## **8. Annual Reporting to ACLCA**

Each Affiliate Member is required to submit an annual return and make payment of annual membership renewal fees as determined by the Association by the 1st of July of each calendar year.

Where an Affiliate Member fails to submit its annual return within the timeframe prescribed by the Association, the Membership and Ethics Sub-Committee of the ACLCA Queensland Chapter may suspend the member's benefits until such time as the annual return is received by the Association.

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;
- confirm that they have the appropriate insurance coverage in place for the work that they are undertaking.

## **9. Membership fees**

On admission to ACLCA Qld Membership, an Affiliate Member must pay a Membership fee as determined by the Membership and Ethics Sub-Committee of the ACLCA Queensland Chapter.

- i. If an Affiliate Member becomes a Member on or after 1<sup>st</sup> July in any calendar year, on becoming a Member, membership fees will be determined by quarterly year increments;
- ii. Renewal of annual membership fees are due before 1<sup>st</sup> July in each succeeding calendar year.

## **10. Payments due to the ACLCA Qld**

All payments due to ACLCA Qld by Members, are to be made within 28 days of the invoice date. The Association reserves the right to charge an additional 10% of the invoice amount per month (or part thereof) for any late payments.

## **11. Non-conformance with Code of Practice**

In the event that the ACLCA Qld receives a complaint from an identifiable third party (e.g. DES, a client, or a member of the general public) that an Affiliate 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 Qld ("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 Affiliate 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 Affiliate 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 Affiliate Member has contravened this Code of Practice.
  - h. After hearing and considering any representations made by the Affiliate 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 ACLCA Qld'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 Affiliate Member is proved:
    - i. counsel the Member; or
    - ii. reprimand the Member; or
    - iii. terminate the Member's membership of the ACLCA Qld.
  - k. The Executive must provide a written statement of the decision made in the proceedings before it to the Affiliate 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 an Affiliate Member's membership of the ACLCA Qld is terminated, the Affiliate Member shall not be entitled to any repayment of any remaining membership fees and will not be permitted to reapply to the ACLCA Qld for readmission for at least 12 months from the date of termination.

**NOTE:** The provisions set out above are designed to ensure that the Affiliate Member is accorded "natural justice" (or "procedural fairness") before any decision is made by the ACLCA Qld 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 ACLCA Qld 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.

## 12. Confidentiality

All Affiliate Member information will be treated in a professional and confidential manner

## 13. Acceptance of this Code of Practice

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

.....  
Signed and dated

.....  
Witnessed and dated

.....  
Please PRINT NAME and TITLE

.....  
Please PRINT NAME

.....  
PRINT Company Name

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

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

.....  
Please PRINT NAME and TITLE

.....  
Company Name

## **Appendix 1.**

### **Prescribed organization under Schedule 8 of the QLD Environmental Protection Regulation 2008**

Australasian Radiation Protection Society  
Australian Institute of Agricultural Science and Technology  
Australian Institute of Geoscientists  
Australian Society of Soil Science  
Engineers Australia Environmental  
Health Australia  
Environment Institute of Australia and New Zealand  
Institute of Explosives Engineers  
Institution of Chemical Engineers Australia  
Institution of Engineering and Mining Surveyors Australia  
Planning Institute of Australia  
South Pacific Environmental Radioactivity Association  
The Australasian Institute of Mining and Metallurgy  
The Institution of Surveyors Australia  
The Royal Australian Chemical Institute