



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

ASSOCIATE MEMBERSHIP APPLICATION FORM

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

Associate Membership has been determined as a potential option for individuals associated with contaminated land and former consultants 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 Associate Members to keep up to date with the needs of the industries that the Members operate in.

Associate 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.

Associate Membership Model: Open to individuals that have a contaminated land background and still operate within the contaminated land industry (but are not actively consulting on contaminated land matters).

The Associate Member is ineligible for voting rights and nomination to the Executive Committee.

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

1 Eligibility

ACLCA Queensland Branch Associate Membership is open to individuals that can demonstrate that they

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

Q.1 i) Do you have a background in / understanding of contaminated land management?

Yes No

ii) 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 to ACLCA Qld.

Q.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 to ACLCA, however your business may be eligible for Full Membership (please contact the ACLCA Executive Officer)
 If you answered **No** to this question, please proceed to Section 2.

2 Acceptance of ACLCA Code of Practice and Ethical Standards Policy

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

Q.3 Are you willing to accept ACLCA's Code of Practice 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 to ACLCA.

3 Applicant Details

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

| | |
|--|--|
| Name and title of Applicant: | |
| Contact Address: | |
| Phone & Fax number: | |
| Email Address: | |
| Name of the Company you work for– <i>(if applicable)</i> : | |
| ABN Number: | |

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

Q.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:

- Q1 Signed statement demonstrating your familiarity with basic concepts, policy and legislation and issue relating to contaminated land.
- Q2 Signed statement with your application that your company's core business is NOT contaminated land consulting and that it has less than 0.5 FTEs working in this area.
- Q3 Signed copy (by the applicant) of ACLCA Code of Practice and Ethical Standards Policy.
- Q4 Curriculum vitae (including copies of qualification documents and experience in contamination issues).
- Q4 Position description of applicant.
- Q4 Industry memberships / affiliations (if any).

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.

5 Annual Fees and Dues

The annual individual membership fee for Associate Membership of the ACLCA Queensland Branch is \$200 (inclusive of GST)

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

6 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 Subcommittee (M&E Subcommittee) considers the Associate Membership application in the first instance.

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

- (a) Conformance with Code of Practice;
- (b) Professional Qualifications (including evidence of contaminated land knowledge and experience); and
- (c) Confirmation that the applicant is not actively consulting on contaminated land matters.

If the M&E Subcommittee 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 Subcommittee. The applicant will be invited by the M&E subcommittee 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 Subcommittee to the ACLCA Executive Committee, together with the M&E Subcommittee's recommendations. The Committee then votes on whether the application meets associate membership requirements.

If the application is successful, the Committee requests the applicant to provide full payment of 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
E: qld@aclca.com.au



Appendix 1

Prescribed organisation 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

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

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 judgment 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.

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

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

Associate 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 Associate Members of the Australian Contaminated Land Consultants' Association Incorporated (ACLCA) QLD in the field of contaminated land.

2. Definitions

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

"Associate Member" means individuals who have been admitted as an Associate Member of the Association and have demonstrated that they:

- a. have a contaminated land background; and
- b. undertake operations within their business that involves land contamination issues.

"Committee of Management" means the Executive Committee and up to 8 ordinary members committee members elected from representative member companies.

"Executive Committee" means elected officials from representative member companies holding office-bearer positions namely the President, Vice-President, Secretary and Treasurer.

3. Professional Relevance

In respect to acceptable levels of professional and technical relevancy, Associate Members shall

demonstrate:

- a. a background in contaminated land; and
- b. current business / employer involvement with contaminated land issues.

4. Ethical Standards

Associate Members of ACLCA operate within ethical standards including accordance with relevant legislation. They will

- 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 is known 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 themselves on relevant legislation, guidelines and codes and any changes made to such either directly or via consultation with Full Members, the Association or others as appropriate.

5. Annual Reporting to ACLCA

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

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

6. Membership fees and Payments

On confirmation of Membership to the ACLCA Qld, an Associate Member must pay a Membership fee as determined by the Membership and Ethics Sub-Committee of the ACLCA Queensland Branch, due on the date of confirmation of membership and due on this date each succeeding calendar year

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,

7. Non-conformance with Code of Practice

In the event that the ACLCA Qld receives a complaint from an identifiable third party (e.g. DESI, 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 ACLCA Executive Committee (Executive Committee) will investigate the complaint:
- b. The Executive Committee may choose to delegate the investigation process to the ACLCA Membership and Ethics Subcommittee who would act as advisory to the Executive Committee. Delegation of an investigation would be triggered in an acting member (or their company) of the Executive Committee is the subject of the alleged Code of Practice contravention.

- c. The Executive Committee may, however, decide to take no action concerning a complaint if the Executive Committee 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.
- d. Where the Executive Committee decides to take no action concerning a complaint, the Executive Committee shall notify the complainant and give the reasons for the decision.
- e. Where the Executive Committee decides to investigate a complaint, the Executive Committee 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.
- f. The notice must indicate that the member may make representations to the Executive Committee before a specified date being a date that is reasonable in the circumstances of the case.
- g. The member may, in accordance with any such notice, make representations to the Executive Committee.
- h. The Executive Committee 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.
- i. After hearing and considering any representations made by the member, the Executive Committee, 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.
- j. 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.
- k. 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 associate member's membership of the ACLCA Qld.
- l. 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.
- m. 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.
- n. Where an associate member's membership of the ACLCA Qld 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 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 an Associate Member is accorded "natural justice" (or "procedural fairness") before any decision is made by the ACLCA Qld which might affect the Associate 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 Associate 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 Associate Member of all of the details of any complaint made against the Associate Member or of the investigations of its officers. However, the Associate 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.

8 Confidentiality

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

9 Acceptance of this Code of Practice

Associate Members are required to sign and date this Code of Practice and have this witnessed as appropriate, with the original provided to the ACLCA Qld Executive Officer.

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 Signed and dated Witnessed and dated

.....
 Please PRINT NAME and TITLE Please PRINT NAME

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

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 Please PRINT NAME and TITLE Company Name and Date