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.**

Australian Contaminated Land Consultants Association Queensland

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 <u>Q.6.</u>

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 / organisation 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.
d. ☐ Laboratories, whenever possible, to provide accreditation to ISO 17025 for all analytical procedures and matrices for the analytes of concern, from the National Association of Testing Authorities (NATA) or one of its mutual recognition agreement partners in accordance with Schedule B3 of NEPM (NEPM, 2013).

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 Subcommittee (M&E Subcommittee) 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 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 Sub-committee. 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 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 612 Wellers Hill Qld 4121
T: 0421 714 449
qld@aclca.com.au
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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