



Australian Contaminated Land Consultants Association (Victoria) Inc.
ABN 32 603 120 925

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:	
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 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, as below.

No. of Staff*	Joining Fee	2010/11 Annual Dues	Total Payable
5 staff or less	\$400.00	\$840.00	\$1,240
6 to 15 staff	\$800.00	\$1,680.00	\$2,480
16 to 25 staff	\$1,200.00	\$2,520.00	\$3,720
26 to 35 staff	\$1,600.00	\$3,360.00	\$4,960
36 to staff or more	\$2,000.00	\$4,200.00	\$6,200

* Full-time equivalent working in contaminated land practice



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

The Treasurer
ACLCA (Victoria) Inc
PO Box 362
MALVERN VIC 3144

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, 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.



If you have any queries please contact:

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