

## **INSTRUCTIONS FOR COMPLETING NEW OR RENEWAL MEMBERSHIP APPLICATION**

This form is split into 3 sections:

Section 1 must be completed in full by new and renewing applicants.

Section 2 must be completed by new applicants only.

Section 3 must be completed by new members only and is only viewed by the executive.

Disputes between Members or disputes with parties outside of the Membership are assessed using documented procedures. Breaches of membership requirements may lead to membership of the AAAC being suspended or terminated.

Refer to AAAC constitution for membership requirements.

Please type or print in block letters with a black pen.

Please add further sheets where space is insufficient.

Please forward completed Application Form via email to: [secretary@aaac.org.au](mailto:secretary@aaac.org.au)

The applicant is the division, practice or group of acoustic consultants either as a standalone firm or distinct division of a larger firm.

The relevant section of the application must be completed in full.

The AAAC executive may require additional information to clarify the application. If reasonable requests are not complied with the application will not be assessed.

# SECTION 1 ABOUT THE APPLICANT FIRM / DIVISION

**1.1 TRADING NAME OF (APPLICANT) ORGANISATION**

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**1.2 BUSINESS NAME OF (APPLICANT) ORGANISATION**

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**1.3 LOCATION OF APPLICANT**

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**1.4 APPLICATION / RENEWAL DATE**

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**1.5 ADDRESS OF APPLICANT OFFICE**

<b>STREET</b>	
<b>POSTAL</b>	
<b>TELEPHONE</b>	

**1.6 CONTACT DETAILS (proposed / current representative)**

<b>NAME</b>	
<b>TELEPHONE</b>	
<b>EMAIL</b>	

**1.7 CURRENT PROFESSIONAL PRACTICE:**

Is the applicant office solely concerned with Acoustical Consulting?

Yes

No

If "NO" % \$ Acoustical Consulting?

% \$ Other Activities?

Note that applicants are the acoustic practice and not the overall professional consulting services company

**1.8 MANAGEMENT STRUCTURE**

(including Acoustics Division and Branch Offices. Attach diagram if necessary.)

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**1.9 NAMES OF ALL PARTNERS / DIRECTORS / MANAGERS:**

Provide details of academic qualifications, acoustics experience, areas of responsibilities, and location - attach list if necessary. (Note that this applies to the acoustic practice and not the parent company where additional professional services are provided).

	Name	Position / Responsibility	Qualifications	Experience
Applicant Office				
Support (if applicable)				

**1.10 MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS OF PARTNERS / DIRECTORS / MANAGERS (as listed in Item 1.9):**

(Name of Institution / Society / Association; Grade of Membership; Years in Grade)

	Name	Professional Associations	Grade of Membership	Years in Grade
Applicant Office				
Support (if applicable)				

**1.11 NAMES OF OTHER DIRECTORS / SHAREHOLDERS / PRINCIPALS:**

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**1.12 RELATED OR ASSOCIATED ORGANISATIONS OR PRINCIPALS:**

Does the Firm / Company or any Partner / Director engage in or have any interest in or any association with a firm engaged in any process of materials supply, manufacturing, construction, erection or supply or any form of contracting?

Yes  No  If "YES" give full details

Does the Firm / Company or any Partner / Director engage in or have any interest in or any association with a firm engaged in any equipment or technical measurement systems sales or supply?

Yes  No  If "YES" give full details

If NO to any of the above, please give details.

**1.13 STAFF NUMBERS (Acoustic practice):**

Partners / Directors

Professionally Qualified Staff

Technical Staff

Administrative Staff

Applicant Office	Other Office Support

(Note the applicant office is the acoustic division in the case of firms providing other professional services)

**1.14 REPRESENTATION ON AUS/NZ STANDARDS COMMITTEES & WORKING GROUPS:**

Are any members within the applicant office on any AS/NZS Committees or Working Groups which review acoustic standards?

Yes  No  If "YES" give full details

**1.15 TRAINING & CONTINUING EDUCATION:**

Does the company conduct internal and / or external training schemes?

It is a requirement that AAAC members ensure that principals, managers and staff keep up-to-date on legislation, standards, calculations and prediction procedures and measurement methodologies.

**INTERNAL:**

Yes  No  If "YES" give full details

Number of training sessions per year

Average duration, hours

Average number of attendees

How are presentation details stored or distributed to others


**EXERNAL:**

Yes  No  If "YES" give details of type of course and number of attendees:

Technical software use and application

Drafting or graphics software

IOA / AAS / ASNZ acoustic courses

Business Management / Administration

Overseas training courses

Conferences & Seminars

Equipment use and measurements


**Continuing Education / Professional Development**

Does the company actively encourage and support continuing professional development (CPD) by allowing and supporting staff to undertake continuing education?

If "YES" give details of type of course and number of attendees:

	Yes	No	Comment
Provision of study time to an agreed level.	<input type="checkbox"/>	<input type="checkbox"/>	
Support by financial or other means for books, attendance etc.	<input type="checkbox"/>	<input type="checkbox"/>	
Attainment of Professional Study CPD times (50 hrs per year)	<input type="checkbox"/>	<input type="checkbox"/>	
Study for membership of related disciplines; eg. Planning, engineering, applied sciences, musical or construction	<input type="checkbox"/>	<input type="checkbox"/>	
Does the majority of your organisation undertake CPD? If not, give percentage	<input type="checkbox"/>	<input type="checkbox"/>	
Do those undertaking CPD achieve graduate degree or post-degree status? If so, provide details	<input type="checkbox"/>	<input type="checkbox"/>	

**1.16 QUALITY ASSURANCE:**

Is a documented Quality Assurance System (QAS) used by the Firm / Company / Acoustic Practice?

Yes  No

Is the QAS certified by a third party?

Yes  No

Are all key documents peer reviewed?

Yes  No

**1.17 PROFESSIONAL & TECHNICAL RESPONSIBILITIES:**

Are any of the Partners / Directors aware of any circumstances which have resulted in or may result in any claim being made against the Firm / Company, its present or former Partners / Directors or predecessors?

Yes  No  If "YES" give full details

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**1.18 PROFESSIONAL INDEMNITY INSURANCE:**

With Whom Insured

Date of Expiration of Policy

Amount Insured

Any Special Conditions


**1.19 PUBLIC LIABILITY INSURANCE:**

With Whom Insured

Date of Expiration of Policy

Amount Insured

Any Special Conditions


**1.20 DECLARATION BY APPLICANT**

I/We being Acoustical Consultants and being eligible in terms of the Association's Constitution declare that the particulars set out in this document are correct in all respects and I/we further declare that we comply with Paragraph 3.02 to 3.05 (membership condition, attached) of the AAAC Constitution.

We agree to provide information as requested to support our application. We understand the process for assessing applications and the objectives of the AAAC which must be met by all applicants.

We have read and signed the Code of Professional Conduct form overleaf.

Signature:

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Date:

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# OUR CODE OF PROFESSIONAL CONDUCT

If you have any questions about this code, please contact the Executive.

## Introduction

An essential characteristic of a profession is the need for its members to abide by a Code of Professional Conduct or Ethics.

The AAAC requires its members to subscribe to the following set of values and ideals which uphold and advance their profession. This Code provides guidance and support to AAAC members to ensure that they practice with the highest ethical and professional standards in order to support the community they serve.

Members of the Association of Australasian Acoustical Consultants agree to the following:

## Professional Standards

- To maintain the standards of business and personal conduct reasonably expected of a professional
- To act with professional responsibility and integrity in my dealings with the community and clients, employers, employees and students
- To provide professional opinions in an objective and truthful manner, avoiding statements that may be demeaning, misleading or unethical
- Not to misrepresent one's skills and experience
- To undertake work only in areas of competence, unless the client is informed of the member's limitations
- To maintain a proper sense of responsibility to the client, broader community, employees, the profession and the environment
- To treat other members of the AAAC with professional respect
- To refrain from public criticism of another member of AAAC

## Confidentiality and Disclosure

- Agree not to disclose confidential client information without permission
- Not to disclose any financial matters relating to a client without permission or required by law
- Disclose any conflict of interest or potential conflict of interest prior to undertaking an assignment



## **Fair Competition**

- When carrying out a review of another Member's work, take reasonable steps to inform the other Member that a review has been requested
- Prior to taking over another Member's work on a project, invite the client to notify that Member that their involvement has been discontinued
- AAAC members shall abide by the Competition and Consumers Acts by promoting fair and efficient competition for business and protection for consumers.

## **Professional Opinion and Competence**

- Provide professional opinion and responsible comment on another's work when called to do so, exercising restraint in the review and confining the opinion to those points that are truly relevant and objectively important
- To take responsible steps to ensure that a client who overrules or neglects the Member's advice is made aware of the possible consequences
- To avoid being placed under an obligation to a third party in dealing with a client, and to refuse anything of substantial value from a third party
- Not knowingly omit from any finalised report any information that would materially alter the conclusion that could be drawn from the report
- Ensure that staff are qualified and competently trained to handle the assigned task
- Ensure that I take all reasonable steps to maintain my own professional development

Signature:

Date:

Member Firm:

## **SECTION 2 – NEW APPLICANTS ONLY**

### **MEMBERSHIP ASSESSMENT PROCESS**

The AAAC employs a rigorous membership assessment process to ensure new members fully comply with the objectives and requirements of the AAAC constitution. Information provided by the applicant and the existing members will be used to assess if new and renewing applicants will meet the requirements of the AAAC.

For clarity the objectives of the AAAC are:

- (a) To inform the public of the role and responsibilities of Acoustical Consultants and in particular the services which such consultants provide.
- (b) To establish and encourage adherence to standards of professional behaviour and conduct for acoustical consultants.
- (c) To provide members with a forum for exchange of information on matters relating to acoustics.
- (d) To cooperate and liaise with other Associations and bodies with respect to matters of mutual acoustical interest.
- (e) To inform and protect the community by discouraging, clarifying, negating or questioning unclear inaccurate or unproven representations of an acoustical nature.
- (f) To cooperate and liaise with authorities and associations having similar or analogous interests and in so doing, to contribute to the establishment, maintenance and application of standards, laws and registrations.
- (g) To encourage amongst the members of the association a high professional standard in all matters of practice including the calibration and use of instruments, measuring techniques and data processing employed by acoustical consultants.
- (h) To promote the welfare of acoustical consultants and the common interests of the members of the association and to do all such things as may be meaningful and lawful from time to time. The process for assessing applications and elevation to member (if approved) is:
  - i. The applicant for membership shall present the qualification held and particulars of relevant experience to the Association.
  - ii. The Executive Committee of the Association shall; if satisfied with the applicant's qualifications, experience and professional conduct; advise all members of the Association of the applicant's application. This would occur at either the Mid-Year meeting or Annual General Meeting, as such there are only two possible entry points within a given year. So that existing members can make an informed decision, a copy of the applicant's application shall be forwarded to such existing members as request a copy from the secretary.
  - iii. If within 30 calendar days of this advice no objection has been received from the Members of the Association, the applicant shall be deemed to be a Member of the Association within such category of membership as shall have been determined and subject to the payment of appropriate dues and joining fees.

- iv. Should there be an objection, the Chairman and one other member of the Executive Committee appointed by that Committee, shall hear the objector or a representative of Objectors to elicit the nature of the objection. The Chairman shall then advise the Executive Committee of the nature of the objection and that Committee shall reconsider the application. If the Committee is then satisfied with the applicant's qualifications, experience and professional conduct, then the applicant shall be deemed to be a Member of the Association within such category of membership as shall have been determined and subject to the payment of appropriate dues and joining fees.
- v. The Association reserves the right to give no reason for its decision.

The executive at its sole discretion may consider membership of an equivalent technical society to the Australian Acoustical Society or Acoustical Society of New Zealand as the basis for the Manager or Principal's qualifications. The applicant shall provide sufficient information for the Executive to make this determination.

The quality of reports and assessments in the public domain as produced by the applicant may be used in forming an opinion as to whether the applicant meets the objectives of the AAAC.

**NAME OF APPLICANT**

**LOCATION OF APPLICANT**

**DATE OF COMMENCEMENT OF APPLICANT OFFICE**

**NAME OF CURRENT PARTNER / DIRECTOR / MANAGER**

Notes:

1. Please attach details / CV.
2. If in current position for less than 5 years, please provide details of previous Partners / Directors / Managers.
3. The date of commencement, is the date when the applicant office started trading with a full time employee, located on a full time basis, and appropriate levels of insurance are maintained as decided by the AAAC executive from time to time in accordance with the Constitution.

**2-1 SCOPE & FACILITIES:**

Give details of Firm's activities, fields of practice, specialised and unusual work areas, field and laboratory instrumentation, facilities, etc.

**2-2 MAJOR ASSIGNMENTS / CLIENTS / EXTENT OF WORKS:**

Attach list of major contracts undertaken during the last 5 years.

***(a) Major assignments undertaken by applicant office***

Attach information regarding Major assignments undertaken during the last 5 years.

***(b) Major assignments undertaken by supporting organisation (if applicable)***

Attach information regarding Major assignments undertaken by supporting organisation (if applicable) during the last 5 years.

**2-3 ADDITIONAL INFORMATION**

Attach (if applicable) additional information you believe is relevant to this application. (Limit 3 pages)

## 2.4 REFEREES:

Names of two Referees who are personally familiar with the Applicant and the Practice, and who are members of the Association, who may be contacted by the AAAC Executive concerning this Application. The applicant shall notify the Referees prior to submitting this application.

1.

2.

(The Executive may seek views from other AAAC members on the applicant).

Signature:

Date:

## **SECTION 3 – NEW APPLICANTS ONLY**

### **– COMMERCIAL-IN-CONFIDENCE**

Has the applicant office been in continuous independent practice for the previous two years with at least one full time employee?

Yes  No

Please state the total turnover of the applicant as a ratio of total salary costs (prior to superannuation) for the last financial year.

Please advise the average salary cost per person for the last financial year and number of staff.

Please confirm that the applicant office does not receive more than 50% of its annual income from a single client or parent company.

Yes  No

## EXTRACT FROM THE AAAC CONSTITUTION – MEMBERSHIP CONDITIONS

5. Membership at Member grade may be granted to consultancies structured as:
  - (a) Sole Practitioners
  - (b) Partnerships
  - (c) Incorporated companies
  - (d) Separated and distinct groups or divisions of partnerships or companies
  - (e) Such other structure as is acceptable to the Association
  
6. Members shall conform to the following:
  - (a) The principals, partners and directors taking technical responsibility for each consultancy shall be a corporate Member of the Australian Acoustical Society or Acoustical Society of New Zealand. Each such person shall also satisfy the Association that they hold a recognised tertiary qualification in a discipline pertinent to acoustics and / or have the professional experience to practice acoustical consulting in the area of work undertaken by the consultancy.
  - (b) Each consultancy shall have demonstrated the ongoing economic and professional viability of the consultancy by having been in practice for the previous two years, except that when a consultancy divides and the principals of that consultancy become principals of separate consultancies, the need for a further two year waiting period may be waived at the discretion of the AAAC Executive Committee. Similarly, when a Member consultancy merges with another consultancy, or takes in another partner and the consultancy structure and name change; the two year viability establishment period may be waived at the discretion of the AAAC Executive Committee. Similarly, when a principal, partner or director taking technical responsibility for a Member firm leaves that Member, to either start a new branch office of the firm or to start a completely separate consultancy, the two year viability establishment period may be waived at the discretion of the AAAC Executive Committee.
  - (c) Full membership and separate representation may be granted to a branch office which has common or part common ownership by a AAAC Member consultancy, provided that it meets all the other conditions of ORDINARY MEMBERSHIP of this constitution; and further provided that only one vote may be recorded by that group of two or more consultancies when voting on Constitutional changes. Common or part-common ownership means that a Principal / Partner or shareholder of one consultancy is a Principal / Partner or shareholder of another consultancy.
  - (d) Where a Member consultancy has two or more divisions the name of each consulting division shall indicate that it is related to, or is a division or branch of the other consultancy or consultancies.
  - (e) No two members of the Association; as distinct from divisions of a Member, shall have names which are sufficiently alike as may result in confusion in the public's mind.
  - (f) Members shall conform to the CONTINUING MEMBERSHIP REQUIREMENTS of this constitution.
  - (g) The consultancy shall be based in Australia or New Zealand.
  
7. Membership (International) may be granted to an Acoustical Consultant resident or normally resident outside Australia or New Zealand and in other respects complying with the requirements of ORDINARY MEMBERSHIP.