



Landscape Accreditation Scheme Application Form - CONTRACTOR

Businesses involved in the landscape industry are invited to become an Accredited Landscape Business.

There are two types of Accredited Landscape Businesses:

1. Accredited Landscape Contractor – for businesses involved in structural, horticultural and maintenance landscaping
2. Accredited Landscape Supplier – for businesses which supply materials in the landscape industry, such as turf, plants and landscape materials

This application form is used for **Landscape Contractor** businesses wanting to get their business third party accredited by Landscape Queensland Industries Inc.

For further information about requirements and assistance in completing this application please contact Landscape Queensland Industries Inc. on 07 3286 1746. The Landscape Accreditation Scheme Administrator can also work through the application with you to save time and answer any questions as they arise, and can verify the authenticity of documentation on the spot.

WHY SHOULD MY BUSINESS BE ACCREDITED?

Improve customer confidence and enhance the status and recognition of your business by becoming accredited. You will have your business independently assessed to ensure it meets the high standards expected of a leading business. This gives you the ability to demonstrate to clients that your business has the recognised technical and business skills to undertake the work required to the high standard necessary to give you a market advantage over your competitors. Improved customer relations and business reputation will help secure repeat business.

Accreditation shows clients that your business:

- offers a high quality product
- the experience and knowledge of your staff can perform the required work to high standards
- provides consistently high quality product and service
- strives to maintain a high level of professionalism by all staff members
- has a demonstrated commitment to efficient and environmentally conscious water, environmental, and soil management
- adheres to all relevant legislation and industry best practice
- has sound business practices and strives to continually improve them

In addition you will receive:

- Complimentary use of the Landscape Accreditation Logo to use on your promotional material, stationary and signage
- Your accreditation status displayed where-ever your membership details are advertised by Landscape Queensland Industries Inc.

THE ACCREDITATION PROCESS

To become an Accredited Landscape Business you will need to demonstrate that your landscape business meets high standards in both business and technical skills and knowledge.

Pathways to Landscape Accreditation

There are two pathways for your business to become accredited – the Fast Track Pathway and the Accreditation Validation Pathway.

If you already have systems in place that demonstrate compliance with Landscape Accreditation Scheme requirements in either or both business and technical management components, you can take the Fast Track Pathway. If this approach is not applicable to you, then you can become accredited through the Accreditation Validation Pathway. In this pathway you are required to fill out a questionnaire and you will receive a score which will determine if you qualify for accreditation.

Accreditation Continual Professional Development (CPD) Points Accrual

Accreditation is valid for two years and you are invited to renew your Accreditation after this time.

Each Accredited business is required to accumulate **25 CPD** points over the two year period in order to renew their accreditation. CPD points can be accrued by any member of staff and recorded in the CPD Logbook. Evidence of staff attendance is required and will be checked at time of renewal. For a full list activities that accrue CPD points, go to www.landscapequeensland.com.au or contact Landscape Queensland on (07) 3286 1746.

Queensland Building Services Authority Licence

For those involved in structural landscaping work, you are required to possess a relevant Queensland Building Services Authority (BSA) licence to perform your work. It is a requirement of Landscape Accreditation to hold a current BSA licence if you are legally required to do so. Several current BSA Licence Grades and Classes of grades are considered appropriate for accreditation. You or your business may hold several licences.

Appropriate Licence Grades:

- Builder Licence
- Builder Restricted
- Trade Contractor Licence
- Supervisor Licence
- Site Supervisor licence
- Nominee Supervisor Licence

Appropriate Classes:**Builder**

- Builder - Open

Builder Restricted

- Builder Restricted to Structural Landscaping
- Builder Restricted to Special Structures

Trade Contractor

- Structural Landscaping (Trade)
- Brick and Segmental Paving
- Bricklaying and Blocklaying
- Carpentry
- Concreting
- Drainage
- Irrigation
- Non-Structural Metal Fabrication and Installation
- Plastering Solid
- Plumbing and Drainage
- Roof and Wall Cladding
- Sheds, Carports and Garages
- Stonemasonry
- Structural Metal Fabrication and Erection

Information to provide

To validate your application, documentation will need to be authenticated by the Landscape Accreditation Scheme administrator. Therefore you will need to either have the Landscape Accreditation Scheme administrator site original documents or you will need to provide copies of required documents. Copies of all documentation submitted must be notarised by a Justice of the Peace, or verified by a Solicitor, General Practitioner or Accountant. For large documents (such as Business Plans, Quality Management systems etc) only copies of the title and contents pages, and overview if appropriate, need to be submitted.

NEED HELP?

if you need help completing this application, please look through the Frequently Asked Questions, available from www.landscap queensland.com.au or contact Landscape Queensland Industries Inc. on 07 3286 1746. The Landscape Accreditation Scheme Administrator can also work through the application with you to save time and answer any questions as they arise, and can verify authenticity of documentation on the spot.

ADMINISTRATIVE DETAILS

Applicant Details

Registered Business Name: _____

Trading Name: _____

Australian Business Number (ABN): _____

Australian Company Number (ACN): _____

Web Site _____

Landscape Queensland Industries
Inc. Membership Number _____

Address Details

Street address
(Head Office): _____

Postal address: _____

Phone No.: _____ Fax No.: _____

Email: _____

Locations of other offices (if applicable - attach a separate page if needed)

Street address: _____

Postal address: _____

Phone No.: _____ Fax No.: _____

Contact Person/s (attach a separate page if needed)

Name: _____

Position title: _____

Phone No.: _____ Fax No.: _____

Mobile No.: _____

Email: _____

Partners/Significant Individuals of the Business

Full name	Position held	Office location

Health, Safety and Environment

In progressing with this application do you acknowledge that you:

- comply with the Workplace Health and Safety Act (1995) and all Associated standards
- comply with the Environmental Protection Act (1994) and all Associated legislation
- comply with the Workcover Act (1996)
- comply with all regulations related to the movement of plants/soil/products that may harbour pests weeds or diseases.

Yes

No

Industry Licensing or Registration

List details of all relevant Licences or Registrations, including Queensland Building Services Authority Licences (BSA), that have been issued in the name of the company/applicant
(provide copy of relevant documentation)

Issuing Body	License type	Licence No.	Expiry date

Business Insurances/Certificates

List all details of all relevant insurance that have been issued in the name of the company applicant (*provide copy of relevant documentation*)

Type	Insurance provided	Expiry date
Public Liability Insurance		
Professional Indemnity Insurance		
Workcover Policy/ Private Accident/ Illness Insurance		
Certificate of Registration of a Workplace		

Has the Owner/Partner or any Significant Individual of the Business ever:

Been bankrupt?	Yes/No
Entered into a debt agreement under Part IX of the Bankruptcy Act 1966?	Yes/No
Entered into a composition, deed of arrangement or deed of assignment under Part X of the Bankruptcy Act 1966?	Yes/No
Been a Significant Individual of another entity's affairs at the time, or within 12 months of the time that it was either declared bankrupt, entered into a debt agreement under Part IX of the Bankruptcy Act 1966 or entered into a composition, deed of arrangement or deed of assignment under Part X of the Bankruptcy Act 1966?	Yes/No
Managed or been a Significant Individual of another company's affairs at the time, or within 12 months of the time it was placed in either receivership, administration, official management, under a deed of company arrangement, in liquidation or wound up for the benefit of creditors?	Yes/No
Been prohibited or is presently prohibited from managing a company by an order of the Australian Securities and Investment Commission or has an investigation pending?	Yes/No
Been subject to an order of a court in relation to an entity under the Corporations' Law?	Yes/No
Been convicted of an offence under the Corporations' Law?	Yes/No
Been the subject of disciplinary proceedings, preliminary investigation or actions that have led, or may lead, to disciplinary proceedings in relation to or associated with, building work?	Yes/No

If you answer 'Yes' to any of the above, please provide relevant details:

Full name	Details

Other Information

If you or any of your staff have Certified Landscape Professional status, please provide details:

Certification Class	Name of Person/s	Certificate Number
Certified Landscape Professional – Horticulture (CLPH)		
Certified Landscape Professional – Structural (CLPS)		
Master Landscape Professional (MLP)		

If your business has achieved Accreditation status with other authorities, please provide details.

Authority/Body

Declaration

The Terms and Conditions of the Landscape Accreditation Scheme form part of this application. By signing this form to become an Accredited Landscape Business and returning the declaration means you have read, understood and accepted them. To get a copy of a copy of the Terms and Conditions visit www.landscapequeensland.com.au or contact Landscape Queensland Industries Inc. on 07 3286 1746.

According to the Privacy Act of 1988, Landscape Queensland Industries Inc. requires written permission from applicants to view private documents and discuss matters relating to their Landscape Accredited Business application. Landscape Queensland Industries Inc. will treat all documents as commercial-in-confidence and will not disclose your details to any unauthorised party.

Landscape Queensland Industries Inc., the Landscape Accreditation Scheme Administration Provider and representatives will only conduct discussions with relevant parties as required. Should further documentation be required, the scheme administrator will contact the applicant direct.

I hereby apply for Landscape Accreditation recognition status on behalf of

(business name)

in accordance with the following:

1. **I agree to Accreditation Scheme Terms and Conditions (receipt of which is acknowledged), as varied from the time to time, and agree to maintain the standards of an Accredited Landscape Business.**
2. **I warrant that the information provided in this form is true, complete and correct and will give prompt written notice to the Landscape Accreditation Scheme Administrator of any change in such information**
3. I accept that a Credit Reference Check on the applicant business may be carried out as part of entry conditions.
4. I understand that the fees and charges are non-refundable, may vary from time to time and are payable in relation to my application for and achievement of Accredited Landscape Business status.
5. I indemnify and release Landscape Queensland Industries Inc., the Administration Provider and employees, contractors and agents against any claims in accordance with the Terms & Conditions.
6. I give authority to Landscape Queensland Industries Inc., and representatives to view all documents and discuss with relevant parties the evidence of submitted to substantiate the application.

Signature of
Representative: _____

Print Name: _____

Position: _____

Date: _____

PATHWAYS TO ACCREDITATION

There are two pathways for your business to become accredited – the Fast Track Pathway and the Accreditation Validation Pathway.

THE FAST TRACK PATHWAY TO ACCREDITATION**Fast Track Pathway 1**

If your business has Quality Management System, you may skip Section 1: Business Management and go straight to Section 2: Technical Knowledge. Acceptable Quality Management systems include the International Standard Organisation (ISO) ISO9000 family of generic quality management standards.

Information to provide:

- Quality Management System/s
- relevant Insurance Certificates/Licences
- BSA Licence
- Other Industry licences if appropriate

Fast Track Pathway 2

If you have a Quality Management System and also have a Pre-Qualification Certificate (PQC) from the Queensland Department of Works, you may bypass Section 2: Technical and finalise your application.

Information to provide:

- Quality Management System/s
- Pre-Qualification Certificate
- Relevant Insurance Certificates/Licences
- BSA Licence/s
- Other Industry licences if appropriate

ACCREDITATION VALIDATION PATHWAY

If you do not qualify for either of the Fast Track Pathways of accreditation, you will need to follow the Accreditation Validation Pathway. The two tables below will guide you through this process. A series of questions in Section 1: Business Management will assess your business operations and procedures and Section 2: Technical Knowledge will assess your technical skills/knowledge.

There are several predetermined ways to answer the questions:

- a simple Yes/No
- a range of percentages or numbers or
- a code system as follows:
 - **N** = Never
 - **S** = Sometimes
 - **U** = Usually
 - **M** = Mostly
 - **A** = Always
 - **NR** = Not Relevant

Answer each question by marking the answer that best answers the question. There is only one answer per question. You will then get a score for each section which will be added to give you a final score.

Information to Provide

If appropriate, the following documentation may be required:

- Proof of Environmental Management as Environmental Management Plan/Environmental Policy/Procedures/Declaration
- Water Efficiency Management Plan (WEMP)
- Proof of sound Business Management such as a Business Management Plan/Declaration
- Proof of Workplace Health and Safety processes such as OHS Plan/Policy/Procedures
- relevant Insurance Certificates/Licences
- BSA Licence
- Other Industry licences if appropriate

SECTION 1: MANAGEMENT SKILLS

	1	2	3	4	5
1.1 Business Operations					
1.1.1 Business Operations: Management					
How developed is your business plan? If not fully completed please provide a statement.	N	S	U	M	A
Are annual financial plans prepared, actioned and monitored in your company?	N	S	U	M	A
Do you document the organisational staff structure, such as job title connected to each staff member?	No	-	-	-	Yes/NR
1.1.2 Business Operations: Systems					
How many of the following checklists and controls are documented and in use in your organisation? <ul style="list-style-type: none"> • tender and contract review • purchasing control • quality inspection of on-site products • condition of measuring equipment • internal records control 	0	1	2	3	4-5
Please list all Risk Management Systems in place (such as Pest, and Environmental Management Plans, including RIFA, Chemcert, OHS)?	-	-	-	NR	Yes
1.1.2 Business Operations: Contractual					
Are your projects done under a written contract?	N	S	U	M	A
Do you use: <input type="checkbox"/> a standard BSA Contract? Or <input type="checkbox"/> your own alternative document? Or <input type="checkbox"/> a client provided contract?	-	-	-	-	Yes
1.1.3 Business Operations: Performance					
Has your business grown in the last year?	-	-	No	-	Yes
Do you respond to enquiries from clients and potential new clients promptly?	N	S	U	M	A
Do you resolve complaints or defect claims from your clients within one month?	N	S	U	M	A
Please list any awards or accolades the business has been awarded?	-	-	-	NR	Yes

SECTION 1: MANAGEMENT SKILLS

	1	2	3	4	5
1.1.4 Business Operations: Experience					
How many years has your business been trading in Queensland under its current business name? If the company has changed name, please provide details of previous name change/s:	-	-	0-9	10-16	17+
How many combined years have the directors/principals of the business in relevant landscape industry experience in the workforce?	-	-	0-9	10-20	21+
1.1.5 Business Operations: Staff Competence					
Are skill audits (or training needs analysis) undertaken to identify gaps in your company's skill needs?	N	S	U	M	A
Does your company identify career pathways/career development for employees?	N	S	U	M	A/NR
Does your company carry out employee performance appraisals at least once per year and keep records of these?	No	-	-	-	Yes/NR
Do you or your staff represent the industry on peak or advisory bodies?	-	-	-	-	Yes
1.2 Workplace Health and Safety					
Are you and your staff informed and trained in Queensland Workplace Health and Safety (WHS) requirements?	No	-	-	-	Yes
Is there a staff member who is responsible for all WHS issues for the business? This person can be yourself.	No	-	-	-	Yes
Does the company office and all on-site vehicles carry appropriate First Aid Kits?	No	-	-	-	Yes
Do you keep accurate records of ALL accidents and incidences that occur in the workplace?	No	-	-	-	Yes

SECTION 1: MANAGEMENT SKILLS

	1	2	3	4	5
1.3 Environmental Management					
Does your business have any Environmental Management Plans/ Policies/ Procedures /Activities, including water and energy efficiency measures, containment of waste, Environmental Risk Assessment, environmental management plans for each worksite etc? Please list:	No	-	-	NR	Yes
Does your business remove and dispose of waste responsibly?	N	S	U	M	A
Do you abide by all soil erosion and water management guidelines as dictated by both industry best practice and legislation?	N	S	U	M	A/NR
1.4 Water Management					
If required, do you have a Water Efficiency Management Plan? A WEMP is required if you use more than 10 ML of water per year per site or are a nursery or turf farm.	No	-	-	-	Yes/NR
When designing/installing irrigation do you take into consideration elements such as soil type, topography, plant species, natural rainfall, drainage, etc.	N	S	U	M	A/NR
1.8 Scores					
Add up the number of boxes marked in each column					
Section 1 Column Scores					
Multiply by	x1	x2	x3	x4	x5
	=	=	=	=	=
Section 1 Total Column Score					
Add all the Column Scores					
Section 1 Total Score					

SECTION 2: TECHNICAL SKILLS

	1	2	3	4	5
2.1 Qualifications of Staff					
Are the owners or supervisors qualified to Certificate III level or above?	No	-	-	-	Yes
Have you or your staff undergone training/education in the last year? This includes internal and external training.	No	-	-	-	Yes/NR
Does your company maintain records of all staff training?	No	-	-	-	Yes/NR
Do you conduct a formal induction process for each new worker?	No	-	-	-	Yes
2.2 Project Management					
Do you use standards when costing projects?	N	S	U	M	A
What kind of costing guide do you use? <input type="checkbox"/> internal costing standards <input type="checkbox"/> Landscape Queensland Industries Inc. Costing Guide <input type="checkbox"/> Cost each project individually	-	-	-	NR	Yes
If not using client specifications, do you rely on NATSPEC or other specifications/standards?	-	-	No	-	Yes/NR
Do you prepare project management plans for each project that includes budgets, tasks management, timelines etc?	N	S	U	M	A
Do you source landscape materials (plants, turf, irrigation materials, soil etc) from accredited suppliers?	N	S	U	M	A
Do your soil/mulch purchases meet Australian Standards?	N	S	U	M	A
Do you monitor purchased item quality and report back to the supplier?	N	S	U	M	A
Are all machinery operators adequately trained and correctly licensed for the vehicles they are using?	N	S	U	M	A
2.3 Scores					
Add up the number of boxes marked in each column					
Section 2 Column Score					
Multiply by	x1	x2	x3	x4	x5
	=	=	=	=	=
Section 2 Total Column Score					
Add all the column scores					
Section 2 Total Score					

FINALISATION**Which Path did you take?**

- Fast Track Pathway 1
- Fast Track Pathway 2
- Accreditation Validation Pathway

The Final Score

If you followed the Fast Track Pathway 2, Congratulations, you qualify to become an Accredited Landscape Contractor.

If you followed either Fast Track Pathway 1 or the Accreditation Validation Pathway, include the total scores you got for Section 1: Management Skills and/or Section 2: Technical Skills in the table below.

	Fast Track Pathway 1	Validation Pathway
Section 1: Total Score	100	
	+	+
Section 2: Total Score		
	=	=
Total Scores		

What does your score mean?

To become an Accredited Landscape Contractor, you need to have a total score of 135 or greater, with at least 95 points in Section 1 and at least 40 points in Section 2.

What if you did not score enough points?

If you did not score enough points to get accreditation, revisit those areas that are needing improvement and work on improving work practices and knowledge in those areas. Contact Landscape Queensland Industries Inc. for assistance and we will guide you through. When you have addressed those deficiencies, please apply for accreditation.

What now?

If you have enough points to become accredited, send in this signed completed form, along with relevant documentation and payment details to:

Accreditation Scheme Administrator,
Landscape Queensland Industries Inc.,
PO BOX 1643,
Cleveland, Qld, 4163.



ABN: 92 439 102 270

Tax Invoice

Admin Only

Date: _____ Invoice Number: _____

Company Name: _____ Contact: _____

From: _____ To: _____

Accreditation Fees

Fees for a two year Accredited Landscape Business are \$330.00 (inc GST).

Payment

- PLEASE INVOICE
- CHEQUE/MONEY ORDER – please make cheques payable to Landscape Queensland Industries Inc., PO BOX 327, Cleveland, Qld, 4163.
- CREDIT CARD – please complete your credit card details below
 - Visa Mastercard Bankcard

Amount: \$ _____

Cardholders name: _____

Card No. _____

Expiry Date: _____

Signature: _____

Date: _____

Please photocopy and retain as your Tax Invoice Receipts

PO Box 327, Cleveland QLD 4163
Phone: (07) 3286 1746 Fax: (07) 3488 0920
Email: info@landscapequeensland.com.au
Website: www.landscapequeensland.com.au