



## Landscape Accreditation Scheme Application Form - SUPPLIER

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

There are two separate types of Accredited Landscape Businesses:

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

This application form is used for **Landscape Supplier** businesses wanting to get their business 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 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 and market 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, it is possible to fast track your application via 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 is valid for two years and you are invited to renew your Accreditation after this time.

**Pre-Approval**

If your business has already achieved accreditation status through another organisation then you may be eligible to be pre-approved for the Landscape Accreditation Scheme. This relates only to suppliers who have already achieved accreditation through another organisation, including but not limited to, NGIA Accreditation (for nurseries) and QTPA Accreditation (for turf producers). The applicant business accreditation status will be confirmed with the provider of the alternative accreditation scheme. Accreditation status remains current for two years whilst you retained the other accreditation. If you cease to remain Accredited via the alternative organisation, their Landscape Accreditation Status will be cancelled unless you proceed through one of the other pathways of Landscape Accreditation application process.

To become an Accredited Landscape Supplier via pre-approval, you only need to provide Administrative details and pay the relevant fee, which are currently \$150 plus GST. Landscape Queensland Industries Inc. will confirm your accreditation status with the alternative organisation prior to approval.

**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](http://www.landscapequeensland.com.au) or contact Landscape Queensland on (07) 3286 1746.

**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 provide copies of some 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.

**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 all details of all 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:

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

List Accreditation status with other authorities held by the company.

<b>Authority/Body and Accreditation Number</b>

## 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](http://www.landscapequeensland.com.au) or contact Landscape Queensland Industries Inc. on 07 3286 1746.

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.

## Privacy

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.

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

#### Pre-Approval

If your business has been accredited through another organisation, you may apply for pre-approval.

*Information to provide:*

- Accreditation Certificate awarded by another organisation
- Relevant Insurance Certificates/Licences
- Other Industry licences if appropriate

#### 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
- 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
- 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
- Other Industry licences if appropriate

**SECTION 1: MANAGEMENT SKILLS**

	1	2	3	4	5
<b>1.1 Business Operations</b>					
<b>1.1.1 Business Operations: Management</b>					
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
<b>1.1.2 Business Operations: Systems</b>					
How many of the following checklists and controls are documented and in use in your organisation? <ul style="list-style-type: none"> <li>tender and contract review</li> <li>purchasing control</li> <li>quality inspection of on-site products</li> <li>condition of measuring equipment</li> <li>internal records control</li> </ul>	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
<b>1.1.3 Business Operations: Performance</b>					
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?	-	-	-	-	Yes/NR

**SECTION 1: MANAGEMENT SKILLS**

	1	2	3	4	5
<b>1.1.4 Business Operations: Experience</b>					
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+
<b>1.1.5 Business Operations: Staff Competence</b>					
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
<b>1.2 Workplace Health and Safety</b>					
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 <b>ALL</b> accidents and incidences that occur in the workplace?	No	-	-	-	Yes
<b>1.3 Environmental Management</b>					
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	-	-	-	Yes/NR
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	NR	M	A

**SECTION 1: MANAGEMENT SKILLS**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>1.4 Water Management</b>					
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
Do you abide by all water efficiency guidelines as dictated by both industry best practice and legislation?	N	S	U	M	A/NR
<b>1.5 Transport</b>					
Do you comply with (or use transport companies that comply with) state Transport Regulations for the movement of materials?	N	S	U	M	A/NR
Are all machinery and equipment maintained?	N	S	U	M	A
Are all machine operators correctly licensed?	N	S	U	M	A/NR
<b>1.8 Scores</b>					
<b>Add up the number of boxes marked in each column</b>					
<b>Section 1 Column Scores</b>					
<b>Multiply by</b>	<b>x1</b>	<b>x2</b>	<b>x3</b>	<b>x4</b>	<b>x5</b>
	=	=	=	=	=
<b>Section 1 Total Column Score</b>					
<b>Add all the Column Scores</b>					
<b>Section 1 Total Score</b>					

**SECTION 2: TECHNICAL SKILLS**

	1	2	3	4	5
<b>2.1 Qualifications of Staff</b>					
Are you or do you employ staff with relevant qualifications or experience to perform their duties?	N	S	U	M	A
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
Have you directly engaged trainees/apprentices within the last 2 years?	-	-	-	-	Yes/NR
Do you conduct an induction process for each new worker?	No	-	-	-	Yes
<b>2.2 Product Supply</b>					
Do you have systems in place to ensure quantity and quality of product is assured?	N	S	U	M	A
Do you use a standard Terms and Conditions of Sale of products?	N	S	U	M	A
Are staff, including yourself, that deal directly with clients appropriately trained?	N	S	U	M	A
Do you reliably supply goods by the date and time required?	N	S	U	M	A
Do you only make substitutions to specifications after consultation with the project manager/specifier?	N	S	NR	M	A
Do you ensure that product is appropriately packed, transported, and unloaded undamaged?	N	S	U	M	A
Are all your products sourced from a reputable operator/supplier?	N	S	NR	M	A
Do you source or supply products according to relevant industry standards?	N	S	NR	M	A/NR
Do you provide clients with technical support?	N	S	U	M	A
<b>2.3 Scores</b>					
<b>Add up the number of boxes marked in each column</b>					
<b>Section 2 Column Score</b>					
<b>Multiply by</b>	<b>x1</b>	<b>x2</b>	<b>x3</b>	<b>x4</b>	<b>x5</b>
	=	=	=	=	=
<b>Section 2 Total Column Score</b>					
<b>Add all the column scores</b>					
<b>Section 2 Total Score</b>					

## FINALISATION

### Which Application Process did you take?

- Fast Track Pathway 1 (Completed Administration and Payment Details)
- Fast Track Pathway 2 (Completed Administration Details, Section 2 and Payment Details)
- Accreditation Validation Pathway (Completed all sections)
- Pre-Approval (Completed Administration and Payment Details)

### 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
<b>Section 1: Total Score</b>	100	
	+	+
<b>Section 2: Total Score</b>		
	=	=
<b>Total Scores</b>		

### What does your score mean?

To become an Accredited Landscape Supplier, 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 need 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.

### NEED HELP?

if you need help completing this application, please read through the Frequently Asked Questions, available from [www.landscap queensland.com.au](http://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.

### 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 327,  
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

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