

MEMBERSHIP APPLICATION

Thank you for joining the Tree Contractors Association of Australia Inc.



The Membership of the Tree Contractors Association of Australia Inc. (TCAA) is currently made up of the following:

- Experienced tree contractors
- Consultant Arborist
- Major manufacturers and supplies of tree maintenance equipment.
- Major industry magazine publishers
- Insurance brokers.

How Will You Benefit As From Being A Member

The TCAA is a peak industry body with accredited members independently audited by BNG Conserve that represents propriety limited companies, sole traders and partnerships, Australia wide.

The TCAA is a non-profit organization directing an expanding tree industry. The association is run by a group of professionals who volunteer their time to represent the industry as a peak body. It's commitment to policy making, management and training has placed it at the forefront of the tree management in Australia.

The application is comprehensive to ensure the professional reputation and good standing of the TCAA is maintained for the benefit of all.

An annual auditing process by independent auditing company, will assist in membership compliance. All Information in your application will remain strictly confidential. The auditing process costs are covered within the membership fee.

Our Executive Committee will guide you through the membership application process to align your company with the eligibility criteria for full membership.

MEMBER BENEFITS

You will get further exposure through the TCAA website: Your business will be actively promoted to Local Government, Insurance Assessors and other Regulatory bodies. Members present the prestigious TCAA logo on stationery and advertising materials.

Training: TCAA employs and trains the largest number of personnel in the Amenity Tree Industry within Australia, including website and domestic markets

Network with Professionals & Authorities: TCAA holds quarterly meeting for members where relevant industry issues are discussed and hosts specific industry related guest speakers. Members a chance to socialize, network and stay informed about the latest trends in the Amenity Tree Industry. Some past guest speakers and topics are; work cover-OHS, Local Govt. Tree Resource Association -Urban Forestry Policy, TAFE, SES-Emergency Response Services, Arbor Age and Timber Trades Association- BNG Conserve.

Referral: As a member you will also be referred work from the 24 hour phone service.

Licensing Process: TCAA support co-membership with Timber Trade Industry Association TTIA.

e-Newsletter: Access the TCAA Newsletter *Chipper Chatter* for updates and current events in the tree industry.

CRITERIA AND FEES

Website Exposure

Your Business name can be displayed on the TCAA™ Members Directory which can link to your email address and website.

Reputation For Quality

Identify your Company with the most Professional Tree Contractor's Association in Australia

No Stone left unturned

Enhance services to members and the Amenity Tree Industry as a whole: legislative compliance, emergency response, training, award negotiations and promotions.

Whilst your organisation may not currently comply encourage you to apply as a Probationary you will be given assistance and direction to bring your organisation in line with the criteria for membership. Your organisation will then be able to enjoy the benefits of Membership. An annual auditing process by independent auditing company will assist in membership compliance. All Information in your application will remain strictly confidential. The auditing process costs are covered within the membership fee.

with the criteria for membership, the TCAA Member for a period of 12 months, in which time

you will be given assistance and direction to bring your organisation in line with the criteria for membership. Your organisation will then be able to enjoy the benefits of Membership. An annual auditing process by independent auditing company will assist in membership compliance. All Information in your application will remain strictly confidential. The auditing process costs are covered within the membership fee.

MEMBERSHIP APPLICATION

COMMERICAL MEMBERSHIP \$600

Includes: Online mention of corporate sponsorship.

CONTRACTOR ARBORIST \$600

Members will work in accordance with Australian Standards and current WHS legislation. Must maintain and uphold TCAA ethics.

Membership Criteria includes:

- Must be director of a company, sole trader or partnership.
- Minimum with 5 years' experience.
- Requires a minimum of AQF-Level 3 Certificate of Horticulture (Arboriculture)
- Fully Insured with Public Liability
- Accredited and licensed by BNG annually.
- Includes online Members Directory listing.

CONSULTING ARBORIST \$600

Members will work in accordance with Australian Standards and current WHS legislation. Must maintain and uphold TCAA ethics.

Membership Criteria includes:

- Must be director of a company, sole trader or partnership.
- Minimum with 5 years' experience.
- Requires a minimum AQF-Level 5 Diploma of Horticulture (Arboriculture)
- Fully Insured with Public Liability and Professional Indemnity.
- Accredited and licensed by BNG annually.
- Includes online Members Directory listing.

CHECKLIST

- Complete Membership Application Attach copies of all Insurance Certificate Of Currency
- Sign the Declaration Include payment fee
- Email to admin@tcaa.com.au or
- Post to Tree Contractors Association of Australia PO Box 207 Galston NSW 2159

MEMBERSHIP CATERGORIES *Please tick the membership categories you wish to join.*

<input type="checkbox"/> Commercial \$600	<input type="checkbox"/> Contractor Arborist \$600	<input type="checkbox"/> Consulting Arborist \$600
1. DETAILS		
Name Of Applicant		
Company		
Position / Title		
Business Structure <i>company, sole trader, partnership</i>		
Postal Address		
Email		
Mobile		
Office Phone		
Number of years in the industry		
No. of years the business has been established		
2. SERVICES PROVIDED <i>Please tick all the services you provide</i>	<input type="checkbox"/> Contracting Arborist <input type="checkbox"/> General tree pruning & removal <input type="checkbox"/> Stump grinding <input type="checkbox"/> Wood chipping <input type="checkbox"/> Vegetation management <input type="checkbox"/> Tree work in the vicinity of power lines <input type="checkbox"/> Contract climbing <input type="checkbox"/> Consulting Arborist Level 5	

<p>3. INSURANCE</p> <p><i>Please attach copies of Certificates of Currency for all insurance policies.</i></p>	<p><input type="checkbox"/> PUBLIC LIABILITY <i>Please tick the level of cover</i></p> <p><input type="checkbox"/> 5 million <input type="checkbox"/> 10 million <input type="checkbox"/> 20 million other _____</p>
	<p><input type="checkbox"/> WORKERS COMPENSATION <i>Please detail the classification of work carried out e.g. tree amenity, consulting, etc. and the number of employees the policy covers.</i></p>
	<p><input type="checkbox"/> PROFESSIONAL INDEMNITY <i>Note: Professional Indemnity Insurance is only required for advice or for Consulting Arborist. Please tick the level of cover.</i></p> <p><input type="checkbox"/> 20 million <input type="checkbox"/> Less than 20 million _____ <input type="checkbox"/> Consulting 5 million</p>
	<p><input type="checkbox"/> COMPREHENSIVE INSURANCE</p> <p><i>Please attach a copy of the Certificate of Currency for each policy.</i></p> <p><input type="checkbox"/> Vehicle/s <input type="checkbox"/> Plant <input type="checkbox"/> Equipment Insurance Policy/s.</p>
	<p>4. WORK HEALTH & SAFETY</p> <p><i>Please tick all the policies and procedures you have in place.</i></p>
<p>GENERAL BUSINESS <i>Please tick all the policies and procedures you have in place.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Work, Health & Safety (WH&S) policy. <input type="checkbox"/> Injury Management Policy / Procedure & Register <input type="checkbox"/> Accident / Incident Reporting and Investigation Procedure <input type="checkbox"/> Personal Protective Equipment Issue Procedure & Register <input type="checkbox"/> Return to Work Policy, Alcohol & Drugs, Environmental Policy <p>EQUIPMENT <i>Ropes, spikes, harnesses, tool strops, PPE, pole belts, pulleys, slings, etc.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Procedure for undertaking daily equipment safety checks 	
<p>VEHICLES & PLANT</p> <ul style="list-style-type: none"> <input type="checkbox"/> Equipment inspection, Maintenance & Repair <input type="checkbox"/> Procedure Induction Training Procedure & Records for all equipment <input type="checkbox"/> Log Books for all Vehicles, Plant & Equipment in place and completed daily <input type="checkbox"/> Vehicles, Plant & Equipment regularly serviced by appropriately trained persons <input type="checkbox"/> Appropriate safety signage and decals on all vehicles plant & equipment <input type="checkbox"/> First Aid Kit, Meetings and Work Cover requirements, fully stocked and available in each vehicle 	
<p>HAZARD IDENTIFICATION & CONTROL</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pre-Job hazard Assessment Checklist <input type="checkbox"/> Written Safe Work Method Statements/Procedures for all tasks available on site at all times <input type="checkbox"/> Procedure for reporting, recording, investigating and correcting identified workplace hazards <input type="checkbox"/> Internal Safety Audit Procedure to verify that policies and procedures are both understood and implemented by all personnel <input type="checkbox"/> Sufficient quantity of worksite safety signage and traffic control devices meeting Australian standards 	
<p>TRAINING</p> <ul style="list-style-type: none"> <input type="checkbox"/> Internal Induction Training Procedure <input type="checkbox"/> External Competency Training Procedure 	

AREA TRAINING PROVIDED APPROVED	INTERNAL / EXTERNAL	NO: OF EMPLOYEES	WORK COVER YES/NO
The # denotes a license requirement for all personnel engaged in tree work, utilising appropriate equipment, or driving vehicles.			
# Current Driver's License			
# WH&S Induction, (Green Card)			
# Manual handling			
# Chainsaw Maintenance & Operation			
# Wood Chipper Operation			
# Stump Grinding			
# EWP Operation			
# Chem. Cert Chemical Users			
# Current First Aid			
Worksite Traffic Management			
Power Line Safety Awareness			
Climbing			
Ground Support			
Arboriculture level II			
Arboriculture level III			
Arboriculture level IV			
Arboriculture level V			
Do your personnel have other specialised industry qualifications? If yes please describe:			
WH&S CONSULTATION Does your business have WH&S consultation arrangements in place? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes please describe what these are:			

7. EQUIPMENT RESOURCES	Identify the equipment and quantity you currently own and operate during the course of your business.		
	CATEGORY	NUMBER	CAPACITY / SIZE
	Tip trucks		
	Wood chippers		
	Stump grinders		
	Elevated work platforms		
	4WD vehicles		
	Tub Grinders		
	Tractor Slasher		
	Flail Mowers		
	Front End Loader		
	Bobcat		
	Other		
8. REFERENCES	Please provide at least three referees from any of the following or similar industries; Local Government, Tree Preservation Officer or Tree Management Officer, Member of the TCAA, Electricity Supply Authority Contract Officer, Preferred Client or Other.		
	ORGANISATION	CONTACT NAME/ POSITION	PHONE

TCAA CODE OF ETHICS

1. OBLIGATIONS
 - 1.1. Comply with the TCAA criteria for membership requirements.
 - 1.2. Comply with all rules, policies and insurance requirements set by TCAA for licensed members.
 - 1.3. Comply with applicable laws, regulations, policies and ethical standards governing the practice of arboriculture.
 - 1.4. Comply with arboricultural practices, including Codes of Practice, Australian Standards and Best Practices.
 - 1.5. Cooperate with the TCAA concerning ethical matters and the collection of information about ethics matters.
 - 1.6. Follow Work Health and Safety procedures, to protect clients, employers, employees and the public.
2. RESPONSIBILITIES
 - 2.1. Provide honest representations about qualifications, services, experience and competency.
 - 2.2. Provide safe and competent services that are within the member's qualifications, capability skills and experience.
 - 2.3. Act in a professional manner respecting the intellectual property rights of others.
 - 2.4. Maintain confidentiality of personal and sensitive information obtained in the course of activities unless required by law to disclose.
 - 2.5. Provide honest and accurate advertising and public statements that represent the truth.
 - 2.6. Provide professional referrals where they are unable to provide assistance.

9. CODE OF ETHICS	CODE OF ETHICS <i>tick</i>	YES	NO
Tick YES or NO to the following questions that apply to you or your business.	Have you ever been disqualified as a Director?		
	Have you ever declared bankrupt and/or insolvent?		
	Has your <i>business</i> ever been fined or prosecuted for breaching a Tree Preservation Order?		
	Have you ever been fined or prosecuted for breaching a Tree Preservation Order?		
	Has your business ever been fined or prosecuted for breaching the Occupational Health & Safety Act or WHS Act?		
	If you have answered YES to any questions above, please give details;		

10. DECLARATION	DECLARATION <i>Please read and sign;</i>		
	<input type="checkbox"/> I have read the TCAA Code of Ethics above. <input type="checkbox"/> I agree to adhere to the TCAA Code of Ethics as determined by its constitution. <input type="checkbox"/> I understand that the Executive Committee will audit my business against the criteria set out within this application for the purposes of compliance.		
	Name of Applicant		
	Signature		
	Date		

Thank you for completing this Application for Membership. The Executive Committee will assess your Membership Application against set criteria and respond to you within 10 working days. You may be required to submit additional information and/or undergo an independent audit to substantiate compliance.

PAYMENT OPTIONS

CHEQUE - payable to
Tree Contractors Association of Australia

EFT
BSB 633 000 ACC 125 565 879

All Information in your application will remain strictly confidential.