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|   | | IQA Policy P22 | |
| National Secretariat | | Transparency and Accountability | |
| Policy Number: | P22 | Version: | P22-02 |
| Date Adopted: | 20 June 2017 | Contact: | Company Secretary |

Introduction

The Institute of Quarrying Australia (IQA) wishes to be proactively concerned with its relationship with its members, its stakeholders, suppliers and the general public. The IQA realises the importance of transparency in its operations, and wishes to withhold from public scrutiny as little of its operations as is possible.

Purpose

The purpose of this policy is to:

- Indicate which documents and materials produced by the organisation are presumptively open to members and/or the public;
- Indicate which documents and materials produced by the organisation are presumptively closed to members and/or the public; and
- Specify the procedures whereby the open/closed status of documents and materials can be altered.

Policy

1. Board

- All board deliberations shall be open to its members except where the board passes a motion to make any specific portion confidential.
- All board minutes shall be open to its members once accepted by the board, except where the board passes a motion to make any specific portion confidential.
- All papers and materials considered by the board shall be confidential following the meeting at which they are considered, except where the board passes a motion to make any specific paper or material open to its members.

2. Staff Records

- All staff records shall be available for consultation by the staff member concerned or by their legal representatives.
- Subject to the aforementioned provision, no staff records shall be made available to any person outside the organisation.
- Within the organisation, staff records shall be made available only to those persons with managerial or personnel responsibilities for that staff member, except that staff records shall be made available to the board when requested.

3. Member records

- All member records shall be available for consultation by the members concerned or by their legal representatives.
- Subject to the aforementioned provision no member records shall be made available to any other person outside the organisation other than the IoUK.

- Within the organisation, member records shall be made available only to those persons with managerial or personnel responsibilities for dealing with those members, except that member records shall be made available to the board when requested.

4. Administrative records

- All records and materials not falling into the categories above may be released to the public at the discretion of the Company Secretary, who shall take into consideration :
 - a) a general presumption in favour of transparency;
 - b) the relevant provisions of the Corporations Law regarding information to be made available to members;
 - c) the marketing, commercial, legal, and administrative interests, priorities, and resources of the organisation, including
 - Commercial confidentiality
 - Copyright issues; and
- The Company Secretary may at their discretion charge any applicant the full costs of providing the information requested.

Procedures

Requests for access

- Any request for access to records or materials shall be made in the first instance to the IQA's Company Secretary.
- Where requests are made for client files or staff files by any person not the client or staff member, the Company Secretary shall inform the client or staff member and allow them to make any submissions they wish.
- The Company Secretary may, where appropriate, consult with the Chief Executive Officer or the President.

Procedures and charges for access

- Requests from members under Section 3 shall be subject to no charges, and shall be given in hard copy format and (where available) in electronic format.
- For all other requests, the Company Secretary shall allow access to approved organisation records and materials under such conditions and according to such arrangements as they see fit.
- Where the request for information is on such a scale or of such difficulty that it would impose an unreasonable burden on the organisation's resources, the Company Secretary shall impose such charges as they see fit.

Record keeping

- The Company Secretary shall report to every meeting of the board on the number, nature and outcome of requests for records or materials since the previous meeting.
- The Company Secretary shall ensure that membership applicants are aware of and consent to the organisation's Privacy and Access to Information Policy (Policy P15).

Responsibilities

- The board shall nominate the Company Secretary to be responsible for ensuring that proper procedure for the classification and release of information is adhered to.
- The responsibilities of the Company Secretary shall be as described above.