



The Institute of Quarrying Australia

Membership Review Committee Charter / Section 4.3

1.0 COMPOSITION OF THE COMMITTEE

The committee comprises a chairperson who is the Chief Executive Officer, three (3) members with detailed vocational and educational experience, and one (1) corporate member. An alternate Chairperson will be agreed to at the start of any meeting that the Chairperson is unable to attend. Positions on the Committee will be held for terms of two years with a maximum three terms to be served. New members join the committee singularly and the Committee determine which member ceases from the Committee.

The Board may from time to time co-opt non-Board members to serve on a committee in order to bring additional skills, experience or networks.

The Committee Secretary (Membership and Awards Officer) will attend and minute the committee meetings.

2.0 COMMITTEE'S ROLE

The Committee's role will be to:

- i) Determine applications for corporate member status, where applicants do not have a formal or exempting qualification;
- ii) Determine applications for corporate membership that are referred to it by the Membership Officer or Chair of the Committee;
- iii) Determine applications for corporate membership that are referred to it by applicants that are not happy with the decision of the Membership Officer or Chair of the Committee;
- iv) Review and provide advice to the Board via the Chief Executive Officer on all nominations for Honorary Fellow;
- v) Review and provide advice to the Chief Executive Officer on all membership matters;
- vi) Refer matters of Committee composition, membership guideline amendments and member fees to the Advisory Council via the Chief Executive Officer.

3.0 MEMBERSHIP REQUIREMENTS

3.1 Corporate

3.1.1 Technical Member

Where an applicant clearly meets the following requirements the Membership Officer may elect as a **Technical Member** any applicant who:

- i) is engaged in the industry;
- ii) has made application in writing to the branch committee in the state, territory or other place in which they are employed in the prescribed form;
- iii) has paid the prescribed fee;
- iv) has been nominated by two Corporate Members;

- v) has completed a period of training and experience applicable to their employment in the industry;
- vi) has been in a position of responsible charge for at least three years;
- vii) has passed a Certificate IV applicable to their employment in the industry and as provided in an Australian national training package or its equivalent or higher or possesses an exempting qualification; and
- viii) has produced written evidence of their qualifications and experience

Where the applicant does not clearly meet all of the requirements of a Technical Member the Membership Officer is to refer that application to the Membership Review Committee for their consideration and determination and the Membership Officer may also refer other applications for Member grade to the Committee for determination.

The Membership Review Committee may elect as a **Technical Member** any candidate who:

- i) is engaged in the industry;
- ii) has made application in writing to the branch committee in the state, territory or other place in which they are employed in the prescribed form;
- iii) has paid the prescribed fee;
- iv) has been nominated by two Corporate members;
- v) has at least ten years experience in the industry, including no less than three years experience in a position of responsible charge; and
- vi) is deemed qualified by the Membership Review Committee using a formal process approved by the Australian Council and using a Certificate IV applicable to their employment in the industry as provided in an Australian national training package as the benchmark for that deemed qualification, (evidence required will include, but not be limited to a resume)

3.1.2 Member

Where an applicant clearly meets the following requirements the Membership Officer may elect as a **Member** any applicant who:

- i) is engaged in the industry;
- ii) has made application in writing to the branch committee in the state, territory or other place in which they are employed in the prescribed form;
- iii) has paid the prescribed fee,
- iv) has been nominated by two Fellows or two Members or a combination thereof
- v) has completed a period of training and experience in quarrying;
- vi) has been in a position of responsible charge for at least three years;
- vii) has passed a diploma applicable to their employment in the industry and as provided in an Australian national training package or its equivalent or higher or possesses an exempting qualification, and
- viii) has produced written evidence of their qualifications and experience in the industry

The Membership Officer may also elect as a **Member** any candidate who holds the position of an Inspector of Mines and Quarries or has the same experience in an equivalent position and has at least three years experience in the Inspectorate.

Where the applicant does not clearly meet all of the requirements of a Member the Membership Officer is to refer that application to the Membership Review Committee for their consideration and determination and the Membership Officer may also refer other applications for Member grade to the Committee for determination.

The Membership Review Committee may elect as a **Member** any candidate who:

- i) is engaged in the industry;
- ii) has made application in writing to the branch committee in the state, territory or other place in which they are employed in the prescribed form;
- iii) has paid the prescribed fee
- iv) has been nominated by two Fellows or two Members or a combination thereof,
- v) has at least ten years experience in the Industry, including no less than three years experience in a position of responsible charge, and
- vi) is deemed qualified by the Membership Review Committee using a formal process approved by the Advisory Council and using a diploma applicable to their employment in the industry as provided in an Australian national training package as the benchmark for that deemed qualification, (evidence required will include, but not be limited to, a resume and/or the preparation of a thesis)

3.1.3 Fellow

Where the applicant clearly meets all of the following requirements the Chair of the Committee may elect as a **Fellow** any applicant who:

- i) is engaged in the industry;
- ii) has made application in writing to the branch committee in the state, territory or other place in which they are employed in the prescribed form;
- iii) has paid the prescribed fee;
- iv) has been nominated by two Fellows of the Institute;
- v) has at least seven years experience in the Industry, including no less than four years in a position of senior managerial charge;
- vi) has passed a diploma applicable to their employment in the industry and as provided in an Australian national training package or its equivalent or higher or possesses an exempting qualification; and
- vii) has produced written evidence of their qualifications and experience in the industry.

The Chair of the Committee may also elect as a **Fellow**, any candidate who holds the position of an Inspector of Mines and Quarries or has the same experience in an equivalent position and has had at least seven years in the Inspectorate.

Where the applicant does not clearly meet all of the requirements of a Fellow the Chair of the Committee is to refer that application to the Membership Review Committee for their consideration and determination and he or she may also refer other applications for Fellow grade to the Committee for determination.

- i) The Membership Review Committee may elect as a **Fellow** any candidate who:
- ii) is engaged in the industry;
- iii) has made application in writing to the branch committee in the state, territory or other place in which they are employed in the prescribed form;

- iv) has paid the prescribed fee;
- v) has been nominated by two persons who shall be Fellows of the Institute;
- vi) has at least fifteen years experience in the Industry, including no less than seven years experience in a position of senior managerial charge, and
- vii) is deemed qualified by the Membership Review Committee using a formal process approved by the Advisory Council and using a diploma applicable to their employment in the industry (as provided in an Australian national training package) as the benchmark for that deemed qualification, (evidence required will include, but not be limited to, a resume and/or the preparation of a thesis)

3.1.4 Honorary Fellow

The Advisory Council may elect as an **Honorary Fellow** a person who, in its opinion, has rendered such service to the Institute and the Industry generally as warrants honorary fellowship and who has:

- i) made a significant contribution to the Institute or to the industry, **or**
- ii) holds a position in the Institute or the Industry which merits such recognition.

In applying these requirements the following categories of applicants will be considered:

- i) Associate members of The Institute who have made a notable, active and sustained contribution to the institute and industry and hold significant positions in industry but lack of formal qualification required for them to be otherwise granted a corporate grade (Member or Fellow), and
- ii) Corporate members (usually Fellows) who have made a notable, active and sustained contribution to the Institute either as President, long term Chairman of a Branch, long term Chairman of a standing committees, long service as an Advisory Councilor or Director of the IQA and/or AIQEF as well as being highly regarded in the industry.

Note: In either category the sustained period of contribution to industry should be in excess of 20 years and 10 years to the Institute.

The Membership Review Committee is to review all nominations for Honorary Fellow and recommend to Council individuals for elect as an **Honorary Fellow**.

3.2 Non-Corporate Grades

3.2.1 Associate

Where an applicant clearly meets the following requirements the Membership Officer may elect as an Associate any applicant who:

- i) is engaged in the industry has made application in writing to the branch committee in the state, territory or other place in which they are employed in the prescribed form and paid the prescribed fee, and
- ii) has been nominated by two Corporate members or one corporate member and an Associate,

Where the applicant does not clearly meet all of these requirements for Associate grade the Membership Officer is to refer that application to the Membership Review Committee for

their consideration and determination and the Membership Officer may also refer other applications for Associate to the Committee for determination.

3.2.2 Student

Where an applicant clearly meets the following requirements the Membership Officer may elect as a Student any applicant who:

- i) has been nominated by two Corporate members;
- ii) is not engaged in the industry; and
- iii) is engaged in a recognised course of study or training relating to the Industry.

Where the applicant does not clearly meet all of these requirements for Student grade the Membership Officer is to refer that application to the Membership Review Committee for their consideration and determination and he or she may also refer other applications for Student grade to the Committee for determination.

Note: Applications to this grade will not be approved if applicants fulfill the requirements of a higher grade of membership.

4.0 Reduced Subscription Rates

Existing members of The Institute who have retired from fulltime employment or are unemployed may apply for a reduced rate of subscription.

Members of The Institute on reduced subscription rates retain their current grade and all of the privileges of membership, which includes: receiving notices of IQA activities, member discounts and Quarry magazine.

Retired members

Members wishing to apply for the reduced subscription rate on the grounds of retirement should:

- be permanently retired from employment or paid work;
- be aged 55 years or above have completed at least 10 years membership of the Institute; and
- apply to transfer to retired member reduced subscription rate on the prescribed form.

Where it is clear that an applicant has retired, the Membership Officer may transfer the applicant's status to Retired Member.

Where it is not clear that an applicant has retired, the Membership Officer is to refer that application to the Membership Review Committee for determination.

The retired member reduced subscription rate will be as set by the Board from time to time.

Unemployed members

Members wishing to apply for the reduced subscription rate due to unemployment should:

- be wholly unemployed;
- be actively seeking work within the quarrying industry; and
- sign a declaration to this effect on the prescribed form.

Where it is clear that an applicant is unemployed, the Membership Officer may grant approval of the applicants transfer to the reduced subscription rate.

Where it is not clear that an applicant has retired, the Membership Officer is to refer that application to the Membership Review Committee for determination.

The unemployed member reduced subscription rate will be 50% of the subscription rate applicable to their grade, except in the case of students, where unemployment reduced subscription rates do not apply.

4.0 QUALIFICATIONS

The qualifications currently acceptable to the Institute comprise approved qualifications in the discipline appropriate to the person's managerial or technical responsibilities, for example:

Quarrying Qualifications

For Members and Fellows the approved quarrying qualifications are Level 5 or higher Australian Qualification Framework (AQF) qualification, which includes for example:

- Diploma of Extractive Industries Management
- Diploma of Surface Operations Management
- Diploma of Management
- Diploma of Work Health Safety

Note: Prior to the endorsement of the extractive industries first competency based training package, MNQ98, the Advanced Certificate in Extractive Industries was the minimum requirement for corporate membership of The Institute. This qualification is also an approved quarry qualification.

For Technical Members the approved quarrying qualifications are Level 4 or higher Australian Qualification Framework (AQF), which includes for example:

- Certificate IV in Extractive Industries Operations
- Certificate IV in Surface Extractive Operations
- Certificate IV in Training and Assessment
- Certificate IV in Work Health Safety

Other Qualifications

Australian Qualifications Framework (AQF) recognised qualifications level 4 or 5 or higher including, but not limited to:-

Building	Environmental sciences	Surveying
Business	Law	Town planning/urban studies
Earth sciences	Metallurgy	Transport
Engineering	Occupational health & safety	

Note: Where doubt exists regarding the eligibility of specific educational qualifications, the applicant (or the branch officer assessing the application) should contact the Secretary of the Institute, who may refer the application to the Membership Review Committee.

5.0 MANAGERIAL POSITIONS

The following guidelines shall be used in assessing candidates' experience;

Responsible Charge

Positions of Responsible Charge comprise either:

- team leader positions such as leading hands, foreman and site supervisors or managers of small sites (typically up to 20 persons including contractors) operating within the quarrying industry; or
- professional positions such as Project Engineers, Geologists, Environmental Scientists responsible for the conduct and management of projects and investigations and provision of advice to organisations within the quarrying industry.

Senior Management Charge

Positions of Senior Managerial charge comprise either:

- managers who have supervision of other managers or who have sole responsibility for the operation of a medium to large site organisation (typically employing in excess of 20 persons including contractors) operating within the quarrying industry; or
- experienced professional positions such as Senior Engineers, Senior Geologists, Senior Environmental Scientists responsible for the management of projects and investigations and provision of advice to organisations within the quarrying industry

6.0 ENGAGED IN THE INDUSTRY

- For the purpose of these guidelines the quarry industry comprises individuals and organisations engaged in either:
- the supply of construction materials, including: hard rock, sand and gravel, sand pits;
- mining and recycling operations; or
- in the provision of:
 - engineering, drilling, contracting, geological and materials testing services, or
 - in the provision of goods or services associated with the quarrying or related industries.

7.0 MEETINGS OF THE COMMITTEE

The Committee will convene at least once every three months. The convening of the meeting may be a verbal agreement. The Committee will report to the Chief Executive Officer on the outcomes of such meetings.

8.0 REPORTING RESPONSIBILITIES

The Committee will report as necessary to the Chief Executive Officer on the outcome of any planned or ad hoc findings. The Committee shall review their terms of reference annually, including their membership and the results of their work and report the outcomes to the Chief Executive Officer.

