



## 1. IQA Advisory Council

The Advisory Council was established by the IQA Board in 2013 to fulfil an advisory role within The Institute of Quarrying Australia (IQA). Its powers are set out in the IQA Constitution. The Constitution is regularly reviewed by the Board and any proposed changes are submitted for approval by The Institute members at the Annual General Meeting (AGM).

### Objectives

The main objectives of the Advisory Council are to ensure the following are achieved:

- Provision of advice to the Board on the achievement of the IQA's Vision, Mission, Objectives, Values and Goals in accordance with the IQA strategic and operational plan.
- Recommending any changes to the Board for improving the membership guidelines.
- Providing advice to the Board on any proposed changes to the Branches / Sub-Branched activities to improve the provision of IQA services to members.

### Membership

The Advisory Council consists of two Board nominated members (2), up to three Past Presidents (3), up to eight Branch representatives (8), one nominated by each of the branches, one YMN Branch representative (1), resulting in a total of up to 14 Advisory Council members. The Chairperson is to be one of the Branch nominated representatives. The term of the Advisory Council members is for a two (2) year period with the terms commencing when the new Board President term commences.

The Advisory Council can call upon skilled based specialist for guidance and advice as required.

### Duties and Responsibilities

The Advisory Council is responsible for the following activities:

- Identifying any gaps in the provision of the IQA's service to members to fulfil the vision of the IQA being, *'Providing high quality education and opportunities to develop and promote the quarrying profession'*.
- Providing the Board with advice on improving service delivery to ensure that the mission, objectives, values and goals of the IQA are being achieved as per the IQA strategic and operational plan.
- Development of membership guidelines, of the IQA for the Board to consider. This includes identifying the expectations of members as well as other industry stakeholders.
- Receiving reports from the Branches / Sub Branches on issues and determining whether the Board needs to consider the reports.
- Acting as a conduit for members to convey their views to the Board.
- Providing advice on ongoing PDP development, legislation changes and regional issues that the Advisory Council deem the Board need to give consideration to.



## The Institute of Quarrying Australia

### Advisory Council Charter / Section 4.7

#### **Meeting procedures**

The Advisory Council shall meet at least two (2) times per year, either in person or by teleconference, with such meetings to include addressing the objectives and duties and responsibilities of this charter. A quorum shall be six (6) members. The Company Secretary shall be appointed Secretary of the Advisory Council. The Company Secretary, in conjunction with the Chairman and the General Manager, shall draw up an agenda, which shall be circulated to all members at least seven (7) days prior to each meeting.

Refer to attached IQA Organisation Structure:

# IQA ORGANISATION STRUCTURE - APRIL 2015

