

## **MEMBERSHIP REVIEW COMMITTEE CHARTER & MEMBERSHIP GUIDELINES**

### **1.0 COMPOSITION OF THE COMMITTEE**

The Membership Review Committee (MRC) comprises a chairperson who is the Chief Executive Officer and three or more IQA directors. 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 are nominated by the IQA Board of Directors (the Board) and the Membership Review Committee determine which member ceases from the Committee. The Board may from time to time co-opt non-Board directors to serve on this committee in order to bring additional skills, experience or networks as required.

The Chief Executive Officer is responsible for ensuring committee meetings are minuted and appropriate records maintained. The Chief Executive Officer can delegate record keeping to a member of staff.

### **2.0 COMMITTEE'S ROLE**

The MRC's role will be to:

- i) Determine applications for member status, where applicants do not have a formal or exempting qualification;
- ii) Determine applications for membership that are referred to it by the National Office staff or Chair of the Committee;
- iii) Determine applications for membership that are referred to it by applicants that are not happy with the decision of National Office staff or Chair of the Committee;
- iv) Review and provide recommendations 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) Review and provide advice to the Chief Executive Officer on strategies to sustain and grow membership; and
- vii) Refer matters of Committee composition, membership guideline amendments, membership grades and annual membership fees to the Board via the Chief Executive Officer.

### **3.0 MEMBERSHIP GRADES & REQUIREMENTS**

Membership of the IQA is about supporting networking, professional development and career progression in the extractives and associated industries. The IQA's membership structure recognises the contribution of all roles in the industry and aligns the various levels of leadership, experience and technical skills associated with each role to a grade of membership. While the grades reflect varying levels of experience in the industry, the IQA treats all members as equal.

#### **3.1 Honorary Fellow (HFIQ)**

##### **Definition – Honorary Fellow**

Honorary Fellow is the pinnacle membership grade of the IQA. Being awarded Honorary Fellow is recognition of outstanding contribution to the industry and the IQA. The IQA Board 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. The person will have contributed to industry for over 20 years, and the IQA for over 10 years. An Honorary Fellow can be recognised from within a quarrying business or a supplier to the extractive industry.

##### **Postnominals – Honorary Fellow**

Honorary Fellows may use the post nominals HFIQ.

Job Role	Requirements of the Grade - Honorary Fellow
Any person from any role or IQA Grade of membership (excluding a student) can be nominated as an Honorary Fellow	Been a Member of the IQA for a minimum of 10 years and contributed significantly to the Institute for a sustained period of 10 years through positions held - Board, AIQEF, WIQ / YMN coordinators, Branch and other committees which merits such recognition.
	Contributed significantly to the industry for a sustained period of 20 years and been involved in progressing and supporting the industry during this time.

### Required Evidence

Entry to the grade of Honorary Fellow will require:

- Submission to the MRC via the IQA's CEO outlining in detail how the applicant meets the criteria for engagement with the Institute and contribution to the industry for the required length of time.
- CV (or equivalent) detailing work history or a detailed work summary.
- Nomination by two current IQA Members.
- Decision by the IQA Board to elect the individual as an Honorary Fellow.
- An Honorary Fellow may be awarded posthumously.

### 3.2 Fellow (FIQ)

#### Definition – Fellow

Fellows are the leaders and senior managers of our industry, recognised for their contributions, expertise and achievements. IQA Fellows are an exclusive group of seasoned professionals with significant industry acumen and experience. IQA Fellows uphold industry standards and demonstrate leadership by supporting the IQA and industry networks and espousing professional development and lifelong learning. A Fellow can be recognised from within a quarrying business or a supplier to the extractive industry.

#### Postnominals – Fellow

Fellows may use the post nominals FIQ.

Job Role	Requirements of the Grade - Fellow
CEOs / Director / Managing Director / Quarry Manager / Senior Site Executive / Operations Manager, Multi-site Managers, General Manager, Regional General Manager, Executive General Manager	Been a Member of the IQA for a minimum of 3 full years with no break in membership.
	Holds a diploma or above (where the person does not have a diploma demonstrate engagement in the extractive industry for 10+ years, with 5+ years as a senior managerial charge position).
	Been engaged in the direct operations of quarries for more than 7 years.
	Has managed more than 20 employees for more than 4 years relevant to the direct operations of quarries And / or Has managed more than one site (areas / territory) for more than 4 years. And / or Held a senior managerial charge position (such as CEO / Principle / Director / State Manager / Regional Manager / General Manager / Operations Manager etc) for more than 4 years.
Chief Inspector of Mines or has the same experience in an equivalent position	Any person who holds the position of an Inspector of Mines and Quarries. OR Any person who has been a IQA Member for a minimum of 3 years, has the same experience in an equivalent position and has had at least 7 years in the Inspectorate
Senior Business Development Managers, State / Territory Sales Managers, State Operations Managers	Been a Member of the IQA for a minimum of 3 full years with no break in membership
	Holds a diploma or above (where the person does not have a diploma they must demonstrate engagement in the industry for 10 years, with 5+ years as a senior

	managerial charge position).
	Been engaged as a supplier to the extractive (or associated) industry for more than 7 years.
	Has held a senior managerial charge position (such as State Manager / Regional Manager / Territory Manager) for more than 5 years.

### Required Evidence

Entry to the grade of Fellow will require:

- Electronic copy of formal qualifications (if applicable)
- Signed application form stating industry experience, qualifications and current role
- Name of employer and current job title + statement of duties
- Name of employer and current job title + statement of duties (covering the last 7 years)
- Name of employer and current job title + statement of duties (covering the last 10 years if there is no evidence of formal qualification being a diploma or tertiary qualification)
- Evidence of continual IQA membership (no breaks) for a period of 3 full years
- Nomination by a Member or a Fellow
- Ratification by the IQA Board following endorsement by the MRC that the individual meets all requirements of the Grade of Fellow
- Payment of membership fees.

### 3.3 Member (MIQ)

#### Definition – Member

Members are those people working in management, senior supervisory or specialist roles in the industry. They will have a high level of practical experience within the industry, including in a position of responsible charge. Ideally a member will hold a minimum of a Diploma (or the equivalent industry experience). A Member can be recognised from within a quarrying business or a supplier to the extractive industry. The IQA automatically recognises any Quarry Manager with the statutory right to practice in their state as a Member.

#### Postnominals – Member

Members may use the post nominals MIQ.

Job Role	Requirements of the Grade - Member
Quarry Manager with the statutory right to practice in their state or territory	Quarry Managers who hold the statutory right to practice in their state or territory are recognised as a IQA member.
Quarry Supervisor who holds a minimum of a Diploma	Quarry Supervisor who has held the title of Quarry Supervisor for a min of 4 years and who holds a minimum of a Diploma of Surface Operations (or equivalent Diploma level qualification).
	Quarry Supervisor who has been a Quarry Supervisor continuously for a min of 4 years and who also has been admitted as a CPQS and maintained CPQS for a minimum of 3 years.
CEO / General Manager / Regional Manager / Area / State / Territory / Operations manager overseeing quarry operations	Achieving senior status in industry with high level of responsibility. Assumes high degree of technical knowledge, leadership and the majority would hold formal tertiary qualifications
Director / Managing Director / Principle / CEO or senior executive/manager of consulting firm, supplier or other related industry	Achieving senior status in industry with high level of responsibility. Assumes high degree of technical knowledge, leadership and the majority would hold formal tertiary qualifications
Operations Manager / Maintenance Manager	Quarry Operations / Maintenance Manager who has responsibility over a single, or multiple sites. Achieving senior status in industry with high level of responsibility. Assumes high degree of technical knowledge. Assumes a level of formal qualifications or the equivalent industry experience to obtain the role.

Chief Inspector of Mines and Inspector of Mines	Achieving senior status in industry with high level of responsibility. Assumes high degree of technical knowledge, leadership and the majority would hold formal tertiary qualifications.
Engineer working in any technical area that directly supports the operations of the industry (ie Mechanical, Electrical etc)	An engineer who has been a member of the Institute for a min of 4 years and a practicing engineer directly supporting the extractive industry for a min of 4 years.  Assumes degree qualified. (Note <4 years in the industry will be admitted as Technical Member).
Membership Upgrade	To be upgraded to Member any individual must meet the entry requirements of the grade as stated.

### Required Evidence

- Signed application form stating industry experience, qualifications and current role
- Name of employer and current job title + statement of duties
- Name of previous employers and job titles + statement of duties
- No nominator or seconder
- Payment of membership fees

### 3.4 Technical Member (TMIQ)

#### Definition – Technical Member

Technical Members are those people working in a technical role that relates to the direct operation, or supporting operations, of the extractive industry. A Technical Member can be a direct employee in a quarry, a supplier or contractor. Ideally, a Technical Member will hold a minimum of a Certificate IV in a relevant field (or the equivalent industry experience).

#### Postnominals – Technical Member

Technical Members may use the post nominals TMIQ.

Job Role	Requirements of the Grade – Technical Member
Quarry Supervisor	Quarry Supervisor who hold the statutory right to practice in their state or territory are recognised as a Technical Member. A Quarry Supervisor will be admitted at the grade of Technical Member in recognition of their role in the quarry and the overall process. (Note: Quarry Supervisors with stated experience may be admitted as a member).
Maintenance Supervisor	Maintenance Supervisor assumes technical knowledge and tenure in the industry. Maintenance Supervisor admitted at the grade of Technical Member in recognition of their role in the quarry and the overall process.
Engineer working in any technical area that directly supports the operations of the industry (1-4 years direct industry experience)	1 – 4 years direct industry experience. Assumes degree qualified.  (Note: >4 years directly supporting the operations of the industry admitted as a Member).
Weighbridge operator	Undertaking a technical role in the industry. Assumes a base level of knowledge required to do the job.
Laboratory technician, drone operator, automated driver	Undertaking a technical role in the industry. Assumes a base level of knowledge required to do the job. Many would have a minimum Certificate IV or above and hold various licenses to legally perform their role.
Safety, WH&S, risk or environmental consultants / staff / officers / coordinators / managers	Undertaking a technical role in the industry. Assumes many would have a minimum Diploma or Degree level.

Geotechnical surveyors	Undertaking a technical role in the industry. Assumes many would have a minimum Diploma or Degree level.
Shot firer (or other roles associated with drill and blast)	Undertaking a technical role in the industry. Assumes many would have a minimum Certificate IV level. Need to be licenced to undertake the role.
Mechanics, fitters, welders etc	Undertaking a technical role in the industry. Assumes many would have a minimum Certificate IV level to be licensed to perform the role.
Data technician (directly relating to operations and logistics)	Undertaking a technical role in the industry. Assumes many would have a minimum Certificate IV level and above.
Transport and logistics operators / managers	Undertaking a technical role in the industry. Assumes many would have a minimum Certificate IV level.
Membership Upgrade	To be upgraded to Technical Member any individual must meet the entry requirements of the grade as stated.

### Required Evidence

- Signed application form stating industry experience, qualifications and current role
- Name of employer and current job title + statement of duties
- Name of previous employers and job titles + statement of duties
- No nominator or seconder
- Payment of membership fees.

### 3.5 Associate (AIQ)

#### Definition – Associate Member

Associate Members are generally those people working in support services roles such as sales, business development, human resources, finance or marketing. Associate Members will may also include individuals who are new to the industry and just starting their careers in technical roles (less than 1 year's experience). Associate Members will be from suppliers or contractors supporting the extractive industry as well as those employed by quarry operators.

#### Postnominals – Associate Member

Associate Members may use the post nominals AIQ.

Job Role	Requirements of the Grade - Associate Member
Sales staff / sales representatives	Undertaking a support role in supplying goods or services to the quarry or associated industries. OR Generating sales and commercial growth directly for the quarry business
Business Development staff	Undertaking a support role in supplying goods or services to the quarry or associated industries. OR Generating sales and commercial growth directly for the quarry business
Administration support	Undertaking a support role for a quarry, supplier, contractor in the industry.
HR, Finance or Marketing officers, coordinators, managers	Undertaking a support services role for a quarry, supplier, contractor in the industry.

### Required Evidence

- Signed application form stating industry experience, qualifications and current role
- Name of employer and current job title
- No nominator or seconder
- Payment of membership fees.

### 3.5 Student Member (SIQ)

#### Definition – Student

Student Members are those members who are engaged in studying certificate, diploma or degree directly related to the extractive industry and are generally not yet working in the industry. A person working part-time in the industry while studying may be considered a Student Member. Any trainee or apprentice who is working full or part time while completing their study will be recognised as Student Member.

Job Role	Requirements of the Grade - Student
Currently studying	Recognition of a person engaged in studying a traineeship, certificate, diploma or degree and not yet working in the industry.

#### Required Evidence

- Signed application form stating course currently studying
- No nominator or seconder
- Payment of membership fees.

### 3.6 Operator (OMIQ)

#### Definition – Operator

Operators are those people directly responsible for the operation of plant and equipment within the quarry. For the purposes of IQA membership operator does not refer to an owner of a quarry, a person leasing a quarry or the person(s) responsible for the day to day operations at a quarry.

Job Role	Requirements of the Grade - Student
Operator of plant / equipment	Recognition of a person's role as an operator.

#### Required Evidence

- Signed application form stating name of employer and current job title
- No nominator or seconder
- Payment of membership fees.

### 4.0 MEMBERSHIP GRADE ENTRY GUIDELINES

The IQA has clearly defined grades of membership. Grades are determined by the role performed in the industry, level of formal qualification(s) held, experience in the industry and engagement with the IQA as outlined above.

Table 1 provides an overview of grade requirements but should be used in conjunction with the full definition provided in this document.

**Table 1: IQA Membership Grade Requirements Summary**

Requirements for IQA Membership Grades*	Student	Associate	Technical Member	Member	Fellow
Are you currently engaged in studying certificate, diploma or degree directly related to the industry and not yet working full time in the industry?	✔				
Are you currently engaged in studying a traineeship or apprenticeship directly related to the industry (you may be working full or part time as part of your study)?	✔				
Are you engaged in the industry in a support services role? You may be employed by a quarry, supplier, contractor or other.		✔			
Have you been engaged in the industry in a technical role for		✔			



Requirements for IQA Membership Grades*	Student	Associate	Technical Member	Member	Fellow
under a year?					
Are you a Quarry Supervisor who hold the statutory right to practice in your state or territory?			✓		
Do you perform a technical role in supporting quarry operations (directly or as a supplier) and hold a Certificate IV or equivalent industry experience?			✓		
Are you a Quarry Manager who hold the statutory right to practice in your state or territory?				✓	
Do you perform a senior management / leadership role in supporting quarry operations (directly or as a supplier) and hold a Diploma or equivalent industry experience?				✓	
Have you been a Member of the IQA for a minimum of 3 full years with no break in membership?  AND  Been engaged in the direct operations of quarries for more than 7 years with a diploma or above (if you do not have a diploma or above have you been engaged in the extractive industry for 10+ years, with 5+ years as a senior managerial charge position)? AND / OR Have you managed more than 20 employees for more than 4 years relevant to the direct operations of quarries? AND / OR Have you managed more than one site (areas / territory) for more than 4 years? AND / OR Have you held a senior managerial charge position (such as CEO / Principle / Director / State Manager / Regional Manager / General Manager / Operations Manager etc) for more than 4 years?					✓

\*Grade requirements may differ depending on the individual's specific job role and the duties performed in that role.

## 5.0 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 afforded at the time.

### Retired members

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

- be permanently retired from full time employment or paid work;
- be aged 55 years or above and 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 National Office staff may transfer the applicant's status to Retired Member.

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

### **Unemployed members**

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

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

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

Where it is not clear that an applicant is unemployed, the National Office staff is to refer that application to the Membership Review Committee for determination.

## **6.0 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 qualifications are Level 5 or higher Australian Qualification Framework (AQF) qualification in a related discipline, which includes for example:

- Advanced Diploma of Extractive Industries Management
- Diploma of Surface Operations Management
- Diploma of Leadership and Management
- Relevant mining or engineering qualifications

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

- Certificate IV in Extractive Industries Operations (now superseded)
- Certificate IV in Surface Extractive Operations
- Certificate IV in Work Health Safety
- Relevant mining or engineering qualifications

### **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	

## **7.0 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, Health and Safety Managers, 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 or organisation (typically employing in excess of 20 persons including contractors) operating within the quarrying industry; or
- experienced professional positions such as Senior Engineers, Health and Safety Managers, Senior Geologists, Senior Environmental Scientists responsible for the management of projects and investigations and provision of advice to organisations within the quarrying industry

## **8.0 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, blasting, health and safety, contracting, geological, environmental, planning, legal and materials testing services, or
  - in the provision of goods or services associated with the quarrying or related industries.

## **9.0 MEETINGS OF THE COMMITTEE**

The Membership Review Committee will convene at least twice per year and then as needed to review membership applications. The convening of the meeting may be a verbal agreement. The committee can approve or reject membership applications if a consensus is reached via email.

## **10.0 REPORTING RESPONSIBILITIES**

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

## **11.0 MEMBERSHIP FEES**

All membership fees will be set by the Board from time to time.

## **12.0 UPGRADE MEMBERSHIP FEES**

Any member upgrading to a new category of membership

- i. Must have his / her application for membership upgrade processed as per the guidelines required for an upgrade
- ii. No Entrance Fee is payable for a current member who is upgrading
- iii. The difference in fees (if applicable) will be charged at the pro rata amount
- iv. Member will be charged the amount relevant to the grade in the following renewal cycle.

## **13.0 MEMBERSHIP RENEWAL FOLLOWING FORFEITURE OF MEMBERSHIP**

Any member who fails to renew within the renewal cycle deadline of 30 September has until the 30 June in the following year to renew their membership without needing to reapply as a member or incur the Entrance Fee. National Office staff may reinstate the member to the grade as provided for in the renewal cycle once 100% of the membership fee (as applicable to the person's grade) has been paid.

Upgrade of membership following forfeiture:

- v. If the member wishes to upgrade his / her membership, National Office staff may process the upgrade as per the guidelines required for an upgrade.
- vi. The membership fee due to the IQA will be 100% of the fee as stated in the membership renewal invoice for that year.
- vii. Pro rata apportionment of membership fee will not be applied regardless of when the member opts to reinstate their membership, unless the member chooses option iv.



- viii. If the member wishes to have the pro rata rate applied, they must forfeit their previous membership grade and reapply to the new grade:
- Application form will be required
  - Entrance Fee must be paid
  - Fees applied on the same basis as any new membership
  - Length of IQA membership will not be shown as continuous.

#### **14.0 MEMBERSHIP HARDSHIP**

Any member experiencing hardship can apply to pay their membership fees via a payment plan. The CEO will review each case and agree a suitable solution for each individual member.

#### **14.0 TRANSFER OF MEMBERSHIP FROM ANOTHER INTERNATIONAL INSTITUTE**

By being a member of any Institute of Quarrying globally will provide reciprocal membership rights to the IQA. To transfer membership from an international Institute (UK, Hong Kong, South Africa, Malaysia, New Zealand) to Australia, the IQA requires:

- Signed Application form.
- No proper or seconder is required
- Copy of the current IQ Membership certificate or other evidence showing financial currency of membership.

A once off administration fee is payable to the IQA to cover administration costs of the transfer. No membership subscription fees are payable if the member is transferring outside of a renewal cycle however the full membership subscription fee aligned to the Member's grade, will be payable by the Member on the next renewal cycle.

#### **15.0 MATERNITY/PATERNITY LEAVE**

If a member leaves the industry temporarily on maternity or paternity leave their membership can be placed on hold for the time, up to 12 months, that they're on leave. On return from leave their membership will be reinstated on receipt of that years' membership renewal fee.