



IQA and AIQEF Committee Relationship Charter – April 2022

Section 4.11

1. Background

AIQEF Committee supporting the IQA

The following represent the principal areas in which the Institute of Quarrying Education Foundation Committee ('AIQEF') currently works with the Australian Institute of Quarrying ('IQA') to assist the IQA to achieve its strategic and business plan objectives:

1. Funding of IQA national capex initiatives in education and training to ensure the IQA's strategic plan vision and priorities are achieved. Capital projects are to be based on deriving a sustainable revenue stream for the IQA.
2. Funding of the IQA for the delivery of training products and programs to the industry.
3. Funding support to the IQA Branches and Sub-Branched for their respective education and training initiatives.
4. Joint educational activities carried out with other industry organisations for the benefit of industry participants.
5. Provision of the Alec Northover Award.

IQA supporting the AIQEF

The following represent the principal areas in which the IQA currently works with the AIQEF to support them in achieving their business plan objectives.

1. Provision of professional indemnity and public liability insurance for the AIQEF activities.
2. Provision of Company Secretarial services for meetings and governance practices.
3. Provision of an incorporated entity structure to allow the AIQEF activities to occur.
4. Providing the AIQEF with an online presence via website and social media.
5. Providing a Strategic Plan that identifies educational needs of the industry.
6. Providing the AIQEF with avenues for ongoing fundraising, namely the auction event at the IQA conference.
7. Providing the AIQEF with the guest speaker/auctioneer to conduct the auction events at the IQA conference and at other times throughout the year.
8. Providing the AIQEF with operational support to maintain the AIQEF brand.

2. Purpose

The purpose of this Charter is to:

- a) Set out an agreed process by which the IQA makes application to and receives funding from AIQEF in the pursuit of education and training initiatives; and
- b) Outline the process by which the AIQEF makes application to and receives approval from the IQA for the conduct of the auctions.

3. IQA Funding Process

a) IQA requirements

1. Each financial year, in line with the budgeting process, year, the IQA will compile and forward to the AIQEFC an itemised request for funding indicating what education and training related initiatives are proposed for the forthcoming financial year.
2. This request for funding will address the one or more of the five funding categories itemised above.
3. The IQA are to manage the Branch / Sub-Branch priorities to ensure that applications for funding are within the maximum level set by the AIQEFC.
4. Upon discussion with AIQEFC and their subsequent agreement in principle to proposed funding initiatives, the IQA will reflect these indications in the national IQA budget for the forthcoming financial year and where relevant in the Business Plan. Agreed AIQEFC funding is to be confirmed no later than the 30 March.
5. The IQA will then, as and when required, make proper and timely application to AIQEFC for each funding proposal indicated in the IQA budget. The AIQEFC will authorise the transfer of funds to the IQA for each approved funding project as requested or otherwise on a quarterly basis (or as otherwise approved in the funding application). The AIQEFC have empowered the Chairperson, Deputy Chairperson and CEO to consider branch funding requests of up to a maximum of \$5,000 per annum for requests that are not included in the annual budget.

b) AIQEFC requirements

1. The AIQEFC will provide the IQA advice on the total value of grants that it will make available to the IQA in the following financial year (July to June) by 30 March each year.
2. The AIQEFC will normally set a maximum level of annual funding for the IQA, unless extenuating circumstances exist which may not permit a maximum level to be set.
3. The AIQEFC will review the IQA funding budget when it is received and discuss any matters of concern or clarification with the IQA in a timely manner to allow for the completion of an itemised request for funding for the forthcoming financial year.
4. Following the outcome of these discussions, the AIQEFC will provide written advice to the IQA's Chief Executive Officer on what initiatives are likely to qualify for funding and any caps or limits that might be expected to apply. This process is to be concluded by 31 April.
5. The actual application details for IQA education and training-related projects and initiatives may vary from the budgeted amount. Every attempt will be made to ensure that initial funding applications cover anticipated costs for each and every AIQEFC Funding application.
6. The decision to approve or reject actual funding applications and funding remains at the sole discretion of the AIQEFC.

4. AIQEFEC Funding Process

a) AIQEFEC requirements

1. The AIQEFEC will work with the IQA's Chief Executive Officer to form a plan on annualised fundraising.
2. The IQA's Chief Executive Officer will work with two selected members of the AIQEFEC to execute fundraising activities including the auction event at the IQA conference.
3. The AIQEF will have an ongoing presence and be promoted at the IQA conference as part of the IQA. The IQA will coordinate the AIQEF's auction event which is deemed to be a sponsor requirement event and the following will apply to these events:
 - a. The invitation to host a conference event must be read by the sponsor in conjunction with the conference program's objectives before they make a decision on whether to accept or decline the invitation.
 - b. Once the invitation has been accepted, the sponsor must submit a written proposal to the respective organizing committee detailing how their event will meet the objectives of the conference along with what information the sponsor would like promoted and publicised to the conference delegates. The conference organizing committee will provide, in writing, the deadlines for all communication / publications to be received.
 - c. Once the proposal has been approved by the organizing committee the sponsor must adhere to the plan as part of the overall planning process to ensure the conference's objectives are met.
 - d. Each sponsor must work under the direction of and in consultation with the conference organizing committee at all times.
4. The AIQEFEC are to advise the CEO by exhibition due dates for the IQA conference whether they require the IQA to:
 - a. Provide exhibition space as per the T&Cs of the conference organising committee.
 - b. A minimum of 2 nominated committee members who will work with IQA management to support the acquisition of donated prizes.
 - c. Manage the auction process for the auction event.
 - d. Provide a public donation to the auction event.

b) IQA requirements

1. The IQA will advise the day and time in writing to the AIQEFC Chair to assist the organising committee in planning for the operation of the AIQEFC auction event at the IQA conference.
2. The IQA will advise in writing to the AIQEFC Chair of the guest speaker / auctioneer that has been organised prior to the conference.
3. The IQA will provide to the AIQEFC the relevant feedback tabled in the official conference evaluation report to guide future planning for the AIQEFC in the conduct of the auction event.

This Charter can be amended from time to time by mutual consent between the IQA and the AIQEFC.

This Charter is for a three year term commencing effective from the date of adoption by both parties.