

CONTRACTOR DELIVERABLES: Quarry Magazine Content Advisor

Contractor – fixed fee

ABOUT THE CONTRACTOR DELIVERABLES

The Quarry Magazine Content Advisor is responsible for supporting the technical accuracy of articles in Quarry Magazine (print and electronic). They are responsible for providing advice to help with factually correct technical information. The contractor is responsible for helping to identify any issues that may be contentious, not position the industry in a favourable light, be politically damaging and / or have a negative impact on the business objectives of the IQA, individual companies or quarries and escalating the issue to the IQA's CEO ('CEO') for review and action if deemed necessary. The contractor will collaborate with the editor of Quarry Mag, CEO and the editing panel to identify any article / photo that does not portray health and safety, environment, risk management, sustainability, industry regulation or other policy area factually and in line with IQA strategy.

Where an issue is identified to be contentious, technically inaccurate, non-compliant or generally damaging to the IQA and/or the industry, the matter must be raised with the editor of Quarry Magazine. If a favourable position can't be reached, then the issue must be escalated in writing to the CEO before the article is printed / published in any format. The CEO is solely responsible for resolving the matter with Quarry Magazine (Prime Creative Media).

REPORTS TO

The CEO.

KEY DELIVERABLES:

1. Review the weekly and monthly content of the electronic / printed Quarry Magazine for technical accuracy and provide feedback to the editor.
2. Review the weekly and monthly photos proposed for Quarry Magazine for accuracy and appropriate depiction of H&S, environment and other regulation and provide feedback to the editor.
3. Support a review of technical articles to ensure currency and the article is portrayed factually.
4. Identify any content that may be politically sensitive, not position the industry in a favourable light or be in some way damaging to the brand reputation of the IQA or the industry and advise the CEO in writing.
5. Support the development of thought leadership articles for the IQA and provide ideas on stories relevant to the sustainability and improvement of the industry to the editor of Quarry Magazine.
6. Support the identification of best / good practice across the industry and recommend the individual / quarry submit an IQA Award nomination (as appropriate in relevant categories).
7. Work collaboratively with the editorial review panel for the timely review of Quarry Magazine for technical accuracy, currency and best practice.
8. Meet weekly and monthly deadlines for the review of content. If unable to meet a deadline ensure the CEO is advised with at least 21 days' notice.
9. Participate in quarterly content planning to identify articles of interest and industry best / good practice for both Quarry Magazine and the IQA.

EXCLUSIONS

While the contractor will provide general guidance on the correction of technical content, the role is not responsible for:

- a. Writing articles in full to correct technical issues.
- b. Editing articles other than providing guidance on the correction of technical content, H&S content and other factual corrections.
- c. Sourcing authors, quotes or sign off of any article or content on behalf of the editor.
- d. Acting as the intermediary between companies, regulators government departments to source articles, content or obtain sign off on articles.

SKILLS and EXPERIENCE

- A relevant diploma or tertiary qualification in Surface Extraction, Engineering or other relevant field is highly desirable.
- Currently working in the extractive industry.
- A minimum of 5 years' experience managing quarry operations, consulting for quarry operations or engineering withing the extractive industry.
- A strong and current network across the industry.
- Practical understanding of the political climate and positioning of the industry (on a national and state level).
- Sound written and verbal communication skills.
- Ability to meet tight and strict deadlines.

FEES AND TERMS

- i. The contractor will be engaged for a 12 month period.
- ii. The contract will be reviewed annually and may be extended for a further 12 months if agreed in writing by both parties.
- iii. A total annual fee of \$5040 (inclusive of GST and all costs) will be paid for the 12 month period.
 - o If all deliverables have been met a monthly fee of \$420 will be paid in arrears upon receipt of a valid tax invoice on a 14 day term.
- iv. The contractor will be offered a half price ticket to the bi-ennial IQA conference (applies to full or day delegate ticket). This will be 50% off the full price of the ticket, excludes CMIC conferences, cannot be redeemed for any other IQA conference or event or transferred to another person. This excludes any travel or accommodation.
- v. The contractor will supply their own phone, internet and computer for delivery of the services.
- vi. The contractor must have a valid ABN.
- vii. The contractor must have pre-approval by the CEO to incur any other expenses.
- viii. The IQA can terminate the agreement for any reason whatsoever by providing 14 days' notice in writing. The contractor will be paid for any accrued services up to the day of termination.
- ix. The contractor can terminate the agreement for any reason providing the IQA 30 days' notice in writing. The contractor will be paid for any accrued services up to the day of termination.

Signed:

Name: <<INSERT>>

Date: