

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

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

The Membership Review Committee 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 Committee'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 REQUIREMENTS**

#### **3.1 IQA Corporate Membership**

##### **3.1.1 Technical Member**

Where an applicant clearly meets the following requirements National Office staff with delegated authority from the Chief Executive Officer may elect as a **Technical Member** any applicant who:

- i) is engaged in the industry;
- ii) has made application in writing to the IQA via 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 (refer to Table 1 below);
- vi) has been in a position of responsible charge (i.e. supervised or managed up to 20 employees) for at least three years;

- vii) holds a Certificate IV applicable to their employment in the industry as provided in an Australian national training package, or its equivalent or higher, or possesses an exempting qualification; and
- viii) has provided satisfactory evidence of the above via the membership application process.

Where the applicant does not clearly meet all of the requirements of a Technical Member, the National Office staff is to refer that application to the Membership Review Committee for their consideration and determination. National Office staff may also refer other applications for Technical 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 IQA via 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 (refer to Table 2 below); and
- vi) is deemed qualified by the Membership Review Committee using a formal process to gauge industry experience. Evidence may include, a resume, letters of support, interview and contacting current and / or previous employers.

### 3.1.2 Member

Where an applicant clearly meets the following requirements the National Office staff may elect as a **Member** any applicant who:

- i) is engaged in the industry;
- ii) has made application in writing to the IQA via 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 applicable to their employment in the industry (i.e. supervised or managed up to 20 employees for more than three years);
- vi) has been in a position of responsible charge (i.e. supervised or managed up to 20 employees) for at least three years;
- vii) holds a diploma applicable to their employment in the industry as provided in an Australian national training package, or its equivalent or higher, or possesses an exempting qualification; and
- viii) has provided satisfactory evidence of the above via the membership application process.

National Office staff 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, National Office staff is to refer that application to the Membership Review Committee for their consideration and determination. National Office staff 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 IQA via 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 applicable to their employment in the industry (refer to Table 2 below); and
- vi) is deemed qualified by the Membership Review Committee using a formal process to gauge industry experience. Evidence may include, a resume, letters of support, interview and contacting current and / or previous employers.

### 3.1.3 Fellow

Where an applicant clearly meets the following requirements the National Office staff may elect as a **Fellow** any applicant who:

- i) is engaged in the industry;
- ii) has made application in writing to the IQA via the prescribed form;
- iii) has paid the prescribed fee;
- iv) has provided an electronic copy of industry qualification(s);
- v) has been nominated by two Fellows of the Institute;
- vi) has at least seven years' experience in the Industry, including no less than four years in a position of senior managerial charge (i.e. managed more than 20 employees) for a minimum of 4 years and been an IQA Corporate Member for a minimum of 3 years;
- vii) holds a diploma applicable to their employment in the industry as provided in an Australian national training package, or its equivalent or higher, or possesses an exempting qualification; and
- viii) has provided satisfactory evidence of the above via the membership application process.

National Office staff 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, National Office staff is to refer that application to the Membership Review Committee for their consideration and determination. National Office staff may also refer other applications for Fellow grade to the Committee for determination.

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

- i) is engaged in the industry;
- ii) has made application in writing to the IQA via the prescribed form;
- iii) has paid the prescribed fee;
- iv) has been nominated by two Fellows of the Institute;
- v) has completed a period of training and experience applicable to their employment in the industry (refer to Table 2 below);
- 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) has been a Corporate Member for a minimum of 3 years.

### 3.1.4 Honorary Fellow

The Membership Review Committee may recommend 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 a formal qualification required for them to be otherwise granted a corporate grade (Technical Member, Member or Fellow), and
- ii) Corporate members who have made a notable, active and sustained contribution to the Institute either as President, long term Chair or key member of a Branch or sub-Branch, long term Chair of a standing committee, long service as a 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 individuals to the IQA Board for elect as an **Honorary Fellow**.

### **3.2 Non-Corporate Grades**

#### **3.2.1 Associate**

Where an applicant clearly meets the following requirements the National Office staff may elect as an Associate any applicant who:

- i) is engaged in the industry
- ii) has made application to the IQA via the prescribed form; paid the prescribed fee; and
- iii) has been nominated by two members in any grade.

Where the applicant does not clearly meet all of these requirements for Associate grade National Office staff is to refer that application to the Membership Review Committee for their consideration and determination. National Office staff may also refer other applications for Associate grade to the Committee for determination.

#### **3.2.2 Student**

Where an applicant clearly meets the following requirements the National Office staff may elect as a Student any applicant who:

- i) has made application to the IQA via the prescribed form;
- 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 National Office staff is to refer that application to the Membership Review Committee for their consideration and determination. National Office staff may also refer other applications for Student grade to the Committee for determination.

Note: Applications to this grade may not be approved if they fulfil 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 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.

## **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 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	

## **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, 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

## **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 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.

## **8.0 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.

## **9.0 MEMBERSHIP FEES**

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

## **10.0 MEMBERSHIP GRADE ENTRY GUIDELINES**

The IQA has clearly defined grades of membership. Grades are determined by both level of formal qualification held and experience in the industry.

**Table 1: IQA Membership Grade Requirements – National Office Assessment Criteria**

Requirements for Grades	Associate	Technical Member	Member	Fellow
Are you engaged in the industry?	✓	✓	✓	✓
Do you have a Certificate IV in a relevant qualification?		✓		
Do you have a Diploma or above in a relevant qualification?			✓	✓
Have you supervised or managed up to 20 employees for at least three years?		✓	✓	
Have you been engaged in the industry for more than 7 years, including a minimum of 4 years in a position of senior managerial charge?				✓
Have you managed more than 20 employees, or more than one site, for more than 4 years?				✓
Have you been a Corporate Member for a minimum of 3 years?				✓

**Table 2: IQA Membership Grade –Membership Review Committee Assessment Criteria**

Requirements for Grades	Associate	Technical Member	Member	Fellow
Is engaged in the industry.	✓	✓	✓	✓
Does not hold a Certificate IV relevant to the industry but may have formal qualifications in other disciplines.		✓		
Does not have a Diploma (or above) relevant to the industry but may have formal qualifications in other disciplines.			✓	✓
Has at least ten years' experience in the industry, including no less than three years' experience in a position of responsible charge (i.e. supervised or managed up to 20 employees or more).		✓	✓	
Has been engaged in the industry for at least fifteen years, including no less than seven years' experience in a position of senior managerial charge.				✓

Requirements for Grades	Associate	Technical Member	Member	Fellow
Has been a Corporate Member for a minimum of 3 years?				

### 11.0 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.

- i. If the member wishes to upgrade his / her membership, National Office staff may process the upgrade as per the guidelines required for an upgrade.
- ii. The membership fee due to the IQA will be 100% of the fee as stated in the membership renewal invoice for that year.
- iii. 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.
- iv. If the member wishes to have the pro rata rate applied, they must forfeit their previous membership and reapply
  - Application form will be required
  - Entrance fee will be paid
  - Fees applied on the same basis as any new membership
  - Length of IQA membership will not be shown as continuous.