



IQA Women In Quarrying Network 'WIQN'- Committee Charter / Section 4.7

1. Composition of the committee

The WIQN committee is chaired by the IQA WIQ National Coordinator and consists of 4 or more State WIQ Coordinators. The current WIQN committee consists of the following members:

- a) National Coordinator
- b) QLD Coordinator
- c) Nth Qld Coordinator
- d) NSW Coordinator
- e) VIC Coordinator
- f) SA Coordinator
- g) WA Coordinator

The National Coordinator is appointed by the WIQN committee. The State Coordinators are elected by IQA members from the respective state.

The Deputy Chairperson will chair the meeting if the Chair is unable to attend. A quorum for a meeting of the committee is three members.

The WIQN Committee may from time to time co-opt non-WIQ Coordinator members to serve on the committee in order to bring additional skills, experience or networks as and when needed.

The National and State WIQ Coordinators are appointed for two year terms.

One of the State WIQ Coordinators will be appointed as the Deputy Chairperson by the WIQN committee with the view that they will become the Chairperson after the expiry of the current Chairperson term.

One of the State WIQ Coordinators or a Branch Administrator will be appointed as the Secretary of the WIQN Committee and will minute the committee meetings.

2. Our Purpose:

To promote active participation amongst women within the extractive industry and to encourage and create opportunities for personal and professional development.

3. Our Goals:

- (a) Acknowledge and celebrate women's contribution to the extractive industry;
- (b) Create a platform to further enhance women's involvement in and contribution to the extractive industry; and
- (c) Provide the opportunity for anyone in the industry to connect, network and share experiences.
- (d) Promote the quarrying industry to women, and encourage same to become members of the IQA.

4. Responsibilities of the Committee

The responsibilities of the committee shall be:

- (a) Assisting with the organising of the IQA WIQN conferences for each state in Australia;
- (b) Integrate with IQA Branches to ensure that there is adequate provision of technical presentations, seminars, dinner meetings and networking events for IQA female members and non-members;
- (c) Promote the participation of IQA educational training for IQA female members and non-members including PDP's, ePDP's, WPDP's, QMCS etc;
- (d) Encourage IQA female members and non-members to participate in the IQA Branch / Sub-Branch fundraising events including site tours, golf days, breakfast and evening gatherings etc.
- (e) To ensure that the activities of the committee are consistent with the vision, mission, values, goals and current strategic plan of the IQA.
- (f) To ensure that all of the activities undertaken by the WIQN committee are within the insurable events of the IQA's insurance policies as per point 6 below.
- (g) To ensure that all operations of the WIQN committee are undertaken in accordance with the IQA Code of Conduct & Ethics Policy 10.7 and to seek guidance and direction from the IQA's Chief Executive Officer on any operational issue or matter.
- (h) To ensure that actions of the WIQN committee are conducted in accordance with the IQA's Risk Management Practices policy 10.9.

5. Reporting lines and authority of the WIQN Committee

The WIQN committee is an IQA operational committee which reports directly to the IQA's Chief Executive Officer. The WIQN committee will report as necessary to the CEO on the outcome of any planned or ad hoc activities of the committee.

The WIQN committee will refer any significant matter or contentious issue to the Chief Executive Officer for consideration, with recommendations of appropriate remedy. The Chief Executive Officer has the discretion and authority to override a recommendation of the WIQN committee after appropriate consultation with committee representatives has occurred.

The WIQN committee may approve contracts that are within the normal operating activities of the WIQN committee after appropriate vetting by the Company Secretary.

6. Committee activities

The IQA's insurable events for the WIQN committee activities includes the following:

- a) Organising and hosting events that promote the organisation's vision, values, goals and area of focus of interest;
- b) Activities including hosting site tours, social events, dinner meetings to raise funds for member training and education;
- c) The provision of professional development programs to benefit members; and
- d) Support services for members including the provision of opportunities for networking.



7. Meetings of the WIQN committee

The WIQN committee will convene at least once every four months. The convening of meetings may be via verbal arrangement. The WIQN committee will provide to the CEO the meeting minutes within 14 days of each meeting occurring.

8. Review

The WIQN committee shall review their charter annually, including their membership and the results of their work and so report to the CEO.