



THE AGGREGATE & QUARRY  
ASSOCIATION OF NZ

# POSITION DESCRIPTION

-

# CHIEF EXECUTIVE



Health and Safety in NZ extractives

## **1. THE AGGREGATE AND QUARRY ASSOCIATION**

- 1.1. The Aggregate & Quarry Association of New Zealand (AQA) is an incorporated society formed in 1975 when it separated from the New Zealand Contractors Federation (now Civil Contractors New Zealand). It has an elected Board of eight members (at least 2 from the South Island) who meet five times a year (and as required).
- 1.2. The membership of the AQA is producers of about 85% of the aggregate production in the country. Total aggregate production is approximately 48 million tonnes p.a. and is from 1,100 commercial quarries.
- 1.3. The income of the Association is from membership subscriptions which are on a production bands system.

## **2. MINEX HEALTH AND SAFETY COUNCIL**

- 2.1. MinEx is the national health and safety council for New Zealand's extractives sector, covering mining, quarrying, and tunnelling. This is a very successful JV between the New Zealand Minerals Council (NZMC), AQA, IOQNZ and AUSIMM.
- 2.2. The MinEx vision is to have a New Zealand extractives sector free from fatalities, injuries and illness, and that promotes health and wellbeing for all.
- 2.3. MinEx is funded by individual mining company contributions, levies associated with AQA membership fees and other association contributions.

## **3. THE POSITION**

- 3.1. The position is that of the Chief Executive of AQA and MinEx and over time, this role will broaden to include leadership responsibility for MinEx, the national health and safety council for extractives. Each Board has developed a Business Plan (BP). The CE will implement the BP for AQA and in time the BP for MinEx. Funding has been confirmed to support the BP of each organisation.

## **4. THE LOCATION**

- 4.1. The location for the Chief Executive will be in Wellington. At present there is a shared office with the NZMC with support staff also shared with the NZMC.

## **5. SERVICES TO BE PROVIDED**

The CE will be responsible to the Boards of AQA and (in time MinEx) for the implementation of the BPs. Services will include, but not be limited to:

- 5.1. In conjunction with the MinEx and AQA Boards, develop long term strategic plans for consideration and approval by each Board;
- 5.2. Develop and oversee the execution of annual operating plans to ensure the ongoing success of the AQA and MinEx (organisations);
- 5.3. Ensure that each Board is provided with full and timely financial and operational information that will enable it to monitor and oversee the performance of the organisations;
- 5.4. Promote the development of MinEx and AQA as effective and efficient organisations that are seen to be operating in a professional manner;

## Aggregate & Quarry Association

- 5.5. Raise the profile of MinEx by liaising with appropriate agencies such as AQA, NZMC, IOQNZ, AusIMM, Mines Rescue, MITO and other training providers, NZMC, WorkSafe and other Government agencies at the appropriate level;
- 5.6. Raise the profile of AQA by liaising with appropriate Central and Local Government agencies, and other organisations at the appropriate level;
- 5.7. Encourage the development of strong working relationships between the organisations' member companies and the key stakeholders representing various sectors of the industry;
- 5.8. Encourage and assist member companies with the development and maintenance of best practice principles in the field of health and safety;
- 5.9. Work with Government agencies on the development of fit for purpose legislation and industry guidance by providing expert input and co-ordinating industry experts input to consultation and guidance material;
- 5.10. Advocate on behalf of the industry on the impact and implications of legislation and other Government policy decisions;
- 5.11. Develop and present submissions to government and its agencies as required, by each Board;
- 5.12. Maintain and grow AQA membership through effective leadership and improved deliverables for members.,
- 5.13. Other reasonable duties as may be required from time to time.

## **6. PERSONAL ATTRIBUTES AND SKILLS**

- 6.1. The successful applicant will have:
  - 6.1.1. Good communication skills and the ability to meet with a wide variety of people and strongly advocate for and on behalf of the extractives sector.
  - 6.1.2. Sound financial management skills including the setting of realistic budgets and monitoring financial performance.
  - 6.1.3. Ability to analyse, comment and submit on central and local body legislation, plans and policies.
  - 6.1.4. Knowledge of development of policy processes within government.
  - 6.1.5. Knowledge in planning processes in respect to local and regional government.
  - 6.1.6. Knowledge of the legislation and requirements for an incorporated society in the non-for-profit area.
  - 6.1.7. While knowledge of or experience in the quarrying industry is not essential, it will be viewed favourably by the Board.
  - 6.1.8. A strong health and safety background within industry or a health and safety organisation.

## **7. APPLICATION**

- 7.1. Process to be determined.