

Operational Procedures for WMAA National Divisions

Membership

1. The Waste Management Association of Australia (WMAA) is organised into Branches, Divisions and Working Groups.
2. Individual and state corporate members of WMAA are affiliated with the state Branch in the state where they reside.
3. Members may choose to be affiliated with any Working Group in their particular areas of interest or activity by paying the necessary additional membership fee (if applicable)
4. Where four or more State Working Groups exist in a particular area of interest or activity, a National Division may be formed. An additional membership fee is at the discretion of the Committee of the Division.
5. Where a National Division has been formed, affiliation with a constituent state working group includes affiliation with the National Division.
6. A National Division shall hold at least one face-to-face Committee meeting each year. In general, the Division may include a provision for travel and meeting costs for Committee members for this meeting in their budget application each year. It is anticipated that other meetings will be held by teleconference. Travel and costs over and above this one face-to-face meeting shall be met by individual members of the Division.

National Division Committee Structure

A National Division Committee generally consists of the Chairperson and Deputy-Chairperson (and/or their representative) of each State Working Group and other interested members at the agreement of the group.

Division Executive Committee

The National Division Executive Committee should consist of four Office Bearers

- Chairperson
- Deputy-Chairperson
- Finance Officer
- Secretary

Election of National Division Chairperson

State Working Groups should hold their AMM (if required) in February/March each year to determine the State Working Group Chairperson and Deputy-Chairperson.

At least one representative from each State Working Group shall sit on the National Division Committee. The representative must be nominated and endorsed by their respective State Working Group. The representative does not necessarily need to be an Office Bearer of the State Working Group.

The Chairperson will be selected either by popular vote from the entire National Division Membership or by vote from the outgoing Committee, the method selected must be minuted at a Committee meeting prior to the election.

In the case of no nominations, National Office will call for nominations from State Working Group members who will be offered the opportunity to nominate through their State Working Group Chairperson.

Role of Division Chairperson

- The Chairperson acts as official Committee spokesperson and meeting facilitator; guides the decision making process in accordance with the standard procedures; makes discretionary judgments about Committee processes (meeting dates, agenda etc.); summarises Committee activities for the AMM; media spokesperson unless otherwise delegated.

Role of Division Deputy-Chairperson

- The Deputy Chairperson supports Chairperson and acts in that position when Chairperson not available; otherwise same as Chairperson.

Role of Division Finance Officer

- The Finance Officer prepares and submits annual budget in consultation with national office; monitors expenditure against budget; approves invoices and forwards them for payment by national office; summarises Division performance against budget at Committee meetings, reports performance against budget at Committee meetings.

Role of Division Secretary:

- The Secretary is responsible for ensuring that agendas and minutes for Committee meetings are prepared and issued (may be with assistance from WMAA Admin Staff); follows up actions and the people assigned to implement those actions between each meeting; shares and stores Committee documentation according to the standard procedure.

Non-members may be invited to observe or provide information at the discretion of the Committee.

Annual Members' Meeting

Each National Division shall hold an Annual meeting of members in March or April of each year. The purpose of this meeting will be the appointment of the Division Executive and Committee (if required), report to members on the Division activities undertaken over the past financial year and any other business as the Division Committee may determine from time to time. (Note there is no need to hold a formal AGM as Divisions are not legal entities in their own right.)

Committee Decisions

- The Committee may make decisions on behalf of the membership at its regular meetings.
- The Chairperson may permit any observers to attend Committee meetings at his/her discretion. They, however, do not have voting rights.
- The Chairperson may pass a proposal without a formal vote. If, however, any member of the Committee indicates he or she disagrees with the proposal, a formal vote must be taken.
- For a decision to go to a vote it must be proposed by one member of the Committee and supported by a second member.
- Where a Committee member stands to benefit financially from a decision of the Committee he or she must declare a conflict of interest and abstain from voting.
- Where a Committee member intends to participate in a tendering process they must declare a conflict of interest and remove themselves from any deliberations, written or verbal.
- Administrative decisions require the majority (greater than 50%) of the Committee to vote in favour of the proposal for it to be passed.
- Policy decisions require the Committee to reach consensus.
- Committee members who are not present at a meeting or who do not provide a proxy waive their right to vote on decisions made at that meeting.
- The Chairperson only has one vote; there is no casting vote.
- Details of proposals and related decisions made by the Committee or the Executive must be recorded in the minutes of the relevant meetings.

Executive Decisions

- The Executive may make administrative decisions on behalf of the membership at any time, other than during Committee meetings, provided it is within the annual budget approved by the Committee.
- Executive decisions shall be disclosed by a member of the Executive at the next Committee meeting.
- The Executive Committee members shall not vote on expenditure where they are a recipient of any funds.
- Where practical, executive decisions may be reversed by a decision of the Committee.

General

- All Committees shall use the standard format for recording decisions and actions (agenda and minutes).
- Minutes of Committee meeting and any associated reports shall be submitted to the WMAA National Office (via email to archive@wmaa.asn.au) within 30 days of formal acceptance by the Committee.
- Minutes, agendas and associated reports shall be posted in the members' only area on the WMAA website.
- Branches, Divisions and Working Groups found to be disregarding this procedure may be discontinued at the discretion of the WMAA Board.
- Office Bearers found to be disregarding this procedure may be disciplined at the discretion of the WMAA Board.

Delegated authority

- Unless otherwise delegated, only the Chairperson has the authority to speak or act on behalf of the group.
- The Chairperson may delegate authority for a member of that group to speak or act on behalf of the group.
- The Chairperson or those with delegated authority shall speak and act in accordance with the *WMAA Code of Conduct* and *Media and Communications Policy*.
- The delegated authority must be provided in writing and define the forum or period of time that the member is authorised to speak or act on behalf of the group.
- The Chairperson shall notify the Committee and WMAA National Office when delegating authority to speak or act on behalf of the group.
- The Committee may delegate authority through a resolution made at a Committee meeting and recorded in the minutes.
- The Chairperson or Committee may delegate authority to a WMAA employee or contractor to speak or act on behalf of the group.
- Office Bearers and other members found to be disregarding this procedure may be disciplined at the discretion of the WMAA Board.

Funding and Sponsorship

- Grant funding (or similar) and sponsorships accepted shall be authorised by the WMAA CEO or his/her delegated officer.
- Members shall not authorise receipt of grant funding or sponsorship agreements.
- Where grant funding exceeds \$50,000, the WMAA Board must approve the funding agreement prior to its acceptance.
- Applications for funding shall be provided to the CEO or his/her delegated officer at or before the time they are submitted. It is recommended that grant applications of greater than \$50,000 be submitted to the Board for consideration prior to the application being submitted.
- Sponsorships shall not be accepted without a written sponsorship agreement, including at a minimum: the sponsors contact details; the sponsorship amount; the sponsorship benefits and the sponsors' signature.
- Funding applications shall be approved by the relevant Executive Committee prior to their submission.
- Sponsorship packages/agreements shall be approved by the relevant Executive Committee and the CEO or his/her delegated officer prior to their public release.
- Office Bearers and other members found to be disregarding this procedure may be disciplined at the discretion of the WMAA Board.

Media and Communications

- Only the CEO, National President or the Directors are authorised to make or approve official statements made in the name of WMAA.
- The Chairperson of a group or a person with delegated authority (see procedure for delegating authority) may speak to the media or other external stakeholders on behalf of that group.
- The media spokesperson shall make it clear to the media that they speak on behalf of the Division they represent. The media spokesperson shall not criticise other WMAA members or groups.
- Where a policy position is being communicated to the media it shall:
 - Be within the interest area of the Division and appropriate to the group (local/state or national/international).
 - Be approved by the Division Committee under the procedure for making and recording decisions or be a consensus position of the Division.
- Media releases prepared by Divisions shall not be distributed without the prior knowledge of the CEO or his/her delegated officers.
- Divisions are encouraged to publish policy statements supported by the Division members before dealing with the media.
- Office Bearers and other members found to be disregarding this procedure may be disciplined at the discretion of the WMAA Board.