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## WMAA STATE WORKING GROUP PROCEDURES

### General

The Waste Management Association of Australia (WMAA) is organised into Branches, Divisions and Working Groups.

Individual, state, supplier or local government corporate members of WMAA are affiliated with a State Branch in the state where they reside. National members may nominate an employee to represent their organisation in each State Branch.

Members may choose to be affiliated with any Working Group in their particular areas of interest or activity.

Where four or more State Working Groups (or State Conveners) exist in a particular area of interest or activity, a National Division may be formed (see Divisions document for more information).

Any member of the WMAA may become a member of a State Working Group by paying the necessary additional membership fee (if applicable).

Where a National Division has been formed, affiliation with a constituent State Working Group includes affiliation with the Division.

### Working Group Authority

The Working Group Committee can authorise expenditure within the approved Working Group budget. Committee Members, however, are not authorised to make applications for grants to outside organisations, sign contractual agreements or engage consultants where a signed contract is required on behalf of the Working Group. All such documentation shall be forwarded to the National Office for authorisation and signature by the CEO or her nominated authority will be required. All committees are reminded that the appointment of any consultant must conform to the WMAA Policy for the Engagement of Consultants.

### Small Working Groups

Where a Working Group has:

- a) less than four members
- b) is not engaged in running fee paying events
- c) has an operating budget of less than \$1,000
- d) is not a recipient of WMAA project funds
- e) is not a recipient of other funds including outside grants

then the group can operate with only a Chairman or Chairman and Secretary at the discretion of the Working Group Members. In this scenario the Chairman is responsible for all the functions of the Executive Committee.

### Large Working Groups

#### Make-up of Large Working Group Committee

The Committee shall generally be made up of an Executive Committee (Office Bearers) of four and an unlimited number of interested members.

The Executive Committee shall generally consist of the following:

#### 1. Working Group Chairman – 2 year term:

- i. **Working Group Chairman**  
The role of the Chairman is to:
  - act as official Working Group spokesperson (within the boundaries of the WMAA *Media and Communications Policy*)

- act as Working Group meeting facilitator
- guide the decision making process in accordance with standard procedures
- make discretionary judgments about Committee processes (meeting dates, agenda etc)
- summarise Committee activities for the State Branch AMM and Working Group AMM if applicable
- be the Working Group's representative at State Branch Committee meetings
- be the Working Group state representative on the National Division (if applicable)
- be responsible for communicating Working Group projects, activities and events to the State Branch President and National Division Chair (if part of a National Division)
- be an authorised signatory for Working Group expenditure within the Working Group budget
- submit Working Group Project Applications to the Branch President /state administration officer and National Division Chair (if part of a National Division) by 15 September of each year
- have the ability to attend and contribute to the National Division face to face meetings at least once a year and regular teleconferences (if part of a National Division)

ii. *Deputy Chairman*

The Working Group Deputy Chairman supports the Chairman and acts in that position when the Chairman is not available; otherwise same as Chairman.

iii. *Working Group Finance Officer*

The Working Group Finance Officer is responsible for:

- developing the Working Group budget and submitting to Branch President / National Division Chair / state administration officer by 15 September each year. Where Working Groups are not part of a National Division, Working Group budgets are included in State Branch budgets
- monitoring expenditure against Working Group budget and approving invoices for payment by National Office
- summarising Working Group performance against budget at the Working Group AMM (if applicable)
- reporting performance against budget at Branch Committee Meetings

iv. *Working Group Secretary*

The Working Group Secretary is responsible for:

- ensuring that agendas and minutes are prepared and issued for Committee meetings and the AMM, if applicable (with assistance from Branch Admin Officer or National Office).
- administering the Working Group AMM with assistance from National Office if required
- following up actions and people assigned to implement those actions between each meeting
- sharing and storage of Committee documentation and reports
- ensuring that copies of all relevant correspondence, minutes, reports etc are forwarded to National Office for website or archiving as appropriate

From within the Committee the following portfolios should be allocated:

- *Seminar Program*

This Committee Member is responsible for identifying topics and speakers for branch functions and setting the program.

- **E-News & Website Contributions**  
This Committee Member is responsible for advising the local members of the date of publication of the Branch E-News & WMAA E-News and collating any Working Group submissions. This Committee Member shall also check the Working Group webpage on the WMAA website and forward information updates

#### **Working Group AMM Procedure (if required)**

The Working Group Annual Members' Meeting is not a legal requirement. It is, however, the vehicle by which Working Groups can elect new Office Bearers. The AMM should be held in February / March of every year to precede the National Division AMM and allow time for the election of National Division Office Bearers (where the Working Group is part of a National Division) in April each year.

Notification of the AMM and call for nominations for Office Bearers is at the discretion of the Working Group Committee provided transparency and good governance principles are followed.

#### **General**

- Working Group communications to be distributed on respective Branch letterheads with a text box to specify the Working Group name
- Communications to be copied to Branch President, associated Division Chairman and National Office
- Minutes of Committee meeting and any associated reports shall be submitted to the WMAA National Office (via email to [archive@wmaa.asn.au](mailto: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
- Working Group Members including Committee Members and Office Bearers must comply with the WMAA Code of Practice for External Communications ([click here](#) to view)

#### **Working Group Annual Members Meeting Procedures**

##### **Procedure for Elections**

- Call for nominations can be called by National Office via an electronic notice at the request of the Chairman and standard nomination forms can be provided if required
- If there is more than one nomination for executive positions, a vote may be taken by the members at the AMM