



WASTE CONTRACTORS &
RECYCLERS ASSOCIATION
OF N.S.W

ABN 72 805 135 472

Suite 2, First Floor
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Wetherill Park NSW 2164

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Job Description of the Executive Director

21st February 2023

As per the Rules of WCRA

The Executive Director will at all times be subject to the direction and control of the Executive.

The duties of the Executive Director will include the following:

- ensuring the efficient running on a day-to-day basis of the Association.
- taking all steps necessary and exercising all duties, powers and discretions conferred by the Executive.
- taking all steps necessary and exercising all duties, powers and discretions to promote, advance, protect or further the interests or objects of the Association.
- engaging staff to fill any positions which have been approved by the Executive and to fill any vacancies in those positions.
- having responsibility over the staff of the Association including the disciplining, when necessary, of any member of staff provided that in dealing with staff the Executive Director must act fairly and reasonably.
- ensuring that decisions of the Executive and a General Meeting of the Association are implemented without undue delay.
- performing or causing to be performed any tasks allocated to the Executive Director by the Executive and a General Meeting of the Association; and
- carry out any tasks imposed by these rules, including tasks and matters that are urgent, unusual or of a special nature

The extent of these duties

- Ensure compliance with the obligations imposed by the Fair Work (Registered Organisations) Act 2009.
- Prepare WCRA's annual budgets.
- Ensure that WCRA's accounts are prepared in an accurate and compliant manner, with confirmation via an annual audit. (This includes membership, sponsorship, project & attendance invoices along with the collection of debts, the payment of creditors, reconciliations, term deposits, project management, etc.).
- Compile an annual calendar of events.
- Ensure all meetings and events are managed, promoted and delivered in a timely, professional, efficient & cost-effective manner.
- Ensure that WCRA's data base is managed in an accurate and compliant manner.

- Ensure that systems and procedures are in place for the regular and timely distribution of relevant updates to Members & Sponsors.
- Ensure that systems and procedures are in place to assist with resolutions, advice and support to all reasonable issues raised by Members & Sponsors.
- Manage relationships with government and departments including the preparation of all required submissions and representations to local, state, territory and federal governments (including but not limited to NSW EPA, Safe Work NSW, Planning, NHVR, FRNSW, Local Government, Small Business, the ACT Government, the ACCC, FWC, FWO, ROC, NSW IRC, Federal Government, etc.).
- Manage relationships with WCRA's relevant service providers across areas such as legal, IT and training.
- Manage relationships with other relevant Associations including but not limited to WMRR, ACOR, NWRIC, AORA, ALOA, LGNSW and state Associations such as VWMA, WRIQ, WRISA, WRIWA, WRINT, etc.
- Ensure WCRA's website has a professional and modern appearance with relevant, meaningful and compliant content.
- Manage and maintain the premises owned by WCRA (Suite 2, 12-16 Daniel Street, Wetherill Park).

Operational

- Reporting to the elected Executive
- Ensure compliance with relevant registered association legislation
- Supporting Members
- Maintaining relationships with Sponsors.
- Retention & growth of Membership & Sponsorship.
- Attempting to influence policy impacting the waste & recycling industry.
- Participating in industry working groups.
- Search for and apply for funding opportunities (and grants).
- Manage training offer (including cost, quality and possible delivery).
- Facilitate working groups of Members (C&D, Liquid/Hazardous, ACT, MRF, Scrap Metal, WHS)
- And manage staff, the office and oversee all aspects of the accounts

Support staff & contractors

- Personal Assistant, Monday to Thursday, 24 hours per week
- Bookkeeper, Wednesdays & Fridays, 12 hours per week (plus the Monday before each meeting of the Executive)
- Projects & Training Manager, Tuesday plus another half day
- Fishburn Watson O'Brien, legal, environmental, planning & employment relations matters (monthly retainer agreement)
- Peter Cochrane, IT support and issues (monthly retainer agreement)

Tony Khoury

- Accessible to support staff & contractors Monday to Friday
- Accessible to Members and Sponsors, generally on an as required basis
- At WCRA office 3 days per week
- Work from home and/or off-site 1.5 days per week
- Training / projects involving WCRA Members 0.5 days per week