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# BIRD GUIDES WORKING PARTY

## PREAMBLE:

The BirdLife Western Australia (BWA) committees are convened by the BirdLife Western Australia Executive Committee (BWA EC) through the delegated authority of the BirdLife Australia (BA) Board. The lines of accountability of BWA committees, working parties and designated officers are as specified in the Organisational Chart approved by the BWA EC. No member or committee is empowered to undertake decisions involving the resources, finances or name of BWA without authorisation from the BWA EC. The BWA Chair is the *ex officio* spokesperson for BWA. All members and committees are bound by the BirdLife Australia Constitution and the BirdLife Australia Branch Working Arrangements, and the policies and procedures contained in the manual authorised by the BWA EC.

**All BirdLife Western Australia activities are carried out on behalf of BirdLife Australia to achieve the BirdLife Australia objectives.**

## 1. PURPOSE

The role of the Bird Guides Working Party (BGWP) is to produce and revise the bird guides in conjunction with commissioning bodies.

## 2. ACCOUNTABILITY

The BGWP is accountable to the BWA EC.

## 3. TERMS OF REFERENCE

- To receive commissions to produce bird guides from the BWA EC or from interested parties.
- To ensure accurate content of the bird guides produced for BWA.
- To negotiate with commissioning bodies to ensure the economic production of birdguides as much as is possible.
- To encourage clients to fund reprinting where practicable and if not report to the BWA EC and seek adequate resources to maintain the production and supply of bird guides.
- To follow standard BirdLife formats for the bird guides where appropriate.
- To revise the existing bird guides to meet these standards of presentation and production as closely as possible.

## 4. APPOINTMENT

The BGWP is appointed by the BWA EC. The appointment can be terminated at any time by the BWA EC or by the BGWP member(s).

## 5. OPERATING PROCEDURES

### a. Publications

The BGWP will follow the BirdLife Australia Style Guide for Booklets and Brochures. The BGWP will submit all publications to the BWA Chair (or someone

delegated by the BWA Chair) for approval before release. Every document must include the BirdLife Western Australia logo and BWA contact details.

**b. Images**

The BGWP may commission drawings for use in the bird guides. The artist or photographer retains the copyright of any drawing or photograph used in the bird guides. The artists and photographers will be acknowledged in the bird guide.

**c. Web Site**

The BGWP will provide PDF files to the Web Site Manager for publication on the BA web site.

**d. Annual Report**

The BGWP will prepare an annual report to Dec 31<sup>st</sup> and submit same to the BWA Chair no later than two weeks before the next BWA annual general meeting.

# BWA PHOTOGROUP

## PREAMBLE:

The BirdLife Western Australia (BWA) committees are convened by the BirdLife Western Australia Executive Committee (BWA EC) through the delegated authority of the BirdLife Australia (BA) Board. The lines of accountability of BWA committees, working parties and designated officers are as specified in the Organisational Chart approved by the BWA EC. No member or committee is empowered to undertake decisions involving the resources, finances or name of BWA without authorisation from the BWA EC. The BWA Chair is the *ex officio* spokesperson for BWA. All members and committees are bound by the BirdLife Australia Constitution and the BirdLife Australia Branch Working Arrangements, and the policies and procedures contained in the manual authorised by the BWA EC.

**All BirdLife Western Australia activities are carried out on behalf of BirdLife Australia to achieve the BirdLife Australia objectives.**

## 1. PURPOSE

The BWA Photogroup is a subgroup of BWA members who meet regularly to discuss, develop and share skills in the photography of birds. Bird images are offered to the BWA image librarian for possible inclusion in the BWA image library.

## 2. ACCOUNTABILITY

The BWA Photogroup is accountable to the BWA EC through its nominated BWA Executive Committee member.

## 3. OPERATING PROCEDURES

Actions taken to photograph birds should be ethical, low impact and comply with the fauna provisions of the Wildlife Conservation Act as outlined by the following:

### ***Controls on the “taking” of fauna***

*It is an offence to take protected or threatened fauna... To “take” includes to kill, capture, disturb, molest or hunt any fauna, and also includes attempts to take fauna(1).*

They should also comply with the Ethical Birdwatching Fact sheet from BirdLife Australia.

### **a. Activities**

Meetings and Photography excursions are advertised BWA website and in Bird Notes. It is not necessary to attend group activities to belong to the group.

### **b. Members**

Any member of BirdLife Australia is welcome to join. There is no extra fee.

### **c. Images**

These may be posted on Flickr either a members only group site or on the public BWA photogroup Out and About where the general public has access.

birds are in our nature

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Images submitted and accepted for the BWA Image Library will have the photographer acknowledged.

The group prepares slideshows for BirdLife WA meetings and contributes to Bird Notes. It also works with BWA Community Education Committee to create photodisplays.

**d. Production and Sale of items for Fundraising**

Any fundraising initiatives e.g. Calendars, must bear the BWA logo and be approved by the BWA EC.

Sales of all items need to be receipted and accounts need to be subject to the GST national requirements.

The BWA Photogroup can nominate the BWA project to benefit from the profit made from the sale of such items

**e. Annual Report**

The BWA Photogroup will prepare an annual report to Dec 31<sup>st</sup> and submit same to the BWA Chair no later than two weeks before the next BWA annual general meeting.

# COMMUNITY EDUCATION COMMITTEE

## PREAMBLE:

The BirdLife Western Australia (BWA) committees are convened by the BirdLife Western Australia Executive Committee (BWA EC) through the delegated authority of the BirdLife Australia (BA) Board. The lines of accountability of BWA committees, working parties and designated officers are as specified in the Organisational Chart approved by the BWA EC. No member or committee is empowered to undertake decisions involving the resources, finances or name of BWA without authorisation from the BWA EC. The BWA Chair is the *ex officio* spokesperson for BWA. All members and committees are bound by the BirdLife Australia Constitution and the BirdLife Australia Branch Working Arrangements, and the policies and procedures contained in the manual authorised by the BWA EC.

**All BirdLife Western Australia activities are carried out on behalf of BirdLife Australia to achieve the BirdLife Australia objectives.**

## 1. PURPOSE

The purpose of the Community Education Committee (CEC) is to promote the objectives of BirdLife Western Australia to BWA members and members of the general public.

## 2. ACCOUNTABILITY

The Community Education Committee is accountable to the BWA EC

## 3. TERMS OF REFERENCE

- Promote educational activities for schools, the general public and BWA members
- Manage the BWA Image Library (35mm slides, laminated pictures, digital photos)
- Manage the use of the BWA binoculars, meetings equipment and display equipment
- Manage BWA e-News

## 4. APPOINTMENT

The Community Education Committee is to consist of a minimum of three BWA members and the BWA EC may nominate one of its members to this Committee. Any member of BWA can be co-opted onto the CEC as necessary, with the majority agreement of the existing members. The CEC may also co-opt up to two non-members.

Co-opted members have no voting rights.

The CEC appoints the Community Liaison Officer, Schools Liaison Officer, Library Displays Officer and BWA Digital Image Librarian from the CEC. A person may hold more than one of these positions.

## **5. OPERATING PROCEDURES**

### **5.1 Record of Proceedings**

Records of the minutes of meetings are to be kept. The minutes are to be circulated to CEC members, the Office Manager and BWA EC within two weeks after each meeting.

### **5.2 Expenditure**

Expenditure up to \$100 may be made on the resolution of the CEC. Expenditure above \$100 and less than \$500 may be made on the resolution of the CEC and approval of the BWA Treasurer. The Treasurer may refer the expenditure to BWA EC for decision.

The BWA EC must approve any other expenditure beforehand.

### **5.3 Working With Children Checks**

The SLO will ensure that all BWA members involved with school activities have a current Working With Children Check. BWA will cover the cost of obtaining this check.

### **5.4 Risk Management**

The CEC must follow the National Occupational Health and Safety Policy from the BirdLife Australia intranet [.](#)

### **5.5 Grant Applications**

The CEC will submit all applications to the Grants Committee in sufficient time to allow consideration and recommendation to BWA EC.

### **5.6 Publications**

CEC Committee will prepare all publications in accordance with the BWA Style Manual and Publications Policy (see intranet) and submit them to the BWA Publications Committee for approval.

### **5.7 Image Library**

The CEC will not sell any of the images in the BWA Image Library. The copyright will always remain with the photographer or artist. The CEC will not provide images to a third party without permission of the photographer / artist and the Publications Committee. The photographer/artist must be acknowledged in all publications and presentations.

### **5.8 BWA Equipment**

Unless the following equipment is needed for a monthly BWA meeting, the CEC will have first priority for the use of the binoculars, spotting scopes, laptop computer, data projector, slide projector, 35mm slides, laminated pictures and display boards. The CEC will establish and maintain procedures for the borrowing of this equipment and, in particular, coordinate the use of BWA equipment with other authorized member activities.

## **5.9 Annual Report**

The CEC will prepare an annual report to Dec 31<sup>st</sup> and submit same to the BWA Chair within two weeks before the next annual general meeting.



# CONSERVATION AND RESEARCH COMMITTEE

## PREAMBLE:

The BirdLife Western Australia (BWA) committees are convened by the BirdLife Western Australia Executive Committee (BWA EC) through the delegated authority of the BirdLife Australia (BA) Board. The lines of accountability of BWA committees, working parties and designated officers are as specified in the Organisational Chart approved by the BWA EC. No member or committee is empowered to undertake decisions involving the resources, finances or name of BWA without authorisation from the BWA EC. The BWA Chair is the *ex officio* spokesperson for BWA. All members and committees are bound by the BirdLife Australia Constitution and the BirdLife Australia Branch Working Arrangements, and the policies and procedures contained in the manual authorised by the BWA EC.

**All BirdLife Western Australia activities are carried out on behalf of BirdLife Australia to achieve the BirdLife Australia objectives.**

## 1. PURPOSE

The purpose of the Conservation and Research Committee (CRC) is to assess the significance and priority on conservation and research issues concerning birds as the basis for advice and recommendations to the BWA EC.

## 2. ACCOUNTABILITY

The CRC is accountable to the BWA EC.

## 3. TERMS OF REFERENCE

The CRC, using its collective and individual scientific expertise, is appointed by the BWA EC to:

- Provide authoritative scientific advice on avian research and conservation that prioritises issues that maximise the benefits to avian conservation and the conservation ethos of BirdLife Australia.
- Develop and maintain a protocol for the assessment of significance and priority of conservation and research issues involving birds in order to determine the degree of urgency and facilitate communication between the CRC and BWA EC.
- Provide in a timely manner advice and information on conservation and research issues referred directly to it by the BWA EC.
- Identify other conservation and research issues within Western Australia deemed significant and provide considered recommendations to the BWA EC Chair.
- Identify and recommend research projects addressing the conservation of birds having regard to the relevant policies and conventions enunciated by BirdLife Australia.
- Provide an expert review and advisory service to members of BWA in applications for research grants including support and encouragement and discretionary assessments of prioritisation and suitability within BirdLife Australia's objectives.

- Support BWA research projects and make recommendations to BWA EC.
- CRC members are required to **declare a conflict of interest** at the onset of an issue/debate and if appropriate absent themselves from any discussions.

#### 4. APPOINTMENT

The CRC is to consist of a minimum of three BWA members, one of whom may be a member nominated by the EC. At the recommendation of CRC, members of the committee are ratified by the BWA EC at the first meeting following the AGM. Current members of the CRC can nominate members of BWA to the committee and forward the recommendation to the BWA EC for approval.

Any member of BWA can be co-opted onto the CRC as necessary, with the majority agreement of the existing members. The co-opted member has no voting rights.

#### 5. OPERATING PROCEDURES

##### 5.1 Record of Proceedings

The Secretary keeps records of the minutes. The minutes are to be circulated within two weeks of each meeting to all CRC members, the BWA EC and the Office Manager.

##### 5.2 Quorum

A quorum for meetings is 50% of the number of voting members of the committee, plus one.

##### 5.3 Meeting Frequency

At least twice yearly. Any member of the CRC may call a special meeting with a minimum 48 hours' notice.

##### 5.4 Grant Applications

All scientific grant applications received by BWA are to be initially reviewed by the CRC and based on the scientific merit, recommendations are to be made to the Grants Committee in sufficient time to allow consideration and recommendation to the BWA EC for endorsement or otherwise.

##### 5.5 Project Reports

Support BWA research, where there is a requirement to report to the CRC and which are **solely supported** by BWA, by review of proposed methods, data analysis and data management issues, and progress (through reviewing and commenting on reports to the EC).

##### 5.6 Annual Report

The CRC will prepare an annual report to Dec 31<sup>st</sup> and submit same to the BWA Chair within 2 weeks before the next annual general meeting.

# EXCURSIONS COMMITTEE

## PREAMBLE:

The BirdLife Western Australia (BWA) committees are convened by the BirdLife Western Australia Executive Committee (BWA EC) through the delegated authority of the BirdLife Australia (BA) Board. The lines of accountability of BWA committees, working parties and designated officers are as specified in the Organisational Chart approved by the BWA EC. No member or committee is empowered to undertake decisions involving the resources, finances or name of BWA without authorisation from the BWA EC. The BWA Chair is the *ex officio* spokesperson for BWA. All members and committees are bound by the BirdLife Australia Constitution and the BirdLife Australia Branch Working Arrangements, and the policies and procedures contained in the manual authorised by the BWA EC.

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## 1. PURPOSE

The purpose of the Excursions Committee is to arrange and publish excursions and campouts for BWA members and members of the public.

## 2. ACCOUNTABILITY

The Excursions Committee is accountable to the BWA EC

## 3. TERMS OF REFERENCE

- Organise an excursion and campout plan quarterly that reflects the interests of BWA.
- Ensure the excursions calendar is published.
- Ensure that the Code of Conduct and Disclaimer are published appropriately.
- Excursions are to contribute to the scientific/research programs of BWA where practical.
- Develop and maintain a database of excursions.
- Liaise with the Community Education Committee.
- Recruit and train a pool of leaders for excursions and campouts including encouraging leaders to report data from the excursions to the BirdLife WA database, BirdLife Australia Atlas database and Shorebird 2020 as appropriate.

## 4. APPOINTMENT

The Excursions Committee is to consist of a minimum of three BWA members approved by the BWA EC that may nominate one of its members to the Excursions Committee.

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Any member of BWA can be co-opted onto the Excursions Committee as necessary, with the majority agreement of the existing members. The co-opted member has no voting rights.

## **5. OPERATING PROCEDURES**

### **5.1 Record of Proceedings**

The Secretary keeps records of the minutes. The minutes are to be circulated within two weeks of each meeting to all Excursions Committee members, the BWA EC and the Office Manager.

### **5.2 Quorum**

A quorum for meetings is 50% of the number of voting members of the committee, plus one.

### **5.3 Meeting Frequency**

At least every third month. Any member of the Excursions Committee may call a special meeting with a minimum 48 hours' notice.

### **5.4 Expenditure**

Expenditure up to \$100 may be made on the resolution of the Excursions Committee. Expenditure above \$100 and less than \$500 may be made on the resolution of the Excursions Committee and approval of the BWA Treasurer. The Treasurer may refer the expenditure to BWA EC for decision.

The BWA EC must approve any other expenditure beforehand.

### **5.5 Risk Management**

The Excursions Committee must follow the National Occupational Health and Safety Policy from the BirdLife Australia extranet and ensure excursion leaders are provided with the appropriate information for their task.

### **5.6 Grant Applications**

The Excursions Committee will submit all applications to the Grants Committee in sufficient time to allow consideration and recommendation to BWA EC.

### **5.7 Publications**

Excursions Committee will prepare all publications in accordance with the BWA Publications Policy for WA BirdNotes and submit them to the BWA Publications Committee for approval.

### **5.8 Annual Report**

The Excursions Committee will prepare an annual report to Dec 31<sup>st</sup> and submit same to the BWA Chair within 2 weeks before the next annual general meeting.

# EXECUTIVE COMMITTEE

## PREAMBLE:

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**All BirdLife Western Australia activities are carried out on behalf of BirdLife Australia to achieve the BirdLife Australia objectives.**

## 1. PURPOSE

The purpose of the BWA EC is to serve as the main policy and decision making body of BWA, acting on the direction of BA Board and advice and recommendations of relevant committees, working parties, officers and BWA members.

## 2. ACCOUNTABILITY

The BWA EC is accountable to the BA Board and BWA members who elect the committee members.

## 3. TERMS OF REFERENCE

- BWA EC will decide BWA policies with reference to the BA National policies and procedures and BWA advice and recommendations.
- BWA EC will establish procedures for the safe and efficient operation of BWA activities in line with BA Branch Working Arrangements 2012.
- BWA EC will monitor all BWA committees, working parties and officers and consider all advice and recommendations from same.
- No grant applications may be made nor BWA expenditure undertaken without prior approval of the BWA EC as set out in the relevant Terms of Reference.
- All BWA financial reports must be provided to the Treasurer under the agreed terms and be considered by BWA EC.
- All BWA publications must be approved by BWA EC on the recommendation of the Publications Committee.
- BWA EC will ratify appointment of committee members at the first meeting of BWA EC after the AGM.

#### **4. APPOINTMENT**

The Chair, Vice Chair, Secretary, Treasurer and up to eight committee members are elected by the BWA members at the AGM.

#### **5. OPERATING PROCEDURES**

##### **a. Meetings**

BWA EC will meet monthly.

##### **b. Record of Proceedings**

The Secretary will circulate unconfirmed minutes of BWA EC meetings to EC members within two weeks of each meeting. Confirmed minutes after the following BWA EC meeting will be circulated to the BWA Office Manager and forwarded to the Website Officer for loading on the BWA web site.

##### **c. Quorum**

A quorum for meetings is 50% of the number of voting members of the committee, plus one.

##### **d. Finance**

BWA EC will receive a Treasurer's report at each meeting and authorize expenditure following recommendations by the Treasurer.

##### **e. Monitoring**

BWA EC will receive and give due consideration to minutes, reports, advice, recommendations and briefings from all BWA committees, working parties, officers and correspondence from BWA members and outside bodies.

##### **f. Policy and Procedures Manual**

BWA will maintain a current Policy and Procedures Manual and make it available in the BWA office and the WA Branch Section of the BA Web site and other locations as required and deemed appropriate.

##### **g. Grants**

BWA EC will ensure that those grants under their control comply with the grant expenditure and reporting conditions.

##### **h. BA Objectives**

BWA EC will monitor BWA activities to ensure that they are conducted so as to advance the Objectives with regard to Australian birds.

# FINANCE COMMITTEE

## PREAMBLE:

The BirdLife Western Australia (BWA) committees are convened by the BirdLife Western Australia Executive Committee (BWA EC) through the delegated authority of the BirdLife Australia (BA) Board. The lines of accountability of BWA committees, working parties and designated officers are as specified in the Organisational Chart approved by the BWA EC. No member or committee is empowered to undertake decisions involving the resources, finances or name of BWA without authorisation from the BWA EC. The BWA Chair is the *ex officio* spokesperson for BWA. All members and committees are bound by the BirdLife Australia Constitution and the BirdLife Australia Branch Working Arrangements, and the policies and procedures contained in the manual authorised by the BWA EC.

**All BirdLife Western Australia activities are carried out on behalf of BirdLife Australia to achieve the BirdLife Australia objectives.**

## 1. PURPOSE

The purpose of the Finance Committee is to:

- Oversee the preparation of the annual budget and annual financial statements for BWA;
- Liaise with the external auditor;
- Develop and execute an investment strategy for surplus cash resources of BWA; and
- Do all things of a financial nature as required by the BWA EC from time to time.

## 2. ACCOUNTABILITY

The Finance Committee is accountable to the BWA EC.

## 3. TERMS OF REFERENCE

- Review and if appropriate, recommend approval of the annual budget for BWA to the BWAEC;
- Ensure the BWA budget is aligned with the objectives of Birdlife Australia;
- Review BWA 's financial performance against the approved budget and the Executive Committee's priorities;
- Direct the undertaking of specific financial analysis, as and when required;
- Supervise the preparation of the annual financial report for BWA;
- Provide a direct link between the BWA EC and the Birdlife Australia external auditor;

- Considering, in consultation with Birdlife Australia's external auditor, the results of the annual audit, the auditor's report and the audited financial report for recommendation to the BWA EC and Birdlife Australia, including any actions considered necessary arising out of the auditor's report;
- Develop an investment strategy for all BWA excess cash resources;
- Execute the investment strategy once approved by the BWA EC;
- Do all things of a financial nature as required by BWA EC from time to time.

#### **4. APPOINTMENT**

The Finance Committee shall comprise the BWA Treasurer, as Chair, one other member of the BWA EC and up to two members of Birdlife Australia, resident in Western Australia, approved by the BWA EC.

#### **5. OPERATING PROCEDURES**

##### **5.1 Record of Proceedings**

The Secretary, who shall be elected from the membership of the finance committee, keeps records of the minutes. The minutes are to be circulated within two weeks of each meeting to all Finance Committee members and the BWA EC.

##### **5.2 Quorum**

A quorum for the committee is an absolute majority of the number of members of the committee. The Treasurer must be present unless the Treasurer has given prior authorisation for the meeting to proceed without them.

##### **5.3 Meeting Frequency**

At least twice per year. The Treasurer or the BWA EC may call for a special meeting with a minimum 48 hours' notice.



# GRANTS COMMITTEE

## PREAMBLE:

The BirdLife Western Australia (BWA) committees are convened by the BirdLife Western Australia Executive Committee (BWA EC) through the delegated authority of the BirdLife Australia (BA) Board. The lines of accountability of BWA committees, working parties and designated officers are as specified in the Organisational Chart approved by the BWA EC. No member or committee is empowered to undertake decisions involving the resources, finances or name of BWA without authorisation from the BWA EC. The BWA Chair is the *ex officio* spokesperson for BWA. All members and committees are bound by the BirdLife Australia Constitution and the BirdLife Australia Branch Working Arrangements, and the policies and procedures contained in the manual authorised by the BWA EC.

**All BirdLife Western Australia activities are carried out on behalf of BirdLife Australia to achieve the BirdLife Australia objectives.**

## 1. PURPOSE

The role of the Grants Committee is to ensure the application for grants to support BWA activities is conducted in an effective and timely manner.

## 2. ACCOUNTABILITY

The Grants Committee is accountable to the BWA EC.

## 3. TERMS OF REFERENCE

- Maintain a regular review for possible grant opportunities.
- Maintain a file documenting granting bodies relevant to BWA activities.
- Publicise the grant application procedure/ website to BWA members.
- Facilitate grant applications by BWA members.
- Liaise with the Program Manager with respect to new grant applications applicable to current funded projects
- Vet all grant applications prior to presentation to the BWA Chair for signature.

## 4. APPOINTMENT

The Grants Committee is to consist of a minimum of three BWA members approved by the BWA EC that may nominate one of its members to the Grants Committee.

Any member of BWA can be co-opted onto the Grants Committee as necessary, with the majority agreement of the existing members. The co-opted member has no voting rights.

## 5. OPERATING INSTRUCTIONS

### a. Record of Proceedings

The meetings are recorded and the minutes circulated within two weeks to the BWA EC once the decisions have been endorsed.

### b. Quorum

A quorum for meetings is 50% of the number of voting members of the committee, plus one.

### c. Meeting Frequency

As required.

### d. Annual Report

The Grants Committee will prepare an annual report to Dec 31<sup>st</sup> and submit same to the BWA Chair within two weeks before the next BWA annual general meeting.

# GREAT WESTERN WOODLANDS COMMITTEE

## PREAMBLE:

The BirdLife Western Australia (BWA) committees are convened by the BirdLife Western Australia Executive Committee (BWA EC) through the delegated authority of the BirdLife Australia (BA) Board. The lines of accountability of BWA committees, working parties and designated officers are as specified in the Organisational Chart approved by the BWA EC. No member or committee is empowered to undertake decisions involving the resources, finances or name of BWA without authorisation from the BWA EC. The BWA Chair is the *ex officio* spokesperson for BWA. All members and committees are bound by the BirdLife Australia Constitution and the BirdLife Australia Branch Working Arrangements, and the policies and procedures contained in the manual authorised by the BWA EC.

**All BirdLife Western Australia activities are carried out on behalf of BirdLife Australia to achieve the BirdLife Australia objectives.**

## 1. PURPOSE

The GWW Committee has been established to support the Great Western Woodlands Project until at least 2024. The purposes of the Great Western Woodlands Committee (GWW Committee) are to:

1. Promote and coordinate the Great Western Woodlands Bird Surveys (GWW Surveys).
2. Ensure there are funds to support future GWW Surveys.
3. Promote the conservation of birds in the Great Western Woodlands.

## 2. ACCOUNTABILITY

The GWW Committee is accountable to the BWA EC and project staff.

## 3. TERMS OF REFERENCE

**To assist the GWW Project staff with the following activities:**

- Coordinate two GWW surveys each year (autumn and spring).
- Production of the newsletter *Woodlands on the Wing* following each completed GWW survey (at the end of the last month of the survey season).
- Placement of GWW fixed sites as group sites on to Birddata.
- Manage the GWW Survey website pages (located on the BirdLife Australia website).
- Review format of GWW website pages (located on the BirdLife Australia website).
- Add GWW fixed bird survey sites for each of the nine survey areas on to the GWW website pages (located on the BirdLife Australia website).
- Complete the Questionnaire to volunteers participating in the GWW bird surveys.
- Produce birds in the GWW pamphlets towards promoting the conservation of birds in the GWW.

- Develop funding options and assist with fund-raising activities to ensure the surveys continue.
- Maintain a list of people with interest in the GWW Surveys that includes both members and non-members of BirdLife Australia.
- Recruit and train volunteers to participate and lead GWW Surveys.
- Maintain the GWW Survey database in liaison with the Bird Atlas coordinator.
- Manage the use of GWW Survey (GWW Project) equipment.
- Liaise with the BirdLife WA Committees as required (e.g. Community Education, Excursions, Research).
- Promote the conservation of birds in the GWW by raising the profile and increasing the awareness of the project in particular and the Great Western Woodlands in general.
- Update the Terms of Reference where changes occur in the purpose and operations of the GWW Committee.

#### **4. APPOINTMENT**

The GWW Committee will consist of BirdLife Australia (BA) members, nominated by the GWW Committee and endorsed by the BWA EC following the BWA Annual General Meeting. A member of the BWA EC will be invited to the GWW Committee meetings where no existing member of the GWW Committee is a member of BWA EC. Anyone can be co-opted to the committee with a majority agreement from committee members. Co-opted members do not have voting rights.

The GWW Committee appoints the positions of Chair Secretary, Funding Officer, Funding sub-committee, Communications Officer, Survey Coordinator, Working Group members, Survey Data Manager and Research Officer. A position may be held/shared by more than one person and a committee member may hold more than one position.

When a GWW Committee member resigns from the committee their replacement will be nominated by GWW Committee member(s) and agreed to at a GWW Committee meeting.

#### **5. OPERATING PROCEDURES**

##### **5.1 Record of Proceedings**

Records of the minutes of meetings are to be taken by the Secretary and held in BirdLife WA Office. The minutes are to be circulated to GWW Committee members, the BWA Office Manager, BWA EC, Head of Research BA and GWW Project staff within two weeks after each meeting.

##### **5.2 Quorum**

A quorum for committee meetings is either five or the majority of voting members, whichever is the lesser.

### **5.3 Meeting Frequency**

At least every second month or once a month where determined (motioned) necessary by the GWW Committee. Any member of the GWW Committee may call a special meeting with a minimum 48 hours notice.

### **5.4 Expenditure**

Expenditure is managed by the Project Coordinator and overseen by National Office.

### **5.5 GWW Bird Surveys**

The GWW Committee will ensure that the survey methodology is maintained as set out in the GWW Survey procedure manual. Any proposed changes to methodology must be referred to the TAG (Technical Advisory Group) for consideration and approval.

### **5.6 Risk Management**

The GWW Committee must follow the BirdLife Australia Occupational Health and Safety Policy and BirdLife Australia Fieldwork Policy and Procedure and ensure leaders of GWW surveys are provided with the appropriate training and information for their task.

### **5.7 Grant Applications**

The GWW Committee will assist with the submission of grants through liaison with the BWA EC and BA Head of Fundraising.

### **5.8 Fund Raising**

The GWW Committee has a responsibility in the design and implementation of a fund-raising campaign. This will be through liaison with the BWA EC and BA Head of Fundraising.

### **5.9 Publications**

GWW Committee will prepare all publications (newsletters and pamphlets) in accordance with the BirdLife Australia Style Guide and associated templates. Publications to be approved by The Nature Conservancy and BirdLife Australia.

### **5.10 GWW Survey Equipment**

The GWW Survey equipment includes equipment purchased by the GWW Project. Equipment use by the GWW surveys has priority, however equipment will be made available for borrowing by BWA members. The Survey Coordinator is responsible for maintaining equipment and borrowing procedures. GWW survey equipment to be listed on the BWA Equipment Register.

### **5.11 BWA Project Equipment**

The GWW Committee will be able to use or provide BWA equipment to Leaders of GWW Surveys unless the equipment is needed for BWA meetings and excursions.

### **5.12 Promoting the Conservation of Birds in the GWW**

The GWW Committee will promote the conservation of birds in the Great Western Woodlands by liaising with stakeholders, inviting participation in surveys and other activities and publications.

### **5.13 Quarterly Financial Reports**

Summary financial reports to be presented to the BWA Treasurer and the GWW Committee quarterly by the Project Coordinator.

### **5.14 Annual Report**

The GWW Committee and project staff will prepare an annual report by Dec 31<sup>st</sup> each year. The annual report will be submitted to the BWA Chair a month prior to the BWA annual general meeting, and to the BirdLife Australia Head of Research.

# PUBLICATIONS COMMITTEE

## PREAMBLE:

The BirdLife Western Australia (BWA) committees are convened by the BirdLife Western Australia Executive Committee (BWA EC) through the delegated authority of the BirdLife Australia (BA) Board. The lines of accountability of BWA committees, working parties and designated officers are as specified in the Organisational Chart approved by the BWA EC. No member or committee is empowered to undertake decisions involving the resources, finances or name of BWA without authorisation from the BWA EC. The BWA Chair is the *ex officio* spokesperson for BWA. All members and committees are bound by the BirdLife Australia Constitution and the BirdLife Australia Branch Working Arrangements, and the policies and procedures contained in the manual authorised by the BWA EC.

**All BirdLife Western Australia activities are carried out on behalf of BirdLife Australia to achieve the BirdLife Australia objectives.**

## 1. PURPOSE

The purpose of the Publications Committee is to ensure timely and efficient production of the publications required for BWA operations with content consistent with the BA and BWA Policies.

## 2. ACCOUNTABILITY

The Publications Committee is accountable to the BWA EC.

## 3. TERMS OF REFERENCE

- To ensure timely and efficient production of the publications required for BWA operations
- To ensure that the content of BWA publications is consistent with BirdLife Australia Policies
- To encourage contributions by BWA members to BWA publications
- To ensure efficient and effective distribution of BWA publications
- To revise the existing bird guides to meet these standards of presentation and production.

## 4. APPOINTMENT

The Publications Committee is appointed by the BWA EC. The appointment can be terminated at any time by the BWA EC or by the Publications Committee member(s).

## 5. OPERATING PROCEDURES

- a. Develop, publicise and implement the BWA Publications Policy and ensuring the incorporation of the BirdLife Australia logo.

- b. Provide editorial advice and support for BWA members engaged in writing and producing BWA publications.
- c. Report to BWA EC on BWA publications and issues requiring EC support or decision.

Prepare an annual report to Dec 31<sup>st</sup> and submit same to the BWA Chair within two weeks before the next BWA annual general meeting.



# SALES COMMITTEE

## PREAMBLE:

The BirdLife Western Australia (BWA) committees are convened by the BirdLife Western Australia Executive Committee (BWA EC) through the delegated authority of the BirdLife Australia (BA) Board. The lines of accountability of BWA committees, working parties and designated officers are as specified in the Organisational Chart approved by the BWA EC. No member or committee is empowered to undertake decisions involving the resources, finances or name of BWA without authorisation from the BWA EC. The BWA Chair is the *ex officio* spokesperson for BWA. All members and committees are bound by the BirdLife Australia Constitution and the BirdLife Australia Branch Working Arrangements, and the policies and procedures contained in the manual authorised by the BWA EC.

**All BirdLife Western Australia activities are carried out on behalf of BirdLife Australia to achieve the BirdLife Australia objectives.**

## 1. PURPOSE

The purpose of the Sales Committee is to manage the production of cards and other items for sale with the aim to raise funds for BWA.

## 2. ACCOUNTABILITY

The Sales Committee is accountable to the BWA EC.

## 3. TERMS OF REFERENCE

- To produce approved items and promote their sale at appropriate venues.
- To manage stock levels and undertake an annual stocktake in January.
- To manage sales accounts and provide the Treasurer with timely records.
- To manage cash receipts according to the established procedures.

## 4. APPOINTMENT

The Sales Committee is appointed by the BWA EC. The appointment can be terminated at any time by the BWA EC or by the Sales Committee member(s).

## 5. OPERATING PROCEDURES

### a. Record of Proceedings

A record should be kept of the meetings. The minutes are to be circulated within two weeks of each meeting to all Sales Committee members, the BWA EC and the Office Manager.

### b. Meeting Frequency

At least every six months.

### c. Expenditure

Expenditure up to \$500 may be made on the resolution of the Sales Committee.

All **planned** expenditure above \$500 must be presented to the BWA EC for a decision beforehand.

**d. Risk Management**

The Sales Committee must follow the National Occupational Health and Safety Policy from the BirdLife Australia intranet.

**e. Annual Report**

The Sales Committee will prepare an annual report to Dec 31<sup>st</sup> and submit same to the BWA Chair within 2 weeks before the next annual general meeting.