Specialist Interest Group Governance Charter

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In line with its stated Vision, Mission and Objectives, the Australasian Land & Groundwater Association (ALGA) Ltd (**ALGA**) provides members with a common interest the opportunity to form Specialist Interest Groups (**SIGs**). This is consistent with ALGA's *Strategic Plan.* The purpose of this document is to specify the governance arrangements of Specialist Interest Groups, the expectations ALGA has of these groups, and also the support ALGA will provide to them.

ALGA's vision and general objectives to be fulfilled by Specialist Interest Groups (SIGs)

ALGA's vision is for Australasia to be a global leader in the sustainable management of contaminated land and groundwater. The general objectives of ALGA are:

a) Facilitating and encouraging the expression and interchange of ideas, opinions and knowledge between stakeholders and other persons involved in contaminated land and groundwater;

b) Improving the capacity, knowledge and skills of persons working in the fields of contaminated land and groundwater;

c) Fostering honesty, integrity, rational thinking and professionalism in persons involved in the fields of contaminated land and groundwater; and

d) Encouraging and supporting research and development of science and engineering that will advance the assessment, sustainable management and remediation of contaminated land and groundwater.

Forming an Interest Group

a) Applications to form a new Specialist Interest Group should be sent to the CEO. The application form is available on the ALGA website**.** The application must include a minimum of six (6), up to a maximum of eleven (11) ALGA members (excluding the ALGA CEO or an ALGA Board Director who may choose to participate in the SIG) who are interested in being involved and are prepared to actively participate in the inaugural committee. It should be noted that across the group a diverse group of members must be considered and selected to participate to ensure a wide and balanced view of the area of interest.

b) The ALGA Board of Directors has the authority to approve or decline and, if required, close down a SIG. Consideration will be given to the anticipated level of interest in the theme of the SIG and the degree to which it may overlap with other SIGs. Assessment of annual performance will be as per the expectations set out below.

Committee Membership & Meetings

(a) SIG Committee will consist of:
- A SIG Committee Chair (appointed by the SIG Committee); and
- A minimum of six members to a maximum of eleven members (inclusive of Chair) plus one ALGA Board Director (unless otherwise approved by the CEO).

Additional Committee members may be invited as participants in an observer role, as required. The invited participants cannot vote on matters of the SIG and will not receive acknowledgment by ALGA. Their role is to benefit the SIG, and they can be invited and uninvited at the discretion of the SIG Chair.

(b) SIG working group/s may be formed, as required:
- Working groups will be formed at the discretion of the SIG Chair and/or CEO;
- The SIG Chair will inform the CEO of the working group's formation and function;
- A working group Chair will be elected by the working group members;
- Working groups will meet at a frequency to be determined by the working group;
- The expectations and governance rules that apply to a SIG will apply to a SIG working group;
- Working groups will be discontinued if/when they are no longer required.

(c) All members of a SIG Committee must be current members of ALGA;
(d) SIG administration functions will be provided by ALGA;
(e) Minutes of SIG Committee meetings will be captured using AI-driven tools (i.e., Microsoft Co-Pilot) and then reviewed by the SIG Chair prior to dissemination to the Committee. The minutes are to be saved on an ALGA managed platform and made accessible to all current members of the SIG;
(f) The term for a SIG Committee Member will be 2 years, with a call for new members being made in the last quarter of a financial year in preparation for the next 2 years (July to June);
(g) The term as Chair of the SIG Committee is one year, with a maximum of two consecutive terms unless the situation arises where no one else nominates;
(h) Nominations for committee membership of the SIG will be called annually, reviewed and approved or otherwise by the CEO and/or Board of Directors;
(i) Active participation in the SIG by each member is a requirement. Attendance will be monitored and 70% attendance across all of the SIG meetings for the year is required.
(j) The CEO and/or Board have the right to remove SIG Committee Members at any time for unsatisfactory contribution to ALGA and SIG activities. For example, if a Committee Member does not attend three meetings in a row, it would indicate that they are not adequately contributing to the Committee and they may be removed from the Group;
(k) In the event of a casual vacancy on a SIG Committee the Committee may appoint an appropriate ALGA member to the vacant office;
(l) A quorum will be a minimum of four members, and meetings will not proceed in the absence of a quorum; and
(m) The Chair of the SIG Committee, or a delegate of the Chair, will preside as Chair of each meeting of the SIG Committee.

Expectations of a SIG and Annual Performance

(a) It is expected that a SIG will maintain a level of activity that indicates to interested ALGA members that the SIG is active and is carrying out work consistent with achieving the objectives listed above. In particular, it is expected that the activities of the SIG will include:

Communication:

i) Minutes of Committee Meetings will be captured and summarised using AI-driven tools (i.e., Microsoft Co-pilot) to ensure that accurate documentation of meetings is made. This will include key discussions, decisions made, and action items from each meeting. These may be made available to any ALGA member upon request;

ii) e-Cronicle article submissions and SIG updates will be prepared by the Committee;

iii) SIG website page – each Committee will prepare and maintain specific annual objectives of the their Group;

iv) Online Library – revisions and additions of resources to be made available; and

v) Online Chatroom (i.e., Microsoft Teams group) – allocate a specific committee member to monitor.

Education:

i) Identify training needs – support continuing professional development, specialised/advanced training and seminars, basic training etc; and

ii) Branch support – provide input/suggestions to the Association of Branch events by Branch Committees.

Advisory:

a) **Regulatory and/or guidance:** identify and prepare advice or guidance and respond with submissions relating to the SIG. It is expected that this will be carried out in consultation with relevant regulatory agencies and companies, and that such advice/guidance will be authoritative and balanced, and consistent with advancing the mission of ALGA. At the point of identifying the advice/guidance will be prepared, it must be confirmed the

form and author of the submission (e.g., letter, online format, from the SIG or individuals within the SIG). Any material prepared by the SIG must be reviewed by the CEO and at least one Board Director prior to dissemination;

b) **Research and Reporting:** Consider opportunities for supporting research and reporting on particular topics related to the SIG's sphere of interest. Such opportunities will first be submitted to the CEO and then reviewed and endorsed by the ALGA Board prior to proceeding.

Governance of an Interest Group

a) The principal objective of a SIG is to support and fulfil the Vision and Mission of ALGA. It should not be seen as a means to promote a particular company, organisation or individual member;

b) SIGs will **not** have their own logo, acronym and/or branding. They will be identified and publicised as e.g. ALGA – Asbestos Specialist Interest Group; ALGA - Sustainable Remediation Specialist Interest Group etc;

c) SIG Committees will not keep a separate bank account;

d) SIG Committee members' involvement is to be provided on a voluntary basis. Reimbursement of expenses in relation to SIG activities may be available at the discretion of the CEO, by prior arrangement;

e) SIG Committees will also carry out other responsibilities and duties delegated to it by the ALGA Board of Directors from time to time, which are related to the purposes of the SIG outlined in this Charter;

f) SIGs may also provide an advisory function as noted above and subject to the indicated requirements relating to governance of this activity;

g) SIG Committees will ensure that a copy of this Charter is freely available to Committee Members and applicants for Committee Membership;

h) Written notice (which can be made by electronic means) of each SIG Committee meeting will be sent to each member of the SIG Committee at least two business days before the date of the meeting;

i) Written notice (which can be made by electronic means) will be sent to SIG Committee members of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting;

j) SIG Committees will only be held virtually, and at least three times in a year, at such place and such times as the SIG Committee may determine;

k) Special meetings of a SIG Committee may be convened by the Chair or by any four members of the SIG Committee;

l) Governance of SIGs is to be consistent with the ALGA Constitution and Vision. When in doubt the Constitution prevails;

m) The SIG Committees will regularly report to the Board on their activities in the format requested from time to time. The report will focus on key aspects such as achievements, progress, challenges, and future plans. A standard report format will be provided to the SIG Chairs to adhere to so that all SIG Committees are able to report in a consistent way;

n) The Board may request from time to time that a representative of a SIG attend a Board meeting to provide an update on the SIGs activities. Adequate notice of attendance at a Board meeting and an outline of what the SIG representative should report on will be provided to the SIG representative ahead of the meeting to assist them collate the information for presentation to the Board.

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