# ALGA New Zealand Advisory Committee (NZAC) Charter

## Australasian Land & Groundwater Association (ALGA) Ltd

### 1. Introduction

The Australasian Land & Groundwater Association (ALGA) provides support, connection, and leadership to organisations and individuals working in the contaminated land and groundwater industry. As part of ALGA's commitment to the New Zealand market, the New Zealand Advisory Committee (NZAC) has been established to ensure structured national coordination, strategic advocacy, and strong representation for ALGA's New Zealand members.

This Charter outlines the purpose, responsibilities, and operating principles of the NZAC.

### 2. Purpose of the New Zealand Advisory Committee

The NZAC exists to:

- Provide national level direction and coordination for ALGA activities in New Zealand.
- Strengthen ALGA's presence, influence, and long-term sustainability across the New Zealand contaminated land and groundwater sector.
- Ensure New Zealand member needs, perspectives, and priorities are understood by ALGA's Board.
- Coordinate activity across NZ Branch Committees, ensuring alignment, consistency, and shared national goals.
- Support the Board's engagement with New Zealand regulatory agencies, industry bodies, iwi partners, research groups and other key stakeholders.

The NZAC operates solely as a strategic advisory body and does not have a governance role. The NZAC reports to the ALGA Board of Directors and does not replace, duplicate or exercise any functions of the Board.

### 3. Scope of the Committee

The NZAC is responsible for:

- Advising the ALGA Board and CEO on New Zealand regulatory, policy, market, and industry developments affecting the contaminated land and groundwater sector.
- Providing a conduit between New Zealand branch committees, sharing learnings, insights, and relevant content to support and complement NZ branch activities.
- Developing, coordinating, and supporting appropriate nationwide initiatives, training programs, and events in collaboration with Branch Committees and Specialist Interest Groups, acknowledging that delivery may occur at either national or regional

levels.

- Coordinating New Zealand wide responses to relevant consultations, regulatory updates, and guidance development, in collaboration with Branch Committees and subject to CEO and Board approval.
- Ensuring the New Zealand contaminated land and groundwater community, including regional, sector, and kaupapa Māori perspectives, is appropriately represented across the membership base.

## 4. Membership

### 4.1 Eligibility Requirements

- With the exception of the CEO, or a Board Director, only ALGA Members physically based in New Zealand may serve on the NZAC.
- All members must hold a current ALGA membership throughout their term.

### 4.2 Committee Composition

The NZAC will consist of:

- Between 6 and 11 New Zealand based ALGA members, appointed by the ALGA Board following an Expression of Interest process, with selection informed by a balance of skills, experience, sector representation, and geographic coverage across Aotearoa New Zealand.
- At least one ALGA Board Director based in New Zealand.
- The ALGA Chief Executive Officer, or nominated delegate, as an ex officio participant.
- A Committee Chair and co-Chair, elected by the appointed Committee members.

### 4.3 Term of Appointment

- Committee members are appointed for terms of up to two years and may apply for reappointment at the conclusion of each term. Terms will be staggered to support continuity of the Committee.
- Members can hold the Chair/Co-Chair roles for 1 year, renewable up to two consecutive years.

### 4.4 Participation Expectations

- Members must actively contribute to the work of the NZAC and attend at least 70% of all scheduled meetings each calendar year.
- Members are expected to meaningfully contribute between meetings, including following up on agreed actions, supporting approved initiatives, and advancing the purpose of this Charter within agreed timeframes.

- Committee roles are voluntary. Participation on the NZAC may be counted towards eligible continuing professional development requirements where applicable (i.e., attainment of CPD Points).
- Persistent failure to meet participation expectations may result in removal from the Committee at the discretion of the CEO and or ALGA Board.

### 4.5 Casual Vacancies

- May be filled by the Committee through the appointment of another NZ-based, eligible ALGA member, as endorsed by the ALGA Board or CEO.

## 5. Meetings

### 5.1 Frequency

- The NZAC will meet at least four times per year on-line, with additional subgroup meetings/branch committee attendance as required.
- Additional meetings may be convened as needed.

### 5.2 Quorum

- A quorum requires a minimum of six members.

### 5.3 Meeting Notice

- Notice and agenda will be provided by the Chair at least three business days prior.

### 5.4 Minutes

- Minutes will be captured using ALGA approved tools (e.g., Microsoft Copilot), reviewed by the Chair, and stored securely on ALGA systems.

## 6. Responsibilities of the New Zealand Advisory Committee

### 6.1 Strategic & Advisory

- Provide informed recommendations to the ALGA Board on NZ specific issues, risks, opportunities, and strategic directions.
- Contribute to ALGA's annual planning where NZ perspectives are required.

### 6.2 Advocacy & Stakeholder Engagement

- Under the direction of the Board, support engagement with New Zealand councils, regulators, ministries, iwi partners, industry bodies and research organisations.
- Ensure national submissions or public statements follow ALGA governance requirements (CEO and Board review).

### 6.3 National Coordination Across Branches

- Support consistency, quality, and strategic alignment across New Zealand Branch Committees.
- Attend at least 50% of the Branch Committee meetings that are held.
- Actively look to attend Branch events, where possible.
- Gather, consider, and elevate feedback from Branch Committees and relevant Specialist Interest Groups on local issues, emerging needs, and regional priorities to inform national strategy and advice to the CEO and Board.

**6.4 Capability & Industry Development**

- Identify NZ training needs, capability gaps, and professional development opportunities.
- Help shape NZ focused events, workshops, and national initiatives.

**6.5 Reporting & Accountability**

- Provide regular updates to the CEO and Board on:
    - Key issues
    - Progress of projects
    - Achievements
    - Risks.
- Submit a standardised report when requested by the Board.

**7. Governance Principles**

- The NZAC operates in accordance with the ALGA Constitution, relevant policies, and directions from the CEO and ALGA Board.
- Members must act in the best interests of ALGA and its NZ membership, not individual organisations or companies.
- No independent branding, logos, bank accounts, or financial actions may be undertaken by the NZAC.
- All regulatory submissions, or public communications must be approved by the CEO and a Board Director before release.

## 8. Administrative Support

ALGA will provide administrative support including:

- Meeting coordination
- Documentation and minute keeping
- IT systems and storage
- Communications support
- Event and initiative logistics

## 9. Review of Charter

This Charter will be reviewed and confirmed every two years, or sooner if requested by the CEO or ALGA Board, to ensure continued alignment with ALGA's strategic direction and the evolving needs of New Zealand members.

The review is intended to confirm relevance, effectiveness, and strategic alignment, rather than to require comprehensive revision unless material changes are identified.