



Australasian Land & Groundwater Association

GUIDE TO THE ROLE OF
**STATE OR TERRITORY
REPRESENTATIVE**



Australasian Land & Groundwater Association

This guide is designed as a starting point and ongoing reference material for those who are nominated and therefore become involved as **State Forum Representative** of the **Australasian Land & Groundwater Association Inc (ALGA)**.

GUIDE TO THE ROLE OF

STATE OR TERRITORY REPRESENTATIVE

The main duty of a state or territory representative is to head up organising of the forums run. The following checklist and notes are intended to assist ALGA forum organisers to plan and execute ALGA forums. It is based on the process as it has evolved in NSW – Sydney.

Support Committee

A key element to the success of the state or territory's forums is having a great support committee. As there are no rules within our constitution regarding State-based Committees however, additional to you the honorary sponsor for the state or territory (venue host) is entitled to a representative on the committee.

Additionally, it is useful to have a regulatory representative, consultant representative and contractor representative. Ideally we would love planners, developers etc also to be involved.

A good start to forming the support committee is approaching the current sponsors of ALGA. They are always keen to be active and present.

State or Territory Forums

Topics are identified by the committee towards the end of the previous year noting that a few gaps in the program may be useful to enable later inclusion of topics arising from Ecoforum and CleanUp conferences. The Honorary Sponsors who are usually legal firms (discussed below) would usually organise one of two forums over a year on legal topics. Co-ordinators for each topic are nominated or volunteered at the time with the aim of spreading the workload around. The list of topics is typically flexible and dependent on the interests of the committee and state issues. We tend to get the topic to fit the presenter than vice versa.

The objective of the forum format is to facilitate the participation of the audience. The forums are not intended to be in depth or of a duration or perspective that would be appropriate for a workshop or seminar. The forums generally run for about 1.5 hours and typically include 3 to 4 presentations of about 15 to 20 minutes in duration. Questions are usually held till the panel forms at the end. You may wish to approach additional guests to sit on the panel. Other formats are possible – for example use of DVDs of keynote presentations of the various Ecoforum keynote addresses on various topics, these are 20 mins long. This is a guide only; please feel free to vary as you see fit, for example, fewer presenters speaking for longer.

STATE OR TERRITORY REPRESENTATIVE



CHECKLIST

The following is a list of various participants and their roles. The critical one is the organiser. Some of the roles could be wrapped together e.g., organiser, chair and newsletter writer. However it may be useful to invite different people to undertake these roles to broaden the representation of stakeholders in the forums.

- **Honorary sponsor** - if applicable provides a venue, ideally a central (inner city) location which is set for a period of 12 to 24 months by agreement. Most are lawyers premises to date are provided gratis, with the owner becoming an honorary sponsor. Food and drinks are typically provided by the honorary sponsor charged per head attending and reimbursed by ALGA. Invited speakers, panellists, journalists etc may attend free of charge but are still paid for by ALGA. The differential between member and non-member rates covers the free attendees. If there is no honorary sponsor the organiser would take over the catering role. Representatives of the honorary sponsor attend free of charge in unlimited numbers (ie pay for themselves where they are also providing food and drinks). Venues should be equipped with a computer and projection facilities.
- **Organiser** – identifies (if required) and invites the chair, speaker and panellists. It may be useful to issue all speakers with a list of points or questions to be covered in their presentations to provide a basis of comparison; The organiser also solicits a short CV, abstract and copy of the presentation, for use of the chair and forwards them to the venue for loading and the ALGA secretariat for display on ALGA's website. The organiser arranges to issues name badges, count heads on the night and emails the secretariat with details to facilitate payment of the honorary sponsor.
- **Chair** – should be knowledgeable on the subject and may be from industry, academia or government. The chair introduces the topic, the speakers and panellists and moderates the discussion session. Speakers are encouraged to provide questions to the chair to kick start the discussion, if required. The chair brings the session to an appropriate end and hands over to the organiser to thank the chair, speakers, panellist, audience and venue (if appropriate). If the organiser is not available, the chair would do this. Some states also present speakers and panellists with a small gift (eg bottle of wine).
- **Presenters** – are encouraged to stay on time and topic. If possible they should include a range of stakeholders.
- **Panellists** - should be knowledgeable and may be selected to include stakeholders (eg EPA or planning), who may be constrained in presenting.
- **Newsletter writer** – is a member of the audience who takes notes and writes up a brief account of the forum for the newsletter.



GUIDE TO THE ROLE OF

STATE OR TERRITORY REPRESENTATIVE

TIMING

BEFORE THE FORUM

Organiser - start thinking about the theme of your forum and approach a possible chair/presenters/panellist. Ask yourself are you going to present or chair or both?

4 to 5 weeks out – re-confirm chair/presenters/panellists and ask them to provide you with their power point presentations (if necessary) at least one week before the forum.

2 to 3 weeks out – provide Elisabeth information to advertise the flyer (see example). At the same time, ask the participants for a copy of their resume or get them to write a short introduction about themselves for you. If not yourself, arrange someone to take notes and to put the newsletter entry together.

1 week to go – send copies of the powerpoint presentations to the venue. Mix ups happen and things can go wrong – take a copy of the presentations with you on a USB stick. Elisabeth will advise rough numbers (there are some drop out and some turn ups on the night) for the forum. It's handy to put together a running order for the night, a logical order for the presentations. It might be handy to come up with some questions of your own to ask the panel at the end (or keep it in the back of your mind whilst you listen to the presentation). This is handy as some panels are slow to start off. It is often handy to have a pre-loaded question from the presenters.

ON THE NIGHT

Before the forum – introduce yourself to the presenters and make sure they have everything they need. Check in with the venue host and make sure everything is with the projector/etc.

The following is a typical forum:

1. Venue sponsor rep will welcome everyone on behalf of venue and hand over to the chair.
2. The chair introduces the forum and the first speaker. Introduce next speaker. Introduce next speaker.
3. Recalls previous presenters after last speaker and asks them to form a panel together with any panellists. The panel goes for about 20-30 minutes time depending.
4. Close the discussion after 20-30 minutes and hand over to the local ALGA rep (organiser) who will wrap up the evening.

STATE OR TERRITORY REPRESENTATIVE



AFTER THE FORUM

There are two things to look after, the newsletter article and getting presentations on the website.

Newsletter – Do a first pass on the article and send along to the presenters to make sure they're happy with the way their presentation has been written up. Once you get them back from the polish and send the finished article to Elisabethe.

Website – We like to put presentations on the web. Make sure that this is OK with the presenter. From time to time, they make slight modifications after the night. Once they are OK send them along to Elisabethe who will upload them to the web.

EXAMPLE FORUM ADVERT

Topic: Disclosure of information in contaminated land transactions

Summary: Contaminated land is a major issue for developers and land owners in New South Wales, particularly as land scarcity in Sydney leads to the redevelopment of former industrial sites. Allocating responsibility for the clean-up of contaminated sites is a key concern for vendors (who may have caused the contamination) and purchasers (who may inherit the problem).

The seminar will draw a number of lessons from recent Court decisions that are designed to assist vendors and purchasers of contaminated land. These include:

- the role of accredited site auditors in the due diligence process
- representations by silence and what constitutes a reasonable expectation of disclosure
- reliance on environmental reports and how to avoid unintended representations
- having clear contractual terms that allocate responsibility for remediation
- the importance of delineating the scope of work when engaging environmental consultants, and
- guidance on the duty to report contaminated land.

Speakers: Charmian Barton, DLA Phillips Fox and Ian Gregson, GHD