

Geospatial Steering Committee

Terms of Reference

The Geospatial Steering Committee (GSC)

- provides collective executive leadership that develops, steers and evaluates (i.e. stewards) the Geospatial Strategy work programme
- scans for emerging issues and new information and assesses their potential impact on the priorities, work and performance of the network
- promotes the Strategy within member agencies and among relevant stakeholders;
- identifies priorities for investment in network performance and
- escalates issues to the GEG where this is warranted.

Alignment

Members of the Geospatial Steering Committee:

- brief and influence Chief Executives to commit resources to the Strategy
- champion projects in the work programme within their own agencies
- align communications on the Strategy and related work in members agencies; and
- share best practice geospatial information and management approaches across agencies.

Work programme

The Geospatial Steering Committee:

- oversees the development and revision of the work programme and obtains GEG agreement on matters affecting programme governance
- identifies key linkages between different projects and ensures their implications are assessed and managed
- arranges for resources for the work programme through contributions of money, people, and other resources from their own and other agencies, subject to GEG approval
- proposes project budgets for GEG approval and administers budget variations within GEG approved guidelines
- allocates responsibility for projects in the work programme to lead agencies, working groups and the geospatial office
- identifies risks to the Strategy and work programme, and conveys these where necessary to the GEG
- seeks appropriate technical advice on the work programme
- ensures that work undertaken is consistent with the statutory obligations of participating agencies and protects the Government's interests; and
- approves key milestones and deliverables for projects within the work programme.

Monitoring the work programme

The Geospatial Steering Committee:

- establishes an evaluation plan and conducts periodic programme evaluation according the plan by focusing on exceptions, emerging issues and risks
- initiates periodic assessments of the performance of the geospatial network
- accepts and signs-off deliverables at the relevant milestones; and
- ensures that proper financial checks are included.

Approach

The Geospatial Steering Committee will meet monthly or at such other regular intervals that may be agreed from time to time. The Chair of the Geospatial Steering Committee is the custodian.

Membership

The Geospatial Steering Committee is comprised of senior members of agencies with an informed interest in the Strategy who have knowledge of policies and initiatives in their own agencies relevant to the work programme, and a level of influence or control which enables them to commit their agencies.

At least two thirds of the members of the Geospatial Steering Committee must come from organisations represented on the GEG. GSC members representing a sector will have a term of two years, after which the representative member will be replaced by another member from the sector.

Reporting

The GSC shall report to the GEG on a regular basis. A report will be presented to GEG by 30 June each year on the evaluation of progress on the work programme.

Person Specifications

Members of the GSC

- network to shared goals
- directly access senior management in their organisations and sector
- personally commit resources or rapidly arrange commitments to across-agency projects
- access technical expertise and bring it to bear on the work programme and projects
- evaluate progress at strategic and programmatic levels
- take personal responsibility for the Strategy.