

Geospatial Steering Committee

Terms of Reference

The Geospatial Steering Committee (GSC):

- provides collective executive leadership that develops, steers and evaluates (i.e. stewards) the New Zealand Geospatial Strategy (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; and
- escalates issues to the GEG when 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 agency or sector
- 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
- reviews project budgets 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 when 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 of 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.

Reporting

- The Chair of the GSC shall regularly report to the GEG as part of the GEG meeting agenda.

- An annual report will be presented to the GEG by 30 June each year on the evaluation of progress on the work programme.
- The Chair of the Geospatial Steering Committee is the Geospatial Custodian, who is also responsible for administering the New Zealand Geospatial Office.

Approach

- The Geospatial Steering Committee will meet monthly until such time as work programme governance is well established. Thereafter the GSC will meet every two months.
- The New Zealand Geospatial Office will provide administrative support for the GSC.

Membership

The Geospatial Steering Committee is comprised of senior managers 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 or influence other agencies within their sector.

GSC members representing a sector will actively champion that sector's support of the Strategy work programme and coordinate appropriate communications within the sector.

Membership of the Geospatial Steering Committee should generally reflect concurrence with GEG membership. GSC members representing a sector will serve for a term of two years, after which the representative member will be replaced by another member from the sector. Sector representative terms will be staggered such that at least two-thirds of the Geospatial Steering Committee membership is consistent during the course of a calendar year.

Members of the GSC

- network towards 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.