

ANZLIC Contact Officers Terms of Reference

Purpose

The purpose of this Terms of Reference (ToR) document is to describe the governance arrangements, role and membership of the ANZLIC Contact Officers group.

Role

The role of ANZLIC Contact Officers is to support ANZLIC members representing each jurisdiction by:

- Assisting ANZLIC members to communicate strategic and tactical priorities to key jurisdictional stakeholders needed to lead change
- Leading jurisdictional information sharing between ANZLIC and ICSM representatives in the interests of addressing priorities identified by both ANZLIC and ICSM
- Sourcing jurisdictional advice to ensure ANZLIC members are well informed and can add value at ANZLIC
- Preparing briefing and other papers for ANZLIC meetings.

Membership

ANZLIC Contact Officers are appointed by ANZLIC Members. The following criteria guide selection:

- Contact Officers have a broad role, staying engaged across policies and portfolios to understand needs for spatial information, and how location information (and ANZLIC initiatives more broadly) assists the delivery of government policies and operations
- Contact Officers should possess strong communication skills, a comprehensive knowledge of jurisdictional business operations and good understanding of emerging technology
- Contact Officers should be closely engaged with their jurisdictional ICSM representative and be influential within their jurisdiction.

The current list of Contact Officers is at: <http://anzlic.gov.au/anzlic-council/contact-officers>. Contact Officers and/or ANZLIC members should notify the ANZLIC secretariat of any change in membership.

Meeting frequency

Contact Officers meet regularly via teleconference, and aim to have one annual face-to-face meeting at the Locate Conference each year (when possible).

Secretariat support

The Australian Government, Department of Industry, Innovation and Science provides secretariat support for ANZLIC Contact Officers meetings.

Meeting papers for Contact Officers' meetings

Papers must be provided to the Secretariat four business days before each Contact Officers meeting. The Secretariat will circulate papers to Contact Officers up to two business days before the meeting.

Guests may be invited to contribute or observe with approval from the Secretariat.

Draft minutes will be circulated by no later than five business days after the meeting. Minutes from meetings are respectful of the need for confidentiality if communicated outside the group.

Review of the Terms of Reference

ANZLIC Contact Officers will together review the Terms of Reference whenever ANZLIC revises its strategic plan, to ensure alignment with ANZLIC's strategic vision and approach to collaboration and information sharing.