

ANZLIC Terms of Reference

1. Purpose

- 1.1. The Australia and New Zealand Land Information Council is the peak intergovernmental group of senior officials providing leadership on all aspects of spatial service delivery and information.
- 1.2. ANZLIC's vision is that spatial capabilities and place-based intelligence drive social, economic and environmental benefits across Australia and New Zealand.

2. Responsibilities

- 2.1. ANZLIC is responsible for:
 - **Providing strategic leadership and direction** to achieve a standardised approach for foundation spatial data and capabilities, both within jurisdictions and nationally.
 - **Promoting and advocating for spatial priorities of strategic importance** with both spatial and non-spatial stakeholders and decision-makers across Australia and New Zealand.
 - **Leading collaboration and coordination** on common spatial data opportunities and issues across government, industry and the research sector.
 - **Developing strategy and an annual program of activities** to support accessible, innovative and integrated spatial data and capabilities.
 - **Drawing on international best practice**, such as work by the United Nations Global Geospatial Information Management (UN-GGIM) Committee of Experts and the Integrated Geospatial Information Framework, to strengthen national-level spatial information arrangements across Australia and New Zealand.
 - **Working with the Intergovernmental Committee on Surveying and Mapping (ICSM)**, as ANZLIC's delivery arm, to implement spatial data initiatives and drive development and adoption of open spatial data standards.

3. Membership and attendees

- 3.1. ANZLIC is comprised of key senior officials responsible for delivery of spatial information from:
 - each of Australia's state and territory governments
 - the Australian Government, as represented by Geoscience Australia
 - the New Zealand Government
 - any other agency as agreed by ANZLIC members.
- 3.2. The Chair of ICSM attends ANZLIC meetings and provides input as required.
- 3.3. Any invitee of an ANZLIC member may attend and speak at a meeting, subject to approval by the ANZLIC Chair.
- 3.4. The Commonwealth department responsible for spatial data policy provides ANZLIC secretariat functions and provides input at ANZLIC meetings as required.

4. Responsibilities of ANZLIC Chair and Deputy Chair

- 4.1. ANZLIC will appoint both a Chair and a Deputy Chair from nominees from existing members.
- 4.2. The key responsibilities of the ANZLIC Chair are to:
 - provide leadership for ANZLIC and its work program
 - run ANZLIC meetings and ensure decisions are made on a simple majority basis
 - represent ANZLIC in relevant stakeholder engagements and forums
 - liaise with ANZLIC members and the secretariat to develop ANZLIC meeting agendas
 - review and clear ANZLIC minutes and action items after each meeting
 - approve the attendance of guests at ANZLIC meetings.
- 4.3. The key responsibilities of the ANZLIC Deputy Chair are to:
 - support the ANZLIC Chair and represent the Chair in their absence
 - work with the ANZLIC secretariat when and as needed, including during development of ANZLIC meeting agendas
 - represent ANZLIC in relevant stakeholder engagements and forums.
- 4.4. The current list of ANZLIC members is at: <https://www.anzlic.gov.au/anzlic-council/membership>.
- 4.5. All ANZLIC members are responsible for active engagement with stakeholders across government, industry and research on spatial data issues and initiatives.
- 4.6. ANZLIC members must notify the ANZLIC secretariat of any change in membership at least 7 days prior to an ANZLIC meeting.

5. Election procedure

- 5.1. ANZLIC members will elect the Chair and Deputy Chair by a simple majority for a two year term.
- 5.2. The Chair and Deputy Chair can seek reappointment for a second, two year term at the end of the first term, up to a maximum of four years.
- 5.3. The ANZLIC Chair position should rotate across the jurisdictions over time.

6. Meeting notice, frequency and location

- 6.1. ANZLIC meetings are to be held three times a year, usually in April, July and October, for a half day. However, the Chair may agree to call an additional meeting at the request of any ANZLIC member.
- 6.2. A notice of meeting confirming the date, time, venue and agenda will be forwarded to each ANZLIC member as soon as practicable prior to the meeting date.
- 6.3. The ANZLIC secretariat shall provide members with an annual notice of scheduled meetings for the calendar year.
- 6.4. ANZLIC members are required to attend all meetings. If a member is unable to attend, they can appoint a proxy to participate in the meeting on their behalf (with voting rights).
- 6.5. A quorum of at least eight ANZLIC members (or appointed proxies) are required for each meeting.
- 6.6. One of the three annual meetings is to be held face-to-face in conjunction with the annual Locate Conference. A videoconference option will be available for Members and guests unable to attend in person. The local member agency will provide a venue for any face-to-face meeting where possible. The two other annual meetings will be held by videoconference only.

- 6.7. Other meeting locations may be selected from time to time to align with other relevant spatial data events as deemed appropriate by the Chair.

7. Intergovernmental Committee on Surveying and Mapping (ICSM)

- 7.1. ICSM's primary role is to implement ANZLIC strategic priorities by coordinating and promoting initiatives to develop and maintain key national spatial data including geodetic, topographic, cadastral, street addressing, tides and sea level and geographical names – see ICSM's Terms of Reference and Governance Charter for further details.
- 7.2. ICSM is a standing committee of ANZLIC and is accountable to ANZLIC for delivery of its spatial data initiatives. ICSM submits reports against its work plan to ANZLIC, provides advice to ANZLIC on emerging issues, and seeks ANZLIC's endorsement for key decisions.

8. ANZLIC Contact Officers

- 8.1. The role of ANZLIC Contact Officers is to support ANZLIC members by:
- assisting ANZLIC members to communicate strategic priorities and initiatives
 - leading jurisdictional information sharing between ANZLIC and ICSM representatives
 - sourcing jurisdictional advice to inform ANZLIC members
 - preparing briefing and papers for ANZLIC meetings.

9. Stakeholders

- 9.1. ANZLIC engages and collaborates with a range of stakeholders on an as needs basis and as agreed by members.
- 9.2. Stakeholders include, but are not limited to, peak industry bodies, research entities, and other government entities. Stakeholders are invited to participate in ANZLIC meetings, or specific stakeholder meetings when and as needed.

10. Secretariat support

- 10.1. The Commonwealth Department of Industry, Science and Resources (DISR) provides secretariat support for ANZLIC.
- 10.2. As part of its secretariat support for ANZLIC, DISR administers ANZLIC's funds as per the arrangements outlined in the Letter of Understanding between DISR and ANZLIC members. This includes collection of jurisdictional financial contributions and expenditure of ANZLIC's funds on ANZLIC's behalf.

11. ANZLIC funds and financial arrangements

- 11.1. ANZLIC members may agree to collect financial contributions from ANZLIC jurisdictions. ANZLIC will collectively agree on the amount and frequency of jurisdictional contributions as required.
- 11.2. ANZLIC may agree to use the ANZLIC funds to:
- fund strategic spatial data initiatives that align with ANZLIC's current Strategic Plan and support national and cross-jurisdictional harmonised and standardised approaches for the collection management and use of spatial information.
- ANZLIC's initiatives can include stakeholder engagement activities and/or other collaborative activities across ANZLIC jurisdictions or with industry stakeholders to develop national spatial data policy; and/or

- cover any administrative or venue hire expenses (if needed) that ANZLIC may incur as part of its annual meeting.

12. Review of the Terms of Reference

- 12.1. ANZLIC members will review the Terms of Reference at least every second year to ensure alignment with ANZLIC's strategic vision and priorities.

Date endorsed: 10 October 2022

Endorsed by: ANZLIC members

Next review date: 10 October 2024