

Document Metadata

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Purpose	To set out the governance structure and responsibilities of the Areas of Practice, Special Interest Groups and Functional Committees of the Geospatial Council of Australia.

Document History and Status

Revision	Date issued	Reviewed by	Approved by	Date approved	Revision type
0.9	14/02/23	SSSI Chairs	CEO	21/2/23	90% Draft
1.0	22/02/23	Board	Board	2/3/23	Draft for consideration

Committees Terms of Reference

Purpose

Volunteer committees play an integral role in the success of professional and industry associations, where they assist an organisation in achieving its strategic priorities, through the sharing, production and contribution to content (thought leadership, surveys, online discussions, workshops, government submissions, events etc) on topics that are strategically aligned to the organisation's strategy and member interests.

A number of committees have been established by the Geospatial Council of Australia Board and this document outline the governance, guidelines and key responsibilities for all permanent and non-permanent Committees, with the exception of committees established as Board Committees for the sole purpose of assisting the Board discharge its governance responsibilities.

*Specific committees established for the organising of Geospatial Council **events** are not subject to the rules below but will be under the guidance of Geospatial Council staff.*

Authority

These terms are made pursuant to Clauses 6.8(6) of the Geospatial Council of Australia Constitution, which states the Board may establish other (Non-Board) committees for the purpose of furthering the interests of the Geospatial Council on such terms as the Board determines.

All Committees are responsible to the Board of the Geospatial Council, via the Chief Executive Officer (CEO) and may also be directed by the Board. The Board may set and vary priorities and otherwise provide policy guidelines as it sees fit. The Committee will exercise its discretion within the parameters set by these Terms of Reference.

Responsibilities

As a participant of a Geospatial Council of Australia Committee, it is expected that Chairs and members:

- attend scheduled meetings
- contribute to the discussion in a worthwhile way
- volunteer skills, experience and knowledge to the development and implementation of any agreed programs, campaigns or events, including (but not limited to):
 - development of event programs
 - chairing sessions or events
 - preparation of project strategies and planning documents
 - assistance with review of relevant policy and processes.
- contribute relevant news items to share with the broader membership
- promote the benefits of Geospatial Council membership to colleagues or peers where appropriate
- share details of Geospatial Council events, activities and communications to colleagues and contacts where appropriate
- provide advice to Geospatial Council staff and the Board on current geospatial issues
- keep informed about matters relevant to the Geospatial Council
- support and work with the Board, other Committee members and staff collaboratively to achieve the Geospatial Council's goals and objectives.

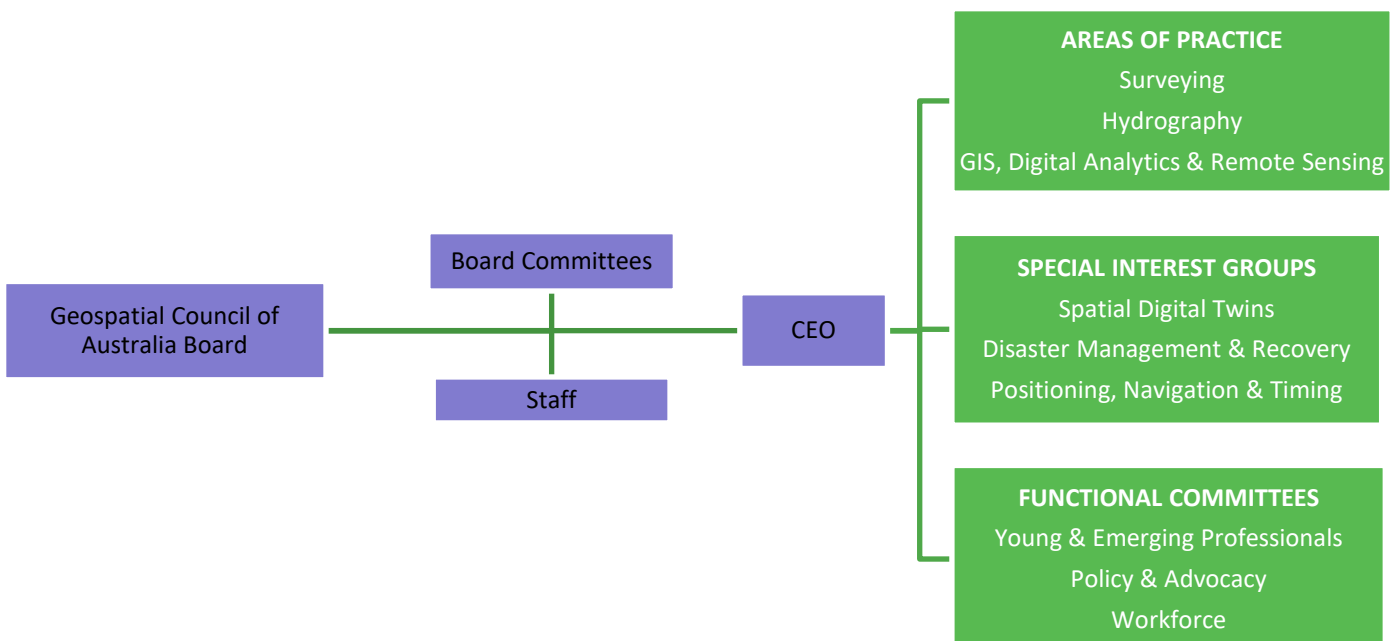
Code of Conduct

As a participant of a Geospatial Council of Australia Committee, Chairs and members must:

- exercise their powers and discharge their duties in good faith in the best interests of the Council
- not improperly use their position to gain an advantage for themselves or someone else; or cause detriment to the Council
- not utilise confidential information gained in meetings for commercial or personal benefit. This duty continues after the person ceases being a Committee member
- not disclose information gained unless such disclosure is authorised by a Geospatial Council staff member or is necessary to perform their obligations as a Committee member
- ensure that, in fulfilling their role as a Committee member, they are not reckless or intentionally dishonest.
- exercise their powers and discharge their duties with care and diligence
- inform the Committee if they have a material personal interest in a matter that relates to the affairs of the Council
- use the resources of the Geospatial Council effectively, efficiently and for a proper purpose
- must make decisions and set goals consultatively and collectively, based on relevant information, with proper analysis and management of risk
- listen to others and communicate in an impartial, helpful and positive way, and treat all members of the Committee, members of the Council and staff equitably and with respect, trust and courtesy without discrimination, harassment or inappropriate behaviour
- not make public statements or representations or act on behalf of the relevant Committee or the Council without authority
- comply with any lawful and reasonable direction given by a Committee member, staff member, or Director of the Geospatial Council who has authority to give such a direction.

Members are on committees as individuals, and are included because they have skills, knowledge or interests relating to the areas covered by the committee. While members may represent a particular group and can bring the views of that group to a meeting, the interests of the Geospatial Council must always be the overriding consideration.

Committee Structure



Areas of Practice

Areas of Practice (AoP) are discipline-based groups, based on shared interest and expertise on geospatial related topics. Each committee represents those geospatial individuals and organisations involved in the provision, management or research of (or interest in):

- Surveying (SAC) – land/cadastral, engineering and mining surveying and geodesy
- Hydrography (HAC) – hydrographic surveying
- GIS, Digital Analytics & Remote Sensing (GAC) – geographic information systems, data analytics, cartography, remote sensing, earth observation and photogrammetry.

Special Interest Groups

Special Interest Groups (SIG) are committees that are established for the purpose of research, discussion, review, advice and action on a highly topical issue. Each committee represents those geospatial individuals and organisations involved in the provision, management or research of (or interest in):

- Spatial Digital Twins (SDT-SIG) – multiple disciplines, that involve the creation of virtual representations of the real world, including physical objects, processes, relationships, and behaviours
- Disaster Management & Recovery (DMR-SIG) - multiple disciplines, that involve the geospatial aspects of emergency management and recovery from significant disasters such as floods, storms and fires
- Positioning, Navigation & Timing (PNT-SIG) – multiple disciplines including a broad range of end users, PNT services are an increasingly important aspect of a modern technological society underpinning the precision required for modern navigation services, precision construction services and even the timing signals required for ATM banking, increasingly in near real-time.

Functional Committees

Functional Committees representative important strategic priorities for the Geospatial Council, bringing together interested professionals and subject matter experts from the geospatial industry.

- Young & Emerging Professionals (YEPC)– those who have just started their career in the geospatial industry, up to 10 years since graduation or entry to the profession.
- Workforce (WC) – those who have an interest in the growth and development of the people in the geospatial industry.
- Policy & Advocacy (PAC) – those interested in representing the organisation and/or the industry to government agencies and similar.

Other Committees may be formed in future at the direction of the Board for the purpose of furthering the interests of the organisation.

Constitution of Committees

Membership – AoP & Functional Committees

- All current financial Members (including employees of Organisation Members that are not specifically Individual Members) of the Geospatial Council have the right to nominate themselves to join an Area of Practice or Functional Committee, when called upon.
- The Geospatial Council will email all Members that nominations for the relevant committees are open at least eight (8) weeks prior to the AGM every two years. Nominees must complete the provided nomination form by the noted deadline.
- There is no limit to the number of members on a Committee, however all Committee members must be approved by the Board.
- Approved Committee members will be announced at the AGM, with the new Committee officially beginning on the 1 January following the Annual General Meeting.
- The term of appointment to an AoP or Functional Committee is two years, however there is no limit to the number of terms a member can join.

Membership – SIG Committees

Unlike Areas of Practice and Functional Committees, Special Interest Groups are not permanent – they can be established as and when the Board deems them necessary, for a defined time period if required, or until they have completed the functions for which they were formed. All SIG Committees will be reviewed by the Board annually to determine their need and relevance to the current geospatial ecosystem and to organisational priorities.

- All current financial Members (including employees of Organisation Members that are not specifically Individual Members) of the Geospatial Council have the right to nominate themselves to join an Special Interest Group Committee, when called upon.
- Non-members from the geospatial industry are also invited to nominate themselves to join a SIG Committee, when called upon.
- The Geospatial Council will email all Members that nominations for a SIG Committee/s are open at least eight (8) weeks prior to an AGM. In addition, nominations for non-members for SIG Committees will be announced via social media and via direct personal invitation. Nominees must complete the provided nomination form by the noted deadline.
- There is no limit to the number of members on a SIG Committee, however all Committee members must be approved by the Board.
- Approved Committee members will be announced at the AGM, with the new Committee officially beginning on the 1 January following the Annual General Meeting.
- The term of appointment to a SIG is generally two years, but may be amended at the Board's discretion, depending on the current status and priorities of the SIG.

Committee Chairs

- The official position of Chair is to be elected by simple majority vote from within each Committee at the first meeting of the Committee following the AGM.
- The Chair of each Committee should be a current financial Individual Member, however in certain circumstances, the Board may approve an Organisation Member employee that is not an Individual Member to be a Committee Chair.
- The term of appointment as a Chair of an AoP or Functional Committee is two years, with the option to extend for one additional two-year term. For SIG Committees, the term as a Chair is generally two years but may be amended at the Board's discretion, depending on the current status and priorities of the SIG.
- A former Chair may be re-elected to the position after a four-year period has passed since office was held.

Removal of Committee Members

A Committee Chair may propose to remove a member of the Committee at a meeting of that Committee, for:

- missing more than three meetings in a row
- not participating in the Committee in line with these terms of reference.

The Committee Member must be given at least 14 days' notice of the proposed decision in writing, to be given the opportunity to be afforded natural justice at the Committee meeting. If the Committee vote, by simple majority, is removal, CEO approval is required.

If a Committee Member/s has concerns with the Committee Chair, they should raise this directly with the CEO to discuss further action, if required.

Secretary

An appropriately Geospatial Council staff member will be allocated as secretary of each Committee. The secretary shall:

- arrange the meeting appointments
- coordinate the preparation and distribution of any pre-meeting papers
- prepare the meeting report
- circulate the meeting report to all Committee members.

The secretary (and additional staff as required) will participate in Committee meetings to facilitate the efficient conduct of the business but do not have any voting rights on decisions.

Working Groups

Committees may choose to establish Working Groups (WG) that report into the Committee. These may be for various purposes including (but not limited to):

- a specific State or Territory (e.g. a Tasmanian YEP Working Group)
- a discipline/speciality (e.g. an Engineering Surveying Working Group)
- a program of work (e.g. a Mentoring Program Working Group)
- a topical issue (e.g. a Standards Working Group).

Working Groups can be established for any period and may consist of only Committee members or may include other Geospatial Council Members or non-members as required. For each WG, a Committee member must be determined by the Committee Chair as Working Group Lead.

Working Groups are responsible for arranging their own meetings and the WG Lead must report on Working Group activities at Committee meetings.

Proceedings of Meetings

Decisions

Where possible, decisions of the Committees will reflect a consensus of those present at its meetings. If no clear consensus emerges, the Chair will have a casting vote. Decisions can be made by email provided that details of the proposed decision have been given to each Committee member with sufficient time for review.

Formal resolutions or acceptance of previous minutes are not required at Committee meetings.

Conflicts of Interest

Committee members must declare conflicts of interest and remove themselves from discussions where necessary.

Agendas

In order to minimise administrative process, a standing agenda is to be developed for each Committee. The contents/structure of this will be determined by the Chair at the start of each calendar year.

Quorum

At any meeting of a Committee, three members shall form a quorum.

Times

Meeting times will be at the discretion of the Committee Chair and secretary but will take into account the needs of all Committee members where reasonable. Any Committee members based overseas will need to participate in meetings primarily in Australian time zones.

Frequency

- Official Committee meetings should ideally be held every two months, meeting a minimum of four times but no more than six times per year. *In addition to official Committee meetings, Committee members may choose to meet informally at any time if required, as long as discussions are reported at the next official Committee meeting and noting that any decisions made are non-binding unless voted on in an official meeting or emailed to all Committee members for a vote.*
- The Chair must set the meeting schedule at the beginning of each calendar year, in consultation with the Committee secretary and Committee members.
- If an urgent matter arises, an extraordinary meeting can be called by the Chair, in consultation with the Committee secretary.
- Working groups have no minimum or maximum frequency requirement and can meet as required.

Format

Meetings will be held online via Microsoft Teams.

Recordkeeping

Committee meeting reports will be prepared by the secretary and saved in the Geospatial Council SharePoint environment, including:

- attendees/Apologies
- key discussion points and/or decisions
- action items.

The meeting report will be sent to all Committee members within three weeks of the meeting.

Workplan

Each Committee must set a two-year workplan, in the template provided. This will note the key goals and activities to be undertaken by the Committee and will also note any Working Groups established or to be established.

Committee workplans must be submitted to the Board for approval at the first formal Board meeting following the establishment of the current Committee. Committees may choose to use workplans as the basis for their reports to the Board (see below).

Reporting

All Committees must formally report on their activities to the Geospatial Council of Australia Board via the provided template. This should be done quarterly at the advised schedule. The secretary will work with the Chair to prepare these reports, which will be approved by the CEO before submission to the Company Secretary for inclusion in Board papers.

Should interim issues arise that a Committee believes requires the Board's urgent knowledge or involvement, the Chair must contact the CEO for further guidance.

Correspondence

Committee Chairs will be given the option of being provided a Geospatial Council email address, should they wish to utilise it for Committee business. The Committee secretary must be copied into any Committee related messaging sent externally (to people other than Committee members) from this address or from a Chair's personal/work email.

The Committee Chair and secretary must be copied on any Committee/WG correspondence sent by a Committee or Working Group member.

Should a Committee receive an invitation or identify an opportunity to provide an official submission to government on a policy matter, they must pass this request to the Policy & Advocacy Committee Chair to discuss the response. In the absence of the Policy & Advocacy Committee, the opportunity to submit must be discussed with the Executive Manager – Workforce & Strategy before responding.

Finance

Committees do not have any financial delegation. Any proposed items of expenditure must have approval from the CEO prior to commitment, unless there is corresponding income to cover expenditure e.g. a ticketed event or sponsorship. Requests for expenditure can be made via the process outlined in the Discretionary Fund Policy.

Interaction with State/Territory Chairs

A Chair and Vice-Chair exists for each State and Territory. These volunteers may be invited or request to attend any Committee meeting to share local insights, ideas or issues or request assistance with local activities, as required.

Other staff support

In addition to the allocated Committee secretary, other staff are available to provide assistance to Committees where reasonable. This includes (but is not limited to):

- Event Manager – to discuss event concepts, potential dates etc
- Communications Manager – to arrange communications to Members on relevant activities
- Membership Officer – to ask any membership related queries (though note, other Member details cannot be provided due to confidentiality reasons)
- Workforce Manager – to discuss any ideas to grow, develop or promote the geospatial workforce.

These staff may be contacted directly (the Committee secretary should be copied into all correspondence), but Committee Chairs or members shall not attempt to manage or direct staff. Geospatial Council staff have a full workload and are accountable to the CEO for specific outcomes. Staff will in most cases offer appropriate assistance as needed to achieve the outcomes of specific Committee initiatives.

Terms of Reference Review

The CEO shall review this Terms of Reference every two years, in consultation with Committee Chairs, and may recommend to the Board any amendments to it.