

1. PURPOSE

Established in 1981, WALIS Council works closely with the spatial community to provide strategic direction and leadership to ensure the effective use of location information in the public sector.

The primary purpose of the WALIS Council is to harmonise National, State and Local government agencies data.

Through connection with WALIS Community, WALIS Council promotes collaboration and identifies evidence-based strategic and policy spatial developments in Western Australia.

These Terms of Reference were adopted in September 2022 and will be reviewed in 2024.

2. KEY EXPECTATIONS AND RESPONSIBILITIES

- Provide leadership and promote collaboration across the spatial sector.
- Promote awareness of and provide support to the WALIS Community.
- Connect grassroots community expertise with strategic decision-makers and directions.
- Enhance capability and capacity in the public sector.
- Ensure alignment with whole-of-government policy initiatives.
- Be an active and prepared member of the Council, attending regularly or arranging a proxy.
- Lead and establish working groups to expand and develop good practice – both policy and technical.

3. MEMBERSHIP / STRUCTURE

Council aims to include up to 12 members in addition to the Chair, and membership will reflect a balance of sector and agency representation. Changes to representation will be reviewed at the annual strategic planning session.

Individual membership will be reviewed at least every three years, noting there is no formal tenure in place given the limited numbers of practitioners employed in the public sector.

Landgate holds the Chair, with members of the Council to provide ad-hoc leadership support as required. Landgate also provides the Executive Officer, secretariat, and administrative support.

Non-attendance at three consecutive meetings may indicate the need for Council to consider replacing the member.

4. WORKING GROUPS

The nature and composition of any Working Group will be reviewed annually. As a starting point, one Working Group with a technical focus and one with a policy focus is considered appropriate.

Working Groups will comprise officer-level representation from across the sector, with up to one Council member involved. Chair and secretariat functions will be shared by members.

5. MEETINGS

Regular meetings are held quarterly, scheduled for a 2-hour period for virtual or in-person attendance.

A half-day strategic planning session will occur annually, with in-person attendance preferred.

Extra ordinary meetings can be scheduled by agreement for a specified purpose, with time and format as agreed by Council.

Members will extend the invitation to the nominated proxy if they are unable to attend.

6. DECISION MAKING

A quorum of 50% of member attendance at meetings is required to make decisions.

Papers will be circulated to members one week prior to the regular meeting for consideration and endorsement. Support by more than 50% of attendees is necessary for endorsement.

Out of session (OOS) papers are reserved for issues that must be addressed before the next planned meeting or have been identified as forthcoming for other reasons. OOS decisions also require more than 50% support for endorsement. Given the discrete scope of OOS papers, if a member does not reply within the required timeframe they are taken to be in support of the proposal.