



**TERMS OF REFERENCE
AND
GOVERNANCE CHARTER**

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1. INTRODUCTION

The Intergovernmental Committee on Surveying and Mapping (ICSM) was established by the Prime Minister, State Premiers, and the Chief Minister of the Northern Territory in 1988. Since that time, New Zealand and the Australian Capital Territory have joined ICSM.

Prior to 1988 a similar body, the National Mapping Council (NMC), had coordinated cooperative Australian mapping programs since 1945. Although the NMC had been an effective forum, the changing operational environment of the late 1980s led to its cessation and the formation of ICSM to cover both surveying and mapping issues as they related to government activities. This arrangement ensures continued cooperation in these activities on a national basis.

There is a close relationship between jurisdictional spatial information, surveying and mapping programs and close alignment of ICSM projects with those of ANZLIC – The Spatial Information Council (ANZLIC). These synergies were acknowledged in 2003 with ICSM becoming a Standing Committee of ANZLIC.

ANZLIC – The Spatial Information Council – provides national policy leadership and advocacy for the capture and use of spatial information in Australia and New Zealand. Its vision is that Australia's and New Zealand's economic growth, social and environmental interests are underpinned by excellent spatially referenced information. ICSM, as ANZLIC Standing Committee's role, is to implement policy developed by ANZLIC.

2. ROLE OF ICSM

ICSM's role is to implement ANZLIC policy by providing leadership through coordination and cooperation in surveying, mapping, charting by:

- addressing issues of national and international significance in surveying, mapping and charting
- supporting the development and implementation of national and international standards for surveying, mapping and charting
- providing a national and trans-Tasman forum for identifying and developing surveying, mapping and charting and technology issues including the exchange of information
- encouraging and sponsoring research into surveying, mapping and charting

In relation to the above a core function for ICSM is to coordinate and promote the development and maintenance of fundamental data that includes geodetic, topographic, cadastral, street addressing, tides & sea level, and geographical names.

3. STRATEGIC PLANNING

Strategic planning sessions are conducted by ICSM to ensure that its activities remain current and relevant to the Australian and New Zealand spatial communities.

ICSM maintains a 5 year Strategic Plan which is reviewed every 2 years – at the first meeting of an incoming Chair. The Plan has three levels of focus:

- 5 year vision of Strategic Outcomes
- 5 year vision of Achievements which support these Outcomes
- Milestones for the coming 2 years which support the Achievements and Strategic Outcomes

The strategic plan is published on the ICSM website <http://icsm.gov.au/about/strategic-plan>

The current ICSM Strategic Plan is for 2019-2024.

An operating framework is also maintained that describes why ICSM exists, how it operates and what it does. http://icsm.gov.au/sites/default/files/ICSM%20Framework_FA%20v2.pdf

At this meeting the ICSM Risk Management plan is also reviewed.

4. COMMITTEE STRUCTURE

The ICSM Executive Committee (hereafter called ICSM or the Committee) comprises:

- the Members, who are representatives of their Jurisdictions; and
- a Chair who is elected from the Members

An Executive Officer is appointed and is responsible for administration matters as directed by the Chair and Members.

Members of ICSM are appointed to represent and influence decisions within the following areas of interest:

- Geodesy and Positioning
- Tides and Sea-level
- Cadastre
- Geographic Place Names
- Street Addressing
- Topographic Data and Cartography
- Spatial Information Standards and Frameworks

4.1 Membership

ICSM is comprised of senior representatives of Australia's Commonwealth, State, Territory and Defence agencies responsible for surveying and mapping. New Zealand members represent both New Zealand civil and defence interests.

The ICSM Committee comprises appropriate representatives appointed by the following eleven jurisdictions:

- New Zealand
- Australia – civilian
- Australia – military (terrestrial and marine)
- Australian Capital Territory
- New South Wales
- Northern Territory
- Queensland
- South Australia
- Tasmania
- Victoria
- Western Australia

With agreement from the ICSM members, additional jurisdictions may be invited to join ICSM.

Where circumstances warrant, and where ICSM agrees, a jurisdiction may have more than one representative. However, on matters where a vote is taken, each jurisdiction will have only one vote. The addition of a second jurisdictional representative can be proposed by the existing representative and agreed by the remaining ICSM committee members. This may occur where the first

representative's area of expertise does not cover the breadth of ICSM's areas of interest. A second representative allows for greater expertise on the ICSM committee.

A member unable to attend an ICSM Committee meeting or teleconference etc. may be represented by their deputy.

4.2 Chair

- (a) The Chair is elected from the ICSM members. Nominations are taken before a face to face meeting. Nominees will provide a pitch to the ICSM, which will vote to select the Chair.
- (b) The Chair shall be on a two-year (financial year) rotational basis between Jurisdictions. A chair may stand for a second term if re-elected by the ICSM. An individual or Jurisdiction cannot hold the chair for longer than two terms.
- (c) At the end of two year term the Chair is declared vacant and nominations are taken by the ICSM for Chair.
- (d) A separate delegate may represent the Chair's Jurisdiction at ICSM meetings; in such circumstances the Chair will not vote on matters before ICSM.
- (e) ICSM will appoint the Deputy Chair to officiate at meetings if the Chair is absent.
- (f) ICSM Chair cannot be a sponsor of a Permanent Committee or working group

4.3 Deputy Chair

- (a) A Deputy Chair is elected from the ICSM members. Nominations are taken before a face to face meeting. Nominees will provide a pitch to the ICSM, which will vote to select the Deputy Chair.
- (b) In rare circumstances, it is possible that the ICSM will choose to select two Deputy Chairs.

The Deputy Chair shall be on a two-year (financial year) rotational basis between Jurisdictions. A Deputy Chair may stand for a second term if re-elected by the ICSM. An individual cannot hold the Deputy Chair for longer than two terms.

- (c) Deputy Chairs can be a Sponsor of a Permanent Committee or working group.

4.4 ANZLIC

- (a) As a Standing committee of ANZLIC, ICSM regularly reports to ANZLIC on its activities. This is provided by the ICSM Chair or Deputy Chair who attends the quarterly ANZLIC meetings as an observer.
- (b) The ICSM Strategic Plan is aligned to the outcomes of ANZLIC's Strategic Plan.
- (c) The ICSM Committee is responsible for managing its finances, with the ICSM Executive Officer being responsible for day-to-day administration of those finances. *See Section 8 Financing ICSM and Its Activities.*

5. ROLE OF INDIVIDUAL MEMBERS

The individual members of the ICSM Committee have the responsibility to:

- (a) Act as advocates of their jurisdiction and report jurisdictional interests and interests of their stakeholders with due care, honesty and diligence within the limits endorsed by their jurisdiction.
- (b) Think and act strategically and consider the national impact of their decisions and where possible collaborate with other Jurisdictional partners to allow a broader impact on ICSM's areas of interest.
- (c) Seek and coordinate appropriate input from jurisdictional bodies or individuals with regard to issues being considered within ICSM and ICSM sub-committees.
- (d) Act with an appropriate level of care and honesty when representing ICSM in public forums.
- (e) Notify ICSM of any conflicts of interest that occur in conducting the day to day business of ICSM and where appropriate remove themselves from decision making processes in that area.
- (f) As appropriate, carry the added responsibility to act as sponsor for individual ICSM sub-committees.

And members shall not:

- (g) Disclose confidential information received in the course of their duties as an ICSM member if the information is expected to be treated confidentially.
- (h) Engage in conduct likely to discredit ICSM.
- (i) Make improper use of information acquired.
- (j) Take improper advantage of their position on ICSM or individual jurisdiction.

The individual member and their parent organisations will, from time to time, be responsible for acting as a 'lead agency' in the procurement of goods or services to support the operation of ICSM. In these circumstances the member will ensure that all transactions are carried out in accordance with local jurisdictional purchasing policies and practices.

6. ROLE OF THE CHAIR

The Chair is responsible for:

- (a) The Chair of ICSM is accountable to the Committee for implementation of decisions and management of risks.
- (b) The Chair's decisions should focus on the national interest and ensure the Committee takes a strategic perspective.
- (c) Ensuring that ICSM provides leadership and is responsive to the requirements of Stakeholders and ICSM sub-committees (Working Groups).
- (d) Ensuring that members participate in setting the aims, strategies and policies for ICSM and its sub-committees (Working Groups).
- (e) Ensuring there is adequate monitoring of ICSM pursuits and activities.
- (f) Ensuring that ICSM has adequate information, or can get adequate information, to make effective decisions and initiate actions.
- (g) Ensuring that administrative tasks are undertaken, such as preparation and circulation of reports and Minutes of meetings.

- (h) Directing that ICSM's resources are effectively used.
- (i) Ensuring that ICSM monies are administered in accordance with ICSM's stated Role and Functions.
- (j) Developing a healthy relationship between members and external stakeholders.
- (k) Representing ICSM to ANZLIC.
- (l) Guiding the ongoing development of ICSM and its sub-committees.
- (m) Representing the Committee at public forums from time to time.

6.1 Role of the Deputy Chair

The Deputy Chair is accountable to the Committee for implementation of decision and management tasks and is responsible for:

- (a) Chairing meetings when the Chair is unable to attend or where the chair wishes to take a more active role in discussing particular meeting topics.
- (b) Helping to drive ICSM leadership and is responsive to the requirements of Stakeholders and ICSM sub-committees (Working Groups).
- (c) Identifying some specific topics or areas of interest, aligned to ICSM's strategic plan and areas of focus, that they wish to champion for ICSM.
- (d) Supporting membership participation in setting the aims, strategies and policies for ICSM and its subcommittees (Working Groups).
- (e) Supporting the provision of information to the Committee, through external engagement, to enable effective decisions and initiate actions.
- (f) Developing a healthy relationship between members and external stakeholders.
- (g) Guiding the ongoing development of ICSM and its sub-committees.
- (h) Representing the Committee at public forums from time to time.
- (i) Actively focussing on engagement activities with external bodies in support of ICSM and the Chair.
- (j) At the request of the Chair and agreement by the Deputy Chair, take on responsibility for specific activities of the Chair outlined in Section 6.

6.2 Key Stakeholders

ICSM's key stakeholders include ANZLIC – The Spatial Information Council (ANZLIC), PSMA Australia Limited (PSMA), jurisdictional governments, plus national spatial professional and business associations.

7. ROLE OF THE EXECUTIVE OFFICE

Geoscience Australia has agreed to provide the Executive Officer and other administrative support to ICSM.

The details of the ICSM Executive Office's duties are defined in their annual Performance Planning and Review Agreement. This is up-dated annually and reviewed six monthly with the ICSM Executive Office's Manager (usually the Commonwealth, Geoscience Australia ICSM member). If requested, the ICSM Chair is able to have input to the creation and review of the Agreement.

In summary, the Executive Office of ICSM is expected to carry out the following functions in support of the ICSM:

- (a) Deliver secretariat support to the ICSM Committee, in preparing and compiling meeting agendas, agenda papers and Minutes.
- (b) Provide project support to the ICSM sub-committees (Working Groups).
- (c) Manage the ICSM's finances. Including budget preparation, purchasing, maintaining financial records, independent auditing of the ICSM financial records, managing financial/bank accounts, reporting to ICSM members regarding budget expenditures and reporting to the Australian Taxation Office.
- (d) Assist in the compilation and maintenance of periodical reports, publications and policy documents.
- (e) Co-ordinate communication between working groups on matters of shared activity
- (f) Co-ordinate external communications and manage communication channels for ICSM, such as web sites, social media and publications.
- (g) Support working group Sponsors and Chairs in project and budget management of ICSM activities.
- (h) Provide the first point of contact for public queries about the activities of the Committee and assist in promoting the activities of ICSM.
- (i) Monitor the activities of ICSM's sub-committees (Working Groups) and their use of the ICSM website.
- (j) Provide assistance and advise the Chair on ways to improve the operation of ICSM.
- (k) Represent ICSM at public forums if requested.
- (l) Maintain the ICSM website with assistance from ICSM Committee and sub-committees (Working Group) members.
- (m) Notify Australian Business Register whenever a new Chair or a new ICSM Executive Officer commences duty.

8. FINANCING ICSM AND ITS ACTIVITIES

8.1 ICSM Status

ICSM is a not-for-profit agency which is funded by:

- member contributions
- third party contributions
- earnings (including bank interest) from funds held pending their use on approved activities.

8.2 Budgeting

The Executive Officer will prepare a draft budget for the ensuing financial year, for approval by the ICSM Committee at its biannual meeting immediately prior to the commencement of that financial year. The budget will include a recommendation for the level of the set annual fee and estimates for additional levies/contributions expected during the year.

This draft budget must be approved by the ICSM Committee. This budget may only be varied as outlined in Section 9 – Purchasing Approval.

8.3 Expenditure

ICSM money is:

- (a) only to be spent on sanctioned activities identified in the ICSM budget or otherwise approved in accordance with Section 9 (*see Section 9. – Purchasing Approval*)
- (b) to be held in a bank account and other financial institutions account(s) as deemed appropriate
- (c) maintained to ensure ready availability for use in approved activities, but also optimising earnings for ICSM
- (d) Expenditure should be monitored within working groups and changes to anticipated expenditure should be reported to ICSM to allow re-allocation of funds.

The Committee may approve payment of reasonable expenses for the conduct of meetings of the ICSM and its sub-committees (Working Groups).

Members will fund their own travel and accommodation expenses for ICSM biannual meetings. However, funding for ICSM Executive Officer travel and associated costs is borne by ICSM.

Working Group Sponsors have discretionary privileges to approve funding for travel to approved meetings/projects. For each Working Group the ICSM Budget sets the maximum discretion in a financial year. *Refer to Section 9 and the ICSM Travel Funding Policy.*

Travel for ICSM members may be funded (other than for the ICSM biannual meeting) where ICSM has a specific interest in being represented by an ICSM member.

The Chair has discretionary privileges to approve funding for extraordinary items which arise between ICSM meetings. The ICSM Budget sets the maximum discretion for the financial year. *Refer to Section 9 and the ICSM Travel Funding Policy.*

8.4 Banking

ICSM funds shall be held in bank/financial accounts. These will be one or both of:

- (a) bank operating account – holding day-to-day operational money.
- (b) bank/financial institution investment account(s).

For the purpose of liaising with the bank/financial institutions (eg arranging changes to signatories details), the ICSM Executive Officer shall be signatory to all accounts. Payment by electronic transfer will only be made with prior approval of two members of the ICSM. Electronic records for the approval of the requests for payment are to be kept by the ICSM Executive office.

In addition to the ICSM Executive Officer, the authorised signatories to the ICSM bank operating account shall be:

- ICSM Chair
- ICSM Member from New South Wales
- ICSM Member from Australian Capital Territory

Where the Chair is the member for New South Wales or Australian Capital Territory, the additional signatory will be at the discretion of the ICSM Members.

Where the Chair is not an Australian resident, the additional signatory will be at the discretion of the ICSM Members.

Money over-and-above those needed to meet expected immediate funding demands are to be held in a bank/financial institution investment account(s) which earns higher interest than the ICSM bank operating account. As needed, money may be transferred from the investment account to the operating account to pay for up-coming ICSM activities.

The authorised signatories to the ICSM investment account(s) shall be the same as the bank operating account.

For Term Deposit accounts two signatures are required to validate money transfers to the cheque account and/or any other investment account upon the expiry of the term. Without this validation the money is automatically 'rolled over' into another Term Deposit of the same duration.

ICSM may opt to hold a Credit Card. The ICSM Executive Officer shall be the sole signatory with the following provisions:

- (a) They are only authorised to approve individual expenditures of less than \$500.
- (b) For expenditure above \$500, prior approval is to be obtained from 2 of the other authorised signatories to the ICSM bank accounts.
- (c) The monthly accounts for the credit card are to be
 - paid promptly using an ICSM electronic bank transfer
 - associated records are to clearly itemise the individual expenditures
 - an email is to be sent to the Chair notifying him of the payment

8.5 Auditing

A record will be kept of all transactions relating to ICSM income and expenditure and this will be audited on an annual basis. The auditor's report will be presented to the next ICSM Committee meeting.

8.6 The Australian Taxation Office

ICSM has an Australian Business Number (ABN) and a Tax file number (TFN) for the purposes of dealing with the Australian Taxation Office (ATO); other government agencies; and the private sector.

Quarterly Business Activity Statements (BAS) is prepared by the ICSM Executive Officer and submitted to the Australian Taxation Office (ATO).

For the purpose of dealing with the ATO, the ICSM Executive Officer shall be both the ATO Public Officer and Contact Officer. As contingency, the ICSM Chair shall also be registered as a Contact Officer.

8.7 Reporting

- (a) The ICSM Executive Officer shall brief the biannual ICSM Committee Meetings on income and expenditure year-to-date.
- (b) The information used to produce the BAS Statement (income and expenditure for a three month period) is to be provided to all ICSM members at the time of completion of the BAS Statement.

8.8 Record Keeping

- (a) The ICSM Executive Officer is responsible for maintaining records of ICSM meetings:

Filing

- Endorsed Minutes of ICSM meetings are to be filed in Geoscience Australia registered files (hardcopy and digital)
- Minutes (draft and endorsed), final agenda and all meeting papers from each ICSM meeting are to be filed in a Geoscience Australia registered file (digital)

Distribution

- Endorsed Minutes of all ICSM meetings (including Meeting Summaries and Unclassified Minutes) are to be made available from the Members Services, ICSM Meeting Archive section of the ICSM website.

- The latest endorsed Unclassified version Minutes of ICSM meetings is to be made available from the public section of the ICSM website, and provided in response to relevant freedom of information requests.
 - The endorsed Meeting Summary of the latest ICSM meetings is to be made available from the public section of the ICSM website
- (b) The ICSM Executive Officer is responsible for maintaining ICSM Financial records. These (hardcopy and digital) are to be filed in Geoscience Australia registered files.
- (c) The ICSM Executive Officer is responsible for maintaining other ICSM records. These (digital) are to be filed in Geoscience Australia registered files. Records include:
- ICSM Terms of Reference and Governance Charter, ICSM Strategic Plan, ICSM Risk Management
 - Other Level 1 and Level 2 documents as defined by the ICSM Document Register
 - ICSM news
 - Other records deemed significant
- (d) The ICSM Executive Officer is responsible for maintaining a Change Request Log for ICSM Documents. See Guidelines for the Governance of ICSM Documents and the ICSM Document Register.
- (e) Working Group ICSM Sponsors are responsible for ensuring that working groups maintain adequate records of activities.
- (f) The ICSM Executive Officer is responsible for maintaining records of ICSM National Collaboration Framework, Collaborative Head Agreement Steering Committee activities:
- Meeting Records
 - Project Records

8.9 Disbanding ICSM

In the event of ICSM being disbanded the monies held in the ICSM bank account(s) shall be apportioned equally to each jurisdiction, in other words each jurisdiction shall receive 1/11th of the total of the ICSM money.

The eleven jurisdictions are:

- New Zealand
- Australian Commonwealth – civilian
- Australian Commonwealth – military (terrestrial and marine)
- Australian Capital Territory
- New South Wales
- Northern Territory
- Queensland
- South Australia
- Tasmania
- Victoria
- Western Australia

If at the time of disbandment, a jurisdiction has more than one financial representative their 1/11 portion shall be further equally apportioned (eg 1/22th each where there are two members).

9. PURCHASING APPROVAL

The Executive Office can only facilitate expenditure on items which are approved by ICSM.

These include:

- (a) Items which are part of the current ICSM budget which was approved by the ICSM Committee (*see Item 8.2 above*).
- (b) Items which are subsequently approved. These include
 - A new approval, via majority vote, generated from either a face-to-face meeting, teleconference or email ballot.
 - A new approval generated by the Chair. This shall be no more than \$10,000 per item and the ICSM members shall be informed of the decision via email.
 - Re-allocation of funds within a Committee's already approved budget. Committee Sponsor recommended and ICSM Chair approved, with ICSM members being informed of the decision. A majority vote of members may be required if the change(s) reflects a significant change to the work undertaken by the Committee.

It is desirable that all new requests for funding should use the ICSM Funding Request Template.

The ICSM Executive Office is to notify the ICSM Sponsor of any payment, and, to seek payment approval in advance, if there is any doubt as to the validity of the claim

10. CONTRACT MANAGEMENT

Contract management will be undertaken through jurisdictions.

11. SUB-COMMITTEES

ICSM utilises a sub-committee system to undertake its work.

11.1 *Permanent Committees:*

- (a) A Permanent Committee is formed to undertake long term coordination, development, maintenance and communication of important spatially related issues.
- (b) In December 2019 this consisted of Six Permanent Committees being:
 - Cadastre (PCC)
 - Geodesy (formerly GTSC, now PCG)
 - Place Names (PCPN)
 - Tides and Mean Sea Level (PCTMSL)
 - Topographic Information (PCTI)
 - Addressing (formerly SASIG, now PCA)
- (c) Permanent Committees are enduring in nature and will be established and terminated by resolution of the ICSM.
- (d) Permanent Committees membership should comprise of members from a majority of ICSM jurisdictions. Membership to a Permanent Committee will be at the ICSM's discretion.
- (e) Permanent Committees are accountable to the ICSM
- (f) The Terms of Reference for Permanent Committees will be recommended to the Sponsor and approved by the ICSM.
- (g) Permanent Committees will conduct their business by both meetings and/or correspondence as determined on a case-by-case basis.
- (h) Reports and recommendations of all Permanent Committee should be presented to each face-to-face meeting of the ICSM.

11.2 *Working Groups*

- (a) A Working Group is formed to undertake nationally focused short term projects which can take several years to complete.
- (b) Working Groups may be established for the duration of specific projects to progress those projects to finality. Working Groups will be established and terminated by resolution of the ICSM.
- (c) Proposals for Working Group establishment or termination can be generated from the ICSM or Permanent Committees and communicated through sponsor or committee chairs to the ICSM committee for ratification.
- (d) Working Group membership should comprise of members from two or more ICSM jurisdictions. Membership will be at the ICSM's discretion.
- (e) Working Groups are accountable to a Permanent Committee, or by exception to ICSM itself, as agreed by the Committee.
- (f) The Terms of Reference for Working Groups will be recommended to the Sponsor and approved by the ICSM.
- (g) Working Groups will conduct their business by both meetings and/or correspondence as determined on a case-by-case basis.
- (h) Reports and recommendations of all Working Groups should be presented to each face-to-face meeting of the ICSM.

11.3 Special Interest Groups

- (a) A Special Interest Group is formed as a community of practice for professionals working in similar fields, and provides a forum for members to network, share best practice, improve practices and knowledge by learning what their counterparts are doing, and learn about the latest developments.
- (b) Special Interest Groups may be established for the duration of specific projects or enduring in nature. Working Groups will be established and terminated by resolution of the ICSM Committee.
- (c) Special Interest Group membership should comprise of members from two or more ICSM jurisdictions. Membership will be at the ICSM Committee's discretion.
- (d) Special Interest Groups are accountable to a Permanent Committee, or by exception to ICSM itself, as agreed by the Committee.
- (e) The Terms of Reference for Special Interest Groups will be recommended to the Sponsor and approved by the ICSM Committee.
- (f) Special Interest Groups will conduct their business by both meetings and/or correspondence as determined on a case-by-case basis.
- (g) Reports and recommendations Special Interest Group should be presented to each face-to-face meeting of the ICSM as applicable.

11.4 Sponsor

- (a) An ICSM Committee member Sponsor oversees the work of each Permanent Committee, (and Working Groups or Special Interest Group as applicable).
- (b) A sponsor cannot be chair of the same committee or group that they are sponsor of.
- (c) The ICSM Chair cannot undertake the role of a sponsor.

- (d) An ICSM Deputy Chair can undertake the role of sponsor.
- (e) The role and responsibilities of Sponsor includes the following:
 - i) Act as a conduit between the ICSM Committee and sub-committees;
 - ii) Ensure that the Permanent Committee adopts an annual work plan by 30 June each year;
 - iii) Providing strategic direction and alignment between the annual work plan of the Permanent Committee and the vision, purpose and strategies of ICSM and ANZLIC;
 - iv) Champion and/or lead the discussion of matters relating to their Permanent Committee at ICSM meetings (and other forums) and provide a timely debrief back to the Chair;
 - v) Ensure timely and effective succession planning of the Permanent Committee Chair and Deputy Chair;
;
 - vi) Dedicate time to developing an effective relationship with the Permanent Committee Chair, including acting as a mentor and sounding board;
;
 - vii) Approve reports and other material provided by the sub-committees to be presented at ICSM meetings;
 - viii) Act as a spokesperson and champion the activities of the sub-committees at stakeholder and industry events; and
 - ix) Ensure the frequency and format of meetings effectively facilitates participation and achievement of the work plan.
- (f) The role of Sponsor shall be rotated between Jurisdictions when appropriate. Changes of Sponsor are to be recommended and approved by the ICSM Committee.

11.5 Sub-Committee Chair

- (a) Each Permanent Committee, Working Group or Special Interest Group shall have a Chair (and in the case of a Permanent Committee, a Deputy Chair).
- (b) The Sub-committee Chair may attend ICSM Committee meetings and participate in discussion, but cannot vote on issues before the meeting if they are not an ICSM Committee member..
- (c) For each Permanent Committee, Working Group or Special Interest Group the Sponsor and Chair shall be rotated between Jurisdictions when appropriate.
- (d) Changes of Chair are to be recommended by the Sponsor and approved by ICSM Committee.

12. RULES FOR THE CONDUCT OF BUSINESS

- (a) The business of the ICSM Committee will be conducted at face-to-face meetings held at intervals as determined by the ICSM Committee (usually six monthly intervals). Hosting of meetings will be rotated amongst member jurisdictions. Electronic communication and teleconferences may be used between the face-to-face meetings.
- (b) A quorum consists of two-thirds of the ICSM members. A majority vote is defined as a quorum of members voting and the majority of these supporting the proposal. The Chair will have a deliberative vote.

- (c) If a decision is to be taken out-of-session via electronic communication, on the basis that a quorum of 8 votes in favour with no dissent, it may be considered carried by the Chair. The Chair will have a deliberative vote.
- (d) A meeting may be called by the ICSM Chair (or in their absence the Deputy Chair) at any time. A meeting will be called if requested by at least one-third of the ICSM's Committee's membership.
- (e) Adoption of a meeting agenda and timetable shall be the first item considered at Committee meetings.
- (f) Apart from items of other business all proposed agenda items should be supported by background papers and other details sufficient to allow ICSM Committee members to give such items adequate prior consideration.
- (g) ICSM Committee members are to receive the draft agenda and supporting papers at least ten working days prior to the scheduled commencement of the meeting. Accordingly, reports and proposals should be provided to the Secretariat at least fifteen working days prior to the meeting,
- (h) Items of other business should be of a relatively straightforward nature, ie, can be effectively considered by ICSM Committee members without prior briefing from their own organisations.
- (i) The Secretariat, under the guidance of the Chair, will be responsible for the preparation of a record of each Committee meeting. The record will contain a summary of the discussion of each agenda item together with the full text of any resolutions, agreements and actions or other decisions made by the Committee. An initial draft shall be circulated to members not more than twenty working days after the close of the meeting and the final version will be considered for adoption at the next Committee meeting.
- (j) The Committee will formally record resolutions, agreements and actions as follows:
- RESOLUTIONS** - Formal decisions of the Committee, usually by consensus, to adopt particular positions or policies.
- AGREEMENTS** - Common opinions reached by the Committee. Decisions to follow particular courses of action.
- ACTIONS** - Things to be done resulting from decisions at a meeting.
- The final wording of all resolutions and agreements of the Committee will be circulated to, and agreed by, members prior to the close of the meeting.
- (k) Observers
- Observers are welcome to attend ICSM meetings if invited by a member and on approval of the Chair
 - There are two categories of observers:
 - i) observers who are invited to attend on a semi-permanent basis who are able participate in the meeting, but will not vote on issues before the meeting
 - ii) observers who are invited on a one-off basis who are not able to participate in the meeting unless specifically invited by the Chair and will not vote on issues before the meeting
- (l) The Committee may decide to discuss issues in camera. In such circumstances observers are to leave the meeting.

13. ACCOUNTABILITY

- (a) As a Standing Committee of ANZLIC, the ICSM Committee is accountable to ANZLIC Council. Individual members are also accountable to their jurisdictional agency.
- (b) As a Standing Committee of ANZLIC, ICSM will submit progress reports against its work plan and raise any issues for consideration to ANZLIC Council as required. ICSM members who have a jurisdictional ANZLIC Council member will brief them on ICSM matters at the jurisdiction level prior to each ANZLIC Council meeting.
- (c) The Committee will produce and publish a biennial report outlining its achievements against its strategic and work plan and include a financial statement.
- (d) The ICSM Strategic Plan and the Role and Operation of the Committee will be reviewed biennially and approved by ICSM member jurisdictions.

14. RISK MANAGEMENT

- (a) ICSM will review and endorse a risk management framework at least every two years.
- (b) ICSM will monitor and manage its risks through the strategies identified in its Risk Management Plan. ICSM will monitor their risks by reviewing the Risk Management Plan on a regular basis, identifying high risk factors and listing these as agenda items.

Appendix A. Associated Policies, Documents and Agreements

TITLE	LAST UP-DATED
Guidelines for the Governance of ICSM Documents	November 2018
ICSM Document Register	November 2018
ICSM Funding Request Template	July 2008
ICSM Risk Management Plan	October 2019
ICSM Strategic Plan	October 2019
ICSM Travel Funding Policy	November 2006
National Collaboration Framework, Collaborative Head Agreement	March 2010