

# National Spatial and Information Management (NSIM) Working Group

## Terms of Reference

### Preamble

The Governments of Australia place a high priority on improving the safety and security of Australians. This requires quality information to be delivered to the right people, at the right time and in the right format.

### Role

Under the strategic direction of the National Counter-Terrorism Committee (NCTC), the Australian Emergency Management Committee (AEMC) and the National Committee on Critical Infrastructure Protection (NCCIP), the NSIM Working Group will facilitate the development of spatial information capabilities to enhance decision making through access to and use of spatial information.

The NSIM Working Group will also support a range of information management capabilities and objectives within the EM sector across the Australian Government, states and territories and local government.

The work of NSIM will support counter-terrorism (CT), emergency management (EM) and critical infrastructure protection (CIP), within and between the Australian Government, states and territories and local government and will encompass prevention, preparedness, response and recovery (PPRR).

### Functions

The NSIM Working Group will:

- a) Facilitate the development and maintenance of a spatial information capability that is an integral component of all management and decision-making, which can readily be used across all jurisdictions and agencies;
- b) Identify, propose and promote solutions to:
  - i) administrative, financial, legal, policy and security issues to allow collaborative sharing of spatial and other relevant information, and
  - ii) barriers for data integration, systems interoperability and other relevant technical issues;
- c) Evaluate and provide strategic advice on spatial and other information requirements;

- d) Maintain an inventory of existing and developing spatial information infrastructure and interoperability status;
- e) Examine and make recommendations on:
  - i) data capture and access (including issues such as licensing, privacy, classification and dissemination),
  - ii) standards, including symbology,
  - iii) technical infrastructure and appropriate models and tools, and
  - iv) capacity building, including awareness raising, education and skills development;
- f) Integrate the use, and assess the utility, of relevant existing and emerging spatial information systems for capability development activities and operational processes (e.g. exercises); and
- g) Identify, analyse and report on existing and emerging relevant information sources.

## **Chair**

The NSIM Working Group will be chaired by the Australian Government Attorney-General's Department (AGD) representative.

## **Secretariat**

Secretariat services will be provided by AGD.

## **Membership**

Membership of the NSIM Working Group will consist of:

- Up to three delegates from each state and territory, and
- Delegates from the Australian Government with an interest in the use of spatial and information management for CIP, CT and EM, including AGD, Bureau of Meteorology, Defence Imagery and Geospatial Organisation (DIGO), Geoscience Australia, and Department of Infrastructure, Transport, Regional Development and Local Government.

Representatives from the following organisations will also be invited to participate.

- Australia New Zealand Land Information Council (ANZLIC),
- Australian Local Government Association (ALGA),
- Australasian Libraries in the Emergency Sector (ALIES),
- Australian Disaster Information Network (AusDIN),
- Emergency Management Spatial Information Network Australia (EMSINA),

- Emergency Management Information Development Plan (EMIDP), and
- A New Zealand Government representative.

NSIM members must possess an appropriate level of authority to enable decisions to be made in relation to papers and agenda items raised at NSIM meetings.

Presenters and observers may attend meetings with the agreement of the Chair.

## **Governance**

The NSIM Working Group will report regularly and make recommendations to, and respond to issues arising from, the NCTC, AEMC and NCCIP.

The work of the NSIM Working Group will be progressed in meetings at least twice per year. In carrying out its functions, NSIM will prioritise, coordinate and direct the work of its two coordination groups. A spatial coordination group will focus on, and progress, the spatial work between NSIM meetings. An information management coordination group will focus on, and progress, the information management work between NSIM meetings. Both groups will coordinate the work of their relevant subgroups. Sub-groups will address specific issues, will operate out of session and may be of a temporary nature.

Hosting of meetings will be shared by the jurisdictions.

Jurisdictional and national groups will report regularly to the NSIM Working Group, which will provide guidance to them if required. The jurisdictional and national groups are identified in the governance diagram below.

Each jurisdiction will establish or utilise its own consultative mechanisms to determine CT, CIP and EM spatial and information requirements, to ensure a collaborative approach within respective jurisdictions, and to enable a coordinated position to be brought to the NSIM Working Group.

The NSIM Working Group will communicate its activities on an ongoing basis to members and relevant stakeholders through a range of means including reports, a website and publication of key documents.

Agenda papers should be provided to the Secretariat for distribution at least two weeks prior to meetings to provide sufficient time for consideration. Agenda papers should not exceed five pages in length. Agenda papers will clearly indicate if they are for noting or agreement and will specify the proposed source of funding, if sought.

The meeting outcomes will be prepared by the Secretariat within three weeks of each meeting.

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## Governance

