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| Vicmap User Reference Group |
| Terms of Reference |

# Introduction

Vicmap data is the foundation of Victoria's primary mapping and geographic information systems and is the authoritative spatial data for Victoria.  The data has a broad range of important uses, including for land and environmental management, emergency management, local government, planning and building, land transactions, spatial analysis and more.

Vicmap is heavily relied upon throughout whole-of-government, emergency services, statutory and non-statutory authorities and private industry to provide better digital visualisation, place-based insights and decision making.

Vicmap User Reference Group (VURG) has been formed to encourage two-way discussion between DELWP’s Land Information and Spatial Services Branch who governs Vicmap and its customers (users).

# Terms of Reference purpose

The purpose of this Terms of Reference is to describe the governance arrangements, responsibilities, and expectations of the VURG, and sub-groups

# Objective

The objective of the VURG is to:

* Facilitate communication between users and Land Information and Spatial Services, DELWP;
* Seek feedback from users on proposed updates and enhancement of Vicmap data and services; and,
* Provide a forum where issues, opportunities, and ideas for the enhancement of Vicmap and customer collaboration can be discussed.

Responsibilities

The VURG is a reference group and as such does not have decision-making authority. The VURG is responsible for:

* Providing a conduit into their representative industry or sector including consulting with their representative industry or sector on VURG discussions and making recommendations;
* Representing their discipline, industry or sector perspective on Vicmap;
* Identifying opportunities for innovation or early benefits to users; and,
* Identifying representatives to participate in user testing groups for proposed changes to Vicmap.

# Scope

## In scope

* Technical and operational issues regarding the discoverability, access, storage and delivery of Vicmap;
* The applicability of standards and best practice impacting the interoperability and usability of Vicmap;
* Coordination with users to ensure product roadmaps meet the future and emerging needs;
* Future enhancement and technology trends for Vicmap products and services; and,
* Ideas and issues of significance brought to the meeting by members for discussion.

## Out of scope

* The coordination and integration of data into Vicmap from Data Suppliers and maintaining data provenance; and,
* Data and services not associated with the chain of supply of Vicmap.

Confidentiality

VURG members will respect that they have a duty of confidentiality when material is presented in a draft or proposal form. This is important to ensure that an open, two-way conversation can be had.

Meeting artefacts & frequency

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| **Item** | **Schedule** |
| Agenda and supporting material | A meeting agenda will be prepared that clearly outlines all items to be presented. The meeting agenda, along with all relevant attachments, will be provided to members 3 days prior to the meeting. |
| Conversation tracker | The format of the minutes is presented as a ‘conversation tracker’ and does not attempt to capture the conversation verbatim; rather it presents a snapshot of key discussion points from presenters and participants in line with the meetings slide pack.  The conversation tracker is distributed to VURG members 14 days after the meeting. VURG members can provide comments prior to the next meeting, whereby they will be automatically accepted as a true and accurate record. |
| Meeting recording | The purpose of recording meetings is to allow the Department to have a record, replay in-depth conversations to gather insights into productivity enhancing Vicmap by capturing every detail exactly as it happened.  The recording can be shared with members where a written request has been approved. For example, inability to attend due to unforeseen circumstances.  The recording is sent as a link and permission should be sought to distribute beyond the organisation level of VURG members. VURG is a membership-based group and we have a responsibility to apply sensitivity and due-diligence measures. |
| Actions | Issues, recommendations, and actions arising are the responsibility of the individual that are impacted to assigned to pursue. Concerns around actioning follow-ups should be raised with the Secretariate. |
| Meeting frequency | The VURG meetings will be held quarterly. VURG sub-group meetings will be held as required. |

Membership

The membership of the VURG is comprised of the following. Change to members may be considered as the group activities unfolds, subject to approval by the Chair.

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| VURG role | Responsibilities | Position title |
| Chair | * Chair the VURG meetings * Approve changes to membership * Approve the agenda and meeting papers for circulation * Ensure the objectives of VURG are met | Director, Land Information and Spatial Services (LUV, DELWP) |
| Secretariat | * Organise meetings and prepare agendas * Document conversation tracker * Assist will following up issues and actions with team members * Distribute documents for meetings | Manager, Vicmap Data Portfolio (LUV, DELWP) |
| Production crew support | * Support for the Secretariat and Chair * Assist with on the day technology management & troubleshooting during meetings | Support Officer, Industry Engagement (LUV, DELWP)  &  Manager, Vicmap Strategy & Engagement (LUV, DELWP) |
| Members | * Representing their representative industry or sector perspective on Vicmap products and services | Existing and emerging Vicmap customers |
| Presenters | * Prepare interactive presentations for agenda items * Prepare for and take questions on presentations | Vicmap product owners & SMEs (DELWP)  Representatives of initiatives or projects impacting Vicmap to help facilitate discussion (LUV, DELWP)  Existing and emerging Vicmap customers |

Delegation

VURG members should make every effort to attend scheduled meetings. A delegate may attend as nominated by the member to ensure continuity of engagement and collaboration.

Review period

The terms of reference and membership of the project board will be reviewed by the Chair and Secretariat annually for effectiveness and revised if required.

## Version history

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| **Version** | **Date** | **Note** |
| 1.0 | August 2020 | Terms of Reference created |
| 2.0 | May 2021 | Annual review to reflect the focus on the user’s perspective and experience |