

# WALIS EXECUTIVE POLICY COMMITTEE



## MEETING MINUTES

---

**DATE:** Thursday 24<sup>th</sup> of June 2004  
**TIME:** 9:00am  
**LOCATION:** Novotel Langley Perth  
The Boardroom  
221 Adelaide Tce  
PERTH

---

### ATTENDEES:

Grahame Searle	DLI (Chair)
Bill Sullivan	Office of State Revenue
Brendan O'Neil	Environment
Brian Kavanagh	Water Corporation
David Hartley	Agriculture
David Morrison	Treasury and Finance
Geoff Smith	Health
Keiran McNamara	CALM
Kent Jarman	WA Museum
Marnie Leybourne	WALIS Office
Mike Duyckers	FESA
Paul Frewer	Planning & Infrastructure
Richard Bentley	WALIS Advisory Committee
Rob Grove	Main Roads WA
Rod Constantine	City of Stirling
Tim Griffin	Industry and Resources
Warwick Gately	WA Electoral Commission
Genevieve Gongora-Mesas	WALIS Office (minutes)

### APOLOGIES:

Alan Piper	Justice
Alex Taylor	WA Police Service
Cheryl Gwilliam	Local Government & Regional Development
Jim Limerick	Industry & Resources
Stephen Hopper	Botanical Gardens & Parks Authority
Supt Mahoney	WA Police Service



## 1. **Chairman's Welcome**

The Chairman, Mr. Grahame Searle, welcomed everyone to the meeting. Grahame introduced Marnie Leybourne, A/Director WALIS.

The minutes of the last meeting were endorsed.

## 2. **WALIS Governance**

GS addressed the meeting and explained the necessity to drive the relationship between the EPC, WALIS Council and WALIS Advisory Committee. Council has produced a model for the governance structure of WALIS which is currently being trialled. EPC is to consider the model.

ML indicated that there are similarities and an overlap between agenda items 2, 3 and 4, and that issues in agenda item 4 relate to the role of the EPC and where it should be going.

One recommendation from the WALIS Program Effectiveness Evaluation Project last year was to revise the WALIS structure. The Core Management Group was formed as a group of elected representatives to work at a strategic level, while Council was to focus on operational issues. The difference between CMG and Council meeting agendas was highlighted in the briefing notes. Some see the CMG as presiding over Council but the WALIS community diagram (attached to the EPC agenda) shows that WALIS sees both as being side-by-side. Council will be welcome to sit on CMG meetings as observers. The CMG elected the Chair as the Director, WALIS for the next six months to see how the structure operates, to be reviewed December. The Review of WALIS which could occur at the end of the year would also include the new governance structure.

ML would like to see the EPC meet more than once a year, and suggested EPC meet in May to discuss the work plan and again in November for a more strategic session and to review progress. Meeting twice a year would ensure more formal reports are issued.

It was noted that in the CMG terms of reference document the CMG reports directly to EPC, but the diagram indicated CMG only reports to Council and not EPC. Originally Council was to report to CMG as CMG consists of Executive Directors. It was suggested at the meeting that Council and CMG present a combined report to EPC. The question of whether CMG can task Council was raised as the diagram implied a subordination of one to the other. The meeting agreed that at this stage EPC is the only one in a position to task CMG and Council.

The suggestion to establish a smaller group to drive the WALIS agenda was made. Originally EPC consisted of Directors General, whereas now Council discussions have become technical and based on specific issues and not whole of government issues or a shared platform over government. CMG

could focus more on achieving the six focus areas of the WALIS Strategy. This would present a more dynamic environment of structure to strategy.

Council needs to go through some restructuring and reshaping but not at the expense of alienating members of Council, despite the EPC's ability to make these changes. It was suggested that Council could be kept for those who have been involved from the beginning with a technical focus, or segregated into a working group, and CMG could become a sub-committee of EPC. Some indicated they like the CMG to be part of Council and any disagreement can be resolved by EPC as that is what they're there for. EPC were reminded that the whole thing is WALIS so the CMG becoming a sub-committee of EPC makes no difference. Some Council members feel disaffected and the strategic component of CMG makes it difficult to report to Council.

The underlying problem seems to be the mix of committees. The relevancy of the EPC needs to be determined as meeting yearly is not enough. EPC should be a DG/CEO forum but at this stage it clearly is not. Either we have EPC at the level intended and a CMG of policy carriage people or not. The EPC currently does not appear to be a vibrant committee, there hasn't been a meeting in twelve months and no-one has asked why, therefore how important EPC members feel the EPC is needs to be determined.

The current perception is a lack of involvement of EPC members with lower levels feeling they don't receive clear direction from the top. At the same time there has been no request from Council for EPC to meet, and if Council had a real plan to achieve they would be contacting EPC. It was suggested that EPC be revamped, perhaps cut down, and ensured the people at the top are involved, interested, active and knowing. EPC should be used as a strategic policy, and perhaps keep Council as is.

The State Management Council is now in place and EPC could make use of that. Some concerns were raised with going straight to SMC given the time frame in response. The SMC is too large to make direction and is dominated by the nature of the agenda at that level. Some see a big gap between the nature of discussion at SMC and what should happen at EPC. Non-government agencies are not involved in SMC therefore EPC might need to be maintained.

It was decided that over the next few months CMG would revamp itself so that strategy leaders become members of CMG. A paper will be circulated to EPC to confirm the details, including options on the EPC's structure and role.

**Action: CMG to continue to revamp over next few months in line with the WALIS Strategy**

**Action: A paper to be developed by WALIS Office for the EPC on governance, principles and EPC role, for its November meeting**

### **3. WALIS Strategy 2004-07**

GS informed that the WALIS Strategy has been worked on over the last few months and while the program and strategies have been in place for a long time, neither the EPC nor Council have put pressure on any of these things to go forward. GS passed on the item to ML to elaborate.

The forming of the Strategy started six months ago with workshops determining vision and mission. ML's personal view of how WALIS and SLIP work is that SLIP implements some of the ways and directions WALIS wants to go. DLI is almost implementing SLIP on behalf of WALIS, providing a one-stop-shop. There is a close interrelationship between the platforms of SLIP and the strategic areas of WALIS Strategy.

The six strategic outcomes of the Strategy cover six areas - people, information, technology, policy, framework and education, which Council worked on at the workshops. Activities to be delivered are in place for each focus area with strategic activities aligned to all six focus areas. ML would like the Strategy to be endorsed at government level. Council have made changes to the Strategy and endorsed it, and the WALIS Advisory Committee proposed the document be a Strategy rather than a Strategic Plan and provided good input for the development of the document.

EPC agreed that the Strategy is good, but it was suggested that an attempt to correlate the focus areas to particular outcomes might be useful to clarify exactly what is going to occur, in the form of another annex looking at what the major focus areas are trying to achieve to the outcomes. Some would also like to see the EPA represented in the NRM section. A stand-alone document illustrating structure and how it will be implemented is important; more details need to be included in the Strategy. WALIS is continuing to work with various agencies and will demonstrate the implementation of each component at the next EPC meeting.

Talk moved to the role of EPC within WALIS and the necessity to have support at Director General level was noted, as ultimately members will be committing their agency to funding. While EPC members may wonder what is the advantage of their involvement in the EPC, all levels should feel there are benefits for themselves. The problem is the difficulty getting Directors General to attend EPC meetings. Theoretically, SLIP should have been introduced to EPC members at an EPC meeting, but instead each Director General was visited separately and updated.

EPC agreed the Strategy was an excellent document and endorsed it.

### **4. Shared Land Information Program (SLIP)**

GS indicated this item is for noting as it is good to see how WALIS and SLIP complement each other and work together.

SLIP emerged from a functional review and DLI has worked on the concept and is now in the process of preparing an implementation plan to go back to EPC and Cabinet. SLIP is basically putting into operation online access to land information, which WALIS has been talking about but isn't set up or funded to do. It is a partnership arrangement so that while DLI is taking the

lead in preparing the implementation plan it requires input from all departments that are data custodians for it to work.

The four focus areas are register of interests, land development processes, natural resource management and emergency management. A breakfast for executive sponsors was being held on 1 July to discuss the governance of SLIP.

While EPC thought SLIP was of mutual benefit, the hypothetical question of what would happen if an agency didn't want to be involved in SLIP was raised. It was indicated that we were trying to build something to try to encourage agencies to be involved for the good of their business, which was considered a better way than mandating. SMC could apply a corporate view to encourage agencies to join but it was felt that it is better to encourage agencies to want to join as they would be more responsive to it.

Some EPC members felt they were getting confused messages and were unsure of what exactly is involved in SLIP. The concept seemed enormous. It was indicated that goals and objectives were needed at a lower level to understand what we're trying to achieve at this point in time. GS confirmed that Ian Hyde and other DLI staff are currently visiting agencies asking what each wants and what access they need to do their processes.

The next step and a long-term goal would then be to look at changing processes across government, and within that to look at a more rapid process. Agencies need to have access to the data they want when they want it, and rapidly. The fact that within agencies there are separate problems and issues was raised, and that SLIP should first look at the smaller agencies that don't have the capacity to have their own datasets.

There seems to be confusion as to what SLIP will actually provide, and fears that it is so large and broad that it can't be done. Some feel they needed to know what the limits are. DLI are asking agencies what it is they actually want, as an open, non-prescriptive question rather than telling them what to do, which is why it seems confusing. The idea is to structure the benefits of SLIP as requested. The first focus is fundamental: to get it up and running in order to share information and DLI is concentrating on this part of it. The managing processes are long-term; the short-term goal is about data access.

There was concern about the timeframe for implementation being very short and it was indicated that this is driven by the likelihood of an election in February and the possibility of obtaining funding now rather than later. As SLIP is essentially a tool for agencies to do their own business, there was a concern that we struggle for resources to do what we do and know what clients want, so we may get caught up in the broader aspect and be unable to work on individual agency priorities. There is also the possibility of some datasets not necessarily being in a format that is readily transferable to the SLIP platform.

Every agency has different requirements and the overall benefit may not be great to every agency. The advantage of SLIP in this case is that if you can get what you need from one place with one agency maintaining it, all should gain, as it shouldn't add costs to particular agencies. The risks involved with SLIP are minor to agencies. DPI, being one of the first to join, demonstrated

that the structure provides a great opportunity to improve internal issues and they have other datasets they are currently preparing to put on the system. Part of the implementation plan is to look at what the costs will be.

How far has the consultation proceeded? The approach has been to make appointments with the Directors General with a view to get the implementation plan to the highest level. Agencies demonstrated a keenness to be involved in SLIP.

EPC queried their role, other than to look at the SLIP implementation plan, and it was confirmed that EPC needs to be seen as supporting SLIP so that it can go ahead.

**Action: Final draft of SLIP implementation plan to be sent to EPC members for comment**

## **5. WALIS Work Program**

ML notified EPC of the plan for WALIS Office as opposed to WALIS Council. The Work Program in the agenda is not arranged in any priority order but is a summary of the focus areas. A Valuation Consultancy is in process to look at the value of data. Acil Tasman won the tender and WALIS Office has had an initial meeting with Acil Tasman, who will contact various WALIS representatives, particularly from Council and CMG.

Four workshops are currently being organised for the State Land Information Capture Program (SLICP) and will include consideration of the issue of data quality.

EPC members showed concern that data quality and SLICP are linked together in the same focus area of the Work Plan when data quality is fundamental to the whole program. They were assured that it was only for convenience in an administrative sense.

## **6. General Business**

The actions of the previous meeting were not discussed at the start of this meeting, so it was decided that these actions and their outcomes could be circulated to EPC members.

**Action: Circulate actions from minutes of previous meeting to EPC members for consideration**

GS notified that the next EPC meeting is scheduled for November and thanked everyone for their time today. He summarised the issues arising from today's meeting as focusing on the role of EPC in the future and the issues of the levels and structure within WALIS to promote sharing land information in government to benefit everyone.

The meeting concluded at 10:45am.

Next meeting is scheduled for November, date and venue tba.

<b>Actions Arising From June 2004 Meeting</b>	<b>Agenda Item</b>	<b>Actioned By</b>
CMG to continue to revamp over the next few months in line with the WALIS Strategy	2	CMG
A paper to be developed for the EPC on governance, principles and EPC role for its November meeting	2	WALIS Office
Final draft of SLIP implementation plan to be sent to EPC members for comment	4	DLI
Circulate actions from previous EPC meeting to EPC members for consideration	6	WALIS Office