

Terms of Reference

Cadastral Working Group (CWG)

1. Terms of Reference

1.1 Purpose and role

CWG is a working group of ICSM that provides a standing panel of experts on the cadastral system drawn from Australia and New Zealand government agencies. It prioritises and delivers on the goals and actions articulated in Cadastre 2034 and other cadastral initiatives identified by ICSM. The objective is to develop a cadastral system that enables people to readily and confidently determine the location and extent of all rights, restrictions and responsibilities related to land and real property, whilst improving the effectiveness of data collection and management by the custodian.

1.2 Scope of work

CWG focuses on policies, specifications, best practice guides and common data enablers related to:

- the Land Parcel and Property Foundation Spatial Data Theme
- spatial definition of rights, restrictions and responsibilities
- the digital cadastral lifecycle

1.3 Strategic responsibilities

- Cadastre 2034
- ANZLIC Collaborative Framework

1.4 External influences

- ICSM Strategic Framework
- FSDF Discoverability and Consumability roadmap
- Australian Terrestrial Datum Modernisation Program, specifically GDA2020
- Australian Vertical Working Surface and how it will relate to AHD71 and AHD83
- Varying legislative and political environments within each jurisdiction

1.5 ICSM Goals addressed

- Foundation spatial datasets can be used with precise positioning, with modernised datums, and across the coastal zone.
- Spatial extents of rights, restrictions and responsibilities are legally recognisable and defensible.
- Foundation spatial datasets can be used to model changes in the physical and regulatory environment through time.
- Foundation spatial data is findable, accessible, interoperable, and reusable (FAIR) and it is easy to integrate with other data and technologies.
- Improved digital supply chain for synthesised, national foundation spatial datasets.
- Foundation spatial data meets well-identified, cross-border national needs.

1.6 Duties

- Deliver work program as agreed by the ICSM Executive Board
- Manage any budget approved by ICSM Executive Board for delivery of CWG outcomes
- Report on work program progress through Chair to Lead for biannual reporting to ICSM Executive Board

- Develop, maintain and promote standards, policies and best practice guidelines that help ensure national consistency in the capture, maintenance, management, dissemination of theme data between all levels of government, industry and the general end user
- Advise on the cost/benefits, options and requirements for the use of shared infrastructure for land parcel and property data, and advise on workflows to improve automated national product creation
- Communicate and socialize internally and externally CWG activities and related deliverables
- Provision of individual agency and collective CWG advice to formal technical requests and tasks defined in related strategies
- Production, management and reporting of a CWG work plan which aligns to the ICSM strategy and operating framework
- Provide an inter-jurisdictional forum for information sharing and enhanced collaboration
- Representation of CWG on (or is it “Provision of advice to”) the relevant datum modernisation reference group
- Leadership on the consistent transformation of land parcel and property data into 3D and 4D

1.7 Administration

Co-Leads	Anselm Haanen, Surveyor-General NZ; Michael Burdett, Surveyor-General SA
Chair	Murray Dolling, Landgate, WA
Secretariat	<i>Executive Office ICSM</i>
Membership	<i>See separate document ICSM-CWG-Members-2020.docx</i>
Meeting frequency	Face to face, twice a year (rotating jurisdictions), teleconferences and specific working group activities will be coordinated by the chair with a higher frequency of meetings to allow delivery of work program.
Channels for collaboration, documentation and communication	<i>Sharepoint Microsoft Office applications E-mail Skype or similar teleconferencing software</i>

1.8 Associated working groups for collaboration or awareness

Inside ICSM

- **Metadata Working Group:** CWG is reliant upon the outputs from the MDWG specifically in association with feature level metadata.
- **Datum Modernisation Program:** CWG is reliant upon the outputs from the Datum Modernisation Program, specifically GDA2020. CWG is required to work towards GDA2020 compliance – a function of ICSM.
- **Addressing Working Group:** With the significant relationship between land parcel and property and location addressing, the work plans of both working groups need to be aligned.
- **Topographic Information Working Group:** CWG work in transforming land parcel and property data into 3D and 4D needs to align with complementary work by CWG, particularly regarding the built environment.

Outside ICSM

- **Council of Reciprocating Surveyors Boards of Australia and New Zealand (CRSBANZ):** The regulation of surveying (including standards related to digital cadastral information) is complemented by the

regulatory system for cadastral surveyors. Work towards national consistency is taking place in both domains.

2 Working group governance

2.1 Lead

The role of the **Lead** is to act as a conduit between the working group and the ICSM executive. The lead is:

- Accountable for the working group's work program
- Accountable for the working group's associated working groups
- Approves reports, proposals and materials to be formally published and or presented to the ICSM executive.
- *Further details on the role of the lead can be found in the ICSM Terms of Reference, governance Charter*

2.2 Chair

The role of the **Chair** is to lead and manage the working group. The Chair is:

- Responsible for producing and delivering the working group's work program
- Responsible for project managing associated projects and tasks
- Responsible for reporting to the ICSM executive on the status of the working group's work program, and any associated working groups
- Working with the Lead to ensure the work plan is aligned to the ICSM strategic framework and work plan
- The Chair is to be recommended by the lead for approval by the ICSM executive, and
- The Chair may attend ICSM executive meetings and participate in discussion.
- *Further details on the role of the lead can be found in the ICSM Terms of Reference, governance Charter*

2.3 Funding and project proposals

- Funding and project proposals are to be prepared by the working group and tabled with the ICSM executive for decision.
- Proposals will clearly document what the project will deliver, who will be responsible for managing the project, where funding will be allocated and when the funding will be spent.
- Project reporting will be included within the working groups report to the ICSM executive.

2.4 Membership

- Working group's membership should comprise of members from a majority of ICSM jurisdictions.
- Membership to a working group will be at the ICSM executive's discretion.
- Membership may include representations from industry and or other sectors at the discretion of the ICSM executive.
- Members are to represent the view of their organization and be able to make or facilitate organisational decisions.
- Member organisations are to formally recognize the individual's role and contribution towards CWG and provide support to attend and partake in CWG meetings and activities.
- Non-government organisations may attend and partake in CWG meetings upon invitation from the Chair.

2.5 Working group lifespan and subgroups

- Working groups are responsive and may be enduring in nature and will be established and terminated by resolution of the ICSM executive.
- A working group may request the ICSM executive to establish another working group to undertake a focused, short-term project related to the working group's work program. Such working groups will be established and terminated by resolution of the ICSM executive.

2.6 Reporting

- Working group will provide a status report to the ICSM executive for each face-to-face meeting. This status report will include the status of any associated subgroups, and appropriate projects.
- Working group members will report back to their agencies and relevant stakeholders on the activities undertaken within the working group.

2.7 Decision making

- Motions and items that require a decision will need to be formally documented within the meeting agenda.
- A quorum will be more than half of the working group members. Resolutions will require the support of the quorum.
- The Chair is responsible for ensuring that the views of all members are considered, including on matters which are not resolved, to ensure they are appropriately considered for future activities.

2.8 Meeting documentation

- Working group meetings are to be formally recorded through the provision of an agenda, minutes and meeting summary. The Chair is responsible for managing this documentation, including provision of approved minutes to the ICSM executive officer and handing over upon a change in the chair.

2.9 Formal documentation and publications

- Working group deliverables such as strategies, papers, publications or tools will be provided to the ICSM Executive Office for registration and or management on ICSM communication channels such as the website.

2.10 Communications

- The working group will engage the ICSM Executive Office when planning for communication activities.
- The ICSM Executive office will provide advice, support and ensure consistency between other ICSM activities.
- The ICSM Executive office will assist with communication messaging, templates and the use of a range of communication channels, including:
 - *Website*
 - *Formal documents*
 - *Reference group*
 - *Presentations*
 - *Teleconference link*