



## **Intergovernmental Committee on Surveying and Mapping**



### **ePlan Working Group**

### **ePlan Data Model Governance**

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**AMENDMENT HISTORY**

<b>Version</b>	<b>Date</b>	<b>Authors</b>	<b>Comments</b>
0.1	13/10/2008	Mohsen Kalantari, ePlan coordinator, Victoria	First release of document
0.2	17/10/2008	Mohsen Kalantari ePlan coordinator, Victoria	David Boyle and Chris Lester commented
0.3	3/02/2009	Bert Bruijn, ePlan coordinator, South Australia	SA Review
0.4	18/02/2009	Bert Bruijn, ePlan coordinator, South Australia	ePlan Working Group feedback
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1.0	1/11/2009	Nevil Cumerford, ePlan Coordinator Queensland	Working Group Feed back and Document Finalisation
1.1	30/06/2010	Garry West, ePlan ICSM Sponsor, NT	Governance Council changed to Technical Committee, awaiting ePlan Working Group feedback

## **DOCUMENT ENDORSEMENT**

This Document was originally ratified by the ICSM on Recommendation from the ePlan Implementation Group at November 2009 meeting in Melbourne.

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# 1. INTRODUCTION

The electronic lodgement and transfer of survey data (ePlan) working group was formed in 2003 under the direction of the Intergovernmental Committee on Surveying and Mapping (ICSM) to develop a national digital cadastral data transfer standard. The parcel and plan data storage file format is based on New Zealand's development and use of LandXML 1.1 in the creation and lodgement of electronic plans.

## 1.1 Background

The ePlan Model has been designed to utilise the LandXML1.2 schema. The model must allow for the ability to:

- harmonise with existing ICSM data models and Australian Registrars Electronic Conveyancing Steering Committee (ARECSC) eConveyancing model as well as the New Zealand eSurvey and eDealing models
- handle both the spatial and legal functions of the plan
- update cadastral mapping systems, survey indexes and searching tools
- update survey control data sets
- update street address data sets
- allow for generic and jurisdictional specific elements to be added

As the ePlan data model will evolve from one version to another to address the jurisdictional changes, there will be numerous aspects of its related applications such as the validation and visualisation softwares that will be affected by the changes.

## 1.2 Purpose of Document

The purpose of this document is to define the ePlan data model governance requirements which includes the procedures and authorities required to change the ePlan data model and current LandXML schema such that the ePlan data model continues to meet the needs of the jurisdictions and stakeholders.

## 1.3 Scope of Document

The scope of this document is to describe the governance arrangements for affected persons and organisations involved with the ePlan data model. The scope includes the ePlan data model change management process.

## 1.4 References

LandXML1.1.xsd from landXML.org  
Model CIF.doc

## 1.5 Abbreviations

- CIF - Cadastral Infrastructure File is a LandXML Instance equivalent to a survey plan.
- ICSM – Intergovernmental Committee on Surveying and Mapping
- XML – Extensible Markup Language

## 2. DATA MODEL GOVERNANCE

To maintain consistency, integrity, and completeness of the ePlan data model across the participating jurisdictions, the following three main components for model governance have been established.

### 2.1 ePlan Technical Committee

The ePlan Technical Committee will consist of the ICSM members responsible for the ePlan portfolio and are representative of member jurisdictions. The function of the Committee is to assess the benefits/impacts of the proposed changes to the ePlan data model for possible adoption.

Each ICSM member jurisdiction will appoint one representative for the ePlan Technical Committee. Upon receiving a request to change the ePlan data model, the adoption of the change can only proceed to ICSM for endorsement upon unanimous acceptance of the proposal by the ePlan Technical Committee.

The ePlan Technical Committee has the following responsibilities:

- Manage the ePlan data model register on behalf of ICSM
- Continuously assess the ePlan data model
- Identify opportunities to improve the model and create and submit Statement of Proposal to the ePlan Administrator as deemed necessary
- Receive from the ePlan Administrator any Statement of Proposal or ePlan Stakeholder feedback
- Seek clarification from proponents on any Statement of Proposal as deemed necessary to assess feasibility.
- Review all Statements of Proposal and as necessary add additional commentary for completeness before distribution for Stakeholder feedback within 28 days of receipt of such proposal
- Review both technical and business aspects of any proposal for approval or rejection
- Make an assessment and provide a recommendation for any approved proposal to ICSM through the ePlan Administrator within 28 days of receipt of such a proposal.

### 2.2 ePlan Stakeholder Group

An ePlan Stakeholder Group will be established by the ePlan Technical Committee. Any proposed change to the data model must be communicated to the ePlan Stakeholder Group for information and feedback. The approval of changes and updates will not be subject to stakeholder endorsement. The stakeholders may propose changes and updates to the data model but it will be subject to the ePlan Technical Committee endorsement.

The ePlan Stakeholder has the following roles:

- Continuously assess the ePlan data model and LandXML Schema
- Create and submit Statement of Proposal to the ePlan Administrator as deemed necessary
- Receive from the ePlan Administrator any Statement of Proposal
- Review both technical and functional aspects of any proposal for comment
- Make an assessment and provide feedback to the ePlan Administrator within 14 days of receipt of such a proposal.

### 2.3 ePlan Administrator

An ePlan Administrator nominated by the ePlan Technical Committee and approved by ICSM has the following responsibilities:

- Maintain a public ePlan data model registry website.
- Receive any Statement of Proposal or feedback submissions.
- Provide Statement of Proposal to ePlan Stakeholder members for assessment within 28 days of original receipt.
- Receive and collate feedback statements from ePlan Stakeholder members and together with Statement of Proposal provide to ePlan Technical Committee members within 7 days of receipt of ePlan Stakeholder feedback.
- Receive ePlan Technical Committee members' recommendations and provide to ICSM governing body within 7 days of receipt. Ensure receipt of ICSM endorsement or rejection and publication thereof within 7 days of initial receipt.
- Assist ePlan Technical Committee implement ICSM approved changes to ePlan Data Model
- Maintain ePlan Stakeholder and ePlan Technical Committee member lists
- Publish the current version or notice of rejection.
- Notify stakeholder members including LandXML and ICSM of any changes or notice of rejections.

### 2.4 ICSM

The governing body of ICSM has the following responsibilities:

- Provide a current and publicly accessible ePlan data model register.
- Receive from the ePlan Administrator any ePlan Technical Committee recommendation.
- Review technical and business aspects of any recommendation for endorsement or rejection.
- Provide an endorsement or rejection of any recommendation to the ePlan Administrator within 14 days of receipt of such a recommendation.

### 2.5 Register

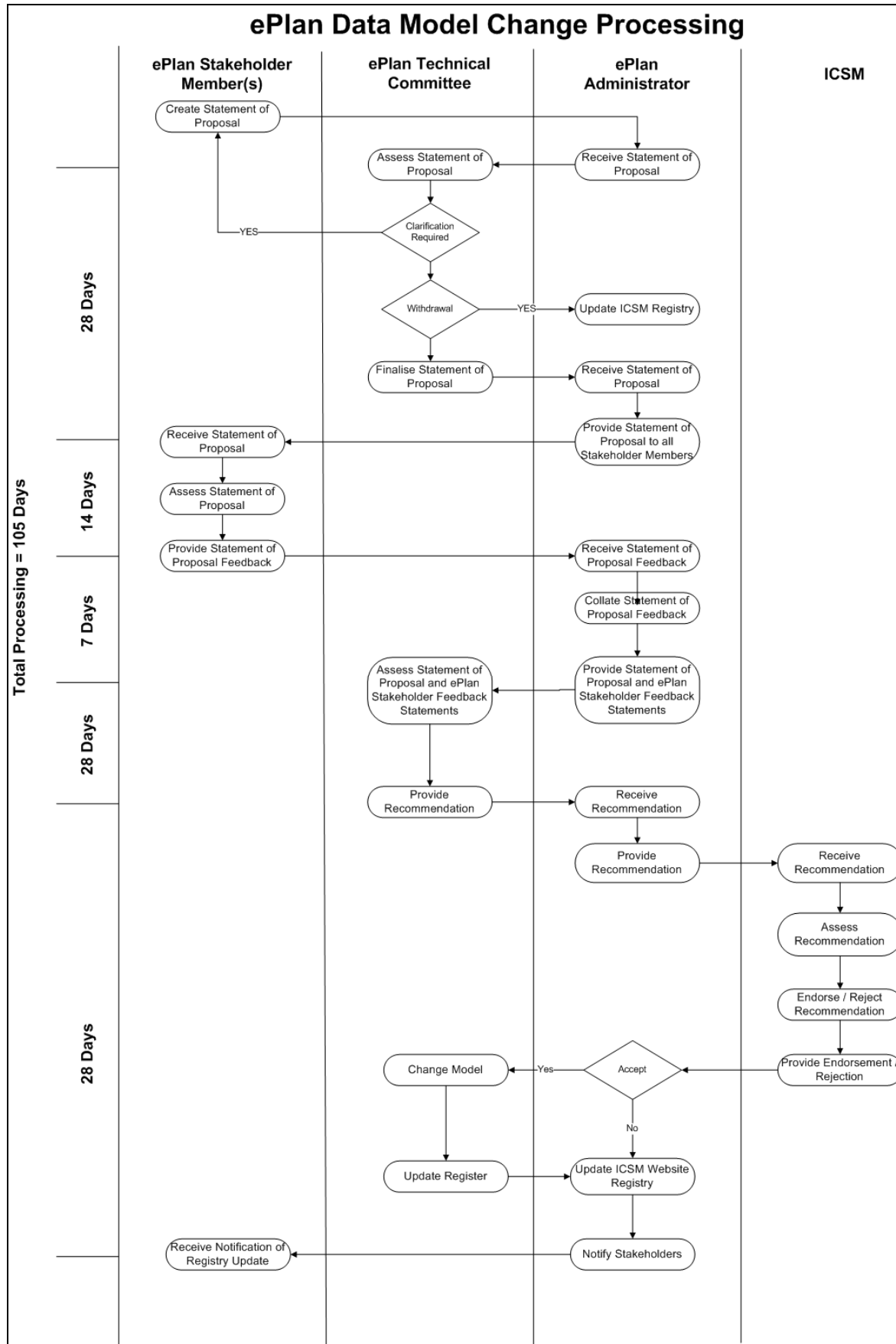
The ePlan data model register will be:

- Owned by ICSM.
- Content managed by the ePlan Technical Committee.
- Publicly available via a website registry maintained by the ePlan Administrator.
- Comprised of all relevant documents, schemas, applications, web links and notifications necessary to maintain the functionality and currency of ePlan data model.

### 2.6 LandXML.org

Approved versions of LandXML are a primary component of the ePlan data model. LandXML.org has the responsibility to maintain the underlying standard and if a change is required to that standard then the changes to the LandXML Schema cannot be adopted until LandXML Schema has been ratified.

### 3. CHANGE MANAGEMENT PROCESS





### **3.1 Statement of Proposal**

An ePlan Technical Committee member and/or an ePlan stakeholder may submit a proposal for changing the ePlan data model to the ePlan Administrator. The submission must comprise:

- A clear statement of the proposal
- A rationale for the proposal
- The current ePlan data model fragment
- The proposed ePlan data model fragment

### **3.2 Evaluation**

The ePlan Administrator will forward any Statement of Proposal to ePlan Stakeholder members for consideration and feedback. All feedback from the ePlan Stakeholder members is forwarded to the ePlan Technical Committee for assessment.

### **3.3 Endorsement**

After consideration of a proposed change to the ePlan data model, the ePlan Technical Committee will recommend rejection or endorsement of the proposal to ICSM through the ePlan Administrator. Endorsement by ICSM will initiate a change to the ePlan data model and the register will be updated by the ePlan Technical Committee. All ICSM decisions, whether rejection or endorsement, will be published on the website registry and stakeholders notified by the ePlan Administrator.

## **APPENDIX A - Glossary**

**Register:** The set of files that define or describe the item.

**Registry:** The information system on which the register is maintained.

**END OF APPENDIX**

**END OF DOCUMENT**