

City Policy - GIS Management (Corporate Data Structure, Standards & Rules)

Objective

1. The GIS Corporate Data Structure, Standards, and Rules define the policies for storing corporate spatial data on the City of Albany network (X: drive and GIS SQL Server).

Policy Statement

2. The accuracy, efficiency and reliability of Geographical Information Systems (GIS) data is vital to the City from both an operational and legislative perspective.
3. GIS Data will be managed on one set of standards and rules, across the City in order to ensure:
 - a. Integrity of data (reduce risk of duplication, version control);
 - b. Improve productivity; and
 - c. Protect sensitive data (private and commercial).

Access

4. Persons with a valid logon to the City network:
 - a. Can request "Read" access to spatial data
 - b. Will not have "Write" access to secure or core spatial data without the necessary training and authorisation (this is granted by the Information Manager);
5. Persons granted "Read/Write" access will be defined by job related function and will be approved by the relevant business unit manager.
6. Before receiving access to X: drive or SQL Server spatial tables, persons are required to read and formally acknowledge this policy.

Rules

7. Person's using GIS data must:
 - a. Only duplicate data if the intention is to alter it as a separate piece of work. (Uncontrolled operational data for a specific purpose).
 - b. Comply with the *City Guideline – Information Technology (IT) System and Security Guidelines* in relation to file and folder naming, specifically:
 - i. folder depth be limited to 5 levels from the drive letter (i.e. X:\); and
 - ii. that an underscore (" _ ") is used instead of a space or full stop.

- c. Acknowledge that Copyright and License agreements apply to all spatial data and must be adhered to.
 - d. Ensure license notices are on maps.
 - e. Seek GIS Section approval prior to distributing any maps or data.
8. Acknowledge that the City reserves the right to inspect without consent any data on a computer system connected to the City's network. Such inspections will occur to prevent, detect and minimise unacceptable usage of the corporate GIS data.
 9. All external GIS data requested must be directed to the GIS Section to mitigate the risk of liability and quality issues.

Scope

10. This policy pertains to any persons provided with access to administer City GIS Data resources.
11. Person's given access must comply with applicable management guidelines, standard, rules and protocols.
12. The signed acknowledgement is to be registered on the City's Records Management System prior to access being granted.

Legislative and Strategic Context

13. The following standards and documents guide City GIS data management:
 - City Strategy – GIS Strategic Plan (facilitated by the City of Albany GIS Steering Committee)
 - IM.INP.8 - INFORMATION MANAGEMENT INTELLECTUAL PROPERTY – Copyright – GIS PERMISSION TO USE MATERIAL FROM EXTERNAL PARTIES
 - [Location Information Strategy for Western Australia](#), including documents reference in this strategy

Review Position and Date

14. This policy and procedure was approved on 22/09/2015.
15. This document is to be reviewed by the document owner annually and compliance checked by the Information Manager.

Associated Documents

- *City of Albany Guideline – Information Technology (IT) System and Security Guidelines (The GIS standards extend the corporate data structure and do not contradict).*

Definitions

Files/Records/Fields	A format in which digitalised data is stored.
COA	City of Albany
IT	Information Technology
GIS	Geographic Information Systems
Spatial Data	File(s) and databases with location data that is used by GIS software
Core data	A set of spatial data that are required for daily decision making and displayed in the corporate systems
Operational data	Spatial datasets for day to day planning activities. They are not formalised core data and not critical to the organisations knowledge.

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1.2	Senior GIS Technical Officer	Annual Review. Update definitions, remove A+SPEC reference, update references in Legislative and Strategic Context	21/04/2017