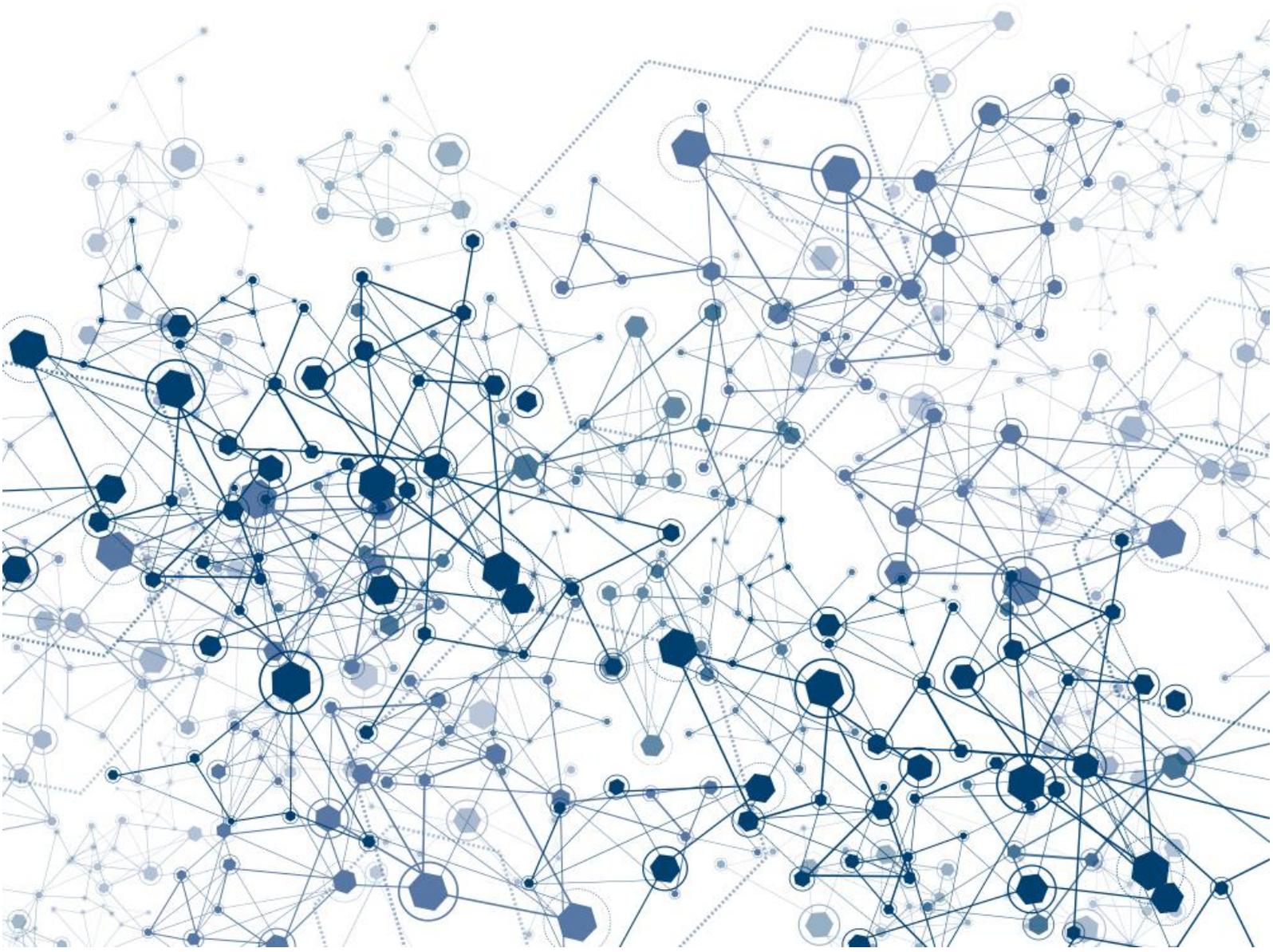




LOCATION INFORMATION ACCESS FRAMEWORK

GUIDELINES



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Inquiries

For any inquiries about the WALIS Location Information Access Framework or this licence, please contact:

walis@walis.wa.gov.au

WALIS Office

Landgate

1 Midland Square

Midland WA 6056

Australia

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1. BACKGROUND AND CONTEXT

The Western Australian Land Information System (WALIS¹) was established by the Western Australian government in 1981 to promote shared access and best use of the state's location information² resources. WALIS partners, comprising state government agencies and local government authorities, as well as representative organisations for the private and research sectors, collectively facilitate access to location information in Western Australia. WALIS strives to harness the value of these location information assets through innovative partnerships.

This experience and well established practice in WA was drawn on to develop Location Information Strategy for WA in 2010, and the WA Whole of Government Open Data Policy, which was launched in July 2015.

Recognising the importance of providing clearer direction regarding the management of location information in Western Australia, a Location Information Access Framework (hereafter referred to as the 'Framework') has been developed with WALIS members to consolidate and update previously separate policies and practice guidelines in this area, and support the implementation of the WA Whole of Government Open Data Policy.

2. FRAMEWORK INTENT

The Location Information Access Framework has been established to help facilitate ready access to the broadest possible range of fit-for-purpose³ location information for use by the WA community in accordance with the Location Information Strategy for WA and the WA Whole of Government Open Data Policy.

WALIS partners and other organisations with an interest in location information are encouraged to use the Framework to maximise the benefits of coordinated acquisition, management, publication and dissemination of location information for WA.

¹ For further information about WALIS, please visit <https://spur.wa.gov.au/better-business>

² Location information refers to any piece of information that has a location element, such as an address, a postcode, a building or a census area. Most information from diverse sources can be linked to a location. This term can be interchanged with spatial, geospatial, place and geographic information.

³ Fit-for-purpose location information implies that the information has been produced to meet the needs of its customers.

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3. FRAMEWORK STRUCTURE

The Framework comprises:

- The '[Code of Practice](#)' describes the Background, Scope, Benefits, Governance, and most importantly establishes the principles of the Framework,
- The '[Guidelines](#)', this document, is a supporting document which describes the key practices and other general provisions to be adopted to implement the principles of the Framework.

4. TERMINOLOGY

Definitions for frequently used terms that are fundamental to the discussion throughout this document are provided below. Other definitions are provided in the glossary.

Shared Location Information Platform (SLIP)

The Shared Location Information Platform (SLIP) is an open data platform that supports the implementation of the WA Whole of Government Open Data Policy. Data shared through SLIP is a subset of data made accessible through data.wa.gov.au.

Location Information

Location information (also known as 'spatial information' or 'geographic information') refers to a piece of information that has a location element, such as an address, a postcode, a building or a census area. Most information from diverse sources can be linked to a location. This term can be interchanged with spatial, geospatial, place and geographic information. In the context of the Framework, location information is assumed to be digital in nature and interpretable by suitably-enabled, computerised systems.

Location Information Products

Location information products are packages of location information that have been derived by manipulating or combining other sources of location-based data. In the context of the Framework, these are classified as being one of two types:

- 'base-level' location information product (also known as a location 'dataset'), which comprises a homogeneous collection of location information managed as a single entity,
- 'derived' location information product (also known as a location information 'layer' or 'map service'), which is an item configured for a specific purpose from either a single base-level location information product, or from several such products. In both cases the location information can potentially be combined with other non-location information.

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Custodial Organisation

A custodial organisation (or custodian) is an organisation that has been assigned the responsibilities (and rights) for the collection of requirements pertaining to and the management of a specific location information products on behalf of the WA public sector.

5. FRAMEWORK PRINCIPLES

The Framework's Code of Practice details the seven key principles established to optimise the sharing of, and access to WA's location information assets.

Principle 1 – Availability

Location information generated by the WA public sector should be made available publicly in accordance with the WA Whole of Government Open Data Policy.

Principle 2 – Licensing

Location information generated by the WA public sector should be made available under flexible licences which meet the needs of consumers as far as practicable.

Principle 3 – Pricing

Location information generated by the WA public sector should be made available at no or minimal cost to users in order to maximise the potential for use accordance with the WA Whole of Government Open Data Policy.

Principle 4 – Discovery

Location information generated by the WA public sector should be made discoverable through data.wa.gov.au, and be accompanied with interpretive details that facilitates the appropriate understanding and use of the information.

Principle 5 – Access

Location information generated by the WA public sector should be accessible in industry standard formats that promote its re-use, and provided with interpretive information.

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Principle 6 – Capture and Acquisition

The capture or acquisition of location information by the WA public sector should be conducted in a manner ensuring optimised use of resources, and delivered so that the value of the information is maximised.

Principle 7 – Implementation of the Framework

WA public sector agencies involved in the capture, management and sharing of location information should follow the framework guidelines to maximise the benefit of this information to the WA community.

As the Framework supports the WA Whole of Government Open Data Policy, WA public sector agencies implementing the Policy, and involved in the capture, management and sharing of location information are encouraged to adopt the Framework in order to maximise the value of location information to the state as set-out in the Location Information Strategy for WA.

6. KEY PRACTICES

These Guidelines incorporate a number of important management practices which, though not mandatory, are recommended as 'Key Practices' owing to the value that wide compliance with these will bring to the WA community. In the following section of these guidelines the key practices are grouped under each of the relevant principles under the Framework. The information provided is intended to help guide practical implementation of the principles by organisations adopting the Framework.

6.1 Principle 1: Availability

Location information generated by the WA public sector should be made available publicly in accordance with the WA Whole of Government Open Data Policy.

Key Practice 1

Agencies are encouraged to make location information products publicly available wherever possible in accordance with the WA Whole of Government Open Data Policy.

Making Location Information Products Available

In general, location information products published under the Framework should:

- be made accessible through data.wa.gov.au through SLIP and/ or the custodial organisation's own information-hosting environment,

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- where information products are not published through SLIP, a link to the data via custodial organisation's own information-hosting environment should be published to data.wa.gov.au as a minimum.

Private and otherwise sensitive information

The WA Whole of Government Open Data Policy recognises that under certain circumstances access to data may need to be limited in the public interest, for example in cases where public access to such products could have an adverse impact upon public safety; security or public health.

Recognising this need, data.wa.gov.au and SLIP provide a mechanism through which this information can still be shared on a restricted basis under the control of the appropriate custodian.

Information which organisations should carefully consider before releasing publicly includes:

- Personal records – in general, location information products that incorporate personal details should not be publicly released, as access to personal records is not in the interests of the state. However, there are exceptions, such as land tenure information. Although legally considered to be public information, land tenure is only made available by Landgate (the custodian for this information) under strict licensing arrangements, and only to authorised users. Custodians of location information holdings such as this should seek legal advice regarding its release.
- Products subject to a contract/ agreement that do not allow it to be made available. Organisations may have entered into contracts or agreements with third parties that specifically determine whether location information products can be made available. These contracts or agreements must be checked before releasing any information.
- Products governed by legislation – organisations operate under various legislative provisions that may specify conditions for restricting release of location information products, for example where it is of a confidential nature. State legislation may need to be considered; this includes but is not limited to the [State Records Act 2000](#) and the [Freedom of Information Act 1992](#).
- Legal Documents - products containing information subject to court orders, legal proceedings or legal privilege including legal advice, should not be made available under the Framework unless appropriate approvals are obtained.

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Third-Party Copyright

Organisations must not make available location information products, notably derived location information products, which contain third-party copyright materials for which the organisation does not have permission from the copyright owner.

6.2 Principle 2: Licensing

Location information generated by the WA public sector should be made available under flexible licences which meet the needs of consumers as far as practicable.

Key Practice 2

Each agency is responsible for applying licensing in respect of location information products released under the WA Whole of Government Open Data Policy and this Framework.

Key Practice 3

Custodial organisations are encouraged to consider use of Creative Commons Attribution (CC BY) as a licensing option for the release of location information products, provided it meets the organisation's licensing requirements, as it promotes maximum information reuse and is straightforward to apply.

When location information products are made available, they need to be done so under licence, to the extent they are protected by copyright.

Copyright

Copyright exists in a location information product where the work of an author, in reducing that compilation to material form (including digital form) involves some intellectual activity that is directed not at collecting or inputting the information, but in expressing the work. Accordingly, a given location information product may or may not be subject to copyright.

As it can be difficult to determine whether copyright exists in a location information product, it is recommended that each custodial organisation applies a copyright licence where appropriate. The licence should state that the location information product is subject to the terms of the licence to the extent that the product is protected by copyright.

While the state generally holds copyright in works created by its employees, custodial organisations are encouraged to seek specific legal advice about the State's capacity to licence particular intellectual property, including location information products.

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Ownership of Copyright

For derived location information products that are composed by combining several location information products, the copyright for the composed location information product will generally rest with the organisation that created this new product, which will again typically be the custodial organisation for the product. However, in such cases, the custodial organisation can only exploit copyright in the compiled location information product to the extent that it is licensed to do so by the custodians of the component location information products used to compile the information.

Where location information products include third party information made available to an organisation under agreements or arrangements with third parties or under terms of consent, the organisation will need to consider whether these permit it to licence the product using a non-restrictive licence. Organisations are encouraged to seek legal advice in such cases.

AusGOAL and Creative Commons Licensing

In March 2013, the Government of Western Australia formally endorsed AusGOAL, the Australian Governments' Open Access and Licensing Framework – see <http://innovation.wa.gov.au/public-sector-innovation/wa-public-sector-intellectual-property/copyright-in-the-wa-government/>. Note however that AusGOAL is not mandatory, so its use as a licensing option is at the discretion of the relevant location information custodian.

The AusGOAL Framework incorporates the suite of Australian Creative Commons (CC) licenses (Version 3.0), which are designed to provide copyright owners with an efficient way to manage the rights contained in their copyright work, and to provide copyright users with simple and flexible terms for use. Custodians are encouraged to seek legal advice prior adopting/ implementing CC licensing, and should also refer to www.ausgoal.gov.au/ for information regarding the AusGOAL Framework.

Owing to the ease with which CC licensing can be applied, custodial organisations should consider CC as a licensing option for the release of location information products, provided it meets the organisation's licensing requirements.

Licensing

Established practice in WA through SLIP and data.wa.gov.au has recognised the following access levels for access to, and licensing of location information products:

- public access (non-commercial use)
- public access (commercial use)
- private access (restricted),
- private access (subscription).

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These are described more fully below.

The use of the Creative Commons Attribution (CC BY) and the Creative Commons Attribution-Non-Commercial (CC BY-NC) licences are encourage for the release of location information products for public access.

The nature of licensing for private access, however, is not consistent with the Creative Commons framework, so a separate licence agreement should be used to facilitate access in these cases.

The table below summarises the details of the four Framework access levels.

Table 1. Licensing Options under the Framework

ACCESS LEVEL	DESCRIPTION, PROVISIONS	LICENSING OPTIONS
Public (non-commercial use)	<ul style="list-style-type: none"> • Information is provided at no (or minimal) cost. • Information cannot be used for any commercial purposes. 	<p>The custodian is responsible for determining/ applying a licence governing the use of the location information product.</p> <p><i>The Creative Commons Attribution-Non commercial (CC BY-NC) licence is a preferred licence for this access level.</i></p> 
Public (commercial use)	<ul style="list-style-type: none"> • Information is provided at no (or minimal) cost. • Information can be used for commercial purposes. 	<p>The custodian is responsible for determining/ applying a licence governing the use of the location information product.</p> <p><i>The Creative Commons Attribution (CC BY) licence is a preferred licence for this access level.</i></p> 

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ACCESS LEVEL	DESCRIPTION, PROVISIONS	LICENSING OPTIONS
Private (restricted)	<ul style="list-style-type: none"> • Access is facilitated to selected users at the custodian’s discretion. • Information is provided at no (or minimal) cost. • Information cannot be used for commercial purposes. 	<p>The custodial organisation is responsible for determining and applying an appropriate licence governing the use of the location information product.</p> <p>Creative Commons licensing is not applicable.</p>
Private (subscription)	<ul style="list-style-type: none"> • Access is facilitated to selected users at the custodian’s discretion. • Costs to access the location information product will apply according to the policy of the custodial organisation. • A licence agreement should be applied incorporating conditions of use specific to the location information product in question, eg. whether the product can be used for commercial purposes. 	<p>The custodial organisation is responsible for determining and applying an appropriate licence governing the use of the location information product.</p> <p>Creative Commons licensing is not applicable.</p>

The public access level promotes maximum dissemination and reuse of location information. Use of the Creative Commons CC-BY licence for this access level allows others to distribute, remix, tweak, and build upon the location information product, even commercially, as long as they credit the licensor for the original creation as required by the licensor. However, it should be noted that once a Creative Commons licence has been implemented it cannot be revoked, ie. it is forever. Use of Creative Commons as a licensing option remains at the discretion of the relevant location information custodian.

Other Licenses

Where an organisation is required to implement its own licence describing the conditions under which a location information product can be accessed, it should consider using the WALIS Licensing Agreements as an initial template. The WALIS Licensing agreement template for [commercial](#) and [non-commercial](#) use are available at <http://spur.wa.gov.au/better-business>.

Otherwise the organisation should endeavour to liaise with the WALIS community (through the WALIS Council) so that newly developed licenses adopt best practices of other members where possible that meet the organisations requirements and also leverage off similar licence agreements which might have been previously developed. Organisations should consider seeking legal advice in respect of licensing agreement provisions in all cases.

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Organisations Providing Access to Location Information from their own Environment

The Framework includes a consideration for organisations requiring that location information products be accessible/ downloadable from the organisation's own information-hosting environment rather than exclusively through data.wa.gov.au and SLIP. Organisations adopting this approach are:

- responsible for implementing licensing provisions consistent with the options described in this chapter,
- encouraged to maintain an awareness of the legal compliance risks associated with hosting and publishing location information products online.

6.3 Principle 3: Pricing

Location information generated by the WA public sector should be made available at no or minimal cost to users in order to maximise the potential for use accordance with the WA Whole of Government Open Data Policy.

Key Practice 4

Agencies shall determine the level of pricing to be applied for each location information product, and under what circumstances charges should apply, whilst being mindful of maximising the utilisation of location information for the state.

Organisations develop and manage location information products to meet the core business requirements of the organisation, as well as for the benefit of the state. While the Framework encourages organisations to make their location information readily available to ensure the full value of the State's location information asset is being realised, there is a need to recognise that there is a cost associated with this.

Furthermore, the circumstances associated with the acquisition, production and distribution of location information varies from organisation to organisation and for the different types of location information products. Thus it is not practical to apply a uniform set of pricing guidelines across in an attempt to maximise the benefits of information access to the community, and/ or to keep information costs to a minimum. Organisations need to be prepared to adopt a flexible approach to pricing and cost recovery for the supply of location information. Each organisation must itself determine the level of pricing to be applied for each location information product, and under what circumstances charges should apply. Methodologies adopted by organisations to apply prices/ charges should be made publicly available.

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Factors which may shape what charges are to be applied are described below:

Legislation: some organisations may be required under legislation to apply charges for supply of information, and this may vary from case to case. An example of this is Landgate, which is bound under Section 16 of the [Land Information Authority Act \(2006\)](#) to apply charges for the supply of certain types of location information according to circumstances and as stipulated in the Act.

Contestability: contestability in the context of this document refers to the presence (or non-presence) of potential, private-sector suppliers of a particular location information product that is otherwise available from the government sector. If a government organisation supplies location information, and alternate suppliers of this same information exist in the private sector, the market is said to be contestable. Organisations should impose a fee for the supply of location information in a contestable market so that the private sector suppliers are not disadvantaged by government participation in the market. Refer to the Government of Western Australia's Policy Statement on Competitive Neutrality for more information (http://www.finance.wa.gov.au/cms/uploadedFiles/Economic_Reform/policy-on-competitive-neutrality.pdf).

Degree of customisation required to develop the product: location information collected and maintained by an organisation may be modified and/ or value-added to prior to it being provided to a consumer. It may be appropriate to separate and pass on to the consumer any additional costs incurred through such modification or value-adding.

Service charges: in some instances, the supply of the location may be packaged as a service rather than a one-off supply, for example where a consumer has specified unusual support or access requirements. Provision of such services may have associated internal cost implications, which depending upon the nature and scope of the agreement for supply may be appropriate to pass on (in part or full) to the consumer.

Costs of extraction and distribution: while the cost of collecting and maintaining core location information will be factored into an organisation's budget, there can be an additional cost of extraction and distribution for providing this information to consumers. And while organisations are encouraged to make location information products electronically downloadable either from data.wa.gov.au or the organisation's own website (refer to Chapter 8, Access), there are cases where costs of extraction and distribution will be applied. In these instances, the costs should be based upon an average cost of transfer, and should not include any of the costs for the collection and/ or maintenance of the information.

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6.4 Principle 4: Discovery

Location information generated by the WA public sector should be discoverable through data.wa.gov.au, and be accompanied with interpretive details that facilitates the appropriate understanding and use of the information.

Key Practice 5

All location information products should be made discoverable through data.wa.gov.au as a minimum; and where practical, made accessible through SLIP.

Key Practice 6

All location information products should comply with a set of minimum requirements for discovery of location information.

Key Practice 7

Location information custodians should ensure that published links to data are kept current.

Publication

As a minimum, location information products should be made discoverable through data.wa.gov.au. This means that users of data.wa.gov.au, including the WA public sector itself, should be able to discover what information is held by the public sector in accordance with the WA Whole of Government [Open Data Policy](#).

Direct access to the data, preferably in a machine readable format, is also promoted through the Open Data Policy. Direct access to the information through data.wa.gov.au and SLIP greatly simplifies access for the public sector and the broader community by reducing the number of 'click-throughs' required to access the information to a minimum. However, simply being able to discover that location information products exists, and where it is held, is still of significant value to the community.

Provision of interpretive information - metadata

Users need information to assist with their understanding of a location information product to ensure it is used appropriately. This can be addressed by sharing:

- Metadata – which provides details such as: descriptive/ contextual information; currency/ completeness/ accuracy details; and contact details for any queries.
- A Data Dictionary – which describes field names and also the attribute values associated with key fields, and any codifications that are applied.

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Consistent with this, provision of metadata and a data dictionary (or similar supporting documents) for each location information product is identified as a key element of the minimum requirements for location information, see below.

Minimum requirements for discovery of location information

Custodians should manage and publish their location information products in accordance with the requirements set-out below to maximise the benefit of this information to others. Organisations are responsible for implementing the following minimum requirements for each custodial location information product that they manage, a:

- statement regarding the completeness and currency of the information
- data dictionary that describes the information contained in the product, including codes and abbreviations (or other information that may assist users in using the information appropriately)
- refresh frequency timeframe for the product content,
- refresh frequency timeframe for the metadata and data dictionary.

The minimum requirements for location information have been designed to convey sufficient information during the publication process to enable users' understanding of the location information and its context without imposing an excessive burden upon the custodian.

Guidelines for useful metadata

Organisations publishing data to data.wa.gov.au have developed brief and easy to follow advice on how to provide useful metadata for users when publishing to data.wa.gov.au. This information is available at the [DataWA Toolkit](#).

This short form of metadata is intended to suit the needs of most general users of location information products. In some cases, for example in research demands, further details may be required to make data useful.

A more comprehensive metadata standard has been agreed internationally through [ISO 19115](#) if organisations prefer to maintain compliance with ISO 19115 and/ or to make their (ISO compliant).

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6.5 Principle 5: Access

Location information generated by the WA public sector should be accessible in industry standard formats that promote its re-use, and provided with interpretive information.

Key Practice 8

All location information products should be made accessible and/ or available for download in industry standard formats, and provided with metadata and a data dictionary (or similar documentation).

Direct access to the data, preferably in a machine readable format, is promoted through the WA Whole of Government Open Data Policy. Direct access to the information through data.wa.gov.au and SLIP greatly simplifies access for the public sector and the broader community by reducing the number of 'click-throughs' required to access the information to a minimum. However, simply being able to discover that location information products exists, and where it is held, is still of significant value to the community.

All activities relating to publication of the location information product including subsequent updating/ refreshing of the product, dealing with user feedback, and moderating content, are the responsibility of the custodial organisation. Where an organisation publishes a copy of a location information product to data.wa.gov.au or SLIP, it is recommended that the custodian also maintain the original source of the information as a primary record. The core value of SLIP is that it provides a dedicated environment for the sharing of machine-readable data for re-use by others.

Open Formats

Location information products should be made accessible in machine-readable, non-proprietary formats, such as [Open Geospatial Consortium](#)⁴ standards, wherever possible. Releasing location information products in this form maximises the potential for re-use of the information by others.

6.6 Principle 6: Capture and acquisition

The capture or acquisition of location information by the WA public sector should be conducted in a manner ensuring optimised use of resources, and delivered so that the value of the information is maximised.

⁴ The Open Geospatial Consortium (OGC) is an international voluntary consensus standards organisation established in 1994 to encourage development and implementation of standards for location information content and services, and for the processing and sharing of this information.

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Key Practice 9

All current and planned capture proposals of location information using government funds will be shared by public sector agencies with Landgate through the Capture WA program in order to identify and prioritise in consultation with the relevant public sector agencies opportunities for strategic investment in the capture of this information.

Key Practice 10

Agencies that create and manage location information are considered custodians of these data on behalf of the state and should comply with the custodian's responsibilities described in the Location Information Access Framework.

It is important that Western Australia gets best value out of funding used to create, capture or otherwise acquire location information, and to thereafter share this information. In endorsing the Location Information Strategy for WA state cabinet endorsed expectations include that all current and planned capture proposals of location information using government funds will be coordinated to identify and prioritise opportunities for strategic investment in the capture of this information.

The Capture WA program

The [Capture WA program](#) (formerly the State Land Information Capture Program or SLICP) was established by WALIS in 1990 to undertake collaborative and prioritised capture of location information for government organisations. The objectives of the program are to achieve a best price for capture activity, avoid unnecessary duplication of capture effort, and build a location information infrastructure for the state that is responsive to the needs of users.

To ensure that the state gets best value from the appropriated Capture Program, all WALIS member organisations (government organisations with a vested interest in WA location information. See [WALIS Charter](#) for more information) should support the program through participation in the notification or request process as well as promoting participation in the program to other WA public sector agencies (federal, state and local government).

The Capture WA program is managed through a panel contract of pre-selected and qualified service providers, enabling a more efficient procurement process, possible cost savings through a cost effective quotation process and ensures the intellectual property rights remains within the State.

The Capture WA contract covers an extensive range of acquisition: Vector data products, Elevation and depth products, Imagery products and services, and Innovative products and services.

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Capture WA Program principles:

- Capture can be funded from the program, partially funded (co-invested with other contributors) or fully self-funded (project funded)
- All location information captured under Capture WA Program-funding should be made accessible to the WALIS member organisations.
- Where an organisation's awareness of the Capture WA Program develops after it has undertaken its own independent capture activity, it is nonetheless encouraged to notify walis@walis.wa.gov.au and consider making the captured location information available to the WALIS member organisations.
- The Capture WA online Register, is used to coordinate and monitor the Capture WA Program notifications and submissions. See <http://capturewa.landgate.wa.gov.au/>

Where the Capture WA procurement contract is not used to acquire the location information, these principles apply:

- Organisations proposing to procure location information via another contractual arrangement, fee for service arrangement, or similar, should ensure that the agreement with the provider includes terms that permit its broadest possible sharing (IP) and re-use information both internally and externally. This should include consideration of any copyright provisions.
- Details of the planned or retrospective acquisition of the location information product should be submitted in the [Capture WA register](#), or notification sent to walis@walis.wa.gov.au. Knowledge and visibility of these acquisition projects maximises sharing of the location information product among the state and reduces duplication of effort.

Custodianship of location information products

It is a well-established and valuable practice of WALIS that location information products of strategic need to WA are recognised as being under the custodianship of the agency with primary responsibility for capture and management of the information.

In considering your role as a potential custodian of location information assets, the following factors should be considered:

- statutory responsibility for the capture and maintenance of the information
- historical ownership/ association with the inherent information product
- functional alignment, including the capacity to fund required maintenance activity,
- greatest operational need, for example to facilitate delivery of a project.

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The organisation initiating the creation of any new location information product will normally assume custodianship for that product (regardless of whether it is a base-level or derived product), allowing that the consent of the main stakeholder organisations is first sought. Note however that an alternate organisation may be engaged to maintain the information.

The Role of custodians

A custodian can be likened to a steward in terms of its relationship to the location information product. It is expected to manage and maintain location information products in an effective and efficient manner and facilitate access to the information on behalf of the state. Location information products are managed by custodians to meet the core business requirements of the custodial organisation, and also for the benefit of the state. All such products are considered state assets. Custodians of location information products should undertake to comply with the responsibilities described immediately below.

Responsibilities of custodians

Organisations recognised as custodians are responsible for:

- ensuring that compliance with any relevant legislation is maintained
- maintaining internal guidelines and standards to ensure that location information products can support the needs of the custodial organisation and the whole of state
- maintaining the quality of location information products so that they conform to the aforementioned internal guidelines and standards. Organisations are encouraged to embrace systematic management processes for the whole information life-cycle
- promoting that a collaborative approach be adopted in sharing location information products instead of competition and exclusive ownership
- ensuring appropriate storage, maintenance, security, archival and recovery procedures for their location information products
- cultivating community awareness by promoting the use of their location information products
- nominating a single point of contact for enquiries about the location information products under their custodianship

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- providing timely information when required regarding the status of their location information products
- consulting with stakeholders where practical regarding the suitability and fitness for purpose of the location information product, including presentation/ portrayal aspects
- making a determination regarding which location information should not be published under the Framework (see Key Practice - Availability for more information)
- ensuring that all location information products comply with the WALIS minimum requirements for location information (see Key Practice – Discovery for more information)
- publishing location information products in a manner consistent with this Framework as soon as this can be practically achieved,
- maintaining the currency of any published location information product according to the refresh frequency nominated by the custodian as part of the publication process.

6.7 Principle 7: Implementation of the Framework

The capture or acquisition of location information by the WA public sector should be conducted in a manner ensuring optimised use of resources, and delivered so that the value of the information is maximised.

All WALIS member agencies agree to comply with the framework principles in order to maximise the value of location information to the state. Other organisations are also invited and encouraged to adopt the framework.

Governance

The Location Information Access Framework has been developed through WALIS in support of the WA Whole of Government Open Data Policy and is integral to the implementation of this Policy across the WA public sector.

As the Framework supports the WA Whole of Government Open Data Policy, WA public sector agencies implementing the Policy, and involved in the capture, management and sharing of location information are expected to make every effort to comply with the Framework principles in order to maximise the value of location information to the state as set-out in the Location Information Strategy for WA.

Landgate, through the WALIS Office, and in liaison with the WALIS community, will maintain and review the Framework on an ongoing basis. Recommendations for improvement and other changes should be forwarded to the WALIS Office via walis@walis.wa.gov.au for consideration by the WALIS community.

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AusGOAL	The Australian Governments' Open Access and Licensing Framework. AusGOAL has implemented Creative Commons in Australia as Australian Creative Commons (CC) licenses (Version 3.0). Refer to http://www.ausgoal.gov.au/ .
ANZLIC	ANZLIC the Spatial Information Council (previously known as the Australian and New Zealand Land Information Council) is the peak intergovernmental organisation providing leadership in the collection, management and use of spatial information in Australia and New Zealand (http://www.anzlic.org.au/).
ASDD	The Australian Spatial Data Directory, managed by ANZLIC.
Capture WA	The Capture WA program is a collaborative program managed by Landgate through the WALIS Office for the coordinated capture of location information for WA public sector organisations. Refer to https://spur.wa.gov.au/better-business/capture-wa
Consignment	In the context of the Framework refers to the installing or loading of a location information product to a suitable information-hosting environment as part of the publication process.
Configuration	In the context of the Framework refers to the definition aspects applied to a location information product as part of the publication process to facilitate portrayal: <ul style="list-style-type: none">• defining what information product attributes will be included• defining how the product will be graphically displayed,• determining who can access it.
Creative Commons	The suite of copyright licenses designed and developed to provide copyright owners with an efficient way to manage the rights contained in their copyright work, and to provide copyright users with simple and flexible terms for use. (Refer to http://creativecommons.org.au/) Creative Commons licenses are implemented in Australia as Australian Creative Commons (CC) licenses (Version 3.0).
Custodial organisation (or custodian)	A custodial organisation (or custodian) is an organisation that has been assigned the responsibilities (and rights) for the collection requirements pertaining to and the management of a specific location information product on behalf of the WA government.
Derived location information product	A 'derived' location information product is a location information product that is composed/ configured for a specific purpose from either a single base-level location information product, or from several such products. In both cases the location information can potentially be combined with other non-location information. (A derived location information products may also referred to as a location information 'layer' or 'map service').

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Key practice An information management practice that is recommended by the Framework owing to the value that wide compliance will bring to the state's location information assets.

Landgate Landgate is the trading name for the WA Land Information Authority, the organisation responsible for maintaining the state's official register of land ownership and survey information and for valuing the state's land and property for government interest. Landgate is also responsible for delivery of the Shared Land Information Platform. (www.landgate.wa.gov.au).

Location information Location information (also known as 'spatial information' or 'geographic information') refers to any information (or data) bound to a position on the Earth's surface. Fundamentally it is confined to graphical detail depicted by a point (eg. landmark), line (eg. stream), or area (eg. property boundary), or alternately depicted by an image (eg. aerial photography). This graphical detail may also be linked to associated descriptive information that is stored as text.

In the context of the Framework, location information is assumed to be digital in nature and interpretable by suitably-enabled, computerised systems.

Location information product A location information product is a discrete packet of location information that has been contained to a theme and/ or area of interest. Under the Framework, a location information product can be one of two types, namely 'base-level', or 'derived'.

Location Information strategy The WALIS Location Information Strategy, endorsed by the Minister for Lands in 2010, was established with the aim of improving access to location information and providing increased efficiencies regarding how this valuable asset is managed.

(Refer to <https://spur.wa.gov.au/better-business>).

Map viewer An interactive, computer-based and graphically-enabled tool used to view location information.

Nominated representative The person nominated to represent an organisation in respect of WALIS or Location Information Access Framework considerations. For most state government organisations, this will be the organisation's WALIS Councillor.

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Organisation	In the context of the Framework, an organisation is taken to refer to state government agencies (including statutory authorities and business enterprises), other agencies (including some federal government agencies), local government authorities, tertiary education and research institutions, and government-funded community groups.
Open data portal	data.wa.gov.au - Web access to data generated across the WA public sector through WA Whole-of-Government Open Data Policy
SLIP	The Shared Location Information Platform, which is an information service implemented by WALIS to facilitate the discovery of and access to WA's location information. It is the primary interface for discovering and accessing location information in WA.
SLIP OCG	SLIP Operations Coordination Group (SLIP OCG) is the operational-level interagency group responsible for coordinating operational issues related to the publishing and sharing of information products through SLIP. Key issues and decisions raised at SLIP OCG are reported to the WALIS Council.
WALIS	The Western Australian Land Information System, established by the WA Government in 1981 to promote shared access and best usage of the State's location information resources across government organisations.
WALIS Council	A cross-agency forum through which the WALIS Community meet, discuss and agree on collaborative work in support of the objectives of the Location Information Strategy for WA.
WALIS Office	Delivered through SPUR, Western Australia's Location Information Hub, powered by Landgate, which supports the WALIS community and implementation of the Location Information Strategy for WA.