

Spatial Data Custodianship



Step by Step Guide to becoming a Custodian

Should I be a Custodian?

If you answer "yes" to most of these questions you should be a custodian

Do you have statutory responsibility to collect and maintain the data?

Do you already maintain the data?

Do you have the greatest business need for it?

Are you willing and able to accept ongoing responsibility for the data?

Are you well placed to obtain resources for the collection and/or maintenance of the data?

Do you have the highest data quality standards?



Is there spatial data in other organisations that you would like to access?

The Custodianship Team is available to support you through all steps of this process.

Identify stakeholders

Who are the key legal, business and technical people in your organisation who need to understand and support custodianship?

Explain the benefits

- Use Custodianship presentations, FAQ and Fact Sheets
- Call on the Custodian Team for assistance.

Allocate Resources

- Formalise the role of the Custodial Officer and other support staff
- Assign management time for review, access and licensing

The Victorian Spatial Council (VSC) has directed the Spatial Information Infrastructure Division in the Department of Sustainability and Environment to manage the Custodianship Program on its behalf.

Spatial Information Infrastructure

Telephone: +61 3 8636 2307

Email: custodianship@victorianspatialcouncil.org

www.victorianspatialcouncil.org

Review the data

- Separate layers you are willing to share more widely from limited access and restricted layers
- Identify and rationalise duplicate data
- Agree current and planned quality standards; frequency of update; testing procedures.
- Determine who may access which layers

Complete the Paperwork

- Custodian Data Licence Agreement
- Dataset schedules

Document the datasets

Describe each dataset so that potential users can find it and assess whether it is suitable for their needs. See the All About Data Fact Sheet for more information.

Supply the data

- Create efficient processes for automatic supply

Benefit

- Access data from other sources via standard Data Access Licence Agreements
- Eliminate duplicated datasets and maintenance
- Improve quality to support your operations

Optional feedback mechanisms and wider use mean errors are more likely to be identified leading to quality improvement.

Review

- Metadata (descriptions of the data) and datasets at least annually
- Are there new datasets from other sources that you can access?
- Who is using the data?
- Has data quality improved?

