

**Spatial
Vision**



GIS Good Practice Framework



Assessment: November 2013

About this Document

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1. Introduction

In 2013 a strategic vision was developed for the Victorian Local Government spatial sector.

“Appropriate and effective spatial capability is established across all Local Councils and is recognised as fundamental to council efficiency and service delivery”

GIS Good Practice Framework (GPF)

To progress toward the strategic vision, the Local Government Spatial Reference Group, with the support of Spatial Vision, developed a GIS Good Practice Framework (GPF).

The purpose of the GPF is to assist Councils in assessing their awareness and level of adoption of sector-wide accepted 'good practices'. The GPF is based on the Spatial Capability framework (see below) referenced in the 2013 Local Government Spatial Capability Strategy.

Elements	Operational Goals for 2015
1. Planning & Operations	Spatial capability is embedded in planning and operations at councils ensuring business data is appropriately captured to support planning and operations.
2. Service Delivery & Community Engagement	Spatial capability is recognised and valued as part of effective service delivery and community engagement.
3. Technology & Information Management	Councils have robust and well managed spatial data and technology platforms available to a broad range of users.
4. People, Capability & Governance	Spatial skills are recognised as valuable within councils. Effective sector-wide collaboration and governance frameworks are in place supporting whole-of-sector outcomes.

1.1 Proficiency Focus Areas

The GPF is focused on three areas of proficiency that relate to Council practices. The type of spatial technology used by Council is not relevant.

Proficiency Focus Areas	Description
Spatial Capability	Recognition of spatial capability to support council service delivery
Core Vicmap data maintenance	Support for core Vicmap data for use by Council and the public
Property and Rates integration	Effectiveness of integration between GIS and Property and Rates data

1.2 Objectives of the Good Practice Framework

The objectives of the GPF include:

- Establishing a practical approach for councils to deliver consistent and standardised output.
- Ensuring the approach is sufficiently flexibility to account for different Council capabilities.
- Enabling levels of GIS good practice adoption to be measured (and tracked).
- Developing sector influence (bargaining power) to lobby agencies, solution vendors and consultancies to recognise and adhere to agreed standards.
- Supporting future Council directions such as increasing movement towards cloud based system and platforms.

2. Methodology

A URL to the GPF Assessments was circulated to all Councils and respondents were requested to ensure the Manager oversighting GIS both **reviewed** and **authorised** the submission on behalf of their council.

Reponses were received between 12 November 2013 and 20 November 2013.

3. Findings

3.1 Response Overview

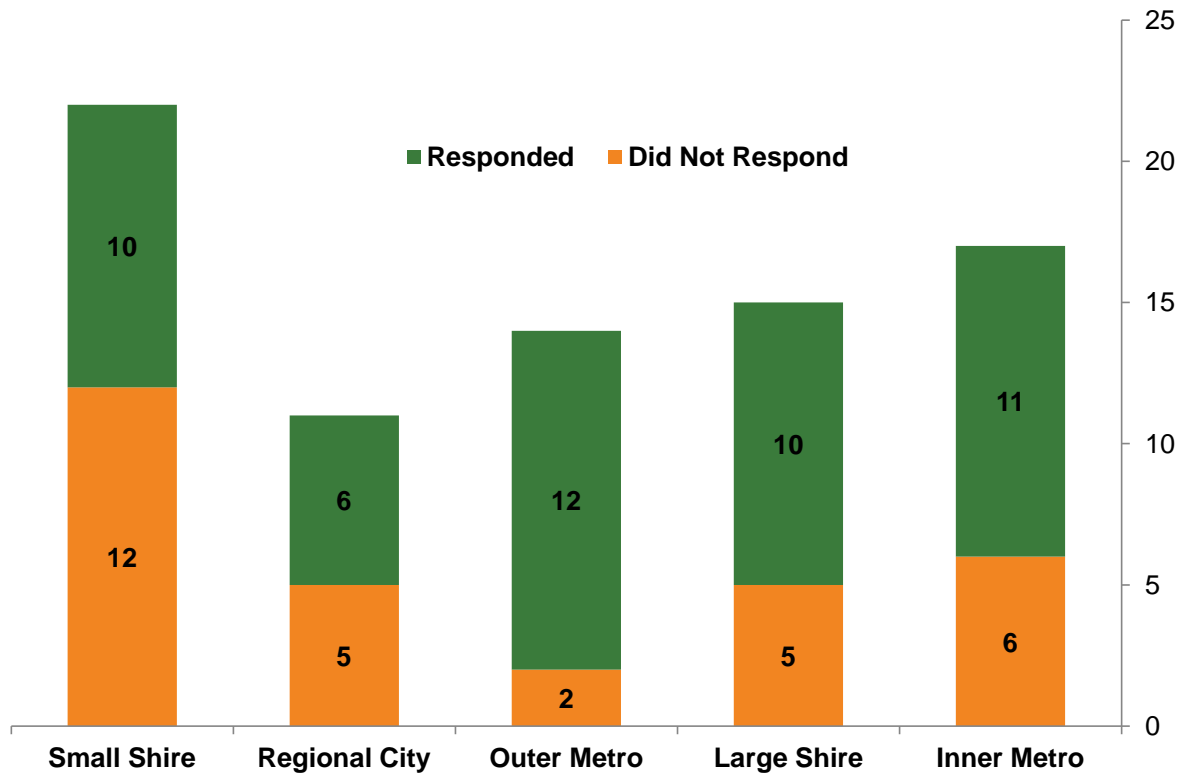
A total of 66 responses were received. After validation and deduplication 49 council responses remained.

The 17 removed records included duplicate responses and responses where the survey was initiated but no responses or cases where only a partial response was provided.

3.2 Council Breakdown by Type

Respondents represented a range of councils. According to the MAV council classification, this breakdown is as presented below.

Breakdown of participating and non-participating councils by classification



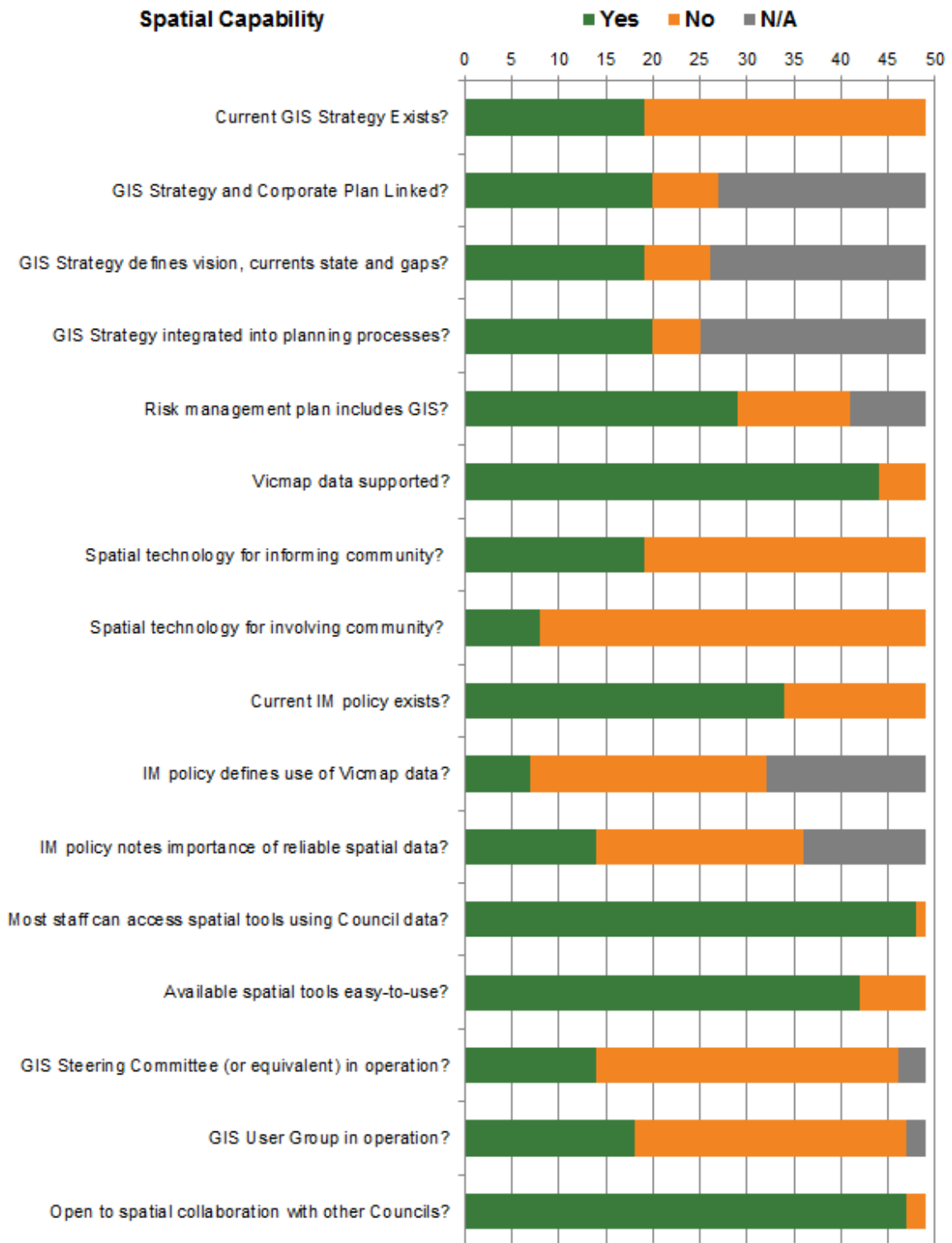
Assessment Legend

The following assessment legend is intended to assist councils in interpreting their summary grades for each of the three Proficiency Focus Areas: 1) Spatial Capability, 2) Core Vicmap Data Maintenance and 3) Property and Rates Integration relative to the state average. These grades are provided at the beginning of Sections 4, 5 and 6 of this report.

A	B	C	D	E
(Best grade)				(Lowest grade)

4. Spatial Capability

<i>Composite Score: Recognition of spatial capability to support council service delivery.</i>	
State average	C

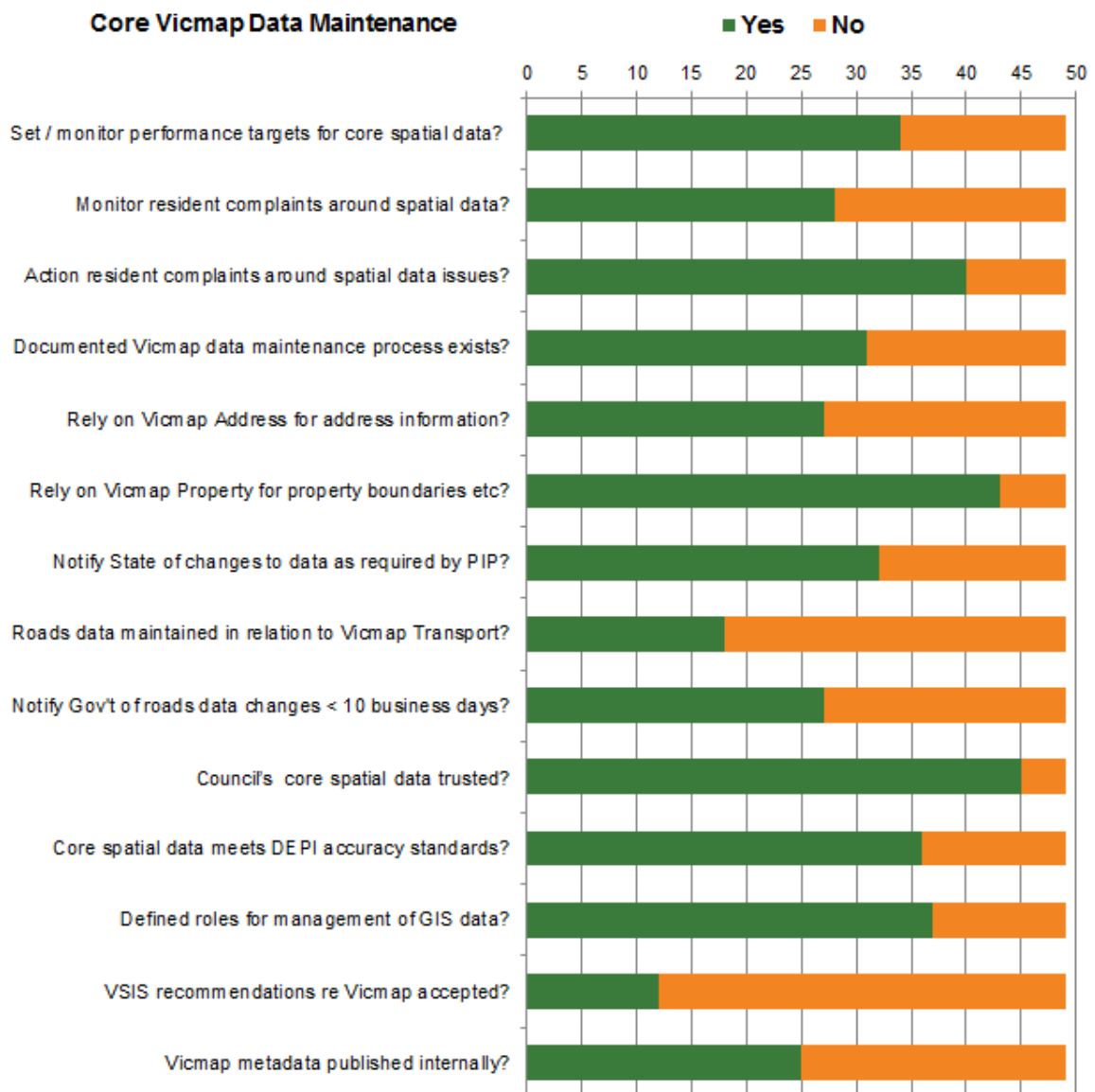


5. Core Data Maintenance

Composite Score: Core Vicmap Data Maintenance – As a Proficiency Focus Area, refers to support for core Vicmap data for use by Council and the public

State average

C

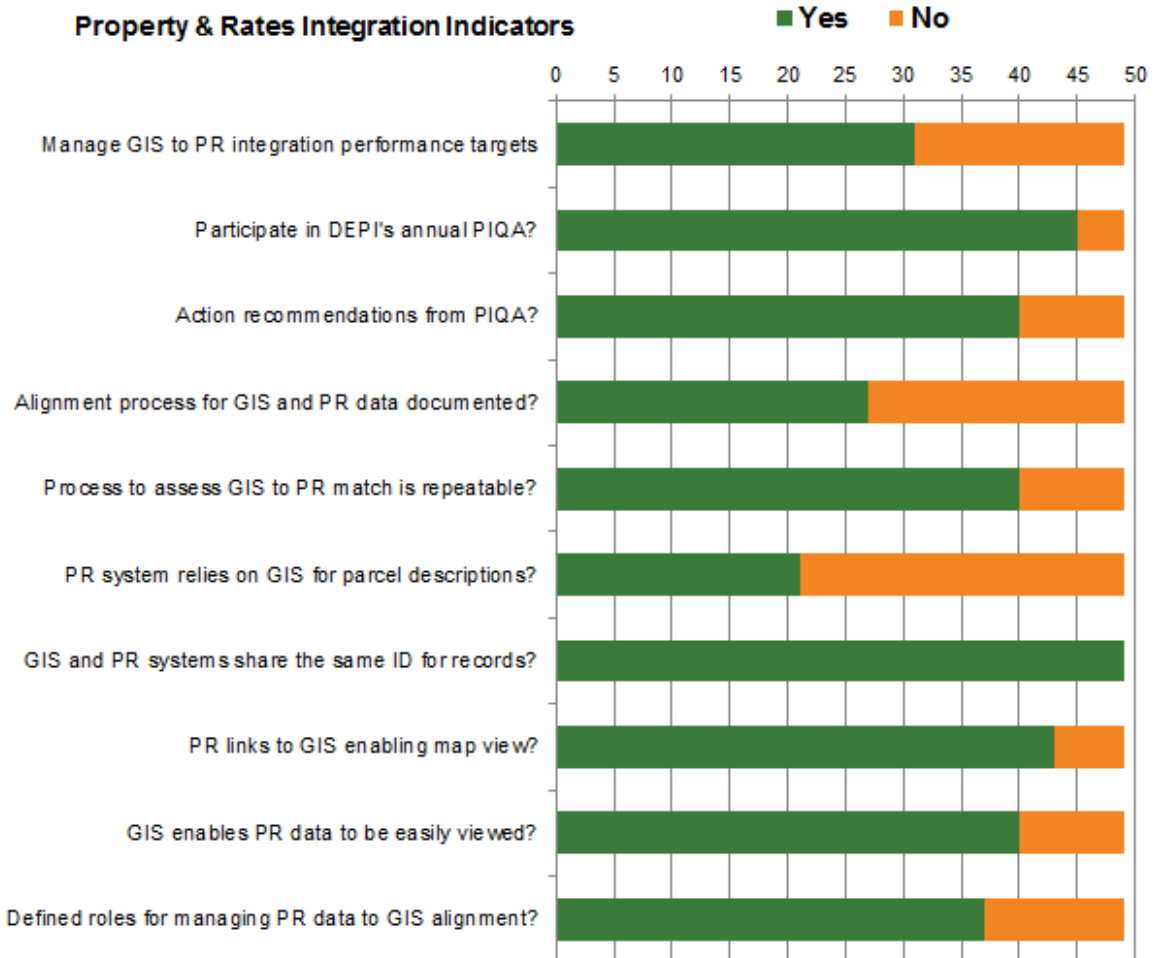


6. Property and Rates (P&R) Integration

Composite Score: Property and Rates integration – As a Proficiency Focus Area, refers to effectiveness of integration between GIS and Property and Rates data

State average

B



Council Notes

1	Notes related to GIS Strategy	N/A
2	Notes related to Spatial Capability	N/A
3	Notes related to Information management policy	N/A
4	Notes related to a) spatial tools provided for staff, b) steering committee, c) user group and d) inter-council collaboration	N/A
5	Notes related to spatial data performance targets	N/A
6	Notes regarding responsiveness to complaints about spatial data	N/A
7	Notes regarding spatial data maintenance	N/A
8	Further notes regarding spatial data maintenance	N/A
9	Notes regarding performance targets for integration of property and rates with GIS	N/A
10	Other notes related to property and rates integration with GIS	N/A

Appendix A: GPF Assessment Questionnaire

1) Spatial Capability	
Long Form (as asked in online questionnaire)	Short Form (as presented in charts)
Does your Council have a current GIS Strategy?	Current GIS Strategy Exists?
Is there a direct relationship or link between the Council's GIS Strategy and its Corporate Plan?	GIS Strategy and Corporate Plan Linked?
Would you say the GIS Strategy clearly defines the future vision for GIS and identifies gaps between Council's current and future states?	GIS Strategy defines vision, current state and gaps?
Is Council's GIS Strategy integrated into Council's annual planning and/or budgeting processes?	GIS Strategy integrated into planning processes?
Does Council have a risk management plan that includes GIS software, resources and data?	Risk management plan includes GIS?
Is Council formally committed to supporting Vicmap data?	Vicmap data supported?
Would you say Council is effectively using web mapping and/or spatial apps to provide information to the community about Council services? (e.g. nearest childcare etc)	Spatial technology for informing community?
Would you say Council is effectively using web mapping and/or spatial apps to facilitate input from the community? (e.g. notifying Council of damaged assets etc)	Spatial technology for involving community?
Does Council have a current Information Management policy?	Current IM policy exists?
Does Council's Information Management policy acknowledge that relevant spatial business data should be based on or derived from Vicmap data when relevant?	IM policy defines use of Vicmap data?
Would you say Council's Information Management policy sufficiently acknowledges the importance of reliable spatial data?	IM policy notes importance of reliable spatial data?
Do the majority of Council staff have access to useful spatial tools (e.g. GIS or web mapping) underpinned by Council data?	Most staff can access spatial tools using Council data?
Would you say that Council staff generally find the available spatial tools (e.g. GIS or web mapping) easy-to-use?	Available spatial tools easy-to-use?
An effective GIS Steering Committee is one that maximises opportunities for utilising capabilities and monitoring performance. Does your Council have an effective GIS Steering Committee (or equivalent) in operation?	GIS Steering Committee (or equivalent) in operation?
An effective GIS User Group is one that engages appropriate staff to generate ideas and gather feedback. Does Council have an effective GIS User Group in operation?	GIS User Group in operation?
If it could be demonstrated that collaboration with other Councils can deliver improved spatial capabilities, would your Council be open to such collaboration?	Open to spatial collaboration with other Councils?
2) Core Vicmap Data Maintenance	
Long Form (as asked in online questionnaire)	Short Form (as presented in charts)
Does Council set and monitor performance targets for core spatial data? (e.g. frequency of update, match rates etc)	Set / monitor performance targets for core spatial data?
Does Council monitor resident complaints around incomplete or inaccurate data for address, property, roads or locality?	Monitor resident complaints around spatial data?
Does Council action or follow up resident complaints around incomplete or inaccurate spatial data?	Action resident complaints around spatial data issues?
Does Council have a documented procedure for maintaining core Vicmap data?	Documented Vicmap data maintenance process exists?
Does Council rely on Vicmap Address for address information?	Rely on Vicmap Address for address information?
Does Council rely on Vicmap Property for Council and ratepayer property boundaries and attributes?	Rely on Vicmap Property for property boundaries etc?
Does Council notify State Government typically within 10 business days of changes or corrections in properties, parcels and addresses?	Notify State of changes to data as required by PIP?
Is Council road asset data maintained in relation to Vicmap Transport roads?	Roads data maintained in relation to Vicmap Transport?

Does Council notify State Government typically within 10 business days of changes or corrections to roads data?	Notify Gov't of roads data changes < 10 business days?
Would you say that most users of Council's core spatial data trust it as authoritative?	Council's core spatial data trusted?
Does Council's core spatial data meet documented DEPI standards for spatial and attribute accuracy?	Core spatial data meets DEPI accuracy standards?
Would you say that your Council has clearly defined roles and responsibilities for managing its GIS data?	Defined roles for management of GIS data?
Has Council formally accepted the Victorian Spatial Information Strategy (VSIS) recommendations with respect to custodianship for relevant Vicmap data?	VSIS recommendations re Vicmap accepted?
Councils receive metadata for Vicmap data. Does your Council publish such metadata for internal use?	Vicmap metadata published internally?
3) Property and Rates Integration	
Long Form (as asked in online questionnaire)	Short Form (as presented in charts)
Does Council set and monitor performance targets for integration between GIS and Property & Rates systems? (e.g. match rates)	Manage GIS to PR integration performance targets
Does Council participate in DEPI's annual Property Information Quality Audit?	Participate in DEPI's annual PIQA?
Does Council action the recommendations of the Property Information Quality Audit?	Action recommendations from PIQA?
Does Council have a current documented procedure for aligning data between GIS and Property & Rates systems?	Alignment process for GIS and PR data documented?
Does Council have repeatable processes to measure the reliability of matching between spatial and Property & Rates business data?	Process to assess GIS to PR match is repeatable?
Does Council's Property & Rates system rely on GIS property data for parcel descriptions?	PR system relies on GIS for parcel descriptions?
Do the GIS and Property & Rates systems share the same identifier for property records?	GIS and PR systems share the same ID for records?
Would you say that users can easily link from the Property & Rates system to GIS (or to a map within the Property & Rates system) to find and view properties and parcels?	PR links to GIS enabling map view?
Does Council's GIS or web map enable users to easily view the Property & Rates data via a link?	GIS enables PR data to be easily viewed?
Would you say that Council has clearly defined roles and responsibilities for managing Property & Rates data and its interface to GIS?	Defined roles for managing PR data to GIS alignment?