

Appendix H – Sample data management plan

Please note: Plan has been altered from the original.

Data management plan

Name of dataset	Public Drinking Water Source Areas		
Other names dataset is known by	PDWSA, Drinking, Water, Drinking Water, Public Drinking Water, Water Supply, Water Source Areas		
Name and project ID of associated project			
Project manager (<i>data owner</i>)	Branch Manager, Water Source Protection Branch (Tony Laws)		
NRM region and/or sub region	Swan Catchment Council		
Delivery organisation	GIS Database Administrator, Information Services Branch (spatial.data@water.wa.gov.au)		
Dataset custodian (<i>creator – eg, NRM GIS officer or delivery organisation</i>)	Water Source Management, Water Source Protection Branch		
Description of the dataset, including its format – <i>eg, shapefile of focus ecosystem locations, spreadsheet of coordinates of oil mallee plantings</i>	Shapefile that shows the boundaries of Water Reserves, Catchment Areas and Underground Water Pollution Areas gazetted under the Metropolitan Water Supply Sewerage and Drainage Act and the Country Areas Water Supply Act 1947.		
NLWRA M&E matter(s) for target and indicator(s) that the project addresses – <i>eg, Land salinity – area of land threatened by shallow or rising water tables – groundwater salinity</i>	Matter for target Nutrients in aquatic environments	Indicator heading Nitrogen in aquatic environments	Recommended national indicator Total nitrogen + flow leaving sub-catchment or whole catchment
Access restrictions (<i>if any</i>) – <i>most data should be available subject to a SLIP license agreement</i>	There is a field called 'Pub_use' which defines which records is to be kept within the department, and which to be distributed publicly. Records with a 'Status' of 'Identified' will not be available to be view on the SDE or to the public. When the draft boundaries become official, then they will be available to the public.		
Data collection methodology <i>eg, digitised area from a map</i>	Areas originally legally defined in Western Australian Government Gazette with hand drawn mapping available. Each of these boundaries were reviewed and captured to an individual electronic Microstation DGN format between the years 1995 and 2000. These boundaries were further reviewed and compiled into four separate Arcview shapefiles GIS datasets in October 2000. Where possible they were verified against the published Water Source Protection plan for each PDWSA. All new PDWSAs were created and managed in one or more of these datasets. The four datasets were compiled into a singular PDWSA dataset in December 2003. The attribute information was redesigned to take in account all known business and use of PDWSA data or boundaries. The structure of this redesign allowed a full historical record of the lifecycle of the features.		

<p>Data source – eg, <i>research paper</i> <i>'Title and date'</i></p>	<p>Datasets taken from several sources with unknown origin. Consisted of Priority Policy, Gazetted, Gngara, Harvey and Jandakot areas for compilation. Data was then amalgamated and reordered for consistency.</p>
<p>Data storage and archiving – <i>describe where the data will be stored during and on completion of the project</i></p>	<p>The GIS data will be stored on GISViewer and SDE for departmental staff to access. The data will also be stored on the "GISProjects" - Pentecost server as a shapefile and as a backup. Data is also uploaded to WALIS clearinghouse for external usage.</p>
<p>Data maintenance – <i>will updates/maintenance be required? If so, who will be responsible?</i></p>	<p>Constant updates and changes to the dataset on a monthly basis. Maintenance performed every 3 months before upload to corporate SDE.</p>
<p>Data quality – <i>describe what has been done to ensure the data is as accurate as possible</i></p>	<ul style="list-style-type: none"> - Regular checks against proclamation maps and DWSPPs. - Completion of PDWSA data and map request forms <p>PDWSAs will be used frequently by GIS users and project officers. These users will be able to contact the scientific custodian to report possible changes, additions and updates to the dataset.</p>
<p>Metadata – <i>what is the name and location of the metadata file</i></p>	<p>Located on SDE with the current PDWSA dataset. At this stage there is no need to collect/maintain it as it is already an established metadata.</p>