



Online Action Plan

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Office of Government Online

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Government Online - Online Action Plan

1. Key Commitments

AUSLIG is committed to implementing online services. This initiative has two components:

- the achievement of the Government online target for implementation of e-commerce;
- the development of whole-of-Government standards and systems to provide online access to Commonwealth geographic data holdings.

The former activity is the completion of the work commenced in 1999-00 to meet the Government online target date of 1 July 2001. This includes the implementation of online catalogues for all AUSLIG products, and where practical online ordering, online payment and electronic delivery of data.

The whole of government online initiative falls within the Australian Spatial Data Infrastructure (ASDI) umbrella with the support of Australia's peak spatial data information forum, ANZLIC, and the Commonwealth Spatial Data Committee (CSDC). It aims to provide some simple interactive mapping applications where data is sourced from various custodian agencies, integrated and delivered via the Internet. This will build experience for more complex projects, test the technology for more widespread use and test data access issues within the Commonwealth.

2. The nature of the agency, and the environment in which the agency operates

AUSLIG is a small Commonwealth agency with the large responsibility of mapping, measuring and monitoring the Australian landmass and associated territories at a broad scale.

AUSLIG operates as an autonomous business unit within the Industry, Science and Resources portfolio, providing scientific and information products for government, industry and the Australian community. Approximately 63% of work undertaken by AUSLIG is outsourced to the private sector with AUSLIG being responsible for setting specifications, managing the contracts and measuring quality and performance outcomes.

AUSLIG's authority derives from a 1988 Cabinet Decision, which was re-affirmed in the context of the 1996 Budget. These decisions defined AUSLIG's role as:

- Coordination of Commonwealth land information programs and advice to Government on land information issues;
- Policy, coordination and standards for the Australian Spatial Data Infrastructure (ASDI); and

- Management of national mapping, geodesy, remote sensing and maritime boundaries programs.

AUSLIG's essential purpose is:

“To ensure that Australia derives economic and social benefits from access to fundamental geographic information through partnership with industry and government”

This commitment recognises that geographic information is a key information source for a range of activities undertaken by government in the national interest including defence, urban and regional development, environmental management, navigation and emergency response. It also recognises the contribution of geographic information to planning and decision making within the private sector, particularly within the mining, resources and agricultural industries.

Fundamental geographic information includes a range of information products which are required by numerous users and form a base on which other information (eg environmental, statistical) can be constructed.

AUSLIG works in partnership with industry and government to achieve the most effective and efficient outcomes for its stakeholders, in contributing to Australia's national prosperity.

AUSLIG's purpose is pursued through the following strategic objectives:

- Providing world class products and services to aid economic and social development and sustainable environmental and resource management for the Australian community.
- Adopting new technologies and continuously improving the level and quality of products with the objective of ongoing benefits for our customers.
- Providing up-to-date geographical information in regional and remote Australia to support infrastructure development and economic investment outside major cities.
- Supporting the development of private sector value added products and services by providing high quality and accessible fundamental products.
- Using the Internet and related technologies in information and service provision to improve access to fundamental geographic data.
- Improving work practices and production methodologies to ensure cost efficiency in meeting AUSLIG's public interest commitments.
- Providing opportunities for our suppliers and service providers to develop business competitiveness and encouraging them to adopt best practice methodologies.
- Supporting the growth of the spatial information industry through dissemination of policy, standards and guidelines as well as promoting ASDI implementation.
- Supporting innovative developments in the spatial information industry through leadership of and involvement in hands-on programs such as the Australian Spatial Data Directory.

- Maintaining ISO quality certification to foster continuous improvement throughout the organisation.
- Regularly consulting customers and stakeholders to ensure the changing needs of the market and our society are responded to through new products and practices.

AUSLIG recognises as customers all individuals or organisations requiring AUSLIG's products or services, or those affected by AUSLIG's policies. These customers are in both the public and private sectors and include:

- Federal, state and local government agencies.
- minerals exploration companies and primary producers;
- environmental protection and telecommunications agencies;
- planners and resource managers;
- indigenous communities;
- emergency services , law enforcement agencies, and the Australian Defence Force;
- bushwalkers, 4 wheel drivers, fossickers, canoeists, and those engaged in many other outdoor recreational activities; and

AUSLIG and other Commonwealth agencies with spatial data interests are members of the Commonwealth Spatial Data Committee, which ensures coordination of spatial data management within the Commonwealth. AUSLIG's relationships with some Commonwealth agencies eg Department of Defence are formalised through memoranda of understanding. Relationships with AUSLIG's State/Territory counterparts are formalised through membership of the Intergovernmental Committee on Surveying and Mapping (ICSM) which comprises the heads of Australia's Commonwealth, State, Territory and Defence surveying and mapping agencies. AUSLIG also has specific data sharing agreements with several State and Territory spatial data agencies. The Commonwealth is also represented on Australia's peak spatial data forum, ANZLIC, which includes representation from all States and Territories as well as New Zealand.

3. The functions and services provided by the agency

To fulfil its purpose AUSLIG provides the following range of products and services:

- Maintenance of national map coverage of the Australian landmass at 1:250 000 scale in both paper map and digital map form, which is sufficiently up-to-date, and of suitable quality to meet the needs of a wide variety of customers.
- Revision of selected 1:100 000 scale topographic maps which support defence and emergency services; and that support economic development in rural and regional areas.
- Reception and delivery of satellite remote sensing products over Australia and the surrounding region from a variety of sensors which provide a range of scientific data to support land and water assessment and monitoring.

- Maintenance of a national archive of satellite remote sensing data (1979 – present) and aerial photography (1936 – 1992) as a historical record of development and change to the Australian landscape.
- Maintenance of an accurate geodetic network over Australia and its offshore territories (including the Australian Antarctic Territory) as the basic framework for all geographic, surveying and mapping activities over the Australian continent.
- Provision of space geodesy observations and information in support of Australian and International programs to improve, maintain and monitor the global terrestrial reference frame for global change studies and other scientific analysis.
- Accurate determination of territorial sea baselines and maritime boundaries for Australia and the Australian territories (including the Australian Antarctic Territory) to protect Australia's sovereign interests and to support economic development within Australia's offshore regions.
- Maintenance of a national coverage of small scale mapping and selected thematic maps to support national planning and reporting activities and to promote awareness of national resources and their distribution.
- Provision of timely and reliable advice to the Federal Government on matters relating to fundamental geographic information in support of policy formulation, Government administration and in meeting international obligations.
- Sponsorship and facilitation of Australian Spatial Data Infrastructure (ASDI) initiatives to promote greater access to essential mapping and geographic information sources within Australia.
- Maintenance of a broad distribution network for maps, aerial photography and satellite imagery to provide convenient access for all users to AUSLIG products.
- Maintenance of a high quality, detailed and easy to use Internet site as a source of information on geographic matters to the Australian community and internationally, and in support of online commerce.
- Involvement in, and support of, peak government and industry councils, committees and international forums to support the development, cooperation and competitiveness of the Australian spatial information industry.

4. Services that the agency believes are appropriate to provide online

4.1. Background

AUSLIG has been a pioneer in the development of web-based services. In the mid 1980's, AUSLIG established a direct line to NASA for the transfer of SLR data. In the early 1990's a Bulletin Board service was established for subscribers seeking access to AUSLIG's Geoid data. This service continued until 1996. In 1992 AUSLIG first used Internet FTP (File Transfer Protocol) technology in conjunction with the University of Canberra. In 1994 AUSLIG established its own FTP service.

AUSLIG has had an operational web site since 1994. Initially used by the Geodesy program, it quickly became a corporate tool for the dissemination of information to customers and stakeholders. The development of this site has been made in consultation with distributors and customers, through regular feedback via the web, regular consultative forums with distributors, and special user satisfaction surveys with

distributors and customers. During this period, the site has grown significantly, and now covers 9000 pages, servicing 12, 000 unique clients a week

AUSLIG markets all the products it produces to the general public, as well as all tiers of Government. Our customers are spread across Australia and overseas, with a significant base in rural and regional Australia.

4.2. AUSLIG Website

Based on our experience and knowledge, the services that we consider are appropriate to be provided online are reflected in the current status of our web site, which has the following content:

News Headlines

What's New – short items of news relating to AUSLIG & ACRES and its products and services and relevant scientific developments around the world.

Email news service – a weekly email bulletin containing news on new AUSLIG and ACRES product releases and updates, spatial data standards and corporate news.

Products

Product descriptions and specifications, price lists, indexes, ordering information and distributor contact details, licensing, conditions of use, Service Charter Commitments, metadata information and sample datasets for the following products:

ACRES satellite data and photographic prints

Maps

Digital map data

Aerial photographs

Digital catalogue of remote sensing imagery

Online purchasing system for SPOT-LITE remote sensing imagery

Geodetic information, including:

GPS issues and past and present Australian coordinates and datums

Geodetic calculations – descriptions of and/or references to algorithms to calculate coordinates, azimuths and distance.

GDA94 Technical Manual (ANZLIC/ICSM web page)

Antarctic geodetic information – including coordinate lists and some downloadable station summaries.

Australian Regional GPS Network - data download.

AUSgeoid98 – on-line calculation of geoid-ellipsoid separations and download of data files and interpolation software.

Space Geodesy – Download Sinex data files; graphs of computed plate tectonic movement; view data from Satellite Laser ranging (SLR); on-line processing of geodetic GPS data to produce ITRF & GDA94 positions.

National Geodetic Data Base - Specific reports from the National geodetic data Base (NGDB).

Geodetic Support for Sea Level monitoring – summary of connections between Absolute Base line Sea Level Monitoring Array (ABSLMA) tide gauges and nearby monitoring marks.

Astronomic Information – on-line calculation of sunrise, sunset, moonrise, moonset, sun position and moon position, with definitions for these events.

Interactive information

- Fabulous Facts about Australia, including facts on the dimensions, landform and land tenure - our most popular online service
- Place name search for Australian towns and features, with online display of the location

Corporate information.

- AUSLIG in brief, detailing our responsibilities, our outsourcing arrangements, our funding, our location, employment opportunities, our QA system, our program elements, and an indexed list of our files (Senate Continuing Order No 5).
- Business opportunities, listing current tenders issued by AUSLIG
- Documentation, including our Business Plan, media releases, Customer Service Charter, contact details
- Forward program, showing what we intend to do with our most significant products and services over the next few years

Publications

- Brochures about AUSLIG, its products and services,
- Business documentation including Business Plan, Forward Program, Service Charter, and Quality policy
- Newsletters issued to customers and distributors.

To assist users, AUSLIG's website also has a search facility, a glossary, and online feedback mechanisms.

Other current online activities are:

4.3. Electronic Procurement

Payments – AUSLIG currently meets OGO requirements for electronic payments. All AUSLIG payments are electronic direct credit; cheques are no longer used.

Purchases – AUSLIG follows all current purchasing guidelines with respect to the purchasing process and the reporting process. For items that are put out for tender, the tenders are placed on www.ads.gov.au.

4.4. Internet FTP services

AUSLIG uses FTP protocol to receive and deliver large data sets on an as-required basis with customers, suppliers and stakeholders.

4.5. Hosted web sites

AUSLIG, as part of its support of committees (such as ICSM, ANZLIC, CSDC and SCAR), hosts and supports a number of web sites.

ACRES is a member of TERSS, the Tasmanian Earth Resources Satellite Station. On TERSS behalf, ACRES hosts the TERSS web site

4.6. Distributed Data Directories

AUSLIG is a node within a distributed metadata directory system for spatial data (the Australian Spatial Data Directory). This directory is an initiative within the Australian Spatial Data Initiative. AUSLIG is currently developing a gateway to the ASDD.

4.7. Communications

AUSLIG programs use the World Wide Web for business-critical communications with overseas partners and suppliers:

- ACRES must submit its requests for satellite acquisitions at our receiving stations to overseas satellite operators on a daily basis.
- Geodesy transfers raw and processed SLR and GPS data to include in international programs on a daily basis.

These communications are vital to the achievement of AUSLIG's objectives.

5. Services already online that would benefit from enhancements.

AUSLIG's policy is that all online services are kept up-to-date and are regularly enhanced. Developments in technology allow new applications or enhancements to existing services. Enhancements are incorporated into the maintenance cycle. Best practice in the design of web sites (especially the navigation and visual appeal factors) demands a regular enhancement program of the site.

Planned enhancements to the site include:

- a) A business process review evaluating the cost benefits, advantages and disadvantages of using e-commerce for distributing AUSLIG maps and data is in progress.
- b) The Australian Spatial Data Directory is a distributed directory system which at present only searches metadata information contained on each node. It is anticipated that this service will extend to online mapping functions utilising data from various government and private sector organisations.
- c) ACRES is currently scoping a system to provide online ordering of products by distributors.
- d) The software used to provide all our online catalogue services is being reviewed.
- e) Development of an educational web site has been considered, it is not intended to implement this site at this stage.
- f) The design of the whole site is being reviewed to meet accessibility standards.
- g) Development is under way for high-speed communications technology and software to provide significant compression of raster images, will allow the introduction of subscription -type services for AUSLIG data. This will allow customers to download

specific data as required, and guarantee that they have access to the latest version of the data.

- h) Online mapping – Ability to view Geodata and other products through suitable interfaces.
- i) AUSLIG's Purchasing & Materials Management System is fully automated with the exception of dispatching purchase orders on-line to suppliers. As the volume of orders is low, approximately 25 per week, purchase orders are transmitted via facsimile. AUSLIG's internal system is paperless, whereby approvals, quotes and supplier performance etc are processed electronically, with the exception of printing reports and purchase orders.

6. Services that the agency believes are inappropriate to provide online

6.1 Commercially sensitive information

AUSLIG deals commercially with a range of distributors and resellers. AUSLIG has Distribution Agreements with these groups which are commercially sensitive, and not suited to display on the web. Price lists showing discounts provided to distributors are also not suited to public scrutiny.

AUSLIG has in place a number of Memorandums of Understanding with State and Federal Government Departments, which are not suited to public display.

6.2. Large data sets

Many of AUSLIG's data sets are very large, and technology is not available to transmit them in reasonable time and cost to the general public. Until appropriate technology is available, it is not practicable to offer online delivery of these products. However it will still be possible to offer online ordering and payment systems. Compression techniques are being researched on our behalf by the CSIRO currently in anticipation of online delivery in the future.

6.3. Distribution arrangements

Some of AUSLIG's data sets are distributed to end-users by a network of value adders and distributors. These are used because of the special contribution they make to the achievement of AUSLIG's business strategy. AUSLIG is regularly reviewing the performance and effectiveness of its distribution network against our objectives. It is not intended that all existing distribution arrangements be overturned by the introduction of online services.

7. Implementation strategies and timeframes

All the services detailed in section 4 are operational on our web site.

The enhancements detailed in section 5 will be implemented by December 2001.

- a) An implementation strategy for an e-commerce system for AUSLIG maps and data will be released by December 2001. Responsibility: Manager, Information Management and Access
- b) An ASDD gateway will be implemented in AUSLIG by December 2001.

- c) Online ordering of ACRES products by distributors will be scoped by. October 2001
Responsibility: Manager, ACRES
- d) The software used to provide all our online catalogue services will be upgraded by December 2001. Responsibility: Manager, Information Management and Access, Manager Acres.
- e) The educational site will not proceed at this time.
- f) The design of the site will be reviewed by June 2001. Responsibility: Manager, Information Management and Access
- g) Development of subscription services will occur by June 2002. Responsibility: Manager, Information Management and Access.
- h) On line mapping will be available after 2001.
- j) AUSLIG is currently working with its parent department, ISR, on the engagement of a consultant to compile an E-procurement implementation feasibility study, which is due to be completed for consideration by 30 April 2001. Responsibility: Manager E&PS.

8. Approaches to overcoming these impediments to providing online services.

8.1. Authentication

AUSLIG's strategy for implementing its e-commerce functions does not use the PKI infrastructure framework being developed within Government. This decision has been taken because of the special situation in which AUSLIG operates. AUSLIG's products are relatively low value products, and so transaction costs must be kept low for online services to be cost effective. AUSLIG sells product through distributors, but also sells many products direct to the general public. This requires e-payments systems that are accessible to the general public. To date PKI technology is not widely accessible to the public. AUSLIG's products are not products that are liable to widespread fraud, and in the case of any loss, the cost of replacing lost product is very low.

For some years, AUSLIG has operated a credit card facility in its Map Shop for payment by the general public. There has been no difficulty with this system. A credit card facility was therefore chosen as the preferred payment system for AUSLIG's online systems.

8.2 Technology

As part of its online services, AUSLIG needs to be able to deliver large data sets to its customers in reasonable time and cost. Available bandwidth is a critical factor in achieving this goal. AUSLIG's own IT system is of sufficient bandwidth to deliver the services that are planned. Customers often do not have high bandwidth modems. This can either be because of cost, or because the telecommunications infrastructure does not support high bandwidth facilities. This deficiency is particularly apparent in remote areas of Australia. The option for postal delivery services will remain in place until bandwidths are sufficiently large client-side.

8.3 Copyright issues

Information in the National Geodetic DataBase (NGDB) maintained by AUSLIG is currently freely available from the web. It is planned to make additional information available in as interactive a manner as possible. However, we are constrained from

making all information available, as ICSM jurisdictions claim ownership of much of it and they have a variety of views ranging from free distribution to near full commercialisation.

9. Legislative frameworks or implications

AUSLIG is not usually required to develop new legislation, and is not primarily responsible for the implementation of any legislation. There are therefore no legislative impediments to the introduction of online services by AUSLIG.

However, AUSLIG has identified the need to assess and address the legal risks associated with online trading and procurement as a result of new legislation and regulations such as the Electronic Transactions Act 1999 and the Privacy Act 1999. The major issues are:

9.1 Accessibility

AUSLIG's website does not fully comply with World Wide Web Consortium guidelines. The site uses tables for formatting, a practice that prevents text readers for the visually impaired from reading our pages sensibly.

Some of our "point and click" interfaces (e.g. the Map Index) would be near impossible to make compliant, so it is likely that we will apply for an exemption for some content. We may need to establish a prominent "help line" for those who need the information but cannot use the online formats.

9.2 Electronic Publishing and Recordkeeping

AUSLIG currently has no officially documented procedure for electronic record keeping. What's New is archived online but no other pages are permanently kept. The mailhost/sandpit is backed up by CSC but not for archival purposes.

9.3 Privacy

AUSLIG recently implemented a Privacy Statement on the website in the footer on every page; this statement is in line with the ISR Statement and complies with the Privacy Act 1999.

Privacy considerations affect the following services on the AUSLIG site:

- Online Surveys (e.g. New Site Survey)
- Email News Service
- Any publication distributed through subscription to an email list
- "wizard" emails
- Subscribers to the catalogues
- Log files of web hits.

9.4 Online Information Service Obligations

AUSLIG currently places the obligatory information services online. It is noted on the AUSInfo site that PDF format is not acceptable as it is not searchable. The site recommends html versions, which take considerable effort to create. The introduction of PDF version 5 overcomes the AUSinfo objection. AUSLIG will move to the new version this year

9.5 Security

AUSLIG's proposed electronic payment system accords with the Defence Signal Directorate recommendations that:

" To minimise liability an agency should outsource both merchant and payment services. Providing there is an adequate contract and a reliable method of updating the agency's information on the merchant server, essentially all liability will pass to the merchant service and payment providers who will manage the risks and who can insure against any losses."

AUSLIG's merchant service is provided by an outsources supplier but the system is operated internally.

<http://www.dsd.gov.au/infosec/publications/securing-payments.html> (August 24th, 2000)

The security of passwords and user names for any electronic catalogue will need to be investigated and a risk assessment done. This is particularly important for AUSLIG's distributors as they receive discounts and are invoiced instead of having to pay immediately online.

9.6 E-procurement

The Electronic Transaction Act 1999 allows government agencies to perform transactions online. The Act compels us to accept electronic transactions but does not force anyone else to; this means that paper systems must remain in place.

The aim is to maximise paperless transactions. There is a period of grace about to come into effect where AUSLIG will be asked to provide a list of exemptions; all other transactions must be electronic.

9.7 Online Contracts and their Conditions

Click/Wrap Contracts

"Click/Wrap" contracts are prevalent in the electronic world but there is no existing legislation that deems them as a legally binding contract in the same way as a signed piece of paper.

Digital Signature technology has the potential to uniquely identify a person but there are high costs involved in setting up this kind of system.

To protect our data, "Click/Wrap" contracts will be used as interim devices for purchasing online, with locks put on the data sent out until AUSLIG receives a signed agreement on paper.

Jurisdiction of the Contract

AUSLIG needs legal advice as to what jurisdiction applies to electronic contracts - Commonwealth, State or International laws. Further, is this location of the purchaser or the seller?

9.8 Deep Linking & Framing

AUSLIG cannot prevent people from deep linking or framing its site, but we can ensure they are subject to our disclaimer information by having it on every page.

9.9 Site Disclaimer

Not only do we need a meaningful site disclaimer, but it would be beneficial to develop individual disclaimers for dynamic pages that are likely to be printed, so that the disclaimer is also printed, including the reliability, date and source of the information. These pages would include:

- GPS Service
- Sun and Moon Times
- Fab Facts
- Catalogue.

10. Evaluation and continuous improvement

AUSLIG monitors the use of its website through a comprehensive set of statistics compiled on a weekly basis. Use of any new online e-commerce systems will be monitored in the same way.

AUSLIG already has a number of feedback mechanisms built into its web site, and these will be maintained and reviewed as new services are introduced and online surveys conducted

An annual Customer Satisfaction Survey is conducted by AUSLIG. Satisfaction with online services will be included in future surveys, to obtain a specific measure of performance in this area.

11. Strategies to ensure that the organisation achieves agreed standards

AUSLIG has reviewed all the agreed standards, and our current status and proposed initiatives are detailed as follows:

a) Information Provision

AUSLIG currently meets the requirements of the Online Information Service Obligations (OISO's).

b) Metadata

AUSLIG complies with the AGLS standards.

c) Electronic Publishing, electronic record keeping and archiving *Publishing*

It is AUSLIG practice to publish all current public documents on the Internet.

It is policy to publish documents in a range of formats to maximise accessibility.

AUSLIG also has editorial standards for electronic publishing, including AGPS Style Manual and Macquarie Dictionary as references. Publications are registered for ABSN and ASSN numbers as appropriate and hard copies filed.

Action: AUSLIG will review AusInfo guidelines for publishing in electronic formats, and develop policies and procedures to meet the guidelines by June 2001.

d) Record Keeping

AUSLIG has recently selected a project team to investigate the issue of Electronic Records Management. The scope of the project includes the management of the following records:

- Paper based corporate and production records;
- Web pages and Documents;
- Electronic records kept in various file formats, eg Word, Excel, html, pdf, gif and
- Email.

The AUSLIG Internet has an online archive of the changing online pages such as Media Releases and the weekly What's New service and it is intended that this become an archival resource available online to the public and staff.

Action: A project team has researched and assessed options for implementing electronic records management in AUSLIG. Implementation of software to manage electronic and paper records will be delayed until 2002. This decision has been taken to ensure that AUSLIG is able to meet the new requirements of National Archives of Australia in the classification and archiving of records and has sound records management practices in place before the implementation of ERM.

e) Accessibility of resources to special groups

We have not exposed our site to approved testing systems and the site does not fully comply with the requirements of the World Wide Web Consortium's Web Content Accessibility Guidelines.

- Actions:
1. Seek expert advice on the issues relating to accessibility of AUSLIG's site.
 2. Implement recommendations by 31 December 2001

f) Privacy

AUSLIG's site meets the Guidelines for Federal and ACT Government World Wide Websites, however, the site needs to be evaluated to ensure its compliance with the Privacy Act 1999.

- Action:
1. Ensure all email list administrators advise potential and existing subscribers of our privacy statement; add an extra link to our official privacy policy. By June 2001

g) Security

Security continues to be an evolving issue, and is addressed in concert with AUSLIG's outsourced supplier of IT services, CSC Australia. While AUSLIG believes its online services are compliant with the provisions of the Protective Security Manual and Australian Communications Security Instructions 33, no formal assessment has been yet done to confirm that. In line with NOIE requirements this work will be undertaken over the next 3 months, with the intent that AUSLIG can provide a detailed response by end of June 2001.

- Action:
1. Complete detailed response by end of June 2001.

12. Summary of Action Items – March 2001

Reference	Action	Date	Responsibility
7a	Release of e – commerce strategy	December 2001	Manager Information Management and Access
7b	ASDD Gateway operating	December 2001	Manager SDI
7c	Scoping of Online ordering of ACRES products by Distributors	October 2001	Manager ACRES
7d	Full review of on line catalogue services software	December 2001	Manager Information Management and Access, Manager ACRES
7e	The educational site will not proceed at this time.		
7f	Review design of entire web site	June 2001	Manager Information Management and Access
7g	Develop and implement a subscription service for AUSLIG data	31 June 2002	Manager Information Management and Access
7h	On Line Mapping projects to be developed	After 2001	Manager Information Management and Access
7i	E- Procurement feasibility study to be completed for consideration of AUSLIG	April 2001	Manager E&PS
11c	AUSLIG will review AusInfo guidelines for publishing in electronic formats and develop policies and procedures to meet the guidelines	June 2001	Manager Information Management and Access
11d	Develop a disposal/deletion policy for web pages Publish a policy on the formats for electronic publishing of documents Assess and report on OGO requirements for records management	December 2001 2002	Manager Information Management and Access, Manager E&PS
11e	Seek expert advice on the issues relating to accessibility of AUSLIG's site and implement recommendations	December 2001	Manager Information Management and Access

11f	Ensure all email list administrators advise potential and existing subscribers of our privacy statement.	June 2001	Manager Information Management and Access
11g	Complete documentation on firewall security.	June 2001	Manager E&PS,

13. Summary of Action Items – September 2000

Reference	Action	Date	Responsibility
7a	Release of prototype e – commerce system	Oct 2000	Manager Info Access
7b	Trial of pilot on line mapping project	June 2001	Manager SDI
7c	Online ordering of ACRES products by Distributors	March 2001	Manager ACRES
7d	Full review of on line catalogue services software	March 2001	Manager Information Management and Access
7e	Devise strategy for new educational site	December 2000	Manager Information Management and Access
7f	Review design of entire web site	June 2001	Manager Information Management and Access
7g	Devise a policy for the development of a subscription service	31 December 2000	Manager Information Management and Access
7h	Evaluation of electronic purchasing for non-tender items	June 2001	Manager E&PS
11c	AUSLIG will review AusInfo guidelines for publishing in electronic formats, conduct a risk assessment, and develop policies and procedures to meet the guidelines	31 December 2000	Manager Information Management and Access
11d	Develop a disposal/deletion policy for web pages and publish a policy on the formats for electronic publishing of documents Assess and report on OGO requirements for records management	May 2001	Manager Information Management and Access, Manager E&PS
11e	Seek expert advice on the issues relating to accessibility of AUSLIG's site and implement	31 December	Manager Information

	recommendations	2000	Management and Access
11f	Assess the need for legal advice to check that the Privacy Statements comply with the Privacy Act 1988. Ensure all email list administrators advise potential and existing subscribers are aware of our privacy statement; add an extra link to our official privacy policy.	31 December 2000	Manager Information Management and Access
11g	Complete documentation on firewall security Conduct a risk assessment of the use of user names and passwords for online purchasing	December 2000.	Manager E&PS, Manager Information Management and Access
11h	Conduct a risk assessment and seek legal advice on the implications of the Electronic Transactions Act 1999, including the legal status of "click wrap" contracts; Examine the need for and develop a system for establishing "paper trails" for litigation purposes; Develop meaningful site and page specific disclaimers, including unauthorised deep linking and framing.		Manager Information Management and Access

14. Glossary of Terms

ABSLMA	Absolute Base line Sea Level Monitoring Array
ACRES	Australian Centre for Remote Sensing
ANZLIC	Australian and New Zealand Land Information Council
ASDD	Australian Spatial Data Directory
ASDI	Australian Spatial Data Infrastructure
CSC	Computer Sciences Corporation
CSDC	Commonwealth Spatial Data Committee
FTP	File Transfer protocol
GDA94	Geocentric Datum of Australian (1994)
GPS	Global Positioning System
ICSM	Intergovernmental Committee on Surveying & Mapping
ITRF	International Terrestrial Reference Frame
NGDB	National Geodetic Database
PCGIAP	Permanent Committee on GIS Infrastructure for Asia and the Pacific
PKI	Public Key Infrastructure
SCAR	Scientific Committee for Antarctic Research
SLR	Satellite Laser Ranging
TERSS	The Tasmanian Earth Resources Satellite Station