

Address Data

Information Management Framework

Standard

Departments must comply with the requirements set out in this standard when collecting, managing, sharing and releasing address data.

Document control

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|--------------------|-------------------------------------|--------------------|---|
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| PERIOD | 2017 – 2020 | ADVISED BY | Digital Strategy and Transformation Department of Premier and Cabinet |
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Requirements

When collecting, managing, sharing (across government and with partners) and releasing (to the public) address data, departments must comply with the following requirements as they relate to systems and business processes.



These requirements should be applied to all new system implementations and datasets. Retrospective application of these requirements to existing systems and datasets may occur where required, where there is benefit and where feasible.

Authoritative sources of Australian address reference data

1. For physical or street addresses (e.g. place of residence, business, asset or incident) use:
 - a. Geocoded National Address File¹ (G-NAF), or
 - b. Vicmap Address².
2. For postal addresses (i.e. mailing or correspondence) use Postal Address File³ (PAF).

Validation of address data

3. Use the authoritative sources above to validate physical or street and postal addresses:
 - a. at the point of collection, entry or receipt of data, and
 - b. when performing data quality profiling, analysis and cleansing.

Interchange, storage, sharing and release of address data

4. Use Section 5 'address details' of Australian Standard AS 4590: Interchange of client information⁴ (AS 4590) as the data standard for:
 - a. interchange of address data between systems
 - b. the basis of the schema⁵ when sharing or releasing address data manually
 - c. the basis of the schema and data model for storage of address data in any custom-developed systems.

For guidance in implementing the requirements of the standard, see [IM-GUIDE-07 Address Data Guideline](#).

¹ G-NAF, PSMA, 2017, <https://www.pdma.com.au/products/g-naf>

² Vicmap™ Product data description, Victorian Government, 2017, <http://www.depi.vic.gov.au/forestry-and-land-use/spatial-data-and-resources/vicmap>

Note: Vicmap Address should be used when only Victorian addresses are required, and the update frequency and/or delivery mechanism of G-NAF is not suitable).

³ PAF, Australia Post, <https://auspost.com.au/business-solutions/data-marketing-services/improve-your-data/address-data>

⁴ Australian Standard AS 4590-2006: *Interchange of client information*, 27 October 2006, <https://infostore.saiglobal.com/store/details.aspx?ProductID=316376>, also available via the Victorian Government Library Service at <http://library.intranet.vic.gov.au/>

⁵ E.g. elements or columns in a spreadsheet or data file

Overview

The purpose of this standard is to define a common approach to the management and use of address data within Victorian Government (government) departments and agencies, and sharing between government and external parties.

Rationale

Consistent and accurate address data is critical to the planning, delivery and management of government services, public infrastructure and assets including:

- emergency dispatch and disaster response
- healthcare and human services
- education
- law enforcement
- electoral services
- utility and communications services
- natural resource management
- transport asset management and infrastructure planning
- land use planning and development.

To provide effective and joined-up services, government needs to share address data that is accurate and in a consistent format to enable seamless sharing. Conforming to a common interchange format simplifies the task of interfacing between systems, reducing costs and increasing re-usability.

When releasing public data containing address components, adherence with industry standards simplifies re-use and enables linking and aggregation with other data.

Derivation, scope and glossary

Derivation

This standard is derived from the *Whole of Victorian Government Standard - Data Interoperability - Address data, version 2.1, 1 March 2011*.

Scope

All departments and Victoria Police, referred to collectively as 'departments', are formally in-scope and the standard is applicable to the Victorian Public Service as appropriate.

Glossary

The glossary of terms and abbreviations used in this document are defined in the [IM GUIDE 03 Information Management Glossary](#).

Related documents, tools and references

- [IM-FMW-01 Information Management Framework](#)
- [IM-POL-01 Information Management Policy](#)
- [Data Management Position Paper](#)

Further information

For further information regarding this standard, please contact Digital Strategy and Transformation, Department of Premier and Cabinet, at: digital.transformation@dpc.vic.gov.au

Document control

Approval

This document was approved by the CIO Leadership Group on 07/08/2017 and applies from the date of issue (see first page).

Version history

| Version | Date | Comments |
|---------|------------|--|
| 0.1 | 18/04/2017 | First draft |
| 0.2 | 20/04/2017 | Minor changes following Data Management Working Group review |
| 0.3 | 21/04/2017 | Multiple changes following Enterprise Solutions editorial review |
| 0.4 | 12/05/2017 | Minor changes following Enterprise Solutions Executive review |
| 0.5 | 16/05/2017 | Minor changes following feedback |
| 0.6 | 24/05/2017 | Minor changes following IMG review and endorsement |
| 0.7 | 05/06/2017 | Requirement approved in principle by CIO Leadership Group |
| 0.8 | 14/06/2017 | Supporting information moved to accompanying guideline |
| 0.9 | 17/07/2017 | Minor inclusion to rationale (education) following feedback on guideline |
| 0.10 | 26/07/2017 | Endorsed by the Information Management Group |
| 1.0 | 07/08/2017 | Approved by the CIO Leadership Group |