



Open Data Policy

Category: Corporate Performance
Adoption: Council Date: 24 September 2019
Review Period: Three Years
Responsible Manager: General Manager Corporate Performance

Signed by CEO:


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Date:

.....25.2.2020

1. Purpose

Council is committed to publishing open data to:

- Provide greater transparency and accountability.
- Support and drive innovation and economic opportunities.
- Generate greater value for the community.
- Foster community engagement and collaboration.
- Comply with our obligation under the Victorian Freedom of Information Act which encourages the routing and proactive release of information.
- Simplify and facilitate the release of datasets to the public in a safe and consistent manner.
- Provide opportunities for more cost effective, efficient and responsive government.

2. Scope

This policy covers all data sets and databases owned and held by Council and stored in formats including hardcopy, electronic (digital), audio, video, image, graphical, cartographic, physical sample, textual, geospatial or numerical form. Data does not include software.

3. Policy

Council's approach to open data is based on the following principles:

1. Open by default
2. Publication
3. Licensing
4. Cost
5. Aligned with industry standards
6. Relevant, accurate, complete

This also aligns with the International Open Data Charter, which is supported by the Australian Government.

Open by default

Data owned, collected and stored by Council will be made freely available in a format that can be easily used. Council will ensure appropriate safeguards are established and maintained for sensitive information and to rigorously protect individuals' right to privacy.

Council will also actively encourage other information owners to openly release data sets that could add value to our community. Council will encourage those owners to adhere to the same principles as Council to ensure data sets can be amalgamated when it makes sense to do so.

Licensing

Council data will be made available under flexible licences, allowing for unrestricted reuse by the public. Creative Commons Attribution 4.0 International (CC-BY) is the default licence for data released under this policy. This license is recommended to all tiers of the public sector as the licence of choice for open data by the Australian government. Under this license, no warranties are given regarding the accuracy, maintenance and ongoing provision of any dataset.

Publishing

Council data released under this policy will be published on the Australian Government open data portal www.data.gov.au. Where possible, automatic publishing tools will be used to keep published data current.

Cost

With limited exceptions, Council data will be made available to the public at no cost to encourage widespread uptake and use.

Standards and Metadata

Central Goldfields Shire is committed to managing open data in accordance with relevant legislation and key industry standards including but not limited to:

- Principles of the International Open Data Charter <https://opendatacharter.net/principles/>
- Open Council Data Standards <http://standards.opencouncildata.org/>
- Creative Commons 4.0 license agreement

Exceptions

Data may be exempted from this policy if required for reasons of privacy, confidentiality, public safety, security and law enforcement, commercial in confidence, public health or compliance with the law.

Evaluation

Data is suitable for open release provided it meets the following criteria:

- There is a reasonable volume of related records to form a data set.
- There is a clearly identified business owner to review, approve, manage and maintain the data set.
- The data set does not contain personally identifiable information.
- The data set is not deemed commercially sensitive.

Identifying data sets for open release

Providing the above criteria have been met, data sets which have the following attributes will be considered for quick release:

- Information is already being published in other formats e.g. GIS data, web site, social media.
- Complete Data sets that are immediately available for release.
- Data sets are unlikely to be controversial if released.

Reviewing past freedom of information (FOI) requests may also assist identifying data sets relevant for open release.

Consideration will then be given to identified data sets which:

- Support Council's strategic priorities and transformations.
- May deliver new services of applications.
- May provide greater economic, transparency or policy benefits if made publicly available.

- Improve service delivery or reduce associated costs.
- Enable external services.
- Provide a base for the development of innovative solutions aligned with community values.

Benefits

Providing information through open data enables community innovation and provides opportunities for solution co-creation. Open data is also expected to:

- Improve personal and business decision making based on improved access to information.
- Enhance Council transparency and build trust with our community.
- Provide a base to stimulate economic activity and support innovative solutions for our community.

The specific benefits associated with open data varies between data sets. The value that can be derived from each data set is also dependent on its application.

Council aims to identify potential value/benefits for each open data set as it is released. Open data releases will be promoted to parties who may benefit.

4. Definitions

Business Owner

As individual within the organisation, operating at the third level of responsibility or higher who is the natural custodian for a dataset.

Commercially sensitive data

Data classified as commercially sensitive is strategically important, may provide a critical competitive advantage or may be restricted for reasons of privacy, public safety, security and law enforcement, public health, pre-existing contractual arrangement or compliance with the law.

Council

The Central Goldfields Shire Council.

Data Set

A collection of related, discrete records sharing a common structure which can be managed as a single unit.

Open Data

Open data is one or more data sets that anyone can access, use, modify, share and build upon.

Open data platform

A web based portal through which the community can access and download open data.

Standards

Quality controls that datasets must comply with if they are to be released as Open Data.

Metadata

Tags that are attached to open data files, which provide information about the dataset.

5. Roles and Responsibilities

Person/s responsible	Accountability
Business Transformation Manager	<input type="checkbox"/> Implementation, evaluation, publishing and open data register
Business Owners	<input type="checkbox"/> Review, approve, manage and maintain identified data sets

6. Human Rights Statement

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights and Responsibilities Act (2006). Central Goldfields Shire Council is committed to consultation and cooperation between management and employees.

7. Related Policies and Procedures

Privacy and Data Protection 2013

Privacy Policy

Privacy Procedures

8. Relevant Legislation and Guidelines

- Principles of the International Open Data Charter
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