



**The Public Trustee of Queensland**

# Open Data Strategy

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## Introduction

In October 2012, the Premier announced a new initiative for the publishing of government information entitled “Open Data Reform”. The aim is to release as much government data as possible to allow Queenslanders to develop innovative services and solutions.

In support of this initiative The Public Trustee of Queensland (PTQ) through its *Open Data Strategy 2013-2017*, will target, but not limit, its approach to prioritising datasets that will provide value to the public, and align with the following Government Open Data Policy Principles:

- available for open use
- available free of charge
- in accessible formats and easy to find: and
- released within set standards and accountabilities.

This strategy outlines PTQ short-term and long-term plans for achieving the Government’s commitment to the Open Data Revolution.

The Executive Management Team is responsible for reviewing this strategy annually.

## Strategic Overview

### ***Short and long-term goals and objectives:***

The short term goal is to identify datasets already in a format appropriate for release that can easily be made available to the general public via [www.data.qld.gov.au](http://www.data.qld.gov.au). The long term goal is to further expand on these datasets that may have historically prevented the release of specific types of data and reviewing PTQ processes for collection and release of data.

### ***The types of data held:***

There is a range of datasets maintained by PTQ. Information such as:

- Client Services client data (matters received, on hand and closed)
- Document making activity data (documents created)
- Right to Information & Information Privacy application data.

### ***Overarching data identification process:***

Each program within PTQ will be responsible for the review of the individual datasets that they currently produce, as to the opportunity for release under the Open Data Reform initiative.

A process to review and apply the Open Data Reform Principles to each dataset shall determine the data for potential release.

The Queensland Government Information Security Classification Framework (QGISCF) will be used for the data classification process. The long term strategy for each program will be to identify data which will provide benefits to the general public.

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## ***Release strategy:***

Processes will be developed to ensure that the datasets can be easily accessed by the public via the Government website [www.qld.gov.au/data](http://www.qld.gov.au/data).

Each dataset is unique and will be updated based on each program's schedule of dataset creation. The timing and release of datasets will be based on either a quarterly, half yearly or yearly process. The Governance & Executive Directorate will create an internal process which each program shall adhere to in order to publish the dataset on to the Government website [www.qld.gov.au/data](http://www.qld.gov.au/data).

In the short term, PTQ will utilise the Smart Services Queensland (SSQ) offer of uploading metadata to the Queensland Government data website ([www.qld.gov.au/data](http://www.qld.gov.au/data)) on behalf of agencies. In the long term PTQ will update this metadata based on an identifiable process that SSQ will develop for all agencies.

## ***Governance and compliance with standards including the protection of private and confidential data:***

The Executive Management Team will provide direction and governance for Open Data Reform within PTQ.

PTQ will use the Queensland Government Information Security Classification Framework to classify all data. Each PTQ business unit will be responsible for classifying data within datasets produced.

PTQ will also adopt the SSQ Release Criterion based on a set criterion of protection standards:

- Is the information owned or partly owned by an entity other than the Queensland Government which does not allow for an open data release?
- Is the information subject to a contract or agreement or licence that does not allow for release?
- Has the information been classified according to Queensland Government Information Security Classification Framework and considered eligible for open data release?
- Is the release of the information in breach of statutory or legislative requirements?
- Does the release contain information that is subject to court orders, legal proceedings or legal privilege, including legal advice?
- Does the release contain personal, health and/or confidential information that has not yet been de-identified, made confidential, or aggregated?
- Is there a current revenue stream collected for supply of this data?
- Is the information an internal working document of limited public value?
- Does the information contain culturally sensitive material?

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The Department of Justice & Attorney General (DJAG) Right to Information and Privacy Unit is responsible for PTQ decision making process obligations under the *Right to Information Act 2009* and *Information Privacy Act 2009*. All datasets considered for release will be assessed to determine suitability within the provisions of the legislation.

## Data

The Executive Management Team will determine the different datasets that can be made available.

Each business unit will be responsible for their individual datasets through the relevant information custodianship framework under the Open Data Reform model.

## Future program

PTQ will review its process of dataset release with the aim to improve the quality, timeliness and type of data released to ensure that we meet the public's expectations and demands for data.

PTQ anticipates that as more data becomes available, there will be a greater demand for more frequent releases of data. Therefore, PTQ will look at opportunities to automate the release of these datasets where possible. Priority for this process will be based on user requests and community feedback on the need for more frequent updates.

As the Open Data Reform initiative evolves, stakeholder feedback will be incorporated into the identification of potential datasets for release by PTQ.

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## Appendix

### Current datasets to be released and release timeline

No	Dataset name	Description	Target date of publishing	Target file format	Frequency of update	Open licence
1	Regional Office contact details	Locations & full contact details of all regional offices	October 2013	XML	Annually	Yes
2	Community Outreach Locations	Locations and full contact details of all community outreach locations	October 2013	XML	Annually	Yes
3	Right to Information & Information Privacy	Number of applications received for the financial year	October 2013	XML	Annually	Yes
4	Gifts & Benefits Register	Gifts & Benefits that have been given and received by PTQ and it's employees	December 2013	XML	Quarterly	Yes
5	Consultancies & contractor spending	Consultancy and contractor spending broken down into categories for the financial year	October 2013	CSV	Annually	Yes
6	Deceased Estate matters received by PTQ	Total number of new deceased estate matters received for the financial year	December 2013	XML	Annually	Yes
7	Deceased Estate matters received by regional office	Number of deceased estate matters received by regional offices for the financial year	June 2014	XML	Annually	Yes
8	Deceased Estate matters on hand	Number of deceased estate matters on hand for the financial year	June 2014	XML	Annually	Yes
9	Deceased Estate matters finalised	Number of deceased estate matters finalised by the end of the financial year	June 2014	XML	Annually	Yes
10	Financial Management (FM) matters on hand by regional office	Number of FM matters under administration by regional office for the financial year	June 2014	XML	Annually	Yes
11	Financial Management matters received by regional office	Number of new FM matters received by regional office for the financial year	June 2014	XML	Annually	Yes

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No	Dataset name	Description	Target date of publishing	Target file format	Frequency of update	Open licence
12	Financial Management matters finalised by regional office	Number of FM matters finalised by regional office for the financial year	June 2014	XML	Annually	Yes
13	Enduring Powers of Attorney prepared by regional office	Numbers of Enduring Powers of Attorney prepared by regional office for the financial year	June 2014	XML	Annually	Yes
14	Wills prepared by regional office	Number of Wills prepared by regional offices for the financial year	June 2014	XML	Annually	Yes
15	New Trusts	Number of new trusts received for the financial year	June 2014	XML	Annually	Yes
16	Complaints	Total number of complaints received for the financial year	June 2014	XML	Annually	Yes