

Open Data Strategy

**Department of Infrastructure, Local
Government and Planning**

2015-2016

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Introduction

The Open Data Strategy 2015–16 (the strategy) for the Department of Infrastructure, Local Government and Planning sets out a plan for achieving the government's commitment to ensuring government information is publically available through open data.

The department collects and manages data related to planning services and schemes, infrastructure and resource project development, land and property management and economic development of the regions.

The department's intention is to release all data that does not have a valid privacy, commercial-in-confidence or security classification concern that would prevent its release. The strategy will be informed by the ongoing review of departmental operations that generate data and from public feedback on the use and quality of data released.

Strategy overview

This strategy is consistent with the Queensland Government's open data policy and the Open Data Senior Officers Working Group agreement that stipulates that the strategy is based on a four-year plan and is reviewed annually. Datasets will be made available in a suitable format that promotes openness and accountability in government and assists in creating value and driving social and economic innovation, growth and development.

The department will focus on identifying new datasets that exist or come into existence and seek to embed the open data initiative as a business-as-usual function.

Principles of data release

The principles of data release are guided by the objective to release as much data created and stored by the Queensland Government as possible.

The key principles adopted by the department for data release:

- Consider all data unless it is restricted for reasons of privacy, public safety, security classification, commercial confidentiality or compliance with the law and does not represent an undue operational risk.
- Ensure data is freely available by publishing it on the data.qld.gov.au website in a csv format to enable its re-use by business and community.
- Release high-value data in a timely manner i.e. spatial, real-time and service delivery data.
- Release data under a Creative Commons with attribution licence, unless otherwise stated on datasets.

This department supports a common standard that will allow all Queensland Government departments to make clear decisions on which datasets will be released and what work is required to get them ready for publication.

About the department

The department is actively engaging with the Queensland Government's Open Data Network as well as Open Data Institute Queensland to deliver the Queensland Government's commitment to provide open data that will provide Queenslanders the opportunity to create applications, establish research programs, start new businesses and assist with improving government services.

The department's purpose is to build a prosperous, connected, liveable and resilient Queensland. The department integrates the functions of infrastructure planning and policy, land use planning, local government and regional services, as well as economic and regional development. These areas work together to create better cities, towns and communities through future-focused planning, smart development and strong partnerships.

The department also has a key role in supporting and providing advice and capacity building to local governments throughout Queensland, implementing finance and funding programs, as well as community recovery and resilience building initiatives.

Governance

The governing body for open data is the joint Department of State Development (DSD) and Department of Infrastructure, Local Government and Planning (DILGP) Information Steering Committee (ISC). This committee is the senior advisory body to the directors-general on the strategic application of information, communications and technology. The ISC will review this strategy annually and will monitor the progress of the initiative through quarterly progress reports.

Information management strategy

The department has developed and implemented an Information Management Strategy to establish uniform governance, business practices and storage capability of information assets within DSD and DILGP to enable ready access to and timely sharing of accurate and current information with internal and external stakeholders.

The implementation of the Information Management Strategy will enhance the department's business intelligence through the provision of a single electronic system and tools for access, storage and retrieval of records.

An Information Management Committee (IMC) has been formed to oversee the implementation of the Information Management Strategy including the development of related strategies, policies, procedures and processes, and is accountable to the joint DSD and DILGP ISC, the key advisory body on information and communications technology initiatives.

The IMC's responsibilities include the development of an appropriate open data governance process and ensuring that the identification and release of open data is integrated into business-as-usual operations of the department as part of the Information Management Strategy's implementation.

Implementation

Implementation of the Information Management Strategy includes the appointment of data custodians whose responsibility is to ensure the security, accuracy and storage of the department's information and to embed the identification and timely updating of datasets for publication on the open data portal in their business processes.

Information management working groups consisting of data custodians and other relevant information stakeholders will be established to provide recommendations to the IMC regarding specific information management strategies and processes to support the implementation of the new governance and business processes in their business groups and ensure adherence to whole-of-government information management and open data principles and standards.

The department's Open Data Strategy will be promoted through the publication of the open data principles, benefits and governance process on the department's intranet, the provision of education and support to data custodians and business owners as well as the inclusion of links from the department's intranet and website to the Queensland Government open data portal.

The Open Data Strategy and release schedule will be updated annually in collaboration with the department's business owners and data custodians.

Publication and approval

All data releases will be subject to an approval process for compliance with:

- an overarching data identification process
- release strategy procedures
- governance and compliance with standards including the protection of private and confidential data.

Datasets that do not meet all of the above conditions will still be assessed for release as de-identified or aggregated data.

New open datasets and significant content and format changes to existing datasets

- Right to information assessment of the dataset for confidentiality and/or sensitivity of information (except for datasets already published on the department's website).
- Endorsement by the data owner and the business group's deputy director-general or CEO for the publication of the dataset.
- Final approval by the Director-General to publish the proposed new dataset.

Updates of minor content and format changes of existing datasets

- Approval by the data owner and the business group's deputy director-general or CEO.

Removal or discontinuation of datasets from the open data portal

Some datasets may become obsolete due to changes in department or government policies. However, this data may still be valuable to non-government parties, who may use it in conjunction with other data sources.

The process for the removal or cessation of updates of open datasets will be:

- the department publishes a note against the specific dataset indicating why the data is no longer being collected
- the dataset can be removed following approval by the business group's deputy director-general or the Chief Operating Officer unless third parties indicate a valid reason (s) for its continued publication.

Existing open datasets, information to be released, and their publication timelines are defined in the Open Data Release Schedule 2015-16 (Appendix).

Appendix—Open Data Release Schedule 2015–16

Published datasets

| Dataset name | Description of data | Target date of publishing | Frequency of update | End of release date | Open licence |
|---|---|---------------------------|---------------------|---------------------|--------------|
| Land for public recreation Queensland | The information contains filtered ATS seserve, leasehold and Qld Outdoor and recreation federation datasets. | Nov 2012 | N/A | Nov 2012 | Yes |
| Statewide planning schemes information 2009/10 series | Planning scheme information based on information supplied by local government to State government and associated agencies | June 2013 | N/A | June 2013 | Yes |
| DILGP regional boundaries | DILGP regional boundary dataset showing the regional service division boundaries | June 2013 | When changes occur | N/A | Yes |
| Regional planning area boundaries | Details of the regional plan boundaries a determined by DILGP | June 2013 | When changes occur | N/A | Yes |
| Local Government directory | Key contact information relating to senior officers and political representatives of local government | 1/07/2013 | 6 Monthly | N/A | Yes |
| Local laws | Information on all current and past local laws | 1/07/2013 | Quarterly | N/A | Yes |

| Dataset name | Description of data | Target date of publishing | Frequency of update | End of release date | Open licence |
|------------------------------------|---|---------------------------|---------------------|---------------------|--------------|
| Local government grant allocations | Report of DILGP approved grants to local governments for 2012-13 | 3/09/2013 | Quarterly | N/A | Yes |
| Consultancy register | Expenditure by type of consultancy including management, legal, human resources, etc. | 1/10/2013 | Annually | N/A | Yes |
| Multicultural policy data | Performance indicators and measure on improved access to interpreters for clients | 1/10/2013 | Annually | 1/10/2014 | Yes |
| Overseas travel | Overseas travel by financial year including officer/ member position, destination, costs, etc. | 1/10/2013 | Annually | N/A | Yes |
| Regional planning interests | Details on the strategic environmental areas in Qld | April 2014 | When changes occur | N/A | Yes |
| Comparative information report | Data supplied by local governments including rating information, council income, expenditure and assets and other key information | 24/7/2014 | Annually | N/A | Yes |
| Queensland Resilience Index | Recognition, recall and actions taken by people in relation to the Get Ready Queensland campaign | 24/07/2014 | Annually | 27/04/14 | Yes |

| Dataset name | Description of data | Target date of publishing | Frequency of update | End of release date | Open licence |
|--|---|---------------------------|-----------------------|---------------------|--------------|
| Get Ready Queensland – Resilience Australia Awards nominations | Submissions and indications of winners | 24/07/2014 | Annually | N/A | Yes |
| Council loan borrowings | Key data relating to the local government loan borrowing program | 24/07/2014 | Annually | N/A | Yes |
| Community infrastructure designations | Details of infrastructure projects allocated to local government | 1/08/2014 | Annually | N/A | Yes |
| Regional planning interests | Details on priority agricultural areas and priority living areas | Aug 2014 | When changes occur | N/A | Yes |
| Schedule of new planning schemes | Status of new local government planning schemes | 17/09/2014 | Monthly | N/A | Yes |
| DILGP – Queensland Government investment portal | <ul style="list-style-type: none"> 2013/14 front line service delivery expenditure records 2014/15 programs and available funding | 17/09/2014 | Annually 6 Monthly | N/A N/A | Yes Yes |
| Public infrastructure works | Details of urban development projects | 1/10/2014 | 6 Monthly | N/A | Yes |
| South Bank Corporation 2014 annual report data | Information reported in lieu of inclusion in the annual report: consultancies and overseas travel | 3/10/2014 | Annually | N/A | Yes |
| Priority Development Area development approvals | Information on priority development area development approvals | 12/10/2014 | Quarterly | N/A | Yes |

| Dataset name | Description of data | Target date of publishing | Frequency of update | End of release date | Open licence |
|---|---|---------------------------|---------------------|---------------------|--------------|
| Ministerial call-in register | List of development projects called in by Minister and department | 14/10/2014 | 6 Monthly | N/A | Yes |
| Customer satisfaction surveys 2010 – 2014 | Survey questions and results from the annual Mayor and CEO Survey | 24/10/2014 | Annually | N/A | Yes |
| Residential development projects | Current status of residential development projects | 31/10/2014 | Bi-Monthly | N/A | Yes |
| Priority Development Areas | Boundaries of all declared priority development areas in Queensland | Nov 2014 | When changes occur | N/A | Yes |
| Development areas – regional plan series | Information on development areas for Qld regional plans | 4/11/2014 | When changes occur | N/A | Yes |
| Regional land use categories | Regional land use categories of Queensland regional plans | 4/11/2014 | When changes occur | N/A | Yes |
| Development Assessment Monitoring and Performance program | Performance against statutory timeframes for processing development applications in 2010/11 | 7/12/2014 | N/A | 7/12/2014 | Yes |
| Grants to local governments | Current and past grants from DILGP to local governments and other Qld organisations | 14/01/2015 | 6 Monthly | N/A | Yes |
| DILGP ICT dashboard | Information on DILGP ICT projects including timeframe, status and expenditure | 13/03/2015 | Bi-Monthly | N/A | Yes |

New datasets for publication

| Dataset name | Description of data | Target date of publishing | Frequency of update | End of release date | Open licence |
|--|--|---------------------------|---------------------|---------------------|--------------|
| Queensland Language Services Policy (QLSP) | Information on the performance measures identified in the QLSP (mandated template provided by DPC) | Sept-2015 | Annually | N/A | Yes |
| Government Bodies | Information in relation to all government bodies (including the governing boards of statutory bodies and their committees and sub-committees) | Sept-2015 | Annually | N/A | Yes |
| Gifts and Benefits Register | Description of gifts made or received, name of donor and receiver and reasons gifts is of value to the community | Oct-2015 | Quarterly | N/A | Yes |
| Right to Information Disclosure Log | List of Right to Information applications in the department's Disclosure Log. Contains departmental reference, the date the access application was made valid and a summary of the request for information | Oct-2015 | Annually | N/A | Yes |
| Industrial Development Projects | Current status of industrial development projects | Oct-2015 | Quarterly | N/A | Yes |
| Catalyst Infrastructure | Catalyst infrastructure within Priority Development Areas and the Catalyst Infrastructure program | Oct-2015 | Quarterly | N/A | Yes |

| Dataset name | Description of data | Target date of publishing | Frequency of update | End of release date | Open licence |
|---|---|------------------------------|---------------------|---------------------|--------------|
| Customer Complaints | Dissatisfaction with a service, actions, products, processes or decisions of the department where the complainant wants an outcome | Oct-2015 | Annually | N/A | No |
| Draft South East Queensland Regional Plan | Information will include proposed draft statutory maps and draft areas of regional interest for the South East Qld regional planning area | 2015 (date to be determined) | Every 5 years | N/A | Yes |
| Regional Planning Interest Approvals | Information will include a list and description of approvals made under the <i>Regional Planning Interest Act 2014</i> | 2015 (date to be determined) | To be advised | N/A | Yes |
| Murweh Shire Precinct | Information on zoning and precincts in the Murweh Shire | 3 rd Quarter 2015 | When changes occur | N/A | Yes |
| Draft North Queensland Regional Plan | Information will include proposed draft statutory maps and draft areas of regional interest for the North Queensland regional planning area | 1st Quarter 2016 | Every 5 years | N/A | Yes |
| Capacity Building Programs | Information on and evaluation of internal and external capacity building programs within Queensland | 31 July 2016 | Annually | N/A | Yes |

Excluded datasets

| Dataset Name | Description of Data | Reason for Non-Release of Dataset |
|---|---|---|
| Summary Statistics of Complaints | Monthly summary of council complaints data | There is a legal obligation for councils to publish this information. The data also contains personal information which is not suitable for publication on the Open Data website. An aggregated dataset would not provide value to the public |
| Crime and Corruption Commission Complaints | Confidential corruption matters | These records are either confidential, protected or unsuitable for publication in other respects |
| Employee Complaints | Confidential complaint matters | These records are either confidential, protected or unsuitable for publication in other respects |
| Employee Conduct and Performance Complaints | Confidential complaint matters | These records are either confidential, protected or unsuitable for publication in other respects |
| Public Interest Disclosures | Confidential corruption and complaint matters | These records are either confidential, protected or unsuitable for publication in other respects |
| Lobbyist Register | Confidential meetings between departmental officers and lobbyists | These records are either confidential, protected or unsuitable for publication in other respects |
| Declarations of Interest Register | Confidential declarations of departmental officers interests | These records are either confidential, protected or unsuitable for publication in other respects |
| Ethics Advice | Confidential advice provided to departmental officers | These records are either confidential, protected or unsuitable for publication in other respects |