

Open Data Strategy 2016–17



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Introduction

The Open Data Strategy 2016–17 for the Department of Infrastructure, Local Government and Planning (the department) sets out a plan for achieving the government's commitment to ensuring government information is publicly 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 December 2012 Cabinet decision on Open Data and the May 2015 Open Data Senior Officers Working Group agreement that stipulates that the strategy is based on a four-year plan and is reviewed annually.

Non-sensitive 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 all non-sensitive data created and stored by the Queensland Government. The department, at a minimum, will:

- publish all non-sensitive data (including non-sensitive, publicly funded research data) on the Open Data website to encourage its re-use and improve service delivery
- focus mainly on the release of high-value data, i.e. spatial, real-time and service delivery data for public consumption
- keep sensitive data anonymous to uphold the highest standards of security and privacy for individual and commercial confidentiality
- ensure that data will be published in a timely manner and will be accurate, comprehensive, usable, comparable and interoperable
- make data available free of charge, unless there are costs associated with tailoring the data for publication
- build public-private partnerships to foster demand and use of public data, along with building collective expertise and uncovering new ways to leverage public data
- securely share data with Queensland Government entities to improve service delivery and decision-making
- ensure all new systems support discoverability, interoperability and cost-effective access to data and information
- provide open datasets in csv or shape file formats (for spatial information) to enable its re-use by industry and the general community
- release data under a Creative Commons with attribution licence, unless otherwise stated on datasets
- support the publication of open datasets in accordance with the recommended data standards published on the Open Data website.

Open Data release schedule

The department will release and update open datasets as outlined in the published Open Data release schedule. The document includes all departmental datasets for publication and also describes the open datasets that are not suitable to be published on the Open Data website due to privacy, confidentiality or other reasons.

The release schedule will be formally reviewed and updated on an annual basis, or as required based on emerging issues.

About the department

The department is actively engaging with the Queensland Government's Open Data Network as well as the Open Data Institute Queensland to deliver the Queensland Government's commitment to release 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 deliver integrated and future-shaping advice and solutions for Queensland communities through our leading expertise and quality relationships. This helps us to achieve our visions of driving the creations of great places to live, work and play for current and future generations.

The department also has a key role in driving and promoting economic and social benefits for Queenslanders; prosperous and vibrant cities and urban places; greater liveability and connectedness in coastal and hinterland communities; resilient, strong and sustainable rural and remote communities; and a high performing, innovative and diverse workforce delivering value for money service and outcomes.

Governance

The governing body for open data is the joint Department of State Development (DSD) and Department of Infrastructure, Local Government and Planning Information Steering Committee. This committee is the senior advisory body to the directors-general on the strategic application of information, communications and technology.

The committee's responsibilities include annual reviews of the Open Data Strategy and endorsement of an appropriate Open Data governance process.

Open data processes

The department has appointed data custodians who are responsible for ensuring the security, accuracy and storage of their business groups' information assets. Data custodians are also tasked with embedding the identification and timely updating of open datasets for publication in their business processes.

In addition, data custodians and other relevant information stakeholders will provide recommendations to the committee regarding specific information management strategies and activities. This will support the implementation of the Open Data governance processes in their business groups and ensure adherence to whole-of-government information management and Open Data principles and standards.

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

Implementation

Publication and approval

Approval of Open Data Strategy

The Open Data Strategy will be approved by the department's Director-General.

Approval of open datasets

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

- **Step 1:** The data custodian contacts the Open Data Coordinator to discuss the development of a new open dataset or significant content and format changes to an existing open dataset.
- **Step 2:** The Open Data Coordinator consults with the Senior Administrative Review Officer (Right to Information) to ensure that there will be no privacy, confidentiality, legal or other reasons that restrict the dataset's publication.
- **Step 3:** The data custodian obtains:
 - endorsement from the data owner and the business group's Deputy Director-General
 - final approval from the Director-General for the publication of the new open dataset.
- **Step 4:** The data custodian forwards the approved new open dataset and written approval to the Open Data Coordinator.
- **Step 5:** The Open Data Coordinator arranges publication on the Open Data website.

Updates of minor content and format changes of existing datasets:

- **Step 1:** The data custodian updates the contents only and/or makes minor format changes to the existing open dataset.
- **Step 2:** The data custodian obtains the approval for publication from the data owner and the business group's Deputy Director-General or Chief Executive Officer (CEO).
- **Step 3:** The data custodian forwards the approved open dataset and written approval for release of the dataset to the Open Data Coordinator.
- **Step 4:** The Open Data Coordinator arranges publication on the Open Data website.

Spatial open datasets

New or significant content and format changes to existing spatial open datasets:

- **Step 1:** Data custodian informs and provides details to the Open Data Coordinator and Spatial Services on proposed data releases.
- **Step 2:** Data custodian obtains written approval from the business group's Deputy Director-General or CEO for the publication of the dataset on the Open Data website and forwards the approval to the Open Data Coordinator.
- **Step 3:** Data custodian liaises with Spatial Services to ensure supporting information is included and completed (i.e. associated metadata, data standards are adhered to and appropriate attribute information is included).

- **Step 4:** Data custodian, in consultation with Spatial Services, arranges the simultaneous release of the new or updated open dataset(s) on the QSpatial and Open Data websites by the Department of Natural Resources and Mines.

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 on the Open Data website is as follows:

- **Step 1:** The data custodian assesses whether an open dataset should have a note regarding its currency published against it or be removed from the Open Data website.
- **Step 2:** The data custodian obtains written approval from the business group's Deputy Director-General or CEO for the publication of the note or removal of the open dataset.
- **Step 3:** The data custodian forwards the note or removal request and written approval to the Open Data Coordinator.
- **Step 4:** The Open Data Coordinator arranges publication of the note or the removal of the open dataset from the Open Data website.

Existing open datasets, information to be released, and their publication timelines are defined in the attached Open Data release schedule 2016–17.

Open Data action plan

The aim of the Open Data action plan is to encourage the release of new open datasets, ensure the accuracy and currency of published information and build employees' knowledge of Open Data principles and governance processes.

Open data delivery	Activities	Timeframe	Responsibility
Open Data Senior Officers Working Group (ODSOWG)	<ul style="list-style-type: none"> Attend Open Data Senior Officers Working Group meetings to keep up to date with current developments Update ODSOWG on Open Data initiatives within the department Provide input into state or national Open Data strategies, policies, action plans or other activities. 	Ongoing	<ul style="list-style-type: none"> Open Data Coordinator DILGP Senior Responsible Officer (or proxy)
Open Data Institute of Queensland	<ul style="list-style-type: none"> Attend information and training sessions on new open data activities. 	Ongoing	<ul style="list-style-type: none"> Open Data Coordinator DILGP Senior Responsible Officer (or proxy)
Project management	<ul style="list-style-type: none"> Amend the business case templates for ICT and major business projects to include the delivery of open datasets as part of the project. Identify the format, resource requirements and delivery timeframe for Open Datasets and include them in the project's business case. 	Ongoing	<ul style="list-style-type: none"> Project Managers
Open Data processes	<ul style="list-style-type: none"> Identify new open datasets and update existing datasets as part of business as usual processes. Identify and implement Open Data process improvements. 	Ongoing	<ul style="list-style-type: none"> Open Data Coordinator In consultation with: <ul style="list-style-type: none"> Business group Executive Director/Directors/Managers Data Custodians
Promotion	<ul style="list-style-type: none"> Publish hub stories on the intranet to inform employees of new developments. Update the Open Data initiative page on the intranet to keep information up to date. Promote the Open Data strategy and website by publishing information of new developments in internal e-newsletters. 	Ongoing	<ul style="list-style-type: none"> Open Data Coordinator
Training	<ul style="list-style-type: none"> Develop and update training materials for employees. Provide guidelines for the development of new open datasets. 	Ongoing	<ul style="list-style-type: none"> Open Data Coordinator

Open data delivery	Activities	Timeframe	Responsibility
	<ul style="list-style-type: none"> Train employees individually or as a group in the development and delivery of open datasets. 		
Review of Open Data strategy and release schedule	<ul style="list-style-type: none"> Review Open Data governance, business and approval processes. Identify new open datasets, confirm the accuracy and update frequency of existing datasets, and assess open datasets for removal from the Open Data website. 	Annually	<ul style="list-style-type: none"> Open Data Coordinator In consultation with: <ul style="list-style-type: none"> Director-General Chief Information Officer Information Steering Committee Business group Executive Director/Directors/Managers Data Custodians
Open Data maturity assessment	<ul style="list-style-type: none"> Assess employees' knowledge of and adherence to Open Data governance and business processes. 	Annually	<ul style="list-style-type: none"> Chief Information Officer Open Data Coordinator Business Groups

Open Data release schedule 2016–17

Published datasets

Dataset name	Description of data	Start date of publishing	Frequency of update	Date of final update	Open licence
Regional boundaries – Department of Infrastructure, Local Government and Planning	Departmental 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 as determined by the department.	June 2013	When changes occur	N/A	Yes
Local government contacts	Summary of contact information for Queensland Local Governments	1/07/2013	Annually	N/A	Yes
Queensland local government local laws	Summary of current and past local laws.	1/07/2013	Quarterly	N/A	Yes
Grants to Local Government and other organisations	Current and past grants to Local Government and other organisations	3/09/2013	Quarterly	N/A	Yes
Regional planning interests – Strategic environmental area	Details on the strategic environmental areas prescribed under Regional Planning Interest Regulation 2014	April 2014	When changes occur	N/A	Yes
Queensland Local Government 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

Dataset name	Description of data	Start date of publishing	Frequency of update	Date of final update	Open licence
Resilience Australia Awards	Queensland finalists and winners of the Resilient Australia Awards	24/07/2014	Annually	N/A	Yes
Local Government 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 – Priority Agriculture Area	Details on Priority Agricultural Areas prescribed under Regional Planning Interest Regulation 2014	Aug 2014	When changes occur	N/A	Yes
Regional planning interests – Priority Living Area	Details on Priority Living Areas prescribed under Regional Planning Interest Regulation 2014	1/8/2014	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	Records of investments in front line service delivery including expenditure records, available funding and data for local government areas.	17/09/2014	Annually	N/A	Yes
Economic Development Queensland Public infrastructure works	Urban development projects building roads, parks and pipes.	1/10/2014	6-monthly	N/A	Yes
Priority Development Area development approvals	Information on priority development area development approvals.	12/10/2014	Quarterly	N/A	Yes
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	Key results from the annual Mayor and Chief Executive Officer Survey.	24/10/2014	Annually	N/A	Yes

Dataset name	Description of data	Start date of publishing	Frequency of update	Date of final update	Open licence
EDQ Residential development projects	Current status of EDQ residential development projects.	31/10/2014	Bi-monthly	N/A	Yes
Priority Development Areas EDQ	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 Queensland regional plans.	4/11/2014	When changes occur	N/A	Yes
Regional land use categories – regional plans series	Regional land use categories of Queensland regional plans.	4/11/2014	When changes occur	N/A	Yes
DILGP ICT dashboard	Information on the department's ICT projects including timeframe, status and expenditure.	13/03/2015	Bi-monthly	N/A	Yes
Queensland Language Services Policy (QLSP)	Information on the performance measures identified in the QLSP (mandated template provided by DPC).	30/09/2015	Annually	N/A	Yes
Reportable Gifts and Benefits Register	This register shows gifts and benefits valued at more than \$150 (inc GST) given or received.	31/10/2015	Quarterly	N/A	Yes
DILGP Right to Information Disclosure Log	List of Right to Information applications in the department's Disclosure Log.	31/10/2015	Annually	N/A	Yes
EDQ Industrial development projects	Current status of EDQ industrial development projects.	31/10/2015	Quarterly	N/A	Yes
EDQ Catalyst infrastructure	Catalyst infrastructure within Priority Development Areas and the Catalyst Infrastructure Program.	31/10/2015	Quarterly	N/A	Yes
Proposed Draft South East Queensland Regional Plan Regional Land Use Categories changes 2016	Information includes property parcels, road, railway and watercourse boundaries.	9/11/2016	As changes occur	N/A	Yes

Dataset name	Description of data	Start date of publishing	Frequency of update	Date of final update	Open licence
DILGP 2016-17 Annual Report data	Additional information reported in lieu of inclusion in the Annual Report	30/09/2017	N/A	2017	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 confidential, protected or unsuitable for publication in other respects.
Employee complaints	Confidential complaint matters.	These records are confidential, protected or unsuitable for publication in other respects.
Employee conduct and performance complaints	Confidential complaint matters.	These records are confidential, protected or unsuitable for publication in other respects.
Public Interest Disclosures	Confidential corruption and complaint matters.	These records are confidential, protected or unsuitable for publication in other respects.
Lobbyist register	Confidential meetings between departmental officers and lobbyists.	These records are confidential, protected or unsuitable for publication in other respects.
Declarations of Interest register	Confidential declarations of departmental officers' interests.	These records are confidential, protected or unsuitable for publication in other respects.
Ethics advice	Confidential advice provided to departmental officers.	These records are confidential, protected or unsuitable for publication in other respects.

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