

# Open Data Strategy 2015/16

## The Department of State Development

The Department of State Development exists to drive the economic development of Queensland.

The department brings together the functions of the Coordinator-General, economic and regional development, major project delivery, and government land management into a strong central agency.

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# Executive Summary

The Open Data Strategy for the Department of State Development (DSD) sets out its plan for achieving the Government's commitment to the publication of valuable and quality Open Datasets for re-use by the general community.

The department collects and manages data related to resource project development, land and property management, economic development of the regions and grants management, as well as information related to the department's corporate services, performance and functions.

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.

## Open Data Strategic Overview

The department's Strategy is consistent with the December 2012 Cabinet decision on Open Data and the Open Data Senior Officers Working Group agreement on the principles of data releases in May 2015. Datasets will be provided 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 Principles of Data Release

The principles of data release will be guided by the objective to release as much public data created and stored by the Queensland Government as possible and make it available free to anyone who wishes to use the data.

The key principles adopted by the department for data release are:

- The department will 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.
- Data will be published for open use by being freely available through the [data.qld.gov.au](http://data.qld.gov.au) website and provided in csv or shape file formats (for spatial information) to enable its re-use by industry and the general community.
- The department's main focus will be on the timely release of high value data, i.e. spatial, real time and service delivery data, for public consumption.
- Data will be released under a Creative Commons with attribution licence, unless otherwise stated on datasets.

The department supports the publication of Open Datasets in accordance with the recommended data standards published on the Open Data Portal.

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# Our Structure

The department brings together the functions of the Coordinator-General, economic and industry development, major projects and property and regional economic development into a strong agency to grow the economy and champion the interests of business and industry for communities across Queensland.

Strong and continued engagement with local, state, national and international agencies and industry stakeholders, regional stakeholders and existing sectors will foster economic growth and innovation, grow regional economies through investment, exports and job creation as well as drive productivity, ideas, opportunities and projects.

The department consists of five business groups and a Special Projects Unit which will lead the delivery of economic development outcomes for Queensland as follows:

**Office of the Coordinator-General** — plans, coordinates and delivers the major resource and infrastructure projects that drive the state's economic growth.

**Major Projects and Property Group** — facilitates the development and delivery of projects that realise economic development opportunities for Queensland.

**Economic and Industry Development Group** — undertakes economic and commercial research and analysis and influences, develops and implements economic policies and strategies to facilitate economic development outcomes including for priority industry sectors.

**Regional Economic Development Group** — performs an integral role in the development and regional delivery of economic development programs and services. The Group also provides regional service delivery on behalf of other agencies involved in regional economic development and the growth of the economy.

**Business Solutions and Partnerships Group** — provides corporate services and ensures focussed delivery of policy and procedures.

**Special Projects Unit** — leads the delivery of economic development outcomes through the delivery of integrated resort developments across the state.

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# Information Management Strategy

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

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

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

## Open Data Governance

The governing body for Open Data is the DSD/DILGP Information Steering Committee (ISC). This Committee is the senior advisory body to the Director-General on the strategic application of information management and technology. The ISC will review this Strategy annually and will monitor the progress of the initiative through quarterly progress reports.

The Information Management Committee'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 the business-as-usual operations of the department as part of the Information Management Strategy's implementation.

## Open Data Processes

The 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 website 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 activities 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, and the inclusion of links from the department's intranet and website to the Open Data website.

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

## Approval of Open Datasets

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

- an overarching data identification process
- release strategy procedures, and
- 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.

The governance process for the release of Open Datasets on the Open Data website is as follows:

### New Open Datasets and significant content and format changes to Open 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 of the dataset by the data custodian and the group's Deputy Director-General.
- Final approval of business groups' Open Datasets by the Chief Information Officer, the Chief Finance Officer (for financial datasets), Executive Director Corporate Services and the Deputy Director-General, Business Solutions and Partnerships.

### Coordinator-General Open Datasets

- Approval by the Coordinator-General or a delegated Assistant Coordinator-General.
- Coordinator-General to inform DSD's Minister and the Director-General of the publication of Coordinator-General Group Open Datasets on the Open Data website.

### Contentious Open Datasets

- All contentious or sensitive Open Datasets are subject to approval for release by the Director-General.

### Updates of minor content and format changes of Open Datasets

- Endorsement by the data custodian and the business group's Director or Executive Director and
- Approval for publication by the Chief Information Officer, Executive Director Corporate Services or the Chief Finance Officer (for financial datasets).

### Coordinator-General Open Datasets

- Approval by the Coordinator-General or a delegated Assistant Coordinator-General.

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- Coordinator-General to inform DSD's Minister and the Director-General of the publication of Coordinator-General Group Open Datasets on the Open Data website.

## Removal of Open Datasets from the Open Data Website

Some datasets may become obsolete due to changes in departmental 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 of Open Datasets will be:

- DSD to publish a note against the specific dataset indicating why the data is no longer being collected.
- Assessment by the data custodian and removal of the dataset following endorsement by the business group's Deputy Director-General and approval by the Chief Information Officer, the Chief Finance Officer (for financial datasets), the Executive Director Corporate Services and the Deputy Director-General, Business Solutions and Partnerships.

### Coordinator-General Group

The removal of an Open Dataset is subject to the approval by the Coordinator-General or a delegated Assistant Coordinator-General.