

# DATA PUBLISHING POLICY

## COMMUNITY POLICY



### 1 Scope

This policy applies to data and information held and stored by Rockhampton Regional Council that can be made accessible to the community.

### 2 Purpose

The purpose of this policy is to improve the management and use of Council's and other agency data assets in order to deliver value and benefits for the community, businesses and Council. This includes a more proactive release of appropriate and high-value data to the public in ways that make the data easily discoverable and useable.

### 3 Related Documents

#### 3.1 Primary

Nil

#### 3.2 Secondary

*Copyright Act 1968 (Cwth)*  
*Information Privacy Act 2009*  
*Public Records Act 2002*  
Handling of Confidential Information Policy  
Information Public Disclosure Procedure  
Information Security Policy  
International Open Data Charter (September 2015)  
Privacy Policy  
Public Interest Disclosure Policy  
Recordkeeping Policy  
Rockhampton Region The Smart Way Forward

### 4 Definitions

To assist in interpretation, the following definitions apply:

Copyright	An exclusive and assignable legal right, given to the creator of a dataset to enjoy the use of the data. It has the meaning given to it in the <i>Copyright Act 1968</i> and broadly refers to the legal rights that automatically apply to the original expression of an idea.
Council	Rockhampton Regional Council
Data	Typically comprises numbers, text, or symbols (sometimes images or sound) that are in a form suitable for storage in, or processing by computer software.
Dataset	A collection of data presented in tabular or non-tabular form.

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Employee	Local government employee: (a) The Chief Executive Officer; or (b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
Information	Any collection of data that is processed, analysed, interpreted, classified or communicated in order to serve a useful purpose, present fact or present knowledge in any medium or form.
Private (closed) Data	Data that cannot be shared or made open in its current form. It may include data in the categories of personal, confidential, copyright, security, intellectual property or information contrary to the public interest.
Shared Data	Private data that can be shared with specific people or organisations, usually for a defined purpose.
Open Data	Open data is data that anyone can access, use or share. Building on the Open Data Principles, open data should be openly licensed, freely available in non-proprietary formats, downloadable in bulk and machine-readable.
Metadata	Data about the data being published. It defines and describes the published data making it easier to find, manage, control and understand.
Machine Readable Data	Data or metadata in a format that can be understood by a computer.
Non-proprietary Data Formats	Non-proprietary or unrestricted data formats are those that can be processed by widely available software applications. The file format and software specifications must be freely available to anyone so that anyone can use them without any limitations on re-use imposed by intellectual property rights.

## 5 Policy Statement

Council adopted the Rockhampton Region: The Smart Way Forward strategy, this strategy includes the open data initiative, to make its data and information available to the community and businesses open by default. That is, non-sensitive/unrestricted data and information will be made available to provide greater openness and transparency in Council decision making and to promote innovation and productivity improvements for Council, the community and businesses. The focus is on the free availability of useful machine readable data.

### 5.1 Principles

Council adopts the Open Data Principles established in the 2015 International Open Data Charter. These are:

#### 5.1.1 Open by Default

This principle recognises that free access to, and subsequent use of, government data is of significant value to society and the economy, and that government data should, therefore, be open by default. This establishes the need for resources, standards, and policies to enable open data to be created, accessed, used and shared. The 'open by default' principle recognises that open data can only be unlocked when citizens are confident that open data will not compromise their right to privacy. To that end, the security of private or closed data, as defined, will be maintained and not released in the context of the open data principles.

#### 5.1.2 Timely and Comprehensive

This principle recognises that for data to be valuable to Council, community members, universities and businesses, it must be comprehensive, accurate, of high quality, up-to-date and available when needed. This principle recognises the importance of consulting with data users to identify which data to prioritise for release and/or improvement. It also recognises that it requires time and resources to identify and prepare data for release.

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### 5.1.3 Accessible and Usable

This principle establishes that when open data is released, it should be easily discoverable and accessible, and made available for download and use without unnecessary administrative barriers that could deter people from accessing the data in the first place. This principle drives the manner, location and format of data publication; and it requires that data is available free of charge under an open license.

### 5.1.4 Comparable and Interoperable

This principle recognises that in order to be most effective and useful, data should be easy to compare within and between sectors and locations, and over a period of time. Data should be presented in structured and standardised formats to support interoperability, traceability, and effective reuse. This requires the adoption of appropriate and effective open standards for data and metadata.

### 5.1.5 For Improved Governance and Citizen Engagement

This principle recognises that the release of open data strengthens governance and promotes trust in Council. Open data provides a transparent and accountable foundation to improve decision-making and enhance the provision of services. It encourages better policies and programs to meet the needs of our community, and enables effective community engagement and citizen participation. This will help Council to understand which types of data are in high demand, leading to improved data prioritisation and release.

### 5.1.6 For Inclusive Development and Innovation

This principle recognises the importance of openness in stimulating creativity and innovation. The more Council, community members, universities and businesses use open data, the greater the social and economic benefits for the Region. Open data is, by its nature, an equitable resource that empowers all people by allowing them to access data regardless of who they are, or where they live. This principle also recognises that Council's role in promoting innovation and sustainable development in the Rockhampton Region does not end with the release of open data. Council will also play an active role in supporting the effective and innovative reuse of open data, and ensuring Council employees, community members, universities and businesses have the data they need and the tools and resources to understand and use that data effectively.

## 6 Review Timelines

This policy is reviewed when any of the following occur:

- (a) The related information is amended or replaced; or
- (b) Other circumstances as determined from time to time by the CEO.

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## 7 Document Management

Sponsor	Chief Executive Officer
Business Owner	Deputy Chief Executive Officer
Policy Owner	Manager Corporate and Technology Services
Policy Quality Control	Legal and Governance



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