

<b>Version Control and Objective ID</b>	Version No: 2	Objective ID: A5997654
<b>Approved by Council on</b>	25 February 2020	
<b>Date of Review</b>	25 February 2024	

## 1. Statement

In managing Council's open data, Council will:

1. Classify data in the context of open data as Open, Shared or Closed.
2. Wherever possible, data used and collected by the Ipswich City Council will be published online, with an open licence, in an open format, as open data through the application of an Open Data Accessibility Framework below.

Accessibility	Criteria
<p><b>Open</b> Published under a licence for anyone to access, use and share.</p>	<p>Contains no:</p> <ul style="list-style-type: none"> <li>• Personal data</li> <li>• Data owned by a third party</li> <li>• Information that is otherwise deemed 'sensitive' by the Council</li> </ul> <p>In most instances, a dataset containing personal information or data owned by a third party cannot be published. It may be published with the express permission of the data subject (personal data) or the data owner (third party IP).</p>
<p><b>Shared</b> Shared with specific groups of council stakeholders</p>	<p>Shared with groups of stakeholders for certain purposes. The data sharing may be:</p> <ul style="list-style-type: none"> <li>• <b>Commercial</b> - sold to customer groups under restrictive use conditions</li> <li>• <b>Personally identifying</b> -g. Raw crowd-sourced geolocation data from mobile phones. The level of granularity may make this raw data unsuitable for release as open data.</li> </ul> <p><b>Required by law</b> - with state government departments, regulators and authorities (e.g. police). In circumstances where the nature of the data make it unsuitable for open publication</p>
<p>Shared on request with discrete organisations / people</p>	<p>Shared with specific organisations and individuals:</p> <ul style="list-style-type: none"> <li>• in response to 'Right to Information' requests</li> <li>• In the context of delivery of a Council service (e.g. provision of a Council service by a sub-contractor)</li> <li>• Bilateral data sharing agreements</li> </ul> <p>Other ad hoc requests</p>
<p><b>Closed</b> Only accessible within the Council</p>	<p>Data that is only accessible to teams or individuals inside the Council. It may be:</p> <ul style="list-style-type: none"> <li>• Financially sensitive</li> <li>• Personally identifying</li> </ul> <p>Collected only for internal administrative purposes</p>

1. The Open Data Accessibility Framework will provide information about making data accessible to help Council whether a data set may be made open.
2. Ensure open data licensing utilising the Creative Commons Attribution v4.0 Licence (CC-BY).<sup>1</sup>
3. Use **data.gov.au** as the platform for publishing its open data sets and include a web page on the Ipswich City Council website with information about its open data, with links to data.gov.au.
4. Only share third party data in accordance with the conditions of the licence it has been made available to Council under.
5. Prioritise data sources for release where they could be used to help solve problems for the city, improve the way the Council delivers its services or support commercialisation opportunities for local Startups and Entrepreneurs.
6. Via the ICT Steering Committee review potential new open data and approve release quarterly, to identify new potentially high value open data assets and assess any data requests received.
7. Provide Open Data progress and new open data approved for release to the ICT Strategy Governance Board.
8. Ensure Council's open data objectives will be shaped by a commitment to safeguarding people's privacy. The Council will take care to maintain the integrity and security of its data assets which contain information about people.
9. Maintain the integrity, accuracy, timeliness, privacy and metadata of all open data published.
10. Ensure any anonymization and/or aggregation of personal data will be done in accordance with best practice guidelines promoted by the Office of the Australian Information Commissioner (OAIC), Queensland Office of Information Commissioner and endorsed by data experts.<sup>2</sup>

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<sup>1</sup> <https://creativecommons.org/licenses/by/4.0/>

<sup>2</sup> <http://queensland.theodi.org/home/services/certificates/help/privacy/>

11. Ensure all open data activities are informed by Council's privacy policy
12. Ensure that data can be requested for release as open data through data.gov.au or the Ipswich City Council website.
13. Adopt Metrics to measure success and monitor progress outlined below

Aim
Make Council data more widely accessible
Engage people in using Council open data
Improve Council open data literacy
Understand how data is being used inside the Council
Strengthen Council data infrastructure

## 2. Purpose and Principles

Whether its data on local housing in Ipswich, conservation areas, organising sporting events, family days out, or finding flood information, open data can help people better understand and interact with the city of Ipswich.

This policy will assist in managing open data according to key principles, regulations and community expectations.

This policy details only and solely a framework for sharing Ipswich City data with the public which has wide reuse potential. Open data is often linked with wider open government initiatives that address transparency of all information and other matters which is outside the scope of this policy.

## 3. Strategic Plan Links

This policy relates to:

- Strengthening our local economy and building prosperity
- Managing growth and delivering key infrastructure
- Caring for the Community
- Caring for the Environment
- Listening, Leading and Financial Management

#### 4. Regulatory Authority

- Copyright Act 1968 (Commonwealth)
- Privacy Act 1988 (Commonwealth)
- Evidence Act 2009 (Commonwealth)
- Right to Information Act 2009 (Queensland)
- Public Records Act 2002 (Queensland)
- Information Privacy Act 2009 (Queensland)
- Local Government Act 2009 (Queensland)
- Evidence Act 1977 (Queensland)
- Transactions Act 2001 (Queensland)
- Anti-Discrimination Act 1991 (Queensland)

#### 5. Scope

The core matters addressed by this policy include the release, licencing and management of open data by Council.

#### 6. Roles and Responsibilities

- The Chief Executive Officer approves and issues this policy to all staff.
- All staff are responsible for ensuring their own compliance with this policy.
- The Manager ICT Branch manages the implementation and operation of this policy.

#### 7. Key Stakeholders

The following will be consulted during the review process:

- Legal and Governance Branch

#### 8. Monitoring and Evaluation

Specific measures that will determine the success and effectiveness of the policy include:

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## 9. Definitions

Creative Commons licences provide a simple and standardised way for individual creators, companies and institutions to share their work with others on flexible terms without infringing copyright. The licenses allow users to reuse, remix and share the content legally .

Creative Commons Attribution (CC-BY) is a licence that allows users to distribute, remix and build upon a work, and create Derivative Works – even for commercial use – provided they credit the original creator(s). It is the most accommodating of the Creative Commons licenses in terms of what others can do with the work .

Data is information available in a form suitable for storage in, or processing by computer software. Data typically comprises numbers and text but can also comprise items such as images, sounds and symbols. A dataset is a collection of related data records.

Metadata is data that provides context or additional information about other data, allowing users to find, manage, control and understand that data.

Open data is data anyone can use, access and share.

Usable for the purpose of this Policy refers to the ability of the data to be easily reused, transformed and shared by users through open formats and licences.

## 10. Policy Owner

The General Manager Corporate Services is the policy owner and the Manager ICT Branch is responsible for authoring and reviewing this policy.