Open Data Policy

Reference Number:	2.31
Type:	Council
Category:	Corporate Governance and Finance
Relevant Community Plan Outcome:	• Businesses and industry sectors continue to grow and diversify • Our values, leadership and collaborative approach are bold and courageous and enables us to deliver value for our Community and create a leading liveable City • We provide excellence in customer experience by ensuring our customers are at the heart of everything we do • Open and accountable governance
Responsible Officer(s):	Senior GIS Officer
First Issued/Approved:	July 2019
Minutes Reference:	CoS 03/04/2023, Item 4.18
Last Reviewed:	April 2023
Next Review Due:	April 2025
Applicable Legislation:	N/A
Related Policies:	Privacy Policy Cyber Security Governance Policy
Related Procedures:	Open Data Procedure

1.   Purpose

The purpose of the Open Data Policy is to foster greater transparency, collaboration and accountability, and to drive innovation and economic opportunities for stakeholders within the City of Charles Sturt.

The Policy enables the City of Charles Sturt to foster an open and transparent environment while meeting the principles of the International Open Data Charter as detailed below.

- Open by default
- Timely and comprehensive
- Accessible and usable
- Comparable and interoperable
- For improved governance and citizen engagement
- For inclusive development and innovation

Open Data conforms to the aspirations for Charles Sturt to be a Smart City. A Smart City is one that invites new ideas and new forms of innovation.

This Policy initiative is supported by the Australian Government's **Declaration of Open Government** and **Government 2.0 Taskforce Report,** and the South Australian Governments Declaration of Open Data made in 2015.

2. Scope

The Open Data Policy applies to all business units of the City of Charles Sturt.

Achieving a comprehensive approach to open data is a progressive and evolving process. In the first instance, Council will ensure the discoverability and usability of existing datasets by making them open, prioritising those datasets that are already publicly available, in demand by the public, and/or considered high-value.

The Policy will be managed by an agreed Framework that provides governance that ensures data is protected where required. Data will be reviewed against: -

- Privacy requirements (as related to Council's Privacy Policy)
- Security requirements (as related to the Council's Cyber Security Governance Policy)
- Confidentiality requirements
- Legal privilege
- Commercial considerations

3. Policy Statement

The principles of data release are guided by the objective to release as much data created and stored by the City of Charles Sturt as possible.

The key principles adopted by the City of Charles Sturt for data release:

3.1 Open by Default
Council has adopted a position of data openness. Data will be released under a Creative Commons with attribution licence unless otherwise stated on datasets.

3.2 Cost
Whenever possible, data should be made available at no cost to users. It is considered that this approach will encourage maximum use of the data. However, this Policy recognises that there may be legitimate instances for applying a reasonable charge for the data.

3.3 Prioritised
Datasets will be prioritised for release to enable discovery and innovative use by individuals and organisations. In particular, high-value datasets aligned with demand from other Council business units, the public and industry as determined through stakeholder consultation.

3.4 Discoverable
Council data will be published on Council's Open Data Portal and the South Australian State Government's Open Data Portal data.sa.gov.au in a format to enable its re-use by businesses and the community.

3.5 Usable

Data should be published in a format that makes it easy to use, transform and reuse. Commonly accepted open data standards, such as those proposed by the World Wide Web Consortium (W3C) should be implemented as far as possible to enhance data usability. Characteristics that support data usability include:

- • Machine readable formats
- • Non-propriety formats
- • Completeness
- • Clear high-quality metadata

Standardised metadata provides descriptive and contextual information that makes the dataset understandable and, as a consequence, more useful.

3.6 Protected where required

A large amount of data collected by the Council will be suitable for public release. However, there will be instances where the data will need to be protected and thus, access restricted or precluded, including:

- Privacy – where personal or sensitive information is involved that can be identified with an individual or may be involved as an unintended result of data linking or combination;

- Security – because of the nature of the data or information;

- Confidentiality – arising because of the nature of the data or information itself or because a contractual arrangement has been made in relation to the data or information;

- Legal privilege – relating to certain legal advice; and

- Commercial – such as commercial in confidence, patent pending, or intellectual property considerations.

Assurance activities are to be carried out (e.g. sample-based testing of shared open data) to ensure the privacy, security and confidentiality of such data is maintained and can be demonstrated by the Council.

3.7 Timely

Published data should be current, and if considered practical, live with real-time feeds provided as appropriate and where this enhances the utility of the dataset.

Datasets should include timestamps or other information for users to identify the currency of the data, newer, updated data should be made available to users in a timely manner.

3.8 Data Governance

It is important for users to have confidence that the data they are accessing is trustworthy and authoritative.

Data must be well managed to help ensure its ongoing integrity and efficacy for users. Council will establish a Data Governance Framework that will apply to all Council business units. Once in place, it will be the responsibility of data custodians (the Manager of a council business unit) to ensure that all data is maintained in accordance with the Data Governance Framework.

3.9 Data Availability

While data is classified Open pending appropriate governance, not all data may be available at a point of time or upon request.

The release of Open Data is subject to the capacity of the Information Services Portfolio to manage requests, prioritise requests, and evaluate Data for Privacy, Security, Confidentiality, Legal and Commercial considerations. The Information Services Portfolio is a multi-purpose team and while all efforts will be given, the team may have other duties in Council that take precedence and priority.

4. Roles & Responsibilities

Role	Definition	Responsibilities
Data Governance Committee	Committee consisting of Executive members or delegates, Information Services members and other stakeholders as required	Accountable for strategic direction regarding data governance and the Open Data principles. Leads the principles, policies and standards across the Council. Provides leadership in resolving conflict between data areas. Accountable at a strategic level for the Council's Open Data.
Data Owner	Executive member for each set of Open Data	Accountable for data quality and use in data area. Responsible for understanding the data needs of the business and for consultation with stakeholders to determine this and provide direction. Accountable at a tactical level.
Data Custodians	Operational managers for set of Open Data	Accountable at a functional level to provide defined processes to ensure Open Data is shared and protected in accordance with this Policy. Responsible for consultation with stakeholders to ensure operational integrity of data.
Key Users	Proficient users of each system(s) that generates data to be shared as Open Data	Responsible for supporting Data Creators and Data Custodians in their Open Data responsibilities.
Data Creators	Users of each system(s) that generates data to be shared as Open Data	Responsible for data at point of creation.
Information Services	Provide support to Data Creators and other Roles in their use of Open Data.	Addresses any system issues, enhances and advises on best practice relating to system performance and/or functionality.

5.   Definitions

N/A