

OFFICIAL

# Strathbogie Shire Council Open Data Policy

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**Open Data Policy**

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Responsible Officer:	Director People and Governance

## PART 1 POLICY

### 1. PURPOSE

This policy provides direction on the release, licensing and management of data so that it can be used and reused by the community and businesses. By enabling greater public access to information, the policy is intended to:

- help support research, promote innovation and stimulate growth in the local economy
- foster community engagement and collaboration; and
- provide opportunities for more cost effective, efficient and responsive government.

### 2. APPLICATION OF THIS POLICY

This policy covers all datasets and databases owned and held by the Council and stored in formats including hardcopy, electronic (digital), audio, video, image, graphical, cartographic, physical sample, textual, geospatial or numerical form. Data does not include software.

### 3. ACCOUNTABILITY AND RESPONSIBILITIES

Role	Responsibilities
Chief Executive Officer (CEO)	Has overall accountability for implementing this policy within the Council. This responsibility may be delegated to the Information Management Steering Committee
Manager Digital Innovation and Technology	This policy and a list of datasets released under the policy are administered by the ICT Department  Where required, this policy may be supported by standards and guidelines specific to the Council, approved by ICT Department, consistent with the standards published at <a href="http://opencouncildata.org">opencouncildata.org</a> .

### 4. OPEN DATA PRINCIPLES

#### 4.1 Open Access

Council data will be easy to find and accessible in machine-readable formats that promote its reuse. Preferred formats include GeoJSON (standard format designed for representing simple geographical features) and CSV (text file format that uses commas to separate values).

#### 4.2 Licensing

Council data will be made available under flexible licenses, allowing for unrestricted reuse by the public. Creative Commons Attribution 4.0 International (CC-BY) is the default license for data released under this policy.

#### 4.3 Publishing

Council data released under this policy will be published on:

- the Australian Government open data portal [www.data.gov.au](http://www.data.gov.au) and/or
- the Victorian Government Data Directory [www.data.vic.gov.au](http://www.data.vic.gov.au).

Where possible, automatic publishing tools will be used to keep published data current.

#### **4.4 Cost**

With limited exceptions, Council data will be made available to the public at no cost.

#### **4.5 Standards And Metadata**

The Council will follow standards and guidelines relating to release of data and accountability for that release. Context and metadata will be provided to inform users of any gaps or limitations in the data.

#### **4.6 Exceptions**

Data may be exempted from this policy if required for reasons of privacy, confidentiality, public safety, security and law enforcement, public health or compliance with the law. Only data owned by the Council, or sufficiently licensed to the Council, will be released under this policy.

### **5. POLICY REVIEW**

Council may review this policy at any time and at least two years from the date of adoption.

Minor amendments to the policy may be authorised by the CEO at any time where such changes do not alter the substance of the policy (e.g. a change to the name of a related document, or a change in legislation).

### **6. CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006 AND THE EQUAL OPPORTUNITY ACT 2010**

The Council acknowledges the legal responsibility to comply with the *Charter of Human Rights and Responsibilities Act 2006* and the *Equal Opportunity Act 2010*. The *Charter of Human Rights and Responsibilities Act 2006* is designed to protect the fundamental rights and freedoms of citizens. The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.