



Open Data Policy

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1 DOCUMENT CONTROL INFORMATION

DOCUMENT CONTROL

Policy Name	<i>Open Data Policy</i>
Business Unit	Business Improvement
File Location	<i>TBA</i>
Document status	<i>Approved</i>
Version	1.0
Version Date	<i>16/7/18</i>
Next Review date	<i>This policy shall be review within 1 year of the latest issue date</i>

DOCUMENT HISTORY

	Version	Date	Author
Initial Draft	1.0	25/6/18	Matthew Swards
Final Draft	1.0	25/6/18	Matthew Swards
Approved	1.0	16/7/18	Matthew Swards
Review Draft			
Review Final			
Approved			

2 POLICY STATEMENT

Intent:

The City of Ballarat is committed to Open Data to foster greater transparency and accountability, to drive innovation and economic opportunities for Ballarat and at the same time, create a more cost effective, efficient and responsive government. All data made available will be done so in machine-readable formats to the public while appropriately safeguarding sensitive information and rigorously protecting privacy. Data will be available and reusable and appropriate open licensing will be in place to facilitate its use.

3 OWNER

The owner of this policy is the Chief Executive Officer.
All enquiries regarding this policy should be initially directed to the Business Improvement Manager.

4 APPLICABILITY

This policy applies to anyone releasing council owned data as a public resource.

5 DEFINITIONS

N/A

6 PROCEDURE AND GUIDANCE NOTES

7.1 Our Principles

Privacy will be respected:

Data held by the council should be released by default unless the information is sensitive or breaches the disclosure of information requirements as set out in *Privacy and Data Protection Act 2014*. Aggregation and other methods may be used to de-identify information in order to make it possible to release. Datasets set for release will be reviewed through a Governance Structure including privacy and data professionals, as well as the data custodians of the respective dataset.

Data will be available for open use:

Data will be made available under flexible and open licenses, allowing for reuse by the public, including businesses, researchers and individuals whilst ensuring the data is released in a manner that does not breach privacy, public safety, security, commercial confidentiality or legislative requirements.

Data will be available free:

Data will be made available at no cost, unless explicitly authorised to charge a fee by Council or the cost is set by legislative requirements.

Data will be in accessible formats and easy to find:

Data will be easily discoverable through an Open Data Platform in accessible formats that promote its reuse.

Data will be released within set standards and accountabilities:

Data will be available in a timely and relevant manner. The governance framework will ensure the release of fit-for-purpose data in accordance with set standards and guidelines. Sufficient context and metadata will be provided to notify the user of any limitations or gaps in the dataset.

Continue to engage with the community:

Opportunities will be provided for the community to request datasets and provide feedback, and the Open Data Program will be continually improved and refined based on this feedback.

7 COMPLIANCE RESPONSIBILITIES

The Chief Executive Officer and Directors are responsible for ensuring the adoption and effective implementation of this policy. This includes:

- *Ensuring that their respective management teams understand and implement the policy in all areas of their responsibility.*

8 CHARTER OF HUMAN RIGHTS COMPLIANCE

It is considered that this policy does not impact on any human rights identified in the Charter of Human Rights and Responsibilities Act 2006

9 REFERENCES AND RELATED POLICIES

	Include - Name, Reference and location of reference
Acts	<i>Public Records Act 1973 Health Records Act 2001 Privacy and Data Protection Act 2014 Local Government Act 1989 Freedom of Information Act 1984</i>