



OPEN DATA POLICY

P3.0304.2

OPEN DATA POLICY

DIVISION: Customer & Corporate Strategy

BRANCH: Digital Technology & Innovation

CATEGORY: 3

PART 1 – INTRODUCTION

1. BACKGROUND

- 1.1 Council gathers and creates substantial amounts of data that can deliver significant benefits to the community. Open Data is known to increase community understanding of the government, leading to informed business decision-making, and enabling use of innovative products and services. It can also improve research outcomes and help the government solve pressing public policy problems.
- 1.2 This Policy underlines Council's commitment to enabling and helping to realise such benefits to the community by releasing data on a trusted data ecosystem and allowing it to be freely used, reused, and redistributed by anyone, anytime, and anywhere.
- 1.3 The IDGC will ensure to follow through with this commitment to implement the required trusted data ecosystem as Council's Open Data Portal and to publish meaningful and non-sensitive data in ways and with licenses that allow easy reuse.

2. OBJECTIVE

- 2.1 This Policy states Council's intentions to operate transparently, increase the community's trust and confidence, and invite new forms of collaboration and innovative ideas through Open Data that anyone can access, use, share, and interrogate.
- 2.2 Council acknowledges that appropriately anonymised Council-held data will stimulate innovation, enable economic outcomes, and support evidence-based decision-making.

3. SCOPE

- 3.1 The core matters for this Policy include the release, licensing, and management of Open Data by the Council. This Policy applies to Council Staff and the data of Council, Council's customers, Staff, consultants, elected representatives or any third parties.

4. DEFINITIONS

- 4.1 **Council** means Camden Council.

- 4.2 **Creative Commons** means the organisation that provides licences that are a simple and standardised way for individual creators, companies, and institutions to share their work with others on flexible terms without infringing copyright. The licences allow users to copy, distribute, display, and perform work. Some licences allow users to reuse, remix and share the content legally.
- 4.3 **Creative Commons Attribution (CC-BY)** means a type of Creative Commons 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 licences in terms of what others can do with the work.
- 4.4 **Data** means information available in a form suitable for storage in or processing by computer software. Data typically comprises numbers and text but can also include items such as images, sounds, and symbols. A dataset is a collection of related data records.
- 4.5 **IDGC** means Council's Information Data Governance Committee.
- 4.6 **Metadata** means Data that provides context or additional information about other data, allowing users to find, manage, control, and understand that data.
- 4.7 **Open Data** means digital data made available with the technical and legal characteristics necessary to be freely used, reused, and redistributed by anyone, anytime, anywhere.
- 4.8 **Open Data Portal** means a web page on an existing website that contains a list of datasets with resources about how those datasets can be accessed.
- 4.9 **Staff** means employees (including full time or part time, permanent, temporary, or casual) volunteers, consultants, contractors, and their employees.

PART 2 - POLICY STATEMENT

5. PURPOSE

- 5.1 This Policy will help manage Open Data according to fundamental principles [see Section 8 – Open Data Principles], regulations and community expectations, which will lift data visibility as a strategic asset.
- 5.2 This Policy details the context for sharing Council-held data with the public, which has broad reuse potential. As there already exist broader Federal and State Government Open Data initiatives, this Policy will consider sharing quality datasets on other relevant government Open Data Portals¹.
- 5.3 In managing Council's Open Data, Council will:
- Only publish data approved by the IDGC as Open Data.
 - Ensure Open Data licensing utilising the Creative Commons Attribution v4.0 Licence (CC-BY)². Publish open data sets on Camden Council's Open Data Portal, Western Parkland City Shared Data Portal, data.gov.au and/or data.nsw.gov.au.

¹ [Data.gov.au](https://data.gov.au) and [Data.NSW.gov.au](https://data.nsw.gov.au)

² [Creative Commons Attribution v4.0 Licence \(CC-BY\)](https://creativecommons.org/licenses/by/4.0/)

- Only share third-party data under the conditions of the licence under which the Open Data has been made available.
- Review potential new Open Data sources and approve release quarterly, identify new potentially high-value datasets and assess any data requests via the IDGC.
- Ensure Council's Open Data objectives remain committed to safeguarding people's privacy and maintaining the integrity and security of datasets that contain information about people.
- Maintain the integrity, accuracy, timeliness, privacy, and Metadata of all datasets published.
- Ensure any anonymisation and aggregation of personal data will be done following best practice guidelines promoted by the OAIC³, the IPC⁴ and data custodians.
- Ensure that data can be requested for release as Open Data through Camden Council's Open Data Portal, Western Parkland City Shared Data Portal, data.gov.au, and/or data.nsw.gov.au.
- Adopt metrics approved by the IDGC to measure success and monitor progress.

6. STRATEGIC CONTEXT

6.1 This Policy relates to Camden Council's Community Strategic Plan (CSP), Organisational Strategic Plan (OSP) and Digital Innovation Strategy (DIS).

6.2 Council's CSP describes the community's vision and aspiration for a period of ten or more years. By enabling open access to data sets, this Policy relates to all key directions in CSP:

- **Welcoming** – Embracing our vibrant and diverse community
- **Liveable** – Strong and integrated connections between our people and our services
- **Prosperous** – Advancing local economic opportunities and job creation
- **Balanced** – Providing sustainable and responsible solutions that enhance our heritage and natural environment
- **Leading** – A successful advocate for our people and places

6.3 Council's internal OSP calls out for *Good Governance, Improving Processes, Knowledge and Systems* as key priorities and this Policy directly relates to planned initiatives.

³ [Office of the Australian Information Commissioner](#)

⁴ [Information and Privacy Commission NSW](#)

- 6.4 Council's internal DIS is a five-year roadmap which involves the application of digital technology to improve operational efficiency, drive customer engagement and develop innovative products or services for the council. This Policy directly relates to the planned initiatives under the *Data and Insights* workstream identified in DIS.

7. ROLES AND RESPONSIBILITIES

- 7.1 All Council Staff are responsible for ensuring their compliance with this Policy.

The IDGC is responsible for overseeing Open Data activities, including oversight of the Open Data process managed by an Open Data team. Details on the process are available in the Open Data Standard and Open Data Guideline.

- 7.2 The IDGC is also responsible for the formal approval of publishing Open Data.

8. OPEN DATA PRINCIPLES

- 8.1 **Open Data Principles** lead to a more responsive and smarter local government and better service delivery. The following six principles have been developed in alignment with the Federal and NSW Government Open Data principles and incorporates the Five Safes for Data Sharing.⁵ These principles guide Council on how to publish Open Data.

- **Open by default – protected where required** – There is a presumption of publication for all. The publisher justifies what not to publish for security or data protection reasons. Datasets will not compromise community right to privacy. Refer to GIPA Act⁶, PPIP Act⁷ and HRIP Act⁸.
- **Timely, Relevant and Comprehensive** – The publisher must release relevant datasets quickly and comprehensively, providing them as much as possible in their original unmodified format. Once a dataset is released, Council will maintain the lifecycle and maturity of the dataset.
- **Accessible and Usable** – Datasets are accessible via an Open Data Portal. They are machine-readable and easy to find and associated with helpful Metadata information and using popular file formats.
- **Comparable and Interoperable** – Publishing quality datasets in quantity and using commonly agreed data sharing and data interoperability standards engages users to compare notes, discuss ideas and collaborate.
- **Improved Governance and Community Engagement** – Open Data can let the community have a better idea of what officials and politicians are doing. This transparency can engage our community towards improved public services and hold the government accountable.
- **Inclusive Development and Innovation** – Greater access to quality datasets allows farming to become more efficient and helps deal with climate change issues. Open Data not only improves government performance but also encourages creative entrepreneurs to make more money.

⁵ [Five Safes for Data Sharing](#) NSW Government Data Sharing Principles

⁶ [GIPA Act](#) Government Information (Public Access) Act 2009

⁷ [PPIP Act](#) Privacy and Personal Information Protection Act 1998

⁸ [HRIP Act](#) Health Records and Information Privacy Act 2002

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RELEVANT LEGISLATIVE INSTRUMENTS: *Government Information (Public Access) Act 2009 (GIPA Act)*
Privacy and Personal Information Protection Act 1998 (PPIP Act)
Data Sharing (Government Sector) Act 2015
Health Records and Information Privacy Act 2002 (HRIP Act)
State Records Act 1998

RELATED POLICIES, PLANS AND PROCEDURES: Access to Information Policy
Australian Government Public Data Policy
Information and Data Governance Framework
NSW Cyber Security Policy
NSW Government Information Classification, Labelling and Handling Guidelines
NSW Internet of Things (IoT) Policy
NSW Open Data Policy
NSW Smart Places Data Protection Policy (Draft)
Open Data Assessment Procedure
Open Data Assessment Standard
Privacy Management Plan
Records & Information Management Policy
Records & Information Management Standard
Western Parklands City - Sensor Network Data Sharing Agreement
Western Parklands City – Sensor Network Data Sharing Procedure

RESPONSIBLE DIRECTOR: Customer and Corporate Strategy

APPROVAL: General Manager through the Executive Leadership Group

HISTORY:

Version	Approved by	Changes made	Date	EDMS Number
1	ELG	New	19/08/2021	22/117089
2	ELG	Minor Amendments	02/02/2023	22/117089