



WARRNAMBOOL  
CITY COUNCIL

# Open Data Access Policy 2024

APPROVAL DATE: May 2024

REVIEW DATE: May 2028

## DOCUMENT CONTROL

<b>Document Title:</b>	<i>Open Data Access Policy</i>
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## 1. INTRODUCTION

### 1.1. Purpose

This policy provides direction on the release, licensing, and management of Council data so that it can be used and reused by the community and businesses.

### 1.2. Scope

This policy applies to Warrnambool City data. Warrnambool City data refers to 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. This policy does not apply to software.

### 1.3. Definitions

Term	Definition
<b>Data &amp; Datasets</b>	Any information held in digital or hardcopy format
<b>Flexible licence</b>	When datasets are made available, they need to be done so under licence, to the extent they are protected by copyright. Public sector datasets should be released under terms allowing flexible public re-use without further permission. Applying Creative Commons (CC) licensing is the recommended way to achieve this. The default licence is CC-BY 4.0 as it is the least restrictive licence for datasets released under the Policy.

## 2. POLICY STATEMENT

Warrnambool City Council recognises the benefits from and encourages the availability of government data for the public good.

### Policy Detail

The policy of the Warrnambool City Council is to, consistent with the requirements of this policy, make available its data in an open exchange format:

- To enable public access to government data to support research and education, promote innovation, support improvements in productivity and stimulate growth in the Victorian economy.
- To enhance sharing of, and access to, information-rich resources to support evidence-based decision making in the public sector.

### Principles

These principles are based on a presumption of data openness, where default position is to release data unless there is a clear need to restrict or preclude access for reasons of privacy, security or other relevant considerations:

- Council data will be made available unless access is restricted for reasons of privacy, public safety, security and law enforcement, public health, and compliance with the law.
- Council data will be made available under flexible licences.

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- With limited exceptions, Council data will be made available at no or minimal cost.
- Council data will be easy to find (discoverable) and accessible in formats that promote its reuse.

## **Availability**

Each data set will be assessed by the Manager Governance and Manager Information Services for appropriateness and compliance with Council policy prior to release.

Before making a decision the Manager Governance and Manager Information will:

- Conduct a risk assessment of the data in accordance with Council's Risk Management policy, in consultation with the Manager Organisation Development where necessary.
- Consult with the Director who has responsibility for the data.
- Consider the accuracy, reliability, and integrity of the data.
- Ensure that the data does not include any data or information that would not be suitable for release in line with Council's Privacy Policy and other obligations.
- Ensure that the data is not so specific or narrow as for its release to allow for the identification of specific individuals.
- Consider the potential for the data to be used for non-ethical purposes;
- Consider all other relevant consequences and benefits of making the data available to the public.
- Maintain the presumption of data openness at all times.

## **Benefits**

The policy is expected to achieve the following benefits:

- Stimulate economic activity and drive innovation and new services to the community and business
- Increase productivity and improve personal and business decision-making based on improved access to data
- Improve research outcomes by enabling access to primary data to researchers in a range of disciplines
- Reduce the effort required to share data with other parties
- Improve the efficiency and effectiveness of government by encouraging better management practices and use of the data.

## **Exceptions**

Not all data is suitable for release under the policy.

Access to some data will be restricted for reasons of privacy or identification of individuals, public health, and compliance with the law. Only data owned by the Warrnambool City Council or sufficiently licensed to the Warrnambool City Council will be released under this policy.

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ACCOUNTABILITY



COLLABORATION



RESPECTFULNESS



PROGRESSIVENESS



WELLBEING

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## 3. GOVERNANCE

### 3.1. Owner

The Manager Governance is responsible for ensuring this procedure is implemented, progress is monitored and is regularly reviewed.

### 3.2. Review

The Manager Governance will review the procedure for any necessary amendments no later than 4 years after its formulation or after the last review.

### 3.3. Compliance

It is considered that this Policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act 2006*.

It is considered that this Policy does not adversely impact community members or employees of different genders and has been developed in accordance with the *Gender Equality Act 2020*.

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