

# *Open Data Strategy*

2018-2021

Non-State Schools Accreditation Board



**Queensland**  
Government

## Table of Contents

<b>PART 1 — PREAMBLES .....</b>	<b>3</b>
1. Application of the strategy .....	3
2. Background to the Board and its committees.....	3
3. Legislation .....	3
4. Approval of this strategy .....	3
<b>PART 2 — ABOUT THIS STRATEGY .....</b>	<b>4</b>
5. Board’s vision in regard to this strategy .....	4
6. Board’s goals in regard to this strategy .....	4
7. Board’s principles in regard to this strategy .....	4
8. Board’s commitment in regard to this strategy .....	5
<b>PART 3 — THE BOARD’S PLANS.....</b>	<b>5</b>
9. Board’s plan to facilitate better services for Queenslanders.....	5
10. Board’s plan to increase community participation in Government decision making.....	6
11. Board’s plan to build a stronger knowledge economy.....	6
12. Board’s plan to support evolving data sophistication and functionality.....	6
<b>PART 4 — THE BOARD’S DATA.....</b>	<b>7</b>
13. What the Board collects.....	7
14. Board’s release strategy .....	7
<b>PART 5 – ADMINISTRATION OF THIS STRATEGY .....</b>	<b>8</b>
15. Governance and accountability .....	8
16. Statutory and administrative framework related to this strategy .....	8
17. The future.....	8
18. Further information .....	8
<b>Appendix 1: Types of data held by the Board.....</b>	<b>9</b>
<b>Appendix 2: Datasets classified as ‘High Value’ and the release frequency .....</b>	<b>10</b>
<b>Appendix 3: Datasets classified as ‘Routine’ and available upon request .....</b>	<b>12</b>
<b>Appendix 4: Restricted datasets (not to be released).....</b>	<b>13</b>

## PART 1 — PREAMBLES

### 1. Application of the strategy

This *Open Data Strategy* applies to the Non-State Schools Accreditation Board (the 'Board') and its committees.

The strategy applies from the date of approval by the Board to the end of June 2021

### 2. Background to the Board and its committees

The Non-State Schools Accreditation Board (the 'Board') is an independent statutory body continued in existence under the *Education (Accreditation of Non-State Schools) Act 2017* (the 'Accreditation Act').

The Board was established under the now repealed *Education (Accreditation of Non-State Schools) Act 2001*.

The Board is responsible for, amongst other things:

- (a) deciding the accreditation of non-State schools;
- (b) deciding the eligibility for government funding of governing bodies for accredited non-State schools;
- (c) monitoring whether the governing bodies of accredited schools are suitable to continue to be a school's governing body;
- (d) monitoring whether accredited schools continue to comply with the statutory accreditation criteria;
- (e) monitoring whether the governing bodies of non-State schools that are eligible for government funding for the schools continue to meet the government funding eligibility criteria; and
- (f) investigating whether a place is being operated as an unaccredited school.

There are eight grammar schools in Queensland established under the *Grammar Schools Act 1975*. The boards of trustees of these eight grammar schools are constituted as statutory bodies under the *Financial Accountability Act 2009* and the *Statutory Bodies Financial Arrangements Act 1982*.

Although grammar schools are State instrumentalities, they are non-State schools for the purposes of the Accreditation Act. Thus, this strategy includes data pertaining to these boards of trustees and the grammar schools.

### 3. Legislation

The Board is a public authority for the purposes of the *Public Records Act 2002*, and thus has certain obligations to make and keep full and accurate records of its activities.

The Board also has certain obligations to provide access to documents within its possession or control under the *Right to Information Act 2009* and the *Information Privacy Act 2009*.

The confidentiality provisions of section 176 of the Accreditation Act apply to, amongst others:

- (a) current members and past members of the Board, and other committees of the Board; and
- (b) current and past Board-appointed authorised persons, assessors and auditors.

### 4. Approval of this strategy

This strategy was approved by the Board on 7 June 2018.

## PART 2 — ABOUT THIS STRATEGY

### Board's vision in regard to this strategy

The Board's vision in regard to this strategy is to contribute to the knowledge economy by stimulating innovation, research and improvement in so far as the functions and duties of the Board, and other committees of the Board, are concerned through Open Data.

### 5. Board's goals in regard to this strategy

The Board's goals in regard to this strategy are to provide:

- (a) better services for Queenslanders through innovation, research and development of new data-enabled services and products by researchers, business and industry using Government data;
- (b) increased community participation in government decision making through improved access to Government data and greater levels of interaction between policy-makers and the wider community;
- (c) a stronger knowledge economy by unlocking the social and economic value of Government data through sound data infrastructure; and
- (d) evolving data sophistication and functionality through ongoing engagement with data users and perpetual review.

### 6. Board's principles in regard to this strategy

The Board's principles in regard to this strategy follow:

- (a) Government data will be available for open use;  
Open access to Government data drives innovation and entrepreneurial activities. Where appropriate, data will be made available under the least restrictive licence allowing for its use and re-use.
- (b) Government data will be available free;  
Government data, collected using public monies, belongs to the community. Unless cost has been prescribed by legislation or benefits the Queensland community and is approved by Cabinet, data will be made available, free of charge.
- (c) Government data will be in accessible formats and easy to find;  
Publishing data in different formats offers maximum flexibility of user experience and access. Where practicable, we will publish data in machine readable formats that can be downloaded, indexed, and searched by commonly used applications.
- (d) Government data will be released within set standards and accountabilities;  
As an agency, the Board holds personal information about our clients that is not suitable for release. The Board will reduce risks associated with the public release of data by establishing a robust publication process to identify and protect personal and other confidential information in accordance with relevant legislative and other statutory and administrative frameworks.

## 7. Board's commitment in regard to this strategy

The Board is committed to developing, implementing and maintaining a process to make its data available to the public at no cost to anyone who wishes to use it.

More specifically, the Board's key commitments are:

- (a) to release as much data as possible;
- (b) to make data accessible and easy to find;
- (c) to publish data in line with the principles contained within the [Queensland Government Open Data Policy Statement](#);
- (d) to maintain data as fit-for-purpose for which it was collected; and
- (e) to work closely with the Department of Education to realise the benefits of Open Data.

## PART 3 — THE BOARD'S PLANS

### 8. Board's plan to facilitate better services for Queenslanders

The Board will facilitate better services for Queenslanders by aligning our objectives to those of the Queensland Government as stated in its Open Data Policy Statement:

- (a) stimulate economic activity:
  - creating opportunities by making data available, free for use and re-use in easily accessible and open formats by anyone who wishes to use it;
  - prioritising datasets for release; and
  - examining opportunities for partnerships with other organisations.
- (b) improve public services:
  - promoting new research and new types of research by publishing a diverse range of datasets;
  - releasing contextual information about datasets to enable Queenslanders to gain insight into the stories behind the data; and
  - publishing time-series data to establish a greater depth of information for the community.
- (c) increase transparency, accountability and public trust:
  - creating a culture that supports the sharing of Government data;
  - facilitating greater scrutiny of the effectiveness of Government policy;
  - driving more efficient public services through more transparent performance monitoring; and
  - reducing red tape and streamlining processes for data sharing.

## 9. Board's plan to increase community participation in Government decision making

The Board will increase community participation in Government decision making by:

### (a) increasing awareness:

- raising the profile of Open Data through its website and newsletter, and through the release of data;
- communicating the potential economic and social benefits created through the release of data; and
- promoting participation in the knowledge economy by making data available on [www.qld.gov.au/data](http://www.qld.gov.au/data).

### (b) facilitating the exchange of ideas:

- providing a mechanism for feedback and ideas about datasets; and
- making data traceable to its origin so users can further interrogate data.

### (c) building trust:

- demonstrating transparency by making data open by default;
- releasing data within set standards and in accordance with legislative protections (i.e. privacy);
- publishing data to the greatest level of granularity possible; and
- being responsive to feedback and suggestions for new datasets.

## 10. Board's plan to build a stronger knowledge economy

The Board will build a stronger knowledge economy by unlocking the value of data:

- building on the foundations for a strong knowledge economy by providing sound data infrastructure.

## 11. Board's plan to support evolving data sophistication and functionality

The Board will support evolving data sophistication and functionality by enabling data maturity through:

- refining Open Data processes to facilitate automated workflow;
- publishing data in variable formats and structured data feeds, where practicable;
- examining data collection methods to allow the release of real time data, where possible;
- keeping data processes under review, to improve the quality, volume and frequency of data release;
- collaborating with other agencies to release data in standardised forms;
- exploring opportunities to represent complex data through advanced charting and time series visualisations; and
- embracing future technologies.

## PART 4 — THE BOARD'S DATA

### 12. What the Board collects

The Board collects, stores and maintains a diverse range of datasets in the performance of its functions, including the functions of its committees.

[Appendix 1](#) shows the types of data held by the Board.

[Appendix 2](#) shows high value datasets released by the Board and the release frequency.

[Appendix 3](#) shows routine datasets available upon request.

[Appendix 4](#) shows restricted datasets (not to be released).

The Board has a number of partner agencies which publish data relating to non-State schools, and the Board will work cooperatively with those agencies to effect this strategy.

### 13. Board's release strategy

The Board's data asset release strategy contains the following four main components:

(a) Identification;

The Board will proactively identify information assets by surveying the Board's publications and business systems for underlying data sources, gathering information from stand-alone data collections, and engaging with stakeholders about their needs and interests.

(b) Assessment;

The Board will assess the suitability of data for release in accordance with relevant legislation, administrative instruments, policies and guidelines. The release of data will be prioritised according to its value to the public. Such data include new products or services to be developed, increasing openness and transparency of Government and its processes, and use by researchers or non-Government organisations.

Not all data are suitable for release. Consequently, data will be categorised as High Value, Routine or Restricted. Routine data has a lower publication priority, while restricted data will not be released; usually to satisfy legislative requirements designed to protect confidential information and privacy. A list of restricted datasets can be found at [Appendix 4](#).

(c) Publication;

The Board will publish data in line with set standards and priorities having regard to public interest; feedback from stakeholders; potential social or economic value; and ability to enhance accountability in government, with the approval of the data owner.

(d) Management;

The Board will maintain datasets as fit-for-purpose, identify opportunities to improve data quality, seek feedback from data users and review processes to ensure maximum efficiency.

## PART 5 – ADMINISTRATION OF THIS STRATEGY

### 14. Governance and accountability

The Board is responsible for:

- (a) the success of its Open Data initiative by creating and sustaining an open data culture; and
- (b) the execution of this strategy.

Progress against the success criteria of the initiative will be reported in the Queensland Government rolling six-month action plan to be prepared by the Department of the Premier and Cabinet and overseen by the whole of government Open Data Reform Group (CEO Leadership Team).

While this strategy is a four year forward plan, it will be reviewed annually by the Board.

### 15. Statutory and administrative framework related to this strategy

Maintenance of the Board's Open Data Strategy will be managed in accordance with information management and publication provisions contained in relevant State and Commonwealth legislation and administrative instruments.

This strategy adheres to the policies, principles, procedures and artefacts underpinning the [Queensland Government Enterprise Architecture 2.0](#).

### 16. The future

The Board's commitment to Open Data will focus on data release driven by user need, monitored through public interaction and formalised in feedback processes designed to highlight areas for improvement.

The Board will place emphasis on opportunities to improve data quality in the future by:

- (a) continuing to support transparent decision-making processes to ensure as much data are being released as possible;
- (b) encouraging data users to provide feedback about usefulness, gaps and general satisfaction; and
- (c) reviewing data-related processes and addressing issues relating to timeliness, reliability, relevance and accuracy.

### 17. Further information

For more information about this strategy, you may wish to contact the Board's [Secretariat](#).



## Appendix 1: Types of data held by the Board

The following table provides a snapshot of the different types of datasets held by the Board. It should be noted that not all data collected are suitable for release due to privacy or confidentiality limitations. Datasets that may reasonably lead to the identification of an individual are not suitable for publication.

Types of data	Examples of data (snapshot only)
Schools on the register of non-State schools	<b>School details:</b> school name, accreditation, opening date, principal details, school contact details, school type, affiliation <b>Site details:</b> site address, accreditation, opening date, closing date, regions, geographical classifications
Accreditation applications	<b>Application details:</b> school name, location, application type, type of education, accreditation attributes, key dates, decision
Eligibility for government funding applications	<b>Application details:</b> school name, associated accreditation application, year levels, key dates, recommendation, decision <b>Funding submission:</b> details of person or organisation making submission, key dates
Assessments	<b>Assessment details:</b> school name, location, assessment type, type of education, sector, Authorised person, Authorised person's fee, key dates, outcome
Review program	<b>Review program details:</b> school name, location, year due, year conducted, external validator, key dates, decisions
Enrolment data	<b>Collected data:</b> school name, contact details, address, authorised person, overseas students, full-time students, part-time students, English as a second language students, Indigenous students, Students with disability, students from isolated zones???, boarding students, boarding fee concessions
Enrolment verifications	<b>Verification details:</b> school name, location, mode of delivery, authorised person, key dates, outcome
Complaints	<b>Complaint details:</b> governing body name, school name, complaint type, complaint category, complainant details, complaint details, key dates, outcome
Enquiries	<b>Enquiry details:</b> governing body name, school name, details of organisation or person making enquiry, officer, enquiry details, advice given, key dates
Notices	<b>Notice details:</b> governing body name, school name, type of notice, notice details, key dates, outcome
Governing bodies	<b>Governing body details:</b> Name, type of incorporation, type of company, governance arrangements, office contact details, chairperson contact details, names of directors, blue card/exemption card details
Stakeholders	<b>Stakeholder details:</b> name, position, organisation, contact details
Right to information/ Information privacy applications	<b>Application details:</b> contact details, access and evidence, application details, key dates

## Appendix 2: Datasets classified as ‘High Value’ and the release frequency

Datasets listed in the table are classified as ‘High Value’ and are available via the Open Data website. Datasets may be deleted in future if determined unable to be released in any form due to confidentiality, privacy or legal restrictions. If you require data prior to the five years published, please contact the Board’s [Secretariat](#).

While every care will be taken to ensure the quality and veracity of data provided, the Board does not accept any liability for the data provided, or for loss or damages incurred as a result of reliance upon the data.

Unless otherwise indicated, data here are published for the last five years only.

### Non-State schools and governing body details

Dataset name	Description of data	Frequency of update	Open licence
Non-State school details	Queensland non-State schools and sites (School status) by location, type(s) of education, year level range and governing body Excludes proposed non-State schools and sites (Refer to <i>Applications for accreditation</i> instead)	Bi-annually	Yes
Governing bodies of non-State schools	Governing bodies of non-State schools and contact details for the office of the governing body Excludes governing bodies of proposed, approved or not-operating non-State schools	Bi-annually	Yes

### Accreditation and funding eligibility (last five years)

Dataset name	Description of data	Frequency of update	Open licence
Applications for accreditation	All applications for accreditation received by application type, type(s) of education and outcome	Quarterly	Yes
Applications for eligibility for Government funding	All applications for eligibility for Government funding received by application type, type(s) of education and outcome	Quarterly	Yes
Assessments	Completed initial assessments on new schools, assessments of establishment phase schools and assessments when schools start new sites by type(s) of education and outcome	Annually (October)	Yes
Review program	Completed reviews by year due, outcome and year conducted	Annually (October)	Yes
Show cause, Compliance and Information notices (aggregated)	Number of show cause, compliance or information notices by grounds and financial year	Annually (October)	Yes
Cancellations and Surrenders of non-State schools	Cancellations and surrenders of accreditation of non-State schools (whole and part of school)	Annually (October)	Yes
Complaints about non-State schools or their governing bodies (aggregated)	Number of complaint categories included in complaints by category	Annually (October)	Yes
Complaints about non-State schools or their governing bodies (aggregated)	Number of complaints received by outcome	Annually (October)	Yes

## Enrolment data and verification (last five years)

Dataset name	Description of data	Frequency of update	Open licence
Non-State school full-time enrolments	Number of full-time students enrolled in each Queensland non-State school by year level on the last Friday of February	Annually (June)	Yes
Non-State school part-time enrolments	Number of part-time students enrolled in each Queensland non-State school by year level on the last Friday of February	Annually (June)	Yes
Non-State school overseas enrolments	Number of overseas students enrolled in each Queensland non-State schools by year level on the last Friday of February	Annually (June)	Yes
Non-State school English as a second language enrolments (aggregated)	Number of English as a second language students enrolled in Queensland non-State schools by year level by Department of Education ('DoE') Region and Local Government Area on the last Friday of February	Annually (June)	Yes
Non-State school Indigenous enrolments (aggregated)	Number of Indigenous students enrolled in Queensland non-State schools by year level by DoE Region and Local Government Area on the last Friday of February	Annually (June)	Yes
Non-State school Boarding enrolments (aggregated)	Number of Boarding students enrolled in Queensland non-State schools by year level by DoE Region and Local Government Area on the last Friday of February	Annually (June)	Yes
Non-State school Students with disability enrolments (aggregated)	Number of Students with disability enrolled in Queensland non-State schools by year level by DoE Region and Local Government Area on the last Friday of February. Data available from 2013 only	Annually (June)	Yes
Non-State school Students with disability enrolments (aggregated, totals)	Number of Students with disability enrolled in Queensland non-State schools by mode of delivery by DoE Region and Local Government Area on the last Friday of February.	Annually (June)	Yes
Non-State school enrolment verifications	Non-State school enrolment verifications by calendar year, to verify school survey data supplied by the governing bodies of schools through the <i>School Survey Data for Non-State Schools – Qld</i> under section 168 of the Accreditation Act	Annually (June)	Yes

Datasets listed above in [Appendix 2](#) that are older than five years, are also available upon request.

### Appendix 3: Datasets classified as 'Routine' and available upon request

Datasets listed in the table are classified as 'Routine' and are available by request from the Board's [Secretariat](#).

While every care will be taken to ensure the quality and veracity of data provided, the Board does not accept any liability for the data provided, or for loss or damages incurred as a result of reliance upon the data.

#### Non-State schools and governing body details

Dataset name	Description of data
Non-State school details (other)	Certain other information about a non-State school including State electorate, Federal electorate, Statistical Area Level 2 (SA2), Latitude, Longitude, Curriculum model, School principal, School contact details, School affiliation, School type, Gender, Delivery mode, Boarding, School opening year, School closures
Governing bodies of non-State schools (other)	Certain other information about a governing body of a non-State school including Type of incorporation, Type of company, Office contact person, Chairperson

#### Accreditation and funding eligibility

Dataset name	Description of data
Applications for accreditation (other)	Certain other information about applications for accreditation if applicable including Student-intake day, Commencement day, Change day, Gender, Delivery mode, Boarding
Assessments (other)	Certain other information about assessments including Authorised person, Date(s) correspondence sent/received, Authorised person's fee, Date of school visit
Review Program (other)	Certain other information about the Board's Review Program including Date of receipt of plans and reports, Board decision on plan, Date(s) correspondence sent/received

#### Enrolment data and verification

Dataset name	Description of data
School survey data collection (other)	Certain other information about school survey data including Site type, Principal details, Type(s) of education, Student profile
Enrolment data (historical)	Enrolment data prior to 2008 for Full-time students, Part-time students, Overseas students, English as a second language students, Indigenous students, Boarding students and Students with disability
Non-State school enrolment verifications (other)	Certain other information about school enrolment verifications including Mode of delivery, Authorised person(s), Date(s) correspondence received, Status, Version

## Appendix 4: Restricted datasets (not to be released)

Datasets listed in this table are unable to be released in any form due to confidentiality, privacy or legal restrictions. The data have been identified as either being 'protected information' within the meaning of the Accreditation Act or 'personal information' within the meaning of the Queensland Government *Information Privacy Act 2009*.

While every care will be taken to ensure the quality and veracity of data provided, the Board does not accept any liability for the data provided, or for loss or damages incurred as a result of reliance upon the data.

### Non-State schools and governing body details

Dataset name	Description of data not suitable for release	Reason for non-release
Non-State school details	Accreditation criteria details	Protected information
Governing bodies of non-State schools	Chairperson details, Names of directors of governing body and their blue card / exemption card details.	Protected information and Personal information

### Accreditation and funding eligibility

Dataset name	Description of data not suitable for release	Reason for non-release
Applications for accreditation	Contact person for the application, Accreditation criteria details.	Protected information and Personal information
Applications for eligibility for Government funding	Contact person for the application, Funding eligibility criteria details, Submission details.	Protected information and Personal information
Assessments	Assessments that have not been decided by the Board, assessments that have been 'Held in abeyance' and are awaiting further documentation or resolution of other matters, Assessment report	Protected information and Personal information
Review Program	Reviews where a decision is pending awaiting resolution of other matters, reviews that were not completed due to outstanding governance or compliance issues and further reviews have been rescheduled, Name of external validator, Contact person, review plan details, review report details	Protected information and Personal information
Show cause, Compliance and Information notices (details)	Notices issued listed by individual school, Grounds/Criterion, Details about the notice, Outcome, Date(s)	Protected information
Complaints about non-State schools or their governing bodies (details)	Complaints made listed by individual school, Complainant details, Complaint details, Status, Result, Outcome, Date(s)	Protected information and Personal information
Enquiries	Organisation/person making enquiry, Enquiry details, Advice given, Date(s)	Protected information and Personal information

**Enrolment data and verification**

<b>Dataset name</b>	<b>Description of data not suitable for release</b>	<b>Reason for non-release</b>
School survey data collection	Contact person, Authorised person	Personal information
Non-State school English as a second language enrolments	Number of English as second language students enrolled in Queensland non-State schools by year level by individual school	Personal information
Non-State school Indigenous enrolments	Number of Indigenous students enrolled in Queensland non-State schools by year level by individual school	Personal information
Non-State school Boarding enrolments	Number of Boarding students enrolled in Queensland non-State schools by year level by individual school	Personal information
Non-State school Students with disability enrolments	Number of Students with disability enrolled in Queensland non-State schools by year level by individual school	Personal information
Non-State school enrolment verifications	Outcome of verification, Verification report	Protected information and Personal information

**Other**

<b>Dataset name</b>	<b>Description of data not suitable for release</b>	<b>Reason for non-release</b>
Right to information/ Information privacy applications	Contact details, Application details, Access and evidence details, Subject matter and document details	Personal information and Protected information
Stakeholders	Name, Position, Organisation, Contact details	Personal information