Annual Report Requirements for Queensland Government Agencies – 2014-15 reporting period

Publication of Reporting Requirements on Open Data

Additional Guidance for Agencies

The *Annual Report Requirements* (section 34) sets out the annual reporting requirements that must be published on to Queensland Government Open Data (https://data.qld.gov.au).

To ensure information is reported consistency by agencies, reporting templates and meta data forms provided in this package must be used.

Population of templates

Datasets should be prepared in CSV format. Officers confident working directly in the CSV format should do so.

For officers not familiar with CSV files, these files can be created and populated as XLS format files. When the data has been approved and is ready to publish, it must be converted to CSV format. The preferred method is using Microsoft Excel's 'Save As – Comma Separated Values (CSV)' option.

Publication structure

When publishing these datasets to the open data portal, it should be structured as a number of resources under a single data set (per reporting period), as per the following example:

To facilitate publishing in this structure, there is a metadata form to complete per file to be published. Each metadata form includes two sections that assist in publishing in the correct structure:

- *Dataset section* will be identical for each file and describes the umbrella dataset for the department's annual reporting data for the reporting period
- *Resource section* will be unique for each resource, and will create the published file as a resource under the single, umbrella dataset.

Completing the form in this way will ensure publishing to the data portal in the correct structure, as per the example above.

Further assistance

All departments have officers responsible for publishing to the open data portal and can be contacted directly or via email on opendata@[department domain].qld.gov.au.

If a department or agency utilises corporate/shared services from another department, the department providing these services should, where possible, assist in uploading data to the open data portal.

Statutory bodies should contact the officers responsible for publishing to the open data portal in the relevant administering department for assistance in uploading data.

The *Queensland Government Open Data Publishing Standards* can be accessed at:

https://www.publications.qld.gov.au/dataset/publishing-standards-data-qld-gov-au

For further publication advice, please contact:

Open Data Policy, Digital Economy and Productivity,

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