5   PUBLISH - STEP 5 OPEN DATA PROCESS

Once data is approved a Data Authority will need to ensure the data is prepared and published in accordance with approved open data decisions.

The approved Open Data Process Worksheet will guide the preparation and publishing steps required.

The Open Data Process Worksheet can also be used to capture actions completed, this is highly recommended as different parties may be responsible for different steps in the Publish step of the process.

5.1 PREPARE

5.1.1   *Prepare data*

The most current datasets is required to be sourced. Refer to the Open data processing worksheet to see what formats are required to be published, there may be more than one.

Perform format transformation and protection techniques if they have not yet been undertaken as detailed in the approved open data process worksheet.

Format transformation may be as simple as selecting the appropriate open format to extract and save the data. E.g. Extract a report from the system as export it in CSV format instead of xls format. Refer Online Tools and Resources for assistance to transform tabular data (XLS) into useable machine-readable format.

Compare the data with the sample provided with the open data approval to ensure all amendments have been actioned.

If data is *linked or automated* these services need to be established and publicly accessible. The Data Manger may assist the Subject Mater Expert to perform the open data preparation.

5.1.2   *Metadata Preparation*

Prepare a current version of the interpretation metadata required to be published with dataset. Interpretation Metadata can be published in an open format so that it is machine readable and non-proprietary format. This metadata can be published as a separate resource, compressed (e.g. zipped) with the dataset if it is linked or a web address provided to a linked location. Before publishing interpretation metadata ensure that the metadata does not contain information that may breach privacy or security restrictions.

5.1.3   *Data.SA Publishing Content Summary*

All datasets published to Data.SA must have a completed *Data.SA Publishing Content Summary* sheet. This summary sheets details exactly what should be entered on the portal for the dataset including location of data and supporting resources.

The publishing content contains mandatory discovery metadata which assists users to determine whether the dataset is fit for purpose and provides a snapshot of the dataset before they download the data. Plain English should be used and no acronyms where possible so that all users can understand what the dataset is about.

It is recommended that the Subject Matter Expert complete the *Data.SA Publishing Content Summary* sheet. The definition of all fields are available on the back page of the *Data.SA Publishing Content Summary Sheet, refer to Appendix E*.

5.2 PUBLISH

Once datasets are prepared for release they can be published by your agency on Data.SA the South Australian Open Data Portal.

The Data.SA publisher will require:

- Data.SA Publishing Content Summary
- data file or URL of Linked dataset
- interpretation metadata – separate open format file
- other resources such weblinks, reports, images.

Currently the open data team at the Office for Digital Government are the data publishers for agencies. In 2015 agencies will have their own logins and be able to publish their own datasets. Agencies may start considering who in their organisations will become the data publishers. For datasets to be published on Data.SA a *Data.SA Publishing Content Summary* needs to be completed and submitted to datasa@sa.gov.au.

5.2.1 *Publishing Organisations*

Each Agency has their own publishing organisation on Data.SA where you can view all your datasets published.

Agencies not already established as publishing organisation on Data.SA can be added at any time. South Australian Local Councils are welcome to become a publishing organisation on Data.SA.

Publishing organisation will need to provide the following information to datasa@sa.gov.au:

- agency name
- description of the agency/organisation
- website address
- linked logo - The logo must be available online and have a web address (url). The URL can often be obtained from the homepage of a website. From the homepage of a website, right-click on the website logo, click on properties and copy the displayed web address e.g. http://www.sa.gov.au/__data/assets/image/0010/370/logo_sagovau.png. Logos are usually jpg or png files.

5.2.2 *Checking the Published Dataset*

Once a dataset has been published on Data.SA the open data team will email the Subject Matter Expert. The Subject Matter Expert will need to check the accuracy of the dataset entry and that all links work. Each dataset created will have a unique Data.SA web address which may be added to your data inventory.

5.2.3 *Publishing linked data*

If you are publishing data on an Agency managed website/tool ensure that you display the approved licence statement and logo.