

REPORTING QUESTIONNAIRE

IDENTIFY

1. Name of agency publishing the data quality statement.
2. Custodian agency of the dataset or data source.
2a. If applicable, explain why agency publishing is different from custodian agency.
3. Name of contact person or position at custodian agency.
4. Email of contact person or position at custodian agency.
5. Phone number of contact person or position at custodian agency.
6. Name of the dataset or data source.
7. Brief description of the dataset or data source.
8. To which government function does the data relate? (choose one)

- | | |
|--|--|
| <input type="checkbox"/> Business & industrial development | <input type="checkbox"/> Infrastructure & communications |
| <input type="checkbox"/> Conservation & environment | <input type="checkbox"/> Labour |
| <input type="checkbox"/> Education & training | <input type="checkbox"/> Land & resource management |
| <input type="checkbox"/> Emergency management | <input type="checkbox"/> Law & order |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Primary industries |
| <input type="checkbox"/> Government administration | <input type="checkbox"/> Recreation & culture |
| <input type="checkbox"/> Health | <input type="checkbox"/> Social & community services |

INSTITUTIONAL ENVIRONMENT

- ☐ Is the agency publishing this data the recognised data custodian?
- ☐ Is the data collected and managed according to a data quality framework?
- ☐ Are data governance roles and responsibilities clearly assigned for this dataset or data source?
- ☐ Is the data collection mandated or required by a law, regulation or agreement?
- ☐ Has the custodian any commercial interest or conflict of interest in the data?

Additional information:

- Where can the user find out more about the data quality framework?
- Where can the user find out more about the data governance responsibilities?
- Name of law, regulation, or agreement to collect data.
- Declaration of commercial or other interest in the data.

ACCURACY

- ☐ Has the data been subject to quality assurance processes? (For example: Checking for errors at each stage of data collection and processing, or verifying data entry and making corrections if necessary.)
- ☐ Did the data collection meet the objectives of the primary user? i.e., Does the data correctly represent what it was designed to measure, monitor or report?
- ☐ Are there any known gaps in the data? (For example: non-responses, missing records, data not collected.)
- ☐ Have there been any adjustments, changes or other factors that could impact the validity of the data? (For example: weighting, rounding, de-identification of data, changes or flaws in data collection or verification methods.)
- ☐ What is the revision policy, if errors are identified in the data after publication?

Additional information:

- Where can the user find out more about the quality assurance processes?
- What was this data designed to measure, monitor or report?
- Briefly describe gaps in the data and enter appropriate caveats or explain where the user can find more detailed information.
- Briefly explain which data items were adjusted, why and how. Describe any changes or other factors that could impact the validity of the data and enter appropriate caveats or explain where the user can find more detailed information.
- Briefly describe the revision policy. Explain how often revisions are produced or disseminated.

COHERENCE

- ☐ Have standard definitions, common concepts, classifications and data recording practices been used?
- ☐ Can elements within the data be meaningfully compared?
- ☐ Is this data generally consistent with similar or related data sources?
- ☐ Have there been any significant changes in the way data items are defined, classified or counted over time?
- ☐ Is this data consistent with previous releases? Have there been any changes in methodology or external impacts since the last data release?

Additional information:

- Briefly describe the types of standards that have been used and where the user can find out more.
- OR describe any non-standard or uncommon practices, why this approach was taken, likely impacts.
- Describe anything that might affect the ability to compare multiple items within this dataset. For example: changes or differences in the way data is collected, classified or processed by different parties, or at different times.
- List other known data sources which report similar information. How does this data compare?
- OR list any known data sources with which this data cannot be meaningfully compared or combined, and why. For example: differences in scope or definitions.
- When was the data in this series first collected or produced?
- Describe any changes that could cause a break in the consistency of data items over time.
- Describe any data collection exercises that may be planned for the future.
- Describe any changes or events which have impacted the data since the last release.

INTERPRETABILITY

- ☐ Is a data dictionary available to explain the meaning of data elements, their origin, format and relationships?
- ☐ Is information available about the primary data sources and methods of data collection? (For example: instruments, forms, instructions.)
- ☐ Is information available to help users evaluate the accuracy of the data and any level of error?
- ☐ Is information available to explain concepts, help users correctly interpret the data and understand how it can be used?
- ☐ Is information available to explain ambiguous or technical terms used in the data?

Additional information:

- Where can the user find out more about the data dictionary?
- Where can the user find out more about the primary data sources and methods of data collection?
- Where can the user find information to evaluate the accuracy of the data and any level of error?
- Where can the user find information about concepts and how to understand or interpret the data?
- Where can the user find information to explain ambiguous or technical terms used in the data

ACCESSIBILITY

- ☐ Is the dataset or data source available online with an open licence?
- ☐ Is the dataset or data source available in a machine-processable, structured format?
- ☐ Is the dataset or data source available in a non-proprietary format?
- ☐ Is the dataset or data source described using open standards and persistent identifiers?
- ☐ Is the dataset or data source linked to other data, to provide context?

Additional information:

- Enter the appropriate licence type and provide any additional information about restrictions on use of or access to the data.
- List the different digital file types or formats in which the data is available.
- Provide any other information about the use of identifiers and links to other data.

INFORMATION TO HELP USERS EVALUATE RELEVANCE:

Scope and coverage

- About whom, or what, was the data collected? (target audience, population, event)?
- Were any individuals, groups or occurrences excluded from the data collection?
- Who or what were excluded? Does this have any impact or cause any bias?
- Which jurisdiction applies to the data?

Geographic detail

- Is the data collected from across the whole State or only from particular Localities (Suburbs)? If only from particular Localities, please list which ones apply.
- For which other levels of geography are the data available? (i.e., postcode, Local Government Area, Local Health District, road segment, address, XY geocode, travel zone, other – please explain)
- How are the data represented or apportioned at lower levels of geography?

Outputs

- In what form(s) are the data available?
 - ☐ Primary (original raw numbers)
 - ☐ Transactional (structured content, generated in a business process)
 - ☐ Analytical (structured content, aggregated or derived information)
 - ☐ Indexes
 - ☐ Other
 - ☐ Authored (unstructured content, documents, multimedia or applications)
 - ☐ Published (unstructured content, assembled into a form suitable for wide dissemination)
 - ☐ Estimates

Other cautions

- What does the data not represent or cover?
- Any other issue or caution that affects the use or interpretation of the data?

Reference period

- What is the period for which the data were obtained? (e.g., 2012-13 financial year, 2013 academic year, week ending Sat 27 Sep 2013)
- Were there any exceptions to the collection/observation period (e.g., delays in receipt of data, changes to recording processes)

Timing

- When did the data become available?
- Are there likely to be updates or revisions to the data after its release?

Frequency of production

- How often is the data collected or expected to be collected?
- Are there other, less frequent data sources that contain more detailed data that can be used in other reporting years when available?

IMPROVING THE DATA QUALITY RATING

Institutional Environment

- Put a governance framework in place and assign responsibilities.

Accuracy

- Plan your data collection exercise.
- Attach relevant caveats to help users understand what the data represents and enable them to decide if it could be used for their secondary purpose.
- Define and publish a revision policy explaining how updates are made.

Coherence

- Make use of agreed data standards and apply them consistently over time.
- Identify similar or related data sources. Explain whether they are comparable or not, and why.

Interpretability

- Make procedural and technical documentation available to help secondary users make sense of the data.

Accessibility

- Publish data with an open license in the most reusable formats possible.