Metadata Explained

Metadata

Information on Creating Metadata for Your Spatial Collaboration and Hosting Portal Products.

Data Publishers are responsible for providing and maintaining appropriate metadata to ensure that users have all the information required to understand the dataset and assess whether it is fit for their requirements. This must include up to date contact details of the Data Custodian or Data Provider.

Providing standards-based metadata with your item helps people learn about the item and decide which item best meets their needs. In DCS Spatial Services' Spatial Collaboration and Hosting Portals, the metadata is saved with the item it describes.

Metadata provides the means for discovering spatial information by identifying 'what,' 'where,' 'who,' 'when,' and 'how' the data behind the information is constructed. Metadata is the means to disclose what the spatial data describes, as well as how it should and can be used, along with any limitations and restrictions.

To assist in maintaining the standard of content published to the portal, Spatial Services have implemented the auto-injection of a metadata table into all new content created or exiting content that has had a change to the share status. This new template will have an enforcement on several fields as a minimum requirement to be completed before a new service can be shared. This is to ensure that the services published in the portal are supported with the minimum amount of information to be published with all new content.

Changes to Metadata collection in the Hosting and Collaboration Portal: -

- All new content created will have the approved metadata table auto-injected into the item

- Fields that have an enforcement are shaded green

- The publisher is required to complete all the required fields in the table shown in green

- The green fields are either open text or have pre-populated options for selection

- Where pre-populated selections are available, please remove all the content, leaving your identified option. Do not leave any spaces or commas, etc

- Once these minimum requirements are met, the service can be shared

All Portal content fields should be completed, including tags, etc., to keep the content discoverable and useful to the end user. The Item information score should be green and sit at 100%.

Auto Inject Table

Content Title	The name of the Dataset, as assigned by the data provider or Data Custodian. Eg Polygon dataset representing Administrative Boundaries. Try and make you title descriptive or representative about the about data or product you are publishing. A Web Map or Feature service of Sydney Train Lines could be Sydney Train Lines instead of SYD798.gdb the default name of the data set being published.	Enforced Field Open Text
Content Type	The type of dataset or content i.e. Hosted Feature Layer, Web Map, Web Application Eg.Hosted feature layer	Enforced Field Populated options for selection Hosted Feature Layer, Web Map, Web Application, Aerial Imagery, Basemap, Table, Scene Layer/Scene Layer Package, Datastore, 2D Data, 3D Data, Other
Description	Short explanation of the contents of the dataset. Eg. Polygon dataset representing Administrative Boundaries can be the same as the page field "Add a brief summary about the item"	Enforced Field Open Text
Initial Publication Date	Date in which the item was first published into Portal Eg.06/10/2022	Enforced Field Date format DD/MM/YYYY
Data Currency	Date of the most recent update of the dataset. Eg.06/10/2022	Enforced Field Date format DD/MM/YYYY
Data Update Frequency	How often the Data Custodian has agreed to update the dataset. Eg. Weekly	Enforced Field Populated options for selection Daily, Weekly, Fortnightly, Monthly, Quarterly, Half-Yearly, Yearly, Other, API
Content Source	The location where data that is being used come from. Eg web site URL or API or data download	Non enforced field Populated options for selection Website URL, API, Data provider files, Other
File Type	File type of the dataset that was published.	Enforced Field Populated options for selection CSV (*.csv), EPS, ESRI File Geodatabase (*.gdb), ESRI Shapefile (*.shp), Excel (*.xlsx), Geography Markup Language (*.gml), GeoPDF, GPS Exchange Format (*.gpx), GeoJSON, Industry Foundation Classes (IFC), JSON, Keyhole Markup Language (*.kml), Keyhole Markup Language Zip (*.kmz), MapInfo (*.tab), Scene Layer Package (*.slpk), TIFF, Web Feature Service, Well Known Text (*.wkt), Document, Imagery Layer, Map Feature Service

Attribution	List of attributes included in the dataset	Non enforced field Open Text
Data Theme, Classification or Relationship to other Datasets	The common element or unifying idea that is a recurrent in the dataset. This should align to the NSW Foundation Spatial Data Framework (FSDF) where possible. https://portal.spatial.nsw.gov.au/portal/apps/sites/#/home/pages/nsw-data-themes Eg. NSW Water Theme	Non enforced field Open Text
Accuracy	Accuracy statement for the dataset. Eg. The dataset maintains a positional relationship to, and alignment with, the Lot and Property digital datasets. This dataset was captured by digitising the best available cadastral mapping at a variety of scales and accuracies, ranging from 1:500 to 1:250 000 according to the National Mapping Council of Australia, Standards of Map Accuracy (1975). Therefore, the position of the feature instance will be within 0.5mm at map scale for 90% of the well-defined points. That is, 1:500 = 0.25m, 1:2000 = 1m, 1:4000 = 2m, 1:25000 = 12.5m, 1:50000 = 25m and 1:100000 = 50m. A program of positional upgrade (accuracy improvement) is currently underway.	Non enforced field Open Text
Spatial Reference System (dataset)	A spatial reference system (SRS) or coordinate reference system (CRS) framework used to precisely measure locations on the surface of the Earth for the source dataset. Eg. GDA94/MGA zones 54/55/56 EPSG: 4326	Enforced Field Populated options for selection GDA94, GDA2020, WGS84, Other
Spatial Reference System (web service)	A spatial reference system (SRS) or coordinate reference system (CRS) framework used to precisely measure locations on the surface of the Earth for the Web Service. Eg. EPSG 4326: WGS84 Geographic 2D	Enforced Field Populated options for selection EPSG:4326, EPSG:3857, EPSG:900913, Other
WGS84 Equivalent To	Once published the WGS84 service can be aligned to other projections. Eg. GDA94 or GDA2020 for newer services	Enforced Field Populated options for selection GDA94, GDA2020, Other
Spatial Extent	The allowable range or m, x, y, and z coordinates for spatial data. Eg. Full State or Blacktown LGA	Non enforced field Open Text
Content Lineage	A description of data flow, including transformation(s), from the data provider or Data Custodian to the point of use of the dataset Eg. If a name change occurs any link to previous datasets which exist.	Non enforced field Open Text
Data Classification	A tag that identifies data according to its type and sensitivity, E.g. Unclassified, secret, top secret, DLM (Dissemination Limiting Marker) etc.	Enforced Field Populated options for selection Business Impact Levels (BIL), Commercial, Confidential, For Office Use Only, NSW:Sensitive Law Enforcement, Protected, Secret, Sensitive:Cabinet, Sensitive:Health Information, Sensitive:Legal, Sensitive:Personal, Sensitive:NSW Cabinet, Sensitive:NSW Government, Top Secret, Unclassified

Data Access Policy	Data sharing conditions agreed to by Data Custodian. Open Data : shared to everyone Shared : Shared but to restricted group ie NSW SES Restricted : Not shared with anyone ie only allowed for internal use or Emergency Services Sector, covert etc	Enforced Field Populated options for selection Open, Shared, Restricted, Withdrawn from Service
Data Quality	Information on the quality and suitability of the collected data for its original intended use and potential re-use. Eg Completeness/Accuracy etc.or link to an online Data Quality Statement.	Non enforced field Open Text
Terms and Conditions	Agreed contractual conditions. Eg.Creative Commons 4.0	Enforced Field Populated options for selection Creative Common, Data Sharing Agreement, Memorandum of Understanding, Restricted Licence, Standard Licence
Standard and Specification	Documented agreements on representation, format, definition, structuring, tagging, transmission, manipulation, use, and management of common data. Eg. Open Geospatial Consortium (OGC) implemented and compatible for consumption by common GIS platforms. Available as either cache or non-cache, depending on client use or requirement.	Non enforced field Open Text
Data Custodian	The agency, body, or position designated with the custody of a specified Dataset or information asset. Eg Administrative Spatial Programs, DCS Spatial Services 346 Panorama Ave Bathurst NSW 2795	Enforced field Open Text
Point of Contact	Contact for enquiries about the data or service published Email address preferred	Enforced field Open Text
Data Aggregator	The person or organisation that collects data from one or more sources, provides some value-added processing, and provides the data in usable form. Eg Administrative Spatial Programs, DCS Spatial Services 346 Panorama Ave Bathurst NSW 2795	Non enforced field Open Text
Data Distributor	The agency, body, or position designated with the distribution of a specified Dataset or information asset. Eg Service Delivery, DCS Spatial Services 346 Panorama Ave Bathurst NSW 2795	Non enforced field Open Text
Additional Supporting Information	Any additional information supporting the content. Eg Hyperlink to additional metadata or supporting documentation like data dictionary or supporting web site.	Non enforced field Open Text
TRIM Number	Trim number supplied when data sharing agreement is lodged in TRIM (NSW Government only)	Non enforced field Open Text