

Queensland Government Metadata Element Set for Datasets

Office of Economic and Statistical Research
Queensland Treasury

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Version history

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0.2		Cecilia Tram	Alignment with Catalogue Online Entry Form, addition of some context and removal of reference to the form in blue, and formatting
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1. Introduction

1.1. Purpose of the Queensland Government Metadata Element Set for Datasets

The purpose of this metadata element set is to provide a discovery metadata standard for datasets described in the whole-of-Government metadata catalogue (the Catalogue). Metadata added to the catalogue must comply with this standard.

It is hoped that the guide is self-explanatory with sections organised for ease of use. However please do not hesitate to contact the OESR team (email: dataregister@treasury.qld.gov.au) if there are any queries.

1.2. Background

Metadata provides a structured description of a dataset. Each aspect or unit of description is recorded in a separate field (or “element”), which in turn allows precise searching to retrieve this information. This set of elements makes up a metadata record representing the dataset. Recording accurate metadata is an essential information management tool to enable full discovery and use of datasets across Queensland Government, and is a requirement of Information Standard 34: Metadata.

Information Queensland is responsible for delivery of a whole-of-Government metadata catalogue (the Catalogue) to describe Queensland Government datasets. The Information Management Subcommittee of the Strategic Information and ICT Committee endorsed OESR as the owners of the completed system and its content administrators. Agencies are responsible for the provision and update of metadata in the Catalogue.

This Catalogue will be based on this standard so that:

- the required range of metadata can be stored;
- there is interoperability with national standards; and
- participation in metadata sharing initiatives such as the Australian Spatial Data Directory and the National Data Network is supported.

The Catalogue will replace two legacy whole-of-Government systems:

- Register of Strategic Information (Register); and
- InfoLink.

1.3. Content Scope

This metadata element set has been designed to provide discovery metadata for datasets, with the addition of some elements describing dataset quality.

“Data” is defined as “a representation of facts, concepts or instructions in a formalised manner, suitable for communication, interpretation or processing”¹. Although the terms “data” and “information” are often used interchangeably, data evolves into information through the organisation process. Information products such as agency publications and records are adequately described and captured using separate metadata schemas, and therefore are excluded from the scope of this guideline.

¹ Glossary in *National Statistical Service Handbook* / National Statistical Service.
<<http://www.nss.gov.au/nss/home.NSF/pages/NSS+Handbook?OpenDocument>>

This metadata element set therefore refers to Queensland Government datasets only, whether statistical² or spatial³. The datasets may be stored or accessible in a variety of formats including webservice.

1.4. Metadata Set

The elements proposed are intended to help data custodians manage their data better and to enable wider discovery and use of Queensland Government metadata. The revised metadata set will:

- 1) retain core mandatory elements developed for the original *Register* and *CRS*;
- 2) include some changes ranging from simpler element names to clearer definitions;
- 3) carry over geographic attributes developed by OESR to enable metadata to be published via the *OESR Geographic Data Search* tool;
- 4) provide additional optional elements for:
 - a. identifying audiences for metadata and actual data;
 - b. specifying disposal arrangements and management use history (which incorporates data preservation) (from the [Queensland Recordkeeping Metadata Standard and Guideline](#));
 - c. describing the quality of a statistical asset (from the *OECD Quality Framework* and eventually to be included in the National Data Network metadata schema); and
 - d. adding additional metadata required by agencies.

1.5. Underlying Standards

The Element Set complies with Queensland Information Standard 34: Metadata as well as national and international information standards.

As required by Information Standard 34: Metadata, this profile is interoperable with all mandatory and selected optional elements of the following standards:

1. [ANZLIC Metadata Profile: An Australian/New Zealand Profile of AS/NZS ISO 19115:2005, Geographic Information - Metadata \(Implemented Using ISO/TS 19139:2007, Geographic Information - Metadata - XML Schema Implementation\) Version 1.1 \(ANZLIC 1.1\)](#) / ANZLIC, August 2007.

(It should be noted that agencies may choose to build internal metadata systems that use additional optional elements from the ANZLIC standard that are not described here, however only the elements in this document will be accommodated in the Government Catalogue.)

2. [Australian Government Locator Service Metadata Standard](#) / National Archives of Australia. (Australian Standard AS 5044)

Additional elements have been used from the following standards:

1. [Quality Framework for OECD Statistical Activities Version 2003/1 \(OECD QF\)](#) / OECD, 2003. (Note: Included as they will be incorporated in the *National Data Network* augmentation of the AGLS to describe the quality of statistical collections – see 2.19 Quality.)

² “Data from a survey or administrative source used to produce statistics”. Definition from *OECD Glossary of Statistical Terms* / OECD, <<http://stats.oecd.org/glossary/>>

³ “Data with a direct or indirect reference to a specific location or geographical location or geographical area”. Definition from *OECD Glossary of Statistical Terms* / OECD, <<http://stats.oecd.org/glossary/>>

2. [Queensland Recordkeeping Metadata Standard & Guideline \(QRKMS\)](#) / Queensland State Archives, February 2008. (Note: Included to describe the management and use history of a data asset that is a public record, including its preservation and disposal – 2.18 Disposal and 2.22 Management and Use History.)

1.6. Summary of the Metadata Element Set

Table 1 summarises the elements in the existing *Register* with mapping to the new elements in the order in which they would appear in the record. However, some elements are grouped according to topic for easier reference (e.g. Date). Elements in bold are **mandatory**.

There are 26 high-level elements proposed in the revised profile. Of these, 15 map directly from the *Register* to the new profile. There are 11 additional elements: Presentation Form, Purpose/Function, Type, Relation, Language, Environment, Management and Use History, Disposal, Distribution, Character Set and Thumbnail.

Table 1: Metadata Profile Elements – mapping from the Register to revised profile

Register of Strategic Information AGLS format	Register of Strategic Information ANZLIC format	User Guide Reference	Revised Elements (Mandatory elements in bold)	Underlying Standards	Definition
Title	Title	2.1	Title	ANZLIC 1.1 AGLS	The names, both formal and informal, by which the cited dataset is known.
		2.2	Presentation Form	ANZLIC 1.1 Additional element	The mode in which the resource is presented.
Date created Date of last update	Metadata last changed date	2.3	Metadata Date	ANZLIC 1.1 AGLS	The dates on which the metadata record was created or modified.
		2.4	Relation	ANZLIC 1.1 AGLS Additional element	A reference to a related dataset or resource and specification of the relationship that exists between the two.
		2.5	Metadata Identifier/s	ANZLIC 1.1 AGLS Additional element	The unique identifier/s pertaining to the metadata record.
		2.6	Character set	ANZLIC 1.1 Additional element	The full name of the coding standards used for the metadata and the dataset.
		2.7	Language	ANZLIC 1.1 Additional element	The language used to document the metadata and the dataset.
Description	Abstract	2.8	Abstract/Description	ANZLIC 1.1 AGLS	A descriptive summary of the content of the resource (such as major variables, statistical measures and concepts).
		2.9	Purpose/ Function	ANZLIC 1.1 AGLS Additional element	The business function or activity to which this dataset is related.
		2.10	Audience	ANZLIC 1.1 AGLS Additional element	A category of user for whom the resource is intended.
Mandate		2.11	Mandate	ANZLIC 1.1 AGLS	Legislative or other authority under which the dataset was produced.
	Stored data format	2.12	Storage Format	ANZLIC 1.1	The physical format in which the dataset (digital or non-digital) is stored.

Register of Strategic Information AGLS format	Register of Strategic Information ANZLIC format	User Guide Reference	Revised Elements (Mandatory elements in bold)	Underlying Standards	Definition
		2.13	Environment	ANZLIC 1.1 Additional element	Description of the dataset in the producer's processing environment, including items such as the software, the computer operating system, file name, and the dataset size.
	Additional metadata	2.14	Additional metadata	ANZLIC 1.1	Any additional metadata that supports the documentation of the dataset.
Subject	Search words	2.15	Topic	ANZLIC 1.1 AGLS	Commonly used words or formalised words or phrases to describe the subject of the dataset.
		2.16	Type	ANZLIC 1.1 AGLS Additional element	The nature or genre of the content of the resource.
Coverage.spatial	Geographic Extent type	2.17	Spatial Data Information	ANZLIC 1.1 AGLS	The geographic coverage of the content of the dataset.
Creator.custodian Publisher.distribut or Availability	Organisation Contact information	2.18	Responsible party	ANZLIC 1.1 AGLS	Identification and means of communication with organisations and individuals responsible for the dataset.
Coverage.temporal (Attributes: Start Date / End Date / Progress / Date.created / Date.update frequency)	Four attributes: Beginning Date / Ending Date / Progress Status/ Maintenance Frequency)	2.19	Date	ANZLIC 1.1 AGLS	Dates of events detailed in the dataset (such as time periods covered, status of the information, updating of the information, and date of information release).
		2.20	Disposal	ANZLIC 1.1 RKMSCA Additional element	Information about policies and conditions which pertain to or control the authorised disposal of records.
	Four attributes: Positional accuracy, Attribute accuracy, Logical consistency, Completeness	2.21	Quality	ANZLIC 1.1 OECD QF RKMSCA	Provides an overall assessment of quality of a dataset.

Register of Strategic Information AGLS format	Register of Strategic Information ANZLIC format	User Guide Reference	Revised Elements (Mandatory elements in bold)	Underlying Standards	Definition
Source	Lineage	2.22	History	ANZLIC 1.1 AGLS	A general explanation of the lineage, history or management of a dataset including general comments on the sources and processes used to create it.
Rights; Access level	Access constraint; Access level	2.23	Rights	ANZLIC 1.1 AGLS	Information about any restrictions on the access and use of a dataset or metadata.
		2.24	Management and Use History	ANZLIC 1.1 RKMSCA Additional element	Brief description on the management and use of, and changes or updates to, the dataset
	Available format	2.25	Distribution	ANZLIC 1.1	Information about the distributor of and options for obtaining the dataset.
		2.26	Thumbnail Image	ANZLIC 1.1	Used when describing graphics in order to provide an illustration of the data.

1.7. Glossary of Abbreviations and Terms

ABS	Australian Bureau of Statistics. Australia's central statistical collection agency. < http://www.abs.gov.au/ >
AGLS	Australian Government Locator Service <i>Australian Government Locator Service Metadata Standard</i> – Developed and maintained by the National Archives of Australia and based upon the Dublin Core standard. < http://www.naa.gov.au/records-management/create-capturedescribe/describe/AGLS/index.aspx >
ANZLIC	Australia and New Zealand Land Information Council The central collection agency for spatial information for Australia and New Zealand. < http://www.anzlic.org.au/ >
ANZLIC 1.1	
Census of Strategic Information	Carried out by the Office of Economic and Statistical Research (OESR) in December 2002, this provided the initial metadata for the <i>Register of Strategic Information</i> .
Custodian (Information Assets)	The recognised officer responsible for implementing and maintaining information assets according to the rules set by the owner to ensure proper quality, security, integrity, correctness, consistency, privacy, confidentiality and accessibility. A custodian will be responsible for specific classifications or categorisations of data. In the majority of cases a custodian utilises data managers to handle the day to day activity associated with the custody of information assets and the data they contain. Examples include: The Director General (DG) of Natural Resources and Water delegates to an Executive Director responsibility for certain Topographic data themes as defined by the ISO 19115 standard. The Director General of Queensland Transport assigns an Executive Director as being responsible for Customer data classified according to their Enterprise Architecture Contextual Information Model.
dataset	A representation of facts, concepts or instructions in a formalised manner, suitable for communication, interpretation or processing. A dataset can be: <ul style="list-style-type: none">• statistical (from a survey or administrative source), e.g. one-off or regular surveys and censuses of particular population groups such as Queensland Household Survey or market research, population and demographic data, financial and economic data; or• spatial (with a specific locational or geographic reference), e.g. land use information, topography, resources, property boundaries, natural resource data, maps or mapping layers, web map services and aerial photography.
DCMI	Dublin Core Metadata Initiative An open forum to develop online metadata standards that support a broad range of purposes and business models. < http://dublincore.org/ >
element	A field or category of metadata description required for the effective retrieval and management of information.
Information Queensland	An initiative across Queensland government agencies to provide integrated access to government information via a 'one-stop' web portal. < http://www.information.qld.gov.au/ >
ISO	International Organization for Standardization A worldwide federation of national standards bodies (ISO member bodies). < http://www.iso.org/iso/en/ISOOnline.frontpage >
ISO 19115	<i>Geographic Information: Metadata, 1st edition</i> , 2003-05-01. < http://www.iso.org/iso/iso_catalogue/catalogue_tc/catalogue_detail.htm?csnumber=26020 >

metadata	A structured description of a dataset that is arranged in categories (elements), each covering a different aspect of the dataset. For example, a library catalogue contains metadata relating to books in fields such as author, title, publisher, etc. This allows users to input search data and retrieve the information about the dataset.
metadata profile	Uses a selection of some or all of the metadata elements within the metadata standard to meet the needs of a community of interest or special purpose.
metadata standard	A common set of terms and definitions, known as elements, that describe an information resource.
NAA	National Archives of Australia – Manages storage of and accessibility to Commonwealth government records. < http://www.naa.gov.au/ >
NDN	National Data Network – Co-ordinated by the Australian Bureau of Statistics, it is a national platform being developed to provide infrastructure, protocols, standards and services to support the acquiring, sharing and integration of data relevant to policy and research across Australia. < http://www.nationaldatanetwork.org/ >
OECD	Organisation for Economic Co-operation and Development (OECD) – Comprising 30 member countries, the OECD is committed to democracy and the market economy, and produces statistics and publications on economic and social issues. < http://www.oecd.org/home/0,2987,en_2649_201185_1_1_1_1_1,00.html >
OECD QF	Quality Framework for OECD Statistical Activities Version 2003/1 – Guidelines developed by the OECD to systematically access, compare and improve their statistics. < http://www.oecd.org/document/43/0,2340,en_2825_293564_21571947_1_1_1_1,00.html >
Office of Economic and Statistical Research (OESR)	A portfolio office of Queensland Treasury, is the principal economic, demographic and social research agency for the Queensland Government. OESR provides expert services to support national, whole-of-government and agency policies, programs, and service delivery decisions. < http://www.oesr.qld.gov.au/ >
QRKMS	
RoSI	Register of Strategic Information – Co-ordinated by the Office of Economic and Statistical Research (OESR) with custodianship shared between government agencies, it is a searchable online database containing metadata describing Queensland government strategic information assets. It was established as a result of the Census of Strategic Information in December 2002 to incorporate metadata standards and establish a more effective resource discovery tool across Queensland government agencies. < http://register.govnet.qld.gov.au/rosi/rosi\$srch.startup >
user	A person inputting search data into a database of structured fields or elements in order to retrieve relevant information.

1.8. Acknowledgements and References

1.8.1. Acknowledgements

OESR acknowledges the significant contribution towards this document of Ian Beitzel and Cecilia Tram from Information Queensland, Department of Natural Resources and Water.

OESR has also worked closely with the Australian Bureau of Statistics to discuss the profile used for the National Data Network. This has further assisted in the development of this element set.

The following publications have provided great assistance in preparing this document:

ANZLIC Metadata Profile: An Australian/New Zealand Profile of AS/NZS ISO 19115: 2005 Geographic Information - Metadata (Implemented Using ISO/TS 19139:2007, Geographic Information - Metadata - XML Schema Implementation) Version 1.1 (ANZLIC 1.1) / ANZLIC, August 2007.

<<http://www.anzlic.org.au/metadata/>>

ANZLIC Metadata Guidelines: Core metadata elements for geographic data in Australia and New Zealand version 2 (February 2001): Metadata for Spatial Data Directories in Australia and New Zealand / ANZLIC, 2001.

<<http://www.anzlic.org.au/publications.html>>

e-Government Metadata Standard Version 3.1 29 August 2006 / Cabinet Office. Office of the e-Envoy London, 2004.

<<http://www.govtalk.gov.uk/>>

New Zealand Government Geospatial Metadata Standard v.1.2 Draft: Part 1: Profile Definition; Part 2: Profile Guidelines / Geospatial Metadata Project Team, June 2004.

<<http://www.e.govt.nz/standards/e-gif/geospatial-information>>

New Zealand Government Locator Service (NZGLS) Metadata Element Set Version 2.1 / New Zealand Government State Services Commission, March 2004.

<<http://www.nzgls.govt.nz/>>

1.8.2. References

Australian Government Locator Service Metadata Standard – Developed and maintained by the National Archives of Australia and based upon the Dublin Core standard.
<<http://www.naa.gov.au/records-management/create-capturedescribe/describe/AGLS/index.aspx>>

ANZLIC Guidelines for Custodianship / ANZLIC, April, 1998.
<<http://www.anzlic.org.au/publications.html>>

ANZLIC Metadata Profile: An Australian/New Zealand Profile of AS/NZS ISO 19115: 2005 Geographic Information - Metadata (Implemented Using ISO/TS 19139:2007, Geographic Information - Metadata - XML Schema Implementation) Version 1.1 / ANZLIC, August 2007.
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<<http://www.anzlic.org.au/publications.html>>

Australian Government Profile of ISO 19115 / Office of Spatial Data Management Metadata Working Group, 2004.
<http://www.osdm.gov.au/osdm/docs/resources/mwg_au_gov_profile.pdf>

CatMDEdit: User Manual of the Tool for the Creation and Edition of Geographic Metadata Version 3.5.3 / Infraestructura de Datos Espaciales Espanola, 2004.

Dublin Core Metadata Initiative.
<<http://dublincore.org/>>

e-Government Metadata Standard Version 3.1 29 August 2006 / Cabinet Office. Office of the e-Envoy London, 2004.
<<http://www.govtalk.gov.uk/>>

Geographic Extent Name (GEN) Register / ANZLIC, June, 2003.
<<http://www.ga.gov.au/nmd/asdi/genreg.htm>>

International Standard ISO 19115: Geographic Information: Metadata, 1st edition, 2003-05-01.
<http://www.iso.org/iso/iso_catalogue/catalogue_tc/catalogue_detail.htm?csnumber=26020>

National Statistical Service Handbook / National Statistical Service.
<<http://www.nss.gov.au/nss/home.NSF/pages/NSS+Handbook?OpenDocument>>

New Zealand Government Geospatial Metadata Standard v.1.2 Draft: Part 1: Profile Definition; Part 2: Profile Guidelines / Geospatial Metadata Project Team, June 2004.
<<http://www.e.govt.nz/standards/e-gif/geospatial-information>>

New Zealand Government Locator Service Metadata Element Set Version 2.1 / New Zealand Government State Services Commission, March 2004.
<<http://www.nzgls.govt.nz/>>

OECD Glossary of Statistical Terms / OECD.

<<http://stats.oecd.org/glossary/>>

Quality Framework for OECD Statistical Activities Version 2003/1.

<http://www.oecd.org/document/43/0,2340,en_2825_293564_21571947_1_1_1_1,00.html>

Queensland Government Information Standard IS33: Information Access and Pricing, Version 1.04, / Queensland Department of Public Works, May 2001.

<http://www.qgcio.qld.gov.au/02_infostand/standards.htm>

Queensland Government Information Standard IS34: Metadata, Version 2.01 / Queensland Department of Public Works, June 2006.

<http://www.qgcio.qld.gov.au/02_infostand/standards.htm>

Queensland Government Information Standard IS44: Custodianship (Draft) / Queensland Department of Public Works, 2007.

<http://qgcio.govnet.qld.gov.au/02_infostand/standards/is44_consult.htm>

Queensland Government Information Standards Glossary of Terms / Dept of Public Works, Last Updated 3/3/2008

<http://www.qgcio.qld.gov.au/02_infostand/glossary.htm>

Queensland Recordkeeping Metadata Standard & Guideline (QRKMS) / Queensland State Archives, February 2008.

<<http://www.archives.qld.gov.au/downloads/QRKMS.pdf>>

Review of Custodianship in the Department of Natural Resources and Mines / Steve Jacoby and Bronwyn Huitfeldt, 2005. and resulting policy:

IMP/2006/2443 Custodianship Version 1 / Endorsed 02/03/2006 by Bryan Coulter, Deputy Director-General Natural Resources, Mines and Water, 2006.

<<http://www.nrw.qld.gov.au/about/policy/details.php?number=IMP%2F2006%2F2443>>

2. Metadata Elements

The following table outlines the information provided for each element⁴ and is intended to assist metadata authors and business systems maintainers in using the profile..

Table 2: Element Descriptions

Headings	Description
Definition	The definition of the element.
Notes	A short explanation of the purpose of the element, background information, or any other important issues that should be addressed when completing the element. Also clarifies the use of the element and identifies other elements where there is potential for confusion.
Obligation	An element may be mandatory, conditional or optional. Mandatory requires elements to be fully completed. In some instances this may occur automatically, e.g. Metadata Date. Conditional elements must be given a value if this is so defined in the obligation field, e.g. the Disposal element is mandatory if the dataset is defined as a public record. Optional elements can be left blank.
Maximum occurrence	The number of times this element can be repeated in an XML document. The repeatability of the element is defined in the relationship to its parent.
Field type	Data type that is applicable to the element. Field types include free text, date, signed real number, and code list.
Length of field	How many characters this element may contain
Allowable content	A set of terms that can be used within the element. Element qualifiers refine the meaning of the element allowing more specific description. A code list may exist which uses a controlled vocabulary for the element.
Examples	To indicate how the elements could be completed for a variety of different types of resource. Examples are used in an informal way and are fictitious as they are intended only to demonstrate the meaning of the element or refinement
XML schema elements	Identifies the technical implementation of the elements in the XML schemas (for technical officers only).
Mapped to	Identifies elements in metadata schemas to which the element maps. Schemas include: AGLS – <i>Australian Government Locator Service</i> ANZLIC 1.1 – <i>ANZLIC Metadata Profile Version 1.1</i> (The metadata entity set information contains the numbering from ISO 19115) DC – <i>Dublin Core Metadata Element Set</i> OECD QF – <i>Quality Framework for OECD Statistical Activities Version 2003/1</i> QRKMS – <i>Queensland Recordkeeping Metadata Standard & Guideline</i>

⁴ Elements may exist alone or as sub-elements (or ‘refinements’) under a common title which itself does not represent an actual field for data input. Tables are only provided for metadata elements that require a value to be entered into that field. Titles not requiring a value give a short description only of that group of elements.

2.1. Title

The names, both formal and informal, by which the cited dataset is known.

Refinements:

2.1.1 Formal Title

2.2.1 Alternative Title

2.1.1. Formal Title

Definition	The formal name by which the cited dataset is known.
Notes	<ul style="list-style-type: none"> This element represents the full formal name that is in common usage and provides a clear and concise indication of the dataset. Enables the user to find a resource with a particular title or carry out more accurate searches. The title is commonly used as the key point of reference in the list of search results.
Obligation	Mandatory
Maximum occurrence	1
Field type	Free text
Length of field	Maximum 200 characters
Allowable content	<ul style="list-style-type: none"> Ordinary users should easily understand the title of the dataset. In other words, it should not be composed entirely of acronyms or short titles that are only evident to an existing user or someone in the custodian organisation associated with the dataset. Acronyms and short titles can be recorded in 'Alternative title'. The title should not contain any special characters such as ampersands (&), double or single quotes, less than or greater than signs (< >) or percents (%) as these may be misrepresented when being published or searched. The title should contain the spatial and, if not currently maintained, the temporal extent of the dataset.
Examples	<ol style="list-style-type: none"> Place Names Correctional Information, 1998-2006 State Fiberoptic Network Queensland Ports, Harbours & Marinas Queensland Aged Care Facilities
Mapped to	ANZLIC 1.1 – Title <ul style="list-style-type: none"> MD_Metadata [1] > identificationInfo [15] > MD_DataIdentification [36] > citation [24] > CI_Citation [359] > title [360] AGLS – Title

2.1.2. Alternative Title

Definition	Any form of the title used as a substitute or alternative to the formal title of the dataset. This could be the short name, the name by which the dataset is normally or commonly known, an abbreviation or acronym, or other language name/translation.
Notes	<ul style="list-style-type: none"> The alternative title element should be used where a dataset is typically referred to by an acronym.
Obligation	Optional
Maximum occurrence	Many
Field type	Free text
Length of field	Maximum 100 characters
Allowable content	<ul style="list-style-type: none"> The content of the alternative title should not replicate the original title. Any form of the title used as a substitute or alternative to the original title of the resource.
Examples	<i>For Strategic Asset Management System:</i> SAMS
Mapped to	ANZLIC 1.1 – Alternate title <ul style="list-style-type: none"> MD_Metadata [1] > identificationInfo [15] > MD_Identification [23] > MD_DataIdentification [36] > citation [24] > CI_Citation [359] > alternateTitle [361] AGLS – Title.alternative

2.2. Presentation Form

Definition	The mode in which the resource is presented.
Notes	
Obligation	Optional
Maximum occurrence	Many
Field type	Code list
Length of field	
Allowable content	<p>Use B.5.4 PresentationForm code list:</p> <ul style="list-style-type: none"> • documentDigital – Digital representation of a primarily textual item (can contain illustrations also) • documentHardcopy – Representation of a primarily textual item (can contain illustrations also) on paper, photographic material, or other media • imageDigital – Likeness of natural or man-made features, objects and activities acquired through the sensing of visual or any other segment of the electromagnetic spectrum by sensors, such as thermal infrared, and high resolution radar and stored in digital format • imageHardcopy – Likeness of natural or man-made features, objects and activities acquired through the sensing of visual or any other segment of the electromagnetic spectrum by sensors, such as thermal infrared, and high resolution radar and reproduced on paper, photographic material, or other media for use directly by the human user • mapDigital – Map represented in raster or vector form • mapHardcopy – Map printed on paper, photographic material or other media for use directly by the human user • modelDigital – Multi-dimensional digital representation of a feature, process, etc. • modelHardcopy – 3-dimensional, physical model • profileDigital – Vertical cross-section in digital form • profileHardcopy – Vertical cross-section printed on paper, etc. • tableDigital – Digital representation of facts or figures systematically displayed, especially in columns • tableHardcopy – Representation of facts or figures systematically displayed, especially in columns printed on paper, photographic material, or other media • videoDigital – Digital video recording • videoHardcopy – Video recording on film
Examples	imageDigital
Mapped to	<p>ANZLIC 1.1 – presentationForm</p> <ul style="list-style-type: none"> • MD_Metadata [1] > identificationInfo [15] > MD_DataIdentification [36] > citation [24] > CI_Citation [359] > presentationForm [368]

2.3. Metadata Date

The dates on which the metadata record was created or modified.

- These are dates relevant to the metadata record, not to the information contained within the dataset. For dates associated with the dataset, see 2.17 Date.

Refinements:

2.3.1 Metadata Creation Date

2.3.2 Metadata Modification Date

2.3.1. Metadata Creation Date

Definition	The date on which the metadata record was created.
Notes	<ul style="list-style-type: none"> • Metadata creation date is automatically generated when the metadata record is added.
Obligation	Mandatory (automatic)
Maximum occurrence	1
Field type	Date
Length of field	Maximum 10 characters
Allowable content	Date format complies with the ISO 8601 date standard. That is it is expected to appear in the form of YYYY-MM-DD
Examples	<ol style="list-style-type: none"> 1. 2005-07-21 2. 1982-05-12
Mapped to	ANZLIC 1.1 – dateStamp <ul style="list-style-type: none"> • MD_Metadata > identificationInfo > MD_Identification > MD_DataIdentification > citation > CI_Citation . date . CI_Date > date = original creation date, qualified with : MD_Metadata > identificationInfo > MD_Identification > MD_DataIdentification > citation > CI_Citation > date > CI_Date > dateType = creation

2.3.2. Metadata Modification Date

Definition	The last date on which the metadata record was modified.
Notes	<ul style="list-style-type: none"> • Metadata modification date is automatically generated when the metadata record is modified. • This element will only be visible for established records.
Obligation	Optional (automatic)
Maximum occurrence	Many
Field type	Date
Length of field	Maximum 10 characters
Allowable content	Date format complies with the ISO 8601 date standard. That is it is expected to appear in the form of YYYY-MM-DD
Examples	<ol style="list-style-type: none"> 1. 2005-07-21
Mapped to	ANZLIC 1.1 – dateStamp <ul style="list-style-type: none"> • MD_Metadata > identificationInfo > MD_Identification > MD_DataIdentification > citation > CI_Citation . date . CI_Date > date = revision date, qualified with : MD_Metadata > identificationInfo > MD_Identification > MD_DataIdentification > citation > CI_Citation > date > CI_Date > dateType = revision

2.4. Relation

A reference to a related dataset or resource and specification of the relationship that exists between the two.

- It enables the user to group together similar resources that are in different parts, versions or formats; or to source related references, companion resources, superseded items or adaptations, etc.
- A relation consists of two parts: an identifier for the related resource; and a qualifier explaining the type of relationship.

Refinements:

2.4.1 Identifier of Related Resource

2.4.2 Relationship

2.4.1. Identifier of Related Resource

Definition	The identifier of the related resource.
Notes	<ul style="list-style-type: none"> • List one or more formal identifier/s for the related resource, such as Title and/or Metadata Identifier and/or URL. • If the dataset is part of a parent resource, also fill out the metadata identifier for the parent resource in 2.5.3 Parent Metadata File Identifier. • Qualify the type of relationship in 2.4.2 Relationship.
Obligation	Optional
Maximum occurrence	1
Field type	Free text
Length of field	Maximum 2000 characters
Allowable content	
Examples	<p>1. For a related survey: Survey of Emergency Services in Rural Areas, conducted by OESR in 2001: 3F2504E0-4F89-11D3-9A0C-0305E82C3301</p> <p>2. For a related publication: “The Queensland Labour Market: An Empirical Analysis of Labour Supply and Demand”: http://www.oesr.qld.gov.au/publications/research-papers/economic-performance/qld-labour-market/index.shtml</p>
Mapped to	<p>ANZLIC 1.1 – code [207]</p> <ul style="list-style-type: none"> • MD_Metadata [1] > identificationInfo [15] > MD_DataIdentification [36] > aggregationInfo [35.1] > MD_AggregateInformation [66.1] > aggregateDataSetIdentifier [66.3] > MD_Identifier [205] > code [207] <p>AGLS – Relation</p>

2.4.2. Relationship

Definition	The type of relationship between the dataset and the related resource described in 2.4.1 Identifier of Related Resource
Notes	<ul style="list-style-type: none"> • Use code list values supplied below where appropriate – if type of relationship is not covered by note below), supply the information in 2.14 Additional Metadata.
Obligation	
Maximum occurrence	

Field type	Code list [and option to supply free text in 2.14 Additional Metadata]
Length of field	Maximum 2000 characters
Allowable content	<p>B.5.7 DS_AssociationTypeCode</p> <ul style="list-style-type: none"> • crossReference – reference from one dataset to another (e.g. citing, acknowledging, disputing the dataset; or citing a smaller part of that dataset) • largerWorkCitation – reference to a master dataset of which this one is a part (When recording the relationship, also add the related metadata identifier to 2.5.3 Parent Metadata File Identifier) • partOfSeamlessDatabase – part of same structured set of data held in a computer • source – mapping and charting information from which the dataset content originates (i.e. is based on) • stereoMate – part of a set of imagery that when used together, provides three-dimensional imagery <p>Note: For other relationship types not included in the code list for this element, but described by AGLS document the relationship type in 2.14 Additional Metadata. These AGLS qualifiers are:</p> <ul style="list-style-type: none"> – isVersionOf/hasVersion: one resource is an historical state or edition of another resource by the same creator – isFormatOf/hasFormat: one resource has been derived from one another by a reproduction or representation technique which is not fundamentally an interpretation but intended to be a representation – isRequiredBy/requires: one resource requires another resource for its functioning, delivery, or completion cannot be used without the related resource being present – isReplacedBy/replaces: one resource supplants, displaces, or supercedes another resource – isBasisFor: one resource is a performance, production, derivation, translation, adaption or interpretation of another resource <p>As 2.14 Additional Metadata is a free text field, entry of text is not limited to the AGLS terms above.</p>
Examples	<p>1. . For a related survey: crossReference</p> <p>2. Technical application of this element:</p> <p>Example:</p> <pre><aggregationInfo> <MD_AggregateInformation> <aggregateDataSetIdentifier> <MD_Identifier> <code><gco:CharacterString>Title or identifier of the related resource</gco:CharacterString> </MD_Identifier> </aggregateDataSetIdentifier> <associationType> <DS_AssociationTypeCode codeList="http://www.isotc211.org/2005/resources/Codelist/gmxCodetlists.xml#MD_SpatialRepresentation codeListValue="crossReference">Cross reference</DS_AssociationTypeCode> </associationType> </MD_AggregateInformation> </aggregationInfo></pre>
Mapped to	<p>ANZLIC 1.1 – DS_AssociationTypeCode</p> <ul style="list-style-type: none"> • MD_Metadata [1] > identificationInfo [15] > MD_DataIdentification [36] > aggregationInfo [35] > MD_AggregateInformation [66.1] > associationType [66.4] > DS_AssociationTypeCode [B.5.7] <p>AGLS – Relation</p>

2.5. Metadata Identifier

The unique identifier/s pertaining to the metadata record.

Refinements:

- 2.5.1 Metadata File Identifier
- 2.5.2 ANZLIC Identifier
- 2.5.3 Parent Metadata File Identifier

2.5.1. Metadata File Identifier

Definition	The unique identifier of the metadata record.
Notes	<ul style="list-style-type: none">• To differentiate one metadata record from another, and to enable a user to locate a specific record.• The identifier is assigned when the metadata record for the dataset is created. It remains unchanged even if the custodian changes.• This element must correctly identify the metadata file describing the dataset. Any refinement specified by a custodian must be consistent.• For electronic documents, see 2.25.2.1 URL to record the electronic file path.• This number is often automatically generated with a GUID (Global Unique Identifier Definition) in metadata catalogue software.• Enter related metadata file identifiers in 2.4 Relation.
Obligation	Mandatory
Maximum occurrence	1
Field type	Free text
Length of field	Maximum 15 characters
Allowable content	Identifier for all records, comprising a series of numbers.
Examples	1216 6127 806
Mapped to	ANZLIC 1.1 – Metadata file identifier <ul style="list-style-type: none">• MD_Metadata [1] > fileIdentifier [2] AGLS – Identifier

2.5.2. ANZLIC Identifier

Definition	The unique identifier of the ANZLIC record.
Notes	<ul style="list-style-type: none"> • For historical records only that already have an ANZLIC identifier; all new records will be assigned a GUID. • To differentiate one ANZLIC metadata record from another. • The identifier is assigned when the metadata record for the dataset is created. It remains unchanged even if the custodian changes. • Not to be confused with 2.25.2.1 URL which refers to the Unique Resource Identifier (URI) (electronic location) for the resource.
Obligation	For historical records only.
Maximum occurrence	1
Field type	Free text
Length of field	Maximum 15 characters
Allowable content	As a sequence of text characters and numbers, i.e. an identifier prefix (ANZ), a jurisdiction code (QL for Queensland for example), a code space for the metadata record (e.g. 0231238367).
Examples	<i>ANZLIC record:</i> ANZQL0205900173 ANZSA1834132731
Mapped to	ANZLIC 1.1 – Citation Identifier <ul style="list-style-type: none"> • MD_Metadata [1] > identificationInfo [15] > MD_Identification [23] > MD_DataIdentification [36] > citation [24] > CI_Citation [359] > identifier [365]

2.5.3. Parent Metadata File Identifier

Definition	Metadata file identifier of the parent record to which this metadata is a subset.
Notes	<ul style="list-style-type: none"> • If this dataset is a subset of another, it is mandatory to record the file identifier of the parent metadata record. The metadata parent identifier shows that this child metadata record references and inherits those higher level metadata descriptions. • In some cases a metadata record may be part of a series, and this element is essential to link the series parts together.
Obligation	Conditional – if the resource is a subset of a larger resource and the metadata exists for the other resource.
Maximum occurrence	1
Field type	Free text
Length of field	Maximum 200 characters
Allowable content	Any valid metadata identifier.
Examples	<i>For a survey that is carried out regularly with each occurrence having a different focus (e.g. Queensland Household Survey), there may be a parent record and a series of more specific records for each occurrence:</i> 3F2504E0-4F89-11D3-9A0C-0305E82C3301
Mapped to	ANZLIC 1.1 – parentIdentifier <ul style="list-style-type: none"> • MD_Metadata [1] > parentIdentifier [5]

2.6. Character Set

The full name of the coding standards used for the metadata and the dataset.

Refinements:

2.6.1 Metadata Character Set

2.6.2 Dataset Character Set

2.6.1. Metadata Character Set

Definition	Full name of the character coding set used for the metadata record
Notes	<ul style="list-style-type: none"> • This element is automatically generated in nearly all cases. • Population of this element is only required when a non utf or ascii based character set is used. This is extremely uncommon, as nearly all languages can be represented in utf8 or utf16.
Obligation	Conditional – documented if ISO 10646-1 is not used.
Maximum occurrence	1
Field type	Code list
Length of field	Maximum 120 characters
Allowable content	<p>Use MD_CharacterSet_Code of ISO B.5.10 code list But most records will have the default value of UTF8:</p> <ul style="list-style-type: none"> • ucs2 • ucs4 • utf7 • utf8 • utf16 • 8859part1 • 8859part2 • 8859part3 • 8859part4 • 8859part5 • 8859part6 • 8859part7 • 8859part8 • 8859part9 • 8859part10 • 8859part11 • (reserved for future use) • 8859part13 • 8859part14 • 8859part15 • 8859part16 • jis • shiftJIS • eucJP • usAscii • ebcdic • eucKR • big5 • GB2312
Examples	<i>For a record encoded in Korean: eucKR</i>
Mapped to	ANZLIC 1.1 – metadata character set

	MD_Metadata [1] > characterSet [4]
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2.6.2. Dataset Character Set

Definition	Full name of the character coding set used for the dataset.
Notes	<ul style="list-style-type: none"> • This element is automatically generated in nearly all cases. • Population of this element is only required when a non utf or ascii based character set is used. This is extremely uncommon, as nearly all languages can be represented in utf8 or utf16.
Obligation	Conditional – documented if ISO 10646-1 is not used.
Maximum occurrence	1
Field type	Code list
Length of field	Maximum 120 characters
Allowable content	<p>Use MD_CharacterSet_Code of ISO B.5.10 code list But most records will have the default value of UTF8.:</p> <ul style="list-style-type: none"> • ucs2 • ucs4 • utf7 • utf8 • utf16 • 8859part1 • 8859part2 • 8859part3 • 8859part4 • 8859part5 • 8859part6 • 8859part7 • 8859part8 • 8859part9 • 8859part10 • 8859part11 • (reserved for future use) • 8859part13 • 8859part14 • 8859part15 • 8859part16 • jis • shiftJIS • eucJP • usAscii • ebcdic • eucKR • big5 • GB2312
Examples	<ol style="list-style-type: none"> 1. For a record encoded in Chinese: GB2312 2. RoadNet Comprehensive - Towns and Localities: utf8
Mapped to	<p>ANZLIC 1.1 – dataset character set</p> <ul style="list-style-type: none"> • MD_Metadata [1] > identificationInfo [15] > MD_Identification [23] > MD_DataIdentification [36] > characterSet [40]

2.7. Language

The language used to document the metadata and the dataset.

Refinements:

2.7.1 Metadata Language

2.7.2 Dataset Language

2.7.1. Metadata Language

Definition	The language used for documenting the metadata.
Notes	<ul style="list-style-type: none">The default value of English will not be displayed.
Obligation	Conditional – documented if not defined by the encoding standard
Maximum occurrence	1
Field type	Code list. Refer to RFC 4646.
Length of field	Maximum 3 characters
Allowable content	The language value shall be simplified in a two or three letter abbreviation, for instance “eng” for English and “pol” for Polish. RFC 4646: < http://www.faqs.org/rfcs/rfc4646.html >
Examples	<i>For a resource written in Vietnamese: vie</i>
Mapped to	ANZLIC 1.1 – metadata <ul style="list-style-type: none">MD_Metadata [1] > language [3] AGLS – Language

2.7.2. Dataset Language

Definition	The language(s) used within the dataset.
Notes	<ul style="list-style-type: none">This element allows a search to be restricted to resources where the resource or service is in a specific language. It is not intended to be a primary search point.This element is automatically generated.
Obligation	Mandatory
Maximum occurrence	Many
Field type	Code list. Refer to RFC 4646.
Length of field	Maximum 3 characters
Allowable content	The language value shall be simplified in a two or three letter abbreviation, for instance “eng” for English and “pol” for Polish. RFC 4646: < http://www.faqs.org/rfcs/rfc4646.html >
Examples	<i>For a resource written in English and Vietnamese: eng and vie</i>
Mapped to	ANZLIC 1.1 – dataset language <ul style="list-style-type: none">MD_Metadata [1] > identificationInfo [15] > MD_Identification [23] > MD_DataIdentification [36] > language [39] AGLS – Language

2.8. Abstract/Description

Definition	A descriptive summary of the content of the resource (such as major variables, statistical measures and concepts.)
Notes	<ul style="list-style-type: none"> • Helps the user decide if the dataset fits their needs. • Other material to be conveyed in this element may include a description of the purpose for which the dataset was created and a textual description of the spatial extent of the data contained in the dataset. • Care should be taken to make sure that this describes all the content of the resource, but at the same time is a summary of that content.
Obligation	Mandatory
Maximum occurrence	1
Field type	Free text
Length of field	Maximum 2000 characters
Allowable content	Generally, the description should summarise the contents of the dataset for a non-expert user in plain, easy-to-understand language. It should be more than a repeat of the title.
Examples	<p>1. <i>For Brisbane Region Street and Address Network – VERSION 3.3:</i> Street centrelines with address ranges for all areas within the Brisbane Region. The dataset includes street classification hierarchies, dual carriageways for major four-lane highways, freeways and motorways, roundabouts and one-way indicators. The dataset is a subset of a street and address network that covers the whole of Queensland.</p> <p>2. <i>For Beenleigh 1:100,000 map sheet, Vegetation Survey and Mapping of SEQ Biogeographical Region, R. M. Dowling & H. Cartan (1997):</i> National Vegetation Information System – NVIS Audit Vegetation mapping at a map scale of 1:100,000, based on surveys of vegetation communities. Includes regional ecosystems. Set of polygon coverage in well-defined themes: pre-clearing vegetation and remnant vegetation. Other relevant coverage include : coverage of survey traverses and single coverage of survey sites for the region. Complete site data are stored in the Queensland Herbarium CORVEG database.</p>
Mapped to	ANZLIC 1.1 – abstract <ul style="list-style-type: none"> • MD_Metadata [1] > identificationInfo [15] > MD_Identification [23] > MD_DataIdentification [36] > abstract [25] OECD QF – Relevance (Main variables and statistical measures) AGLS – Description

2.9. Purpose/Function

Definition	The business function or activity to which this dataset is related.
Notes	<ul style="list-style-type: none"> • Describes the agency's business function to which this dataset relates – this element doesn't describe the function of the dataset itself. • Classifies the dataset's function under a three-level hierarchical thesaurus (AGIFT – see below). • Enables users to search for and discover all resources related to a particular business function or activity.
Obligation	Optional
Maximum occurrence	1
Field type	Free text
Length of field	Maximum 100 characters * The following info should be in Allowable Content - A link to AGIFT (Australian Governments' Interactive Functions Thesaurus) will be provided: < http://www.naa.gov.au/records-management/create-capture-describe/describe/agift/agift-zip.aspx >
Allowable Content	A link to AGIFT (Australian Governments' Interactive Functions Thesaurus) will be provided: < http://www.naa.gov.au/records-management/create-capture-describe/describe/agift/agift-zip.aspx >
Examples	<i>For a patient satisfaction survey:</i> Health care – Hospital services – Patient care
Mapped to	ANZLIC 1.1 – Purpose <ul style="list-style-type: none"> • MD_Metadata [1] > identificationInfo [15] > MD_Identification [23] > MD_DataIdentification [36] > purpose [26] AGLS – Function OECD QF – Relevance

2.10. Audience

Definition	A category of user for whom the resource is intended.
Notes	<ul style="list-style-type: none"> • Describes who the resource is intended for, not who or what it is about (for subject of the resource, see Topic 2.15). • Enables the user to indicate the level or focus of the resource, as well as enabling filtering of a search to records relating to specific audiences. • It can also be used by an agency to target a service or resource at a particular demographic or socioeconomic group. • Only use this element if the dataset is intended for use by a specific population – not for a general audience. More than one descriptor can be selected from the code list (below) but the element will lose its effectiveness if too many are selected. If in doubt, rather than describe too many groups, leave the element blank.
Obligation	Optional
Maximum occurrence	Many
Field type	Code list
Length of field	Maximum 200 characters
Allowable content	<p>Use AGLS Audience Scheme:</p> <ul style="list-style-type: none"> • Aboriginal and Torres Strait Islanders – People who identify themselves as part of the Indigenous Australian community • Business – Persons or corporations engaged in commerce, trade or industry • Carers – Persons or organisations engaged in the care of others (e.g. patients, children, elderly, disabled). Use “Parents” for resources aimed at mothers, fathers or legal guardians • Children – Persons under the age of 16 years. Use “Youth” for resources aimed at persons aged 16–25 years • Community groups – Groups who provide services to, or represent the views of, specific community sectors • Employees – Persons working for another person or business for wages. Use “Jobseekers” for resources designed to assist people seeking employment • Employers – Persons or businesses who employ others for wages • Gay and Lesbian – Persons who identify themselves as part of a homosexual community • Government – Agencies and organisations associated with public administration at local, state or federal level • Jobseekers – Persons seeking employment, whether currently employed or unemployed. Use “Employees” for resources of relevance to people already in employment • Low income earners – As determined by the Australian Taxation Office, persons whose annual income is less than \$14,927 (current at 2002-01-01) • Men – Adult male persons • Migrants – Persons moving permanently from one country to another, either from Australia overseas, or from other countries to Australia. Includes resources for people from non-English speaking backgrounds or who have English as a second language • Parents – Persons fulfilling a mother, father or guardian role in the care of children, whether by birth, adoption or other legal arrangement • People with disabilities – Persons with a physical or mental

	<p>incapacity, either permanent or temporary</p> <ul style="list-style-type: none"> • Primary industry – Persons or organisations involved in the growing, producing or extracting of natural resources (e.g. farming, forestry, mining). Use “Rural” for resources aimed at people and communities outside urban areas • Rural – Persons living or working in regional, country or isolated areas of Australia. Use “primary industry” for resources on commercial activities that may occur in rural areas • Seniors – Persons over the age of 65 years • Students – Persons engaged in a course of study or instruction whether at pre-primary, primary, secondary, vocational or tertiary level • Teachers – Members of the teaching profession, persons instructing students at pre-primary, primary, secondary, vocational or tertiary level • Tourists – Persons visiting an area for pleasure, either from other countries or other parts of Australia. Use “Migrants” for persons relocating permanently • Women – Adult female persons • Youth – Persons aged 16–25 years. Use “Children” for resources aimed at persons under the age of 16 years
Examples	<p>1. <i>For a website designed to put businesses in touch with each other:</i> Audience: Business</p> <p>2. <i>For a resource which will be used by students for research:</i> Audience: Students</p>
Mapped to	<p>ANZLIC 1.1 – QLD extended element – audience</p> <ul style="list-style-type: none"> • MD_Metadata [1] > identificationInfo [15] > MD_identification [23] > audience [307] <p>AGLS – Audience</p>

2.11. Mandate

Definition	Legislative or other authority under which the dataset was produced.
Notes	<ul style="list-style-type: none"> • This element refers to any legal instrument, regulation or policy which requires the resource to be created or provided for public access. It describes the legal authority an agency has to provide a service, or information, or other resource. • Mandate is useful to show the legal authority or specific legal mandate which requires the resource to be created or provided to the public. It is a useful access point for searchers wanting information about specific legal instruments or cases. • Not to be confused with 2.23 Rights, which covers any limitations to using and accessing the dataset. • Details of “Owner” – the party who is identified as having the authority and accountability under legislation, regulation or policy – can be recorded in 2.18 Responsible Party.
Obligation	Optional
Maximum occurrence	1
Field type	Free text
Length of field	Maximum 200 characters
Allowable content	The content of this element will usually be a reference to a specific Act, Regulation, Rule or Case. It could also be a unique resource identifier (URI) pointing to an online version of the legal instrument in question.
Examples	Section 11(1) <i>Public Records Act 2002</i>
Mapped to	ANZLIC 1.1 – otherCitationDetails <ul style="list-style-type: none"> • MD_Metadata [1] > identificationInfo > MD_Identification > MD_DataIdentification > citation > CI_Citation > otherCitationDetails AGLS – Mandate

2.12. Storage Format

The physical format in which the dataset (digital or non-digital) is stored.

- Not to be confused with 2.16 Type which considers the content of the dataset (whereas format looks at its physical format). Type describes the category of the information in the resource, e.g. minutes, annual report; format includes the hard or electronic copy and the software needed to access the resource.
- Not to be confused with 2.25.1 Distribution format which describes the format in which the dataset is made available to users, rather than the format in which it is originally stored.

Refinements:

- 2.12.1 Storage Format Name
- 2.12.2 Storage Format Version

2.12.1. Storage Format Name

Definition	Name of the physical or digital format for storage.
Notes	
Obligation	Mandatory
Maximum occurrence	Many
Field type	Free text
Length of field	Maximum 10 characters
Allowable content	
Examples	<p>1. <i>For a web page in HTML:</i> HTML</p> <p>2. <i>For a travel guide with additional material:</i> Text. Book with map insert.</p> <p>3. <i>For data stored on microfiche:</i> Microfiche</p> <p>4. <i>For RoadNet Comprehensive - Towns and Localities:</i> SDE Feature Class</p>
Mapped to	<p>ANZLIC 1.1 – resource format name</p> <p>MD_Metadata [1] > identificationInfo [15] > MD_Identification [23] > MD_DataIdentification [36] > resourceFormat [32] > MD_Format [284] > name [285]</p> <p>AGLS – Format</p>

2.12.2. Storage Format Version

Definition	Version of the physical or digital format (date, number, etc.) for storage.
Notes	
Obligation	Optional
Maximum occurrence	Many
Field type	Free text
Length of field	Maximum 10 characters
Allowable content	Free text
Examples	1. <i>For ArcInfo Export format version 8.0.2</i> : 8.0.2 2. <i>RoadNet Comprehensive - Towns and Localities</i> : 1
Mapped to	ANZLIC 1.1 – resource format version <ul style="list-style-type: none"> MD_Metadata [1] > identificationInfo [15] > MD_Identification [23] > MD_DataIdentification [36] > resourceFormat [32] > MD_Format [284] > version [286]

2.13. Environment

Definition	Description of the dataset in the producer's processing environment, including items such as the software, the computer operating system, file name, and the dataset size.
Notes	
Obligation	Optional
Maximum occurrence	1
Field type	Free text
Length of field	
Allowable content	Free text
Examples	1. Microsoft Windows 2000 Version 5.0 (Build 2195) Service Pack 4 2. ESRI ArcCatalog 8.3.0.800
Mapped to	ANZLIC 1.1 – environmentDescription <ul style="list-style-type: none"> MD_Metadata [1] > identificationInfo [15] > MD_Identification [23] > MD_DataIdentification [36] > environmentDescription [44]

2.14. Additional Metadata

Definition	Any additional metadata that assists in documenting the dataset.
Notes	<ul style="list-style-type: none"> • Any additional information about the resource that has not yet been described by other elements, e.g. attribute information • It could also include a note about checking with the contact person for supplementary information. • This element is also used in association with 2.4.2 Relationship which provides a limited code list for describing the type of relationship between related resources. For other relationship types not included in that code list (but described by AGLS qualifiers) the relationship type is documented here. These AGLS qualifiers are: <ul style="list-style-type: none"> – isVersionOf/hasVersion: one resource is an historical state or edition of another resource by the same creator – isFormatOf/hasFormat: one resource has been derived from one another by a reproduction or reformatting technique which is not fundamentally an interpretation but intended to be a representation – isRequiredBy/requires: one resource requires another resource for its functioning, delivery, or content, and cannot be used without the related resource being present – isReplacedBy/replaces: one resource supplants, displaces, or supercedes another resource – isBasisFor: one resource is a performance, production, derivation, translation, adaption or interpretation of another resource <p>*Note: as this element is a free text field, entry of text is not limited to the AGLS terms above.</p>
Obligation	Optional
Maximum occurrence	1
Field type	Free text
Length of field	Maximum 4000 characters
Allowable content	There are no content restrictions on additional metadata as it is a free text field. It will mostly be composed of sentences, URL address, contact details of a relevant organisation.
Examples	<i>For OECD Gross Domestic Product (1995=100) - Seasonally Adjusted - Quarterly:AUSSTATS</i> Also includes information for all other OECD countries.
Mapped to	ANZLIC 1.1 – supplementalInformation <ul style="list-style-type: none"> • MD_Metadata [1] > identificationInfo [15] > MD_Identification [23] > MD_DataIdentification [36] > supplementalInformation [46]

2.15. Topic

Commonly used words or formalised words or phrases used to describe the subject of the dataset.

Refinements:

- 2.15.1 Topic Category
- 2.15.2 Keyword
- 2.15.3 Keyword Type
- 2.15.4 Thesaurus Name

2.15.1. Topic Category

Definition	Main subject theme(s) of the dataset.
Notes	<ul style="list-style-type: none"> • Enables the user to search by very broad subject theme(s). The specific subject matter of the dataset is captured under 2.15.2 Keyword. • For non-spatial topics such as justice or education the code list is limiting. These would come under “Society”.
Obligation	Conditional: Mandatory for spatial datasets
Maximum occurrence	Many
Field type	Code list
Length of field	Maximum
Allowable content	Use MD_TopicCategoryCode of ISO B5.27 code list: <ul style="list-style-type: none"> • Farming • Biota • Boundaries • ClimatologyMeteorologyAtmosphere • Economy • Elevation • Environment • GeoscientificInformation • Health • ImageryBaseMapsEarthCover • IntelligenceMilitary • InlandWaters • Location • Oceans • PlanningCadastre • Society • Structure • Transportation • UtilitiesCommunication
Examples	Health
Mapped to	ANZLIC 1.1 – topicCategory <ul style="list-style-type: none"> • MD_Metadata [1] > identificationInfo [15] > MD_Identification [23] > MD_DataIdentification [36] > topicCategory [41] AGLS – Subject

2.15.2. Keyword

Definition	The specific subject matter of the dataset.		
Notes	<ul style="list-style-type: none"> • This element uses a thesaurus of commonly used words or phrases • Enables the user to search by the subject of the dataset, by selecting keywords from a list. 		
Obligation	Mandatory		
Maximum occurrence	Many		
Field type	Code list		
Length of field	Maximum		
Allowable content	<p>AGLS TAGS (Thesaurus of Australian Government Subjects) <http://www.agimo.gov.au/services/tags></p> <p>OR</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p>ANZLIC Keywords <i>Some of the proposed ANZLIC keywords</i></p> <p>AGRICULTURE AGRICULTURE Crops AGRICULTURE Livestock AGRICULTURE Horticulture AGRICULTURE Irrigation ATMOSPHERE ATMOSPHERE Air Quality ATMOSPHERE Ozone ATMOSPHERE Greenhouse ATMOSPHERE Pressure BOUNDARIES BOUNDARIES Administrative BOUNDARIES Cultural CLIMATE AND WEATHER CLIMATE AND WEATHER Meteorology CLIMATE AND WEATHER Drought CLIMATE AND WEATHER Storm SOIL SOIL Erosion SOIL Biology SOIL Physics WASTE WASTE Liquid WASTE Solid WASTE Sewage Etc</p> </td> <td style="vertical-align: top; border-left: 1px solid black;"> <p>Qualifier words that may be added to any ANZLIC keywords.</p> <p>Biodiversity Classification Conservation Distribution Exploration Indicators Inventory Management Mapping Maps Models Monitoring Networks Planning Production Reference Reports Research Reserve Resources Statistics Surveys Sustainability</p> </td> </tr> </table>	<p>ANZLIC Keywords <i>Some of the proposed ANZLIC keywords</i></p> <p>AGRICULTURE AGRICULTURE Crops AGRICULTURE Livestock AGRICULTURE Horticulture AGRICULTURE Irrigation ATMOSPHERE ATMOSPHERE Air Quality ATMOSPHERE Ozone ATMOSPHERE Greenhouse ATMOSPHERE Pressure BOUNDARIES BOUNDARIES Administrative BOUNDARIES Cultural CLIMATE AND WEATHER CLIMATE AND WEATHER Meteorology CLIMATE AND WEATHER Drought CLIMATE AND WEATHER Storm SOIL SOIL Erosion SOIL Biology SOIL Physics WASTE WASTE Liquid WASTE Solid WASTE Sewage Etc</p>	<p>Qualifier words that may be added to any ANZLIC keywords.</p> <p>Biodiversity Classification Conservation Distribution Exploration Indicators Inventory Management Mapping Maps Models Monitoring Networks Planning Production Reference Reports Research Reserve Resources Statistics Surveys Sustainability</p>
<p>ANZLIC Keywords <i>Some of the proposed ANZLIC keywords</i></p> <p>AGRICULTURE AGRICULTURE Crops AGRICULTURE Livestock AGRICULTURE Horticulture AGRICULTURE Irrigation ATMOSPHERE ATMOSPHERE Air Quality ATMOSPHERE Ozone ATMOSPHERE Greenhouse ATMOSPHERE Pressure BOUNDARIES BOUNDARIES Administrative BOUNDARIES Cultural CLIMATE AND WEATHER CLIMATE AND WEATHER Meteorology CLIMATE AND WEATHER Drought CLIMATE AND WEATHER Storm SOIL SOIL Erosion SOIL Biology SOIL Physics WASTE WASTE Liquid WASTE Solid WASTE Sewage Etc</p>	<p>Qualifier words that may be added to any ANZLIC keywords.</p> <p>Biodiversity Classification Conservation Distribution Exploration Indicators Inventory Management Mapping Maps Models Monitoring Networks Planning Production Reference Reports Research Reserve Resources Statistics Surveys Sustainability</p>		
Examples	<i>For information on agricultural crops grown within the South-East Queensland area:</i> AGRICULTURE Crops		
Mapped to	<p>ANZLIC 1.1 – keywords</p> <ul style="list-style-type: none"> • MD_Metadata [1] > identificationInfo [15] > MD_Identification [23] > MD_DataIdentification [36] > descriptive Keywords [33] > MD_Keywords [52] > keyword [53] <p>AGLS – Subject</p>		

2.15.3. Keyword Type

Definition	Qualifies the type of keyword/s chosen in 2.15.2 Keyword and determines the thesaurus used in 2.15.4 Thesaurus Name.
Notes	
Obligation	Optional
Maximum occurrence	1
Field type	Code list
Length of field	
Allowable content	<p>Use MD_KeywordTypeCode of ISO B.5.17 code list:</p> <ul style="list-style-type: none"> • Discipline – keyword identifies a branch of instruction or specialized learning • Place – keyword identifies a location (thesaurus is Australian Standard Geographical Classification) • Stratum – keyword identifies the layer(s) of any deposited substance • Temporal – keyword identifies a time period related to the dataset • Theme – keyword identifies a particular subject or topic (thesauri are ANZLIC Keywords or AGLS TAGS)
Examples	<i>To find a resource relating to Brisbane: Place</i>
Mapped to	<p>ANZLIC 1.1 – type</p> <ul style="list-style-type: none"> • MD_Metadata [1] > identificationInfo [15] > MD_Identification [23] > MD_DataIdentification [36] > descriptiveKeywords [33] > MD_Keywords [52] > type [54] <p>AGLS – Subject</p>

2.15.4. Thesaurus Name

Definition	Name of the formally registered thesaurus or a similar authoritative source of keywords.
Notes	<ul style="list-style-type: none"> There is no need to populate this element – the thesaurus name is automatically selected depending on the keywords selected.
Obligation	Optional
Maximum occurrence	1
Field type	Free text
Length of field	
Allowable content	<ol style="list-style-type: none"> ANZLIC keywords or AGLS TAGS (Thesaurus of Australian Government Subjects) <http://www.agimo.gov.au/services/tags> or Australian Standard Geographical Classification (see http://www.abs.gov.au) Approved Agency Internal Thesauri
Examples	AGLS TAGS
Mapped to	ANZLIC 1.1 – thesaurusName <ul style="list-style-type: none"> MD_Metadata [1] > identificationInfo [15] > MD_Identification [23] > MD_DataIdentification [36] > descriptiveKeywords [33] > MD_Keywords [52] > thesaurusName [55]

2.16. Type

The category or genre, and aggregation level of the resource.

Refinements:

- 2.16.1 Hierarchy Level
- 2.16.2 Hierarchy Level Name

2.16.1. Hierarchy Level

Definition	Identifies the scope of the resource which is being described.
Notes	<ul style="list-style-type: none"> • Specifies what the dataset is rather than what it is about. • Not to be confused with 2.12 Storage Format. Storage Format refers to the physical format of the resource, including the software application used to create, read and edit it. Type refers to its content. • The default value for this element will be “dataset”. • Further details describing the Hierarchy Level are provided in 2.16.2 Hierarchy Level Name (this is mandatory for values other than “dataset”, but optimal for describing datasets as well).
Obligation	Mandatory
Maximum occurrence	Many
Field type	Code list
Length of field	Maximum
Allowable content	<p>Use MD_ScopeCode of ISO B.5.25 code list:</p> <ul style="list-style-type: none"> • attribute – information applies to the attribute class • attributeType – information applies to the characteristic of a feature • collectionHardware – information applies to the collection hardware class • collectionSession – information applies to the collection session • dataset (this will be the default value) – information applies to the dataset • series – information applies to the series • nonGeographicDataset – information applies to non-geographic data (more specific options can be entered here using MD_Metadata > hierarchyLevelName (free text) (e.g. survey, census)) • dimensionGroup – information applies to a dimension group • feature – information applies to a feature • featureType – information applies to a feature type • propertyType – information applies to a property type • fieldSession – information applies to a field session • software – information applies to a computer program or routine • service – information applies to a capability which a service provider entity makes available to a service user entity through a set of interfaces that define a behaviour, such as a use case • model – information applies to a copy or imitation of an existing or hypothetical object • tile – information applies to a tile, a spatial subset of geographic data

Examples	<i>For SAP R/3:</i> Software
Mapped to	ANZLIC 1.1 – hierarchyLevel <ul style="list-style-type: none"> • MD_Metadata [1] > hierarchyLevel [6] AGLS – Type (Category)

2.16.2. Hierarchy Level Name

Definition	Provides further details about the name of the hierarchy levels for the resource.
Notes	<ul style="list-style-type: none"> • This qualifies the Hierarchy Level identified in 2.14.1 and provides further description and clarification of that scope. • It should clearly identify the type of resource to which this metadata applies. • It is mandatory if value in 2.16.1 is not “dataset”, but optimal to describe for datasets as well.
Obligation	Conditional – Mandatory if 2.16.1 Hierarchy Level is not “dataset”
Maximum occurrence	Many
Field type	Free text
Length of field	
Allowable content	
Examples	Dataset of locality polygons.
Mapped to	ANZLIC 1.1 – hierarchyLevelName <ul style="list-style-type: none"> • MD_Metadata [1] > hierarchyLevelName [7] AGLS – Type (Category)

2.17. Spatial Data Information

The geographic coverage of the content of the dataset.

- Not to be confused with Date (2.19) which covers the temporal extent, these element covers spatial description only.

Refinements:

- 2.17.1 Extent Name
- 2.17.2 Extent Polygon
- 2.17.3 Bounding Box
- 2.17.4 Spatial Representation Type
- 2.17.5 Spatial Resolution
- 2.17.6 Reference System

2.17.1. Extent Name

Definition	Description of the geographic area using identifiers (alphanumeric values).
Notes	<ul style="list-style-type: none"> • A current list of Geographic Extent name including associated metadata and downloadable files is available at http://www.auslig.gov.au/asdi/genreg.htm. • For this element ISO 19115 does not separate out the ANZLIC components Category, Jurisdiction and Name; they are treated as one element. • This element has a potential future use for geographic web searching when the DC.Coverage.spatial tag is entered in a standardised format: For AGLS – SLAs, LGAs, administrative boundaries and regional boundaries in the following format: <code><meta name="DC.Coverage.spatial" scheme="ASGC 2001" content="LGA[add code here]"></code>; For ANZLIC – geo_extent_name, geo_map_sheet_id, geo_category, jurisdiction_desc • This element automatically populates 2.15.3 Bounding Box • There will be spatial aids provided in the Catalogue to assist non-spatial users if filling out this element.
Obligation	Mandatory for non-spatial users
Maximum occurrence	Many
Field type	Free text
Length of field	Maximum 80 characters
Allowable content	Free text
Examples	<ol style="list-style-type: none"> 1. <i>For 8558 Abbot Point Aerial Photography: 1:100;000 Map Series, Australia, 8558 ABBOT POINT(8558).</i> 2. <i>For Acid Sulfate Soils – Tweed River to Nerang River (SEA): 1:25;000 Map Series, Queensland, 9541-11 BURLEIGH(QLD-9541-11)</i>
Mapped to	ANZLIC 1.1 – geographic identifier <ul style="list-style-type: none"> • MD_Metadata [1] > identificationInfo [15] > MD_Identification [23] > MD_DataIdentification [36] > extent [45] > EX_Extent [334] > geographicElement [336] > EX_GeographicExtent [339] > EX_GeographicDescription [348] > geographicIdentifier [349] > MD_Identifier [208] > code [207]

2.17.2. Extent Polygon

Definition	Sets of points defining the bounding polygon.
Notes	<ul style="list-style-type: none"> • The position of the boundary around the dataset. This is described as a closed set of geographic coordinates (latitude, longitude in decimal degrees) of the polygon referenced to GDA94. • Does not describe the exact geographic extent of the dataset. • A closed polygon (a set of at least four coordinate pairs) is used to record the geographic extent of the dataset. The first and last points are the same. • This element and Geographic Extent Name both describe the geographic extent of a dataset – use the latter in preference as it names the geographic area, rather than assigning it a set of numbers. This makes it easier for readers to relate to and reduces possible errors in transcribing geographic coordinates. • If possible, coordinates should be specified to at least one metre accuracy (five decimal places) to assist with accurate searching. However, coordinates specified to one kilometre accuracy (two decimal places) are acceptable, especially when manually calculating the coordinates or describing a fuzzy shape.
Obligation	Optional
Maximum occurrence	Many
Field type	Real number
Length of field	Maximum 1000 character string per polygon
Allowable content	<p>The four coordinates groups in pairs (the longitude and latitude coordinates) are given in decimal degrees and can be up to five decimal places.</p> <p>Complex extents of irregular polygons should not be described in great detail. A generalised or stylised polygon or minimum bounding rectangle should be provided.</p>
Examples	<p>1. <i>For Aerial Geophysical Survey Data:</i> 153.0 – 26.5,153.5 – 26.5,153.5 – 27.0,153.0 – 27.0</p> <p>2. <i>For Daisy Hill State Forest:</i> 153.13333 – 27.58333,153.16667 – 27.58333,153.16667 – 27.63333,153.13333 – 27.63333</p>
Mapped to	<p>ANZLIC 1.1 – polygon</p> <ul style="list-style-type: none"> • MD_Metadata [1] > identificationInfo [15] > MD_Identification [23] > MD_DataIdentification [36] > extent [45] > EX_Extent [334] > geographicElement [336] > EX_GeographicExtent [339] > EX_BoundingPolygon [341] > polygon [342]

2.17.3. Bounding Box

Geographic position of the dataset in the format of a rectangle that describes the minimum and maximum coordinates for the dataset.

- A search can be restricted to resources in a particular geographic area.

Refinements:

- 2.17.3.1 East Bound Longitude
- 2.17.3.2 West Bound Longitude
- 2.17.3.3 North Bound Longitude
- 2.17.3.4 South Bound Longitude

2.17.3.1. East Bound Longitude

Definition	Eastern-most coordinate of the limit of the dataset expressed as a longitude in decimal degrees.
Notes	<ul style="list-style-type: none"> • This coordinate is part of the bounding box, which may be used to filter datasets according to the area of interest and generate a box showing the approximate coverage of a dataset. • Geographic bounding box allows a search to be restricted to resources about a certain place. When spatially displayed this element assists the user to assess its fitness for purpose as to whether the resource covers the user location of interest.
Obligation	Mandatory
Maximum occurrence	1
Field type	Signed real number
Length of field	Signed real number with maximum 6 characters +/-000.00
Allowable content	-180.00 <= East Bound Longitude value <= 180.00
Examples	154.00
Mapped to	ANZLIC 1.1 – eastBoundingBox <ul style="list-style-type: none"> • MD_Metadata [1] > identificationInfo [15] > MD_Identification [23] > MD_DataIdentification [36] > extent [45] > EX_Extent [334] > geographicElement [336] > EX_GeographicExtent [339] > EX_GeographicBoundingBox [343] > eastBoundLongitude [345]

2.17.3.2. West Bound Longitude

Definition	Western-most coordinate of the limit of the dataset expressed in latitude in decimal degrees.
Notes	<ul style="list-style-type: none"> • This coordinate is part of the bounding box which may be used to filter datasets according to the area of interest and generate a box showing the approximate coverage of a dataset. • Geographic bounding box allows a search to be restricted to resources about a certain place. When spatially displayed this element assists the user to assess its fitness for purpose as to whether the resource covers the user location of interest.
Obligation	Mandatory
Maximum occurrence	1
Field type	Signed real number
Length of field	Signed real number with maximum 6 characters +/-000.00
Allowable content	-180.00 <= West Bound Longitude value <= 180.00
Examples	112.00
Mapped to	ANZLIC 1.1 – westBoundingBox <ul style="list-style-type: none"> • MD_Metadata [1] > identificationInfo [15] > MD_Identification [23] > MD_DataIdentification [36] > extent [45] > EX_Extent [334] > geographicElement [336] > EX_GeographicExtent [339] > EX_GeographicBoundingBox [343] > westBoundLongitude [344]

2.17.3.3. North Bound Latitude

Definition	Northern-most coordinate of the limit of the dataset expressed in latitude in decimal degrees.
Notes	<ul style="list-style-type: none"> • This coordinate is part of the bounding box which may be used to filter datasets according to the area of interest and generate a box showing the approximate coverage of a dataset. • Geographic bounding box allows a search to be restricted to resources about a certain place. When spatially displayed this element assists the user to assess its fitness for purpose as to whether the resource covers the user location of interest.
Obligation	Mandatory
Maximum occurrence	1
Field type	Signed real number
Length of field	Signed real number with maximum 6 characters +/-000.00
Allowable content	-90.00 <= North Bound Latitude value <= 90.00; North Bound Latitude value >= South Bound Latitude value
Examples	-9.00
Mapped to	ANZLIC 1.1 – North bounding latitude <ul style="list-style-type: none"> • MD_Metadata [1] > identificationInfo [15] > MD_Identification [23] > MD_DataIdentification [36] > extent [45] > EX_Extent [334] > geographicElement [336] > EX_GeographicExtent [339] > EX_GeographicBoundingBox [343] > northBoundLatitude [347]

2.17.3.4. South Bound Latitude

Definition	Southern-most coordinate of the limit of the dataset expressed in latitude in decimal degrees.
Notes	<ul style="list-style-type: none"> • This coordinate is part of the bounding box which may be used to filter datasets according to the area of interest and generate a box showing the approximate coverage of a dataset. • Geographic bounding box allows a search to be restricted to resources about a certain place. When spatially displayed this element assists the user to assess its fitness for purpose as to whether the resource covers the user location of interest.
Obligation	Mandatory
Maximum occurrence	1
Field type	Signed real number
Length of field	Signed real number with maximum 6 characters +/-000.00
Allowable content	-90.00 <= South Bounding Latitude value <= 90.00; South Bound Latitude value <= North Bound Latitude value
Examples	-44.00
Mapped to	ANZLIC 1.1 – South bounding latitude <ul style="list-style-type: none"> • MD_Metadata [1] > identificationInfo [15] > MD_Identification [23] > MD_DataIdentification [36] > extent [45] > EX_Extent [334] > geographicElement [336] > EX_GeographicExtent [339] > EX_GeographicBoundingBox [343] > southBoundLatitude [346]

2.17.4. Spatial Representation Type

Definition	Method used to spatially represent geographic information.
Notes	
Obligation	Optional
Maximum occurrence	Many
Field type	Code list
Length of field	50
Allowable content	CodeList B.5.26 <ul style="list-style-type: none"> • vector • grid (Raster) • textTable • TIN • stereoModel • video
Examples	1. For Queensland Digital Cadastre Database: Vector 2. For 8558 Abbot Point Aerial Photography: Grid
Mapped to	ANZLIC 1.1 – SpatialRepresentationTypeCode <ul style="list-style-type: none"> • MD_Metadata[1] > identificationInfo[15] > MD_Identification[23] > MD_DataIdentification[36] > MD_SpatialRepresentationType [37] code list B.5.26

2.17.5. Spatial Resolution

Level of detail expressed as a scale factor or a ground distance.

Refinements:

2.17.5.1 Scale (Vector Data)

2.17.5.2 Ground Sample Distance (Raster Data)

2.17.5.1. Scale (Vector Data)

Definition	Level of detail expressed as the scale of a comparable hardcopy map
Notes	
Obligation	Optional
Maximum occurrence	Many
Field type	Non-negative number
Length of field	20
Allowable content	
Examples	10000 (<i>for 1:10,000 scale map</i>)
Mapped to	ANZLIC 1.1 – denominator <ul style="list-style-type: none"> MD_Metadata [1] > identificationInfo [15] > MD_Identification [23] > MD_DataIdentification [36] > spatialResolution [38] > MD_Resolution [59] > equivalentScale [60] > MD_RepresentativeFraction [56] > denominator [57]

2.17.5.2. Ground Sample Distance (Raster Data)

Definition	Ground sample distance in meters.
Notes	<ul style="list-style-type: none"> The distance element identifies the resolution of the information in real world units. It is the ANZLIC preferred way of providing information about the resolution. All measurement shall be recorded in meters i.e. 10cm is 0.1 of a meter.
Obligation	Optional
Maximum occurrence	Many
Field type	Non-negative number
Length of field	20
Allowable content	
Examples	10
Mapped to	ANZLIC 1.1 – value <ul style="list-style-type: none"> MD_Metadata [1] > identificationInfo [15] > MD_Identification [23] > MD_DataIdentification [36] > spatialResolution [38] > MD_Resolution [59] > distance [61] > SC_Distance [602] > Distance [603] > SC_DistanceType [604] > value [605]

2.17.6. Reference System

Description of the spatial and temporal reference system used in the dataset.

- The reference system is what defines the coordinates used in spatial data.
- **Please note** that refinements 2.17.6.2 through to 2.17.6.4 are provided to cater for historical data only, captured before the introduction of this element set. All future data should be described using 2.17.6.1 Reference System Identifier only (this element is an identifying code for the reference system parameters defining the geographical coordinates used).

Refinements:

2.17.6.1 Reference System Identifier

2.17.6.2 Projection

2.17.6.3 Datum

2.17.6.4 Vertical Datum

2.17.6.1. Reference System Identifier

Definition	A code that identifies the parameters of the reference system defining the geographical coordinates used in spatial data.
Notes	<ul style="list-style-type: none"> • Defines projection using EPSG codes • To be used for all new metadata records in place of refinements 2.17.6.2 to 2.17.6.4. • Previously this information was entered across multiple elements – it has now been aggregated into this one element where it is represented by a standard code. • To ensure users are aware of the coordinate system that defines spatial objects in different datasets and can decide the compatibility of those based on different coordinate systems. • A search can be restricted by the coordinate reference system. • This element is populated by EPSG codes (see EPSG website: http://www.epsg.org/)
Obligation	Conditional if spatial dataset; and projection or datum are not already documented in a historical record.
Maximum occurrence	1
Field type	Free text (using thesaurus of common EPSG codes for Queensland)
Length of field	200
Allowable content	<p>An example list of common EPSG codes for Queensland:</p> <ul style="list-style-type: none"> • 20254 AGD66 / AMG zone 54 • 20255 AGD66 / AMG zone 55 • 20256 AGD66 / AMG zone 56 • 20354 AGD84 / AMG zone 54 • 20355 AGD84 / AMG zone 55 • 20356 AGD84 / AMG zone 56 • 4283 GDA94 geographic 2D • 4938 GDA94 geocentric • 4939 GDA94 geographic 3D • 28354 GDA94 / MGA zone 54 • 28355 GDA94 / MGA zone 55 • 28356 GDA94 / MGA zone 56 • 4326 WGS 84 geographic 2D • 5711 Australian Height Datum
Examples	4283
Mapped to	<p>ANZLIC 1.1 – MD_ReferenceSystem – code</p> <ul style="list-style-type: none"> • MD_Metadata [1] > referenceSystemInfo [13] > MD_ReferenceSystem [186] > referenceSystemIdentifier [187] > RS_Identifier [208] > code [207] <p><u>Correct citing of EPSG codespace in XML</u></p> <pre><referenceSystemInfo> <MD_ReferenceSystem> <referenceSystemIdentifier> <RS_Identifier> <authority> <CI_Citation> <title><gco:CharacterString>EPSG Geodetic Parameter Dataset</gco:CharacterString></title> <date> <CI_Date> <date><gco:Date>2008-04-15</gco:Date></date> <dateType></pre>

```
<CI_DateTypeCode
codeList="http://www.isotc211.org/2005/resources/Codelist/gmxCodelists.xml#CI_DateTypeCode"
  codeListValue="revision">Revision</CI_DateTypeCode>
</dateType>
```

2.17.6.2. Projection

Definition	Identity of the projection used in spatial data containing projected coordinates, e.g. the Geocentric Datum of Australia (GDA 94).
Notes	<ul style="list-style-type: none"> To be used only for historical data, not for new metadata records being entered (use 2.17.6.1 Reference System Identifier instead)
Obligation	Optional
Maximum occurrence	1
Field type	Free text
Length of field	200
Allowable content	
Examples	<i>Statewide Landcover and Trees Study – Foliage Projective Cover Data: Universal Transverse Mercator (UTM)</i>
Mapped to	ANZLIC 1.1 – projection <ul style="list-style-type: none"> MD_Metadata [1] > referenceSystemInfo [13] > MD_ReferenceSystem [186] > referenceSystemIdentifier [187] > RS_Identifier [208] > code [207]

2.17.6.3. Datum

Definition	Identity of the datum used in spatial data containing projected coordinates.
Notes	<ul style="list-style-type: none"> To be used only for historical data, not for new metadata records being entered (use 2.17.7.1 Reference System Identifier instead)
Obligation	Optional
Maximum occurrence	1
Field type	Free text
Length of field	200
Allowable content	
Examples	North American Datum of 1983 (NAD83)
Mapped to	ANZLIC 1.1 – datum <ul style="list-style-type: none"> MD_Metadata [1] > referenceSystemInfo [13] > MD_ReferenceSystem [186] > referenceSystemIdentifier [187] > RS_Identifier [208] > code [207]

2.17.6.4. Vertical Datum

Definition	Provides information about the origin from which the maximum and minimum elevation values are measured.
Notes	<ul style="list-style-type: none"> To be used only for historical data, not for new metadata records being entered (use 2.17.7.1 Reference System Identifier instead)
Obligation	Optional
Maximum occurrence	1
Field type	Free text
Length of field	200
Allowable content	
Examples	Australian Height Datum
Mapped to	ANZLIC 1.1 – vertical datum <ul style="list-style-type: none"> MD_Metadata [1] > referenceSystemInfo [13] > MD_ReferenceSystem [186] > referenceSystemIdentifier [187] > RS_Identifier [208] > code [207]

2.18. Responsible Party

Identification of and means of communication with organisations and individuals responsible for the dataset.

Refinements:

- 2.18.1 Role
- 2.18.2 Organisation Name
- 2.18.3 Position Name
- 2.18.4 Personal Name
- 2.18.5 Contact Details

2.18.1. Role

Definition	The party's responsibility or actions over the dataset. Describes the function that empowers the organisation to provide this resource or service.
Notes	<ul style="list-style-type: none"> • The roles of "Owner", "Custodian" and "Point of Contact" are mandatory to supply – the other roles are optional. For each role, record details in 2.18.2 Organisation Name and 2.18.3 Position Name (2.18.4 Personal Name is optional and metadata authors are not encouraged to include this – for currency maintenance reasons – unless recording details such as an author ("Originator") of a work. Several roles may be chosen for the one organisation. • The "Point of Contact" role autopopulates all details from the metadata author's profile, and is the only role that requires full contact details in 2.18.6. • Conditions applying to the use of data are set out in licensing or contractual documentation between the custodian and any service providers (where applicable), and documented in 2.21 Rights. • Details of the legislation, regulation or policy governing the organisation's collection of the dataset are recorded in 2.10 Mandate.
Obligation	Mandatory to identify "Custodian", "Owner" and "Point of Contact" (the latter autopopulated from Metadata Author's Profile)
Maximum occurrence	Many
Field type	Code list
Length of field	Maximum 100 characters
Allowable content	<p>Use CI_RoleCode of ISO B5.5 code list (definitions modified to suit IS44: Custodianship (Draft) and the <i>Queensland Government Chief Information Officer Glossary of Terms</i>⁵):</p> <p>Mandatory Roles:</p> <ul style="list-style-type: none"> • Custodian (Information Assets) – The party who is responsible for implementing and maintaining information assets according to the rules set by the owner to ensure proper quality, security, integrity, correctness, consistency, privacy, confidentiality and accessibility. A custodian will be responsible for specific classifications or categorisations of data. In the majority of cases a custodian utilises data managers to handle the day to day activity associated with the custody of information assets and the data they contain. Examples

⁵ http://www.qgcio.qld.gov.au/02_infostand/glossary.htm#Top

	<p>include: The Director General (DG) of NRMW delegates to an Executive Director responsibility for certain Topographic data themes as defined by the ISO 19115 standard. The DG of Queensland Transport assigns an Executive Director as being responsible for Customer data classified according to their Enterprise Architecture Contextual Information Model.</p> <ul style="list-style-type: none"> • Owner (Information Assets) [definition under review] – the party who is identified as having the authority and accountability under legislation, regulation or policy for the collection of information assets on behalf of the State of Queensland. Information owners define the policy which governs the information assets of an agency, for example, determining the security classification of information assets. An owner will often delegate the operational responsibility for information assets to a custodian who applies controls that reflect the owner’s expectations and instructions. The term owner for the purpose of describing the information architecture is deemed to be the officer through whom the State, as the ultimate owner, is acting. [For the purposes of this element set, the term “owner” also encompasses any organisation outside a Queensland Government agency, e.g. Commonwealth agency, Australian Bureau of Statistics, a private company.] • pointofContact – party who can be contacted for acquiring knowledge about or acquisition of the resource. This position/person will be a “contact expert” or can refer you to one. <p>Optional Roles:</p> <ul style="list-style-type: none"> • Originator – party responsible for creating and maintaining the content of the dataset, i.e. the author. This includes collecting the data and ensuring the accuracy, currency, storage and security of the dataset. Record details of a personal author, if applicable, in 2.18.4 Personal Name. • Publisher/Distributor – party that publishes or distributes the resource. This is the agency that a user needs to contact in order to obtain permission to republish the information contained in the dataset or to obtain copies in a different format. A publisher has legal rights and responsibilities and so should always be named. Record the contact details for the Publisher/Distributor in 2.16.2 and 2.16.3. • Processor – party who has processed the data in such a manner that the resource has been modified. This includes ensuring the accuracy, currency, storage and security of the modified dataset.
Examples	Custodian
Mapped to	<p>ANZLIC 1.1 – role</p> <ul style="list-style-type: none"> • MD_Metadata [1] > distributionInfo [17] > MD_Distribution [270] > distributor [272] > MD_Distributor [279] > distributorContact [280] > CI_ResponsibleParty [374] > role [379] <p>DC – rightsHolder (role of “Owner”)</p>

2.18.2. Organisation Name

Definition	Name/s of the organisation/s responsible for the dataset.
Notes	<ul style="list-style-type: none"> • One or several organisations may be identified and each may have one or several roles. • Define roles of responsibilities in 2.18.1 Role.

	<ul style="list-style-type: none"> • A code list of organisations is available to select from. • Organisation name fields are automatically populated from the metadata author's profile, but are editable to accommodate different agency names with different responsibilities. 																																																																								
Obligation	Mandatory																																																																								
Maximum occurrence	1																																																																								
Field type	Code list																																																																								
Length of field	Maximum 120 characters																																																																								
Allowable content	<p>Code list – use authorised list of agency names:</p> <table> <tr><td>Corporate Solutions Queensland</td><td>CSQ</td></tr> <tr><td>Dept of Child Safety</td><td>DChS</td></tr> <tr><td>Dept of Communities</td><td>DOC</td></tr> <tr><td>Dept of Education, Training & the Arts - Arts Division</td><td>DETA</td></tr> <tr><td>Dept of Education, Training & the Arts - Education Division</td><td>DETA</td></tr> <tr><td>Dept of Education, Training & the Arts - Training Division</td><td>DETA</td></tr> <tr><td>Dept of Emergency Services</td><td>DES</td></tr> <tr><td>Dept of Employment & Industrial Relations</td><td>DEIR</td></tr> <tr><td>Dept of Housing</td><td>DOH</td></tr> <tr><td>Dept of Infrastructure & Planning</td><td>DIP</td></tr> <tr><td>Dept of Justice & Attorney-General</td><td>JAG</td></tr> <tr><td>Dept of Local Government, Sport & Recreation</td><td>DLGSR</td></tr> <tr><td>Dept of Main Roads</td><td>DMR</td></tr> <tr><td>Dept of Mines & Energy</td><td>DME</td></tr> <tr><td>Dept of Natural Resources & Water</td><td>NRW</td></tr> <tr><td>Dept of the Premier & Cabinet</td><td>DPC</td></tr> <tr><td>Dept of Primary Industries & Fisheries</td><td>DPI</td></tr> <tr><td>Dept of Public Works</td><td>DPW</td></tr> <tr><td>Dept of Tourism, Regional Development & Industry</td><td>DTRDI</td></tr> <tr><td>Disability Services Queensland</td><td>DSQ</td></tr> <tr><td>Electoral Commission of Queensland</td><td>ECQ</td></tr> <tr><td>Environmental Protection Agency</td><td>EPA</td></tr> <tr><td>Office of Economic & Statistical Research, Queensland Treasury</td><td>OESR</td></tr> <tr><td>Office of the Queensland Ombudsman</td><td>QOO</td></tr> <tr><td>Office of the Information Commissioner</td><td>OIC</td></tr> <tr><td>Office of the Public Service Merit & Equity</td><td>OPSME</td></tr> <tr><td>Office of the Queensland Parliamentary Counsel</td><td>OQPC</td></tr> <tr><td>The Public Trustee of Queensland</td><td>PT</td></tr> <tr><td>Queensland Corrective Services</td><td>DCS</td></tr> <tr><td>Queensland Audit Office</td><td>QAO</td></tr> <tr><td>Queensland Health</td><td>QH</td></tr> <tr><td>Queensland Police Service</td><td>QPS</td></tr> <tr><td>Queensland Transport</td><td>QT</td></tr> <tr><td>Queensland Treasury</td><td>Treasury (TRE)</td></tr> <tr><td>Tourism Queensland</td><td>TQ</td></tr> <tr><td>Other – Note: this option is only selected if the organisation does not fall under any of the above umbrella organisations</td><td>OTH</td></tr> </table>	Corporate Solutions Queensland	CSQ	Dept of Child Safety	DChS	Dept of Communities	DOC	Dept of Education, Training & the Arts - Arts Division	DETA	Dept of Education, Training & the Arts - Education Division	DETA	Dept of Education, Training & the Arts - Training Division	DETA	Dept of Emergency Services	DES	Dept of Employment & Industrial Relations	DEIR	Dept of Housing	DOH	Dept of Infrastructure & Planning	DIP	Dept of Justice & Attorney-General	JAG	Dept of Local Government, Sport & Recreation	DLGSR	Dept of Main Roads	DMR	Dept of Mines & Energy	DME	Dept of Natural Resources & Water	NRW	Dept of the Premier & Cabinet	DPC	Dept of Primary Industries & Fisheries	DPI	Dept of Public Works	DPW	Dept of Tourism, Regional Development & Industry	DTRDI	Disability Services Queensland	DSQ	Electoral Commission of Queensland	ECQ	Environmental Protection Agency	EPA	Office of Economic & Statistical Research, Queensland Treasury	OESR	Office of the Queensland Ombudsman	QOO	Office of the Information Commissioner	OIC	Office of the Public Service Merit & Equity	OPSME	Office of the Queensland Parliamentary Counsel	OQPC	The Public Trustee of Queensland	PT	Queensland Corrective Services	DCS	Queensland Audit Office	QAO	Queensland Health	QH	Queensland Police Service	QPS	Queensland Transport	QT	Queensland Treasury	Treasury (TRE)	Tourism Queensland	TQ	Other – Note: this option is only selected if the organisation does not fall under any of the above umbrella organisations	OTH
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Other – Note: this option is only selected if the organisation does not fall under any of the above umbrella organisations	OTH																																																																								
Examples	Dept of Child Safety																																																																								
Mapped to	ANZLIC 1.1 – organisationName <ul style="list-style-type: none"> • MD_Metadata [1] > distributionInfo [17] > MD_Distribution [270] > distributor [272] > MD_Distributor [279] > 																																																																								

	distributorContact [280] > CI_ResponsibleParty [374] > organisationName [376] AGLS – Publisher (Corporate Name); Availability (Corporate Name)
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2.18.3. Position Name

Definition	Role or position of the responsible person/s.
Notes	
Obligation	Mandatory
Maximum occurrence	1
Field type	Free text
Length of field	Maximum 40 characters
Allowable content	Document name of position and immediate work unit within the agency (if appropriate). Don't add information here such as the name of the administrative unit in which the person works (e.g. Southern Region) which will be obvious in the address details.
Examples	Principal Advisor, Information Policy
Mapped to	ANZLIC 1.1 – positionName <ul style="list-style-type: none"> • MD_Metadata [1] > contact [8] > CI_ResponsibleParty [374] > positionName [377]

2.18.4. Personal Name

Definition	Name of the responsible person/s.
Notes	<ul style="list-style-type: none">It is not necessary to provide a name here; a contact position filled out in 2.18.3 is sufficient information, and easier to keep current. However, in certain circumstances it may be appropriate to identify a personal name, e.g. when documenting an “Originator”, i.e. author of a work.
Obligation	Optional
Maximum occurrence	1
Field type	Free text
Length of field	Maximum 120 characters
Allowable content	
Examples	Jane Citizen
Mapped to	ANZLIC 1.1 – individualName <ul style="list-style-type: none">MD_Metadata [1] > contact [8] > CI_ResponsibleParty [374] > individualName [375]

2.18.5. Contact Details

The required information to contact the Point of Contact role identified in 2.18.3 Position Name.

Refinements:

- 2.18.5.1 Phone
- 2.18.5.2 Facsimile
- 2.18.5.3 Delivery Point
- 2.18.5.4 City
- 2.18.5.5 Administrative Area
- 2.18.5.6 Postcode
- 2.18.5.7 Country
- 2.18.5.8 Electronic Mail Address

2.18.5.1. Phone

Definition	The telephone number at which the Point of Contact can be contacted.
Notes	<ul style="list-style-type: none"> • This element will not be used as a search criteria • Include area code when entering. However ISD code for Australia (61) is added automatically.
Obligation	Mandatory
Maximum occurrence	1
Field type	Alphanumeric
Length of field	Maximum 15 characters
Allowable content	Any valid telephone number, including country and STD codes.
Examples	1. +61 7 3404 3159 2. +61 7 3892 1111
Mapped to	ANZLIC 1.1 – voice phone <ul style="list-style-type: none"> • MD_Metadata [1] > contact [8] > CI_ResponsibleParty [374] > contactInfo [378] > CI_Contact [387] > phone [388] > CI_Telephone [407] > voice [408] AGLS – Availability (contact.Phone)

2.18.5.2. Facsimile

Definition	Telephone number of a facsimile machine for the Point of Contact.
Notes	<ul style="list-style-type: none"> • This element will not be used as a search criteria • Include area code when entering. However ISD code for Australia (61) is added automatically.
Obligation	Optional
Maximum occurrence	1
Field type	Alphanumeric
Length of field	Maximum 15 characters
Allowable content	Any valid fax number
Examples	1. +61 7 3404 3159 2. +61 7 3892 1111
Mapped – to	ANZLIC 1.1 -- facsimile <ul style="list-style-type: none"> • MD_Metadata [1] > contact [8] > CI_ResponsibleParty [374] > contactInfo [378] > CI_Contact [387] > phone [388] > CI_Telephone [407] > facsimile [409] AGLS – Availability (contact.Fax)

2.18.5.3. Delivery Point

Definition	The postal or physical address of the Point of Contact.
Notes	<ul style="list-style-type: none"> Postal address is preferred so that a potential user of the dataset can write to obtain further information.
Obligation	Optional
Maximum occurrence	1
Field type	Free text
Length of field	Maximum 40 characters
Allowable content	For a physical address, include street name and number.
Examples	PO BOX 15037, City East
Mapped to	ANZLIC 1.1 – deliveryPoint <ul style="list-style-type: none"> MD_Metadata [1] > contact [8] > CI_ResponsibleParty [374] > contactInfo [378] > CI_Contact [387] > address [389] > CI_Address [380] > deliveryPoint [387] AGLS – Availability (address)

2.18.5.4. City

Definition	The name of the locality where the Point of Contact is located.
Notes	<ul style="list-style-type: none"> A locality may be a suburb, town, rural district, place or an actual locality.
Obligation	Optional
Maximum occurrence	1
Field type	Free text
Length of field	Maximum 60 characters
Allowable content	
Examples	Brisbane
Mapped to	ANZLIC 1.1 – city <ul style="list-style-type: none"> MD_Metadata [1] > contact [8] > CI_ResponsibleParty [374] > contactInfo [378] > CI_Contact [387] > address [389] > CI_Address [380] > city [382] AGLS – Availability (address)

2.18.5.5. Administrative Area

Definition	The state or territory, in code form, for Australian entries.
Notes	
Obligation	Optional
Maximum occurrence	1
Field type	Code list
Length of field	
Allowable content	Administrative area shall include one of the following options: <ul style="list-style-type: none"> AC Australian Capital Territory AU Australia CW Commonwealth NS New South Wales NT Northern Territory NZ New Zealand OT Other QL Queensland SA South Australia TA Tasmania VI Victoria WA Western Australia
Examples	QL
Mapped to	ANZLIC 1.1 – administrative area <ul style="list-style-type: none"> MD_Metadata [1] > contact [8] > CI_ResponsibleParty [374] > contactInfo [378] > CI_Contact [387] > address [389] > CI_Address [380] > administrativeArea [383] AGLS – Availability (jurisdiction)

2.18.5.6. Postcode

Definition	The official postcode for the address of the Point of Contact.
Notes	
Obligation	Optional
Maximum occurrence	1
Field type	Alphanumeric
Length of field	Maximum 10 characters
Allowable content	A numeric (Australian) or alphanumeric code (e.g. U.K. postcode)
Examples	4030
Mapped to	ANZLIC 1.1 – postal code <ul style="list-style-type: none"> MD_Metadata [1] > contact [8] > CI_ResponsibleParty [374] > contactInfo [378] > CI_Contact [387] > address [389] > CI_Address [380] > postalCode [384] AGLS – Availability (postcode)

2.18.5.7. Country

Definition	The country of the physical address.
Notes	
Obligation	Optional
Maximum occurrence	1
Field type	Free text
Length of field	Maximum 30 characters
Allowable content	Most records have a default value of Australia
Examples	Australia
Mapped to	ANZLIC 1.1 – country <ul style="list-style-type: none"> MD_Metadata [1] > contact [8] > CI_ResponsibleParty [374] > contactInfo [378] > CI_Contact [387] > address 389] > CI_Address [380] > country [385] AGLS – Availability (address)

2.18.5.8. Electronic Mail Address

Definition	The electronic mailbox address for communication with the Point of Contact.
Notes	<ul style="list-style-type: none"> This element allows the user to communicate with the organisation that distributes the resource via email.
Obligation	Mandatory
Maximum occurrence	Many (it is possible the distributor can have more than one email address if they choose to supply the alternative email)
Field type	Alphanumeric
Length of field	Maximum 80 characters
Allowable content	A generic agency email address is preferred to maintain the currency of this element.
Examples	enquiries@treasury.qld.gov.au
Mapped to	ANZLIC 1.1 – electronic mail <ul style="list-style-type: none"> MD_Metadata [1] > contact [8] > CI_ResponsibleParty [374] > contactInfo [378] > CI_Contact [387] > address [389] >

	CI_Address [380] > electronicMailAddress [386] AGLS – Availability (email)
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2.19. Date

Dates of events detailed in the dataset (such as time periods covered, status of the information, updating of the information, and date of information release).

- These dates relate to the information described within the dataset, not to the record itself –for dates associated with the metadata record see 2.3 Metadata Date.

Refinements:

- 2.19.1 Beginning Date
- 2.19.2 Ending Date
- 2.19.3 Progress Status
- 2.19.4 Maintenance and Update Frequency
- 2.19.5 Resource Reference Date
- 2.19.6 Resource Reference Date Type

2.19.1. Beginning Date

Definition	The earliest date when the event/s described within the dataset occurred.
Notes	<ul style="list-style-type: none"> • This element effectively records the age of the data. • It does not refer to the date of recording of the data as this may have occurred significantly later than the event/s captured within the dataset (for the dates that the dataset became available – created, published or revised – see 2.19.5 Resource Reference Date). • Similarly this is not referring to the date when the record was entered into a database (for this see Metadata Date 2.3).
Obligation	Mandatory
Maximum occurrence	1
Field type	Code list
Length of field	Maximum 20 characters
Allowable content	Use code list values alone or in combination with dates where appropriate: <ul style="list-style-type: none"> • Unknown • Now (always “now”) • Before • After
Examples	<ol style="list-style-type: none"> 1. After 2008-01-01 2. Unknown
Mapped to	ANZLIC 1.1 – begin time <ul style="list-style-type: none"> • MD_Metadata [1] > identificationInfo [15] > MD_Identification [23] > MD_DataIdentification [36] > extent [45] > EX_Extent [334] > temporalElement [337] > EX_TemporalExtent [350] > extent [351] > TM_Primitive [624] > GM_TimePeriod [628] > GM_TimePeriodType [629] > begin [630] AGLS – Coverage (temporal)

2.19.2. Ending Date

Definition	The latest or completion date for the event/s described within the dataset.
Notes	<ul style="list-style-type: none"> • This element effectively records the age of the data. • It does not refer to the date of recording of the data as this may have occurred significantly later than the event/s captured within the dataset (for the dates that the dataset became available – created, published or revised – see 2.19.5 Resource Reference Date)
Obligation	Mandatory
Maximum occurrence	1
Field type	Code list (to be supplied)
Length of field	Maximum 20 characters
Allowable content	Use code list values alone or in combination with dates where appropriate: <ul style="list-style-type: none"> • Unknown • Now (always “now”) • Before • After
Examples	<ol style="list-style-type: none"> 1. After 2005-07-01 2. Now (always “now”)
Mapped to	ANZLIC 1.1 – end time <ul style="list-style-type: none"> • MD_Metadata [1] > identificationInfo [15] > MD_Identification [23] > MD_DataIdentification [36] > extent [45] > EX_Extent [334] > temporalElement [337] > EX_TemporalExtent [350] > extent [351] > TM_Primitive [624] > GM_TimePeriod [628] > GM_TimePeriodType [629] > end [631] AGLS – Coverage (temporal)

2.19.3. Progress Status

Definition	The status of the information contained within the dataset.
Notes	<ul style="list-style-type: none"> This element is linked to 2.24 Management and Use History.
Obligation	Optional
Maximum occurrence	Many
Field type	Code list
Length of field	Maximum 20 characters
Allowable content	<p>Use MD_ProgressCode in B5.23 code list</p> <ul style="list-style-type: none"> Completed – production of the data has been completed HistoricalArchive – data has been stored in an offline storage facility Obsolete – data is no longer relevant Ongoing – data is continually being updated Planned – fixed date has been established upon or by which the data will be created or updated Required – data needs to be generated or updated Underdevelopment – data is currently in the process of being created Not known
Examples	Completed
Mapped to	<p>ANZLIC 1.1 – status</p> <ul style="list-style-type: none"> MD_Metadata [1] > identificationInfo [15] > MD_Identification [23] > MD_DataIdentification [36] > status [28] Code list B 5.23

2.19.4. Maintenance and Update Frequency

Definition	How often the information within the dataset is updated after its initial completion.
Notes	<ul style="list-style-type: none"> This is for recording the frequency of changes to the data, not those relating to the re-issuing or publication of the dataset.
Obligation	Mandatory
Maximum occurrence	1
Field type	Code list
Length of field	Maximum 20 characters
Allowable content	<p>Use MD_MaintenanceFrequencyCode of ISO B.5.18 code list:</p> <ul style="list-style-type: none"> Continual Daily Weekly Fortnightly Monthly Quarterly Biannually Annually As needed Irregular Not planned Unknown
Examples	Quarterly
Mapped to	<p>ANZLIC 1.1 – maintenanceAndUpdateFrequency</p> <ul style="list-style-type: none"> MD_Metadata [1] > identificationInfo [15] > MD_Identification [23] > MD_DataIdentification [36] > resourceMaintenance [30] > MD_MaintenanceInformation [142] > maintenanceAndUpdateFrequency [143]

2.19.5. Resource Reference Date

Definition	Reference date for the cited data.
Notes	<ul style="list-style-type: none"> • This is the date when the dataset was created, became formally available (published), or was revised. • These dates relate to the availability of the dataset rather than the dates contained within the data itself (for the latter see 2.19.1 Beginning Date and 2.19.2 Ending Date). • It is mandatory to record the publication date, but the other dates are optional. • Resource reference date Type 2.19.6 should be used to qualify the date value. These qualifiers must be ISO B.5.2 CI_DateTypeCode.
Obligation	Mandatory
Maximum occurrence	Many
Field type	Date
Length of field	Maximum 20 characters
Allowable content	
Examples	2005-12-12
Mapped to	ANZLIC 1.1 – date: <ul style="list-style-type: none"> • MD_Metadata [1] > identificationInfo [15] > MD_Identification [23] > MD_DataIdentification [36] > citation [24] > CI_Citation [359] > date [362] > CI_Date [393] > date [394] AGLS – Date (created); Date (modified); Date (issued)

2.19.6. Resource Reference Date Type

Definition	Event used for reference date.
Notes	<ul style="list-style-type: none"> • This description of the event qualifies the date recorded in 2.19.5. As noted above, it is mandatory to record the publication date, but the other dates are optional.
Obligation	Mandatory
Maximum occurrence	Many
Field type	Code list
Length of field	Maximum 20 characters
Allowable content	Use CI_DateTypeCode in ISO 19115 B.5.2 code list <ul style="list-style-type: none"> • Creation – date identifies when the resource was brought into existence. • Publication – date identifies when the resource was issued. • Revision – date identifies when the resource was examined or re-examined and improved or amended.
Examples	Creation
Mapped to	ANZLIC 1.1 – date: <ul style="list-style-type: none"> • MD_Metadata [1] > identificationInfo [15] > MD_Identification [23] > MD_DataIdentification [36] > citation [24] > CI_Citation [359] > date [362] > CI_Date [393] > dateTypes [395] AGLS – Date (created); Date (modified); Date (issued)

2.20. Disposal

Definition	Information about policies and conditions which pertain to or control the authorised disposal of records.
Notes	<ul style="list-style-type: none"> • This element documents the processes undertaken to ensure the appropriate disposal of those datasets which are public records under the <i>Public Records Act 2002</i>. • “A public record is any form of recorded information that provides evidence of the decisions or actions of a public authority in undertaking its business activities or in the conduct of its affairs. The Act includes all records irrespective of the form, the custodial arrangements and the technology used to generate, manage, preserve and access records. Copies of a public record ... are also regarded as public records.” (<i>Public Records Act 2002</i>, s.6) • If the dataset can be identified as a public record, it is recommended to complete this element.
Obligation	Optional
Maximum occurrence	1
Field type	Free text
Length of field	
Allowable content	A general description of the disposal regime the dataset is subject to, including reference to the disposal class/es in an approved retention and disposal authority issued by the State Archivist. Disposal classes should be identified in consultation with records management staff of the custodian organisation.
Examples	<i>For BACHCO [Business Names] Register:</i> QDAN 586 v.1 Class 3.3.3 BACHCO Database: Dataset comprising details of applications for business name registration which have lapsed, been withdrawn or rejected under the Business Names Act 1962, including issuing fee refunds. Retain for 20 years from date of deregistration.
Mapped to	ANZLIC 1.1 – maintenanceNote <ul style="list-style-type: none"> • MD_Metadata [1] > identificationInfo > MD_Identification > MD_DataIdentification > resourceMaintenance > MD_MaintenanceInformation > maintenanceNote QRKMS – Record disposal

2.21. Quality

Provides an overall assessment of quality of a dataset.

Refinements:

- 2.21.1 Completeness
- 2.21.2 Logical Consistency
- 2.21.3 Spatial Attribute Accuracy
- 2.21.4 Spatial Positional Accuracy
- 2.21.5 Statistical Accuracy
- 2.21.6 Statistical Timeliness
- 2.21.7 Statistical Interpretability
- 2.21.8 Statistical Coherence

2.21.1. Completeness

Definition	A detailed assessment of the extent and range of the dataset (consider completeness of coverage, completeness of classification and completeness of verification).
Notes	
Obligation	Optional
Maximum occurrence	1
Field type	Free text
Length of field	Maximum 4000 characters
Allowable content	<ul style="list-style-type: none"> • Completeness of coverage assesses whether spatial data coverage is complete for the entire dataset, and whether attribute data is available for the entire dataset. If not, specify what amount of each is incomplete. • Completeness of classification assesses how well the chosen classification method represents the ‘real world’ features (such as roads, lakes, etc.) contained within the dataset. Ask: <ul style="list-style-type: none"> - Is the classification method exhaustive? - Does the classification method generalise any of the spatial features represented? • Completeness of verification assesses how much work has been carried out to ensure validity of the correct representation of ‘real world’ features contained within the dataset. Ask: <ul style="list-style-type: none"> - How much and what method of field work was carried out to validate spatial and attribute data? - If positions of any spatial objects are inferred, what is the method of inference?

<p>Examples</p>	<p>1. <i>For 8558 Abbot Point Aerial Photography</i>: Vertical aerial photography complies with the Department of Natural Resources Specification for Vertical Aerial Photography and is generally captured using overlapping photographs which give the ability to view a stereo image. An oblique photograph is captured from an aircraft with the camera axis intentionally directed between the horizontal and vertical and is not complete in the sense of scale or ability to view in stereo pairs.</p> <p>2. <i>For Digital Cadastral Data (DCDB)</i>: The DCDB data has been investigated for completeness by visual inspection of validation plots compared with the cadastral working maps and update plans. The update process for new graphics subdivisional data entered into the DCDB includes an extraction of a hard-copy output after the update data is loaded back to the database for the data validation. When digital data is extracted from the DCDB in QIF, the extract routine provides a report on the completeness of the data extracted. If the data indicates errors then subsequent corrective action is taken before the data is re-extracted. Easements are being input as new plans of subdivision are updated in the database. The historical easements are being captured as a project. This capture over the whole of the state is not yet complete. Volumetric plans are being input as new plans of subdivision are updated in the database.</p> <p>3. <i>St Helens Hill Orange Roughy Acoustic Survey 1999</i>: Data set is mostly complete. One 30 minute failure of the logging along a towed body transect. Data quality of the raw data is highly dependant upon sea conditions and/or location of the transducers (i.e. vessel mounted or deeply towed).</p>
<p>Mapped to</p>	<p>ANZLIC 1.1 – DQ_ CompletenessCommission</p> <ul style="list-style-type: none"> • MD_Metadata [1] > dataQualityInfo [18] > DQ_DataQuality [78] > report [80] > DQ_Element [99] > DQ_Completeness [108] > result [107] > DQ_Result [128] > DQ_ConformanceResult [129] > explanation [131]

2.21.2. Logical Consistency

Definition	A brief assessment of the degree of adherence to logical rules of data structure, attribution and relationships.
Notes	<ul style="list-style-type: none"> • Data structure can be conceptual, logical or physical. • If the dataset is in digital format, the tests for logical consistency can be carried out automatically using geographic information system software. • This element also applies where there are other logical relationships between items or objects (other than spatial objects) in the dataset. Any tests carried out on the relationships should be described.
Obligation	Optional
Maximum occurrence	1
Field type	Free text
Length of field	Maximum 4000 characters
Allowable content	<p>A number of inconsistencies are expected to occur when recording spatial objects into a dataset. Assessing logical consistency involves documenting this by testing for the following criteria:</p> <ul style="list-style-type: none"> - Are all points labelled? - Do lines intersect at nodes? - Do lines cross unintentionally? - Do all lines exist? - Are lines duplicated? - Are all lines labelled? - Do all polygon boundaries close? - Do any polygons have duplicate labels? - Are all points, lines and polygons topologically labelled?
Examples	<p>1. <i>For Goomeri 1:100,000 map sheet, Vegetation Survey and Mapping of SEQ Biogeographical Region, L. Pedley, A.R. Bean, W.J.F. McDonald & M. Watson (1997):</i></p> <p>Logical consistency has been determined through the following:</p> <ul style="list-style-type: none"> - All polygons visually checked at 1:100,000 scale and through topological consistency checks. - A test of consistency for vegetation unit values (VEG, PERCENT) between the pre-clearing and remnant coverage. <p>2. <i>International Adult Literacy and Skills Survey (IALSS):</i></p> <p>Consistency edits for certain key variables involved assuring concordance between variables such as age, year of immigration, number of years of formal education, age when the respondent took a type of training, and age when the respondent completed his/her highest level of education.</p>
Mapped to	<p>ANZLIC 1.1 – DQ_ LogicalConsistency</p> <ul style="list-style-type: none"> • MD_Metadata [1] > dataQualityInfo [18] > DQ_DataQuality [78] > report [80] > DQ_Element [99] > DQ_LogicalConsistency [111] > result [107] > DQ_Result [128] > DQ_ConformanceResult [129] > explanation [131]

2.21.3. Spatial Attribute Accuracy

Definition	A detailed assessment of the reliability of values assigned to the features in the dataset in relation to their true real world values.
Notes	<ul style="list-style-type: none"> If a precise attribute accuracy assessment is not possible, a likely estimate based on previous experience will suffice.
Obligation	Optional
Maximum occurrence	1
Field type	Free text
Length of field	Maximum 4000 characters
Allowable content	<p>This element usually includes:</p> <ul style="list-style-type: none"> The classification method used to assign values to features in the dataset An attribute accuracy assessment of how well the attributes conform to the classification method (generally expressed as a percentage) An explanation of how the attribute accuracy assessment was determined
Examples	<p>1. <i>For Black Burdekin River 1:50;000 Forestry Standard Map Series:</i> Attribute detail is in the form of text on the face of the map and was accurate at publication date. New production methods and policy changes have resulted in the detail external to the State Forest and Timber Reserves not being maintained.</p> <p>2. <i>RoadNet Comprehensive – Towns and Localities:</i> Attribute accuracy of RoadNet Comprehensive – Towns and Locality Layer reflects that of the jurisdictional source data. Attribute accuracy statements for the source data may be derived from the respective State / Territory data custodians. No statement from custodian.</p>
Mapped to	<p>ANZLIC 1.1 – NonQuantitativeAttributeAccuracy</p> <ul style="list-style-type: none"> MD_Metadata [1] > dataQualityInfo [18] > DQ_DataQuality [78] > report [80] > DQ_Element [99] > DQ_ThematicAccuracy [124] > DQ_NonQuantitativeAttributeAccuracy [126] > result [107] > DQ_Result [128] > DQ_ConformanceResult [129] > explanation [131]

2.21.4. Spatial Positional Accuracy

Definition	A detailed assessment of the proximity of the location of the represented spatial objects in relation to their true positions on the earth's surface.
Notes	<ul style="list-style-type: none"> Positional accuracy may not be relevant to datasets that are indirectly geographically referenced.
Obligation	Optional
Maximum occurrence	1
Field type	Free text
Length of field	Maximum 4000 characters
Allowable content	<ul style="list-style-type: none"> The positional accuracy generally includes testing for both horizontal and vertical accuracy, and providing an explanation of how the accuracy assessments were determined. The horizontal and vertical position accuracy is assessed after all transformations have been carried out. This can be derived from a statistical analysis of tests, e.g. standard deviation (SD). A precise assessment is not always possible, in which case an estimate will suffice (state the factors leading to this estimate, such as previous experience or "a feel for the data").
Examples	<p><i>For Proserpine 1:250,000 Pre-clearing – Survey and Mapping of Vegetation Communities and Regional Ecosystems, CQC, Jeanette Kemp, W.J.F. McDonald (1999):</i></p> <p>Polygons 100m – 500m; Sites 10m – 100m. Positional accuracy of polygons is noted in the field 'L', which is a reliability code and given as A, B or C for high, moderate and low confidence in accuracy of polygon boundaries. The level is determined on the basis of the reliability of interpretation of photo pattern / reflectance of remotely sensed data (aerial photographs and rectified Landsat TM imagery) and on the positioning and frequency of sites and traverses.</p> <p>All lines were visually checked at 1:1; 000000 and 1:250; 000 scale to verify that no lines crossed, that there were no extraneous line segments and that all lines had the correct contour value. Multiple and dangling lines were edited using in-house software.</p>
Mapped to	<p>ANZLIC 1.1 – DQ_ PositionalAccuracy</p> <ul style="list-style-type: none"> MD_Metadata [1] > dataQualityInfo [18] > DQ_DataQuality [78] > report [80] > DQ_Element [99] > DQ_PositionalAccuracy [116] > result [107] > DQ_Result [128] > DQ_ConformanceResult [129] > explanation [131]

2.21.5. Statistical Accuracy

Definition	The degree to which the data correctly estimates or describes the quantities or characteristics it is designed to measure.
Notes	<ul style="list-style-type: none"> • For surveys derived from sample survey methods, include information on sample size, percentage of population sampled, response rate, and comment on sampling error. • For non-survey sources, comment on known sources and any measure of processing error, e.g. coding. • Add any criteria that have measured accuracy in the dataset, e.g. if survey results were not comparable with other published results it may have been necessary to go back and re-examine the processes involved, e.g. survey form design or sampling methodology.
Obligation	Optional
Maximum occurrence	1
Field type	Free text
Length of field	
Allowable content	
Examples	<p><i>For Australian Public Service Commission, State of the Service Report 2002 – 2003, Appendix 2 “Agency Survey Methodology”:</i></p> <p>A stratified random sample of 6279 Australian Public Service employees was selected using two databases maintained by the APS Commission – the APS Employment Database (APSED) and the Senior Executive Management System (SEMS). The sample was stratified by:</p> <ul style="list-style-type: none"> • level (APS, EL and SES classification groups) • agency size (small 100–250 APS employees; medium 251–1000 APS employees; large >1000 APS employees) • agency (only for the 22 large agencies) • location (ACT and non-ACT). <p>To enable sound statistical inferences to be made about all APS employees, the individuals were randomly selected from each of the strata. Each individual within a stratum had an equal chance of selection. The sampling rates varied between the strata to ensure that sufficient statistical accuracy would be achieved for survey estimates from APS employees with the key characteristics captured by the stratification variables (level, location, agency and agency size). To gain the same accuracy for estimates for a small population (such as the SES) a much higher sampling rate was required than for a larger population (such as APS-level employees).</p> <p>The accuracy requirements varied between the demographic variables listed above, and this also led to differing sampling rates for these demographic variables.</p> <p>This stratification process has not introduced a bias in the population estimates because the responses are appropriately weighted to take these differing sample rates into account. See the section ‘Weighting and estimation’ for further details.</p>

Mapped to	ANZLIC 1.1 – element DQ_ QuantitativeAttributeAccuracy <ul style="list-style-type: none"> MD_Metadata [1] > dataQualityInfo [18] > DQ_DataQuality [78] > report [80] > DQ_Element [99] > DQ_ThematicAccuracy [124] > DQ_QuantitativeAttributeAccuracy [127] > result [107] > DQ_Result [128] > DQ_ConformanceResult [129] > explanation [131] OECD QF – Accuracy
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2.21.6. Statistical Timeliness

Definition	A consideration of the time between the collection of data and its availability, with respect to whether the information is still of value and can be acted upon.
Notes	<ul style="list-style-type: none"> Average time between end of reference period and date of first result.
Obligation	Optional
Maximum occurrence	1
Field type	Free text
Length of field	Maximum 4000 characters
Allowable content	
Examples	<i>Regional Tourism Activity Monitor (R-TAM)</i> is a survey conducted by OESR on behalf of Tourism Queensland. It is designed to produce more timely estimates (monthly) because ABS data is only available quarterly (and then 3 months after the reference date). R-TAM data is therefore producing more timely results.
Mapped to	ANZLIC 1.1 – QLD extended element– DQ_ Timeliness <ul style="list-style-type: none"> MD_Metadata [1] > dataQualityInfo [18] > DQ_DataQuality [78] > report [80] > DQ_Element [99] > DQ_ Timeliness [307] > result [107] > DQ_Result [128] > DQ_ConformanceResult [129] > explanation [131] OECD QF – Timeliness

2.21.7. Statistical Interpretability

Definition	The interpretability of the dataset reflects the ease with which the user may understand and properly use and analyse the data.
Notes	<ul style="list-style-type: none"> • The range of different users leads to such considerations as metadata presentation in layers of increasing detail. • List related metadata publications that may assist in explaining the document – e.g. manuals, user guides, occasional and working papers. • Also consider the adequacy of the definitions of concepts, variables and terminology, and other information e.g. describing the limitations of the data.
Obligation	Optional
Maximum occurrence	1
Field type	Free text
Length of field	Maximum 4000 characters
Allowable content	
Examples	<i>For Survey on Literacy and Numeracy Standards in Queensland Primary Schools (2002): This dataset includes a section with a comprehensive list of definitions covering concepts, variables and terminology.</i>
Mapped to	ANZLIC 1.1 – QLD extended element – DQ_ Interpretability <ul style="list-style-type: none"> • MD_Metadata [1] > dataQualityInfo [18] > DQ_DataQuality [78] > report [80] > DQ_Element [99] > DQ_ Interpretability [307] > result [107] > DQ_Result [128] > DQ_ConformanceResult [129] > explanation [131] OECD QF – Interpretability

2.21.8. Statistical Coherence

Definition	Reflects the degree to which data are logically connected and mutually consistent and comparable, within a dataset, across datasets, over time, and between countries.
Notes	<ul style="list-style-type: none"> • Comparability over time: note changes in methods, concepts, classifications, variables, as well as any changes in society that may affect the information, e.g. new laws, regulations or administrative changes. • Comparability with other datasets: note any matters that would make it inappropriate to compare this dataset with other datasets, e.g. differences in data element definitions or units of analysis. • In many cases it may be impossible to cover this element comprehensively. Therefore a statement similar to the following would suffice to alert users to this: <i>This study may not have considered all issues relating to the cohesiveness of its data in comparison to other datasets.</i> See also 2.20.1 Use Limitation as another possible area to record this information.
Obligation	Optional
Maximum occurrence	1
Field type	Free text
Length of field	Maximum 4000 characters
Allowable content	
Examples	<i>For Study on Vaccination Levels Amongst Queensland Children, 2003:</i> This survey defines the upper age limit of “children” as 12 years and does not consider teenagers in its scope. Therefore caution should be used in making comparisons with studies that define children as 0 – 18 years.
Mapped to	ANZLIC 1.1 – conceptualConsistency MD_Metadata [1] > dataQualityInfo [18] > DQ_DataQuality [78] > report [80] > DQ_Element [99] > DQ_LogicalConsistency [124] > DQ_ConceptualConsistency [126] > result [107] > DQ_Result [128] > DQ_ConformanceResult [129] > explanation [131] OECD QF – Coherence

2.22. History

A general explanation of the lineage, history or management of a dataset, including general comments on the sources and processes used to create it.

- This element should provide the potential user with an appreciation of the sources and processes used to create the dataset. This understanding will help the user decide whether the data resource is fit for their particular purpose, and also, where there are two similar resources, which is the more appropriate one to use.
- In other situations, it may guide the user to find some other distinguishing characteristic where a search has returned a number of data resources that have been based on the same sources and created in the same fashion.

Refinements:

2.22.1 Lineage Statement

2.22.2 Process Step(s)

2.22.3 Source(s)

2.22.1. Lineage Statement

Definition	The history of events used to construct the dataset, as specified by the project scope.
Notes	<ul style="list-style-type: none"> • Covers history of both the source data and a summary of the processes involved its transformation into the dataset. • Source data – history can include description, scale(s), media type(s), date(s), and dates of events in the process. • Processing steps – history can include the method for obtaining data; any intermediate processing methods, and the methodology used to produce the dataset. • Production of a regional street/address network could involve the use of source data from a cadastral database. The origin of that database would be described, as well as how the data was modified (e.g. using which software and which imaging processes) to create the finished product.
Obligation	Mandatory
Maximum occurrence	1
Field type	Free text
Length of field	Maximum 4000 characters
Allowable content	<p>If a dataset has no lineage record then the following terms can be used:</p> <ul style="list-style-type: none"> • Not known • Not documented • Not relevant
Examples	<p><i>For Digital Cadastral Data (DCDB):</i> The DCDB was captured by digitising the best available cadastral mapping at a variety of scales and map accuracies. These mapping scales ranged from Standard 1:2,500 to 1:250,000, Provisional 1:2,500 to 1:253,400 and mapping such as Parish, Locality, Environ and Town maps.</p> <p>At the initial capture, existing control was identified from the Survey Control Database, standard cadastral and topographic mapping, and photogrammetric and orthophoto compilations; and this control was used as part of the digitising process. Additional control was requested if necessary.</p> <p>The DCDB is continuously updated by inputting metes and bounds descriptions from registered plans of subdivision and from any attribute updates from government gazettes and other administrative notifications. Selected areas of the DCDB are being upgraded for an improved positional accuracy. This is an ongoing process effected on a data-sharing or cost-sharing basis with the user.</p> <p>The geodetic datum for the DCDB is GDA94. In October 2000, the datum of DCDB was converted from AGD84 values.</p> <p>A distortion model based on a Queensland grid was used in the transformation process for the conversion of the DCDB co-ordinate values from AGD84 to GDA94. The distortion grid used is QLD_0900.gsb.</p> <p>The DCDB includes polygons and feature names for parts of the sea adjoining the coastline of Queensland.</p> <p>The spatial representation of any part of the sea has been delineated in the DCDB by the construction of polygons. The feature names assigned to those polygons have been obtained from a variety of sources: Topographic Maps, Navigation Charts, local usage, etc.</p> <p>Indeterminable Extent, the delineation in the DCDB of the extent of any part of the sea by the creation of construction lines for each polygon is to</p>

	<p>permit the inclusion of the feature name only. The construction lines are not warranted to be the actual boundaries of any water feature or to be accurate or complete.</p>
Mapped to	<p>ANZLIC 1.1 – statement</p> <ul style="list-style-type: none"> • MD_Metadata [1] > dataQualityInfo [18] > DQ_DataQuality [78] > lineage [81] > LI_Lineage [82] > statement [83] <p>AGLS – Contributor, Source</p>

2.22.2. Process Step(s)

Definition	A description of the different processes involved in the creation and maintenance of the dataset.
Notes	<ul style="list-style-type: none"> • One description/element for each process. • See 2.22.1 Lineage Statement for a summary of all the process steps • A survey could include details about development of the survey form; means of distribution to data providers; editing of the reported data and its entry into a processing system; and analysis and tabulation for report production.
Obligation	Optional
Maximum occurrence	1
Field type	Free text
Length of field	Maximum 2000 characters
Allowable content	
Examples	<i>For Queensland Health State-wide Patient Satisfaction Survey, 2006:</i> The questionnaire used, in a slightly modified form, the Victorian Patient Satisfaction Monitor (2000) because of its proven reliability and validity. Questionnaires were sent to survey participants by mail, and included a reply paid envelope. Hospitals in the survey were grouped into five peer groups providing similar services so that valid comparisons could be made between hospitals within the peer groups. The report with its accompanying technical report was published in February 2006.
Mapped to	ANZLIC 1.1 – processStep description <ul style="list-style-type: none"> • MD_Metadata [1] > dataQualityInfo [18] > DQ_DataQuality [78] > lineage [81] > LI_Lineage [82] > processStep [84] > LI_ProcessStep [86] > description [87] QG AGSL – Contributor

2.22.3. Source(s)

Definition	Detailed description of the level of the source data used in creating the dataset.
Notes	
Obligation	Optional
Maximum occurrence	1
Field type	Free text
Length of field	Maximum 4000 characters
Allowable content	<p>The source data used to produce the dataset may consist of one or more data sources. The history of the source data generally includes:</p> <ul style="list-style-type: none"> • A description of the source data • The scale of the source data • The media types of the source data • The dates of the source data • Dates of various parts of the process
Examples	Report based on data from the survey conducted by Queensland Health in 2002, <i>Falls in Older People</i> .
Mapped to	<p>ANZLIC 1.1 – source description</p> <ul style="list-style-type: none"> • MD_Metadata [1] > dataQualityInfo [18] > DQ_DataQuality [78] > lineage [81] > LI_Lineage [82] > source [85] > LI_Source [92] > description [93] <p>AGLS – Source</p>

2.23. Rights

Information about any restrictions on the access and use of a dataset.

- Indicates who has the right to see, copy, redistribute, republish or otherwise make use of all or part of the dataset.
- If possible provide a link to a resource providing more detail, e.g copyright statement for the organisation.
- Typically, the rights will be defined by the owner or custodian of the dataset (See Responsible Party 2.18).
- Not to be confused with Audience 2.10, which describes who the content is designed for. Rights lists the individuals or groups who are allowed to see the dataset.

Refinements:

2.23.1 Use Constraints

2.23.2 Use Limitation

2.23.3 Other Constraints

2.23.4 Security Classification

2.23.5 Metadata Access Level

2.23.1. Use Constraints

Definition	Usage conditions applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations on obtaining the dataset.
Notes	<ul style="list-style-type: none"> Document details of the type of constraint selected here in 2.23.2 Use Limitation (unless “other Restrictions” is chosen – then document details in 2.23.3 Other Constraints).
Obligation	Conditional – Mandatory if intellectual property restrictions exist on this dataset (particularly “Copyright” and “Licence”).
Maximum occurrence	1
Field type	Code list
Length of field	
Allowable content	<p>Use MD_RestrictionCode of ISO B.5.24 code list (definitions modified according to Qld Government interpretations):</p> <ul style="list-style-type: none"> Copyright– rights to protect, reproduce and disseminate original work such as written materials, reports and guidelines. [Details of copyright owner at agency level (i.e. agent) are recorded in 2.16.1 Organisation Information.] Patent – protects the rights of inventors of new or improved products or processes to make, sell, use or license them for a period of time. patentPending – gives warning that a patent application to protect the product or process has been lodged but the patent has yet to be issued. trademark – a word, symbol, picture, sound, smell, or combination of these, which distinguishes the goods or services from one trader from those of another. Licence – a legal document giving official permission to do something with the dataset intellectualPropertyRights – the various rights to protect the results of original and creative effort, including rights to financial benefit from and control of distribution. restricted – withheld from general circulation or disclosure otherRestrictions – limitation not listed above. Document details in 2.23.3 Other Constraints
Examples	Patent
Mapped to	<p>ANZLIC 1.1 – accessConstraints</p> <ul style="list-style-type: none"> MD_Metadata [1] > identificationInfo [15] > MD_Identification [23] > resourceConstraints [35] > MD_LegalConstraints [69] > accessConstraints [70] <p>AGLS – Rights</p>

2.23.2. Use Limitation

Definition	Limitation affecting the fitness for use of the dataset.
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Notes	<ul style="list-style-type: none"> Document here details about 2.23.1 Use Constraints in place, e.g. licence, copyright, disclaimer, etc. For licence, examples of licences can be found at http://creativecommons.org.au/licences (document the type of licence here – Attribution; Attribution-NonCommercial; Attribution-Share Alike; Attribution-NonCommercial-ShareAlike; Attribution-NoDerivs; Attribution-NonCommercial-NoDerivs; or other licence type) For intellectualPropertyRights record details in the Qld Government IP Register at <http://ipregister.qld.gov.au> Add here any explanations for the application of the legal constraints or other restrictions, and legal prerequisites for obtaining and using the dataset.
Obligation	Conditional – Mandatory if intellectual property restrictions exist on this dataset (particularly “Copyright” and “Licence”).
Maximum occurrence	1
Field type	Free text
Length of field	Maximum 2000 characters
Allowable content	
Examples	<ol style="list-style-type: none"> “Licence” selected in 2.23.1: Attribution-NonCommercial Licence “Copyright” selected in 2.23.1: Copyright The State of Queensland Non-identifiable data is freely available six months after the survey.
Mapped to	ANZLIC 1.1 – useLimitation <ul style="list-style-type: none"> MD_Metadata [1] > identificationInfo [15] > MD_Identification [23] > MD_DataIdentification [47] > resourceConstraints [35] > MD_Constraints [67] > useLimitation [68] AGLS – Rights

2.23.3. Other Constraints

Definition	Other restrictions and legal prerequisites for accessing and using the dataset.
Notes	<ul style="list-style-type: none"> Document here details of “otherRestrictions” value selected in 2.23.2 Use Constraints.
Obligation	Conditional – documented if accessConstraints = “otherRestrictions” (in the ISO B.5.24 code list) in 2.23.1 Use Constraints
Maximum occurrence	1
Field type	Free text
Length of field	Maximum 2000 characters
Allowable content	
Examples	<i>For State Digital Road Network (SDRN):</i> Information is available to Queensland Government agencies participating in a whole-of-government contract administered by Main Roads in partnership with MapInfo Australia: Education, Emergency Services, Employment & Training, Environmental Protection Agency, Communities (previously Families), Housing, Public Works (previously Innovation & Information Economy), Justice & Attorney General, Local Government & Planning, Main Roads, Natural Resources & Mines, Police Services, Primary Industries, Public Works, Health, Transport, State Development, Queensland Treasury.
Mapped to	ANZLIC 1.1 – otherConstraints <ul style="list-style-type: none"> MD_Metadata [1] > identificationInfo [15] > MD_Identification [23] > resourceConstraints [35] > MD_LegalConstraints [69] >

	otherConstraints [72] AGLS – Rights
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2.23.4. Security Classification

Definition	Name of the handling restrictions on the dataset.
Notes	<ul style="list-style-type: none"> This element also complies with the Queensland Government Information Security Classification Schema⁶ outlined as part of the IS18: Information Security Standard⁷ The whole-of-Government metadata system <u>should not</u> be used to record metadata describing secret or top-secret information.
Obligation	Mandatory
Maximum occurrence	1
Field type	Code list
Length of field	
Allowable content	<p>Use B.5.11 MD_ClassificationCode code list (modified with Qld Govt definitions):</p> <ul style="list-style-type: none"> Public – Information that has been authorised by the owner for public access and circulation, such as agency publications or websites. Public information must be clearly labelled “Public” to distinguish it from unlabelled classified information. [ISO equivalent is “unclassified”: 001] Unclassified – Information that has been assessed for security classification and does not require one of the other classification levels. Marking information as “Unclassified” shows that it has been assessed. Information that has not been assessed should be marked as unassessed and treated as unclassified. This classification can also be marked “internal use only”. [ISO equivalent is “restricted: 002] X-in-Confidence – Information whose compromise could cause limited damaged to the State, the Government, commercial entities or a member of the public. [ISO equivalent is “confidential”: 003]
Examples	<i>For data which could breach statutory restrictions on disclosure of information: Confidential</i>
Mapped to	ANZLIC 1.1 – classification <ul style="list-style-type: none"> MD_Metadata [1] > identificationInfo [15] > MD_Identification [23] > resourceConstraints [35] > MD_SecurityConstraints [73] > classification [74]

⁶ See <http://www.qgcio.qld.gov.au/02_infostand/downloads/qg_iscf.doc>

⁷ See <http://www.qgcio.qld.gov.au/02_infostand/standards/is18.htm>

2.23.5. Metadata Access Level

Definition	Defines which category of user is able to view the metadata.	
Notes	<ul style="list-style-type: none"> Records tagged for the Australian Spatial Data Directory (ASDD) and the National Data Network (NDN) must also contain the access level of Public (via web site). Records restricted to GovNet or a Defined Group cannot be displayed on these public sites. Records only accessible to a Defined Group must have that group defined in the metadata author's profile. This element only describes the access rather than applying it. Technical notes for applying this element in agencies are included in "Examples". 	
Obligation	Mandatory	
Maximum occurrence	Many	
Field type	Code list	
Length of field	Maximum 200 characters	
Allowable content	Use QLD_AccessLevel code list:	
	Level of Access	Acceptable Value
	Public (via web site)	Public
	Public (via Qld Spatial Information Council – QSIC – node of the Australian Spatial Data Directory) *Note – ANZLIC records only	Australian Spatial Data Directory
	Public (via Qld node of the National Data Network)	National Data Network
	All Qld Govt Agencies (via GovNet)	GovNet
Defined Group (group participants defined in metadata author's profile)	Defined Group	
Examples	<p>1. For a resource which is available to GovNet: GovNet</p> <p>2. Note on Technical Application of this element:</p> <ul style="list-style-type: none"> The use limitation identifies the constraint set (there are many of these, eg copyright, etc.) –this is needed for the HTML rendering of the stylesheet and would be used by the metadata form loading mechanism. The access constraint "restricted" provides context. Each applicable code is expressed as an individual <otherConstraints> <p><i>XML example for a record that is public and exportable to the ASDD and NDN:</i></p> <pre> <resourceConstraints> <MD_LegalConstraints> <useLimitation> <gco:CharacterString>Metadata Access Level</gco:CharacterString> </useLimitation> <accessConstraints> <MD_RestrictionCode codeListValue="restricted" codeList="http://www.isotc211.org/2005/resources/Codelist/gmxCodelists.xml#MD_R estrictionCode" >Restricted</MD_RestrictionCode> </accessConstraints> </pre>	

	<pre> <otherConstraints> <gco:CharacterString>Public</gco:CharacterString> </otherConstraints> <otherConstraints> <gco:CharacterString>Australian Spatial Data Directory</gco:CharacterString> </otherConstraints> <otherConstraints> <gco:CharacterString>National Data Network</gco:CharacterString> </otherConstraints> </MD_LegalConstraints> </resourceConstraints> </pre>
Mapped to	ANZLIC 1.1 – <ul style="list-style-type: none"> MD_Metadata > identificationInfo > MD_Identification > MD_DataIdentification > resourceConstraints > MD_LegalConstraints > accessConstraints = ‘restricted’ plus MD_Metadata > identificationInfo > MD_Identification > MD_DataIdentification > resourceConstraints > MD_LegalConstraints > otherConstraints (qualifies the restriction, e.g. the QLD_Access Level text.

2.24. Management and Use History

Brief description on the use of, and changes to or updates to, the dataset.

Refinements:

2.24.1 Resource Specific Usage

2.24.1. Resource Specific Usage

Definition	A record of events describing the access or use of the dataset
Notes	<ul style="list-style-type: none">• Incorporates recording of dates and descriptions of all actions performed on a dataset.• Incorporates information to support longer term archival preservation of records relating to the dataset, to ensure that the record remains reliable and accessible for as long as it has value to the agency or community.• This element is linked to 2.19.3 Progress Status.
Obligation	Optional
Maximum occurrence	1
Field type	Free text
Length of field	Maximum 2000 characters
Allowable content	
Examples	<ol style="list-style-type: none">1. Modified the metadata.2. Data supplied upon request to University of Queensland for research purposes on 7 Jan 2007.3. Microfilmed the data.
Mapped to	ANZLIC 1.1 – specific usage <ul style="list-style-type: none">• MD_Metadata [1] > identificationInfo [15] > MD_Identification [23] > resourceSpecificUsage [34] > MD_Usage [62] > specificUsage [63] QRKMS – Record event history

2.25. Distribution

Information about the distributor of and options for obtaining the dataset.

Refinements:

- 2.25.1 Distribution Service
- 2.25.2 Transfer Options
- 2.25.3 Distribution Order Process

Refinements:

2.25.1. Distribution Service

Definition	Name of the physical format for distribution or the distribution service.
Notes	<ul style="list-style-type: none"> • Not to be confused with 2.12 Storage Format; which describes the format in which the dataset is originally stored, rather than the format in which it is made available to users. • Not to be confused with 2.16 Type which considers the content of the dataset (whereas Distribution Service looks at its physical format). Distribution Service includes the hard or electronic copy and the software needed to access the resource. Type describes the category of the information in the resource.
Obligation	Mandatory
Maximum occurrence	Many
Field type	Free text
Length of field	Maximum 500 characters
Allowable content	
Examples	<ol style="list-style-type: none"> 1. <i>For a web page in HTML:</i> HTML 2. <i>For a travel guide with additional material:</i> Text. Book with map insert 3. <i>For RoadNet Comprehensive – Towns and Localities:</i> ArcView shapefile
Mapped to	ANZLIC 1.1 – distribution format name <ul style="list-style-type: none"> • MD_Metadata [1] > distributionInfo [17] > MD_Distribution [270] > distributionFormat [271] > MD_Format [284] > name [285] AGLS – Format

2.25.2. Transfer Options

Information about the technical means and media by which a resource is obtained from the distributor.

Refinements:

2.25.2.1 URL

2.25.2.2 Online – Protocol

2.25.2.3 Online – Application Profile

2.25.2.4 Offline – Medium Name(s)

2.25.2.1. URL

Definition	A Uniform Resource Indicator (URI) or Uniform Resource Locator (URL) allowing online access to the dataset.
Notes	<ul style="list-style-type: none"> • A URI is an umbrella term (encompassing URLs) which describes a standardised coding method for identifying and locating information systems (such as files, applications or databases) in an online environment. • The URL is a form of the URI. It is an electronic file path or address that provides the external link to the dataset. • Some profiles record the online resource identifier within Metadata Identifier (See 2.15). However, as it is subject to change, this guideline describes it separately.
Obligation	Conditional – if resource is accessible online
Maximum occurrence	Many
Field type	Free text
Length of field	Maximum 500 characters
Allowable content	
Examples	<i>For Recordkeeping Metadata Standard for Commonwealth Agencies:</i> < http://www.naa.gov.au/recordkeeping/control/rkms/summary.htm >
Mapped to	ANZLIC 1.1 – URL <ul style="list-style-type: none"> • MD_Metadata [1] > distributionInfo [17] > MD_Distribution [270] > transferOptions [273] > MD_DigitalTransferOptions [274] > online [277] > CI_OnlineResource [396] > linkage [397] > SM_URL [600] > URL [601]

2.25.2.2. Online – Protocol

Definition	Connection protocol to be used.
Notes	
Obligation	Optional
Maximum occurrence	1
Field type	Free text
Length of field	Maximum 100 characters
Allowable content	Free text
Examples	FTP – file transfer protocol HTTP – hypertext transport protocol
Mapped to	ANZLIC 1.1 – protocol <ul style="list-style-type: none"> MD_Metadata [1] > distributionInfo [17] > MD_Distribution [270] > transferOptions [273] > MD_DigitalTransferOptions [374] > onLine [277] > CI_OnlineResource [396] > protocol [398]

2.25.2.3. Online – Application Profile

Definition	Name of an application profile that can be used with the online resource.
Notes	<ul style="list-style-type: none"> An indication to the user of what the URL address will link to (i.e. the content type that will be returned) To some users the application profile may be immediately apparent due to the format of the URL and its content; however others may not be familiar with that URL format.
Obligation	Optional
Maximum occurrence	1
Field type	Free text
Length of field	Maximum 200 characters
Allowable content	
Examples	<i>Location of some Australian towns:</i> <i>URL: http://www.indexgeo.com.au/ec/pub/crossley/dataasset/ANZCW1003100019.html: anzlic:metadata:anzmeta-1.3</i>
Mapped to	ANZLIC 1.1 – applicationProfile <ul style="list-style-type: none"> MD_Metadata [1] > distributionInfo [17] > MD_Distribution [270] > transferOptions [273] > MD_DigitalTransferOptions [274] > onLine [277] > CI_OnlineResource [396] > applicationProfile [399]

2.25.2.4. Offline – Medium Name(s)

Definition	Information about the offline media on which the dataset can be obtained.
Notes	
Obligation	Optional
Maximum occurrence	1
Field type	Free text
Length of field	Maximum 100 characters
Allowable content	
Examples	Pamphlet
Mapped to	ANZLIC 1.1 – medium name <ul style="list-style-type: none"> • MD_Metadata [1] > distributionInfo [17] > MD_Distribution [270] > transferOptions [273] > MD_DigitalTransferOptions [274] > offLine [278] > MD_Medium [291] > mediumNote [297]

2.25.3. Distribution Order Process

Information about how the dataset may be obtained, and related instructions and fee information.

Refinements:

2.25.3.1 Fees

2.25.3.2 Ordering Instructions

2.25.3.1. Fees

Definition	Fees and terms for retrieving the resource, including monetary units.
Notes	
Obligation	Optional
Maximum occurrence	1
Field type	Free text
Length of field	Maximum 100 characters
Allowable content	
Examples	To post out a hard copy of this item will incur a postage and handling cost of \$5.
Mapped to	ANZLIC 1.1 – fees <ul style="list-style-type: none">MD_Metadata [1] > distributionInfo [17] > MD_Distribution [270] > distributor [272] > MD_Distributor [279] > distributionOrderProcess [281] > MD_StandardOrderProcess [298] > fees [299] AGLS – Availability.cost

2.25.3.2. Ordering Instructions

Definition	General instructions, terms and services provided by the distributor.
Notes	
Obligation	Optional
Maximum occurrence	1
Field type	Free text
Length of field	Maximum 2000 characters
Allowable content	
Examples	<i>For a specific ABS statistical dataset:</i> Please contact the Statistical Co-ordinator in OESR, state your requirements, then the data will be placed in the ABS Consultancy Bin for access by the purchaser.
Mapped to	ANZLIC 1.1 – orderingInstructions <ul style="list-style-type: none"> MD_Metadata [1] > distributionInfo [17] > MD_Distribution [270] > distributor [272] > MD_Distributor [279] > distributionOrderProcess [281] > MD_StandardOrderProcess [298] orderingInstructions [301]

2.26. Thumbnail Image

Used when describing graphics in order to provide an illustration of the data, e.g.:



- Manages user expectations by providing a preview image of the dataset.

Refinements:

2.26.1 Thumbnail URL

2.26.2 Thumbnail Caption

2.26.1. Thumbnail URL

Definition	Name of the file that contains a graphic illustrating the dataset.
Notes	<ul style="list-style-type: none"> • The file itself must be copied to an accessible location and linked to.
Obligation	Optional
Maximum occurrence	1
Field type	Free text
Length of field	Maximum 2000 characters
Allowable content	File names
Examples	ASA_AGHV001_018.jpg
Mapped to	ANZLIC 1.1 – Description <ul style="list-style-type: none"> • MD_Metadata->identificationInfo->MD_Identification->MD_DataIdentification->graphicOverview->MD_BrowseGraphic->filename [49]

2.26.2. Thumbnail Caption

Definition	Text description of the illustration.
Notes	<ul style="list-style-type: none"> • General instructions, terms and services provided by the distributor.
Obligation	Optional
Maximum occurrence	1
Field type	Free text
Length of field	Maximum 2000 characters
Allowable content	
Examples	Approximate Extent of Upper Condamine, Jimbour and Brigalow Floodplains.
Mapped to	ANZLIC 1.1 – Description <ul style="list-style-type: none"> • MD_Metadata->identificationInfo->MD_Identification->MD_DataIdentification->graphicOverview->MD_BrowseGraphic->fileDescription [50]

3. EXAMPLES

Metadata Element – mandatory/conditional elements requiring a value are in bold	[Sample Record Only] – Census of Population and Housing, 2001: Education
TITLE	
Formal Title	Census of Population and Housing, 2001: Education
Alternative Title	Census 2001: Education
PRESENTATION FORM	documentDigital
METADATA DATE	
Metadata Creation Date	[Automatically generated]
Metadata Modification Date	[Automatically generated]
RELATION	
Identifier of Related Resource	
Relationship	
METATADA IDENTIFIER	
Metadata File Identifier	[GUID automatically generated]
ANZLIC Identifier	
Parent Metadata File Identifier	
CHARACTER SET	
Metadata Character Set	[Automatically generated]
Dataset Character Set	[Automatically generated]
LANGUAGE	
Metadata Language	[Default value of English]
Dataset Language	[Default value of English]
DESCRIPTION	This Census of Population and Housing includes information on Education by LGA by highest level of schooling completed by Non-School qualification level of attainment by Age, Sex and Indigenous Status; Non-School qualification by highest level of schooling completed by Age, Sex and by area of usual residence; Education Districts by Educational Institution attending by Age and Sex of Parent by Indigenous Status.
PURPOSE/FUNCTION	Education and Training
AUDIENCE	
MANDATE	Census and Statistics Act 1905
STORAGE FORMAT	
Storage Format Name	PDF, HTML
Storage Format Version	
ENVIRONMENT	
ADDITIONAL METADATA	
TOPIC	
Topic Category	Society
Keyword	Qualifications; Education; Indigenous peoples; Census
Keyword Type	Theme
Thesaurus Name	TAGS [Automatically generated]
TYPE	Dataset
SPATIAL DATA INFORMATION	
Extent Name	Queensland
Extent Polygon	
Bounding Box	
East Bound Longitude	
West Bound Longitude	
North Bound Longitude	
South Bound Longitude	
Spatial Representation Type	
Spatial Resolution	
Scale (Vector Data)	
Ground Sample Distance (Raster Data)	
Reference System	
Reference System Identifier	[For spatial datasets only]
Projection	
Datum	
Vertical Datum	
RESPONSIBLE PARTY	
Role	Owner Custodian
Organisation Name	Queensland Treasury. Office of Economic and Statistical Research (OESR)
Position Name	Assistant Government Statistician
Personal Name	John Metadata
Contact Details	
Phone	+61 7 3234 1111

Facsimile	+61 7 3234 0111
Delivery Point	PO Box 15037, City East
City	Brisbane
Administrative Area	QL
Postcode	4002
Country	Australia
Electronic Mail Address	meta.data@treasury.qld.gov.au
DATE	
Beginning Date	2001-08-01
Ending Date	2001-08-31
Progress Status	Complete
Maintenance and Update Frequency	Irregular
Resource reference date	2005-03-17
Resource reference date Type	Creation
DISPOSAL	
QUALITY	
Completeness	
Logical Consistency	
Spatial Attribute Accuracy	
Spatial Positional Accuracy	
Statistical Accuracy	
Statistical Timeliness	
Statistical Interpretability	
Statistical Coherence	
HISTORY	
Lineage Statement	Not known
Process Step	
Source	Australian Bureau of Statistics
RIGHTS	
Use Constraints	Copyright
Use Limitation	The Queensland Government supports and encourages the dissemination and exchange of information. However, copyright protects this document. The State of Queensland has no objection to this material being reproduced, made available online or electronically, but only if it is recognised as the owner of the copyright and this material remains unaltered.
Other Constraints	
Security Classification	Public
Metadata Access Level	Public (via web site) All Qld Govt Agencies (via GovNet) National Data Network
MANAGEMENT AND USE HISTORY	
Resource Specific Usage	
DISTRIBUTION	
Distribution Service	PDF; HTML
Transfer Options	
URL	http://www.oesr.qld.gov.au/census2001
Online – Protocol	http
Online – Application Profile	
Offline – Medium Name(s)	
Distribution Order Process	
Fees	
Ordering Instructions	
THUMBNAIL	
Thumbnail Image	
Thumbnail Caption	

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High level elements are in capitals; refinement elements in lower case.

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