



Metadata NSW Viewer User Guide

<https://metadata.nsw.gov.au>

Family and Community Services Insights Analysis and Research (FACSIAR)

Department of Communities and Justice

Date September 2025

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Getting started

The Metadata Registry Home Page has information and resources about:

- Metadata of the data sets available;
- Governance Information;
- Additional Help Pages and User Guides.

The screenshot shows the homepage of the NSW Department of Communities and Justice Metadata Registry. At the top, there is a breadcrumb trail: Home / NSW Dept. Communities and Justice. Below this is the title "NSW Dept. Communities and Justice" and a navigation menu with links for Home, Collections, Registration Authorities, Metadata, Inventory View, Apps, Managed Items, and Files. The main content area contains three paragraphs of text: the first describes the department's role in providing services to disadvantaged individuals and families; the second states that DCJ is the lead agency in the Stronger Communities Cluster; the third explains that the metadata is developed through the FACSIR process. Below the text are several blue buttons for "Early Intervention", "Family Preservation (FP)", "Child Protection", "Out of Home Care (OOHC)", "Housing", and "Homelessness". At the bottom, there is a grey button for "DCJ Indicator Bank" and a footer for "NSW Human Service Data Set (HSDS) Department of Communities and Justice (DCJ)".

Signing up

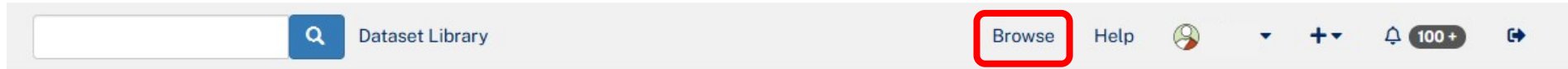


To gain access click the **Sign-Up** icon in the top right-hand corner of the navigation bar.

Note: All staff who sign up using their **facs.nsw.gov.au** or **dcj.nsw.gov.au** email account will automatically be granted Viewer access to metadata that is yet to be published.

Searching for and viewing metadata

1. Select the Browse function from the top right of the Navigation bar.



2. The Browse page will open.

Open any of the browser fields by selecting the Browse link under each topic.


- Metadata
- Registration Authorities
- Stewardship Organisations
- Inventory View
- Help Pages

A screenshot of the 'Browse' page in the application. The page title is 'Browse'. Below the title is a 'Home' link. The main content area consists of several topic cards, each with an icon, a title, a brief description, and a 'Browse' link. The topics are: 'Metadata' (document icon), 'Registration Authorities' (classical building icon), 'Stewardship Organisations' (organizational chart icon), 'Inventory View' (grid icon), 'Help' (question mark icon), and 'Pages' (document icon with lines). Each card's 'Browse' link is highlighted in a light grey bar at the bottom of the card.

Browsing for individual metadata items

2. Browsing **Basic Metadata Registry Objects**.

Click the Metadata **Browse** button.



Metadata

Metadata is information about how data are defined, structured and represented. It makes data files meaningful by describing the information captured in data, and how it is measured and represented.

[Browse](#)

1. Select the **Basic Metadata Registry Objects**. This allows you to further browse the following:

Concept browser

Home / Metadata browser

Name	#	Details
Basic Metadata Registry Objects		
Conceptual Domains	7	A Conceptual Domain describes a set of ideas that can be recorded using codes when storing data. When linked to multiple Value Domains, a Conceptual Domain can be used to find similarities in different code sets.
Data Elements	1475	A Data Element is a precise way of defining how a piece of data is recorded for a specific set of objects, using reusable metadata components. Data Elements are composed of a Data Element Concept, which describes the meaning of the data, and a Value Domain which describes how the data is recorded.
Data Element Concepts	1220	A Data Element Concept defines an idea that could be recorded by data, without specifying how it would be stored or measured. Data Element Concepts are composed of an Object Class, which describes the thing of interest, and a Property that defines which attribute of the thing would be recorded. Data Element Concepts can be referenced by multiple different Data Elements that each specify the Value Domain used to record the data.
Data Element Derivations	1	A Data Element Derivation describes a standardised rule or equation that transforms a set of input Data Elements to produce a set of output Data Elements. application of a derivation rule to one or more input
Data Types	14	A Data Type describes a way of storing a specific form of data within a system.
Object Classes	54	An Object Class defines a way of identifying or classifying a set of real objects, ideas or events that all share common measurable attributes.
Properties	923	A Property is an attribute common to all members of a set of things defined by an Object Class.
Value Domains	574	A Value Domain describes how to record the measurement of a particular type of data, either using a coded list of values or a description of the possible values. Value Domains can be linked to Data Elements that all share a common way of recording data, and its values can be linked to a Conceptual Domain to provide additional context.

Browsing data set registration and management

1. Click the Metadata Browse button and then scroll down and click Data set registration and management.

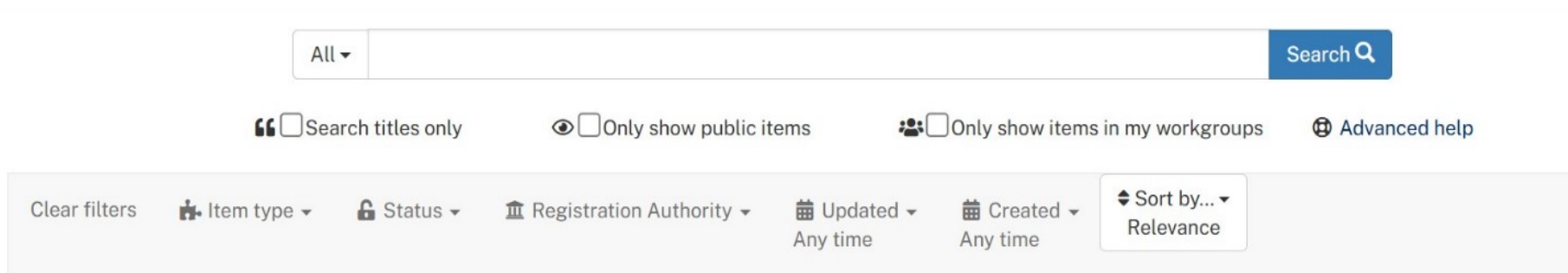
Classifications	9	A list of mutually exclusive categories representing values of the classification variable.
		Data set registration and management
Data Catalogs	2	A Data Catalog records a curated collection of data sets.

Searching for content

1. How to Navigate to the search screen. From **My Dashboard** select the search icon in the top menu bar:



2. The Search page will open:



Note: The search bar is accessible from all pages in Metadata NSW.

Searching for content

3. From the results, users can apply filters to narrow down the search to find the content they want.
- a. **Item type** lets you search for a specific item type within the registry.

The screenshot shows a search interface with a filter menu open. The 'Item type' filter is highlighted with a red box. The filter menu lists various item types with checkboxes. The search results are partially visible in the background.

Filters:

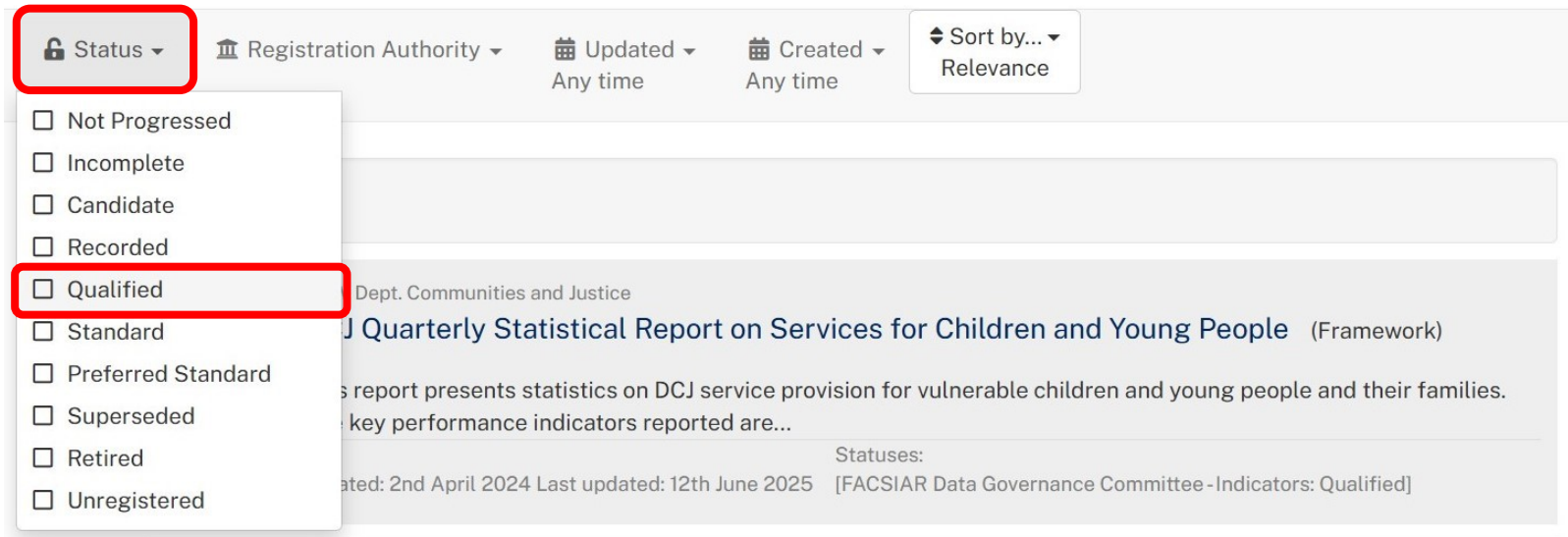
- Classification schemes
- Classifications
- Collections
- Concept helps
- Conceptual domains
- Correspondence tables
- Data Sets
- Data catalogs
- Data element concepts
- Data element derivations
- Data elements
- Data set specifications
- Data types
- Discussion posts
- Distributions
- Frameworks
- Glossary items
- Harvested items
- Help pages
- Indicator sets
- Indicators
- Inventories
- Issues
- Object Classes
- Object class specialisations
- Outcome areas
- Pages
- Properties
- Property groups
- Quality statements
- Reference documents
- Reference folders
- Relations
- Units Of Measure
- Value domains

Search results (partial):

- ities and Justice
- Statistical Report on Services for Children and Young People** (
- nts statistics on DCJ service provision for vulnerable children and young people :
- ance indicators reported are...
- Statuses:
- 2024 Last updated: 12th June 2025 [FACSIAR Data Governance Committee - Indicators:
- ities and Justice
- Object Class Specialisation)
- t activity that describes a relevant process or action undertaken by the enterpris
- response...
- Statuses:
- mber 2020 Last updated: 12th June 2025 [FACSIAR Data Governance Committee: Stand
- ities and Justice
- ect Class Specialisation)

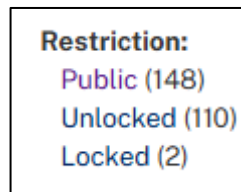
Searching for content

b. **Status** lets you choose the current status of your results.



When filtering for an item's status, you can select one or more to narrow down your search.

Note: Status relates to the endorsement level of metadata. If users are simply looking for items that have been published, there is a "Restriction" filter, that can be selected to only show items that have been endorsed at a level that makes them available publicly.



Searching for content

c. **Stewardship** lets you pick which Registration Authority department or organisation you would like to see content from.

Stewardship Organisation:

NSW Dept. Communities and Justice

(192)

NSW Health (66)

NSW Department of Education (1)

Searching for content

5. **Updated** you can pick when the content you are searching for was updated, you can be specific as you want.

The screenshot shows a search interface with a filter bar at the top. The filter bar includes: 'Clear filters', 'Item type' (with a dropdown arrow), 'Status' (with a lock icon and a dropdown arrow), 'Registration Authority' (with a building icon and a dropdown arrow), 'Updated' (with a calendar icon, a dropdown arrow, and 'Any time' selected, highlighted with a red box), 'Created' (with a calendar icon and a dropdown arrow, 'Any time' selected), and 'Sort by...' (with a dropdown arrow and 'Relevance' selected).

Below the filter bar, on the left, is a 'Refine your results' section. It contains two categories: 'Item types' and 'Registration Authorities'. Under 'Item types', there are several options with counts: Data Element (2262), Data Element Concept (1846), Property (1437), Value Domain (846), Indicator (656), Distribution (323), Issue (272), Glossary Item (127), Object Class (83), and Property Group (74). Under 'Registration Authorities', there is one option: 'ACSIAR Data Governance Committee'.

In the center, a dropdown menu is open for the 'Updated' filter. It lists the following options: 'Any time' (selected with a checkmark), 'Last hour', 'Today', 'This week', 'This month', 'This year', and 'Custom period'. Below these options are two input fields: 'Updated after...' and 'Updated before...', each with a calendar icon to its right.

On the right side of the interface, there are several search results. The first result is a document titled 'DCJ Quarterly Status Report' from 'NSW Dept. Communities and Justice'. The second result is an 'Interaction' object from 'NSW Dept. Communities and Justice'. The third result is a document titled 'Indicators for Children and Young People' from 'ACSIAR Data Governance Committee - Indicators'.

Searching for content

7. **Created** you can pick when the content you are searching for was created.

The screenshot shows a search interface with a top navigation bar containing filters: Clear filters, Item type, Status, Registration Authority, Updated (Any time), Created (Any time), and Sort by... (Relevance). The 'Created' filter is highlighted with a red box. Below the filters, there is a 'Refine your results' section on the left with 'Item types' and 'Registration Authorities'. The main search results area shows two items: 'DCJ Quarterly Statistical Report' and 'Interaction'. A dropdown menu is open over the 'Created' filter, showing options: Any time (selected), Last hour, Today, This week, This month, This year, and Custom period. Below the dropdown are two date selection fields: 'Created after...' and 'Created before...'.

Refine your results

Item types:

- Data Element (2262)
- Data Element Concept (1846)
- Property (1437)
- Value Domain (846)
- Indicator (656)
- Distribution (323)
- Issue (272)
- Glossary Item (127)
- Object Class (83)
- Property Group (74)

Registration Authorities:

- FACSIAR Data Governance Committee (4362)
- NSW Education Statistical Standards Committee (935)
- FACSIAR Data Governance Committee

Search Results:

- F** NSW Dept. Communities and Justice
DCJ Quarterly Statistical Report
This report presents statistics on DCJ se...
The key performance indicators reporte...
Created: 2nd April 2024 Last updated: 12th J...
- OCS** NSW Dept. Communities and Justice
Interaction (Object Class Specialisa...
Information about activity that describes a relevant process or action undertaken by the enterprise. Interactions may be undertaken in response...
Created: 18th November 2020 Last updated: 12th June 2025 [FACSIAR Data Governance Committee: Standard]

Created Filter Dropdown:

- Any time
- Last hour
- Today
- This week
- This month
- This year
- Custom period

Date Selection Fields:

- Created after... [Calendar icon]
- Created before... [Calendar icon]

Searching for content

8. You can further refine your results for specific item types, status; workgroups etc. related to your search query in the left-hand menu under refine your results. This will drill down to the specific items in each grouping.

Refine your results

Item types:
[Distribution \(44\)](#)

Registration Authorities:
[Medicare \(44\)](#)

Stewardship Organisation:
[Services Australia \(44\)](#)

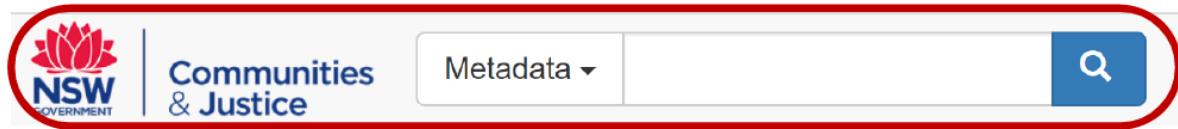
Restriction:
[Unlocked \(44\)](#)

Status:
[Candidate \(39\)](#)
[Incomplete \(5\)](#)

Workgroup:
[Medicare Guaranteeing Medicare Compliance \(39\)](#)
[Medicare Health Care Homes \(5\)](#)

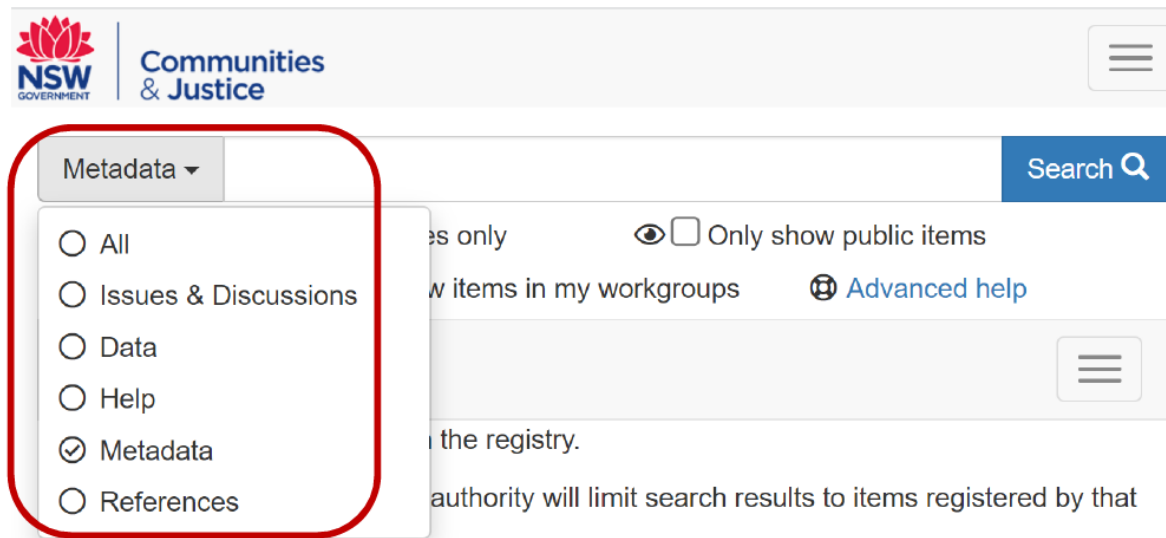
Search function

1. The taskbar search function enables you to search using single categories, such as Metadata or All subjects.



NOTE: When using the search function, the default setting will search all categories within the search function.

When you select the drop down, the search menu options appear. Select the radio button that best matches the search item you need.



- Selecting a registration state will limit search results to items that are in that state.
- Selecting both will limit search results to items that are at that state in a particular authority.

Interpreting the components of a metadata item page

This is a basic item page for a Data Element. The item pages will change depending on how much content has been entered for the item, and what type of item it is.

The item pages are broken up into three different sections:

1. Main Content Area
2. Information box
3. Actions Bar

The screenshot shows a metadata item page for a Data Element. The page is divided into three main sections as indicated by the callouts:

- 1. Main Content Area:** This section includes the **Definition** (The funding start date in relation to a service provider, recorded as a day of a month of a year, represented as YYYYMMDD.), the **Components** diagram (showing the hierarchy from Data Element to Organisation and Start Date), and the **Representation** table.
- 2. Information box:** This section contains detailed metadata including Type (Data Element), Identifiers (UUID), Stewardship Organisation (FACSIAR Family and Community Services Insights, Analysis and Research), Endorsed by (FACSIAR Data Governance Committee), Last updated (8 months), Created (26th November 2020), Supersedes (None), Superseded by (None), Collections (None), Workgroup (Evidence Bank Implementation Program (EBIP) Workgroup), and Discussions (Start a discussion about this Item).
- 3. Actions Bar:** This section contains navigation and action buttons: Item, Issues, History, Graphs, Related, Tags, Actions, and Download.

Property	Value
Data Type	DATE
Format	YYYYMMDD
Maximum character length	8

Item page main content area

The main content area is where you can view the components of the item, the relationships, and the related content.

Organisation: Start Date, YYYYMMDD

Item Issues History Graphs Related

🔖 Tags ⚙️ Actions ⬇️ Download ⬇️

Definition [📘](#) [🗨️](#)

The funding start date in relation to a service provider, recorded as a day of a month of a year, represented as YYYYMMDD.

Components



Representation

This representation is based on the value domain for this data element, more information is available at ["Date YYYYMMDD"](#).

Data Type	DATE
Format	YYYYMMDD
Maximum character length	8

Organisation: Start Date, YYYYMMDD

Type: [Data Element](#)

Identifiers: [UUID - e4782aea-2fad-11eb-893c-02550ad9d6bc](#)

Stewardship Organisation: [FACSIAR Family and Community Services Insights, Analysis and Research](#)

Endorsed by:
+ [FACSIAR Data Governance Committee](#) : Standard on 7th April 2021
[View registration history](#)

Last updated: 8 months ago
Created: 26th November 2020

Supersedes:
+ None

Superseded by:
+ None

Collections:
+ None

Workgroup: [Evidence Bank Implementation Program \(EBIP\) Workgroup](#)

Discussions: [Start a discussion about this item](#)

What makes up a Data Element?

A **Data Element** is a precise way of defining how a piece of data is recorded for a specific set of objects, using reusable metadata components. Data Elements are composed of a Data Element Concept, which describes the meaning of the data, and a Value Domain which describes how the data is recorded. of objects, using reusable metadata components. Data Elements are composed of a Data Element Concept, which describes the meaning of the data, and a Value Domain which describes how the data is recorded.

A **Data Element Concept** defines an idea that could be recorded by data, without specifying how it would be stored or measured. Data Element Concepts are composed of an Object Class and a Property.

A **Value Domain** describes how to record the measurement of a particular type of data, either using a coded list of values or a description of the possible values

An **Object Class** defines a way of identifying or classifying a set of real objects, ideas or events that all share common measurable attributes.

A **Property** is an attribute common to all members of a set of things defined by an Object Class.

Item page information box

1. This is the Info box where you can see what type of metadata the item is, the unique identifier that is assigned to this specific item, any endorsements, when it was last updated and by whom, when the item was created, if it has any supersedes and if it has been superseded by anything. Some of the content in the info box may not be viewable by some users, depending on the permissions of the user.

Organisation: Start Date, YYYYMMDD	
Type:	Data Element
Identifiers:	UUID - e4782aea-2fad-11eb-893c-02550ad9d6bc Registry ID - 441
Stewardship Organisation:	NSW Dept. Communities and Justice
Endorsed by:	<ul style="list-style-type: none">• FACSIAR Data Governance Committee : Standard on 7th April 2021 View registration history
Last updated:	4 years ago By RobynKE
Created:	26th November 2020
Supersedes:	<ul style="list-style-type: none">• None
Superseded by:	<ul style="list-style-type: none">• None
Collections:	<ul style="list-style-type: none">• None
Workgroup:	Metadata NSW Workgroup
Discussions:	Start a discussion about this item

Action bar

2. This is the action bar, from here you can favourite an item, edit an item, publish the item, perform different actions depending on your permissions and download the content.



Viewing graphs

1. From an items page you can view different graphs for the selected item. Go to an item page and select the Graphs tab.

Date YYYYMMDD

Item Issues History **Graphs** Related 🔖 🏷️ Tags ✎ Actions ▾ 📄 Download ▾

Definition 🔗 A17

The date of a particular year, month and day.

Representation

Data Type	DATE
Format	YYYYMMDD
Maximum character length	8

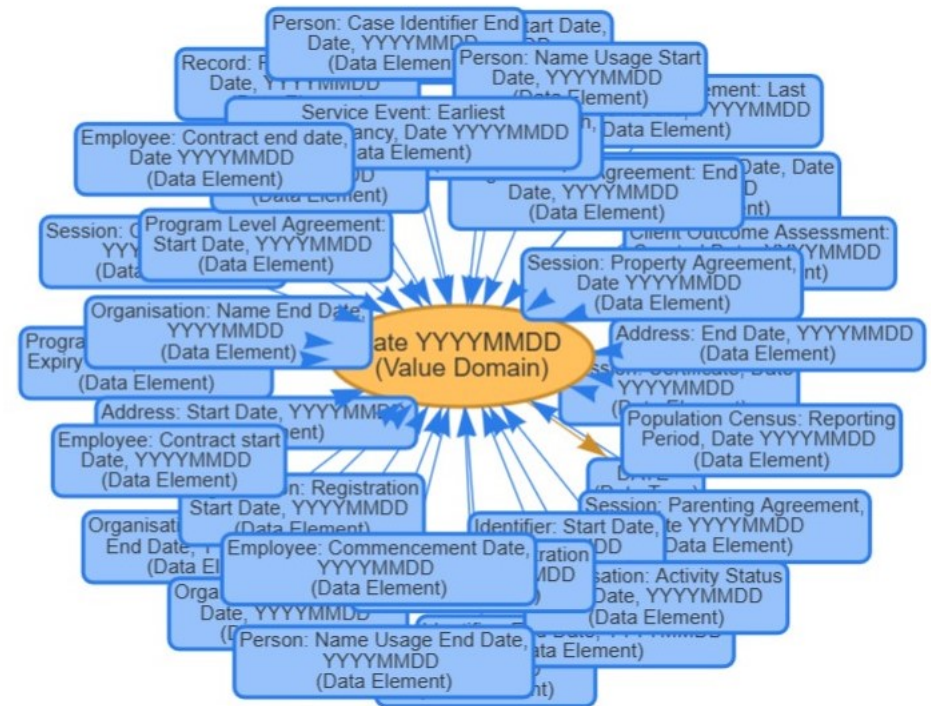
Date YYYYMMDD	
Type:	Value Domain
Identifiers:	UUID -329a3142-af0f-11eb-b2e2-0a58a9feac02 Registry ID -1920
Stewardship Organisation:	NSW Dept. Communities and Justice
Endorsed by:	<ul style="list-style-type: none">FACSIAR Data Governance Committee : Standard on 20th May 2021 View registration history
Last updated:	9 months ago By sarah.schokman2@det.nsw.edu.au
Created:	7th May 2021
Supersedes:	<ul style="list-style-type: none">None

Viewing graphs

2. From here, you can view different graphs for the selected item. The **General** tab will show you the general relationship.

- General
- Supersedes
- Links

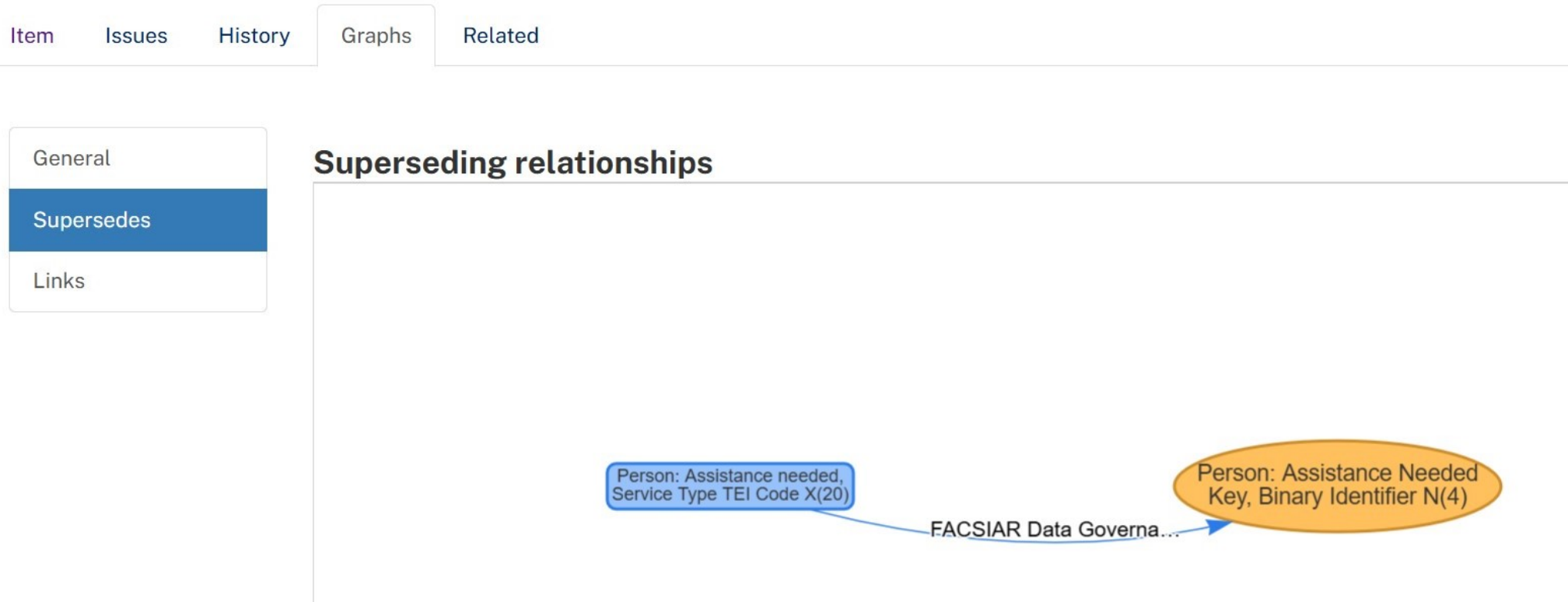
General relationships



Viewing graphs

2. The **Supersedes** tab will show you any superseding relationships if they exist.

Person: Assistance Needed Key, Binary Identifier N(4)



Viewing graphs

3. The **Links** tab will show you if the item is linked to other items.

Targeted Earlier Intervention (TEI) Data Set Quality Statement 2019-20

Item Issues History **Graphs**

General
Supersedes
Links

Links relationships

```
graph TD; A[Quality Statement Link] --> B[Payments to Funded Service Providers Table]; A --> C[Targeted Earlier Intervention (TEI) Data Set Quality... ..Set Quality Statement 2019-20]; A --> D[Targeted Earlier Intervention Data Set];
```

Viewing related items

1. From an items page you can view other items that are related to the selected item.

Go to an item page select the **Related** tab:

NSW Dept. Communities and Justice / Value Domain / Date YYYYMMDD

Date YYYYMMDD

Item History Graphs **Related** Download

Definition ⓘ ⓘ

The date of a particular year, month and day.

Representation

Data Type	DATE
Format	YYYYMMDD
Maximum character length	8

Date YYYYMMDD

Type: Value Domain

Identifiers: UUID - 329a3142-af0f-11eb-b2e2-0a58a9feac02
Registry ID - 1920

Stewardship Organisation: NSW Dept. Communities and Justice

Endorsed by:

- FACSIAR Data Governance Committee : Standard on 20th May 2021
[View registration history](#)

Last updated: 9 months ago

Created: 7th May 2021

Supersedes:

- None

Viewing related items

2. From here, you can view the items that are related to the selected item.


Date YYYYMMDD

- Item
- History
- Graphs
- Related**

Data Elements implementing this Value Domain

This table shows items related to the item *Date YYYYMMDD*. Items shown are based on your current permissions.

Showing 1-20 of 31 results.

▲ Name	Details	Statuses
 Address: End Date, YYYYMMDD Data Element	The date when the address ceased to be associated with a party.	<ul style="list-style-type: none">NSW Education Statistical Standards Committee: <i>Candidate</i> on 1st November 2023FACSIAR Data Governance Committee: <i>Standard</i> on 13th January 2023

Links

See below resources for further help.

- www.metadata.nsw.gov.au/help/
- <https://help.aristotlemetadata.com/>
- <https://aristotlemetadata.talentlms.com/plus/>
- <https://community.aristotlemetadata.com/>

Contact

Email: metadata@dcj.nsw.gov.au

Or fill this form www.metadata.nsw.gov.au/pages/forms/further-information