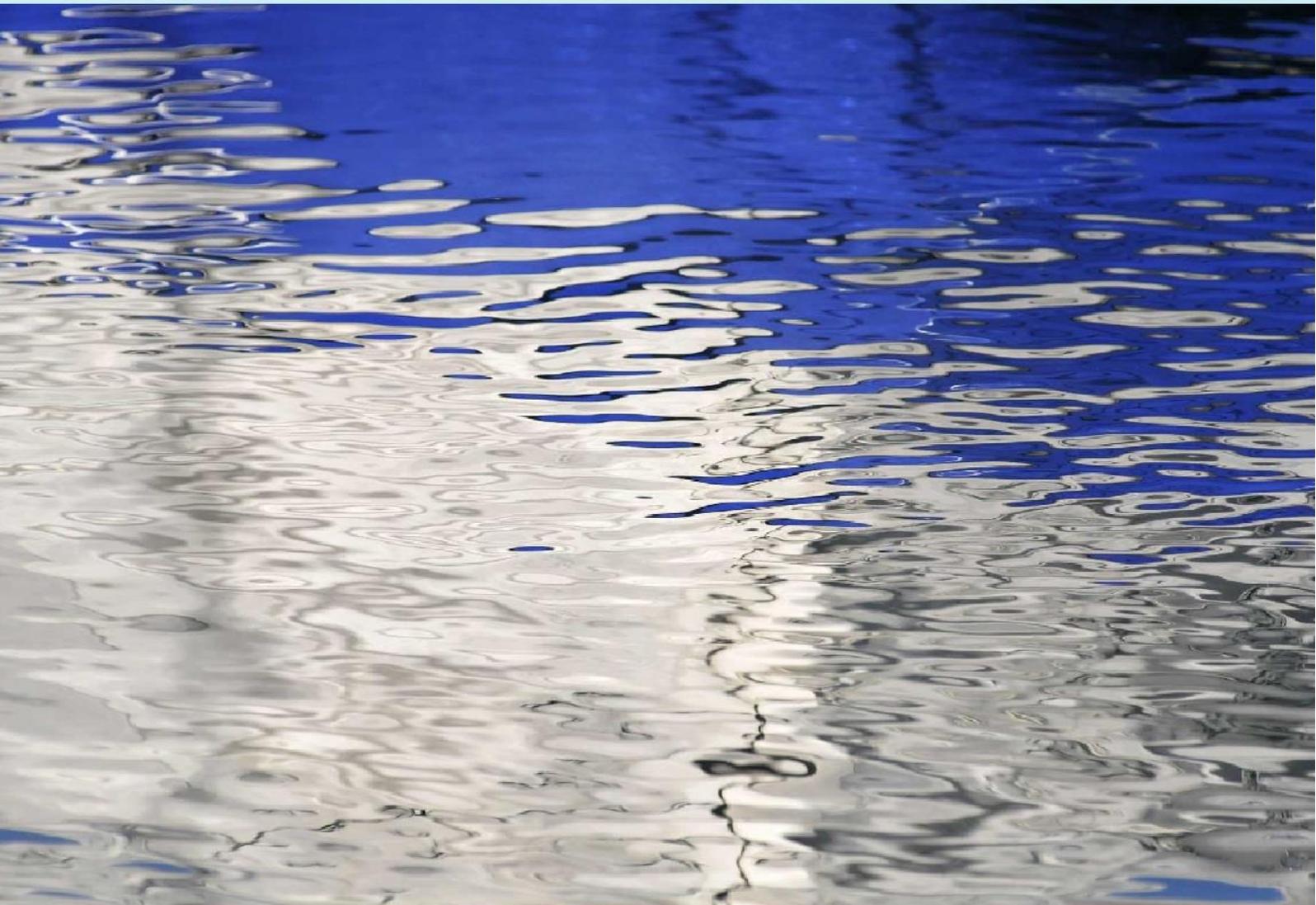




Australian Government
Bureau of Meteorology

Water Regulations 2008—Policy for updating metadata and contextual information requirements



Release history

Date	Version	Status	Comment
December 2019	1.1	Current	Minor changes to layout following review—no substantive changes to policy content
March 2016	1.0	Superseded	First version, reviewed and updated in 2018

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Foreword

The Bureau of Meteorology administers Part 7 (Water Information) of the *Water Regulations 2008* (the Regulations). Part 7 sets out details for provision of water information to the Bureau, as required in the *Water Act 2007*. It defines who must give specified water information to the Bureau, and the time and format in which it must be given.

The Regulations individually name over 200 organisations that are required to give the Bureau specified water information that is in their possession, custody or control. Along with their data, organisations are also required to give certain metadata listed in the document [Metadata and Contextual Information Requirements](#), which is incorporated by reference in the Regulations.

This policy is part of a framework of principles, policies and procedures to formalise and communicate a consistent approach to maintaining and developing Part 7 of the Regulations.

Purpose

The purpose of this policy is to set protocols for adding to or changing the range of metadata and contextual information which organisations are required to provide under the Regulations. The Bureau seeks to minimise the impacts of changes to legislative requirements, provide sufficient time for data providers to prepare for changes and ensure requirements are clear for all parties.

Scope

This policy applies to metadata and contextual information requirements under the Regulations for information categories other than Category 7—urban water management information. A separate policy¹ applies to all Category 7 information and metadata requirements.

Audience

The audience for this policy is

- organisations named in the Regulations that are required to provide water information and related metadata and contextual information
- Bureau staff with a water information role.

¹ refer to the ['Policy for updating urban water management information requirements'](#)

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Policy

It is Bureau policy to:

1. consider the following factors before adding detailed lists of metadata, or extending/revising metadata requirements:
 - impact (including cost) on water information providers
 - significance and value of the water information held by the organisation
 - need to service customers of Bureau water information products
 - the Bureau's capacity to ingest and utilise the metadata
 - the Bureau's ability to provide support to affected water information providers
2. when adding detailed lists of metadata, or extending/revising metadata requirements:
 - consult with relevant parties such as major data providers, subject matter experts and industry
 - ensure that relevant formats prescribed in the [Administrative Instrument](#) can accommodate the required metadata, and that the metadata could be given to the Bureau in those formats (such as the Water Data Transfer Format) where applicable
 - minimise the impost on water information providers by including in the detailed lists only those metadata necessary to understand the related water information
 - extend metadata requirements only when an overall net benefit can be demonstrated, following consideration of the costs and benefits of the change
3. update the *Metadata and contextual information requirements* document no more than once every six months and allow a six month period before data providers must comply
4. communicate with all affected data provider organisations about the updated requirements at least six months before they take effect
5. publish explanatory material at the same time as it publishes an updated *Metadata and contextual information requirements* document
6. ensure that its website always shows the version of the *Metadata and contextual information requirements* document that holds the current requirements. As necessary, the Bureau will also publish another version of the document, clearly notifying users that this new version sets out future requirements which are not yet in effect but will be at a date, six months after publication. When the six months have elapsed, this version of the *Metadata and contextual information requirements* document becomes the current version.

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Definitions	<p>Metadata and contextual information requirements document means the document of that name located on the Bureau's website at: http://www.bom.gov.au/water/regulations/schedules/metadata.shtml. This document is incorporated by reference in the Regulations (Regulation 1.06 refers)</p> <p>Regulations means the <i>Water Regulations 2008</i></p> <hr/>
Date of effect	<p>This policy took effect on 11 March 2016, and was reviewed in February 2018 and December 2019.</p> <hr/>
Review date	<p>This policy is due for review by December 2021.</p> <hr/>
Contact	<p>For more information on this policy, contact: regulations@bom.gov.au</p> <hr/>
Related documents	<p>Bureau of Meteorology Principles for developing and maintaining Part 7 of the <i>Water Regulations 2008</i></p> <p>Bureau of Meteorology Water Data Transfer Versioning Policy</p> <p>The Australian Government Guide to Regulation</p> <hr/>
Availability	<p>Find this policy on the Bureau's website at: http://www.bom.gov.au/water/regulations/principlesPolicies.shtml</p>