



NSW Flood Data Portal

Create and Edit Flood Projects Guide

Portal release V1.2



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Glossary

| | |
|---------------|---|
| The Portal | The NSW Flood Data Portal |
| Dataset | A Dataset represents a file / collection of files which has been created as a part of a flood study or plan, such as a report, spatial data output or flood mode |
| Flood Project | A Flood Project represents a flood study or plan which was commissioned under the NSW Floodplain Risk Management Program |
| Organisations | An Organisation in the NSW Flood Data Portal represents an organisation which has commissioned a flood study or plan. In most cases, this is a NSW Local Council, but can include NSW State Agencies. |
| Resource | A resource is a file or group of files that make up a dataset |

1 Introduction

The NSW Flood Data Portal (the Portal) has been developed as a partnership between the NSW State Emergency Service (NSW SES) and the NSW Department of Planning, Industry and Environment (the Department).

The Portal enables NSW Government Agencies and Local Government Authorities (Organisations) to securely store and share flood reports and associated background information and tools.

As of 2015, grant conditions for projects funded under the NSW Floodplain Management Program will require handover of documents and data via the Portal unless otherwise advised or agreed.

This guide has been developed to help people who want to register for the Portal and upload flood project data. It also gives information on how to allow consultants to upload data on behalf of council.

2 What can be stored in the Portal?

The Portal (<https://flooddata.ses.nsw.gov.au/>) contains flood information that has been commissioned under the NSW Floodplain Management Program as well as other relevant flood information. This information can include:

- reports
- relevant project input data,
- flood models, modelling tools and pre-processed outputs,
- spatial data outputs, and
- any other relevant information.

3 Action checklist for adding information to the Portal

Table 1 lists the key actions that are required to add information to the Portal. Details about each step are described in this report.

Table 1 Checklist of Actions required to Upload Data to the Portal

| Step | Action | Action/Approval Required by |
|------|---|--|
| 1 | Become registered user of Portal (at https://flooddata.ses.nsw.gov.au/) | Portal Administrator |
| 2 | Become an Organisational Editor (or higher) of the Organisation who has commissioned the project (e.g. Council) (Section 4.1) | Organisational Administrator (i.e. the council staff member responsible for council information on Portal – see Section 4.2) |
| 3 | Create a Flood Project (Section 6) | - |
| 4 | Add datasets to the Flood Project (Section 7) | - |
| 5 | Submit the Flood Project for approval | Portal Administrator |

4 Getting access to the Portal

The Portal is available at <https://flooddata.ses.nsw.gov.au/> and provides access to flood projects (which contain various datasets and resources).

Users can be provided different levels of access depending on what they require from the Portal. Some data on the Portal can be accessed by non-registered users (i.e. the public); however registration provides access to additional Flood Projects and Sections of the Portal.

When a user registers for the Portal they are assigned to an organisation (i.e. a council/consultancy/other government agency). The different levels of access that are available within an organisation are show in Table 2. Organisation editor access (or above) is required to create flood projects and datasets. Organisation administrator access is required to change the access levels of members of an organisation as well as allow specific users access to datasets owned by the organisation.

Table 2 Organisation Access Levels

| Access Level | Function |
|--|---|
| Organisation Administrator | An administrator can update the Organisation page (description, Portal URL, image and email), the access levels of members of the organisation and manage the ability of Users to view data. |
| Organisation Editor | An editor can create and revise flood projects and datasets, and upload resources. They can manage their projects and manage access to their data. |
| Registered User assigned to an Organisation. | A registered user is assigned to an Organisation at time of account approval and will be able view 'registered user only' flood projects and datasets within the Organisation (as well as the other projects in the Portal accessible to the unregistered users). |

4.1 Apply to be an organisation editor

Any member who wishes to add a flood project commissioned by an organisation (i.e. client) will need to request to be made an Editor by the Administrator of that organisation.

Requesting permission to be an Editor is not done through the Portal directly. The user is required to contact the relevant person within the organisation to request editor privileges. If the details of the person responsible for the organisation administrator are unknown, contact details for the organisation data broker are provided on the Portal homepage of each organisation. Alternatively, the flood data Portal support can be contacted to provide assistance (nswfloodingdataaccess@ses.nsw.gov.au).

4.2 Apply to be an organisation administrator

Members of an organisation who need to be able to manage the organisation membership, description and data (as shown in Table 2) need to apply to be organisation administrator. Apply to be an organisational administrator when registering (i.e. include in reason for access) or contact Flood Data Portal support (nswfloodingdataaccess@ses.nsw.gov.au) to change access level

4.2.1 Common tasks for Organisation Administrators

How to add an existing Registered User as a Member of an Organisation:

- From the ORGANISATIONS Page or 'My Organisations' in your Dashboard, select the Organisation to which a member is to be added
- Select the *Manage* button
- Under the Members TAB; Select the *Add Member* button
- Type in the registered user's username, into the Existing User field
- Select the permissions role to be applied to the user from the Role field
- To allow users to create Flood Projects and Datasets the user must be added as an editor
- Select the *Add Member* button



Hint: invite them to Follow your Organisation so they can be made aware of updates through their Dashboard

How to modify the role or remove a Member of an Organisation:

- From the ORGANISATIONS Page or 'My Organisations' in your Dashboard, select the Organisation to which a member is to be edited or deleted
- Select the *Manage* button
- Under the Members TAB;
- To change role, select the spanner icon next to the member whose role you wish to edit, and select the permissions role to be applied to the user from the Role field
- To remove a user, select the 'X' icon next to the member you want to remove

- Select the *Save* button

5 Templates to use

Templates are standard format documents used to facilitate the handover of key flood project information between agencies.

Each listed handover template will describe its purpose and have a clickable info button for basic administration information about the template.

Note: The *Templates page* is only accessible by registered users of the Portal.

To access and download a template:

1. Navigate to the TEMPLATES page (Figure 1)
2. Select the heading of the template you wish to download
3. Select the *Download* button



Figure 1 Templates tab on the Portal

6 Creating a flood project

A wide range of flood projects can be stored in the Portal. The most common flood projects are studies and/or plans which have been developed as a part of the NSW Floodplain Risk Management Process.

A flood project may also involve the implementation of part or all of a management plan. For example, the investigation, design and development of a flood warning system or the investigation, design, construction of a levee. It could also involve projects such as levee owner's manuals or audits.

6.1 Add a new flood project

1. Navigate to either of the following pages:
 - a. *Flood projects tab* (Figure 2)

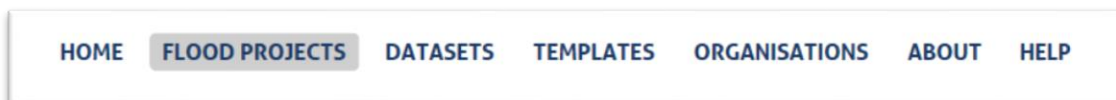


Figure 2 Flood Projects tab

- b. *Organisations tab* (Figure 3) and select the organisation you wish to add the flood project to.



Figure 3 Organisations tab

2. Select *Add Flood Project* button
3. Complete the fields in the *Create Flood Project form* as listed in Table 3.
 - Each field will have a description of what is required as well as on-screen tool tips; some fields are locked lists.
 - Fields marked [SEARCH field] are used in the free text search boxes to discover your project.
 - Mandatory fields indicated by an asterisk (*) and greyed out means 'not-selectable'.
 - Some fields allow free text and are visible to anonymous users. Free text must meet acceptable use guidelines, and must not use offensive, derogatory or slanderous words or phrases. It is to be free of spelling and syntax errors and where possible extracted and pasted from a master submitted document such as a final report. Where instructed use on-screen guides as to the expected content e.g. "Title of the Report as it appears on your document". Acronyms should be

expanded. Use of markdown text is available (see Section 6.1.1 for further details).

4. Select the *Save* button.
5. *Add a dataset* (Section 7) or *create revisions/edits* (Section 6.5).
6. *Submit* for approval.

Table 3 Flood Project fields

| Field | Description of content | Search field |
|---|--|--------------|
| Project Type | Select from drop down the <i>Type of Flood Project</i> : <ul style="list-style-type: none"> • Flood Study • Floodplain Risk Management Study • Floodplain Risk Management Plan • Floodplain Risk Management Study and Plan • Concept Design • Detailed Design • Geotech Report on Levee • Visual Levee Audits • Levee owner’s manuals • Review of Environmental Factors • Environmental Impact Statements • Construction projects – works as executed plans • Post event data collection • Post event flood behaviour reports • Guidance, tools and resources | |
| Title <i>Tip: if you copy and paste text, make sure you delete formatting from end of the line to activate the auto-population function in the next URL field.</i> <i>Also, the browser will assist data entry into this field with predictive text; it is collected from ‘name’ field terms and phrases in the Portal and may include fields intended for URLs which contain hyphenated text.</i> | Title of the Report as it appears on your document. | ✓ |
| URL | This is the automatically assigned weblink for the project but is editable if required as indicated by the highlighted Section of the address. There is syntax of lowercase and dash; no special characters. It should be auto-populated from title field; if this is not the case, remove any formatting from the end of the title line and it should then display the title text. | |
| Description | This field is free text to provide broad context around the Flood Project and a brief description of its content, location and why | ✓ |

| Field | Description of content | Search field |
|--|---|--------------|
| | <p>the project was initiated. If the project is part of a broader series, e.g. district-wide levee audits or city-wide plans, it should be mentioned here; refer to technical components of the flood project.</p> <p>A useful source is the executive summary in the report. Two paragraphs is a good indicative guide to length of information.</p> <p>Note field is unformatted and special characters are required to enhance look and feel and is called Markdown formatting; see Section 6.1.1 Using Markdown formatting</p> <p>Note there is limited spellcheck on this field so take care in data entry.</p> | |
| Commission Date | Date the project was commissioned; field appears in format yyyy/mm/dd. | |
| Publication Date | <p>Date the report/output was published; field appears in format yyyy/mm/dd.</p> <p>Field allows manual numerical entry in the form yyyy/mm/dd or selection within the calendar by a click in the field to activate the calendar; year and month scroll up and down in the list; day select within the calendar month. You can also scroll by month or click the left and right arrows to move between months.</p> <p>If you have unknowns in your data, then the consensus default is:</p> <ul style="list-style-type: none"> • enter the first day (yyyy/mm/01) of the month for data for which only a month is recorded • enter yyyy/01/01 in cases where only the year is mentioned | ✓ |
| <p>Keywords</p> <p><i>Note: there is limited spellcheck on this field so take care in data entry and do not put spaces before the word. For consistency, suggestive text functionality is in use. Use of prompted keyword in the suggestive text function is recommended. Keywords are to meet acceptable use guidelines and should not use offensive, derogatory or slanderous words or phrases. It is to be free of spelling and syntax errors and where possible extracted and pasted from a master submitted document such as a final report.</i></p> | <p>To aid discoverability and provide an alternate search mechanism attach uncontrolled keywords in the form of areas like subjects, properties, and localities.</p> <p>To enter, start typing and separate by a comma; keyword(s) will be registered in a highlighted box. Multiple keywords allowed e.g. [Watagan Creek], [Wollombi Valley], [Paynes Crossing].</p> <p>To remove a keyword click the 'x'.</p> <p>See policy document and note that it should be discoverable on data.NSW</p> | ✓ |
| Themes | Select the most appropriate government jurisdiction business function from the drop-down menu | ✓ |

| Field | Description of content | Search field |
|---|--|--------------|
| Spatial Extent <i>Note: The spatial extent should at least be the same as the study area, otherwise a spatial search for this project that covers the study area may not return the study. Also, there is limited extent to this field; the system has a reasonable limit to the size of field it can save.</i> | Enter a simple geographic footprint to spatially locate the Flood Project; at the least enter the bounding box coordinates. There are basic map tools provided in the map interface that on completion will automatically populate the extent field with the coordinates. | |
| | Draw polygon: Select the polygon icon from top right hand side to start drawing; the mouse point will change to a cross. Click the mouse pointer on a boundary point of the flood project and create join lines by clicking on the boundary points; once you return to the original point, click on it and a polygon will be made. | |
| | Draw rectangle: Select the rectangle icon from top right hand side to start drawing; the mouse point will change to a cross. Click and hold the mouse pointer on a boundary point of the flood project, and drag and release to create a rectangle and draw extent | |
| | Add a point: Select the point icon from top right hand side; the mouse point will change to a point icon. Go to the point of interest on the map and click to register the point. | |
| Currency | Currency status of the project: <ul style="list-style-type: none"> • Completed • Retired – no longer in use but not superseded • Superseded – data for the whole project area has been superseded • Partially superseded – data for part of the project area has been superseded • Deprecated – superseded and obsolete – for historical purposes only • Draft | |
| Client | Entity who commissioned the flood project. Note: this field only allows a single entry; where multiple clients were involved in creating the work, refer to Section 7.3 Shared Organisation Workflow. | |
| Council/LGA | Primary LGA area in which the flood study was conducted | |
| Additional LGA's covered within study | Record any additional LGA's in which the flood study was conducted, otherwise leave blank. | |
| Author/Prepared by | Agency / consultant who undertook the flood study. | ✓ |
| Data Comment | Include here additional information in relation to the administration of the flood project and not s to aid the reader in interpreting the data; and the types of files that have been uploaded. Note if other projects/datasets should be viewed in conjunction with this one. | |
| River Basin The business rule is to only allow one entry; Portal was designed to only manage | River basin in which the study was conducted. Ref: http://www.bom.gov.au/water/geofabric/documents/BOM002_Map_Poster_A3_Web.pdf for classification | |

| Field | Description of content | Search field |
|----------------------------|--|--------------|
| | data for events per single river basin. | |
| Place Name | Primary locality in which the study was conducted; free-text field. Enter a place name e.g. 'Dungog', 'Kurri Kurri', a recognised locality e.g. 'Salt Ash' area, or a catchment e.g. 'South Creek Catchment' | |
| OEH Handover Status | For internal use only | |
| Privacy | The visibility of the project can be set to: <ul style="list-style-type: none"> • Public • Only registered users • Users of the owning organisation (note that the visibility of datasets within the project is set at the dataset level (and can be different to the project) – Section 7.2) | |

6.1.1 How to use markdown formatting to format your text

Markdown's syntax is used as a format for writing for the web. The 'Description' field needs simple syntax applied to make it look presentable. When you copy and paste from your original document, all formatting will be lost and the text will be stacked as a single paragraph. Using a few simple tags can significantly improve the readability of the text.

There is simple on-screen help, with more detailed instructions including tables available at <http://daringfireball.net/projects/markdown/syntax>. A short instructional video is also available on the Portal help page. Key instructions are summarised in Table 4.

Table 4 Markdown formatting

| Tag | Result |
|---|--|
| <code>Return</code> after a paragraph | A space provided by a return after the paragraph will be read as an end or hang, and will translate it as a paragraph on screen. |
| <code>#</code> or <code>##</code> or <code>###</code> | These are used to identify the title and will separate it and make it bold. Two hashes = subtitle and 3= sub subtitle |
| <code>:</code> then a <code>return</code> then <code>*</code> or 1. then a single space before the text | You can make a list in the text, made of bullets or numbered. The asterisk will be converted to a simple black round bullet. The simple number of integer and full stop will give a number. A colon at the end of the line leads to a list but needs a return to create the space, then for each point put an asterisk and a space, or integer and full stop |
| <code>word</code> (double underscores either side) | This will make the word bold and is useful for identifying a Section reference, or a table reference in the text e.g. Section xyz contains the consultants flood model summary.... |
| <code>_word_</code> (single underscore either side) | This will make the word italicized and is useful for identifying certain phrases or Acts e.g. Water Management Act xyz was the point of reference for this chapter.... |

6.1.2 How to preview your project

To see a snapshot of what your post- formatted project will look like when published on the Portal:

1. Click *Manage*.
2. On the Management page that lists the metadata and datasets, click *View*.
3. The individual project's page will open to the style format that the user will see.

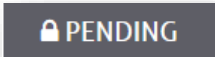

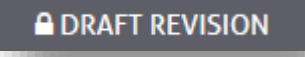
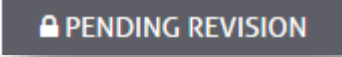
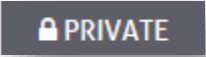
4. To make edits click *Manage*.
5. On the Management screen, click *Edit*.
6. Make any edits and additional markdown formatting tools.
7. Click *Update*.
8. Review by clicking *View*.

6.2 Flood Project status - administrative stages

Unless otherwise labelled, projects listed in the Portal have been approved.

Projects that feature a label will indicate that certain administrative processes are being applied and the project is in review. Administrative stages summarised in Table 5.

Table 5 Administrative stages

| Stage | Definition | Symbol |
|----------------------|--|---|
| Pending | On submitting a flood project for approval, a project will be marked as 'pending' and considered as a draft. It is not discoverable. |  |
| Not Approved | Any project that fails the approval process and rejected by Admin will be labelled as 'not approved'. It is not discoverable. |  |
| Draft Revision | This refers to a temporary clone of an approved project. Following the submission and approval protocol if a project needs to be amended, the saving phase before re-submission is 'draft revision'. |  |
| Pending Revision | Furthering the submission and approval protocol if a project has been amended, it needs to be re-submitted; this is the 'pending revision' phase. |  |
| Draft stage /Private | A separate CKAN function users may be familiar with is 'Private' mode which indicates to the editor user that no other user currently has visibility of this version |  |

6.3 Edit a flood project still in 'Draft' or 'Pending' phase

1. Navigate to the *Flood Project*.
2. Select the *Manage* button (top right of page)
3. Select the *Edit* button located next to the *Flood Project Metadata* text (bottom of page)
4. Update the details as required noting the same data quality rules.
5. Select the *Update Flood Project* button.
6. The organisation administrator will then need to submit the project for approval.

If a flood project is in *Draft*, or *Submitted for Approval* status, it will not appear in searches conducted via the Flood Projects or Home pages. The project creator will have visibility through their dashboard and can share the URL to:

- Portal organisation users
- Members of the organisation under which the Flood Project was created

The project can be navigated to by the above users by:

1. Selecting the Organisation which the Flood Project was created.
2. Selecting the *ActivityStream* tab.

6.4 Approval of a Flood Project

Flood Projects must be submitted for approval to be released to the Portal. Post data entry and upload, this phase will enable the Flood Project, and its associated datasets, to be discoverable via the search functionality in the Portal.

Datasets are not individually approved. They form part of the Flood Project and hence approval is gained via the Flood Project approval process. Once a Flood Project is approved any changes which occur to datasets will require revision, and subsequent approval, of the Flood Project. This will make the changes discoverable via the search functionality in the Portal.

Flood Projects may be submitted for approval once the metadata has been correctly filled in for:

- the Flood Project information
- all associated Datasets have been uploaded, and
- Dataset metadata completed.

6.4.1 To Submit a Flood Project for Approval

1. Navigate to the Flood Project
2. Select the Manage button
3. Select the Submit for approval button

The SES Site Administrator will be notified of the submitted Flood Project and will approve once appropriate checks have been completed.

6.5 Create a revision and update currency of an approved flood project

Periodical 'business as usual' changes will need to be made to flood projects that have been submitted and approved. The Portal has the capacity to make changes to projects and uses a revision and approval workflow.

6.5.1 How to create a revision and edit the metadata

1. Navigate to the *Flood Project*.
2. Click Manage.
3. Go to the Flood Project metadata line and click *Edit*.
4. Make revisions and click on *Update project*.
5. Click Create revision
6. Click *Submit*.
7. During revision, as a project owner you can navigate to the project and review its status.
8. Click on the *View revision (Pending)* button to see metadata.
9. To re-submit, follow steps 3 – 6.
10. If the project is approved a notification will be sent to the revision creator and the NewsFeed updated. If it is rejected a notification will be sent to the revision creator, the metadata will be enhanced with a field for the ADMIN feedback, and the NewsFeed updated. To view and action, click on the *View revision (Not Approved)* button, make the recommended edits, *save*, and *resubmit*.

6.5.2 How to change the currency of a flood project

The project currency identifies if the flood project is the most recent of its type for that study area.

You can identify how current the data is or at each milestone, for example when a project has been superseded, or if the data has been superseded, redundant or flawed. This will appear with the flood project title in search results, and on the Flood Project page.

There are several classes for currency, the default position being *Completed*.

There is also the option to select *Related Flood Projects* which will create a relationship statement to display on the flood project page.

To nominate the most current project select a project from the prepopulated list of all available projects. This will provide a link in the relationship statement.

The relationship statement will appear as an alert at the top of the page. It will state the relationship between current and legacy projects; each title will be a hyperlink to the relevant project.

1. Navigate to the Project page
2. Click *Manage*
3. Go to the flood project metadata line and click *Edit*
4. Update the *Currency field* [option is to also enter a Related Flood Project] and click on *Update project*
5. Click *Create revision*
6. Click *Submit*

6.6 Viewing a flood project

Each flood project will have a clickable hyperlink in the TITLE to navigate to the project page and view the description and the fields of the assembled metadata.

Note: Only flood projects that have been approved by the Portal administrators will appear in the search results.

*If a draft or pending revision exists on a project in your organisation and you have access, it can be viewed through the *Organisation Activity Stream* or via a *project-creator-supplied-URL*.*

7 Adding datasets and resources

Datasets are the different types of data that were created or used as part of a flood project. They should be relevant files that support the overall flood project.

The organisation's data broker will be responsible for the monitoring of a dataset in relation to the update and availability of data for inclusion on the Portal. This includes availability and currency of files provided for dissemination on data.nsw.

Portal datasets must be submitted to the Portal such that the credibility of the Portal is maintained and data can be easily located and used appropriately. To that end, the following must be observed:

- Metadata must be filled in appropriately for each flood project and dataset. Projects are vetted by Portal admin. Any project not meeting the metadata requirements will not be approved.
- Datasets for each flood project must be uploaded in the discrete sets provided in Table 6. Further information about what should be in each dataset is provided in Appendix A.
- A *Data Handover Document*, based the template provided on the Portal (in the templates tab) must accompany all Flood Projects. This document provides detailed information on all the files within each dataset and references the licence conditions of each dataset.
- Dataset formats should observe the data quality requirements in Table 8.

When created, there is metadata, additional to that of the flood project, collected around the dataset. Any files uploaded as individual components that make up a dataset are called Resources. They can be loaded as a single resource per dataset, or if are complementary data components, be uploaded and saved as multiple resources listed under one dataset

Typically, the Portal will have reports submitted as single files but will support uploaded clusters of files as zip files, for example spatial data files, model files (input and output). When files are uploaded as a zip file the following should be observed:

- Information about what files are contained in the zip file must be in the accompanying *Data Handover Document*
- Information about what files are in the zip file should also be summarized in the dataset

description field.

- The file size of any zipped files does not exceed 25GB to enable reasonable upload and download times.

7.1 Add a dataset and resource to a flood project

Before adding or creating a dataset it is useful to refer to table A1 in Appendix A for information about how data is grouped into datasets.

1. Navigate to the flood project
2. Select the *Manage* button
3. Select the *Add Dataset* button
4. Complete the fields in the 'Create Dataset' form as listed in Table 6; these fields are in addition to those auto-populated from the Flood Project form.
5. To add the Resource, select *Next: Add Data* button.
6. Either:
 - a) Perform an upload
 - Select *Upload*.
 - Select the file to be uploaded.
 - Select *OK*.
 - b) Provide a link
 - Select *Link* (where data is available via URL).
 - Enter the URL in the space provided.
7. Complete the data resource fields as listed in Table 7.
8. Select either:
 - *Previous* to go back to the metadata page without saving;
 - *Save and add another* to add another resource; or
 - *Finish* to save and proceed to submitting your project and data.

Table 6 Dataset fields

| Field | Description of contents | Search field |
|---|--|--------------|
| Dataset Type <i>(see Appendix A for more information about what to include in datasets)</i> | Type of data <ul style="list-style-type: none"> • Data Handover checklist and description (template can be downloaded from Portal –Portal_Flood Project_Handover_template) • Report PDFs – all volumes • Complete NSW Flood Database Template • Spatial layers required including post processed layers • Collected Data • Hydrological, Hydraulic and flood damage model input files • Hydrological, Hydraulic and flood damage model output files • Hydraulic modelling post processed files for AVIs • Base information on buildings • Survey Information – all required • Lidar | |

| Field | Description of contents | Search field |
|--|---|--------------|
| | <ul style="list-style-type: none"> • Aerial Imagery • Emergency Response Planning • Land use planning • Management options • Plans for works • All other required data • Community consultation | |
| <p>Title</p> <p><i>Tip: if you copy text in make sure you delete formatting from end of the line to activate the auto-population function in the next URL field.</i></p> <p><i>Also, the browser will assist data entry into this field with predictive text; it is collected from 'name' field terms and phrases in the Portal and may include fields intended for URLs which contain hyphenated text.</i></p> | <p>Title of the dataset</p> <p>It is recommended to incorporate or begin with the Place Name and Project Type in the filename, separated by underscore (_), for example 'Wolli Creek_Flood Study...'; clarification information such as river basin may aid identification and filing.</p> <p>Special characters in the filename, in particular ampersand (&), are not to be used as they will cause upload fails.</p> <p>In clustered (zipped) files, it is recommended that the following convention be used:</p> <p>'PlaceName'_ 'Project Type'_ 'Dataset No.'_'Part X'_ 'description'</p> <p>For the files within the zip file it is recommended consensus acronyms used consistently at the beginning of the file where a cluster was used for a specific purpose, e.g. flood model for a 20% AEP flood event, grouped files should have the same identifiable notation as to the purpose of the file group. Detailed information about file names should be included in the Data Handover Document (template can be downloaded from the Portal - Portal_Flood Project_Handover_template).</p> | ✓ |
| <p>URL</p> | <p>Uniform Resource Locator; will need to be unique and editing may be required to make different from the flood project URL.</p> | |
| <p>Description</p> <p><i>Note: You can use Markdown formatting for entering this data; See Section 6.1.1 Using Markdown formatting</i></p> | <p>Provide clear and detailed description of the contained data; refer to the technical components and standards. Provide context, methods, and the findings/conclusions.</p> <p>Note: when the dataset is displayed online the description will be truncated so most useful information should be contained within first sentence.</p> | |
| <p>This is a spatial dataset</p> | <p>Tick box to indicate if the dataset contains files that would be used as spatial data by mapping software; will display/hide the Spatial Data Format field further down the form</p> | |
| <p>License</p> | <p>This is a decision point regarding the License associated with the dataset; select one from the dropdown menu that best fits the agreed use of your data:</p> <ul style="list-style-type: none"> • 3rd party license • Creative Commons Attribution 4.0 (https://creativecommons.org/licenses/by/4.0/) • Internal Use only - registered users only | |

| Field | Description of contents | Search field |
|---|---|--------------|
| | <ul style="list-style-type: none"> DPIE License <p>Any User that has the access level to download your data will be required to click agreement with your stated License; this will be recorded in the system log.</p> | |
| Dataset Status | <p>Status of the dataset:</p> <ul style="list-style-type: none"> Final Updated, or Draft | |
| Update Frequency | The frequency at which the dataset will be updated (note, the default value is “As required”) | |
| Prepared by | Who was responsible for creating the data | ✓ |
| Source | Where appropriate, enter a URL for additional information about the dataset. | |
| Comment | <p>Any additional information in relation to the dataset about its content, and type of data (e.g. report, export data, spatial set). Include additional information on its currency, if there are details the reader needs to know about the document itself (e.g. a missing figure), and if it is to be used in conjunction with other datasets. Provide context as to where in a report the results produced by this dataset would be found.</p> | |
| Access Level | <p>The security access level for the dataset, as detailed in Section 7.2 and Table 8 and what it means for viewing and or downloading dataset metadata.</p> <p>Choose from drop-down:</p> <ul style="list-style-type: none"> ‘Public’ ‘Only registered users’ ‘Limited external access’ ‘Users of the owning organisation’ | |
| Update the following fields where the populated data is different to that from the Flood Project metadata (note, these fields are pre-populated from the data in the Flood Project metadata). | | |
| Publication Date | As per table 3 | |
| Themes | | |
| Spatial Extent | | |
| Client | | |
| Council/LGA | | |
| Additional LGA’s covered within study | | |
| Flood Project | | |
| River Basin | | |
| Place Name | | |

Table 7 Data resource fields

| Field | Description of content | Search field |
|---|--|--------------|
| Name <i>Tip: the browser will assist data entry into this field with predictive text; it is collected from 'name' field terms and phrases in the Portal and may include fields intended for URLs which contain hyphenated text.</i> | Name of the dataset. | |
| Description | <p>This will appear below the Resource title and is important in providing quick on-screen context of the contents and to summarise the resource.</p> <p>Only the first 32 characters will appear on-screen. This can be useful to identify files when multiple resources are listed under a dataset. Record any important information to aid the user's interpretation or use of the data and state what other files to be used in conjunction.</p> | |
| Format | This is the type of data file extension e.g. pdf, zip, shp, xls etc. | |

Table 8 Data Standards for Information Uploaded as Datasets

| File | Preferred Format | Other information |
|--|--|---|
| Data Handover Document | MS xlsx | Based on provided template (which can be downloaded from the Portal (MS Excel file - FDP_Flood Project_Handover_template)) and contains the details of all the information in the Flood Project datasets provided |
| Reports | Adobe PDF, MS Word docx | |
| Spatial Information | ESRI shapefile (.shp) ESRI geodatabase (.mdb , .gdb) Geotiff raster file (.tif , .tiff) Mapinfo mid/mif / .tab Ascii files | <p>Data should be in GDA94</p> <p>Information on vertical datums should be included in data handover document where applicable</p> <p>Depending on the data type – data should be provided in point, line or polygon formats or grid/raster formats. This should be specified in the project brief</p> |
| Figures – not in report | JPEG, GEOpdf, Adobe PDF, png | |
| Tabular Data – not in report | xlsx, csv, DBF, accdb | |
| Model Input Files (Hydrologic and Hydraulic Models, Damage models) | Various depending on model software – details of file types should be included in the Data Handover Document | Model files should be grouped into ZIP files in a logical way to enable easier file accessibility. Considerations needs to be given to the size of the ZIP file produced when grouping files as to whether each folder in the tier needs to be packaged in its own individual ZIP file; upload and download performance may become an issue |

| File | Preferred Format | Other information |
|----------------------------|--|---|
| | | with large folders and 25GB per package is considered to be a working indicative level; load testing would indicate 1 minute per GB download time. Details of model runs should be included in the data handover document |
| Model Output Files | Various depending on model software – details of file types should be included in the Data Handover Document | Model files should be grouped into ZIP files in a logical way to enable easier file accessibility. Considerations needs to be given to the size of the ZIP file produced when grouping files as to whether each folder in the tier needs to be packaged in its own individual ZIP file; upload and download performance may become an issue with large folders and 25GB per package is considered to be a working indicative level; load testing would indicate 1 minute per GB download time. Details of model runs should be included in the data handover document |
| Model Files for Animations | WaterRide, AVIs or similar | |
| Survey/Design Drawings | AutoCAD, PDF | If PDF used ensure that dimensions are clearly visible |
| Floor Level Survey | Cadastral GIS layer, xlsx, csv | Floor, ground and levels are to be tabulated with the properties' property number or address, coordinates. |
| LiDAR | | Unless flown specifically for this study, actual LiDAR data should not be added to the Portal. Instead, a link to where the data can be found should be provided. The details of the LiDAR data should be provided in the Data Handover Document |
| Consultation materials | Native, Adobe PDF | |
| Presentations | MS Powerpoint, Adobe PDF | |

7.2 Access level and what it means for viewing and or downloading dataset metadata

Members of the public, as an unregistered user, have access to the metadata information on the flood project page for most approved flood projects. Security permissions are generally only applied at the dataset level, via the *Access Level* field in the dataset metadata.

Users uploading data to the Portal have the following options for accessibility of the datasets. The selection of option is a decision of the data owner and should consider the licensing of this data.


1. 'Public': anybody can access and download the dataset and view the dataset metadata (including public). This is appropriate for all data that is made publicly available.
2. 'Only registered users' (default selection unless otherwise selected): anyone can view the dataset metadata, including description, author, client and spatial location, but only registered users can access and download the dataset file.
3. 'Limited external access': anyone can view the dataset metadata. Dataset access and download is limited to the owner organisation, and any specified approved users from other organisations. For

example, if the organisation gave permission for flood consultant A to download the dataset they could, whereas flood consultant B who the organisation has not been given access to this dataset can see the metadata, but not download the dataset.

4. 'Users of the owning organisation': no public access to the dataset metadata or resource. Dataset access is limited to registered users from the owner organisation and specified approved users from other organisations (if any).

The security access level matrix (Table 9) summarises the options in the drop-down list and identifies the types of users with access to the metadata and/or the ability to download the dataset.

Table 9 Security access level matrix for dataset metadata and resource

| Applied access level | Accessible to Public? ANONYMOUS USER | | Accessible to logged-in users? REGISTERED USERS | | Accessible to owner organisation members? ORGANISATION MEMBER | | Accessible to system administrators? PORTAL ADMIN & SYSTEM ADMIN | | Accessible to defined users via Dataset Access Management page? SPECIAL PERMISSION | | Access Restriction |
|----------------------------------|--------------------------------------|----------|---|----------|---|----------|--|----------|--|----------|--|
| | Metadata | Resource | Metadata | Resource | Metadata | Resource | Metadata | Resource | Metadata | Resource | |
| Users of the owning organisation | No | No | Yes | No | Yes | Yes | Yes | Yes | Yes | Yes |  |
| Limited external access | Yes | No | Yes | No | Yes | Yes | Yes | Yes | Yes | Yes | |
| Only registered users | Yes | No | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | |
| Public | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | |

Datasets which have *users of the owning organisation* or *limited external access* security permissions applied, have the additional functionality of providing access to a user on an individual level.

The rights and access fields are not co-dependent in the Portal; however they are pre-populated based on the flood project access level. When making your choice of access consider the recommended license selection you have made (Table 10).

Table 10 Recommended license rights and access combinations

| Access \ Rights | Open Access | Registered Users only | Limited External Access | Internal Portal Use Only |
|---|-------------|-----------------------|-------------------------|--------------------------|
| 3rd party licence | | | ✓ | ✓ |
| Creative Commons Attribution 4.0 (Open) | ✓ | | | |
| Internal Use only | | ✓ | ✓ | ✓ |
| DPIE licence | | | ✓ | ✓ |

7.3 Providing access to a dataset to individual registered users

To perform this task you must be an organisation administrator (Section 4.2)

1. To provide another user access to a dataset, navigate by either:

- a) *Dataset tab*

- Navigate to the dataset through the search function in the dataset tab
 - Select the *Manage* button at top right
- b) *Flood projects tab*
- Navigate to the flood project through the search function in the flood projects tab
 - Select the *Manage* button at top right
 - Select the *Manage* button located next to the title for the dataset to be modified
2. Select the *Edit* button located next to the *Access Management* text (see Figure 4)
 3. In the *Username* box in the *Dataset Access Management* page enter the username of the person you want to give dataset access.
 4. Click *Grant access*; repeat for each user.
 5. Click *Back to management page* when finished.

Figure 4 Data access management page

To remove user level access to a dataset for a user

1. Navigate to the dataset
2. Select the *Manage* button
3. Select the *Edit* button located next to the *Access Management* text
4. Select the *Delete* button located next to the name of the user whose access is to be removed

7.3.1 Access for Several Organisations that were part of a joint Initiative/Committee

This can be used for projects governed by a group collaboration. To govern equal access to the Flood Project and datasets, members from a group of Organisations that collaborated on a project can be entered under a custom Organisation.

1. Refer the issue to the System Administrator (nswfloodingdataaccess@ses.nsw.gov.au), to create a new Organisation using the name of the joint Committee name.
2. The Members of the Committee will be added as editors and the Users from the contributing Councils included so the Flood Project will appear on their Dashboards and have visibility to this data.
3. Enter the Flood Project and datasets; in the flood Project list the collaborating LGAs and Councils in the 'Additional LGA's covered within study' field.

7.4 Classification of datasets

The [Dataset Status] field dictates what icon will be used beside each dataset. The three indicators of dataset status are:

- Draft - dataset still in pre-approval
- Final - dataset represents final version
- Updated – dataset has been modified from the original

7.5 Draft classification and pre-approval

Only approved Flood Projects are discoverable by standard users of the Portal. While a Flood Project is in Draft (Submitted for Approval) status, the Datasets which are attached to the Flood Project will not appear in searches conducted via the FLOOD PROJECTS or HOME page search functionality.

To navigate to a 'Draft' ('Submitted for Approval') status dataset/flood project

Select the organisation under which the flood project was created.

From the ORGANISATIONS page

1. Select the *Flood Projects* tab
2. Select the flood project in which the dataset is contained

The dataset will be listed in the flood project's dataset list, however will only be visible to:

- Portal organisation users
- Members of the organisation for which the flood project was created under

7.6 Modifying the metadata of a dataset

1. To modify the metadata of a dataset, either:

a. *Use Dataset tab*

- Navigate to the dataset through the search function in the dataset tab
- Select the *Manage* button at top right

b. *Use Flood project tab*

- Navigate to the flood project through the search function in the flood projects tab
- Select the *Manage* button at top right
- Select the *Manage* button located next to the title for the dataset whose metadata is to be modified

2. Select the *Edit* button
3. Update details as required
4. Select the *Update Dataset* button

7.7 Reordering resources

In the case of multiple datasets, the order on the display page can be customised. To do so:

1. Navigate to the dataset page:
2. Click *Manage*
3. Click *Edit*
4. Click on the *Resources* tab in the dataset metadata
5. Above the list of resources click on the *Reorder resources* button
6. Click+hold the four-pointed arrow next to the resource and move it up or down for order (Figure 5)
7. Click *Save order*

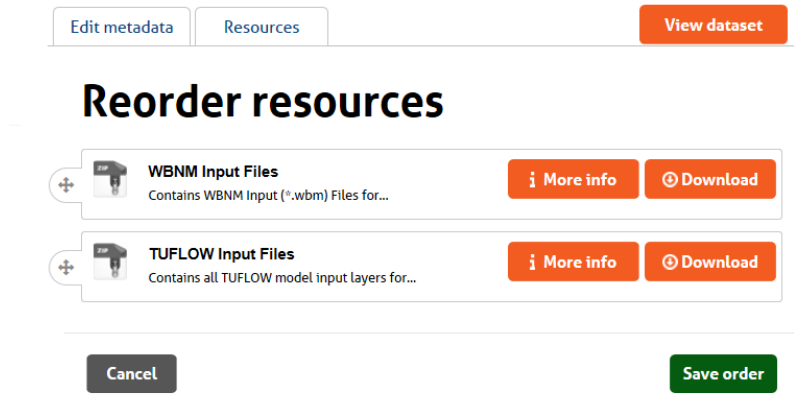


Figure 5 Reordering resources

7.8 Delete a dataset

Datasets can only be deleted by the Portal Administration.

8 Contacts and feedback

If you have any feedback regarding the Portal or any specific issues or concerns with its use then please contact nswfloodingdataaccess@ses.nsw.gov.au.

The data broker for an organisation is the primary source of contact if you have an enquiry about a dataset. Data broker contact information appears in the 'About' tab of each individual organisation's page (Figure 6). Please note that datasets in the Portal are to be considered a subset of a holistic framework and may not be complete; it is best to seek local knowledge through local council in considering each dataset.

Additional Info

| Field | Value |
|-------------------|---|
| Name | Flood Data Portal |
| URL | https://flooddata.ses.nsw.gov.au/organization/flood-data-portal |
| Data Broker Email | nswfloodingdataaccess@ses.nsw.gov.au |

Figure 6 – Organisation information

Appendix A – Dataset Details

Table A1 Data standards for information uploaded as datasets

| File | Preferred Format | Other information | Detail | Typical Directory Structure |
|---|--|---|--|---|
| Data Handover Document | MS xlsx | Based on provided template (which can be downloaded from the Portal (MS Excel file - <i>Portal_Flood Project_Handover_template</i> , https://flooddata.ses.nsw.gov.au/template)) and contains the details of all the information in the Flood Project datasets provided. | Completed summary of inclusions in Data Packs | |
| Report and figures | Adobe PDF, MS Word docx | | Report(s) complete with figures. Multiple volumes if necessary (i.e. appendices) All other figures (including those only required electronically) | <ul style="list-style-type: none"> • Reports • Figures • Appendices |
| NSW Flood Database Spatial Data Template | ESRI File Geodatabase ESRI Shapefile MapInfo geoJSON | Will be based on provided template (which can be downloaded from the Portal (https://flooddata.ses.nsw.gov.au/template)). | Completed NSW Flood Database Template: https://flooddata.ses.nsw.gov.au/template | |
| Spatial Information | ESRI shapefile ESRI geodatabasegeotiff raster file ,mapinfo tab/mid/mif, ascii files | Data should be in GDA94. Information on vertical datums should be included in data handover document where applicable. Depending on the data type – data should be provided in point, line or polygon formats or grid/raster formats. This should be specified in the project brief. | All required spatial layers. May include: <ul style="list-style-type: none"> • Calibration and Validation Events – extents and flood function, hazards, as appropriate • Design events including Extreme Event – extents and flood function, hazards, as appropriate | <ul style="list-style-type: none"> • Flood Extents • Flood Hazard • Flood Function • Flood Depths and Velocities • Emergency Response Classification • FPCC • Model Layers |

| File | Preferred Format | Other information | Detail | Typical Directory Structure |
|---|--|---|--|---|
| | | | <ul style="list-style-type: none"> • Emergency response classification of communities and mapping of key emergency management features • Flood Planning Constraint Categories or other mapping to support land use planning • Management Measures – Existing • Management Measures – Recommended package • Building structures flooded in different events • Flood depths and velocities | |
| Collected Data | | | Electronic copy of all historical and background data | <ul style="list-style-type: none"> • Historic data on flooding including photos, marks etc • River level gauge information including gauge datum • Rainfall gauges |
| Figures – not in report | JPEG, GEOpdf, Adobe PDF | | | |
| Tabular Data – not in report | xlsx, csv, DBF, accdb | | | |
| Model Input Files (Hydrologic and Hydraulic Models) | Various depending on model software – details of file types should be included in the Data Handover Document | Model files should be grouped into ZIP files in a logical way to enable easier file accessibility. Considerations needs to be given to the size of the ZIP file produced when grouping files as to whether each folder in the tier needs to be packaged in its own individual ZIP file; upload | Any software developed or acquired to interface or transfer data between models or to pre or post process data is to be supplied. Excludes proprietary software | Processing software and associated description |
| | | | Hydrological model software requirements, model run summary (can be included in Data Handover | <ul style="list-style-type: none"> • Software requirements & Model run summary description including components (can be |

| File | Preferred Format | Other information | Detail | Typical Directory Structure |
|---------------------------|--|---|---|--|
| | | and download performance may become an issue with large folders and would consider a threshold level of 25GB per package/resource to be a working indicatory level; load testing would indicate 1 minute per GB download time. | Document) and model input files for all model runs | included in Data Handover Document) Each run where required <ul style="list-style-type: none"> • Validation and Calibration • Design and Extreme events • Sensitivity assessment • Climate Change • Cumulative Impacts |
| | | | Flood damages model software requirements, model run summary and model input files for all model runs | Each run where required: <ul style="list-style-type: none"> • Design and Extreme events • Climate Change • Cumulative Impacts • Assessed Management options • Recommended Management options |
| Model Output Files | Various depending on model software – details of file types should be included in the Data Handover Document | Model files should be grouped into ZIP files in a logical way to enable easier file accessibility. Considerations needs to be given to the size of the ZIP file produced when grouping files as to whether each folder in the tier needs to be packaged in its own individual ZIP file; upload and download performance may become an issue with large folders and would consider a threshold level of 25GB per package/resource to be a working indicatory level; load testing would indicate 1 minute per GB download time. | Hydrological model output files for key model runs | Each run where required: <ul style="list-style-type: none"> • Validation and Calibration • Design and Extreme events • Recommended Management options |
| | | | Hydraulic model output files for key model runs | Each run where required: <ul style="list-style-type: none"> • Validation and Calibration • Design and Extreme events • Recommended Management options |
| | | | Flood damages model output files for key model runs | Each run where required: <ul style="list-style-type: none"> • Design and Extreme event • Assessed management options |

| File | Preferred Format | Other information | Detail | Typical Directory Structure |
|-----------------------------------|-------------------------------|---|--|--|
| | | | | <ul style="list-style-type: none"> Recommended Management options |
| Model Files for Animations | WaterRide, AVIs or similar | Hydraulic modelling post processed files for AVIs | Either in a format to go directly into Waterride with no additional work or in an alternative format that provides similar utility. Where relevant, needs to include events that give minimum evacuation time to key trigger level as well as those resulting in peak level. | Each run where required: <ul style="list-style-type: none"> Validation Calibration Key Design and Extreme events Recommended Management options |
| Survey/Design Drawings | AutoCAD, PDF | If PDF used ensure that dimensions are clearly visible. | Electronic copies of all relevant survey information including advice on coordinate systems and datum used. | Raw survey information Processed survey information Digital elevation model. Survey and dimensions of structures and flood mitigation works Survey for design. Spatial layer of relevant survey. Correlation between gauge datum and survey datum. |
| Floor Level Survey | Cadastral GIS layer, xls, csv | Floor, ground and levels are to be tabulated with the properties' property number or address, coordinates. | Addresses, building floor levels, relevant ground levels and spatial coordinates. | |
| LiDAR | | Unless flown specifically for this study, actual LiDAR data should not be added to the Portal. Instead, a link to where the data can be found should be provided (i.e. to LPI). The details of the LiDAR data should be provided in the data handover document (in the templates tab). | As per NSW Spatial Services requirements | |

| File | Preferred Format | Other information | Detail | Typical Directory Structure |
|--|------------------|-------------------|---|--|
| Aerial Imagery | | | Aerial imagery ortho-rectified where relevant. | Catalogue of imagery Imagery |
| Presentations | MS Powerpoint | | | |
| Emergency Response Planning | | | Specific Information to support emergency management planning in accordance with relevant guidance – i.e. Information on low points on evacuation routes, Effective warning times for critical locations etc. | |
| Land use planning | | | Specific Information to support land use planning activities in accordance with relevant guidance. | Flood planning constraint mapping FPCCS Typical controls for different FPCCs |
| Management options and recommended management packages | | | Information on assessed options and recommended options and packages | Multi-criteria Assessments Economic Assessments Environmental Assessments Detailed descriptions of recommended packages |
| Plans for works | GIS/CAD format | | Design Drawings or Work as Executed Documents in relevant GIS/CAD format | Drawings Specifications Supporting documents |
| Community consultation | | | Any information used in community consultation: Letters, pamphlets, etc Presentations Surveys and responses Website details | |
| All other data | | | | |