Digital Services Policy Framework

Website Metadata Tagging Standard

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Document Control

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State Records Office
Office of the Government Chief Information Officer
Department of Training and Workforce Development

**Contact**:  
Office of the Government Chief Information Officer  
2 Havelock Street  
WEST PERTH WA 6005  
Telephone: (08) 6552 5444  
Email: strategy@gcio.wa.gov.au

**Document version history**

<table>
<thead>
<tr>
<th>Date</th>
<th>Author</th>
<th>Version</th>
<th>Revision Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2018</td>
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<td>First release</td>
</tr>
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</table>

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1. Overview

In its simplest form, metadata is data about data. Web page metadata tags are used to specify the page’s title, description and other information such as the author(s) and keywords that describe the content.

Website metadata tags enable search discovery of website content and are displayed in search engine result pages (SERP). The image below is an example of how Google’s SERP displays search results using the page’s title and description metadata tags.

![Google search engine result page](image)

*Figure 1 – Title and Description metadata tags displayed in a Google search engine result page*

Using standardised metadata tags across Western Australian Government websites will:

- ensure relevant information is discoverable when searching government websites
- ensure the information presented on search result pages are relevant and meaningful
- ensure website content metadata is consistently defined, understood and applied.

2. Definition of terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGLS</td>
<td>Australian Government Locator Service. The AGLS Metadata Standard is a set of descriptive properties designed to improve the visibility and accessibility of online resources. The AGLS Metadata Standard is required practice for Australian Commonwealth agencies. AGLS was developed from the Dublin Core standard, and is entirely compatible and interoperable with Dublin Core. AGLS does not displace any other metadata standard. AGLS can coexist with other metadata standards based on different semantics.</td>
</tr>
<tr>
<td>Metadata</td>
<td>Structured information that describes, explains, locates, or otherwise makes it easier to retrieve, use or manage an information resource.</td>
</tr>
<tr>
<td>Metadata schema</td>
<td>Logical plan showing the relationship between metadata elements. rules for use, syntax and obligation level (mandatory, recommended, optional). A standard metadata schema includes elements that are applicable to most information resources, for example, creator, date, description.</td>
</tr>
</tbody>
</table>
### Metadata schema extensions

Additional metadata elements used to capture more information for certain types of data or resources. Unlike standard metadata schemas, extensions would not be applicable to all information resources, for example, metadata applicable only to images.

### 3. Purpose

The Website Metadata Tagging Standard (this document) establishes a consistent approach to tagging Western Australian Government website content, in order to make it easy to find and access.

### 4. Objectives

- Improve discovery and access to government information and services, regardless of which agency provides the information, in order to help people without knowledge of government structures find what they need.
- Standardise how website content is tagged and referenced across Western Australian Government agency websites, so that it is understandable to both the community and global search engines.

### 5. Scope

This Standard applies to all entities as defined under Section 3 of the *Public Sector Management Act 1994* (the Act). This includes all agencies except those listed in Schedule 1 of the Act.

For the agencies within scope:

- publically available website content that is managed through a WCMS must comply with this Standard; and
- publically available content that is displayed dynamically through a web application should comply with this Standard.

#### 5.1 Out of scope

- The management of personal information collected through a website (for example email addresses and other contact details which can sometimes be referred to as metadata) is out of scope of this Standard. Privacy considerations regarding the collection of personal information is addressed in the Privacy statement linked from your website footer, as mandated in the [Website Visual Design and Functional Standard](#).
- This Standard does not address the security classification of sensitive or protected online content, as this will be addressed by the Data Classification Policy\(^1\).

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\(^1\) The Office of the Government Chief Information Officer is currently drafting a Data Classification Policy for the WA Public Sector.
6. Authority

The Website Metadata Tagging Standard is released under the Premier's Circular 2016/03: Mandatory Implementation of Whole of Government Information and Communications Technology (ICT) Strategy and Associated Policies.

This Standard underpins the Digital Services Policy and is a mandatory component of the Digital Services Policy Framework (DSPF).

7. Requirements

7.1 Standard web page tags must be used

<table>
<thead>
<tr>
<th>Web page tag</th>
<th>Requirement</th>
</tr>
</thead>
</table>
| title            | Agencies must use title tags for all publically available website content managed through a WCMS.  
                   | Title tags are used by Google and other search engines in Search Engine Result Pages. Your title tags must be:  
                   |   - unique for each page  
                   |   - use main keywords, whilst still making sense  
                   |   - be in sentence case  
                   |   - be no more than 70 characters in length. |
| description      | Agencies must use description tags for all publically available website content managed through a WCMS.  
                   | Description tags are used by Google and other search engines in Search Engine Result Pages. Your description tags must:  
                   |   - accurately summarise the web page’s content using plain language  
                   |   - be unique to each page  
                   |   - be no more than 300 characters in length.  
                   | Aim to write engaging, user-focused descriptions and consider what will encourage a user to click through from search results to view the page. |
| AGLS.dateCopyright | Copyright conditions must be included in your Copyright statement,  
                     | linked from your website footer, as mandated in the Website Visual Design and Functional Standard.  
                     | Agencies may also use AGLS meta tags to indicate if copyright applies to publically available website content. |
| AGLS.rights      |                                                                             |
| AGLS.rightsHolder |                                                                             |
| Other tags       | Where agencies require additional metadata tags, these must be interoperable with, or mapped to the AGLS Metadata Element Set. |
Guidance on how to create content for easy discovery is available from the Digital Services Content Guidelines.

7.2 File properties must be added to documents, images and audio visual content that is published online

File properties must be entered for all new Microsoft Office, PDF, photos/images, audio, video and other documents that are created and published online, in order to make them easier to find when searching and easier to use when downloaded.

These properties should be entered into the application you are using to create the file, for example the Adobe suite of applications or Microsoft Office. Save files using a unique search-friendly file name before uploading it to your WCMS.

Agencies must enter the following file properties:

<table>
<thead>
<tr>
<th>File property</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>File name</strong></td>
<td>Agencies must save files using unique and search-friendly file names. When uploading many images of the same subject, a numerical ID may be required. Example:</td>
</tr>
<tr>
<td></td>
<td>Venator immansueta 01.jpg</td>
</tr>
<tr>
<td></td>
<td>Venator immansueta 02.jpg</td>
</tr>
<tr>
<td></td>
<td>Venator immansueta 03.jpg</td>
</tr>
<tr>
<td><strong>Not acceptable file name</strong></td>
<td>GCIOAR16-17.pdf</td>
</tr>
<tr>
<td></td>
<td>98065.pdf</td>
</tr>
<tr>
<td></td>
<td>IMG01872.jpg</td>
</tr>
<tr>
<td><strong>Title</strong></td>
<td>Agencies must enter unique and search-friendly titles in the file’s properties. Your title tags must be:</td>
</tr>
<tr>
<td></td>
<td>• unique for each page</td>
</tr>
<tr>
<td></td>
<td>• use main keywords, whilst still making sense</td>
</tr>
<tr>
<td></td>
<td>• be in sentence case</td>
</tr>
<tr>
<td></td>
<td>• be no more than 70 characters in length. Example:</td>
</tr>
<tr>
<td><strong>Acceptable title</strong></td>
<td>OGCIO Annual Report 2016-2017</td>
</tr>
<tr>
<td><strong>Not acceptable title</strong></td>
<td>GCIOAR16-17</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>File property</th>
<th>Requirement</th>
</tr>
</thead>
</table>
| Subject or Description (application specific) | Agencies must enter an informative subject or description. These tags must:  
  • accurately summarise the file’s content using plain language (link to content guide)  
  • be unique to each file  
  • be no more than 300 characters in length. |
| Example:                            | **Acceptable description**  
  2016-2017 Annual Report of the Officer of the Government Chief Information Officer, Western Australian Government  
  We provide fines enforcement, victim, guardianship and trustee services and manage courts, prisons, offenders, youth justice, births, deaths, and marriages.  
  **Not acceptable description**  
  GCIOAR16-17  
  courts, fines enforcement, prisons, offenders, youth justice, births, deaths, marriages, advocacy, guardianship and trustee, victim services, policy, legislation |
| Author                              | Agencies must enter the agency name in author field.  
  Additional values may be entered in the author field for external authors or where you want to direct any enquiries to a particular contact e.g. media contacts or subject matter experts. |
| Example:                            | **Acceptable title**  
  Office of the Government Chief Information Officer  
  Office of the Government Chief Information Officer; Jane Brown  
  **Not acceptable title**  
  Jane Brown |
| Keywords                            | Agencies must enter several relevant keywords in the keywords field. |
| Other file properties               | The available file properties will vary depending on which application you are using to create the file. Agencies should fill out all applicable available file properties. |

7.3 The Content Standard must be followed when writing metadata

Agencies must comply with the [Digital Services Content Standard](#) when writing metadata, for example:

• write based on user needs  
• follow a consistent writing style  
• use plain language.
7.4 Metadata tags and file properties must be reviewed and updated

Agencies must ensure that metadata is reviewed and updated whenever their web page content is reviewed and updated. This is to ensure metadata tags and file properties that may be exposed on SERPs, are kept relevant with website content.

The Website Metadata Tagging Guidelines contain advice on how to establish effective management practices to ensure the capture, consistency and currency of metadata.

8. Implementation

Agencies are responsible for implementing this Standard in relation to their own websites. Adding metadata to publically available website content:

- should not involve significant effort
- is supported by most modern WCMS
- will increase the agency’s Return on Investment (ROI) in their website, as it ensures the website’s content is easy to find and access.

A number of trigger points have been identified for agencies to facilitate implementing this Standard for publically available website content:

- creation of new websites
- redesign or redevelopment of current websites
- updates to existing content.

9. Related policies, standards and guidance

This standard should be read in conjunction with the Digital Services Policy Framework suite of policies, standards and guidance materials, in particular the Digital Services Content Standard.

For guidance on managing the creation and publishing of website metadata tags, refer to the Website Metadata Tagging Guidelines.