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| For Office Use Only |
| CS# |  |
| Version | V.1 |
| Date |  |



**Geocoding**

**How to complete this form:**

This form is only to be used if you are providing the Linkage Team with a list of addresses to geocode.

If you need other variables in addition to the geocoded information, you should also fill out a data extraction form. Only addresses of places in WA can be geocoded.

Geocoding involves assigning a map reference point (a combination of latitude and longitude) to an address, which can then be used to assign derived geographic boundaries and indices. Data Linkage Services uses software to assign these reference points. Please note that the quality of geocoding is dependent on the quality of address information provided.

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| **DATASET REQUIREMENTS**  |
| 1. Multi-field information should be broken down into separate components.

Ideal:

|  |  |  |
| --- | --- | --- |
| **Address 1** | **Suburb** | **Postcode** |
| 189 Royal St | East Perth | 6004 |

Undesirable:

|  |
| --- |
| **Address** |
| 189 Royal St East Perth 6004 |

1. Preferred formats: character-separated text (e.g. .csv, .tab), fixed-width text or Excel spreadsheet. If you are unable to provide your data in one of these formats, please contact the Team Leader, Data Linkage, who may be able to assist with file conversion.
2. Please ensure your data is checked thoroughly for errors before sending. Common mistakes include invalid characters and inconsistent formatting.
3. Please note incomplete data may affect geocoding.
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1. DATASET INFORMATION

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| 1.1 What dataset do you need to be geocoded? |  |
| 1.2 How many records are there in your dataset? |  |
| 1.3 What time-period does it span? |  |
| 1.4 What census year(s) would you like the data geocoded to? | [ ] 1996[ ]  2001[ ]  2006[ ]  2011[ ]  2016 |
| 1.5 Which geocoded variables do you require? | [ ]  Latitude and longitude[ ]  Statistical Area 1 (2011 onward)[ ]  Statistical Area 2 (2011 onward)[ ]  Local Government Area [ ]  Census District (1996 – 2006)[ ]  Statistical Local Area (1996 – 2006) |
| 1.6 Comments: |
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