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Australian Standard®

Interchange of client information

STANDARDS
Australia

This Australian Standard® was prepared by Committee IT-027, Data Management and Interchange. It was approved on behalf of the Council of Standards Australia on 29 September 2006.
This Standard was published on 27 October 2006.

The following are represented on Committee IT-027:

- Association of Superannuation Funds of Australia
- Australia Post
- Australian Bureau of Statistics
- Australian Computer Society
- Australian Customs Service
- Australian Electoral Commission
- Australian Institute of Health & Welfare
- Australian Taxation Office
- Centrelink
- Department of Immigration, Multicultural and Indigenous Affairs
- Medicare Australia

Additional Interests:

- Australian Government Information Management Office (Federal)
- BREX
- Caboolture Shire Council
- Competitive Edge Technology
- Department of Administrative & Information Services, SA
- Department of Commerce, NSW
- Department of Humans Services, Vic.
- Department of Industry, Tourism and Resources (Federal)
- Department of Lands, NSW
- Department of Sustainability and Environment, Vic.
- Department of Health, Qld
- Major Mail Users of Australia Limited (MMUA)
- NSW Police
- Public Sector Mapping Agency (PSMA)
- Queensland Transport
- Red Wahoo
- Victoria Police

This Standard was issued in draft form for comment as DR 06354.

Standards Australia wishes to acknowledge the participation of the expert individuals that contributed to the development of this Standard through their representation on the Committee and through public comment period.

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AS 4590—2006

Australian Standard®

Interchange of client information

PREFACE

This Standard was prepared by Standards Australia Subcommittee IT-027-01, Personal and Corporate Data—Representation and Management, for Committee IT-027, Data Management and Interchange to supersede AS 4590—1999.

This revised Standard is a result of industry concern at the myriad of data interchange formats used within the information technology industry. The objective of the Standard is to provide industry with a common client data interchange standard that will eliminate the need for creative variations.

This Standard will improve identification practices within a party. For parties that match, validate and interchange client information the Standard will improve matching processes.

The abbreviations, data interchange descriptions and recommendations are aimed at improving data accuracy and interoperability.

The addressing information interchange, Section 5 of this Standard, has been aligned with AS/NZS 4819, *Geographic information—Rural and urban addressing*. AS/NZS 4819 was compiled to direct authorities required to allocate physical addresses, whether they be to properties, features or facilities. This revision of AS 4590 has been extended to cater for new address provisions noted in AS/NZS 4819 and has been reviewed and amended to minimize ambiguity and maximize understanding in client data interchange. Whether such information is exchanged as simple text files or structured XML files, this Standard aims to ensure a common understanding by both the sender and receiver of the data content.

AS/NZS 4819 and Amendment 1 to AS/NZS 4819 should be consulted when assigning addresses, not AS 4590. Amendment 1 to AS/NZS 4819 is in the form of a *Guideline* that provides explicit advice on the structure of addresses that are assigned.

A new section, Electronic contact details, has been included in this revised Standard.

Wherever possible, the definitions of data elements in this Standard are based on existing Standards. Reference has been made to International and Australian Standards, and to Standards from the Australian Bureau of Statistics.

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S E C T I O N   1   S C O P E   A N D   G E N E R A L

1.1 SCOPE

1.1.1 General

This Standard sets out requirements for data elements for the interchange of client information. The data elements covered comprise party identification, person details, organization details, addressing, and electronic contact details. See Figure 1.
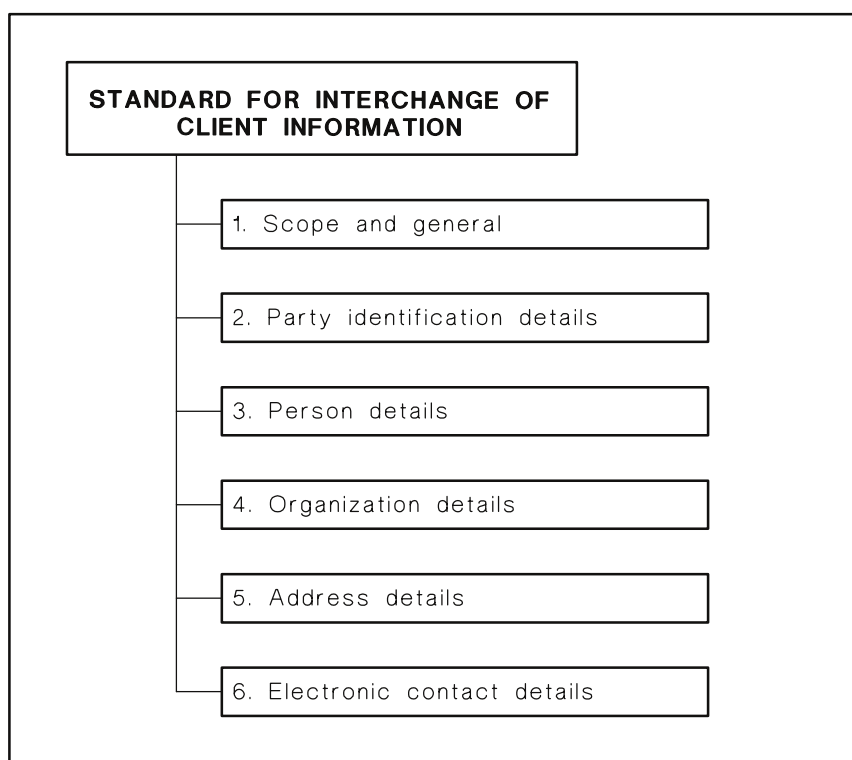
FIGURE 1   REPRESENTATION OF AS 4590 DATA ELEMENTS

This Standard focuses only on the interchange of Australian client information and any international client information is beyond the scope of this Standard.

This Standard does not address data interchange syntax.

This Standard applies to databases that require a standard definition of the format for datasets relating to the client information. Items such as person/organization details, addressing and contact details are given a data standard that can be utilized by databases.

1.1.2 Interchange message design

This Standard does not provide guidance on the principles for interchange message design and how the different parts of the Standard may be assembled into an interchange format. The Standard does not focus on the design of how the data is structured together, or any other data modelling standards. It is focused primarily on how individual data elements are presented in a common format for interchange of that data.

1.2 APPLICATION

This is a general purpose Standard that is not intended to cover the requirements of individual parties who might need additional Standards for client contact, court cases/action, and/or legally gazetted names.

This Standard is not intended to replace all other similar client-based Standards, but to complement existing Standards by consolidating all client-based data Standards within the one Standard.

Users of this Standard should refer to relevant state and federal privacy guidelines and legislation in practice.

Users should refer to the following for more information:

(a)   *Privacy Act 1988* (Commonwealth).

(b)   Website of the Office of the Federal Privacy Commissioner:
        http://www.privacy.gov.au./

(c)   State and Commonwealth legislation and regulations, as applicable.
        NOTE: See Appendix F for further information.

It is the responsibility of the user to ensure their data collection conforms to these guidelines.

1.3 REFERENCE DOCUMENTS

The following documents are referenced in this Standard:

AS
5017   Health Care Client Identification

AS ISO
8601   Data elements and interchange formats—Information interchange—Representation of dates and times

AS ISO/IEC
11179   Information Technology—Metadata registries (MDR)
11179.3   Part 3:   Registry metamodel and basic attributes

AS/NZS
4819   Geographic information—Rural and urban addressing

ISO
3166   Codes for the representation of names of countries and their subdivision (series)

ISO/IEC
5218   Information technology—Codes for the representation of human sexes

7501   Identification cards—Machine readable travel documents
7501-1   Part 1:   Machine readable passport

ABS

1220.0   Australian Standard Classification of Occupations, Canberra: Australian Government Printing Service, (ASCO)

1221.0   Australian Standard Classification of Occupations, Canberra, Australian Government Printing Service. Information Paper Regarding (ASCO)

1269.0   Standard Australian Classification of Countries (SACC) for Social Statistics, Canberra: Australian Government Printing Service

1285.0   Demographic Variables, Australian Government Printing Service

1286.0   Standards for Statistics on the Family, Canberra: Australian Government Printing Service

1292.0   Australian New Zealand Standard Industry Classification, Canberra: Australian Government Printing Service, (ANZSIC)

AUSTRALIAN SECURITIES AND INVESTMENTS COMMISSION
Australian Securities and Investments Commission (ASIC), Schedule 6 of the Corporation Regulations

AUSTRALIA POST
Address Presentation Standards

CENTRELINK Multicultural services
Naming Systems of Ethnic Groups—A Guide

W3C – World Wide Web Consortium
Simple Mail Transfer Protocol, RFC2821
Internet Official Protocol Standards, RFC3986

International Telecommunications Union (ITU)
Recommendation E.164 assigned country codes

The Australian Communications Media Authority (ACMA) Telecommunications Numbering Plan

Intergovernmental Committee Surveying and Mapping (ICSM) SP1

1.4 DATA ELEMENT STRUCTURE

1.4.1 General

Each data element has been defined according to a set of metadata components that are based on AS ISO/IEC 11179.3. Most components (e.g. definition, data type, representational class, permissible values, etc.) describe essential features of the structure of a data element. Some components such as synonymous name, guide for use and comments describe additional, non-essential features and may be left blank where appropriate.

The metadata components of each data element are described below.

NOTE: All data elements defined in this Standard are Single Use Fields. That is, all fields must not be used to collect any data other than that specified by the data element definition and data domain.

1.4.2 Name

A name by which the data element is known and is considered the preferred denomination within the context of this Standard. This appears in the heading for each unique data definition in this Standard.

1.4.3 Synonymous name

A single word or multi word designation that differs from the given name, but represents the same data element.

1.4.4 Definition

A statement that expresses the essential nature of the data element and its differentiation from all other data elements.

1.4.5 Source Standards

Any document(s) (including web sites), organizations or committees from which any content that contributed to the development of the data element originates.

1.4.6 Data type

The type of symbol, character or other designation used to represent a data element. Values used in this Standard are:

(a) Alphanumeric.

(b) Alphabetic.

(c) Alphabetic Upper Case.

(d) Numeric.

1.4.7 Representation class

A name or description of the form of representation for the data element.

Code	A system of valid symbols that substitute for longer values.
Date	A numeric value representing a calendar date YYYYMMDD.
Identifier	A value that establish identity.
Text	An unformatted descriptive value.
Time	A number value representing a specific instance in time HHMMSS.

1.4.8 Field size maximum

The maximum (max) number of characters that may be recorded in the field.

1.4.9 Representation layout

The layout of characters in data element values expressed by a character string representation (a sequence of alphabetic and/or numeric characters, including 'leading' characters, e.g. 01, 02, 03).

A	Alphabetic characters set: contains the letters a-z and A-Z and may contain special characters but not numeric characters.
N	Numeric character set: contains real, whole and decimal numbers, but not alphabetic characters.
X	Alphanumeric character set: contains alphabetic and numeric characters, special characters and may contain blank characters.
YYYYMMDD	Numeric characters representing a number of years, months and days.
HHMMSS	Numeric characters representing a number of hours, minutes and seconds.

For example: 'A(50)' meaning up to fifty alphabetic characters.

1.4.10 Domain values

The set of representations of permissible instances of the data element, according to the representational class, representation layout, data type and maximum size specified in the corresponding metadata components. The set can be specified by name (including an existing classification/code scheme such as ABS 1292.0 (ANZSIC), by reference to a full code list included as an Appendix (such as the Name Title in Appendix A, Table A1), or by enumeration of the representation of the instances (for example, permissible values for sex as described below).

Code	Description
1	Male
2	Female
3	Indeterminate
9	Not stated/Inadequately described

NOTE: Data elements with no Domain Values require a valid <data element name> e.g. for organization name 'a valid organization name'.

Null has two defined values, may be obtained in two ways: either no value (which is different to zero) or by not sending the data element, however when any data exchange is established the exact details of how a null is represented should be communicated between the parties.

1.4.11 Guide for use and examples

Quality control mechanisms that restrict the transferral of non-valid codes.

SECTION 2   PARTY IDENTIFICATION
DETAILS

This Section sets out identification details that may be used for people or organizations. A party may have multiple identification details and identifier statuses. This section is represented in Figure 2.
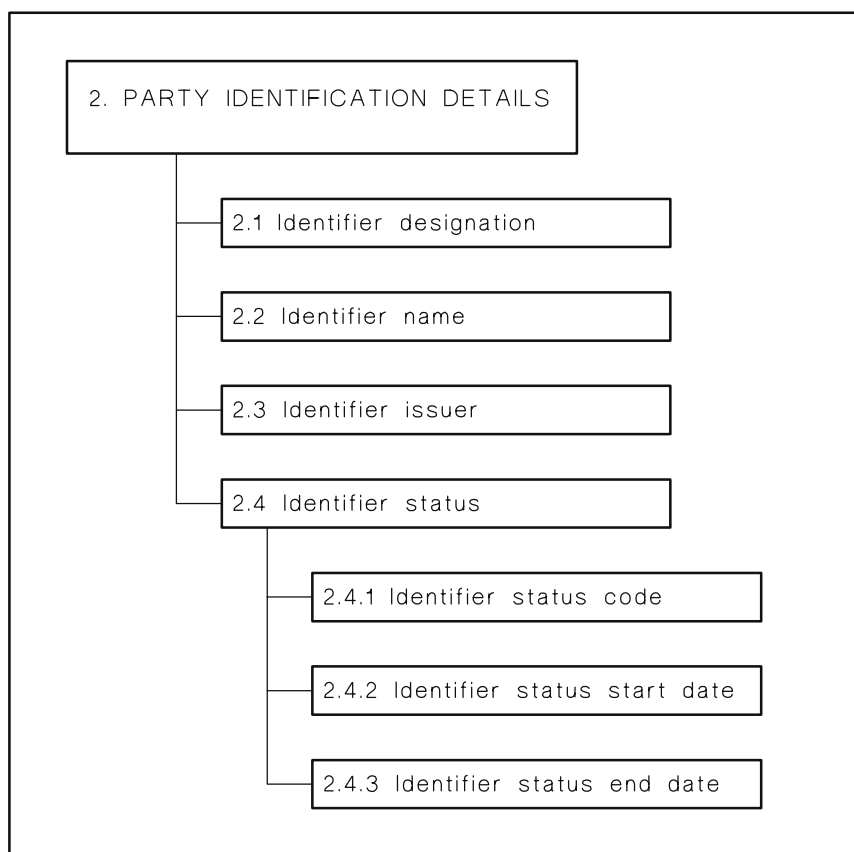
FIGURE 2   REPRESENTATION OF PARTY IDENTIFICATION DETAILS

2.1   IDENTIFIER DESIGNATION

Name	Identifier designation
Synonymous name:	Identifier value, party identifier
Definition:	A number or code assigned to a party by an organization, establishment or agency in order to uniquely identify that party.
Source Standards	AS 5017
Data type	Alphanumeric
Representation class	Code
Field size max	20
Representation layout	X(20)
Domain values	A valid <data element name> (Not defined in this standard)
Guide for use/examples	Any interchange of identifier designations shall be performed in accordance with privacy guidelines and legislation defined in Appendix G, *Privacy principles*. The possible values are not standardized or codified, as the data is dependent on the issuer and type of identifier. Examples: A businesses Australian business number (ABN): 85 087 326 690 An individuals Medicare card number (MCN): 2345 56789 8

2.2   IDENTIFIER NAME

Name	Identifier name
Synonymous name:	Card name, identification name
Definition:	The name/label of the identifier that identifies a party.
Source Standards	AS 5017
Data type	Alphabetic
Representation class	Text
Field size max	50
Representation layout	A(50)
Domain values	A valid <data element name> (Not defined in this standard)
Guide for use/examples	Examples * Australian business number (ABN) * Driver's licence number * Medicare card number (MCN)

2.3 IDENTIFIER ISSUER

Name	Identifier issuer
Synonymous name:	Issuing party name
Definition:	The name of the party that issues the identifier designation.
Source Standards	AS 5017
Data type	Alphanumeric
Representation class	Text
Field size max	200
Representation layout	X(200)
Domain values	A valid <data element name> (Not defined in this standard)
Guide for use/examples	Examples of a party identifier issuer may include: Association names, organization name or government agency.
	Examples * Australian Taxation Office * Centrelink * National Australia Bank * Medicare Australia

2.4 IDENTIFIER STATUS

A party may have multiple identifier statuses.

2.4.1 Identifier status code

Name	Identifier status code	
Synonymous name:	None	
Definition:	The status of a specific identifier designation that is associated to a specific identifier name and identifier issuer.	
Source Standards	None	
Data type	Alphabetic	
Representation class	Code	
Field size max	1	
Representation layout	N1	
Domain values	Code	Description
	1	Active
	2	Suspended
	3	Not defined
	4	Cancelled
	9	Unknown
Guide for use/examples	No attempt has been made to enumerate all codes that can be associated with the identifier status code.	

2.4.2   Identifier status start date

Name	Identifier status start date
Synonymous name:	None
Definition:	Defines the start date that the identifier status came into effect.
Source Standards	ISO 8601
Data type	Numeric
Representation class	Date
Field size max	8
Representation layout	YYYYMMDD
Domain values	A valid date or null
Guide for use/examples	This date can be used separately or in conjunction with identifier status end date so as to provide a timeframe that an identifier status was/is in effect from/to. Validation rules should be applied to ensure that the date is a valid date, in terms of format and value correctness.

Code	Description
YY	Two digit century value
YY	Two digit year value
MM	Two digit month value
DD	Two digit day value

2.4.3   Identifier status end date

Name	Identifier status end date
Synonymous name:	None
Definition:	Defines the date that the identifier status ceased to be in effect from.
Source Standards	ISO 8601
Data type	Numeric
Representation class	Date
Field size max	8
Representation layout	YYYYMMDD
Domain values	A valid date or null
Guide for use/examples	This date can be used separately or in conjunction with identifier status start date so as to provide a timeframe that an identifier status was/is in effect from/to. Validation rules should be applied to ensure that the date is a valid date, in terms of format and value correctness.

Code	Description
YY	Two digit century value
YY	Two digit year value
MM	Two digit month value
DD	Two digit day value

The absence of a status end date implies that the recorded status is still in effect.

S E C T I O N   3   P E R S O N   D E T A I L S

The person details section contains standard specifications for data elements to identify the name and demographic characteristics of a PERSON defined as 'a human being, whether man, woman, or child' (source The Macquarie Dictionary).

Figure 3 contains the summary of data elements associated with the identification of a person.
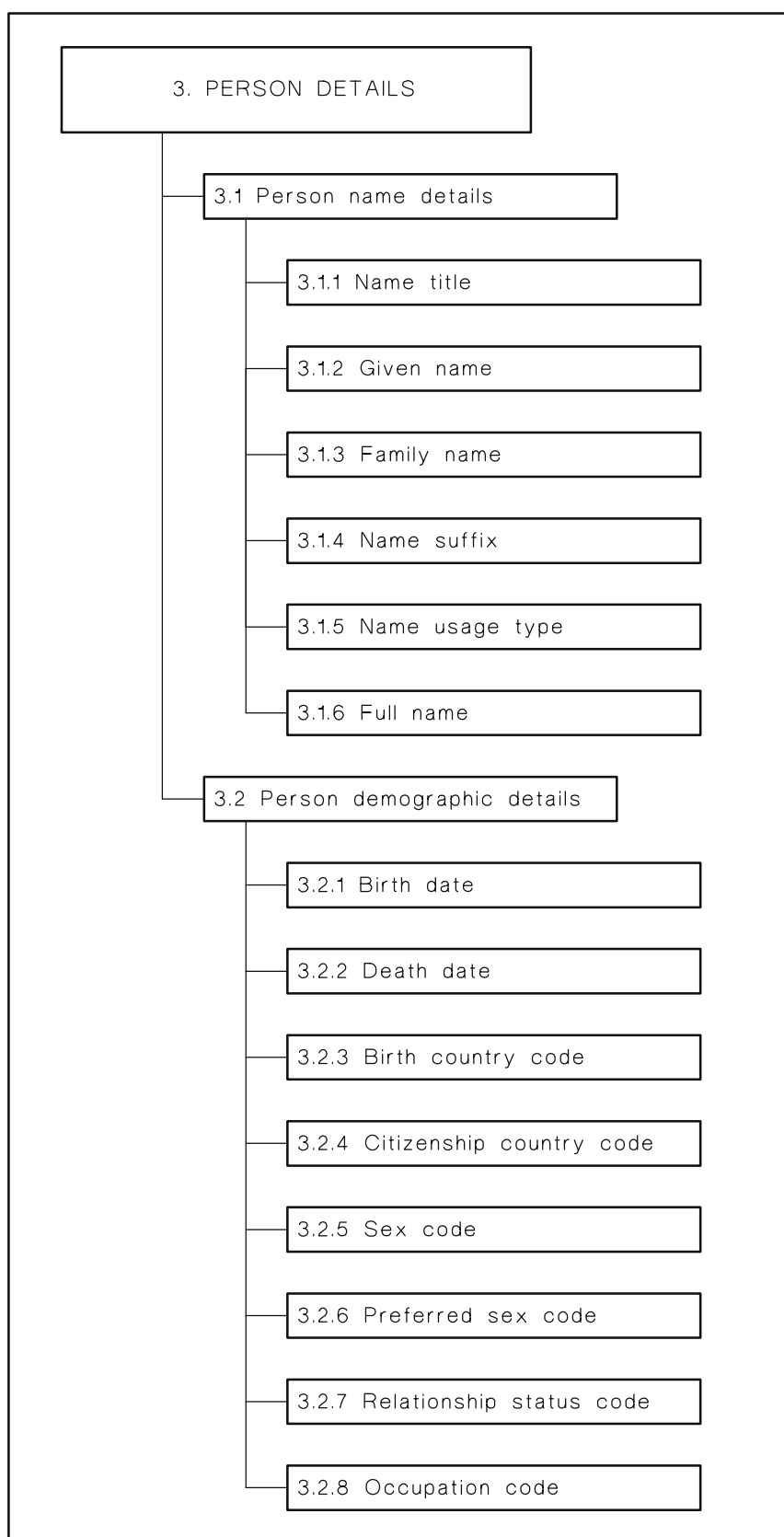
FIGURE 3 REPRESENTATION OF PERSON NAME AND
PERSON DEMOGRAPHIC DETAILS

3.1   PERSON NAME DETAILS

3.1.1   Name Title

Name	Name title
Synonymous name:	Salutation
Definition:	A prefix to a person name. An honorific form of address commencing a name, used when addressing a person by name, whether by mail, phone or in person.
Source Standards	None
Data type	Alphanumeric
Representation class	Text
Field size max	12
Representation layout	X(12)
Domain values	Not defined in this Standard.
Guide for use/examples	The name title should not be confused with a person job title.
	NOTE: This data element may be repeated where more than one name title is associated with a person, eg. Honourable Doctor (Hon Dr).
	This data element is to be interchanged in its abbreviated format - standard abbreviations for some common *English language* Name Titles are listed at Appendix A.

3.1.2   Given name

Name	Given name
Synonymous name:	First name, Forename, Christian name, Middle name, Second name, Other given name
Definition:	A person's name that is one of the following:
	• Assigned by a person parents shortly after birth or adoption or other cultural ceremony.
	• Acquired by a person in accordance with a due process defined in a State or Territory Act relating to the registration of births, deaths, marriages and changes of name and sex, and for related purposes, such as the ACT Births, Deaths and Marriages Registration Act.
	• Attained by a person within the family group or by which that person is socially identified.
Source Standards	None
Data type	Alphanumeric
Representation class	Text
Field size max	40
Representation layout	X(40)
Domain values	Any combination of letters, numbers and special characters.
Guide for use/examples	There are no universal verification rules for a person given name.
	NOTE: This data element may be repeated if a person offers more than one given name.
	If a person has only one name it should be recorded as the family name not the given name.
	A useful resource when capturing ethnic names is the referenced Naming Systems of Ethnic Groups produced by Centrelink, Canberra, AGPS.

3.1.3   Family name

Name	Family name
Synonymous name:	Surname, last name
Definition:	A person's name that is one of the following: • The hereditary or tribal surname of a person's family. • Acquired by a person in accordance with a due process defined in a State or Territory Act relating to the registration of births, deaths, marriages and changes of name and sex, and for related purposes, such as the ACT Births, Deaths and Marriages Registration. • Any other name distinguished from a person given name.
Source Standards	None
Data type	Alphanumeric
Representation class	Text
Field size max	40
Representation layout	X(40)
Domain values	Any combination of letters, numbers and special characters. Where mixed characters (upper and lower cases) are used in the family name, they should be retained, eg. de Greve, De Sousa, DePaula, St John, van de Berg, Van der Velde, vanBlumenstein, etc.
Guide for use/examples	Family name cannot be a repeated data element. There are no universal verification rules for a person Family Name. A useful resource when capturing ethnic names is the referenced Naming Systems of Ethnic Groups produced by Centrelink, Canberra, AGPS.

3.1.4   Name suffix

Name	Name Suffix
Synonymous name:	Post nominal
Definition:	An affix which follows the element to which it is added. Honours, awards and other denominations that follow a person name, usually as an acronym or abbreviation.
Source Standards	None
Data type	Alphanumeric
Representation class	Text
Field size max	5
Representation layout	X(5)
Domain values	Any (or a combination) of the abbreviations listed at Appendix A.
Guide for use/examples	NOTE: This data element may have multiple occurrences as more than one name suffix may be associated with a person eg. Queens Counsel and Justice of the Peace (QC, JP).

3.1.5 Name usage type code

Name	Name usage type code
Synonymous name:	None
Definition:	The code for the usage type of a person family name and given name that enables to differentiate between the roles of each recorded or interchanged person's name.
Source Standards	None
Data type	Alphabetic
Representation class	Code
Field size max	3
Representation layout	A(3)
Domain values	See below in Guide for use/examples

	Code	Description
	LGL	Legal name of the client as defined by the organization which collects it (legal not defined in this standard)
	AKA	Also known as or alias
	BTH	Name at birth
	MDN	Maiden name
	NEW	New born identification name
	OTH	Non specific name usage type
	PRV	Previous name
	PRF	Preferred name
	STG	Stage name
	TRB	Tribal name

	The codes are not mutually exclusive and their association with a person's family name and given name will depend on the context in which this information is collected or exchanged.
Guide for use/examples	This data element can be used where the person offers more than one family name and more than one given name.

Also known as (or Aliases)—This data element denotes any other name that a person is also known by, or has been known by in the past. This includes misspelt names or name variations that are to be retained as they have been used to identify this person. More than one alias name may be recorded for a person.

Maiden name—The family name of any party prior to being changed at marriage.

Traditionally the term 'Maiden Name' means the family name of a woman before she is married, this was specifically due to the tradition of a woman taking the mans family name at the time of marriage. Now many couples are using hybrid or merged names to reflect the heritage of both parties in the marriage, thus both parties are changing their names at marriage. This should be reflected in the usage of the term 'Maiden Name' as it should now be used for both sexes.

The usage of Maiden name should remain consistent for same sex couples, where one or both of the parties change their name at Civil Union.

New born—This data element is reserved for the identification of unnamed newborn babies.

Preferred name—This data element is to be associated the name by which the person chooses to be identified.

Start date and end date can be used in conjunction with this data element to determine when the specific name usage type commenced or ceased to be effective. |

3.1.6   Full name

Name	Full name
Synonymous name:	None
Definition:	The full name of a person.
Source Standards	None
Data type	Alphanumeric
Representation class	Text
Field size max	500
Representation layout	X(500)
Domain values	Any combination of letters, numbers and special characters. Where mixed characters (upper and lower cases) are used, they should be retained, eg. de Greve, De Sousa, DePaula, St John, van de Berg, Van der Velde, van Blumenstein, etc.
Guide for use/examples	This data element allows the full name of a client to be interchanged as a string of text, including, but not limited to, family name and given names. A great deal of information about a person can be extracted from a full name, information that would otherwise be lost when a Western style format is imposed. This is particularly important with such names as Arabic and Chinese. Additionally, by using Unicode, names can readily be interchanged as represented in the native language. This data element should only be used when agreement has been reached, between the organisations interchanging information, that use of the data element is appropriate and needed for their purpose. There are no universal verification rules for a full name. A useful resource when capturing ethnic names is the referenced Naming Systems of Ethnic Groups produced by Centrelink, Canberra, AGPS. See Appendix H for an example of the content.

3.2   PERSON DEMOGRAPHIC DETAILS

3.2.1   Birth date

Name	Birth date
Synonymous name:	Date of birth, DOB
Definition:	The date when a person was born.
Source Standards	AS ISO 8601; AS 5017
Data type	Numeric
Representation class	Date
Field size max	8
Representation layout	YYYYMMDD
Domain values	A valid date (today's or past only)

Guide for use/examples	As recorded on the birth certificate or other official documents.
	20060217, where:

Code	Description
20	Two digit century value (YY)
06	Two digit year value (YY)
02	Two digit month value (MM)
17	Two digit day value (DD)

NOTE: In cases where all or some of the birth date components are not known or where the birth date represents an estimated value derived from for e.g. forensic evidence, a valid calendar date must be recorded together with and agency/industry specific date accuracy indicator.

3.2.2 Death date

Name	Death date
Synonymous name:	Date of death
Definition:	The date when a person died
Source Standards	AS ISO 8601; AS 5017
Data type	Numeric
Representation class	Date
Field size max	8
Representation layout	YYYYMMDD
Domain values	Valid calendar date (today's or past only)
Guide for use/examples	20060217, where

Code	Description
20	Two digit century value (YY)
06	Two digit year value (YY)
02	Two digit month value (MM)
17	Two digit day value (DD)

NOTE: In cases where all or some of the death date components are not known or where the death date represents an estimated value derived from for e.g. forensic evidence, a valid calendar date must be recorded together with and agency/industry specific date accuracy indicator.

3.2.3 Birth country code

Name	Birth country code
Synonymous name:	Country of birth, birthplace
Definition:	A code representing the country where a person was born.
Source Standards	ISO 3166, ABS 1269.0
Data type	Alphanumeric
Representation class	Code
Field size max	4
Representation layout	X(4)
Domain values	Codes are listed in ISO 3166 and ABS 1269.0
Guide for use/examples	Also see COUNTRY NAME CODE in the ADDRESS DETAILS SECTION Clause 5.15. The field size accommodates different length codes used by the different standards. ISO 3166 allows for both 2 or 3 character codes while some others use 4 characters. Care needs to be exercised when interchanging this data in order to ensure an agreed set of codes is defined. Examples: AUSTRALIA AUS AUSTRIA AU NEW ZEALAND NZ

3.2.4 Citizenship country code

Name	Citizenship country code
Synonymous name:	-
Definition:	A code name representing a country that has conferred a person's citizenship.
Source Standards	ISO 3166, ABS 1269.0
Data type	Alphanumeric
Representation class	Code
Field size max	4
Representation layout	X(4)
Domain values	Codes are listed in ISO 3166 and ABS 1269.0
Guide for use/examples	NOTE: This can be a multiple occurring data element, e.g. a person with dual/multiple citizenships. Also see COUNTRY NAME CODE in the ADDRESS DETAILS SECTION Clause 5.15 The field size accommodates different length codes used by different Standards. ISO 3166 allows for both 2 or 3 character codes while some others use 4 characters. Care needs to be exercised when interchanging this data in order to ensure an agreed set of codes is defined. Examples: AUSTRALIA AUS AUSTRIA AU NEW ZEALAND NZ

3.2.5 Sex code

Name	Sex code
Synonymous name:	None
Definition:	A code indicating the biological distinction between male and female as reported by a person or as determined by an interviewer.
	A person's sex may change during their lifetime as a result of procedures known alternatively as sex change, gender reassignment, transsexual surgery, transgender reassignment or sexual reassignment.
Source Standards	ABS 1285.0, ABS Statistical Standards for Social, Labour and Demographic Variables; ISO/IEC 5218; ISO/IEC 7501-1 and; National Health Data Dictionary (NHDD)
Data type	Alphanumeric
Representation class	Code
Field size max	1
Representation layout	X (1)

Domain values	Preferred are the Domain values as defined in ABS 1285.0:

Code	Description
1	Male
2	Female
3	Intersex or Indeterminate.
0	Not stated/Inadequately described

Guide for use/examples	NOTE: Code 3 - Intersex or Indeterminate (ABS 1285.0) should only be used if the person or respondent volunteers that the person is intersex or where it otherwise becomes clear during the collection process that the individual is neither male nor female. Indeterminate is normally used for babies for whom sex has not been determined for whatever reason.
	Other Domain values:

ISO/IEC 5218:

1	Male
2	Female
9	Not Stated / Inadequately Described.

ISO/IEC 7501-1

M	Male
F	Female
<	Non-specified

3.2.6 Gender code

Name	Gender code
Synonymous name:	Preferred sex code
Definition:	The sex that a person perceives themself to be, regardless of biological (anatomical or chromosomal) characteristics.
Source Standards	ABS 1285.0, ABS Statistical Standards for Social, Labour and Demographic Variables; ISO/IEC 5218; ISO/IEC 7501-1 and; National Health Data Dictionary (NHDD)
Data type	Alphanumeric
Representation class	Code
Field size max	1
Representation layout	X(1)
Domain values	Preferred are the Domain values as defined in ABS 1285.0:

	Code	Description
	1	Male
	2	Female
	3	Intersex or indeterminate
	0	Not stated/Inadequately described.

Guide for use/examples	NOTE: Code 3 - Intersex or Indeterminate (ABS 1285.0) should only be used if the person or respondent volunteers that the person is intersex or where it otherwise becomes clear during the collection process that the individual is neither male nor female. Indeterminate is normally used for babies for whom sex has not been determined for whatever reason.
	Other Domain values:
	ISO/IEC 5218:

	1	Male
	2	Female
	9	Not stated/Inadequately described.

ISO/IEC 7501-1	

	M	Male
	F	Female
	<	Non-specified.

3.2.7   Relationship status code

Name	Relationship status code	
Synonymous name:	Marital status	
Definition:	A person's current relationship status in terms of a couple relationship or, for those not in a couple relationship, the existence of a current or previous registered marriage.	
Source Standards	National Health Data Dictionary (NHDD), ABS 1286.0	
Data type	Alphanumeric	
Representation class	Code	
Field size max	1	
Representation layout	A(1)	
Domain values	Code	Description
	1	Never married
	2	Widowed
	3	Divorced
	4	Separated
	5	Married (registered and de facto)
	9	Not stated/inadequately described
Guide for use/examples	Start date and end date can be used in conjunction with this data element to determine when the specific relationship status commenced or ceased to be effective.	

3.2.8   Occupation code

Name	Occupation code	
Synonymous name:	Profession, trade	
Definition:	A code to identify a person's occupation.	
Source Standards	ABS 1220.0 – Australian Standard Classification of Occupations (ASCO).	
Data type	Numeric	
Representation class	Code	
Field size max	6	
Representation layout	N(6)	
Domain values	Refer to ABS 1220.0 for a valid list of Occupation Codes. (Also ABS 1221.0 Information Paper to ABS 1220.0)	
Guide for use/examples	The coding structure has five hierarchal levels:	
	Code	Description
	Level 1	Major (1st Digit)
	Level 2	Sub-Major (2nd Digit)
	Level 3	Minor (3rd Digit)
	Level 4	Unit Group (4th Digit)
	Level 5	Occupation (5th & 6th Digits)

A lower numbered level is required for the next level to exist. A Level 5 occupation cannot exist without a Level 4 Unit Group; a Level 4 Unit group cannot exist without a Level 3 Minor.

Examples:

Code	Description
230300	Specialist Medical Practitioner
230311	Anaesthetist
230325	Paediatrician.

SECTION   4   ORGANIZATION   DETAILS

This Section sets out organization details including name. A visual representation is given in Figure 4.

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┌─────────────────────────────────────────────────────────────────┐
│   ┌──────────────────────────────────────┐                       │
│   │     4. ORGANIZATION DETAILS          │                       │
│   └──────────────────────────────────────┘                       │
│      │                                                            │
│      ├──┌──────────────────────────────────────┐                 │
│      │  │ 4.1 Organizational name details      │                 │
│      │  └──────────────────────────────────────┘                 │
│      │     │                                                      │
│      │     ├──┌───────────────────────────────────────┐          │
│      │     │  │ 4.1.1 Organizational name             │          │
│      │     │  └───────────────────────────────────────┘          │
│      │     │                                                      │
│      │     ├──┌───────────────────────────────────────┐          │
│      │     │  │ 4.1.2 Organizational name type code   │          │
│      │     │  └───────────────────────────────────────┘          │
│      │     │                                                      │
│      │     ├──┌───────────────────────────────────────┐          │
│      │     │  │ 4.1.3 Organizational name start date  │          │
│      │     │  └───────────────────────────────────────┘          │
│      │     │                                                      │
│      │     └──┌───────────────────────────────────────┐          │
│      │        │ 4.1.4 Organizational name end date    │          │
│      │        └───────────────────────────────────────┘          │
│      │                                                            │
│      ├──┌──────────────────────────────────────┐                 │
│      │  │ 4.2 Organization industry code       │                 │
│      │  └──────────────────────────────────────┘                 │
│      │                                                            │
│      ├──┌──────────────────────────────────────┐                 │
│      │  │ 4.3 Organization type code           │                 │
│      │  └──────────────────────────────────────┘                 │
│      │                                                            │
│      ├──┌──────────────────────────────────────┐                 │
│      │  │ 4.4 Organizational activity status   │                 │
│      │  └──────────────────────────────────────┘                 │
│      │     │                                                      │
│      │     ├──┌────────────────────────────────────────────┐     │
│      │     │  │ 4.4.1 Organizational activity status code  │     │
│      │     │  └────────────────────────────────────────────┘     │
│      │     │                                                      │
│      │     ├──┌──────────────────────────────────────────────────┐
│      │     │  │ 4.4.2 Organizational activity status start date  │
│      │     │  └──────────────────────────────────────────────────┘
│      │     │                                                      │
│      │     └──┌──────────────────────────────────────────────────┐
│      │        │ 4.4.3 Organizational activity status end date    │
│      │        └──────────────────────────────────────────────────┘
│      │                                                            │
│      └──┌──────────────────────────────────────┐                 │
│         │ 4.5 Organizational registration      │                 │
│         └──────────────────────────────────────┘                 │
│            │                                                      │
│            ├──┌────────────────────────────────────────────────┐ │
│            │  │ 4.5.1 Organization registration description    │ │
│            │  └────────────────────────────────────────────────┘ │
│            │                                                      │
│            ├──┌────────────────────────────────────────────────┐ │
│            │  │ 4.5.2 Organization registration start date     │ │
│            │  └────────────────────────────────────────────────┘ │
│            │                                                      │
│            └──┌────────────────────────────────────────────────┐ │
│               │ 4.5.3 Organization registration end date       │ │
│               └────────────────────────────────────────────────┘ │
└─────────────────────────────────────────────────────────────────┘
```
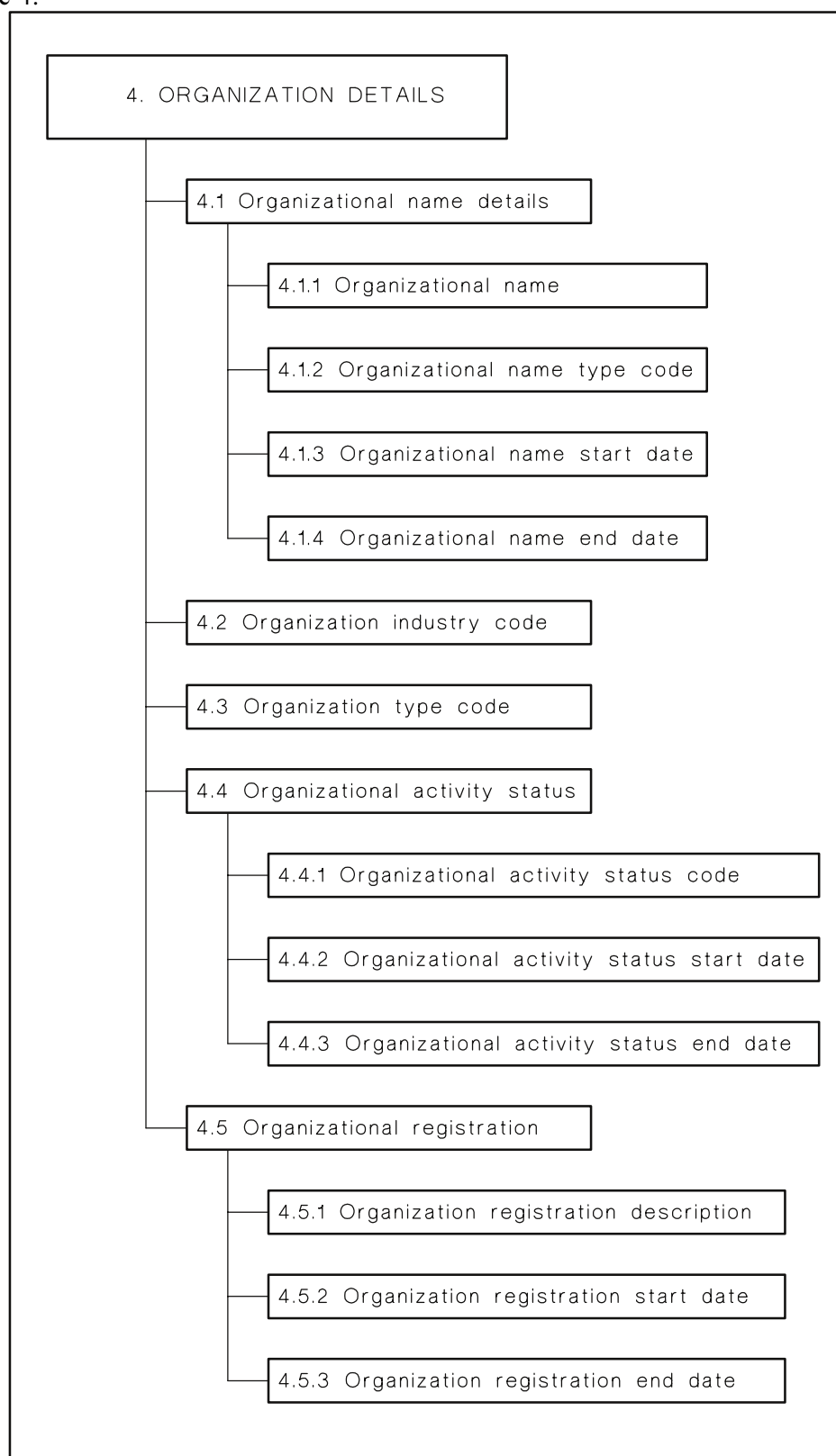
FIGURE 4   REPRESENTATION OF ORGANIZATION DETAILS

4.1   ORGANIZATION NAME DETAILS

An organization may have multiple names. Each name has an associated name type and optionally a start and end date.

4.1.1   Organization name

Name	Organization name
Synonymous name:	Business name, entity name
Definition:	The full title of an organization's name by which it trades or is recognised under.
Source Standards	None
Data type	Alphanumeric
Representation class	Text
Field size max	200
Representation layout	X(200)
Domain values	Any combination of letters, numbers and special characters.
Guide for use/examples	An organization may have multiple names.
	If special characters or symbols form part of the name they should be included. This includes all characters from the standard printable ASCII character set such as the letters A-Z, hyphens, commas, apostrophes, @, # etc, as well as the non-standard or extended ASCII characters such as ü, á, é, ®, ™etc.
	Mixed case should be used rather than upper case only.
	Naming standards for incorporated companies are defined in the Australian Securities and Investments Commission (ASIC), Schedule 6 of the Corporation Regulations.

4.1.2   Organization name type code

Name	Organization name type code	
Synonymous name:	None	
Definition:	A code that represents the type of name provided.	
Source Standards	None	
Data type	Alphabetic Upper Case	
Representation class	Code	
Field size max	3	
Representation layout	A(3)	
Domain values	Valid code types are:	
	Code	Description
	MN	Main name
	MTR	Main trading name
	OTR	Other trading name
	OTH	Other name
	MAU	Management accounting unit
	UNK	Unknown

Guide for use/examples	The organization name type code is a three-character code as listed above. The associated description should be used for display purposes only.
	An organization name may have only one organization name type.
	The organization name type codes are used as follows:

	MN	Main (or legal name) of the organization. This is the name of the entity that appears on all official documents or legal papers.
	MTR	The main name that the organization trades under or the name by which suppliers or customers know the organization.
	OTR	Alternate trading name for an organization.
	OTH	Other name type not listed eg. sales and marketing
	MAU	Management accounting unit. These are principal business units for which regular accounts are maintained e.g. a division of a large business such as BHP's Steel Division. MAUs are ABS defined but are a popular way for large businesses to manage diverse undertakings.
	UNK	There is no information about the name type

4.1.3   Organization name start date

Name	Organization name start date
Synonymous name:	Organization name effective from date
Definition:	The date that the organization name becomes effective.
Source Standards	AS ISO 8601
Data type	Numeric
Representation class	Date
Field size max	8
Representation layout	YYYYMMDD
Domain values	A valid date
Guide for use/examples	Over time an organization may add or cancel names. The start date defines when the name becomes effective.
	The date must be in the form YYYYMMDD where:

	Code	Description
	YY	Two digit century value
	YY	Two digit year value
	MM	Two digit month value
	DD	Two digit day value

4.1.4   Organization name end date

Name	Organization name end date
Synonymous name:	Organization name effective to date
Definition:	The date that the organization name ceases to be effective.
Source Standards	AS ISO 8601
Data type	Numeric
Representation class	Date
Field size max	8
Representation layout	YYYYMMDD

Domain values	A valid date or null. (For an instruction on null dates - see Clause 1.4.10 for information)
Guide for use/examples	A null date implies the name is current.

Over time an organization may add or cancel names. The end date is used to define when the name ceases to be effective. Absence of an end date implies that the name is current.

If the date exists, it must be in the form YYYYMMDD where:

Code	Description
YY	Two digit century value
YY	Two digit year value
MM	Two digit month value
DD	Two digit day value

4.2 ORGANIZATION INDUSTRY CODE

Name	Organization industry code
Synonymous name	Organization ANZSIC Code
Definition	The classification of the industry in which the organization operates.
Source Standards	Australian and New Zealand Standard Industrial Classification. (ANZSIC) ABS Catalogue No. 1292.0. Section: Division, Subdivision, Group Title, and Classifications. NOTE: The ANZSIC codes are revised on a regular basis, the most recent edition should be consulted.
Data type	Numeric
Representation class	Code
Field size max	5
Representation layout	(N) 5
Domain values	Refer to ABS 1292.0 (for a list of industries)
Guide for use/examples	The ANZSIC coding structure has four levels. The 2nd, 3rd, and 4th levels are the most commonly used. . The four levels are listed below - (the fifth level is an ATO assigned subclass)

Code	Description
Level 1	Division: Not used in these standards (Alphabetic)
Level 2	Subdivision: 1st and 2nd characters (numerical)
Level 3	Group Title: 3rd character (numerical)
Level 4	Classification: 4th character (numerical)
Level 5	Subclass – (5th character (numerical) ATO assigned)

The levels are hierarchical; a lower numbered level is required for the next level to exist - e.g. a Level 4 Classification cannot exist without a Level 3 Group Title; a Level 3 Group Title cannot exist without a Level 2 Subdivision etc.

ABS 1292.0 has a reference to the industry names that may be used for display only. The four numerical characters must be stored in this data element.

For commercial organizations this classification represents the main income earning activity of the business/entity.

4.3   ORGANIZATION TYPE CODE

Name	Organization type code
Synonymous name	—
Definition	The legal or business structure of an organization
Source Standards	Australian and New Zealand Standard Industrial Classification. (ANZSIC) ABS Catalogue No. 1292.0, *Subdivision*.
Data type	Numeric
Representation class	Code
Field size max	2
Representation layout	N(2)
Domain values	Sample Abbreviations are listed at Appendix B.

	Code	Description
	21	Australian Government Department
	12	Charitable institution
	07	Family partnership
	09	Trust

4.4   ORGANIZATION ACTIVITY STATUS

An organization may have multiple activity statuses. Each status has a start date and an optional end date.

4.4.1   Organization activity status code

Name	Organization activity status code
Synonymous name	—
Definition	Describes the activity of an organization at a point in time.
Source Standards	ASIC
Data type	Numeric
Representational class	Code
Field size max	2
Representation layout	N(2)

Domain values	Code	Description
	01	Trading
	02	Suspended trading
	03	Strike off action in progress
	04	Under external administration and/or controller appointed

Guide for use/examples	An organization may have multiple status listings. Each status listing should have an accompanying 'Organizational Activity Status Start Date' and an optional 'Organizational Activity Status End Date' as described below. The description should be used for display purposes only.

4.4.2   Organization activity status start date

Name	Organization activity status start date
Synonymous name	Organization activity status effective from date
Definition	The date that the organization status becomes effective.
Source Standards	AS ISO 8601
Data type	Numeric
Field size max	8
Representational class	Date
Representation layout	YYYYMMDD
Domain values	Valid date
Guide for use/examples	Over time the status of an organization may change. The start date defines when the status becomes effective.

Over time the status of an organization may change. The start date defines when the status becomes effective.

The date must be in the form YYYYMMDD where:

Code	Description
YY	Two digit century value
YY	Two digit year value
MM	Two digit month value
DD	Two digit day value

4.4.3   Organization activity status end date

Name	Organization activity status end date
Synonymous name	Organization activity status effective to date
Definition	The date that the organization status ceases to be effective.
Source Standards	AS ISO 8601
Data type	Numeric
Field size max	8
Representational class	Date
Representation layout	YYYYMMDD
Domain values	Valid date or null. (Null date - see Clause 1.4.10, *Domain values* for information)
Guide for use/examples	A null date implies the status is current.

A null date implies the status is current.

Over time the status of an organization may change. The end date is used to define when the status ceases to be effective. Absence of an end date implies that the status is current.

If the date exists, it must be in the form YYYYMMDD where:

Code	Description
YY	Two digit century value
YY	Two digit year value
MM	Two digit month value
DD	Two digit day value

4.5   ORGANIZATION REGISTRATION

An organization may have multiple registrations. Each registration has a start date and an optional end date.

4.5.1 Organization registration description

Name	Organization registration description
Synonymous name	—
Definition	Describes the registrations that an organization may acquire over time depending on the type of business they operate.
Source Standards	None
Data type	Alphanumeric
Field size max	200
Representational class	Text
Representation layout	X(200)
Domain values	Free text
Guide for use/examples	An organization may have multiple registrations. Each registration listing should have an accompanying 'Organizational registration start date' and an optional 'Organizational registration end date' as described below.
	Examples of commonly used registrations:
	Goods and Services Tax (GST)
	Income Tax Exemption
	GST Concessions
	Deductible gift recipient (DGR)
	Charitable fund
	Health Promotion Charity (HPC)
	Public Benevolent Institution (PBI) Employer
	FBT exemption
	Registered Training Organization
	Authorised Engineering Organization
	Adult Community Education (ACE) Organization

4.5.2 Organization registration start date

Name	Organization registration start date
Synonymous name	Organization registration effective from date
Definition	The date that the registration becomes effective.
Source Standards	AS ISO 8601
Data type	Numeric
Field size max	8
Representational class	Date
Representation layout	YYYYMMDD
Domain values	Valid date
Guide for use/examples	Over time an organization may add or remove registrations. The start date defines when the registration becomes effective.
	The date must be in the form YYYYMMDD where:

Code	Description
YY	Two digit century value
YY	Two digit year value
MM	Two digit month value
DD	Two digit day value

4.5.3   Organization registration end date

Name	Organization registration end date
Synonymous name	-
Definition	The date that the organization registration ceases to be effective.
Source Standards	AS ISO 8601
Data type	Numeric
Field size max	8
Representational class	Date
Representation layout	YYYYMMDD
Domain values	Valid date or null
Guide for use/examples	A null date implies the status is current.

Over time the status of an organization may change. The end date is used to define when the status ceases to be effective. Absence of an end date implies that the status is current.

If the date exists, it must be in the form YYYYMMDD where:

Code	Description
YY	Two digit century value
YY	Two digit year value
MM	Two digit month value
DD	Two digit day value

SECTION 5   ADDRESS DETAILS

This Section sets out address details. This edition of AS 4590 incorporates changes to accommodate legacy addresses that do not conform to AS/NZS 4819. These changes have been introduced to ensure legacy addresses can be transferred. Any new addresses created are required to conform to AS/NZS 4819. This section is represented in Figure 5.

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┌─────────────────────────────────────────────────────────────┐
│                                                             │
│      ┌──────────────────────────────────┐                   │
│      │        5. ADDRESS DETAILS        │                   │
│      └──────────────────────────────────┘                   │
│           │                                                 │
│           ├──┌────────────────────────────────┐            │
│           │  │  5.1 Address usage code         │            │
│           │  └────────────────────────────────┘            │
│           │                                                 │
│           ├──┌────────────────────────────────┐            │
│           │  │  5.2 Physical address indicator │            │
│           │  └────────────────────────────────┘            │
│           │                                                 │
│           ├──┌────────────────────────────────┐            │
│           │  │  5.3 Address status code        │            │
│           │  └────────────────────────────────┘            │
│           │                                                 │
│           ├──┌────────────────────────────────┐            │
│           │  │  5.4 Client address currency details │       │
│           │  └────────────────────────────────┘            │
│           │       │                                         │
│           │       ├──┌─────────────────────────────────┐   │
│           │       │  │ 5.4.1 Client address currency code│ │
│           │       │  └─────────────────────────────────┘   │
│           │       ├──┌─────────────────────────────────┐   │
│           │       │  │ 5.4.2 Address start date         │   │
│           │       │  └─────────────────────────────────┘   │
│           │       ├──┌─────────────────────────────────┐   │
│           │       │  │ 5.4.3 Address start time         │   │
│           │       │  └─────────────────────────────────┘   │
│           │       ├──┌─────────────────────────────────┐   │
│           │       │  │ 5.4.4 Address end date           │   │
│           │       │  └─────────────────────────────────┘   │
│           │       └──┌─────────────────────────────────┐   │
│           │          │ 5.4.5 Address end time           │   │
│           │          └─────────────────────────────────┘   │
│           │                                                 │
│           ├──┌────────────────────────────────┐            │
│           │  │ 5.5 Addressing within a complex │            │
│           │  └────────────────────────────────┘            │
│           │       │                                         │
│           │       ├──┌─────────────────────────────────┐   │
│           │       │  │ 5.5.1 Sub dwelling unit type     │   │
│           │       │  └─────────────────────────────────┘   │
│           │       │       ├──┌──────────────────────────────────┐│
│           │       │       │  │5.5.1.1 Sub dwelling unit type code││
│           │       │       │  └──────────────────────────────────┘│
│           │       │       └──┌──────────────────────────────────┐│
│           │       │          │5.5.1.2 Sub dwelling unit number   ││
│           │       │          └──────────────────────────────────┘│
│           │       └──┌─────────────────────────────────┐   │
│           │          │ 5.5.2 Level                      │   │
│           │          └─────────────────────────────────┘   │
│           │               ├──┌──────────────────────────┐  │
│           │               │  │ 5.5.2.1 Level type code   │  │
│           │               │  └──────────────────────────┘  │
│           │               └──┌──────────────────────────┐  │
│           │                  │ 5.5.2.2 Level number      │  │
│           │                  └──────────────────────────┘  │
│           ⌇       ⌇                                         │
│                                                             │
└─────────────────────────────────────────────────────────────┘
```
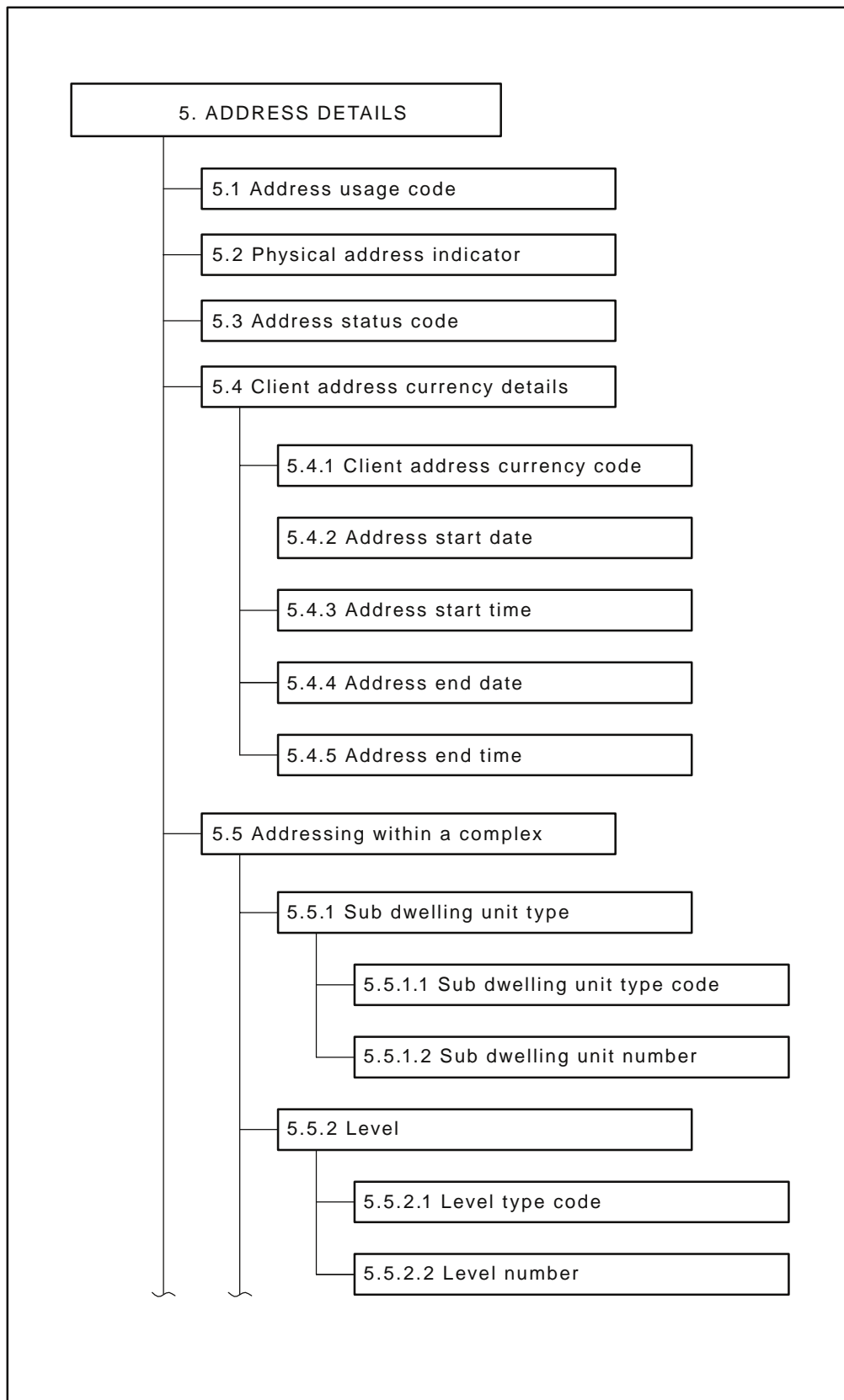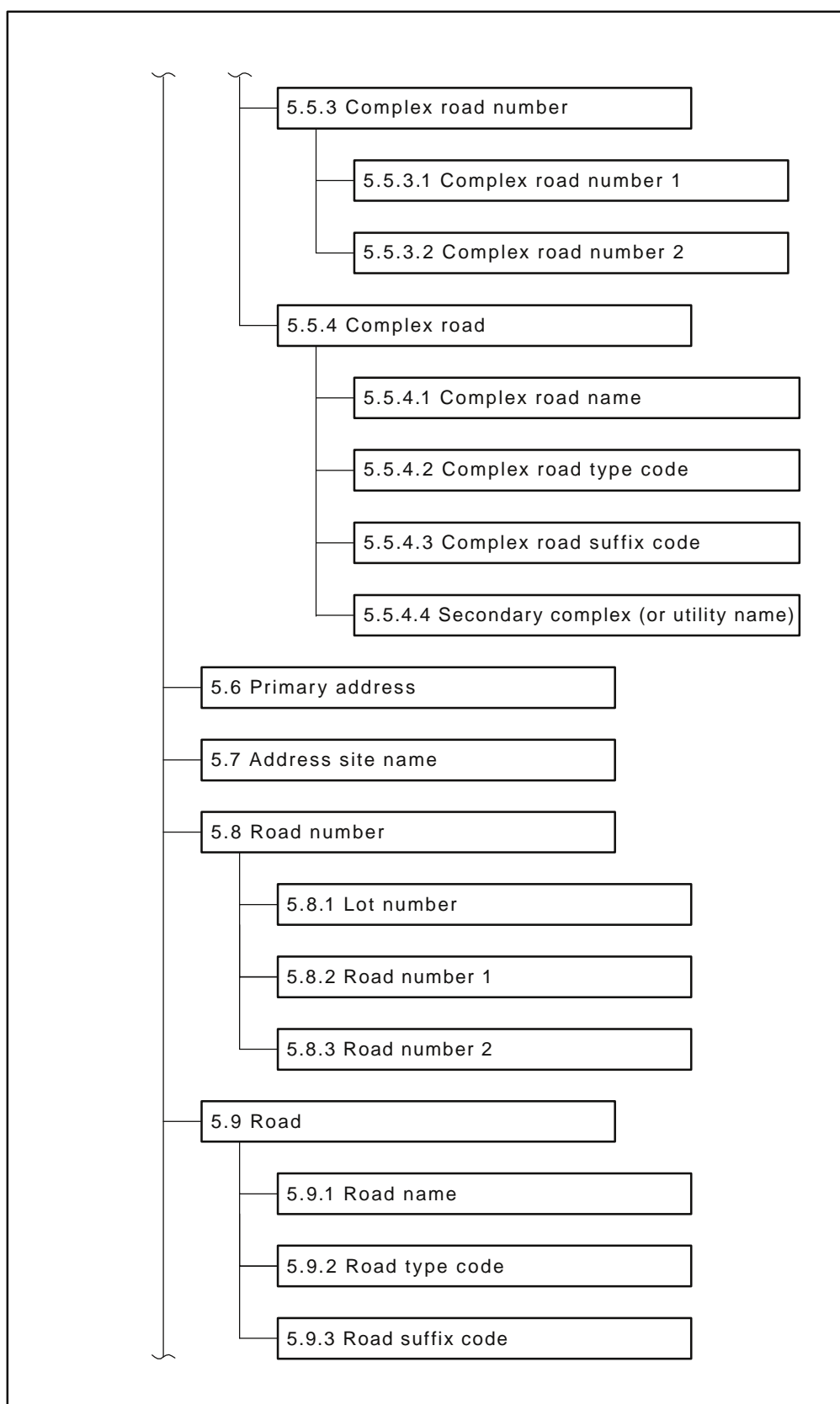
FIGURE 5 (in part)   REPRESENTATION OF ADDRESS DETAILS

FIGURE 5 (in part)   REPRESENTATION OF ADDRESS DETAILS

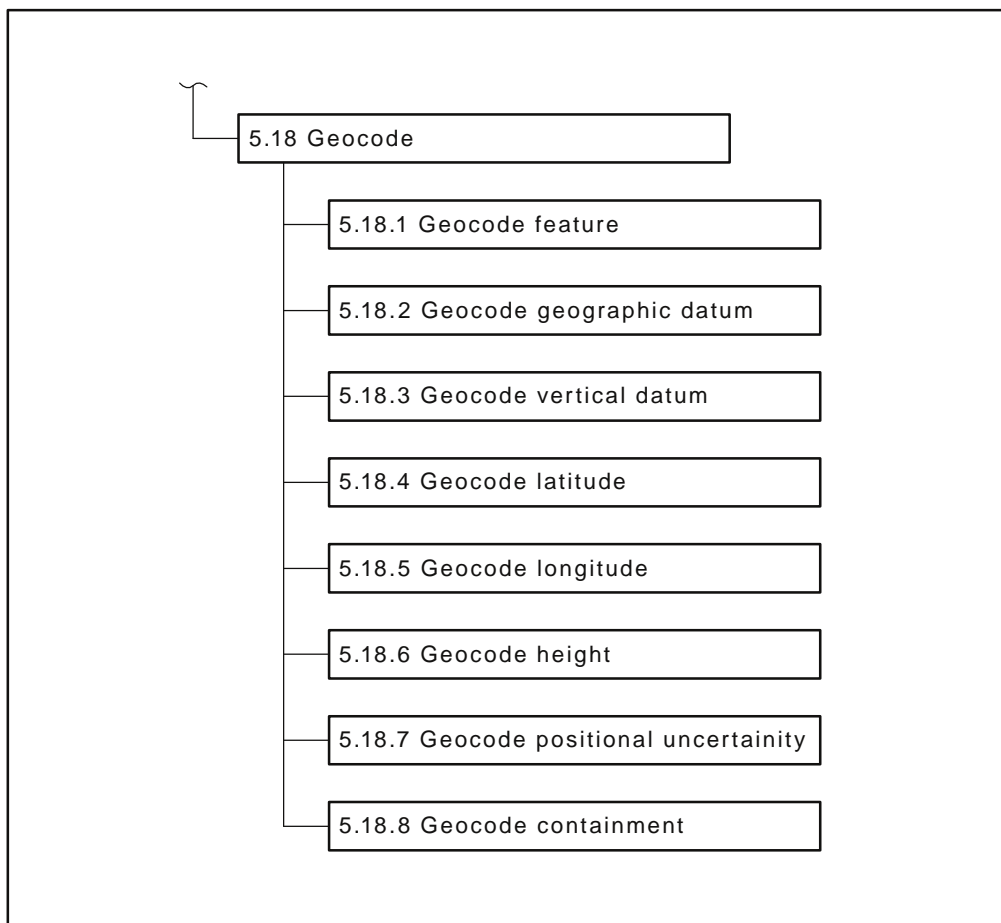FIGURE 5 (in part)   REPRESENTATION OF ADDRESS DETAILS

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┌──────────────────────────────────────────────────────────────┐
│        ┌─────────────────────────────────────┐                │
│   ┌────│ 5.18 Geocode                        │                │
│        └─────────────────────────────────────┘                │
│        │   ┌─────────────────────────────────────┐            │
│        ├───│ 5.18.1 Geocode feature              │            │
│        │   └─────────────────────────────────────┘            │
│        │   ┌─────────────────────────────────────┐            │
│        ├───│ 5.18.2 Geocode geographic datum     │            │
│        │   └─────────────────────────────────────┘            │
│        │   ┌─────────────────────────────────────┐            │
│        ├───│ 5.18.3 Geocode vertical datum       │            │
│        │   └─────────────────────────────────────┘            │
│        │   ┌─────────────────────────────────────┐            │
│        ├───│ 5.18.4 Geocode latitude             │            │
│        │   └─────────────────────────────────────┘            │
│        │   ┌─────────────────────────────────────┐            │
│        ├───│ 5.18.5 Geocode longitude            │            │
│        │   └─────────────────────────────────────┘            │
│        │   ┌─────────────────────────────────────┐            │
│        ├───│ 5.18.6 Geocode height               │            │
│        │   └─────────────────────────────────────┘            │
│        │   ┌─────────────────────────────────────┐            │
│        ├───│ 5.18.7 Geocode positional uncertainity │         │
│        │   └─────────────────────────────────────┘            │
│        │   ┌─────────────────────────────────────┐            │
│        └───│ 5.18.8 Geocode containment          │            │
│            └─────────────────────────────────────┘            │
└──────────────────────────────────────────────────────────────┘
```

FIGURE 5 (in part)   REPRESENTATION OF ADDRESS DETAILS

5.1   ADDRESS USAGE CODE

Name	Address usage code	
Synonymous name	Address purpose code	
Definition	The role or use of the address in relation to the client. (Can be an Australian address whilst the client is overseas).	
Source Standards	None	
Data type	Alphabetic, upper case	
Representation class	Code	
Field size max	3	
Representation layout	A(3)	
Domain values	Code	Description
	PR	Primary property address
	SEC	Secondary property address
	RES	Residential
	TEM	Temporary accommodation
	BUS	Business
	OVS	Address when Overseas
	DEL	Delivery address
	POS	Postal/Correspondence address

	UNK	Not stated/unknown
	OTH	Other
Guide for use/examples	The address purpose code can only exist if an associated address has been entered.	
	The examples provided list the recommended values. Use of additional or alternative Domain values may be used and should be accompanied by metadata as agreed by the involved parties.	
	Examples include:	
	Primary address—The property address normally used by the client. (These addresses desirably should have been assigned by a Council)	
	NOTE: Where this is the principal place of residence of the client the residential code should be used.	
	Secondary address—The address of an additional property attached to the client.	
	Residential—The address of the principal place of residence for the client.	
	Temporary accommodation—The address where the client is resident for a temporary period.	
	Business—The address of the principal place of business for the client.	
	Overseas address—The address used by the client when overseas.	
	Delivery address—The address used for goods delivery purposes.	
	Postal/correspondence—The address used by the client for receipt of correspondence.	
	Where the address purpose is not stated or unknown a null entry will be recorded.	
	An address may have more than one purpose.	

5.2 PHYSICAL ADDRESS INDICATOR

Name	Physical address indicator	
Synonymous name	Physical Address type code	
Definition	This element is to distinguish between a physical address (geographical place) or virtual address.	
Source Standards(s)	None	
Data type	Alphabetic, upper case	
Representation class	Code	
Field size max	3	
Representation layout	A(3)	
Domain values	Code	Description
	Y	Yes
	N	No
	UNK	Not stated/unknown
Guide for use/examples	The address type code can only exist if an associated address has been entered.	
	The examples provided list the recommended values. Use of additional or alternative Domain values may be used and should be accompanied by metadata as agreed by the involved parties.	
	Examples include:	
	Physical: A property address, geographical place	
	Usage Examples:	
	PHY 12 Smith St	
	OTH PO Box 123	

5.3   ADDRESS STATUS CODE

Name	Address status code
Synonymous name	Address official standing code
Definition	To identify the category of the address, as officially assigned by an addressing authority authorised by the Jurisdictional State or Territory, or Australia Post for postal type addresses.
Source Standards(s)	None
Data type	Alphabetic, upper Case
Representation class	Code
Field size max	3
Representation layout	A(3)
Domain values	<table><tr><td>Code</td><td>Description</td></tr><tr><td>OFF</td><td>Official address</td></tr><tr><td>VAL</td><td>Valid alias address</td></tr><tr><td>INV</td><td>Invalid alias address</td></tr><tr><td>OBS</td><td>Obsolete address</td></tr><tr><td>UNK</td><td>Not stated/unknown</td></tr></table>
Guide for use/examples	The examples provided list the recommended values. Use of additional or alternative Domain values may be used and should be accompanied by metadata as agreed by the involved parties.
	Official address: indicates that the address and its component parts have been formally assigned by the responsible state jurisdiction/s.
	Valid alias address: indicates that the address is an acceptable alias to the official address by the responsible state jurisdiction/s.
	Invalid alias address: indicates a non-official address. E.g. a vanity address where a perceived up-market locality name is incorrectly used in place of the officially assigned locality name
	Obsolete address: an address that is no longer valid. For example where there is a change of street name, change of locality or where a RMB address previously used has been replaced by Rural Numbering
	Where the Address Status is not stated or unknown a <null> entry will be recorded.

5.4   CLIENT ADDRESS CURRENCY DETAILS

5.4.1   Client address currency code

Name	Client address currency code
Synonymous name	None
Definition	Details the relationship between the client and the associated address at the point in time of interchange.
	NOTE: It is usual to use the local time and date from where data is interchanged.
Source Standards	None
Data type	Alphabetic, upper Case
Representation class	Code
Field size max	1
Representation layout	A(1)

Domain values	Code	Description
	P	Prior
	C	Current
	F	Future
	T	Temporary
Guide for use/examples	The examples provided list the recommended values. Use of additional or alternative Domain values should be accompanied by metadata as agreed by the involved parties.	

5.4.2 Address start date

Name	Address start date
Synonymous name	None
Definition	The date the address began to be used.
Source Standards	AS ISO 8601
Data type	Numeric
Representation class	Date
Field size max	8
Representation layout	YYYYMMDD
Domain values	Recommended value above
Guide for use/examples	Zeroes must be used where all or part of the date is unknown.
	Validation rules should be applied to ensure that the date is valid, in terms of format and value correctness.
	Usage examples are as follows:
	20040515: This indicates that the start date for the address record is 15 May 2004.
	20060000: This indicates that the start date for the address record is year 2006 with an unknown month and day.

5.4.3 Address start time

Name	Address start time
Synonymous name	None
Definition	The time the address began to be used.
Source Standards	AS ISO 8601
Data type	Numeric
Representation class	Time
Field size max	6
Representation layout	HHMMSS
Domain values	Recommended value above
Guide for use/examples	The numeric value nine (9) must be used where all or part of the time is unknown.
	The time is to represent the hours, minutes and seconds past midnight. The hour is to be recorded using 24-hour notation.
	Validation rules should be applied to ensure that the date is valid, in terms of format and value correctness.
	Usage examples are as follows:
	163752: This indicates that the start time for the address record is the 16th hour, 37th minute and 52nd second.
	129999: This indicates that the start time for the address record is the 12th hour with unknown minutes and seconds.

5.4.4   Address end date

Name	Address end date
Synonymous name	None
Definition	The date the address stopped being used.
Source Standards(s)	AS ISO 8601
Data type	Numeric
Representation class	Date
Field size max	8
Representation layout	YYYYMMDD
Domain values	Recommended value above
Guide for use/examples	Zeroes must be used where all or part of the date is unknown.
	Validation rules should be applied to ensure that the date is valid, in terms of format and value correctness.
	Usage examples are as follows:
	20040515: This indicates that the end date for the address record is 15 May 2004.
	20060000: This indicates that the end date for the address record is year 2006 with an unknown month and day.

5.4.5   Address end time

Name	Address end time
Synonymous name	None
Definition	The time the address stopped being used.
Source Standards(s)	AS ISO 8601
Data type	Numeric
Representation class	Time
Field size max	6
Representation layout	HHMMSS
Domain values	Recommended value above
Guide for use/examples	The numeric value nine (9) must be used where all or part of the time is unknown.
	NOTE: The time is to represent the hours, minutes and seconds past midnight. The hour is to be recorded using 24 h notation.
	Validation rules should be applied to ensure that the date is valid, in terms of format and value correctness.
	Usage examples are as follows:
	163752: This indicates that the end time for the address record is the 16th hour, 37th minute and 52nd second.
	129999: This indicates that the end time for the address record is the 12th hour with unknown minutes and seconds.

5.5   ADDRESSING WITHIN A COMPLEX

NOTE: Complex addresses provide for the unique identification of secondary address sites within a larger, primary address site. A complex address requires both parts (secondary and primary) to provide unique definition.

Components of the secondary address are:

(i)   Sub-dwelling (sub-complex) unit type and number or identifier.

(ii)   Level type/level number (if applicable).

(iii)　Private road number and Private road name or an equivalent identifier (if applicable).

(iv)　Secondary Complex (or Utility) name (if applicable).

NOTE: Components (iii) and (iv) may be reversed where the sub-dwelling type/number is an integral part of the Secondary Complex, e.g. an office within a building, or where the secondary complex has no addressable sub-complex components and is unique to the private road in question, e.g. the Sergeants Mess in an army barracks.

5.5.1　Sub dwelling unit type

5.5.1.1　*Sub dwelling unit type code*

Name	Sub dwelling unit type code
Synonymous name	Sub-complex unit type code
Definition	Within a complex, an abbreviation used to distinguish the type of an address found within a building / sub-complex or marina.
Source Standards(s)	AS/NZS 4819
Data type	Alphabetic, Upper Case
Representation class	Code
Field size max	4
Representation layout	A(4)
Domain values	Refer to AS/NZS 4819. Also see Appendix C.
Guide for use/examples	The recommended source is the list of abbreviations defined in AS/NZS 4819. Use of additional or alternative Code description may be used and should be accompanied by metadata as agreed by the involved parties. Usage examples:

Mrs Joyce Citizen Apartment 7 Level 3 Apex Building 48 Johnson Rd CLAYTON VIC 3168	(Sub-dwelling unit type code is APT)
Mr XYZ Suite 54 Beacon Cove Foodstore 103 Beach Road PORT MELBOURNE VIC 3207	(Sub-dwelling unit type code is SE)

5.5.1.2　*Sub dwelling unit number*

Name	Sub-dwelling unit number
Synonymous name	Sub-complex unit number
Definition	Within a complex, a number used to distinguish an address found within a building/sub-complex or marina.
Source Standards(s)	None
Data type	Alphanumeric
Representation class	Identifier
Field size max	7
Representation layout	X(7)
Domain values	See Appendix C.

Guide for use/examples	The data element may include a leading alphabetic prefix.	
	The data element may include a trailing alphabetic suffix.	
	Usage Example:	
	Mrs Joyce Citizen Apartment 7 Level 3 Apex Building 48 Johnson Rd CLAYTON VIC 3168	(Sub dwelling unit number is 7)
	Mr XYZ Suite 54 Beacon Cove Foodstore 103 Beach Road PORT MELBOURNE VIC 3207	(Sub dwelling unit number is 54)

5.5.2 Level

5.5.2.1 *Level type code*

Name	Level type code	
Synonymous name	Floor type code	
Definition	Within a complex, an abbreviation used to distinguish the floor or level of a multi-storey building/sub-complex	
Source Standards(s)	AS/NZS 4819	
Data type	Alphabetic, upper case	
Representation class	Code	
Field size max	2	
Representation layout	A(2)	
Domain values	Refer to AS/NZS 4819. Also see Appendix C.	
Guide for use/examples	The recommended source is the list of abbreviations defined in AS/NZS 4819. Use of additional or alternative Code description may be used and should be accompanied by metadata as agreed by the involved parties.	
	Usage Examples:	
	Mrs Joyce Citizen Apartment 7 Level 3 Apex Building 48 Johnson Rd CLAYTON VIC 3168	(Level type code is L)
	Level 2 Building 75 Monash University 1-131 Wellington Road CLAYTON VIC 3168	(Level type code is L)

5.5.2.2 *Level number*

Name	Level number
Synonymous name	Floor number
Definition	Within a complex, a number used to distinguish a floor or level of a multi-storey building/sub-complex
Source Standards(s)	None
Data type	Alphanumeric
Representation class	Identifier
Field size max	5
Representation layout	X(5)
Domain values	See examples below
Guide for use/examples	The data element may include a leading alphabetic prefix.
	The data element may include a trailing alphabetic suffix.
	Usage Examples:

Mrs Joyce Citizen Apartment 7 Level 3 Apex Building 48 Johnson Rd CLAYTON VIC 3168	(Level number is 3)
Level 2 Building 75 Monash University 1-131 Wellington Road CLAYTON VIC 3168	(Level number is 2)

5.5.3 Complex road number

5.5.3.1 *Complex road number 1*

Name	Complex road number 1
Synonymous name	Complex house number 1, Complex street number 1
Definition	Within a complex, identifies the number of the address in the road or thoroughfare and for a ranged address is the start number.
Source Standards(s)	Refer details in 5.8.2 Road number 1
Data type	Refer details in 5.8.2 Road number 1
Representation class	Refer details in 5.8.2 Road number 1
Field size max	Refer details in 5.8.2 Road number 1
Representation layout	Refer details in 5.8.2 Road number 1
Domain values	Refer details in 5.8.2 Road number 1

Guide for use/examples	Usage Examples:	
	Biology Building B 20-24 Genetics Lane North Blamey Research Institute 1-131 Sunshine Rd CAIRNS QLD 4870	(Complex road number 1 is 20)
	Rose Cottage 9 Garden Walk Happy Valley Retirement Village 75 Davis Street NORWOOD SA 5067	(Complex road number 1 is 9)

5.5.3.2 *Complex road number 2*

Name	Complex road number 2	
Synonymous name	Complex house number 2, Complex street number 2	
Definition	Within a complex, identifies the last number for a ranged address in the road or thoroughfare.	
Source Standards(s)	Refer details in 5.8.3 Road number 2	
Data type	Refer details in 5.8.3 Road number 2	
Representation class	Refer details in 5.8.3 Road number 2	
Field size max	Refer details in 5.8.3 Road number 2	
Representation layout	Refer details in 5.8.3 Road number 2	
Domain values	Refer details in 5.8.3 Road number 2	
Guide for use/examples	Usage Example:	
	Biology Building B 20-24 Genetics Lane North Blamey Research Institute 1-131 Sunshine Rd CAIRNS QLD 4870	(Complex road number 2 is 24)

5.5.4 Complex road

5.5.4.1 *Complex road name*

Name	Complex road name
Synonymous name	Complex street name
Definition	Within a complex, the name of the road /thoroughfare of the address.
Source Standards(s)	Refer details in 5.9.1 Road Name
Data type	Refer details in 5.9.1 Road Name
Representation class	Refer details in 5.9.1 Road Name
Field size max	Refer details in 5.9.1 Road Name
Representation layout	Refer details in 5.9.1 Road Name
Domain values	Refer details in 5.9.1 Road Name
Guide for use/examples	NOTE: Within a street name it is possible to find what appears to be a Road type. It is also possible to have a null Road type. Usage Examples:

Biology Building B 20-24 Genetics Lane North Blamey Research Institute 1-131 Sunshine Rd CAIRNS QLD 4870	(Complex road name is Genetics)
Rose Cottage 9 Garden Walk Happy Valley Retirement Village 75 Davis Street NORWOOD SA 5067	(Complex road name is Garden)

5.5.4.2 *Complex road type code*

Name	Complex road type code
Synonymous name	Complex street type code
Definition	Within a complex, an abbreviation used to distinguish the type of road /thoroughfare of the address.
Source Standards(s)	Refer details in 5.9.2 Road Type Code
Data type	Refer details in 5.9.2 Road Type Code
Representation class	Refer details in 5.9.2 Road Type Code
Field size max	Refer details in 5.9.2 Road Type Code
Representation layout	Refer details in 5.9.2 Road Type Code
Domain values	Refer details in 5.9.2 Road Type Code
Guide for use/examples	The recommended code description is the list of standard street type abbreviations in AS/NZS 4819. Other code description may be used though should be accompanied by metadata to perform the conversion from the abbreviation to the full description as agreed by the involved parties. NOTE: Within a Road name it is possible to find what appears to be a Road type (eg. The Boulevard). It is also possible to have a null Road type. Usage Example: <table><tr><td>Biology Building B 20-24 Genetics Lane North Blamey Research Institute 1-131 Sunshine Rd CAIRNS QLD 4870</td><td>(Complex road type code is LA)</td></tr><tr><td>Rose Cottage 9 Garden Walk Happy Valley Retirement Village 75 Davis Street NORWOOD SA 5067</td><td>(Complex road type code is WK)</td></tr></table>

5.5.4.3 *Complex road suffix code*

Name	Complex road suffix code
Synonymous name	Complex street suffix code
Definition	Within a complex, an abbreviation representing the suffix of the road/thoroughfare of the address.
Source Standards(s)	Refer details in 5.9.3 Road Suffix Code
Data type	Refer details in 5.9.3 Road Suffix Code
Representation class	Refer details in 5.9.3 Road Suffix Code
Field size max	Refer details in 5.9.3 Road Suffix Code

Representation layout	Refer details in 5.9.3 Road Suffix Code	
Domain values	Refer details in 5.9.3 Road Suffix Code	
Guide for use/examples	Usage Example:	
	Biology Building B 20-24 Genetics Lane North Blamey Research Institute 1-131 Sunshine Rd CAIRNS QLD 4870	(Complex road suffix code is N)

5.5.4.4 *Secondary complex (or utility) name*

Name	Secondary Complex name	
Synonymous name	Utility Name	
Definition	Name associated with a building or area within a complex site.	
Source Standards(s)	Refer details in 5.7 Address Site Name	
Data type	Refer details in 5.7 Address Site Name	
Representation class	Refer details in 5.7 Address Site Name	
Field size max	Refer details in 5.7 Address Site Name	
Representation layout	Refer details in 5.7 Address Site Name	
Domain values	Refer details in 5.7 Address Site Name	
Guide for use/examples	This data element may represent the name given to an entire building within an address site that has its own separate address. Usage Examples:	
	Biology Building B	(Secondary Complex name — Building within a complex)
	20-24 Genetics Lane North Blamey Research Institute 1-131 Sunshine Rd CAIRNS QLD 4870	(Address site name — A complex)
	Rose Cottage	(Secondary Complex name)
	9 Garden Walk Happy Valley Retirement Village 75 Davis Street NORWOOD SA 5067	(Address site name—A complex)

5.6 PRIMARY ADDRESS

Components of the primary address are:

(a) Address site (or Primary Complex) name.

(b) Address number or number range.

(c) Road name (name/type/suffix).

(d) Locality.

(e) State/Territory.

(f) Postcode (optional).

(g) Country (if applicable).

5.7   ADDRESS SITE NAME

Name	Address site name
Synonymous name	Building property name, Primary Complex name
Definition	The official place name or culturally accepted common usage name for an address site, including the name of a building, homestead, building complex, agricultural property, park or unbounded address site. NOTE: Names of persons, associations or businesses should not be used as address site names.
Source Standards(s)	AS/NZS 4819
Data type	Alphanumeric (may include special characters)
Representation class	Text
Field size max	50
Representation layout	X(50)
Domain values	See examples below
Guide for use/examples	This data element represents the name given to an entire building or address site Usage Examples:

Parliament House	(Name of the building)
University of Melbourne	(Site name of university campus – a complex)
Happy Valley Retirement Village	(Site name of gated property – a complex)
Darwin Town Hall	(Name of the building)
Blue Hills Farm	(Name of the property)

5.8   ROAD NUMBER

5.8.1   Lot number

Name	Lot number
Synonymous name	Allotment number
Definition	The reference number allocated to a property for subdivision administration purposes prior to road numbering.
Source Standards(s)	None
Data type	Alphanumeric
Representation class	Identifier
Field size max	6
Representation layout	X(6)
Domain values	Not defined in this standard
Guide for use/examples	Usage: Where an official Road number has not been assigned, this field may be used for postal purposes as well as the physical identification of an address site. While the word 'LOT' should not appear within this data element, for identification purposes, the word 'LOT' must precede the lot number.

5.8.2   Road number 1

Name	Road number 1
Synonymous name	House number 1, Street number 1
Definition	Identifies the number of the address in the road or thoroughfare and for a ranged address is the start number.
Source Standards(s)	None
Data type	Alphanumeric

Representation class	Identifier
Field size max	6
Representation layout	X(6)
Domain values	Not defined in this standard
Guide for use/examples	The data element may include an alphabetic prefix.
	The data element may include an alphabetic suffix.

5.8.3 Road number 2

Name	Road number 2
Synonymous name	House number 2, Street number 2
Definition	Identifies the last number for a ranged address in the road or thoroughfare.
Source Standards(s)	None
Data type	Alphanumeric
Representation class	Identifier
Field size max	6
Representation layout	X(6)
Domain values	Not defined within this standard
Guide for use/examples	The data element may include an alphabetic prefix.
	The data element may include an alphabetic suffix.
	This data element is used for ranged street numbers otherwise it is left blank.

5.9 ROAD

5.9.1 Road name

Name	Road name
Synonymous name	Street name
Definition	The name of the road/thoroughfare applicable to the address site or complex.
Source Standards(s)	None
Data type	Alphanumeric
Representation class	Text
Field size max	45
Representation layout	X(45)
Domain values	A valid street name
Guide for use/examples	NOTE: Within a road name it is possible to find what appears to be a Road type (eg. The Boulevard). It is also possible to have a null Road type.
	Usage Examples: BROWNS ROAD WEST In this case the Road name is BROWNS, the Road type is RD and the Road suffix is W
	THE AVENUE WEST In this case the Road name is THE AVENUE, the Road type is null and the Road suffix is W
	COTSWOLD BRETT In this case the Road Name is COTSWOLD BRETT and the Road type is null
	HIGH STREET ROAD In this case the Road Name is HIGH STREET and the Road t type is RD.
	Only the road name should be stored in this data element.

5.9.2 Road type code

Name	Road type code
Synonymous name	Street type code
Definition	The abbreviation code used to distinguish the type of road/thoroughfare applicable to the address site/complex.
Source Standards(s)	AS/NZS 4819
Data type	Alphabetic
Representation class	Code
Field size max	4
Representation layout	A(4)
Domain values	Refer to AS/NZS 4819. Also see Appendix D, Table D1.
Guide for use/examples	The recommended code description is the list of standard street type abbreviations in AS/NZS 4819. Other code description may be used though should be accompanied by metadata to perform the conversion from the abbreviation to the full description as agreed by the involved parties.
	NOTE: Within a road name it is possible to find what appears to be a Road type. It is also possible to have a null Road type.
	Usage: For postal purposes the Road type should be abbreviated.
	Usage Example:
	RD ROAD
	MAIN ROAD
	In this case the street name is MAIN and the Road type is RD

5.9.3 Road suffix code

Name	Road suffix code
Synonymous name	Street suffix code
Definition	The abbreviation code used to represent the suffix of road/thoroughfare applicable to the address site/complex.
Source Standards(s)	AS/NZS 4819
Data type	Alphabetic
Representation class	Code
Field size max	2
Representation layout	A(2)
Domain values	Refer to AS/NZS 4819. Also see Appendix D, Table D2.
Guide for use/examples	The recommended code description is the list of standard Road suffix abbreviations in AS/NZS 4819. Other Code description may be used though should be accompanied by metadata to perform the conversion from the abbreviation to the full description as agreed by the involved parties.
	Usage: For postal purposes the abbreviated Road code should be used.
	Usage Example:
	W WEST
	BROWNS ROAD WEST
	In this case the Road name is BROWNS, the Road type is RD and the Road suffix is W

5.10 POSTAL DELIVERY

5.10.1 Postal delivery type code

Name	Postal delivery type code
Synonymous name	None
Definition	Identification for the channel of postal delivery
Source Standards(s)	Australia Post Address Presentation Standards
Data type	Alphabetic
Representation class	Code
Field size max	11
Representation layout	A(11)
Domain values	Australia Post Address Presentation Standards, Appendix E. Also see Appendix D, Table D3.
Guide for use/examples	The recommended code description is the list of postal delivery type codes in the *Australia Post Address Presentation Standards*. Other code description may be used though should be accompanied by metadata to perform the conversion from the abbreviation to the full description as agreed by the involved parties. This may be required where non Australia Post deliveries are performed e.g. private box at a service station. Usage: Used where mail is to be delivered to a box, bag or agent for pick-up by the intended recipient or to the rural mail box number where no other address exists. Discussion: This is used where mail is being sent to an area where normal mail delivery is unavailable, or not preferred. Additionally it may be used in some rural areas where no other formal addressing structure exists to identify delivery addresses.

5.10.2 Postal delivery number

Name	Postal delivery number	
Synonymous name	None	
Definition	Identification number for the channel of postal delivery	
Source Standards(s)	None	
Data type	Alphanumeric	
Representation class	Identifier	
Field size max	11	
Representation layout	X(11)	
Domain values	See Appendix D, Table D3 and Appendix E	
Guide for use/examples	NOTE: Is used in conjunction with a postal delivery type code. For display purposes, in the format, postal delivery type code <space> postal delivery number. Usage Examples:	
	PO BOX C96	(Postal delivery number is C96)
	RMB 123	(Postal delivery number is 123)
	NOTE: Not all postal delivery types have a postal delivery number. A postal delivery number is mandatory for all postal delivery types other than:	
	CARE PO	No associated postal delivery number
	CMA	No associated postal delivery number
	CMB	Optional
	CPA	No associated postal delivery number

	Discussion: This is used where mail is being sent to an area where normal mail delivery is unavailable, or not preferred. Additionally it may be used in some rural areas where no other formal addressing structure exists to identify delivery addresses.

5.11 LOCALITY NAME

Name	Locality name
Synonymous name	Suburb name
Definition	The name of the locality/suburb of the address.
Source Standards(s)	None
Data type	Alphanumeric (may include special characters)
Representation class	Text
Field size max	46
Representation layout	X(46)
Domain values	See examples below
Guide for use/examples	Examples: RICHMOND KIPPA-RING Usage: For mailing purposes the format of this data element should be upper case. Refer to *Australia Post Address Presentation Standard.* Any forced abbreviations shall be done by truncation from the right. Discussion: Official locality names and their associated boundary extents are assigned by relevant state naming committees/protocols. Their correct usage is encouraged.

5.12 STATE OR TERRITORY CODE

Name	State Territory code
Synonymous name	None
Definition	The State or Territory code of the address
Source Standards(s)	None
Data type	Alphabetic, upper case
Representation class	Code
Field size max	3
Representation layout	A(3)
Domain values	See Appendix D, Table D4
Guide for use/examples	Usage Examples:
	Australian Capital Territory ACT Tasmania TAS

5.13 POSTCODE

Name	Postcode
Synonymous name	None
Definition	The Australian numeric descriptor for a postal delivery area, aligned with locality, suburb or place
Source Standards(s)	Australia Post Address Presentation Standard
Data type	Numeric

Representation class	Identifier
Field Size	4
Representation layout	N(4)
Domain values	Australian Postcode values
Guide for use/examples	Code	Description

Code	Description
3056	(postcode for BRUNSWICK, VIC)
0800	(postcode for DARWIN, NT)

Australian postal addresses should include a valid Postcode.

Refer to the *Australia Post Address Presentation Standard* for rules on presentation and positioning of postcodes on mail.

For a full list of Australian postcodes visit the Australia Post website: www.auspost.com.au

5.14 UNSTRUCTURED ADDRESS

5.14.1 Unstructured address line

Name	Unstructured address line
Synonymous name	Overseas address line
Definition	Unstructured address may be repeated up to 4 lines (NOTE: where this is an overseas address the country name code becomes mandatory)
Source Standards(s)	None
Data type	Alphanumeric
Representation class	Text
Field size max	50
Representation layout	X(50)
Domain values	A valid address line
Guide for use/examples	NOTE: Where there is a need to transfer an Australian address that does not conform with the commonly used address format, the unstructured address lines may be used. These data elements should not be used except when it is impossible to use of the other more structured address data elements.

While 4 lines have been provided for unstructured Australian address details, not all lines need to be used.

Unstructured address lines, when used, should contain the entire address.

Usage Examples: |

Cabin 44 Block 7	(Unstructured Address Line 1)
HMAS Watson	(Unstructured Address Line 2)
Watsons Bay Wharf	(Unstructured Address Line 3)
WATSONS BAY NSW 2030	(Unstructured Address Line 4)

TSS 5 AVN REGT	(Unstructured Address Line 1)
RAAF BASE TOWNSVILLE	(Unstructured Address Line 2)
TOWNSVILLE QLD 4810	(Unstructured Address Line 3)

Joes Fruit Juice Shop	(Unstructured Address Line 1)
Food Court	(Unstructured Address Line 2)
Chadstone Shopping Centre	(Unstructured Address Line 3)
CHADSTONE VIC 3148	(Unstructured Address Line 4)

The examples above demonstrate poor addressing and should be avoided.

NOTE: Overseas addresses have many formats. To accommodate this the use of unstructured lines of detail are used. While 4 lines have been provided for overseas address details, not all lines need to be used.

Overseas addresses may follow different formats to that of Australian addresses. Common differences are:

- Street name preceding street number

- Postcode format

- Postcode preceding locality name

Usage Examples:

86, rue d'Abilai Khan 480091 ALMATY KAZAKHSTAN	(Overseas Address Line 1) (Overseas Address Line 2) (Country name. Note: for client data interchange this standard uses the country code – see Clause 5.16)
32, Kasumigaseki 1 Chome Chiyoda-ku TOKYO 100-90 JAPAN	(Overseas Address Line 1) (Overseas Address Line 2) (Overseas Address Line 3) (Country name. Note: for client data interchange this standard uses the country code – see Cause 5.16)
Casilla de Correos 16 5501 Godoy Cruz MENDOZA ARGENTINA	(Overseas Address Line 1) (Overseas Address Line 2) (Overseas Address Line 3) (Country name. Note: for client data interchange this standard uses the country code – see clause 5.16)
216 Road No 87	(Overseas Address Line 1)
Phoum Sla Khoum Daung	(Overseas Address Line 2)
Srok Samrong	(Overseas Address Line 3)
Taklev Province	(Overseas Address Line 4)
KINGDOM OF CAMBODIA	(Country name. Note: for client data interchange this standard uses the country code – see clause 5.16)

For some overseas addresses the use of special character sets may be required.

Many countries using the Latin alphabet use special characters and accent marks not used in English.

Some countries use different alphabets. In the absence of the special characters, words in the address may be transliterated into English.

5.15   COUNTRY NAME CODE

Name	Country name code
Synonymous name	None
Definition	A code indicating the country, territory, colony or dependency for an address
Source Standards(s)	ISO 3166
Data type	Alphanumeric
Representation class	Code
Field size max	4
Representation layout	X(4)
Domain values	Codes are listed in ISO 3166 and ABS 1269.0 SACC

Guide for use/examples	NOTE:If this data element is blank the address is by default an Australian address.
	The data element size accommodates different length codes used by different standards. ISO 3166 allows for both 2 or 3 character codes while some others use 4 characters.
	The recommended Code description is the list of Country Name Codes in ISO 3166. Other Code description may be used though should be accompanied by metadata to perform the conversion from the abbreviation to the full description as agreed by the involved parties.
	Usage examples:
	AUSTRALIA AUS
	AUSTRIA AU
	NEW ZEALAND NZ
	Discussion:
	• AUSTRALIA should not be printed on domestic mail.
	• For international mailing purposes the full country name must be used.
	• Mail for Australian Island Territories (e.g. Christmas Island, Norfolk Island) is treated as Australian domestic mail with the name of the island included as the locality information.

5.16 LOCATION DESCRIPTOR

Name	Location descriptor
Synonymous name	None
Definition	A free text data element to describe the position of the address relative to another physical site.
Source Standards(s)	None
Data type	Alphanumeric (May include special characters)
Representation class	Text
Field size max	50
Representation layout	X(50)
Domain values	Not defined within this Standard
Guide for use/examples	Usage Examples:
	NEAR THE NORTHBRIDGE OVERPASS
	Via Blackmans Rd
	OFF PRINCESS ST
	Rear 150 Smith St
	OVER SWANPORT BRIDGE
	3 km PAST THE BLACK STUMP SIGN
	DIAGONALLY OPPOSITE TOWN HALL
	CORNER SMITH STREET

5.17 DELIVERY POINT IDENTIFIER

Name	Delivery point identifier
Synonymous name	None
Definition	A unique number created by Australia Post for an address.
Source Standards(s)	None
Data type	Numeric

Representation class	Identifier
Field size max	8
Representation layout	N(8)
Domain values	A valid Delivery Point Identifier
Guide for use/examples	Usage Example: 77220761 Delivery point identifier for 321 Exhibition St, MELBOURNE VIC 3000 The DPID is the intellectual property of Australia Post and may only be assigned to an address using a current AMAS approved product. The DPID is used in the process of bar coding mail. For postal purposes, the DPID should be re-validated every 3 months.

5.18   GEOCODE

A geocode describes the coordinates that define the position of an address point. Geocodes apply to a variety of address sites and features. It caters for the needs of a variety of users, with a particular focus on the needs of emergency and other essential service providers. There are a number of elements needed to define a unique address geocode. The elements comprise a: reference datum, the way coordinates are expressed, the units, the coordinates themselves and the accuracy or uncertainty of the coordinate values.

Geocodes are coordinates that are referenced and tied to some physical or virtual feature. Geocoded addresses fundamentally consist of coordinates associated with an address site feature. The geocode component of an address site shall contain—

(a)   the datum and coordinate system being used (usually as metadata);

(b)   the coordinates; and

(c)   the address site feature being referenced (by individual record).

The geocode component should also contain geocode accuracy (by individual record).

5.18.1   Geocode feature

Name	Geocode feature
Synonymous name	None
Definition	The physical or virtual reference of the geocode. Physical features associated with the address point may include mailbox, driveway, water meter, building Virtual features are mathematically or geometrically derived spatial reference points such as the centroid of a lot or property or the closest point on a road centreline to property centroid.
Source Standards(s)	AS/NZS 4819
Data type	Alphanumeric
Representation class	Text
Field size max	30
Representation layout	X(30)
Domain values	AS/NZS 4819
Guide for use/examples	Usage Example: Property access point setback, water meter, access point, building, property centroid, lot centroid.

5.18.2 Geocode geographic datum

Name	Geocode geographic datum
Synonymous name	Horizontal datum, map datum
Definition	The reference model of the earth's surface used in the measurement of the geocode position of the address point.
Source Standards(s)	AS/NZS 4819
Data type	Alphanumeric
Representation class	Text
Field size max	10
Representation layout	X(10)
Domain values	GDA94
Guide for use/examples	The Geocentric Datum of Australia (GDA94) is a coordinate reference system that best fits the shape of the earth as a whole. It has an origin that coincides with the centre of mass of the earth, hence the term 'geocentric'.

5.18.3 Geocode vertical datum

Name	Geocode vertical datum
Synonymous name	Vertical datum
Definition	The reference datum of the height.
Source Standards(s)	None
Data type	Alphanumeric
Representation class	Text
Field size max	10
Representation layout	X(10)
Domain values	AHD71
Guide for use/examples	In Australia, the reference datum for height is the *Australian Height Datum* (AHD71). In general terms it is commonly interpreted as being height above sea level.

5.18.4 Geocode latitude

Name	Geocode latitude
Synonymous name	Latitude
Definition	The geographic latitude of a point on the earth is a measurement in degrees north or south of the equator reference to a prescribed datum. Latitudes south of the equator are expressed as a negative number, north of the equator as positive
Source Standards(s)	AS/NZS 4819
Data type	Numeric
Representation class	Number
Field size max	13
Representation layout	###.######### in decimal degrees
Domain values	Not defined within this Standard
Guide for use/examples	NOTE: Positions of geographic features can be defined in space by a set of coordinates. In order for coordinates to be unique, the coordinate reference system needs to be fully defined. A coordinate reference system is realised by a reference frame, which comprises a datum and a coordinate system. Geographical coordinates (latitudes and longitudes) are the universal system for defining spatial position. A set of geographic coordinates on a datum is complete and unique, worldwide.

	Usage Example. -33.91277417
	Latitudes are some times expressed in degrees, minutes and seconds (The above example equates to: 33° 54' 45".987) or in Radians (1800 = pi radians) e.g. –10.79477128 radians.

5.18.5   Geocode longitude

Name	Geocode longitude
Synonymous name	Longitude
Definition	The geographic longitude of a point on the earth is a measurement in degrees east or west of the Greenwich Meridian to a prescribed datum. Longitudes east of Greenwich the equator are expressed as a positive number, west of Greenwich as negative
Source Standards(s)	AS/NZS 4819
Data type	Numeric
Representation class	Number
Field size max	14
Representation layout	###.######### in decimal degrees
Domain values	Not defined within this Standard
Guide for use/examples	Usage Example: -150.91277417
	Longitudes are some times expressed in degrees, minutes and seconds (e.g. 150° 54' 45".987 or sometimes in Radians (1800 = pi radians) eg –48.03702794 radians

5.18.6   Geocode height

Name	Geocode height
Synonymous name	Height and elevation
Definition	The height of a point on the earth is a measurement in metres above or below a specified reference vertical datum.
Source Standards(s)	None
Data type	Numeric
Representation class	Number
Field size max	9
Representation layout	#####.### in metres
Domain values	None
Guide for use/examples	Usage Example: 1023.378
	It is considered an optional data element, but with the increased amount of high-density population and the emergence of three-dimension modelling and geographic information systems an accurate height for an address will be increasingly in demand.

5.18.7   Geocode positional uncertainty

Name	Geocode positional uncertainty
Synonymous name	Positional uncertainty
Definition	Positional uncertainty is the horizontal uncertainty of the coordinates, in metres at the 95% confidence level, with respect to the defined reference frame.
	It is intended to be a measure for physical address point features.
Source Standards(s)	Intergovernmental Committee Surveying and Mapping (ICSM) SP1
	AS/NZS 4819
Data type	Numeric
Representation class	Number

Field size max	8
Representation layout	####.### in metres
Domain values	Not defined within this Standard
Guide for use/examples	Usage Example: 10.000
	This is a measure of the closeness of the location of the point in relation to true position on the earth. That is, we are 95% confident that the true position lies within 10 metres of the position given by the geocode.

5.18.8   Geocode containment

Name	Geocode containment
Synonymous name	Containment
Definition	Applies to geocode that refers to an area of volume object or a point within an area of volume object or feature. E.g. a building, a property centroid.
Source Standards(s)	AS/NZS 4819
Data type	Alphabetic
Representation class	Boolean
Field size max	3
Representation layout	A(3)
Domain values	YES or NO
Guide for use/examples	YES indicates that the Geocode is within an area described by the feature. E.g. House – within the bounds of the house footprint, Property centroid – within the bounds of the property.
	Example: null value indicates that the Geocode is a point for example a driveway access

SECTION 6 ELECTRONIC CONTACT DETAILS

This Section sets out person and organization contact details, such as telephone number. For the purpose of this section, the word 'telephone' is considered to include other communication devices such as facsimile or pager. This section is represented in Figure 6.
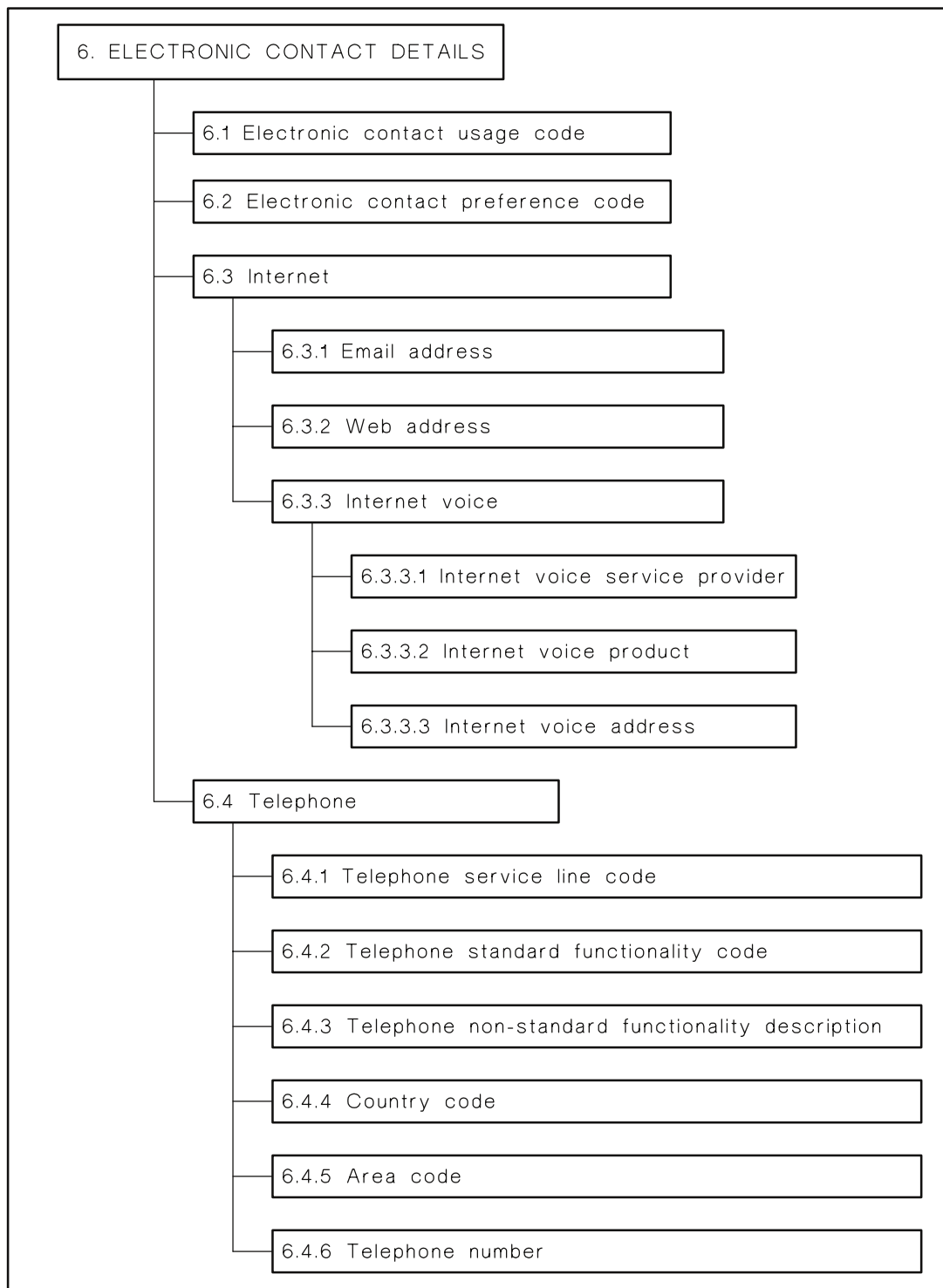
FIGURE 6 REPRESENTATION OF ELECTRONIC CONTACT DETAILS

6.1 ELECTRONIC CONTACT USAGE CODE

Name	Electronic contact usage code	
Synonymous name	None	
Definition	A code that defines the primary usage for an electronic contact.	
Source Standards(s)	None	
Data type	Numeric	
Representation class	Code	
Field size max	2	
Representation layout	N(2)	
Domain values	Code	Description
	01	Personal
	02	Business
	08	Other
	09	Unknown
Guide for use/examples	Usage Example: A person has two email addresses and has defined one as a 'personal' email address and the second as a 'business' email address.	

6.2 ELECTRONIC CONTACT PREFERENCE CODE

Name	Electronic contact preference code	
Synonymous name	None	
Definition	Indicates if the electronic contact is preferred over other electronic contacts a party may have.	
Source Standards(s)	None	
Data type	Numeric	
Representation class	Identifier	
Field size max	2	
Representation layout	N(2)	
Domain values	Code	Description
	01	Preferred
	02	Not Preferred
	03	Not defined
	09	Unknown
Guide for use/examples	Usage Example: A party provided a mobile phone number and landline phone number and has indicated that the mobile phone number is the preferred means of contact.	

6.3 INTERNET

6.3.1 Email address

Name	Email address
Synonymous name	Electronic mail address
Definition	An electronic mail internet contact address for a party
Source Standards(s)	W3C - RFC2821
Data type	Alphanumeric

Representation class	Text
Field size max	1100
Representation layout	X(1100)
Domain values	A valid email address
Guide for use/examples	NOTE: The following rules are to assist in data exchange and should not be considered as a standard for the creation of email addresses.
	An email address cannot have any white space.
	An email address can come in many different formats each can be valid, but look quite different.
	All email addresses will begin with a Username followed by an '@' symbol.
	The rest of the email address depends on whether it is Domain-Defined or
	IP-Address Defined.
	Alphanumeric in the format
	Username@(subdomain.)domain.topleveldomain(.countrydomainExtension)
	Or
	Username@IPAddress
	Domain Defined
	Following the @ symbol is the sub domain which could be the name of a department in a business for example. This is not compulsory. There may be many sub domains in any email address.
	After the sub domain(s) is a '.' followed by the domain. The domain could be the name of the company for example. This is compulsory. There is only ever one domain name.
	Following the domain is another '.' and the topleveldomain name. This is usually the type of business. E.g. '.com' stands for a commercial business,
	'.edu' stands for an educational institution, etc. This is compulsory. There is only ever one topleveldomain name.
	After the topleveldomain is another '.' And the countrydomainextension.
	This is an abbreviation code for the country in which the business originated or is hosted. For an Australian business this would be '.au'. This is not compulsory. There is only ever one countrydomainextention.
	An example Domain-Defined name with user name could be:
	FirstName.LastName@BusinessUnit.Company.com.au
	IP-Address Defined
	A domain name is basically an IP address with a logical name. An IP
	address is a series of four numbers (only numbers) separated by dots.
	Each of the four numbers can have a maximum of 3 numbers. If any of the numbers have less than 3 digits then no leading characters should be entered. Each of the digits must be between 0 and 255, they cannot be lower than 0 or higher than 255.
	An example IP Address-Defined name with user name could be:
	FirstName.LastName@255.0.178.96

6.3.2   WEB address

Name	Web address
Synonymous name	Uniform resource locators (URL), Uniform resource identifier (URI)
Definition	The location of a party's web site on the world wide web (Internet). A Uniform resource locator (URL) is a compact string representation of the location for a resource that is available via the Internet.
Source Standards(s)	W3C - Internet Official Protocol Standards, RFC3986
Data type	Alphanumeric
Representation class	Text
Field size max	1100
Representation layout	X(1100)
Domain values	A valid web address
Guide for use/examples	NOTE: The following rules are to assist in data exchange and should not be considered as a standard for the creation of web addresses.
	A web address cannot have any white space.
	A web address is a uniform resource locator and consists of 2 parts; a scheme and the web address path.
	Scheme
	A scheme is the type of connection protocol that the URL is going to adhere to. The most commonly used on the internet is http.
	This is always followed by a colon and double backslash':://'. It is not compulsory for a client to provide the scheme information as it is commonly assumed that http:// is the scheme used. But if
	provided it should be included in this element as it could vary from the http value.
	Web Address Path
	Following the scheme the URL can consist of various types of information from Domain Names, Sub-Domain Names, File Names, IP addresses, Top Level Domain Names and various symbols such as ':','&','$','#','?' or '/'. These may all be valid and if provided by the client should be included in this element.
	Most times the client will simply provide a scheme and a domain name.
	E.g. http://www.domainname.com
	Or even just the domain name.
	E.g. www.domainname.com.
	This being the case a majority of the time it is still important to understand that a URL can come in various formats and should not be dismissed if it looks incorrect.
	E.g. https://username:password@subdomain.domain.com:
	port/directory/file.txt?parameter=value
	is a valid URL address.

6.3.3   Internet voice

6.3.3.1   *Internet voice service provider*

Name	Internet voice service provider
Synonymous name	None
Definition	The name of an organization that provides a service that enables voice communication over the internet.
Source Standards(s)	None
Data type	Alphanumeric
Representation class	Text

Field size max	200
Representation layout	X(200)
Domain values	A valid internet voice service provider
Guide for use/examples	Usage Example:
	SKYPE
	Google
	America Online (AOL)
	Yahoo

6.3.3.2 *Internet voice product*

Name	Internet voice product
Synonymous name	None
Definition	The name of the product that an organization provides which enables voice communication over the internet.
Source Standards(s)	None
Data type	Alphanumeric
Representation class	Text
Field size max	256
Representation layout	X(256)
Domain values	A valid internet voice product name
Guide for use/examples	Usage Example:
	SKYPE-to-SKYPE
	GoogleTalk

6.3.3.3 *Internet voice address*

Name	Internet voice address
Synonymous name	None
Definition	An address that uniquely identifies an internet voice product user
Source Standards(s)	None
Data type	Alphanumeric
Representation class	Text
Field size max	500
Representation layout	X(500)
Domain values	A valid internet voice address
Guide for use/examples	Usage Example:
	David JONES 456
	John 1 DOE

6.4 TELEPHONE

6.4.1 Telephone service line code

Name	Telephone service line code
Synonymous name	Device services
Definition	Describes how a telephone service is physically provided to a party.
Source Standards(s)	None
Data type	Numeric

Representation class	Code
Field size max	2
Representation layout	N(2)
Domain values	<table><tr><td>Code</td><td>Description</td></tr><tr><td>01</td><td>Mobile</td></tr><tr><td>02</td><td>Landline / Fixed Line</td></tr><tr><td>03</td><td>Pager</td></tr><tr><td>09</td><td>Unknown</td></tr></table>
Guide for use/examples	None

6.4.2   Telephone standard functionality code

Name	Telephone standard functionality code
Synonymous name	Device services
Definition	Well known communication features available through the telephone.
Source Standards(s)	None
Data type	Numeric
Representation class	Code
Field size max	2
Representation layout	N(2)
Domain values	<table><tr><td>Code</td><td>Description</td></tr><tr><td>01</td><td>Voice enabled</td></tr><tr><td>02</td><td>Facsimile (FAX)</td></tr><tr><td>03</td><td>Short message service (SMS)</td></tr><tr><td>04</td><td>Multimedia messaging service (MMS)</td></tr><tr><td>08</td><td>Other</td></tr><tr><td>09</td><td>Unknown</td></tr></table>
Guide for use/examples	A telephone may have multiple standard features.

6.4.3   Telephone non standard functionality description

Name	Telephone non standard functionality description
Synonymous name	Device services
Definition	Communication features available through the telephone that is not standard at this time.
Source Standards(s)	None
Data type	Alphanumeric
Representation class	Text
Field size max	256
Representation layout	X(256)
Domain values	Not defined within this Standard
Guide for use/examples	This data element should be used when 'other' is entered into Telephone Standard Functionality Code. Multiple non-standard functionality descriptions can be entered. Example: - 3G Video telephone Communication

6.4.4 Country code

Name	Country code
Synonymous name	None
Definition	This element describes a standard International country code as used in conjunction with landline telephone, mobile telephone and facsimile numbers.
Source Standards(s)	International Telecommunications Union - Recommendation E.164 assigned country codes
Data type	Numeric
Representation class	Code
Field size max	5
Representation layout	N(5)
Domain values	International Telecommunications Union - Recommendation E.164 assigned country codes (see Appendix F).
Guide for use/examples	A country code can consist of 1-digit up to 5-digits; no leading numbers should be entered if the number is less than 5 digits.

When a country code is used in conjunction with an area code and phone number it should be arranged in the following order.

(Country code) + (Area Code) + phone number

Country codes should be stored as the 1-5 numbers in a row, but rules can be set up to display the number in a different format, e.g. ## ###.

Country codes are also usually defined with a '+' prefix, this is common for all country codes and can be added to the display via a rule, it should not be stored.

Usage Example:

Code	Description
61	Australia

6.4.5 Area code

Name	Area code
Synonymous name	None
Definition	This element describes a standard Australian Area Code as used in conjunction with telephone and facsimile numbers.
Source Standards(s)	The Australian Communications Media Authority (ACMA) Telecommunications Numbering Plan. (See Appendix F)
Data type	Numeric
Representation class	Code
Field size max	2
Representation layout	N(2)
Domain values	See Appendix F. Not defined for countries other than Australia
Guide for use/examples	The 2-digit area code should be abbreviated to 1-digit when used in conjunction with leading country code. If this is the case, the leading '0' in the area code should be removed.

E.g. 03 55551234 becomes 61 3 55551234.

When a country code is used in conjunction with an Area code and phone number it should be arranged in the following order.

(Country Code) + (Area Code) + Phone Number

	All Australian based mobile phones have an Area Code of 04, this should be stored in the mobile telephone number element with the entire mobile number and should be ignored for the Area Code data element.
	Usage Example:

Code	Description
02	New South Wales
03	Victoria

6.4.6 Telephone number

Name	Telephone number
Synonymous name	None
Definition	The minimal number that is associated to a unique provision of telephone service as accessed locally through a standard dialling access. The field length is sufficient to enable an extension to be included at the end of a telephone number.
Source Standards(s)	Australia - The Australian Communications Media Authority (ACMA) Telecommunications Numbering Plan
Data type	Alphanumeric
Representation class	Text
Field size max	16
Representation layout	X(16)
Domain values	Refer to the Appendix F for more details information about the format of Australian telephone numbers.
Guide for use/examples	Australian telephone numbers are usually 6 to 10 digits in length.
	Alphabetic characters can be either upper or lower case as defined by the client.
	Each Alphabetic character represents a number it can be listed as either a number or letter depending on the clients' preference.
	Telephone numbers should be stored as characters in a row, but rules can be set up to display the number in a different format, e.g. #### ### ###.
	The format and length of a telephone number is dependant on the attribute(s) of the device and how the device connects to the telephone network.
	For simplicity the standard has not separately recorded the fact that an attribute of a device may imply that it needs to use a mobile phone network, landline or other type of telephone network. This in turn influences the naming standard for the telephone number.
	When a telephone number is used in conjunction with a country code the leading 0 at the start of the telephone is to be removed.
	E.g. 0453176731 becomes 61 453176731
	Or 03 999 66 999 becomes 61 3 999 66 999.
	Mobile telephone number
	The first two digits of a mobile telephone number are officially the area code for mobile telephones in Australia. E.g. The mobile telephone area code for Australia is 04. For this standard we are defining the area code to be part of the mobile phone number, therefore no mobile phone numbers will have an associated area code.

APPENDIX   A

NAME ABBREVIATIONS

(Informative)

NOTE: These are commonly used Name Abbreviations – (there are also Name Abbreviations in other languages).

TABLE   A1

NAME TITLE ABBREVIATIONS

Name title	Abbreviation
Abbot	ABBOT
Able Seaman	AB
Admiral	ADML
Air Chief Marshal	ACM
Air Commodore	AIRCDRE
Air Marshal	AM
Air Vice Marshal	AVM
Aircraftman	AC
Aircraftwoman	ACW
Alderman	ALD
Ambassador	AMBSR
Archbishop	ARCHBISHOP
Archdeacon	ARCHDEACON
Associate Professor	ASSOC PROF
Baron	BARON
Baroness	BARONESS
Bishop	BISHOP
Bombardier	BDR
Brigadier	BRIG
Brother	BR
Cadet	CDT
Canon	CANON
Captain (Army)	CAPT
Captain (Navy)	CAPT, RAN
Cardinal	CARDNL
Chaplain	CHAP
Chief Petty Officer	CPO
Colonel	COL
Commander	CMDR
Commissioner	CMM
Commodore	CDRE

(continued)

TABLE   A1 (*continued*)

Name title	Abbreviation
Constable	CONST
Consul	CONSUL
Corporal	CPL
Count	COUNT
Countess	COUNTESS
Dame	DAME
Deacon	DEACON
Deaconess	DEACONESS
Dean	DEAN
Deputy Superintendent	DEPUTY SUPT
Director	DIRECTOR
Doctor	DR
Earl	EARL
Engineer	ENGR
Father	FR
Flight Lieutenant	FLTLT
Flight Sergeant	FSGT
Flying Officer	FLGOFF
General	GEN
Governor	GOV
Group Captain	GP CAPT
Honourable	HON
Judge	JUDGE
Justice	JUSTICE
Lady	LADY
Lance Bombardier	LBDR
Lance Corporal	LCPL
Leading Aircraftman	LAC
Leading Aircraftwoman	LACW
Leading Seaman	LS
Lieutenant (ARMY)	LT
Lieutenant (NAVY)	LEUT
Lieutenant Colonel	LTCOL
Lieutenant Commander	LCDR
Lieutenant General	LTGEN
Lieutenant Governor	LTGOV
Lord	LORD
Madam	MADAM
Madame	MADAME

(continued)

TABLE A1 (*continued*)

Name title	Abbreviation
Major	MAJ
Major General	MAJGEN
Manager	MGR
Master	MSTR
Mayor	MAYOR
Mayoress	MAYORESS
Midshipman	MIDN
Miss	MISS
Mister	MR
Monsignor	MON
Most Reverend	MOST REV
Mother	MTHR
Mrs.	MRS
Ms	MS
Nurse	NURSE
Officer Cadet	OCDT
Pastor	PASTOR
Petty Officer	PO
Pilot Officer	PLTOFF
Private	PTE
Professor	PROF
Rabbi	RABBI
Rear Admiral	RADM
Rector	RECTOR
Regimental Sergeant Major	RSM
Regimental Sergeant Major of the Army	RSM-A
Reverend	REV
Right Honourable	RTHON
Right Reverend	RT REV
Seaman	SMN
Second Lieutenant	2LT
Senator	SEN
Senior	SNR
Sergeant	SGT
Sir	SIR
Sister	SR
Sister Superior	SISTER SUP
Squadron Leader	SQNLDR
Staff Cadet	SCDT

(continued)

TABLE   A1 (*continued*)

Name title	Abbreviation
Staff Sergeant	SSGT
Station Master	SM
Sub lieutenant	SBLT
Superintendent	SUPT
Swami	SWAMI
Vice Admiral	VADM
Vice Commander	VCE CMNDR
Viscount	VISCOUNT
Warrant Officer (AIR FORCE)	WOFF
Warrant Officer (NAVY)	WO
Warrant Officer Class 1	WO1
Warrant Officer Class 2	WO2
Warrant Officer of the Air Force	WOFF-AF
Warrant Officer of the Navy	WO-N
Wing Commander	WCDR

TABLE   A2

NAME SUFFIX ABBREVIATIONS

Name suffix	Abbreviation
Bravery Medal	BM
British Empire Medal	BEM
Commissioner of Declarations	COMDC
Companion of Honour	CH
Companion of the Order of Australia	AC
Cross of Valour	CV
Distinguished Flying Medal	DFM
Distinguished Service Cross	DSC
Distinguished Service Medal	DSM
Esquire	ESQ
George Cross	GC
Junior	JNR
Justice of the Peace	JP
Knight Bachelor	KB
Knight/Dame Commander of the Order of Saint Michael and Saint George	KCMG/DCMG
Knight/Dame Commander of the Order of the Bath	KCB/DCB
Knight/Dame Commander of the Order of the British Empire	KBE/DBE

(continued))

TABLE   A2   *(continued)*

Name suffix	Abbreviation
Knight/Dame Commander of the Royal Victorian Order	KCVO/DCVO
Knight/Dame of the Order of Australia	AK/AD
Knight of the Garter	KG
Knight of the Thistle	KT
Medal of the Order of Australia—Order of St John	OAM
Member of Parliament	MP
Member of the House of Assembly	MHA
Member of the House of Representatives	MHR
Member of the Legislative Assembly	MLA
Member of the Legislative Council	MLC
Member of the Order of Australia	AM
Member of the Order of the British Empire	MBE
Military Cross	MC
Officer Commanding	OC
Officer of the Order of Australia	AO
Officer of the Order of the British Empire	OBE
Order of Merit	OM
Queens Counsel	QC
Senior	SNR
Star of Courage	SC
Victoria Cross	VC

NOTES:

1   No attempt has been made to list tertiary qualifications as these often vary according to the institution.

2   Roman numerals should be used as abbreviation for ordinal numbers in suffixes representing a position in a series. E.g. Edward Phillip Wallace IV (Fourth).

APPENDIX B

ORGANIZATION TYPE CODES

(Informative)

For a complete listing please see: Australian and New Zealand Standard Industrial Classification. (ANZSIC) ABS Catalogue No. 1292.0. Section: Division, Subdivision, Group Title, and Classifications.

Description	Code
Australian Government Department	21
Australian Government Legislature, Courts etc.	22
Australian Government Marketing Boards	24
Australian Government Municipal Authority in Territories	23
Australian Government Other (including Government owned companies)	26
Australian Government Statutory Authority	25
Charitable institution	12
Cooperative Society	11
Diplomatic or Trade Missions	41
Family partnership	07
Limited	02
Local Government Authority	34
No liability	04
Other (Private)	20
Other Foreign Government	42
Other partnership	08
Other registered company	05
Proprietary	01
Proprietary limited	03
Social and sporting clubs	15
Sole Proprietor	06
State Government Department	31
State Government Legislature Courts etc.	32
State Government Marketing Boards	33
State Government Other (including Government-owned companies)	36
Trade Unions and Other Organizations	16
Trust	09
Trustee	10
Proprietary	01
Limited	02
Proprietary Limited	03
No Liability	04

(continued)

Description	Code
Other Registered Company	05
Sole Proprietor	06
Family Partnership	07
Other Partnership	08
Trust	09
Trustee	10
Cooperative Society	11
Charitable Institution	12
Social and Sporting Clubs	15
Trade Unions and Other Organizations	16
Other (Private)	20
Australian Government Department	21
Australian Government Legislature, Courts etc.	22
Australian Government Municipal Authority in Territories	23
Australian Government Marketing Boards	24
Australian Government Statutory Authority	25
Australian Government Other (including Government owned companies)	26
State Government Department	31
State Government Legislature Courts etc.	32
State Government Marketing Boards	33
Local Government Authority	34
State Government Other (including Government-owned companies)	36
Diplomatic or Trade Missions	41
Other Foreign Government	42

APPENDIX C

ADDRESSING ABBREVIATIONS

(Normative)

TABLE C1

UNIT TYPE AND NUMBER ABBREVIATIONS

Sub-dwelling unit Type	Abbreviation
Antenna	ANT
Apartment	APT
Automated Teller Machine	ATM
Barbecue	BBQ
Boatshed	BTSD
Building	BLDG
Bungalow	BNGW
Cage	CAGE
Carpark	CARP
Carspace	CARS
Club	CLUB
Coolroom	COOL
Cottage	CTGE
Duplex	DUPL
Factory	FCTY
Flat	FLAT
Garage	GRGE
Hall	HALL
House	HSE
Kiosk	KSK
Lease	LSE
Lobby	LBBY
Loft	LOFT
Lot	LOT
Maisonette	MSNT
Marine Berth	MBTH
Office	OFFC
Reserve	RESV
Room	ROOM
Shed	SHED
Shop	SHOP
Showroom	SHRM
Sign	SIGN
Site	SITE
Stall	STLL

(continued)

TABLE   C1 (*continued*)

Sub-dwelling unit Type	Abbreviation
Store	STOR
Strata unit	STR
Studio	STU
Studio Apartment	
Substation	SUBS
Suite	SE
Tenancy	TNCY
Tower	TWR
Townhouse	TNHS
Unit	UNIT
Vault	VLT
Villa	VLLA
Ward	WARD
Warehouse	WHSE
Workshop	WKSH

TABLE   C2

LEVEL TYPE AND NUMBER ABBREVIATIONS

Level Type	Abbreviation
Basement	B
Floor	FL
Ground	G
Level	L
Lower Ground Floor	LG
Lower Level	
Mezzanine	M
Observation Deck	OD
Parking	P
Penthouse	PTHS
Platform	PLF
Podium	PDM
Rooftop	RT
Sub-Basement	SB
Upper Ground Floor	UG

NOTES:

1   In Australia, generally:

    (a)   The 'Ground' floor of a building is that on or nearest ground level.

    (b)   The 'First' floor is the first floor immediately above the ground floor.

    (c)   Higher floors are then numbered consecutively in each case (2, 3, 4, etc.).

    (d)   A mezzanine is an intermediate floor, usually of lesser floor area and between main floors of a building.

    (e)   The uppermost level of a building may sometimes be referred to as the 'Penthouse', 'Roof'/'Rooftop' or 'Observation Deck'.

    (f)   Where a building has entrances on two different floors, such as those built into a hill, the lower floor is known as 'Lower Ground' floor and higher may be referred to either as the 'Ground' floor or 'Upper-Ground' floor.

    (g)   The floor immediately below the ground floor/s is the 'Basement'. There may be instances where it is referred to as 'Lower Level' (a non-preferred term). The next level down is sometimes referred to as 'Sub-Basement' (SB).

2   Below ground levels are numbered consecutively downwards as B1 (P1), B2, B3, etc.

APPENDIX D

ROAD ABBREVIATIONS

(Normative)

TABLE D1

ROAD ABBREVIATIONS

Road Type	Abbreviation
ACCESS	ACCS
ACCESS	ACCS
ALLEY	ALLY
ALLEYWAY	ALWY
AMBLE	AMBL
APPROACH	APP
ARCADE	ARC
ARTERIAL	ARTL
ARTERY	ARTY
AVENUE	AV
BANAN	BA
BEND	BEND
BOARDWALK	BWLK
BOULEVARD	BVD
BRACE	BR
BRAE	BRAE
BREAK	BRK
BROW	BROW
BYPASS	BYPA
BYWAY	BYWY
CAUSEWAY	CSWY
CENTRE	CTR
CHASE	CH
CIRCLE	CIR
CIRCUIT	CCT
CIRCUS	CRCS
CLOSE	CL
CONCOURSE	CON
COPSE	CPS
CORNER	CNR
COURT	CT
COURTYARD	CTYD
COVE	COVE

(continued)

TABLE   D1 (*continued*)

Road Type	Abbreviation
CRESCENT	CR
CREST	CRST
CROSS	CRSS
CUL-DE-SAC	CSAC
CUTTING	CUTT
DALE	DALE
DIP	DIP
DRIVE	DR
DRIVEWAY	DVWY
EDGE	EDGE
ELBOW	ELB
END	END
ENTRANCE	ENT
ESPLANADE	ESP
EXPRESSWAY	EXP
FAIRWAY	FAWY
FOLLOW	FOLW
FOOTWAY	FTWY
FORMATION	FORM
FREEWAY	FWY
FRONTAGE	FRTG
GAP	GAP
GARDENS	GDNS
GATE	GTE
GLADE	GLDE
GLEN	GLEN
GRANGE	GRA
GREEN	GRN
GROVE	GR
HEIGHTS	HTS
HIGHROAD	HIRD
HIGHWAY	HWY
HILL	HILL
INTERCHANGE	INTG
JUNCTION	JNC
KEY	KEY
LANE	LANE
LANEWAY	LNWY
LINE	LINE

TABLE D1 (*continued*)

Road Type	Abbreviation
LINK	LINK
LOOKOUT	LKT
LOOP	LOOP
MALL	MALL
MEANDER	MNDR
MEWS	MEWS
MOTORWAY	MTWY
NOOK	NOOK
OUTLOOK	OTLK
PARADE	PDE
PARKWAY	PWY
PASS	PASS
PASSAGE	PSGE
PATH	PATH
PATHWAY	PWAY
PIAZZA	PIAZ
PLACE	PL
PLAZA	PLZA
POCKET	PKT
POINT	PNT
PORT	PORT
PROMENADE	PROM
QUADRANT	QDRT
QUAYS	QYS
RAMBLE	RMBL
REST	REST
RETREAT	RTT
RIDGE	RDGE
RISE	RISE
ROAD	RD
ROTARY	RTY
ROUTE	RTE
ROW	ROW
RUE	RUE
SERVICEWAY	SVWY
SHUNT	SHUN
SPUR	SPUR
SQUARE	SQ
STREET	ST

(continued)

TABLE   D1 (*continued*)

Road Type	Abbreviation
SUBWAY	SBWY
TARN	TARN
TERRACE	TCE
THOROUGHFARE	THFR
TOLLWAY	TLWY
TOP	TOP
TOR	TOR
TRACK	TRK
TRAIL	TRL
TURN	TURN
UNDERPASS	UPAS
VALE	VALE
VIADUCT	VIAD
VIEW	VIEW
VISTA	VSTA
WALK	WALK
WALKWAY	WKWY
WAY	WAY
WHARF	WHRF
WYND	WYND

TABLE   D2

ROAD SUFFIX ABBREVIATIONS

Road suffix	Abbreviation
CENTRAL	CN
EAST	E
EXTENSION	EX
LOWER	LR
NORTH	N
NORTH EAST	NE
NORTH WEST	NW
SOUTH	S
SOUTH EAST	SE
SOUTH WEST	SW
UPPER	UP
WEST	W

TABLE   D3

POSTAL DELIVERY TYPE ABBREVIATIONS

Postal delivery type	Abbreviation
Care-of Post Office (also known as Poste Restante)	CARE PO
Community Mail Agent	CMA
Community Mail Bag	CMB
General Post Office Box	GPO BOX
Locked Mail Bag Service	LOCKED BAG
Mail Service	MS
Post Office Box	PO BOX
Poste Restante (also known as Care-of Post Office)	CARE PO
Private Mail Bag Service	PRIVATE BAG
Roadside Delivery	RSD
Roadside Mail Box/Bag	RMB
Roadside Mail Service	RMS

TABLE   D4

STATE/TERRITORY ABBREVIATIONS*

State/Territory	Abbreviation
Australian Antarctic Territory	AAT
Australian Capital Territory	ACT
New South Wales	NSW
Northern Territory	NT
Queensland	QLD
South Australia	SA
Tasmania	TAS
Victoria	VIC
Western Australia	WA

* Source: Australia Post Address Presentation Standard.

APPENDIX E

AUSTRALIA POST ADDRESS PRESENTATION STANDARD*

(Informative)

E1   ADDRESSEE REFERENCE NUMBER/TYPE

This is typically a customer reference that appears in the address area on mail items

Requirement:

As this information is not considered part of an address its use is optional.

Definition:

An organization or company may allocate a reference number to identify a particular addressee or subject matter. This information is usually depicted in alpha or numeric format, or a mixture of both.

Position within Address:

This data does not form part of address information, however, if a reference number is required to appear with address data it should be located as the first item on the top line, and must be left justified.

E2   ADDRESSEE

Requirement:

Considered an essential element of an address in reaching a specific individual.

Position within Address:

The Addressee name is located on the top line or 'Attention' line in an address. The 'Attention' line of an address is normally located above the last two lines of the address.

It may consist of (in order) Person Title, Given Name, Family Name and Orders, Decorations and Distinctions.

E3   JOB/FUNCTION TITLE

Requirement:

Considered an optional element of an address, when used with addressee's name. If no name is used in address, this element is deemed as essential.

Position within Address:

The Job Function Title is positioned on a separate line, generally located on the top line or 'Attention' line in an address. However, where the addressee's name is also used, it should be located on the line below the addressee's name.

E4   ORGANIZATION NAME

Requirement:

Considered an essential element of an address, in circumstances where mail is addressed to a company.

Position within Address:

The Organization Name is positioned on a separate line, located on the top line of an address. It also can be positioned under the addressees name or Job Function Title.

E5   COMPLEX ADDRESS DETAILS

Requirement:

Considered an optional element of an address, however in certain circumstances may be considered an essential requirement, if other elements are missing e.g. a thoroughfare number, or thoroughfare name, etc.

Position within Address:

The Complex Address details are positioned on a separate line or lines, usually located below the Organization Name.

E6   UNIT TYPE AND NUMBER

Requirement:

If applicable, this is an essential element of an address.

Position within Address:

Where possible the Building/Complex Sub Unit should be located on the same line as the Street Name, positioned before the House/Property Number. However, if there are other address elements appearing in the same line as the Street Name, this information should be positioned on a separate line above the Street Name.

Format/Presentation:

Ideally, printed in upper case, however, upper case for the first character of a particular word and lower case for subsequent characters of each word is acceptable.

Ranged unit numbers are not to be used. Either the correct applicable unit should be used or, if unknown, the first number in the range.

Any alpha characters should be printed in upper case, with no spaces between the alpha and numerals, for example 11B

One or two spaces should be left between components with a preference for two spaces, i.e. Flat 2 (two spaces) 17 Jones St.

A 'forward slash' (/) may be used but only to separate an apartment, flat or unit number from a thoroughfare number and not for other unit types.

Single letter abbreviations for unit types should not be used.

E7   LEVEL TYPE AND NUMBER

Requirement:

If applicable, this is considered an essential element of an address.

Position within Address:

The floor/level is generally to be positioned as the first item, located on the same line as the house/property number and street name. However, it can be placed on a separate address line, above the line containing the house/property number and street name, if necessary.

Format/Presentation:

Ideally, printed in upper case, however, upper case for the first character and lower case for subsequent characters of each word, is acceptable. One or two spaces should be left between components, with a preference for two, i.e. Level 7 (two spaces) 17 Jones St.

Ranged level numbers are not to be used. Either the correct applicable floor should be used or, if unknown, the first number in the range.

Any alpha characters should be printed in upper case, with no spaces between the alpha and numerals, for example 11B

A 'forward slash' (/) should not be used to separate a floor or level number from a thoroughfare number.

Single letter abbreviations for level types should not be used.

E8   ROAD NUMBER OR LOT NUMBER

Requirement:

This is an essential element of an address. If formal street numbers have not been allocated the lot number becomes an essential element of an address.

Position within Address:

The road or lot number is positioned before the road name and type, located in the same line containing the road name.

Format/Presentation:

Generally, only one road number is used. However, if the house/property number includes a number range, the range of applicable numbers should be included, separated by a hyphen (-), with no spaces between numerals, i.e. 17-19.

If a lot number is used LOT should ideally be printed in upper case, however upper case for the first character and lower case for subsequent characters, is acceptable, for example LOT 10, Lot 10.

Ranged number cannot be used for Lots.

Any alpha characters should be printed in upper case, with no spaces between the alpha and numerals, for example 11B.

E9   ROAD NAME AND TYPE

Requirement:

This is an essential element of an address unless a postal delivery type is used.

Position within address:

The road name and type is located on the second last line of the address, together with the road number (or if applicable level and/or unit number and type).

Format/Presentation:

Ideally this information should be printed in upper case, however, upper case for the first character of a particular word and lower case for subsequent characters, is acceptable.

The street name should be spelt out in full, with the exception of some prefixes which are usually based on common acceptance, for example; St. Kilda Rd and McKillop St.

In certain circumstances street names maybe suffixed, in which case the suffix should be depicted in full (i.e. Browns Rd West rather than Browns Rd W).

The road type should be abbreviated in accordance with Table C1.

E10   POSTAL DELIVERY TYPE

Requirement:

If this element is applicable, it is an essential component of an address.

Position within address:

Located on the second last line of an address.

Format/presentation:

Ideally the alpha characters should be printed in upper case, however upper case for the first character of a particular word and lower case for subsequent characters of each word, is acceptable. No punctuation should be used in this line.

The postal delivery type should be as per Table D4.

E11   LOCALITY NAME

Requirement:

Considered an essential element of an address.

Position within address:

The placename is the first item located in the last line of the address, together with the State abbreviation and postcode.

Format/presentation:

This information must be printed in upper case, with no punctuation. Generally, the placename is not to be abbreviated, however certain elements of the placename may be abbreviated based on common acceptance, i.e. MT for Mount and ST for Saint.

E12   STATE/TERRITORY

Requirement:

Considered an essential element of an address

Position within address:

The State or Territory abbreviation is located in the last line of the address, one or two spaces after the suburb/place/locality. Two spaces are preferred.

Format/Presentation:

Must be printed in upper case, with no punctuation.

The State or Territory must always appear in approved abbreviated form, ref AS 4590.

E13 POSTCODE

Requirement:

Considered an essential element of an address

Position within address:

The postcode is located in the last line of the address, one or two spaces after the State or Territory abbreviation, with no punctuation. Two spaces are preferred. The postcode must be the last item in a domestic address.

> NOTE: For hand addressed mail items the Postcode should appear within the printed orange boxes on the mail item where these are pre-printed on the envelope material.

E14 OVERSEAS DESTINATIONS

For overseas destinations the address should follow the format required by that country for delivery of items. The last line should contain the country name.

Format/presentation:

The country name must be printed in upper case, with no punctuation.

> NOTE: For Australian Island Territories (e.g. Norfolk Island, Christmas Island) this is to be addressed as a domestic item, with the Island name appearing as the Locality name, followed by the State and Postcode information as detailed by the Postcode Book or the Australia Post website.

E15 ADDRESS PRINTING, BARCODING, ENVELOPE LAYOUTS ETC

Refer to the Australia Post web site for details. [auspost.com.au]

> NOTE: When using window panel envelopes, limiting the printing to 40 characters per line using Helvetica or Arial font at 10 point will help to ensure all address information remains visible through the window panel. Address formatting should take this limitation into account.
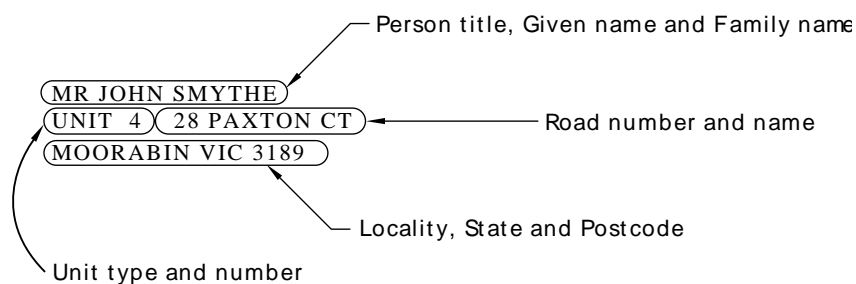
E16 EXAMPLES

FIGURE E1   STANDARD ADDRESS WITH UNIT NUMBER
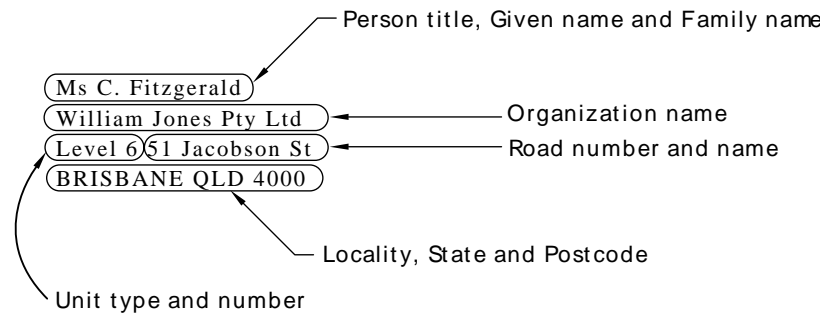
Person title, Given name and Family name

Ms C. Fitzgerald

William Jones Pty Ltd ← Organization name

Level 6 51 Jacobson St ← Road number and name

BRISBANE QLD 4000

Locality, State and Postcode

Unit type and number

FIGURE E2   BUSINESS ADDRESS WITH LEVEL INFORMATION

Addressee reference number

Person title, given name,
family name and order,
decoration or distinction

1234567890

MR C.R. MACDONALD AO

MANAGER ← Job title

ORBIT TRAVEL CO ← Organisation name

TRAVEL WORLD HOUSE ← Complex address

SUITE 3 ← Sub unit (1) *

LEVEL 7 17 JONES ST * Note: separate line since other
elements on same line as road

NORTH SYDNEY NSW 2060

Road number
& name

Sub unit (2)

Locality, state and postcode

FIGURE E3   COMPLEX BUSINESS ADDRESS WITH SUITE AND LEVEL INFORMATION

Person title, given name, family name

MS H. WILLIAMS

FINANCE AND ACCOUNTING ← Function title

AUSTRALIA POST ← Organization name

219-241 CLEVELAND ST

STRAWBERRY HILLS NSW 1427

Ranged road number and road name

Locality, state and postcode
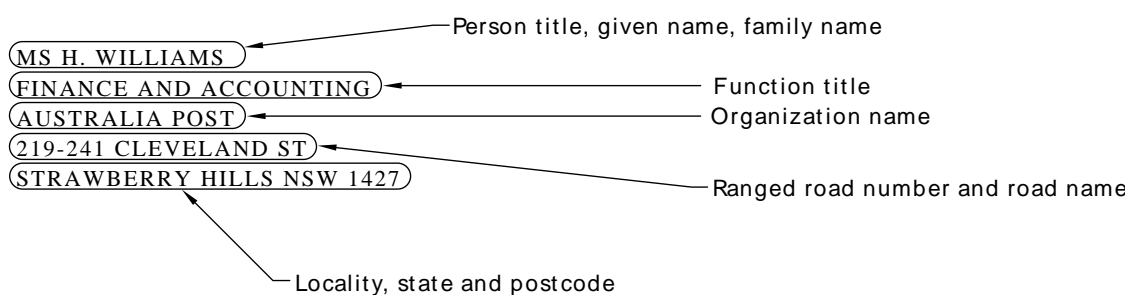
FIGURE E4   BUSINESS ADDRESS WITH POSITION TITLE

(MS J. WHEELER) ◄————————— Person title, given name
                             and Family name
(ACME FINANCE CO) ◄————————— Organization name
(PO BOX 312) ◄—————————————— Postal delivery type
                             and number
(PARRAMATTA BC NSW 2150)
        └——————————————————— Locality, state and postcode
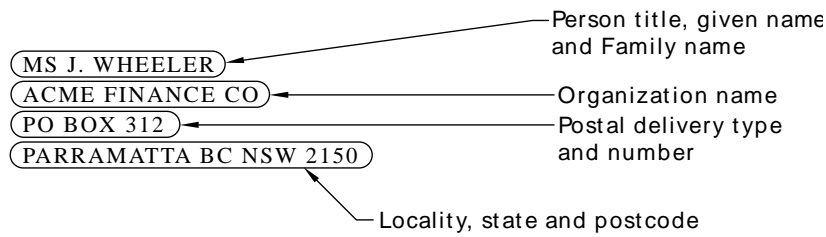
FIGURE E5   BUSINESS ADDRESS WITH PO BOX

                    ┌———————— Job Title
(Manager)
(Just Food) ◄——————————————— Organization name
(Southland Shopping Centre) ◄————— Complex Address
(Shop 705)(1239 Caldwell Hwy) ◄—— Road number and name
(LAUNCESTON TAS 7250)
        └——————————————————— Locality State and Postcode

└—————— Unit type and number
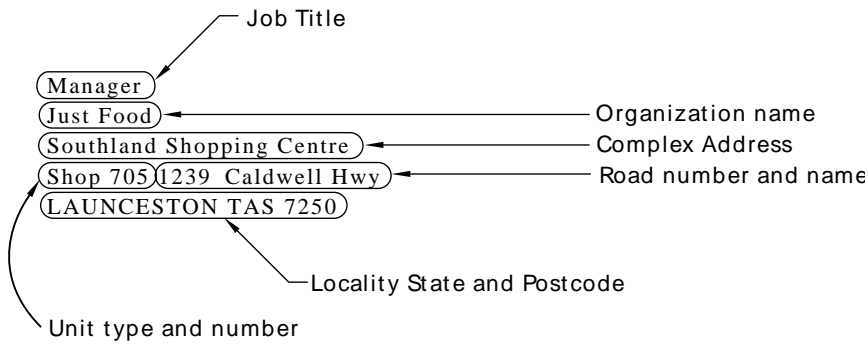
FIGURE E6   BUSINESS ADDRESS WITHIN SHOPPING CENTRE

APPENDIX F

ELECTRONIC CONTACT DETAILS—USAGE CODES/TELEPHONE
NUMBER/AREA CODE

(Informative)

F1   ELECTRONIC CONTACT DETAILS—TELEPHONE NUMBER

The Australian Communications Media Authority (ACMA) is responsible for administering
the Telecommunications numbering Plan.

The plan can be accessed via the Commonwealth of Australia Law web site:
www.comlaw.gov.au

F2   ELECTRONIC CONTACT DETAILS—TELEPHONE—COUNTRY CODE

The International Telecommunications Union maintains a list of ITU-T Recommendation
E.164 assigned country codes. These can be accessed via the ITU home page:
http://www.itu.int/itu-t/bulletin/annex.html .

F3   ELECTRONIC CONTACT DETAILS—TELEPHONE—AREA CODE

The Australian Communications Media Authority (ACMA) is responsible for administering
the Telecommunications Numbering Plan.

Code	Description
02	New South Wales
02	Australian Capital Territory
03	Victoria
03	Tasmania
07	Queensland
08	Western Australia, including Christmas Island and Cocos (Keeling) Islands
08	South Australia
08	Northern Territory

APPENDIX   G

PRIVACY PRINCIPLES

(Informative)

The Privacy Act 1988 (Commonwealth) is the principal piece of legislation providing protection of personal information in the federal public sector and in the private sector. The Privacy Act provides eleven Information Privacy Principles (IPPs) for the federal public sector and ten National Privacy Principles (NPPs) for private sector organisations. 'Organization' is defined broadly to include a body corporate, an unincorporated association, a partnership, a trust or an individual.

http://www.privacy.gov.au./

APPENDIX H

NAMING SYSTEMS OF ETHNIC GROUPS

(Informative)

The example below is taken from the Centrelink publication 'Naming Systems of Ethnic Groups'. Please see the publication for examples in other languages. Recommended for data interchange.

TABLE H1

NAMING SYSTEMS OF ETHNIC GROUPS*

THAI			
Spoken in Thailand			
Examples:			
Order	**Given name**	**Family name**	
Name 1	Somsak	Wongwat	Husband
Pronunciation	Som/sak	Wong/wat	
Name 2	Somsri	Wongwat	Wife
Pronunciation	Som/sri	Wong/wat	
Women	In Thailand married women have to take their husband's family name. However, it is common practice to address a married woman by her given name, e.g. Mrs (or Khun) Somsri.		
Children	Always take their father's family name and one given name.		
Titles	All adults are addressed as 'Khun' which is applicable for Mr, Mrs and Miss.		
Pronunciation	Generally, as it is written.		

* Extract from - Naming Systems of Ethnic Groups—A Guide (a publication of Centrelink, Multicultural Services, Commonwealth of Australia 2000)

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