Co-payment data file specifications

General requirements

- The file must be in standard '.csv' format.

  – There are several types of .csv file format (including MS-DOS, Macintosh and UTF-8 .csv). These types of .csv formats will **not** be accepted.

  – If you are converting a file from .xls to .csv, be careful that datetime and GPS data are not affected by the conversion.

- The file name cannot be more than 50 characters in length.

- Files will not be accepted with extra or missing columns.

- Columns can be in any order.

- Column names/headers must **exactly** match the specifications shown below. All column headers must be included.

- Location information for pick up and drop off locations must include:

  – all address fields (street number and name, suburb, and postcode); **and/or**

  – all GPS fields.

- If providing GPS location details, ensure that all coordinates are recorded to at least three decimal places. Note that some programs may automatically shorten a number ending in '0', making the coordinate too short.

- Each file must include all journeys which started in the relevant submission period.

  – For example, when submitting a co-payment data file for the month of March, a journey commencing at 11.32 pm on 31 March (corresponding to the 'PICK UP DATETIME' field) and ending at 00.30 am on the 1 April (corresponding to the 'DROP OFF DATETIME' field) must be included in the submission for March and **NOT** for April.

- Times captured in the 'DROP OFF DATETIME' field must occur later than those in the 'PICK UP DATETIME' field. These times cannot be the same.

- Times captured in the 'BOOKING DATETIME' field must be equal to or earlier than those in the 'PICK UP DATETIME' field.

Specific requirements

Column	Column Name	Data Type	Definition	Length Limitations	Example
1	JOURNEY ID	Variable Character	Unique ID assigned to each journey. Can be any type of character.	50 maximum	ABC10001
2	BOOKING DATETIME	Datetime	Date and time the hirer contacted the booking service to request the transport journey. Must be in DD/MM/YYYY HH:MM format (24-hour clock). Can include seconds also but this is not mandatory.		07/01/2021 13:00
3	REQUESTED DATETIME	Datetime	Optional. Can be left blank. Date and time the passenger requested to be picked up. Must be in DD/MM/YYYY HH:MM format (24-hour clock). Can include seconds also but this is not mandatory. Where a service is requested ASAP or next available, please populate with the same date/time as Column 2.		07/01/2021 13:00
4	PTD AUTH NUMBER	Number	Passenger transport driver authorisation number of the driver. Numbers only.		70000
5	PTV PLATE	Variable Character	Registration plate number of the vehicle that was used to provide the passenger transport service. Without any spaces or abbreviations.	12 maximum	1ABC243
6	PICK UP DATETIME	Datetime	Date and time the journey commenced. Must be in DD/MM/YYYY HH:MM format (24-hour clock). Can include seconds also but this is not mandatory.		08/01/2021 13:15
7	PICK UP STREET	Variable Character	Number and name of street on which the journey commenced. Optional if latitude/longitude provided instead.	200 maximum	20 Brown Street
8	PICK UP SUBURB	Variable Character	Suburb name in which the journey commenced. Optional if latitude/longitude provided instead.	100 maximum	East Perth
9	PICK UP POSTCODE	Number	Postcode in which the journey commenced. Optional if latitude/longitude provided instead.	4 maximum	6004

Column	Column Name	Data Type	Definition	Length Limitations	Example
10	PICK UP LATITUDE	Float	Latitude reading of GPS at the commencement of journey. Optional if all address fields provided instead. Values must be numeric. Minimum range value must be -40.000 and maximum range value must be -12.000. Latitudes of -40.000 or less, or -12.000 or more are not in Western Australia.	3 decimal places minimum	-31.950
11	PICK UP LONGITUDE	Float	Longitude reading of GPS at the commencement of journey. Optional if all address fields provided instead. Values must be numeric. Minimum range value must be 108.000 and maximum range valued must be 155.000. Values less than 108.000 or more than 155.000 are not located in Australia.	3 decimal places minimum	115.878
12	DROP OFF DATETIME	Datetime	Date and time the journey ended. Must be in DD/MM/YYYY HH:MM format (24-hour clock). Can include seconds also, but this is not mandatory.		10/01/2021 13:25
13	DROP OFF STREET	Variable Character	Number and name of the street on which the journey ended. Optional if latitude/longitude provided instead.	200 maximum	140 William Street
14	DROP OFF SUBURB	Variable Character	Suburb name in which the journey ended. Optional if latitude/longitude provided instead.	100 maximum	Perth
15	DROP OFF POSTCODE	Number	Postcode in which the journey ended. Optional if latitude/longitude provided instead.	4 maximum	6000
16	DROP OFF LATITUDE	Float	Latitude reading of GPS at the end of journey. Optional if all address fields provided instead. Values must be numeric. Minimum range value must be -40.000 and maximum range value must be -12.000. Latitudes of -40.000 or less, or -12.000 or more are not in Western Australia.	3 decimal places minimum	-31.952

Column	Column Name	Data Type	Definition	Length Limitations	Example
17	DROP OFF LONGITUDE	Float	Longitude reading of GPS at end of journey. Optional if all address fields provided instead. Values must be numeric. Minimum range value must be 108.000 and maximum range valued must be 155.000. Values less than 108.000 or more than 155.000 are not located in Australia.	3 decimal places minimum	115.858
18	NUMBER OF PASSENGERS IN WHEELCHAIRS	Number	The number of passengers on this journey carried while seated in a wheelchair (if any). Can be left blank or populated with '0' if no passengers were transported while seated in a wheelchair.	2 maximum	0