

Attachment 2 - Community Transport Performance Report Template	
Organisation Name:	
Service Outlet Name:	
Service Outlet ID:	
Reporting Month:	

How to generate a Statistical Linkage Key (SLK)

The SLK is generated using the following method:

1. Combine the 2nd, 3rd and 5th letters of the person's Last Name/Surname with the 2nd and 3rd letters of the person's First given name.
2. Non-alphabetic characters such as hyphens (e.g. Lee-Archer), apostrophes (e.g. O'Mara) or blank spaces (e.g. Eu Jin) should be ignored when counting the position of each character
3. If a person's Last Name/Surname is less than 5 letters and/or the First given name is less than 3 letters, a number '2' should be used to substitute any missing characters.
4. If a person's Last Name/Surname and/or the First given name is missing altogether, substitute '2' for each of the missing characters.
5. Add the person's Date of Birth in ddmmyyyy format.
6. Add the person's gender as '1' for Male, '2' for Female, '3' for Intersex/Indeterminate, or '99' for Not stated or inadequately described.