

To update facilities via spreadsheet on the National Public Toilet Map

Included with your verification email is a csv file of all the toilets that are currently listed under your agency on the National Public Toilet Map.

Each row holds all the information about a facility. You can update your current facilities by updating cells in the spreadsheet and sending it back to us at helpline@toiletmap.gov.au

Explanation of each field

There are 40 total fields of information in a facility. An explanation of each of them is available below.

How to add new facilities

You do not need to fill in every field in a row to add a facility to the Toilet Map. The minimum fields to add a facility are:

- Address – Address 1, Town, State
- Name
- Male, Female, Unisex, AllGender - at least one of

Do add as much information as possible – especially the opening hours.

The default search on the Toilet Map website is for facilities that are ‘Open now’ – if we do not have opening hours for a facility, it will never be returned in most searches.

Things you cannot update via spreadsheet

There are only two things you cannot update via spreadsheet:

- Opening hours if they are on a schedule
- Photos

If you would like to add these things they need to be added via the editor on the website. You should have a login to the site using the email address this verification email was sent to. Login to see a list of facilities provided by your agency. Here you can edit single facilities as you see fit.

[Download the website verification doco](#) for more information.

When you are finished

Send your saved CSV spreadsheet back to the Help Desk at helpline@toiletmap.gov.au – they will import your changes and be in touch to let you know if there are any issues and/or when it is complete.

Other information

- Agency details are displayed with each facility you provide - if you need to update your agency details (name, email address, phone number) contact the Help Desk
- Verification requests are sent annually and will be sent to every user in the system that has access to your agency – to add users or find out who has access, contact the Help Desk
- All of the data from all providers is published at the beginning of each month on data.gov.au.

Contact

The Help Desk is available 9am-5pm AEST

Email: helpline@toiletmap.gov.au

Phone: 1800 990 646

National Public Toilet Map Fields - Explanatory Notes

Field	Explanation	Notes
FacilityID	A unique facility ID - cannot be changed. The system will assign one for a new entry	
YourID	Not a published field, for providers to use as they see fit	400 max characters
URL	The direct Toilet Map website url to a facility	
Name	The title of the facility	200 max characters
FacilityType	See list below	
Address1		Required
Town		Required
State		Required
AddressNote	Free text field for a note about where to locate the facility	300 max characters
Latitude		Required
Longitude		Required
Parking	Select if parking is available	Must be TRUE or FALSE
ParkingAccessible	Select if accessible parking is available	Must be TRUE or FALSE
ParkingNote	Free text field for a note about the parking	300 max characters
KeyRequired	Select if a key is required to access the facility	Must be TRUE or FALSE
MLAK24	Select if an MLAK key is required to access the facility 24 hours a day	Must be TRUE or FALSE
MLAKAfterHours	Select if an MLAK key can be used after scheduled hours	Must be TRUE or FALSE
PaymentRequired	Select if payment is required to access the facility	Must be TRUE or FALSE
AccessNote	Free text field for a note about accessing the facility	300 max characters
AdultChange	Select if an adult change table is available	Must be TRUE or FALSE
ChangingPlaces	Select if the adult change is an accredited Changing Places [^] facility	Must be TRUE or FALSE
BYOSling	Select if required to BYO a sling to use adult change table	Must be TRUE or FALSE
ACShower	Select if a shower is available in the adult change facility	Must be TRUE or FALSE
ACMLAK	Currently not used - Reserved for future expansion	Must be TRUE or FALSE
AdultChangeNote	Free text field for a note about the adult change facility	300 max characters
BabyChange	Select if baby change facilities are available	Must be TRUE or FALSE
BabyCareRoom	Select if the baby change is an Australian Breastfeeding Association [~] accredited facility	Must be TRUE or FALSE
BabyChangeNote	Free text field for a note about the baby change facility	300 max characters
DumpPoint	Select if the facility is or has a dump point	Must be TRUE or FALSE
DPWashout	Select if the dump point facility has chemical toilet wash out water	Must be TRUE or FALSE
DPAfterHours	Select if the dump point facility is accessible after hours	Must be TRUE or FALSE
DumpPointNote	Free text field for a note about the dump point facility	300 max characters
OpeningHours	See list below	
OpeningHoursNote	Free text for a note about the opening hours	300 max characters
Male	Select if the facility has a separate male facility	Must be TRUE or FALSE
Female	Select if the facility has a separate female facility	Must be TRUE or FALSE
Unisex	Select if the facility is a unisex facility	Must be TRUE or FALSE
AllGender	Select if the facility is an all gender facility	Must be TRUE or FALSE
Ambulant	Select if the facility has ambulant features	Must be TRUE or FALSE
Accessible	Select if the facility has an accessible toilet	Must be TRUE or FALSE
LHTransfer	Select if the facility has left hand transfer features	Must be TRUE or FALSE
RHTransfer	Select if the facility has right hand transfer features	Must be TRUE or FALSE
ToiletNote	Free text field for a general note about the facility	300 max characters
SharpsDisposal	Select if the facility has a sharps disposal unit	Must be TRUE or FALSE
DrinkingWater	Select if the facility has drinking water available	Must be TRUE or FALSE
SanitaryDisposal	Select if the the facility has a womens sanitary disposal unit	Must be TRUE or FALSE
MensPadDisposal	Select if the facility has a mens pads disposal unit (bins4blokes)	Must be TRUE or FALSE
Shower	Select if the facility has a shower available	Must be TRUE or FALSE

Facility type must be one of:
Airport
Beach
Bus station
Camping ground
Car park
Caravan park
Cemetery
Community building
Food outlet
Jetty
Park or reserve
Rest area
Service station
Shopping centre
Sporting facility
Swimming pool
Train station
Other

Opening hours
 The Toilet Map uses the opening hours to return facilities that are open when the user is searching

If we do not have the opening hours, the facility may not be displayed
 OPEN: Venue hours and OPEN: Variable hours do not get returned in a default search

Opening hours must be one of:
OPEN: 24 hours
OPEN: Daylight hours
OPEN: Venue hours
OPEN: Variable hours
Currently closed

If your facility is open on a schedule (e.g 9am-5pm) you will need to add this information in the editor on the Toilet Map website.

<p>^Changing Places are toilets that include an adult change table that have been accredited by the Changing Places Assessors.</p>	<p>Visit the Changing Places website for more information https://changingplaces.org.au</p>
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<p>~Baby care rooms are baby change rooms that are accredited through the Australian Breastfeeding Association</p>	<p>Visit the Australian Breastfeeding Association website for more information https://www.breastfeeding.asn.au/babycare</p>
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