

Electoral Roll User Guide



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Feedback

Your suggestions and comments regarding this documentation are highly regarded. Please send or fax any suggestions to your Infor Public Sector office – lghelpdesk@infor.com.

SOUTH AUSTRALIA

PO Box 360
Goodwood SA 5034
Tel: +61 8 8372 6111
Fax: +61 8 8372 6199

NEW SOUTH WALES

Level 3,
40 Miller Street
North Sydney, NSW 2060
Tel: +61 2 9021 7100
Fax: +61 2 9021 7298

NEW ZEALAND

Infor Public Sector NZ
93 Grafton Road
PO Box 2733
Auckland, NZ
Tel: +64 9 309 1860
Fax: +64 9 356 1860

VICTORIA

Level 8, 1 Southbank Blvd
Southbank, Vic 3006
Tel: +61 3 8608 8500
Fax: +61 3 8608 8599

QUEENSLAND

Level 13, 50 Cavill Avenue
Surfers Paradise, QLD 4217
Tel: +61 7 5635 4344

Pathway 3.09 (Thick Client Version)

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Overview

The Pathway Electoral Roll system provides the ability to load and merge State Electoral Roll names with Voter (Name) details, as extracted from the Pathway Name and Address Register where there is an appropriate relationship with a property.

The combined list of voters can then be printed or generated in such a form that details may be sent to an off-site printer to print the roll in the required format. Alternatively, the Roll may be printed in-house.

The Electoral Roll system provides the ability to extract the Voter (name) details from Pathway without merging the State Electoral Commission data, giving you the ability to check your voting data at any stage. This would be your CEO's list. A file could be produced to send the information to the State Electoral Office.

If required, a by-election for a specific ward can be run separate from the main roll (a separate cycle). Each ward could also be run individually if required. The Electoral Roll system is used to extract 'eligible' Council Voters to a file in the format specified by your State Electoral Commission.

There are some requirements which Council must meet before the Electoral Roll system can be successfully implemented at your site. These are as follows.

Property Wards

The Ward Codes used by Council **must** match those Ward Codes held by your State Electoral Commission. These could be 01, 02, 03 etc or something different. The Description of the Ward should be meaningful for that particular ward.

Duplicate Names and Addresses

An Electoral Roll generation will usually uncover duplicate, incorrect or incomplete names and addresses. Other items could also be found at this time, for example a suburb entered as a state, people created as companies and vice versa etc.

It is strongly recommended that a clean-up of Names and Addresses takes place (if this is not already occurring). The Clean-up Tools can be found at Name and Address System Housekeeping. IT Staff and/or the Names and Address Module Owner will carry out this function. INFOR can provide a Names and Address Housekeeping Guide if required.

Parameters

The following topics are covered in this section:

[System Parameter Maintenance](#)

[Vote Status Maintenance](#)

[Address Qualifier Maintenance](#)

[Denied Reason Maintenance](#)

[Reason Maintenance](#)

[Role Type Maintenance](#)

The Electoral Roll System Parameters are important as they determine which State and LGA Council Code the elections will be processed for. By defining these parameters, various functions are then activated, depending on which State is selected.

Accurate input of the data for the parameters is vital as otherwise the Electoral System will not process as expected.

Currently, the Electoral Roll module is only available for use at sites in Victoria, South Australia and Western Australia. There are several parameter options which need to be defined before any processing can take place. These parameters are different depending on which state you are in.

System Parameter Maintenance

System Parameter Maintenance Form

The System Parameter form is an easy form to set up. Simply choose your state and different options will appear on the form. For example, when you select Western Australia, extra fields are shown.

System Parameter Maintenance Form

State

Simply click on the appropriate state.

LGA Code

Enter your Council's LGA Code as provided to you by your State Electoral Commission.

Unique Identifier

Currently only used by South Australian sites. Other sites may use this option to assist during the Merge process if this flag is switched ON.

Extract Land Use

If Councils wish to include the land use for each property extracted, then this flag should be switched ON. If this information is not required, leave this flag OFF.

Extract Reasons Only

This option is only shown for Victorian Sites. If this option is switched ON, only those people with a Reason Code will be extracted.

Extract Non-Owner Ratepayers (Vic Mode) or Secondary Property Assessment (WA Mode)

Depending on which state you are in will depend on which option is displayed here.

Victorian Mode

If this option is switched ON, then those people that are Non-Owner Ratepayers will be included in the extract.

Western Australian Mode

This field determines whether or not secondary properties attached to assessments are extracted in the Extract Stage of an election.

If ticked ON, then secondary properties on rate assessments are extracted for elections.

If not ticked, then only the primary properties on the rate assessments are extracted for elections.

Residency Check Address

Select a Residency Check from the dropdown. There are 5 options:-

- Mailing and Default
- Default and Mailing

- Mailing or Default
- Mailing
- Default

If, for example you select 'Mailing and Default', this means that Mailing Addresses will be looked at first and then Default Addresses will be looked at.

Valuation Type

Choose a Valuation Type to be considered when processing Vote Assignment. To select, click on the Pop Up button and make a selection from the Pop Up form.

Owner Expiry Date (WA Mode) or Application Expiry Date (Vic Mode)

Depending on which state you are in will depend on which option is displayed here.

Western Australian Mode

This field is Mandatory and the date entered will determine if an Owner is extracted or not. Make this date as far into the future as possible, therefore constant manual updating of this date can be avoided.

Victorian Mode

Enter a date for the Application Expiry. This field is optional.

This field determines the default Expiry Date of new Reason Codes applied to Owners, Occupiers and Nominees. For example if a user applies a Reason Code to an Owner, Occupier or Nominee in Property Names Maintenance, the Application Expiry Date (entered in System Parameters) will automatically be applied to this Reason Code.

Occupier Expiry Date

This is only shown for WA sites. This field is Mandatory and the date entered will determine if an Occupier is extracted or not. Make this date as far into the future as possible, therefore constant manual updating of this date can be avoided.

Local Government Code

This is only shown for SA sites. This field allows for the selection of the Local Government Code the Council uses to identify an assessment as 'Residential' Use. This value is then used during the Vote Assignment process.

Where a Resident Occupier is NOT on the State Electoral Role, and no "Resident Application" has been lodged, (if lodged, then the Occupier will be assigned a Reason Code) and the Rates Assessments Local Government Land Use Code matches this parameter then the Occupier will be DENIED a Vote with a denied reason code of 'RESOCC'.

Vote Status Maintenance

Vote Status Maintenance Form

Council can only maintain the Description of each status, new statuses cannot be Inserted nor can existing status be Deleted.

A Vote Status is assigned to a person during the Vote Assignment process. Council can only maintain the Description of each status, new statuses cannot be Inserted nor can existing statuses be deleted.

A person may be assigned a 'Ward' vote, an 'Area' vote or 'Both' (meaning the person may vote in the Ward and the Area).

Also a person may be assigned a 'Denied' vote which means the person is not eligible for a vote.

A status of 'Extracted' is applied to a person whose information has been extracted from the Council data prior to extract.

Vote Status	Description	Active
AREA	Area	<input checked="" type="checkbox"/>
BOTH	Both	<input checked="" type="checkbox"/>
DENIED	Denied	<input checked="" type="checkbox"/>
EXTRACTED	Extracted	<input checked="" type="checkbox"/>
WARD	Ward	<input checked="" type="checkbox"/>

OK Cancel

Vote Status Maintenance Form

Vote Status

This field displays the Status of the Vote. The status shown is dependant on which stage the Election is up to. This field cannot be maintained.

Description

This field displays the Description of the Vote Status. This field can be maintained.

Vote Type Maintenance Form

A Vote Type is assigned to a person during the Extraction process. Each State has different Vote Types due to their differences in classifying Voters.

Council can only maintain the Vote Type and Description of each vote type, new vote types cannot be Inserted nor can existing vote types be Deleted.

Internal Vote Type	Vote Type	Description	Active
GRPOCC	GRPOCC	Group Occupier	<input checked="" type="checkbox"/>
GRPOWN	GRPOWN	Group Owner	<input checked="" type="checkbox"/>
OCC	OCC	Sole Occupier	<input checked="" type="checkbox"/>
OWN	OWN	Sole Owner	<input checked="" type="checkbox"/>

*Vote Type Maintenance Form***Internal Vote Type**

This field displays the Internal Vote Type of the Vote. This field cannot be maintained.

Vote Type

This field displays a brief description of the Vote Type. This field can be maintained.

Description

This field displays the full description of the Vote Type. This field can be maintained.

Address Qualifier Maintenance

Address Qualifier Maintenance Form

This parameter enables Electoral 'Qualifiers' to be linked to NAR Qualifiers.

A list of Name & Address Qualifiers is provided, showing the full street name and the abbreviation. A qualifier may have more than one (1) abbreviation eg Av and Ave.

Name & Address addresses use the abbreviation, while Property addresses use the full street name. Customers currently need both the full street name and the abbreviation from NAR to cater for their requirements/standards of addressing within Pathway.

Councils are able to insert any abbreviation that may have been used in the past or may be used in the future. This is done by simply highlighting the required qualifier, and then clicking the Insert button. A new blank line will be inserted below where your cursor is. Enter in any other known qualifiers relevant to the highlighted NAR qualifier and click OK to Accept.

Name and Address Qualifier	Abbreviation	Active	Electoral Roll Address Qualifier	Active
Alley	Al	<input checked="" type="checkbox"/>	Alley	<input checked="" type="checkbox"/>
Arcade	Arc	<input checked="" type="checkbox"/>	Arc	<input checked="" type="checkbox"/>
Avenue	Ave	<input checked="" type="checkbox"/>	Arcade	<input checked="" type="checkbox"/>
Avenue North	Ave Nth	<input checked="" type="checkbox"/>	Ave	<input checked="" type="checkbox"/>
Boulevard	Blv	<input checked="" type="checkbox"/>	Avenue	<input checked="" type="checkbox"/>
			Blv	<input checked="" type="checkbox"/>
			Boulevard	<input checked="" type="checkbox"/>

Address Qualifier Maintenance Form

Name & Address Qualifier

This field displays a list of the qualifiers available from Name & Address (NAR). This field cannot be maintained.

Abbreviation

This field displays the recognized abbreviations for each qualifier available from NAR. This field cannot be maintained.

Active

This checkbox displays a tick where the NAR Qualifier is Active. This checkbox is not ticked where the NAR Qualifier is inactive. This field cannot be maintained.

Electoral Roll Address Qualifier

This field displays a list of the qualifiers available within the Electoral Roll Module. New Qualifiers can be added by clicking the Insert button.

Active

This checkbox displays a tick where the Electoral Roll Qualifier is Active. This checkbox is not ticked where the Electoral Roll Qualifier is inactive.

Denied Reason Maintenance

Denied Reason Enquiry Form

Denied Reasons are fixed data and cannot be maintained by Council.

The reason a Voter is denied is generally controlled by the system based on certain Business Rules. The relevant reason will be displayed on the Elector Maintenance form.

Denied Reason	Description	Active
2PROPNO	More than one Property with Nominees in Ward	<input checked="" type="checkbox"/>
AREAVOTE	Area Vote already granted	<input checked="" type="checkbox"/>
DECEASED	Deceased	<input checked="" type="checkbox"/>
GRPMATCH	Group Denied - Matches another Group	<input checked="" type="checkbox"/>
GRPMEMBERS	Group Denied - All Members Denied	<input checked="" type="checkbox"/>
GRPREASON	Group Denied - Reason	<input checked="" type="checkbox"/>
GRPSTATE	Group Denied - State Roll	<input checked="" type="checkbox"/>
MANREASON	Manual Reason	<input checked="" type="checkbox"/>
NOM2PROP	Nominee for more than one Property in Ward	<input checked="" type="checkbox"/>

Close

Denied Reason Enquiry Form

Shown below are 2 tables. The first table shows the denied reasons currently available and a description. The second table shows a specific situation, the denied reason applied and the action taken.

Code	Description
2PROPNO	More than one Property with Nominees in Ward
AREAVOTE	Area Vote already Granted
DECEASED	Person is Deceased
GRPMEMBER	Group Denied – All Members denied
GRPREASON	Group Denied – Reason
GRPSTATE	Group Denied – State Roll
MANREASON	Manual Reason
NOM2PROP	Nominee for more than one Property in Ward
OCC2NOM	Occupier has more than 2 Nominees in Ward
OCC2PROP	Occupier of more than 1 Property in Ward
OCCPROP	Occupier of Property in Ward
OWN2NOM	Owner has more than 2 Nominees in Ward
OWN2PROP	Owner of more than 1 Property in Ward
OWNPROP	Owner of Property in Ward
PMANREASON	Previous Manual Reason Denied
STATEROLL	Exists on State Roll
STATEWARD	On State Roll in Ward
UNDERAGE	Person is Under Age

Situation	Denied Reason	Action
Date of Birth for Name indicates < 18	Under Age	The Vote Status will be set to 'Denied'
Status of person indicates 'deceased'	Deceased	The Vote Status will be set to 'Denied'
Owner linked to multiple Properties 2 or more records, same CNAIDTY (Name Key) with Vote Code of Owner	Owner of more than one Property in Ward	A ward vote will be granted to first Property TPK Owner, and Deny all other Owner links
Owner is also an Occupier 2 or more records, same CNAIDTY (Name Key) with a Vote Code of Owner and one or more of Occupier	Owner of Property in Ward	A Ward Vote will be granted to the Property with the Owner link, and will Deny where there is an Occupier link/s
Owner is also a Nominee 2 or more records, same CNAIDTY (Name Key) with a Vote Code of Owner and one or more of Nominee	Owner of Property in Ward	A Ward Vote will be granted to the Property with the Owner link, Deny Nominee link/s
Occupier linked to multiple properties 2 or more records, same CNAIDTY (Name Key) with a Vote Code of Occupier	Occupies more than one property in Ward	A Ward Vote will be granted to first Property TPK Occupier, Deny all other Occupier links
Occupier is also a Nominee 2 or more records, same CNAIDTY (Name Key) with a Vote Code of Occupier and one or more of Nominee	Occupier of Property in Ward	A Ward Vote will be granted to the Occupier link, Deny Nominee link/s
Nominee is also a Nominee on another property 2 or more records, same CNAIDTY (Name Key) with a Vote Code of Nominee	Nominee for more than one Property in Ward	A Ward Vote will be granted to the first Property TPK Nominee. Deny all other Nominee links

Reason Maintenance

Reason Maintenance Form

A Reason Code can either grant a vote to a voter, who would normally be denied a vote during the Vote Assignment Stage or deny a vote to a voter, who would normally be granted a vote during the Vote Assignment Stage.

The Reason Codes must be created in this option. The Reason Codes will also be available for selection in Names Maintenance within Property Maintenance.

To Insert a new Reason Code, click on the Insert button and complete all information and click OK to accept when completed.

Reason	Description	Allow Vote	Expires	Active
A	Other Owner Ratepayers	Area	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AREA	Area Reason	Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BOTH	Area & Ward Reason	Both	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DENIED	Denied Reason	Denied	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MIN	min	Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>
N	Non-Resident Owner Ratepayer	Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>
NN	Non Naturalised Citizen	Denied	<input type="checkbox"/>	<input checked="" type="checkbox"/>
NOTACT	NOT ACTIVE	Both	<input type="checkbox"/>	<input type="checkbox"/>
O	Owner Nominee	Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Buttons: Insert, OK, Cancel

Reason Maintenance Form

Reason

This field is 10 characters in length and will accept alpha or numeric. This field is to be used as a brief code for the reason type, eg DENY or UNDERAGE.

Description

This field is 50 characters in length and will accept alpha or numeric. This field is to be used as a detailed description of the Reason Code eg Residential Occupier (non-owner)

Allow Vote

This field allows the user to grant or deny the Vote for each Reason Code. There are four (4) options available and these are:

- Area – A Reason Code applicable for Area Elections only
- Ward – A Reason Code applicable for Ward Elections only
- Both – A Reason Code applicable for Ward and Area Elections
- Denied – The Name that the reason code is linked to will be DENIED a vote.

Expires

Tick ON this option if Reason Codes are to expire. If Reason Codes are not to expire, then leave this field blank.

Active

If a Reason Code is not to be used anymore, simply UNTICK this checkbox. If a Reason Code is to be used again, simply TICK this checkbox, and the reason code will become active again.

Role Type Maintenance

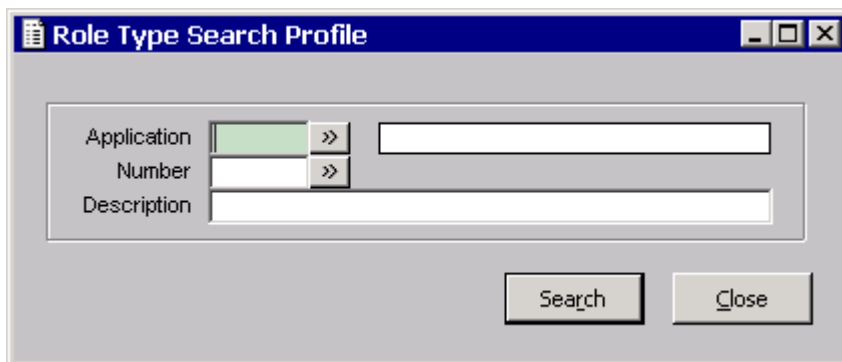
Role Type Maintenance

[Western Australia Specific](#)

[South Australia Specific](#)

Maintenance in this area should usually only be performed by your Infor representative.

The Role Type Search Profile form allows searching on predefined Role Types. Click Search to retrieve all Role Types, or enter details for a more specific search.



Role Type Search Profile Form

Application

Enter an Application Code on which to base your search or select one from the Application Code Pop Up.

Number

Enter a Role Number on which to base your search. This could be used alone or in conjunction with other fields on the form.

Description

Enter a Description on which to base your search.

Role Type Selection Form

The Role Type Selection form allows selection of a predefined Role Type. Highlight the Role Type and click Modify.

Application	Number	Description	Local Entity	Other Entity	Active
CNA	0	Role Reason	LERREAS	CNAROLE	<input checked="" type="checkbox"/>
LPA	0	Property Link	LPAPROP	LPATITL	<input checked="" type="checkbox"/>

Modify Close

Role Type Selection Form

Application

This field displays the Application Code.

Number

This field displays the Role Number of the Role Type.

Description

This field displays the description of the Role Type.

Local Entity

This field displays the Local Entity to which the Role Type is linked.

Other Entity

This field displays the Application Entity to which the Role Type is linked.

Active

This checkbox displays a tick where the Role Type is active. No tick is displayed where the Role Type is inactive.

Role Type Maintenance Form

The Role Type Maintenance form allows Role Type details to be established. These details can only be modified at a System level.

Role Type Maintenance

Electoral Roll Role Type Details

Application: CNA Name and Address: _____

Number: 0

Description: **Role Reason**

Active: ☒

Linkage Details

Local Entity: LERREAS Single Link for Local Entity: ☐

Application Entity: CNAROLE Single Link for Application Entity: ☒

Filter Entity: _____

Application Role Type Details

Detail: ☐

Information: ☐

Update: ☐

OK Cancel

Role Type Maintenance Form

Application

This field displays the Application Code and Description.

Number

This field displays the Role Number assigned to the Role Type.

Description

This field displays a description of the Role Type. This field can be maintained.

Active

This flag will be ticked ON if the Role Type has been made active.

Local Entity

This field displays the Local Entity to which the Role Type is linked.

Application Entity

This field displays the Application Entity to which the Role Type is linked.

Filter Entity

This field displays the Filter Entity to which the Role Type is linked.

Single Link for Local Entity

This flag will be ticked ON if a single link for the Local Entity is used.

Single Link for Application Entity

This flag will be ticked ON if a single link for the Application Entity is used.

Detail

This flag will be ticked ON if the Detail Form is to be displayed when the Role Type is accessed.

Information

This flag will be ticked ON if the Information Form is to be displayed when the Role Type is accessed.

Update

This flag will be ticked ON if the Update Form is to be displayed when the Role Type is accessed.

Western Australia – Specific

Property Names Maintenance

This change applies to Western Australian sites only.

A new Name Role (Voters Mailing Address Override) has been made available to link an Identity to a Property to support new functionality allowing a Mailing Address Override to be nominated for Electoral Roll purposes. This new Name Role is for Application Code = LPA and Role Number = 93. This new Name Role has been released with the Active flag set off so that the role is defaulted as not available - sites wishing to use this functionality should change the role to Active.

Note: There is an existing Name Role (LPA 92 - Voters Mail Address Override) which has similar behaviour but it did not provide the functionality required, so therefore the new LPA 93 Name Role has been created.

This functionality has been requested by the City of Perth and therefore this site should do the following:-

a) Change the existing LPA 92 Role Type so that it cannot be selected - to stop confusion with the new LPA 93 Role Type . Do this by accessing menu option Name and Address Register > Name and Address Parameters > Role Type Parameters. Enter Application Code = LPA and Role Number = 92 and press Search. Set the Active check box to be unchecked.

b) Change the new LPA 93 Role Type so that it can be selected. Do this by accessing menu option Name and Address Register > Name and Address Parameters > Role Type Parameters. Enter Application Code = LPA and Role Number = 92 and press Search. Set the Active check box to be checked on.

Property – Names Maintenance

New functionality has been made available to allow for the capture of a voters mailing override address. This overriding mailing address will remain with the voter over different elections until either the address is removed or made historic. Refer to the 'Retain Owners Override Address' Functional Specification issued on 06/11/07.

Note:

- This change applies to West Australian sites only.
- This functionality is only required by the City of Perth.
- City of Perth: Refer to Special Instructions After installing the Release.

Property Names Maintenance

This form has been changed to cater for the new Voters Mailing Address Override Name Role which will allow an override mailing address to be nominated for a voter. A Voters Mailing Address Override can be attached to an Owner, Owner Nominee, Occupier or an Occupier Nominee.

To allow this functionality to be used the new Voters Mailing Address Override Name Role (Role Type LPA 93) must be flagged as Active.

To nominate a mailing address override for a person do the following. Place focus on the person the mailing address override is for and press the detail button next to the Voters Mailing Address Override role. This will cause the Name Search Profile form to be presented. Enter the name of the person having the mailing address override entered and press Search to find and select that person. This will result in the Voters Mailing Address Override role being placed directly under the name it was linked to, as follows:-

Property Names Maintenance

Property Address: 120 Mike Street, EASTWOOD SA 5000 Current Name Status: Current

Property Owner: Anne Mary Graham
 C/- Dixon Kestles & Co PL, C/- Dixon Kestles & Co PL

Voters Mailing Address Override: Anne Mary Graham
 C/- Dixon Kestles & Co PL, C/- Dixon Kestles & Co PL

Occupier:

Owner Nominee:

Occupier Nominee:

Trading Name:

Voters Owner Group:

Voters Occupier Group:

Voters Mail Address Override:

Buttons: Unique ID, Send Letter, Rates, Replace, Historic, OK, Cancel

The detail button next to the name of the Voters Mailing Address Override role should then be used to change the mailing address to one required. This would then result in the following:-

Property Names Maintenance

Property Address: 120 Mike Street, EASTWOOD SA 5000 Current Name Status: Current

Property Owner: Anne Mary Graham
 C/- Dixon Kestles & Co PL, C/- Dixon Kestles & Co PL

Voters Mailing Address Override: Anne Mary Graham
 14 Gordon Pl, WINDSOR DOWNS NSW 2756

Occupier:

Owner Nominee:

Occupier Nominee:

Trading Name:

Voters Owner Group:

Voters Occupier Group:

Voters Mail Address Override:

Buttons: Unique ID, Send Letter, Rates, Replace, Historic, OK, Cancel

If there is more than one name that needs an mailing address override, each individual owner/occupier or their nominee can have a Voters Mailing Address Override separate from each other, each Voters Mailing Address Override being placed under the name being overridden:-

				Sent
<input type="checkbox"/> Property Owner	Jacinta Mary Reddan	...	Current as of 31-May-2004	<input type="checkbox"/>
	C/- Melb Inner City M'Ment, C/- Melb Inner City M'Ment, C	...		<input type="checkbox"/>
<input type="checkbox"/> Occupier	Paul Hicks	...	Current as of 05-Dec-2007	<input type="checkbox"/>
	208 Greenhill Rd, EASTWOOD SA 5063	...		<input type="checkbox"/>
<input type="checkbox"/> Occupier Nominee	Master David Kaing	...	Current as of 05-Dec-2007	<input type="checkbox"/>
	1 T J's Way, COLONEL LIGHT GARDENS SA 5041	...	BOTH	<input type="checkbox"/>
<input type="checkbox"/> Voters Mailing Address Override	Master David Kaing	...	Current as of 05-Dec-2007	<input type="checkbox"/>
	1 Aberdeen St, ADELAIDE SA 5000	...		<input type="checkbox"/>
<input type="checkbox"/> Occupier	Elizabeth Iacobucci	...	Current as of 05-Dec-2007	<input type="checkbox"/>
	C/- Melb Inner City M'Ment, C/- Melb Inner City M'Ment, C	...		<input type="checkbox"/>
<input type="checkbox"/> Occupier Nominee	Mr Michael Leslie Jack - 0413 629 858 (Mobile Phone N	...	Current as of 05-Dec-2007	<input type="checkbox"/>
	25 Brennan St, BELLBIRD PARK QLD 4300	...	BOTH	<input type="checkbox"/>
<input type="checkbox"/> Voters Mailing Address Override	Mr Michael Leslie Jack - 0413 629 858 (Mobile Phone N	...	Current as of 05-Dec-2007	<input type="checkbox"/>
	6 Aberdeen St, EASTWOOD SA 5000	...		<input type="checkbox"/>
<input type="checkbox"/> Owner Nominee				
<input type="checkbox"/> Occupier Nominee				

It will only be possible to have one current Voter Mailing Address Override per person.

Should a Voters Mailing Address Override no longer be required it should be made Historic by selecting the record and pressing the Historic button.

South Australia Specific

Property Names Maintenance

This change applies to South Australian sites only.

A new Name Role (Voters Mail Address Override) has been made available to link an Identity to a Property to support new functionality allowing a Mai Address Override to be nominated for Electoral Roll purposes. This new Name Role is for Application Code = LPA and Role Number = 92.

Property – Names Maintenance

New functionality has been made available to allow for the capture of a voters mail address. This mailing address will remain with the voter over different elections until either the address is removed or made historic.

Note:

- This change applies to South Australian sites only.

Property Names Maintenance

This form has been changed to cater for the new Voters Mail Address Override Name Role which will allow an override mail address to be nominated for a voter.

To allow this functionality to be used the new Voters Mailing Address Override Name Role (Role Type LPA 92) must be flagged as Active.

To nominate a mail address override for a person do the following. Place focus on the person the mailing address override is for then select the Voters Mail Address press the detail button next to the Voters Mail Address Override role. This will cause the highlighted name copied against the Voters Mail Address Override. Detail out against this name and add in the relevant overriding address.

Property Names Maintenance

Property Address: 9 Cole Street, Clapham SA 5068 Current Name Status: Current

☐ Property Owner Xuan Tien Quach Current as of 02-Oct-2007

☐ Occupier Superwhite Dry Cleaners, 13-15 Leigh St, Adelaide SA

☐ Owner Nominee

☐ Occupier Nominee

☐ Trading Name

☐ Voters Owner Group

☐ Voters Occupier Group

☐ Voters Mail Address Override Xuan Tien Quach Current as of 11-Feb-2008

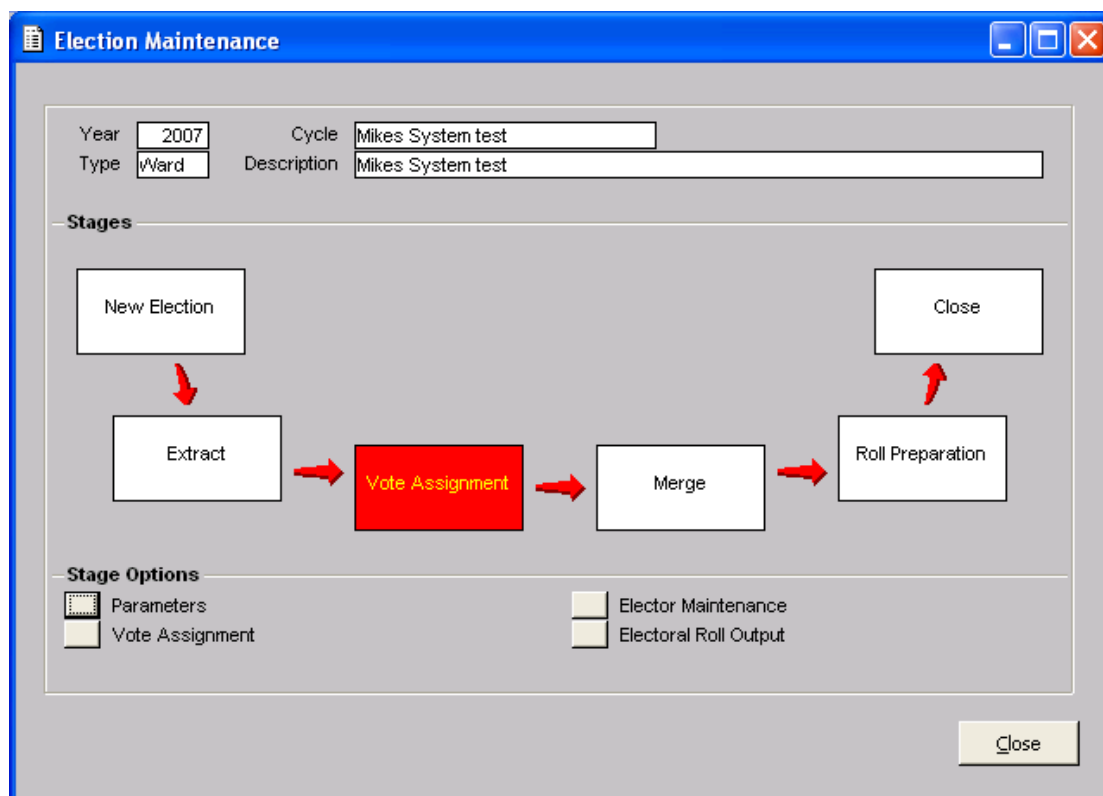
☐ Voters Mailing Address Override PO Box 21, Woodcroft SA 5162

Unique ID Send Letter Rates Replace Historic OK Cancel

Should a Voters Mailing Address Override no longer be required it should be made Historic by selecting the record and pressing the Historic button.

Election Maintenance

This function (Electoral Roll >> Election Maintenance) has been changed to use any mailing address overrides that are present.



When an Election has the Voters extracted, if a name has an associated Voters Mailing Address Override present its mailing address will be used instead of the persons default address.

Once the Vote Assignment has been performed, if the Elector Maintenance is selected the mailing address override can be seen for the person concerned:-

The screenshot shows the 'Elector Maintenance' window with detailed voter information. At the top, there are input fields for Year (2007), Cycle (Mikes System test), Type (Ward), and Description (Mikes System test). Below these are fields for Property Address (120 Mike Street, EASTWOOD SA 5000), Property Key (178157), Land Use, and Ward (Mike's Ward). The main section contains a table with the following columns: Vote Type, Vote Status, Formatted Name, Denied Reason, Mailing Address Reason, Date of Birth, State Roll Match, and Private Deceased. The table contains one row of data for an 'Owner' named 'Anne Mary Graham' with a mailing address of '14 Gordon Pl, WINDSOR DOWNS NSW 27'. There are also buttons for 'OK' and 'Cancel' at the bottom right.

Vote Type	Vote Status	Formatted Name	Denied Reason	Mailing Address Reason	Date of Birth	State Roll Match	Private Deceased
Owner		Anne Mary Graham		14 Gordon Pl, WINDSOR DOWNS NSW 27			

When the Electoral Roll Output is run in non-'Updates' mode, the mailing address overrides that were in place when the Extract was run will be loaded to the export file. If Voters Mailing Address Overrides were put in place after the Extract was run these will not be loaded to the export file and the export file will need to be changed manually as per current practices.

The screenshot shows a Windows-style dialog box titled "Electoral Roll Output Control". It contains several input fields and checkboxes. At the top, there are fields for "Year" (2007), "Cycle" (Mikes System test), "Type" (Ward), and "Description" (Mikes System test). Below these is a "Search Profile" section with "Origin" set to "(All)", "Vote Status" set to "Both", and checkboxes for "Matched" and "Updates" (which is selected). There are also fields for "From Date" and "To Date". The "Export Format" is set to "Election Postal Addresses" and the "Export File" is "C:\Temp\PostalAddresses.txt". At the bottom, there is a "Query Result" section with a "Description" field. Four buttons are at the bottom: "Wards", "Options", "Process", and "Cancel".

Year	2007
Cycle	Mikes System test
Type	Ward
Description	Mikes System test
Search Profile	
Origin	(All)
Vote Status	Both
Matched	<input type="checkbox"/>
Updates	<input checked="" type="checkbox"/>
From Date	
To Date	
Export Format	Election Postal Addresses
Export File	C:\Temp\PostalAddresses.txt
Query Result	
Description	

If the Electoral Roll Output is run in 'Updates' mode, any mailing address overrides that are in place at the time of running will be loaded to the export file.

ELECTOR ROLL REPORT

This function (Property Administration >> Property Reports >> Electoral Roll Report) has been changed to use any mailing address overrides that are present. When run, the mailing address overrides that are in place at the time of running will be loaded to the report file (LRPPA40).

Maintenance

The following topics are covered in this section:

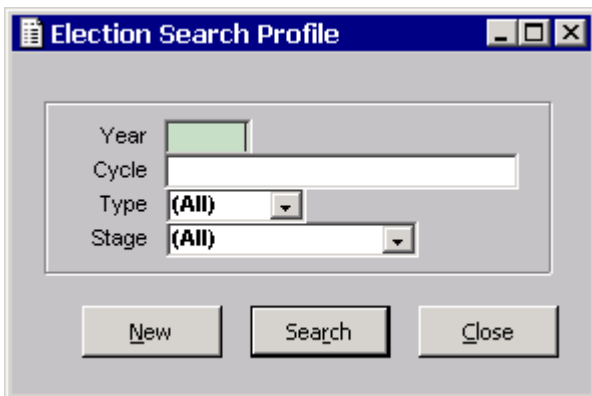
[Election Maintenance](#)

Election Maintenance

Election Maintenance has the same look as Election Enquiry. Forms are navigated to in the same manner and the data can be looked at in the same way. New elections can be created, existing elections can be altered and elections can also be rolled back.

Election Search Profile Form

Enter part or all of the information relating to an election and click Search. Wildcards may also be used – this is mainly for the Cycle field. Pressing F7 will also clear any information entered. New elections can also be created by clicking the New button



Election Search Profile Form

Year

Enter the year (or part thereof) on which to base your search. Up to 4 numeric characters can be used.

Cycle

Enter a cycle (or part thereof) on which to base your search. Up to 25 alpha/numeric characters can be used.

Type

Select a type from the drop-down menu on which to base your search. There are 4 options:

- Area
- Ward
- Both
- (All)

Stage

Select a stage from the drop-down menu on which to base your search. There are 7 options:

- New Election
- Extract
- Merge
- Vote Assignment
- Roll Preparation
- Closed
- (All)

New Button

Click New if a new election record is required.

Election Selection Form

This form displays when more than 1 election matches the Search Criteria. To view details on an election, highlight the election and click Display. To create a new election record, click the New button.

Year	Cycle	Type	Stage	Description
2003	First	Both	Merge	Nicks Test - DRN 12643
2004	14401-SA	Both	Vote Assignment	14401-SA
2004	14401-SA1	Both	Merge	14401-SA1
2004	All Wards VIC	Ward	Merge	All Wards VIC 12986

New Modify Close

Election Selection Form

Year

This field shows the year. This field is display only.

Cycle

This field shows the cycle information. This field is display only.

Type

This field shows the election type. This field is display only.

Stage

This field shows the stage of the election. This field is display only.

Description

This field shows the description of the election. This field is display only.

New Button

To create a new election record, click New.

Modify Button

To make adjustments to an existing election record, simply highlight the record and click Modify.

Election Maintenance Form

This form is slightly different depending on your state and the stage you are up to with your election. A red highlighted box clearly shows the user what stage the election is up to.

The process for Victoria and Western Australia has the Vote Assignment stage before the Merge stage.

An election may be deleted from this form by pressing F11 and selecting Yes on the message. The election must be in the NEW election stage, otherwise deletion will not be permitted.

Election Maintenance

Year: 2004 Cycle: Area
 Type: Area Description: Test Area

Stages

```

  graph TD
    NE[New Election] --> E[Extract]
    E --> VA[Vote Assignment]
    VA --> M[Merge]
    M --> RP[Roll Preparation]
    RP --> C[Close]
  
```

Stage Options

☐ Parameters ☐ Elector Maintenance
☐ Vote Assignment ☐ Electoral Roll Output

Close

Election Maintenance Form

Year

This field shows the year. This field is display only.

Cycle

This field shows the cycle information. This field is display only.

Type

This field shows the election type. This field is display only.

Description

This field shows the description of the election. This field is display only

Stages – New Election

If this box is highlighted red, then the election is up to this stage. This is Stage 1 of the Election Process. Initial set-up is all that has taken place for this election.

Stages – Extract

If this box is highlighted red, then the election is up to this stage. This is Stage 2 of the Election Process. This process performs Name Extraction for the election.

Stages – Merge or Vote Assignment

If this box is highlighted red, then the election is up to this stage.

This is Stage 3 of the Election Process for South Australia. In Victoria and Western Australia this process is Stage 4.

This process performs the Merge of Council Data (which was extracted at Stage 2) with State Data for the election.

Stages – Vote Assignment or Merge

If this box is highlighted red, then the election is up to this stage.

This is Stage 4 of the Election Process for South Australia. In Victoria and Western Australia this process is Stage 3.

This process performs the Vote Assignment to Names for the election.

Stages – Roll Preparation

If this box is highlighted red, then the election is up to this stage. This is Stage 5 of the Election Process. This process collates all election information, ready for printing.

Stages – Close

If this box is highlighted red, then the election is up to this stage. This is Stage 6 of the Election Process. All processing has been completed for this election, and it can be deleted (if desired).

Option Buttons

Depending on which stage you are up to with your election will depend on which Options are displayed on the Election Maintenance Form.

Click this button to view the set-up details for the election.

Extract

Click on this button to begin the extraction of Council name records. Click Yes to proceed with the Extraction.

Elector Maintenance

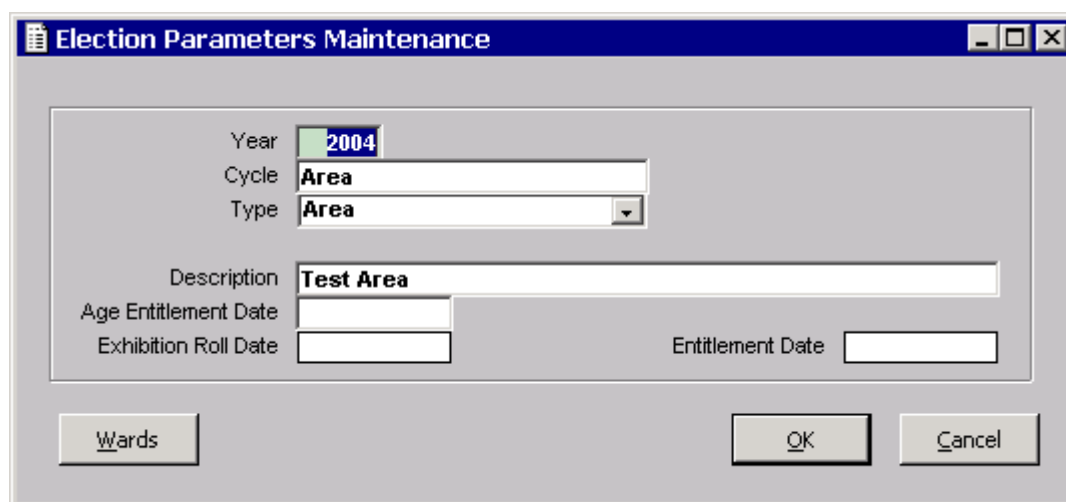
Click on this button to display the Elector Search Profile Form. The Extract must be run before this option can be accessed.

Click on this button to display the Electoral Roll Output Control Form. The Extract must be run before this option can be accessed.

Elector Enquiry

At the last stage of the election, this option changes from maintenance to enquiry mode. Searching functions in the same manner as in previous stages, however no alterations can be made.

Election Parameters Maintenance Form



Election Parameters Maintenance Form

Year

This field shows the year. This field can be edited.

Cycle

This field shows the cycle information. This field can be edited.

Type

This field shows the election type. This field can be changed.

Description

This field shows the description of the election. This field can be edited.

Age Entitlement Date

This field shows the date that voters must have reached the age of 18 to be entitled to a vote. This field can be edited.

Victorian Mode

This Date reflects the Actual Election Date.

Exhibition Roll Date

This field is only displayed for Victorian Sites. This date is automatically calculated by Pathway to be 100 days *before* the Election Date (Age Entitlement Date).

This date is also the First Date of Roll Exhibition.

Entitlement Date

This field is only displayed for Victorian Sites. This date is automatically calculated by Pathway to be 57 days *before* the Election Date (Age Entitlement Date).

This date is also the Last Date of Roll Exhibition.

Wards Button

Click this button to display the Election Ward Enquiry Form. This form shows the ward/s included by the election.

Election Ward Maintenance Form

Available		Assigned	
00	East City	WARD01	Ward One
01	David's Ward 1	WARD02	Ward Two
02	Ward 3	WEST	West Ward
02OLD	West City		
04	Downtown Ward		
05	Uptown Ward		
06	Roundtown Ward		
07	Parkside Ward		
08	The Bench Ward		
1	Adelaide Ward 1		
15	Adelaide 15		

Election Ward Maintenance Form

Available

These wards are available for selection for the election record.

Assigned

These wards have been selected for inclusion in the election.

Select All

Click this button if all wards are to be included in the election.

Select

Click this button if the highlighted ward (on the Available Side) is to be included in the election.

Remove

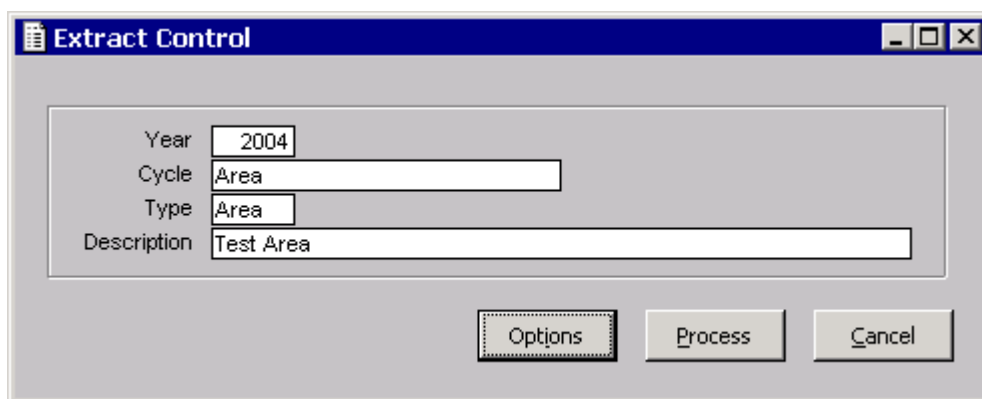
Click this button if the highlighted ward (on the Assigned Side) is not to be included in the election.

Remove All

Click this button if all wards are not to be included in the election. (It is Mandatory for at least 1 Ward to be included).

Extract Control Form

To begin the Extraction, simply click the Process button.



Extract Control

Year 2004

Cycle Area

Type Area

Description Test Area

Options Process Cancel

*Extract Control Form***Year**

This field shows the year. This field is display only.

Cycle

This field shows the cycle. This field is display only.

Type

This field shows the type eg Ward or Both. This is display only.

Description

This field shows the description of the election.

Elector Search Profile Form

The screenshot shows a software window titled "Elector Search Profile" with standard Windows window controls (minimize, maximize, close). The form is organized into several sections:

- Select Using State Roll Name:** Includes checkboxes for "Surname" and "Given Names", each with a corresponding text input field. A "Matched" checkbox is checked.
- Select Using Reason:** Includes a "Reason" text input field, a right-pointing arrow button, and another empty text input field.
- Select Using Unique Identifier:** Includes a "Unique Identifier" text input field.
- Select Using Group Name:** Includes a "Group Name" text input field.
- Additional Filters:** Includes a "Vote Status" dropdown menu currently set to "(All)".
- Select Using Other Options:** Includes a "Name" checkbox, a dropdown menu currently set to "Owner Vote", a "Property" checkbox, and an unchecked checkbox.

At the bottom right of the form are two buttons: "Search" and "Close".

Elector Search Profile Form (SA Mode)

Elector Search Profile Form (VIC and WA Modes)

Search Using State Roll Name Checkbox

Tick ON this checkbox if a search based on State Roll Name is required.

Surname

Enter a name (or part thereof) on which to base your search. Wildcards may be used here.

Given Names

Enter a name (or part thereof) on which to base your search. Wildcards may be used here.

Matched Checkbox

This checkbox is a tri-state checkbox, which means there are 3 possible alternatives. By default, this item will be ticked and dimmed, which means that all records will be retrieved. To change the checkbox, simply click on it.

When the checkbox is ticked (and not dimmed), then only those records that match to the state roll will be retrieved.

When the checkbox is not ticked, then only those records that do not match to the state roll will be retrieved.

Select Using Reason Checkbox

Tick ON this checkbox if a search based on a Reason Code is required.

Reason

Enter a Reason Code, or make a selection from the pop-up form.

Select Using Unique Identifier Checkbox

Tick ON this checkbox if a search based on a Unique Identifier is required. If Unique Identifier checkbox is not ticked ON at the Electoral Roll System Parameter level, then this option is greyed out.

Unique Identifier

Enter a Unique Identifier (or part thereof) on which to base your search. Wildcards may be used here.

Select Using Group Name Checkbox

Tick ON this checkbox if a search based on a Group Name is required.

Group Name

Enter a Group Name (or part thereof) on which to base your search. Wildcards may be used here.

Vote Status

Select a Vote Status from the drop-down menu on which to base your search. There are 4 options:

- (All)
- Extracted
- Ward
- Denied

This field will automatically default to 'All'.

Name

Click the button and the Owner Vote – Search Profile Form is displayed. This form is the same as the Name Search Profile Form. Simply enter Surname and Given Names (or part thereof) and click Search. Wildcards may also be used. A Vote Type can be selected from the drop-down menu. There are up to 5 options (depending on your state):

- Owner Vote – all states
- Occupier Vote – all states
- Owner Nominee Vote – VIC and WA
- Occupier Nominee Vote – VIC and WA
- Non-Owner Ratepayer Vote – Only VIC

Nominee

Click the button and the Property Owner – Search Profile Form is displayed. This form is the same as the Name Search Profile Form. Simply enter Surname and Given Names (or part thereof) and click Search. Wildcards may also be used. A Vote Type can be selected from the drop-down menu. There are 2 options:

- Property Owner
- Occupier

This search option is only available for Victorian and Western Australian Sites. It is hidden for South Australian Sites.

Property

Click this button if a search by property address is required.

Elector Selection Form

Formatted Name	Property Address
Dictator Montgomery Burns	33 Monty Streete, SPRINGFIELD DECAY
Mrs Gail Cook	33 Monty Streete, SPRINGFIELD DECAY
Mr Robert Dale	7 53rd Streete, ASCOT VALE VIC. 3032
Cameron Diaz	11 53rd Streete, ASCOT VALE VIC. 3032
Gabb	Unit 102, 1 Portabello Road, NOTTING HILL W2 5RD
	5 53rd Streete, ASCOT VALE VIC. 3032
	10 53rd Streete, ASCOT VALE VIC. 3032
	Under Level 1-11, 10A-11A Portabello Road, NOTTING HILL W2 5RD
	Unit 102, 1 Portabello Road, NOTTING HILL W2 5RD

Elector Selection Form

Formatted Name

This field shows the Formatted Name of the person. This field is display only.

Property Address

This field shows the Property Address of the person. This field is display only.

Elector Maintenance Form

The screenshot shows the 'Elector Maintenance' window. At the top, there are fields for Year (2004), Cycle (Area), Type (Area), and Description (Test Area). Below these are Property Address (Unit 102, 1 Portabello Road, NOTTING HILL W2 5RD), Property Key (417938), Land Use (Commercial), and Ward (West Ward). The main section contains a table-like structure with columns for Vote Type, Formatted Name, Mailing Address Reason, Date of Birth, Private State Roll Match, and Deceased. The first row shows 'Owner Nominee' for 'Mr Robert Dale' with mailing address 'Eilerslie, ADELAIDE SA 5000'. Below this are 'Extracted' and 'Link to Owner: Gabb' buttons. The second row shows 'Owner (Non-Resid)' for 'Gabb' with mailing address 'Unit 806/12 Aardvark Alley, ADELAIDE SA'. The third row shows 'Owner (Non-Resid)' for 'Mr Hudini Habbibie' with mailing address 'Spring St, ANGLE VALE'. At the bottom right are 'OK' and 'Cancel' buttons.

Elector Maintenance Form

Year

This field shows the year. This field is display only.

Cycle

This field shows the cycle. This field is display only.

Type

This field shows the type. This field is display only.

Description

This field shows the description. This field is display only.

Property Address

This field shows the property address of the person. This field is display only.

Property Address Detail Button

Click on this button to display the Property Summary Form for the property.

Property Key

This field shows the Property Key of the Property. This is a unique identifier for the property, and this number is created by the system when the property was originally created. This field is display only.

Land Use

This field shows the Land Use of the Property. This field is display only.

Ward

This field shows the ward that the property is under. This field is display only.

Vote Type

This field shows the Vote Type for the person record, eg Sole Owner, Group Owner. This field is display only.

Formatted Name

This field shows the Formatted Name of the person record. This field is display only.

Formatted Name Detail Button

Click on this button to display the Personal Name Maintenance Form. If authority has been given, changes may be made to names from this form, however before the changes can be viewed, the Extraction Process must be run again.

Mailing Address

This field shows the mailing address for the person record. This field is display only.

Date of Birth

This field shows the Date of Birth for person records (only if Dates of Birth are maintained). This field is display only.

Vote Status

This field shows the vote status of the person record eg Denied or Extracted etc. This field is display only.

Denied Reason

This field is displayed if the Vote Status is Denied. The reason for denying a vote will appear in this field. A denied reason could be Exists on State Roll or Underage etc. This field is display only.

Reason

This field shows the description of the Reason Code. The reason code is a code which is held against the Property Name Role record on the Property Names Maintenance Form. This field is display only.

State Roll Match Checkbox

This checkbox will be ticked ON where a name record matches the State Roll record. This checkbox is non-maintainable.

Deceased Checkbox

This checkbox will be ticked ON if a person's name record has been made 'deceased' in NAR. This checkbox is non-maintainable.

Detail Button

Click on this button to display the Vote Maintenance Form.

State Roll Match Detail Button

Click on this button to display the State Roll Name and Address Enquiry Form.

Vote Maintenance Form

The screenshot shows a Windows-style dialog box titled "Vote Maintenance". It contains several input fields and a checkbox. The "Vote Type" field is a text box containing "Owner Nominee". The "Formatted Name" field is a text box containing "Mr Robert Dale". The "System Generated Vote Status" field is a text box containing "Extracted". The "Override Vote Status" field is a dropdown menu with "(None)" selected. The "System Generated Denied Reason" field is a text box containing "(None)". The "Override Denied Reason" field is a dropdown menu. The "Unique Identifier" field is a text box. The "70 or Over" checkbox is unchecked. At the bottom right, there are "OK" and "Cancel" buttons.

Vote Maintenance Form

Vote Type

This field shows the Vote Type for the person record, eg Sole Owner, Group Owner. This field is display only.

Formatted Name

This field shows the Formatted Name of the person record. This field is display only.

System Generated Vote Status

This field shows the Vote Status generated by Pathway. This field is display only.

Override Vote Status

If an override vote status is to be used, a selection must be made from the drop-down menu.

System Generated Denied Reason

This field shows the Denied Reason generated by Pathway. This field is display only.

Override Denied Reason

This option only becomes available if the override vote status is set to 'Denied'. If an override denied reason is to be used, a selection must be made from the drop-down menu.

Unique Identifier

This field shows the unique identifier for the person record. This field is display only.

70 or Over Checkbox

This checkbox will be ticked ON if the person is 70 years old or older. A Date of Birth for the person record must be present for this to function.

State Roll Name and Address Enquiry Form

State Roll Name and Address Enquiry

Surname: Given Names:
 Date of Birth: Gender:
 Unique Identifier:
 Property Address:
 Postal Address:
 Ward:
 Private: ☐
 Close

State Roll Name and Address Enquiry Form

Surname

This field shows the Surname for the person record.

Given Names

This field shows the Given Name/s for the person record.

Date of Birth

This field shows the Elector's Date of Birth.

Gender

This field shows the Elector's Gender.

Postal Address

This field shows the Postal Address for the person record. This field is display only.

Private

If this Check Box is ticked ON, then this means the Elector has been made 'Private' in Name & Address Register.

Unique Identifier

This field shows the unique identifier for the person record. This field is display only.

Property Address

This field shows the Property Address for the person record. This field is display only.

Ward

These fields show the Ward and Ward Description. These fields are display only.

Electoral Roll Output Control Form

Different options are displayed, depending on which State you are in.

Electoral Roll Output Control Form

Year

This field shows the year. This field is display only.

Cycle

This field shows the cycle. This field is display only.

Type

This field shows the type. This field is display only.

Description

This field shows the description. This field is display only.

Origin

Select an origin from the drop-down menu. There are 3 options:

- All
- Council
- State

Vote Status

Select a vote status from the drop-down menu. There are different options depending on the Origin selected and the State selected at the System Parameter Level. All alternatives are listed below:-

State	Origin	Vote Status
South Australia	All	Area, Both, Ward
	State	Area, Both, Ward
	Council	Extracted, Area, Ward, Both, Denied, (all)
Western Australia	All	Area, Both, Ward
	State	Area, Both, Ward
	Council	Extracted, Area, Ward, Both, Denied, (all)
Victoria	All	Ward

	State	Ward
	Council	Extracted, Ward, Denied, (all)

Matched Checkbox

This checkbox is a tri-state checkbox, which means there are 3 possible alternatives. By default, this item will be ticked and dimmed, which means that all records will be retrieved for the output file. To change the checkbox, simply click on it.

When the checkbox is ticked (and not dimmed), then only those records that match to the state roll will be retrieved for the output file.

When the checkbox is not ticked, then only those records that do not match to the state roll will be retrieved for the output file.

Suppress Address for Private Names Checkbox

Tick ON this checkbox if Addresses for Private Names are not to be included on the Electoral Roll Output. If these addresses are to be included, do not tick On this checkbox.

Updates

Tick ON this checkbox if an Updates Output is required.

An Updates Output will only output any changes to the data, since the last output.

Note that this option is only available to Victorian and West Australian elections.

From Date

This field is only available if the Updates Checkbox is ticked ON.

Enter a From Date to be considered when processing the Electoral Roll Output.

To Date

This field is only available if the Updates Checkbox is ticked ON.

Enter a To Date to be considered when processing the Electoral Roll Output.

Export Format

Enter an Export Format or make a selection from the pop-up form.

Export File

Enter a directory and file name for the export if this field is blank eg c:\temp\elect-export.txt

Query Result

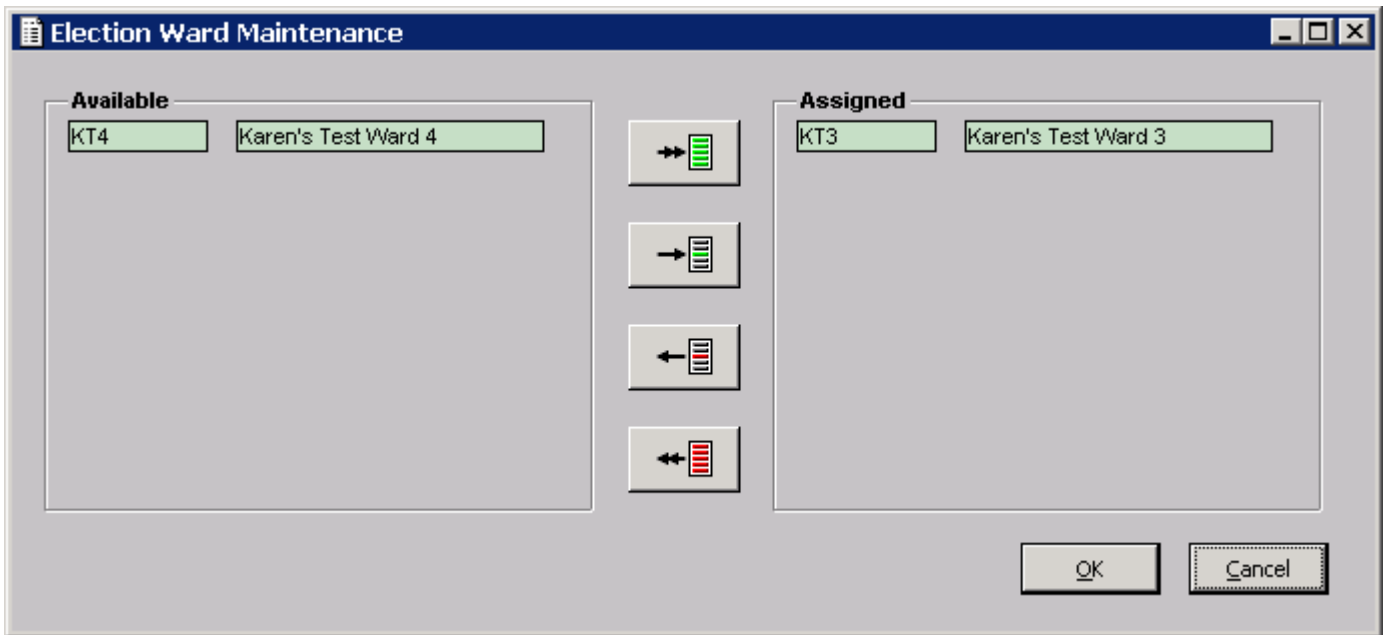
Enter a Query Result or make a selection from the pop-up form.

Wards Button

Click this button to display the Election Ward Maintenance Form. By default there are no wards selected for this export, so a selection must be made.

Election Ward Maintenance Form

This form enables the selection of Wards for the Electoral Roll Output. You may decide to run the Electoral Roll Output over an individual ward, or over all wards at the one time.



Election Ward Maintenance Form

Available

These wards are available for selection for the Electoral Roll Output

Assigned

These wards have been selected for inclusion in the Electoral Roll Output.

Select All

Click this button if all wards are to be included in the Electoral Roll Output

Select

Click this button if the highlighted ward (on the Available Side) is to be included in the Electoral Roll Output.

Remove

Click this button if the highlighted ward (on the Assigned Side) is not to be included in the Electoral Roll Output.

Remove All

Click this button if all wards are not to be included in the Electoral Roll Output. (It is Mandatory for at least 1 Ward to be selected).

Merge Control Form

Merge Control Form

Year

This field shows the year of the election. This field is display only.

Cycle

This field shows the cycle of the election. This field is display only.

Type

This field shows the type of election. This field is display only.

Description

This field shows the description of the election. This field is display only.

Import the State Data Only

Click ON this option if the State Data is only to be imported (ie no merging with Council data).

Import the State Data and Merge with Extracted Council Data

Click ON this option if the State Data is to be imported and then Merged with the Council Data.

Update Date of Birth

Tick ON this option if you want the dates of birth for matched Electors to be updated.

Match on first given name only

Tick ON this checkbox if the matching process is only required to match on the first given name ONLY. This option cannot be selected if Match on initial only of second given name is selected. If no option is chosen, then the matching process will check all names for possible duplications.

Match on Initial only of second given name

Tick ON this checkbox if the matching process is only required to match on the first initial of a second given name ONLY. This option cannot be selected if the Match on first given name is selected. If no option is chosen, then the matching process will check all names for possible duplications.

Import Format

Enter an Import Format or make a selection from the pop-up form.

Import File

Enter a directory and file name for the import if this field is blank eg c:\temp\state-import.txt

Re-import the State Data Only

Click ON this option is the State Data is to be re-imported ONLY.

Re-merge the imported State Data with the extracted Council Data Only

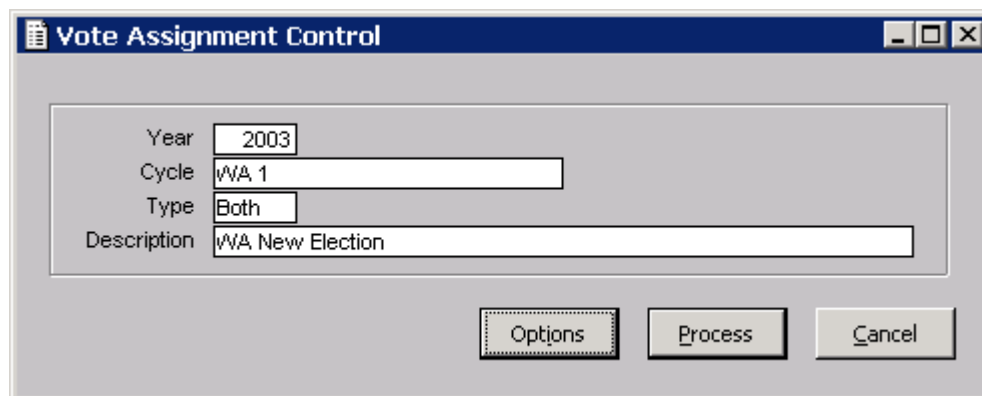
Click ON this option if the previously imported State Data is to be re-merged with the Council Data. If this option is chosen, the Import Format and the Import File fields remain greyed out.

Re-import the State Data and then re-merge with the extracted Council Data

Click ON this option if the State Data is to be re-imported and then re-merged with the Council Data. If this option is chosen, Import Format and the Import File fields become available.

Vote Assignment Control Form

To assign votes to electors, simply click Process, enter a description and then click OK.



Vote Assignment Control Form

Year

This field shows the year of the election. This field is display only.

Cycle

This field shows the cycle of the election. This field is display only.

Type

This field shows the type of election. This field is display only.

Description

This field shows the description of the election. This field is display only.

Enquiry

The following topics are covered in this section:

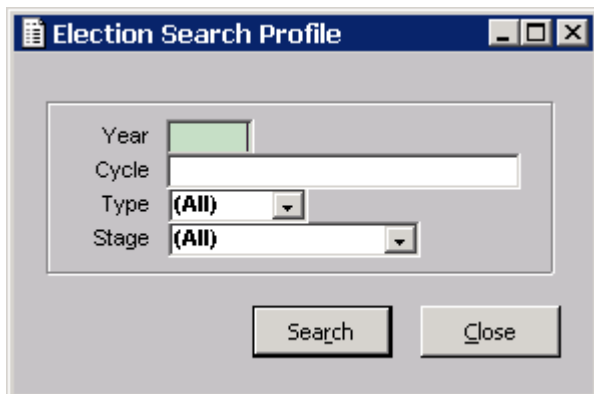
[Election Enquiry](#)

Election Enquiry

Election Enquiry has the same look as Election Maintenance. Forms are navigated to in the same manner and the data can be looked at in the same way, however no changes can be made.

Election Search Profile Form

Enter part or all of the information relating to an election and click Search. Wildcards may also be used – this is mainly for the Cycle field. Pressing F7 will also clear any information entered.



Election Search Profile Form

Year

Enter the year (or part thereof) on which to base your search. Up to 4 numeric characters can be used.

Cycle

Enter a cycle (or part thereof) on which to base your search. Up to 25 alpha/numeric characters can be used.

Type

Select a type from the drop-down menu on which to base your search. There are 4 options:

- Area
- Ward
- Both
- (All)

Stage

Select a stage from the drop-down menu on which to base your search. There are 7 options:

- New Election
- Extract
- Merge
- Vote Assignment
- Roll Preparation
- Closed
- (All)

Election Selection Form

This form displays when more than 1 election matches the Search Criteria. To view details on an election, highlight the election and click Display.

The screenshot shows a window titled "Election Selection" with a table containing the following data:

Year	Cycle	Type	Stage	Description
2003	12751 vic	Ward	Merge	12751 vic
2003	12830	Ward	New Election	12830
2003	12983-1	Both	Close	12983-privacy flag
2003	Cycle 1	Area	Extract	DBU test
2003	DBU test	Area	New Election	DBU test
2003	DBU test Nominees	Area	Extract	DBU test Nominees
2003	SA 1	Both	Close	SA New Election
2003	VIC 1	Ward	Extract	VIC New Election
2003	WA 1	Both	Vote Assignment	WA New Election

At the bottom right of the window are two buttons: "Display" and "Close".

Election Selection Form

Year

This field shows the year. This field is display only.

Cycle

This field shows the cycle information. This field is display only.

Type

This field shows the election type. This field is display only.

Stage

This field shows the stage of the election. This field is display only.

Description

This field shows the description of the election. This field is display only.

Election Enquiry Form (New Election Stage)

This form is slightly different depending on your state. The process for Victoria and Western Australia has the Vote Assignment stage before the Merge stage.

The screenshot shows a software window titled "Election Enquiry". At the top, there are input fields for "Year" (2003), "Cycle" (DBU test), "Type" (Area), and "Description" (DBU test). Below these is a section titled "Stages" containing a workflow diagram. The diagram starts with a red box labeled "New Election", which has a red arrow pointing down to a white box labeled "Extract". From "Extract", a red arrow points right to a white box labeled "Vote Assignment". From "Vote Assignment", a red arrow points right to a white box labeled "Merge". From "Merge", a red arrow points right to a white box labeled "Roll Preparation". From "Roll Preparation", a red arrow points up to a white box labeled "Close". Below the "Stages" section is a "Stage Options" section with a checkbox labeled "Parameters". At the bottom right of the window is a "Close" button.

Election Enquiry Form

Year

This field shows the year. This field is display only.

Cycle

This field shows the cycle information. This field is display only.

Type

This field shows the election type. This field is display only.

Description

This field shows the description of the election. This field is display only.

Stages – New Election

If this box is highlighted red, then the election is up to this stage. This is Stage 1 of the Election Process. Initial set-up is all that has taken place for this election.

Stages – Extract

If this box is highlighted red, then the election is up to this stage. This is Stage 2 of the Election Process. This process performs Name Extraction for the election.

Stages – Merge

If this box is highlighted red, then the election is up to this stage. This is Stage 3 of the Election Process for South Australia. In Victoria and Western Australia this process is Stage 4. This process performs the Merge of Council Data (which was extracted at Stage 2) with State Data for the election.

Stages – Vote Assignment

If this box is highlighted red, then the election is up to this stage. This is Stage 4 of the Election Process for South Australia. In Victoria and Western Australia this process is Stage 3. This process performs the Vote Assignment to Names for the election.

Stages – Roll Preparation

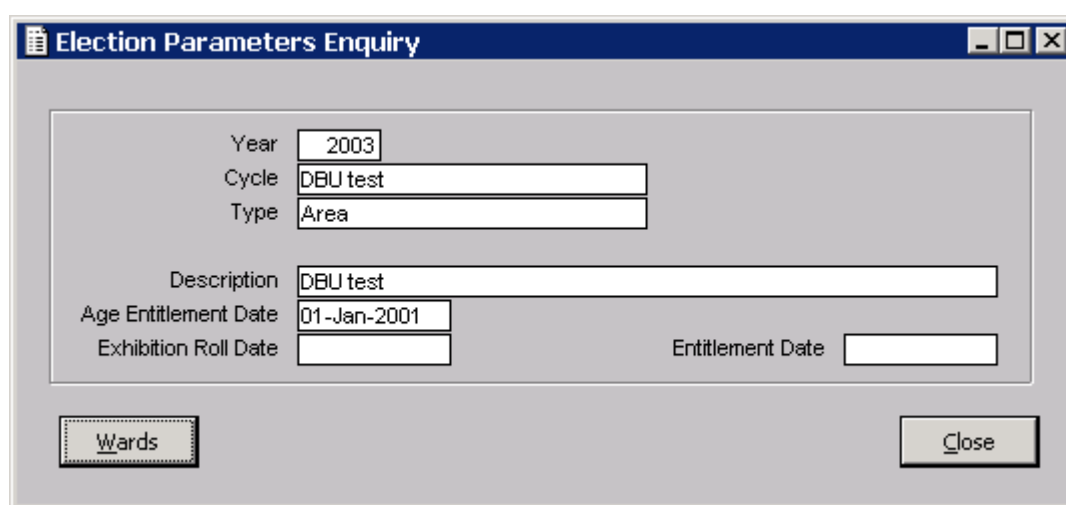
If this box is highlighted red, then the election is up to this stage. This is Stage 5 of the Election Process. This process collates all election information, ready for printing.

Stages – Close

If this box is highlighted red, then the election is up to this stage. This is Stage 6 of the Election Process. All processing has been completed for this election, and it can be deleted (if desired).

Parameters

Click this button to view the set-up details for the election

Election Parameters Enquiry Form

Election Parameters Enquiry Form

Year

This field shows the year. This field is display only.

Cycle

This field shows the cycle information. This field is display only.

Type

This field shows the election type. This field is display only.

Description

This field shows the description of the election. This field is display only.

Age Entitlement Date

This field shows the date that voters must have reached the age of 18 to be entitled to a vote. This field is display only.

Wards Button

Click this button to display the Election Ward Enquiry Form. This form shows the ward/s included by the election.

Election Ward Enquiry Form

Election Ward Enquiry

Available

0	Conversion Ward
01	Adelaide
19	Port Adelaide
2	Adelaide Ward 2
20	O'HALLORAN HILL
21	SEAFORD
26	Victorian Ward
27	Sth Yarra
3	Grey Ward
4	Young Ward
5	Robe Ward

Assigned

DBU	DBU test
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Close

Election Ward Enquiry Form

Available

These wards have not been selected for inclusion in the election.

Assigned

These wards have been selected for inclusion in the election.

Elector Enquiry

Click on this button to display the Elector Search Profile form.

Elector Enquiry Form

Elector Enquiry

Year: 2004 Cycle: KT TEST 16 Type: Both Description: KT TEST 16

Property Address: 5 Ace Avenue, PERTH WA 6000 Property Key: 191664 Land Use: Ward: Karen's Test Ward 3

Vote Type	Formatted Name	Mailing Address	Date of Birth	Private
Owner	Mr Trent Whalan	5 Ace Ave, PERTH WA 6000		Deceased
Denied	Exists on State Roll	Occupier Ratepayer		
State Roll Match:	Trent Whalan	5 Ace Ave, Perth WA 6000	20-Apr-1975	

Close

*Elector Enquiry Form***Year**

This field shows the year. This field is display only.

Cycle

This field shows the cycle. This field is display only.

Type

This field shows the type. This field is display only.

Description

This field shows the description. This field is display only.

Property Address

This field shows the property address of the person. This field is display only.

Property Address Detail Button

Click on this button to display the Property Summary Form for the property.

Property Key

This field shows the Property Key of the Property. This is a unique identifier for the property, and this number is created by the system when the property was originally created. This field is display only.

Land Use

This field shows the Land Use of the Property. This field is display only.

Ward

This field shows the ward that the property is under. This field is display only.

Vote Type

This field shows the Vote Type for the person record, eg Sole Owner, Group Owner. This field is display only.

Formatted Name

This field shows the Formatted Name of the person record. This field is display only.

Formatted Name Detail Button

Click on this button to display the Personal Name Enquiry Form.

Mailing Address

This field shows the mailing address for the person record. This field is display only.

Date of Birth

This field shows the Date of Birth for person records (only if Dates of Birth are maintained). This field is display only.

Vote Status

This field shows the vote status of the person record eg Denied or Extracted etc. This field is display only.

Denied Reason

This field is displayed if the Vote Status is Denied. The reason for denying a vote will appear in this field. A denied reason could be Exists on State Roll or Underage etc. This field is display only.

Reason

This field shows the description of the Reason Code. The reason code is a code which is held against the Property Name Role record on the Property Names Maintenance Form. This field is display only.

State Roll Match Checkbox

This checkbox will be ticked ON where a name record matches the State Roll record. This checkbox is non-maintainable.

Deceased Checkbox

This checkbox will be ticked ON if a person's name record has been made 'deceased' in NAR. This checkbox is non-maintainable.

Detail Button

Click on this button to display the Vote Enquiry Form.

State Roll Match Detail Button

Click on this button to display the State Roll Name and Address Enquiry Form.

Vote Enquiry Form

The screenshot shows a 'Vote Enquiry' window. At the top, there are two input fields: 'Vote Type' with the value 'Owner' and 'Formatted Name' with the value 'Mr Trent Whalan'. Below these is a section titled 'Vote Details'. Inside this section, there are four rows of data: 'System Generated Vote Status' (Denied), 'Override Vote Status' ((None)), 'System Generated Denied Reason' (Exists on State Roll), and 'Override Denied Reason' ((None)). Below these are two more fields: 'Unique Identifier' (empty) and 'Postal Vote' (checkbox). To the right of the 'Postal Vote' checkbox is a '70 or Over' checkbox. At the bottom right of the window is a 'Close' button.

Vote Enquiry Form

Vote Type

This field shows the Vote Type for the person record, eg Sole Owner, Group Owner. This field is display only.

Formatted Name

This field shows the Formatted Name of the person record. This field is display only.

System Generated Vote Status

This field shows the Vote Status generated by Pathway. This field is display only.

Override Vote Status

This field shows the Override Vote Status. This field is display only.

System Generated Denied Reason

This field shows the Denied Reason generated by Pathway. This field is display only.

Override Denied Reason

This field shows the Override Denied Reason. This field is display only.

Unique Identifier

This field shows the unique identifier for the person record. This field is display only.

70 or Over Checkbox

This checkbox will be ticked ON if the person is 70 years old or older. A Date of Birth for the person record must be present for this to function.

State Roll Name and Address Enquiry Form

The screenshot shows a web form titled "State Roll Name and Address Enquiry". The form is organized into several sections. The top section contains fields for Surname, Given Names, Date of Birth, Gender, and Unique Identifier. The middle section contains fields for Property Address and Postal Address. The bottom section contains fields for Ward and a text area for Ward Description, along with a Private checkbox. A Close button is located at the bottom right of the form.

Surname	vWhalan	Given Names	Trent
Date of Birth	20-Apr-1975	Gender	Male
Unique Identifier			
Property Address	5 Ace Ave, Perth WA 6000		
Postal Address	5 Ace Ave, Perth WA 6000		
Ward	KT3	Karen's Test Ward 3	
Private	<input type="checkbox"/>		

Close

State Roll Name and Address Enquiry Form

Surname

This field shows the Surname for the person record.

Given Names

This field shows the Given Name/s for the person record.

Date of Birth

This field shows the Elector's Date of Birth.

Gender

This field shows the Elector's Gender.

Postal Address

This field shows the Postal Address for the person record. This field is display only.

Private

If this Check Box is ticked ON, then this means the Elector has been made 'Private' in Name & Address Register.

Unique Identifier

This field shows the unique identifier for the person record. This field is display only.

Property Address

This field shows the Property Address for the person record. This field is display only.

Ward

These fields show the Ward and Ward Description. These fields are display only.

Deletion

The following topics are covered in this section:

[Election Deletion](#)

Election Deletion

This function allows the deletion of Elections that are at the Closed stage. Careful consideration should be given prior to removing election information as once the deletion has been processed, it cannot be recovered and reliance for data will have to be placed on hard copy data.

Deleting a closed election is very easy, simply highlight the Election you wish to remove and click the Process button. If you are certain of the deletion click Yes, if you are not sure click No and no deletion will occur.

NOTE: The related reporting entities, LRPER01 and LRPER02 will not be deleted as a part of this deletion processing. This is to be done from within the Batch Processing application if and when necessary.

Electoral Roll Deletion Control Form

Year	Cycle	Type	Stage	Description
2003	12983-1	Both	Close	12983-privacy flag
2003	SA 1	Both	Close	SA New Election

Options Process Cancel

Electoral Roll Deletion Control Form

Year

This field shows the year that was entered when the election was created. This field is display only and cannot be changed.

Cycle

This field shows the cycle that was entered when the election was created. This field is display only and cannot be changed.

Type

This field shows the election type that was entered when the election was created. This field is display only and cannot be changed.

Stage

This field shows the stage that the election is up to. All elections appearing on this form will be at the 'Closed' stage. This field is display only

Description

This field shows the description for the election that was entered when the election was created. This field is display only.