

Wollondilly Shire Council

Process Taken for Revenue NSW ESL Classification File

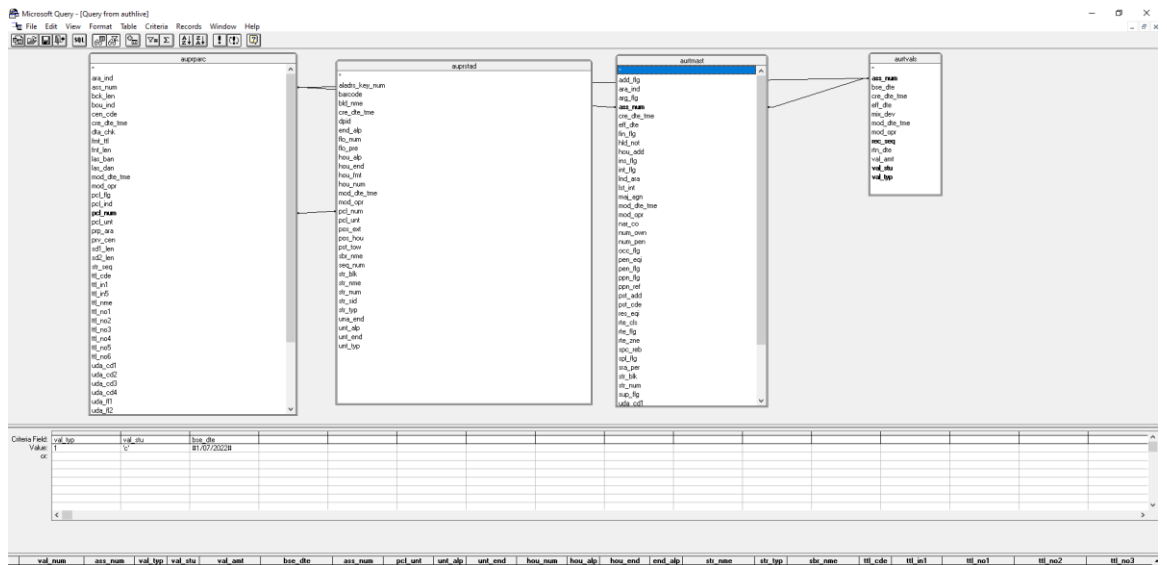
- There are various reporting tools that can be used to extract required data (incl. Authority Excel Report Wizard, Excel Power Query & Microsoft Excel Query).
- We have used Microsoft Excel Query as is tool & table layouts that we are most familiar with but any query tool that you prefer could be used for the same result.

NSW VALUER GENERAL PROPERTY ID (PID) DATA FILE

- Download NSW Valuer General PID file with all current PID's that require classification (file will include individual strata lot PID's)

The process that Wollondilly took was:

1. Open NSW Valuer General PID file in Excel worksheet format
2. Using below Microsoft Excel data query extracted all current rate assessments, PID's, property address & title data from Authority into Excel

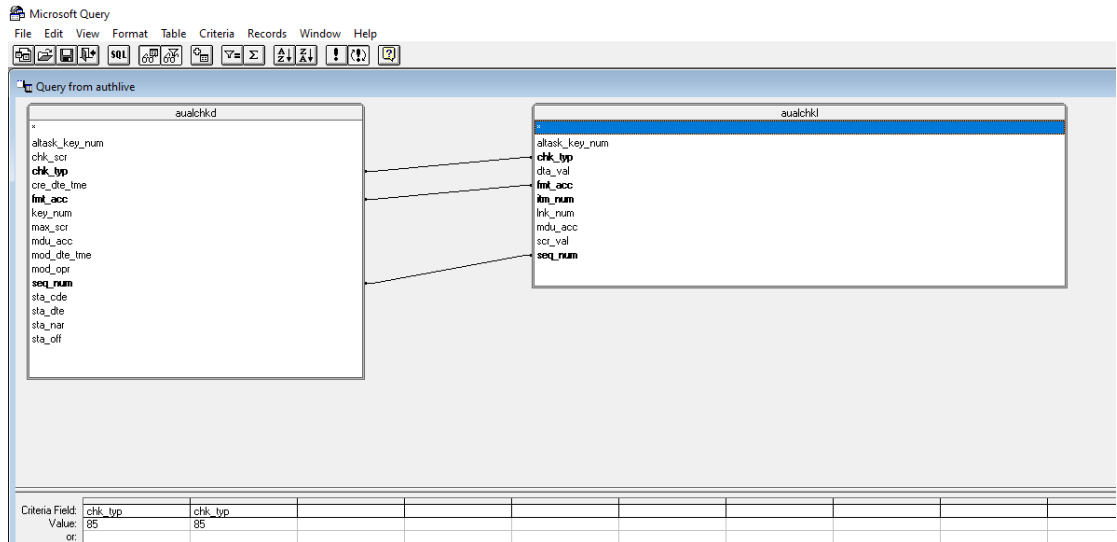


Data Tables used:

- * aurtmast (val_num, ass_num)
- * aurtvals (val_tpy (1), val_stu(c), val_amt, base_dte (01/07/2022) – this table was added so that query returned assessments with a current rateable valuation only

- * auprarc (ass_num, pcl_unt, unt_alp, unt_end, hou_num, hou_alp, houe_end, end_alp, str_nme, str_typ, sbr_nme, ttl_cde, ttl_in1, ttl_no1, ttl_no2, ttl_no3, ttl_no4)
- * auprstad (pcl_num) – for table link to auprstad only

3. Using another data query extracted all strata/company title PID's on assessment records in Authority



Data Tables used:

aualchkd (chk_typ (85), mdu_acc)

aualchl (dta_val)

NOTE: As per Civicas 15/02/2017 email. The Authority assessment valuation number MUST NOT be updated with the strata unit or company title PID supplied by Valuation Services as this will corrupt the valuation reconciliation for Strata Unit or Company Title assessments.

During 2017 FESL processing Strata Unit and Company Title PID's were applied to an Authority Checklist associated to the rate assessment.

A Strata or company title PID can be viewed in e_rt007 by selecting Other Links / Rates Checklists View

4. Copied all PID's extracted from Authority in queries in point 2 & 3 into a new worksheet
5. Added a VLOOKUP formula to NSW Valuer General spreadsheet to confirm that all PID's provided by Valuation NSW data match to Council records
6. Filtered worksheet for any unmatched PID's & copied to a new Excel sheet
7. Investigated & updated any missing PID's in Authority

Due to work undertaken for FESL 2017 we were missing only a few. Missing strata/company title unit PID's were added through Assessment Maintenance (i_rt013), Other Links, Checklists (i_al046)

Any other mismatches with Valuation NSW PID records were investigated through VALNET & updates were made as required through Rates Valuation Number Change (i_rt123).

ESL CLASSIFICATIONS

- Once we were satisfied that all PID data provided by NSW Valuer General matched Councils records we used the guidelines issued by NSW Treasury to categorise all current assessments with an ESL Classification

Government	GOVT
Public Benefit land	PUBLIC
Farmland	FARM
Residential Non-vacant	RESNV
Residential Vacant	RESV
Industrial Non-vacant	INDNV
Industrial Vacant	INDV
Commercial Non-vacant	COMNV
Commercial Vacant	COMV

The process that was taken by Wollondilly is below:

- Using FESL classification codes previously set-up in Authority for FESL 2017 a classification was assigned to every assessment using the NSW Government Classification Guidelines.

Civica or the Civica NSW Emergency Services Property Levy Land Classifications guide issued 17 October, 2016 may provide some assistance if attributes require system setup or for the purposes of this processes classifications could be completed in a spreadsheet for Revenue NSW & updated in Authority at a later time if required.

For this process we classified assessments in a spreadsheet & will update attributes in Authority at a later time if required. But incase needed our Authority Rates Attributes ESPL Classification parameter set-up is below.

1. i_rt163 – Rates Attributes ESPL Classification parameters

i_rt163 - Rate Attributes - WSC LIVE - 32180 - 7.1

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Attribute Type

Description

Extract for Rates Notices

Created Modified Operator

i_rt163 - Rate Attributes - WSC LIVE - 18884 - 7.1

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Attribute Type

Description

Extract for Rates Notices

Created Modified Operator

2. i_rt164 – Rate Attribute Type Code Parameters

i_rt164 - Attribute Code Parameters - WSC LIVE - 21556 - 7.1

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Attribute Type: 1 | ESPL Classification

Attribute Value: COMNV

Description: Commercial Non-Vacant

Lapsed Date: []

Rate Code: 100

Rate Differential: 1

Created: 2017-03-08 15:14:36 Modified: 2017-03-08 15:14:36 Operator: 99 Civica Pty Ltd

i_rt164 - Attribute Code Parameters - WSC LIVE - 21556 - 7.1

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Attribute Type: 1 | ESPL Classification

Attribute Value: COMV

Description: Commercial Vacant

Lapsed Date: []

Rate Code: 100

Rate Differential: 2

Created: 2017-03-08 15:14:36 Modified: 2017-03-08 15:14:36 Operator: 99 Civica Pty Ltd

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Attribute Type	1	ESPL Classification
Attribute Value	FARM	
Description	Farmland	
Lapsed Date		
Rate Code	100	
Rate Differential	3	

Created 2017-03-08 15:14:36 Modified 2017-03-08 15:14:36 Operator 99 Civica Pty Ltd

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Attribute Type	1	ESPL Classification
Attribute Value	GOVT	
Description	Government	
Lapsed Date		
Rate Code		
Rate Differential		

Created 2017-03-08 15:14:36 Modified 2017-03-08 15:14:36 Operator 99 Civica Pty Ltd

i_rt164 - Attribute Code Parameters - WSC LIVE - 21556 - 7.1

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Attribute Type

Attribute Value

Description

Lapsed Date

Rate Code

Rate Differential

Created Modified Operator

i_rt164 - Attribute Code Parameters - WSC LIVE - 21556 - 7.1

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Attribute Type

Attribute Value

Description

Lapsed Date

Rate Code

Rate Differential

Created Modified Operator

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Attribute Type	1	ESPL Classification
Attribute Value	PUBLIC	
Description	Public Benefit	
Lapsed Date		📅
Rate Code	100	
Rate Differential	7	

Created 2017-03-08 15:14:36 Modified 2017-03-08 15:14:36 Operator 99 Civica Pty Ltd

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Attribute Type	1	ESPL Classification
Attribute Value	RESNV	
Description	Residential Non-Vacant	
Lapsed Date		📅
Rate Code	100	
Rate Differential	8	

Created 2017-03-08 15:14:36 Modified 2017-03-08 15:14:36 Operator 99 Civica Pty Ltd

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Attribute Type 1 ESPL Classification

Attribute Value RESV

Description Residential Vacant

Lapsed Date

Rate Code 100

Rate Differential 9

Created 2017-03-08 15:14:36 Modified 2017-03-08 15:14:36 Operator 99 Civica Pty Ltd

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Attribute Type 2 ESPL Classification (Mixed Dev)

Attribute Value RESNV

Description Residential Non-Vacant

Lapsed Date

Rate Code 104

Rate Differential 8

Created 2017-03-08 15:14:36 Modified 2017-03-08 15:14:36 Operator 99 Civica Pty Ltd

i_rt164 - Attribute Code Parameters - WSC LIVE - 21556 - 7.1

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Attribute Type

Attribute Value

Description

Lapsed Date

Rate Code

Rate Differential

Created Modified Operator

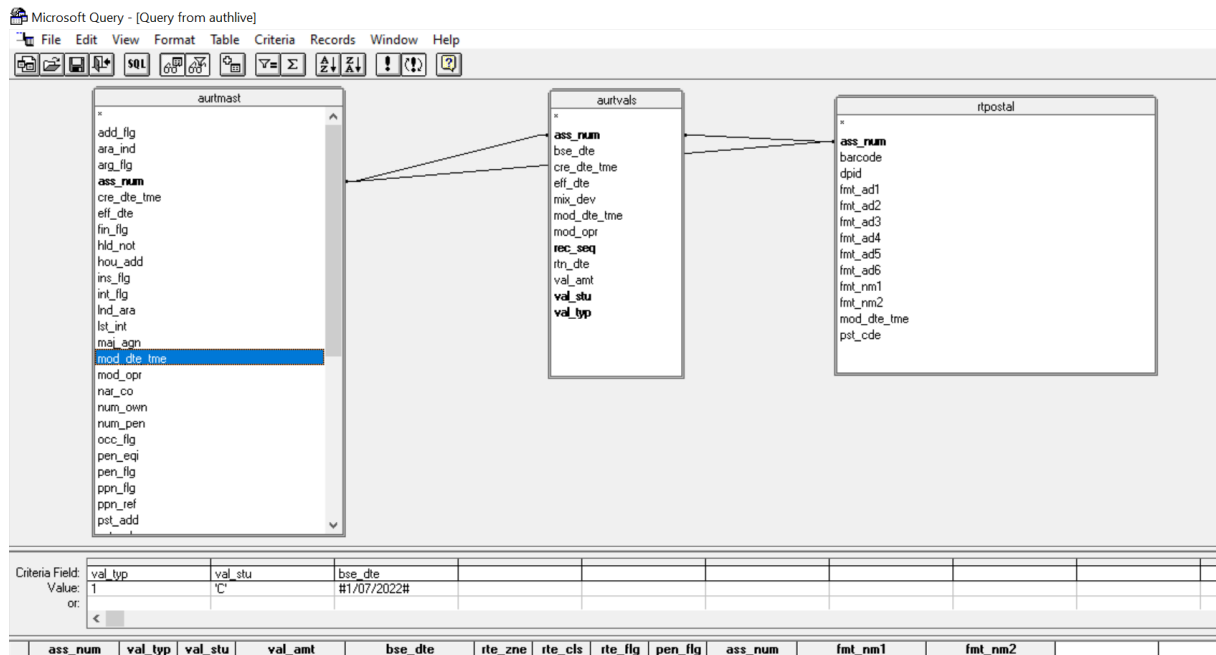
Note – the Rate Code & Rate Differential fields are legacy from the 2017 FESL. We have left them as was setup for FESL as FESL rate codes are not active on any of our assessments

- Using an Microsoft Excel Query & the Authority Live data tables we extracted the below assessment data into a spreadsheet to use to add ESL Classifications (The Authority Excel Reporting Wizard may also be useful & an easy way to extract required data)

The Query process that we used was:

- In Excel Select Data / Get Data / Legacy Wizards / From Microsoft Query (Legacy)
- Tables used to create the below query were:
 aurtmast (ass_num, rte_zne, rte_cls, rte_flg, pen_flg, val_num)
 aurtvals (ass_num, val_type (1), val_stu (C), val_amt, bse_dte (1/7/2022))
 rtpostal (ass_num, fmt_nm1, fmt_nm2)

This query extracted all assessments with a current rateable valuation, the assessments rate category & ratepayer name (other fields can be added in query to extract other data that may assist with ELS classification if needed)



- The query will extract all assessments with a current rateable valuation. We then added a filter to the rte_cls column & copied & pasted assessments in each rate category to separate Excel tabs to make review easier
- We then added an ESL Classification column to each category sheet & worked through each of the categories using the ESL guidelines & added an ELS classification to each assessment.
- If Classification codes have been maintained since FESL these could be extracted from Authority using a data query. We have not maintained them so opted to classify all assessments in a spreadsheet for this process.

LOADING ELS CLASSIFICATIONS TO AUTHORITY (IF REQUIRED)

- Rates Bulk Update can be used for this (i_rt145)
- We opted to save the ELS Classification data to a spreadsheet for update into Authority at a later time if this becomes required

EXTRACTING ESL CLASSIFICATION DATA FILE FOR REVENUE NSW

- We used the below queries to extract the data for the Revenue NSW return data file

- Using a new Excel workbook we created sheets for the PID & Assessment Query, Strata PID's Query, Land Classifications & Pensioner Status Query (attempts were made to extract all required data in one Excel Query but found that multiple queries were required)

- PID & Assessment sheet query
 aurtmast (val_num, ass_num)
 aurtvals (val_typ (1), val_stu (C), bse_dte (01/07/2022))

Microsoft Query

File Edit View Format Table Criteria Records Window Help

Query from authlive

aurtmast	
arg_flg	
ass_num	
cre_dte_tme	
eff_dte	
fin_flg	
hld_not	
hou_add	
ins_flg	
int_flg	
lnd_ara	
lst_int	
maj_agr	
mod_dte_tme	
mod_opr	
nat_co	
num_own	
num_pen	
occ_flg	

aurtvals	
*	
ass_num	
bse_dte	
cre_dte_tme	
eff_dte	
mix_dev	
mod_dte_tme	
mod_opr	
rec_seq	
rtn_dte	
val_amt	
val_stu	
val_typ	

Criteria Field:	val_typ	val_stu	bse_dte		
Value:	1	'c'	#1/07/2022#		
or:					

	val_num	ass_num	val_typ	val_stu	val_amt	bse_dte
▶ 2590159	1	1	1	C	559000.00	2022-07-01 00:00:00.00
2590161	2	1	1	C	559000.00	2022-07-01 00:00:00.00
2590162	3	1	1	C	559000.00	2022-07-01 00:00:00.00
2590163	4	1	1	C	559000.00	2022-07-01 00:00:00.00
2590216	5	1	1	C	503000.00	2022-07-01 00:00:00.00
2590217	6	1	1	C	505000.00	2022-07-01 00:00:00.00
2590218	7	1	1	C	503000.00	2022-07-01 00:00:00.00

Select File Return Data to Microsoft Excel to return data to client application

- Strata PID sheet query
 aualchkd (cj_k_typ (85), mdu_acc)

aualchkl (dta_val)

Microsoft Query

File Edit View Format Table Criteria Records Window Help

SQL

Query from authlive

aualchkd

*

- altask_key_num
- chk_scr
- chk_typ**
- cre_dte_tme
- fmt_acc**
- key_num
- max_scr
- mdu_acc
- mod_dte_tme
- mod_opr
- seq_num**
- sta_cde
- sta_dte
- sta_nar
- sta_off

aualchkl

*

- altask_key_num
- chk_typ**
- dta_val
- fmt_acc**
- itm_num**
- lnk_num
- mdu_acc
- scr_val
- seq_num**

Criteria Field: chk_typ

Value: 85

or:

chk_typ	mdu_acc	dta_val
85	11010	2600834
85	11011	2600835
85	11012	2600836
85	11013	2597871
85	11014	2597872
85	11015	2597873
85	11016	2597874
85	11017	2597875
85	11018	2597876

Select File Return Data to Microsoft Excel to return data to client application

3. Below Authority Land Classification sheet Query (*can be used if Classifications have all been added as Attributes in Authority. If not Classification codes in previous spreadsheet & assessment numbers can be used*)
 aurtattr (ass_num, att_typ, att_val)

Microsoft Query

File Edit View Format Table Criteria Records Window Help

SQL

Query from authlive

aurtattr

- ass_num
- att_typ
- att_val
- cre_dte_tme
- eff_dte

Criteria Field: att_typ
Value: 1
or:

	ass_num	att_typ	att_val
1		1	RESNV
2		1	RESNV
3		1	RESNV
4		1	RESNV
5		1	RESNV
6		1	RESNV
7		1	RESNV
8		1	RESNV
9		1	RESNV
10		1	RESNV
11		1	RESNV
14		1	RESNV
15		1	RESNV
16		1	RESNV
17		1	RESNV
19		1	RESNV
20		1	RESNV
22		1	RESNV
23		1	RESNV
24		1	RESNV
25		1	RESNV
26		1	RFSNV

4. Pensioner Status sheet query
pen (ass_num, rte_cde (1), rte_dif, pen_gov (is less than \$.00), pen_cnl)

Microsoft Query

File Edit View Format Table Criteria Records Window Help

SQL [Icons]

Query from authlive

pens

*
 ass_num
 pen_cnl
 pen_gov
 rte_cde
 rte_dif

Criteria Field:

rte_cde	pen_gov
Value: 1	<\$.00

 or:

ass_num	rte_cde	rte_dif	pen_gov	pen_cnl
7	1	1	-137.50	-112.50
10	1	2	-137.50	-112.50
16	1	1	-137.50	-112.50
26	1	1	-137.50	-112.50
43	1	1	-137.50	-112.50
50	1	1	-137.50	-112.50

Record: 1

- Once all queries have been created we setup the below new sheet with the Revenue NSW data headings (as per Revenue NSW Council Data Upload Template).

A	B	C	D	E	F	G	H	I
DISTRICT_CODE	COUNCIL_NAME	PROP_ID	PROP_TYPE	UNIT_NUMBER	HOUSE_NUMBER	STREET_NAME	STREET_TYPE	SUBURB_NAME

J	K	L	M	N	O	P	Q	R
POSTCODE	PROPERTY_DESCRIPTION	PLAN_TYPE	RATING_ASSESS_NO	LAND_CLASSIFICATION	MIXED_DEV_APPORTIONMENT	LAND_CLASSIFICATION_APPORTIONMENT	PENSIONER_FLAG	SPECIFIED_USE

6. Data for columns A to L was copied from the NSW Valuer general data provided in the NSW Valuer general PID file
7. A VLOOKUP formula using the NSW Valuer General PID was used to populate the assessment number from the PID & Assessment number query & from the Strata PID Query (from above points 1 & 2)
8. A VLOOKUP formula using assessment number was used to populate the Land Classification column from the Land Classification spreadsheet
9. We do not currently have any Mixed Development assessments so did not require a query for Mixed Development Apportionment or Land Classification Apportionment (if only few of these exist in Council records these could be manually added without the need to extract a data query)
10. A VLOOKUP formula using assessment number was used to populate the Pensioner Status column from the Pensioner Status query sheet (from above point 4)
11. We then manually populated the SPECIFIED_USE column as this information was not available to extract from Authority.
12. The sheet was then copied to text only to a new worksheet
13. Pensioner status were updated to Y for assessments that returned a pensioner assessment status & N was manually added to all non-pensioners
14. Any other fields that required a N response was added
15. File was then saved ready for upload to Revenue NSW

Disclaimer: The above document details the process taken by Wollondilly Shire Council and it is provided as general information only and should not be considered professional advice. Before implementing or creating any system parameters, we strongly recommend consulting with your software provider or a qualified information technology professional. We do not assume liability for any actions taken based on the information provided here.