

MAX Data Entry Standards

Aim

To ensure the input of consistent and reliable data into the MAX case management system during an emergency response

Mandatory Case Notes

When entering **ANY** data into the MAX system, it is imperative that “case notes” are entered into each case that you are working on.

Case notes should always adhere to the following format:

First Initial, Surname – Role and or Team – Summary Information

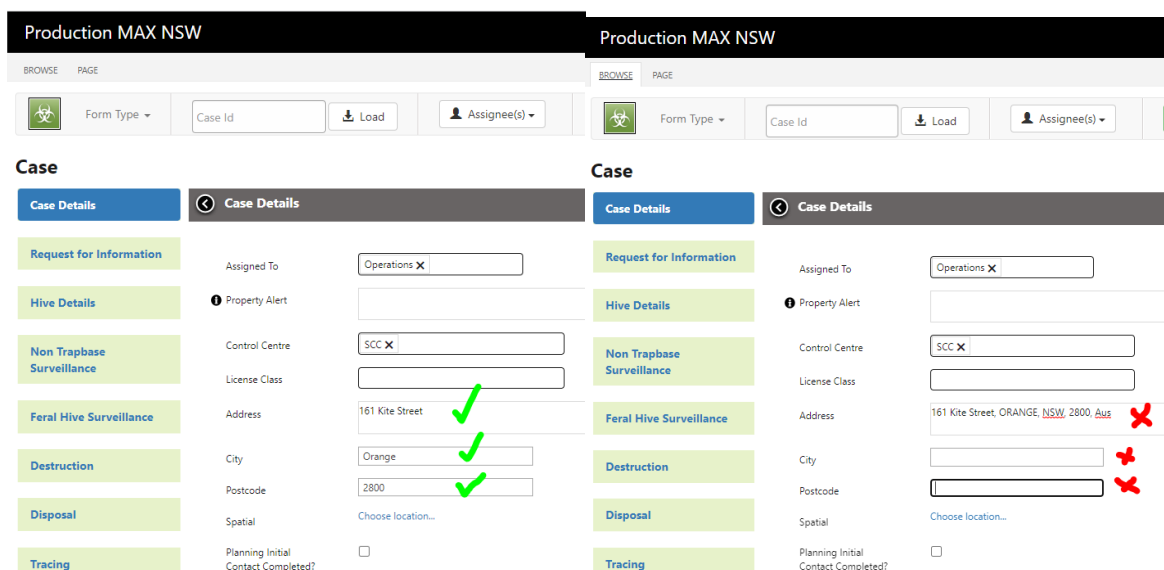
ie: J Ward – Intelligence Team Leader – Called landholder (Tom Smith) to establish entry arrangements to property. He advised he only lives 5 minutes away, please call Tom on 0440 123 456 on arrival.

Case notes should:

- be a summary of any interactions, conversations or actions taken
- include any case/event relevant information
- include names, roles and contact numbers of individuals mentioned
- be in the form of short sentences
- use Proper case formatting (ie not all capitals)

Address Standards

Addresses should be entered using appropriate fields, using one field to record all address information is unacceptable and prevents accurate mapping and reporting (see below):



The image shows two side-by-side screenshots of the 'Production MAX NSW' Case Details form. The left screenshot shows correct data entry with green checkmarks: '161 Kite Street' in the Address field, 'Orange' in the City field, and '2800' in the Postcode field. The right screenshot shows incorrect data entry with red X marks: the Address field contains '161 Kite Street, ORANGE, NSW, 2800, Aus', the City field is empty, and the Postcode field is empty.

Correct spelling and full suburb names are required ie:

Wagga Wagga ✓

Wagga ✗

General Data Entry Standards

All data entry in MAX should be made using Proper Case

All fields should be completed if the information is known or provided. If information is not known DO NOT complete the field and leave blank. *If in doubt, leave it out.*

DO NOT fill fields with:

Unknown
NA, N.A., N/A etc
See Notes
can't find it, will call back, pending, TBA, TBC etc
Any other information that belongs in case notes

The following tables give examples of expected standard rules

Individuals, Partnerships & Companies

Wayne Andrew Brown	Names in full (where known)
KJ & MJ Behan	No space between initials and no full stops
A C Harris Pastoral Co	Space between initials if legal name and abbreviate company to Co
Orange Country Pty Ltd	Do not use P/L
JF, CR & T O'Keefe Pastoral	No space between initials and always use '&'

Landholdings

Avonlee	No "punctuation marks"
Avonlee & Amyville	No comma or forward/backward slash
West End & Bellevue	No abbreviations and add & between multiple property names
Bonton & Mossvale (Part)	Meaning all of Bonton and part of Mossvale
Victoria Station	No abbreviation on station

Road No#s & PO Boxes

Lot 5	Space between lot & number
1/10	Leave the word unit out
Level 10, 20	Add word level and suite when necessary
2/151-153	Leave word unit out and dash between road numbers
RMB 22 or RMS 44 or RSD 66	Accepted format
GPO Box 22	Accepted format
Locked Bag 22 or Private Bag 44	No abbreviations
PO Box 22	No space between P & O
Cnr Summer St & Lords Place	Abbreviate Corner as CNR

Authorised Abbreviations

The following abbreviations are authorised for use in MAX, the address abbreviations are required to meet Australia Post standard:

Abbreviation	Road Type
ACCS	Access
ALLY	Alley
ALWY	Alleyway
AMBL	Amble
APP	Approach
ARC	Arcade
ARTL	Arterial
ARTY	Artery
AV	Avenue
BA	Banan
BEND	Bend
BWLK	Boardwalk
BVD	Boulevard
BR	Brace
BRAE	Brae
BRK	Break
BROW	Brow
BYPA	Bypass
BYWY	Byway
CSWY	Causeway
CTR	Centre
CH	Chase
CIR	Circle
CCT	Circuit
CRCS	Circus
CL	Close
CON	Concourse
CPS	Copse
CNR	Corner
CT	Court
CTYD	Courtyard
COVE	Cove
CR	Crescent
CRST	Crest
CRSS	Cross
CSAC	Cul-de-sac
CUTT	Cutting
DALE	Dale
DIP	Dip
DR	Drive
DVWY	Driveway
EDGE	Edge
ELB	Elbow
END	End
ENT	Entrance
ESP	Esplanade
EXP	Expressway
FAWY	Fairway
FOLW	Follow
FTWY	Footway
FORM	Formation
FWY	Freeway

FRTG	Frontage
GAP	Gap
GDNS	Gardens
GTE	Gate
GLDE	Glade
GLEN	Glen
GRA	Grange
GRN	Green
GR	Grove
HTS	Heights
HIRD	Highroad
HWY	Highway
HILL	Hill
INTG	Interchange
JNC	Junction
KEY	Key
LANE	Lane
LNWY	Laneway
LINE	Line
LINK	Link
LKT	Lookout
LOOP	Loop
MALL	Mall
MNDR	Meander
MEWS	Mews
MTWY	Motorway
NOOK	Nook
OTLK	Outlook
PDE	Parade
PWY	Parkway
PASS	Pass
PSGE	Passage
PATH	Path
PWAY	Pathway
PIAZ	Piazza
PLZA	Plaza
PKT	Pocket
PNT	Point
PORT	Port
PROM	Promenade
QDRT	Quadrant
QYS	Quays
RMBL	Ramble
REST	Rest
RTT	Retreat
RDGE	Ridge
RISE	Rise
RD	Road
RTY	Rotary
RTE	Route
ROW	Row
RUE	Rue
SVWY	Serviceway
SHUN	Shunt
SPUR	Spur
SQ	Square
ST	Street

SBWY	Subway
TARN	Tarn
TCE	Terrace
THFR	Thoroughfare
TLWY	Tollway
TOP	Top
TOR	Tor
TRK	Track
TRL	Trail
TURN	Turn
UPAS	Underpass
VALE	Vale
VIAD	Viaduct
VIEW	View
VSTA	Vista
WALK	Walk
WKWY	Walkway
WHRF	Wharf
WYND	Wynd

Other Abbreviations

Company	CO
Propriety	PTY
Co-Operative	CO-OP
Incorporated	INC
Association	ASSOC
Department	DEPT
Limited	LTD
Proprietary Limited	PTY LTD

References

- Local Land Services – *Land Admin Business Rules V2.0*
- Australia Post – *Addressing Guidelines*