

# Electoral Roll Access (ERA)

Downloading electoral roll data files from ERA

USER GUIDE

December 2022

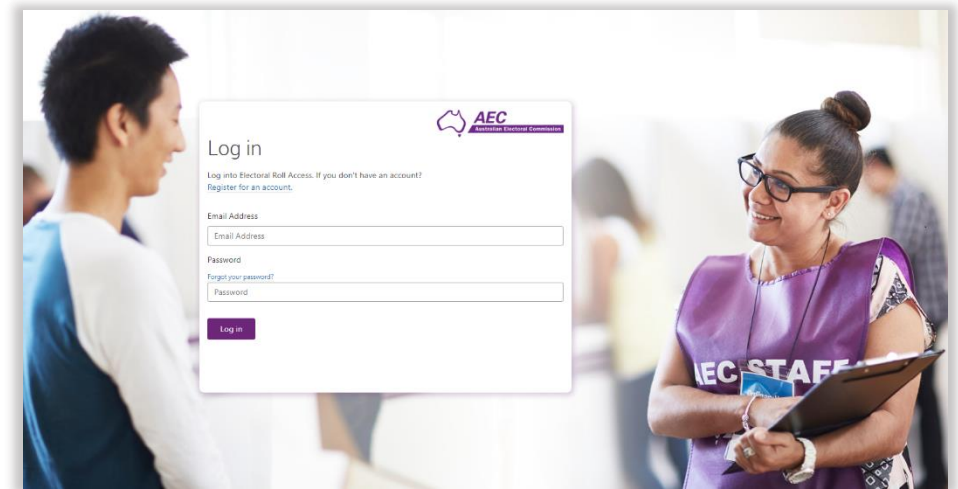
## Downloading electoral roll data files

This guide describes how to download electoral roll data files from Electoral Roll Access (ERA) for members of the House of Representatives (MPs), senators or registered political parties.

- These files are updated regularly, as shown in the [Release Schedule](#).
- Information about electoral roll data is on the [AEC website](#).

### Topics

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### Downloading files from ERA

You will need to create an ERA account and submit a request form to access electoral roll data, if you haven't already done so.

See the guides [Creating an ERA account](#) and [Submitting a request form in ERA to access electoral roll data](#).

## Logging in and selecting the roll data tile

1. Log into ERA.
2. Click the **Roll data** tile.

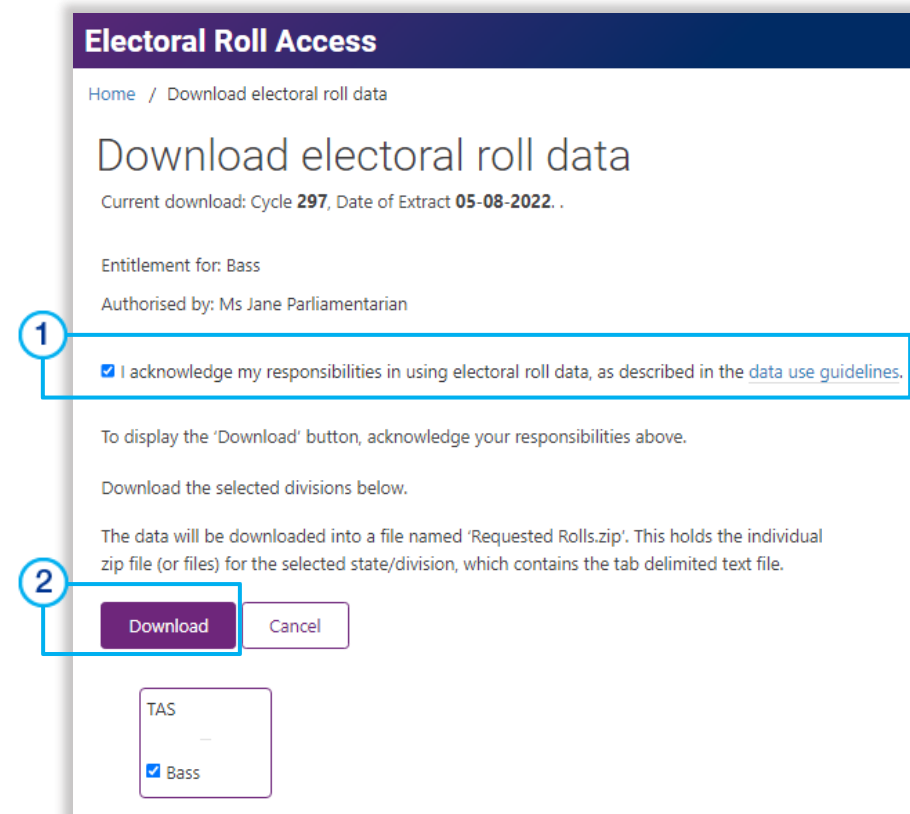


**Hint:** Some ERA users will have more than one tile if they are delegates for more than one MP, senator or party.

3. Continue from one of the following:
  - [Downloading files for MPs](#)
  - [Downloading files for senators](#)
  - [Downloading files for parties](#)

## Downloading files for MPs

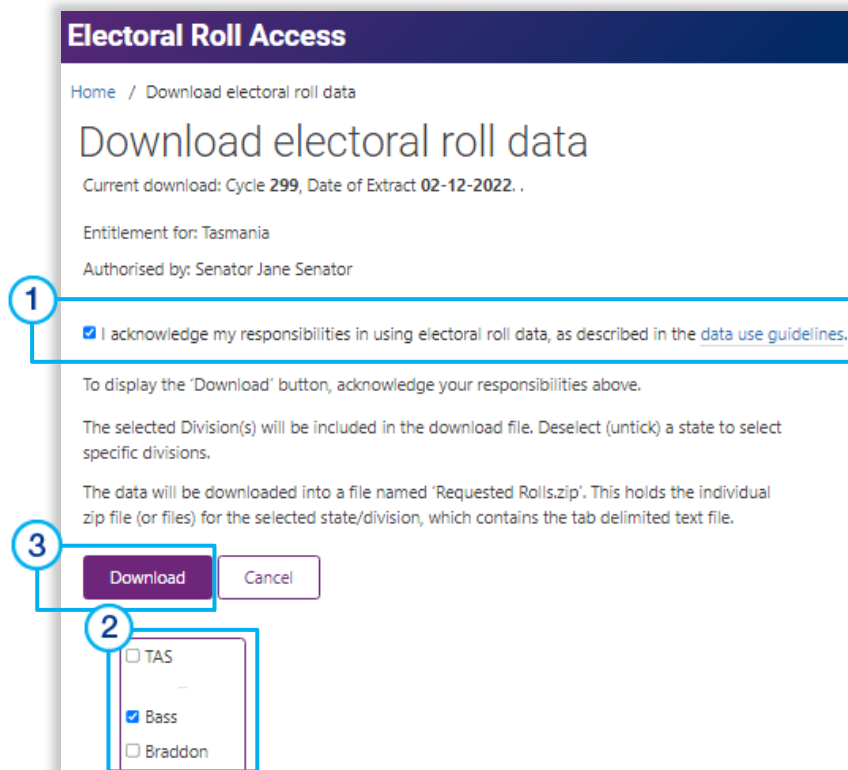
1. Read the data use guidelines and then tick **I acknowledge**.
2. Click **Download**.



3. Select a folder in a secure location and click **Save**.  
**Requested Rolls.zip** is downloaded.
4. Click **Close**.

## Downloading files for senators

1. Read the data use guidelines and then tick **I acknowledge**.
2. The state will be selected for download. You can deselect (untick) a state, and then select specific divisions to limit the file sizes.
3. Click **Download**.



**Electoral Roll Access**

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## Download electoral roll data

Current download: Cycle 299, Date of Extract 02-12-2022. .

Entitlement for: Tasmania

Authorised by: Senator Jane Senator

I acknowledge my responsibilities in using electoral roll data, as described in the [data use guidelines](#).

To display the 'Download' button, acknowledge your responsibilities above.

The selected Division(s) will be included in the download file. Deselect (untick) a state to select specific divisions.

The data will be downloaded into a file named 'Requested Rolls.zip'. This holds the individual zip file (or files) for the selected state/division, which contains the tab delimited text file.

**Download** Cancel

TAS

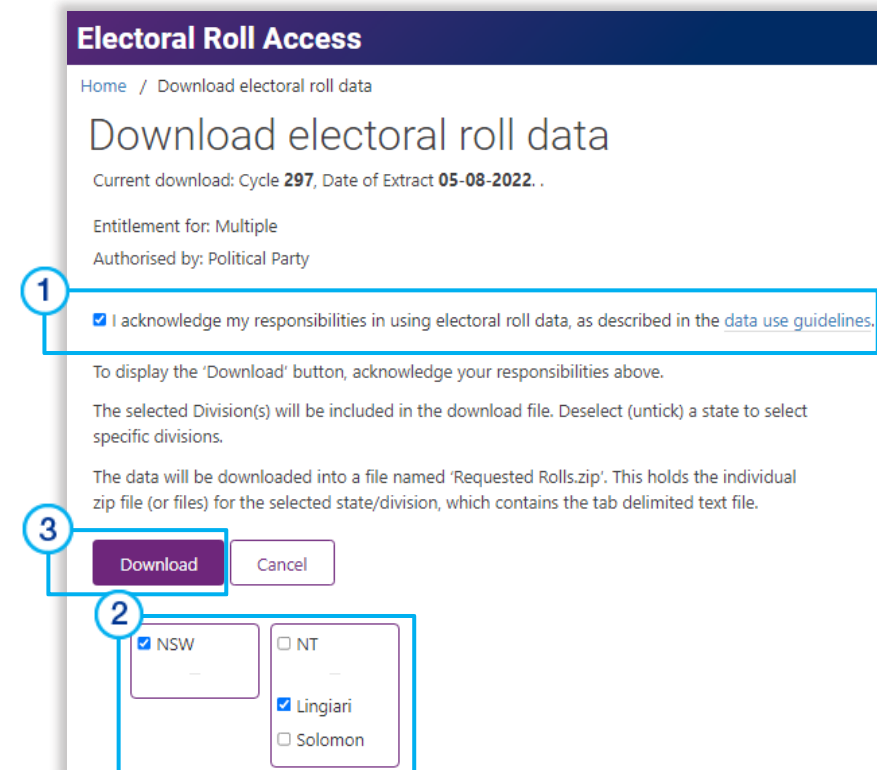
Bass

Braddon

4. Select a folder in a secure location and click **Save**.  
**Requested Rolls.zip** is downloaded.
5. Click **Close**.

## Downloading files for parties

1. Read the data use guidelines and then tick **I acknowledge**.
2. All states will be selected for download. You can deselect (untick) a state, and then deselect specific divisions to limit the file sizes.
3. Click **Download**.



**Electoral Roll Access**

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## Download electoral roll data

Current download: Cycle 297, Date of Extract 05-08-2022. .

Entitlement for: Multiple

Authorised by: Political Party

I acknowledge my responsibilities in using electoral roll data, as described in the [data use guidelines](#).

To display the 'Download' button, acknowledge your responsibilities above.

The selected Division(s) will be included in the download file. Deselect (untick) a state to select specific divisions.

The data will be downloaded into a file named 'Requested Rolls.zip'. This holds the individual zip file (or files) for the selected state/division, which contains the tab delimited text file.

**Download** Cancel

NSW

NT

Lingiari

Solomon

4. Select a folder in a secure location and click **Save**.  
**Requested Rolls.zip** is downloaded.
5. Click **Close**.

## About using the downloaded file

- The data will be downloaded into a file named **Requested Rolls.zip**. This holds the individual zip file/s for the selected state/division which contains the text file.
- It's in tab delimited text format, which can be opened as a spreadsheet or by other applications that can open delimited text files.
- The [Data Dictionary](#) shows the name and definition of each column.

## Unzipping files

1. Unzip **Requested Rolls.zip** to a secure location.  
This will unzip the zip file for the state or division. It will have a name similar to **EX26\_C0183\_YYYYnnnn\_STATE\_DIVISION.zip**
2. Unzip the file for the state or division.  
This unzips the text file. It will have a matching name ending in **txt**, such as, **EX26\_C0183\_YYYYnnnn\_STATE\_DIVISION.txt**.

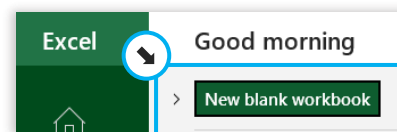
## Opening the text file in Excel

The text file can be opened by any application that can open delimited text files. Opening the text file in Excel is described in this topic.

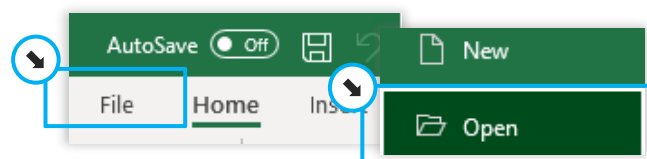
**Note:** Excel has a limit of 1,048,576 rows, which will be exceeded if you try to download all divisions at once for the states of NSW, QLD, VIC, SA and WA.

Download only 7 to 8 divisions at a time to limit the number of rows.

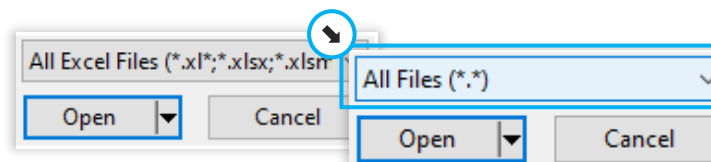
1. Open a new blank workbook in Excel.



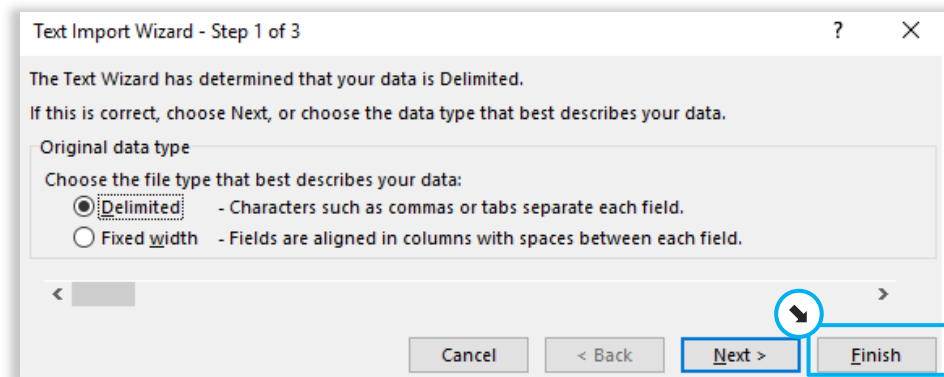
2. Click **File** and then **Open**.



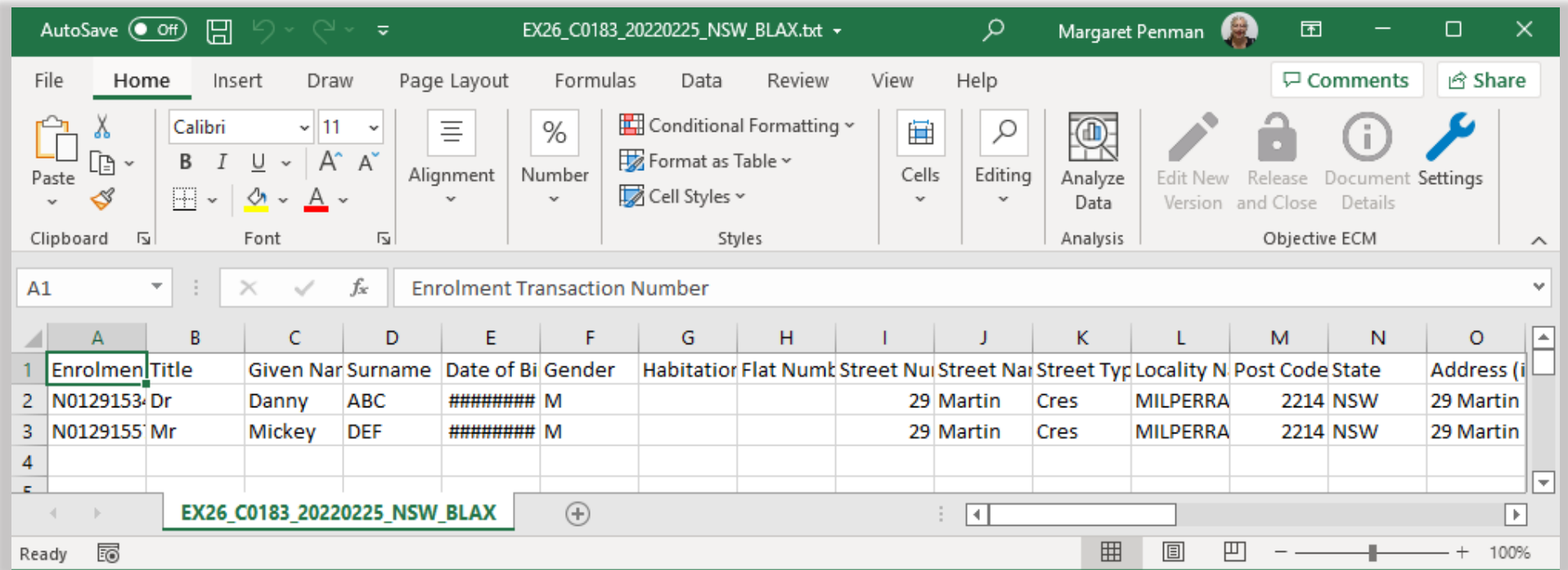
3. Find and select the text file. Remember to change to **All files (\*.\*)**.



4. For the wizard, click **Finish** – without changing any of the defaults.



The data is displayed in Excel, similar to the example on the next page.



The screenshot shows a Microsoft Excel spreadsheet with the following data:

Enrolment Number	Title	Given Name	Surname	Date of Birth	Gender	Habitation	Flat Number	Street Name	Street Name	Street Type	Locality Name	Post Code	State	Address
N0129153	Dr	Danny	ABC	#####	M			29 Martin	Cres		MILPERRA	2214 NSW		29 Martin
N0129155	Mr	Mickey	DEF	#####	M			29 Martin	Cres		MILPERRA	2214 NSW		29 Martin