# Service provider organisation cluster (Mainstream community housing)

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## Identifying and definitional attributes

| | |
|---|---|
| **Metadata item type:** | Data Set Specification |
| **METEOR identifier:** | 480121 |
| **Registration status:** | Housing assistance, Superseded 01/05/2013 |
| **DSS type:** | Data Element Cluster |
| **Scope:** | This file captures information about service provider organisations that manage housing provided for low to moderate income or special needs households. These service providers are community-based organisations that have received capital or recurrent subsidy from government. Community housing models vary across jurisdictions, and the housing stock may be owned by a variety of groups including government. |

## Collection and usage attributes

| | |
|---|---|
| **Statistical unit:** | Dwelling, **Tenancy rental unit** and households |
| **Collection methods:** | Data is collected via a survey of community housing providers and forwarded to state or territory housing authorities. |
| | State and territory housing authorities provide the data to the Australian Institute of Health and Welfare for national collation on an annual basis. |

## Relational attributes

| | |
|---|---|
| **Related metadata references:** | Supersedes Service provider organisation cluster (Mainstream community housing)<br>Housing assistance, Superseded 01/05/2013 |
| **Implementation in Data Set Specifications:** | Mainstream community housing 2010-11<br>Housing assistance, Superseded 01/05/2013<br>*Implementation start date:* 01/07/2010<br>*Implementation end date:* 30/06/2011 |

## Metadata items in this Data Set Specification

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | Community housing waiting list cluster | Conditional | 1 |

*Conditional obligation:*

This cluster is conditional on whether the organisation is listed on a jurisdictional common waitlist. If an organisation is on a common waitlist the jurisdiction will supply wait list information on their behalf. If an organisation is not on a common waitlist then they are required to supply their wait list information.

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | Household—application type, housing assistance code N | Mandatory | 1 |

*DSS specific information:*

Unknowns are collected as "U", and should be mapped to 9 - Not stated/Inadequately described.

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Household—greatest need indicator, yes/no code N](#) | Mandatory | 1 |

*DSS specific information:*

Unknowns are collected as "U", and should be mapped to 9 - Not stated/Inadequately described.

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Service provider organisation—waiting list, total people N[NNN]](#) | Mandatory | 2 |

*DSS specific information:*

This item is collected twice:

- on its own to ascertain the total number of people on the waiting list
- in combination with Person—application type, housing assistance code N and Household—greatest need indicator, yes/no code N to ascertain the number of new applicants on the waiting list who are in greatest need.

Unknowns are collected as "U", and should be mapped to 9 - Not stated/Inadequately described.

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Service provider organisation address details cluster](#) | Mandatory | 1 |
| - | [Service provider organisation (address)—address line, text X[X(179)]](#) | Mandatory | 1 |

*DSS specific information:*

Address line is recorded as a 40 character alphanumeric field.

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Service provider organisation (address)—Australian postcode, code (Postcode datafile) {NNNN}](#) | Mandatory | 1 |

*DSS specific information:*

Unknown postcodes are recorded as "U".

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Service provider organisation (address)—suburb/town/locality name, text A[A(49)]](#) | Mandatory | 1 |

*DSS specific information:*

In this collection suburb is recorded as a 40 character alphanumeric field.

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Service provider organisation—Australian state/territory identifier, code N](#) | Mandatory | 1 |

*DSS specific information:*

This DSS uses abbreviated state and territory names (e.g. NSW, Vic etc.), rather than code values. It does not collect Code 9 'Other territories (Cocos (Keeling) Islands, Christmas Island and Jervis Bay Territory)'.

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Service provider organisation support type cluster](#) | Mandatory | 1 |
| 1 | [Service provider organisation—assistance/support other than housing assistance indicator, yes/no code N](#) | Mandatory | 1 |

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| 2 | Service provider organisation—support service type, code N[N] | Conditional | 8 |

*Conditional obligation:*

Conditional on 'yes' being recorded for Service provider organisation—support service type indicator, yes/no code N

*DSS specific information:*

This data element refers to services, other than housing assistance, which can be provided by the service provider organisation.

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| 3 | Service provider organisation—support service type, text [X(40)] | Conditional | 1 |

*Conditional obligation:*

This item is conditional on '8: Other' being selected in the Support services, code N[N(7)] item.

*DSS specific information:*

This data element refers to services, other than housing assistance, which can be provided by the service provider organisation.

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | Dwelling—dwelling identifier, X[X(14)] | Mandatory | 1 |
| - | Service provider organisation (name)—organisation name, text X[X(49)] | Mandatory | 1 |

*DSS specific information:*

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | Service provider organisation—common waitlist indicator, yes/no code N | Mandatory | 1 |

*DSS specific information:*

Collection uses alternate code set 1 = Yes and 0 = No.

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | Service provider organisation—community housing provider type, code N | Mandatory | 1 |

*DSS specific information:*

This collection uses alternative codes: Association = "A", Cooperative = "C", and Other = "O". Unknown values are recorded as "U", and should be mapped to "9 = Not stated/Inadequately described".

| | | Obligation | Max occurs |
|---|---|---|---|
| - | [Service provider organisation—net recurrent housing expenses, total Australian currency N[N(8)].NN](#) | Mandatory | 1 |

*DSS specific information:*

Unknown dollar values are recorded as "U".

This item records the net recurrent cost to the service provider organisation.

**Includes:**

- Employee expenses (e.g. wages and salaries, payroll tax, superannuation, compensation, accrued leave, and training);
- Supplies and service expenses (e.g. stationery, postage, telephone, vehicle, office equipment, information technology, auditing and accounting);
- Office rent;
- General accounting and personnel function costs (e.g. training costs or levies paid to community housing training authority or peak body);
- Grants and subsidies (excluding rental subsidies);
- Contracted community housing management services;
- Repairs and maintenance (e.g. day to day, cyclical or other);
- Rates (e.g. water or council/shire) where the provider is responsible for payment;
- Strata-title or body corporate charges;
- Costs of removal, sale or disposal of properties and inspections and building insurance where the provider is responsible for payment and public liability insurance; and
- Market rent paid (such as from head leasing) and interest expense (e.g. interest on loans).

**Excludes:**

- Costs used for the purposes of capital (stock provision);
- The purchase of dwellings; and
- Construction costs.

| | | Obligation | Max occurs |
|---|---|---|---|
| - | [Service provider organisation—number of boarding house buildings, total number N[NNN]](#) | Mandatory | 1 |

*DSS specific information:*

Code "U" = Unknown should be mapped to Code "9999" = Not stated/inadequately described.

| | | Obligation | Max occurs |
|---|---|---|---|
| - | [Service provider organisation—number of boarding house rooms, total number N[NNN]](#) | Mandatory | 1 |

*DSS specific information:*

Code "U" = Unknown should be mapped to Code "9999" = Not stated/inadequately described.

| | | Obligation | Max occurs |
|---|---|---|---|
| - | [Service provider organisation—number of boarding house units, total number N[NNN]](#) | Mandatory | 1 |

*DSS specific information:*

Code "U" = Unknown should be mapped to Code "9999" = Not stated/inadequately described.

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | Service provider organisation—number of head leased dwellings, total number N[NNN] | Mandatory | 1 |

*DSS specific information:*

Private head-leased dwellings are owned by private individuals or private corporations and leased to housing providers via head-leasing arrangements. The housing provider is usually responsible for tenant selection and tenancy management functions.

Code "U" = Unknown should be mapped to Code "9999" = Not stated/inadequately described.

| | | | |
|---|---|---|---|
| - | Service provider organisation—number of tenancy rental units, total N[NNN] | Mandatory | 1 |

*DSS specific information:*

Code "U" = Unknown should be mapped to Code "9999" = Not stated/inadequately described.

| | | | |
|---|---|---|---|
| - | Service provider organisation—organisation identifier, X[X(14)] | Mandatory | 1 |
| - | Service provider organisation—survey response indicator, yes/no code N | Mandatory | 1 |

*DSS specific information:*

For jurisdictions providing all unit record data using the Australian Institute of Health and Welfare survey:

If the organisation hasn't returned a survey (survey response = N), then we would only expect admin organisation and dwelling data (supplied by jurisdictions).  If the organisation has returned the survey (survey response = Y), we would expect the survey variables in addition to the admin variables in the organisation and dwelling files. Additionally we would also expect a tenancy file and person file from the organisation. Note that NT does not survey the sector and so all survey responses are set to N.

For jurisdictions providing finalised figures (NSW and Qld):

Jurisdictions who provide finalised figures (NSW and Qld) only ever provide unit record organisation and dwelling admin data (the information provided by non responding organisation as above).  NSW uses their own survey to collect the data from organisations. Their survey response indicates those organisations who have completed their survey.  Qld also uses its own survey however they do not indicate which organisations have completed their survey all not (all survey responses are N). Qld provide coverage information separately.

| | | | |
|---|---|---|---|
| - | Service provider organisation—total household rent charged, Australian currency N[N(8)].NN | Mandatory | 1 |

*DSS specific information:*

Unknown dollar values are recorded as "U".

The total amount of rent charged to all tenants is the amount of money the households have been asked to pay during the financial year (ending 30 June). It may differ from market rent and may not have been received. The amount of rent charged excludes charges for utilities.

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Service provider organisation—total household rent collected, Australian currency N[N(8)].NN](#) | Mandatory | 1 |

*DSS specific information:*

Unknown dollar values are recorded as "U".

The total amount of rent paid by all tenants includes rent arrears collected in the year ending 30 June. This also includes prepaid rent collected before 30 June, for the current and subsequent years. As such, the total rent collected over a 12 month period may be more than the total rent charged in the same period.