



Australian Government

**Australian Institute of
Health and Welfare**

*Better information and statistics
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Public rental housing and SOMIH national data collection

Processing manual

2010-11

Australian Institute of Health and Welfare
Canberra

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Processing manual

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1 Introduction

This manual has been developed by the Housing Unit of the Australian Institute of Health and Welfare (AIHW) in consultation with the Housing and Homelessness Information Management Group.

This processing manual is designed to assist jurisdictions in undertaking the public rental housing and state owned and managed Indigenous housing (SOMIH) national data collection. It outlines the technical processes undertaken by jurisdictions and the AIHW and forms part of a suite of materials that also includes jurisdiction-specific processing parameters and a data collection manual stipulating the data items and performance indicator specifications along with detailed definitions.

These manuals, along with the *National Housing Assistance Data Dictionary, version 3* (NHADDv3) (AIHW 2006) provide standard concepts, definitions and procedures to enable the collection and reporting of performance data that are comparable across jurisdictions.

2 Data requirements

2.1 Data definitions

The NHADDv3 is the authoritative source of data definitions and standards for this collection. Additional relevant terms and definitions are listed in the glossary of the public rental housing and SOMIH data manual.

2.2 Scope and coverage of the manual

The data covered by this manual relates only to public rental housing or SOMIH tenancies covered by the National Affordable Housing Agreement (NAHA). Included are households residing in public rental housing or SOMIH dwellings where the dwelling is either:

- owned by the housing authority; or
- leased from the private sector or other housing program areas and used for provision of public rental housing or SOMIH.

Public rental housing or SOMIH dwellings leased to other program areas such as community housing or crisis and emergency accommodation programs are not included in this collection.

Dwellings no longer under the administration of the property manager/agency at 30 June 2011 (including dwellings demolished, sold or disposed of) and dwellings not yet available to the property manager/agency at 30 June 2011 (such as those still under construction or being purchased) are excluded.

This combined manual should be used as follows:

- Where information relates to both collections it is described as 'public rental housing/SOMIH' and should be read as referring to **either** the 'public rental housing' or 'state owned and managed Indigenous housing' collection.
- Where information relates to only one collection this is clearly stated.

2.3 List of data items

The list of data items and performance indicators usually included in the *Public rental housing and SOMIH processing manual* have been omitted from this document pending decisions to be made by the RoGS Steering Committee. They will be forwarded at a later date.

2.4 Timetable for processing

Final due date	Deliverable
9 June	AIHW to forward Processing manual and Processing Spreadsheets to jurisdictions
9 June	AIHW to send data quality information to jurisdictions for updating
15 July	FINAL date for jurisdictions to send data to AIHW
4 August	FINAL date for jurisdictions to send detailed data quality information to AIHW
8 September	FINAL date for jurisdictions to request revisions to current data files
15 September	AIHW to send national data to jurisdictions for final sign-off
15 September	AIHW to review detailed data quality information in consultation with jurisdictions and finalise for sign off
22 September	HHIMG to sign-off on national data for RoGS and on Outputs and PIs data for NAHA
22 September	Jurisdictions to sign-off on detailed data quality information
27 September	AIHW to send final data for RoGS and NAHA to Productivity Commission
27 September	AIHW to send detailed data quality information to RoGS secretariat

2.5 Changes to the 2010–11 Processing

- Dwelling history file: the data items VACRSN, VADCESC and VACTYPE have been removed and replaced by a new variable VAC_DDV which is populated with a standard set of vacancy reason codes.
- Person income file:
 - INC_TYPE and INC_DESC are no longer included in the file;
 - the principal income source code 3.3 (Other Government cash pensions/allowances) has been disaggregated. The new set of codes is based on Centrelink *'A guide to Australian Government payments'* and the Department of Veteran's Affairs factsheet on pension, benefits and services.
- Changes to edits:
 - New edits: EP14E (pre-dispatch) ;
 - Removal of edits: EI42E, EV12E and EI07E (pre-dispatch);
 - Change ED50E to ED50A as advisory only.
- Instructions for Data validator have been removed from this manual and will be provided to jurisdictions at a later date.

3 Data processing

General notes of data extraction

- Please supply all variables relating to dollars to 2 decimal places and **DO NOT** use the thousand separators ‘,‘.
- Dates to be formatted as **dd/mm/yyyy**.
- Blank fields to be treated as unknown.
- Point-in-time 30 June household indicator - includes those ongoing plus those ending on 30 June 2011.
- Please advise if unable to supply a variable.
- Please check for blank unit identifiers (i.e. dwelling, waitlist, household, person and income unit IDs).
- SOMIH program is not applicable to Vic, WA, ACT and NT.

Updates to be provided by jurisdictions for the financial year:

- Specify upper and lower limits for data validation.
- Confirm mapping of Principal income source values.
- Confirm mapping of vacancy reasons to the standard set of reason codes.
- Confirm mapping of jurisdictional priority reason type code to AIHW Reason for greatest need values.

These updates will be requested by AIHW in the ‘Processing parameters’ spreadsheet, which should be returned with the outputs of the Data Validator and data files in July.

3.1 Dwelling File

The dwelling file contains all occupied and vacant dwellings that are managed by the public rental housing and SOMIH programs at 30 June 2011. One record should be provided for each dwelling.

Records requested:

Include:

- Dwellings headleased from private market or other programs (see NHADDv3 p320 for details) and managed by your jurisdiction.

Exclude:

- Dwellings no longer under the administration of the property manager/agent at 30 June 2011.
- Dwellings not yet available to the property manager/agency at 30 June 2011, such as those still under construction or being purchased.
- Dwellings owned but not administered by your jurisdiction (e.g. leased to other program areas and not administered by state housing authority).

Data qualifications:

- Bedsits are to be reported as 1 bedroom AND counted as 1 bedroom for PI calculations
- Occupied dwellings can be tenantable or untenable.
- Dwellings undergoing major redevelopment should be coded as follows: TENSTAT AS 2 (No) and DEVSTAT AS 1 (Yes).

Non-standard variables provided by jurisdictions:

- Please see 'Processing parameters' for a detailed list of non-standard variables, specific to jurisdictions, for the dwelling file.

Dwelling data set — formats and values:

AIHW variable	Description	Format	AIHW values
STATE	State/territory identifier	Numeric 3	<ol style="list-style-type: none"> 1. NSW 2. Vic 3. Qld 4. SA 5. WA 6. Tas 7. NT 8. ACT
PROGRAM	Program type	Numeric 1	<ol style="list-style-type: none"> 1. Public rental housing 3. SOMIH
DWELID	Dwelling identifier	Alphanumeric 15	
DWELTYPE	Dwelling structure	Numeric 2	<ol style="list-style-type: none"> 1. Separate house 2. Semi-detached, row or terrace house, townhouse, etc. 3. Flat, unit or apartment 4. Caravan, tent, cabin etc. in caravan park, houseboat in marina, etc. 5. Caravan not in caravan park, houseboat not in marina, etc. 6. Improvised home, tent, campers out 7. House or flat attached to a shop, office, etc. 8. Boarding/rooming house unit 9. Other 99. Not stated/inadequately described
NBEDROOM	Number of bedrooms	Numeric 3	Bed-sits should be counted as a 1 bedroom dwelling.
POSTCODE	Dwelling postcode	Numeric 4	
RNT_MRKT	Market rent value of dwelling (weekly amount at 30/6)	\$\$\$\$\$.cc	
TENSTAT	Dwelling tenantability status (at 30/6)	Numeric 1	<ol style="list-style-type: none"> 1. Yes 2. No 9. Not stated/inadequately described
OCCSTAT	Dwelling occupancy status (at 30/6)	Numeric 1	<ol style="list-style-type: none"> 1. Yes 2. No 9. Not stated/inadequately described
DEVSTAT	Dwelling major redevelopment status (at 30/6)	Numeric 1	<ol style="list-style-type: none"> 1. Yes 2. No 9. Not stated/inadequately described

3.2 Dwelling History File

The dwelling history file contains one record for each vacancy episode during the financial year for dwellings that are occupied or vacant at 30 June 2011, and are managed by the public rental housing and SOMIH programs.

Records requested:

Include:

- Vacancy episodes from the date the certificate of occupancy was completed for newly constructed dwellings or the date when the keys were received for newly purchased dwellings.
- Vacancy episodes of dwellings head leased from private market or other programs (see NHADDv3 p320 for details) used to house public rental housing and SOMIH households and managed by your jurisdiction.

Exclude:

- Vacancy episodes of dwellings earmarked for demolition, sale or cancellation, unless subsequently re-tenanted.
- Dwellings owned but not administered by your jurisdiction (e.g. leased to other program areas and not administered by state housing authority).

Data qualifications:

- Dwellings still vacant at 30 June of current financial year are excluded from P10 calculations. However, jurisdictions must assign a value to VAC_DDV (vacancy reason) for **EVERY** vacancy episode, both **ongoing and non-ongoing**.
- Record vacant dwellings that were/are newly constructed or purchased or undergone / undergoing major redevelopment as two separate vacancy episodes where appropriate: one prior to the issue of the certificate of occupancy or the receipt of keys; and one commencing from the date at which the dwelling became tenantable and the certificate of occupancy was completed or the keys were received.
- Vacancy start date is generally the day after the previous household has ended their tenancy, i.e. equal to dt_end on the household file. Vacancy end date is the day that the next household starts their tenancy in the dwelling, i.e. equal to dt_start on the household file. However, if one household's tenancy ends and another household's tenancy starts in the same dwelling on the same day, the vacancy start date should be set equal to the date the previous household ended their tenancy, i.e. equal to dt_end of the previous household on the household file. (Such a vacancy episode has duration 0 days.)
- The following formula should be used to calculate the number of vacant days:
$$\text{VACDAYS} = (\text{VACEND} - \text{VACSTART})$$

Dwelling history data set — formats and values:

AIHW variable	Description	Format	AIHW values
STATE	State/territory identifier	Numeric 3	1. NSW 2. Vic 3. Qld 4. SA 5. WA 6. Tas 7. NT 8. ACT
PROGRAM	Program type	Numeric 1	1. Public rental housing 3. SOMIH
DWELID	Dwelling identifier	Alphanumeric 15	
VACSTART	Vacancy start date	ddmmyyyy	
VACEND	Vacancy end date	ddmmyyyy	
VACDAYS	Number of days vacant	Numeric 4	
VAC_DDV	Reason code for vacancy	Alphanumeric 5	1.1 dwellings that are available to rent through normal processes (including dwellings that are undergoing normal maintenance) 1.2 dwellings that are newly constructed or purchased from when the certificate of occupancy was completed or the keys were received 1.3 dwellings that have undergone major redevelopment work from when the certificate of occupancy was completed or the keys were received 1.4 dwellings that are considered hard-to-let 1.5 dwellings that is vacant because of other or unknown reasons 2.1 dwellings newly constructed or purchased prior to the issue of the certificate of occupancy or the receipt of keys 2.2 dwellings undergoing major redevelopment work prior to the certificate of occupancy being completed or the keys being received (e.g. the time during which redevelopment work occurred) 2.3 dwellings that are offline or not available to rent through normal processes due to dwelling condition (e.g. uninhabitable condition and still waiting for repair) 2.4 dwellings that are offline or not available to rent through normal processes due to dwelling management (e.g. hold for sale, transfer or other management purpose) 2.5 dwellings for which there is no suitable applicant 2.6 dwellings that are excluded because of other or unknown reasons

3.3 Household File

The household file contains one record for all households assisted during the financial year, irrespective of whether they are ongoing at 30 June 2011 or ceased assistance before 1 July 2011.

Records requested:

Include:

- 1 record per HOUSEID.
- 1 household per rental tenancy unit.
- Households residing in dwellings headleased from private market or other programs (see NHADDv3 p320 for details) used to house public rental housing and SOMIH households and managed by your jurisdiction.

Exclude:

- Households residing in dwellings owned but not administered by your jurisdiction (e.g. leased to other program areas and not administered by state housing authority).

Data qualifications:

- All newly allocated households should have a WAITID and application date if they were waitlisted (i.e., not directly tenanted).
- See the public rental housing and SOMIH data manual for Greatest Need status and reason.
- End date should be blank for any household who ceased assistance after 30 June 2011 or for any household who is still receiving assistance at point of extraction.
- Descriptors at 30 June include those households with an end date of 30 June 2011 and those with a blank end date.

Non-standard variables provided by jurisdictions:

- Please see 'Processing parameters' for a detailed list of non-standard variables, specific to jurisdictions, for the household file.

Household data set — formats and values:

AIHW variable	Description	Format	AIHW values
STATE	State/territory identifier	Numeric 3	1. NSW 2. Vic 3. Qld 4. SA 5. WA 6. Tas 7. NT 8. ACT
PROGRAM	Program type	Numeric 1	1. Public rental housing 3. SOMIH
DWELID	Dwelling identifier	Alphanumeric 15	
HOUSEID	Household identifier	Alphanumeric 15	
DT_START	Date assistance commenced	ddmmyyyy	
DT_END	Date assistance completed	ddmmyyyy	
NEWALLOC	New allocation status (financial year)	Numeric 1	1. Yes 2. No 9. Not stated/inadequately described
TRANSFER	Transfer status (financial year)	Numeric 1	1. Yes 2. No 9. Not stated/inadequately described
INDIG_H	Indigenous household (at 30/6)	Numeric 1	1. Yes 2. No 9. Not stated/inadequately described
DIS_H	Disability status (at 30/6)	Numeric 1	1. Yes 2. No 9. Not stated/inadequately described
RNT_CHRG	Rent charged (weekly amount at 30/6)	\$\$\$\$\$.cc	
RNT_MRKT	Market rent value of dwelling (weekly amount at 30/6)	\$\$\$\$\$.cc	
REBATE	Rebated household status (at 30/6)	Numeric 1	1. Yes 2. No 9. Not stated/inadequately described
REBATAMT	Rebate amount of assistance (weekly amount at 30/6)	\$\$\$\$\$.cc	Generally the positive difference between market rent of dwelling and rent charged
INC_GH	Income—gross (household weekly amount at 30/6)	\$\$\$\$\$.cc	
INC_AH	Income—assessable (household weekly amount at 30/6)	\$\$\$\$\$.cc	

(continued)

Household data set — formats and values (continued):

AIHW variable	Description	Format	AIHW values
WAITID	Waitlist identifier	Alphanumeric 15	
APP_DATE	Waitlist application date for household	ddmmyyyy	
GRT_NEED	Greatest need status	Numeric 1	1. Yes 2. No 9. Not stated/inadequately described
GRT_RSN	Greatest need reason	Numeric 1	1. Homeless 2. Life or safety at risk in accommodation 3. Health condition aggravated by housing 4. Housing inappropriate to needs 5. Very high housing costs 6. Other 9. Not stated/inadequately described <i>Note:</i> Value 6 Other is in addition to the value domain specified in the NHADDv3.
GRT_DATE	Date when Greatest need applied	ddmmyyyy	
OCCS	Number of occupants in household (at 30/6)	Numeric 3	

3.4 Person File

The person file contains details of all persons who received assistance during the year (ongoing and non-ongoing).

Records requested:

Include:

- 1 record for each person in each HOUSEID (i.e. where persons are attached to 2 households then there should be 2 records for that individual).
- Persons in dwellings headleased from private market or other programs (see NHADDv3 p320 for details) and managed by your jurisdiction.

Exclude:

- Persons in households residing in dwellings owned but not administered by your jurisdiction (e.g. leased to other program areas and not administered by state housing authority).

Data qualifications:

- If records for persons in ended households cannot be supplied, special needs status for the ended household should be set in the household file to ensure all households are captured in the P5 special needs indicator.

Non-standard variables provided by jurisdictions:

- Please see 'Processing parameters' spreadsheet for a detailed list of non-standard variables, specific to jurisdictions, for the person file.

Person data set — formats and values:

AIHW variable	Description	Format	AIHW values
STATE	State/territory identifier	Numeric 3	<ol style="list-style-type: none"> 1. NSW 2. Vic 3. Qld 4. SA 5. WA 6. Tas 7. NT 8. ACT
PROGRAM	Program type	Numeric 1	<ol style="list-style-type: none"> 1. Public rental housing 3. SOMIH
HOUSEID	Household identifier	Alphanumeric 15	
INCOMEID	Income unit identifier	Alphanumeric 15	
PERSONID	Person identifier	Alphanumeric 15	
SEX	Sex	Numeric 1	<ol style="list-style-type: none"> 1. Male 2. Female 3. Intersex or indeterminate 9. Not stated/inadequately described
DOB	Date of birth	ddmmyyyy	
DIS_P	Disability status (at 30/6)	Numeric 1	<ol style="list-style-type: none"> 1. Yes 2. No 9. Not stated/inadequately described
INDIG_P	Indigenous status (at 30/6)	Numeric 1	<ol style="list-style-type: none"> 1. Indigenous (not further defined) 2. Neither Aboriginal or Torres Strait Islander origin 9. Not stated/inadequately described
REL_I	Relationship within income unit	Numeric 1	<ol style="list-style-type: none"> 1. Reference person/tenant 2. Spouse/partner 3. Dependant under 16 years 4. Dependant 16 years and over 9. Not stated/inadequately described
REL_H	Relationship to reference person	Numeric 1	<ol style="list-style-type: none"> 1. Reference person/tenant 2. Spouse/partner 3. Son/daughter (or step son/daughter) aged less than 16 years 4. Son/daughter (or step son/daughter) aged 16 years and over 5. Resident aged less than 16 years 6. Resident aged 16 years and over 9. Not stated/inadequately described <p>Resident includes relatives other than son/daughter, non-related carer, and other non-related members.</p>
SNG_CPL	single/couple code	Numeric 1	<ol style="list-style-type: none"> 1. Single 2. Couple (de facto or married) 9. Not stated/inadequately described

3.5 Person Income File

The person income file contains income records for week ending 30 June, for all persons in households ongoing at 30 June 2011 and whose details are provided on the Person file.

Refer to Appendix 1 for further information on government payment income mapping.

Records requested:

Include:

- Multiple income records for persons with different income types.
- Income records for persons in households in dwellings headleased and managed by state housing authority.

Exclude:

- Income records for persons in households residing in dwellings owned but not administered by your jurisdiction (e.g. leased to other program areas and not administered by state housing authority).

Data qualifications:

- No rounding should be applied to income amounts.

Non-standard variables provided by jurisdictions:

- Please see 'Processing parameters' spreadsheet for a detailed list of non-standard variables, specific to jurisdictions, for the person income file.

Person income data set — formats and values:

AIHW variable	Description	Format	AIHW values
STATE	State/territory identifier	Numeric 3	<ol style="list-style-type: none"> 1. NSW 2. Vic 3. Qld 4. SA 5. WA 6. Tas 7. NT 8. ACT
PROGRAM	Program type	Numeric 1	<ol style="list-style-type: none"> 1. Public rental housing 3. SOMIH
HOUSEID	Household identifier	Alphanumeric 15	
INCOMEID	Income unit identifier	Alphanumeric 15	
PERSONID	Person identifier	Alphanumeric 15	
INC_GP	Income—gross (person)	\$\$\$\$\$.cc	Weekly gross income at 30 June for tenant for given income code
INC_AP	Income—assessable (person)	\$\$\$\$\$.cc	Weekly assessable income at 30 June for tenant for given income code
INCS_DD3	Principal income source	Alphanumeric 7	<ol style="list-style-type: none"> 1. Employee cash income 2. Unincorporated business income 3.1. Youth allowance 3.1.2. Newstart allowance 3.1.3. Other allowances for students and the unemployed 3.2.1. Age pension 3.2.2. Disability support pension 3.2.3. Other Centrelink pensions/allowances for the aged and people with a disability 3.3.1. Family Tax Benefit (Parts A and B) 3.3.2.1. Parenting Payment - partnered 3.3.2.2. Parenting Payment - single 3.3.3. Double Orphan Pension 3.3.4. Wife Pension 3.3.5. Widow B Pension 3.3.6. Bereavement Allowance 3.3.7. [Void] 3.3.8. Carer Payment 3.3.9. Carer Allowance 3.3.10. Carer Supplement 3.3.11. Partner Allowance 3.3.12. Widow Allowance 3.3.13. CDEP Participant Supplement 3.3.14. Special Benefit 3.3.15. Service pension (DVA) 3.3.16. Disability pension (DVA) 3.3.17. War widow's pension (DVA)

AIHW variable	Description	Format	AIHW values
			3.3.18. Pensions and allowances from overseas governments
			3.3.19. Other government cash pensions and allowances
			4. Other cash income (e.g. superannuation, compensation)
			5. Nil Income
			9. Not stated/inadequately described
			<i>Note:</i> Value 5 (Nil income) and 3.3.1 – 3.3.19 are in addition to the value domain specified in the NHADDv3.

3.6 Waitlist File

The waitlist file contains all households who were on the public rental housing and SOMIH waitlist as a transfer applicant or new applicant in the financial year. This includes households who are still waiting at 30 June 2011 or were first housed during the financial year.

Records requested:

Include:

- 1 WAITID per applicant household per program
- 1 record per WAITID
- Indigenous applicants to be placed under one program (either PH or SOMIH)
- New applicants, and
- Transfer applicants.

Exclude:

- Mutual exchanges, and
- Same address transfers.

Non-standard variables provided by jurisdictions:

- Please see 'Processing parameters' spreadsheet for a detailed list of non-standard variables, specific to jurisdictions, for the waitlist file.

Waitlist data set — formats and values:

AIHW variable	Description	Format	AIHW values
STATE	State/territory identifier	Numeric 3	1. NSW 2. Vic 3. Qld 4. SA 5. WA 6. Tas 7. NT 8. ACT
PROGRAM	Program type	Numeric 1	1. Public rental housing 3. SOMIH
WAITID	Waitlist identifier	Alphanumeric 15	
APP_DATE	Date of application	ddmmyyyy	
APP_TYPE	Waitlist applicant type	Numeric 1	1. New applicant/household 2. Transfer applicant/household 3. Other 9. Not stated/inadequately described
APP_STAT	Current status of application (at 30/6)	Alphanumeric 1	A. Allocated W. Waiting U. Unknown
GRT_NEED	Greatest need status	Numeric 1	1. Yes 2. No 9. Not stated/inadequately described
GRT_RSN	Greatest need reason	Numeric 1	1. Homeless 2. Life or safety at risk in accommodation 3. Health condition aggravated by housing 4. Housing inappropriate to needs 5. Very high housing costs 6. Other 9. Not stated/inadequately described <i>Note: Value 6 Other is in addition to the value domain specified in the NHADDv3.</i>
GRT_DATE	Date when Greatest need applied	ddmmyyyy	

4 Processing performed by jurisdictions

Jurisdictions are required to undertake initial editing of their data (pre-dispatch edits) prior to sending it to the AIHW, where further editing takes place in concert with the state or territory staff. This section outlines the pre-dispatch edits that are to be performed by jurisdictions before the data is sent to the AIHW. A data validator has been prepared for each jurisdiction to perform these pre-dispatch edits.

The data validator automatically creates an html file that presents the results of the pre-dispatch edits for the file ran. It is jurisdictions’ responsibility to investigate edit failures, and amend data where necessary. The most recent html file for each data file should be sent to AIHW along with the jurisdiction’s data extraction. These html files should show no edit failures. If there are edit failures, an explanation should be provided by the jurisdiction to AIHW.

Visual guides are also supplied in 4.2 to assist jurisdictions when amending and deleting records on any of the six files, at any stage during the process.

4.1 Pre-dispatch edits

Pre-dispatch edits play an important role in the national data collection process. They are necessary for identifying minor data problems, such as records with missing data in a required field. The national data collection is improved by identifying and amending these minor problems prior to the processing performed by the AIHW, as it allows the AIHW and the jurisdiction to focus on identifying more fundamental data problems. The AIHW does not repeat the pre-dispatch edits in house therefore it is incumbent upon jurisdictions to perform these edit checks and resolve any issues prior to submitting the data.

The edit identifiers (Edit ID) have the following components:

- the single character E indicating an edit
- one character indicating the file to which the edit is applied
- a numeric portion where the number is unique for this edit category
- a final character indicating a likely error condition (E) or advisory entry (A)

Thus the edit identifier EH15E is immediately identified as an edit involving the Household file which points to a likely error condition.

Table 4.1: Dwelling file pre-dispatch edits

Edit ID	Description
ED01E	Dwelling records with missing or non PH or SOMIH program code
ED02E	Dwelling records with duplicate keys (STATE, PROGRAM, DWELID)
ED03E	Dwelling records with dwelling identifier missing or zero
ED04E	Dwelling records with missing postcodes
ED05E	Dwelling records with missing or undefined value for dwelling type

(continued)

Table 4.1 (continued): Dwelling file pre-dispatch edits

Edit ID	Description
ED06E	Dwelling records with missing or undefined value for tenantability status
ED07E	Dwelling records with missing or undefined value for occupied status
ED08E	Dwelling records with missing value for number of bedrooms
ED09E	Dwelling records with number of bedrooms equal to zero (excludes NSW)
ED10E	Dwelling records with number of bedrooms less than zero or more than 10
ED11E	Dwelling records with questionable full market rent (missing, zero or over maximum limit \$500)

Table 4.2: Dwelling History file pre-dispatch edits

Edit ID	Description
EV01E	Dwelling history records with missing or non PH or SOMIH program code
EV02E	Dwelling history records with dwelling identifier missing or zero
EV03E	Dwelling history records with duplicate keys (STATE, PROGRAM, DWELID, VACSTART)
EV04E	Dwelling history records with missing or undefined value for vacancy reason
EV05E	Vacancy start date is missing
EV06E	Vacancy start date later than 1 July 2011
EV07E	Vacancy start date later than vacancy end date
EV08E	Vacancy end date earlier than 1 July 2010
EV09E	Vacancy end date later than 30 June 2011

Table 4.3: Household file pre-dispatch edits

Edit ID	Description
EH01E	Household records with missing or non PH or SOMIH program code
EH02E	Household records with household identifier missing or zero
EH03E	Household records with duplicate keys (STATE, PROGRAM, HOUSEID)
EH04E	Household records with dwelling identifier missing or zero
EH05E	Household records with missing or undefined value for new allocation flag
EH06E	Household records with missing or undefined value for transfer flag
EH07E	Household records with missing or undefined value for rebate flag
EH08E	New households with missing or undefined value for greatest need flag
EH09E	Household records with missing or undefined value for indigenous status
EH10E	Household records with missing or undefined value for disability status
EH11E	Households recorded as both new allocation and transfer
EH12E	Households with end date earlier than start date
EH13E	Households with end date equal to start date
EH14E	Households where start date later than 30 June 2011
EH15E	Households where end date earlier than 1 July 2010
EH16E	New or transferred households with start date earlier than 1 July 2010

(continued)

Table 4.3 (continued): Household file pre-dispatch edits

Edit ID	Description
EH17E	New or transferred households with missing waitlist identifier
EH18E	Newly allocated households where start date is missing
EH19E	Rebated ongoing households with a rebate amount 0 or less
EH20E	Rebated ongoing households where assessable income is greater than gross income (exclude QLD, SA and WA)
EH21E	Ongoing households where assessable income is above \$2,000 (excludes WA)
EH22E	Ongoing rebated households where rent charged is greater than income
EH23E	Ongoing rebated households where rent charged is greater than or equal to market rent
EH24E	Ongoing rebated households with unrealistic market rent (missing, less than or equal to zero or more than maximum limit)
EH25E	Ongoing rebated households with unrealistic rent charged (missing, less than or equal to zero or more than maximum limit)
EH26E	SOMIH household with a non-Indigenous status flag (exclude Vic, WA, NT and ACT)

Table 4.4: Person file pre-dispatch edits

Edit ID	Description
EP01E	Person records with missing or non PH or SOMIH program code
EP02E	Person records with household identifier missing or zero
EP03E	Person records with duplicate keys (STATE PROGRAM HOUSEID PERSONID)
EP04E	Person records with person identifier missing or zero
EP05E	Person records with income unit identifier missing or zero (only for VIC, QLD and SA)
EP06E	Person records with missing or undefined value for sex
EP07E	Person records with missing or undefined value for disability status
EP08E	Person records with missing or undefined value for indigenous status
EP09E	Person records with missing or undefined value for relationship within household
EP10E	Person records with missing or undefined value for relationship within income unit (only for VIC, QLD and SA)
EP11E	Person records with date of birth after 30 June 2011
EP12E	Person records with missing value for date of birth
EP13E	Person records with missing or undefined value for single/couple code

Table 4.5: Person Income file pre-dispatch edits

Edit ID	Description
EI01E	Income records with missing or non PH or SOMIH program code
EI02E	Income records with household identifier missing or zero
EI03E	Income records with person identifier missing or zero
EI04E	Income records with income unit identifier missing or zero (only for NSW, VIC, QLD and SA)
EI05E	Income records with missing or undefined income code
EI06E	Income records where income amount greater than zero and income code indicates no income

Table 4.6: Waitlist file pre-dispatch edits

Edit ID	Description
EW01E	Waitlist records with missing or non PH or SOMIH program code
EW02E	Waitlist records with waitlist identifier missing or zero
EW03E	Waitlist records with duplicate keys (STATE, PROGRAM, WAITID)
EW04E	Waitlist records with missing or undefined application type
EW05E	Waitlist records with missing or undefined greatest need indicator
EW06E	Waitlist records with missing or undefined application status
EW07E	Waitlist records with application date later than 30 June 2011
EW08E	Waitlist records with greatest need date later than 30 June 2011
EW09E	Waitlist records with greatest needs set but no greatest needs reason code (excludes NT)
EW10E	Waitlist records with priority date later than 30 June 2011 (only for jurisdictions who provide 'pry_date')

4.2 Guides for data editing

This section provides guides to assist with data editing. Data editing by the jurisdiction occurs at two main stages of the national data collection process: after the jurisdiction has run the pre-dispatch edits; and after AIHW has run further edit checks (see section 5.2 Communication of edit results).

These guides should be used by jurisdictions to ensure editing is as clean as possible and does not result in further data problems. The data relationships map (see Appendix 5) should also be referred to when data editing. Separate guides are provided for deleting and amending records on all six files.

Figure 4.2: Deleting household records

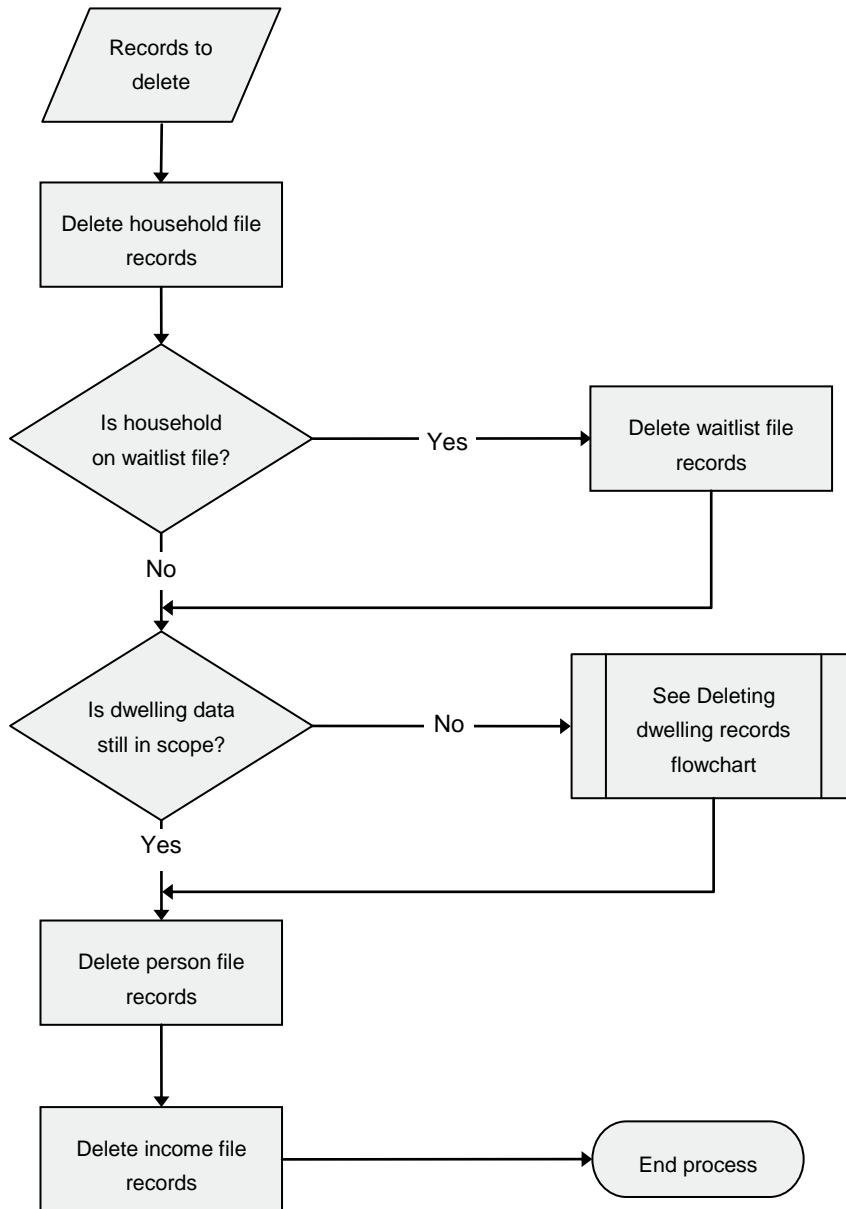


Figure 4.3: Deleting person records

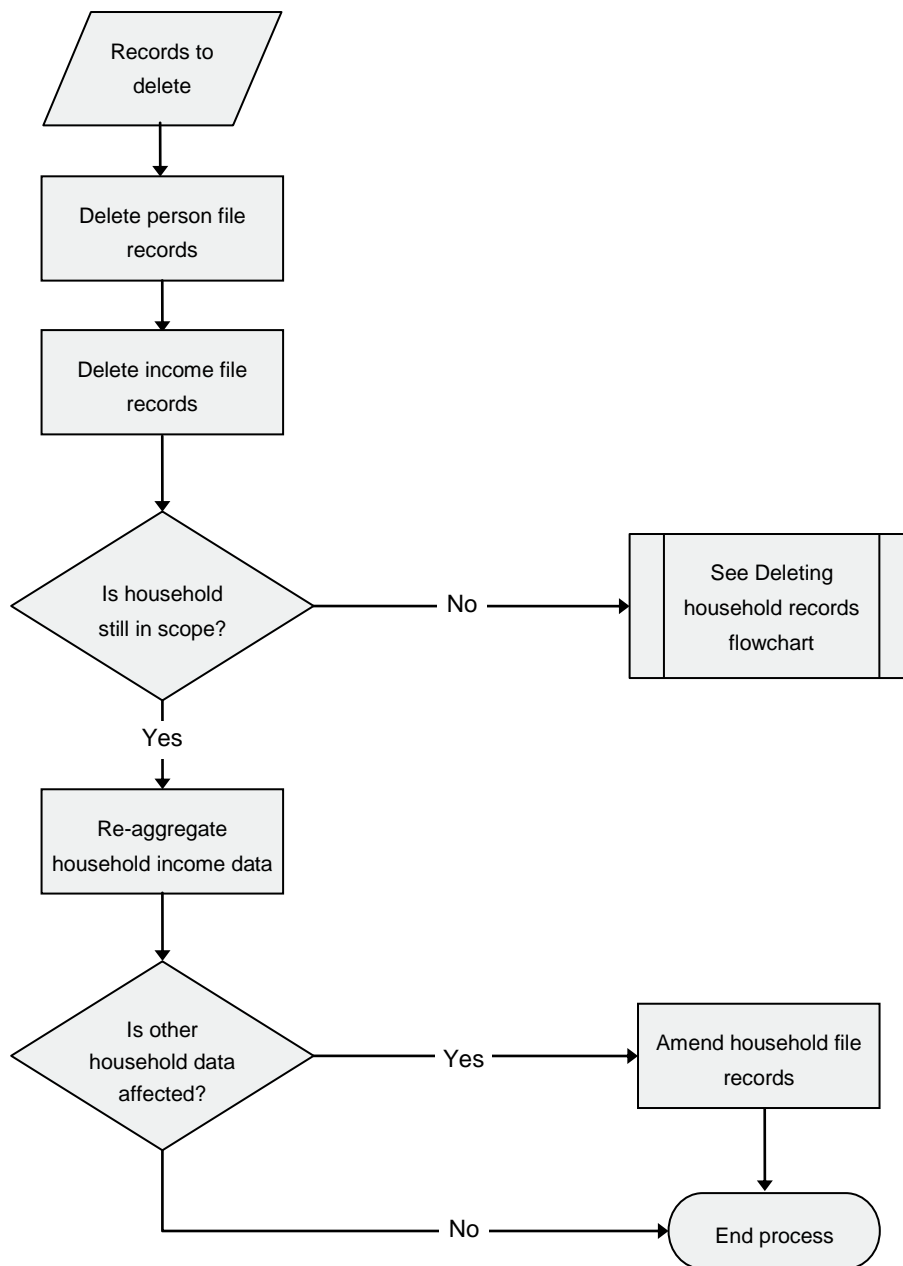


Figure 4.4: Deleting income records

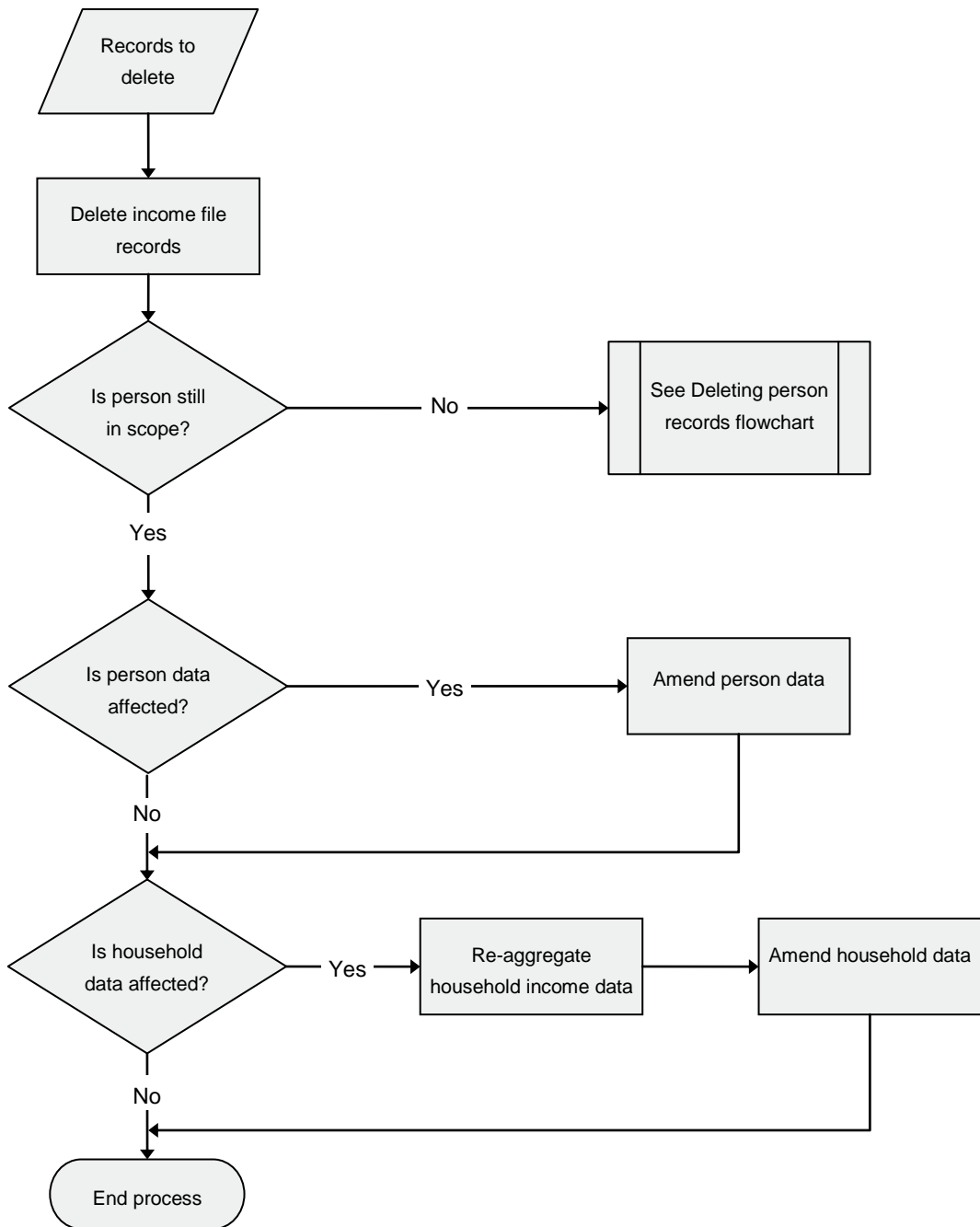


Figure 4.5: Deleting dwelling records

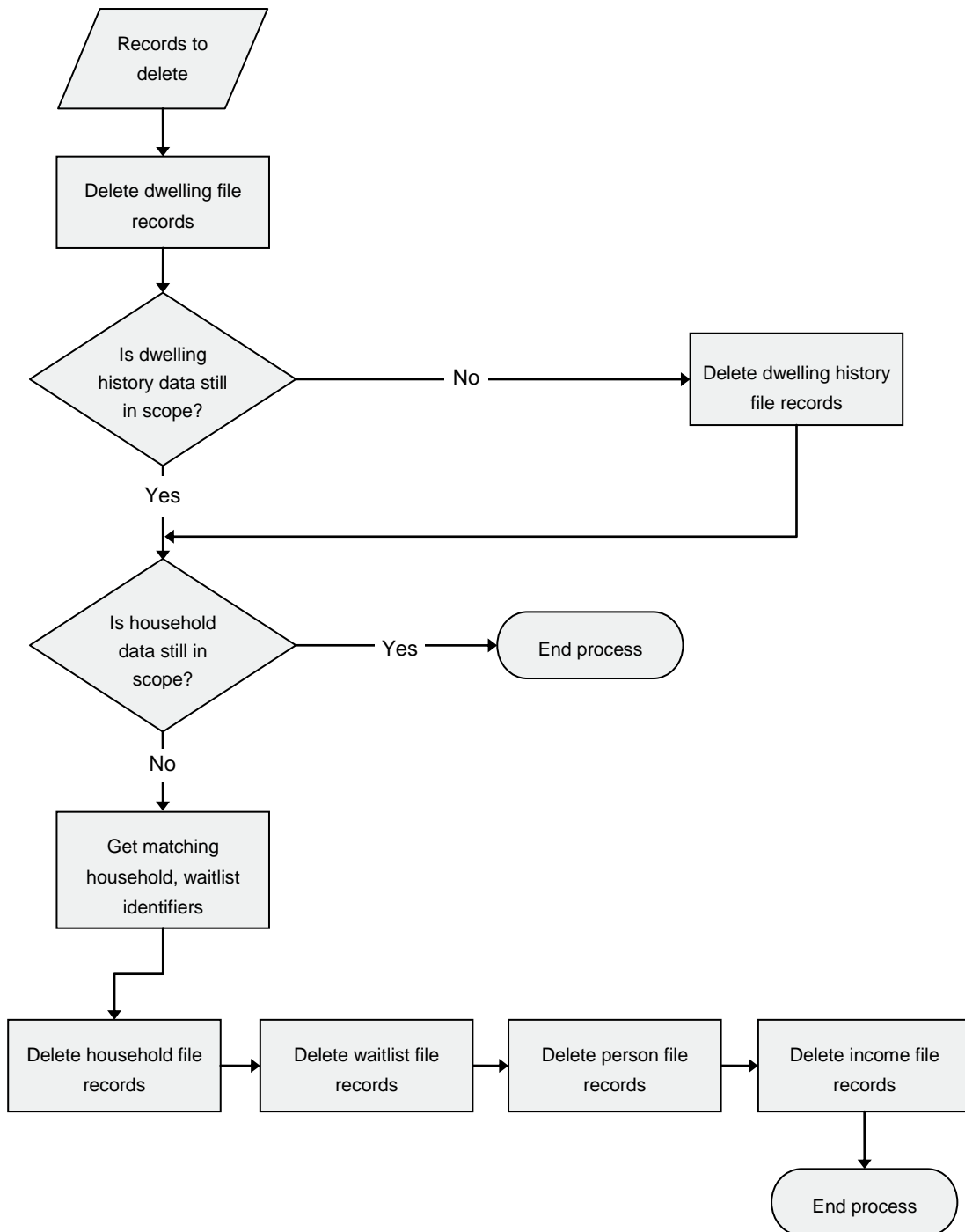


Figure 4.6: Deleting dwelling history records

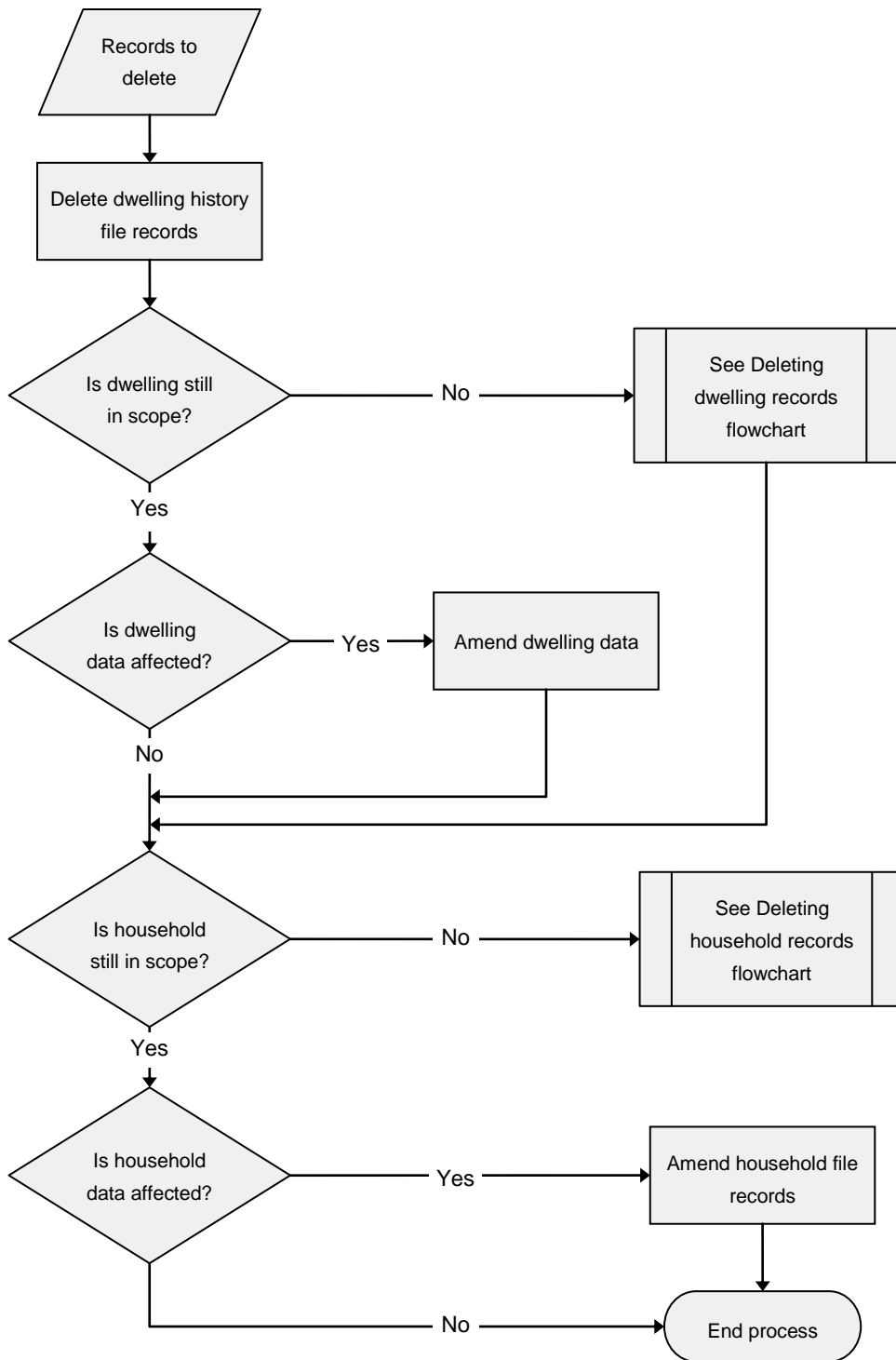


Figure 4.7: Deleting waitlist records

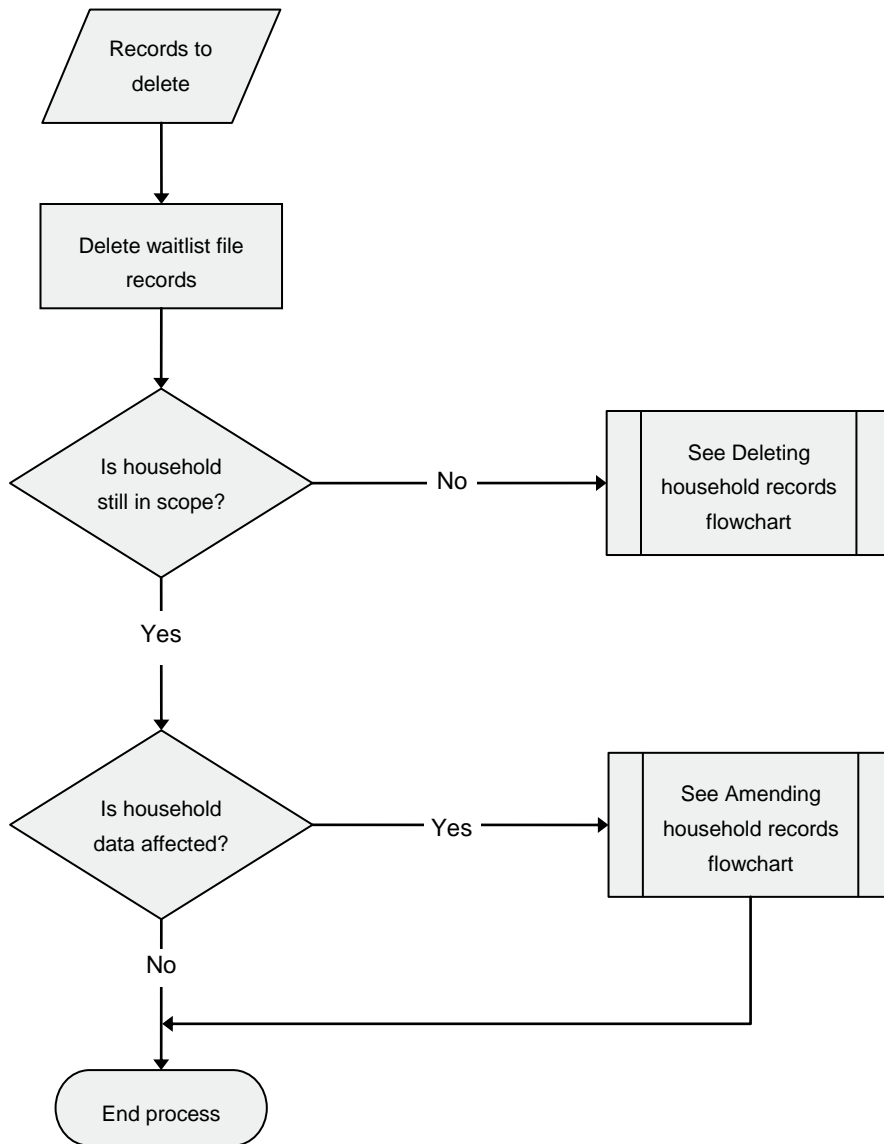


Figure 4.8: Amending household records

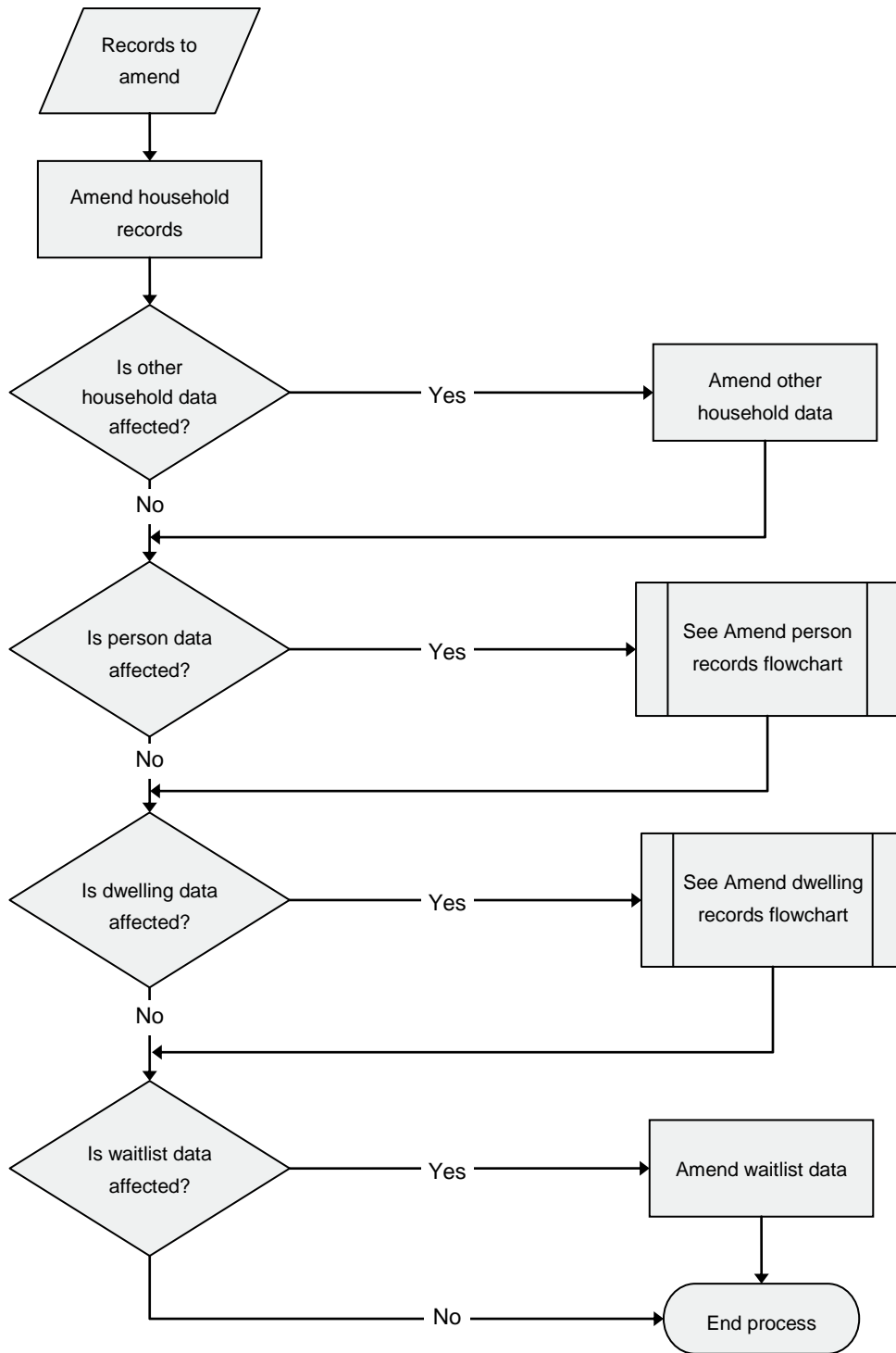


Figure 4.9: Amending person records

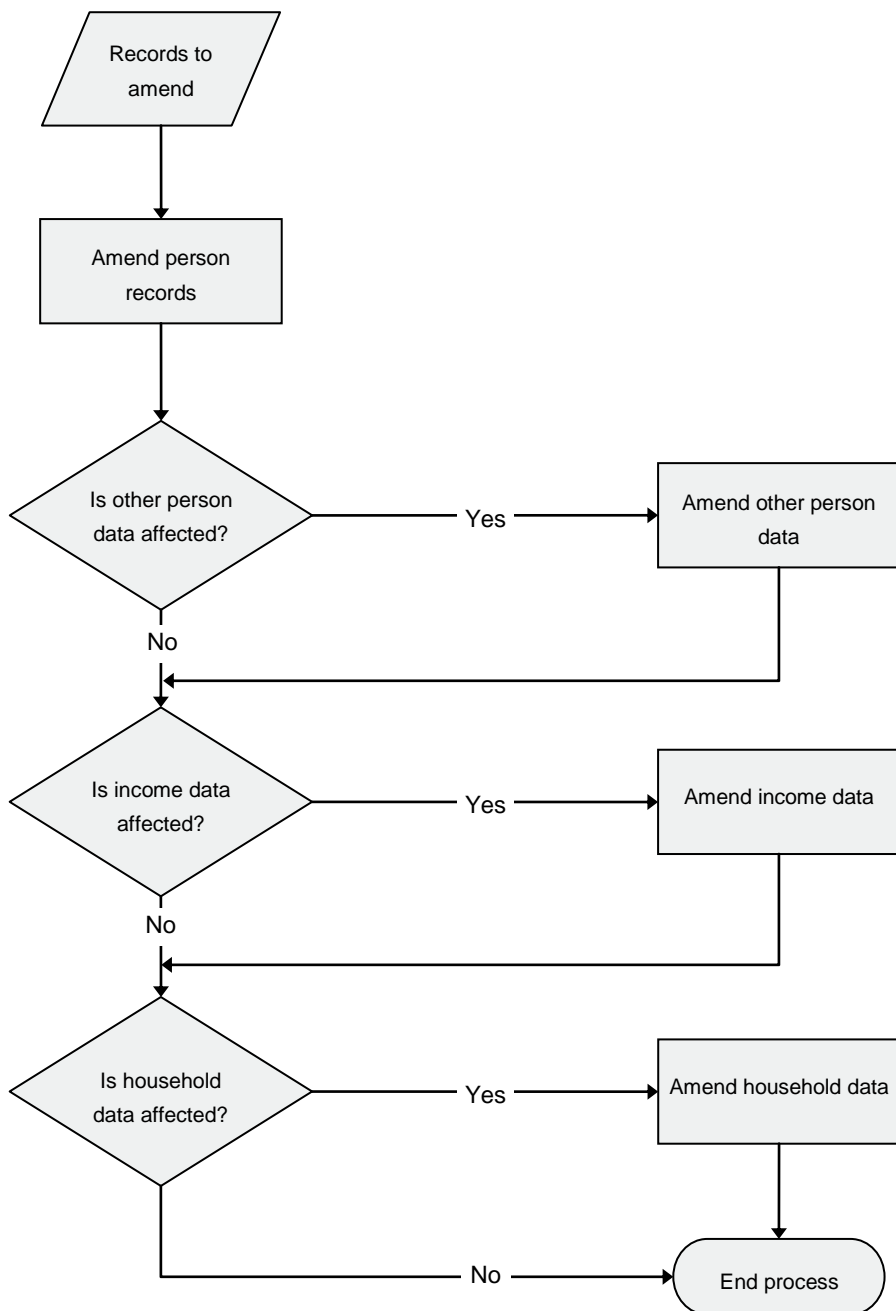


Figure 4.10: Amending income records

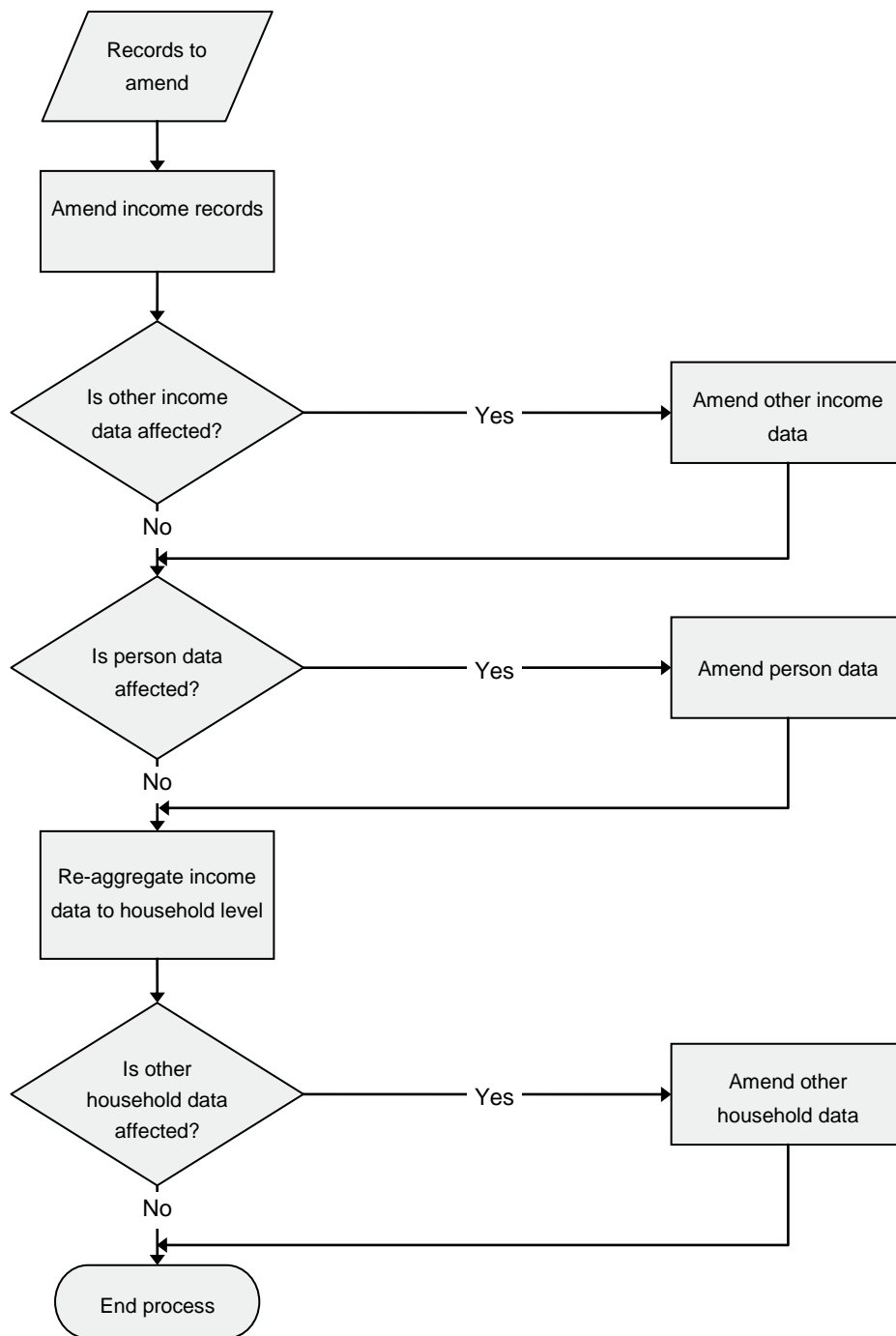


Figure 4.11: Amending dwelling records

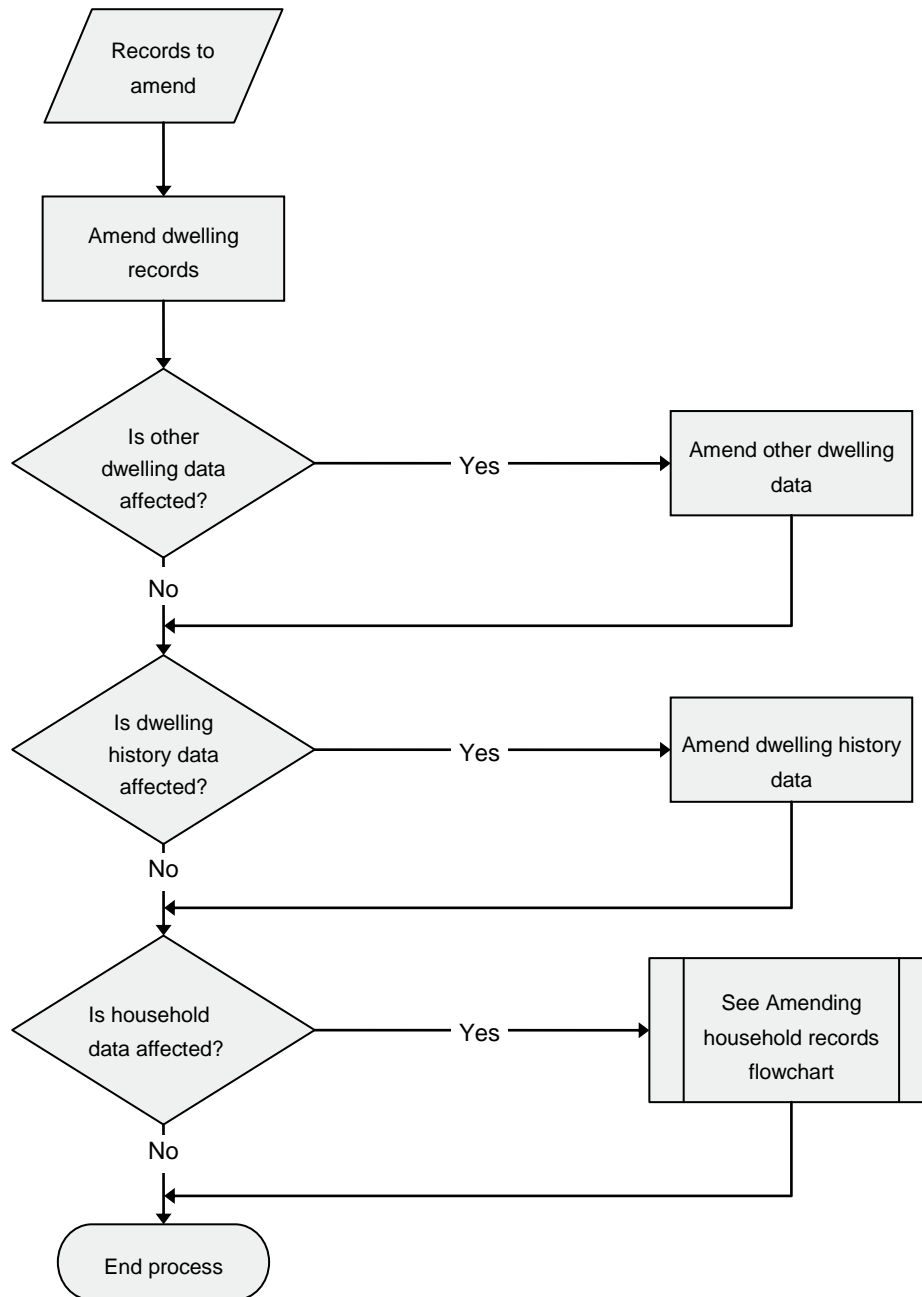


Figure 4.12: Amending dwelling history records

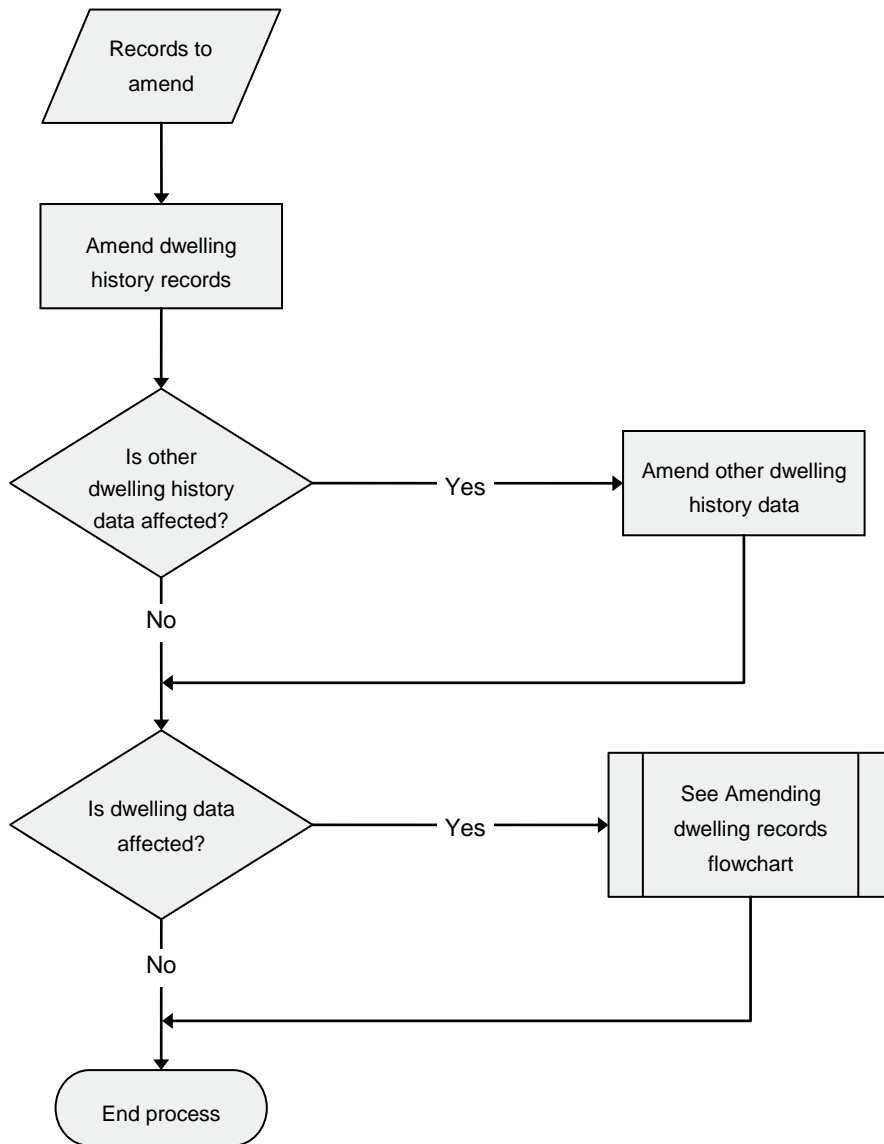
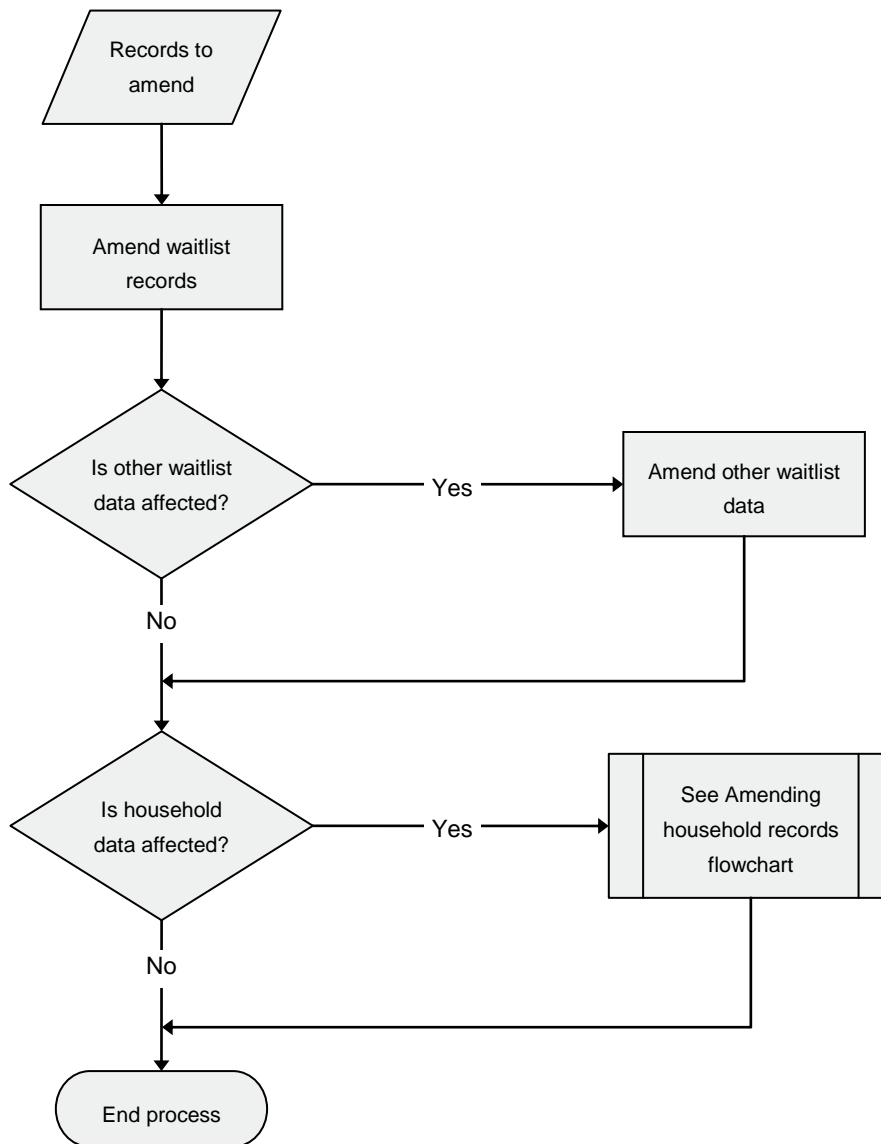


Figure 4.13: Amending waitlist records



5 AIHW importing and edits process

The section below outlines the edits undertaken by the AIHW, the communication of these results to jurisdictions and other processing undertaken by the AIHW.

5.1 Edits performed by the AIHW

Like pre-dispatch edits, the edit identifiers associated with the edit conditions detailed below have the following components:

- the single character E indicating an edit
- one character indicating the file to which the edit is applied
- a numeric portion where the number is unique for this edit category
- a final character indicating a likely error condition (E) or advisory entry (A),

Thus the edit identifier EHW15E is immediately identified as an edit involving the Household and Waitlist files which points to a likely error condition.

Table 5.1: Dwelling edits

Edit ID	Dwelling Edits
ED00C	Number of dwelling records originally imported
ED01C	Number of dwelling records now in file
ED36E	Dwelling records with missing postcodes
ED43E	Dwelling records with missing or undefined value of development status
ED51E	Dwellings with major development shown as tenatable
ED52E	Dwellings with major development shown as occupied
ED55E	Dwelling records with missing value for number of bedrooms
ED62E	Dwellings with questionable market rent (missing, zero or over maximum limit)

Table 5.2: Dwelling and Household edits

EDH	Dwelling and Household Edits
EDH10E	Occupied dwellings with no household record
EDH20E	Ongoing households with no dwelling record
EDH30E	Occupied dwellings without an ongoing household
EDH40E	Ongoing households with vacant dwelling status
EDH50E	Market rent on dwelling record not equal to market rent on ongoing household record

Table 5.3: Dwelling and Dwelling History edits

EDV	Dwelling and Dwelling History (Vacancy) Edits
EDV32E	Untenantable dwelling with an inconsistent vacancy reason code

Table 5.4: Household edits

EH	Household Edits
EH00C	Number of household records originally imported
EH01C	Number of household records now in file
EH12E	Application date later than start date
EH39E	Households recorded as both new allocation and transfer
EH40E	Households with end date earlier than start date
EH44E	New or transferred households with start date earlier than 1 July 2010
EH45E	New or transferred households with missing waitlist identifier
EH46E	Derived greatest needs reason code does not match value supplied
EH47E	WAITID supplied but APP_DATE missing
EH51E	Newly allocated greatest need households where greatest need date is missing
EH52E	Newly allocated greatest need households where greatest need date is later than start date
EH57E	Newly allocated greatest need households where greatest needs reason code is missing (excludes NT)
EH60E	Ongoing households with a calculated rebate amount but rebate flag is not set
EH64E	Ongoing rebated households with gross income <=0 or missing and rent charged above minimum rent (excludes SA)
EH65E	Ongoing household with assessable income <=0 or missing and rent charged above minimum rent (excludes WA)
EH66E	Ongoing household with gross income > maximum limit (excludes SA)
EH70E	Ongoing rebated households where rent charged is greater than income
EH71E	Ongoing rebated households where rent charged is greater than or equal to market rent
EH75E	Ongoing rebated households with unrealistic rent charged (missing, less than or equal to 0 or more than maximum limit)
EH80E	SOMIH households with non-Indigenous status flag (exclude Vic, WA, NT and ACT)
EH81E	Multiple ongoing households within a dwelling

Table 5.5: Household and Income edits

EHI	Household and Income Edits
EHI10E	Ongoing household has no income records (excludes NSW)
EHI20E	Household with income records where gross income does not match sum of person gross income (exclude NSW and SA)
EHI21E	Household with income records where assessable income does not match sum of person assessable income (exclude NSW, QLD and WA)
EHI22E	Rebated household with income records where gross income does not match sum of person gross income (only for NSW)
EHI23E	Rebated household with income records where assessable income does not match sum of person assessable income (only for NSW)
EHI40E	Households with income unit ID attached to more than 1 ongoing household (only for VIC, QLD and ACT)

Table 5.6: Household and Person edits

EHP	Household and Person Edits
EHP10E	Ongoing households with person records but no household relationship of main tenant or spouse
EHP12E	New and closed households with person records but no household relationship of main tenant or spouse
EHP13E	New and closed households with person records and number with household relationship main tenant or spouse > two
EHP20E	Ongoing households with person records where household Indigenous status does not match that on person records
EHP21E	Ongoing households with person records where household disability status does not match that on person records
EHP23E	New and closed households with person records where household Indigenous status does not match person records
EHP24E	New and closed households with person records where household disability status does not match person records
EHP30E	Persons aged 16 and over attached to multiple ongoing households
EHP40E	Newly allocated households with no person records
EHP41E	Ongoing households with no person records
EHP50E	Person records with no household records

Table 5.7: Household and Dwelling History edits

EHV	Household and Dwelling History (Vacancy) Edits
EHV20E	Vacancy start date is not the day after the end date of the last household
EHV21E	Vacancy end date is not the same as the start date of the next household

Table 5.8: Household and Waitlist edits

EHW	Household and Waitlist Edits
EHW11E	New allocation household record without a matching allocated new applicant waitlist record
EHW12E	Allocated new applicant waitlist record without a matching new allocation household record
EHW13E	Transfer household record without a matching allocated transfer applicant waitlist record
EHW14E	Allocated transfer applicant waitlist record without a matching transfer household record
EHW15E	Still waiting waitlist record with a matching household record
EHW40E	Inconsistencies between greatest need variables in waitlist and household files (new allocations)
EHW41E	Inconsistencies between priority variables in waitlist and household files (new allocations) – only for Jurisdictions with priority variables on both files (NSW, Vic, Qld and WA)
EHW42E	Inconsistencies between application date in waitlist and household files (new allocations)
EHW43E	Inconsistencies between greatest need reason codes in waitlist and household files (new allocations)

Table 5.9: Income edits

EI	Income Edits
EI00C	Number of income records originally imported
EI01C	Number of income records now in file
EI20E	Income records with duplicate keys (STATE, PROGRAM, HOUSEID, PERSONID, INCS_DDV3, INC_GP)
EI43E	Income records where assessable weekly income is less than zero or more than \$2,000
EI44E	Income records where gross weekly income is less than zero or more than \$2,000
EI45E	Income records where income amount greater than zero and income code indicates no income
EI46E	Income records with zero income amount and income code indicates an amount greater than zero
EI47E	Income records with missing income and income code is not unstated/inadequately described
EI48E	Income records with a positive income amount and income code indicates not stated or inadequately described

Table 5.10: Person edits

EP	Person Edits
EP00C	Number of person records originally imported
EP01C	Number of person records now in file
EP20E	Person records with duplicate keys (STATE PROGRAM HOUSEID PERSONID)
EP50E	Person records where age and relationship within household are inconsistent
EP51E	Person records where age and relationship within income unit are inconsistent (exclude NSW, WA, TAS and NT)
EP60E	Person records where relationship within household is inconsistent with jurisdiction variable (only for NSW, TAS, ACT and NT)
EP61E	Person records with relationship within household unknown and age less than 16 (only for NSW)
EP71E	Person records where date of birth appears to be system date
EP81E	Person records with missing value for date of birth
EP82E	Number of person records that are members of a couple is not even

Table 5.11: Person and Income edits

EPI	Person and Income Edits
EPI10E	Records in income file missing in person file
EPI81E	Persons (rel_h =4) 25 years or over in ongoing household with no income records

Table 5.12: Dwelling History edits

EV	Dwelling History (Vacancy) Edits
EV00C	Number of dwelling history records originally imported
EV01C	Number of dwelling history records now in file
EV50E	Vacancy end date is the same as vacancy start date but vacancy days are not zero
EV52E	Vacancy days not equal to computed vacancy days
EV53E	Vacancy unended but vacancy days not set to missing

Table 5.13: Waitlist edits

EW	Waitlist Edits
EW00C	Number of waitlist records originally imported
EW01C	Number of waitlist records now in file
EW46E	Waitlist records with greatest need date set but greatest need not flagged
EW47E	Allocated waitlist records with allocation date missing, before 1 July 2010 or after 30 June 2011 (only for NSW and ACT)
EW48E	Derived greatest need reason code does not match value supplied
EW50E	Waitlist records where local priority status and greatest need status are not consistent (excludes TAS and NT)

Table 5.14: Advisory edits

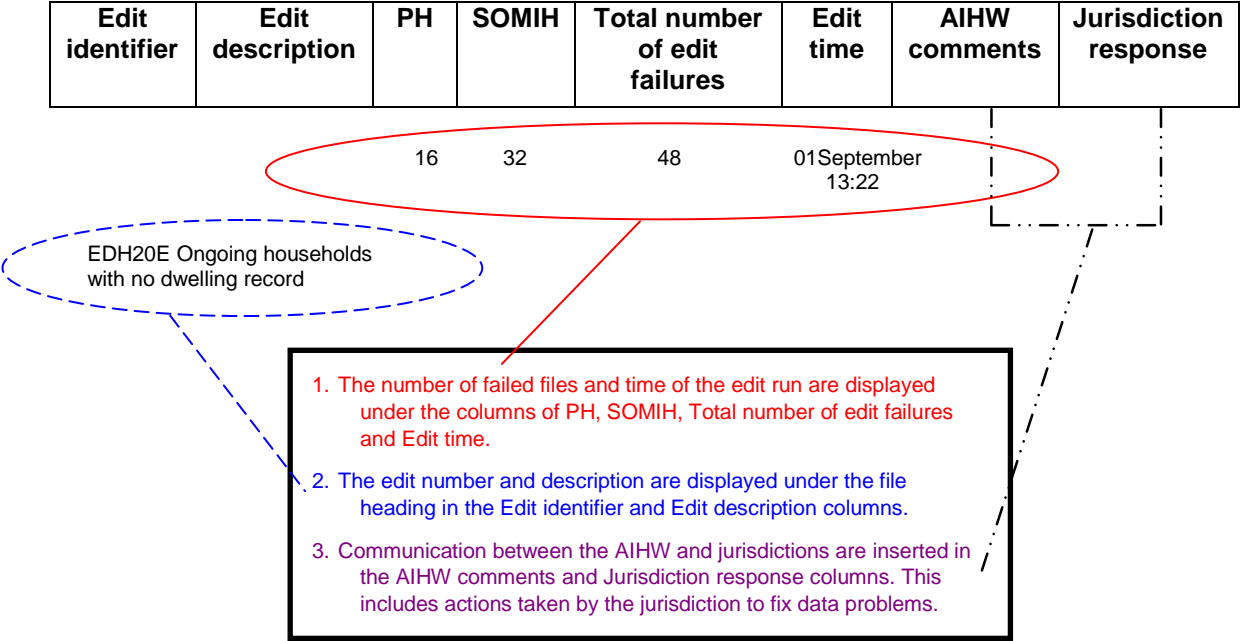
Edit ID	Description
ED50A	Dwellings with occupied status shown as untenable
ED70A	Postcodes not mapping to area codes
EH76A	Ongoing household with zero number of occupants
EH82A	Household with a start date during the current financial year but the household is not flagged as a transfer or new allocation
EHP11A	Ongoing households with person records and number with household relationship main tenant or spouse > two (excludes QLD)

5.2 Communication of edit results

The results from the edits applied in the data repository processing are provided to each jurisdiction in the Edit Reporting Spreadsheet. The spreadsheet includes a summary of the edit results and samples of the records that failed each edit.

Figure 5.1 below shows an example of the “Import Summary” tab of the Edit Reporting Spreadsheet.

Figure 5.1: Import summary of the edits communication spreadsheet.



When fixing data problems, the actions taken by the jurisdiction should be recorded in the “Import Summary” tab under the column “AIHW comments”. These comments should include a brief description of what action was taken and on what file, for example “Record deleted from person file and income file”.

5.3 Other AIHW processing

Further processing and derivations are undertaken by the AIHW. This includes updating the low income household cut-off measures and determining the low income status of a household (see Appendix 2), creating a household extended file and deriving performance indicators. For more information on performance indicators please refer to the public rental housing and SOMIH data manual.

Appendix 1: Australian and overseas government payments mapped to income source codes

The list of government payments was updated in April 2011 using the *A guide to Australian Government payments* (Centrelink 2011)¹ and DVA factsheet on pension, benefits and services (Department of Veteran's Affairs).

Please note that some of the government payments listed in Table A1.1 can no longer be claimed from Centrelink. However as jurisdictions may still have these payments recorded in their system, the following income source codes will still be included in the 2010-11 collection:

- Disability Wage Supplement
- Incentive Allowance
- Mature Age Allowance (MAA).

Table A1.1: Centrelink payments mapped to income source codes

Centrelink payments	Standard income code
ABSTUDY	3.1.3
Age Pension (AP)	3.2.1
Assistance for Isolated Children (AIC) Scheme	3.3.19
Austudy	3.1.3
Baby Bonus	3.3.19
Bereavement Allowance	3.3.6
Carer Allowance (CA)	3.3.9
Carer Payment	3.3.8
Carer Supplement	3.3.10
CDEP Participation Supplement (CPS)	3.3.13
Child Care Benefit (CCB)	3.3.19
Child Care Rebate (CCR)	3.3.19
Crisis Payment	3.3.19
Disability Support Pension (DSP)	3.2.2
Disability Wage Supplement	3.2.3
Double Orphan Pension (DOP)	3.3.3
Education Entry Payment	3.1.3
Exceptional Circumstances Relief Payment	3.3.19

(continued)

¹ For the period of 20 March to 30 June 2011.

Table A1.1 (continued): Centrelink payments mapped to income source codes

Centrelink payments	Standard income code
Family Tax Benefit Part A	3.3.1
Family Tax Benefit Part B	3.3.1
Fares Allowance	3.3.19
GST component of pension/benefit	3.3.19
Incentive Allowance	3.3.19
Jobs Education and Training Child Care fee assistance (JETCCFA)	3.3.19
Language, Literacy and Numeracy Programme	3.1.3
Large Family Supplement	3.3.19
Maternity Immunisation Allowance	3.3.19
Mature Age Allowance (MAA)	3.1.3
Mobility Allowance (MOB)	3.2.3
Multiple Birth Allowance	3.3.19
Newstart Allowance (NSA)	3.1.2
Paid Parental Leave	3.3.19
Parenting Payment - partnered	3.3.2.1
Parenting Payment - single	3.3.2.2
Partner Allowance (PA)	3.3.11
Pension Bonus Scheme	3.2.3
Pension Loans Scheme	3.3.19
Pension Supplement	3.3.19
Pension Supplement Basic Amount (former GST Supplement)	3.3.19
Pensioner Education Supplement (PES)	3.3.19
Pharmaceutical Allowance (PhA)	3.3.19
Remote Area Allowance (RAA)	3.3.19
Rent Assistance	3.3.19
Seniors Supplement	3.3.19
Sickness Allowance (SA)	3.1.3
Special Benefit (SpB)	3.3.14
Student Financial Supplement Scheme	3.1.3
Telephone allowance (TAL)	3.3.19
Utilities Allowance (UA)	3.3.19
Widow Allowance (WA)	3.3.12
Widow B Pension	3.3.5
Wife Pension	3.3.4
Work For the Dole supplement	3.1.3
Youth Allowance (YA)	3.1.1
Youth Disability Supplement	3.2.3

Table A1.2: Department of Veterans' Affairs (DVA) payments to mapped income source codes

Payment	Standard income code
Attendant Allowance	3.3.19
Clothing Allowance	3.3.19
Decoration Allowance	3.3.19
Defence Force Income Support Allowance (DFISA)	3.3.19
Disability Pension—Extreme Disability Adjustment (EDA)	3.3.16
Disability Pension—General Rate (10% to 100%)	3.3.16
Disability Pension—Intermediate Rate	3.3.16
Disability Pension—Special Rate (T&PI, Blinded or TTI)	3.3.16
Disability Pension—Additional for Specific Disabilities	3.3.16
Funeral Benefits	3.3.19
Income Support Supplement (ISS)	3.3.19
Loss of Earnings Allowance	3.3.19
Orphan's Pension	3.3.19
Pension Supplement (former Utilities Allowance)	3.3.19
Permanent Impairment Payments	3.3.19
Recreation Transport Allowance	3.3.19
Remote area Allowance	3.3.19
Senior Concession Allowance	3.3.19
Seniors Supplement	3.3.19
Service Pension	3.3.15
Social Security Age Pension	3.3.19
Temporary Incapacity Allowance	3.3.19
Vehicle Assistance Scheme	3.3.19
Veterans' Children Education Scheme (VCES)	3.3.19
Veterans Supplement	3.3.19
Victoria Cross Allowance	3.3.19
War Widow's/Widower's Pension	3.3.17

Table A1.3: Other Australian and overseas government payments to mapped income source codes

Payment	Standard income code
Family Day Care allowance/payment	3.3.19
Foster Parent Allowance	3.3.19
New Enterprise Incentive Scheme (NEIS)	3.3.19
Pensions and allowances from overseas governments	3.3.18

Appendix 2: Defining a low income household

The low income classification uses equivalised gross income to classify a household as low income. Equivalised gross income is used as it allows comparison of the relative economic wellbeing of households of different size and composition, with the equivalised gross income being an indicator of the economic resources available to a standardised household. If a household has a negative gross income they will have an equivalised gross income of zero.

ABS will be providing tables of equivalised gross income by jurisdiction and capital city compared to the rest of the jurisdiction. Households that fall in the bottom two quintiles of equivalised gross income will be classified as low income households.

Jurisdictions will be provided with the ABS table for information once they have been received.

Appendix 3: ASGC remoteness structure

The Australian Standard Geographical Classification (ASGC) remoteness structure classifies Census Collection Districts (CDs) which share common characteristics of remoteness into broad geographical regions called remoteness areas (RAs) (ABS 2006).

There are six RAs in the structure (Table A3.1):

Table A3.1: ASGC remoteness structure

RA category	RA code	Description
Major cities of Australia:	0	CDs with an average Accessibility/Remoteness Index of Australia (ARIA) index value of 0 to 0.2
Inner regional Australia:	1	CDs with an average ARIA index value greater than 0.2 and less than or equal to 2.4
Outer regional Australia:	2	CDs with an average ARIA index value greater than 2.4 and less than or equal to 5.92
Remote Australia:	3	CDs with an average ARIA index value greater than 5.92 and less than or equal to 10.53
Very remote Australia:	4	CDs with an average ARIA index value greater than 10.53
Migratory:	5	composed of off-shore, shipping and migratory CDs

A list of remoteness area classification by postcodes² for each jurisdiction can be obtained from AIHW on request.

For postcodes that cover more than one remoteness area, jurisdictions will need to proportionally weight the location of dwellings across remoteness areas using the weighting provided in the tables.

For example, if a postcode is listed in remoteness area code 0 as 65% and remoteness area code 1 as 35% then each dwelling from this postcode should contribute 0.65 to the dwelling count for remoteness area code 0 and 0.35 to the dwelling count for remoteness area code 1. If this proportioning process results in a remoteness area dwelling count that is not a whole number, then the dwelling count should be rounded to the nearest whole number.

² Postcodes for remoteness areas were obtained from the AIHW population database based on 2006 Census of Population and Housing results.

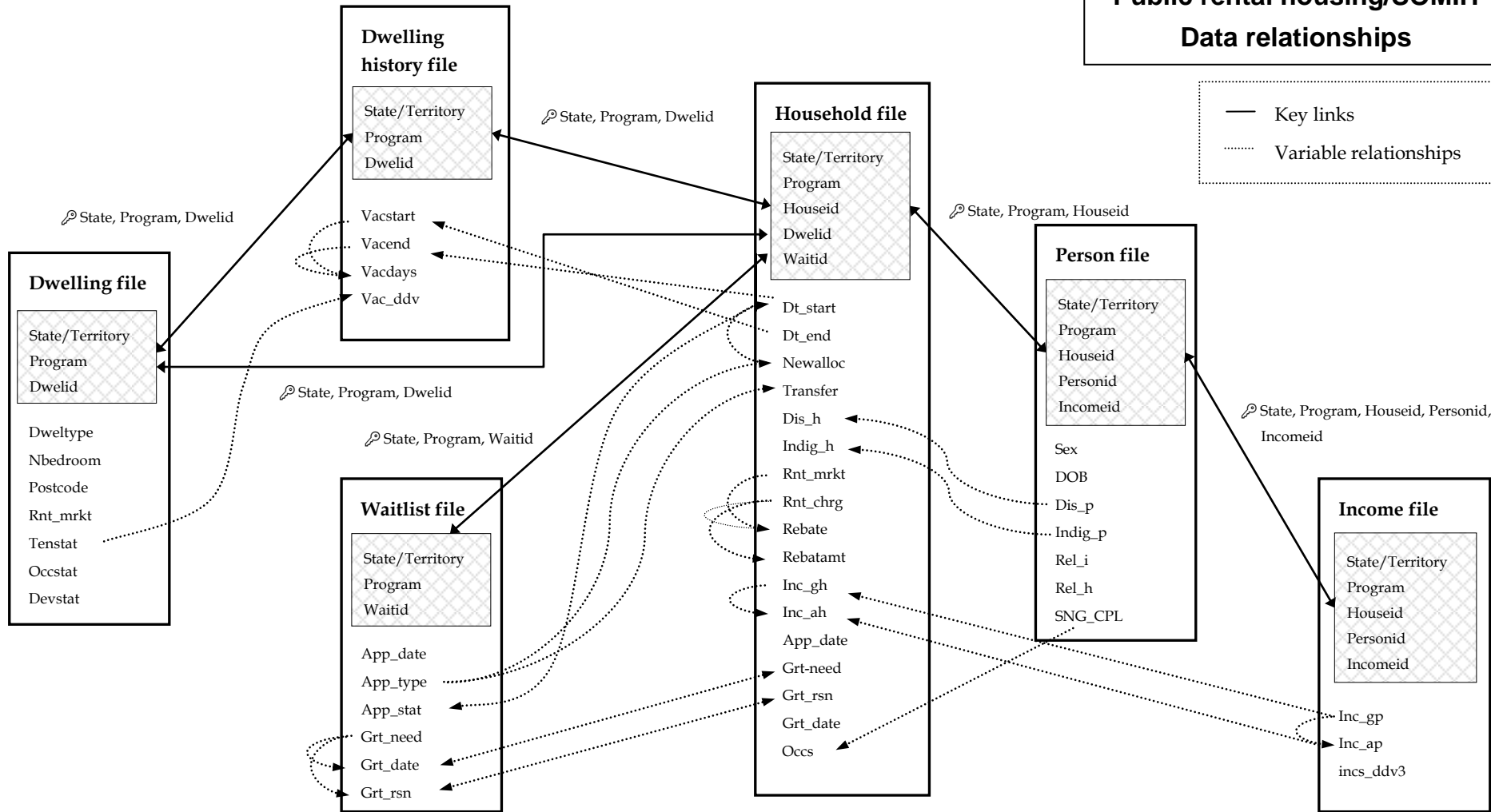
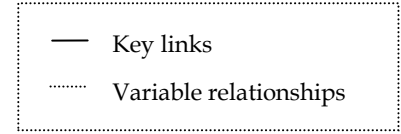
Appendix 4: Canadian National Occupancy Standard (CNOS)

The CNOS is used to determine the match of a dwelling to household size. The CNOS measures the bedroom requirements of a household based on the number, sex, age, and relationships of household members. It specifies that:

- no more than two people share a bedroom
- parents or couples may share a bedroom
- children under 5 years, either of the same sex or opposite sex may share a bedroom
- children under 18 years of the same sex may share a bedroom
- a child aged 5 to 17 years should not share a bedroom with a child under 5 of the opposite sex
- single adults 18 years and over and any unpaired children require a separate bedroom.

Appendix 5: Data relationships map

Public rental housing/SOMIH Data relationships



References

ABS 2006. Australian Standard Geographical Classification (ASGC) 2006. Cat no. 1216.0. Canberra: ABS.

AIHW 2006. National housing assistance data dictionary. version 3. Cat no. HOU 147. Canberra: AIHW.

AIHW 2008. Public rental and state owned and managed Indigenous housing data manual 2007–08. Canberra: AIHW.

Centrelink 2011. A guide to Australian Government payments – 20 March to 30 June 2011. Centrelink.