Australian Government
Australian Institute of Health and Welfare

Better information and statistics for better health and wellbeing

2012–13 Community housing national data collection

Jurisdiction process manual

Housing Unit

May 2013

Contents

Introduction

This manual has been developed by the Australian Institute of Health and Welfare (AIHW) to assist jurisdictions with the collection and reporting of data for community housing. The resulting performance indicators and supporting data items will be published at both the jurisdiction and national levels in the:

- Housing assistance in Australia (HAA)
- 2014 Steering Committee for the Review of Commonwealth/State Service Provision Report on Government Services (published by Productivity Commission)
- 2013 National Agreement Performance Information

This manual provides jurisdictions with an overview of the steps involved to undertake the collection, with additional detail provided in the appendices. The manual is ordered sequentially, and covers steps to be undertaken by the AIHW, jurisdictions and community housing organisations.

This manual is **not** a reference for community housing organisations. The survey kits provided by the AIHW include the relevant documentation required by community housing organisations.

For further information or queries, please contact housing@aihw.gov.au.

1 Process overview

The processes for the 2012–13 community housing national data collection are illustrated in Figure 1.1. There are five steps:

- Step 1 –AIHW sends supporting documentation and survey kits to jurisdictions.
- Step 2 – Jurisdictions include unit record administrative data and send survey kits and data to their community housing organisations.
- Step 3 – Community housing organisations complete and return the survey.
- Step 4 – Jurisdictions compile the received surveys and unit record administrative data in the csv files provided for each worksheet, conduct quality assurance by running the community housing data validator and send final csv files and validator output to AIHW. 'PI' file also needs to be sent by jurisdictions submitting finalised aggregate data.
- Step 5 – AIHW performs edit checks and ensures jurisdictions have addressed the checklist. After this, AIHW prepares final results and footnotes for approval and reporting.

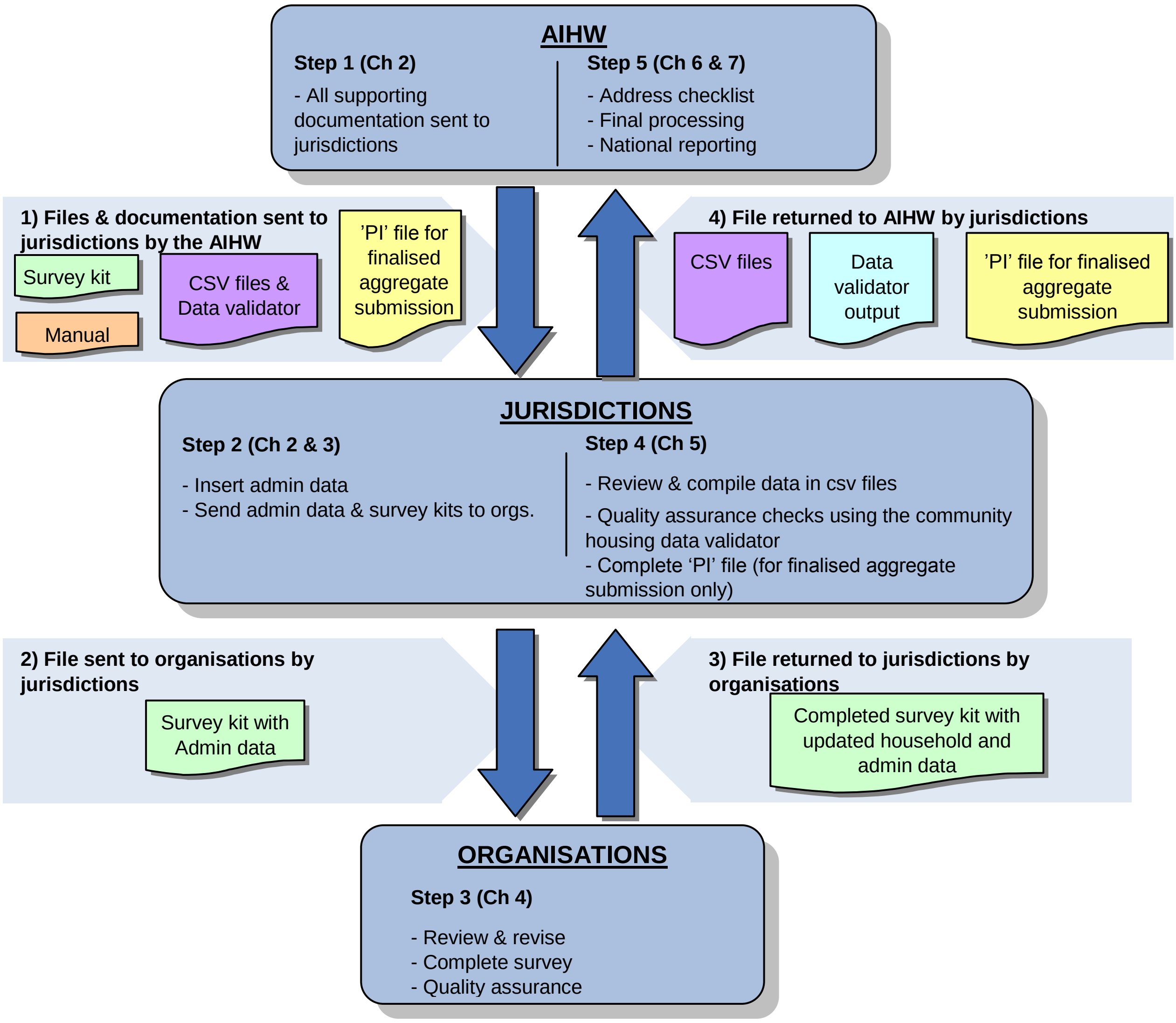


Figure 1.1: Community housing data collection process overview

Key dates

The agreed timeline (shown in Table 1.1) links the key dates to relevant chapters in this manual. Community housing organisations are encouraged to prepare their data early and make any necessary amendments soon after 30 June.

Table 1.1: Key dates

Date	Task	Further information
31 May 2013	AIHW to circulate process documentation and electronic files to jurisdictions	See Chapter 2
18 June	Jurisdictions to circulate data and documentation to community housing organisations	See Chapter 3
26 July	Organisations to supply jurisdictions with survey data	See Chapter 4
23 Aug	Jurisdictions to supply all dwelling level and survey data to AIHW • Dwelling level – All jurisdictions • Survey data – Vic, WA, SA, Tas, ACT	See Chapter 5
24 Aug– 3 Oct	Ongoing consultations with jurisdictions to finalise dwelling and survey data	See Chapters 6 & 7
20 Sept	Jurisdictions to supply finalised aggregate figures to AIHW (NSW and Qld only)	See Chapter 5
20 Sept	Jurisdictions to supply DC2 (administrator net recurrent costs for 2011-12) and the number of tenancy (rental) units that DC2 relates to (Vic, WA, SA, Tas and ACT only)	
4 Oct	Jurisdictions to supply footnotes to the AIHW	See Chapter 7
11 Oct	Final results to be circulated to jurisdictions	
18 Oct	Final results to be signed-off by jurisdictions	
5 Nov	Final Productivity Commission deadline	
Jan 2014	RoGS 2014 released	See Chapter 7

Data collection

This manual outlines the various ways in which jurisdictions submit their data.

Administrative data

All jurisdictions are required to supply complete unit record level administrative data to the AIHW. Unit record data for all community housing organisations and dwellings, regardless of survey response rate, are to be submitted as part of the compiled data.

Survey data

Jurisdictions survey community housing organisations on an annual basis. This data is amalgamated by jurisdictions and forwarded to the AIHW in one of two formats

Unit record level data – data which details individual community housing organisations, all dwellings and associated tenancies of those who responded to the survey;

Finalised aggregate data – data that has been processed, compiled and finalised by the jurisdiction for national reporting.

Processing and quality assurance

The AIHW will undertake processing and additional quality assurance of the data supplied by jurisdictions. The AIHW will liaise with jurisdictions to address any data issues identified in the finalisation of summary data items and performance indicators.

National reporting

Once all data are finalised and approved by data custodians, they are reported in the Productivity Commission's Report on Governments Services (RoGS), progress reports on the National Affordable Housing Agreement (NAHA) and the AIHW Community housing national data tables. Additionally, analysis may be undertaken by the AIHW to feedback to stakeholders such as community housing organisations.

Key issues for the 2012–13 collection

The key issues for the 2012–13 collection are detailed below. These are issues that have caused confusion in previous community housing data collections.

Number of households on the waiting list

Questions S11, S11a and S11b have been added to the 'Organisation.csv' file. These questions have been introduced to better understand the breakdown of households on the waiting list.

- **S11** asks for the number of applicants on community housing waiting list EXCLUDING applicants waiting for a transfer from within the organisation - these will be captured in question S11a. Enter 'U' if this number is unknown.
- **S11a** asks for the number of households on your community housing waiting list at 30 June 2013 who were internal applicants waiting to transfer from one tenancy (rental) unit to another tenancy (rental) unit managed by your organisation. Enter 'U' if this number is unknown. Note that this data item is located in the second last column of the 'Organisation.csv' file, not next to S11.
- **S11b** is the total number of households on your community housing waiting list at 30 June 2013. This number should be the sum of S11 and S11a. Enter 'U' if this number is unknown. Note that this data item is in the last column of the 'Organisation.csv' file. This variable is the same as last year's "S11" variable, but has been renamed as S11b and moved to the last column of the 'organisation.csv' file.

AIHW Secure Messaging quick guide

Many jurisdictions had trouble using the AIHW Secure Messaging (ASM) system. A separate how-to document has been written with solutions to common problems including automatic logouts, how to save messages and how to forward messages to non-AIHW recipients

Choice between survey tools

There is a choice between two survey tools to send to community housing organisations:

1. Suvey kit 1: The basic Excel survey.
2. Survey kit 2: A set of four csv files, the same files that jurisdictions collate and send to AIHW after using the Excel data validator tool. By giving organisations the csv files, it means that organisations can use the Excel data validator before sending on their data to jurisdictions. This may improve data quality and save time for jurisdictions. (Jurisdictions still need to collate data from all organisations and run the Excel data validator themselves before submitting data to AIHW).

The basic survey is best for small organisations and the csv survey is best for large organisations that are engaged in the sector and willing to use the supplied data validator. The collection tools have separate information guides that should accompany them when sending on to a community housing organisation.

Basic Excel survey	**CSV survey and data validator**
Pros: • most organisations should be familiar with the format • can be printed and filled in • data definitions and guidance are included in the survey tool.	Pros: • can be quicker to fill in than the basic survey if an organisation already has the required data in a similar format • organisations can use the data validator, which can save time for jurisdictions by providing better quality data the first time around • easier for jurisdictions to collate data.
Cons: • limited data validation resulting in more errors which jurisdictions will need to chase up • may be time-consuming to use for larger organisations • more work for jurisdictions to collate survey responses.	Cons: • no data definitions or guidance included in the survey tool (organisations must refer to the information guide) • organisations may choose not to follow instructions or use the validator • may not be user friendly for smaller organisations.

Exclude Commonwealth Rent Assistance from income and rent charged in tenancy worksheet

Commonwealth Rent Assistance (CRA) is not regarded as income but as a rent supplement and must be excluded from gross and assessable income and rent charged in the tenancy worksheet. Community housing providers have been instructed to comment in the summary sheet if it is not possible for them to exclude CRA from assessable or gross income.

NRAS program type

Please identify National Rental Affordability Scheme (NRAS) dwellings under the data item 'program_type' in the dwelling file. Dwellings may fall into more than one category under program_type (e.g. a dwelling might be a long-term community housing dwelling *and* an NRAS dwelling). For these dwellings, please mark them as NRAS.

Automatic organisation identifier on 'dwelling', 'tenancy' and 'person' worksheets

Jurisdictions are required to provide a unique organisation identifier to each provider. The organisation identifier should be entered into cell 'J5' of the 'Provider worksheet'. To enter the organisation identifier you will first have to unprotect the worksheet. Protect the worksheet after you have entered the organisation identifier.

The organisation identifier will automatically populate the 'Organisation identifier' data item on the 'Dwelling', 'Tenancy' and 'Person' worksheets as records are entered.

No blank cells permitted

As it is not possible for the AIHW to determine whether a blank cell is an unknown or it was missed when inputting data, blank cells are not permitted in the survey.

Three exceptions to this rule are as follows:

1. In the Dwelling worksheet, if the data item 'dwelling type' is not a boarding/rooming house unit (type 8), the subsequent data item 'boarding unit or room' should be left blank.
2. In the Tenancy worksheet, the tenancy (rental) unit identifier can be left blank if it is the only tenancy (rental) unit in the dwelling.
3. In the Tenancy worksheet, if the household is still living in the tenancy (rental) unit at 30/06/2013, the tenancy end date should be left blank.

Unknown data must be recorded as 'U'.

Quality assurance

Some existing edit checks have been revised or combined with others. See Appendix C for a full list of edit checks. The following symbols are used in this manual:

Indicates revised edit checks

Identifiers in the community housing collection

The following explanation of the identifiers used in the collection was developed in the Information guide for community housing providers. It is included here for your reference. Four identifiers are used in the survey:

i. Organisation identifier

The organisation identifier will be filled in by your state/territory housing office.

ii. Dwellings identifier

<u>The dwelling identifier</u> refers to the structure or discrete space within a structure intended for people to live in or where a person or group of people actually do live. For example, a house or a boarding house. A unique dwelling identifier is required for each dwelling structure, and always remains constant (i.e. it always refers to the same dwelling).

iii. Tenancy (rental) unit identifier

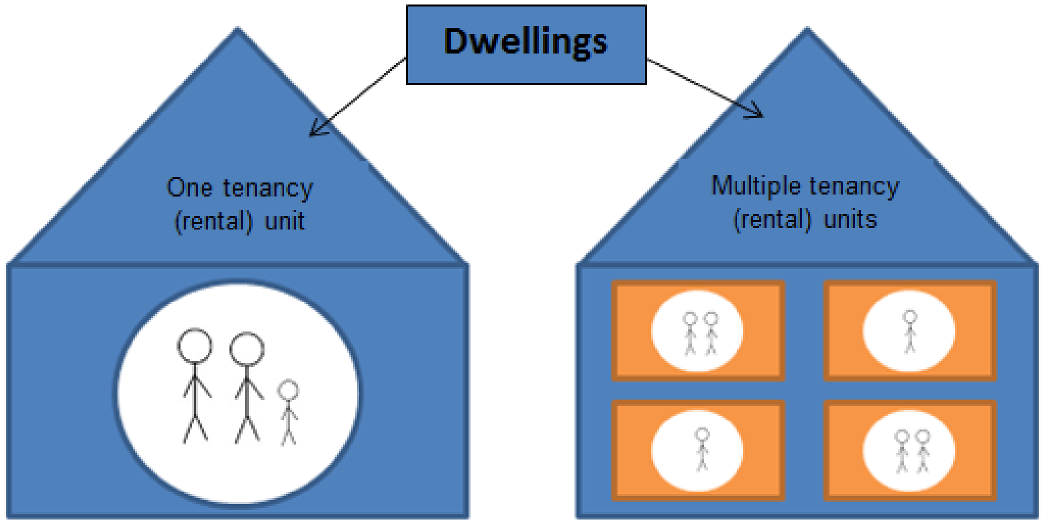
A tenancy (rental) unit is a unit of accommodation (dwelling or part of a dwelling) for which a rental agreement can be made. A tenancy (rental) unit identifier is only required for dwellings with multiple tenancy (rental) units, such as boarding houses or special group homes. In these instances, unique tenancy (rental) identifiers are needed to distinguish between the individual tenancy (rental) units as they share the same dwelling identifier. A tenancy (rental) unit identifier is not required for dwelling structures with only one tenancy (rental) unit. Tenancy (rental) unit identifiers remain constant and are tied to the dwelling, but not the household.

iv. Household identifier

The household identifier refers to a particular household (i.e. a single person living alone or group of two or more related or unrelated people living together who make common provision for food and other essentials for living). Households may move in and out of tenancy (rental) units and/or dwellings, but would retain the same household identifier if the household composition remains the same (see worked example below).

How the identifiers relate to each other

The diagram below shows the relationship between the dwelling, tenancy (rental) unit and household identifiers.



 = Dwelling Identifier

 = Tenancy (rental) unit Identifier. *E.g. boarding room or special group home.*

 = Household identifier

Note:

Where there is only one tenancy (rental) unit in the dwelling, a tenancy (rental) unit identifier is not required.

Identifiers – worked example

Individually, the dwelling, tenancy (rental) unit, and household identifiers always remain constant; that is they always refer to the same dwelling, tenancy (rental) unit or household. However, in the 'Tenancy worksheet', a tenancy record can have different combinations of identifiers if households move between dwellings/tenancy rental units over the course of the year.

For example, if Billy Boyd (household identifier 'H1') moves from one room (tenancy (rental) unit identifier 'T1') in a share house (dwelling identifier 'D1') to another room (tenancy (rental) unit identifier 'T3') in a different share house (dwelling identifier 'D2'), the identifiers for a tenancy record would be completed as follows.

Dwelling identifier	Tenancy (rental) unit identifier	Household identifier	Start date	End date
(a)	(b)	(c)	(s)	(t)
D1	T1	H1	11/12/2012	22/02/2013
D2	T3	H1	22/02/2013	

If a new household (household identifier 'H2') moves into Billy Boyd's former room, the tenancy record would be completed as follows:

Dwelling identifier	Tenancy (rental) unit identifier	Household identifier	Start date	End date
(a)	(b)	(c)	(s)	(t)
D1	T1	H2	22/02/2013	

2 Step 1: what you will receive from the AIHW

Data capture and reporting processes vary between jurisdictions, so the AIHW have developed a number of tools to ensure consistency. Table 2.1 details which documents and data entry tools will be sent to each jurisdiction.

Table 2.1: Content from AIHW sent to jurisdictions

Item sent to jurisdictions	NSW	Vic	Qld.	WA	SA	Tas.	ACT	NT
Data manual (this document)	✓	✓	✓	✓	✓	✓	✓	✓
Excel unit record survey (kit 1) - electronic survey kit - CHO Information Guide -scope attachment		✓		✓	✓	✓	✓	
CSV unit record survey (kit 2) - CSV files - Community housing data validator - CHO Information Guide - scope attachment		✓		✓	✓	✓	✓	
Community housing data validator	✓	✓	✓	✓	✓	✓	✓	✓
CSV file templates	✓	✓	✓	✓	✓	✓	✓	✓
'Performance Indicators' file	✓		✓					
ASM quick guide	✓	✓	✓	✓	✓	✓	✓	✓

Unit record survey data (Vic, WA, SA, Tas & ACT)

Survey kit 1: Basic Excel survey, cover letter & information guide

The survey is the collection tool for community housing organisation data. Organisations should be encouraged to complete the survey electronically to enable the transfer of data to the csv files, i.e. so that manual data entry is not required (see below for further details).

The survey contains seven worksheets: 1 - Provider, 2 - Waitlist and Financial, 3 - Dwelling, 4 – Tenancy, 5 – Person, 6 - Summary and 7 – a hidden Organisation worksheet.

Community Housing organisations (CHOs) are required to complete worksheets 1 to 5. The Summary worksheet provides CHOs an overview of data completeness and consistency and highlights the incomplete fields in the previous worksheets. It also provides summary data of the information entered, giving CHOs the opportunity to assess whether the information they entered is correct. Also included is a checklist CHOs need to address to ensure data provided is as accurate as possible. The Organisation worksheet is a 'hidden' worksheet and is used for administrative purposes by jurisdictions only.

The survey is accompanied by an Information Guide which contains all necessary guidelines and definitions for CHOs to complete the survey. It also provides information about the purpose and scope of the collection, changes to the collection and instructions on how to complete the survey. Worked examples, and Frequently Asked Questions (FAQ) are also included.

Survey kit 2: CSV files, data validator, cover letter & information guide

This survey is for larger organisations. It is up to jurisdictions to choose whether to send survey option 1 or option 2 to organisations.

The csv files are the same as the four final files sent to AIHW at the end of the data collection process: organisation.csv, dwelling.csv, person.csv and tenancy.csv (see below for details). The data validator is also the same as the file used by jurisdictions (see below).

The survey is accompanied by an Information Guide (different to the Information Guide accompanying the basic Excel survey) which contains all necessary guidelines and definitions for CHOs to complete the survey. It also provides information about the purpose and scope of the collection, changes to the collection and instructions on how to complete the survey. Worked examples, and Frequently Asked Questions (FAQ) are also included.

Community housing data validator

The community housing data validator was developed for jurisdictions to automatically quality assure the data received from community housing organisations prior to submitting data to AIHW. When the validator is run, it will output the records that have failed an edit check. It is jurisdictions' responsibility to investigate edit failures, and amend data in consultation with providers where necessary. Two versions of the data validator have been developed. The first is for those jurisdictions submitting unit record administrative and survey data, and the second is for jurisdictions submitting unit record administrative data in addition to finalised aggregate performance indicators. The data validator is also used by organisations that are using csv files as their survey collection tool. More information about the data validator can be found in Appendix H.

CSV file templates

The community housing data validator requires input files to be comma delimited (csv). As such, AIHW has created templates for jurisdictions to use. Optionally, organisations can also use these templates to submit data, however their data will still need to be collated by jurisdictions from all organisations into a final set of csv files.

Unit record survey data

Jurisdictions are required to submit four csv files:

Organisation.csv – Contains organisation level details, organisation waitlist figures, previous financial year information and aggregate dwelling counts.

Dwelling.csv – Contains administrative data about each dwelling managed by community housing organisations for the current financial year.

Tenancy.csv – Contains details about every tenancy in community housing organisations' dwellings during the financial year. De-identified tenant details, income and rent details as well as start and end dates of tenancies are recorded.

Person.csv – Contains details about every person who resided in the community housing organisations' dwellings during the financial year. Date of birth, gender and relationship status is recorded.

Finalised aggregate data

Unit record organisation and dwelling data is required from jurisdictions submitting finalised aggregate performance indicators. These files differ to the Organisation and Dwelling files used by jurisdictions submitting unit record survey data.

> **Organisation.csv –** Contains administrative data about each organisation, including postcode and organisation type by organisation.
>
> **Dwelling.csv** – Contains administrative data about each dwelling managed by each community housing organisation for the current financial year.

'Performance Indicators' file

Finalised aggregate data

Jurisdictions who submit finalised aggregate data calculate their own performance indicators (refer to Appendix E on how to make these calculations). Once calculations are complete, jurisdictions enter the finalised summary data items and performance indicators in the 'PI' file (NSW, Qld. only).

Unit record survey data

AIHW will calculate summary data items and performance indicators once the edit checking process is complete. In addition, jurisdictions submitting unit record data are asked to supply DC2 and the number of tenancy (rental) units that DC2 relates to. This information is to be submitted via email to AIHW contacts by 20 September 2013.

3 Step 2: what to send to organisations

Jurisdictions must send the following files to organisations:

Either:

- Survey kit 1: basic Excel survey kit and information guide, or
- Survey kit 2: csv files, data validator and information guide

and:

- 2012–13 dwelling and organisation data
- organisation identifier
- scope document.

Survey kits

Survey kit 1 includes the basic Excel survey and information guide. Survey kit 2 includes csv templates, a data validator and information guide, best suited to larger organisations. You should also include a letter from your jurisdiction outlining due dates, contact details etc.

2012–13 administrative data

Jurisdictions are recommended to prepare their 2012–13 administrative data for forwarding onto organisations.

Unit record survey data submissions

For those jurisdictions who conduct the survey at the unit record level, the existing administrative dwelling data is to be pasted into the survey to allow community housing organisations to 'fill in the blanks' (i.e. attach tenancy and person details for each dwelling) and make any necessary modifications.

Other data submissions

For those jurisdictions that supply finalised aggregate data, it is recommended that administrative data is still forwarded to the appropriate organisation to ensure current jurisdiction records are accurate.

Organisation identifier

Jurisdictions are required to provide a unique organisation identifier to each provider. If using survey kit 1, the organisation identifier should be entered into cell 'J5' of the 'Provider worksheet'. To enter the organisation identifier you will first have to unprotect the worksheet. Protect the worksheet after you have entered the organising identifier. The organisation identifier will automatically populate the 'Organisation identifier' data item on the 'Dwelling', 'Tenancy' and 'Person' worksheets as records are entered.

If using survey kit 2, jurisdictions will need to provide the organisation identifier on all four csv files.

4 Step 3: what the organisations need to do

This is a brief overview of the requirements of community housing organisations. Further detail can be found in the CHO Information Guide that is circulated to organisations.

Review

i. Review the administrative data received from the jurisdictions and compare with current records.

Modify

ii. Make any necessary modifications to the administrative data. Take note of changes and report back to the jurisdictions.

Complete the survey

iii. Complete all sections of the survey ensuring that all details are recorded.

Quality assurance

iv. Survey kit 1: Address *all* points on the survey checklist and review the summary worksheet.

Survey kit 2: Address *all* points on the survey checklist (section 4.2 of the information guide) and use the data validator to identify and correct errors.

Returns to the jurisdiction

v. Return the completed survey and where provided, the unit record administrative data, to the jurisdiction by the due date.

5 Step 4: compiling survey data from organisations

The process of compiling organisational data varies according to the data capture and reporting approach used by each jurisdiction. Table 5.1 details which processes are applicable.

Table 5.1: Data compilation stages required by jurisdictions

Compilation stage	Finalised aggregate data submission	Unit record level submission
Review	✓	✓
Process data	✓	
Transfer all data to the csv file templates	✓	✓
Quality assurance (using data validator)	✓	✓
Enter the finalised summary data items and performance indicators in the 'PI' file and send to AIHW.	✓	
Supply files and validator output to the AIHW	✓	✓

Review data provided from community housing organisations

- Check for any cells highlighted from the automated data checks. These should be reviewed and clarified with the housing organisation. Data entry specifications must be complied with. See Appendix E for those receiving unit record level data for further detail.
- Check for changes to administrative data. Liaise with organisations to determine whether the jurisdiction database should be updated to reflect this change, or whether the organisational return is incorrect.

Transfer survey data to the csv files (Unit record level data, survey kit 1)

For those jurisdictions submitting unit record level data, perform the following steps for each electronic survey received from community housing organisations:

1) Firstly, a worksheet in the electronic survey has been hidden to enable the transfer of organisation data to the organisation csv file. In the survey,
    a) Select Tools/Protection/Unprotect Workbook or if using Excel 2007/2010 select Review Tab/Changes group/Unprotect workbook
    b) Select Format / Sheet / Unhide from the menu bar
    c) Click OK to unhide the Organisation worksheet
2) Survey data from the *Organisation*, *Dwelling*, *Tenancy and Person* worksheets are to be copied into the corresponding csv files
    a) Copy all data from the first worksheet in the electronic survey.
    b) Paste all values into the corresponding csv file (Edit/Paste special/Values).
    c) Delete any blank rows.

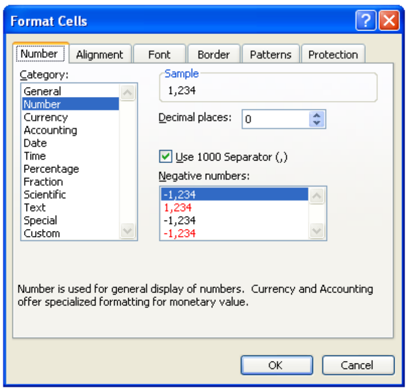
d) Remove commas (,) from the data. Use 'Find and Replace' (Edit/Replace then enter a comma (,) in the 'Find what' box and leave the 'Replace with' box empty. Click 'Replace All'.

e) Remove spaces *from blank cells only* and any trailing spaces from populated cells. Highlight the columns that should not have any spaces in them (i.e. not organisation name, organisation/dwelling address or 'Other' types of assistance or support). Use 'Find and Replace' (Edit/Replace than enter a space in the 'Find what' box and leave the 'Replace with' box empty. Click 'Replace All'.

f) Remove any carriage returns that may exist. These are particularly common in address fields.

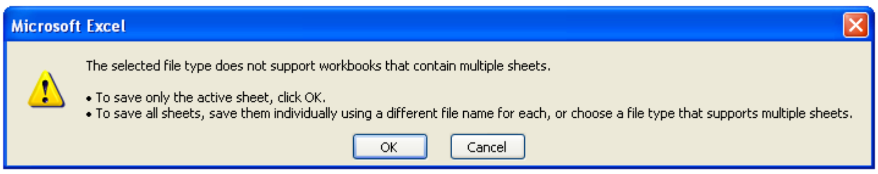
g) Ensure all variables take on the appropriate format by highlighting a column and selecting *Format / Cells*. By default, cells will have a 'General' format before data is pasted into the file. Once data has been transferred:

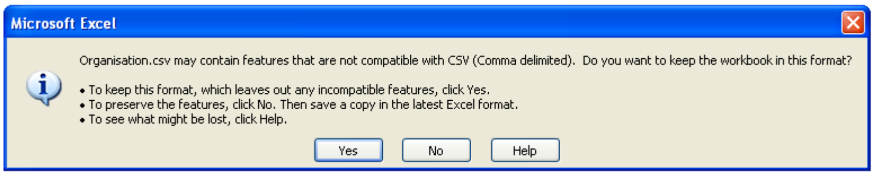
- Ensure all date variables (e.g. start date, end date and DOB) take on the "dd/mm/yyyy" format (for unit record data only).
- Ensure values for currency fields in the tenancy file are not in the tens of thousands. These values can be easily spotted by sorting the relevant columns.
- As opposed to the formatting within the unit record survey, ensure all number fields including financial fields remain as a general format and ensure that any numbers <u>are not</u> formatted to separate 1000's by a comma (,). The below is an example of <u>*an incorrect format.*</u>



h) Ensure that the data entered is expected. For example, for fields that are expecting a number to be entered (e.g. provider direct costs or number of bedrooms), make sure that no characters other than 'u' or 'U' have been entered. Replace any N/A or NA values with a 'U'. Remove any dashes from variables which are not identifiers. For example, if a dash has been used in the currency fields, replace with a decimal place if appropriate.

i) Save your file. Dialogue boxes will appear while trying to save the csv file. See below for examples. Click 'OK' or 'Yes' to save.





j) Repeat this process for the remaining worksheets.

NOTE: When transferring data from the electronic survey to the csv files, ensure that the appropriate state/territory code and organisation identifier are added to each record, and data is pasted into the correct cells.

<u>The organisation and dwellings csv files must contain all organisation and dwelling records regardless of survey response rate. Ensure that the 'Survey response' variable in the Organisation.csv is updated for every organisation record.</u>

Transfer survey data to the csv files (Unit record level data, survey kit 2)

Copy and paste data from the organisation's csv files to your jurisdiction's final csv file. Be careful not to overwrite existing data in your final csv file (e.g. data from organisations using survey kit 1.)

OR Process data and transfer to the csv files (Finalised aggregate data)

For those jurisdictions aggregating and finalising their data prior to submission to AIHW both unit record level administrative data and finalised data items and performance indicators are required. For unit record administrative data:

a) Paste all records into the *Organisation* and *Dwelling* csv files (Edit/Paste special/Values). Update the 'Survey response' variable in *Organisation.csv* for every organisation record. Ensure that the appropriate state/territory code and organisation identifier are added to each record, and data is pasted into the correct cells.

b) Delete rows that are completely blank.

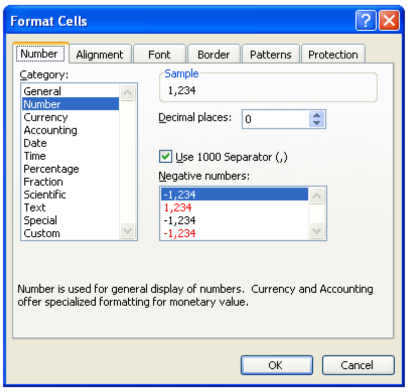
c) Remove commas (,) from the data. This can be done using the 'Find and Replace' function (Select Edit/Replace than enter a comma (,) in the 'Find what' box and leave the 'Replace with' box empty. Click 'Replace All'.

d) Remove spaces *from blank cells only* and any trailing spaces from populated cells. Highlight the columns that should not have any spaces in them (i.e. not organisation name, organisation/dwelling address or 'Other' types of assistance or support). Use 'Find and Replace' (Select Edit/Replace than enter a space in the 'Find what' box and leave the 'Replace with' box empty. Click 'Replace All'.

e) Remove any carriage returns that may exist. These are particularly common in address fields.

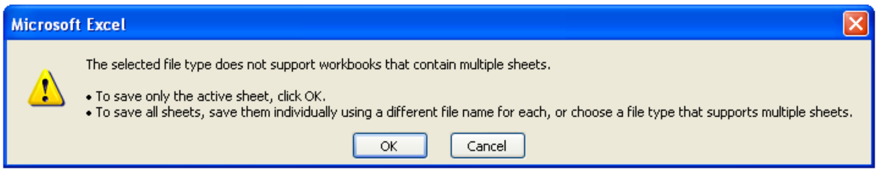
f) Ensure all variables take on the appropriate format by highlighting a column and selecting *Format / Cells*. By default, cells will have a 'General' format before data is pasted into the file. Once data has been transferred:

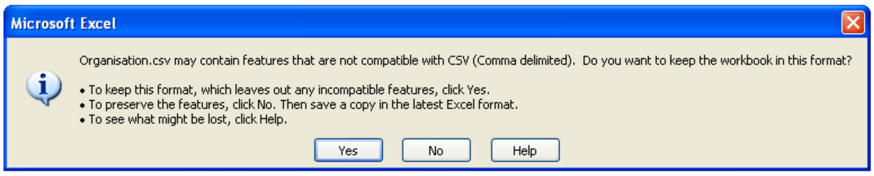
  - Ensure all number fields remain as a general format. Specifically check that these fields do not take on the Number format where 1000's are separated by a comma (,). The below is an example of *an incorrect format*



g) Ensure that the data entered is expected. For example, for fields that are expecting a number to be entered (e.g. number of bedrooms), make sure characters other than 'u' or 'U' *have not* been entered. Replace any N/A or NA values with a U. Remove any dashes from variables which are not identifiers.

h) Save your file. Dialogue boxes will appear while trying to save the csv file. See below for examples. Click 'OK' or 'Yes' to save





Quality assurance using the data validator

The community housing data validator was developed to automatically quality assure all unit record data compiled by jurisdictions. For the data validator to function, the csv file must contain at least three records.

AIHW will send jurisdictions one of two versions of the data validator. One is for jurisdictions submitting unit record level data, and the other for jurisdictions submitting only administrative data in addition to their finalised aggregate performance indicators. The steps on how to use the data validator are set out below. See Appendix H for more detailed instructions on how to run each file through the data validator and Appendix C for the complete list of edit checks.

Using the community housing data validator:

1. Open the data validator.
2. Prepare the community housing data validator by selecting the required input csv file and output file destination.
3. Run the data validator. The data validator will produce an output html file.

4. Investigate the output file listing any failed records for each edit check. Make any necessary changes to the csv file to address these problems or consult with the relevant community housing organisation.
5. Continue with this process until the output html file indicates that there are no records which have failed the edit checks or until no further edit checks can be addressed.
6. Repeat steps 2 to 5 for each csv file.

Before submitting to AIHW

- Address all applicable checklist items (Table 5.2)
- Any records that remain outstanding or do not comply with the checklist must be investigated and documented. Any additional data anomalies or process changes must also be documented for the AIHW.

Table 5.2: Jurisdiction checklist

Checklist item	Finalised aggregate data	Unit record level
All inclusions/ exclusions adhered to – See Appendix A	✓	✓
All administrative records and data items included and conform to the specified formats/values – See Appendix B	✓	✓
All data relationships adhered to – See Appendix D	✓	✓
All definitions adhered to – See Appendix F	✓	✓
Reported financial data for the previous (2011-12) financial year	✓	✓
All tenancies in the *tenancy* worksheet have a matching dwelling identifier in the *dwelling* worksheet		✓
All organisation identifiers are consistent between worksheets		✓
Issues or data qualifications are documented and provided to AIHW	✓	✓
Organisation.csv file and corresponding html validator output are complete	✓	✓
Dwelling.csv file and corresponding html validator output are complete	✓	✓
Tenancy.csv file and corresponding html validator output are complete		✓
Person.csv file and corresponding html validator output are complete		✓
'PI' file is complete	✓	

Sending files securely with the AIHW Secure Messaging (ASM) service

For the 2012–13 community housing data collection, the AIHW Secure Messaging (ASM) service will be used to send and receive IN-CONFIDENCE emails. See the ASM quick guide (sent as a separate attachment) for a condensed version of the information below.

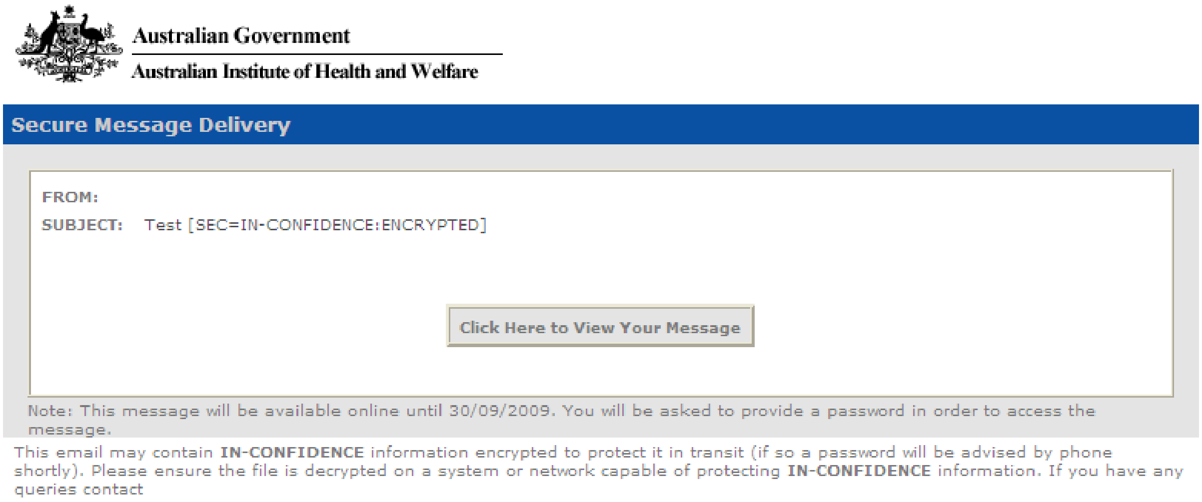
What is the AIHW Secure Messaging (ASM)

ASM is a service and procedure for sending and receiving emails and attached data and other files on the Internet more securely and reliably. It should be used for all data submissions and whenever IN-CONFIDENCE materials need to be sent to the Institute.

Registering to use ASM as an external user

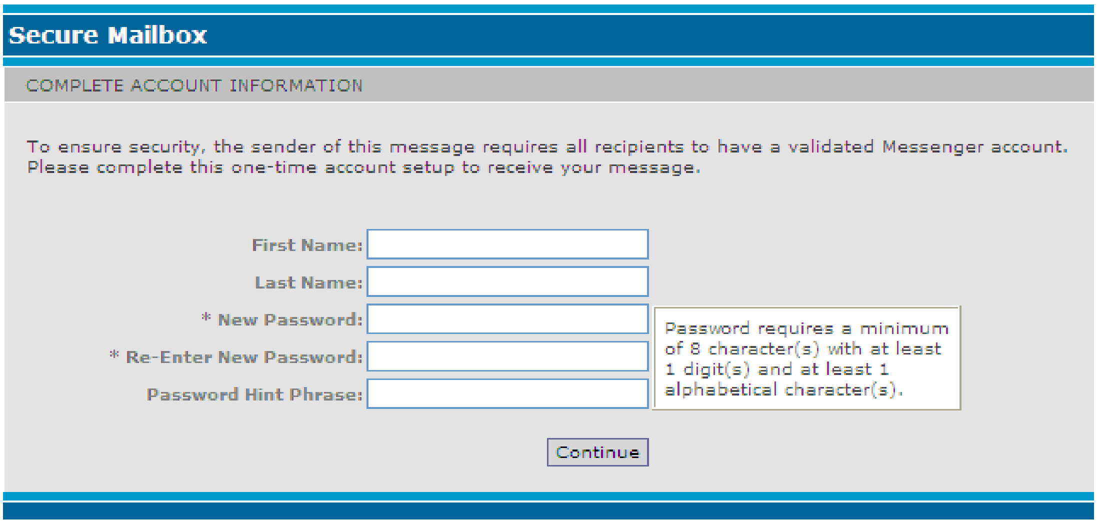
To register as an external user, you will need an AIHW user to send you a message through ASM.

Once this is done, an email (shown below) will appear in your current email inbox:



You will then need to:

1. Click "**Click Here to View Your Message**"
2. Fill in the blanks on the next web page that appears then click "**Continue**".

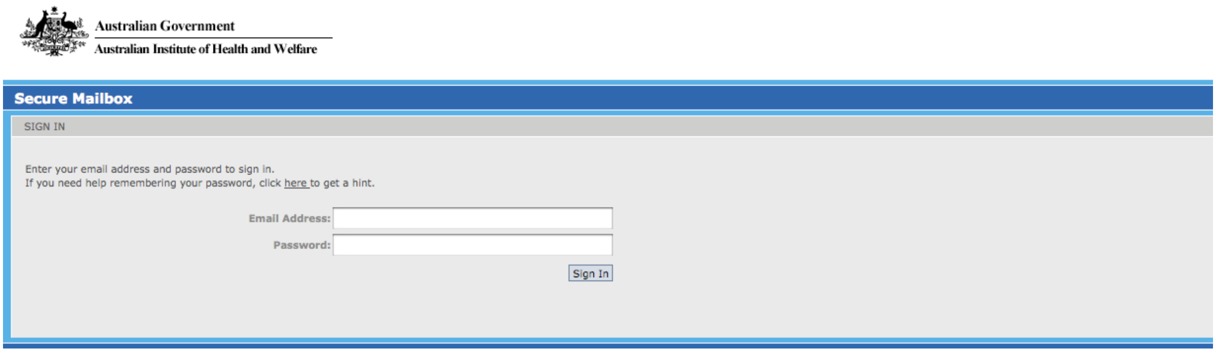


1. On successfully filling out the form, you will be logged on to ASM and your message will be displayed.
2. You can continue to use this logon until the account expires.

Logging on

1. Enter the following URL **https://envoy.aihw.gov.au** in your Internet browser.

Enter your email address and password and click the "**Sign In**" button when the ASM welcome\logon screen appears. (You must enter the full email address and the password used originally when registering.) Your ASM mailbox will then open and be ready for use.

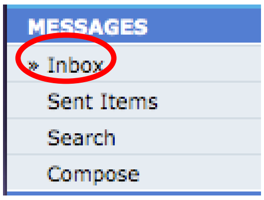


Note: As a security precaution you will be required to re-logon after 5 minutes of inactivity. Waiting for a file to attach, is counted as activity.

Viewing Messages

You do not need to check your ASM mailbox regularly. When a message arrives in this mailbox you will be notified by an email in your normal email inbox Logon on to your ASM mailbox.

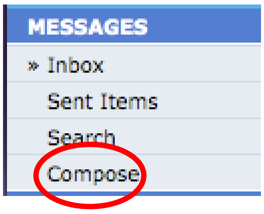
1. To see your messages click "**Inbox**" in the navigation pane on the left.



Sending Messages

As an external user, you will only be able to send emails to "**aihw.gov.au**" email addresses.

1. Logon on to your ASM mailbox.
2. To create a message, click "Compose" in the navigation pane on the left.

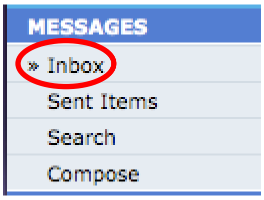


3. Enter the Recipient's email address, Subject and Message body in the spaces provided.
4. Add any Attachments.
   a. Click Browse in the Attachments section.
   b. Navigate to the file to be attached, select **-> "OK"**
   c. Click "**Upload"**

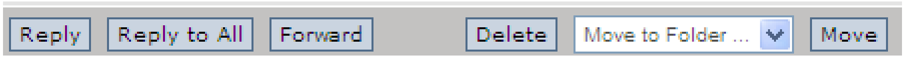
1. Repeat until all files have been attached.
2. Click "**Send**".
3. A confirmation message will be displayed when the message has been sent.
4. Once the recipient collects the message an email notification will be sent to your ASM mailbox and your Outlook inbox.

Replying to Messages

1. Logon on to your ASM mailbox.
2. Click "**Inbox**" in the navigation pane on the left.



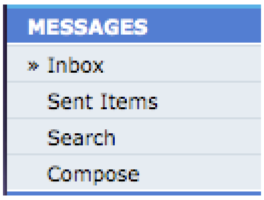
3. Click the message you are replying to.
4. Once the message has opened, click "**Reply**" from the toolbar in the message header.



5. Recipients will be re-entered and the message body will be attached within the email.
6. Compose your reply and upload any attachments, as explained in the "Sending Messages from Your ASM Web Site Mailbox" section.
7. Click "**Send**".
8. Once the recipient collects the message an email notification will be sent to your ASM inbox and your Outlook inbox.

Deleting Messages

1. Logon on to your ASM mailbox.
2. Click "**Inbox**" in the navigation pane on the left.

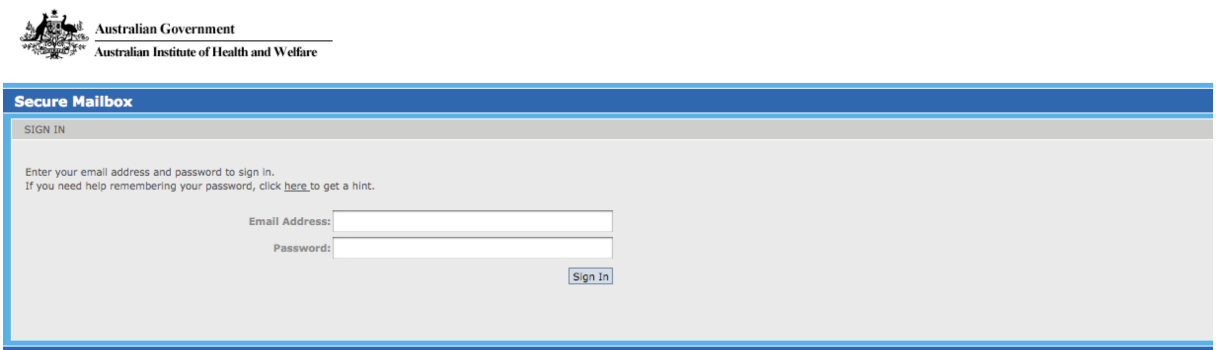


3. Click the message you wish to delete.
4. Once the message has opened, click "**Delete**" from the toolbar in the message header.

Important information about ASM

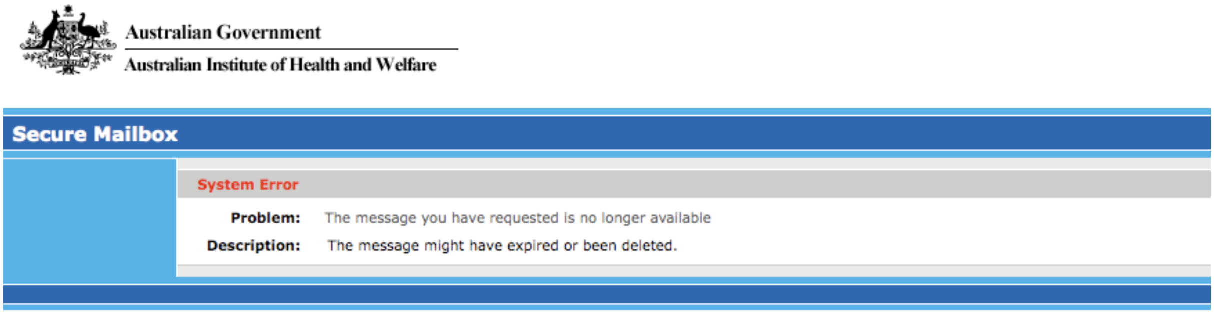
Session Expired Message

If you are logged into the ASM web site, but do not use it for 5 minutes you are automatically logged off and returned to the logon screen. This is a security precaution. If you still need to use the system you need to logon again.



Message No Longer Available

If a message hasn't been opened before it has expired then the following advisory message is sent to the recipient. When a message expires it is removed from the system. If the message is still required, it will need to be resent.



What to include when emailing data submissions to the AIHW

Please send the final csv files to the following email address: housing@aihw.gov.au.

- Jurisdictions submitting unit record data should send four csv files: Organisation, Dwelling, Tenancy and Person.
- Jurisdictions submitting finalised aggregate data should send two csv files: Organisation and Dwelling.

Send the most recent html output files from the community housing data validator. They should indicate that there are zero records failing the edit checks. Where failed records remain, please include explanatory notes in your email. There will be four output files for unit record data and two output files for finalised aggregate data (Table 5.2).

For jurisdictions submitting finalised aggregate data only, also send the *PI file* to the AIHW.

NOTE: All jurisdictions, regardless of submission formats, are required to supply unit record level administrative data i.e. all dwelling and some organisation items.

6 Step 5: what the AIHW will do with your data

The AIHW will:

1) Check there are no records that have failed an edit check for which there is no accompanying comment or footnote.
2) Double check your return against the jurisdiction checklist (Table 5.2).
3) Conduct further edit checks (detailed in Appendix C).
4) Check the variance from the previous year for all summary data items and performance indicators.
5) Check for fields that are missing information in unit record returns.

Any outstanding issues will be noted and returned to the relevant jurisdiction as part of the AIHW processing workbook (see below). Jurisdictions are to address any issues raised by AIHW and resubmit data if necessary.

Once these are resolved, where appropriate, the AIHW will calculate the summary data items and performance indicators. These will be returned for jurisdiction approval.

As the AIHW accepts multiple data formats, not all checks apply. Basic definition and scope requirements apply to all submission formats, with additional checks to be adhered to for those jurisdictions that submit unit record level data.

Finalised aggregate data submissions (NSW, Qld & NT)

As only the finalised aggregate summary data item and performance indicator figures are sent to the AIHW, limited quality assurance checks can be performed by the AIHW. These will include the checking of:

- cells for missing or invalid entries
- all unit record administrative data is included (see Appendix B)
- data relationships (see Appendix D)
- variance from the previous year's results

NOTE: The Northern Territory only supplies unit record administrative data.

Finalised aggregate data undergoes an additional round of edit checks by automated processes. Any errors are output to the 'Processing Workbook' and returned to the jurisdiction for review and modification. These edit checks can be processed and submitted to jurisdictions a number of times until all issues have been resolved to a satisfactory standard. A complete list of the edit checks can be found in Appendix C.

Unit record level submissions (Vic, WA, SA, Tas & ACT)

Edit checks

Unit record level submissions require additional analysis and edit checks to be carried out. The AIHW will check:

- cells for missing or invalid entries
- all unit record administrative data is included (see Appendix B)
- conformation to specified formats/values
- data relationships (see Appendix D)
- variance from the previous year's results

Unit record level data undergoes an additional round of edit checks by automated processes. Any errors are output to the 'Processing Workbook' and returned to the jurisdiction for review and modification. These edit checks can be processed and submitted to jurisdictions a number of times until all issues have been resolved to a satisfactory standard. A complete list of the edit checks can be found in Appendix C. Invalid, missing and unknown edit checks will be presented as part of the Completeness summary worksheet.

Processing Workbook

The Processing workbook - unit record.xls file contains 13 worksheets, while the Processing workbook - admin.xls has 6 worksheets. The purpose of each worksheet is detailed in Table 6.1:

Table 6.1: Overview of the AIHW processing workbook

Worksheet	Description	Unit record	Finalised aggregate
Cover Page	Explains the purpose of each worksheet.	✓	✓
Edit summary	Contains only those edit checks that have failed in the latest or previous runs. It does not include missing or invalid edit checks as these are summarised in the Completeness summary worksheet. This worksheet acts as a conversation log between AIHW and the jurisdiction. AIHW make a comment on each edit fail, outlining what the issue is and whether this issue needs to be addressed by the jurisdiction. In response, jurisdictions are to provide a comment stating they have fixed the issue or why they have not (for example, the responses may be valid). If necessary, please insert a new row in order to provide additional comments.	✓	✓
Completeness summary	Contains the number of records which are missing, unknown and invalid for each data item. Ideally completeness needs to be at 100% for each variable so that accurate and comparable results can be produced. Missing and invalid records must be addressed.	✓	✓
Organisation edits	Details of organisation records failing the single organisation file edit checks that need to be addressed by jurisdiction.	✓	✓
Dwelling edits	Details of dwelling records failing the single dwelling file edit checks that need to be addressed by jurisdiction.	✓	✓
Tenancy edits	Details of tenancy records failing the single tenancy file edit checks that need to be addressed by jurisdiction.	✓	
Person edits	Details of person records failing the single person file edit checks that need to be addressed by jurisdiction.	✓	

Worksheet	Description	Unit record	Finalised aggregate
Org-Dwell	Details of organisation and dwelling records failing the cross-file edit checks that need to be addressed by jurisdiction.	✓	✓
Org-Tcy	Details of organisation and tenancy records failing the cross-file edit checks that need to be addressed by jurisdiction.	✓	
Org-Per	Details of organisation and person records failing the cross-file edit checks that need to be addressed by jurisdiction.	✓	
Dwell-Tcy	Details of dwelling and tenancy records failing the cross-file edit checks that need to be addressed by jurisdiction.	✓	
Tcy- Per	Details of person and tenancy records failing the cross-file edit checks that need to be addressed by jurisdiction.	✓	
Performance reporting	Contains resulting summary data items and performance indicators as calculated by the AIHW. It flags errors, shows differences between the 2011—12 and the 2012-13 data collections, and provides opportunity for comment from the jurisdiction. This worksheet will only be updated once all edit checks have been corrected and/or addressed.	✓	✓

Upon receipt of the processing workbook, the jurisdiction must:

- Examine the failed edits listed and fix those that can be rectified.
- Provide comments (in the 'Data issue summary' worksheet) against each edit failure record fixed or for those that could not be rectified, provide an explanation as to why.
- Review the 'Completeness summary' worksheet, and make comments if needed.
- Resend the processing workbook (with comments included) and the revised data file/s to the AIHW.

Once all errors have been addressed, the summary data items and performance indicators can be produced and finalised for approval.

7 Step 6: finalising and reporting your data

Once all edit checks are addressed and corrections made, the AIHW will calculate the performance indicators and summary data items. These will be returned to jurisdictions for final approval. Any significant variance from the previous year's results will be noted.

Footnotes and data quality statements

Footnotes and data quality statements supporting the finalised data are essential to explain collection methodologies, localised definitions, changes in reporting, varying policy and programs between jurisdictions and inevitably, gaps in data reporting and variances between current and previous results. Some of the issues identified in the 'Processing workbook' may be translated into footnotes and data quality statements.

These footnotes and data quality statements are compiled by jurisdictions and AIHW and are reported against individual data items or performance indicators. Footnotes that you supply need to relate to one of the following aspects of data quality: relevance, timeliness, accuracy and coherence.

1. *relevance* — how well the statistical product or release meets the needs of users in terms of the concept(s) measured, and the population(s) represented.
2. *timeliness* — the delay between the reference period (to which the data pertain) and the date at which the data become available; and the delay between the advertised date and the date at which the data become available (the actual release date).
3. *accuracy* — the degree to which the data correctly describe the phenomenon they were designed to measure.
4. *coherence* — the internal consistency of a statistical collection, product or release, as well as its comparability with other sources of information, within a broad analytical framework and over time.

National reporting

Performance information will be published at both the individual jurisdiction and national levels in:

- Housing assistance in Australia (HAA);
- Report on Government Services (RoGS); and
- progress report on the National Affordable Housing Agreement (NAHA).

The AIHW no longer produces national data tables, as this information is contained in the above publications.

Previous years' national data reports (up until 2009–10) can be found on the AIHW website at www.aihw.gov.au/housing-assistance-publications/.

Appendix A – Scope

Community housing for the purpose of this collection includes all tenancy (rental) units under management of a community housing organisation. Dwellings are excluded where the tenancy management function is managed under:

- Public Rental Housing; and
- the Aboriginal Rental Housing Program state/territory owned and managed Indigenous housing.

Additional jurisdiction-specific inclusions and exclusions also apply, as detailed in the attached document. This information is based on the information provided by each state and territory on the definition of community housing. Jurisdictions should specify any changes to these exclusions in their collection returns.

Appendix B – CSV file specifications

The structure and content requirements of each csv file for submission are detailed in Table B.1, B.2., B.3 and B.4.

Data item – variable name as identified by AIHW.

Source – Data is either sourced from jurisdiction administrative systems (admin) or the provider survey. The corresponding question number in the provider survey is listed.

Description – Additional detail about the data item.

Values/Format – The only acceptable format for each data item.

Alphanumeric nn	specifies that any combination of numbers and characters to a chosen length (nn) is acceptable.
Numeric nn	specifies that only 'nn' number/s are acceptable.
$$$$$.cc	any number formatted to 2 decimal places.
dd/mm/yyyy	any date formatted as shown. e.g. 21/08/2006
Other	Where shown, only certain values or characters are acceptable. e.g. if a provider type (org_type) of 'cooperative' is to be recorded, only 'C' is acceptable.

Unit level data – A tick (✓) indicates that the data item is required for jurisdictions submitting unit level data.

Finalised aggregate data – A tick (✓) indicates that the data item is required for jurisdictions submitting finalised aggregate performance indicators.

Table B.1: Organisation file

Data item	Source	Description	Values/Format	Unit level data	Finalised aggregate data
sur_resp	survey	Survey response flag	**Y** = yes **N** = no	✓	✓
org_id	admin	Organisation Identifier	Alphanumeric 15	✓	✓
org_name	admin	Organisation Name	Alphanumeric 50	✓	✓
org_address	admin	Address	Alphanumeric 40	✓	✓
org_suburb	admin	Suburb	Alphanumeric 40	✓	✓
org_pcode	admin	Postcode	Numeric 4 **U** = unknown	✓	✓
org_type	admin	Provider type	**A** = association **C** = cooperative **O** = other **U** = unknown	✓	✓
S40	Q 2	Able to offer assistance or support	**1** = Yes **0** = No	✓	
S33	Q 2	Daily living support	**1** = Yes **0** = No	✓	
S34	Q 2	Personal support	**1** = Yes **0** = No	✓	
S35	Q 2	Community living support	**1** = Yes **0** = No	✓	
S36	Q 2	Support for children, families and	**1** = Yes	✓	

Data item	Source	Description	Values/Format	Unit level data	Finalised aggregate data
		carers	**0** = No		
S37	Q 2	Training and employment	**1** = Yes **0** = No	✓	
S38	Q 2	Financial and material assistance	**1** = Yes **0** = No	✓	
S39	Q 2	Information, advice and referral	**1** = Yes **0** = No	✓	
other_support	Q 2	Other (please specify):	Alphanumeric 40	✓	
S11	Q 5.1c	Number of applicants on a community organisation's managed waiting list, excluding applicants for transfer	Numeric **U** = unknown	✓	
S11a	Q5.1b	Number of applicants on a community organisation's managed waiting list who are internal applicants and have applied for a transfer	Numeric **U** = unknown	✓	
S11b	Q5.1d	Total number of applicants on a community organisation's managed waiting list	Numeric **U** = unknown	✓	
S10	Q 5.3	Number of new applicants on a community organisation managed waiting list that were in greatest need	Numeric **U** = unknown	✓	
Common_ Waitlist	Q 5.3	Part of a consolidated jurisdiction waitlist	**1** = Yes **0** = No	✓	
DC1	Q 3.1	Provider direct cost ($)	$$$$$.cc **U** = unknown	✓	
RA1	Q 3.2	Total rent collected ($)	$$$$$.cc **U** = unknown	✓	
RA2	Q 3.3	Total rent charged ($)	$$$$$.cc **U** = unknown	✓	
DC4	Q 4	Total number of tenancy (rental) units	Numeric **U** = unknown	✓	
S27	Q 6.1	Total number of headleased dwellings	Numeric **U** = unknown	✓	
S28a	Q 6.2	Total number of boarding house buildings	Numeric **U** = unknown	✓	
S28b	Q 6.3	Total number of boarding house units	Numeric **U** = unknown	✓	
S28c	Q 6.4	Total number of boarding house rooms	Numeric **U** = unknown	✓	

Table B.2: Dwelling file

Data item	Source	Description	Values/Format	Unit level data	Finalised aggregate data
state	admin	State / Territory	NSW Vic Qld WA SA Tas ACT NT	✓	✓
org_id	admin	Organisation ID	Alphanumeric 15	✓	✓
dwell_id	admin	Dwelling ID	Alphanumeric 15	✓	✓
dwell_add	admin	Dwelling address (building number and street name)	Alphanumeric 40	✓	✓
dwell_suburb	admin	Dwelling suburb	Alphanumeric 15	✓	✓
postcode	admin	Postcode	Numeric 4 **U** = unknown	✓	✓
beds	admin	Number of bedrooms	>= 1 **U** = unknown	✓	✓
program_type	admin	Type of community housing program	**1** = Long term community housing **2** = Short to medium term housing **3** = Boarding/rooming house **4** = Joint venture **5 =** National Rental Affordability Scheme (NRAS) **9** = Other **U** = Unknown	✓	✓
dwelling_type	admin	Type of dwelling	**1** = Separate house **2** = Semi-detached, row or terrace house, townhouse, etc **3** = Flat, unit or apartment **8** = Boarding/rooming house **9** = Other **U** = Unknown	✓	✓
boarding_unit_room	Q 7 (h)	Boarding unit or room? (For boarding/rooming houses only)	Only for dwellings with dwelling type of '8' (Boarding/rooming house) **1** = Boarding house room **2 =** Boarding house unit **U** = unknown Blank for dwellings where dwelling_type is not '8'	✓	
OR2	Q 6(i)	Number of tenancies normally assigned to this dwelling when at full capacity	Numeric **U** = unknown	✓	
Ten	Q 6(j)	Number of tenancies in dwelling as at 30th June	Numeric **U** = unknown	✓	

Data item	Source	Description	Values/Format	Unit level data	Finalised aggregate data
TenVacs	Q 6(k)	Number of tenantable vacancies in dwelling at 30 June	Numeric **U** = unknown	✓	
S13	Q 6(l)	Number of untenantable vacancies in dwelling at 30 June	Numeric **U** = unknown	✓	

Table B.3: Tenancy file

Data item	Source	Description	Values/Format	Unit level data	Finalised aggregate data
state	general	State/territory	NSW Vic Qld WA SA Tas ACT NT	✓	
org_id	general	Org ID	Alphanumeric 15	✓	
dwell_id	Q 8 (a)	Dwelling identifier	Alphanumeric 15	✓	
unit_id	Q 8 (b)	Tenancy unit identifier	Alphanumeric 15	✓	
hhold_id	Q 8 (c)	Household identifier	Alphanumeric 15	✓	
transfer	Q 8 (d)	Is this a transfer?	**Y** = Yes **N** = No **U** = Unknown	✓	
bedrooms	Q 8 (e)	No. of bedrooms per tenancy	>= 1 **U** = unknown	✓	
hh_comp	Q 8 (f)	Household composition (use codes)	**1** = single person **2** = sole parent with child/ren aged less than 16 years **3** = couple only **4** = couple with child/ren aged less than 16 years **5** = Family (with other family members present including children aged 16 years and over) **6** = Family (with other non-related members present) **7** = Group (unrelated adults) **U** = Unknown	✓	
occupants	Q 8 (g)	No. of occupants	>= 1 **U** = unknown	✓	
indigenous	Q 8 (h)	Is this an Indigenous household?	**Y** = Yes **N** = No **U** = Unknown	✓	
disability	Q 8 (i)	Is this a Disability household?	**Y** = Yes **N** = No **U** = Unknown	✓	
nesb	Q 8 (j)	Is this a NESB household?	**Y** = Yes **N** = No **U** = Unknown	✓	
g_need	Q 8 (k)	At allocation, was the household in greatest need?	**Y** = Yes **N** = No **U** = Unknown	✓	

Data item	Source	Description	Values/Format	Unit level data	Finalised aggregate data
homeless	Q 8 (l)	At allocation, was the household homeless?	**Y** = Yes **N** = No **U** = Unknown	✓	
inc_source	Q 8 (m)	Main income source of household	**1** = Wages **2** = Centrelink payments **3** = Other **U** = Unknown	✓	
gross_inc	Q 8 (n)	Total gross household income 2013 **(ex CRA)** for week of 30 June 2013**)**	$$$$$.cc **U** = unknown	✓	
asses_inc	Q 8 (o)	Total assessable household income 2013 **(ex CRA)** for week of 30 June 2013	$$$$$.cc **U** = unknown	✓	
cra	Q 8 (p)	Total C'wealth Rent Assistance for week of 30 June 2013	$$$$$.cc **U** = unknown	✓	
rent_chged	Q 8 (q)	Rent charged to tenant 2013**(ex CRA)** for week of 30 June 2013	$$$$$.cc **U** = unknown	✓	
market_rent	Q 8 (r)	Does the h'hold pay market rent?	**Y** = Yes **N** = No **U** = Unknown	✓	
start_date	Q 8 (s)	Date tenancy started	dd/mm/yyyy **U** = unknown	✓	
end_date	Q 8 (t)	Date tenancy ended	dd/mm/yyyy **U** = unknown Blank if tenancy is still current	✓	

Table B.4: Person file

Data item	Source	Description	Values/Format	Unit level data	Finalised aggregate data
state	general	State/territory	NSW Vic Qld WA SA Tas ACT NT	✓	
org_id	general	Organisation identifier	Alphanumeric 15	✓	
hhold_id	Q 9 (a)	Household identifier	Alphanumeric 15	✓	
main_tenant	Q 9 (b)	Is this the principal tenant (Y/N/U)	**Y** = Yes **N** = No **U** = Unknown	✓	
dob	Q. 9 (c)	Date of birth	DD/MM/YYYY **U** = Unknown	✓	
sex	Q.9 (d)	Gender	**M** = Male **F** = Female **U** = Unknown	✓	
rel_status	Q. 9 (e)	Relationship status of household	**1** = Single **2** = Member of a couple **U** = Unknown	✓	

Appendix C – Edit checks

The following table provides details of the edit checks that will be performed by jurisdictions using the community housing data validator and the AIHW once the csv files have been returned by jurisdictions.

Edit checks vary between data submission type and checks undertaken by the data validator and AIHW. See the tables below.

The AIHW will provide jurisdictions with a table outlining all edit failures and queries. The tables will list the error code produced by the check, the problem variable(s) and detail of why the record has been flagged with the given error code.

Note the following key regarding error codes for single file edits:

The first character refers to the file name the edits refer to

"O" refers to the Organisation data file

"D" refers to the Dwelling data file

"T" refers to the Tenancy data file

"P" refers to the Person data file

The second character refers to where the data has come from

"A" refers to Administrative data

"S" refers to Survey data

The third character refers to the type of edit check

"I" refers to invalid

"M" refers to missing

"R" refers to invalid relationship between two variables

"V" refers to variance errors (i.e. a value is too high or low)

"U" refers to unknown

Note the following key regarding error codes for cross file edits:

The first character is "C", indicating it is a cross file check

The second and third character refers to the file names the cross check relates to

"OD" refers to cross file edits between the Organisation and Dwelling data files

"OT" refers to cross file edits between the Organisation and Tenancy data files

"OP" refers to cross file edits between the Organisation and Person data files

"DT" refers to cross file edits between the Dwelling and Tenancy data files

"TP" refers to cross file edits between the Dwelling and Tenancy (tenancy records only) data files

Invalid, missing and unknown edit checks will be presented as part of the Completeness summary worksheet in the Processing workbook.

Table C.1: Organisation data file edits

Error code	Variable(s)	Error description	Data Validator Unit record data	Data Validator Finalised aggregate data	AIHW Unit record data	AIHW Finalised aggregate data
OAI01	sur_resp	Invalid survey response	✓	✓	✓	✓
OAI06	org_pcode	Invalid organisation postcode			✓	✓
OAI07	org_type	Invalid organisation type	✓	✓	✓	✓
OAM01	sur_resp	Missing survey response	✓	✓	✓	✓
OAM02	org_id	Missing organisation ID	✓	✓	✓	✓
OAM03	org_name	Missing organisation name	✓	✓	✓	✓
OAM04	org_address	Missing organisation street address	✓	✓	✓	✓
OAM05	org_suburb	Missing organisation suburb	✓	✓	✓	✓
OAM06	org_pcode	Missing organisation postcode	✓	✓	✓	✓
OAM07	org_type	Missing organisation type	✓	✓	✓	✓
OAR01	org_id	Duplicate organisation ID	✓	✓	✓	✓
OAR02	org_name	Duplicate organisation name	✓	✓	✓	✓
OAU01	org_pcode	Unknown organisation postcode			✓	✓
OAU02	org_type	Unknown organisation type			✓	✓
OSI01	S40	Invalid able to offer support service(s)	✓	n.a.	✓	n.a.
OSI02	common_w aitlist	Invalid common waitlist	✓	n.a.	✓	n.a.
OSI03 – OSI09	S33-S39	Invalid support service(s)	✓	n.a.	✓	n.a.
OSI10-OSI12	DC1, RA1, RA2	Invalid financial information	✓	n.a.	✓	n.a.
OSI13	DC4	Invalid total number of tenancies	✓	n.a.	✓	n.a.
OSM01	S11b	Missing number of waitlist applicants	✓	n.a.	✓	n.a.
OSM02	S10	Missing number of new waitlist applicants	✓	n.a.	✓	n.a.
OSM03	DC1	Missing provider direct costs	✓	n.a.	✓	n.a.
OSM04	RA1	Missing total rent collected	✓	n.a.	✓	n.a.
OSM05	RA2	Missing total rent charged	✓	n.a.	✓	n.a.
OSM06	DC4	Missing total number of tenancies	✓	n.a.	✓	n.a.
OSM07	S27	Missing the number of headleased dwellings	✓	n.a.	✓	n.a.
OSM08	S28a	Missing the number of boarding house buildings	✓	n.a.	✓	n.a.
OSM09	S28b	Missing the number of boarding house units	✓	n.a.	✓	n.a.
OSM10	S28c	Missing the number of boarding house rooms	✓	n.a.	✓	n.a.
OSM11	S40	Missing able to offer support service(s)	✓	n.a.	✓	n.a.
OSM12	common_w aitlist	Missing common waitlist	✓	n.a.	✓	n.a.
OSR01	S10, S11b	The number of new applicants on the waiting list in greatest need is greater	✓	n.a.	✓	n.a.

Error code	Variable(s)	Error description	Data Validator: Unit record data	Data Validator: Finalised aggregate data	AIHW: Unit record data	AIHW: Finalised aggregate data
		than the number of applicants on the waiting list				
OSR02	S28a, S28b, S28c	Boarding house buildings are recorded but no units and/or rooms are recorded; OR boarding house units and/or rooms are recorded but a boarding house building is not recorded	✓	n.a.	✓	n.a.
OSR04	S40, S33, S34, S35, S36, S37, S38, S39, other_support	Able to offer support service(s) is coded '1' but no type of support service is coded '1'; OR one or more type of support service is '1' but able to offer support service(s) is '0'	✓	n.a.	✓	n.a.
OSV01	DC1	Provider direct cost for previous financial year is high	✓	n.a.	✓	n.a.
OSV02	DC1	Provider direct cost for previous financial year is low	✓	n.a.	✓	n.a.
OSV03	RA1	Total rent collected for previous financial year is high	✓	n.a.	✓	n.a.
OSV04	RA1	Total rent collected for previous financial year is low	✓	n.a.	✓	n.a.
OSV05	RA2	Total rent charged for previous financial year is high	✓	n.a.	✓	n.a.
OSV06	RA2	Total rent charged for previous financial year is low	✓	n.a.	✓	n.a.
OSV07	DC4	Total tenancy rental units for previous financial year is high	✓	n.a.	✓	n.a.
OSV08	DC4	Total tenancy rental units for previous financial year is low	✓	n.a.	✓	n.a.

Table C.2: Dwelling data file edits

Error Code	Variable(s)	Error description	Data Validator: Unit record data	Data Validator: Finalised aggregate data	AIHW: Unit record data	AIHW: Finalised aggregate data
DAI04	postcode	Invalid postcode			✓	✓
DAI05	beds	The number of bedrooms is 0	✓	✓	✓	✓
DAI06	program_type	Invalid program type	✓	✓	✓	✓
DAI07	dwelling_type	Invalid dwelling type	✓	✓	✓	✓
DAI08	OR2, bedrooms	OR2 is greater than the number of bedrooms	✓	n.a.	✓	n.a.
DAM02	org_id	Missing organisation ID	✓	✓	✓	✓
DAM03	dwell_id	Missing dwelling ID	✓	✓	✓	✓
DAM04	postcode	Missing postcode	✓	✓	✓	✓
DAM05	beds	Missing the number of bedrooms	✓	✓	✓	✓
DAM06	program_type	Missing program type	✓	✓	✓	✓
DAM07	dwelling_type	Missing dwelling type	✓	✓	✓	✓

Error Code	Variable(s)	Error description	Data Validator: Unit record data	Data Validator: Finalised aggregate data	AIHW: Unit record data	AIHW: Finalised aggregate data
DAR01	beds	Bedrooms is greater than 10 and dwelling_type is not 8 (boarding/rooming house)	✓	✓	✓	✓
DAR02	state, org_id, dwell_id	Duplicate records	✓	✓	✓	✓
DAU01	postcode	Unknown postcode			✓	✓
DAU02	beds	Unknown number of bedrooms			✓	✓
DAU03	program_type	Unknown program type			✓	✓
DAU04	dwelling_type	Unknown dwelling type			✓	✓
DSM01	OR2	Missing the number of tenancies normally assigned	✓	n.a.	✓	n.a.
DSM02	Ten	Missing the number of tenancies currently assigned	✓	n.a.	✓	n.a.
DSM03	TenVacs	Missing the number of tenantable vacancies	✓	n.a.	✓	n.a.
DSM04	S13	Missing the number of untenantable vacancies	✓	n.a.	✓	n.a.
DSR01	OR2, Ten, TenVacs, S13	The number of tenancies normally assigned when at full capacity does not equal the sum of tenancies currently assigned plus the total number of vacancies	✓	n.a.	✓	n.a.
DSR05	dwelling_type, boarding_unit_room	If dwelling_type 8 (boarding/rooming house) but boarding_unit_room is missing or invalid (not 1 or 2 or U) OR boarding_unit_room exists and dwelling type is invalid (not 8)	✓	n.a.	✓	n.a.
DSU01	OR2	Unknown number of tenancies normally assigned			✓	n.a.
DSU02	Ten	Unknown number of tenancies currently assigned			✓	n.a.
DSU03	TenVacs	Unknown number of tenantable vacancies			✓	n.a.
DSU04	S13	Unknown number of untenantable vacancies			✓	n.a.

Table C.3: Tenancy data file edits

Error Code	Variable(s)	Error description	Data Validator: Unit record data	Data Validator: Finalised aggregate data	AIHW: Unit record data	AIHW: Finalised aggregate data
TSI05	transfer	Invalid transfer (i.e. not Y or N)	✓	n.a.	✓	n.a.
TSI06	bedrooms	Number of bedrooms is equal to 0	✓	n.a.	✓	n.a.
TSI07	hh_comp	Invalid household composition (i.e. not 1, 2, 3, 4, 5, 6, or 7)	✓	n.a.	✓	n.a.
TSI10	indigenous	Invalid Indigenous household status (i.e. not Y or N)	✓	n.a.	✓	n.a.
TSI11	disability	Invalid disability household status (i.e.	✓	n.a.	✓	n.a.

Error Code	Variable(s)	Error description	Data Validator: Unit record data	Data Validator: Finalised aggregate data	AIHW: Unit record data	AIHW: Finalised aggregate data
		not Y or N)				
TSI12	nesb	Invalid NESB household status (i.e. not Y or N)	✓	n.a.	✓	n.a.
TSI13	g_need	Invalid greatest need at time of allocation (i.e. not Y or N)	✓	n.a.	✓	n.a.
TSI14	homeless	Invalid homeless at time of allocation (i.e. not Y or N)	✓	n.a.	✓	n.a.
TSI15	inc_source	Invalid main income source (i.e. not 1, 2, or 3)	✓	n.a.	✓	n.a.
TSI19	start_date	Start date is after 30 June 2013	✓	n.a.	✓	n.a.
TSI20	end_date	End date is before 1 July 2012 or after 30 June 2013	✓	n.a.	✓	n.a.
TSI21	occupants	Number of Occupants is 0	✓	n.a.	✓	n.a.
TSI22	market_rent	Invalid market rent flag (i.e. not Y or N)	✓	n.a.	✓	n.a.
TSM02	org_id	Missing organisation ID	✓	n.a.	✓	n.a.
TSM03	dwell_id	Missing dwelling ID	✓	n.a.	✓	n.a.
TSM04	unit_id	Missing tenancy ID where there is more than one tenancy (rental) unit in dwelling		n.a.	✓	n.a.
TSM05	transfer	Missing transfer	✓	n.a.	✓	n.a.
TSM06	bedrooms	Missing number of bedrooms	✓	n.a.	✓	n.a.
TSM07	hh_comp	Missing household composition	✓	n.a.	✓	n.a.
TSM10	indigenous	Missing Indigenous household status	✓	n.a.	✓	n.a.
TSM11	disability	Missing disability household status	✓	n.a.	✓	n.a.
TSM12	nesb	Missing NESB household status	✓	n.a.	✓	n.a.
TSM13	g_need	Missing greatest need at time of allocation	✓	n.a.	✓	n.a.
TSM14	homeless	Missing homeless at time of allocation	✓	n.a.	✓	n.a.
TSM15	inc_source	Missing main income source	✓	n.a.	✓	n.a.
TSM16	gross_inc	Missing gross income	✓	n.a.	✓	n.a.
TSM17	asses_inc	Missing assessable income	✓	n.a.	✓	n.a.
TSM18	rent_chged	Missing rent charged	✓	n.a.	✓	n.a.
TSM19	start_date	Missing start date	✓	n.a.	✓	n.a.
TSM20	hhold_id	Missing household ID	✓	n.a.	✓	n.a.
TSM21	occupants	Missing number of occupants	✓	n.a.	✓	n.a.
TSM22	cra	Missing total Commonwealth Rent Assistance for week of 30/06/2013	✓	n.a.	✓	n.a.
TSM23	market_rent	Missing market rent flag	✓	n.a.	✓	n.a.
TSR02	rent_chged gross_inc	Rent charged is greater than gross income	✓	n.a.	✓	n.a.
TSR03	rent_chged asses_inc	Rent charged is greater than assessable income	✓	n.a.	✓	n.a.
TSR04	hh_comp occupants	Household composition and number of occupants is not consistent	✓	n.a.	✓	n.a.
TSR09	gross_inc	Gross income ‘Unknown’ for ongoing	✓	n.a.	✓	n.a.

Error Code	Variable(s)	Error description	Data Validator: Unit record data	Data Validator: Finalised aggregate data	AIHW: Unit record data	AIHW: Finalised aggregate data
		household at 30 June 2013				
TSR10	start_date end_date	Start date is after end date	✓	n.a.	✓	n.a.
TSR11	Homeless, g_need	Homeless at allocation but not in greatest need at allocation	✓	n.a.	✓	n.a.
TSR12	Org_id, hhold_id	Duplicate household ID that have overlapping tenancy periods		n.a.	✓	n.a.
TSR13	gross_inc asses_inc	Gross income is less than assessable income	✓	n.a.	✓	n.a.
TSR14	transfer, hhold_id	Duplicate household identifiers with transfer status equal to N		n.a.	✓	n.a.
TSR15	start_date, hhold_id	Duplicate household identifiers that are ongoing at 30 June		n.a.	✓	n.a.
TSR16	start_date, end_date	Start date is the same as the end date	✓	n.a.	✓	n.a.
TSV01	start_date	Start date is over 50 years ago	✓	n.a.	✓	n.a.
TSV02	bedrooms	Number of bedrooms is equal to or greater than 5	✓	n.a.	✓	n.a.
TSV05	gross_inc	Gross income is low	✓	n.a.	✓	n.a.
TSV06	gross_inc	Gross income is high	✓	n.a.	✓	n.a.
TSV07	asses_inc	Assessable income is low	✓	n.a.	✓	n.a.
TSV08	asses_inc	Assessable income is high	✓	n.a.	✓	n.a.
TSV09	rent_chged	Rent charged is low	✓	n.a.	✓	n.a.
TSV10	rent_chged	Rent charged is high	✓	n.a.	✓	n.a.
TSV11	cra	Commonwealth Rent Assistance is high	✓	n.a.	✓	n.a.
TSV12	gross_inc	Gross income is $0	✓	n.a.	✓	n.a.
TSV13	asses_inc	Assessable income is $0	✓	n.a.	✓	n.a.
TSV14	rent_chged	Rent charged is $0	✓	n.a.	✓	n.a.
TSV15	gross_inc, rent_chged	Households paying 30% or more of gross income on rent at 30 June	✓	n.a.	✓	n.a.
TSV16	gross_inc, rent_chged	Households paying 5% or less of gross income on rent at 30 June	✓	n.a.	✓	n.a.

Table C.5: Person data file edits

Error Code	Variable(s)	Error description	Data Validator: Unit record data	Data Validator: Finalised aggregate data	AIHW: Unit record data	AIHW: Finalised aggregate data
PSI01	main_tenant	Invalid main tenant flag (i.e. not Y or N)	✓	n.a.	✓	n.a.
PSI03	sex	Invalid gender (i.e. not M or F)	✓	n.a.	✓	n.a.
PSI04	rel_status	Invalid relationship status (i.e. not 1 or 2)	✓	n.a.	✓	n.a.
PSM02	org_id	Missing organisation ID	✓	n.a.	✓	n.a.
PSM03	hhold_id	Missing household identifier	✓	n.a.	✓	n.a.
PSM04	main_tenant	Missing main tenant flag	✓	n.a.	✓	n.a.

Error Code	Variable(s)	Error description	Data Validator Unit record data	Data Validator Finalised aggregate data	AIHW Unit record data	AIHW Finalised aggregate data
PSM05	dob	Missing date of birth	✓	n.a.	✓	n.a.
PSM06	sex	Missing gender	✓	n.a.	✓	n.a.
PSM07	rel_status	Missing relationship status	✓	n.a.	✓	n.a.
PSR01	rel_status	Where relationship status ‘2’ (member of a couple) has been recorded but no other household member has ‘2’ recorded or ‘2’ does not occur in multiples of 2 within the same household		n.a.	✓	n.a.
PSR02	main_tenant, hhold_id, org_id	More than 1 principal tenant for each household	✓	n.a.	✓	n.a.
PSR03	main_tenant, hhold_id, org_id	No main tenant for a household		n.a.	✓	n.a.
PSV01	main_tenant dob	Main tenant date of birth is less than 16	✓	n.a.	✓	n.a.
PSV02	dob	Date of birth after 30/06/2013	✓	n.a.	✓	n.a.
PSV03	dob	Date of birth indicates person is >100	✓	n.a.	✓	n.a.
PSV04	dob, rel_status	Where relationship status ‘2’ (member of a couple) has been recorded but age is less than 18 years	✓	n.a.	✓	n.a.

Table C.6: Cross file edits

Error Code	Error description	Data Validator Unit record data	Data Validator Finalised aggregate data	AIHW Unit record data	AIHW Finalised aggregate data
COD01	If an organisation (in the organisation file) has no corresponding dwelling record (in the Dwelling file)			✓	✓
COD02	If the dwelling (in the Dwelling file) has no corresponding organisation record (in the organisation file)			✓	✓
COD03	Survey response is inconsistent with survey information provided/not provided in the dwelling file		n.a.	✓	n.a.
COD05	Number of boarding units and/or rooms recorded in the organisation file is inconsistent with what is recorded in the dwelling file		n.a.	✓	n.a.
COT01	Survey response is inconsistent with survey information provided/not provided in the tenancy file		n.a.	✓	n.a.
CDT02	If the dwelling (in dwelling file) has no corresponding tenancy record (in the tenancy file) OR if tenancy record (in tenancy file) has no corresponding dwelling record (in dwelling file)		n.a.	✓	n.a.
CDT03	The number of current tenancies at 30 June (listed in dwelling file) is inconsistent with the number of ongoing tenancy records (in tenancy file)		n.a.	✓	n.a.
CDT04	Number of tenancies normally assigned is 1 but number of beds in dwelling file does not equal the number of beds in the tenancy file OR More bedrooms are recorded in the tenancy file (for ongoing tenancies only) than the dwelling file.		n.a.	✓	n.a.
CTP01	If the tenancy records has no corresponding person		n.a.	✓	n.a.

Error Code	Error description	Data Validator: Unit record data	Data Validator: Finalised aggregate data	AIHW: Unit record data	AIHW: Finalised aggregate data
	record OR If person record has no corresponding tenancy record				
CTP03	The number of occupants listed in tenancy file is inconsistent with corresponding person records for each household.		n.a.	✓	n.a.
CTP04	Household composition (in tenancy file) and the number of adult and children recorded (in the person file) is inconsistent		n.a.	✓	n.a.
CTP09	Household composition (in tenancy file) and the relationship status recorded for household members (in the person file) is inconsistent		n.a.	✓	n.a.

Appendix D – Data relationships

Table D.1: Data item relationships checklist

Data item / Performance indicator	Data relationship description	Relationship
S1	Total new households should be less than or equal to the total number of households (S4)	S1 <= S4
S1	Total number of new households (S1) should equal the sum of households in major cities, inner regional, outer regional, remote, very remote and migratory areas (S1a+S1b+S1c+S1d+S1e+S1f)	S1 = S1a+S1b+S1c +S1d+S1e+S1f
S2	New indigenous households (S2) should be less than or equal to the number of new households (S1)	S2 <= S1
S3	Homeless households (S3) at the time of allocation should be less than or equal to the number of new households (S1)	S3 <= S1
S4	Total number of households (S4) should equal the sum of households in major cities, inner regional, outer regional, remote, very remote and migratory areas (S4a+S4b+S4c+S4d+S4e+S4f)	S4 = S4a+S4b+S4c +S4d+S4e+S4f
S5	Indigenous households (S5) should be less than or equal to the total number of households (S4)	S5 <= S4
S6	Disability households (S6) should be less than or equal to the total number of households (S4)	S6 <= S4
S7	NESB households (S7) should be less than or equal to the total number of households (S4)	S7 <= S4
S8	Households with a principal tenant aged 24 years or less (S8) should be less than or equal to the total number of households (S4)	S8 <= S4
S9	Households with a principal tenant aged 75 years or more (S9) should be less than or equal to the total number of households (S4)	S9 <= S4
S10	Applicants on the waiting list who have a greatest need (S10) should be less than or equal to the total number or applicants on the waiting list (S11b)	S10 <= S11b
S14	Total low income households paying 20% or less of gross income in rent (S14) should be less than or equal to the total number of households (S4)	S14 <= S4
S15	Total low income households paying more than 20% but not more than 25% of gross income in rent (S15) should be less than or equal to the total number of households (S4)	S15 <= S4
S16	Total low income households paying more than 25% but not more than 30% of gross income in rent (S16) should be less than or equal to the total number of households (S4)	S16 <= S4
S20	Households with underutilisation (S20) should be less than or equal to the total number of households (S4)	S20 <= S4
S20	Total number of households with underutilisation (S20) should equal the sum of households with underutilisation of 1, 2, 3, 4 and 5 or more bedrooms (S20a+S20b+S20c+S20d+S20e)	S20 = S20a+S20b+S20c +S20d+S20e
S29	Community housing providers (S29) should equal the sum of housing associations, housing co-operatives and other service organisations (S30+S31+S32)	S29 = S30+S31+S32
S29	Community housing providers (S29) should equal the sum of community housing providers managing 200 or more dwellings, 100-199, 50-99, 20-49 and less than 20 dwellings (S41a+ S41b+ S41c+ S41d+ S41e)	S29 = S41a+ S41b+S41c+S41d+ S41e
S40	Community housing providers that were able to offer support service(s) should be less than or equal to the total number of community housing providers (S29)	S40 <= S29
AL2	Total number of low income households for which gross income and rent details are known (AL2) should equal to the sum of the different income categories (S14+S15+S16+AL1)	AL2 = S14+S15+S16+AL1
HS1	Households with overcrowding (HS1) should be less than or equal to the total number of households (S4)	HS1 <= S4

Data item / Performance indicator	Data relationship description	Relationship
HS2	Households for which household and tenancy (rental) unit details are known (HS2) should be less than or equal to the total number of households (S4)	HS2 <= S4
HS3	Indigenous households with overcrowding (HS3) should equal the sum of indigenous households that require an additional 1, 2, 3, 4 and 5 or more bedrooms (HS3a+ HS3b+ HS3c+ HS3d+ HS3e)	HS3 = HS3a+ HS3b+ HS3c+ HS3d+ HS3e
HS4	Households for which household and tenancy (rental) unit details are known (HS4) should be less than or equal to the total number of indigenous households (S5)	HS4 <= S5
SN1	New households with special needs (SN1) should be less than or equal to the total number of new households for whom special needs details are known (SN2)	SN1 <= SN2
SN2	New households for whom special needs details are known (SN2) should be less than or equal to the total number of new households (S1)	SN2 <= S1
PA1	New greatest need allocations (PA1) should be less than or equal to the total number of new allocations (PA2)	PA1 <= PA2
PA1	Total number of new and greatest needs allocation households (PA1) should equal the sum of new and greatest need households in major cities, inner regional, outer regional, remote, very remote and migratory areas (PA1a+PA1b+ PA1c+PA1d+PA1e +PA1f)	PA1 = PA1a+PA1b+ PA1c+PA1d+PA1e +PA1f
PA1	New greatest need allocations (PA1) should be greater than or equal to the total number of new households that were homeless at the time of allocation (S3)	PA1 => S3
PA2	New allocations (PA2) should be equal to the total number of new households (S1)	PA2 = S1
OR1	Occupied tenancy (rental) units (OR1) should be equal to the total number of households (S4)	OR1 = S4
OR2	Tenancy (rental) units (OR2) should be more than or equal to the sum of the tenantable and untenantable tenancy (rental) units (S12+S13)	OR2 >= S12+S13
DC4	Tenancy (rental) units should be equal to OR2 as reported in previous financial year	DC4 = previous OR2
P2	Household income or rent charged is missing. If so, a different figure will be displayed next to the first value based on only those records that have *both* income and rent charged recorded. Excluding these records with missing information is the preferred method of calculation by the AIHW	
P8a	Provider cost or the number of tenancy (rental) units is missing. If so, a different figure will be displayed next to the first value based on only those records that have *both* provider cost and number of tenancy (rental) units recorded. Excluding these records with missing information is the preferred method of calculation by the AIHW	
P11	Total rent collected or total rent charged is missing. If so, a different figure will be displayed next to the first value based on only those records that have *both* rent collected and rent charged recorded. Excluding these records with missing information is the preferred method of calculation by the AIHW	

Appendix E – Data specifications

Summary data items

S1	**Total number of new households assisted for year ending 30 June 2013**	**RoGS ✓ NAHA ✓**
	Count the total number of households who: • commenced receiving community housing for year ending 30 June 2013; and • were identified as a new household to the community housing provider.	
Definitions:	Refer to glossary for: • date assistance commenced; • new allocation status.	
Include:	Households who are not currently tenants but who were identified as a new household to the community housing provider and commenced receiving community housing at any time during the year ending 30 June 2013. Households who transferred from another community housing provider. Households who were directly tenanted and as such were not waitlisted.	
Exclude:	Households who transferred from one tenancy (rental) unit to another tenancy (rental) unit managed by the same community housing provider.	
Note:	If a household commenced receiving assistance with the same community housing provider more than once during the year the household is counted only once by that provider. However, if a household commenced receiving assistance with more than one community housing provider for the year ending 30 June 2013, the household should be counted once by each provider they commenced receiving assistance with. This may result in an over-count of the new households assisted by the community housing sector.	
Counting units:	Number of households.	
S1a-S1f	**Total number of households by remoteness at 30 June 2013**	
Reporting categories:	**OPTIONAL: Also reported under the NAHA as Output 3 – As a disaggregation of the number of households assisted in social housing.** - in Major cities of Australia - in Inner Regional Australia - in Outer Regional Australia - in Remote Australia - in Very Remote Australia - in Migratory areas	
Relation:	The sum of S1a–S1f should be equal to S1 (or less where location details are not known).	

S2	Total number of new Indigenous households assisted for year ending 30 June 2013	RoGS ✓ NAHA ✓

Count the total number of households who:

- commenced receiving community housing for year ending 30 June 2013;
- were identified as a new household to the community housing provider; and
- satisfy the Indigenous household definition.

Definition: Refer to glossary for:

- date assistance commenced;
- Indigenous household;
- new allocation status.

Include: Indigenous households who are not currently tenants but who were identified as a new household to the community housing provider and commenced receiving community housing at any time during the year ending 30 June 2013.

Indigenous households who transferred from another community housing provider.

Indigenous households who were directly tenanted and as such were not waitlisted.

Exclude: Indigenous households who transferred from one tenancy (rental) unit to another tenancy (rental) unit managed by the same community housing provider.

Note: If an Indigenous household commenced receiving assistance with the same community housing provider more than once during the year the household is counted only once by that provider.

However, if an Indigenous household commenced receiving assistance with more than one community housing provider for the year ending 30 June 2013, the household should be counted once by each provider they commenced receiving assistance with. This may result in an over-count of the new Indigenous households assisted by the community housing sector.

Counting units: Number of households.

S3	Total number of new households assisted for year ending 30 June 2013 that were homeless at the time of allocation

Count the total number of households who:

- commenced receiving community housing for year ending 30 June 2013;
- were identified as a new household to the community housing provider; and
- satisfied the homeless definition at the time of allocation.

Definitions: Refer to glossary for:

- date assistance commenced;
- homeless; and
- new allocation status.

Include: Households who are not currently tenants but who were identified as a new household to the community housing provider; commenced receiving community housing at any time during the year ending 30 June 2013; and satisfied the homeless definition.

Households who transferred from another community housing provider.

Households who were directly tenanted and as such were not waitlisted.

Exclude: Households who transferred from one tenancy (rental) unit to another tenancy (rental) unit managed by the same community housing provider.

Note: If a household commenced receiving assistance with the same community housing provider more than once during the year the household is counted only once by that provider.

However, if a household commenced receiving assistance with more than one community housing provider for the year ending 30 June 2013, the household should be counted once by each provider they commenced receiving assistance with. This may result in an over-count of the new households assisted by the community housing sector.

Counting units: Number of households.

S4 | **Total number of households at 30 June 2013** | **NAHA ✓**

Count the total number of households who were tenants in community housing at 30 June 2013.

Definition: Refer to glossary for:

- household.

Exclude: Households who were assisted during the financial year but were no longer tenants at 30 June 2013.

Note: Multiple tenant households (e.g. more than one tenancy agreement) are considered different households and should be calculated separately.

Counting units: Number of households.

S4a-S4f | **Total Number of households by remoteness at 30 June 2013**

Reporting categories: **OPTIONAL: Also reported under the NAHA as Output 3 – As a disaggregation of the number of households assisted in social housing.**

- in Major cities of Australia

- in Inner Regional Australia

- in Outer Regional Australia

- in Remote Australia

- in Very Remote Australia

- in Migratory areas

Relation: The sum of S4a–S4f should be equal to S4 (or less where location details are not known).

S5 | **Total number of Indigenous households at 30 June 2013** | **RoGS ✓ NAHA ✓**

Count the total number of households who:

- were tenants in community housing at 30 June 2013; and
- satisfy the Indigenous household definition.

Definition: Refer to glossary for:

- Indigenous household.

Exclude: Indigenous households who were assisted during the financial year but were no longer tenants at 30 June 2013.

Note: Multiple tenant households (e.g. more than one tenancy agreement) are considered different households and should be calculated separately.

Counting units: Number of households.

S6 | **Total number of households containing a member with a disability at 30 June 2013** | **NAHA ✓**

Count the total number of households who:

- were tenants in community housing at 30 June 2013; and
- contained a household member with a disability.

Definition: Refer to glossary for:

- disability; and
- household.

Exclude: Households containing a member with a disability who were assisted during the financial year but were no longer tenants at 30 June 2013.

Note: Multiple tenant households (e.g. more than one tenancy agreement) are considered different households and should be calculated separately.

Counting units: Number of households.

S7 | **Total number of households from a non–English speaking background at 30 June 2013**

Count the total number of households who:

- were tenants in community housing at 30 June 2013; and
- satisfy the non–English speaking background household definition.

Definition: Refer to glossary for:

- non–English speaking background household.

Exclude: Households from a non–English speaking background who were assisted during the financial year but were no longer tenants at 30 June 2013.

Note: Multiple tenant households (e.g. more than one tenancy agreement) are considered different households and should be calculated separately.

Counting units: Number of households.

S8	**Total number of households with a principal tenant aged 24 years or less at 30 June 2013**

Count the total number of households who:

- were tenants in community housing at 30 June 2013; and
- had a principal tenant aged 24 years or less at 30 June.

Definition: Refer to glossary for:

- principal tenant.

Exclude: Households with a principal tenant aged 24 years or less who were assisted during the financial year but were no longer tenants at 30 June 2013.

Note: Multiple tenant households (e.g. more than one tenancy agreement) are considered different households and should be calculated separately.

This item is determined as at 30 June 2013 and as such households with a principal tenant who was aged 24 years during the financial year but was aged 25 years at 30 June 2013 will not be counted.

Counting units: Number of households.

S9	**Total number of households with a principal tenant aged 75 years or more at 30 June 2013**

Count the total number of households who:

- were tenants in community housing at 30 June 2013; and
- had a principal tenant aged 75 years or more at 30 June.

Definition: Refer to glossary for:

- principal tenant.

Exclude: Households with a principal tenant aged 75 years or more who were assisted during the financial year but were no longer tenants at 30 June 2013.

Note: Multiple tenant households (e.g. more than one tenancy agreement) are considered different households and should be calculated separately.

Counting units: Number of households.

S10	Total number of new applicants who have a 'greatest need' at 30 June 2013	RoGS ✓

Count the total number of applicants on the community housing waiting list at 30 June 2013 who:

- were identified as a new household to the community housing provider; and
- satisfy the greatest need definition.

Definitions: Refer to glossary for:

- greatest need status;
- new allocation status; and
- waitlist applicant household.

Exclude: Potential applicants still awaiting eligibility assessment at 30 June 2013.

Applicants on the waiting list whose greatest need status has not been identified.

Note: The reliability and comparability of this indicator depends on the accuracy of the waiting list information. The waiting list information used in this indicator requires that all applicants, at 30 June 2013:

- are still eligible for community housing;
- 'greatest need' circumstances still prevail; and
- still wish to pursue their application.

Where this is not the case, footnotes should detail current practice.

Counting units: Number of households.

S11	Total number of applicants on waiting list at 30 June 2013 <u>excluding</u> applicants for transfer	RoGS ✓

Count the total number of applicants on the community housing waiting list at 30 June 2013 who were identified as a new household to the community housing provider.

Definitions: Refer to glossary for:

- new allocation status;
- waitlist applicant household.

Exclude:

- Potential applicants still awaiting eligibility assessment at 30 June 2013
- Applicants currently in receipt of community housing who were waiting to transfer from one tenancy (rental) unit to another tenancy (rental) unit managed by the same community housing provider.

Note: The waiting list information used in this indicator requires that all applicants, at 30 June 2013:

- are still eligible for community housing; and
- still wish to pursue their application.

Where this is not the case, footnotes should detail current practice.

Counting units: Number of households.

S11a	Total number of applicants for transfer on the waiting list at 30 June 2013	RoGS ✓

Count the total number of applicants on the community housing waiting list at 30 June 2013 who were waiting to transfer from one tenancy (rental) unit to another tenancy (rental) unit managed by the same community housing provider.

Definitions: Refer to glossary for:

- new allocation status;
- waitlist applicant household.

Exclude:

- Potential applicants still awaiting eligibility assessment at 30 June 2013

Note: The waiting list information used in this indicator requires that all applicants, at 30 June 2013:

- are still eligible for community housing; and
- still wish to pursue their application.

Where this is not the case, footnotes should detail current practice.

Counting units: Number of households.

S11b	Total number of applicants on the waiting list at 30 June 2013	RoGS ✓

	Count the total number of applicants on the community housing waiting list at 30 June 2013.
Definitions:	Refer to glossary for:
	• new allocation status;
	• waitlist applicant household.
Exclude:	Potential applicants still awaiting eligibility assessment at 30 June 2013
Note:	The waiting list information used in this indicator requires that all applicants, at 30 June 2013:
	• are still eligible for community housing; and
	• still wish to pursue their application.
	Where this is not the case, footnotes should detail current practice.
Counting units:	Number of households.
Relation:	The sum of S11 and S11a should equal S11b.

S12	Total number of tenantable tenancy (rental) units at 30 June 2013	RoGS ✓

	Count the total number of tenantable community housing tenancy (rental) units at 30 June 2013, including both occupied and vacant tenantable tenancy (rental) units.
Definition:	Refer to glossary for:
	• tenancy (rental) unit;
	• tenantable tenancy (rental) unit.
Include:	Tenantable tenancy (rental) units for which there is no demand or suitable applicant such as single bedroom or disabled modification.
Exclude:	Stock outside the scope of this collection (refer to 'Appendix A– Scope' for more information).
	Tenancy (rental) units where maintenance has not been completed at 30 June 2013.
Counting units:	Number of tenancy (rental) units.

S13	Total number of untenantable tenancy (rental) units at 30 June 2013	RoGS ✓

	Count the total number of untenantable community housing tenancy (rental) units at 30 June 2013.
Definition:	Refer to glossary for:
	• tenancy (rental) unit;
	• untenantable tenancy (rental) unit.
Include:	Dwellings that are vacant and awaiting a decision on their future, including those awaiting insurance evaluation or which are structurally damaged.
	Dwellings identified for sale or undergoing upgrade or maintenance.
Exclude:	Stock outside the scope of this collection (refer to 'Appendix A – Scope' for more information).
Note:	Dwelling level information rather than tenancy (rental) unit information will be reported for dwellings that may have more than 1 tenancy (rental) unit depending on the utilisation of stock by providers. However, where a defined number of tenancy (rental) units exist within a dwelling structure (e.g. boarding house), each untenantable tenancy (rental) unit should be counted separately.
Counting units:	Number of tenancy (rental) units.

S14	Number of low income households paying 20% or less of gross income in rent at 30 June 2013	RoGS ✓
S15	**Number of low income households paying more than 20% but not more than 25% of gross income in rent at 30 June 2013**	**RoGS ✓**
S16	**Number of low income households paying more than 25% but not more than 30% of gross income in rent at 30 June 2013**	**RoGS ✓**

	These items count the number of low income households at 30 June 2013 that satisfy each of the above criteria. They use tenant household-level information about the amount each low income household spends on rent and the total household gross income.
Definition:	Refer to glossary for: • low income household; • income – gross; • rent charged to tenant.
Exclude:	Households for which rent charged or income details are not known. Households for which gross income is zero dollars. Households for which rent charged is greater than gross income.
Note:	Multiple tenant low income households (e.g. more than one tenancy agreement) are considered different households and should be calculated separately. If gross income is not available, assessable income is to be used as the proxy. If assessable income is used, ensure that AIHW is informed of this. Amounts of up to 0.5% above the cut-off for a category are to be included in that category. For example, if rent charged/income x 110 = 20.5, then it is counted in the 'paying 20% or less' category.
Counting units:	Number of households.
Relation:	The sum of S14:S16 + AL1 should equal AL2.

S20	**Number of households with underutilisation at 30 June 2013**	**RoGS ✓**
	These items count the total number of households that satisfy the moderate overcrowding and under utilisation definitions.	
Definition:	Refer to glossary for: • Number of bedrooms • Canadian National Occupancy Standard • Under utilisation	
Exclude:	Households for which household details and/or size of tenancy (rental) unit (i.e. the number of bedrooms) is not known.	
Note:	Multiple tenant households (e.g. more than one tenancy agreement) are considered different households and should be calculated separately.	
Counting units:	Number of households.	
S20a-S20e	**Number of households by additional bedrooms at 30 June 2013**	
Reporting categories:	**OPTIONAL** - with under-utilisation of 1 additional bedroom - with under-utilisation of 2 additional bedrooms - with under-utilisation of 3 additional bedrooms - with under-utilisation of 4 additional bedrooms - with under-utilisation of 5 or more additional bedrooms	
Relation:	The sum of S20a–S20e should be equal to S20.	

S21	**Total number of tenancy (rental) units in Major Cities of Australia at 30 June 2013**	**RoGS** ✓
S22	**Total number of tenancy (rental) units in Inner Regional Australia at 30 June 2013**	**RoGS** ✓
S23	**Total number of tenancy (rental) units in Outer Regional Australia at 30 June 2013**	**RoGS** ✓
S24	**Total number of tenancy (rental) units in Remote Australia at 30 June 2013**	**RoGS** ✓
S25	**Total number of tenancy (rental) units in Very Remote Australia at 30 June 2013**	**RoGS** ✓
S26	**Total number of tenancy (rental) units in Migratory areas at 30 June 2013**	**RoGS** ✓

These data items count the total number of tenancy (rental) units in each of the six specified remoteness areas. Although the total number of tenancy (rental) units in each area may vary from month to month, the number reported is as at 30 June 2013.

Definitions: Refer to glossary for:

- Australian Standard Geographical Classification (ASGC) of remoteness areas;
- tenancy (rental) unit.

Include: All tenancy (rental) units in each remoteness area that meet the specified definition on 30 June 2012 that were:

- tenantable (occupied and vacant);
- untenantable; and
- head-leased stock used for community housing rental.

Exclude: Stock outside the scope of this collection (refer to 'Appendix A – Scope' for more information).

Tenancy (rental) units for which the postcode is not known.

Note: ASGC remoteness structure is being used to identify in which remoteness area the tenancy (rental) unit is located. Postcodes have been converted into a remoteness area – contact the AIHW for more information.

Jurisdictions may provide the AIHW with electronic postcode data for each tenancy (rental) unit from which remoteness areas can be derived.

Counting units: Number of tenancy (rental) units

S27	**Total number of head-leased dwellings (private) at 30 June 2013**

This data item counts the number of tenantable and untenantable dwellings managed by community housing providers that are owned by private individuals or private corporations at 30 June 2013.

Definition: Refer to glossary for:

- head-leased dwelling (private).

Include: All occupied and vacant dwellings owned by private individuals or private corporations that are leased to community housing providers.

Exclude: Dwellings owned by State Housing Authorities and other government entities and leased to the community housing providers.

Stock outside the scope of this collection (refer to 'Appendix A – Scope' for more information).

Note: Not all jurisdictions head-lease dwellings from the private sector. Where no dwellings are head-leased from the private sector record 'n.a.'

Counting units: Number of dwellings.

S28a	**Total number of boarding / rooming / lodging house buildings at 30 June 2013**

This data item counts the number of tenantable and untenantable boarding / rooming / lodging house buildings managed by community housing providers at 30 June 2013.

Definition: Refer to glossary for:

- boarding house building.

Include: Occupied and vacant boarding / rooming / lodging house buildings.

Exclude: Stock outside the scope of this collection (refer to 'Appendix A – Scope' for more information).

Note: Not all jurisdictions have boarding / rooming / lodging houses. Where there is no boarding / rooming / lodging house buildings record '. .'

Counting units: Number of buildings.

S28b	Total number of boarding / rooming / lodging house units at 30 June 2013
	This data item counts the number of tenantable and untenantable boarding / rooming / lodging house units managed by community housing providers at 30 June 2013.
Definition:	Refer to glossary for: • boarding house unit.
Include:	Occupied and vacant boarding / rooming / lodging house units.
Exclude:	Boarding / rooming / lodging house bedrooms that are not self-contained. Stock outside the scope of this collection (refer to 'Appendix A – Scope' for more information).
Note:	Not all jurisdictions have boarding / rooming / lodging house units. Where there is no boarding / rooming / lodging house units record '. .'
Counting units:	Number of units.

S28c	Total number of boarding / rooming / lodging house rooms at 30 June 2013
	This data item counts the number of tenantable and untenantable boarding / rooming / lodging house rooms managed by community housing providers at 30 June 2013.
Definition:	Refer to glossary for: • boarding house room.
Include:	Occupied and vacant boarding / rooming / lodging house rooms.
Exclude:	Rooms within self-contained boarding / rooming / lodging house units. Stock outside the scope of this collection (refer to 'Appendix A – Scope' for more information).
Note:	Not all jurisdictions have boarding / rooming / lodging house rooms. Where there is no boarding / rooming / lodging house rooms record '. .'
Counting units:	Number of rooms.

S29	Total number of community housing providers at 30 June 2013 RoGS ✓
	This data item counts the total number of community housing providers at 30 June 2013.
Definition:	Refer to glossary for: • community housing provider.
Include:	Community housing providers may include: • housing cooperatives; • housing associations; • other community service organisations.
Exclude:	Community housing providers outside the scope of this collection.
Note:	Community housing providers are defined by the organisation's tenancy management and tenure arrangements and not necessarily defined by who owns the property. Administrative data should be used.
Counting units:	Number of providers.

S30	Total number of housing associations at 30 June 2013
S31	**Total number of housing cooperatives at 30 June 2013**
S32	**Total number of other service organisations at 30 June 2013**
	These data items count the total number of community housing providers at 30 June 2013 by provider type.
Definitions:	Refer to glossary for: • community housing provider;

- housing association;
- housing cooperative;
- other community service organisation.

See Appendix G Table G.1 for a mapping of jurisdiction programs to these provider types.

Exclude: Community housing providers outside the scope of this collection.

Note: Community housing providers are defined by the organisation's tenancy management and tenure arrangements and not necessarily defined by who owns the property.

Administrative data should be used.

Counting units: Number of providers.

S33 **Total number of community housing providers at 30 June 2013 that were able to offer daily living support to households**

S34 **Total number of community housing providers at 30 June 2013 that were able to offer personal support to households**

S35 **Total number of community housing providers at 30 June 2013 that were able to offer community living support to households**

S36 **Total number of community housing providers at 30 June 2013 that were able to offer support for children, families and carers**

S37 **Total number of community housing providers at 30 June 2013 that were able to offer training and employment support to households**

S38 **Total number of community housing providers at 30 June 2013 that were able to offer financial and material assistance to households**

S39 **Total number of community housing providers at 30 June 2013 that were able to offer information, advice and referral to households**

These data items count the total number of community housing providers at 30 June 2013 by the type of support (other than housing) the provider was able to offer to the households they assist.

Definitions: Refer to glossary for:

- community housing provider;
- support type.

Include: Community housing providers that did not directly provide support but ensured links to appropriate support services were established and maintained.

Exclude: Community housing providers outside the scope of this collection.

Note: Community housing providers are defined by the organisation's tenancy management and tenure arrangements and not necessarily defined by who owns the property.

Providers should be counted once under each type of support/assistance they provide regardless of the number of households assisted.

Counting units: Number of providers.

S40 **Total number of community housing providers that were able to offer support service(s) at 30 June 2013**

This data item counts the total number of community housing providers at 30 June 2013 that were able to offer support service(s).

Definitions: Refer to glossary for:

- community housing provider;
- support type.

Include: Community housing providers that did not directly provide support but ensured links to appropriate support services were established and maintained.

Exclude: Community housing providers outside the scope of this collection.

Note: Community housing providers are defined by the organisation's tenancy management and tenure arrangements and not necessarily defined by who owns the property.

Counting units:	Number of providers.

Administrative data items

The following summary data items are calculated from the unit record administrative data supplied to the AIHW. Jurisdictions calculating their own summary data items and performance indicators are not required to calculate the following data items.

S41a-S41e	**Total number of community housing organisations by organisation size at 30 June 2013**
Reporting categories:	- Managing 200 or more dwellings - Managing 100–199 dwellings - Managing 50–99 dwellings - Managing 20–49 dwellings - Managing less than 20 dwellings
Definitions:	Refer to glossary for: • Dwelling • Community housing provider
Counting units:	Number of organisations (community housing providers)

S42	**Total number of dwellings at 30 June 2013**
Definition:	Refer to glossary for: • Dwelling
Counting units:	Number of dwellings

S43a-S43e	**Total number of dwellings by community housing program at 30 June 2013**
Reporting categories:	- Long term community housing program - Short to medium term community housing program - Boarding/rooming house program - Joint venture program - ‘Other’ program
Definitions:	Refer to glossary for: • Dwelling
Note:	Community housing programs are defined at a jurisdictional level.
Counting units:	Number of dwellings

S44a-S44e	**Total number of dwellings by dwelling size at 30 June 2013**
Reporting categories:	- Containing one bedroom - Containing two bedrooms - Containing three bedrooms - Containing four bedrooms - Containing five or more bedrooms
Definitions:	Refer to glossary for: • Dwelling
Note:	Bedsits should be counted as 1 bedroom dwellings.
Counting units:	Number of dwellings

S44f	Average number of bedrooms per dwelling at 30 June 2013
Counting units:	Average number of bedrooms
Definitions:	Total number of bedrooms / Total number of dwellings

S45a-S45e	Total number of dwellings by dwelling type at 30 June 2013
Reporting categories:	- Separate house - Semi-detached, row or terrace house, townhouse, etc - Flat, unit or apartment - Boarding/rooming house unit - Other
Definitions:	Refer to glossary for: • Dwelling type
Counting units:	Number of dwellings
Note:	Using NHDD V3 'Dwelling type' codes. See Appendix G Table G.2 for jurisdiction mappings to the national standard.

Performance indicators

Time period reference

Four types of time period are referred to in these indicators:

- point in time for current year, that is, status at 30 June 2013 (includes households where assistance ended on 30 June 2013);
- current financial year, that is, 2012–13, the period 1 July 2012 to 30 June 2013;
- previous financial year, that is, 2011–12, the period 1 July 2011 to 30 June 2012;
- point in time for previous year, that is, status at 30 June 2012.

The below table (Table E.1) details the time period reference for each indicator.

Table E.1: Time period reference

Point in time for current year (30 Jun 2013)[1]	Point in time for previous year (30 Jun 2012)[1]	Current financial year (period 1 July 2012 to 30 June 2013)	Previous financial year (period 1 July 2011 to 30 June 2012)
P2 Affordability	P8 Net recurrent costs (Number of tenancy rental units)	P5 Special needs	P8 Net recurrent costs
P2a Affordability of low income households		P6 Priority access to those in greatest need	P11 Rent collection rate
P2b Affordability of low income Indigenous households			
P3 Match of tenancy (rental) unit to household size			
P3a Match of tenancy (rental) unit to Indigenous household size			
P4 Low income			
P9 Occupancy rates			
P13 Proportion of households with under-utilisation (2 or more bedrooms)			
P14 Proportion of low income households paying 20% or less of their gross income in rent			
P15 Proportion of low income households paying >20% but not more than 25% of their gross income in rent			
P16 Proportion of low income households paying >25% but not more than 30% of their gross income in rent			

1 For point in time indicators, data may have been extracted at a date during the financial year other than 30 June

2 Satisfaction with amenity/location is measured as a point in time of the data collection period of the National Social Housing Survey

3 Overall satisfaction is measured for the 12 months preceding the data collection period of the National Social Housing Survey

P1 Amenity/Location and P7 Customer Satisfaction are collected through the National Social Housing Survey usually on a biennial basis. Data for these indicators will be collected in 2014. Details of these performance indicators are shown below; however the data and specifications are not part of this process manual.

P1 Amenity/location

Outcome to be measured	Performance indicator	Data items
The amenity of community housing stock.	The percentage of tenants expressing satisfaction in relation to the amenity of their tenancy (rental) unit The percentage of tenants expressing satisfaction in relation to the location of their tenancy (rental) unit	Amenity data items will measure: • the importance to tenants of the tenancy (rental) unit amenity; and • the suitability of the tenancy (rental) unit amenity for the tenants needs Location data items will measure: • the importance to tenants of being located close to facilities and services; and • ease of access to facilities and services such as health, community services, employment or training, public transport

P7 Customer satisfaction

Outcome to be measured	Performance indicator	Data items
The satisfaction of customers	The percentage of customers expressing different degrees of satisfaction in relation to service	Percentage of tenants reporting overall satisfaction: • Very satisfied • Satisfied • Total satisfied or very satisfied

For each of the remaining performance indicators, the following information is presented in this manual:

- notes on compiling data for this indicator;
- data specification items;
- glossary containing definitions.

P2 Affordability

Outcome to be measured	Performance indicator	Data items RoGS ✓
The level of housing affordability within the public sector.	The proportion of household income left after rent	**For week of 30 June 2013:** AF1 Total rents charged to tenant AF2 Total household gross income

Calculation

The indicator is calculated as:

$$P2 = \frac{\text{Total household gross income for week of 30 June 2013 (AF2)} - \text{Total rent charged to tenants for week of 30 June 2013 (AF1)} \times 100}{\text{Total household gross income for week of 30 June 2013 (AF2)}}$$

Data items

AF1	Total rents charged for week of 30 June 2013	RoGS ✓
	Count the amount in dollars per week of all rents charged to tenants for the week of 30 June 2013. The rents charged to tenants may or may not have been received.	
Definition:	Refer to glossary for: • income – gross; • rent charged to tenant.	
Exclude:	Rent charged on dwellings outside the scope of this collection (refer to 'scope and coverage of the data manual').	
Counting units:	Dollars	

AF2	Total household gross income for week of 30 June 2013
	Count the total household gross income for the week of 30 June 2013.
Definition:	Refer to glossary for: • income - gross.
Note:	Each State/Territory will use its own definition of 'gross income' as is currently recorded from tenants. The definition used for 'gross income' is to be specified in the footnotes. Multiple tenant households (i.e. more than one tenancy agreement) are considered different households and should be calculated separately.
Counting units:	Dollars

P2a Affordability for low income households

Outcome to be measured	Performance indicator	Data items RoGS ✓
The level of housing affordability of low income households within the social housing sector.	The proportion of low income households paying more than 30% of their gross income in rent	**At 30 June 2013:** AL1 Total number of low income households paying more than 30% of their gross income in rent AL2 Total number of low income households for which gross income and rent details are known

Calculation

The indicator is calculated as:

$$\text{P2a} = \frac{\text{Total number of low income households paying more than 30\% of their gross income in rent at 30 June 2013 (AL1)} \times 100}{\text{Total number of low income households for which gross income and rent details are known at 30 June 2013 (AL2)}}$$

Data items

AL1	Total number of low income households paying more than 30% of their gross income in rent at 30 June 2013	RoGS ✓ NAHA ✓
	Count the amount in dollars per week of all rents charged to tenants for the week of 30 June 2013. The rents charged to tenants may or may not have been received.	
Definition:	Refer to glossary for: • low income household; • income – gross; • rent charged to tenant.	

Calculation:	**1.**	**Derive household equivalised gross income**

- Equivalised income is derived by calculating an equivalence factor and then dividing income by the factor. The equivalence factor derived using the 'modified OECD' equivalence scale is built up by allocating points to each person in a household. Taking the first adult in the household as having a weight of 1 point, each additional person who is 15 years or older is allocated 0.5 points, and each child under the age of 15 is allocated 0.3 points.
- Equivalised household income is derived by dividing the total household income by a factor equal to the sum of the equivalence points allocated to household members. The equivalised income of a lone person household is the same as its unequivalised income (ABS 2010: cat. no. 6553.0).

2. Determine whether the equivalised gross income for the household is below the low income cut off limits

- Low income households are considered to be those in the bottom two quintiles of equivalised gross household income. Different low income cut off limits are applied depending on the location of a household (based on dwelling postcode). Generally, different limits apply to capital cities and the remainder of the state/territory for each jurisdiction.
- Households with equivalised gross income falling below the relevant cut off point are considered to be a low income household.
- Where a postcode/location is unknown, the 'Whole of state' equivalised gross income cut off measure will be used.
- See Table E.2 for the cut off measures for low income households.

Exclude: Rent charged on dwellings outside the scope of this collection (refer to 'scope and coverage of the data manual').

Households who were tenants in community housing at 30 June 2013 that did not fall below the relevant low income cut off.

Low income households who were assisted during the financial year that were no longer tenants at 30 June 2013.

Households for which rent charged or income details are not known.

Households for which gross income is zero dollars.

Households for which rent charged is greater than gross income.

Note: Amounts of up to 0.5% above the cut-off for a category are to be included in that category. For example, if rent charged/income x 110 = 20.5, then it is counted in the 'paying 20% or less' category.

Counting units: Number of households

AL2	**Total number of low income households for which gross income and rent details are known at 30 June 2013**

Count the total number of low income households where gross income and rent details are known at 30 June 2013.

Definition: Refer to glossary for:

- low income household;
- income - gross.

Exclude: Rent charged on dwellings outside the scope of this collection (refer to 'scope and coverage of the data manual').

Households who were tenants in community housing at 30 June 2013 that did not fall below the relevant low income cut off.

Households who were assisted during the financial year that were no longer tenants at 30 June 2013.

Households for which rent charged or income details are not known.

Households for which gross income is zero dollars.

Households for which rent charged is greater than gross income.

Note: Multiple tenant households (i.e. more than one tenancy agreement) are considered different households and should be calculated separately.

Counting units: Number of households

Table E.2: Equivalised gross income cut-off measure for low-income households, 2011–12

	NSW	Vic	Qld	WA	SA	Tas	ACT	NT
Capital city	781	736	804	801	714	603	1147	1014
Balance of state	557	543	606	722	531	513	. .	1061

Low income cut-offs are sourced from the Survey of Income and Housing, run every two years. Therefore, 2012-13 figures will use the 2011-12 projections as per last year as more up-to-date data are not yet available.

Source: Survey of Income and Housing 2009-10, projected to 2011-12 using STINMOD 2012 by the ABS.

P2b Affordability for low income Indigenous households

Outcome to be measured	Performance indicator	Data items
The level of housing affordability of low income Indigenous households within the social housing sector.	The proportion of low income Indigenous households paying more than 30% of their gross income in rent.	**At 30 June 2013:** AL3 Total number of low income Indigenous households paying more than 30% of their gross income in rent AL4 Total number of low income Indigenous households for which gross income and rent details are known

Calculation

The indicator is calculated as:

$$P2b = \frac{\text{Total number of low income Indigenous households paying more than 30\% of their gross income in rent at 30 June 2013 (AL3)} \times 100}{\text{Total number of low income Indigenous households for which gross income and rent details are known at 30 June 2013 (AL4)}}$$

Data items

AL3	Total number of low income Indigenous households paying more than 30% of their gross income in rent at 30 June 2013	NAHA ✓
	As per AL1 but for Indigenous households.	

AL4	Total number of low income Indigenous households for which gross income and rent details are known at 30 June 2013	NAHA ✓
	As per AL2 but for Indigenous households.	

P3 Match of tenancy (rental) unit to household size

Outcome to be measured	Performance indicator	Data items RoGS ✓
The degree of ‘over’ occupation of tenancy (rental) units	The proportion of households where tenancy (rental) unit size is not appropriate due to overcrowding	**At 30 June 2013:** HS1 Total number of households with overcrowding HS2 Total number of households occupying community housing for which household and tenancy (rental) unit details are known

Calculation

The indicator is calculated as:

P3 = Total number of households with overcrowding at 30 June 2013 (HS1) × 100

Total number of households occupying community housing at 30 June 2013 for which household details and tenancy (rental) unit details are known (HS2)

Note: This indicator requires data about each tenancy (rental) unit (number of bedrooms) and the details of the household (number of adult couples and singles, and the age and sex of each child less than 18 years old) occupying the tenancy (rental) unit to determine the adequacy of the tenancy (rental) unit at 30 June 2013. Where multiple tenancy (rental) units are contained within the one dwelling structure, the number of bedrooms allocated to each household is needed to determine overcrowding.

Data items

HS1	**Total number of households with overcrowding at 30 June 2013**
	Count the total number of households who: • were tenants in community housing at 30 June 2013; and • satisfy the overcrowding definition based on the Canadian National Occupancy Standard.
Definition:	Refer to glossary for: • number of bedrooms; • overcrowding; • Canadian National Occupancy Standard.
Include:	Households where valid assumptions can be made if information is missing, namely: • single or couple households – are always allocated 1 bedroom • a group of unrelated adults – are always allocated 1 bedroom each • where all household details are known except for 1 person and maximum bedroom occupancy for the known household members is reached – the remaining person can be allocated their own bedroom
Exclude:	Households for which household details (number of adult couples, adult singles, and the age and sex of each child less than 18 years old) and/or tenancy (rental) unit size (i.e. the number of bedrooms) is not known.
Note:	A bedsit is defined as a one-bedroom tenancy (rental) unit for the purpose of this collection. Multiple tenancies within a tenancy (rental) unit (i.e. more than one tenancy agreement) are considered different households and should be calculated separately.
Relation:	HS1 should be less than or equal to S4.
Counting units:	Number of households.

HS2	**Total number of households occupying community housing for which household and tenancy (rental) unit details are known at 30 June 2013** **RoGS ✓**
	Count the total number of households who: • were tenants in community housing at 30 June 2013; and had known household details (number of adult couples, adult singles, and the age and sex of each child less than 18 years old) and size of tenancy (rental) unit details.
Definition:	Refer to glossary for: • number of bedrooms.
Include:	Households where valid assumptions can be made if information is missing, namely: • single or couple households – are always allocated 1 bedroom • a group of unrelated adults – are always allocated 1 bedroom each • where all household details are known except for 1 person and maximum bedroom occupancy for the known household members is reached – the remaining person can be allocated their own bedroom
Exclude:	Households for which household details (number of adult couples, adult singles, and the age and sex of

	each child less than 18 years old) and/or tenancy (rental) unit size (i.e. the number of bedrooms) is not known.
Note:	Multiple tenancies within a tenancy (rental) unit (i.e. more than one tenancy agreement) are considered different households and should be calculated separately.
Counting units:	Number of households

P3a Match of tenancy (rental) unit to Indigenous household size

Outcome to be measured	Performance indicator	Data items NAHA ✓
The degree of 'over' occupation of tenancy (rental) units for Indigenous households	**Reported under the NAHA as Indicator 7 – Proportion of Indigenous households living in overcrowded conditions**	**At 30 June 2013:** HS3 Total number of Indigenous households with overcrowding HS4 Total number of Indigenous households occupying community housing for which household and tenancy (rental) unit details are known

Calculation

The indicator is calculated as:

$$\text{P3a} = \frac{\text{Total number of Indigenous households with overcrowding at 30 June 2013 (HS3)} \times 100}{\text{Total number of Indigenous households occupying community housing at 30 June 2013 for which household and tenancy (rental) unit details are known (HS4)}}$$

Data items

HS3	**Total number of Indigenous households with overcrowding at 30 June 2013**	**NAHA ✓**
	As per HS1 but for Indigenous households	

HS3a–HS3e	**Total number of Indigenous households with overcrowding at 30 June 2013**	**NAHA ✓**
Reporting categories:	- that require 1 additional bedroom - that require 2 additional bedrooms - that require 3 additional bedrooms - that require 4 additional bedrooms - that require 5 or more additional bedrooms	

HS4	**Total number of Indigenous households occupying community housing for which household and tenancy (rental) unit details are known at 30 June 2013**
	As per HS2 but for Indigenous households

P4 Low income

Outcome to be measured	Performance indicator	Data items RoGS ✓
The low income need status of all households receiving assistance	The number of low income households as a proportion of all households	**At 30 June 2013:** LI1 Total number of all low income households LI2 Total number of households for which income and household details are known

Calculation

This indicator is calculated as:

$$P4 = \frac{\text{Total number of all low income households at 30 June 2013 (LI1) x 100}}{\text{Total number of all households at 30 June 2013 for which income and household composition details are known (LI2)}}$$

Data items

LI1	**Total number of all low income households at 30 June 2013**	**RoGS ✓ NAHA ✓**
	Count the total number of households who: • were tenants in community housing at 30 June 2013; and • satisfy the low income definition. See P2a Affordability for low income households	
Definitions:	Refer to glossary for: • low income household; • income – gross.	
Calculation:	See P2a Affordability for low income households	
Exclude:	Households who were tenants in community housing at 30 June 2013 that did not satisfy the low income definition. Low income households who were assisted during the financial year that were no longer tenants at 30 June 2013.	
Note:	Multiple tenancies within a tenancy (rental) unit (i.e. more than one tenancy agreement) are considered different households and should be calculated separately.	

LI2	**Total number of all households for which income and household details are known at 30 June 2013**
	Count the total number of households who: • were tenants in community housing at 30 June 2013; and • had known income and household details.
Definition:	For the purpose of this collection a household is defined as a tenancy agreement. Refer to glossary for: • low income household; • income – gross.
Exclude:	Households for which income and/or household details were not known. Households that had been assisted during the financial year that were no longer tenants at 30 June 2013.
Note:	Multiple tenancies within a tenancy (rental) unit (i.e. more than one tenancy agreement) are considered different households and should be calculated separately.
Counting units:	Number of households.

P5 Special needs

Outcome to be measured	Performance indicator	Data items RoGS ✓
The special needs status of all households receiving assistance	The proportion of new tenancies that are allocated to households with special needs	**For year ending 30 June 2013:** SN1 Total number of new households with special needs SN2 Total number of new households for whom details of whether or not they have special needs are known

Calculation

The indicator is calculated as:

$$P5 = \frac{\text{Total number of new households with special needs for year ending 30 June 2013 (SN1)} \times 100}{\text{Total number of new households for year ending 30 June 2013 for whom details of whether or not they have special needs are known (SN2)}}$$

Data items

SN1	Total number of new households with special needs for year ending 30 June 2013
	Count the total number of households who: • commenced receiving community housing during the year ending 30 June 2013; and • were identified as a new household to the community housing provider; and • satisfy the special needs definition.
Definition:	Refer to glossary for: • date assistance commenced; • new allocation status; • special needs status.
Include:	Households who are not currently tenants but who were identified as a new household to the community housing provider; commenced receiving community housing at any time during the year ending 30 June 2013; and satisfy the special needs definition. Households who transferred from another community housing provider. Households who were directly tenanted and as such were not waitlisted.
Exclude:	Households who transferred from one tenancy (rental) unit to another tenancy (rental) unit managed by the same community housing provider.
Note:	If a household commenced receiving assistance with the same community housing provider more than once during the year the household is counted only once by that provider. However, if a household commenced receiving assistance with more than one community housing provider for the year ending 30 June 2013, the household should be counted once by each provider they commenced receiving assistance with. This may result in an over-count of the new households with special needs assisted by the community housing sector. Multiple tenant households (i.e. more than one tenancy agreement) are considered different households and should be calculated separately.
Counting units:	Number of households

SN2	**Total number of new households for whom details of whether or not they have special needs are known for year ending 30 June 2013**
	Count the total number of households who: • commenced receiving community housing during the year ending 30 June 2013; and • were waitlist type 'new applicant/household' or had no waitlist type but were identified as a new household; and • whose household special needs status is known.
Definition:	Refer to glossary for: • date assistance commenced; • new allocation status; • special needs status.
Include:	Households who are not currently tenants but who were identified as a new household to the community housing provider; commenced receiving community housing at any time during the year ending 30 June 2013; and their special needs details are known. Households who transferred from another community housing provider. Households who were directly tenanted and as such were not waitlisted.
Exclude:	Households who transferred from one tenancy (rental) unit to another tenancy (rental) unit managed by the same community housing provider.
Note:	If a household commenced receiving assistance with the same community housing provider more than once during the year the household is counted only once by that provider. However, if a household commenced receiving assistance with more than one community housing provider for the year ending 30 June 2013, the household should be counted once by each provider they commenced receiving assistance with. This may result in an over-count of the new households with special needs assisted by the community housing sector. Multiple tenant households (i.e. more than one tenancy agreement) are considered different households and should be calculated separately.
Counting units:	Number of households

P6 Priority access to those in greatest need

Outcome to be measured	Performance indicator	Data items RoGS ✓
To indicate allocation processes are such that those in greatest need have first access to housing	The proportion of new allocations to those in greatest need.	**For year ending 30 June 2013:** PA1 Total number of new greatest need households. PA2 Total number of new households.

Explanatory note

The P6 measure in the community housing collection is an abbreviated version of the indicator used in the public housing collection. The community housing measure reports about only the total greatest need allocations for the financial year. In the public housing collection information is also reported about total greatest need allocations in time to allocation periods.

Calculation

The indicator is calculated as:

$$P6 = \frac{\text{Total number of new greatest need households for year ending 30 June 2013 (PA1) x 100}}{\text{Total number of new households for year ending 30 June 2013 (PA2)}}$$

The reliability and comparability of this indicator depends on the accuracy of the waiting list assessment process (e.g. applicants in greatest need of housing are identified).

Data items

PA1	**Total number of new greatest need households for year ending 30 June 2013**	**NAHA ✓**
	Count the total number of households who: • commenced receiving community housing during the year ending 30 June 2013; and • were identified as a new household to the community housing provider; and • satisfy the greatest need definition.	
Definitions:	Refer to glossary for: • date assistance commenced; • greatest need status; • new allocation status.	
Include:	Households who are not currently tenants but who were identified as a new household to the community housing provider; commenced receiving community housing during the year ending 30 June 2013; and satisfy the greatest need definition. Households who transferred from another community housing provider. Households who were directly tenanted and as such were not waitlisted.	
Exclude:	Households who transferred from one tenancy (rental) unit to another tenancy (rental) unit managed by the same community housing provider.	
Note:	If a household commenced receiving assistance with the same community housing provider more than once during the year the household is counted only once by that provider. However, if a household commenced receiving assistance with more than one community housing provider for the year ending 30 June 2013, the household should be counted once by each provider they commenced receiving assistance with. This may result in an over-count of the new greatest need households assisted by the community housing sector.	
Counting units:	Number of households.	

PA1a-PA2f	**Total number of new greatest need households by remoteness at 30 June 2013**
Reporting categories:	**OPTIONAL: Also reported under the NAHA as Output 1 – As a disaggregation of the number of newly assisted households in community housing that were in greatest need at time of allocation.** - in Major cities of Australia - in Inner Regional Australia - in Outer Regional Australia - in Remote Australia - in Very Remote Australia - in Migratory areas
Relation:	The sum of PA1a–PA1f should be equal to PA1 (or less where location details are not known).

PA1g	**Total number of new greatest need Indigenous households by remoteness at 30 June 2013**	**NAHA ✓**
	As per PA1 but for Indigenous households	

PA2	**Total number of new households assisted for year ending 30 June 2013**
	Count the total number of households who: • commenced receiving community housing for year ending 30 June 2013; and

- were identified as a new household to the community housing provider.

Count all households regardless of whether details of their 'greatest need' status is known.

Definition: Refer to glossary for:

- date assistance commenced;
- new allocation status.

Include: Households who are not currently tenants but who were identified as a new household to the community housing provider and commenced receiving community housing at any time during the year ending 30 June 2013.

Households who transferred from another community housing provider.

Households who were directly tenanted and as such were not waitlisted.

Exclude: Households who transferred from one tenancy (rental) unit to another tenancy (rental) unit managed by the same community housing provider.

Note: If a household commenced receiving assistance with the same community housing provider more than once during the year the household is counted only once by that provider.

However, if a household commenced receiving assistance with more than one community housing provider for the year ending 30 June 2013, the household should be counted once by each provider they commenced receiving assistance with. This may result in an over-count of the new households assisted by the community housing sector.

Counting units: Number of households.

P8 Net recurrent cost per unit

Outcome to be measured	Performance indicator	Data items RoGS ✓
The cost of housing provision.	P8a Provider Cost of providing assistance (excluding capital) per tenancy (rental) unit. P8b Administrator Cost of providing assistance (excluding capital) per tenancy (rental) unit. P8c The average cost of providing assistance (excluding capital) per tenancy (rental) unit	**For year ending 30 June 2012:** DC1 Provider direct costs DC2 Administrator direct costs DC3 Total direct costs **At 30 June 2012:** DC4 Total number of tenancy (rental) units

Explanatory note

All financial and tenancy (rental) unit data is reported for the previous financial year. For example the P8 Net recurrent costs for the financial year ending 30 June 2012 will be reported in the 2012–13 data collection. It is expected that this will provide adequate timeframes for the collection of both provider and administrator financial information.

Calculation

$$P8a = \frac{\text{Provider net recurrent costs for year ending 30 June 2012 (DC1 adjusted)}}{\text{Total number of tenancy (rental) units at 30 June 2012 (DC4)}}$$

$$P8b = \frac{\text{Administrator net recurrent costs for year ending 30 June 2012 (DC2)}}{\text{Total number of tenancy (rental) units at 30 June 2012 (DC4)}}$$

$$P8c = \frac{\text{Total net recurrent costs for year ending 30 June 2012 (DC3)}}{\text{Total number of tenancy (rental) units at 30 June 2012 (DC4)}}$$

Data items

DC1	Provider net recurrent costs for year ending 30 June 2012
	Count the community housing providers' net recurrent costs for providing assistance for the year ending 30 June 2012.
	Net recurrent costs include administration and operational costs.
	Jurisdictions are to provide the unadjusted cost. For data sourced via survey, jurisdictions should provide the tenancy (rental) unit population to which those survey results relate. If this is not possible, the survey response rate should be provided, so approximate tenancy (rental) unit numbers can be calculated.
	The AIHW will calculate 'DC1 (adjusted)' for use in P8(a) using the following approach:
	Survey data: DC1 (adjusted) = (DC1 x DC4)/tenancy (rental) unit population to which costs are attributed.
	Admin data: DC1 (adjusted) = DC1
	Where survey response rates are too low, e.g. below 50%, DC1 (provider net recurrent costs), DC3 (Total net recurrent costs), P8a (Provider cost per unit) and P8c (Total cost per unit) will not be calculated.
Definition:	Refer to glossary for: • administration costs; • community housing provider; and • operational costs.
Include:	Costs incurred by the community housing provider that relates to the functions of property and tenancy management. Include all reasonable operational costs that would be the responsibility of the housing provider (landlord).
	Expenditure related to the provision of community housing regardless of source of funds.
	Market rent paid for head-leased dwellings.
Exclude:	Costs used for the purpose of capital (stock provision), the purchase of tenancy (rental) units, and construction costs.
	All costs related to the creation of or acquisition of fixed assets, depreciation and amortisation.
Note:	All costs that relate to the provision of community housing operations are to be included (with the noted exceptions) regardless of the source of funds.
	Grant funding to community housing providers is counted as a cost of the community housing provider (expenditure). Actual grants to providers are to be footnoted to DC1.
Counting units:	Dollars

DC2	Administrator net recurrent costs for year ending 30 June 2012
	Count the community housing administrators' net recurrent costs for providing assistance for the year ending 30 June 2012.
	Net recurrent costs include administration and operational costs.
	If administrative costs can not be separately reported for only those tenancy (rental) units that fall within the scope of the data collection, jurisdictions are to provide the unadjusted cost and the tenancy (rental) unit population to which the total costs relate. The AIHW will calculate DC2 (adjusted) for use in P8(b) using the following approach:
	DC2 (adjusted) = (DC2xDC4)/tenancy (rental) unit population to which costs are attributed.
Definition:	Refer to glossary for: • administration costs; • administrator; and • operational costs.
Include:	All expenditure related to administering of community housing programs (refer to 'Appendix A – Scope' for more information).
Exclude:	All costs expended by community housing providers (DC1).
	Administrative costs associated with tenancy (rental) units that fall outside the scope of the data collection.

	Administrative costs directly attributable to capital acquisitions, depreciation and amortisation.
Note:	Grants to community housing training authority or peak body (excluding fee for service charges paid by providers) are to be footnoted to DC2.
Counting units:	Dollars.

DC3	**Total net recurrent costs for year ending 30 June 2012 (derived)**
	Total net recurrent costs is derived by the AIHW using the following equation:
	Total net recurrent costs = DC1 (adjusted) + DC2.
	Jurisdictions do not need to provide this item.
Relation:	DC3 = DC1 (adjusted) + DC2.
Counting units:	Dollars.

DC4	**Total number of tenancy (rental) units at 30 June 2012**
	Count the total number of tenancy (rental) units as at 30 June 2012, including tenancy (rental) units that are tenantable (occupied and vacant), untenantable and head-leased dwellings used for the purpose of community housing.
	Although the total number of tenancy (rental) units may vary from month to month, the number reported is as at 30 June 2012.
Definition:	Refer to glossary for: • tenancy (rental) unit.
Exclude:	Tenancy (rental) units outside the scope of this collection (refer to 'Appendix A – Scope' for more information).
Note:	For boarding house buildings count the individual units and rooms.
	Where this data are provided by survey, jurisdictions should provide the proportion of total tenancy (rental) units represented by the total survey response. Where this is not available, the survey response rate is to be provided.
	DC4 should be equal to OR2 as reported in 2011–12. Where this is not the case, jurisdictions are to provide a footnote to explain the difference.
Counting units:	Number of tenancy (rental) units.

Example – calculation of DC1 (adjusted), DC3, P8a, P8b and P8c

If:

DC1 = $1,000, survey data representing 60 tenancy (rental) units

DC2 = $2,000, administrative data representing 110 tenancy (rental) units

DC4 = 110 tenancy (rental) units

Then:

DC1 (adjusted) = (DC1 x total tenancy (rental) units at DC4) /number of tenancy (rental) units in survey

= ($1,000 x 110)/60

= $1,833

DC3 = (DC1 adjusted + DC2)

= ($1,833 + $2,000)

= $3,833

Calculation of the performance indicators:

P8a = (DC1 adjusted/DC4)

		= (\$1,833/110)
		= \$16.66
P8b		= (DC2/DC4)
		= (\$2,000/110)
		= \$18.18
P8c		= (DC1 adjusted + DC2)/DC4
		= (\$1,833 + \$2,000)/110
		= \$34.84

P9 Occupancy rates

Outcome to be measured	Performance indicator	Data items RoGS ✓
The utilisation of rental housing stock.	The occupancy rate of rental housing stock.	**At 30 June 2013:** OR1 Total number of occupied tenancy (rental) units OR2 Total number of tenancy (rental) units

Calculation

The indicator is calculated as:

$$P9 = \frac{\text{Total number of occupied tenancy (rental) units at 30 June 2013 (OR1) x 100}}{\text{Total number of tenancy (rental) units at 30 June 2013 (OR2)}}$$

Data items

OR1	Total number of occupied tenancy (rental) units at 30 June 2013 RoGS ✓
	Count all occupied community housing tenancy (rental) units at 30 June 2013.
	Although the total number of tenancy (rental) units may vary from month to month, the number reported is as at 30 June 2013.
Definition	Refer to glossary for: • tenancy (rental) unit occupancy status; • tenancy (rental) unit.
Exclude:	Unoccupied tenancy (rental) units at 30 June 2013.
Counting units:	Number of tenancy (rental) units.

OR2	Total number of tenancy (rental) units at 30 June 2013 RoGS ✓
	Count the total number of tenancy (rental) units as at 30 June 2013, including tenancy (rental) units that are tenantable (occupied and vacant), untenantable and head-leased dwellings used for the purpose of community housing.
	Although the total number of tenancy (rental) units may vary from month to month, the number reported is as at 30 June 2013.
Definition:	Refer to glossary for: • tenancy (rental) unit.
Exclude:	Tenancy (rental) units outside the scope of this collection (refer to 'Appendix A – Scope' for more information).
Note:	For boarding house buildings count the individual units and rooms.
Counting units:	Number of tenancy (rental) units.

P11 Rent collection rate

Outcome to be measured	Performance indicator	Data items RoGS ✓
The management of rent collection	Total rent actually collected as a percentage of total rent charged	**For year ending 30 June 2012:** RA1 Total rent collected from tenants RA2 Total rent charged to tenants

Explanatory note

All rent collected and rent charged data is reported for the previous financial year. For example the P11 rent collected and rent charged data for the financial year ending 30 June 2012 will be reported in the 2012–13 data collection. This should provide adequate timeframes for the collection of financial information.

Calculation

The indicator is calculated as:

$$P11 = \frac{\text{Total rent collected from tenants for year ending 30 June 2012 (RA1)} \times 100}{\text{Total rent charged to tenants for year ending 30 June 2012 (RA2)}}$$

Data items

RA1	Total rent collected from tenants for year ending 30 June 2012
	Count the total rent paid by tenants for the year ending 30 June 2012.
Definition:	Refer to glossary for: • total rent collected.
Include:	Rent Collection Rate collected in the year ending 30 June 2012 for the current and previous years. Prepaid rent collected in the year ending 30 June 2012 for the current and subsequent years.
Exclude:	Arrears still outstanding at the end of the period.
Counting units:	Dollars per year.

RA2	Total rent charged to tenants for year ending 30 June 2012 RoGS ✓
	Count the total rent charged to tenants for the year ending 30 June 2012.
Definition:	Refer to glossary for: • total rent charged.
Exclude:	Rent charged on dwellings outside the scope of this collection (refer to 'Appendix A – Scope' for more information).
Counting units:	Dollars per year.

P13 Under-utilisation

Outcome to be measured	Performance indicator	Data items RoGS ✓
The degree of under-utilisation of tenancy (rental) units.	The proportion of .households where tenancy (rental) unit size is not appropriate due to under-utilisation	**At 30 June 2013:** S20 Total number of households with 1 or more bedrooms excess to needs S20a Total number of households with 1 bedroom excess to needs HS2 Total number of households occupying community housing for which household and tenancy (rental) unit details are known

Calculation

The indicator is calculated as:

$$P13 = \frac{\text{Total number of households with 2 or more bedrooms excess to needs at 30 June 2013 (S20 - S20a) x 100}}{\text{Total number of households occupying community housing at 30 June 2013 for which household details and tenancy (rental) unit details are known (HS2)}}$$

Data items

S20	**Total number of households with under-utilisation at 30 June 2013**	**RoGS ✓**
	Count the total number of households who: • were tenants in community housing at 30 June 2013; and • satisfy the under-utilisation definition based on the Canadian National Occupancy Standard.	
Definition	Refer to glossary for: • number of bedrooms; • CNOS (Canadian National Occupancy Standard); • under-utilisation.	
Exclude:	Households missing household composition information at 30 June 2013.	
Counting units:	Number of households.	

S20a	**Number of households with under-utilisation of one additional bedroom at 30 June 2013**	**RoGS ✓**
	As per S20 but only for households with 1 bedroom excess to needs.	

HS2	**Total number of households occupying community housing for which household and tenancy (rental) unit details are known at 30 June 2012**	**RoGS ✓**
	See page Data items.	

P14 Low income households paying 20% or less of gross income in rent

Outcome to be measured	Performance indicator	Data items RoGS ✓
The level of housing affordability of low income households within the social housing sector.	The proportion of low income households paying 20% or less of gross income in rent	**At 30 June 2013:** S14 Total number of low income households paying 20% or less of gross income in rent

AL2	Total number of low income households for which gross income and rent details are known

Calculation

The indicator is calculated as:

$$P14 = \frac{\text{Total number of low income households paying 20\% or less of gross income in rent at 30 June 2013 (S14)} \times 100}{\text{Total number of low income households for which gross income and rent details are known at 30 June 2013 (AL2)}}$$

Data items

S14	**Total number of low income households paying 20% or less of gross income in rent at 30 June 2013**	RoGS ✓
	As per AL1 but for low income households paying 20% or less of gross income in rent at 30 June 2013.	

AL2	**Total number of low income households for which gross income and rent details are known at 30 June 2013**
	See page 60.

P15 Low income households paying more than 20% but not more than 25% of gross income in rent

Outcome to be measured	Performance indicator	Data items RoGS ✓
The level of housing affordability of low income households within the social housing sector.	The proportion of low income households paying more than 20% but not more than 25% of gross income in rent	**At 30 June 2013:** S15 Total number of low income households paying more than 20% but not more than 25% of gross income in rent AL2 Total number of low income households for which gross income and rent details are known

Calculation

The indicator is calculated as:

$$P15 = \frac{\text{Total number of low income households paying more than 20\% but not more than 25\% of gross income in rent at 30 June 2013 (S15)} \times 100}{\text{Total number of low income households for which gross income and rent details are known at 30 June 2013 (AL2)}}$$

Data items

S15	**Total number of low income households paying more than 20% but not more than 25% of gross income in rent at 30 June 2013**	RoGS ✓
	As per AL1 but for low income households paying more than 20% but not more than 25% of gross income in rent at 30 June 2013.	

AL2	**Total number of low income households for which gross income and rent details are known at 30 June 2013**
	See page 60.

P16 Low income households paying more than 25% but not more than 30% of gross income in rent

Outcome to be measured	Performance indicator	Data items RoGS ✓
The level of housing affordability of low income households within the social housing sector.	The proportion of low income households paying more than 25% but not more than 30% of gross income in rent	**At 30 June 2013:** S16 Total number of low income households paying more than 25% but not more than 30% of gross income in rent AL2 Total number of low income households for which gross income and rent details are known

Calculation

The indicator is calculated as:

$$P16 = \frac{\text{Total number of low income households paying more than 25\% but not more than 30\% of gross income in rent at 30 June 2013 (S16)} \times 100}{\text{Total number of low income households for which gross income and rent details are known at 30 June 2013 (AL2)}}$$

Data items

S16	Total number of low income households paying more than 25% but not more than 30% of gross income in rent at 30 June 2013	RoGS ✓
	As per AL1 but for low income households paying more than 25% but not more than 30% of gross income in rent at 30 June 2013.	

AL2	Total number of low income households for which gross income and rent details are known at 30 June 2013
	See page 60.

Appendix F – Glossary

Table F.1: Glossary

Term	Definition
Administration costs	Those costs associated with the administration offices of the property manager and the tenancy manager. They include the general accounting and personnel function costs relating to: • employee expenses (e.g. wages and salaries, superannuation, compensation, accrued leave, payroll tax, training); • supplies and services expenses (includes stationery, postage, telephone, office equipment, information technology, vehicle expenses, insurance); • rent; • grants and subsidies (excluding rental subsidies); and • contracted community housing management services.
Administrator	The State and Territory Government body with the responsibility of administering community housing programs.
Administrator costs	The costs incurred by the community housing authority or program manager in each jurisdiction. The Administrator costs are divided into two categories: administration costs and operational costs.
Australian Standard Geographical Classification (ASGC) of remoteness areas.	The six remoteness areas are defined as: • Major cities of Australia: Census Collection Districts (CDs) with an average Accessibility/Remoteness Index of Australia (ARIA) index value of 0 to 0.2; • Inner regional Australia: CDs with an average ARIA index value greater than 0.2 and less than or equal to 2.4; • Outer regional Australia: CDs with an average ARIA index value greater than 2.4 and less than or equal to 5.92; • Remote Australia: CDs with an average ARIA index value greater than 5.92 and less than or equal to 10.53; • Very remote Australia: CDs with an average ARIA index value greater than 10.53; • Migratory: composed of off-shore, shipping and migratory CDs
Boarding house building	A separate building (also referred to as a rooming or lodging house) containing multiple boarding/rooming/lodging house bedrooms and/or boarding house units.
Boarding house room	A bedroom within a boarding house (also referred to as a rooming or lodging house) that is not self-contained, and usually shares a common kitchen and/or bathroom. Boarding house bedrooms are usually accessed via a common entrance such as a foyer or hallway.
Boarding house unit	A self-contained unit within a boarding house (also referred to as a rooming or lodging house) with separate cooking, bathroom and toilet facilities. Boarding house units are usually accessed via a common entrance such as a foyer or hallway.
Canadian National Occupancy Standard (CNOS)	A measure of the appropriateness of housing related to the household size and household composition. The measure specifies the bedroom requirements of a household. • There should be no more than 2 persons per bedroom • Children less than 5 years old of different sexes may reasonably share a bedroom • Children less than 18 years old of the same sex may reasonably share a bedroom • Single household members 18 and over should have a separate bedroom, as should parents or couples.
Community housing provider	A not–for–profit organisation that provides safe, secure, affordable and appropriate rental housing.
Date assistance	The date on which the provision of housing to a household by an agency commenced, as distinct from

Term	Definition
commenced	the date the household applies and is entered on the waiting list or assessed for eligibility.
Date tenancy (rental) unit occupied	The date on which a tenancy (rental) unit is occupied by a household under a formal tenancy agreement.
Date tenancy (rental) unit vacated	The date on which a tenancy (rental) unit is vacated by a household.
Date eligible for assistance	The date on which a household is assessed as eligible for assistance. In most cases the date eligible for assistance is the same date as the date the applicant is effective on the waitlist, not the date actually entered onto the system.
Disability	Disability is the umbrella term for any or all of: an impairment of body structure or function, a limitation in activities, or a restriction in participation. Disability may include a physical/diverse, sensory/speech, intellectual/learning, or psychiatric impairment. Disability status should only be reported if the disability was self–identified.
Dwelling	A structure or a discrete space within a structure intended for people to live in or where a person or group of people live. Thus a structure that people actually live in is a dwelling regardless of its intended purpose, but a vacant structure is only a dwelling if intended for human residence. A dwelling may include one or more rooms used as an office or workshop provided the dwelling is in residential use.
Dwelling type	*Dwelling structure* in the National Housing Assistance Data Dictionary version 3. Describes the physical structure of the individual dwelling that a tenant occupies. 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 Note: For the purposes of this collection values 4 – 7 will be categorised as '9 Other' whilst '99' will be classified as 'U – Unknown'.
Equivalised household income	Equivalised income is derived by calculating an equivalence factor and then dividing income by the factor. The equivalence factor derived using the 'modified OECD' equivalence scale is built up by allocating points to each person in a household. Taking the first adult in the household as having a weight of 1 point, each additional person who is 15 years or older is allocated 0.5 points, and each child under the age of 15 is allocated 0.3 points. Equivalised household income is derived by dividing the total household income by a factor equal to the sum of the equivalence points allocated to household members. The equivalised income of a lone person household is the same as its unequivalised income (ABS 2009: cat. no. 6553.0).
Greatest need status	Low income households[1] that at the time of allocation were subject to one or more of the following circumstances: • they were homeless; or • their life or safety was at risk in their accommodation; or • their health condition was aggravated by their housing; or • their housing was inappropriate to their needs; or • they had very high rental housing costs. [1] Refer to low income household definition
Head-leased dwelling (private)	Dwellings owned by private individuals or private corporations that are leased to community housing organisations via head-leasing arrangements. The community housing organisation is usually responsible for tenant selection and tenancy management functions.

Term	Definition
Homeless	A household with no housing or a household residing in temporary or emergency accommodation at the time of housing allocation. It includes households who: • lived in accommodation provided by a specialist homelessness service or some other form of emergency accommodation; • were totally without permanent shelter; • lived in shelter that was unlawful such as those who were forced to squat in derelict buildings; or • stayed temporarily with friends or relatives in the short term.
Household	• A group of two or more related or unrelated people who usually reside in the same tenancy (rental) unit, and who make common provision for food or other essentials for living; or • A single person living in a tenancy (rental) unit who makes provision for his or her own food and other essentials for living, without combining with any other person. The number of tenancy agreements is a practical proxy for calculating the number of households receiving housing.
Household composition	The composition of the household based on the relationship between household members. Households can contain dependent and non-dependent children as well as non-family members. The differentiation of households is based on the presence or absence of couple relationships, parent–dependant relationships and the number of children.
Housing association	A not–for–profit organisation that is managed by a committee and is often linked to other community support services. In associations, day–to–day management of the organisation is delegated to staff and/or volunteers. In some states and territories housing associations are legally incorporated and registered under state or territory community housing acts.
Housing cooperative	A not–for–profit organisation that is managed by the tenants (self–managed). In cooperatives, responsibility for day–to–day management is usually shared amongst tenant members. In some states and territories housing cooperatives are legally incorporated and registered under state or territory housing acts.
Income – assessable	The value of income from all sources as specified and used by the agency to establish eligibility of a household for receipt of housing. Each State and Territory uses its own definition of 'assessable income'. **Note Assessable Income does not include Commonwealth Rent Assistance (CRA).** The main components of assessable income are: • wages and salary; • income derived from self-employment; • government pensions, benefits and allowances; and • other income comprising investments (including interest, dividends, royalties and rent) and other regular income (including superannuation, private scholarships received in cash, workers' compensation, accident compensation, maintenance or alimony, and any other allowances regularly received).
Income – gross	The value of income from all sources before any deductions such as income tax and superannuation for all household members. Gross income is regarded as all receipts that are received regularly and are of a recurring nature. **Note Assessable Income does not include Commonwealth Rent Assistance (CRA)** The main components of assessable income are: • wages and salary; • income derived from self-employment; • government pensions, benefits and allowances; and • other income comprising investments (including interest, dividends, royalties and rent) and other regular income (including superannuation, private scholarships received in cash, workers' compensation, accident compensation, maintenance or alimony, and any other allowances regularly received). Certain receipts such as lump sum receipts, windfall gains and withdrawals from savings are not considered to conform to these criteria and are not included as income.
Indigenous household	A household which contains one or more persons who identifies as being of Aboriginal or Torres Strait Islander origin.
Low income household	Low income households are considered to be those in the bottom two quintiles of equivalised gross household income. Different low income cut off limits are applied depending on the location of a household (based on dwelling postcode). Generally, different limits apply to capital cities and the remainder of the state/territory for each jurisdiction. Households with equivalised gross income falling below the relevant cut off point are considered to be

Term	Definition
	a low income household.
Market rent	Market rent is the rent that would be charged for a dwelling in the private rental market.
New allocation status	Whether the household was a new allocation for housing in the financial year.
Non–English speaking background	A household which contains one or more persons born overseas who have a first language other than English, or one of their parents have those characteristics.
Number of bedrooms	The number of bedrooms in each occupied tenancy (rental) unit. Includes bedrooms designed for use as bedrooms and other rooms permanently modified and intended for use as bedrooms (such as a sleep out or built in veranda). Bedsits should be counted as a one bedroom tenancy (rental) unit.
Operational costs	The cost of maintaining the operation of stock including expenses that the organisation incurs as part of undertaking its activities. Include: • repairs and maintenance: costs incurred which restore an asset to its original condition. This includes (a) day-to-day maintenance, reflecting general wear and tear; (b) cyclical maintenance, which is maintenance performed as part of a planned maintenance program; and (c) other maintenance e.g. repairs due to vandalism (Coopers and Lybrand 1995: p. 19). • rates: e.g. water, shire. • cost of disposals: such as cost of removal of stock from community housing, including costs incurred in the sale of stock to private agencies or persons, such as agent and legal fees; removal of stock to community housing; and/or demolition costs in order to sell the land. • market rent paid: such as from headleasing dwellings. • interest expense: e.g. interest on loans.
Other community service organisation	Not–for–profit organisations who provide housing as part of their support services, such as welfare, church–based or local government organisations (e.g. Barnardos, St Vincent de Paul).
Overcrowding	Where one or more additional bedrooms are required to meet the national standard (CNOS).
Principal tenant	The tenant who is party to the residential tenancy agreement. Where this is not clear, it is the person who is responsible for rental payments.
Rent charged to tenant	The amount of rent charged to a household. The rent charged is the amount of money the household has been asked to pay. It may differ from market rent and may not have been received.
Rent paid by Tenant	The actual amount of rent paid by a household. Include: • Rent Collection Rate collected in the year ending 30 June for the current and previous years; and • Prepaid rent collected in the year ending 30 June for the current and subsequent years. Exclude: • Arrears still outstanding at the end of the period.
Special needs status	Low income households[1]: • that satisfy the Indigenous household definition; or • that have a household member with a disability; or • where the principal tenant is aged 24 years or under; or • where the principal tenant is aged 75 years or more. [1] Refer to low income household definition
Support type	The area(s) of assistance, other than housing, that a housing provider is able to offer to a household or tenant. Includes those areas for which a housing provider did not directly provide the assistance, but ensured the links to appropriate support services were established and maintained. **Daily living support:** Covers assistance that provides support for personal or social functioning in daily life. The purpose of the assistance is generally to enable recipients to live and function in their own homes or normal places of residence (where this is an independent living setting). Such support includes assistance with personal tasks, e.g. showering, dressing and grooming, and domestic tasks, e.g. washing, cooking, cleaning, shopping, gardening, and companionship. **Personal support:** Covers assistance that provides support for successful functioning as an

Term	Definition
	individual or as a family member, e.g. individual advocacy, needs assessment and management, counselling. **Community living support:** Covers assistance that provides support or develops the capacity for independent living and/or social interaction within the community through the provision of opportunities for learning, developing and maintaining personal and social surviving skills. Includes living skills development, community transport, social and personal development, recreation/leisure. **Support for children, families and carers:** Covers the provision of care, educational, developmental and recreational activities for children usually between the ages of 0 and 12 years by paid workers. Includes carer support which refers to assistance received by a carer from a substitute carer who provides supervision and assistance to their care recipient in their absence. Includes child care, respite care, parenting skills. **Training, vocational rehabilitation and employment:** Covers assistance to support people who are disadvantaged in the labour market by providing training, job search skills, help in finding work, placement and support in open employment or, where appropriate, supported employment. Excludes health rehabilitative activities aimed at improvement in functional capacity. **Financial and material assistance:** Covers assistance that is designed to enhance personal functioning and to facilitate access to community services through the provision of emergency, or immediate, financial assistance and material goods. Includes financial relief, household goods, clothing and furniture, food. Excludes income support provided by Centrelink, such as pensions and benefits, and concessions through the taxation system. **Information, advice and referral:** Covers assistance that provides information, advice and referral to support personal or social functioning and/or to facilitate access to and use of community services and resources. Includes provision of housing/tenancy, consumer and legal, financial, general service availability information, advice and referral.
Tenancy agreement	A formal written agreement between a household (a person or group of people) and a housing provider specifying details of a tenancy for a particular tenancy (rental) unit.
Tenancy (rental) unit	The unit of accommodation (dwelling or part of a dwelling) to which a rental agreement can be made. A tenancy unit is a way of counting the maximum number of distinct rentable units that a dwelling structure can contain. A dwelling structure can be a house, townhouse, duplex, flat or boarding/rooming house.
Tenancy (rental) unit occupancy status	Whether or not a tenancy (rental) unit is occupied by a household under a formal tenancy agreement.
Tenantable tenancy (rental) unit	Tenancy (rental) units where maintenance has been completed. Can be either occupied or unoccupied at 30 June. All occupied tenancy (rental) units are counted as tenantable.
Total rent charged	The total amount of rent charged to all households for year ending 30 June.
Total rent collected	The total amount of rent paid by all households for year ending 30 June.
Under utilisation	Where there are two or more bedrooms additional to the number required to satisfy the Canadian National Occupancy standard (CNOS).
Untenantable tenancy (rental) unit	Tenancy (rental) units not currently occupied by a household where maintenance has either been deferred or not been completed at 30 June.
Waitlist applicant	A household who has applied for rental housing and has been deemed eligible but has not received the assistance applied for. This includes current housing tenants who are applicants for assistance different from what they currently receive.

Sources: ASGC (Australian Standard Geographical Classification – contact the AIHW for more information); NHADD V3 (National Housing Assistance Data Dictionary version 3), National Classification of Community Services version 2.

Appendix G – Mapping to national standards

The following tables provide details of the jurisdiction-specific variable that have been mapped against the corresponding data item in the National Housing Assistance Data Dictionary Version 3. This mapping of data items to national standards was used for the previous trial collection of unit record level dwelling and organisation administrative data.

Table G.1: Mapping of Organisation type variable to the NHADD V3

Community housing provider type data item codes (NHADD V3)	New South Wales	Victoria	Queensland	South Australia	Tasmania	Australian Capital Territory
Housing association	Housing association	Incorporated association SAAP	Housing association	Association	Housing association	Incorporated association
Housing cooperative	Cooperative	Housing cooperative Rental coop	Housing cooperative	Cooperative	Housing cooperative	Housing cooperative
Other community service organisation	Aboriginal Council Crisis NSW Govt Older people Religious Other	Not recorded Public company Other	Other community service organisation	Holding association	Other	Corporation

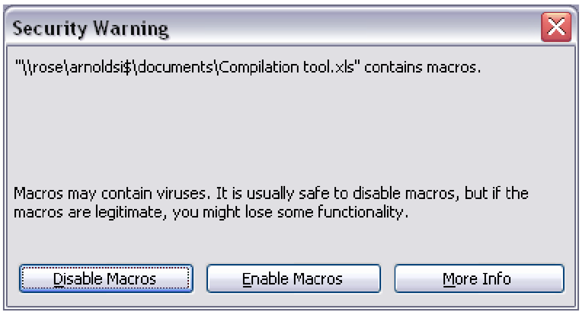
Table G.2: Mapping of dwelling type variable to the NHADD V3

Dwelling structure data item codes (NHADD V3)	New South Wales	Victoria	Queensland	South Australia	Tasmania
Separate house	Cottage House	Separate housing	Separate house		Separate house
Semi-detached, row or terrace house, townhouse, etc	Cluster Dual-occupancy Duplex Townhouse Terrace	Semi Detached Housing Medium Density	Semi-detached, row or terrace house, townhouse, etc	Attached house Townhouse Double unit	Semi-detached, row or terrace house, townhouse, etc
Flat, unit or apartment	Low rise Pensioners unit Unit	High Rise Low Rise Flat	Flat, unit or apartment	Cottage flat Single unit brick(2) Single unit timber(2) Flat WUF	Flat, unit or apartment
Boarding/rooming house unit		Rooming House	Boarding/rooming house unit		Boarding/rooming house unit
Other	Centre Hostel Villa	Movable Units Other	Other	Mud brick	Other Caravan, tent, cabin etc in caravan park, houseboat in marina etc Caravan not in caravan park, houseboat not in marina Improvised home, campers out House or flat attached to a shop, office, etc
Not stated/inadequately described	Not known	Unknown	Not stated/inadequately described		

Appendix H – Community housing data validator

How to open the community housing data validator

- When you open the Excel file, the following security warning will appear:

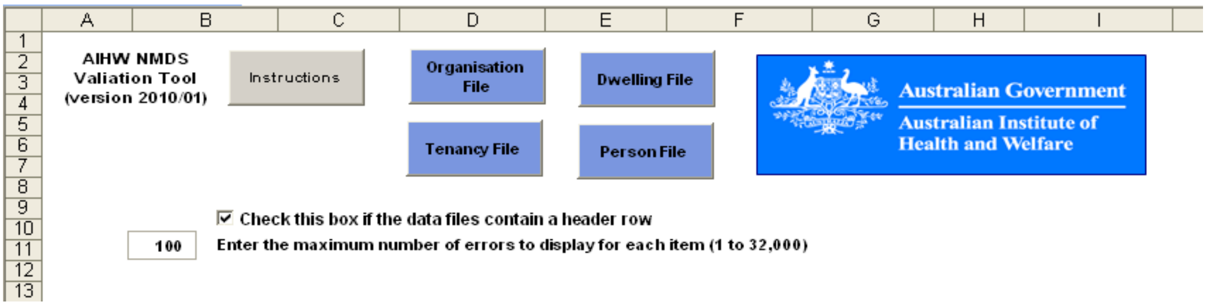


- Click on 'Enable Macros' to continue and the file should open successfully.
- Jurisdictions submitting unit level data must use the following file '2012-13 Community Housing Data Validator- Unit record.xls'
- Jurisdictions submitting finalised aggregate data must use the following file '2012-13 Community Housing Data Validator- admin.xls'

Loading the files into the data validator

1. Ensure that 'Check this box if the data file contains a header row' is ticked

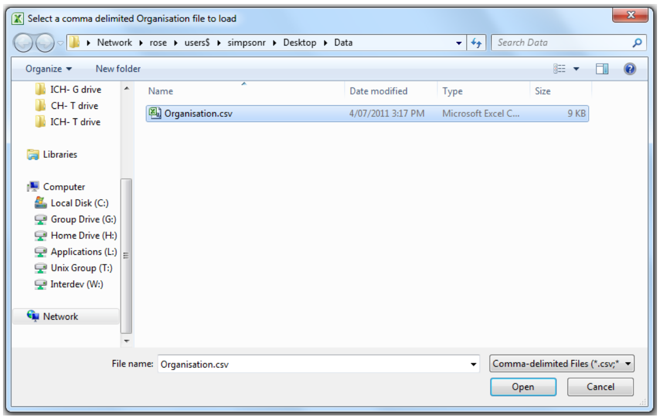
2. Enter the maximum number of errors to display for each item (AIHW recommends 100)



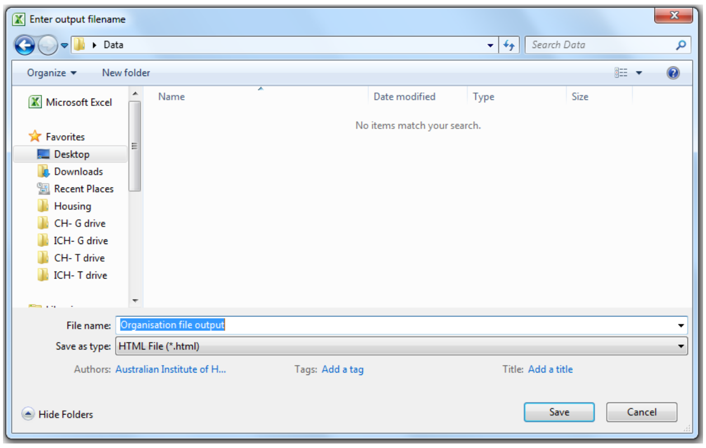
Note: the above screen shot is from the '2012-13 Community Housing Data Validator- Unit record.xls'. Jurisdictions who submit finalised aggregate data will have only two purple buttons (Organisation file and Dwelling File).

3. Click on the button for the first file to be data validated (i.e. Organisation file)

4. You will be asked to select a comma delimited file to load. Ensure that you select the csv file that corresponds to the button you selected in step 3. and click 'Open'



5. The next dialogue box asks you to enter an output filename and to select a location for this file. Click 'Save'. This step produces the html file that contains the edit failures.



6. Repeat the above steps for the remaining csv files

Investigating the edit fails

1. The output html file should open automatically. If not, open the html file.

Organisation File check results

27/05/2010 11:09:51 AM

Organisation File loaded: 3 records

PRE-DISPATCH EDITS

OAI07 - organisation type:
Organisation type is invalid.

This field should only be coded as A, C, O or U.

Line Number	sur_resp	org_id	org_name	org_address	org_suburb	org_pcode	org_type	S40	S33	S34	S35	S36	S37	S38	S39	other_support	S11	S10	DC1	RA1	RA2	DC4	S27	S28a	S28b	S28c
3	Y	3	West Housing Association	226 Castle Rd	Kingdom	1234	P	1	1	1	1	0	1	0	1	0	0	0	1461409	232965	232965	4	0	1	4	0

Total: 1

PRE-DISPATCH EDITS

OAM04 - Organisation address:
org_address is missing.

This field should not be missing.

Line Number	sur_resp	org_id	org_name	org_address	org_suburb	org_pcode	org_type	S40	S33	S34	S35	S36	S37	S38	S39	other_support	S11	S10	DC1	RA1	RA2	DC4	S27	S28a	S28b	S28c
1	N	1	Smart Community Housing		Forrest	1234	O																			

Total: 1

- The date and time of the data validation is indicated at the top of the file, along with how many records the data validator loaded from the file. Any failed edit checks will follow.
- The different edits are separated by the 'Pre-Dispatch Edits' heading
- Each 'Pre-Dispatch edit' has:
    - the error code and the relevant variable/s (e.g. OAI07- Organisation type)
    - the reason why it has failed an edit check (e.g. Organisation type is invalid)
    - a message indicating your required action (e.g. this field should not be missing)
    - a table which contains the details of the records that have failed the edit check
    - The total number of records failing the edit check is displayed after the table. If there are more failed records than the number entered for 'the maximum number of errors displayed for each item' (i.e. 100), the following message will be displayed "Problem count exceeds 100; No more records will be shown...".
- Edits will not appear in the output if there were no records that failed the edit check

2. Identify which records have failed an edit check

- There are four types of edit fails: Invalid, Missing, Relationship and Variance. The latter two types are for unit record survey data only.
    - Each row of the Pre-Dispatch table represents one record which has failed the edit check. The first column, 'Line Number' is always coloured green as it advises which record in the data file has failed the edit check. The Line Number plus 1 equates to the excel row number in the data file. For example if the Line Number is 3 you will find the corresponding record in row 4 of the data file you uploaded.

- The variable which has failed the edit check is coloured red. For relationship edits, all the relevant variables to the edit check will be coloured red.
- Find the record which has failed the edit check in the data file (**Remember: Line number + 1 = row number**) and make necessary changes after consulting with the community housing organisation.
- Pre-Dispatch tables for duplicate edit checks have a different format. They have the relevant variable/s coloured red followed by 'Line No. 1' and 'Line No. 2' coloured green. The three duplicate checks are OAR01, DAR02 and PSR02 (for unit record data only).
    - OAR01- records fail when organisations have been assigned the same organisation id or when more than one organisation id is missing. See example below.
    - DAR02- records fail when two or more dwellings have identical state, org_id and dwell_id.
    - PSR02- records fail when two or more person records have identical state, org_id, hhold_id and main_tenant. This edit check is to ensure that only one main tenant has been flagged for each household.
- Example: The Pre-Dispatch table below indicates that the records in the data file that correspond to Line No. 1 and Line No. 2 (i.e. row two and three in the csv file) have the same organisation ID, which is 1. Two different organisations from the same jurisdiction can not have the same organisation ID, so one ID must be modified or the record deleted if it is a true duplicate. If more than one org_id missing, this will also result in a duplicate edit fail. This is overcome by assigning a unique organisation id to each organisation.

OAR01 - Duplicate records:
Records have the same Org_ID.

One record should be deleted or amended. Please refer to records in the data file as indicated in Line No 1 and 2 below

ORG_ID	Line No. 1	Line No. 2
1	1	2

Total: 2

3. After the necessary changes have been made to the data file, run the data validator again until the output file indicates that there are no records which have failed the edit checks or until no further edit checks can be addressed. Please provide AIHW with documentation outlining why edit fails can not be addressed.

Error messages

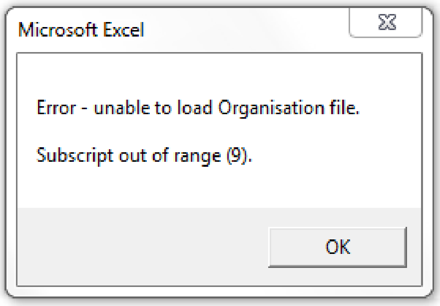
Below are some error messages that you may encounter. If you get the "*subscript out of range (9)*" error message please try loading the same file again. If an error message still occurs, it indicates that the csv file is not in an allowable format for the data validator to work.

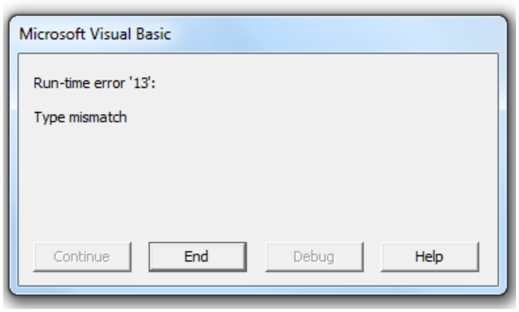
Please ensure you have done the following:

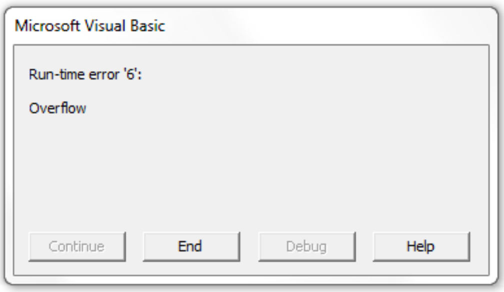
- Delete any blank rows
- Remove commas (,)
- Remove spaces *from blank cells only* and any trailing spaces from populated cells
- Remove any carriage returns
- Ensure correct format (date variables dd/mm/yyyy" format, all else general format)
- Ensure that numeric variables are not formatted to separate 1000's by a comma (,)
- Ensure values for currency fields in the tenancy file are not in the tens of thousands.
- Ensure that the data entered is expected. Replace any N/A or NA values with a U. Remove any other characters, e.g. dash (-) from fields which are not identifiers.

These are detailed further under 'Transfer survey data to the CSV files' in Chapter 5 of this manual. Specifically, jurisdictions submitting unit record level data should consult steps c) to h) on page 18; and jurisdictions submitting finalised aggregate data should consult steps b) to g) on pages 19-20.

If error messages occur after the steps have been undertaken, please call or email the AIHW contact.







Appendix I – Modifications for South Australia

Data collection tools

SA has two sets of data collection tools for 2012-13;

1. a modified Excel survey tool and accompanying Information Guide
2. a suite of four Excel csv files, Excel data validator, and accompanying Information Guide

Version 1 is recommended for smaller providers and version 2 for larger providers and/or those with more sophisticated IT resources. Both versions require an organisation identifier to be supplied to the providers.

.csv file specifications for additional SA variables

The following variables have been included:

Organisation file

Data item	Source	Description	Values/Format	Unit level data	Finalised aggregate data
evictions	survey	The total number of evictions your organization made during 2012-13.	Numeric **U** = unknown	✓	

Dwelling file

Data item	Source	Description	Values/Format	Unit level data	Finalised aggregate data
non residential	survey	How many rental units were used for non-residential purposes?	Numeric **U** = unknown	✓	

Tenancy file

Data item	Source	Description	Values/Format	Unit level data	Finalised aggregate data
member_type	survey	Only required if organisation is a co-operative.	**M** = Member Tenants **T** = Non-Member Tenants (all other non-Member tenants) **O** = Unknown / not stated	✓	

Additional data edits for SA

The following edit checks have been added to SA survey tool and SA data validator.

'SA_Organisation.csv' edits

Error code	Variable(s)	Error description	How to resolve issues
SA edit 1	evictions	Missing number of evictions	Cannot be missing. If unknown, record as U.

'SA_Dwelling.csv' edits

Error Code	Variable(s)	Error description	How to resolve issues
SA edit 2	non_residential	Missing number of rental units used for non-residential purposes	Cannot be missing. If unknown, record as U.
SA edit 3	non_residential, OR2	Number of rental units used for non-residential purposes is greater than number of tenancies normally assigned	The number of rental units used for non-residential purposes must be less than or equal to OR2. Please review and amend where appropriate.

'SA_Tenancy.csv' edits

Error Code	Variable(s)	Error description	How to resolve issues
SA Edit 4	Member_type	Invalid membership type	This field only has to be completed if the organisation is a Co-operative. Only valid codes are accepted, please use the codes M, T or O. See definition.

'SA_Person.csv' edits

Error Code	Variable(s)	Error description	How to resolve issues
SA Edit 5	Member_type	Number of occupants is 1 and principal tenant flag is not Y and/or relationship status is not 1	If there is only one occupant in the household main_tenant must be Y and rel_status must be 1. Review occupants, main_tenant and rel_status and amend where appropriate

Data compilation

Transferring data from the survey to the data compilation csv files is the same process as outlined in Chapter 5. The process for transferring data from csv files provided by community housing providers to the jurisdictional master csv files is a straightforward copy and paste as the format of the two sets of csv files is the same.

The data validator for the community housing providers is also the same as the jurisdictional data validator. Please ensure that all data has been quality assured using the validator prior to data submission. This will reduce the number of iterations of data resubmission. The following additional data edits have been built into the validator.

References

AIHW (2006). National Housing Assistance Data Dictionary Version 3. Canberra: Australian Institute of Health and Welfare.

Coopers and Lybrand (1995). Accounting Policies and Reporting Framework: State Housing Authorities.

List of figures

List of tables