



Australian Government
**Australian Institute of
Health and Welfare**

AIHW



Indigenous Community Housing data collection



Processing and data manual 2017–18

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Abbreviations

AIHW	Australian Institute of Health and Welfare
CNOS	Canadian National Occupancy Standard
ICH	Indigenous Community Housing
ICHO	Indigenous Community Housing Organisation
RoGS	Report on Government Services

Introduction

This manual has been developed by the Australian Institute of Health and Welfare (AIHW) to assist the collection and reporting of data for Indigenous Community Housing (ICH).

ICH data set specification covering the 2017–18 reference year (available from: <http://meteor.aihw.gov.au/content/index.phtml/itemId/596369>), provides standard concepts, definitions and procedures to enable the collection and reporting of performance data that are comparable across states and territories.

The content in this manual and related data set specification reflects the decisions made by the Housing and Homelessness Data Network (HHDN) and AIHW authors.

This manual covers the steps to be undertaken for data collection and processing by states and territories, Indigenous Community Housing Organisations (ICHOs) and the AIHW.

This manual describes:

- the scope of the data collection
- tools used in compiling data
- steps for collecting and supplying data
- specifications for the data and data quality information.

This manual is intended to be used in conjunction with the:

- information guide prepared for ICHOs
- 2018 AIHW Validata™ Housing Collection Guide 2017–18 (Validata™ guide).

This manual is **not** a reference for ICHOs. The collection materials, including cover letter, survey tool and survey information guide, provided by the AIHW include the relevant documentation to be provided to ICHOs.

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

Section 1 – The ICH data collection

1.1 What is the ICH data collection?

1.2 What information does the ICH data collection contain?

1.1 What is the ICH data collection?

Indigenous community housing dwellings are owned and/or managed by an Indigenous community housing organisation (ICHO). These organisations may either directly manage the dwellings they own or sublease tenancy management services to the relevant state/territory housing authority or another organisation. This type of housing is made available to households with at least one Indigenous member.

Since 2005–06, the AIHW has compiled ICH data from state and territory housing authorities on an annual basis. These data help to describe the performance of the current National Affordable Housing Agreement which commenced on 1 January 2009 and the former Commonwealth-State Housing Agreement.

The ICH data are used for a variety of purposes including to:

- produce nationally comparable Indigenous community housing performance indicator data for national reporting e.g. for inclusion in the Intergovernmental Steering Committee for the Review of Government Service Provision's *Report on government services (RoGS)*,
- describe the social housing system in AIHW reports such as *Housing assistance in Australia* and *Australia's welfare*, and
- provide statistical information to third parties via the AIHW's data on request service.

The ICH data collection draws on two types of data:

- **Administrative data** – unit record level dwelling and ICH provider information stored in state and territory information systems.
- **Data collection survey data** – information provided by individual ICH providers on their organisation, dwellings managed, tenants assisted and the costs associated with providing ICH. The survey is undertaken at either an aggregate or unit record (i.e. household) level. States and territories are responsible for managing the survey process.

1.2 What information does the ICH data collection contain?

1.2.1 Scope and coverage

The ICH data collection captures information about ICHOs, the dwellings they manage and the tenants assisted. ICHOs include community organisations such as resource agencies and land councils, which may have a range of functions, provided that they manage housing for Indigenous people.

Inclusions:

- dwellings that are targeted to Indigenous people
- ICHOs that provide medium- to long-term housing tenure to tenants.

Exclusions:

- dwellings managed by:
 - Community Housing (CH)
 - Public Rental Housing (PH)
 - State Owned and Managed Indigenous Housing (SOMIH)
 - the Crisis Accommodation Program (CAP)
- dwellings no longer under the administration of an ICHO at 30 June of the reference year (including dwellings demolished, sold or otherwise disposed of)
- dwellings not yet available to the ICHO at 30 June of the reference year (such as those still under construction or being purchased).

The scope in relation to funded/unfunded organisations:

- Data item **D1b** (Number of permanent dwellings managed by funded and unfunded organisations at 30 June) **includes** all dwellings managed by both funded and unfunded ICHOs (**For NSW**, this means both actively registered and not actively registered ICHOs). The inclusion of unfunded organisations is optional for 2017–18.
- Data item **D19b** (Number of funded and unfunded ICHOs at 30 June) **includes** both funded and unfunded organisations. (**For NSW**, this means both actively registered and not actively registered ICHOs). The inclusion of unfunded organisations is optional for 2017–18.
- **For all other data items, exclude** dwellings managed by unfunded organisations. (**For NSW**, this means excluding not actively registered ICHOs).

1.2.2 Reference period

Data are to be provided in relation to two reference periods of time:

- *point in time*, that is, **status at 30 June 2018**.
Generally for these records, assistance is ongoing or current at the end of the financial year. Where assistance **ceased on 30 June**, these records are **also counted**. Such items are usually described as "...at 30 June".
- *financial year, for the period of 1 July 2017 to 30 June 2018*.

These records were current at any point during the financial year, and are not necessarily current as of 30 June. Financial year indicators must be greater than or equal to point in time indicators in magnitude. These items are usually described as "...for the year ending 30 June".

1.2.3 Data items

The **list of data items** and applicable formatting and value requirements for the ICH Collection can be found in [Appendix A – List of data items: formatting and value requirements](#).

The ICH data collection data set specification (<http://meteor.aihw.gov.au/content/index.phtml/itemId/565512>) is the authoritative source of data definitions and standards for this collection.

1.2.4 Key issues

Overcrowding

- As agreed at the Housing and Homelessness Information Management Group June 2011 meeting, aggregate overcrowding data will not be collected in the AIHW survey at the ICHO level. States and territories who calculate overcrowding figures at a jurisdictional level can continue to do so, but will need to use the Canadian National Occupancy Standard (CNOS) (see the [Glossary](#) for the definition).
- Note that at its June 2011 meeting, the Housing and Homelessness Working Group agreed that for the RoGS, the overcrowding housing indicator requires one or more bedrooms for consistency with Public Housing (PH), State Owned and Managed Indigenous Housing (SOMIH) and Community Housing (CH) reporting.

Accounting for incomplete data

- Where data are incomplete, the denominator for calculating the coverage will only include 'dwellings for which details are known'
- Coverage details (provided as a percentage of the total dwelling number) are included in the descriptor report in Validata™.

Supplying aggregate data

- If unit record data cannot be provided for all organisations/ dwellings in the jurisdiction, then the **remaining aggregate values must be provided in the 'aggregate' CSV file for all relevant data items**.
- The AIHW will sum the aggregate values and unit record values for national reporting. **It is important to ensure that data are not included in the 'household' and 'dwelling' CSV files as well as the 'aggregate' CSV file, as this will result in double-counting.**
For example, if unit record information is available for 1,000 dwellings and unavailable for an additional 500 dwellings, provide unit record information for the 1,000 dwellings in the dwelling file and record values for the other 500 dwellings in the aggregate file.
- The 'aggregate' CSV file requires aggregate values to be provided for each ICHO. **Where organisation-level data cannot be provided, record 'ALL' in the 'Organisation Identifier' column** to indicate this figure relates to the entire jurisdiction. If you have any queries about compiling aggregate data, contact the AIHW. See [Section 7 – Who can you contact for further information?](#) on how to contact the AIHW.

Section 2 – The AIHW Validata™

Validata™ is a secure web portal that allows states and territories to upload and validate (check for errors) their data prior to submission to the AIHW. Validation results are generated each time a data file is uploaded.

These results are available to users shortly (5 minutes on average) after data are uploaded. Subsequent quality assurance processes are undertaken by the AIHW.

The AIHW has created a new (2018) version of Validata™ to replace the former one. Refer to the *Validata™ guide* for information on how to perform all the validation tasks in the new system.

In Validata™, states and territories can:

- upload data
- view validation (error) reports
- preview descriptors
- send data for review (previously 'submit' data)
- upload files containing data quality information
- discuss issues with the AIHW
- submit data (previously 'sign-off' data).

Section 3 – Completing the ICH data collection: overview of the process

3.1 What needs to be done to complete the ICH data collection?

3.2 Timeline

3.1 What needs to be done to complete the ICH data collection?

The phases involved in the 2017–18 ICH data collection are illustrated in [Figure 3.1](#) and described below:

Phase 1: AIHW prepares collection materials

AIHW uploads the *Processing and data manual*, CSV templates, *Validata™ guide*, data quality information form, ICHO survey tool, cover letter and *Survey tool information guide* to the Validata™.

Phase 2: States and territories prepare administrative data and sent to ICHOs

To prepare administrative data for ICHOs, states and territories can:

- prepopulate the survey tool provided by the AIHW
 - send the ICHO survey tool, cover letter and *Survey tool information guide* to ICHOs.
- Before sending administrative data to ICHOs, states and territories need to ensure a unique identifier has been assigned to each organisation.

Detailed information about the particular steps that need to be completed during this phase can be found in [Section 4 – What do states and territories need to do?](#) of this manual.

Phase 3: ICHOs review administrative data, populate the survey tool and conduct quality assurance processes:

- update the administrative data sent by states and territories as required
- complete the survey tool
- perform data quality checks using internal processes
- return the survey tool to the states and territories.

Detailed information about the steps that need to be completed during this phase can be found in the *Survey tool information guide*.

Phase 4: States and territories prepare and submit data

- compile the data received from ICHOs by transferring it to the CSV templates provided by the AIHW
- upload the CSV files to the Validata™

- validate the files in Validata™ as many times as necessary until the data quality is satisfactory
- send final validated CSV files for review in Validata™
- upload data quality information to the Validata™:
 - data quality information form
 - error explanations
 - descriptor comments.
- submit final validated CSV files in Validata™

Detailed information about the steps that need to be completed during this phase can be found in [Section 4 – What do states and territories need to do?](#) of this manual.

Phase 5: AIHW:

- conducts data quality assurance processes
- prepares summary information and data quality responses for approval and reporting
- approves the data.

The states and territories will be consulted by the AIHW if issues regarding the data quality are identified.

Detailed information about the steps that need to be completed during this phase can be found in [Section 5 – What happens after the data are sent for review?](#) of this manual.

Phase 6: States and territories submit the data.

This signifies the relevant state or territory authorises and acknowledges that the data, descriptors, performance indicators and data quality information are approved for release.

Detailed information about the steps that need to be completed during this phase can be found in [Section 5 – What happens after the data are sent for review?](#) of this manual.

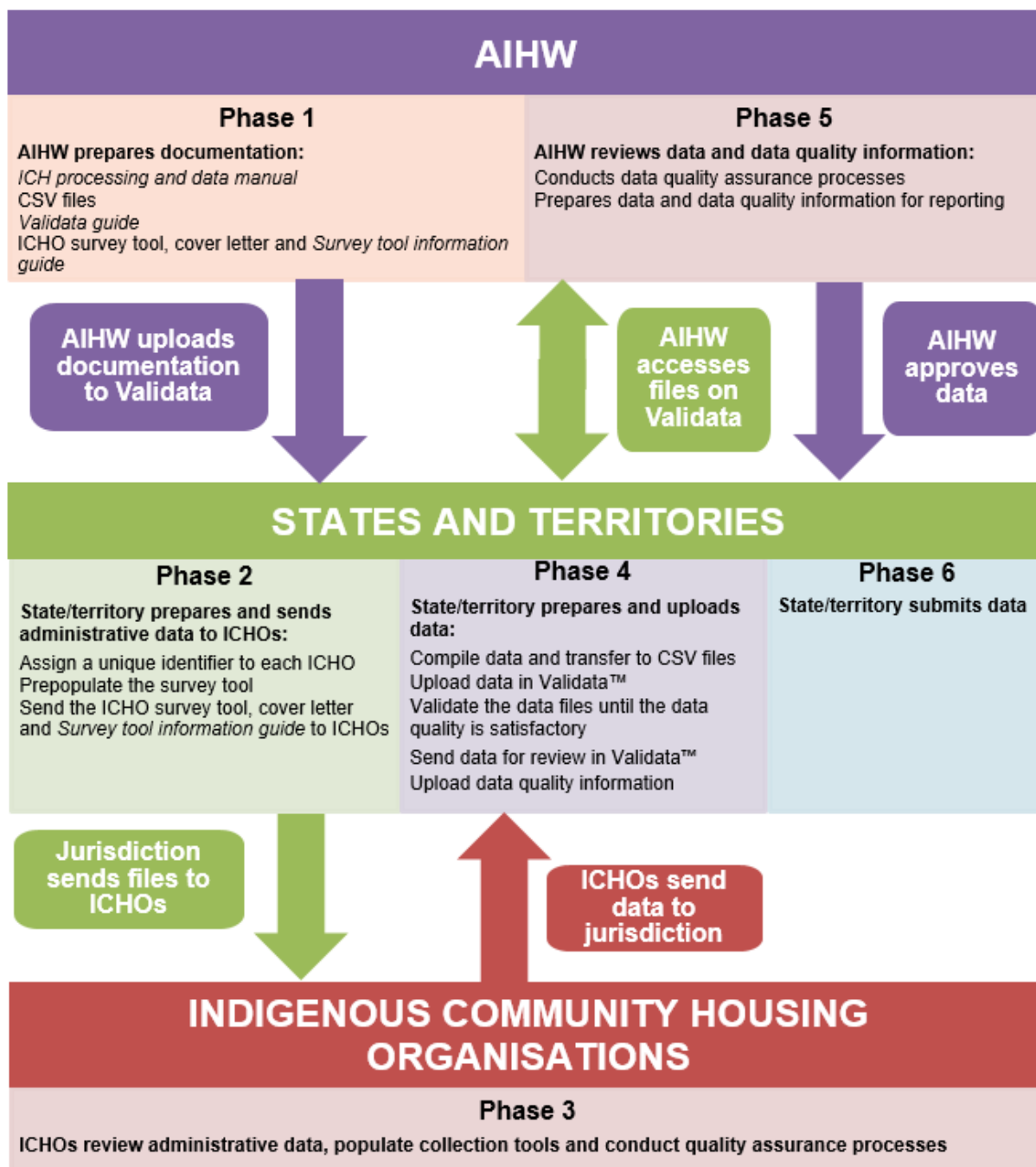


Figure 3.1: Indigenous Community housing data collection and processing overview

3.2 Timeline

The timeline below was agreed to by the HHDN.

ICHOs are encouraged to prepare their data early and make any necessary amendments as soon as possible after 20 June 2018.

Table 3.1: Timeline

Date	Task
1 June 2018	AIHW to upload collection documentation to the Validata™ and notify states and territories.
20 June 2018	States and territories to circulate data and documentation to ICHOs.
2 July 2018	Earliest date states and territories can commence uploading to and validating data in Validata™: <ul style="list-style-type: none"> • data • data quality information form.
2 Jul–9 Nov 2018	States and territories continue to upload and validate files in Validata™. The following information will be automatically generated after each file is uploaded: <ul style="list-style-type: none"> • validation results • descriptors report, containing: <ul style="list-style-type: none"> – descriptors – performance Indicators – 3 year comparison. States and territories liaise with ICHOs to rectify edits. States and territories upload and validate files until all edits are corrected or explanations are provided for outstanding edits. When satisfied with the uploaded results, states and territories send their validated data for review by the AIHW in Validata™.
27 Sep 2018	AIHW to send data and data quality statements to the Productivity Commission (2016–17 data)
9 Nov 2018	Final date for states and territories to: <ul style="list-style-type: none"> • send files for review in Validata™ • supply data quality information to AIHW.
30 Nov 2018	Final date for AIHW to approve data in Validata™.
14 Dec 2018	Final date for state and territory data custodians to submit data in Validata™.
Jan 2019	RoGS 2019 released.

Section 4 – What do states and territories need to do?

4.1 Prepare data and send data collection tools to ICHOs

4.2 Prepare, upload and submit the data

4.3 Prepare and upload data quality information

This section describes the processes involved in 'Phase 2' and 'Phase 4' of the ICH data collection process, as outlined in [Section 3 – Completing the ICH data collection: overview of the process](#) and [Figure 3.1](#) of this document.

Data capture and reporting processes vary between states and territories, so the AIHW has developed a number of tools to support jurisdictional processes and ensure consistency in collection methodology.

The following materials will be uploaded to the Validata™:

- *Processing and data manual* (this document)
- *Validata™ guide*
- CSV templates
- ICH survey tool
- *Survey tool information guide*
- Cover letter
- Data quality information form.

All states and territories where applicable and relevant are responsible for collecting data for the ICH collection using the ICH survey tool or CSV templates provided.

Compile the data collected in the CSV templates provided. States and territories are required to submit three unit record level CSV files:

organisation.csv – Contains organisation level details, current reporting financial year information, i.e. 1 July 2017 to 30 June 2018 and aggregate dwelling counts.

dwelling.csv – Contains details about each dwelling managed by ICHOs for the current financial year.

household.csv – Contains details about the people who were residing in the dwellings at 30 June 2018.

Where states and territories are unable to provide complete unit record level data, a fourth CSV file must be submitted:

aggregate.csv – Contains aggregate data about ICHOs and/or dwellings which have not been included in the organisation and/or dwelling unit record file. More information on how to supply aggregate data is described in [4.1.3 Entering aggregate data](#).

4.1 Prepare data and send collection tools to ICHOs

This part describes the steps involved in 'Phase 2' of the ICH data collection process, as outlined in [Section 3 – Completing the ICH data collection: overview of the process](#) and [Figure 3.1](#) of this document.

States and territories:

- ensure administrative data records are accurate by checking with each ICHO,
- provide a unique identifier for each ICHO, and
- send the collection tools to the ICHO to collect survey data.

Details on how to do this are provided below and vary depending on the jurisdiction.

4.1.1 Prepare data and send collection tools to ICHOs

It is recommended that **all states and territories:**

Prepare their 2017–18 administrative data and send them to ICHOs to ensure records held by states and territories are accurate:

- States and territories using the survey tool:
 - enter contact information and a due date into the survey tool
 - copy and paste the relevant administrative unit record data into the survey tool
 - send the survey tool, cover letter and *Survey tool information guide* to the ICHOs
 - ICHOs 'fill in the blanks'
 - ICHOs make any necessary modifications to the administrative data.
- States and territories not using the survey tool should:
 - copy and paste the unit record data into the CSV files.
 - use internal processes to verify administrative data are correct and up to date
 - where possible, send the files to ICHOs for verification.

Identifiers are required for organisations, dwellings and households. To assist time-series analysis, where possible, use the same identifiers as in previous years and indicate where this is not possible. If any organisation, dwelling or household does not currently have an identifier, assign a unique identifier prior to compiling the data. For details on data values and formats see [Appendix A – List of data items: formatting and value requirements](#).

4.1.2 Entering unit record data

Enter unit record data into the 'organisation', 'dwelling' and 'household' CSV templates as follows.

Organisational unit record data

Open organisation.csv, and for each organisation:

- assign a unique organisation identifier

- enter details for the organisation.

Dwelling unit record data

Open dwelling.csv, and for each dwelling managed by each organisation listed in the organisation file:

- assign a unique dwelling identifier
- enter organisation identifier as assigned in organisation.csv
- enter details for each dwelling on a new line.

Household unit record data

Open household.csv and for each household within each dwelling listed in the dwelling file:

- enter the organisation and dwelling identifiers, as assigned previously
- assign a unique household identifier
- assign each person within the household a unique person identifier
- enter details for each person on a new line.

4.1.3 Entering aggregate data

Where unit record data cannot be provided for all organisations or dwellings, open the aggregate.csv file template and:

- Assign a unique organisation identifier. If unit record data has also been provided for this ICHO, enter the same organisation identifier as assigned in organisation file. If the aggregate figure relates to all ICHOs in the jurisdiction, record 'ALL' in the organisation identifier column.
- For each data item, enter aggregate data for all organisations and dwellings for which unit record data has not been provided (See [Table A4](#) for details on data values and formats)

4.1.4 Survey tool

Encourage ICHOs to complete the survey tool electronically. This will enable the direct transfer of the data into the CSV files so that manual data entry is not required.

The survey tool contains seven worksheets:

1. Jurisdiction contact details
2. Organisation details
3. Financial Information
4. Dwelling
5. Dwelling details
6. Household details
7. Checklist and comments.

ICHOs are required to complete worksheets 2 to 6. The 'Checklist and comments' worksheet provides ICHOs a checklist of items that must be addressed to ensure the data are as accurate as possible prior to submitting the survey to the state or territory.

The *2017–18 Indigenous Community Housing survey tool information guide* is provided to assist ICHOs in completing the data.

4.2 Prepare, upload and submit the data

This part describes the steps involved in 'Phase 4' of the ICH data collection process, as outlined in [Section 3 – Completing the ICH data collection: overview of the process](#) and [Figure 3.1](#) of this document.

All states and territories, after:

- reviewing the administrative data,
- making modifications if needed,
- completing the survey tool or CSV files, and
- ensuring quality assurance processes have been followed,

continue with the data compilation and submission process.

Note: ICHOs return the completed survey tool or checked CSV files to states and territories. This is not addressed in this manual. The *Survey tool information guide* provided with the survey tool contains the information relevant to this phase.

Once states and territories have collected the data from ICHOs, they:

- compile the data received from ICHOs by transferring it to the CSV templates provided by the AIHW
- prepare the compiled CSV files to upload to the Validata™
- upload the CSV files to the Validata™
- continue to upload the CSV files in Validata™ as many times as necessary until the data quality is satisfactory
- send the final validated CSV files for review in Validata™
- upload data quality information to the Validata™:
 - data quality information form
 - error explanations
 - comments on descriptors.

These steps are explained in detail below.

4.2.1 Compile the data and prepare the CSV files

Validata™ requires data files to be saved in comma-separated values (CSV) format. The AIHW has created CSV templates in which states and territories can collate their data. These must be used for data upload to the Validata™.

All states and territories compile their data and transfer it into the CSV templates provided by the AIHW once the data has been received from the ICHOs.

Steps to compile the data in the CSV templates

If you are:

- **Transferring data from the survey tool into the CSV templates: follow steps 1 to 5** described below.
- **Submitting aggregate data: follow steps 2 to 5** described below.

Step 1 Review the data provided by ICHOs:

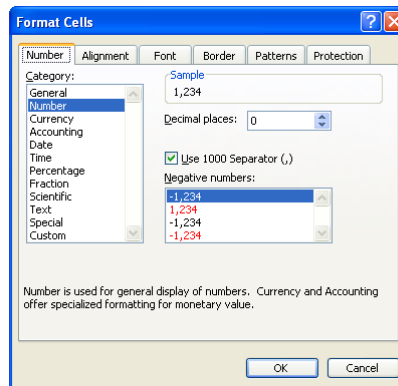
- Check for cells highlighted from the automated data checks. Ask the ICHO to correct or explain these. Ensure the ICHO has complied with the data item specifications (See [Appendix A - List of data items: formatting and value requirements](#) for further details).
- Check for changes to administrative data. Liaise with ICHOs to determine whether the jurisdiction database should be updated to reflect these changes, or whether the revised information is incorrect.

Step 2 Paste all records into the relevant CSV template (*'Edit'/'Paste special'/'Values' if from an Excel file*). Make sure you do not overwrite existing data in your compiled CSV file.

Step 3 Prepare the data file to upload to the Validata™ (Validata™ requires the file to be in a CSV format and incorrectly formatted files may result in a **'Failed'** error message. Ensure that you have performed the steps below before uploading the data to the Validata™):

- **Delete any blank rows**
- **Remove spaces from blank cells and any trailing (hidden) spaces from populated cells:**
 - Highlight the columns that should not have any spaces in them
 - Use *'Find and Replace'/'Edit'/'Replace'* (the shortcut to the *'Find and Replace'* function is *'Ctrl'* and *'F'*)
 - Enter a space in the *'Find what'* box and leave the *'Replace with'* box empty
 - Click *'Replace All'*.
- **Remove any carriage returns that may exist.** These are particularly common in address fields.
- **Ensure that the data entered is expected:**
 - 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'** 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 this with a decimal place if appropriate.
- **Ensure that 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 are pasted into the CSV template). Once data has been transferred:
 - Ensure all number fields are not formatted to separate 1000's by a comma (,). This is an example of *an incorrect format*:



- Ensure currency data items are formatted to 2 decimal places
- Ensure all date variables take on the 'dd/mm/yyyy' format. This can be done by creating and applying a custom format.
- **Advise the AIHW if you are unable to supply a variable.**

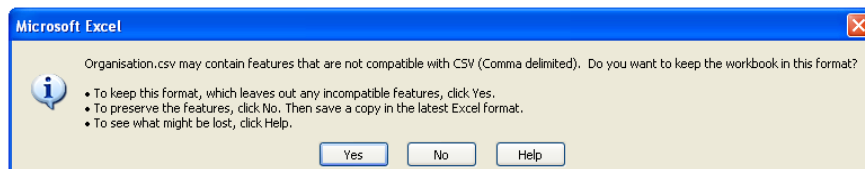
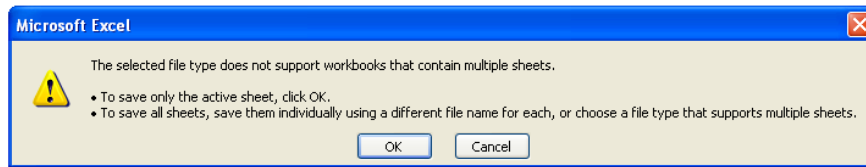
When transferring data into the compiled CSV files, ensure that:

- **The appropriate state and territory code and a unique organisation identifier are added to each record**
- **Data are pasted into the correct cells.**

If you reopen a CSV file in Excel, any formatting that has been applied will be lost. You will need to reapply the formats. Alternatively, if you need to make minor changes to the CSV file, you can open it in an application such as Notepad++ without changing the underlying formatting.

Step 5

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



Repeat this process for the remaining worksheets.

For definitions of each data item and allowable values and formats, refer to [Appendix A - List of data items: formatting and value requirements](#).

4.2.2 Upload and validate the data

Refer to the *Validata™ guide* for detailed information on how to use the Validata™.

Before using Validata™, ensure you have prepared the CSV files by according to the steps described in 4.2.1 Compile the data and prepare the CSV files.

When a data file is uploaded to the Validata™, the following information will be generated:

Validation results:

The Validata™ will display a summary of the validation results and samples of the records that failed each edit rule.

[Appendix B - Edit checks](#) outlines the possible validation errors identified in Validata™ and displayed in the 'Validation Summary' after uploading a CSV file.

A user can:

- view the 'Validation Summary' (a listing of the edit rules that failed and the number of records effected) in Validata™,
- 'Download summary validation results', which downloads an Excel file containing the summary results, or
- 'Download detailed validation results', which downloads an Excel file containing full details of the records that failed each edit rule.

States and territories continue to upload and validate files until all edits are corrected or an explanation is provided for errors that cannot be resolved.

Cross file errors report:

This report is an Excel file containing full details of the records that failed each cross-file edit rule.

Descriptors Report:

This report allows states and territories to preview the descriptors and performance indicators.

All reports are updated each time a CSV file is uploaded to the Validata™. Refer to the *Validata™ guide* for more information on how to view the reports produced in Validata™.

4.2.3 Send the data for review

When satisfied with the quality of the data, states and territories send their files for review in Validata™ (previously 'submit').

Refer to the *Validata™ guide* for information on how to send a file for review in Validata™.

4.3 Prepare and upload data quality information

Data quality information form

A Word document is provided to help collate data quality information about:

- overall quality of the data:
 - deviations from the scope of the collection
 - changes in scope over time
 - changes in collection methodology
 - collection systems changes
 - policy changes that have impacted on the data collection
 - any other factors that may have resulted in a change in the data quality.
- each data file including:
 - any deviation from the data item specifications outlined in [Appendix A - List of data items: formatting and value requirements](#)
 - data item changes over time
 - the time period the data item refers to if not specified in the data item specifications.

The AIHW will use this information to aid interpretation of the data, compile data quality statements and inform footnotes.

Refer to the *Validata™ guide* for information on how to upload the data quality information form to the Validata™.

Section 5 – What happens after the data are sent for review?

5.1 Error explanations and descriptor comments

5.2 AIHW approves the data

5.3 Data submission

5.1 Error explanations and descriptor comments

After states and territories send their files for review in Validata™, the AIHW will check for any further validation issues and contact the states and territories requesting they explain remaining errors and comment on changes in the descriptors over time.

States and territories address any issues raised by the AIHW. If the state or territory needs to resubmit a data file they can request that the AIHW declines the file so that the data can be resubmitted.

Refer to the *Validata™ guide* for more information on how to upload the error explanations and descriptor comments to the Validata™ or cancel the review process.

See [Appendix D – List of descriptors](#) for more details about the descriptors that are calculated in Validata™. Derivations are also available at [Appendix E – Performance indicator derivations](#).

5.2 AIHW approves the data

Once AIHW is satisfied with the quality of the following information provided by the state or territory, they will approve the data in Validata™:

- data,
- data quality information form,
- error explanations, and
- descriptor comments.

5.3 Data authoriser sign off

Once AIHW has approved the data, the Data Authoriser for the relevant state or territory will receive an email alerting them that the data are ready to submit (previously ‘sign off’). The Data Authoriser should review the descriptors report and associated data quality information and when they are satisfied with the quality, submit the relevant data files in Validata™. The submission function may be delegated to another Validata™ user.

Refer to the *Validata™ guide* for information on how to submit data in Validata™.

Section 6 – Privacy

6.1 Data privacy at the AIHW

The data submitted to the AIHW through the Validata™ are held in a secure manner. The AIHW has put in place a number of safeguards to ensure the privacy of the data is maintained. For example:

- the AIHW maintains a secure physical and computer environment,
- all AIHW staff and contractors must sign confidentiality agreements before they can access any data held at the AIHW,
- staff and contractors are only granted access to the data needed to perform their work, and
- if required, data are confidentialised before release outside the AIHW.

The [AIHW's privacy policy](#) is available from our website.

6.1.1 AIHW release of data

Data will be released by the AIHW in accordance with legislative, ethical and data provider requirements. Procedures for the release of data are governed by the AIHW's [Data Governance Framework](#) and supporting policies and process documents.

6.2 State/territory role in maintaining data privacy

States and territories are responsible for maintaining the privacy of data within departmental information systems in accordance with state legislative and departmental requirements. These requirements affect how data are compiled and managed by states and territories.

6.3 ICHO role in maintaining data privacy

ICHOs are responsible for maintaining the privacy of data compiled for the data collection in accordance with state legislative and organisational requirements. ICHOs are also responsible for ensuring that their tenants have been advised that de-identified data are being provided to states and territories and the AIHW; and may be provided to third-parties in accordance with release procedures.

Section 7 – Who can you contact for further information?

For help with any aspect of the Indigenous Community Housing data collection, contact the AIHW by either emailing housing@aihw.gov.au or leaving a comment on the Validata™. Refer to the *Validata™ guide* for information on how to leave comments in Validata™.

Appendix A – List of data items: formatting and value requirements

The structure and content requirements of each CSV file for submission are detailed in **tables A1, A2, A3 and A4**.

Note:	
Data item – variable name as identified by the AIHW.	
Source – Data are sourced from jurisdiction administrative systems (admin) or the provider collection tool (survey tool or CSV files). The corresponding question number in the provider collection tool is listed.	
Description – Additional detail about the data item.	
Values/Format – The only acceptable format for each data item.	
<i>Alphanumeric nn</i>	specifies that any combination of numbers and characters to a chosen length (nn) is acceptable.
<i>Numeric nn</i>	specifies that only 'nn' number(s) are acceptable.
<i>\$\$\$\$.cc</i>	currency (dollars and cents) formatted to 2 decimal places.
<i>dd/mm/yyyy</i>	any date formatted as shown. e.g. 21/08/2006
<i>Other</i>	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.

Table A1: Organisation file

Data item	Description	Values/format	METeOR reference
org_id	Organisation identifier	Alphanumeric 15	414987
org_name	Organisation name	Alphanumeric 50	461595
org_address	Organisation address details	Alphanumeric 150	497755
fund_status	Funding status	1 = Funded 0 = Unfunded	388518
ten_man_stat_agg	Tenancy management status	1 = Tenancies managed by ICHO 2 = Tenancies managed by state/territory housing authority	492818
perm_dwelling_managed	Total number of PERMANENT dwellings managed	Numeric 4 U = Unknown	479675
imp_dwelling_managed	Total number of IMPROVISED dwellings managed	Numeric 4 U = Unknown	479695
coll_rent	Total rent collected	\$\$\$\$.cc Numeric 11 U = Unknown	608442

Data item	Description	Values/format	METeOR reference
charg_rent	Total rent charged	\$\$\$\$\$.cc Numeric 11 U = Unknown	608435
main_exp	Housing maintenance expenditure	\$\$\$\$\$.cc Numeric 11 U = Unknown	464813
cap_exp	Total capital expenditure	\$\$\$\$\$.cc Numeric 11 U = Unknown	461534
tot_recurr	Total recurrent costs	\$\$\$\$\$.cc Numeric 11 U = Unknown	464844
net_recurr	Net recurrent costs	\$\$\$\$\$.cc Numeric 11 U = Unknown	464818

Table A2: Dwelling file

Data item	Description	Values/format	METeOR reference
org_id	Organisation identifier	Alphanumeric 15	414987
dwel_id	Dwelling identifier	Alphanumeric 15	662949
ten_man_stat	Tenancy management status	1 = Tenancies managed by ICHO 2 = Tenancies managed by state/territory housing authority	492818
dwel_long	Dwelling longitude	Alphanumeric 13 U = Unknown	430469
dwel_lat	Dwelling latitude	Alphanumeric 15 U = Unknown	430445
dwel_asgc*	Dwelling ASGC remoteness	1 = Major cities 2 = Inner regional 3 = Outer regional 4 = Remote 5 = Very remote 6 = Migratory U = Unknown	662970
dwel_housenumber	House/lot number	Numeric 4	429543
dwel_street	Street	Alphanumeric 40	429889
dwel_suburb	Town/community	Alphanumeric 46	429889
dwel_state	Dwelling state/territory	NSW VIC QLD WA SA TAS ACT NT	611726
dwel_pcode	Dwelling postcode	Numeric 4 U = Unknown	429894

Data item	Description	Values/format	METeOR reference
dwel_other	Other	Alphanumeric 40	429889
dwel_status	Dwelling status	1 = Permanent 0 = Improvised U = Unknown	662982
occ_status	Occupancy status	1 = Occupied 2 = Untenantable 0 = Unoccupied U = Unknown	609066
dwel_bed	Number of bedrooms	Alphanumeric 3 U = Unknown	608497
no_residents	Number of people residing in the dwelling	Alphanumeric 2 U = Unknown	663054
no_hholds	Number of households in the dwelling	Alphanumeric 2 U = Unknown	663045

* Remoteness is governed by a standard classification, if you do not know the remoteness classification for the dwelling contact the AIHW at housing@aihw.gov.au.

Table A3: Household file

Data item	Description	Values/format	METeOR reference
org_id	Organisation identifier	Alphanumeric 15	414987
dwel_id	Dwelling identifier	Alphanumeric 15	662949
hhold_id	Household identifier	Alphanumeric 15	607886
person_id	Person identifier	Alphanumeric 15	608082
sex	Sex	M = Male F = Female U = Unknown	287316
dob	Date of birth	dd/mm/yyyy U = Unknown	287007
rel_hhold	Relationship in household	Single Couple Child U = Unknown	608109 491672

Table A4: Aggregate file

Data item	Description	Values/format
org_id	Organisation identifier	Alphanumeric 15
D1a_IM	Number of permanent dwellings tenancy managed by funded ICHOs at 30 June	Numeric 6
D1a_SM	Number of permanent dwellings tenancy managed by state/territory housing authority at 30 June	Numeric 6
D1a_Tot	Total number of permanent dwellings managed at 30 June	Numeric 6
D1b	Number of permanent dwellings managed by funded and unfunded organisations at 30 June	Numeric 6
D2	Number of improvised dwellings at 30 June	Numeric 4
D6	Total number of households living in permanent dwellings managed by funded organisations at 30 June	Numeric 6
D7	Rent collected from tenants in permanent dwellings managed by funded organisations for the year ending 30 June	\$\$\$\$\$.cc
D8	Rent charged to tenants in permanent dwellings managed by funded organisations for the year ending 30 June	\$\$\$\$\$.cc
D9	Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June	\$\$\$\$\$.cc
D10	Total capital expenditure for permanent dwellings managed by funded organisations for the year ending 30 June	\$\$\$\$\$.cc
D11a	Total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June	\$\$\$\$\$.cc
D11b	Net recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June	\$\$\$\$\$.cc
D12	Total number of occupied permanent dwellings managed by funded organisations at 30 June	Numeric 6
D13a	Number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June	Numeric 4
D13b	Number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June	Numeric 4
D14	Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June	Numeric 4
D15	Total number of additional bedrooms in permanent dwellings managed by funded organisations required at 30 June	Numeric 4
D16	Total number of households for which household groups and dwelling details are known at 30 June (permanent dwellings managed by funded organisations)	Numeric 6
D17	Total number of bedrooms in permanent dwellings managed by funded organisations at 30 June	Numeric 4
D18	Total number of people living in permanent dwellings managed by funded organisations at 30 June	Numeric 6
D19a	Number of funded ICHOs at 30 June	Numeric 4
D19b	Number of funded and unfunded ICHOs at 30 June	Numeric 4

Appendix B – Edit checks

Tables B1 to B5 provide details of the edit checks that are performed when data are uploaded to the Validata™ by states and territories.

After data are uploaded to Validata™, validation results are available to view or download. These results list relevant error codes, the associated data item(s) and a short description of the potential error.

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

‘H’ refers to the ‘household’ data file

‘A’ refers to the ‘aggregate’ data file

The second 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

‘OH’ refers to cross file edits between the ‘organisation’ and ‘household’ data files

‘OA’ refers to cross file edits between the ‘organisation’ and ‘aggregate’ data files

‘DH’ refers to cross file edits between the ‘dwelling’ and ‘household’ data files

‘DA’ refers to cross file edits between the ‘dwelling’ and ‘aggregate’ data files

‘HA’ refers to cross file edits between the ‘household’ and ‘aggregate’ data files

Invalid, missing and unknown edit checks will be presented in the Validation summary.

Table B1: Organisation data file edits

Error code	Data item(s)	Error message
OI01	fund_status	Invalid funding status (not 1 or 0)
OI02	ten_man_stat_agg	Invalid tenancy management status (ten_man_stat_agg) (not 1 or 2)
OI03	perm_dwelling_managed	Invalid permanent dwellings managed (perm_dwelling_managed) (value is less than one)
OI04	imp_dwelling_managed	Invalid improvised dwellings managed (imp_dwelling_managed) (value is less than zero)
OI05	coll_rent	Invalid total rent collected (coll_rent) (value is less than zero)
OI06	charg_rent	Invalid total rent charged (charg_rent) (value is less than zero)
OI07	main_exp	Invalid housing maintenance expenditure (main_exp) (value is less than zero)
OI08	cap_exp	Invalid total capital expenditure (cap_exp) (value is less than zero)
OI09	tot_recurr	Invalid total recurrent costs (tot_recurr) (value is less than zero)
OI10	net_recurr	Invalid net recurrent costs (net_recurr) (value is less than zero)
OI11	org_id	Invalid organisation identifier (org_id) (length is greater than 15 characters)
OI12	org_name	Invalid organisation name (org_name) (length is greater than 50 characters)
OI13	org_address	Invalid organisation address (org_address) (length is greater than 150 characters)
OM01	org_id	Missing organisation identifier (org_id)
OM02	org_name	Missing organisation name (org_name)
OM03	org_address	Missing organisation address (org_address)
OM04	fund_status	Missing funding status (fund_status)
OM05	ten_man_stat_agg	Missing tenancy management status (ten_man_stat_agg)
OM06	perm_dwelling_managed	Missing permanent dwellings managed (perm_dwelling_managed)
OM07	imp_dwelling_managed	Missing improvised dwellings managed (imp_dwelling_managed)
OM08	coll_rent	Missing total rent collected (coll_rent)
OM09	charg_rent	Missing total rent charged (charg_rent)
OM10	main_exp	Missing housing maintenance expenditure (main_exp)
OM11	cap_exp	Missing total capital expenditure (cap_exp)
OM12	tot_recurr	Missing total recurrent costs (tot_recurr)
OM13	net_recurr	Missing net recurrent costs (net_recurr)
OR01	perm_dwelling_managed, imp_dwelling_managed	The number of permanent dwellings managed (perm_dwelling_managed) is less than improvised dwellings managed (imp_dwelling_managed)
OR02	main_exp, tot_recurr	Housing maintenance expenditure (main_exp) is greater than total recurrent costs (tot_recurr)
OR03	main_exp, net_recurr	Net recurrent costs (net_recurr) is less than Housing maintenance expenditure (main_exp)
OR04	net_recurr, tot_recurr	Net recurrent costs (net_recurr) is greater than total recurrent costs (tot_recurr)
OV01	coll_rent	Rent collected (coll_rent) is zero
OV02	charg_rent	Rent charged (charg_rent) is zero
OV03	main_exp	Housing maintenance expenditure (main_exp) is zero
OV04	cap_exp	Total capital expenditure (cap_exp) is zero

Error code	Data item(s)	Error message
OV05	tot_recurr	Total recurrent cost (tot_recurr) is zero
OV06	net_recurr	Net recurrent costs (net_recurr) is zero
OR05	org_id, org_name, org_address, fund_status, ten_man_stat_agg	Duplicate organisation ID (org_id)
OR06	org_id, org_name, fund_status, ten_man_stat_agg	Duplicate organisation name (org_name)

Table B2: Dwelling data file edits

Error code	Data item(s)	Error message
DI01	ten_man_stat	Invalid tenancy management status (ten_man_stat) (not 1 or 2)
DI02	dwel_asgc	Invalid dwelling ASGC remoteness area (dwel_asgc) (not 1, 2, 3, 4, 5, 6 or 'U')
DI03	dwel_state	Invalid dwelling state/territory (dwel_state) (not NSW, VIC, QLD, WA, SA, TAS, NT or ACT)
DI04	dwel_pcode, dwel_state	Invalid dwelling postcode (dwel_pcode) and state (dwel_state) combination
DI05	dwel_status	Invalid dwelling status (dwel_status) (not 1, 0, or U)
DI06	occ_status	Invalid occupancy status (occ_status) (not 1, 2, 0, or U)
DI07	dwel_bed	Invalid number of bedrooms (dwel_bed) (value is less than one)
DI08	no_residents	Invalid number of people residing in the dwelling (no_residents) (value is less than zero)
DI09	no_hholds	Invalid number of households in the dwelling (no_hholds) (value is less than zero)
DI10	org_id	Invalid organisation identifier (org_id) (length is greater than 15 characters)
DI11	dwel_id	Invalid dwelling identifier (dwel_id) (length is greater than 15 characters)
DM01	org_id	Missing organisation identifier (org_id)
DM02	dwel_id	Missing dwelling identifier (dwel_id)
DM03	ten_man_stat	Missing tenancy management status (ten_man_stat)
DM04	dwel_asgc	Missing dwelling ASGC remoteness (dwel_asgc)
DM05	dwel_state	Dwelling records with missing state code (dwel_state)
DM06	dwel_pcode	Missing dwelling postcode (dwel_pcode)
DM07	dwel_status	Missing dwelling status (dwel_status)
DM08	occ_status	Missing occupancy status (occ_status)
DM09	dwel_bed	Missing the number of bedrooms (dwel_bed)
DM10	no_residents	Missing the number of people residing in the dwelling (no_residents)
DM11	no_hholds	Missing the number of households (no_hholds) in the dwelling
DR01	dwel_long, dwel_lat	Dwelling longitude (dwel_long) has been provided but not dwelling latitude (dwel_lat) OR dwelling latitude (dwel_lat) has been provided but not dwelling longitude (dwel_long)
DR02	dwel_state, dwel_pcode	Dwelling state (dwel_state) has been provided but not dwelling postcode (dwel_pcode) OR dwelling postcode (dwel_pcode) has been provided but not state (dwel_state)
DR03	dwel_status, occ_status	The dwelling status (dwel_status) has been recorded as 'improvised' (0) but the occupancy status (occ_status) has been recorded as 'unoccupied' (0)

Error code	Data item(s)	Error message
DR04	occ_status, no_hholds, no_residents	The dwelling occupancy status (occ_status) has been recorded as 'occupied' (1) but has zero people recorded as residents (no_residents) or zero households (no_hholds) in the dwelling
DR05	occ_status, no_hholds, no_residents	The dwelling occupancy status (occ_status) has been recorded as 'unoccupied' (0) but people have been recorded as residents of the dwelling (no_residents) or households (no_hholds) have been recorded for the dwelling
DR06	occ_status, no_hholds, no_residents	The dwelling occupancy (occ_status) status has been recorded as 'unknown' (U) but people have been recorded as residents of the dwelling (no_residents) or households (no_hholds) have been recorded for the dwelling
DR07	occ_status, no_hholds	The dwelling occupancy status (occ_status) has been recorded as 'occupied' (1) but the number of households in the dwelling (no_hholds) has been recorded as 'unknown' (U)
DR08	org_id, dwell_id	Duplicate dwelling identifier (dwell_id)
DR09	Dwell_state	Dwelling records with incorrect state/territory (dwell_state)
DU01	dwell_asgc	Unknown dwelling ASGC remoteness area (dwell_asgc)
DU02	dwell_pcode	Unknown dwelling postcode (dwell_pcode)
DU03	dwell_status	Unknown dwelling status (dwell_status)
DV01	dwell_bed	The number of bedrooms in the dwelling (dwell_bed) is greater than 10
DV02	no_residents	The number of people residing in the dwelling (no_residents) is greater than 10
DV03	no_hholds	The number of households in the dwelling (no_hholds) is greater than 10

Table B3: Household data file edits

Code	Data item(s)	Error message
DU03	dwell_status	Unknown dwelling status
HI01	sex	Invalid sex (i.e. not M, F or U)
HI02	dob	Person born after the collection period ended
HI03	rel_hhold	Invalid relationship in household (i.e. not single, couple, child or U)
HI04	org_id	Invalid organisation identifier (org_id) (length is greater than 15 characters)
HI05	dwell_id	Invalid dwelling identifier (dwell_id) (length is greater than 15 characters)
HI06	hhold_id	Invalid household identifier (hhold_id) (length is greater than 15 characters)
HI07	person_id	Invalid person identifier (person_id) (length is greater than 15 characters)
HI08	hhold_id, person_id, dob	Date of birth not formatted as dd/mm/yyyy (dob)
HM01	org_id	Missing organisation identifier (org_id)
HM02	dwell_id	Missing dwelling identifier (dwell_id)
HM03	hhold_id	Missing dwelling household identifier (hhold_id)
HM04	person_id	Missing person identifier (person_id)
HM05	sex	Missing sex
HM06	dob	Missing date of birth
HM07	rel_hhold	Missing relationship in household
HR02	Dob, rel_hhold	Advisory check. Person under 18 is not listed as a child
HR03	Dob, rel_hhold	Person over 18 is listed as a child
HV01	dob	Advisory check. Person is over 100 years old

Code	Data item(s)	Error message
HR04	org_id, dwell_id, hhold_id, person_id	Duplicate person identifier
HR01	dwell_id, hhold_id, person_id, rel_hhold, DRno_coupled_persons	The number of people in the household that are members of couples is not an even number

Table B4: Aggregate data file edits

Error code	Data item(s)	Error message
AI01	D1a_IM	Invalid number of permanent dwellings tenancy managed by funded ICHOs at 30 June (i.e. less than zero)
AI02	D1a_SM	Invalid number of permanent dwellings tenancy managed by state/territory housing authority at 30 June (i.e. less than zero)
AI03	D1a_Tot	Invalid total number of permanent dwellings managed at 30 June (i.e. less than zero)
AI04	D1b	Invalid number of permanent dwellings managed by funded and unfunded organisations at 30 June (i.e. less than zero)
AI05	D2	Invalid number of improvised dwellings at 30 June (i.e. less than zero)
AI06	D6	Invalid total number of households living in permanent dwellings managed by funded organisations at 30 June (i.e. less than zero)
AI07	D7	Invalid rent collected from tenants in permanent dwellings managed by funded organisations for the year ending 30 June (i.e. less than zero)
AI08	D8	Invalid rent charged to tenants in permanent dwellings managed by funded organisations for the year ending 30 June (i.e. less than zero)
AI09	D9	Invalid housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June (i.e. less than zero)
AI10	D10	Invalid capital expenditure for permanent dwellings managed by funded organisations for the year ending 30 June (i.e. less than zero)
AI11	D11a	Invalid total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June
AI12	D11b	Invalid net recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June (i.e. less than zero)
AI13	D12	Invalid total number of occupied permanent dwellings managed by funded organisations at 30 June (i.e. less than zero)
AI14	D13a	Invalid number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June (i.e. less than zero)
AI15	D13b	Invalid number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June (i.e. less than zero)
AI16	D14	Invalid total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June (i.e. less than zero)
AI17	D15	Invalid total number of additional bedrooms in permanent dwellings managed by funded organisations required at 30 June (i.e. less than zero)
AI18	D16	Invalid total number of households for which household groups and dwelling details are known at 30 June (permanent dwellings managed by funded organisations) (i.e. less than zero)
AI19	D17	Invalid total number of bedrooms in permanent dwellings managed by funded organisations at 30 June (i.e. less than zero)
AI20	D18	Invalid total number of people living in permanent dwellings managed by funded organisations at 30 June (i.e. less than zero)

Error code	Data item(s)	Error message
AI21	D19a	Invalid number of funded ICHOs at 30 June (i.e. less than zero)
AI22	D19b	Invalid number of funded and unfunded ICHOs at 30 June (i.e. less than zero)
AI23	org_id	Invalid organisation identifier (org_id) (length is greater than 15 characters)
AM01	org_id	Missing or very long (greater than 15 characters*) organisation identifier
AR01	D1a_IM, D1a_Tot	Number of permanent dwellings tenancy managed by funded ICHOs at 30 June is greater than the total number of permanent dwellings managed at 30 June
AR02	D1a_SM, D1a_Tot	Number of permanent dwellings tenancy managed by state/territory housing authority at 30 June is greater than the total number of permanent dwellings managed at 30 June
AR03	D1a_IM, D1a_SM	Advisory check. Number of permanent dwellings tenancy managed by funded ICHOs at 30 June and the number of permanent dwellings tenancy managed by state/territory housing authority at 30 June are greater than 0
AR04	D1a_Tot, D1a_IM, D1a_SM	Total number of permanent dwellings managed at 30 June does not equal the sum of permanent dwellings managed by funded ICHOs at 30 June and permanent dwellings managed by state/territory housing authority at 30 June
AR05	D1a_Tot, D1b	Total number of permanent dwellings managed at 30 June is greater than the number of permanent dwellings managed by funded and unfunded organisations at 30 June
AR06	D9	Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June is greater than total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June
AR06	D11a	Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June is greater than total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June
AR07	D11b, D11a	Net recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June is greater than total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June
AR08	D12, D1b	Total number of occupied permanent dwellings managed by funded organisations at 30 June is greater than the number of permanent dwellings managed by funded and unfunded organisations at 30 June
AR09	D13a, D14	Number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June is greater than the total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June
AR10	D13b, D14	Number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June is greater than the total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June
AR11	D14, D6	Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June is greater than the total number of households living in permanent dwellings managed by funded organisations at 30 June
AR12	D14, D13a, D13b	Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June does not equal the number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June plus the number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June (i.e. D14 does not equal D13a + D13b)
AR13	D14, D16	Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June is greater than the total number of households for which household groups and dwelling details are known at 30 June (permanent dwellings managed by funded organisations)

Error code	Data item(s)	Error message
AR14	D15, D13a, D13b	Total number of additional bedrooms in permanent dwellings managed by funded organisations required at 30 June is less than the number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June plus twice the number of households in permanent dwellings managed by funded organisations requiring two or more additional bedroom at 30 Junes (i.e. D15 is less than D13a + (D13b * 2))
AR15	D16, D6	Total number of households for which household groups and dwelling details are known at 30 June (permanent dwellings managed by funded organisations) is greater than the total number of households living in permanent dwellings managed by funded organisations at 30 June
AR16	D19a, D19b	Number of funded ICHOs at 30 June is greater than the number of funded and unfunded ICHOs at 30 June
AR17	org_id	Duplicate organisation identifier
AV01	D1a_IM	Advisory check. Number of permanent dwellings tenancy managed by funded ICHOs at 30 June is zero
AV02	D1a_SM	Advisory check. Number of permanent dwellings tenancy managed by state/territory housing authority at 30 June is zero
AV03	D1a_Tot	Advisory check. Total number of permanent dwellings managed at 30 June is zero
AV04	D1b	Advisory check. Number of permanent dwellings managed by funded and unfunded organisations at 30 June is zero
AV05	D2	Advisory check. Number of improvised dwellings at 30 June is zero
AV06	D6	Advisory check. Total number of households living in permanent dwellings managed by funded organisations at 30 June is zero
AV07	D7	Advisory check. Rent collected is zero
AV08	D8	Advisory check. Rent charged is zero
AV09	D9	Advisory check. Housing maintenance expenditure is zero
AV10	D10	Advisory check. Total capital expenditure is zero
AV11	D11a	Advisory check. Total recurrent cost is zero
AV12	D11b	Advisory check. Net recurrent costs is zero
AV13	D12	Advisory check. Total number of occupied permanent dwellings managed by funded organisations at 30 June is zero
AV14	D13a	Advisory check. Number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June is zero
AV15	D13b	Advisory check. Number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June is zero
AV16	D14	Advisory check. Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June is zero
AV17	D15	Advisory check. Total number of additional bedrooms in permanent dwellings managed by funded organisations required at 30 June is zero
AV18	D16	Advisory check. Total number of households for which household groups and dwelling details are known at 30 June (permanent dwellings managed by funded organisations) is zero
AV19	D17	Advisory check. Total number of bedrooms in permanent dwellings managed by funded organisations at 30 June is zero
AV20	D18	Advisory check. Total number of people living in permanent dwellings managed by funded organisations at 30 June is zero
AV21	D19a	Advisory check. Number of funded ICHOs at 30 June is zero
AV22	D19b	Advisory check. Number of funded and unfunded ICHOs at 30 June is zero

Table B5: Cross file edits

Error code	Data item(s)	Error message
COD01	Dwelling Id (dwell_id)	If the dwelling (in the dwelling file) has no corresponding organisation record (in the organisation file). Records between the files are matched on organisation ID (org_id)
COD02	Dwelling Id (dwell_id)	Funding status is inconsistent with information provided/not provided in the dwelling file. Possible reasons for this error: Funding status (fund_status) has been recorded as 'Funded' (1) and no details have been recorded in the dwelling file; or funding status (fund_status) has been recorded as 'Unfunded' (0) and details have been recorded in the dwelling file
COD03	Dwelling Id (dwell_id)	The tenancy management status for a funded organisation (ten_man_stat_agg) (in the Organisation file) is inconsistent with the tenancy management status (ten_man_stat) provided for the dwelling (in the Dwelling file)(ten_man_stat_agg does not match ten_man_stat)
COD04	Dwelling Id (dwell_id)	Unit record data (org_id and dwell_id) (in the dwelling file) is not provided for all dwellings managed by a funded organisation (in the organisation file, where funding status is 1)). Records between the files are matched on org_id and perm_dwelling_managed (org file) and no of records for the org (in the dwelling file)
COD05	Dwelling Id (dwell_id)	Total number of permanent (perm_dwelling_managed) or improvised (imp_dwelling_managed) dwellings managed by a funded organisation (in Organisation file) does not equal the total number of permanent or improvised dwellings managed (in Dwelling file). Records are counted in the dwelling file where dwelling status (dwell_status) is 'Permanent' (1) or 'Improvised' (0).
COD06	Dwelling Id (dwell_id)	There are more dwelling records (in the Dwelling file) than the number of dwellings managed by a funded organisation (in Organisation file)
COH01	Household identifier (hhold_id)	The household (in the Household file) has no corresponding organisation record (in the Organisation file). Records between the files are matched on organisation ID (org_id)
COH02	Household identifier (hhold_id)	The funded organisation (from the organisation file) does not have any matching records in the household file. Records between the files are matched on organisation ID (org_id)
COA01	Aggregate_D1a_IM (Aggregate_D1a_IM)	Tenancy management status (ten_man_stat_agg) and total number of permanent dwellings managed by a funded organisation (perm_dwelling_managed) are both completed and valid (in the Organisation file) and D1a_IM, D1a_SM, D1a_Tot or D1b are not missing (in the Aggregate file)
COA02	Aggregate_D1b (Aggregate_D1b)	An unfunded organisation has a known number of permanent dwellings managed (perm_dwelling_managed) (in the Organisation file) and D1b is not missing (in the Aggregate file)
COA03	Aggregate_D10 (Aggregate_D10)	Organisation level information is provided (in the Organisation file) for a funded organisation (total number of improvised dwellings managed, total rent collected, total rent charged, housing maintenance expenditure, total capital expenditure, total recurrent costs or net recurrent costs) and corresponding aggregate data items (D2, D7, D8, D9, D10, D11a or D11b, D19a, D19b) are not missing (in the Aggregate file)
COA04	Aggregate_D19a (Aggregate_D19a)	Organisation level information is provided for an unfunded organisation (in the Organisation file) and D19a and D19b (in the Aggregate file) are not missing.
CDH01	Dwelling identifier (dwell_id)	The dwelling file contains records for permanent (dwell_status) occupied dwellings (occ_status) however there are no matching records in the household file. Records between the files are matched on organisation ID (org_id) and dwelling ID (dwell_id)
CDH02	Dwelling identifier (dwell_id)	The number of people residing in a dwelling (no_residents) (in the Dwelling file) does not match the count of people in each dwelling (in the Household file)
CDH03	Dwelling identifier (dwell_id)	The number of households in a dwelling (no_hholds) (in the Dwelling file) does not match the count of households recorded in each dwelling (in the Household file)

Error code	Data item(s)	Error message
CDH04	Dwelling identifier (dwell_id)	Household records (org_id and dwell_id) have been provided (in the Household file) for dwellings that were not permanent (dwell_status) or not occupied (occ_status) (in the Dwelling file)
CDA01	Aggregate_D12 (Aggregate_D12)	Unit record data (org_id and dwell_id) (in the Dwelling file) is provided for all dwellings and D6, D12, D17 or D18 are not missing (in the Aggregate file)

Appendix C – Data relationships

Table C1: Data relationships checklist

Data item	Data relationship description	Relationship
D1a_IM	Number of permanent dwellings tenancy managed by funded ICHOs at 30 June must be less than or equal to the total number of permanent dwellings managed at 30 June	$D1a_IM \leq D1a_Tot$
D1a_SM	Number of permanent dwellings tenancy managed by state/territory housing authority at 30 June must be less than or equal to the total number of permanent dwellings managed at 30 June	$D1a_SM \leq D1a_Tot$
D1a_Tot	Total number of permanent dwellings managed at 30 June must equal the sum of permanent dwellings tenancy managed by funded ICHOs at 30 June and permanent dwellings tenancy managed by state/territory housing authority at 30 June	$D1a_Tot = D1a_IM + D1a_SM$
D1a_Tot	Total number of permanent dwellings managed at 30 June must be less than or equal to the number of permanent dwellings managed by funded and unfunded organisations at 30 June	$D1a_Tot \leq D1b$
D9	Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June must be less than or equal to total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June	$D9 \leq D11a$
D11b	Net recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June must be less than or equal to total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June	$D11b \leq D11a$
D12	Total number of occupied permanent dwellings managed by funded organisations at 30 June must be less than or equal to the number of permanent dwellings managed by funded and unfunded organisations at 30 June	$D12 \leq D1b$
D13a	Number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June must be less than or equal to the total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June	$D13a \leq D14$
D13b	Number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June must be less than or equal to the total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June	$D13b \leq D14$
D14	Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June must be less than or equal to the total number of households living in permanent dwellings managed by funded organisations at 30 June	$D14 \leq D6$
D14	Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June must equal the number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June plus the number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June	$D14 = D13a + D13b$
D14	Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June must be less than or equal to the total number of households for which household groups and dwelling details are known at 30 June (permanent dwellings managed by funded organisations)	$D14 \leq D16$
D15	Total number of additional bedrooms in permanent dwellings managed by funded organisations required at 30 June must be greater than or equal to the number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June plus twice the number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June	$D15 \geq D13a + (D13b * 2)$
D16	Total number of households for which household groups and dwelling details are known at 30 June (permanent dwellings managed by funded organisations) must be less than or equal to the total number of households living in permanent dwellings managed by funded organisations at 30 June	$D16 \leq D6$
D19a	Number of funded ICHOs at 30 June must be less than or equal to the number of funded and unfunded ICHOs at 30 June	$D19a \leq D19b$

Appendix D – List of descriptors

The following data items are to be reported as part of the 2017–18 ICH data collection (data items noted ‘withdrawn’ are excluded). Where data supplied differs from the specifications outlined below, or there are difficulties in providing the data, provide comments qualifying the data in the ‘Data quality information form’ provided. For the 2017–18 collection, data items are not disaggregated by tenancy management status, except for D1a.

Note, items in grey have been withdrawn or are no longer reported as part of the ICH collection.

All relevant terms and definitions are listed in the [Glossary](#). An indication is provided where data has been requested for RoGS in the past. Future reporting requirements have yet to be determined.

Table D1: Descriptors

Name	Description	ROGS
<i>D1a</i>	<i>Revised 1 July 2010 (Number of permanent dwellings managed by funded organisations at 30 June)</i>	✓
D1a_IM	Number of permanent dwellings tenancy managed by funded ICHOs at 30 June	
D1a_SM	Number of permanent dwellings tenancy managed by state/territory housing authority at 30 June	
D1a_Tot	Total number of permanent dwellings managed at 30 June	
D1b	Number of permanent dwellings managed by funded and unfunded organisations at 30 June	✓
D2	Number of improvised dwellings at 30 June	✓
<i>D3</i>	<i>Withdrawn 1 July 2009 (Number of permanent dwellings not connected to water at 30 June)</i>	
<i>D4</i>	<i>Withdrawn 1 July 2009 (Number of permanent dwellings not connected to sewerage at 30 June)</i>	
<i>D5</i>	<i>Withdrawn 1 July 2009 (Number of permanent dwellings not connected to electricity at 30 June)</i>	
D6	Total number of households living in permanent dwellings managed by funded organisations at 30 June	✓
D7	Rent collected from tenants in permanent dwellings managed by funded organisations for the year ending 30 June	✓
D8	Rent charged to tenants in permanent dwellings managed by funded organisations for the year ending 30 June	✓
D9	Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June	
D10	Total capital expenditure for permanent dwellings managed by funded organisations for the year ending 30 June	✓
D11a	Total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June	✓
D11b	Net recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June	✓
D12	Total number of occupied permanent dwellings managed by funded organisations at 30 June	✓
<i>D13</i>	<i>Revised 1 July 2010 (Number of households in permanent dwellings managed by funded organisations that are overcrowded at 30 June 2012)</i>	
D13a	Number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June	✓
D13b	Number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June	✓

Name	Description	ROGS
D14	Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June	✓
D15	Total number of additional bedrooms in permanent dwellings managed by funded organisations required at 30 June	✓
D16	Total number of households for which household groups and dwelling details are known at 30 June (permanent dwellings managed by funded organisations)	✓
D17	Total number of bedrooms in permanent dwellings managed by funded organisations at 30 June	✓
D18	Total number of people living in permanent dwellings managed by funded organisations at 30 June	✓
D19a	Number of funded ICHOs at 30 June	✓
D19b	Number of funded and unfunded ICHOs at 30 June	✓
D20	<i>Withdrawn 1 July 2009 (Total number of ICHOs with a housing management plan at 30 June)</i>	
D21	<i>Withdrawn 1 July 2009 (Total number of Indigenous employees in ICHOs at 30 June)</i>	
D22	<i>Withdrawn 1 July 2009 (Number of Indigenous employees in ICHOs who have completed accredited training at 30 June)</i>	
D23	<i>Withdrawn 1 July 2009 (Number of Indigenous employees in ICHOs who are undertaking accredited training at 30 June)</i>	
D24	<i>Withdrawn 1 July 2009 (Total number of employees in ICHOs at 30 June)</i>	

D1a_IM Number of permanent dwellings tenancy managed by funded ICHOs at 30 June

Description: Count the number of permanent dwellings tenancy managed by funded ICHOs at 30 June.

Definition: **Permanent dwelling**—A dwelling is a structure designed for people to live in or where people live. A permanent dwelling has fixed walls, roof and doors. They usually have kitchen and bathroom facilities, though this is not necessarily provided these facilities could be built into the dwelling. These dwellings are made from regular building materials and are intended for long-term residential use.

Funded organisations—ICHOs who received funding in the current financial year. 30 June.

Tenancy management status—refers to whether dwellings are tenancy managed by an ICHO, or by the state/territory housing authority.

Include: All occupied and vacant permanent dwellings managed by funded ICHO. In NSW include all occupied and vacant permanent dwellings managed by ICHOs that are actively registered by the NSW Aboriginal Housing Office as at 30 June.

Exclude: **Improvised dwellings**—A structure used as a place of residence which does not meet the building requirements to be considered as a permanent dwelling—includes caravans, tin shed without internal walls, humpies, dongas etc.

Unfunded organisations—ICHOs who received funding in previous financial years i.e. prior to 1 July 2017.

State/Territory tenancy managed dwellings—Dwellings where the tenancy management is the responsibility of the state/territory housing authority.

Counting unit: Dwellings

D1a_SM Number of permanent dwellings tenancy managed by state/territory housing authority at 30 June

Description: Count the number of permanent dwellings tenancy managed by state/territory housing authority at 30 June.

Definition: **Permanent dwelling**—A dwelling is a structure designed for people to live in or where people live. A permanent dwelling has fixed walls, roof and doors. They usually have kitchen and bathroom facilities, though this is not necessarily provided these facilities could be built into the dwelling. These dwellings are made from regular building materials and are intended for long-term residential use.

Tenancy management status—refers to whether dwellings are managed by an ICHO, or by the state/territory housing authority.

Include: All occupied and vacant permanent dwellings managed by state/territory housing authority. In NSW include all occupied and vacant permanent dwellings managed by ICHOs that are actively registered by the NSW Aboriginal Housing Office as at 30 June.

Exclude: **Improvised dwellings**—A structure used as a place of residence which does not meet the building requirements to be considered as a permanent dwelling—includes caravans, tin shed without internal walls, humpies, dongas etc.

ICHO managed dwellings—Dwellings where the tenancy management lies with the ICHO.

Counting unit: Dwellings

D1a_Tot Total number of permanent dwellings managed at 30 June

Description: Count the total number of permanent dwellings at 30 June.

Definition: **Permanent dwelling**—A dwelling is a structure designed for people to live in or where people live. A permanent dwelling has fixed walls, roof and doors. They usually have kitchen and bathroom facilities, though this is not necessarily provided these facilities could be built into the dwelling. These dwellings are made from regular building materials and are intended for long-term residential use.

Include: All occupied and vacant permanent dwellings tenancy managed by funded organisations or the state/territory housing authority. In NSW include all occupied and vacant permanent dwellings managed by ICHOs that are actively registered by the NSW Aboriginal Housing Office as at 30 June.

Exclude: **Improvised dwellings**—A structure used as a place of residence which does not meet the building requirements to be considered as a permanent dwelling—includes caravans, tin shed without internal walls, humpies, dongas etc.

Unfunded organisations—ICHOs who received funding in previous financial years i.e. prior to 1 July.

Counting unit: Dwellings

D1b Number of permanent dwellings managed by funded and unfunded organisations at 30 June

Description: Count the total number of funded and unfunded ICH permanent dwellings at 30 June.

Definition: **Permanent dwelling**—A dwelling is a structure designed for people to live in or where people live. A permanent dwelling has fixed walls, roof and doors. They usually have kitchen and bathroom facilities, though this is not necessarily provided these facilities could be built into the dwelling. These dwellings are made from regular building materials and are intended for long-term residential use.

Funded organisations—ICHOs who received funding in the current financial year. i.e. 1 July 2017 to 30 June 2018.

Unfunded organisations—ICHOs who received funding in previous financial years, i.e. prior to 1 July 2017.

Include: All occupied and vacant permanent dwellings. In NSW include all occupied and vacant permanent dwellings managed by actively registered and not actively registered ICHOs.

Exclude: **Improvised dwellings**—A structure used as a place of residence which does not meet the building requirements to be considered as a permanent dwelling—includes caravans, tin shed without internal walls, humpies, dongas etc.

Counting unit: Dwellings

Related PIs: P1, P2, P9, P12, P15, P16

D2 Number of improvised dwellings at 30 June

Description: Count the number of improvised ICH dwellings at 30 June.

Definition: **Improvised dwelling**—A structure used as a place of residence which does not meet the building requirements to be considered as a permanent dwelling—includes caravans, tin shed without internal walls, humpies, dongas etc.

Include: All occupied improvised dwellings.

Exclude: **Vacant improvised dwellings**

Permanent dwellings—A dwelling is a structure designed for people to live in or where people live. A permanent dwelling has fixed walls, roof and doors. They usually have kitchen and bathroom facilities, though this is not necessarily provided these facilities could be built into the dwelling. These dwellings are made from regular building materials and are intended for long-term residential use.

Counting unit: Dwellings

Related PIs: P1, P2

D6 Total number of households living in permanent dwellings managed by funded organisations at 30 June

Description: Count the total number of households living in permanent dwellings managed by funded organisations at 30 June.

Definition: **Household**—Household refers to:

- a group of two or more related or unrelated people who usually reside in the same dwelling, and who make common provision for food or other essentials for living; or

- a single person living in a dwelling who makes provision for his or her own food and other essentials for living, without combining with any other person.

Permanent dwelling—A dwelling is a structure designed for people to live in or where people live. A permanent dwelling has fixed walls, roof and doors. They usually have kitchen and bathroom facilities, though this is not necessarily provided these facilities could be built into the dwelling. These dwellings are made from regular building materials and are intended for long-term residential use.

Funded organisations—ICHOs who received funding in the current financial year. i.e. 1 July 2017 to 30 June 2018.

Exclude: **Improvised dwellings**—A structure used as a place of residence which does not meet the building requirements to be considered as a permanent dwelling—includes caravans, tin shed without internal walls, humpies, dongas etc.

Unfunded organisations—ICHOs who received funding in previous financial years i.e. prior to 1 July 2017.

Counting unit: Households

Related PIs: P9

D7 Rent collected from households in permanent dwellings managed by funded organisations for the year ending 30 June

Description: Count the total rent paid by all households in permanent dwellings managed by funded organisations for the year ending 30 June.

Definition: **Rent collected**—The total amount of rent paid to ICHOs by all households for the financial year.

Household—Household refers to:

- a group of two or more related or unrelated people who usually reside in the same dwelling, and who make common provision for food or other essentials for living; or
- a person living in a dwelling who makes provision for his or her own food and other essentials for living, without combining with any other person.

Permanent dwelling—A dwelling is a structure designed for people to live in or where people live. A permanent dwelling has fixed walls, roof and doors. They usually have kitchen and bathroom facilities, though this is not necessarily provided these facilities could be built into the dwelling. These dwellings are made from regular building materials and are intended for long-term residential use.

Funded organisations—ICHOs who received funding in the current financial year. i.e. 1 July 2017 to 30 June 2018.

Include: Rent arrears and prepaid rent collected for permanent dwellings.

Exclude: **Improvised dwellings**—A structure used as a place of residence which does not meet the building requirements to be considered as a permanent dwelling—includes caravans, tin shed without internal walls, humpies, dongas etc.

Unfunded organisations—ICHOs who received funding in previous financial years i.e. prior to 1 July 2017.

Counting unit: \$'000

Related PIs: P9, P10, P13

D8 Rent charged to households in permanent dwellings managed by funded organisations for the year ending 30 June.

Description: Count the total rent charged to all households in permanent dwellings managed by funded organisations for the year ending 30 June.

Definition: **Rent charged**—The total net rent charged (i.e. market rent—rebates/subsidies) by ICHOs to all households for the financial year. The rent charged is the amount of money households are required to pay.

Household—Household refers to:

- a group of two or more related or unrelated people who usually reside in the same dwelling, and who make common provision for food or other essentials for living; or
- a person living in a dwelling who makes provision for his or her own food and other essentials for living, without combining with any other person.

Permanent dwelling—A dwelling is a structure designed for people to live in or where people live. A permanent dwelling has fixed walls, roof and doors. They usually have kitchen and bathroom facilities, though this is not necessarily provided these facilities could be built into the dwelling. These dwellings are made from regular building materials and are intended for long-term residential use.

Funded organisations—ICHOs who received funding in the current financial year. i.e. 1 July 2017 to 30 June 2018.

Exclude: **Improvised dwellings**—A structure used as a place of residence which does not meet the building requirements to be considered as a permanent dwelling—includes caravans, tin shed without internal walls, humpies, dongas etc.

Unfunded organisations—ICHOs who received funding in previous financial years i.e. prior to 1 July 2017.

Counting unit: \$'000

Related PIs: P10

D9 Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June

Description: Count the total housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June.

Definition: **Housing maintenance expenditure**—All housing maintenance expenditure from the organisation's financial reporting statement.

Maintenance expenditure is the amounts paid to maintain the value of an asset or restore the asset to its original condition. This includes:

- day-to-day maintenance reflecting general wear and tear
- cyclical maintenance which is part of a planned maintenance program
- other maintenance e.g. repairs due to vandalism.

Funded organisations—ICHOs who received funding in the current financial year. i.e. 1 July 2017 to 30 June 2018

Exclude: **Unfunded organisations**—ICHOs who received funding in previous financial years i.e. prior to 1 July 2017.

Counting unit: \$'000

Related PIs: P11, P12, P13

D10 Total capital expenditure for permanent dwellings managed by funded organisations for the year ending 30 June

<i>Description:</i>	Count the total capital expenditure for permanent dwellings managed by funded organisations for the year ending 30 June.
<i>Definition:</i>	Capital expenditure —Capital expenditure is expenditure on the acquisition or enhancement of a non-financial asset, i.e. largely expenditure on the acquisition and/or upgrade/redevelopment of properties. A non-financial asset is an entity functioning as a store of value, over which ownership may be derived over a period of time, and which is not a financial asset. Funded organisations —ICHOs who received funding in the current financial year, i.e. 1 July 2017 to 30 June 2018.
<i>Include:</i>	Total expenditure on non-financial assets defined as net expenditure on new and second-hand fixed assets, land and intangible assets excluding capitalised interest. Fixed assets are durable goods intended to be employed in the production process for longer than a year. Expenditure on non-financial assets includes: <ul style="list-style-type: none">• Total expenditure on purchases of existing dwellings.• Total expenditure on purchases of new non-financial assets: The purchase of assets intended to be used in the production process for longer than a year. Includes: fixed assets constructed on own account, valued at cost of materials, capitalised salaries and wages, reimbursements received by public authorities for amounts spent on capital works while acting as an agent for other government and private bodies.• Total expenditure on purchases of second-hand non-financial assets: The purchase of assets which have been previously used in production in the country.• Total expenditure on sales of non-financial assets: The disposal of previously rented dwellings, non-residential buildings, used plant and equipment. Refers to the sale of land (including the sale of residential leases in the ACT). The sale of land and buildings as a package is treated as sales of fixed assets unless a separate value can be determined for the land component. Also refers to the outright sales of intangible assets and disposal of motor vehicles.• Total expenditure on assets acquired under finance leases defined as assets acquired under leases and other arrangements which effectively transfer most of the risks and benefits associated with ownership of the leased property from the lessor to the lessee.
<i>Exclude:</i>	<ul style="list-style-type: none">• Expenditure on the acquisition of financial assets.• Second-hand assets imported into the country for the first time which are regarded as new.• Assets acquired under finance lease arrangements.• From total expenditure on purchases of new non-financial assets:<ul style="list-style-type: none">- capitalised interest- houses built for sale- assets acquired under finance lease arrangements. Unfunded organisations —ICHOs who received funding in previous financial years i.e. prior to 1 July 2017.
<i>Counting units:</i>	\$'000
<i>Related PIs:</i>	P14

D11a Total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June

Description: Count the total recurrent costs for permanent dwellings managed by funded organisations from organisations' income statements for the year ending 30 June.

Definition: **Recurrent costs**—All recurrent expenses from an organisation's financial reporting statement for the financial year.

Funded organisations—ICHOs who received funding in the current financial year, i.e. 1 July 2017 to 30 June 2018.

Include: All administration and operational expenses, including

- employee expenses (e.g. wages and salaries, superannuation, compensation, accrued leave, payroll tax, training)
- housing maintenance
- property-related expenses (e.g. rates, costs of disposals)
- office supplies and services (e.g. stationery, postage, telephone, office equipment, vehicle expenses, insurance)
- borrowing costs (e.g. interest)
- depreciation and amortisation
- other expenses
- loss on disposal of assets
- loss on revaluation of assets
- impairment expenses
- assets and services provided free of charge
- cost of sale of inventory
- grants and subsidies

Exclude **Unfunded organisations**—ICHOs who received funding in previous financial years i.e. prior to 1 July 2017.

Counting units: \$'000

Related PIs: P14

D11b Net recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June

Description: Count the net recurrent costs for permanent dwellings managed by funded organisations from organisations' income statements for the year ending 30 June.

Definition: **Net recurrent costs**—All recurrent expenses less those listed as exclusions (see below) for the financial year.

Funded organisations—ICHOs who received funding in the current financial year, i.e. 1 July 2017 to 30 June 2018.

Include: All administration and operational expenses, including

- employee expenses (e.g. wages and salaries, superannuation, compensation, accrued leave, payroll tax, training)
- housing maintenance
- property-related expenses (e.g. rates, costs of disposals)
- office supplies and services (e.g. stationery, postage, telephone, office equipment, vehicle expenses, insurance)
- borrowing costs (e.g. interest)
- depreciation and amortisation
- other expenses.

- Exclude:*
- depreciation on rental buildings (on tenancy rental units only, depreciation and amortisation on all other assets to be included)
 - loss on disposal of assets
 - loss on revaluation of assets
 - unrealised losses on financial assets
 - impairment expenses
 - assets and services provided free of charge
 - recoverable expenses
 - cost of sale of inventory
 - grants and subsidies.
- Unfunded organisations**—ICHOs who received funding in previous financial years i.e. prior to 1 July 2017.

Counting units: \$'000

Related PIs: P15

D12 Total number of occupied permanent dwellings managed by funded organisations at 30 June

Description: Count the total number of permanent dwellings managed by funded organisations that were occupied at 30 June.

Definition: **Permanent dwelling**—A dwelling is a structure designed for people to live in or where people live. A permanent dwelling has fixed walls, roof and doors. They usually have kitchen and bathroom facilities, though this is not necessarily provided these facilities could be built into the dwelling. These dwellings are made from regular building materials and are intended for long-term residential use.

Dwelling occupancy status—Whether or not a dwelling is occupied by tenants at a given point in time. A dwelling may be either occupied (with people living in the dwelling) or vacant (vacant dwellings include untenable dwellings).

Funded organisation—ICHOs who received funding in the current financial year, i.e. 1 July 2017 to 30 June 2018.

Exclude: **Vacant permanent dwellings**
Improvised dwellings—A structure used as a place of residence which does not meet the building requirements to be considered as a permanent dwelling—includes caravans, tin shed without internal walls, humpies, dongas etc.
Unfunded organisations—ICHOs who received funding in previous financial years i.e. prior to 1 July 2017.

Counting unit: Dwellings

Related PIs: P16

D13 **Revised 1 July 2010 (Number of households in permanent dwellings managed by funded organisations that are overcrowded)**

D13a **Number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June**

Description: Count the total number of households in permanent dwellings managed by funded organisations requiring one additional bedroom according to the CNOS at 30 June.

Definition: **Household**—Household refers to:

- a group of two or more related or unrelated people who usually reside in the same dwelling, and who make common provision for food or other essentials for living; or
- a person living in a dwelling who makes provision for his or her own food and other essentials for living, without combining with any other person.

Overcrowding—Where one additional bedroom is required to meet the CNOS. See the [Glossary](#) for the definition.

Number of bedrooms—The number of bedrooms in each occupied dwelling. This 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 one-bedroom dwellings.

Funded organisation—IChOs who received funding in the current financial year, i.e. 1 July 2017 to 30 June 2018.

Include: Households in permanent dwellings.

Exclude: Households for which households groups and/or number of bedrooms is not known.

Improvised dwellings—A structure used as place of residence which does not meet the building requirements to be considered as a permanent dwelling—includes caravans, tin shed without internal walls, humpies, dongas etc.

Unfunded organisations—IChOs who received funding in previous financial years i.e. prior to 1 July 2017.

Counting unit: Households

Related PIs: P22

D13b **Number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June**

Description: Count the total number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms according to the CNOS at 30 June.

Definition: **Household**—Household refers to:

- a group of two or more related or unrelated people who usually reside in the same dwelling, and who make common provision for food or other essentials for living; or
- a person living in a dwelling who makes provision for his or her own food and other essentials for living, without combining with any other person.

Overcrowding—Where two or more additional bedrooms are required to meet the CNOS. See the [Glossary](#) for the definition.

Number of bedrooms—The number of bedrooms in each occupied dwelling. This 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 one-bedroom dwellings.

Funded organisation—ICHOs who received funding in the current financial year, i.e. 1 July 2017 to 30 June 2018.

Include: Households in permanent dwellings.

Exclude: Households for which households groups and/or number of bedrooms is not known.

Improvised dwellings—A structure used as place of residence which does not meet the building requirements to be considered as a permanent dwelling—includes caravans, tin shed without internal walls, humpies, dongas etc.

Unfunded organisations—ICHOs who received funding in previous financial years i.e. prior to 1 July 2017.

Counting unit: Households

Related PIs: P22

D14 Total number of households requiring additional bedrooms in permanent dwellings managed by funded organisations at 30 June

Description: Count the total number of households in permanent dwellings managed by funded organisations that require at least one additional bedroom according to the CNOS at 30 June.

Definition: **Household**—Household refers to:

- a group of two or more related or unrelated people who usually reside in the same dwelling, and who make common provision for food or other essentials for living; or
- a person living in a dwelling who makes provision for his or her own food and other essentials for living, without combining with any other person.

Overcrowding—Where one or more additional bedrooms are required to meet the CNOS. See the [Glossary](#) for the definition.

Number of bedrooms—The number of bedrooms in each occupied dwelling. This 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 one bedroom dwellings.

Funded organisations—ICHOs who received funding in the current financial year, i.e. 1 July 2017 to 30 June 2018.

Include: Households in permanent dwellings.

Exclude: Households for which households groups and/or number of bedrooms is not known.

Improvised dwellings—A structure used as a place of residence which does not meet the building requirements to be considered as a permanent dwelling—includes caravans, tin shed without internal walls, humpies, dongas etc.

Unfunded organisations—ICHOs who received funding in previous financial years i.e. prior to 1 July 2017.

Counting units: Households

Related PIs: P21

D15 Total number of additional bedrooms required by permanent dwellings managed by funded organisations at 30 June

Description: Count the total number of additional bedrooms required by permanent dwellings managed by funded organisations to meet the CNOS at 30 June.

Definition: **Overcrowding**—Where one or more additional bedrooms are required to meet the CNOS. See the [Glossary](#) for the definition.

Number of bedrooms—The number of bedrooms in each occupied dwelling. This 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 one bedroom dwellings.

Funded organisation—ICHOs who received funding in the current financial year, i.e. 1 July 2017 to 30 June 2018.

Exclude: Households for which households groups and/or number of bedrooms is not known.

Improvised dwellings—A structure used as a place of residence which does not meet the building requirements to be considered as a permanent dwelling—includes caravans, tin shed without internal walls, humpies, dongas etc.

Unfunded organisations—ICHOs who received funding in previous financial years i.e. prior to 1 July 2017.

Counting units: Bedrooms

Related PIs: P21

D16 Total number of households for which household groups and dwelling details are known at 30 June (permanent dwellings managed by funded organisations)

Description: Count the total number of households for which household groups and number of bedrooms are known at 30 June (permanent dwellings managed by funded organisations).

Definition: **Household**—Household refers to:

- a group of two or more related or unrelated people who usually reside in the same dwelling, and who make common provision for food or other essentials for living; or
- a person living in a dwelling who makes provision for his or her own food and other essentials for living, without combining with any other person.

Household groups—The group(s) of people who reside within the same household. Based on the relationship between household members. Groups may be single adult, couple with no children, sole parent or couple with one child, sole parent or couple with 2 or 3 children, sole parent or couple with 4 or more children, or not stated.

Number of bedrooms—The number of bedrooms in each occupied dwelling. This 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 one bedroom dwellings.

Funded organisations—ICHOs who received funding in the current financial year, i.e. 1 July 2017 to 30 June 2018.

Include: Households in permanent dwellings.

Exclude: **Improvised dwelling**— A structure used as place of residence which does not meet the building requirements to be considered as a permanent dwelling—includes caravans, tin shed without internal walls, humpies, dongas etc.

Unfunded organisations—ICHOs who received funding in previous financial years i.e. prior to 1 July 2017.

Counting units: Households

Related PIs: P21, P22

D17 Total number of bedrooms in permanent dwellings managed by funded organisations at 30 June

Description: Count the total number of bedrooms in permanent dwellings managed by funded organisations at 30 June.

Definition: **Permanent dwelling**—A dwelling is a structure designed for people to live in or where people live. A permanent dwelling has fixed walls, roof and doors. They usually have kitchen and bathroom facilities, though this is not necessary provided these facilities could be built into the dwelling. These dwellings are made from regular building materials and are intended for long-term residential use.

Number of bedrooms—The number of bedrooms in each occupied dwelling. This 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 one bedroom dwellings.

Funded organisations—ICHOs who received funding in the current financial year, i.e. 1 July 2017 to 30 June 2018.

Exclude: **Improvised dwelling**—A structure used as a place of residence which does not meet the building requirements to be considered as a permanent dwelling—includes caravans, tin shed without internal walls, humpies, dongas etc.

Unfunded organisations—ICHOs who received funding in previous financial years i.e. prior to 1 July 2017.

Counting units: Bedrooms

D18 Total number of people living in permanent dwellings managed by funded organisations at 30 June

Description: Count the total number of people living in permanent dwellings managed by funded organisations at 30 June.

Definition: **Permanent dwelling**—A dwelling is a structure designed for people to live in or where people live. A permanent dwelling has fixed walls, roof and doors. They usually have kitchen and bathroom facilities, though this is not necessary provided these facilities could be built into the dwelling. These dwellings are made from regular building materials and are intended for long-term residential use.

Funded organisations—ICHOs who received funding in the current financial year, i.e. 1 July 2017 to 30 June 2018.

Exclude: **Improvised dwelling**—A structure used as a place of residence which does not meet the building requirements to be considered as a permanent dwelling—includes caravans, tin shed without internal walls, humpies, dongas etc.

Unfunded organisations—ICHOs who received funding in previous financial years i.e. prior to 1 July 2017.

Counting units: People

D19a Number of funded ICHOs at 30 June

Description: Count the number of ICHOs funded by the jurisdiction at 30 June.

Definition: **ICHO**—Any Aboriginal and/or Torres Strait Islander organisation that is responsible for managing housing for Indigenous people. This includes community organisations such as Resource Agencies and Land Councils, which have a range functions, provided that they manage housing for Indigenous people.

Funded organisations—ICHOs who received funding in the current financial year, i.e. 1 July 2017 to 30 June 2018.

Include: Funded ICHOs. In NSW, include ICHOs actively registered with the NSW Aboriginal Housing Office as at 30 June.

Exclude: **Improvised dwellings**—A structure used as place of residence which does not meet the building requirements to be considered as a permanent dwelling—includes caravans, tin shed without internal walls, humpies, dongas etc.

Unfunded organisations—ICHOs who received funding in previous financial years, i.e. i.e. prior to 1 July 2017

Counting units: Organisations

D19b Number of funded and unfunded ICHOs at 30 June

Description: Count the total number of ICHOs whether funded or unfunded by the jurisdiction at 30 June.

Definition: **ICHO**—Any Aboriginal and/or Torres Strait Islander organisation that is responsible for managing housing for Indigenous people. This includes community organisations such as Resource Agencies and Land Councils, which have a range functions, provided that they manage housing for Indigenous people.

Funded organisations— ICHOs who received funding in the current financial year, i.e. 1 July 2017 to 30 June 2018.

Unfunded organisations—ICHOs who received funding in previous financial years, i.e. prior to 1 July 2017.

Include: All ICHOs. In NSW, include both actively and not actively registered organisations.

Counting units: Organisations

Related PIs: P25

Appendix E – Performance indicator derivations

This section of the manual outlines details of the performance indicators for the ICH data collection. Note, those in grey have been withdrawn or are no longer reported as part of the ICH collection.

Table E1: Performance indicators

Name	Description	ROGS
P1a	Number of funded dwellings targeted to Indigenous people	
P1b	Number of funded and unfunded dwellings targeted to Indigenous people	
P2	Proportion of improvised dwellings	
P3	<i>Withdrawn 01 July 2009 (Proportion of dwellings needing major repairs)</i>	
P4	<i>Withdrawn 01 July 2009 (Proportion of dwellings needing replacement)</i>	
P5	<i>Withdrawn 01 July 2009 (Mechanisms to ensure new houses and major upgrades meet national minimum standards)</i>	
P6	<i>Withdrawn 01 July 2009 (Proportion of communities not connected to a) water, b) sewerage, c) electricity)</i>	
P7	<i>Withdrawn 01 July 2009 (Proportion of dwellings not connected to a) water, b) sewerage, c) electricity)</i>	
P8	<i>Withdrawn 01 July 2009 (Proportion of dwellings that meet the 11 critical Fixing Houses for Better Health living practices)</i>	
P9	Average weekly rent collected	✓
P10	Rent collection rate	✓
P11	Total amount spent on maintenance	
P12	Average amount spent on maintenance each year	
P13	Maintenance expenditure as a proportion of rent collected	
P14	Recurrent to capital expenditure ratio	
P15	Net recurrent cost per unit	✓
P16	Occupancy rates	✓
P17	<i>Withdrawn 01 July 2009 (Turnaround time)</i>	
P18	<i>Withdrawn 01 July 2009 (Proportion of Indigenous households by tenure type)</i>	
P19	<i>Withdrawn 01 July 2009 (Proportion of households accessing mainstream housing services that are Indigenous)</i>	
P20	<i>Withdrawn 01 July 2009 (Proportion of Indigenous people who are homeless)</i>	
P21	Average number of additional bedrooms required	
P22a	Proportion of households in permanent dwellings managed by funded organisations requiring one additional bedroom	
P22b	Proportion of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms	✓
P22c	Proportion of households in permanent dwellings managed by funded organisations requiring additional bedrooms	
P23	<i>Withdrawn 01 July 2009 (Proportion of households paying more than 25% of income in rent)</i>	

Name	Description	ROGS
P24	<i>Withdrawn—30 June 2010 (Allocation of resources on the basis of need)</i>	
P25a	Number of ICHOs	
P25b	Number of funded and unfunded ICHOs	
P26	<i>Withdrawn 01 July 2009 (Proportion of ICHOs that have a housing management plan)</i>	
P27	<i>Withdrawn 01 July 2009 (Strategies to assist ICHOs in developing and implementing housing management plans)</i>	
P28	<i>Withdrawn 01 July 2009 (Proportion of Indigenous employees in ICHOs who have completed accredited training)</i>	
P29	<i>Withdrawn 01 July 2009 (Proportion of Indigenous employees in ICHOs who are undertaking accredited training)</i>	
P30	<i>Withdrawn 01 July 2009 (Proportion of people employed in housing management who are Indigenous)</i>	
P31	<i>Withdrawn 01 July 2009 (Strategies and outcomes to increase Indigenous employment in housing services)</i>	
P32	<i>Withdrawn 01 July 2009 (Mechanisms for Indigenous input to planning, decision making and delivery of services)</i>	
P33	<i>Withdrawn 01 July 2009 (Coordination of housing and other services that seek to improve the health and wellbeing of Indigenous people)</i>	

P1a – Number of funded dwellings targeted to Indigenous people

Performance indicator	Data items
Total number of funded dwellings targeted to Indigenous people	D1a_Tot Total number of permanent dwellings managed at 30 June
	D2 Number of improvised dwellings at 30 June

Calculation

The indicator is calculated as:

$$P1a = \text{Total number of permanent dwellings managed at 30 June} + \text{Number of improvised dwellings at 30 June (D2)}$$

Description

This indicator provides a measure of the number of dwellings specifically targeted to Indigenous households, regardless of the condition of the dwelling, and an indication of the growth of housing provided to Indigenous people.

P1b—Number of funded and unfunded dwellings targeted to Indigenous people

Performance indicator	Data items
Total number of funded and unfunded dwellings targeted to Indigenous people	D1b Number of permanent dwellings managed by funded and unfunded organisations at 30 June
	D2 Number of improvised dwellings at 30 June

Calculation

The indicator is calculated as:

$$P1b = \text{Number of permanent dwellings managed by funded and unfunded organisations at 30 June (D1b) + Number of improvised dwellings at 30 June (D2)}$$

Description

This indicator provides a measure of the number of dwellings specifically targeted to Indigenous households, regardless of the condition of the dwelling, and an indication of the growth of housing provided to Indigenous people.

P2—Proportion of improvised dwellings

Performance indicator	Data items
Proportion of improvised dwellings	D1a_Tot Number of permanent dwellings managed by funded and unfunded organisations at 30 June
	D2 Number of improvised dwellings at 30 June

Calculation

The indicator is calculated as:

$$P2 = \frac{\text{Total number of improvised dwellings at 30 June (D2)}}{\text{Total number of permanent and improvised dwellings at 30 June (D1a_Tot + D2)}} \times 100$$

Description

This indicator provides a measure of the number of inadequate dwellings which in most cases do not meet the standards required to support healthy living practices.

P9—Average weekly rent collected

Performance indicator	Data items	
Average weekly rent collected	D7	Rent collected from tenants in permanent dwellings managed by funded organisations for the year ending 30 June
	D6	Total number of households living in permanent dwellings managed by funded organisations at 30 June

Calculation

The indicator is calculated as:

$$P9 = \frac{\text{Rent collected from tenants in permanent dwellings managed by funded organisations for the year ending 30 June (D7) / 52}}{\text{Total number of households living in permanent dwellings managed by funded organisations at 30 June (D6)}}$$

OR

If the number of households is not available the indicator is calculated as:

$$P9 = \frac{\text{Rent collected from tenants in permanent dwellings managed by funded organisations for the year ending 30 June (D7) / 52}}{\text{Total number of permanent dwellings managed at 30 June (D1a_Tot)}}$$

Description

This indicator provides a measure of the sustainability of organisations as rental income is required to meet the costs of providing housing.

P10—Rent collection rate

Performance indicator	Data items	
Rent collection rate	D7	Rent collected from tenants in permanent dwellings managed by funded organisations for the year ending 30 June
	D8	Rent charged to tenants in permanent dwellings managed by funded organisations for the year ending 30 June

Calculation

The indicator is calculated as:

$$P10 = \frac{\text{Rent collected from tenants in permanent dwellings managed by funded organisations for the year ending 30 June (D7)}}{\text{Rent charged to tenants in permanent dwellings managed by funded organisations for the year ending 30 June (D8)}} \times 100$$

Description

This indicator provides a measure of the sustainability of organisations as rental income is required to meet the costs of providing housing.

P11—Total amount spent on maintenance

Performance indicator	Data items
Total amount spent on maintenance	D9 Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June

Calculation

The indicator is calculated as:

$$P11 = \text{Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June (D9)}$$

Description

This indicator provides a measure of the sustainability of organisations as ongoing expenditure on maintenance is essential to maintain the condition of dwellings.

P12—Average amount spent on maintenance each year

Performance indicator	Data items
Average amount spent on maintenance each year	D9 Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June
	D1a_Tot Total number of permanent dwellings managed at 30 June.

Calculation

The indicator is calculated as:

$$P12 = \frac{\text{Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June (D9)}}{\text{Total number of permanent dwellings managed at 30 June (D1a_Tot)}}$$

Description

This indicator provides a measure of the sustainability of organisations as ongoing expenditure on maintenance is essential to maintain the condition of dwellings.

P13—Maintenance expenditure as a proportion of rent collected

Performance indicator	Data items
Maintenance expenditure as a proportion of rent collected	D9 Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June
	D7 Rent collected from tenants in permanent dwellings managed by funded organisations for the year ending 30 June

Calculation

The indicator is calculated as:

$$P13 = \frac{\text{Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June (D9)}}{\text{Rent collected from tenants in permanent dwellings managed by funded organisations for the year ending 30 June (D7)}} \times 100$$

Description

This indicator provides a measure of the sustainability of organisations as ongoing expenditure on maintenance is essential to maintain the condition of dwellings. Maintenance expenditure as a proportion of rent collected provides an indication of the proportion of rental income used to maintain dwellings.

P14—Recurrent to capital expenditure ratio

Performance indicator	Data items
Recurrent to capital expenditure ratio	D11a Total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June
	D10 Total capital expenditure for permanent dwellings managed by funded organisations for the year ending 30 June

Calculation

The indicator is calculated as:

$$P14 = \frac{\text{Total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June (D11a)}}{\text{Total capital expenditure for permanent dwellings managed by funded organisations for the year ending 30 June (D10)}}$$

Description

A balancing of capital and recurrent expenditure is required to avoid what has been termed the 'build and abandon' approach to Indigenous housing. Some ongoing recurrent expenditure is required to maintain the condition of dwellings. Capital expenditure is required for new dwellings and major upgrades to existing dwellings.

P15—Net recurrent cost per unit

Performance indicator	Data items	
Net recurrent cost per unit	D11b	Net recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June
	D1a_Tot	Total number of permanent dwellings managed at 30 June

Calculation

The indicator is calculated as:

$$P15 = \frac{\text{Net recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June (D11b)}}{\text{Total number of permanent dwellings managed at 30 June (D1a_Tot)}}$$

Description

This indicator assesses the cost of ICH rental provision by measuring the average cost of providing assistance per dwelling.

P16—Occupancy rates

Performance indicator	Data items	
Occupancy rates	D12	Total number of occupied permanent dwellings managed by funded organisations at 30 June
	D1a_Tot	Total number of permanent dwellings managed at 30 June

Calculation

The indicator is calculated as:

$$P16 = \frac{\text{Total number of permanent dwellings managed by funded organisations occupied at 30 June (D12)}}{\text{Total number of permanent dwellings managed at 30 June (D1a_Tot)}} \times 100$$

Description

This indicator assesses the utilisation of dwellings.

P21—Average number of additional bedrooms required

Performance indicator	Data items	
Average number of additional bedrooms required	D14	Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June
	D15	Total number of additional bedrooms in permanent dwellings managed by funded organisations required at 30 June

Calculation

The indicator is calculated as:

$$P21 = \frac{\text{Total number of additional bedrooms required in permanent dwellings managed by funded organisations at 30 June (D15)}}{\text{Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June (D14)}}$$

P22—Proportion of households in permanent dwellings managed by funded organisations requiring one additional bedroom

Performance indicator	Data items
Proportion of households in permanent dwellings managed by funded organisations requiring one additional bedroom	D13a Number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June
	D16 Total number of households for which household groups and dwelling details are known at 30 June (permanent dwellings managed by funded organisations)

Calculation

The indicator is calculated as:

$$P22a = \frac{\text{Number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June (D13a)}}{\text{Total number of households for which household groups and dwelling details are known at 30 June (permanent dwellings managed by funded organisations) (D16)}} \times 100$$

Description

This indicator assesses the degree of ‘over’ occupation of dwellings. It measures the proportion of households where dwelling size is not appropriate to the household size due to overcrowding.

P22b—Proportion of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms

Performance indicator	Data items
Proportion of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms	D13b Number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June
	D16 Total number of households for which household groups and dwelling details are known at 30 June (permanent dwellings managed by funded organisations)

Calculation

The indicator is calculated as:

$$P22b = \frac{\text{Number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June (D13b)}}{\text{Total number of households for which household groups and dwelling details are known at 30 June (permanent dwellings managed by funded organisations) (D16)}} \times 100$$

Description

This indicator assesses the degree of ‘over’ occupation of dwellings. It measures the proportion of households where dwelling size is not appropriate to the household size due to overcrowding.

P22c—Proportion of households in permanent dwellings managed by funded organisations requiring additional bedrooms

Performance indicator	Data items
Proportion of households in permanent dwellings managed by funded organisations requiring additional bedrooms	D14 Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June
	D16 Total number of households for which household groups and dwelling details are known at 30 June (permanent dwellings managed by funded organisations)

Calculation

The indicator is calculated as:

$$P22c = \frac{\text{Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June (D14)}}{\text{Total number of households for which household groups and dwelling details are known at 30 June (permanent dwellings managed by funded organisations) (D16)}} \times 100$$

Description

This indicator assesses the degree of ‘over’ occupation of dwellings. It measures the proportion of households where dwelling size is not appropriate to the household size due to overcrowding. The Canadian National Occupancy Standard is used, the standard specifies that a dwelling is overcrowded if households require one or more additional bedrooms.

P25a—Number of funded ICHOs

Performance indicator	Data items
Number of ICHOs	D19a Number of funded and unfunded ICHOs at 30 June

Calculation

The indicator is calculated as:

$$P25a = \text{Number of funded ICHOs at 30 June (D19b)}$$

P25b—Number of funded and unfunded ICHOs

Performance indicator	Data items
Number of funded and unfunded ICHOs	D19b Number of funded and unfunded ICHOs at 30 June

Calculation

The indicator is calculated as:

$$P25b = \text{Number of funded and unfunded ICHOs at 30 June (D19b)}$$

Glossary

actively registered organisations

ICHOs that are registered with the New South Wales Aboriginal Housing Office (AHO) in the 2017–18 financial year. ICHOs in New South Wales that are actively registered are included in the funded organisation category, while ICHOs in New South Wales that are not actively registered are included in the unfunded organisation category. Active registration with the AHO does not guarantee funding.

Australian Standard Geographical Classification (ASGC) of remoteness areas.

Remoteness is governed by a standard classification. If you do not know the remoteness classification of each property contact the AIHW at housing@aihw.gov.au.

The six remoteness areas are defined as:

- *Major cities*: Census Collection Districts (CDs) with an average Accessibility/Remoteness Index of Australia (ARIA) index value of 0 to 0.2
- *Inner regional*: CDs with an average ARIA index value greater than 0.2 and less than or equal to 2.4
- *Outer regional*: CDs with an average ARIA index value greater than 2.4 and less than or equal to 5.92
- *Remote*: CDs with an average ARIA index value greater than 5.92 and less than or equal to 10.53
- *Very remote*: CDs with an average ARIA index value greater than 10.53
- *Migratory*: composed of off-shore, shipping and migratory CDs.

bedrooms

The number of bedrooms in each occupied dwelling. This 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 one-bedroom dwellings.

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.

If the total number of bedrooms required by a household exceeds the number of bedrooms available to the household by one or more, the household is overcrowded.

capital expenditure

Capital expenditure is expenditure on the acquisition or enhancement of a non-financial asset, i.e. largely expenditure on the acquisition and/or upgrade/redevelopment of properties. A non-financial asset is an entity functioning as a store of value, over which ownership may be derived over a period of time, and which is not a financial asset.

Include:

- Total expenditure on non-financial assets defined as net expenditure on new and second-hand fixed assets, land and intangible assets excluding capitalised interest. Fixed assets are durable goods intended to be employed in the production process for longer than a year. Expenditure on non-financial assets includes:
 - Total expenditure on purchases of existing dwellings.
 - Total expenditure on purchases of new non-financial assets:
 - The purchase of assets intended to be used in the production process for longer than a year. Includes: fixed assets constructed on own account, valued at cost of materials, capitalised salaries and wages, reimbursements received by public authorities for amounts spent on capital works while acting as an agent for other government and private bodies.
 - Total expenditure on purchases of second-hand non-financial assets:
 - The purchase of assets which have been previously used in production in the country.
 - Total expenditure on sales of non-financial assets:
 - The disposal of previously rented dwellings, non-residential buildings, used plant and equipment. Refers to the sale of land (including the sale of residential leases in the ACT). The sale of land and buildings as a package is treated as sales of fixed assets unless a separate value can be determined for the land component. Also refers to the outright sales of intangible assets and disposal of motor vehicles.
 - Total expenditure on assets acquired under finance leases defined as assets acquired under leases and other arrangements which effectively transfer most of the risks and benefits associated with ownership of the leased property from the lessor to the lessee.

Exclude:

- Expenditure on the acquisition of financial assets.
- Second-hand assets imported into the country for the first time which are regarded as new.
- Assets acquired under finance lease arrangements.
- From total expenditure on purchases of new non-financial assets:
 - Capitalised interest;
 - Houses built for sale; and
 - Assets acquired under finance lease arrangements.

community housing provider	A not-for-profit organisation that provides safe, secure, affordable and appropriate rental housing. Also known as a community housing organisation.
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 identifier	A unique identifier assigned to each dwelling within an organisation. Record the details for each dwelling on a separate row and assign a unique dwelling identifier.
dwelling status	<p>Dwellings are either permanent or improvised.</p> <p>Permanent: A permanent dwelling has fixed walls, roof and doors. They usually have kitchen and bathroom facilities, though this is not necessarily provided these facilities could be built into the dwelling. These dwellings are made from regular building materials and are intended for long-term residential use.</p> <p>Improvised: A structure used as a place of residence which does not meet the building requirements to be considered as a permanent dwelling – includes caravans, tin shed without internal walls, humpies, dongas etc.</p>
employee expenses	Includes wages and salaries, superannuation, compensation, accrued leave, payroll tax, and training.
funded organisations	Indigenous Community Housing Organisations (ICHOs) that received funding in the 2017–18 financial year. Funded organisations may also be referred to as actively registered organisations.
household	<ul style="list-style-type: none"> • 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. <p>The number of tenancy agreements is a practical proxy for calculating the number of households receiving housing.</p>
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.

household identifier	A unique identifier assigned to each household within a dwelling. Record details for each person on a separate row and assign them to a particular household using an identifier that is unique to this household. Dwelling IDs entered on the Household details worksheet must already be defined on the Dwelling worksheet to prevent an error message.
housing maintenance expenses	All housing maintenance expenses from the organisation's financial reporting statement. Maintenance expenses are costs incurred to maintain the value of an asset or restore the asset to its original condition. This includes: <ul style="list-style-type: none"> • day-to-day maintenance reflecting general wear and tear • cyclical maintenance which is part of a planned maintenance program • other maintenance e.g. repairs due to vandalism
Indigenous Community Housing (ICH)	ICH is for Aboriginal and Torres Strait Islander peoples. ICH dwellings are owned and/or managed by Indigenous community housing organisations. These include specialised housing organisations and Indigenous community organisations, such as resource agencies and land councils.
Indigenous Community Housing Organisation (ICHO)	Any Aboriginal and/or Torres Strait Islander organisation that is responsible for managing housing for Indigenous people. This includes community organisations such as resource agencies and land councils, which have a range of functions, provided that they manage housing for Indigenous people.
Indigenous household	A household which contains one or more persons who identifies as being of Aboriginal or Torres Strait Islander origin.
housing maintenance expenses	All housing maintenance expenses from the organisation's financial reporting statement.
net recurrent expenses	Net recurrent expenses are the total recurrent expenses less those listed as exclusions (see below) for the financial year. <p>Include: All administration and operational costs, including</p> <ul style="list-style-type: none"> • employee expenses (e.g. wages and salaries, superannuation, compensation, accrued leave, payroll tax, training) • housing maintenance • property-related expenses (e.g. rates, costs of disposals) • office supplies and services (e.g. stationery, postage, telephone, office equipment, vehicle expenses, insurance) • borrowing costs (e.g. interest) • depreciation and amortisation • other expenses.

Exclude:

- depreciation on rental buildings (on tenancy rental units only, depreciation and amortisation on all other assets to be included)
- loss on disposal of assets
- loss on revaluation of assets
- unrealised losses on financial assets
- impairment expenses
- assets and services provided free of charge
- recoverable expenses
- cost of sale of inventory
- grants and subsidies.

non-cash expenses**Include:**

- loss on disposal of assets
- loss on revaluation of assets
- impairment expenses
- assets and services provided free of charge
- cost of sale of inventory
- grants and subsidies.

number of bedrooms

The number of bedrooms in each occupied tenancy (rental) unit. Include 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.

occupancy status

Whether or not a dwelling is occupied under a formal agreement by tenants at a given point in time. A dwelling may be either occupied (with people living in the dwelling), untenable (e.g. unoccupied due to poor condition) or vacant (but tenable).

other non-salary expenses**Include:**

- property-related expenses (e.g. rates, costs of disposals)
- office supplies and services (e.g. stationery, postage, telephone, office equipment, vehicle expenses, insurance)
- borrowing costs (e.g. interest)
- depreciation and amortisation
- other expenses
- loss on disposal of assets
- loss on revaluation of assets
- impairment expenses
- assets and services provided free of charge
- cost of sale of inventory
- grants and subsidies

overcrowding	Where one or more additional bedrooms are required to meet the national standard (CNOS).
person identifier	A unique identifier assigned to each person within a household. Record the details for each person on a separate row and assign a unique person identifier.
social housing	Social housing is rental housing that is funded or partly funded by government, and that is owned or managed by the government or a community organisation and let to eligible persons. This includes public rental housing, state owned or managed Indigenous housing, mainstream community housing, and Indigenous community housing.
tenancy management status	Refers to whether dwellings are managed by an ICHO, or the state/territory housing authority.
total recurrent expenses	<p>All recurrent expenses from an organisation's financial reporting statement for the financial year. All administration and operational costs, including:</p> <ul style="list-style-type: none"> • employee expenses (e.g. wages and salaries, superannuation, compensation, accrued leave, payroll tax, training) • housing maintenance • property-related expenses (e.g. rates, costs of disposals) • office supplies and services (e.g. stationery, postage, telephone, office equipment, vehicle expenses, insurance) • borrowing costs (e.g. interest) • depreciation and amortisation • and other expenses • depreciation on rental buildings (on tenancy rental units only, depreciation and amortisation on all other assets to be included) • loss on disposal of assets • loss on revaluation of assets • unrealised losses on financial assets • impairment expenses assets and services provided free of charge • recoverable expenses • cost of sale of inventory • grants and subsidies.
tenantable dwelling	Dwellings where maintenance has been completed. Can be either occupied or unoccupied at 30 June. All occupied dwellings 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.

unfunded organisations

ICHOs that received funding in previous financial years (i.e. before 1 July 2017) but not in the 2017–18 financial year. Unfunded organisations may also be referred to as not actively registered organisations.

untenantable dwelling

Dwellings not currently occupied by a household where maintenance has either been deferred or not been completed at 30 June.