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# Administration costs

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**Important note: This is an archived metadata standard from the AIHW Knowledgebase. For current metadata standards and related information please access METeOR, the AIHW's Metadata Online Registry at <http://meteor.aihw.gov.au>**

## *Identifying and Definitional Attributes*

Data Dictionary: NHADD  
Knowledgebase ID: 000732                      Version number: 1  
Metadata type: DATA ELEMENT  
Registration Authority: NHDAMG                      Admin status: SUPERSEDED  
Effective date: 13-JUL-03

Definition: Administration costs refer to those costs associated with the administration offices of the property manager and the tenancy manager. They include the general accounting and personnel function costs relating to:

- employee expenses (e.g. superannuation, compensation, accrued leave, training);
- supplies and services expenses (includes stationery, postage, telephone, office equipment, information systems and vehicle expenses);
- rent;
- grants and subsidies (excluding rental subsidies);
- expenditure incurred by other government agencies on behalf of the public housing agency; and
- contracted public housing management services.

Context:

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## *Relational and Representational Attributes*

Datatype: Numeric  
Representational form: QUANTITATIVE VALUE  
Representation layout: \$,\$,\$,\$,\$,\$,\$,\$,\$,\$

Minimum Size: 10  
Maximum Size: 10

Collection Methods: The administration costs relate to the administration of the rental property and tenancy manager components of the agency's (or agencies') operation and should not include administration costs involved in other areas of operation.  
The following cost items should be excluded from the calculation:

- rental subsidies;
- capitalised administration costs;
- depreciation;
- bond loans;
- profit/loss on sale;
- cost of sales.

Related metadata: relates to the data element Operational costs version 1

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### *Administrative Attributes*

Source Document: National Housing Assistance Data Dictionary  
Source Organisation: Australian Institute of Health and Welfare

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### *Data Element Links*

*Information Model Entities linked to this Data Element*

*Data Agreements which include this Data Element*

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