

**National community services  
data dictionary  
Summary of updates since  
Version 4.1**

**(1<sup>st</sup> January 07 - 30<sup>th</sup> June 07)**

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Any enquiries about or comments on this publication should be directed to:

National Data Development and Standards Unit  
Australian Institute of Health and Welfare  
GPO Box 570  
Canberra ACT 2601

Email: [datadevelopment@aihw.gov.au](mailto:datadevelopment@aihw.gov.au)

Phone: (02) 6244 1222 Fax: (02) 6244 1166

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# Summary of updates to the National community services data dictionary version 4.1

The purpose of this document is to inform users of updates to the NCSDD version 4.1 posted on METeOR in December 2006. This reflects changes to the national community services data standards between the 1<sup>st</sup> January 2007 (last downloaded on the 31<sup>st</sup> December 2006) and the 30<sup>th</sup> June 2007. These changes include the addition of 18 new data elements, 8 revised data elements, 2 new national minimum data sets and 1 revised classification. As a result of standards being revised 8 data elements and 1 classification have been superseded. No national standards have been retired since version 4.1 of the NCSDD was published.

These new standards have been agreed by the members of the National Community Services Data Committee (NCSDC), and endorsed by the National Community Services Information Management Group (NCSIMG).

## Summary table of updates to the NCSDD version 4.1

| Registration status | National Minimum Data Sets | Data Set Specifications | Data elements | Classifications |
|---------------------|----------------------------|-------------------------|---------------|-----------------|
| Standards (new)     | 2                          | Nil                     | 18            | Nil             |
| Standards (revised) | Nil                        | Nil                     | 8             | 1               |
| Superseded          | Nil                        | Nil                     | 8             | 1               |
| Retired             | Nil                        | Nil                     | Nil           | Nil             |

## New National minimum data sets

Commonwealth State/Territory Disability Agreement NMDS

Juvenile Justice NMDS

## New data elements in the NCSDD since 01/01/2007

| Short name                                | Technical name                                                                     |
|-------------------------------------------|------------------------------------------------------------------------------------|
| Amount of assistance                      | Client—amount of assistance, total hours NNN                                       |
| Carer Allowance (Child) receipt indicator | Parent/guardian—receipt of Carer Allowance (Child) indicator, code N               |
| Date estimate indicator                   | Date—estimate indicator, code N                                                    |
| Design capacity                           | Service provider organisation—design capacity, total beds N[NNNNN]                 |
| Effective communication indicator         | Person—effective communication indicator, code N                                   |
| Full financial year funding indicator     | Service provider organisation—full financial year funding indicator, yes/no code N |
| Funding allocated                         | Service provider organisation—funding allocated, total Australian currency N[N(8)] |
| Funding source                            | Service provider organisation—funding source, level of government code N           |
| Individual funding indicator              | Person—funding indicator, code N                                                   |
| Informal carer primary status             | Informal carer—primary status, code N                                              |
| Interpreter service type                  | Person—type of interpreter service required, code N                                |

| Short name                 | Technical name                                                        |
|----------------------------|-----------------------------------------------------------------------|
| Letters of family name     | Person—letters of family name, text XXX                               |
| Letters of given name      | Person—letters of given name, text XX                                 |
| Level of government        | Service provider organisation—level of government, code N             |
| Number of clients          | Service provider organisation—number of clients, total people N[NNNN] |
| Sector type                | Service provider organisation—sector type, code N                     |
| Service received indicator | Person—service received indicator, code N                             |
| Tax exempt indicator       | Service provider organisation—income tax exempt indicator, code N     |

## Revised data elements in NCSDD since 01/01/2007

| Short name                                     | Technical name                                                                                 | Description of change                                                                                                                                                                                                                             |
|------------------------------------------------|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Communication method                           | Person—communication method, code N                                                            | Revision to value domain.                                                                                                                                                                                                                         |
| Hours worked—paid staff                        | Service provider organisation—hours worked (paid staff), total NNNNN                           | Revision to data definition.                                                                                                                                                                                                                      |
| Hours worked—volunteer/unpaid staff            | Service provider organisation—hours worked (volunteer/unpaid staff), total NNNNN               | Revision to data definition.                                                                                                                                                                                                                      |
| Household family composition                   | Household—family composition, code N[NNN]                                                      | Revision to technical name and updated ABS standards for family statistics, 2005                                                                                                                                                                  |
| Household type                                 | Household—household type, code N                                                               | Revision to updated ABS standards for family statistics, 2005                                                                                                                                                                                     |
| Main occupation of person                      | Person—occupation (main), code (ANZSCO 1st edition) N[NNN]{NN}                                 | Revisions to technical name to include ANZSCO 1 <sup>st</sup> edition and to guide for use.                                                                                                                                                       |
| Provider occupation category (self-identified) | Individual service provider—occupation (self-identified), code (ANZSCO 1st edition) N[NNN]{NN} | Revisions to technical name to include ANZSCO 1 <sup>st</sup> edition and to guide for use updating commonly used Australian Standard Classification of Occupation codes with Australian New Zealand Standard Classification of Occupation codes. |
| Relationship in household                      | Person—relationship to household reference person, code NN                                     | Revision to updated ABS standards for family statistics, 2005                                                                                                                                                                                     |

## Revised classification schemes since 01/01/2007

| Name                                                                                   | Description of change                                     |
|----------------------------------------------------------------------------------------|-----------------------------------------------------------|
| Australian and New Zealand Standard Classification of Occupations, First edition, 2006 | Revisions are a result of the release of the 2006 ANZSCO. |

# National minimum data sets

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# Commonwealth State/Territory Disability Agreement NMDS

## - 1 July 2006 ♦

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### Identifying and definitional attributes

|                             |                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Metadata item type:</i>  | Data Set Specification                                                                                                                                                                                                                                                                                                                                                       |
| <i>METeOR identifier:</i>   | 317350                                                                                                                                                                                                                                                                                                                                                                       |
| <i>Registration status:</i> | NCSIMG, Standard 27/04/2007                                                                                                                                                                                                                                                                                                                                                  |
| <i>DSS type:</i>            | National Minimum Data Set (NMDS)                                                                                                                                                                                                                                                                                                                                             |
| <i>Scope:</i>               | <p>The Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) and its national collection is:</p> <ul style="list-style-type: none"><li>• a set of nationally significant data items or pieces of information that are collected in all Australian jurisdictions; and</li><li>• an agreed method of collection and transmission.</li></ul> |

The purpose of the CSTDA NMDS collection is to facilitate the annual collation of nationally comparable data about CSTDA-funded services, and to obtain reliable, consistent data with minimal load on the disability services field. Under the CSTDA, the Disability Administrators in all Australian jurisdictions are responsible for ensuring 'that CSTDA NMDS information will be comparable across all jurisdictions and years'.

Services within the scope of the collection are those for which funding has been provided, during the specified period, by a government organisation operating under the CSTDA. Therefore, if a service type outlet did not receive CSTDA funding for the 2006–07 collection (i.e. its CSTDA funding dollars for the financial year are zero), then details of this outlet should not be included in the data collection.

A funded agency may receive funding from multiple sources. Where a funded agency is unable to differentiate service users and/or staff according to funding source (i.e. CSTDA or other), they are asked to provide details of all service users and staff (for each service type).

Most agencies funded under the CSTDA are asked to provide information about:

- each of the service types they are funded to provide (i.e. service type outlets they operate);
- all service users who received support over a specified reporting period; and
- the CSTDA NMDS service type(s) the service user received.

The level of information a funded agency is asked to provide varies according to the particular service type (i.e. for each service type outlet).

Where services are provided to groups or families (e.g., 2.02, 2.04, 2.05), details are only requested about the service user who is eligible for services, not their family or other group members. For example, if a family member/carer receives respite services, only details about the service user (i.e., the person with the disability) are required, not those of the family or carer.

Table 1:



| <b>Service type classification</b>                                     | <b>Service type outlet –details required (except for those provided by the jurisdiction)</b> | <b>Service user – details required</b>                                   | <b>Services received by each service user in the reporting period – details required</b>      |
|------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| CSTDA Accommodation support 1.01-1.04, 1.08                            | All                                                                                          | All                                                                      | All (except for data items on hours received – Client— amount of assistance, total hours NNN) |
| CSTDA Accommodation support 1.05-1.07                                  | All                                                                                          | All                                                                      | All                                                                                           |
| CSTDA Community support 2.01-2.05                                      | All                                                                                          | All                                                                      | All (except for data items on hours received – Client— amount of assistance, total hours NNN) |
| CSTDA Community support 2.06                                           | All                                                                                          | All (except for community development activity within this service type) | All (except for community development activity within this service type)                      |
| CSTDA Community support 2.07                                           | All                                                                                          | All                                                                      | All (except for data items on hours received - Client— amount of assistance, total hours NNN) |
| CSTDA Community access 3.01, 3.03 Learning and life skills development | All                                                                                          | All                                                                      | All                                                                                           |
| CSTDA Community access                                                 | All                                                                                          | Linkage key elements                                                     | The following items are                                                                       |

◆ New data item

∇ Revised data item

|                                                                                          |                                                                                                          |                                                                                                          |                                                                                                                                                                       |
|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.02<br>Recreation/holiday<br>programs(a)                                                |                                                                                                          | only (items<br>2a-2e)                                                                                    | optional:<br>Service<br>episode—<br>episode start<br>date; Service<br>event —last<br>service<br>provision<br>date; and<br>Person—<br>service<br>received<br>indicator |
| CSTDA Respite<br>4.01-4.05                                                               | All                                                                                                      | All                                                                                                      | All                                                                                                                                                                   |
| CSTDA<br>Employment 5.01-<br>5.02                                                        | All                                                                                                      | All (except<br>for carer—<br>primary<br>status,<br>residency<br>status, age<br>group –<br>items 12b,c,e) | All (except<br>for data items<br>on hours<br>received –<br>Client—<br>amount of<br>assistance,<br>total hours<br>NNN)                                                 |
| CSTDA Advocacy,<br>information and<br>alternative forms of<br>communication<br>6.01-6.05 | All                                                                                                      | None                                                                                                     | None                                                                                                                                                                  |
| CSTDA Other<br>support 7.01-7.04                                                         | All (except<br>Service<br>provider<br>organisation—<br>number of<br>clients, total<br>people<br>N[NNNN]) | None                                                                                                     | None                                                                                                                                                                  |

The data collection is based around the concept of a 'service type outlet', each of which provides only one service type from a discrete location. A funded agency may be funded to provide one or more service types through one or more service type outlets. For example, an agency may be funded under the CSTDA to provide residential accommodation and respite services from one location or funded to provide group homes in three separate locations. A separate service type outlet form is completed for each service type the agency is funded to provide under the CSTDA. If a service user receives more than one service type in the reporting period, a separate service user form is completed for each service type received.

**Statistical units:**

Service type outlets, service users

**Reporting period:**

CSTDA-funded agencies are asked to record key information about service users on an ongoing basis, so that they can transmit the required information at the end of each 'reporting period'. Most jurisdictions have set their reporting period (and will therefore ask for information to be transmitted) at the end of each financial year quarter. Some will still only require information to be transmitted at the end of a financial year.

**Reference week:**

The annual reference week is the 7-day week preceding the end of the financial year (i.e. 24 June to 30 June).

**Snapshot day:**

Collection of annual snapshot day data is essential to ensure continuity of data interpretation. The snapshot day for each year is generally the last Wednesday in June.

**Privacy:**

CSTDA NMDS collections conducted in each jurisdiction must comply with Commonwealth privacy legislation and established privacy and data principles.

**Collection and usage attributes**

*Implementation start date:* 01/07/2006

**Source and reference attributes**

*Submitting organisation:* CSTDA NMDS Network

*Origin:* Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07.

*Reference documents:* Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) Data Dictionary Version 1.1. July 2004. AIHW.

**Metadata items in this Data Set Specification**

| <i>Seq No.</i> | <i>Metadata item</i>                                                  | <i>Obligation</i> | <i>Max occurs</i> |
|----------------|-----------------------------------------------------------------------|-------------------|-------------------|
| -              | Activity and participation life area                                  | Conditional       | 1                 |
| -              | Age group (CSTDA)                                                     | Conditional       | 1                 |
| -              | Amount of assistance                                                  | Conditional       | 2                 |
| -              | Assistance with activities (CSTDA)                                    | Conditional       | 1                 |
| -              | Australian state/territory identifier (service provider organisation) | Mandatory         | 1                 |
| -              | Carer Allowance (Child) receipt indicator                             | Conditional       | 1                 |
| -              | Communication method                                                  | Conditional       | 1                 |
| -              | Country of birth                                                      | Conditional       | 1                 |
| -              | Date estimate indicator                                               | Conditional       | 1                 |
| -              | Date of birth                                                         | Conditional       | 1                 |
| -              | Disability group (CSTDA)                                              | Conditional       | 1                 |
| -              | Effective communication indicator                                     | Conditional       | 1                 |
| -              | Episode end date                                                      | Conditional       | 1                 |

◆ New data item      ∇ Revised data item

|                                                       |             |   |
|-------------------------------------------------------|-------------|---|
| - Episode start date                                  | Conditional | 1 |
| - Full financial year funding indicator               | Mandatory   | 1 |
| - Funded agency identifier (CSTDA)                    | Mandatory   | 1 |
| - Funding allocated                                   | Mandatory   | 1 |
| - Funding source                                      | Mandatory   | 1 |
| - Geographic location of organisation                 | Mandatory   | 1 |
| - Hours worked—paid staff                             | Mandatory   | 2 |
| - Hours worked—volunteer/unpaid staff                 | Mandatory   | 2 |
| - Indigenous status                                   | Conditional | 1 |
| - Individual funding indicator                        | Conditional | 1 |
| - Informal carer co-residency                         | Conditional | 1 |
| - Informal carer existence indicator                  | Conditional | 1 |
| - Informal carer primary status                       | Conditional | 1 |
| - Interpreter service type                            | Conditional | 1 |
| - Interpreter services required                       | Conditional | 1 |
| - Labour force status                                 | Conditional | 1 |
| - Last service provision date                         | Conditional | 1 |
| - Letters of family name                              | Conditional | 1 |
| - Letters of given name                               | Conditional | 1 |
| - Level of government                                 | Mandatory   | 2 |
| - Living arrangement                                  | Conditional | 1 |
| - Main source of income (CSTDA)                       | Conditional | 1 |
| - Number of clients                                   | Mandatory   | 1 |
| - Postcode—Australian (person)                        | Conditional | 1 |
| - Postcode—Australian (service provider organisation) | Mandatory   | 1 |
| - Record identifier (CSTDA)                           | Conditional | 1 |
| - Relationship of carer to care recipient (CSTDA)     | Conditional | 1 |
| - Residential setting (CSTDA)                         | Conditional | 1 |
| - Sector type                                         | Mandatory   | 1 |
| - Service cessation reason                            | Conditional | 1 |
| - Service operation days                              | Mandatory   | 1 |
| - Service operation hours                             | Mandatory   | 1 |
| - Service operation weeks                             | Mandatory   | 1 |
| - Service received indicator                          | Conditional | 1 |
| - Service type (CSTDA)                                | Mandatory   | 1 |
| - Service type outlet identifier (CSTDA)              | Mandatory   | 1 |
| - Sex                                                 | Conditional | 1 |
| - Tax exempt indicator                                | Conditional | 1 |

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## Juvenile Justice NMDS 2005-06 ♦

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### Identifying and definitional attributes

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Metadata item type:</i>  | Data Set Specification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <i>METeOR identifier:</i>   | 314122                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <i>Registration status:</i> | NCSIMG, Standard 27/03/2007                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <i>DSS type:</i>            | National Minimum Data Set (NMDS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <i>Scope:</i>               | There are three collections within the JJ NMDS. The first collection is the client collection which lists all clients active in the juvenile justice system for the collection year and contains all relevant client characteristic variables. All episodes in the collection year for these clients are reported in the second episode-related collection. It contains unit-record data summarising each episode and clients may have multiple episodes within the collection year. Lastly, the centre collection provides some details on the detention centres administered by State and Territory juvenile justice departments within the scope of the JJ NMDS. |

#### Juvenile justice clients

The JJ NMDS is designed to capture information on all young people involved in the juvenile justice systems throughout Australia. The ages of young people in the juvenile justice systems in Australia differ between jurisdictions. To allow for these variations, a client for the purposes of inclusion in the JJ NMDS is:

A person who is under the supervision or case management of a juvenile justice department as a result of:

- having committed or allegedly committed an offence between the ages of 10 years and 17 years;
- OR
- having committed or allegedly committed an offence at age greater than 17 years, and who is treated as a juvenile due to his or her vulnerability or immaturity.

#### Supervision type

In general, the types of juvenile justice agency supervision in the scope of the JJ NMDS collection are those entailing direct JJ agency involvement, such as formal supervision at pre-court, pre-sentence, sentence, and parole stages. Both community and custodial supervision types are included. Note that some types of intervention that may be administered by JJ agencies are not in the scope of the JJ NMDS. These include some diversionary schemes, conferences, warning, fines, and good behaviour bonds

#### Service episodes

In the JJ NMDS, a service episode is defined as a period of time during which a juvenile justice client is under the supervision of, or is case managed by, a State or Territory juvenile justice department, as a result of having committed or allegedly committed an offence, and where there is no change in the type of supervision provided or the specific juvenile justice agency responsible. These service episodes also contribute to the reporting on supervision periods. Supervision periods are a conceptual unit of analysis, derived from episode data, rather than being data elements specifically collected. The AIHW

derives supervision periods by ordering episodes by entry date. A new supervision period is applied where the period of time between the exit date of one episode and the entry date of the following episode is greater than or equal to two days. A supervision period provides broad level information on contacts between young people and juvenile justice supervision, and episodes provide the detail regarding the length and type of that contact. One supervision period may contain several JJ episodes as the client moves through the system e.g. from remand to sentencing, and may contain more than one sentencing episode where continuous supervision is maintained.

A new supervision period begins when:

A client enters the JJ system for the first time;  $\geq 2$  days has passed since the exit date of the previous episode.

The supervision period ends on the episode end date when JJ supervision ceases for at least 2 days. Where a client is on two or more orders at a particular time in a jurisdiction, the supervision period will continue until all current orders are completed or otherwise finished. A new supervision period begins when the client is next under JJ Department supervision. Thus there will be a gap in time between supervision periods, whilst the client is in the community and not subject to any JJ Department supervision.

#### **Juvenile justice departments**

The relevant juvenile justice departments at August 2004 are:

- Department of Juvenile Justice, New South Wales
- Department of Human Services, Victoria
- Department of Communities, Queensland
- Department of Corrective Services, Western Australia
- Department for Families and Communities, South Australia
- Department of Health and Human Services, Tasmania
- Office for Children, Youth and Family Support, Australian Capital Territory
- Department of Justice, Northern Territory

### **Collection and usage attributes**

*Statistical unit:*

There are three collections within the JJ NMDS.

First, the episode-related collection is unit-record data.

The second collection is the client collection which provides one line of data per client and contains all relevant client characteristic variables.

Lastly, the centre collection provides some administrative details on the detention centres used in the JJ NMDS.

*Implementation start date:*

01/07/2005

### **Source and reference attributes**

*Submitting organisation:*

Juvenile Justice Data Sub-Committee

*Steward:*

Australian Juvenile Justice Administrators

*Origin:*

Juvenile Justice National Minimum Data Set Version 1.3 Data Dictionary. AIHW Nov 2004.

*Reference documents:*

Juvenile Justice National Minimum Data Set. Data Collection Manual for 2005-06. AIHW July 2006.

### Metadata items in this Data Set Specification

| <i>Seq No.</i> | <i>Metadata item</i>                                | <i>Obligation</i> | <i>Max occurs</i> |
|----------------|-----------------------------------------------------|-------------------|-------------------|
| -              | Date of birth                                       | Mandatory         | 1                 |
| -              | Design capacity                                     | Mandatory         | 1                 |
| -              | Episode end date                                    | Mandatory         | 1                 |
| -              | Episode end reason (Juvenile justice)               | Mandatory         | 1                 |
| -              | Episode identifier (Juvenile justice)               | Mandatory         | 1                 |
| -              | Episode start date                                  | Mandatory         | 1                 |
| -              | Episode type (Juvenile justice)                     | Mandatory         | 1                 |
| -              | First service contact date                          | Mandatory         | 1                 |
| -              | Indigenous status                                   | Mandatory         | 1                 |
| -              | Letters of family name                              | Mandatory         | 1                 |
| -              | Letters of given name                               | Mandatory         | 1                 |
| -              | Number of detainees (Juvenile Justice)              | Mandatory         | 1                 |
| -              | Number of escapes (Juvenile Justice)                | Mandatory         | 2                 |
| -              | Organisation name                                   | Mandatory         | 1                 |
| -              | Person identifier                                   | Mandatory         | 1                 |
| -              | Postcode—Australian (person)                        | Mandatory         | 1                 |
| -              | Postcode—Australian (service provider organisation) | Mandatory         | 1                 |
| -              | Sex                                                 | Mandatory         | 1                 |
| -              | Suburb/town/locality name (person)                  | Mandatory         | 1                 |
| -              | Transfer source (Juvenile justice)                  | Mandatory         | 1                 |

# Data elements



## List of data elements by short name

| Short name                                     | Technical name                                                                                 |
|------------------------------------------------|------------------------------------------------------------------------------------------------|
| Amount of assistance                           | Client—amount of assistance, total hours NNN                                                   |
| Carer Allowance (Child) receipt indicator      | Parent/guardian—receipt of Carer Allowance (Child) indicator, code N                           |
| Communication method                           | Person—communication method, code N                                                            |
| Date estimate indicator                        | Date—estimate indicator, code N                                                                |
| Design capacity                                | Service provider organisation—design capacity, total beds N[NNNNN]                             |
| Effective communication indicator              | Person—effective communication indicator, code N                                               |
| Full financial year funding indicator          | Service provider organisation—full financial year funding indicator, yes/no code N             |
| Funding allocated                              | Service provider organisation—funding allocated, total Australian currency N[N(8)]             |
| Funding source                                 | Service provider organisation—funding source, level of government code N                       |
| Hours worked—paid staff                        | Service provider organisation—hours worked (paid staff), total NNNNN                           |
| Hours worked—volunteer/unpaid staff            | Service provider organisation—hours worked (volunteer/unpaid staff), total NNNNN               |
| Household family composition                   | Household—family composition, code N[NNN]                                                      |
| Household type                                 | Household—household type, code N                                                               |
| Individual funding indicator                   | Person—funding indicator, code N                                                               |
| Informal carer primary status                  | Informal carer—primary status, code N                                                          |
| Interpreter service type                       | Person—type of interpreter service required, code N                                            |
| Letters of family name                         | Person—letters of family name, text XXX                                                        |
| Letters of given name                          | Person—letters of given name, text XX                                                          |
| Level of government                            | Service provider organisation—level of government, code N                                      |
| Main occupation of person                      | Person—occupation (main), code (ANZSCO 1st edition) N[NNN]{NN}                                 |
| Number of clients                              | Service provider organisation—number of clients, total people N[NNNN]                          |
| Provider occupation category (self-identified) | Individual service provider—occupation (self-identified), code (ANZSCO 1st edition) N[NNN]{NN} |
| Relationship in household                      | Person—relationship to household reference person, code NN                                     |
| Sector type                                    | Service provider organisation—sector type, code N                                              |
| Service received indicator                     | Person—service received indicator, code N                                                      |
| Tax exempt indicator                           | Service provider organisation—income tax exempt indicator, code N                              |

## List of data elements by technical name

| Technical name                                                                                 | Short name                                     |
|------------------------------------------------------------------------------------------------|------------------------------------------------|
| Client—amount of assistance, total hours NNN                                                   | Amount of assistance                           |
| Date—estimate indicator, code N                                                                | Date estimate indicator                        |
| Household—family composition, code N[NNN]                                                      | Household family composition                   |
| Household—household type, code N                                                               | Household type                                 |
| Individual service provider—occupation (self-identified), code (ANZSCO 1st edition) N[NNN]{NN} | Provider occupation category (self-identified) |
| Informal carer—primary status, code N                                                          | Informal carer primary status                  |
| Parent/guardian—receipt of Carer Allowance (Child) indicator, code N                           | Carer Allowance (Child) receipt indicator      |
| Person—communication method, code N                                                            | Communication method                           |
| Person—effective communication indicator, code N                                               | Effective communication indicator              |
| Person—funding indicator, code N                                                               | Individual funding indicator                   |
| Person—letters of family name, text XXX                                                        | Letters of family name                         |
| Person—letters of given name, text XX                                                          | Letters of given name                          |
| Person—occupation (main), code (ANZSCO 1st edition) N[NNN]{NN}                                 | Main occupation of person                      |
| Person—relationship to household reference person, code NN                                     | Relationship in household                      |
| Person—service received indicator, code N                                                      | Service received indicator                     |
| Person—type of interpreter service required, code N                                            | Interpreter service type                       |
| Service provider organisation—design capacity, total beds N[NNNNN]                             | Design capacity                                |
| Service provider organisation—full financial year funding indicator, yes/no code N             | Full financial year funding indicator          |
| Service provider organisation—funding allocated, total Australian currency N[N(8)]             | Funding allocated                              |
| Service provider organisation—funding source, level of government code N                       | Funding source                                 |
| Service provider organisation—hours worked (paid staff), total NNNNN                           | Hours worked—paid staff                        |
| Service provider organisation—hours worked (volunteer/unpaid staff), total NNNNN               | Hours worked—volunteer/unpaid staff            |
| Service provider organisation—income tax exempt indicator, code N                              | Tax exempt indicator                           |
| Service provider organisation—level of government, code N                                      | Level of government                            |
| Service provider organisation—number of clients, total people N[NNNN]                          | Number of clients                              |
| Service provider organisation—sector type, code N                                              | Sector type                                    |

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## Amount of assistance ♦

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### Identifying and definitional attributes

|                             |                                                                                      |
|-----------------------------|--------------------------------------------------------------------------------------|
| <i>Metadata item type:</i>  | Data Element                                                                         |
| <i>Technical name:</i>      | Client—amount of assistance, total hours NNN                                         |
| <i>Synonymous names:</i>    | Hours of assistance, Hours of support received, Amount of support                    |
| <i>METeOR identifier:</i>   | 323093                                                                               |
| <i>Registration status:</i> | NCSIMG, Standard 27/04/2007                                                          |
| <i>Definition:</i>          | The number of hours of assistance received by a client of an agency or organisation. |

---

### Data element concept attributes

|                              |                                                                             |
|------------------------------|-----------------------------------------------------------------------------|
| <i>Data element concept:</i> | Client—amount of assistance                                                 |
| <i>Definition:</i>           | The amount of assistance received by a client of an agency or organisation. |
| <i>Object class:</i>         | Client                                                                      |
| <i>Property:</i>             | Amount of assistance                                                        |

---

### Value domain attributes

#### Representational attributes

| <i>Representation class:</i>     | Total                                                                                                                                               |       |         |     |                                   |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------|---------|-----|-----------------------------------|
| <i>Data type:</i>                | String                                                                                                                                              |       |         |     |                                   |
| <i>Format:</i>                   | NNN                                                                                                                                                 |       |         |     |                                   |
| <i>Maximum character length:</i> | 3                                                                                                                                                   |       |         |     |                                   |
| <i>Supplementary values:</i>     | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>999</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 999 | Not stated/inadequately described |
| Value                            | Meaning                                                                                                                                             |       |         |     |                                   |
| 999                              | Not stated/inadequately described                                                                                                                   |       |         |     |                                   |
| <i>Unit of measure:</i>          | Hour (h)                                                                                                                                            |       |         |     |                                   |

#### Collection and usage attributes

|                       |                                        |
|-----------------------|----------------------------------------|
| <i>Guide for use:</i> | Total hours expressed as 000, 001 etc. |
|-----------------------|----------------------------------------|

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### Data element attributes

#### Collection and usage attributes

|                            |                                                                                                                                                                                                                                                                                                                   |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Guide for use:</i>      | As this data element is a measure of time (in hours) of services directly received by clients it will not accrue to give a total of assistance provided on an agency or organisation (in terms of money, time or quantity of goods or services). Therefore it should not be used for National Accounts reporting. |
| <i>Collection methods:</i> | Where clients receive support in a group setting the hours received in this setting for all attending service users should be reported (i.e. agencies should not apportion group hours across the number of clients attending). For example, where one worker                                                     |

is supplying services to 3 clients for 4 hours, each client should be counted as receiving 4 hours of service.

Hours received during sleepover duties should be included in the total hours received by the client.

### **Source and reference attributes**

*Submitting organisation:*

Australian Institute of Health and Welfare.

CSTDA NMDS Network.

*Origin:*

Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07.

### **Relational attributes**

*Implementation in Data Set Specifications:*

Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

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## Carer Allowance (Child) receipt indicator ♦

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### Identifying and definitional attributes

|                             |                                                                                                                    |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------|
| <i>Metadata item type:</i>  | Data Element                                                                                                       |
| <i>Technical name:</i>      | Parent/guardian—receipt of Carer Allowance (Child) indicator, code N                                               |
| <i>Synonymous names:</i>    | Receipt of Carer Allowance (Child)                                                                                 |
| <i>METeOR identifier:</i>   | 323286                                                                                                             |
| <i>Registration status:</i> | NCSIMG, Standard 27/04/2007                                                                                        |
| <i>Definition:</i>          | Whether a parent or guardian of a person is in receipt of the 'Carer Allowance (Child)', as represented by a code. |

### Data element concept attributes

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|                              |                                                                                                |
|------------------------------|------------------------------------------------------------------------------------------------|
| <i>Data element concept:</i> | Parent/guardian—receipt of Carer Allowance (Child) indicator                                   |
| <i>Definition:</i>           | Whether a parent or guardian of a service user is in receipt of the 'Carer Allowance (Child)'. |
| <i>Object class:</i>         | Parent/guardian                                                                                |
| <i>Property:</i>             | Receipt of Carer Allowance (Child) indicator                                                   |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code                                                                                                                                              |       |                                   |   |     |   |    |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------------------------------|---|-----|---|----|
| <i>Data type:</i>                | Number                                                                                                                                            |       |                                   |   |     |   |    |
| <i>Format:</i>                   | N                                                                                                                                                 |       |                                   |   |     |   |    |
| <i>Maximum character length:</i> | 1                                                                                                                                                 |       |                                   |   |     |   |    |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr></tbody></table> | Value | Meaning                           | 1 | Yes | 2 | No |
| Value                            | Meaning                                                                                                                                           |       |                                   |   |     |   |    |
| 1                                | Yes                                                                                                                                               |       |                                   |   |     |   |    |
| 2                                | No                                                                                                                                                |       |                                   |   |     |   |    |
| <i>Supplementary values:</i>     | <table><tbody><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table>                                                       | 9     | Not stated/inadequately described |   |     |   |    |
| 9                                | Not stated/inadequately described                                                                                                                 |       |                                   |   |     |   |    |

#### Source and reference attributes

|                                 |                                            |
|---------------------------------|--------------------------------------------|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--------------------------------------------|

### Data element attributes

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#### Collection and usage attributes

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Guide for use:</i> | <p>This data element should not be reported if the service user is aged 16 years or more, even if the person's parent or guardian receives 'Carer Allowance (Child)'.</p> <p>This data element does not refer to the 'Carer Payment' (formerly 'Carer Pension'), even though some parents or carers of children aged less than 16 years may receive 'Carer Payment' as well as 'Carer Allowance (Child)' (formerly the 'Child Disability</p> |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Allowance').

CODE 9 Not stated/inadequately described

This code should only be recorded when it has not been possible for the service user or their carer/family/advocate to provide the information (i.e., they have been asked but do not know).

*Comments:*

Used to assess the relationship between receipt of 'Carer Allowance (Child)' and receipt of other services.

## Source and reference attributes

*Submitting organisation:*

CSTDA NMDS Network.

*Origin:*

Australian Institute of Health and Welfare 2006. Commonwealth State/Territory Disability Agreement National Minimum Data Set collection Data Guide: Data items and definitions, 2006-07. Australian Institute of Health and Welfare, Canberra. Viewed 20 November 2006.  
<[http://www.aihw.gov.au/disability/csda\\_public/06-07\\_data/data\\_guide\\_2006-07.doc](http://www.aihw.gov.au/disability/csda_public/06-07_data/data_guide_2006-07.doc)>

## Relational attributes

*Implementation in Data Set Specifications:*

Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

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## Communication method ▽

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### Identifying and definitional attributes

|                             |                                                                                                                      |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------|
| <i>Metadata item type:</i>  | Data Element                                                                                                         |
| <i>Technical name:</i>      | Person—communication method, code N                                                                                  |
| <i>METeOR identifier:</i>   | 345093                                                                                                               |
| <i>Registration status:</i> | NCSIMG, Standard 27/04/2007                                                                                          |
| <i>Definition:</i>          | The method of communication, including sign language, most effectively used by the person, as represented by a code. |

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### Data element concept attributes

|                              |                                                                                            |
|------------------------------|--------------------------------------------------------------------------------------------|
| <i>Data element concept:</i> | Person—communication method                                                                |
| <i>Definition:</i>           | The method of communication, including sign language, most effectively used by the person. |
| <i>Object class:</i>         | Person                                                                                     |
| <i>Property:</i>             | Communication method                                                                       |

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### Value domain attributes

#### Representational attributes

| <i>Representation class:</i>     | Code                                                                                                                                                                                                                                                                                                                                        |       |         |   |                 |   |               |   |                                                                            |   |                                   |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|---------|---|-----------------|---|---------------|---|----------------------------------------------------------------------------|---|-----------------------------------|
| <i>Data type:</i>                | Number                                                                                                                                                                                                                                                                                                                                      |       |         |   |                 |   |               |   |                                                                            |   |                                   |
| <i>Format:</i>                   | N                                                                                                                                                                                                                                                                                                                                           |       |         |   |                 |   |               |   |                                                                            |   |                                   |
| <i>Maximum character length:</i> | 1                                                                                                                                                                                                                                                                                                                                           |       |         |   |                 |   |               |   |                                                                            |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Spoken language</td></tr><tr><td>2</td><td>Sign language</td></tr><tr><td>3</td><td>Other effective non-spoken communication (e.g. Canon Communicator, Compic)</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Spoken language | 2 | Sign language | 3 | Other effective non-spoken communication (e.g. Canon Communicator, Compic) | 9 | Not stated/inadequately described |
| Value                            | Meaning                                                                                                                                                                                                                                                                                                                                     |       |         |   |                 |   |               |   |                                                                            |   |                                   |
| 1                                | Spoken language                                                                                                                                                                                                                                                                                                                             |       |         |   |                 |   |               |   |                                                                            |   |                                   |
| 2                                | Sign language                                                                                                                                                                                                                                                                                                                               |       |         |   |                 |   |               |   |                                                                            |   |                                   |
| 3                                | Other effective non-spoken communication (e.g. Canon Communicator, Compic)                                                                                                                                                                                                                                                                  |       |         |   |                 |   |               |   |                                                                            |   |                                   |
| 9                                | Not stated/inadequately described                                                                                                                                                                                                                                                                                                           |       |         |   |                 |   |               |   |                                                                            |   |                                   |
| <i>Supplementary values:</i>     |                                                                                                                                                                                                                                                                                                                                             |       |         |   |                 |   |               |   |                                                                            |   |                                   |

#### Collection and usage attributes

|                       |                                                                                                                                                                                                                                                                        |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Guide for use:</i> | CODE 1, 2 and 3<br>The communication must be effective in that the person must be able to communicate more than just basic needs, to unfamiliar people, using this method.<br>This item is considered 'not applicable' to young children, i.e. children aged 0–4 years |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

#### Source and reference attributes

|                             |                                                                                                                                                      |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Reference documents:</i> | Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07. |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|

## Data element attributes

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### Collection and usage attributes

*Comments:* Method of communication is an important indicator of potential barriers to social inclusion, particularly in conjunction with data on country of birth and interpreter services required.

### Source and reference attributes

*Submitting organisation:* CSTDA NMDS Network.

*Reference documents:* Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07.

### Relational attributes

*Related metadata references:* Supersedes Person—communication method, code N NCSIMG, Standard 29/04/2006

See also Person—effective communication indicator, code N NCSIMG, Standard 27/04/2007

*Implementation in Data Set Specifications:* Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007



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## Date estimate indicator ♦

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### Identifying and definitional attributes

|                             |                                                                                      |
|-----------------------------|--------------------------------------------------------------------------------------|
| <i>Metadata item type:</i>  | Data Element                                                                         |
| <i>Technical name:</i>      | Date—estimate indicator, code N                                                      |
| <i>Synonymous names:</i>    | Date estimate flag, Birth date estimate flag, Estimate indicator, Date accuracy flag |
| <i>METeOR identifier:</i>   | 329314                                                                               |
| <i>Registration status:</i> | NCSIMG, Standard 27/04/2007                                                          |
| <i>Definition:</i>          | An indicator of whether any component of a reported date was estimated.              |
| <i>Context:</i>             | Record linkage and statistical linkage key.                                          |

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### Data element concept attributes

|                              |                                                                          |
|------------------------------|--------------------------------------------------------------------------|
| <i>Data element concept:</i> | Date—estimate indicator                                                  |
| <i>Definition:</i>           | An indication of whether any component of a reported date was estimated. |
| <i>Object class:</i>         | Date                                                                     |
| <i>Property:</i>             | Estimate indicator                                                       |

---

### Value domain attributes

#### Representational attributes

|                                  |        |                                   |
|----------------------------------|--------|-----------------------------------|
| <i>Representation class:</i>     | Code   |                                   |
| <i>Data type:</i>                | Number |                                   |
| <i>Format:</i>                   | N      |                                   |
| <i>Maximum character length:</i> | 1      |                                   |
| <i>Permissible values:</i>       | Value  | Meaning                           |
|                                  | 1      | Estimated                         |
|                                  | 2      | Not estimated                     |
| <i>Supplementary values:</i>     | 9      | Not stated/inadequately described |

---

### Data element attributes

#### Collection and usage attributes

|                            |                                                                                                                                                                |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Collection methods:</i> | This data element may be reported in conjunction with the date of birth when any part of the date represents an estimate rather than the actual or known date. |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|

#### Source and reference attributes

|                                 |                                                                    |
|---------------------------------|--------------------------------------------------------------------|
| <i>Submitting organisation:</i> | NCSIMG Children Services Data Working Group<br>CSTDA NMDS Network. |
| <i>Origin:</i>                  | National Community Services Data Dictionary V3, 2004.              |

*Reference documents:*

Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07.

**Relational attributes**

*Implementation in Data Set Specifications:*

Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

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## Design capacity ♦

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### Identifying and definitional attributes

|                             |                                                                                                 |
|-----------------------------|-------------------------------------------------------------------------------------------------|
| <i>Metadata item type:</i>  | Data Element                                                                                    |
| <i>Technical name:</i>      | Service provider organisation—design capacity, total beds<br>N[NNNNN]                           |
| <i>METeOR identifier:</i>   | 314052                                                                                          |
| <i>Registration status:</i> | NCSIMG, Standard 27/03/2007                                                                     |
| <i>Definition:</i>          | The useable design capacity of the service provider organisation measured in total bed numbers. |

---

### Data element concept attributes

|                              |                                                                   |
|------------------------------|-------------------------------------------------------------------|
| <i>Data element concept:</i> | Service provider organisation—design capacity                     |
| <i>Definition:</i>           | The useable design capacity of the service provider organisation. |
| <i>Object class:</i>         | Service provider organisation                                     |
| <i>Property:</i>             | Design capacity                                                   |

---

### Value domain attributes

#### Representational attributes

|                                  |           |
|----------------------------------|-----------|
| <i>Representation class:</i>     | Total     |
| <i>Data type:</i>                | Number    |
| <i>Format:</i>                   | N[NNNNNN] |
| <i>Maximum character length:</i> | 6         |
| <i>Unit of measure:</i>          | Bed       |

---

### Data element attributes

#### Collection and usage attributes

|                       |                                                                                 |
|-----------------------|---------------------------------------------------------------------------------|
| <i>Guide for use:</i> | Note that this refers to the capacity for which the agency/centre was designed. |
|-----------------------|---------------------------------------------------------------------------------|

#### Source and reference attributes

|                |                                                                                                                                                                                                                                                                                                                 |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Origin:</i> | National Corrections Advisory Group 1999. National Corrections Advisory Group Data Collection Manual 1998-99. Canberra. Viewed 10 November 2006,<br>< <a href="http://www.pc.gov.au/gsp/reports/rogs/2000/correctivedata manual.pdf">http://www.pc.gov.au/gsp/reports/rogs/2000/correctivedata manual.pdf</a> > |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

#### Relational attributes

|                                                   |                                                           |
|---------------------------------------------------|-----------------------------------------------------------|
| <i>Implementation in Data Set Specifications:</i> | Juvenile Justice NMDS 2005-06 NCSIMG, Standard 27/03/2007 |
|---------------------------------------------------|-----------------------------------------------------------|

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## Effective communication indicator ♦

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### Identifying and definitional attributes

|                             |                                                                                                                    |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------|
| <i>Metadata item type:</i>  | Data Element                                                                                                       |
| <i>Technical name:</i>      | Person—effective communication indicator, code N                                                                   |
| <i>METeOR identifier:</i>   | 345049                                                                                                             |
| <i>Registration status:</i> | NCSIMG, Standard 27/04/2007                                                                                        |
| <i>Definition:</i>          | Whether a person is able to communicate more than just basic needs to unfamiliar people, as represented by a code. |

---

### Data element concept attributes

|                              |                                                                                          |
|------------------------------|------------------------------------------------------------------------------------------|
| <i>Data element concept:</i> | Person—effective communication indicator                                                 |
| <i>Definition:</i>           | Whether a person is able to communicate more than just basic needs to unfamiliar people. |
| <i>Object class:</i>         | Person                                                                                   |
| <i>Property:</i>             | Effective communication indicator                                                        |

---

### Value domain attributes

#### Representational attributes

| <i>Representation class:</i> | Code                                                                                                                                                                                                                                                                 |       |         |   |                         |   |                                      |   |                                   |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|---------|---|-------------------------|---|--------------------------------------|---|-----------------------------------|
| <i>Data type:</i>            | Number                                                                                                                                                                                                                                                               |       |         |   |                         |   |                                      |   |                                   |
| <i>Format:</i>               | N                                                                                                                                                                                                                                                                    |       |         |   |                         |   |                                      |   |                                   |
| <i>Permissible values:</i>   | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Effective communication</td></tr><tr><td>2</td><td>Little or no effective communication</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Effective communication | 2 | Little or no effective communication | 9 | Not stated/inadequately described |
| Value                        | Meaning                                                                                                                                                                                                                                                              |       |         |   |                         |   |                                      |   |                                   |
| 1                            | Effective communication                                                                                                                                                                                                                                              |       |         |   |                         |   |                                      |   |                                   |
| 2                            | Little or no effective communication                                                                                                                                                                                                                                 |       |         |   |                         |   |                                      |   |                                   |
| 9                            | Not stated/inadequately described                                                                                                                                                                                                                                    |       |         |   |                         |   |                                      |   |                                   |
| <i>Supplementary values:</i> |                                                                                                                                                                                                                                                                      |       |         |   |                         |   |                                      |   |                                   |

#### Collection and usage attributes

|                       |                                                                                                                                                                                                                                                                                                                             |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Guide for use:</i> | This data element is not applicable to young children aged 0-4 years.<br>CODE 1 Effective communication<br>Ability to communicate more than just basic needs, to unfamiliar people.<br>CODE 2 Little or no effective communication<br>Little or no ability to communicate more than just basic needs, to unfamiliar people. |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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### Data element attributes

#### Source and reference attributes

|                                 |                                                                                                                          |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <i>Submitting organisation:</i> | CSTDA NMDS Network.                                                                                                      |
| <i>Reference documents:</i>     | Australian Institute of Health and Welfare 2006. Commonwealth State/Territory Disability Agreement National Minimum Data |

Set collection: data guide—data items and definitions 2006–07.

## **Relational attributes**

*Related metadata references:*

See also Person—communication method, code N NCSIMG, Standard 27/04/2007

*Implementation in Data Set Specifications:*

Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

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## Full financial year funding indicator ♦

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### Identifying and definitional attributes

|                             |                                                                                                |
|-----------------------------|------------------------------------------------------------------------------------------------|
| <i>Metadata item type:</i>  | Data Element                                                                                   |
| <i>Technical name:</i>      | Service provider organisation—full financial year funding indicator, yes/no code N             |
| <i>Synonymous names:</i>    | Full financial year of funding                                                                 |
| <i>METeOR identifier:</i>   | 322176                                                                                         |
| <i>Registration status:</i> | NCSIMG, Standard 27/04/2007                                                                    |
| <i>Definition:</i>          | Whether the agency has received funding for the full financial year, as represented by a code. |

### Data element concept attributes

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|                              |                                                                      |
|------------------------------|----------------------------------------------------------------------|
| <i>Data element concept:</i> | Service provider organisation—full financial year funding indicator  |
| <i>Definition:</i>           | Whether the agency has received funding for the full financial year. |
| <i>Object class:</i>         | Service provider organisation                                        |
| <i>Property:</i>             | Full financial year funding indicator                                |

### Value domain attributes

---

#### Representational attributes

| <i>Representation class:</i>     | Code                                                                                                                                              |       |         |   |     |   |    |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|-------|---------|---|-----|---|----|
| <i>Data type:</i>                | Number                                                                                                                                            |       |         |   |     |   |    |
| <i>Format:</i>                   | N                                                                                                                                                 |       |         |   |     |   |    |
| <i>Maximum character length:</i> | 1                                                                                                                                                 |       |         |   |     |   |    |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr></tbody></table> | Value | Meaning | 1 | Yes | 2 | No |
| Value                            | Meaning                                                                                                                                           |       |         |   |     |   |    |
| 1                                | Yes                                                                                                                                               |       |         |   |     |   |    |
| 2                                | No                                                                                                                                                |       |         |   |     |   |    |

### Data element attributes

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#### Collection and usage attributes

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Guide for use:</i> | If an agency received funding in December but intends to operate for 52 weeks per year, 'No' should be reported for this data element and '52' should be reported for Service operation weeks. An agency may be funded for the entire financial year but only operates for, say, four school holiday periods of 2 weeks each. In this situation, the agency should report that it is funded for the full financial year. |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

#### Source and reference attributes

|                                 |                                                            |
|---------------------------------|------------------------------------------------------------|
| <i>Submitting organisation:</i> | CSTDA NMDS Network.                                        |
| <i>Origin:</i>                  | Commonwealth State/Territory Disability Agreement National |

Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07.

## **Relational attributes**

*Implementation in Data Set Specifications:*

Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

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## Funding allocated ♦

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### Identifying and definitional attributes

|                             |                                                                                    |
|-----------------------------|------------------------------------------------------------------------------------|
| <i>Metadata item type:</i>  | Data Element                                                                       |
| <i>Technical name:</i>      | Service provider organisation—funding allocated, total Australian currency N[N(8)] |
| <i>Synonymous names:</i>    | Total CSTDA funds                                                                  |
| <i>METeOR identifier:</i>   | 321039                                                                             |
| <i>Registration status:</i> | NCSIMG, Standard 27/04/2007                                                        |
| <i>Definition:</i>          | The total amount of money allocated to an agency or organisation.                  |

### Data element concept attributes

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|                              |                                                                     |
|------------------------------|---------------------------------------------------------------------|
| <i>Data element concept:</i> | Service provider organisation—funding allocated                     |
| <i>Definition:</i>           | The funding allocated to a service provider organisation or agency. |
| <i>Object class:</i>         | Service provider organisation                                       |
| <i>Property:</i>             | Funding allocated                                                   |

### Value domain attributes

---

#### Representational attributes

|                                  |                           |
|----------------------------------|---------------------------|
| <i>Representation class:</i>     | Total                     |
| <i>Data type:</i>                | Currency                  |
| <i>Format:</i>                   | N[N(8)]                   |
| <i>Maximum character length:</i> | 9                         |
| <i>Unit of measure:</i>          | Australian currency (AUS) |

### Data element attributes

---

#### Source and reference attributes

|                                 |                                                                                                                                                                              |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Submitting organisation:</i> | CSTDA NMDS Network.                                                                                                                                                          |
| <i>Origin:</i>                  | Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07.                         |
| <i>Reference documents:</i>     | Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) Data Dictionary Version 1.1. July 2004. Australian Institute of Health and Welfare. |

#### Relational attributes

|                                                   |                                                                                                  |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------|
| <i>Implementation in Data Set Specifications:</i> | Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007 |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------|



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## Funding source ♦

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### Identifying and definitional attributes

|                             |                                                                          |
|-----------------------------|--------------------------------------------------------------------------|
| <i>Metadata item type:</i>  | Data Element                                                             |
| <i>Technical name:</i>      | Service provider organisation—funding source, level of government code N |
| <i>METeOR identifier:</i>   | 355759                                                                   |
| <i>Registration status:</i> | NCSIMG, Standard 27/04/2007                                              |
| <i>Definition:</i>          | The level of government responsible for provision of funds to an agency. |

---

### Data element concept attributes

|                              |                                              |
|------------------------------|----------------------------------------------|
| <i>Data element concept:</i> | Service provider organisation—funding source |
| <i>Definition:</i>           | The source of funds received by an agency.   |
| <i>Object class:</i>         | Service provider organisation                |
| <i>Property:</i>             | Funding source                               |

### Source and reference attributes

|                                 |                     |
|---------------------------------|---------------------|
| <i>Submitting organisation:</i> | CSTDA NMDS Network. |
|---------------------------------|---------------------|

---

### Value domain attributes

#### Representational attributes

| <i>Representation class:</i>     | Code                                                                                                                                                                                                                                               |       |         |   |                                  |   |                            |   |                  |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|---------|---|----------------------------------|---|----------------------------|---|------------------|
| <i>Data type:</i>                | Number                                                                                                                                                                                                                                             |       |         |   |                                  |   |                            |   |                  |
| <i>Format:</i>                   | N                                                                                                                                                                                                                                                  |       |         |   |                                  |   |                            |   |                  |
| <i>Maximum character length:</i> | 1                                                                                                                                                                                                                                                  |       |         |   |                                  |   |                            |   |                  |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>National (Australian government)</td></tr><tr><td>2</td><td>State/Territory government</td></tr><tr><td>3</td><td>Local government</td></tr></tbody></table> | Value | Meaning | 1 | National (Australian government) | 2 | State/Territory government | 3 | Local government |
| Value                            | Meaning                                                                                                                                                                                                                                            |       |         |   |                                  |   |                            |   |                  |
| 1                                | National (Australian government)                                                                                                                                                                                                                   |       |         |   |                                  |   |                            |   |                  |
| 2                                | State/Territory government                                                                                                                                                                                                                         |       |         |   |                                  |   |                            |   |                  |
| 3                                | Local government                                                                                                                                                                                                                                   |       |         |   |                                  |   |                            |   |                  |

#### Source and reference attributes

|                             |                                                                                                                      |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------|
| <i>Reference documents:</i> | Australian Bureau of Statistics 2002. Standard Economic Sector Classifications of Australia (SESCA), Cat No. 1218.0. |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------|

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### Data element attributes

#### Source and reference attributes

|                                 |                                                                                                                                                      |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Submitting organisation:</i> | CSTDA NMDS Network.                                                                                                                                  |
| <i>Origin:</i>                  | Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07. |

## Relational attributes

*Related metadata references:*

See also Service provider organisation—Australian state/territory identifier, code N NHIG, Standard 04/05/2005, NCSIMG, Standard 07/12/2005

*Implementation in Data Set Specifications:*

Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

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## Hours worked—paid staff ▽

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### Identifying and definitional attributes

|                             |                                                                                           |
|-----------------------------|-------------------------------------------------------------------------------------------|
| <i>Metadata item type:</i>  | Data Element                                                                              |
| <i>Technical name:</i>      | Service provider organisation—hours worked (paid staff), total<br>NNNNN                   |
| <i>METeOR identifier:</i>   | 347870                                                                                    |
| <i>Registration status:</i> | NCSIMG, Standard 27/04/2007                                                               |
| <i>Definition:</i>          | The total number of hours actually worked by all paid staff in an agency or organisation. |

---

### Data element concept attributes

|                              |                                                                      |
|------------------------------|----------------------------------------------------------------------|
| <i>Data element concept:</i> | Service provider organisation—hours worked                           |
| <i>Definition:</i>           | Hours actually worked by all staff within an agency or organisation. |
| <i>Object class:</i>         | Service provider organisation                                        |
| <i>Property:</i>             | Hours worked                                                         |

### Source and reference attributes

|                                 |                                            |
|---------------------------------|--------------------------------------------|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--------------------------------------------|

---

### Value domain attributes

#### Representational attributes

|                                  |          |
|----------------------------------|----------|
| <i>Representation class:</i>     | Total    |
| <i>Data type:</i>                | Number   |
| <i>Format:</i>                   | NNNNN    |
| <i>Maximum character length:</i> | 5        |
| <i>Unit of measure:</i>          | Hour (h) |

#### Collection and usage attributes

|                       |                                                   |
|-----------------------|---------------------------------------------------|
| <i>Guide for use:</i> | Total hours expressed as 00000, 00001, 00425 etc. |
|-----------------------|---------------------------------------------------|

---

### Data element attributes

#### Collection and usage attributes

|                            |                                                                                                                                                                                                                                                                                                       |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Guide for use:</i>      | This metadata item is asking for actual staff hours worked, not the rostered hours or full-time equivalent staff.<br><br>Contract staff employed through an agency are included where the contract is for the supply of labour (e.g. nursing) rather than of products (e.g. photocopier maintenance). |
| <i>Collection methods:</i> | In some collections this metadata item may be collected for a specified week. Other collections may specify a 'usual' week or an average week calculated from a number of weeks or the entire year.                                                                                                   |

## Source and reference attributes

|                                 |                                                                                                                                                                                                        |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare                                                                                                                                                             |
| <i>Origin:</i>                  | Australian Institute of Health and Welfare 2002. Commonwealth State/Territory Disability Agreement National Minimum Data Set collection: Data guide-data items and definitions 2002-03. Canberra: AIHW |
| <i>Reference documents:</i>     | Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07.                                                   |

## Relational attributes

|                                                   |                                                                                                               |
|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <i>Related metadata references:</i>               | Supersedes Service provider organisation—hours worked (paid staff), total NNNNN NCSIMG, Superseded 27/04/2007 |
| <i>Implementation in Data Set Specifications:</i> | Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007              |

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## Hours worked—volunteer/unpaid staff ▾

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### Identifying and definitional attributes

|                             |                                                                                                                                                                                                                                                 |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Metadata item type:</i>  | Data Element                                                                                                                                                                                                                                    |
| <i>Technical name:</i>      | Service provider organisation—hours worked (volunteer/unpaid staff), total NNNNN                                                                                                                                                                |
| <i>METeOR identifier:</i>   | 347882                                                                                                                                                                                                                                          |
| <i>Registration status:</i> | NCSIMG, Standard 27/04/2007                                                                                                                                                                                                                     |
| <i>Definition:</i>          | The total number of hours actually worked by all <b>volunteer</b> /unpaid staff in an agency or organisation.                                                                                                                                   |
| <i>Context:</i>             | To assist in the analysis of staffing inputs and to enable a comparison of the staffing requirements of different service types. It is important to include volunteers due to the significant contribution they make within many organisations. |

---

### Data element concept attributes

|                              |                                                                      |
|------------------------------|----------------------------------------------------------------------|
| <i>Data element concept:</i> | Service provider organisation—hours worked                           |
| <i>Definition:</i>           | Hours actually worked by all staff within an agency or organisation. |
| <i>Object class:</i>         | Service provider organisation                                        |
| <i>Property:</i>             | Hours worked                                                         |

### Source and reference attributes

|                                 |                                            |
|---------------------------------|--------------------------------------------|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--------------------------------------------|

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### Value domain attributes

#### Representational attributes

|                                  |          |
|----------------------------------|----------|
| <i>Representation class:</i>     | Total    |
| <i>Data type:</i>                | Number   |
| <i>Format:</i>                   | NNNNN    |
| <i>Maximum character length:</i> | 5        |
| <i>Unit of measure:</i>          | Hour (h) |

#### Collection and usage attributes

|                       |                                                   |
|-----------------------|---------------------------------------------------|
| <i>Guide for use:</i> | Total hours expressed as 00000, 00001, 00425 etc. |
|-----------------------|---------------------------------------------------|

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### Data element attributes

#### Collection and usage attributes

|                            |                                                                                                                                      |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <i>Guide for use:</i>      | This metadata item is asking for actual staff hours worked by volunteer staff, not the rostered hours or full-time equivalent staff. |
| <i>Collection methods:</i> | In some collections this metadata item may be collected for a specified week. Other collections may specify a 'usual' week or an     |

average week calculated from a number of weeks or the entire year.

## Source and reference attributes

|                                 |                                                                                                                                                                                                        |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare                                                                                                                                                             |
| <i>Origin:</i>                  | Australian Institute of Health and Welfare 2002. Commonwealth State/Territory Disability Agreement National Minimum Data Set collection: Data guide-data items and definitions 2002-03. Canberra: AIHW |
| <i>Reference documents:</i>     | Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07.                                                   |

## Relational attributes

|                                                   |                                                                                                                           |
|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <i>Related metadata references:</i>               | Supersedes Service provider organisation—hours worked (volunteer/unpaid staff), total NNNNN NCSIMG, Superseded 27/04/2007 |
| <i>Implementation in Data Set Specifications:</i> | Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007                          |

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## Household family composition ▽

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### Identifying and definitional attributes

|                             |                                                                                      |
|-----------------------------|--------------------------------------------------------------------------------------|
| <i>Metadata item type:</i>  | Data Element                                                                         |
| <i>Technical name:</i>      | Household—family composition, code N[NNN]                                            |
| <i>METeOR identifier:</i>   | 343206                                                                               |
| <i>Registration status:</i> | NCSIMG, Standard 27/04/2007                                                          |
| <i>Definition:</i>          | The composition of the <b>family</b> within the household, as represented by a code. |
| <i>Context:</i>             | Household and family statistics.                                                     |

---

### Data element concept attributes

|                              |                                                     |
|------------------------------|-----------------------------------------------------|
| <i>Data element concept:</i> | Household—family composition                        |
| <i>Definition:</i>           | The composition of the family within the household. |
| <i>Object class:</i>         | Household                                           |
| <i>Property:</i>             | Family composition                                  |

---

### Value domain attributes

#### Representational attributes

|                                  |                                                                  |                                   |
|----------------------------------|------------------------------------------------------------------|-----------------------------------|
| <i>Classification scheme:</i>    | Family, household and income unit variables (family composition) |                                   |
| <i>Representation class:</i>     | Code                                                             |                                   |
| <i>Data type:</i>                | Number                                                           |                                   |
| <i>Format:</i>                   | NNNN                                                             |                                   |
| <i>Maximum character length:</i> | 4                                                                |                                   |
| <i>Permissible values:</i>       | Value                                                            | Meaning                           |
|                                  | 1                                                                | Couple family with no children    |
|                                  | 2                                                                | Couple family with children       |
|                                  | 3                                                                | One parent family                 |
|                                  | 9                                                                | Other family                      |
| <i>Supplementary values:</i>     | 8                                                                | Not stated/inadequately described |

#### Collection and usage attributes

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Guide for use:</i> | Children refers to children of any age, dependent and non-dependent.<br><br>The basis of a family is formed by identifying the presence of a couple relationship, lone parent-child relationship or other blood relationship. Some households will, therefore, contain more than one family.<br><br>The classification is based on the Australian Bureau of Statistics Standards for Statistics on Families (ABS Cat. No. 1286.0) which contains a 4-level hierarchical classification. Only level 1 of this classification has been adopted for this metadata item. If |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

individual agencies need to classify family types at a lower level of detail than specified in this metadata item (for example, if they wish to split children into dependent and non-dependent children), they should ensure that the more detailed ABS classification is used.

CODE 8 Not stated/inadequately described

This code is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the metadata item has not been collected.

### Source and reference attributes

*Origin:* Australian Bureau of Statistics. Family, household and income unit variables. Cat. no. 1286.0. Canberra: ABS. Viewed on 29/09/2006

### Data element attributes

---

#### Source and reference attributes

*Origin:* Australian Bureau of Statistics. Family, household and income unit variables. Cat. no. 1286.0. Canberra: ABS. Viewed on 29/09/2006

#### Relational attributes

*Related metadata references:* Supersedes Household—family type, code N NCSIMG, Superseded 27/04/2007



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## Household type ▽

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### Identifying and definitional attributes

|                             |                                                                                                               |
|-----------------------------|---------------------------------------------------------------------------------------------------------------|
| <i>Metadata item type:</i>  | Data Element                                                                                                  |
| <i>Technical name:</i>      | Household—household type, code N                                                                              |
| <i>METeOR identifier:</i>   | 351188                                                                                                        |
| <i>Registration status:</i> | NCSIMG, Standard 27/04/2007                                                                                   |
| <i>Definition:</i>          | A categorisation of a household based on the presence or absence of family members, as represented by a code. |
| <i>Context:</i>             | Household and family statistics.                                                                              |

---

### Data element concept attributes

|                              |                                                                                     |
|------------------------------|-------------------------------------------------------------------------------------|
| <i>Data element concept:</i> | Household—household type                                                            |
| <i>Definition:</i>           | A categorisation of a household based on the presence or absence of family members. |
| <i>Object class:</i>         | Household                                                                           |
| <i>Property:</i>             | Household type                                                                      |

---

### Value domain attributes

#### Representational attributes

| <i>Representation class:</i>     | Code                                                                                                                                                                                                                                                                                                                                                                    |       |                                   |   |                                          |   |                                                                 |   |                                              |   |                  |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------------------------------|---|------------------------------------------|---|-----------------------------------------------------------------|---|----------------------------------------------|---|------------------|
| <i>Data type:</i>                | Number                                                                                                                                                                                                                                                                                                                                                                  |       |                                   |   |                                          |   |                                                                 |   |                                              |   |                  |
| <i>Format:</i>                   | N                                                                                                                                                                                                                                                                                                                                                                       |       |                                   |   |                                          |   |                                                                 |   |                                              |   |                  |
| <i>Maximum character length:</i> | 1                                                                                                                                                                                                                                                                                                                                                                       |       |                                   |   |                                          |   |                                                                 |   |                                              |   |                  |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Household containing family members only</td></tr><tr><td>2</td><td>Household containing a mixture of family and non-family members</td></tr><tr><td>3</td><td>Household containing non-family members only</td></tr><tr><td>4</td><td>Not classifiable</td></tr></tbody></table> | Value | Meaning                           | 1 | Household containing family members only | 2 | Household containing a mixture of family and non-family members | 3 | Household containing non-family members only | 4 | Not classifiable |
| Value                            | Meaning                                                                                                                                                                                                                                                                                                                                                                 |       |                                   |   |                                          |   |                                                                 |   |                                              |   |                  |
| 1                                | Household containing family members only                                                                                                                                                                                                                                                                                                                                |       |                                   |   |                                          |   |                                                                 |   |                                              |   |                  |
| 2                                | Household containing a mixture of family and non-family members                                                                                                                                                                                                                                                                                                         |       |                                   |   |                                          |   |                                                                 |   |                                              |   |                  |
| 3                                | Household containing non-family members only                                                                                                                                                                                                                                                                                                                            |       |                                   |   |                                          |   |                                                                 |   |                                              |   |                  |
| 4                                | Not classifiable                                                                                                                                                                                                                                                                                                                                                        |       |                                   |   |                                          |   |                                                                 |   |                                              |   |                  |
| <i>Supplementary values:</i>     | <table><tbody><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table>                                                                                                                                                                                                                                                                             | 9     | Not stated/inadequately described |   |                                          |   |                                                                 |   |                                              |   |                  |
| 9                                | Not stated/inadequately described                                                                                                                                                                                                                                                                                                                                       |       |                                   |   |                                          |   |                                                                 |   |                                              |   |                  |

#### Collection and usage attributes

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Guide for use:</i> | <p>The classification is based on a combination of the first and second levels of the ABS 3-level hierarchy. This classification differs from the ABS classification in that it seeks to determine whether there are non-family persons co-resident with the person of concern. Care should be taken in making comparisons with the ABS data for Household composition.</p> <p>If individual agencies need to classify household types at a lower level of detail, they should ensure that the more detailed ABS classification 'Household composition' is used. The lower levels in the classification cover detail on the number of families or the number of household members. Thus, household type is</p> |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

allocated dependent on the basis of the number of families and whether unrelated household members are present (if it is a family household), or the number of household members if it is a non-family household.

It should be noted that only usual residents of a household are considered when describing and categorising households by Household type. Since households are differentiated in terms of families, and visitors to a household are excluded from family coding, the identification of usual residence is essential to determine the household type.

CODE 4 Not classifiable

Operationally, all households must contain at least one member 15 years of age or older. Any household consisting only of a person or persons all under 15 years of age is coded to 'Not classifiable'. This approach is consistent with that used in the family type classification, in which a family is likewise not defined unless it consists of at least one member aged 15 years or older.

CODE 9 Not stated/inadequately described

Is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

## Source and reference attributes

*Reference documents:* Australian Bureau of Statistics. Family, household and income unit variables. Cat. no. 1286.0. Canberra: ABS. Viewed on 29/09/2006

## Data element attributes

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### Collection and usage attributes

*Guide for use:* At least one member of the household must be over 15 years of age.

### Source and reference attributes

*Reference documents:* Australian Bureau of Statistics. Family, household and income unit variables. Cat. no. 1286.0. Canberra: ABS. Viewed on 29/09/2006

### Relational attributes

*Related metadata references:* Supersedes Household—household type, code N NCSIMG, Superseded 27/04/2007

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## Individual funding indicator ♦

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### Identifying and definitional attributes

|                             |                                                                                                                          |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <i>Metadata item type:</i>  | Data Element                                                                                                             |
| <i>Technical name:</i>      | Person—funding indicator, code N                                                                                         |
| <i>METeOR identifier:</i>   | 323170                                                                                                                   |
| <i>Registration status:</i> | NCSIMG, Standard 27/04/2007                                                                                              |
| <i>Definition:</i>          | Whether a person is currently receiving individualised funding from a service provider/program as represented by a code. |

---

### Data element concept attributes

|                              |                                                                                                 |
|------------------------------|-------------------------------------------------------------------------------------------------|
| <i>Data element concept:</i> | Person—funding indicator                                                                        |
| <i>Definition:</i>           | Whether a person is currently receiving individualised funding from a service provider/program. |
| <i>Object class:</i>         | Person                                                                                          |
| <i>Property:</i>             | Funding indicator                                                                               |

---

### Value domain attributes

#### Representational attributes

| <i>Representation class:</i>     | Code                                                                                                                                                                                                           |       |         |   |     |   |    |   |                                   |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|---------|---|-----|---|----|---|-----------------------------------|
| <i>Data type:</i>                | Number                                                                                                                                                                                                         |       |         |   |     |   |    |   |                                   |
| <i>Format:</i>                   | N                                                                                                                                                                                                              |       |         |   |     |   |    |   |                                   |
| <i>Maximum character length:</i> | 1                                                                                                                                                                                                              |       |         |   |     |   |    |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Yes | 2 | No | 9 | Not stated/inadequately described |
| Value                            | Meaning                                                                                                                                                                                                        |       |         |   |     |   |    |   |                                   |
| 1                                | Yes                                                                                                                                                                                                            |       |         |   |     |   |    |   |                                   |
| 2                                | No                                                                                                                                                                                                             |       |         |   |     |   |    |   |                                   |
| 9                                | Not stated/inadequately described                                                                                                                                                                              |       |         |   |     |   |    |   |                                   |
| <i>Supplementary values:</i>     | 9 Not stated/inadequately described                                                                                                                                                                            |       |         |   |     |   |    |   |                                   |

#### Collection and usage attributes

|                       |                                                                                                   |
|-----------------------|---------------------------------------------------------------------------------------------------|
| <i>Guide for use:</i> | CODE 9 Not stated/inadequately described<br>This code is not for use in primary data collections. |
|-----------------------|---------------------------------------------------------------------------------------------------|

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### Data element attributes

#### Collection and usage attributes

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Guide for use:</i> | Individualised funding should have all of the following characteristics: <ul style="list-style-type: none"><li>• the funding dollars are provided from with program funds;</li><li>• funding dollars are allocated to an individual on the basis of needs assessment, funding application or similar process;</li><li>• these funding dollars may be directly under the control of the individual or their carer/advocate; or may be managed by or in consultation with a service provider to access a range of</li></ul> |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

services for the individual; or may be given directly to the service provider who provides the service to the individual;

- the funding is transportable and able to move with the individual if they choose to use another service;
- the individual funding package is generally related to a policy ethos of fostering individual choice and autonomy.

### **Source and reference attributes**

*Submitting organisation:*

CSTDA NMDS Network.

*Origin:*

Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07.

### **Relational attributes**

*Implementation in Data Set Specifications:*

Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

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## Informal carer primary status ♦

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### Identifying and definitional attributes

|                             |                                                                                                                                                    |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Metadata item type:</i>  | Data Element                                                                                                                                       |
| <i>Technical name:</i>      | Informal carer—primary status, code N                                                                                                              |
| <i>Synonymous names:</i>    | Carer primary status                                                                                                                               |
| <i>METeOR identifier:</i>   | 323760                                                                                                                                             |
| <i>Registration status:</i> | NCSIMG, Standard 27/04/2007                                                                                                                        |
| <i>Definition:</i>          | Whether the informal carer provides assistance with one or more core activities (communication, mobility and self-care), as represented by a code. |

---

### Data element concept attributes

|                              |                                                                                                                          |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <i>Data element concept:</i> | Informal carer—primary status                                                                                            |
| <i>Definition:</i>           | Whether the informal carer provides assistance with one or more core activities (communication, mobility and self-care). |
| <i>Object class:</i>         | Informal carer                                                                                                           |
| <i>Property:</i>             | Primary status                                                                                                           |

---

### Value domain attributes

#### Representational attributes

| <i>Representation class:</i>     | Code                                                                                                                                                                                                           |       |         |   |     |   |    |   |                                   |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|---------|---|-----|---|----|---|-----------------------------------|
| <i>Data type:</i>                | Number                                                                                                                                                                                                         |       |         |   |     |   |    |   |                                   |
| <i>Format:</i>                   | N                                                                                                                                                                                                              |       |         |   |     |   |    |   |                                   |
| <i>Maximum character length:</i> | 1                                                                                                                                                                                                              |       |         |   |     |   |    |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Yes | 2 | No | 9 | Not stated/inadequately described |
| Value                            | Meaning                                                                                                                                                                                                        |       |         |   |     |   |    |   |                                   |
| 1                                | Yes                                                                                                                                                                                                            |       |         |   |     |   |    |   |                                   |
| 2                                | No                                                                                                                                                                                                             |       |         |   |     |   |    |   |                                   |
| 9                                | Not stated/inadequately described                                                                                                                                                                              |       |         |   |     |   |    |   |                                   |
| <i>Supplementary values:</i>     |                                                                                                                                                                                                                |       |         |   |     |   |    |   |                                   |

#### Collection and usage attributes

|                       |                                                                                                   |
|-----------------------|---------------------------------------------------------------------------------------------------|
| <i>Guide for use:</i> | CODE 9 Not stated/inadequately described<br>This code is not for use in primary data collections. |
|-----------------------|---------------------------------------------------------------------------------------------------|

---

### Data element attributes

#### Collection and usage attributes

|                       |                                                                                                                                                                                                                                                                                                                         |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Guide for use:</i> | This data element should only be reported in relation to service users that have a carer.<br><b>Self-care</b> includes activities such as bathing, dressing, eating and/or toileting.<br><b>Mobility</b> includes moving around the home and/or moving around away from home (including the ability to use transport or |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

drive a motor vehicle) and getting in or out of bed or a chair.

If the only support provided to a service user is in the area of public transport or driving a motor vehicle and this support is not required every time the service user uses these modes of transport, then a person is not generally considered to be a primary carer. For example, if a person drives the service user to the shops every second Wednesday to go shopping, and the service user can normally move/get around on their own using public transport or a motor vehicle, then the person would not be considered a 'primary carer'.

**Communication** includes making oneself understood by strangers/family/friends/staff, in own native language if applicable, and understanding others.

*Comments:*

This data element can be used to identify whether the carer is a primary carer (as per the Australian Bureau of Statistics Survey of Disability, Ageing and Carers) and thereby facilitates comparisons with population estimates of the number of informal carers who are also primary carers. This is important in the estimation of need for services.

## Source and reference attributes

*Submitting organisation:*

CSTDA NMDS Network.

*Origin:*

Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07.

## Relational attributes

*Implementation in Data Set Specifications:*

Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

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## Interpreter service type ♦

---

### Identifying and definitional attributes

|                             |                                                                                                                                   |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <i>Metadata item type:</i>  | Data Element                                                                                                                      |
| <i>Technical name:</i>      | Person—type of interpreter service required, code N                                                                               |
| <i>Synonymous names:</i>    | Type of interpreter service                                                                                                       |
| <i>METeOR identifier:</i>   | 323185                                                                                                                            |
| <i>Registration status:</i> | NCSIMG, Standard 27/04/2007                                                                                                       |
| <i>Definition:</i>          | Whether an interpreter service required by a person is for spoken language or non-spoken communication, as represented by a code. |

---

### Data element concept attributes

|                              |                                                                                                         |
|------------------------------|---------------------------------------------------------------------------------------------------------|
| <i>Data element concept:</i> | Person—type of interpreter services required                                                            |
| <i>Definition:</i>           | Whether an interpreter service required by a person is for spoken language or non-spoken communication. |
| <i>Object class:</i>         | Person                                                                                                  |
| <i>Property:</i>             | Type of interpreter services required                                                                   |

---

### Value domain attributes

#### Representational attributes

| <i>Representation class:</i>     | Code                                                                                                                                                                                                                                                                |       |         |   |                                    |   |                          |   |                                   |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|---------|---|------------------------------------|---|--------------------------|---|-----------------------------------|
| <i>Data type:</i>                | Number                                                                                                                                                                                                                                                              |       |         |   |                                    |   |                          |   |                                   |
| <i>Format:</i>                   | N                                                                                                                                                                                                                                                                   |       |         |   |                                    |   |                          |   |                                   |
| <i>Maximum character length:</i> | 1                                                                                                                                                                                                                                                                   |       |         |   |                                    |   |                          |   |                                   |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Spoken language other than English</td></tr><tr><td>2</td><td>Non-spoken communication</td></tr><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Spoken language other than English | 2 | Non-spoken communication | 9 | Not stated/inadequately described |
| Value                            | Meaning                                                                                                                                                                                                                                                             |       |         |   |                                    |   |                          |   |                                   |
| 1                                | Spoken language other than English                                                                                                                                                                                                                                  |       |         |   |                                    |   |                          |   |                                   |
| 2                                | Non-spoken communication                                                                                                                                                                                                                                            |       |         |   |                                    |   |                          |   |                                   |
| 9                                | Not stated/inadequately described                                                                                                                                                                                                                                   |       |         |   |                                    |   |                          |   |                                   |
| <i>Supplementary values:</i>     |                                                                                                                                                                                                                                                                     |       |         |   |                                    |   |                          |   |                                   |

---

### Data element attributes

#### Collection and usage attributes

|                       |                                                                                                                                                                                      |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Guide for use:</i> | CODE 2 Non-spoken communication<br>If a person communicated with the assistance of a signer (i.e. not necessarily arranged by the agency/service provider) this code should be used. |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

#### Source and reference attributes

|                                 |                                                                                                                                                      |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Submitting organisation:</i> | CSTDA NMDS Network.                                                                                                                                  |
| <i>Origin:</i>                  | Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07. |

## Relational attributes

*Related metadata references:*

See also Person—interpreter service required NHIG, Standard 08/02/2006, NCSIMG, Standard 10/04/2006

*Implementation in Data Set Specifications:*

Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007



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## Letters of family name ♦

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### Identifying and definitional attributes

|                             |                                                                        |
|-----------------------------|------------------------------------------------------------------------|
| <i>Metadata item type:</i>  | Data Element                                                           |
| <i>Technical name:</i>      | Person—letters of family name, text XXX                                |
| <i>METeOR identifier:</i>   | 349481                                                                 |
| <i>Registration status:</i> | NCSIMG, Standard 27/03/2007                                            |
| <i>Definition:</i>          | The combination of 2nd, 3rd and 5th letters of a person's family name. |

---

### Data element concept attributes

|                              |                                                                                     |
|------------------------------|-------------------------------------------------------------------------------------|
| <i>Data element concept:</i> | Person—letters of family name                                                       |
| <i>Definition:</i>           | A specific combination of letters selected from the person's family name (surname). |
| <i>Object class:</i>         | Person                                                                              |
| <i>Property:</i>             | Letters of family name                                                              |

---

### Value domain attributes

#### Representational attributes

|                                  |        |
|----------------------------------|--------|
| <i>Representation class:</i>     | Text   |
| <i>Data type:</i>                | String |
| <i>Format:</i>                   | XXX    |
| <i>Maximum character length:</i> | 3      |

---

### Data element attributes

#### Collection and usage attributes

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Guide for use:</i> | <p>In the three spaces, the agency should record the 2nd, 3rd and 5th letters of the client's family name.</p> <p>For example: If the client's family name is Brown, the reported value should be RON. If the client's family name is Thompson, the reported value should be HOP.</p> <p>If the client's family name includes non-alphabetic characters—for example hyphens (as in Lee-Archer), apostrophes (as in O'Mara) or blank spaces (as in De Vries)—these non-alphabetic characters should be ignored when counting the position of each character.</p> <p>Regardless of the length of a person's name, the reported value should always be three characters long. If the legal family name is not long enough to supply the requested letters (i.e. a legal family name of less than five letters) then agencies should substitute the number '2' to reflect the missing letters. The placement of a number '2' should always correspond to the same space that the missing letter would have within the 3-digit field. A number (rather than a letter) is used for such a substitution in</p> |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

order to clearly indicate that an appropriate corresponding letter from the person's name is not available.

For example: If a person's family name is Farr, then value reported would be AR2 because the 2 is substituting for a missing 5th letter of the family name. Similarly, if the person's family name was Hua, then the value reported would be UA2 because the 2 is substituting for the missing 5th letter of the family name.

If a client's family name is missing altogether the agency should record the number 999 for all three spaces associated with the family name, (not the number 2). In some cultures it is traditional to state the family name first. To overcome discrepancies in recording/reporting that may arise as a result of this practice, agencies should always ask the person to specify their legal first given name and their legal family name separately. These should then be recorded as first given name and family name as appropriate, regardless of the order in which they may be traditionally given.

*Comments:*

The selected *Letters of family name* can be used in combination with *Letters of given name*, *Date of birth* and *Sex* to develop a statistical linkage key to facilitate the linkage of records for statistical purposes only. This key will also enable linkage to other related databases that either have the same linkage key or the fundamental information to form the same key. The linkage is to assist research and analysis of the data, not for tracking of individuals through the system for case management.

The provision of letters of a person's name can be a sensitive issue because of privacy and confidentiality concerns. The use of this information will be in accordance with privacy principles.

## **Relational attributes**

*Related metadata references:*

Is formed using Person (name)—family name, text X[X(39)] NHIG, Standard 04/05/2005, NCSIMG, Standard 25/08/2005, NHDAMG, Standard 20/06/2005

*Implementation in Data Set Specifications:*

Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

Juvenile Justice NMDS 2005-06 NCSIMG, Standard 27/03/2007

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## Letters of given name ♦

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### Identifying and definitional attributes

|                             |                                                                      |
|-----------------------------|----------------------------------------------------------------------|
| <i>Metadata item type:</i>  | Data Element                                                         |
| <i>Technical name:</i>      | Person—letters of given name, text XX                                |
| <i>METeOR identifier:</i>   | 349483                                                               |
| <i>Registration status:</i> | NCSIMG, Standard 27/03/2007                                          |
| <i>Definition:</i>          | The combination of the 2nd and 3rd letters of a person's given name. |

---

### Data element concept attributes

|                              |                                                                                       |
|------------------------------|---------------------------------------------------------------------------------------|
| <i>Data element concept:</i> | Person—letters of given name                                                          |
| <i>Definition:</i>           | A specific combination of letters selected from the person's first name (given name). |
| <i>Object class:</i>         | Person                                                                                |
| <i>Property:</i>             | Letters of given name                                                                 |

---

### Value domain attributes

#### Representational attributes

|                                  |        |
|----------------------------------|--------|
| <i>Representation class:</i>     | Text   |
| <i>Data type:</i>                | String |
| <i>Format:</i>                   | XX     |
| <i>Maximum character length:</i> | 2      |

---

### Data element attributes

#### Collection and usage attributes

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Guide for use:</i> | <p>In the two spaces the agency should record the 2nd and 3rd letters of the client's given name.</p> <p>For example: If the client's given name is Elizabeth the reported value should be LI. If the client's given name is Robert the reported value should be OB.</p> <p>If the client's given name includes non-alphabetic characters—for example hyphens (as in Jo_Anne) or apostrophes (as in D'Arcy), these non-alphabetic characters should be ignored when counting the position of each character.</p> <p>Regardless of the length of a person's given name, the reported value should always be two characters long. If the given name of the person is not long enough to supply the requested letters (i.e. a name of less than three letters) then agencies should substitute the number '2' to reflect the missing letters. The placement of a number '2' should always correspond to the same space that the missing letter would have within the 2-digit field. A number (rather than a letter) is used for such substitutions in order to clearly indicate that an appropriate corresponding letter from the</p> |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

person's name is not available.

For example: If the person's legal name was Jo then the value reported would be O2 because the 2 is substituting for the missing 3rd letter of the given name.

If the person's given name is missing altogether the agency should record 99 for the two spaces associated with the given name. In some cultures it is traditional to state the family name first. To overcome discrepancies in recording/reporting that may arise as a result of this practice, agencies should always ask the person to specify their given name and their family name separately. These should then be recorded as first given name and family name as appropriate, regardless of the order in which they may be traditionally given.

*Comments:*

The selected *Letters of given name* can be used in combination with *Letters of family name*, *Date of birth* and *Sex* to develop a statistical linkage key to facilitate the linkage of records for statistical purposes only. This key will also enable linkage to other related databases that either have the same linkage key or the fundamental information to form the same key. The linkage is to assist research and analysis of the data, not for tracking of individuals through the system for case management.

The provision of letters of a person's name can be a sensitive issue because of privacy and confidentiality concerns. The use of this information will be in accordance with privacy principles.

## Relational attributes

*Related metadata references:*

Is formed using Person (name)—family name, text X[X(39)] NHIG, Standard 04/05/2005, NCSIMG, Standard 25/08/2005, NHDAMG, Standard 20/06/2005

Is formed using Person (name)—given name, text [X(40)] NHIG, Standard 04/05/2005, NCSIMG, Standard 25/08/2005, NHDAMG, Standard 20/06/2005

*Implementation in Data Set Specifications:*

Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

Juvenile Justice NMDS 2005-06 NCSIMG, Standard 27/03/2007

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## Level of government ♦

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### Identifying and definitional attributes

|                             |                                                                                                    |
|-----------------------------|----------------------------------------------------------------------------------------------------|
| <i>Metadata item type:</i>  | Data Element                                                                                       |
| <i>Technical name:</i>      | Service provider organisation—level of government, code N                                          |
| <i>Synonymous names:</i>    | Funding jurisdiction, funding agency, funding source                                               |
| <i>METeOR identifier:</i>   | 322239                                                                                             |
| <i>Registration status:</i> | NCSIMG, Standard 27/04/2007                                                                        |
| <i>Definition:</i>          | The level of government associated with a service provider organisation, as represented by a code. |

---

### Data element concept attributes

|                              |                                                                          |
|------------------------------|--------------------------------------------------------------------------|
| <i>Data element concept:</i> | Service provider organisation—level of government                        |
| <i>Definition:</i>           | The level of government associated with a service provider organisation. |
| <i>Object class:</i>         | Service provider organisation                                            |
| <i>Property:</i>             | Level of government                                                      |

---

### Value domain attributes

#### Representational attributes

| <i>Representation class:</i>     | Code                                                                                                                                                                                                                                               |       |         |   |                                  |   |                            |   |                  |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|---------|---|----------------------------------|---|----------------------------|---|------------------|
| <i>Data type:</i>                | Number                                                                                                                                                                                                                                             |       |         |   |                                  |   |                            |   |                  |
| <i>Format:</i>                   | N                                                                                                                                                                                                                                                  |       |         |   |                                  |   |                            |   |                  |
| <i>Maximum character length:</i> | 1                                                                                                                                                                                                                                                  |       |         |   |                                  |   |                            |   |                  |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>National (Australian government)</td></tr><tr><td>2</td><td>State/Territory government</td></tr><tr><td>3</td><td>Local government</td></tr></tbody></table> | Value | Meaning | 1 | National (Australian government) | 2 | State/Territory government | 3 | Local government |
| Value                            | Meaning                                                                                                                                                                                                                                            |       |         |   |                                  |   |                            |   |                  |
| 1                                | National (Australian government)                                                                                                                                                                                                                   |       |         |   |                                  |   |                            |   |                  |
| 2                                | State/Territory government                                                                                                                                                                                                                         |       |         |   |                                  |   |                            |   |                  |
| 3                                | Local government                                                                                                                                                                                                                                   |       |         |   |                                  |   |                            |   |                  |

#### Source and reference attributes

|                             |                                                                                                                      |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------|
| <i>Reference documents:</i> | Australian Bureau of Statistics 2002. Standard Economic Sector Classifications of Australia (SESCA), Cat No. 1218.0. |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------|

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### Data element attributes

#### Collection and usage attributes

|                       |                                                                                                                    |
|-----------------------|--------------------------------------------------------------------------------------------------------------------|
| <i>Guide for use:</i> | Level of government is relevant to agencies that are defined as belonging to the government or public sector only. |
|-----------------------|--------------------------------------------------------------------------------------------------------------------|

#### Source and reference attributes

|                                 |                                                                    |
|---------------------------------|--------------------------------------------------------------------|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare.<br>CSTDA NMDS Network. |
| <i>Origin:</i>                  | Commonwealth State/Territory Disability Agreement National         |

Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07.

## **Relational attributes**

*Implementation in Data Set Specifications:*

Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

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## Main occupation of person ▽

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### Identifying and definitional attributes

|                             |                                                                               |
|-----------------------------|-------------------------------------------------------------------------------|
| <i>Metadata item type:</i>  | Data Element                                                                  |
| <i>Technical name:</i>      | Person—occupation (main), code (ANZSCO 1st edition)<br>N[NNN]{NN}             |
| <i>METeOR identifier:</i>   | 350899                                                                        |
| <i>Registration status:</i> | NHIG, Standardisation pending 14/06/2007<br>NCSIMG, Standard 27/03/2007       |
| <i>Definition:</i>          | The job in which the person is principally engaged, as represented by a code. |

---

### Data element concept attributes

|                              |                                                     |
|------------------------------|-----------------------------------------------------|
| <i>Data element concept:</i> | Person—occupation (main)                            |
| <i>Definition:</i>           | The job in which the person is principally engaged. |
| <i>Object class:</i>         | Person                                              |
| <i>Property:</i>             | Occupation                                          |

---

### Value domain attributes

#### Representational attributes

|                                  |                                                                                        |
|----------------------------------|----------------------------------------------------------------------------------------|
| <i>Classification scheme:</i>    | Australian and New Zealand Standard Classification of Occupations, First edition, 2006 |
| <i>Representation class:</i>     | Code                                                                                   |
| <i>Data type:</i>                | Number                                                                                 |
| <i>Format:</i>                   | N[NNN]{NN}                                                                             |
| <i>Maximum character length:</i> | 6                                                                                      |

---

### Data element attributes

#### Collection and usage attributes

|                            |                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Guide for use:</i>      | <p>A job in any given establishment is a set of tasks designed to be performed by one individual in return for a wage or salary. For persons with more than one job, the main job is the one in which the person works the most hours.</p> <p>Caution is advised in its use with regard to service providers as their activity as a service provider may not be their main occupation.</p>               |
| <i>Collection methods:</i> | <p>This metadata item should only be collected from people whose Labour force status is employed.</p> <p>Occupation is too complex and diverse an issue to fit neatly into any useable small group of categories. Therefore ABS recommend that this metadata item be collected by using the following two open-ended questions:</p> <p>Q1. In the main job held last week (or other recent reference</p> |

period), what was your/the person's occupation?

Q2. What are the main tasks that you/the person usually perform(s) in that occupation? The information gained from these two questions can then be used to select an appropriate code from the ANZSCO at any of the available levels (see Guide for use section).

If only one question is asked, question one should be used. The use of question one only, however, sometimes elicits responses which do not provide a clear occupation title and specification of tasks performed. As a result accurate coding at unit group or occupation level may not be possible.

While agencies are encouraged to use the recommended question described above, it is acknowledged that this is not always possible in practice. For example, where the data collection is a by-product of the provision of a health or community service, the information may be ascertained using different means. However, due to the complexities of the metadata item 'Main occupation of person', this will result in inaccurate information. The recommended question should be used wherever possible.

*Comments:*

This metadata item may be useful in gaining an understanding of a clients situation and needs. For example, the occupation of a person with a disability may be directly relevant to the type of aids that they require.

National Health Data Dictionary (NHDD) specific:

Injury surveillance - There is considerable user demand for data on occupation-related injury and illness, including from Worksafe Australia and from industry, where unnecessary production costs are known in some areas and suspected to be related to others in work-related illness, injury and disability.

## Source and reference attributes

*Origin:*

Australian Bureau of Statistics 2006. Australian New Zealand Standard Classification of Occupations (ANZSCO) (Cat. no. 1220.0) (First edition), Viewed 13 March 2007.

## Relational attributes

*Related metadata references:*

See also Person—labour force status, code N NHIG, Standard 01/03/2005, NCSIMG, Standard 01/03/2005, NHDAMG, Standard 01/03/2005

Supersedes Person—occupation (main), code (ASCO 2nd edn) N[NNN]{-NN} NHIG, Standard 01/03/2005, NCSIMG, Superseded 27/03/2007, NHDAMG, Standard 10/02/2006



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## Number of clients ♦

---

### Identifying and definitional attributes

|                             |                                                                                        |
|-----------------------------|----------------------------------------------------------------------------------------|
| <i>Metadata item type:</i>  | Data Element                                                                           |
| <i>Technical name:</i>      | Service provider organisation—number of clients, total people<br>N[NNNN]               |
| <i>Synonymous names:</i>    | Number of service users                                                                |
| <i>METeOR identifier:</i>   | 321271                                                                                 |
| <i>Registration status:</i> | NCSIMG, Standard 27/04/2007                                                            |
| <i>Definition:</i>          | The total number of clients receiving services or care from an agency or organisation. |

---

### Data element concept attributes

|                              |                                                                                  |
|------------------------------|----------------------------------------------------------------------------------|
| <i>Data element concept:</i> | Service provider organisation—number of clients                                  |
| <i>Definition:</i>           | The number of clients receiving services or care from an agency or organisation. |
| <i>Object class:</i>         | Service provider organisation                                                    |
| <i>Property:</i>             | Number of clients                                                                |

---

### Value domain attributes

#### Representational attributes

|                                  |         |
|----------------------------------|---------|
| <i>Representation class:</i>     | Total   |
| <i>Data type:</i>                | Number  |
| <i>Format:</i>                   | N[NNNN] |
| <i>Maximum character length:</i> | 5       |
| <i>Unit of measure:</i>          | Person  |

---

### Data element attributes

#### Collection and usage attributes

|                       |                                                                                                                                                                                                                                                                                                                                 |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Guide for use:</i> | Each client receiving a service during the reporting period should be counted only once, regardless of the number of times they accessed the service in that time period.<br><br>This data item refers to the number of clients receiving services, not those 'on the books', 'on waiting lists', number of 'beds' or 'places'. |
| <i>Comments:</i>      | The information is needed to provide a basic count of people accessing services, and will relate to population data from the Australian Bureau of Statistics (ABS) to help in assessing met and unmet need.                                                                                                                     |

#### Source and reference attributes

|                                 |                                                                    |
|---------------------------------|--------------------------------------------------------------------|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare.<br>CSTDA NMDS Network. |
|---------------------------------|--------------------------------------------------------------------|

*Origin:*

Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07.

**Relational attributes**

*Implementation in Data Set Specifications:*

Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

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## Provider occupation category (self-identified) ▽

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### Identifying and definitional attributes

|                             |                                                                                                                                                                |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Metadata item type:</i>  | Data Element                                                                                                                                                   |
| <i>Technical name:</i>      | Individual service provider—occupation (self-identified), code (ANZSCO 1st edition) N[NNN]{NN}                                                                 |
| <i>METeOR identifier:</i>   | 350896                                                                                                                                                         |
| <i>Registration status:</i> | NHIG, Standardisation pending 14/06/2007<br>NCSIMG, Standard 27/03/2007                                                                                        |
| <i>Definition:</i>          | A health care occupation that an individual provider identifies as being one in which they provide a significant amount of services, as represented by a code. |

---

### Data element concept attributes

|                              |                                                                                                                                      |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <i>Data element concept:</i> | Individual service provider—occupation (self-identified)                                                                             |
| <i>Definition:</i>           | A health care occupation that an individual provider identifies as being one in which they provide a significant amount of services. |
| <i>Object class:</i>         | Individual service provider                                                                                                          |
| <i>Property:</i>             | Occupation                                                                                                                           |

### Source and reference attributes

|                                 |                                            |
|---------------------------------|--------------------------------------------|
| <i>Submitting organisation:</i> | Australian Institute of Health and Welfare |
|---------------------------------|--------------------------------------------|

---

### Value domain attributes

#### Representational attributes

|                                  |                                                                                        |
|----------------------------------|----------------------------------------------------------------------------------------|
| <i>Classification scheme:</i>    | Australian and New Zealand Standard Classification of Occupations, First edition, 2006 |
| <i>Representation class:</i>     | Code                                                                                   |
| <i>Data type:</i>                | Number                                                                                 |
| <i>Format:</i>                   | N[NNN]{NN}                                                                             |
| <i>Maximum character length:</i> | 6                                                                                      |

---

### Data element attributes

#### Collection and usage attributes

|                       |                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Guide for use:</i> | The following is a list of the more common health care occupations, however, it is not intended to represent all the possible health care occupations:<br>Aboriginal and Torres Strait Islander Health Worker (ANZSCO code 411511)<br>Acupuncturist (ANZSCO code 252211)<br>Aged or disabled carer (ANZSCO code 423111)<br>Ambulance officer (ANZSCO code 411111) |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Anaesthetist (ANZSCO code 253211)  
 Audiologist (ANZSCO code 252711)  
 Chiropractor (ANZSCO code 252111)  
 Clinical psychologist (ANZSCO code 272311)  
 Complementary Health Therapists nec (ANZSCO code 252299)  
 Dental assistant (ANZSCO code 423211)  
 Dental hygienist (ANZSCO code 411211)  
 Dental specialist (ANZSCO code 252311)  
 Dental technician (ANZSCO code 411213)  
 Dental therapist (ANZSCO code 411214)  
 Dentist (ANZSCO code 252312)  
 Dermatologist (ANZSCO code 253911)  
 Dietitian (ANZSCO code 251111)  
 Drug and Alcohol Counsellor (ANZSCO code 272112)  
 Enrolled nurse (ANZSCO code 411411)  
 General medical practitioner (ANZSCO code 253111)  
 Health professionals (ANZSCO code 25)  
 Hospital pharmacist (ANZSCO code 251511)  
 Intensive care ambulance paramedic (Aus) / ambulance  
 paramedic (NZ) (ANZSCO code 411112)  
 Massage therapist (ANZSCO code 411611)  
 Medical diagnostic radiographer (ANZSCO code 251211)  
 Medical practitioner in training (ANZSCO code 2311-81)  
 Medical practitioners nec (ANZSCO code 253999)  
 Medical radiation therapist (ANZSCO code 251212)  
 Midwife (ANZSCO code 254111)  
 Naturopath (ANZSCO code 252213)  
 Nuclear medicine technologist (ANZSCO code 251213)  
 Nurse educator (ANZSCO code 254211)  
 Nurse manager (ANZSCO code 254311)  
 Nurse practitioner (ANZSCO code 254411)  
 Nurse researcher (ANZSCO code 254212)  
 Nursing assistant support worker (ANZSCO code 423312)  
 Occupational therapist (ANZSCO code 252411)  
 Ophthalmologist (ANZSCO code 253914)  
 Optometrist (ANZSCO code 251411)  
 Orthoptist (ANZSCO code 251412)  
 Orthotist or Prosthetist (ANZSCO code 251912)  
 Osteopath (ANZSCO code 252112)  
 Paediatrician (ANZSCO code 253321)  
 Pathologist (ANZSCO code 253915)

Physiotherapist (ANZSCO code 252511)  
 Podiatrist (ANZSCO code 252611)  
 Psychiatrist (ANZSCO code 253411)  
 Psychologists nec (ANZSCO code 272399)  
 Radiologist (ANZSCO code 253916)  
 Registered nurse (developmental disability)(ANZSCO code 254416)  
 Registered nurse (mental health)(ANZSCO code 254422)  
 Registered Nurses nec (ANZSCO code 254499)  
 Rehabilitation counsellor (ANZSCO code 272114)  
 Retail pharmacist (ANZSCO code 251513)  
 Social worker (ANZSCO code 272511)  
 Sonographer (ANZSCO code 251214)  
 Specialist physician(general medicine) (ANZSCO code 253311)  
 Specialist Medical Practitioner NEC (ASCO code 2312-79)  
 Speech pathologist (aus) / speech language therapist (nz) (ANZSCO code 252712)  
 Surgeon (general) (ANZSCO code 253511)  
 Therapy aide (ANZSCO code 423314)

*Collection methods:*

Data is collected at the time a health care provider identification record is created.

Multiple instances of health care occupation may be collected where the individual provides a significant amount of services in more than one category. For example, a dentist who is also a medical practitioner may practice as both.

Record as many as apply.

Accurate data are best achieved using computer assisted coding. A computer assisted coding system is available from the ABS to assist in coding occupational data to ANZSCO codes.

Data coded at the 4-digit and 6-digit level will provide more detailed information than that collected at the higher levels and may be more useful. However, the level at which data are coded and reported will depend on the purpose of collecting this information.

*Comments:*

ANZSCO defines 'occupation' as 'a set of jobs with similar sets of tasks'. Operationally this is defined as 'a collection of jobs which are sufficiently similar in their main tasks to be grouped together for purposes of the classification'. Job is defined as 'a set of tasks designed to be performed by one individual for a wage or salary'.

**Source and reference attributes**

*Reference documents:*

In AS4846 this data element is referred to as 'Provider main field of practice'.

**Relational attributes**

*Related metadata references:*

Supersedes Individual service provider—occupation (self-identified), code (ASCO 2nd edn) N[NNN]{-NN} NHIG,

◆ New data item

∇ Revised data item

*Implementation in Data Set Specifications:*

Standard 04/05/2005, NCSIMG, Superseded 27/03/2007

Health care provider identification DSS NHIG, Standardisation pending 14/06/2007

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## Relationship in household ▽

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### Identifying and definitional attributes

|                             |                                                                                                                                                          |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Metadata item type:</i>  | Data Element                                                                                                                                             |
| <i>Technical name:</i>      | Person—relationship to household reference person, code NN                                                                                               |
| <i>METeOR identifier:</i>   | 351307                                                                                                                                                   |
| <i>Registration status:</i> | NCSIMG, Standard 27/04/2007                                                                                                                              |
| <i>Definition:</i>          | The familial and non-familial relationship of each person in a given household to the reference person in that same household, as represented by a code. |

---

### Data element concept attributes

|                              |                                                                                                                                |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <i>Data element concept:</i> | Person—relationship to household reference person                                                                              |
| <i>Definition:</i>           | The familial and non-familial relationship of each person in a given household to the reference person in that same household. |
| <i>Object class:</i>         | Person                                                                                                                         |
| <i>Property:</i>             | Relationship to reference person                                                                                               |

---

### Value domain attributes

#### Representational attributes

|                                  |                                                                         |                                        |
|----------------------------------|-------------------------------------------------------------------------|----------------------------------------|
| <i>Classification scheme:</i>    | Family, household and income unit variables (relationship in household) |                                        |
| <i>Representation class:</i>     | Code                                                                    |                                        |
| <i>Data type:</i>                | Number                                                                  |                                        |
| <i>Format:</i>                   | NN                                                                      |                                        |
| <i>Maximum character length:</i> | 2                                                                       |                                        |
| <i>Permissible values:</i>       | Value                                                                   | Meaning                                |
|                                  | 11                                                                      | In a registered marriage               |
|                                  | 12                                                                      | In a de facto marriage                 |
|                                  | 21                                                                      | Lone parent                            |
|                                  | 31                                                                      | Natural or adopted child under 15      |
|                                  | 32                                                                      | Step-child under 15                    |
|                                  | 33                                                                      | Foster child under 15                  |
|                                  | 34                                                                      | Grandchild under 15                    |
|                                  | 35                                                                      | Otherwise related child under 15       |
|                                  | 36                                                                      | Unrelated child under 15               |
|                                  | 41                                                                      | Natural or adopted dependent student   |
|                                  | 42                                                                      | Student step-child                     |
|                                  | 43                                                                      | Student foster child                   |
|                                  | 51                                                                      | Non-dependent natural or adopted child |
|                                  | 52                                                                      | Non-dependent step-child               |

|    |                                                     |
|----|-----------------------------------------------------|
| 53 | Non-dependent foster child                          |
| 61 | Brother/Sister                                      |
| 62 | Father/Mother                                       |
| 63 | Non-dependent grandchild                            |
| 64 | Grandfather/grandmother                             |
| 65 | Cousin                                              |
| 66 | Uncle/Aunt                                          |
| 67 | Nephew/Niece                                        |
| 69 | Other related individual (not elsewhere classified) |
| 71 | Unrelated individual living in a family household   |
| 72 | Group household member                              |
| 73 | Lone person                                         |
| 99 | Visitor                                             |

## Collection and usage attributes

### *Guide for use:*

CODE 21 Lone parent:

Should be used where a person has no spouse or partner present in the household but who forms a parent-child relationship with at least one **dependent** or non-dependent child who is usually resident in the household.

CODE 99 Not stated/inadequately described:

Not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected

### *Collection methods:*

A major purpose of this classification is as the basis for identification of **income units** and families, statistical units that are important for further analysis.

Data captured on relationships are allocated to the 'Relationship in household' classification in output processing.

Relationships to the selected Person 1 are coded, enabling the family units existing in the household to be identified.

The first person named is identified as Person 1.

Q1 below is asked of all usual residents of the household, except for Person 1:

Q1. What is (Your/the Person's) relationship to (Person 1)?

## Source and reference attributes

### *Reference documents:*

Statistical Concepts Library - Standards for Social, Labour and Demographic Variables - Family, Household and Income Unit Variables - Relationship in household - Classification and coding

Reference online through:

Family, Household and Income Unit Variables, Relationship in Household



## Data element attributes

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### Collection and usage attributes

*Guide for use:*

This metadata item is measured using relationships in respect of a household reference person. Relationships in the household are determined by establishing the relationship between this household reference person and each other member of the household in turn.

The household reference person may be determined in a variety of ways. For example, it could be the person first listed on a form ('Person 1'), or the oldest person in the household, or the client. In measuring the types of relationships that exist between persons in a household, we must recognise that there may not be any familial relationship.

*Collection methods:*

The second level of the ABS classification has been adopted for this metadata item. Individual agencies may wish to classify 'Relationship in household' at the 3-digit level for their own operational purposes.

Collecting these data is quite complex, due to inter-relationships that may exist in a household. Refer to ABS Standards for details of interviewer or self enumerated collection methods.

*Comments:*

For the purposes of this metadata item the term child refers to the relationship to the reference person and not a person under 15 years of age.

The ability to determine familial relationships between persons residing within the same household is essential in a wide range of statistics on household type, family type and income unit. It may also be useful in determining possible levels of need and support available for clients.

### Relational attributes

*Related metadata references:*

Supersedes Person—relationship to household reference person, code NN NCSIMG, Superseded 27/04/2007

See also Person—reference person indicator (household), code N NCSIMG, Standardisation pending 27/04/2007

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## Sector type ♦

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### Identifying and definitional attributes

|                             |                                                                                                                        |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------|
| <i>Metadata item type:</i>  | Data Element                                                                                                           |
| <i>Technical name:</i>      | Service provider organisation—sector type, code N                                                                      |
| <i>Synonymous names:</i>    | Agency sector, Government/non-government sector, public/private sector                                                 |
| <i>METeOR identifier:</i>   | 350937                                                                                                                 |
| <i>Registration status:</i> | NCSIMG, Standard 27/04/2007                                                                                            |
| <i>Definition:</i>          | A categorisation of agencies and organisations based on funding and management arrangements, as represented by a code. |

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### Data element concept attributes

|                              |                                                                                                |
|------------------------------|------------------------------------------------------------------------------------------------|
| <i>Data element concept:</i> | Service provider organisation—sector                                                           |
| <i>Definition:</i>           | A categorisation of service providers based on funding, management and ownership arrangements. |
| <i>Object class:</i>         | Service provider organisation                                                                  |
| <i>Property:</i>             | Sector                                                                                         |

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### Value domain attributes

#### Representational attributes

| <i>Representation class:</i>     | Code                                                                                                                                                                                                                                                   |       |         |   |                     |   |                          |   |                                     |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|---------|---|---------------------|---|--------------------------|---|-------------------------------------|
| <i>Data type:</i>                | Number                                                                                                                                                                                                                                                 |       |         |   |                     |   |                          |   |                                     |
| <i>Format:</i>                   | N                                                                                                                                                                                                                                                      |       |         |   |                     |   |                          |   |                                     |
| <i>Maximum character length:</i> | 1                                                                                                                                                                                                                                                      |       |         |   |                     |   |                          |   |                                     |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Government (public)</td></tr><tr><td>2</td><td>Non-government (private)</td></tr><tr><td>9</td><td>Not stated, /inadequately described</td></tr></tbody></table> | Value | Meaning | 1 | Government (public) | 2 | Non-government (private) | 9 | Not stated, /inadequately described |
| Value                            | Meaning                                                                                                                                                                                                                                                |       |         |   |                     |   |                          |   |                                     |
| 1                                | Government (public)                                                                                                                                                                                                                                    |       |         |   |                     |   |                          |   |                                     |
| 2                                | Non-government (private)                                                                                                                                                                                                                               |       |         |   |                     |   |                          |   |                                     |
| 9                                | Not stated, /inadequately described                                                                                                                                                                                                                    |       |         |   |                     |   |                          |   |                                     |
| <i>Supplementary values:</i>     |                                                                                                                                                                                                                                                        |       |         |   |                     |   |                          |   |                                     |

#### Collection and usage attributes

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Guide for use:</i> | <p>CODE 1 Government<br/>The government (public) sector comprises all government units and non-market nonprofit institutions (NPIs) that are controlled and mainly financed by government. This includes all public corporations and the general government sector represented by the three levels of government.</p> <p>CODE 2 Non-government<br/>The non-government (private) sector comprises all nonprofit institutions (NPIs) and corporations not controlled by the general government other than non-market NPIs that are controlled and mainly financed by government.</p> |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Source and reference attributes

|                                 |                                                                                                                      |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <i>Submitting organisation:</i> | CSTDA NMDS Network                                                                                                   |
| <i>Reference documents:</i>     | Australian Bureau of Statistics 2002. Standard Economic Sector Classifications of Australia (SESCA), Cat No. 1218.0. |

## Data element attributes

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### Source and reference attributes

|                                 |                                                                                                                                                                                                                                                                                                                 |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Submitting organisation:</i> | CSTDA NMDS Network.                                                                                                                                                                                                                                                                                             |
| <i>Origin:</i>                  | Australian Institute of Health and Welfare 2004. Commonwealth State/Territory Disability Agreement National Minimum Data Set collection: Data Dictionary Version 1.1.                                                                                                                                           |
| <i>Reference documents:</i>     | Australian Bureau of Statistics 2002. Standard Economic Sector Classifications of Australia (SESCA). Cat No. 1218.0.<br>Australian Institute of Health and Welfare 2006. Commonwealth State/Territory Disability Agreement National Minimum Data Set collection: data guide—data items and definitions 2006–07. |

### Relational attributes

|                                                   |                                                                                                                                                                                                          |
|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Related metadata references:</i>               | See also Service provider organisation—level of government, code N NCSIMG, Standard 27/04/2007<br>See also Service provider organisation—income tax exempt indicator, code N NCSIMG, Standard 27/04/2007 |
| <i>Implementation in Data Set Specifications:</i> | Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007                                                                                                         |

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## Service received indicator ♦

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### Identifying and definitional attributes

|                             |                                                                 |
|-----------------------------|-----------------------------------------------------------------|
| <i>Metadata item type:</i>  | Data Element                                                    |
| <i>Technical name:</i>      | Person—service received indicator, code N                       |
| <i>Synonymous names:</i>    | Snapshot date flag                                              |
| <i>METeOR identifier:</i>   | 323510                                                          |
| <i>Registration status:</i> | NCSIMG, Standard 27/04/2007                                     |
| <i>Definition:</i>          | Whether the person received a service as represented by a code. |

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### Data element concept attributes

|                              |                                        |
|------------------------------|----------------------------------------|
| <i>Data element concept:</i> | Person—service received indicator      |
| <i>Definition:</i>           | Whether the person received a service. |
| <i>Object class:</i>         | Person                                 |
| <i>Property:</i>             | Service received indicator             |

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### Value domain attributes

#### Representational attributes

| <i>Representation class:</i>     | Code                                                                                                                                              |       |         |   |     |   |    |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|-------|---------|---|-----|---|----|
| <i>Data type:</i>                | Number                                                                                                                                            |       |         |   |     |   |    |
| <i>Format:</i>                   | N                                                                                                                                                 |       |         |   |     |   |    |
| <i>Maximum character length:</i> | 1                                                                                                                                                 |       |         |   |     |   |    |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Yes</td></tr><tr><td>2</td><td>No</td></tr></tbody></table> | Value | Meaning | 1 | Yes | 2 | No |
| Value                            | Meaning                                                                                                                                           |       |         |   |     |   |    |
| 1                                | Yes                                                                                                                                               |       |         |   |     |   |    |
| 2                                | No                                                                                                                                                |       |         |   |     |   |    |

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### Data element attributes

#### Source and reference attributes

|                                 |                                                                                                                                                      |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Submitting organisation:</i> | CSTDA NMDS Network.                                                                                                                                  |
| <i>Reference documents:</i>     | Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07. |

#### Relational attributes

|                                                   |                                                                                                  |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------|
| <i>Implementation in Data Set Specifications:</i> | Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007 |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------|

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## Tax exempt indicator ♦

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### Identifying and definitional attributes

|                             |                                                                                                    |
|-----------------------------|----------------------------------------------------------------------------------------------------|
| <i>Metadata item type:</i>  | Data Element                                                                                       |
| <i>Technical name:</i>      | Service provider organisation—income tax exempt indicator, code N                                  |
| <i>Synonymous names:</i>    | Agency sector type                                                                                 |
| <i>METeOR identifier:</i>   | 321004                                                                                             |
| <i>Registration status:</i> | NCSIMG, Standard 27/04/2007                                                                        |
| <i>Definition:</i>          | Whether an organisation or agency has been assessed as income tax exempt as represented by a code. |

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### Data element concept attributes

|                              |                                                                           |
|------------------------------|---------------------------------------------------------------------------|
| <i>Data element concept:</i> | Service provider organisation—tax exempt indicator                        |
| <i>Definition:</i>           | Whether an organisation or agency has been assessed as income tax exempt. |
| <i>Object class:</i>         | Service provider organisation                                             |
| <i>Property:</i>             | Tax exempt indicator                                                      |

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### Value domain attributes

#### Representational attributes

| <i>Representation class:</i>     | Code                                                                                                                                                                               |       |                                   |   |                   |   |                       |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------------------------------|---|-------------------|---|-----------------------|
| <i>Data type:</i>                | Number                                                                                                                                                                             |       |                                   |   |                   |   |                       |
| <i>Format:</i>                   | N                                                                                                                                                                                  |       |                                   |   |                   |   |                       |
| <i>Maximum character length:</i> | 1                                                                                                                                                                                  |       |                                   |   |                   |   |                       |
| <i>Permissible values:</i>       | <table><thead><tr><th>Value</th><th>Meaning</th></tr></thead><tbody><tr><td>1</td><td>Income tax exempt</td></tr><tr><td>2</td><td>Non-income tax exempt</td></tr></tbody></table> | Value | Meaning                           | 1 | Income tax exempt | 2 | Non-income tax exempt |
| Value                            | Meaning                                                                                                                                                                            |       |                                   |   |                   |   |                       |
| 1                                | Income tax exempt                                                                                                                                                                  |       |                                   |   |                   |   |                       |
| 2                                | Non-income tax exempt                                                                                                                                                              |       |                                   |   |                   |   |                       |
| <i>Supplementary values:</i>     | <table><tbody><tr><td>9</td><td>Not stated/inadequately described</td></tr></tbody></table>                                                                                        | 9     | Not stated/inadequately described |   |                   |   |                       |
| 9                                | Not stated/inadequately described                                                                                                                                                  |       |                                   |   |                   |   |                       |

#### Collection and usage attributes

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Guide for use:</i> | <p>CODE 1 Income tax exempt</p> <p>Income Tax Exempt organisation has been endorsed by the Australian Taxation Office as exempt from income tax. As well as being exempt from paying income tax, an Income Tax Exempt organisation does not have to lodge income tax returns unless specifically requested to do so by the Australian Taxation Office (<a href="http://www.ato.gov.au">www.ato.gov.au</a>).</p> <p>CODE 2 Non-income tax exempt</p> <p>Organisation that are not endorsed by the Australian Taxation Office as being exempt from paying income tax are classified as non-income tax exempt.</p> |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Data element attributes

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### Collection and usage attributes

*Guide for use:* Charities are not automatically exempt from income tax. There is an endorsement system under which they should apply to the Australian Tax Office to be endorsed as income tax exempt.

### Source and reference attributes

*Submitting organisation:* CSTDA NMDS Network.

*Origin:* Commonwealth State/Territory Disability Agreement National Minimum Data Set (CSTDA NMDS) collection. Data Guide: data items and definitions 2006-07.

### Relational attributes

*Implementation in Data Set Specifications:* Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006 NCSIMG, Standard 27/04/2007

# Classifications

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# Australian and New Zealand Standard Classification of Occupations, First edition, 2006 ▽

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## Identifying and definitional attributes

|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Metadata item type:</i>       | Classification Scheme                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <i>Synonymous names:</i>         | ANZSCO 1st edition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <i>METeOR identifier:</i>        | 350882                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <i>Registration status:</i>      | NHIG, Standardisation pending 14/06/2007<br>NCSIMG, Standard 27/03/2007                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <i>Definition:</i>               | The Australian Bureau of Statistics (ABS) classification for occupations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <i>Classification structure:</i> | The structure of ANZSCO has five hierarchical levels - major group, sub-major group, minor group, unit group and occupation. The categories at the most detailed level of the classification are termed 'occupations'. These are grouped together to form 'unit groups', which in turn are grouped into 'minor groups'. Minor groups are aggregated to form 'sub-major groups' which in turn are aggregated at the highest level to form 'major groups'.<br><br>These are the same hierarchical levels that are used in ASCO Second Edition and NZSCO 1999. |

### Conceptual model

ANZSCO is a skill-based classification used to classify all occupations and jobs in the Australian and New Zealand labour markets.

To do this, ANZSCO identifies a set of occupations covering all jobs in the Australian and New Zealand labour markets, defines these occupations according to their attributes and groups them on the basis of their similarity into successively broader categories for statistical and other types of analysis. The individual objects classified in ANZSCO are jobs.

In ANZSCO, occupations are organised into progressively larger groups on the basis of their similarities in terms of both skill level and skill specialisation.

The conceptual model adopted for ANZSCO uses a combination of skill level and skill specialisation as criteria to design major groups which are meaningful and useful for most purposes. The eight major groups are formed by grouping together sub-major groups using aspects of both skill level and skill specialisation. In designing the major groups, intuitive appeal and usefulness in both statistical and administrative applications were also important considerations.

The skill level criterion is applied as rigorously as possible at the second level of the classification, the sub-major group level, together with a finer application of skill specialisation than that applied at the major group level. Each sub-major group is made up of a number of minor groups.

Minor groups are distinguished from each other mainly on the



basis of a finer application of skill specialisation than that applied at the sub-major group level. Within minor groups, unit groups are distinguished from each other on the basis of skill specialisation and, where necessary, skill level.

Virtually all unit groups are at one skill level. There are only eight unit groups which contain occupations at more than one skill level. In all but two of these unit groups, the vast majority of jobs classified to the unit group are at one skill level only. Data stored at unit group level can therefore be aggregated by skill level with a high degree of validity.

Within unit groups, the distinction between occupations amounts to differences between tasks performed in occupations. All occupations are at one skill level.

As a result, data classified at the major group level will provide only a broad indication of skill level. Data at the sub-major group level will provide a satisfactory indication of skill level for many analytical purposes. Data classified at the unit group level will provide an accurate indication of skill level. Unit groups can, therefore, be aggregated by skill level to provide an indicative measure of occupations classified by skill level.

## Source and reference attributes

|                 |                                                                                                                                                                             |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Steward:</i> | Australian Bureau of Statistics (ABS)                                                                                                                                       |
| <i>Origin:</i>  | Australian Bureau of Statistics 2006. Australian and New Zealand Standard Classification of Occupations, First Edition, Cat no. 1220.0 Canberra: ABS. Viewed 13 March 2007. |

## Relational attributes

|                                                           |                                                                                                                                                                |
|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Related metadata references:</i>                       | Supersedes Australian Standard Classification of Occupations 2nd edition NHIG, Standard 01/03/2005, NCSIMG, Superseded 27/03/2007, NHDAMG, Standard 01/03/2005 |
| <i>Value Domains based on this Classification Scheme:</i> | Occupation code (ANZSCO 1st edition) N[NNN]{NN} NHIG, Standardisation pending 14/06/2007<br>NCSIMG, Standard 27/03/2007                                        |