Australian Government

Australian Institute of Health and Welfare

Better information and statistics for better health and wellbeing

2009–10 Private rent assistance data collection

Jurisdiction data manual

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Australian Institute of Health and Welfare

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1   Introduction

This data manual has been developed by the Australian Institute of Health and Welfare (AIHW) to assist jurisdictions with the collection and reporting of data for private rent assistance (PRA). This manual provides the standard concepts, definitions and procedures to ensure data that is comparable across jurisdictions.

The manual includes details of:

- the scope of the data collection
- specifications for quantitative and qualitative data
- description of the tools for use in compiling the data
- the steps involved to undertake the data collection.

2   Process overview

The processes for the 2009–10 private rent assistance national data collection are illustrated in Table 2.1. There are three steps in the process:

- Step 1— The AIHW send data collection documentation to jurisdictions.
- Step 2—Jurisdictions compile data (both quantitative and qualitative), conduct quality assurance checks and send data to the AIHW.
- Step 3—The AIHW undertake data quality checks and prepare final results for approval and reporting.

Key dates

Table 2.1: Key dates

Date	Task	Further information
Step 1		
June 2010	AIHW to circulate data collection documentation to jurisdictions	Section 4
Step 2		
2 August 2010	Jurisdictions to supply data to AIHW	Section 4
Step 3		
August–September 2010	Ongoing consultation with jurisdictions to finalise data and associated footnotes	
9 September 2010	FINAL date for jurisdictions to request revisions to data	
16 September 2010	AIHW to send national data and footnotes to jurisdictions for final sign-off	
23 September	HHIMG to sign-off on national data and footnotes	
27 September 2010	Data is provided to the Productivity Commission	
31 December 2010	The Productivity Commission provides data to the COAG Reform Council for publishing	

Processing and quality assurance

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

National reporting

Once all data are finalised and approved by the Housing and Homelessness Information Management Group (HHIMG), they will be published electronically on the AIHW website.

3   Scope and coverage

Private rent assistance for the purpose of this collection relates to the provision of financial assistance to enable households to access and maintain accommodation in the private rental market and **includes**:

- bond loans
- rental grants
- rental subsidies
- relocation expenses and
- other assistance grants.

The collection **excludes** non-financial assistance, for example, tenancy support services and tenancy guarantees.

Time period reference

Data is to be provided for the financial year, that is, the period 1 July 2009 to 30 June 2010.

Reporting frequency

This data collection occurs annually.

Data definitions

The National Housing Assistance Data Dictionary Version 3 is the authoritative source of data definitions and standards for this collection. The main counting unit for the outputs is households and a household is defined as:

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

Changes to the 2009–10 data collection

As part of the 2009–10 HHIMG work program, redevelopment of the private rent assistance data collection was agreed to, in line with the new reporting requirements under the National Affordable Housing Agreement (NAHA). Subsequently, HHIMG members agreed to a unit record level collection for private rent assistance, and to the associated data items for collection and reporting for the 2009-10 financial year (refer to Section 4 for further details).

4   Data provision

Quantitative data items

This section of the manual outlines details of the quantitative data items to be reported by jurisdictions as part of the private rent assistance data collection.

Where data supplied differs from the specifications outlined below, or there are difficulties in providing the data, please provide footnotes qualifying the data.

The following table provides details of the output items that will be published.

Table 4.1: List of output items

Code	Description
PR1	Total number of households assisted for year ending 30 June 2010
PR2	Total number of Indigenous households assisted for year ending 30 June 2010
PR3	Total number of households assisted by income type
PR4	Total number of households in Major cities of Australia for year ending 30 June 2010
PR5	Total number of households in Inner regional areas of Australia for year ending 30 June 2010
PR6	Total number of households in Outer regional areas of Australia for year ending 30 June 2010
PR7	Total number of households in Remote areas of Australia for year ending 30 June 2010
PR8	Total number of households in Very remote areas of Australia for year ending 30 June 2010
PR9	Total number of households receiving bond loan assistance for year ending 30 June 2010
PR10	Total number of households receiving rental grants for year ending 30 June 2010
PR11	Total number of households receiving rental subsidies for year ending 30 June 2010
PR12	Total number of households receiving relocation expenses for year ending 30 June 2010
PR13	Total number of households receiving other assistance for year ending 30 June 2010
PR14	Total value of assistance to households receiving bond loan assistance for year ending 30 June 2010
PR15	Total value of assistance to households receiving rental grants for year ending 30 June 2010
PR16	Total value of assistance to households receiving rental subsidies for year ending 30 June 2010
PR17	Total value of assistance to households receiving relocation expenses for year ending 30 June 2010
PR18	Total value of assistance to households receiving other assistance for year ending 30 June 2010

General notes

- please supply all variables relating to **dollars to 2 decimal places**
- dates to be formatted as **dd/mm/yyyy**
- blank fields to be treated as unknown
- please advise if unable to supply a variable
- mapping of any jurisdictional codes to national standard as required.

Data files

The following table provides details of the data items to be reported for the 2009–10 private rent assistance data collection in relation to households, the property, and type of assistance received. Table 4.2 displays the data items that are to be provided, and the order in which the data items should be provided. Tables 4.3, 4.4 and 4.5 display the format in which the data items should be provided.

A compilation tool was developed by the AIHW to assist jurisdictions and organisations in the data compilation stage of the data collection process. If you would like a copy of the tool, please contact the AIHW.

Table 4.2: Data items for 2009–10 PRA data collection

Household data items	Household identifier
	Main applicant identifier
	Sex
	Date of birth
	Indigenous status
	Gross weekly income
	Principal source of income
Property data items	Suburb/town/locality name
	Postcode
	Weekly rent
Assistance data items	Type of assistance received
	Date assistance received
	Amount of assistance received

Household data items—formats and values

Include:

- All households who received private rent assistance during the 2009–10 financial year.

Exclude:

- Households with outstanding monies to repay for assistance provided in a previous financial year, where no new assistance was provided for year ending 30 June 2010.

Data qualifications:

- A separate record should be provided for each type of assistance provided to a household.
- Households receiving ongoing assistance should be counted once for the financial year only for each program type where assistance was provided—regardless of which financial year assistance commenced.
- **The main applicant identifier should be the same person identifier that is used by the social housing authority across different housing programs. This field may be used to link private rent assistance records with corresponding public rental housing, state owned and managed Indigenous housing, and/or home purchase assistance records. If no such identifier exists, this field should be left blank.**

Table 4.3: Household data items for 2009–10 PRA data collection

AIHW variable	Description	Format	AIHW values
ID	Unique household identifier	String 15	
APPLICANTID	Unique main applicant identifier	String 15	
SEX	Sex of main applicant	Numeric 1	1. Male
			2. Female
			3. Intersex or indeterminate
			9. Not stated/inadequately described
DOB	Date of birth of main applicant	DD/MM/YYYY	
INDIG	Indigenous status of household	Number 1	1. Yes
			2. No
			9. Not stated/inadequately described
INC_GH	Gross weekly income of household	Currency 8	
INC_TYPE	Principal income source of household	Number 1	1. Employee cash income
			2. Unincorporated business income
			3.1.1. Youth allowance
			3.1.2. Newstart allowance
			3.1.3. Other allowances for students and the unemployed
			3.2.1. Age pension
			3.2.2. Disability support pension
			3.2.3. Other Centrelink pensions/allowances for the aged and people with a disability
			3.3. Other Government cash pensions/allowances (e.g. Service pensions, Family Tax Benefit)
			4. Other cash income
			9. Not stated/inadequately described

Property data items—formats and values

Include:

- All properties related to the private rent assistance received by households during the 2009–10 financial year.

Table 4.4: Property data items for 2009–10 PRA data collection

AIHW variable	Description	Format	AIHW values
SUBURB	Suburb/town/locality name	String 15	
POSTCODE	Postcode	Numeric 4	
WRENT	Weekly rent payment	Currency 8	

Assistance data items—formats and values

Include:

- The value of assistance provided to a household during the 2009–10 financial year for:

- all households who commenced receiving assistance for year ending 30 June 2010 regardless of the form of assistance (i.e. whether assistance is one-off, ongoing, repayable or non-repayable); and

- all households who commenced receiving an ongoing form of assistance in a previous financial year (i.e. prior to 1 July 2009) and continued to receive this assistance from 1 July 2009.

Exclude:

- Related administrative and operational costs associated with providing the private rent assistance.

- The value of assistance provided to a household prior to 1 July 2009 (i.e. for households continuing to receive ongoing forms of assistance that commenced prior to 1 July 2009).

- The value of outstanding repayable monies where a repayable form of assistance was provided prior to 1 July 2009 and outstanding monies had not been repaid by 30 June 2009.

Data qualifications:

- For those households who commenced receiving assistance in a previous financial year (i.e. prior to 1 July 2009) and they continued to receive this assistance, include only the value of assistance provided for the year ending 30 June 2010 (i.e. disregard the value of assistance provided prior to 1 July 2009).

- For those households who commenced receiving assistance in a previous financial year (i.e. prior to 1 July 2009) and they continued to receive this assistance, report the originating date of the assistance (i.e. the date the household first received the assistance).

Table 4.5: Assistance data items for 2009–10 PRA data collection

AIHW variable	Description	Format	AIHW values
PRA_TYPE	Type of assistance received	Number 2	1. Bond loan
			2. Rental grant – one-off
			3. Ongoing rental subsidy
			4. Relocation expenses
			99. Other
PRA_DATE	Date assistance received	DD/MM/YYYY	
PRA_AMOUNT	Amount of assistance received	Currency 8	

Qualitative data

Jurisdictions are requested to provide details of all programs of private rent assistance (financial only) available to households during the 2009–10 reporting period. An Excel spreadsheet is provided for this purpose and includes the following fields:

- name of program
- description of program
- eligibility criteria.

5   Processing performed by jurisdictions

Jurisdictions are required to undertake the data quality checks outlined in the following table prior to submission to the AIHW.

Data item & definition	Data quality check
Household identifier A unique identifier for a household. If household identifiers are not assigned as part of general management processes, please assign a unique number to each household for the purposes of this survey.	Must be completed for <u>all</u> household records.
Main applicant identifier A unique identifier for the person or principal person whose name appears first on the private rent assistance application form. This identifier should be the same person identifier that is used by the social housing authority across different housing programs. This field may be used to link PRA records with corresponding public rental housing, state owned and managed Indigenous housing, and/or home purchase assistance records. If a consistent social housing authority id is not available, please leave this field blank.	Must be completed for <u>all</u> household records where a consistent social housing authority person identifier that can be used for data linkage exists. Must be left blank for <u>all</u> household records where a consistent social housing authority person identifier *does not* exist.
Sex of main applicant The sex of the person or principal person whose name appears first on the private rent assistance application form. Where this is not clear, it should be the person who is responsible for rental payments.	Only valid codes are accepted (ie. 1, 2, 3 or 9). Must be completed for <u>all</u> household records.
Date of birth of main applicant The date of birth of the person or principal person whose name appears first on the private rent assistance application form. Where this is not clear, it should be the person who is responsible for rental payments.	Please record in the DD/MM/YYYY format and leave blank if unknown.
Indigenous status of household A household which contains one or more persons who identifies as being of Aboriginal or Torres Strait Islander origin.	Only valid codes are accepted (ie. 1, 2 or 9). Must be completed for <u>all</u> household records.
Gross weekly household income The value of weekly income from all sources before any deductions such as income tax, superannuation, etc. for all household members. Gross income is regarded as all receipts that are received regularly and are of a recurring nature. Certain receipts such as lump sum receipts, windfall gains and withdrawals from savings are not considered to conform to these criteria and are not included as income.	Report to 2 decimal places and leave blank if unknown. Please check records where weekly income is above $1,500 or below $150.
Main income source of household The income source by which the household derives most (equal to or greater than 50%) of its income. If a household has multiple sources of income and none are equal to or greater than 50%, sum the value of the income amount for all household members for each income source. The income source which contributes the largest percentage should be counted as the main income source for the household.	Only valid codes are accepted (ie. 1, 2, 3.1.1, 3.1.2, 3.1.3, 3.2.1, 3.2.2, 3.2.3, 3.3, 4 or 9). Must be completed for <u>all</u> household records.

Data item & definition	Data quality check

Suburb/town/locality name of property The suburb/town/locality name may be a town, city, suburb or commonly used location name such as a large agricultural property or Aboriginal community.	Must be completed for <u>all</u> household records.
Postcode of property The numeric descriptor for a postal delivery area, aligned with locality, suburb or place for the address of a dwelling.	Please enter a valid 4-digit Australian postcode. Must be completed for <u>all</u> household records.
Weekly rent The amount of rent charged for the property. The rent charged is the amount of money the household has been asked to pay.	Please report to 2 decimal places and leave blank if unknown. Please check records where weekly rent is greater than weekly income.
Type of assistance received Details of the type of financial assistance provided to the household.	Only valid codes are accepted (ie. 1, 2, 3, 4 or 99). Must be completed for <u>all</u> household records.
Value of assistance received The dollar value of assistance provided to households.	Please report to 2 decimal places and leave blank if unknown. Must be completed for <u>all</u> household records.
Date assistance received The date on which assistance was provided to the household.	Please record in the DD/MM/YYYY format. Only assistance provided between 01/07/2009 and 30/06/2010 should be included. Assistance before or after this date should be excluded.

6 AIHW importing and edits process

The following table outlines the edits which will be undertaken by the AIHW. The results from the edits applied will be provided to each jurisdiction in a Processing Workbook. The workbook will include a summary of the edit results and samples of the records that failed each edit.

Edit ID	Description
H01	Invalid sex of main applicant (i.e. not 1, 2, 3 or 9)
H02	Invalid Indigenous status of household (i.e. not 1, 2 or 9)
H03	Invalid principal income source of household (i.e. not 1, 2, 3.1.1, 3.1.2, 3.1.3, 3.2.1, 3.2.2, 3.2.3, 3.3, 4 or 9)
H04	Missing household ID
H05	Missing sex of main applicant
H06	Missing date of birth of main applicant
H07	Missing Indigenous status of household
H08	Missing gross weekly income of household
H09	Missing principal source of income of household
H10	The age of the main applicant is greater than 100 years
H11	The age of the main applicant is less than 16 years
H12	The gross weekly income of the household is high (i.e. > $1,500)
H13	The gross weekly income of the household is low (i.e. < $150)
P01	Invalid postcode
P02	Missing suburb/town/locality name
P03	Missing postcode
A01	Invalid type of assistance received (i.e. not 1, 2, 3, 4 or 99)
A02	Missing type of assistance received
A03	Missing date assistance received
A04	Missing amount of assistance received
A05	The date assistance received is after 30 June 2010
A06	The data assistance received is before 1 July 2009
A07	The amount of assistance received is greater than 4 weeks rent