2010-11 Indigenous community housing data collection

Jurisdiction data manual

Prepared by the AIHW Housing Unit

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Contents

1. Introduction

This manual has been developed by the Australian Institute of Health and Welfare (AIHW) to assist jurisdictions with the collection and reporting of Indigenous community housing (ICH) data. A list of the performance indicators is provided in Chapter 5.

The resulting performance indicators and supporting data items will be used to fulfil national reporting requirements under the NAHA, and for the Report on Government Services. The data will also be published in appropriate AIHW publications relating to Indigenous housing. Data will be published at both the jurisdiction and national levels.

This manual includes details of:
- the process overview and key dates
- changes to the 2010-11 collection
- the scope of the data collection
- specifications for the quantitative data
- the steps involved in data compilation and validation
- the process for jurisdictions using the AIHW survey

For further information or queries, please contact the Indigenous Community Housing team:

Ingrid Seebus on 02 6244 1258 or email Ingrid.Seebus@aihw.gov.au

Trent Lind on 02 6249 5025 or email Trent.Lind@aihw.gov.au

Rachael Simpson on 6249 5134 or email Rachael.Simpson@aihw.gov.au

2. Process overview

The general process for the 2010-11 Indigenous data collection is similar to that for the 2009-10 data collection with the main steps as follows:

Step 1: AIHW sends data compilation tools and supporting documentation for the data collection to jurisdictions

Step 2: Data compilation and validation. See section 2.2 and Chapter 6 for more details.

> ❖ Compile administrative data using the tools supplied by the AIHW
> ❖ Conduct pre-dispatch quality assurance on the administrative data using the AIHW validation tool
> ❖ Send data to AIHW.

Step 3: AIHW undertakes processing and further data quality checks, and prepares final results for approval and reporting. AIHW will liaise with jurisdictions to address any data issues identified in the finalisation of data items, performance indicators and footnotes.

2.1 Key dates

Table 2.1: Key dates

Step	Date	Task
Step 1	29 July 2011	Final ICH data collection documentation provided to jurisdictions
Step 2	21 Oct 2011	Jurisdictions to supply all ICH data to AIHW
Step 3	Oct-Dec 2011	Ongoing consultations with jurisdictions to finalise unit record data submissions following data validation checks
	1 Dec 2011	Jurisdictions to supply all ICH data quality comments to AIHW
	16 Dec 2011	AIHW to circulate all final ICH numbers and qualifying statements to HHIMG for final sign-off
	27 Jan 2012	HHIMG sign off on final ICH numbers and qualifying statements
	Early 2012	National data to be released

2.2 Changes and key points for the 2010-11 data collection

For the 2010-11 ICH data collection, the following changes have been introduced.

Scope

- For 2010-11, the scope of the ICH collection will again largely be restricted to underlined funded ICHOs only. The only data to be collected in relation to underlined unfunded ICHOs is the number of underlined unfunded ICHOs (included in D19b) and the number of dwellings managed by underlined unfunded ICHO (included in D1b). However, the supply of current data for the total number of underlined unfunded ICHOs and the dwellings they manage will be optional; historical data will only be used if jurisdictions agree that the historical data is of reasonable quality.

New variables

- As agreed at HHIMG's June 2011 meeting, the tenancy management status for dwellings will be collected as an additional variable. This refers to whether tenancy management of dwellings is the responsibility of an Indigenous Community Housing Organisations (ICHO) or whether the dwellings are being tenancy managed by the State/Territory Housing Authority. The variable 'ten_man_stat_agg' has been added to the organisation.csv file, and the variable 'ten_man_stat' has been added to the dwelling.csv file. See Appendix A: CSV file specifications for more details.

Overcrowding

- As agreed at HHIMG's June 2011 meeting, aggregate overcrowding data will not be collected via the AIHW survey at the ICHO level. Jurisdictions who calculate the overcrowding figures at a jurisdictional level can continue to do so, but will need to use the Canadian National Occupancy Standard (CNOS).
- Note that at its June 2011 meeting, the Housing and Homelessness Working Group (HHWG) agreed that for the Report of Government Services (RoGS), the overcrowding housing indicator will be amended to households requiring <u>one</u> or more bedrooms, instead of <u>two</u> or more bedrooms to meet the Canadian National Occupancy Standard. This will make ICH reporting consistent with reporting for Public housing, SOMIH and community housing, and align with NAHA reporting. The performance indicator sheet for signoff will be adapted to reflect this.

Accounting for incomplete data

- As agreed at HHIMG's June meeting, extrapolation will not be used for reporting incomplete data. As per the 2009-10 collection, where data is incomplete, AIHW will adjust denominators to only include 'dwellings for which details are known'. Coverage details (provided as a percentage of the total dwelling number) will also be included.

Indigenous Community Housing survey

A few changes have been made to the AIHW's Indigenous Community Housing survey.

- Questions relating to aggregate overcrowding data have been deleted.
- A hidden aggregate worksheet has been included to automatically capture aggregate dwelling level data. Like the hidden organisation worksheet, the aggregate worksheet can be copied and pasted into the aggregate csv file.
- A checklist has been added to help providers address any problems.

Changes to unit record csv files

- The organisation csv file has been amended to capture the number of improvised dwellings, as well as the number of permanent dwellings.

Supplying aggregate data

- The aggregate csv file has been amended as last year it was often unclear whether the aggregate value related to specific ICHOs, or the whole jurisdiction.
- For the 2010-11 collection, the aggregate csv file requires aggregate values to be provided for each ICHO. An additional column (Organisation ID) has been added for this purpose. However, if the aggregate figure relates to the entire jurisdiction, then please record 'ALL' in the Organisation Identifier column. Should you have any queries with compiling aggregate data, please contact the ICH team early.
- Note, if unit record data is being provided for a given data item, then an aggregate value does not need to be completed. The aggregate csv file only needs to be completed for data items that are only supplied as aggregate values. This is because aggregate values are added to the unit record values when calculating the performance indicators.

Data quality comments

- Jurisdictions' comments in relation to data quality will be incorporated into the data quality statements. See "Data quality statements" in Chapter 6.

Using ASM to submit data

- If you are also responsible for the submitting data for the Public housing or Community housing collections, you will already be familiar with the new process for sending files securely with the AIHW Secure Messaging (ASM) service. This system is also being used for the ICH collection. Detailed instructions are provided in Appendix F. Should you have any difficulties, please contact the ICH team.

3. ICH scope

3.1 Scope

For the purposes of the 2010-11 ICH data collection:

- Dwellings must be targeted to Indigenous people.
- A principle of the ICHO must be to provide medium- to long-term housing tenure to tenants.
- The scope in relation to **funded/unfunded** organisations is as follows:
    - Data items **D1b (**No. of permanent dwellings managed by funded and unfunded organisations at 30 June**) includes** all dwellings managed by both funded and unfunded ICHOs (For NSW this means both actively registered and not actively registered ICHOs). This variable is optional for 2010-11.
    - Data item **D19b** (No. of funded and unfunded ICHOs at 30 June) **includes** both funded and unfunded organisations. (For NSW this means both actively registered and not actively registered ICHOs). This variable is optional for 2010-11.
    - **All other** data items, **exclude** dwellings managed by unfunded organisations. (For NSW this means excluding not actively registered ICHOs).
- Dwellings managed by the following are **excluded**:
    - mainstream community housing (i.e. not managed by an ICHO)
    - public rental housing
    - state owned and managed Indigenous housing (SOMIH)
    - the Crisis Accommodation Program (CAP).

3.2 Definitions

For the purposes of the 2010-11 ICH data collection the following definitions apply:

- **Indigenous community housing organisations** (ICHOs) are any Aboriginal and/or Torres Strait Islander organisation that is responsible for managing housing for Indigenous people. This includes community organisations such as resource agencies and land councils, which have a range of functions, provided that they manage housing for Indigenous people.
- **Funded organisations** are ICHOs that received funding in the 2010-11 financial year.
- **Unfunded organisations** are ICHOs that received funding in previous financial years (i.e. before 1 July 2010) but not in the 2010-11 financial year.
- **Actively registered organisations** are ICHOs that are registered with the New South Wales Aboriginal Housing Office (AHO) in the 2010-11 financial year. ICHOs in New South Wales that are actively registered are included in the funded organisation category, while ICHOs in New South Wales that are not actively registered are included in the unfunded organisation category. Active registration with the AHO does not guarantee funding.

- **Tenancy management status** refers to whether dwellings are managed by an Indigenous Community Housing Organisation (ICHO), or the State/Territory Housing Authority.

3.3 Time period references

The data to be provided covers two types of time periods:
- point in time, that is, status at 30 June 2011
- financial year, that is, the period 1 July 2010 to 30 June 2011.

4. Quantitative data item specifications

The following data items are to be reported as part of the 2010-11 ICH data collection. (Data Items noted 'withdrawn' are excluded). Where data supplied differs from the specifications outlined below, or there are difficulties in providing the data, please provide comments qualifying the data in the 'Data quality comments' document provided. For the 2010-11 collection, data items are not disaggregated by tenancy management status, except for D1a. See below.

Actively registered organisation
For New South Wales only, the ICH sector focuses on whether ICHOs are actively registered or not actively registered rather than whether they are funded or unfunded. An actively registered organisation is an ICHO that is registered with the New South Wales Aboriginal Housing Office (AHO) in the 2010–11 financial year. For the purposes of the ICH, ICHOs in New South Wales that are actively registered are included in the funded organisation category, while ICHOs in New South Wales that are not actively registered are included in the unfunded organisation category. However, it should be noted that active registration with the AHO does not guarantee funding.

No.	Data item name	ROGS	NAHA	Page ref.
D1a	*Revised 1 July 2010 (Number of permanent dwellings managed by funded organisations at 30 June)*	✓		
D1a_IM	Number of permanent dwellings tenancy managed by funded ICHOs at 30 June 2011			11
D1a_SM	Number of permanent dwellings tenancy managed by State/Territory Housing Authority at 30 June 2011			12
D1a_Tot	Total number of permanent dwellings managed at 30 June 2011			12
D1b	Number of permanent dwellings managed by funded and unfunded organisations at 30 June 2011	✓	✓	13
D2	Number of improvised dwellings at 30 June 2011	✓	✓	13
D3	*Withdrawn 1 July 2009 (Number of permanent dwellings not connected to water at 30 June)*			
D4	*Withdrawn 1 July 2009 (Number of permanent dwellings not connected to sewerage at 30 June)*			
D5	*Withdrawn 1 July 2009 (Number of permanent dwellings not connected to electricity at 30 June)*			
D6	Total number of households living in permanent dwellings managed by funded organisations at 30 June 2011	✓		14
D7	Rent collected from tenants in permanent dwellings managed by funded organisations for the year ending 30 June 2011	✓		14
D8	Rent charged to tenants in permanent dwellings managed by funded organisations for the year ending 30 June 2011	✓		15
D9	Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June 2011			15
D10	Total capital expenditure for permanent dwellings managed by funded organisations for the year ending 30 June 2011	✓		16

No.	Data item name	ROGS	NAHA	Page ref.
D11a	Total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June 2011	✓		17
D11b	Net recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June 2011	✓		17
D12	Total number of occupied permanent dwellings managed by funded organisations at 30 June 2011	✓		18
D13	*Revised 1 July 2010 (Number of households in permanent dwellings managed by funded organisations that are overcrowded at 30 June 2011)*			
D13a	Number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June 2011	✓	✓	19
D13b	Number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June 2011	✓	✓	20
D14	Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June 2011	✓		20
D15	Total number of additional bedrooms in permanent dwellings managed by funded organisations required at 30 June 2011	✓		21
D16	Total number of households for which household groups and dwelling details are known at 30 June 2011 (permanent dwellings managed by funded organisations)	✓		22
D17	Total number of bedrooms in permanent dwellings managed by funded organisations at 30 June 2011	✓		23
D18	Total number of people living in permanent dwellings managed by funded organisations at 30 June 2011	✓		23
D19a	Number of funded ICHOs at 30 June 2011	✓		24
D19b	Number of funded and unfunded ICHOs at 30 June 2011	✓		24
D20	*Withdrawn 1 July 2009 (Total number of ICHOs with a housing management plan at 30 June)*			
D21	*Withdrawn 1 July 2009 (Total number of Indigenous employees in ICHOs at 30 June)*			
D22	*Withdrawn 1 July 2009 (Number. of Indigenous employees in ICHOs who have completed accredited training at 30 June)*			
D23	*Withdrawn 1 July 2009 (Number of Indigenous employees in ICHOs who are undertaking accredited training at 30 June)*			
D24	*Withdrawn 1 July 2009 (Total number of employees in ICHOs at 30 June)*			

D1a	***Revised 1 July 2010 (Number of permanent dwellings managed by funded organisations at 30 June)***

D1a_IM	**Number of permanent dwellings tenancy managed by funded ICHOs at 30 June 2011**
Description:	Count the number of permanent dwellings tenancy managed by funded ICHOs at 30 June 2011.
Definition:	**Permanent dwelling** – A dwelling is a structure designed for people to live in or where people live. A permanent dwelling has fixed walls, roof and doors. They usually have kitchen and bathroom facilities, though this is not necessary provided these facilities could be built into the dwelling. These dwellings are made from regular building

materials and are intended for long-term residential use.

Funded organisations – ICHOs who received funding in the current financial year, i.e. 1 July 2010 to 30 June 2011.

Tenancy management status – refers to whether dwellings are tenancy managed by an ICHO, or by the State/Territory Housing Authority.

Include:	All occupied and vacant permanent dwellings managed by funded ICHO. In NSW include all occupied and vacant permanent dwellings managed by ICHOs that are actively registered by the NSW Aboriginal Housing Office as at 30 June 2011.
Exclude:	**Improvised dwellings** – A structure used as place of residence which does not meet the building requirements to be considered as a permanent dwelling–includes caravans, tin shed without internal walls, humpies, dongas etc. **Unfunded organisations** – ICHOs who received funding in previous financial years i.e. prior to 1 July 2010. **State/Territory tenancy managed dwellings** – Dwellings where the tenancy management is the responsibility of the State/Territory Housing Authority.
Counting unit:	Dwellings

D1a_SM	**Number of permanent dwellings tenancy managed by State/Territory Housing Authority at 30 June 2011**
Description:	Count the number of permanent dwellings tenancy managed by State/Territory Housing Authority at 30 June 2011.
Definition:	**Permanent dwelling** – A dwelling is a structure designed for people to live in or where people live. A permanent dwelling has fixed walls, roof and doors. They usually have kitchen and bathroom facilities, though this is not necessary provided these facilities could be built into the dwelling. These dwellings are made from regular building materials and are intended for long-term residential use. **Tenancy management status** – refers to whether dwellings are managed by an ICHO, or by the State/Territory Housing Authority.
Include:	All occupied and vacant permanent dwellings managed by State/Territory Housing Authority. In NSW include all occupied and vacant permanent dwellings managed by ICHOs that are actively registered by the NSW Aboriginal Housing Office as at 30 June 2011.
Exclude:	**Improvised dwellings** – A structure used as place of residence which does not meet the building requirements to be considered as a permanent dwelling–includes caravans, tin shed without internal walls, humpies, dongas etc. **ICHO managed dwellings** – Dwellings where the tenancy management lies with the ICHO.
Counting unit:	Dwellings

D1a_Tot	**Total number of permanent dwellings managed at 30 June 2011**
Description:	Count the total number of permanent dwellings at 30 June 2011.
Definition:	**Permanent dwelling** – A dwelling is a structure designed for people to live in or where people live. A permanent dwelling has fixed walls, roof and doors. They usually have kitchen and bathroom facilities, though this is not necessary provided these facilities could be built into the dwelling. These dwellings are made from regular building materials and are intended for long-term residential use.
Include:	All occupied and vacant permanent dwellings tenancy managed by funded organisations or the State Housing Authority. In NSW include all occupied and vacant permanent dwellings managed by ICHOs that are actively registered by the NSW

Aboriginal Housing Office as at 30 June 2011.

Exclude:	**Improvised dwellings** – A structure used as place of residence which does not meet the building requirements to be considered as a permanent dwelling–includes caravans, tin shed without internal walls, humpies, dongas etc.
	Unfunded organisations – ICHOs who received funding in previous financial years i.e. prior to 1 July 2010.
Counting unit:	Dwellings

D1b	Number of permanent dwellings managed by funded and unfunded organisations at 30 June 2011
Description:	Count the total number of funded and unfunded ICH permanent dwellings at 30 June 2011.
Definition:	**Permanent dwelling** – A dwelling is a structure designed for people to live in or where people live. A permanent dwelling has fixed walls, roof and doors. They usually have kitchen and bathroom facilities, though this is not necessary provided these facilities could be built into the dwelling. These dwellings are made from regular building materials and are intended for long-term residential use.
	Funded organisations – ICHOs who received funding in the current financial year, i.e. 1 July 2010 to 30 June 2011.
	Unfunded organisations – ICHOs who received funding in previous financial years, i.e. prior to 1 July 2010.
Include:	All occupied and vacant permanent dwellings. In NSW include all occupied and vacant permanent dwellings managed by actively registered and not actively registered ICHOs.
Exclude:	**Improvised dwellings** – A structure used as place of residence which does not meet the building requirements to be considered as a permanent dwelling–includes caravans, tin shed without internal walls, humpies, dongas etc.
Counting unit:	Dwellings
Related PIs:	P1, P2, P9, P12, P15, P16

D2	Number of improvised dwellings at 30 June 2011
Description::	Count the number of improvised ICH dwellings at 30 June 2011.
Definition:	**Improvised dwelling** – A structure used as place of residence which does not meet the building requirements to be considered as a permanent dwelling–includes caravans, tin shed without internal walls, humpies, dongas etc.
Include:	All occupied Improvised dwellings.
Exclude:	**Vacant improvised dwellings**
	Permanent dwellings – A dwelling is a structure designed for people to live in or where people live. A permanent dwelling has fixed walls, roof and doors. They usually have kitchen and bathroom facilities, though this is not necessary provided these facilities could be built into the dwelling. These dwellings are made from regular building materials and are intended for long-term residential use.
Counting unit:	Dwellings
Related PIs:	P1, P2

D3	*Withdrawn 01 July 2009 (Number of permanent dwellings not connected to water at 30 June)*

D4	*Withdrawn 01 July 2009 (Number of permanent dwellings not connected to sewerage at 30 June)*

D5	*Withdrawn 01 July 2009 (Number of permanent dwellings not connected to electricity at 30 June)*

D6	**Total number of households living in permanent dwellings managed by funded organisations at 30 June 2011**
Description:	Count the total number of households living in permanent dwellings managed by funded organisations at 30 June 2011.
Definition:	**Household** – Household refers to:
	• a group of two or more related or unrelated people who usually reside in the same dwelling, and who make common provision for food or other essentials for living; or
	• a person living in a dwelling who makes provision for his or her own food and other essentials for living, without combining with any other person.
	Permanent dwelling – A dwelling is a structure designed for people to live in or where people live. A permanent dwelling has fixed walls, roof and doors. They usually have kitchen and bathroom facilities, though this is not necessary provided these facilities could be built into the dwelling. These dwellings are made from regular building materials and are intended for long-term residential use.
	Funded organisations – ICHOs who received funding in the current financial year, i.e. 1 July 2010 to 30 June 2011
Exclude:	**Improvised dwellings** – A structure used as place of residence which does not meet the building requirements to be considered as a permanent dwelling–includes caravans, tin shed without internal walls, humpies, dongas etc.
	Unfunded organisations – ICHOs who received funding in previous financial years i.e. prior to 1 July 2010.
Counting unit:	Households
Related PIs:	P9

D7	**Rent collected from households in permanent dwellings managed by funded organisations for the year ending 30 June 2011**
Description:	Count the total rent paid by all households in permanent dwellings managed by funded organisations for the year ending 30 June 2011.
Definition:	**Rent collected** – The total amount of rent paid to ICHOs by all households for the financial year.
	Household – Household refers to:
	• a group of two or more related or unrelated people who usually reside in the same dwelling, and who make common provision for food or other essentials for living; or
	• a person living in a dwelling who makes provision for his or her own food and other essentials for living, without combining with any other person.
	Permanent dwelling – A dwelling is a structure designed for people to live in or where people live. A permanent dwelling has fixed walls, roof and doors. They usually have

kitchen and bathroom facilities, though this is not necessary provided these facilities could be built into the dwelling. These dwellings are made from regular building materials and are intended for long-term residential use.

Funded organisations – ICHOs who received funding in the current financial year, i.e. 1 July 2010 to 30 June 2011.

Include:	Rent arrears and prepaid rent collected for permanent dwellings.
Exclude:	**Improvised dwellings** – A structure used as place of residence which does not meet the building requirements to be considered as a permanent dwelling–includes caravans, tin shed without internal walls, humpies, dongas etc.
	Unfunded organisations – ICHOs who received funding in previous financial years i.e. prior to 1 July 2010.
Counting unit:	$'000
Related PIs:	P9, P10, P13

D8	**Rent charged to households in permanent dwellings managed by funded organisations for the year ending 30 June 2011**
Description:	Count the total rent charged to all households in permanent dwellings managed by funded organisations for the year ending 30 June 2011.
Definition:	**Rent charged** – The total net rent charged (i.e. market rent – rebates/subsidies) by ICHOs to all households for the financial year. The rent charged is the amount of money households are required to pay.
	Household – Household refers to:

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

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

Funded organisations – ICHOs who received funding in the current financial year, i.e. 1 July 2010 to 30 June 2011

Exclude:	**Improvised dwellings** – A structure used as place of residence which does not meet the building requirements to be considered as a permanent dwelling–includes caravans, tin shed without internal walls, humpies, dongas etc.
	Unfunded organisations – ICHOs who received funding in previous financial years i.e. prior to 1 July 2010
Counting unit:	$'000
Related PIs:	P10

D9	**Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June 2011**
Description:	Count the total housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June 2011.
Definition:	**Housing maintenance expenditure** – All housing maintenance expenditure from the organisation's financial reporting statement.

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

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

Funded organisations – ICHOs who received funding in the current financial year, i.e. 1 July 2010 to 30 June 2011

Exclude:	**Unfunded organisations** – ICHOs who received funding in previous financial years i.e. prior to 1 July 2010
Counting unit:	$'000
Related PIs:	P11, P12, P13

D10	**Total capital expenditure for permanent dwellings managed by funded organisations for the year ending 30 June 2011**
Description:	Count the total capital expenditure for permanent dwellings managed by funded organisations for the year ending 30 June 2011.
Definition:	**Capital expenditure** – Capital expenditure is expenditure on the acquisition or enhancement of a non-financial asset, i.e. largely expenditure on the acquisition and/or upgrade/redevelopment of properties. A non-financial asset is an entity functioning as a store of value, over which ownership may be derived over a period of time, and which is not a financial asset.
	Funded organisations – ICHOs who received funding in the current financial year, i.e. 1 July 2010 to 30 June 2011

Include: Total expenditure on non-financial assets defined as net expenditure on new and second-hand fixed assets, land and intangible assets excluding capitalised interest. Fixed assets are durable goods intended to be employed in the production process for longer than a year. Expenditure on non-financial assets includes:

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

Exclude:
- Expenditure on the acquisition of financial assets.
- Second-hand assets imported into the country for the first time which are regarded as new.

- Assets acquired under finance lease arrangements.
- From total expenditure on purchases of new non-financial assets:
  - capitalised interest
  - houses built for sale
  - assets acquired under finance lease arrangements.

Unfunded organisations – ICHOs who received funding in previous financial years i.e. prior to 1 July 2010

Counting units:	$'000
Related PIs:	P14

D11a	**Total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June 2011**
Description:	Count the total recurrent costs for permanent dwellings managed by funded organisations from organisations' income statements for the year ending 30 June 2011.
Definition:	**Recurrent costs** – All recurrent expenses from an organisation's financial reporting statement for the financial year. **Funded organisations** – ICHOs who received funding in the current financial year, i.e. 1 July 2010 to 30 June 2011
Include:	All administration and operational expenses, including - employee expenses (e.g. wages and salaries, superannuation, compensation, accrued leave, payroll tax, training) - housing maintenance - property-related expenses (e.g. rates, costs of disposals) - office supplies and services (e.g. stationery, postage, telephone, office equipment, vehicle expenses, insurance) - borrowing costs (e.g. interest) - depreciation and amortisation - other expenses - loss on disposal of assets - loss on revaluation of assets - impairment expenses - assets and services provided free of charge - cost of sale of inventory - grants and subsidies
Exclude	**Unfunded organisations** – ICHOs who received funding in previous financial years i.e. prior to 1 July 2010.
Counting units:	$'000
Related PIs:	P14

D11b	**Net recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June 2011**
Description:	Count the net recurrent costs for permanent dwellings managed by funded organisations from organisations' income statements for the year ending 30 June 2011.
Definition:	**Net recurrent costs** –All recurrent expenses less those listed as exclusions (see below) for the financial year. **Funded organisations** – ICHOs who received funding in the current financial year,

i.e. 1 July 2010 to 30 June 2011

Include: All administration and operational expenses, including

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

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

Unfunded organisations – ICHOs who received funding in previous financial years i.e. prior to 1 July 2010.

Counting units: $'000

Related PIs: P15

D12	**Total number of occupied permanent dwellings managed by funded organisations at 30 June 2011**

Description: Count the total number of permanent dwellings managed by funded organisations that were occupied at 30 June 2011.

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

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

Funded organisation – ICHOs who received funding in the current financial year, i.e. 1 July 2010 to 30 June 2011

Exclude: **Vacant permanent dwellings**

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

Unfunded organisations – ICHOs who received funding in previous financial years i.e. prior to 1 July 2010

Counting unit: Dwellings

Related PIs: P16

D13	*Revised 1 July 2010 (Number of households in permanent dwellings managed by funded organisations that are overcrowded at 30 June 2011)*

D13a	**Number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June 2011**

Description: Count the total number of households in permanent dwellings managed by funded organisations requiring one additional bedroom according to the Canadian National Occupancy Standard at 30 June 2011.

Definition: **Household** – Household refers to:

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

Overcrowding – Where one or more additional bedrooms are required to meet the Canadian National Occupancy Standard.

Canadian National Occupancy Standard – The CNOS provides guidelines for determining overcrowding in households. In order to determine overcrowding, age, sex and relationship status of tenants must be known, as well as the number of bedrooms used by their household. The figure entered for overcrowding will be a measure of the number of households that require extra bedrooms.

The Standard specifies that:

• no more than two people shall share a bedroom

• parents or couples may share a bedroom

• children under 5 years, either of the same sex or opposite sex may share a bedroom

• children under 18 years of the same sex may share a bedroom

• a child aged 5 to 17 years should not share a bedroom with a child under 5 of the opposite sex

• single adults 18 years and over and any unpaired children require a separate bedroom.

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

Number of bedrooms – The number of bedrooms in each occupied dwelling. This includes bedrooms designed for use as bedrooms and other rooms permanently modified and intended for use as bedrooms (such as a sleep out or built in veranda). Bedsits should be counted as one-bedroom dwellings.

Funded organisation – ICHOs who received funding in the current financial year, i.e. 1 July 2010 to 30 June 2011

Include: Households in permanent dwellings

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

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

Unfunded organisations – ICHOs who received funding in previous financial years i.e. prior to 1 July 2010

Counting unit: Households

Related PIs: P22

D13b	Number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June 2011
Description:	Count the total number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms according to the Canadian National Occupancy Standard at 30 June 2011.
Definition:	**Household** – Household refers to: • a group of two or more related or unrelated people who usually reside in the same dwelling, and who make common provision for food or other essentials for living; or • a person living in a dwelling who makes provision for his or her own food and other essentials for living, without combining with any other person. **Overcrowding** – Where one or more additional bedrooms are required to meet the Canadian National Occupancy Standard. **Canadian National Occupancy Standard** – The CNOS provides guidelines for determining overcrowding in households. In order to determine overcrowding, age, sex and relationship status of tenants must be known, as well as the number of bedrooms used by their household. The figure entered for overcrowding will be a measure of the number of households that require extra bedrooms. The Standard specifies that: • no more than two people shall share a bedroom • parents or couples may share a bedroom • children under 5 years, either of the same sex or opposite sex may share a bedroom • children under 18 years of the same sex may share a bedroom • a child aged 5 to 17 years should not share a bedroom with a child under 5 of the opposite sex • single adults 18 years and over and any unpaired children require a separate bedroom. If the total number of bedrooms required by a household exceeds the number of bedrooms available to the household by one or more, the household is overcrowded. **Number of bedrooms** – The number of bedrooms in each occupied dwelling. This includes bedrooms designed for use as bedrooms and other rooms permanently modified and intended for use as bedrooms (such as a sleep out or built in veranda). Bedsits should be counted as one-bedroom dwellings. **Funded organisation** – ICHOs who received funding in the current financial year, i.e. 1 July 2010 to 30 June 2011
Include:	Households in permanent dwellings
Exclude:	Households for which households groups and/or number of bedrooms is not known. **Improvised dwellings** – A structure used as place of residence which does not meet the building requirements to be considered as a permanent dwelling–includes caravans, tin shed without internal walls, humpies, dongas etc. **Unfunded organisations** – ICHOs who received funding in previous financial years i.e. prior to 1 July 2010
Counting unit:	Households
Related PIs:	P22

D14	Total number of households requiring additional bedrooms in permanent dwellings managed by funded organisations at 30 June 2011
Description:	Count the total number of households in permanent dwellings managed by funded organisations that require at least one additional bedroom according to the Canadian National Occupancy Standard at 30 June 2011.

Definition:	**Household** – Household refers to:

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

Canadian National Occupancy Standard – The CNOS provides guidelines for determining overcrowding in households. In order to determine overcrowding, age, sex and relationship status of tenants must be known, as well as the number of bedrooms used by their household. The figure entered for overcrowding will be a measure of the number of households that require extra bedrooms.

The Standard specifies that:

• no more than two people shall share a bedroom

• parents or couples may share a bedroom

• children under 5 years, either of the same sex or opposite sex may share a bedroom

• children under 18 years of the same sex may share a bedroom

• a child aged 5 to 17 years should not share a bedroom with a child under 5 of the opposite sex

• single adults 18 years and over and any unpaired children require a separate bedroom.

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

Number of bedrooms – The number of bedrooms in each occupied dwelling. This includes bedrooms designed for use as bedrooms and other rooms permanently modified and intended for use as bedrooms (such as a sleep out or built in veranda). Bedsits should be counted as one bedroom dwellings.

Funded organisations – ICHOs who received funding in the current financial year, i.e. 1 July 2010 to 30 June 2011

Include:	Households in permanent dwellings
Exclude:	Households for which households groups and/or number of bedrooms is not known.
	Improvised dwellings – A structure used as place of residence which does not meet the building requirements to be considered as a permanent dwelling–includes caravans, tin shed without internal walls, humpies, dongas etc.
	Unfunded organisations – ICHOs who received funding in previous financial years i.e. prior to 1 July 2010
Counting units:	Households
Related PIs:	P21

D15	**Total number of additional bedrooms required by permanent dwellings managed by funded organisations at 30 June 2011**
Description:	Count the total number of additional bedrooms required by permanent dwellings managed by funded organisations to meet the Canadian National Occupancy Standard at 30 June 2011.
Definition:	**Canadian National Occupancy Standard** – The CNOS provides guidelines for determining overcrowding in households. In order to determine overcrowding, age, sex and relationship status of tenants must be known, as well as the number of bedrooms used by their household. The figure entered for overcrowding will be a measure of the number of households that require extra bedrooms.

The Standard specifies that:

• no more than two people shall share a bedroom

• parents or couples may share a bedroom

• children under 5 years, either of the same sex or opposite sex may share a bedroom

• children under 18 years of the same sex may share a bedroom

• a child aged 5 to 17 years should not share a bedroom with a child under 5 of the opposite sex

• single adults 18 years and over and any unpaired children require a separate bedroom.

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

Number of bedrooms – The number of bedrooms in each occupied dwelling. This includes bedrooms designed for use as bedrooms and other rooms permanently modified and intended for use as bedrooms (such as a sleep out or built in veranda). Bedsits should be counted as one bedroom dwellings.

Funded organisation – ICHOs who received funding in the current financial year, i.e. 1 July 2010 to 30 June 2011

Exclude:	Households for which households groups and/or number of bedrooms is not known.
	Improvised dwellings – A structure used as place of residence which does not meet the building requirements to be considered as a permanent dwelling–includes caravans, tin shed without internal walls, humpies, dongas etc.
	Unfunded organisations – ICHOs who received funding in previous financial years i.e. prior to 1 July 2010
Counting units:	Bedrooms
Related PIs:	P21

D16	**Total number of households for which household groups and dwelling details are known at 30 June 2011 (permanent dwellings managed by funded organisations)**
Description:	Count the total number of households for which household groups and number of bedrooms are known at 30 June 2011 (permanent dwellings managed by funded organisations).
Definition:	**Household** – Household refers to:
	• a group of two or more related or unrelated people who usually reside in the same dwelling, and who make common provision for food or other essentials for living; or
	• a person living in a dwelling who makes provision for his or her own food and other essentials for living, without combining with any other person.
	Household groups – The group(s) of people who reside within the same household. Based on the relationship between household members. Groups may be single adult, couple with no children, sole parent or couple with one child, sole parent or couple with 2 or 3 children, sole parent or couple with 4 or more children, or not stated.
	Number of bedrooms – The number of bedrooms in each occupied dwelling. This includes bedrooms designed for use as bedrooms and other rooms permanently modified and intended for use as bedrooms (such as a sleep out or built in veranda). Bedsits should be counted as one bedroom dwellings.
	Funded organisations – ICHOs who received funding in the current financial year, i.e. 1 July 2010 to 30 June 2011
Include:	Households in permanent dwellings
Exclude:	**Improvised dwelling** – A structure used as place of residence which does not meet the building requirements to be considered as a permanent dwelling–includes caravans, tin shed without internal walls, humpies, dongas etc.

Unfunded organisations – ICHOs who received funding in previous financial years i.e. prior to 1 July 2010

Counting units:	Households
Related PIs:	P21, P22

D17	**Total number of bedrooms in permanent dwellings managed by funded organisations at 30 June 2011**
Description:	Count the total number of bedrooms in permanent dwellings managed by funded organisations at 30 June 2011.
Definition:	**Permanent dwelling** – A dwelling is a structure designed for people to live in or where people live. A permanent dwelling has fixed walls, roof and doors. They usually have kitchen and bathroom facilities, though this is not necessary provided these facilities could be built into the dwelling. These dwellings are made from regular building materials and are intended for long-term residential use.
	Number of bedrooms – The number of bedrooms in each occupied dwelling. This includes bedrooms designed for use as bedrooms and other rooms permanently modified and intended for use as bedrooms (such as a sleep out or built in veranda). Bedsits should be counted as one bedroom dwellings.
	Funded organisations – ICHOs who received funding in the current financial year, i.e. 1 July 2010 to 30 June 2011
Exclude:	**Improvised dwelling** – A structure used as place of residence which does not meet the building requirements to be considered as a permanent dwelling–includes caravans, tin shed without internal walls, humpies, dongas etc.
	Unfunded organisations – ICHOs who received funding in previous financial years i.e. prior to 1 July 2010
Counting units:	Bedrooms

D18	**Total number of people living in permanent dwellings managed by funded organisations at 30 June 2011**
Description:	Count the total number of people living in permanent dwellings managed by funded organisations at 30 June 2011.
Definition:	**Permanent dwelling** – A dwelling is a structure designed for people to live in or where people live. A permanent dwelling has fixed walls, roof and doors. They usually have kitchen and bathroom facilities, though this is not necessary provided these facilities could be built into the dwelling. These dwellings are made from regular building materials and are intended for long-term residential use.
	Funded organisations – ICHOs who received funding in the current financial year, i.e. 1 July 2010 to 30 June 2011
Exclude:	**Improvised dwelling** – A structure used as place of residence which does not meet the building requirements to be considered as a permanent dwelling–includes caravans, tin shed without internal walls, humpies, dongas etc.
	Unfunded organisations – ICHOs who received funding in previous financial years i.e. prior to 1 July 2010
Counting units:	People

D19a	Number of funded ICHOs at 30 June 2011
Description:	Count the number of ICHOs funded by the jurisdiction at 30 June 2011.
Definition:	**ICHO** – Any Aboriginal and/or Torres Strait Islander organisation that is responsible for managing housing for Indigenous people. This includes community organisations such as Resource Agencies and Land Councils, which have a range functions, provided that they manage housing for Indigenous people. **Funded organisations** – ICHOs who received funding in the current financial year, i.e. 1 July 2010 to 30 June 2011.
Include:	Funded ICHOs. In NSW, include ICHOs actively registered with the NSW Aboriginal Housing Office as at 30 June 2011.
Exclude:	**Improvised dwellings** – A structure used as place of residence which does not meet the building requirements to be considered as a permanent dwelling–includes caravans, tin shed without internal walls, humpies, dongas etc. **Unfunded organisations** – ICHOs who received funding in previous financial years, i.e. prior to 1 July 2010.
Counting units:	Organisations

D19b	Number of funded and unfunded ICHOs at 30 June 2011
Description:	Count the total number of ICHOs whether funded or unfunded by the jurisdiction at 30 June 2011.
Definition:	**ICHO** – Any Aboriginal and/or Torres Strait Islander organisation that is responsible for managing housing for Indigenous people. This includes community organisations such as Resource Agencies and Land Councils, which have a range functions, provided that they manage housing for Indigenous people. **Funded organisations** – ICHOs who received funding in the current financial year, i.e. 1 July 2010 to 30 June 2011. **Unfunded organisations** – ICHOs who received funding in previous financial years, i.e. prior to 1 July 2010.
Include:	All ICHOs. In NSW, include both actively and not actively registered organisations.
Counting units:	Organisations
Related PIs:	P25

D20	*Withdrawn 01 July 2009 (Total number of ICHOs with a housing management plan at 30 June)*

D21	*Withdrawn 01 July 2009 (Total number of Indigenous employees in ICHOs at 30 June)*

D22	*Withdrawn 01 July 2009 (Number of Indigenous employees in ICHOs who have completed accredited training at 30 June)*

D23	*Withdrawn 01 July 2009 (Number of Indigenous employees in ICHOs who are undertaking accredited training at 30 June)*

D24	*Withdrawn 01 July 2009 (Total number of employees in ICHOs at 30 June)*

5. Performance indicator specifications

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

No.	Indicator	ROGS	NAHA	Page ref.
1	Number of dwellings targeted to Indigenous people	✓	✓	26
2	Proportion of improvised dwellings	✓		26
3	*Withdrawn 01 July 2009 (Proportion of dwellings needing major repairs)*			
4	*Withdrawn 01 July 2009 (Proportion of dwellings needing replacement)*			
5	*Withdrawn 01 July 2009 (Mechanisms to ensure new houses and major upgrades meet national minimum standards)*			
6	*Withdrawn 01 July 2009 (Proportion of communities not connected to a) water, b) sewerage, c) electricity)*			
7	*Withdrawn 01 July 2009 (Proportion of dwellings not connected to a) water. b) sewerage, c) electricity)*			
8	*Withdrawn 01 July 2009 (Proportion of dwellings that meet the 11 critical Fixing Houses for Better Health living practices)*			
9	Average weekly rent collected	✓		27
10	Rent collection rate	✓		27
11	Total amount spent on maintenance			28
12	Average amount spent on maintenance each year			28
13	Maintenance expenditure as a proportion of rent collected			28
14	Recurrent to capital expenditure ratio			29
15	Net recurrent cost per unit	✓		29
16	Occupancy rates	✓		30
17	*Withdrawn 01 July 2009 (Turnaround time)*			
18	*Withdrawn 01 July 2009 (Proportion of Indigenous households by tenure type)*			
19	*Withdrawn 01 July 2009 (Proportion of households accessing mainstream housing services that are Indigenous)*			
20	*Withdrawn 01 July 2009 (Proportion of Indigenous people who are homeless)*			
21	Average number of additional bedrooms required			30
22	Revised 01 July 2010 (Proportion of Indigenous households that are overcrowded)	✓	✓	31
23	*Withdrawn 01 July 2009 (Proportion of households paying more than 25% of income in rent)*			
24	*Withdrawn – 30 June 2010 (Allocation of resources on the basis of need)*			
25	Number of ICHOs			31
26	*Withdrawn 01 July 2009 (Proportion of ICHOs that have a housing management plan)*			
27	*Withdrawn 01 July 2009 (Strategies to assist ICHOs in*			

No.	Indicator	ROGS	NAHA	Page ref.
	developing and implementing housing management plans)			
28	*Withdrawn 01 July 2009 (Proportion of Indigenous employees in ICHOs who have completed accredited training)*			
29	*Withdrawn 01 July 2009 (Proportion of Indigenous employees in ICHOs who are undertaking accredited training)*			
30	*Withdrawn 01 July 2009 (Proportion of people employed in housing management who are Indigenous)*			
31	*Withdrawn 01 July 2009 (Strategies and outcomes to increase Indigenous employment in housing services)*			
32	*Withdrawn 01 July 2009 (Mechanisms for Indigenous input to planning, decision making and delivery of services)*			
33	*Withdrawn 01 July 2009 (Coordination of housing and other services that seek to improve the health and wellbeing of Indigenous people)*			

1. Number of dwellings targeted to Indigenous people

Performance indicator	Data items	
Total number of dwellings targeted to Indigenous people	D1b	Number of permanent dwellings managed by funded and unfunded organisations at 30 June 2011
	D2	Number of improvised dwellings at 30 June 2011

Calculation

The indicator is calculated as:

$$P1 = \text{Number of permanent dwellings managed by funded and unfunded organisations at 30 June (D1b) + Number of improvised dwellings at 30 June (D2)}$$

Description

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

2. Proportion of improvised dwellings

Performance indicator	Data items	
Proportion of improvised dwellings	D1b	Number of permanent dwellings managed by funded and unfunded organisations at 30 June
	D2	Number of improvised dwellings at 30 June 2011

Calculation

The indicator is calculated as:

$$P2 = \frac{\text{Total number of improvised dwellings at 30 June (D2)}}{\text{Total number of permanent and improvised dwellings at 30 June (D1b + D2)}} \times 100$$

Description

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

3. Withdrawn 01 July 2009

4. Withdrawn 01 July 2009

5. Withdrawn 01 July 2009

6. Withdrawn 01 July 2009

7. Withdrawn 01 July 2009

8. Withdrawn 01 July 2009

9. Average weekly rent collected

Performance indicator	Data items	
Average weekly rent collected	D7	Rent collected from tenants in permanent dwellings managed by funded organisations for the year ending 30 June 2011
	D6	Total number of households living in permanent dwellings managed by funded organisations at 30 June 2011

Calculation

The indicator is calculated as:

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

OR

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

$$P9 = \frac{\text{Rent collected from tenants in permanent dwellings managed by funded organisations for the year ending 30 June (D7) / 52}}{\text{Total number of permanent dwellings managed at 30 June (D1a\_Tot)}}$$

Description

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

10. Rent collection rate

Performance indicator	Data items	
Rent collection rate	D7	Rent collected from tenants in permanent dwellings managed by funded organisations for the year ending 30 June 2011
	D8	Rent charged to tenants in permanent dwellings managed by funded organisations for the year ending 30 June 2011

Calculation

The indicator is calculated as:

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

Description

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

11. Total amount spent on maintenance

Performance indicator	Data items	
Total amount spent on maintenance	D9	Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June 2011

Calculation

The indicator is calculated as:

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

Description

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

12. Average amount spent on maintenance each year

Performance indicator	Data items	
Average amount spent on maintenance each year	D9	Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June 2011
	D1a_Tot	Total number of permanent dwellings managed at 30 June 2011.

Calculation

The indicator is calculated as:

$$P12 = \frac{\text{Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June (D9)}}{\text{Total number of permanent dwellings managed at 30 June (D1a\_Tot)}}$$

Description

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

13. Maintenance expenditure as a proportion of rent collected

Performance indicator	Data items	
Maintenance expenditure as a proportion of rent collected	D9	Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June 2011
	D7	Rent collected from tenants in permanent dwellings managed by funded organisations for the year ending 30 June 2011

Calculation

The indicator is calculated as:

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

Description

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

14. Recurrent to capital expenditure ratio

Performance indicator	Data items	
Recurrent to capital expenditure ratio	D11a	Total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June 2011
	D10	Total capital expenditure for permanent dwellings managed by funded organisations for the year ending 30 June 2011

Calculation

The indicator is calculated as:

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

Description

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

15. Net recurrent cost per unit

Performance indicator	Data items	
Net recurrent cost per unit	D11b	Net recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June 2011
	D1a_Tot	Total number of permanent dwellings managed at 30 June 2011

Calculation

The indicator is calculated as:

$$P15 = \frac{\text{Net recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June (D11b)}}{\text{Total number of permanent dwellings managed at 30 June (D1a\_Tot)}}$$

Description

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

16. Occupancy rates

Performance indicator	Data items	
Occupancy rates	D12	Total number of occupied permanent dwellings managed by funded organisations at 30 June 2011
	D1a_Tot	Total number of permanent dwellings managed at 30 June 2011

Calculation

The indicator is calculated as:

$$P16 = \frac{\text{Total number of permanent dwellings managed by funded organisations occupied at 30 June (D12)}}{\text{Total number of permanent dwellings managed at 30 June (D1a\_Tot)}} \times 100$$

Description

This indicator assesses the utilisation of dwellings.

17. *Withdrawn 01 July 2009*

18. *Withdrawn 01 July 2009*

19. *Withdrawn 01 July 2009*

20. *Withdrawn 01 July 2009*

21. Average number of additional bedrooms required

Performance indicators	Data items	
Average number of additional bedrooms required	D14	Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June 2011
	D15	Total number of additional bedrooms in permanent dwellings managed by funded organisations required at 30 June 2011

Calculation

The indicator is calculated as:

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

22. *Revised 01 July 2010* Proportion of Indigenous households that are overcrowded

Performance indicator	Data items	
Proportion of Indigenous households that are overcrowded	D13a	Number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June 2011
	D13b	Number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June 2011
	D16	Total number of households for which household groups and dwelling details are known at 30 June 2011 (permanent dwellings managed by funded organisations)

Calculation

The indicator is calculated as:

$$P22 = \frac{\text{Number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June (D13a) + Number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June (D13b)}}{\text{Total number of households for which household groups and dwelling details are known at 30 June 2011 (permanent dwellings managed by funded organisations) (D16)}} \times 100$$

Description

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

23. *Withdrawn 01 July 2009*

24. *Withdrawn 01 July 2009*

25. Number of ICHOs

Performance indicator	Data items	
Number of ICHOs	D19b	Number of funded and unfunded ICHOs at 30 June 2011

Calculation

The indicator is calculated as:

P25 =   Number of funded and unfunded ICHOs at 30 June (D19b)

26-33. *Withdrawn 01 July 2009*

6. Data compilation and validation

6.1 Tools and processes for 2010-11

For the 2010-11 ICH collection, the process and tools are essentially the same as last year. The process requires jurisdictions to undertake two steps:

1. compile the ICH data using the CSV templates
2. conduct preliminary edit checks on the data using the ICH data validator
3. record data quality comments for unit record and aggregate data in the 'Data quality comments' document.

The CSV templates are provided, as the ICH data validator requires input files to be comma delimited (csv).

Jurisdictions are required to submit three unit record level csv files:

Organisation.csv – Contains organisation level details, current financial year information, i.e. 1 July 2010 – 30 June 2011 and aggregate dwelling counts.

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

Household.csv – Contains details about the people who were residing in the dwellings at 30 June 2011. Date of birth, gender and relationship status in household is recorded.

Where jurisdictions are unable to provide complete unit record level data, a fourth csv file must be submitted:

Aggregate.csv – Contains aggregate data about ICHOs and/or dwellings which has not been included in Organisation.csv or Dwelling.csv.

The ICH data validator performs the edit checks and will output records that fail the edit checks. It is the jurisdictions' responsibility to investigate edit failures, and amend data where necessary. See Section 6.3 for more details on the data validating process. Appendix B lists the edit checks carried out by the ICH data validator.

AIHW will continue to perform more extensive data edit checks after receiving the data from jurisdictions.

The Data quality comments document is a place for jurisdictions to include any d data quality comments.

6.2 Compiling data using the csv templates

Identifiers are required for organisations, dwellings and households. Where possible please use the same identifiers as in previous years' collection. If a given organisation, dwelling or household does not currently have an identifier, please assign a unique identifier to prior to compiling the data. These identifiers should be kept consistent across the years.

For details on data values and formats please see Appendix A (CSV file specifications).

1a. Entering unit record data

Enter unit record data into the Organisation, Dwelling, Household csv templates as follows. (For aggregate data, see 1b below.)

i. Organisational unit record data

Open Organisation.csv, and for each organisation:

    i.   assign a unique organisation identifier

   ii.   enter details for the organisation (see Appendix A, Table A.1 for details on data values and formats)

ii. Dwelling unit record data

Open Dwelling.csv, and for each dwelling managed by an organisation:

    i.   assign a unique dwelling identifier

   ii.   enter organisation identifier as assigned in Organisation.csv

  iii.   enter details for each dwelling on a new line (see Appendix A, Table A.2 for details on data values and formats)

iii. Household unit record data

   Open Household.csv and for each household within each dwelling managed by the organisation:

    i.   enter the organisation and dwelling identifiers, as assigned previously

   ii.   assign a unique household identifier

  iii.   assign each person within the household a unique person identifier

   iv.   enter details for each person on a new line (see Appendix A, Table A.3 for details on data values and formats)

1b. Entering aggregate data

For jurisdictions that are unable to provide unit record data or are able to supplement their unit record data with additional data, open Aggregate.csv:

    i.   assign a unique organisation identifier. If unit record data has also been provided for this ICHO, enter organisation identifier as assigned in Organisation.csv. If the aggregate figure relates to the entire jurisdiction, then record 'ALL' in the Organisation identifier column.

   ii.   fill in corresponding data items as aggregate level data (see Appendix A, Table A.4 for details on data values and formats). Do not provide aggregate data, if the data has been provided at the unit record level.

2. Finalising the data

To ensure csv files meet the required specifications, perform on each csv file the following reformatting procedures.

    i.   Delete any blank rows.

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

  iii.   Remove spaces from blank cells only. Highlight the columns that should not have any spaces in them (i.e. not organisation name or dwelling address). Use

'Find and Replace' (Edit/Replace than enter one space in the 'Find what' box and leave the 'Replace with' box empty. Click 'Replace All'.

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

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

- Ensure all date variables (e.g. DOB) take on the "dd/mm/yyyy" format.

- Ensure all number fields including financial fields remain as a general format and ensure that any numbers <u>are not</u> formatted to separate 1000's by a comma (,). The below is an example of <u>*an incorrect format.*</u>
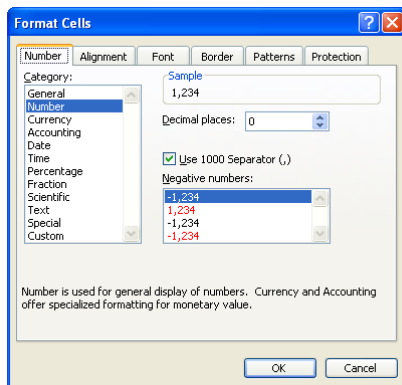
vi. Ensure that the data entered is expected. For example, for fields that are expecting a number to be entered (e.g. number of bedrooms), make sure that no characters other than 'u' or 'U' have been entered. Replace any N/A or NA values with a 'U'. Remove any dashes from variables which are not identifiers. For example, if a dash has been used in the currency fields, replace with a decimal place if appropriate.
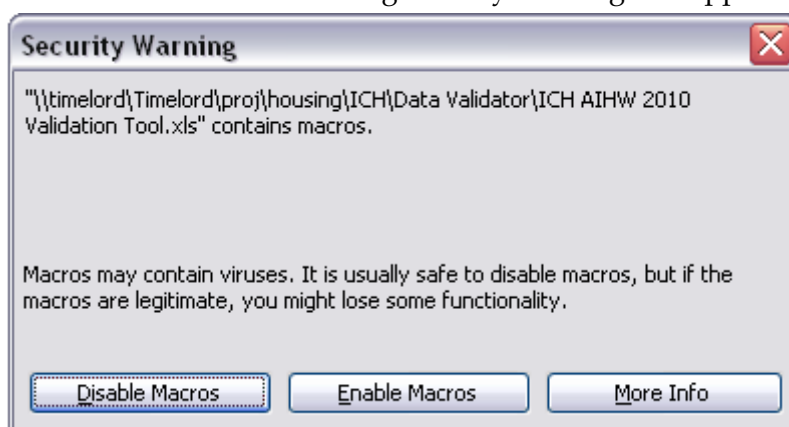
3. Saving your file

Dialogue boxes will appear while trying to save the csv file. See below for examples. Click 'OK' and then 'Yes' to save.
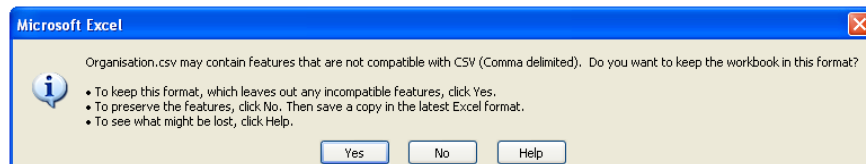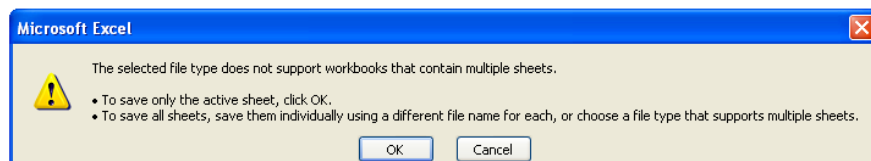
## 6.3 Using the data validator

1. Opening the data validator

i. the data validator and the following security warning will appear:


ii. Click on 'Enable Macros' to continue and the file should open successfully.

2. Loading the files into the data validator

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

ii. Enter the maximum number of errors to display for each item (AIHW recommends 100)
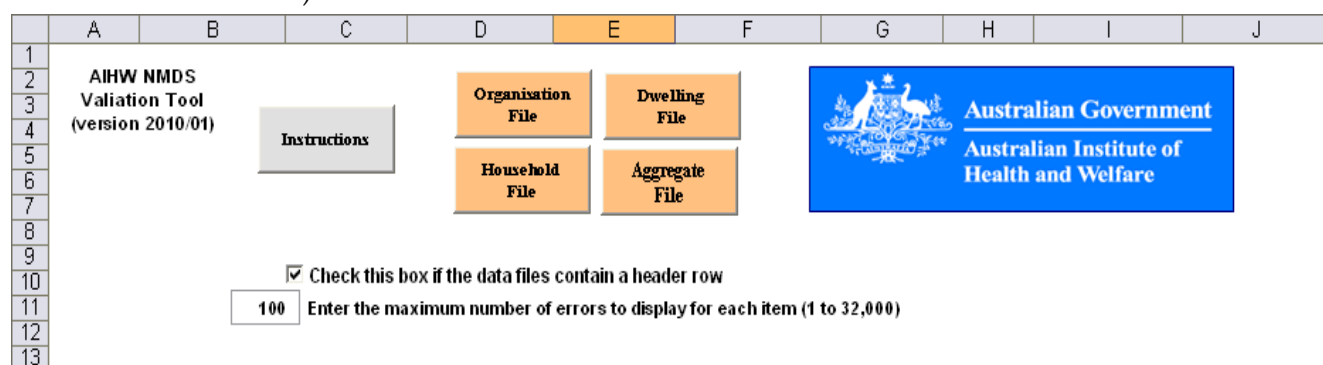
iii. Click on the button for the first file to be data validated (for example 'Organisation File').

iv. You will be asked to select a comma delimited file to load. Ensure that you select the csv file that corresponds to the button you selected in step iii. (i.e. Organisation file) and click 'Open'.
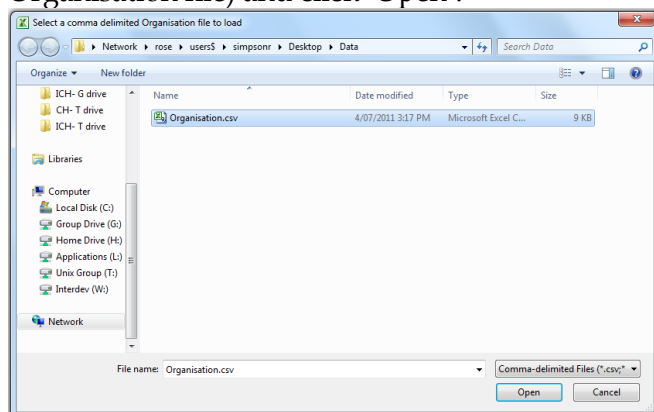
v. The next dialogue box will ask you to enter an output filename (e.g. 'Organisation file output') and to select a location for this file. Click 'Save'. This step produces the html file that contains the edit failures.
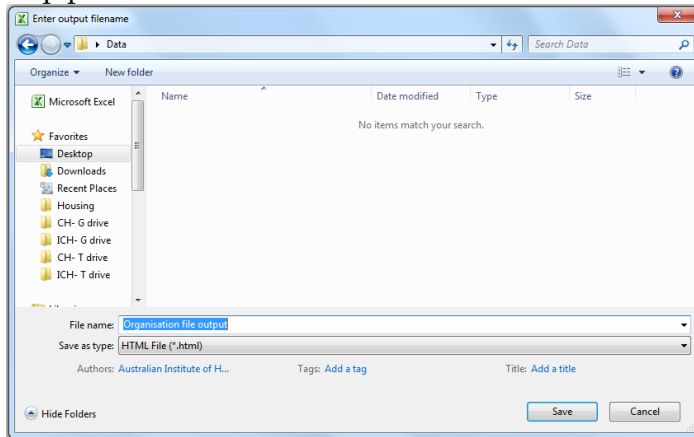
vi. Repeat the above steps for the remaining csv files

3. Investigating the edit fails

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

25/07/2011 12:03:13 PM

Organisation File loaded: 4 records

PRE-DISPATCH EDITS

OM01 - Missing or very long organisation identifier:
org_id is either missing or longer than 15 characters.

This field can not be missing or longer than 15 characters.

Line Number	org_id	org_name	org_address	fund_status	ten_man_stat_agg	perm_dwell_managed	imp_dwell_managed	coll_rent	charg_rent	main_exp	cap_exp	tot_recurr	net_recurr
1		Southside Indigenous Community Housing	16 Princess St Castle ACT 2615	1	1	19	0	7000	7300	1200	1180000	25000	25000

Total: 1

PRE-DISPATCH EDITS

OI01 - Invalid funding status:
fund_status is invalid.

This field can only be coded as 1 or 0.

Line Number	org_id	org_name	org_address	fund_status	ten_man_stat_agg	perm_dwell_managed	imp_dwell_managed	coll_rent	charg_rent	main_exp	cap_exp	tot_recurr	net_recurr
2	2	Northside Indigenous Community Housing	1 Prince St Kingdom ACT 2914	3	1	30	2	14000	14700	7300	35000	30000	300000

Total: 1

- The date and time of the data validation is indicated at the top of the file, along with how long it took for the data validator to load the file. Any failed edit checks will follow.
- The different edits are separated by the 'Pre-Dispatch Edits' heading. For more detail on pre-dispatch edit see Appendix B.
- Each pre-dispatch edit has:
  o the error code and description (e.g. OM01 – Missing or very long organisation identifier)
  o the reason why it has failed an edit check (e.g. org_id is either missing or longer than 15 characters)
  o a message indicating your required action (e.g. this field can not be missing or longer than 15 characters.)
  o a table which contains the details of the records that have failed the edit check

o The total number of records failing the edit check is displayed after the table. If there are more failed records than the number entered for 'the maximum number of errors displayed for each item' (i.e. 100), the following message will be displayed "Problem count exceeds 100; No more records will be shown...".

- Edits will not appear in the output if there were no records that failed the edit check.

ii. Identify which records have failed an edit check
- There are four types of edit fails: Invalid, Missing, Relationship and Variance.
- Each row of the Pre-Dispatch table represents one record which has failed the edit check. The first column, 'Line Number' is always coloured green as it advises which record in the data file has failed the edit check. The Line Number plus 1 equates to the excel row number in the data file. For example if the Line Number is 3 you will find the corresponding record in row 4 of the data file you uploaded.
- The variable which has failed the edit check is coloured red. For relationship edits, all the relevant variables to the edit check will be coloured red.
- Find the record which has failed the edit check in the data file (**Remember: Line number + 1 = row number**) and make necessary changes after consulting with the Indigenous community housing organisation.
- Tables for duplicate edit checks have a different format. These tables will have the relevant variable/s coloured red followed by 'Line No. 1' and 'Line No. 2' coloured in green. For example, the Pre-Dispatch table below indicates that the records in the data file that correspond to Line No. 3 and Line No. 4 (i.e. row four and five in the csv file) have the same organisation ID, which is 3. Two different organisations from the same jurisdiction can not have the same organisation identifier, so one identifier must be modified or the record deleted if it is a true duplicate.

OR05 - Duplicate Organisation identifier:
Records have the same org_id.

Each organisation record requires a unique organisation identifier. If these are true duplicate records, one record should be deleted. If the records refer to different organisations, one org_id needs to be amended so it is unique. Please refer to records in the data file as indicated in Line No 1 and 2 below.

org_id	Line No. 1	Line No. 2
3	3	4
Total: 2

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

4. Error messages

If you get the "*subscript out of range (9)*" error message please try loading the same file again. If an error message still occurs, it indicates that the csv file is not in an allowable format for the data validator to work. The error message may indicate which line (**Remember: Line number + 1 = row number**) has not met the required specifications. Go to this row and amend where relevant. If the error message does not specify the problem line, please ensure you have done the following:

- Delete any blank rows
- Remove commas (,)

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

These are detailed above under "2. Finalising the data". If error messages occur after the steps have been undertaken, please call or email the AIHW contact

6.4 Supplying files to the AIHW

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

For the 2010–11 Indigenous community housing data collection, the AIHW Secure Messaging (ASM) service will be used to send and receive IN-CONFIDENCE emails.

What is the AIHW Secure Messaging (ASM)

ASM is a service and procedure for sending and receiving emails and attached data and other files on the Internet more securely and reliably. It should be used for all data submissions and whenever IN-CONFIDENCE materials need to be sent to the Institute. For more information about ASM, please refer to Appendix F: How to supply data to the AIHW.

Before submitting to AIHW:

- Address all applicable checklist items (Table 6.1)

Table 6.1: Jurisdiction checklist

Checklist item
All records and data items are included and conform to the specified formats/values – See Appendix A
All data relationships are adhered to – See Appendix C
All definitions are adhered to – See Appendix D
Reported financial data for the 2010–11) financial year
All households in the *household* worksheet have a matching dwelling identifier in the *dwelling* worksheet
All organisation identifiers are consistent between worksheets
Issues or data qualifications are documented and provided to AIHW in the 'Data quality comments' document
Organisation.csv file and corresponding html validator output are complete
Dwelling.csv file and corresponding html validator output are complete
Household.csv file and corresponding html validator output are complete
If applicable, the Aggregate.csv file and corresponding html validator output are complete

- Any records that remain outstanding or do not comply with the checklist must be investigated and documented. Any additional data anomalies, process changes or data quality comments must also be documented for the AIHW in the 'Data quality comments' document.
- Send the final csv files to the AIHW contact.
- Send the most recently output html files from the Indigenous community housing data validator. They should indicate that there are zero records failing the edit checks. Where failed records remain, please include explanatory notes in your email. There will be three output files for unit record data and one output file for finalised aggregate data (Table 6.1).

6.5 Processing of data by the AIHW

The AIHW will undertake processing and further quality assurance checks of the data supplied by jurisdictions. As in previous years, the AIHW will liaise with jurisdictions to address any data issues identified in the finalisation of data items, performance indicators and footnotes.

Data quality statements

For the 2010-11 data collection, the use of footnote will be minimised, as both the NAHA and RoGS have moved to the use of data quality statements reported against individual data items or performance indicators.

Data quality statements are an AIHW product and may include some of the issues identified during the data quality checking process. Data qualifications supplied by jurisdictions need to relate to one of the following aspects of data quality: relevance, timeliness, accuracy and coherence.

1. *relevance* — how well the statistical product or release meets the needs of users in terms of the concept(s) measured, and the population(s) represented.

2. *timeliness* — the delay between the reference period (to which the data pertain) and the date at which the data become available; and the delay between the advertised date and the date at which the data become available (the actual release date).

3. *accuracy* — the degree to which the data correctly describe the phenomenon they were designed to measure.

4. *coherence* — the internal consistency of a statistical collection, product or release, as well as its comparability with other sources of information, within a broad analytical framework and over time.
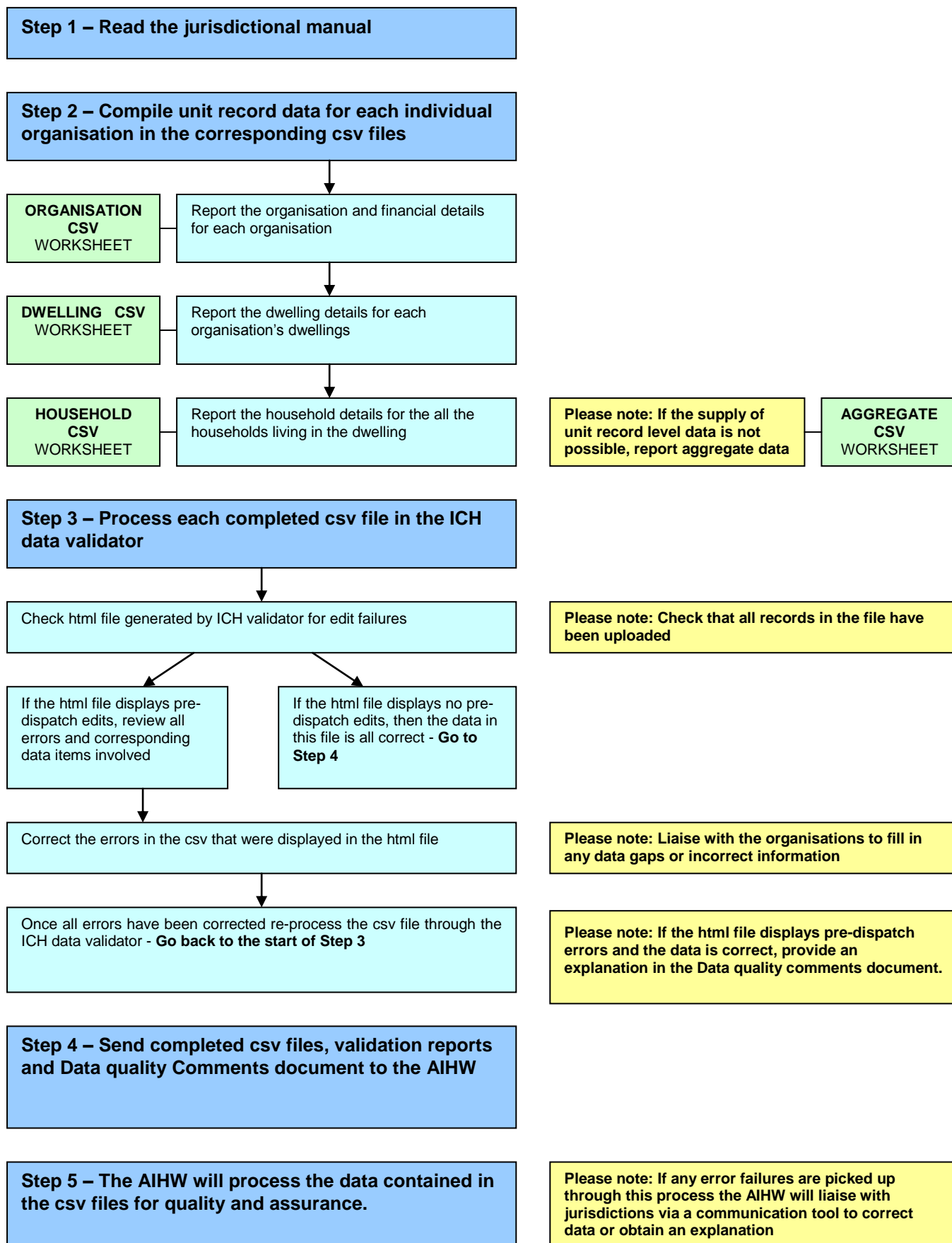
Step 1 – Read the jurisdictional manual

Step 2 – Compile unit record data for each individual organisation in the corresponding csv files

ORGANISATION CSV WORKSHEET	Report the organisation and financial details for each organisation
DWELLING CSV WORKSHEET	Report the dwelling details for each organisation's dwellings
HOUSEHOLD CSV WORKSHEET	Report the household details for the all the households living in the dwelling

Please note: If the supply of unit record level data is not possible, report aggregate data

AGGREGATE CSV WORKSHEET

Step 3 – Process each completed csv file in the ICH data validator

Check html file generated by ICH validator for edit failures

Please note: Check that all records in the file have been uploaded

If the html file displays pre-dispatch edits, review all errors and corresponding data items involved

If the html file displays no pre-dispatch edits, then the data in this file is all correct - **Go to Step 4**

Correct the errors in the csv that were displayed in the html file

Please note: Liaise with the organisations to fill in any data gaps or incorrect information

Once all errors have been corrected re-process the csv file through the ICH data validator - **Go back to the start of Step 3**

Please note: If the html file displays pre-dispatch errors and the data is correct, provide an explanation in the Data quality comments document.

Step 4 – Send completed csv files, validation reports and Data quality Comments document to the AIHW

Step 5 – The AIHW will process the data contained in the csv files for quality and assurance.

Please note: If any error failures are picked up through this process the AIHW will liaise with jurisdictions via a communication tool to correct data or obtain an explanation

Figure 6.2 Flow chart of the process for compilation and validation of data.

Appendix A: CSV file specifications

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

AIHW variable – data item component required for calculating data items and performance indicators

Description – Additional detail about the data item.

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

Alphanumeric nn	specifies that any combination of numbers and characters to a chosen length (nn) is acceptable.
Numeric nn	specifies that only 'nn' number/s are acceptable.
$$$$$.cc	any number formatted to 2 decimal places
dd/mm/yyyy	any date formatted as shown. E.g. 21/08/2006
Other	Where shown, only certain values or characters are acceptable. E.g. for dwelling status (dwell_status) only 1, 0 or U is acceptable.

Table A.1: Organisation file

AIHW variable	Description	Values/Format
org_id	Organisation identifier	Alphanumeric 15
org_name	Organisation name	Alphanumeric 50
org_address	Organisation address details	Alphanumeric 40
fund_status	Funding status	**1** = Funded **0** = Unfunded
ten_man_stat_agg	Tenancy management status	**1** = Tenancies managed by Indigenous Community Housing Organisation (ICHO) **2** = Tenancies managed by State/Territory Housing Authority
perm_dwell_managed	Total number of PERMANENT dwellings managed	Numeric 4 **U** = Unknown
imp_dwell_managed	Total number of IMPROVISED dwellings managed	Numeric 4 **U** = Unknown
coll_rent	Total rent collected	$$$$$.cc **U** = Unknown
charg_rent	Total rent charged	$$$$$.cc **U** = Unknown
main_exp	Housing maintenance expenditure	$$$$$.cc **U** = Unknown
cap_exp	Total capital expenditure	$$$$$.cc **U** = Unknown
tot_recurr	Total recurrent costs	$$$$$.cc **U** = Unknown
net_recurr	Net recurrent costs	$$$$$.cc **U** = Unknown

Table A.2: Dwelling file

AIHW variable	Description	Values/Format
org_id	Organisation identifier	Alphanumeric 15
dwell_id	Dwelling identifier	Alphanumeric 15
ten_man_stat	Tenancy management status	**1** = Tenancies managed by Indigenous Community Housing Organisation (ICHO) **2** = Tenancies managed by State/Territory Housing Authority
dwell_long	Dwelling longitude	Alphanumeric 15 **U** = Unknown
dwell_lat	Dwelling latitude	Alphanumeric 15 **U** = Unknown
dwell_asgc	Dwelling ASGC remoteness	Major city Inner regional Outer regional Remote Very remote **U** = Unknown
dwell_housenumber	House/lot number	Numeric 4
dwell_street	Street	Alphanumeric 40
dwell_suburb	Town/community	Alphanumeric 15
dwell_state	Dwelling State/Territory	NSW Vic Qld WA SA Tas ACT NT
dwell_pcode	Dwelling postcode	Numeric 4 **U** = Unknown
dwell_other	Other	Alphanumeric 40
dwell_status	Dwelling status	**1** = Permanent **0** = Improvised **U** = Unknown
occ_status	Occupancy status	**1** = Occupied **2** = Untenantable **0** = Unoccupied **U** = Unknown
dwell_bed	Number of bedrooms	Alphanumeric 2 **U** = Unknown
no_residents	Number of people residing in the dwelling	Alphanumeric 2 **U** = Unknown
no_hholds	Number of households in the dwelling	Alphanumeric 2 **U** = Unknown

Table A.3: Household file

AIHW variable	Description	Values/Format
org_id	Organisation identifier	Alphanumeric 15
dwell_id	Dwelling I identifier	Alphanumeric 15
hhold_id	Household identifier	Alphanumeric 15
person_id	Person identifier	Alphanumeric 15
sex	Sex	**M** = Male **F** = Female **U** = Unknown
dob	Date of birth	dd/mm/yyyy **U** = Unknown
rel_hhold	Relationship in household	Single Couple Child **U** = Unknown

Table A.4: Aggregate file

AIHW variable	Description	Values/Format
D1a_IM	Number of permanent dwellings tenancy managed by funded ICHOs at 30 June 2011	Numeric 6
D1a_SM	Number of permanent dwellings tenancy managed by State/Territory Housing Authority at 30 June 2011	Numeric 6
D1a_Tot	Total number of permanent dwellings managed at 30 June 2011	Numeric 6
D1b	Number of permanent dwellings managed by funded and unfunded organisations at 30 June 2010	Numeric 6
D2	Number of improvised dwellings at 30 June 2011	Numeric 4
D6	Total number of households living in permanent dwellings managed by funded organisations at 30 June 2011	Numeric 6
D7	Rent collected from tenants in permanent dwellings managed by funded organisations for the year ending 30 June 2011	$$$$$.cc
D8	Rent charged to tenants in permanent dwellings managed by funded organisations for the year ending 30 June 2011	$$$$$.cc
D9	Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June 2011	$$$$$.cc
D10	Total capital expenditure for permanent dwellings managed by funded organisations for the year ending 30 June 2011	$$$$$.cc
D11a	Total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June 2011	$$$$$.cc
D11b	Net recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June 2011	$$$$$.cc
D12	Total number of occupied permanent dwellings managed by funded organisations at 30 June 2011	Numeric 6
D13a	Number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June 2011	Numeric 4
D13b	Number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June 2011	Numeric 4
D14	Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June 2011	Numeric 4
D15	Total number of additional bedrooms in permanent dwellings managed by funded organisations required at 30 June 2011	Numeric 4
D16	Total number of households for which household groups and dwelling details are known at 30 June 2011 (permanent dwellings managed by funded organisations)	Numeric 6
D17	Total number of bedrooms in permanent dwellings managed by funded organisations at 30 June 2011	Numeric 4
D18	Total no. of people living in permanent dwellings managed by funded organisations at 30 June 2011	Numeric 6
D19a	Number of funded ICHOs at 30 June 2011	Numeric 4
D19b	Number of funded and unfunded ICHOs at 30 June 2011	Numeric 4

Appendix B: Edit Checks

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

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

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

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

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

>> "O" refers to the Organisation data file

>> "D" refers to the Dwelling data file

>> "H" refers to the Household data file

>> "A" refers to the Aggregate data file

> The second character refers to the type of edit check

>> "I" refers to invalid

>> "M" refers to missing

>> "R" refers to invalid relationship between two variables

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

>> "U" refers to unknown

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

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

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

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

>> "OH" refers to cross file edits between the Organisation and Household data files

>> "OA" refers to cross file edits between the Organisation and Aggregate data files

>> "DH" refers to cross file edits between the Dwelling and Household data files

>> "DA" refers to cross file edits between the Dwelling and Aggregate data files

>> "HA" refers to cross file edits between the Household and Aggregate data files

Table B.1: Organisation data file edits

New edit code	Variable name	Variable	Error description	Data Validator	SAS
OM01	Organisation identifier	org_id	Missing or very long (*greater than 15 characters**) organisation identifier	✓	✓
OM02	Organisation name	org_name	Missing or very long (*greater than 15 characters**) organisation name	✓	✓
OM03	Organisation address	org_address	Missing or very long (*greater than 150 characters**) organisation address	✓	✓
OM04	Funding status	fund_status	Missing funding status	✓	✓
OM05	Tenancy management status	ten_man_stat_agg	Missing tenancy management status	✓	✓
OM06	Permanent dwellings managed	perm_dwell_managed	Missing permanent dwellings managed	✓	✓
OM07	Improvised dwellings managed	imp_dwell_managed	Missing improvised dwellings managed	✓	✓
OM08	Total rent collected	coll_rent	Missing total rent collected	✓	✓
OM09	Total rent charged	charg_rent	Missing total rent charged	✓	✓
OM10	Housing maintenance expenditure	main_exp	Missing housing maintenance expenditure	✓	✓
OM11	Total capital expenditure	cap_exp	Missing total capital expenditure	✓	✓
OM12	Total recurrent costs	tot_recurr	Missing total recurrent costs	✓	✓
OM13	Net recurrent costs	net_recurr	Missing net recurrent costs	✓	✓
OI01	Funding status	fund_status	Invalid funding status (i.e. not 1 or 0)	✓	✓
OI02	Tenancy management status	ten_man_stat_agg	Invalid tenancy management status (i.e. not 1 or 2)	✓	✓
OI03	Permanent dwellings managed	perm_dwell_managed	Invalid permanent dwellings managed (i.e. less than one)	✓	✓
OI04	Improvised dwellings managed	imp_dwell_managed	Invalid improvised dwellings managed (i.e. less than zero)	✓	✓
OI05	Total rent collected	coll_rent	Invalid total rent collected (i.e. less than zero)	✓	✓
OI06	Total rent charged	charg_rent	Invalid total rent charged (i.e. less than zero)	✓	✓
OI07	Housing maintenance expenditure	main_exp	Invalid housing maintenance expenditure (i.e. less than zero)	✓	✓

New edit code	Variable name	Variable	Error description	Data Validator	SAS
OI08	Total capital expenditure	cap_exp	Invalid total capital expenditure (i.e. less than zero)	✓	✓
OI09	Total recurrent costs	tot_recurr	Invalid total recurrent costs (i.e. less than zero)	✓	✓
OI10	Net recurrent costs	net_recurr	Invalid net recurrent costs (i.e. less than zero)	✓	✓
OR01	Permanent dwellings managed Improvised dwellings managed	perm_dwell_managed imp_dwell_managed	Advisory check. The number of permanent dwellings managed is less than improvised dwellings managed.	✓	✓
OR02	Housing maintenance expenditure Total recurrent costs	main_exp tot_recurr	Housing maintenance expenditure is greater than total recurrent costs	✓	✓
OR03	Housing maintenance expenditure Net recurrent costs	main_exp net_recurr	Net recurrent costs is less than Housing maintenance expenditure	✓	✓
OR04	Net recurrent costs Total recurrent costs	net_recurr tot_recurr	Net recurrent costs is greater than total recurrent costs	✓	✓
OR05	Organisation identifier	org_id	Duplicate organisation identifier	✓	✓
OR06	Organisation name	org_name	Duplicate organisation name	✓	✓
OV01	Total rent collected	coll_rent	Advisory check. Rent collected is zero	✓	✓
OV02	Total rent charged	charg_rent	Advisory check. Rent charged is zero	✓	✓
OV03	Housing maintenance expenditure	main_exp	Advisory check. Housing maintenance expenditure is zero	✓	✓
OV04	Total capital expenditure	cap_exp	Advisory check. Total capital expenditure is zero	✓	✓
OV05	Total recurrent costs	tot_recurr	Advisory check. Total recurrent cost is zero	✓	✓
OV06	Net recurrent costs	net_recurr	Advisory check. net recurrent costs is zero	✓	✓

* Italicized text only refers to the checks carried out by the data validator.

Table B.2: Dwelling data file edits

New edit code	Variable name	Variable	Error description	Data Validator	SAS
DM01	Organisation identifier	org_id	Missing or very long (*greater than 15 characters**) organisation identifier	✓	✓
DM02	Dwelling identifier	dwell_id	Missing or very long (*greater than 15 characters**) dwelling identifier	✓	✓
DM03	Tenancy management status	ten_man_stat	Missing tenancy management status	✓	✓
DM04	Dwelling ASGC remoteness	dwell_asgc	Missing Dwelling ASGC remoteness	✓	✓
DM05	Dwelling State/Territory	dwell_state	Missing dwelling State/Territory	✓	✓
DM06	Dwelling postcode	dwell_pcode	Missing or very long (*greater than 4 characters**) dwelling postcode	✓	✓
DM07	Dwelling status	dwell_status	Missing dwelling status	✓	✓
DM08	Occupancy status	occ_status	Missing occupancy status	✓	✓
DM09	Number of bedrooms	dwell_bed	Missing the number of bedrooms	✓	✓
DM10	Number of people residing in the dwelling	no_residents	Missing the number of people residing in the dwelling	✓	✓
DM11	Number of households in the dwelling	no_hholds	Missing the number of households in the dwelling	✓	✓
DI01	Tenancy management status	ten_man_stat	Invalid tenancy management status (i.e. not 1 or 0)	✓	✓
DI02	Dwelling ASGC remoteness	dwell_asgc	Invalid Dwelling ASGC remoteness (i.e. not Major City, Inner Regional, Outer Regional, Remote, Very Remote, or Migratory)	✓	✓
DI03	Dwelling State/Territory	dwell_state	Invalid dwelling State/Territory (i.e. not NSW, Vic, Qld, WA, SA, Tas, NT or ACT)	✓	✓
DI04	Dwelling postcode	dwell_pcode	Invalid dwelling postcode		✓
DI05	Dwelling status	dwell_status	Invalid dwelling status (i.e. not 1, 0, or U)	✓	✓
DI06	Occupancy status	occ_status	Invalid occupancy status (i.e. not 1, 2, 0, or U)	✓	✓
DI07	Number of bedrooms	dwell_bed	Invalid number of bedrooms (i.e. less than one)	✓	✓
DI08	Number of people residing in the dwelling	no_residents	Invalid number of people residing in the dwelling (i.e. less than zero)	✓	✓

New edit code	Variable name	Variable	Error description	Data Validator	SAS
DI09	Number of households in the dwelling	no_hholds	Invalid number of households in the dwelling (i.e. less than zero)	✓	✓
DR01	Dwelling longitude Dwelling latitude	dwell_long dwell_lat	Advisory check. Dwelling longitude provided but not dwelling latitude OR dwelling latitude provided but not dwelling longitude	✓	✓
DR02	Dwelling State/Territory Dwelling postcode	dwell_state dwell_pcode	Dwelling state provided but not dwelling postcode OR dwelling postcode provided but not state	✓	✓
DR03	Dwelling status Occupancy status	dwell_status occ_status	Improvised dwelling is not occupied (i.e. Dwelling status is 0 and occupancy status is 0)	✓	✓
DR04	Occupancy status Number of households in the dwelling Number of people residing in the dwelling	occ_status no_hholds no_residents	Occupied dwelling has zero people residing in the dwelling or zero households in the dwelling (i.e. Occupancy status is 1 and number of people residing in the dwelling is 0 and/or number of households in the dwelling is 0)	✓	✓
DR05	Occupancy status Number of households in the dwelling Number of people residing in the dwelling	occ_status no_hholds no_residents	Unoccupied dwelling has a non-zero number of people residing in the dwelling or a non-zero number of households in the dwelling (i.e. Occupancy status is 0 and number of people residing in the dwelling is greater than 0 and/or number of households in the dwelling is greater than 0)	✓	✓
DR06	Occupancy status Number of households in the dwelling Number of people residing in the dwelling	occ_status no_hholds no_residents	Dwelling with unknown occupancy status has known number of people residing in the dwelling or known number of households in the dwelling (i.e. Occupancy status is U and number of people residing in the dwelling is not missing or U and/or number of households in the dwelling is not missing or U)	✓	✓
DR07	Occupancy status Number of households in the dwelling	occ_status no_hholds	Advisory check. Occupied dwelling has unknown number of households in the dwelling (i.e. Occupancy status is 1 and the number of households in the dwelling is U)	✓	✓
DR08	Organisation identifier Dwelling identifier	org_id dwell_id	Duplicate dwelling identifier	✓	✓
DV01	Number of bedrooms	dwell_bed	Advisory check. The number of bedrooms is greater than 10	✓	✓
DV02	Number of people residing in the dwelling	no_residents	Advisory check. The number of people residing in the dwelling is greater than 10	✓	✓
DV03	Number of households in the dwelling	no_hholds	Advisory check. The number of households in the dwelling is greater than 10	✓	✓

New edit code	Variable name	Variable	Error description	Data Validator	SAS
DU01	Dwelling ASGC remoteness	dwell_asgc	Unknown Dwelling ASGC Remoteness status	✓	✓
DU02	Dwelling postcode	dwell_pcode	Unknown dwelling postcode	✓	✓

* Italicized text only refers to the checks carried out by the data validator.

Table B.3: Household data file edits

New edit code	Variable name	Variable	Error description	Data Validator	SAS
HM01	Organisation identifier	org_id	Missing or very long (*greater than 15 characters**) organisation identifier	✓	✓
HM02	Dwelling identifier	dwell_id	Missing or very long (*greater than 15 characters**) dwelling identifier	✓	✓
HM03	Household identifier	hhold_id	Missing or very long (*greater than 15 characters**) household identifier	✓	✓
HM04	Person identifier	person_id	Missing or very long (*greater than 15 characters**) person identifier	✓	✓
HM05	Sex	sex	Missing sex	✓	✓
HM06	Date of birth	dob	Missing date of birth	✓	✓
HM07	Relationship in household	rel_hhold	Missing relationship in household	✓	✓
HI01	Sex	sex	Invalid sex (i.e. not M, F or U)	✓	✓
HI02	Date of birth	dob	Invalid date of birth (i.e. Person born after 30 June 2011)	✓	✓
HI03	Relationship in household	rel_hhold	Invalid relationship in household (i.e. not single, couple, child or U)	✓	✓
HR01	Relationship in household	rel_hhold	The number of people in the household that are members of couples is not an even number		✓
HR02	Date of birth / Relationship in household	Dob / rel_hhold	Advisory check. Person under 18 is not listed as a child	✓	✓
HR03	Date of birth / Relationship in household	Dob / rel_hhold	Person over 18 is listed as a child	✓	✓
HR04	Organisation identifier / Dwelling identifier / Household identifier / Person identifier	org_id / dwell_id / hhold_id / person_id	Duplicate person identifier	✓	✓
HV01	Date of birth	dob	Advisory check. Person is over 100 years old	✓	✓

* Italicized text only refers to the checks carried out by the data validator.

Table B.4: Aggregate data file edits

New edit code	Variable name	Variable	Error description	Data Validator	SAS
AM01	Organisation identifier	org_id	Missing or very long (*greater than 15 characters**) organisation identifier	✓	✓
AI01	Number of permanent dwellings tenancy managed by funded ICHOs at 30 June	D1a_IM	Invalid number of permanent dwellings tenancy managed by funded ICHOs at 30 June (i.e. less than zero)	✓	✓
AI02	Number of permanent dwellings tenancy managed by State/Territory Housing Authority at 30 June	D1a_SM	Invalid number of permanent dwellings tenancy managed by State/Territory Housing Authority at 30 June (i.e. less than zero)	✓	✓
AI03	Total number of permanent dwellings managed at 30 June	D1a_Tot	Invalid total number of permanent dwellings managed at 30 June (i.e. less than zero)	✓	✓
AI04	Number of permanent dwellings managed by funded and unfunded organisations at 30 June	D1b	Invalid number of permanent dwellings managed by funded and unfunded organisations at 30 June (i.e. less than zero)	✓	✓
AI05	Number of improvised dwellings at 30 June	D2	Invalid number of improvised dwellings at 30 June (i.e. less than zero)	✓	✓
AI06	Total number of households living in permanent dwellings managed by funded organisations at 30 June	D6	Invalid total number of households living in permanent dwellings managed by funded organisations at 30 June (i.e. less than zero)	✓	✓
AI07	Rent collected from tenants in permanent dwellings managed by funded organisations for the year ending 30 June	D7	Invalid rent collected from tenants in permanent dwellings managed by funded organisations for the year ending 30 June (i.e. less than zero)	✓	✓
AI08	Rent charged to tenants in permanent dwellings managed by funded organisations for the year ending 30 June	D8	Invalid rent charged to tenants in permanent dwellings managed by funded organisations for the year ending 30 June (i.e. less than zero)	✓	✓
AI09	Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June	D9	Invalid housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June (i.e. less than zero)	✓	✓

New edit code	Variable name	Variable	Error description	Data Validator	SAS
AI10	Capital expenditure for permanent dwellings managed by funded organisations for the year ending 30 June	D10	Invalid capital expenditure for permanent dwellings managed by funded organisations for the year ending 30 June (i.e. less than zero)	✓	✓
AI11	Total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June	D11a	Invalid total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June	✓	✓
AI12	Net recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June	D11b	Invalid net recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June (i.e. less than zero)	✓	✓
AI13	Total number of occupied permanent dwellings managed by funded organisations at 30 June	D12	Invalid total number of occupied permanent dwellings managed by funded organisations at 30 June (i.e. less than zero)	✓	✓
AI14	Number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June	D13a	Invalid number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June (i.e. less than zero)	✓	✓
AI15	Number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June	D13b	Invalid number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June (i.e. less than zero)	✓	✓
AI16	Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June	D14	Invalid total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June (i.e. less than zero)	✓	✓
AI17	Total number of additional bedrooms in permanent dwellings managed by funded organisations required at 30 June	D15	Invalid total number of additional bedrooms in permanent dwellings managed by funded organisations required at 30 June (i.e. less than zero)	✓	✓

New edit code	Variable name	Variable	Error description	Data Validator	SAS
AI18	Total number of households for which household groups and dwelling details are known at 30 June 2011 (permanent dwellings managed by funded organisations)	D16	Invalid total number of households for which household groups and dwelling details are known at 30 June 2011 (permanent dwellings managed by funded organisations) (i.e. less than zero)	✓	✓
AI19	Total number of bedrooms in permanent dwellings managed by funded organisations at 30 June	D17	Invalid total number of bedrooms in permanent dwellings managed by funded organisations at 30 June (i.e. less than zero)	✓	✓
AI20	Total number of people living in permanent dwellings managed by funded organisations at 30 June	D18	Invalid total number of people living in permanent dwellings managed by funded organisations at 30 June (i.e. less than zero)	✓	✓
AI21	Number of funded ICHOs at 30 June	D19a	Invalid number of funded ICHOs at 30 June (i.e. less than zero)	✓	✓
AI22	Number of funded and unfunded ICHOs at 30 June	D19b	Invalid number of funded and unfunded ICHOs at 30 June (i.e. less than zero)	✓	✓
AR01	Number of permanent dwellings tenancy managed by funded ICHOs at 30 June Total number of permanent dwellings managed at 30 June	D1a_IM D1a_Tot	Number of permanent dwellings tenancy managed by funded ICHOs at 30 June is greater than the total number of permanent dwellings managed at 30 June	✓	✓
AR02	Number of permanent dwellings tenancy managed by State/Territory Housing Authority at 30 June Total number of permanent dwellings managed at 30 June	D1a_SM D1a_Tot	Number of permanent dwellings tenancy managed by State/Territory Housing Authority at 30 June is greater than the total number of permanent dwellings managed at 30 June	✓	✓
AR03	Number of permanent dwellings tenancy managed by funded ICHOs at 30 June Number of permanent dwellings tenancy managed by State/Territory Housing Authority at 30 June	D1a_IM D1a_SM	Number of permanent dwellings tenancy managed by funded ICHOs at 30 June and the number of permanent dwellings tenancy managed by State/Territory Housing Authority at 30 June are greater than 0	✓	✓

New edit code	Variable name	Variable	Error description	Data Validator	SAS
AR04	Total number of permanent dwellings managed at 30 June Number of permanent dwellings tenancy managed by funded ICHOs at 30 June Number of permanent dwellings tenancy managed by State/Territory Housing Authority at 30 June	D1a_Tot D1a_IM D1a_SM	Total number of permanent dwellings managed at 30 June does not equal the sum of permanent dwellings managed by funded ICHOs at 30 June and permanent dwellings managed by State/Territory Housing Authority at 30 June	✓	✓
AR05	Total number of permanent dwellings managed at 30 June Number of permanent dwellings managed by funded and unfunded organisations at 30 June	D1a_Tot D1b	Total number of permanent dwellings managed at 30 June is greater than the number of permanent dwellings managed by funded and unfunded organisations at 30 June	✓	✓
AR06	Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June Total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June	D9 D11a	Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June is greater than total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June	✓	✓
AR07	Net recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June Total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June	D11b D11a	Net recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June is greater than total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June	✓	✓
AR08	Total number of occupied permanent dwellings managed by funded organisations at 30 June Number of permanent dwellings managed by funded and unfunded organisations at 30 June	D12 D1b	Total number of occupied permanent dwellings managed by funded organisations at 30 June is greater than the number of permanent dwellings managed by funded and unfunded organisations at 30 June	✓	✓

New edit code	Variable name	Variable	Error description	Data Validator	SAS
AR09	Number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June	D13a D14	Number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June is greater than the total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June	✓	✓
AR10	Number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June	D13b D14	Number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June is greater than the total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June	✓	✓
AR11	Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June Total number of households living in permanent dwellings managed by funded organisations at 30 June	D14 D6	Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June is greater than the total number of households living in permanent dwellings managed by funded organisations at 30 June	✓	✓

New edit code	Variable name	Variable	Error description	Data Validator	SAS
AR12	Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June Number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June Number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June	D14 D13a D13b	Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June does not equal the number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June plus the number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June (i.e. D14 does not equal D13a + D13b)	✓	✓
AR13	Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June Total number of households for which household groups and dwelling details are known at 30 June 2011 (permanent dwellings managed by funded organisations)	D14 D16	Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June is greater than the total number of households for which household groups and dwelling details are known at 30 June 2011 (permanent dwellings managed by funded organisations)	✓	✓
AR14	Total number of additional bedrooms in permanent dwellings managed by funded organisations required at 30 June Number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June Number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June	D15 D13a D13b	Total number of additional bedrooms in permanent dwellings managed by funded organisations required at 30 June is less than the number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June plus twice the number of households in permanent dwellings managed by funded organisations requiring two or more additional bedroom at 30 Junes (i.e. D15 is less than D13a + (D13b * 2))	✓	✓

New edit code	Variable name	Variable	Error description	Data Validator	SAS
AR15	Total number of households for which household groups and dwelling details are known at 30 June 2011 (permanent dwellings managed by funded organisations) Total number of households living in permanent dwellings managed by funded organisations at 30 June	D16 D6	Total number of households for which household groups and dwelling details are known at 30 June 2011 (permanent dwellings managed by funded organisations) is greater than the total number of households living in permanent dwellings managed by funded organisations at 30 June	✓	✓
AR16	Number of funded ICHOs at 30 June Number of funded and unfunded/ ICHOs at 30 June	D19a D19b	Number of funded ICHOs at 30 June is greater than the number of funded and unfunded ICHOs at 30 June	✓	✓
AR17	Organisation identifier	org_id	Duplicate organisation identifier	✓	✓

Table B.5: Cross file edit checks

New edit code	Error description	Data Validator	SAS
COD01	If the dwelling (in the Dwelling file) has no corresponding organisation record (in the Organisation file)		✓
COD02	If funding status (in Organisation file) is inconsistent with information provided/not provided (in the Dwelling file).		✓
COD03	If the tenancy management status for a funded organisation (in the Organisation file) is inconsistent with the tenancy management status for one or more dwelling records (in the Dwelling file)		✓
COD04	URD (in the Dwelling file) is not provided for all dwellings managed by a funded organisation		✓
COD05	Total number of PERMANENT or IMPROVISED dwellings managed by a funded organisation (in Organisation file) does not equal the total number of PERMANENT or IMPROVISED dwellings managed (in Dwelling file)		✓
COH01	If the household (in the Household file) has no corresponding organisation record (in the Organisation file)		✓
COA01	If tenancy management status and total number of PERMANENT dwellings managed by a funded organisation are both completed and valid (in the Organisation file) and D1a_IM, D1a_SM, D1a_Tot or D1b are not missing (in the Aggregate file)		✓
COA02	If an unfunded organisation has known number of PERMANENT dwellings managed (in the Organisation file) and D1b is not missing (in the Aggregate file)		✓
COA03	If organisation level information is provided in the Organisation file for a funded organisation (i.e. total number of IMPROVISED dwellings managed, total rent collected, total rent charged, housing maintenance expenditure, total capital expenditure, total recurrent costs or net recurrent costs) and corresponding data items in the Aggregate file are not missing (i.e. D2, D7, D8, D9, D10, D11a or D11b, D19a, D19b)		✓

New edit code	Error description	Data Validator	SAS
COA04	If organisation level information is provided in the Organisation file for an unfunded organisation (in the Organisation file) and D19a and D19b (in the Aggregate file) are not missing		✓
CDH01	If dwelling status and occupancy status (in the Dwelling file) for a funded organisation is inconsistent with information provided/not provided (in the Household file)		✓
CDH02	The number of people residing in a dwelling (in the Dwelling file) for a funded organisation is inconsistent with the number of person records for each dwelling (in the Household file)		✓
CDH03	The number of households in a dwelling (in the Dwelling file) for a funded organisation is inconsistent with the number of households recorded (in the Household file)		✓
CDA01	URD (in the Dwelling file) is provided for all dwellings managed by a funded organisation and D6, D12, D17 or D18 are not missing (in the Aggregate file)		✓
CHA01	URD (in the Household file) is provided for all households/dwellings managed by a funded organisation and D13a, D13b, D14, D15 and D16 are not missing (in the Aggregate file) or no URD (in the Household file) is provided and D13a, D13b, D14, D15 and D16 are not U		✓

Appendix C: Data relationships

Table C.1: Data relationships

Data item	Data relationship description	Relationship
D1a_IM	Number of permanent dwellings tenancy managed by funded ICHOs at 30 June must be less than or equal to the total number of permanent dwellings managed at 30 June	D1a_IM <= D1a_Tot
D1a_SM	Number of permanent dwellings tenancy managed by State/Territory Housing Authority at 30 June must be less than or equal to the total number of permanent dwellings managed at 30 June	D1a_SM <= D1a_Tot
D1a_Tot	Total number of permanent dwellings managed at 30 June must equal the sum of permanent dwellings tenancy managed by funded ICHOs at 30 June and permanent dwellings tenancy managed by State/Territory Housing Authority at 30 June	D1a_Tot = D1a_IM + D1a_SM
D1a_Tot	Total number of permanent dwellings managed at 30 June must be less than or equal to the number of permanent dwellings managed by funded and unfunded organisations at 30 June	D1a_Tot <= D1b
D9	Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June must be less than or equal to total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June	D9 <= D11a
D11b	Net recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June must be less than or equal to total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June	D11b <= D11a
D12	Total number of occupied permanent dwellings managed by funded organisations at 30 June must be less than or equal to the number of permanent dwellings managed by funded and unfunded organisations at 30 June	D12 <= D1b
D13a	Number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June must be less than or equal to the total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June	D13a <= D14
D13b	Number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June must be less than or equal to the total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June	D13b <= D14
D14	Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June must be less than or equal to the total number of households living in permanent dwellings managed by funded organisations at 30 June	D14 <= D6
D14	Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June must equal the number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June plus the number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June	D14 = D13a + D13b
D14	Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June must be less than or equal to the total number of households for which household groups and dwelling details are known at 30 June 2011 (permanent dwellings managed by funded organisations)	D14 <= D16

Data item	Data relationship description	Relationship
D15	Total number of additional bedrooms in permanent dwellings managed by funded organisations required at 30 June must be greater than or equal to the number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June plus twice the number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June	D15 => D13a + (D13b * 2)
D16	Total number of households for which household groups and dwelling details are known at 30 June 2011 (permanent dwellings managed by funded organisations) must be less than or equal to the total number of households living in permanent dwellings managed by funded organisations at 30 June	D16 <= D6
D19a	Number of funded ICHOs at 30 June must be less than or equal to the number of funded and unfunded ICHOs at 30 June	D19a <= D19b

Appendix D: Glossary

Table D.1: Glossary

Term	Definition
Bedrooms	The number of bedrooms in each occupied dwelling. This includes bedrooms designed for use as bedrooms and other rooms permanently modified and intended for use as bedrooms (such as a sleep out or built in veranda). Bedsits should be counted as one-bedroom dwellings.
Canadian National Occupancy Standard (CNOS)	The CNOS provides guidelines for determining overcrowding in households. In order to determine overcrowding, you must know the age, sex and relationship status of tenants, and the number of bedrooms used by their household. The figure you enter for overcrowding will be a measure of the number of households that require extra bedrooms. The Standard specifies that: • no more than two people shall share a bedroom • parents or couples may share a bedroom • children under 5 years, either of the same sex or opposite sex may share a bedroom • children under 18 years of the same sex may share a bedroom • a child aged 5 to 17 years should not share a bedroom with a child under 5 of the opposite sex • single adults 18 years and over and any unpaired children require a separate bedroom. If the total number of bedrooms required by a household exceeds the number of bedrooms available to the household by two or more, the household is overcrowded.
Capital expenditure	Capital expenditure is expenditure on the acquisition or enhancement of a non-financial asset, i.e. largely expenditure on the acquisition and/or upgrade/redevelopment of properties. A non-financial asset is an entity functioning as a store of value, over which ownership may be derived over a period of time, and which is not a financial asset. **Include:** • Total expenditure on non-financial assets defined as net expenditure on new and second-hand fixed assets, land and intangible assets excluding capitalised interest. Fixed assets are durable goods intended to be employed in the production process for longer than a year. Expenditure on non-financial assets includes: • Total expenditure on purchases of existing dwellings. • Total expenditure on purchases of new non-financial assets: The purchase of assets intended to be used in the production process for longer than a year. Includes: fixed assets constructed on own account, valued at cost of materials, capitalised salaries and wages, reimbursements received by public authorities for amounts spent on capital works while acting as an agent for other government and private bodies. • Total expenditure on purchases of second-hand non-financial assets: The purchase of assets which have been previously used in production in the country. • Total expenditure on sales of non-financial assets: The disposal of previously rented dwellings, non-residential buildings, used plant and equipment. Refers to the sale of land (including the sale of residential leases in the ACT). The sale of land and buildings as a package is treated as sales of fixed assets unless a separate value can be determined for the land component. Also refers to the outright sales of intangible assets and disposal of motor vehicles. • Total expenditure on assets acquired under finance leases defined as assets acquired under leases and other arrangements which effectively transfer most of the risks and benefits associated with ownership of the leased property from the lessor to the lessee. **Exclude:** • Expenditure on the acquisition of financial assets. • Second-hand assets imported into the country for the first time which are regarded as new. • Assets acquired under finance lease arrangements. • From total expenditure on purchases of new non-financial assets: • Capitalised interest;

Term	Definition
	• Houses built for sale; and
	• Assets acquired under finance lease arrangements.
Dwelling identifier	List the information for each dwelling on a separate row and assign a unique dwelling identifier.
Dwelling status	Dwellings are either permanent or improvised.
	Permanent: A dwelling is a structure designed for people to live in or where people live. A permanent dwelling has fixed walls, roof and doors. They usually have kitchen and bathroom facilities, though this is not necessary provided these facilities could be built into the dwelling. These dwellings are made from regular building materials and are intended for long-term residential use.
	Improvised: A structure used as place of residence which does not meet the building requirements to be considered as a permanent dwelling–includes caravans, tin shed without internal walls, humpies, dongas etc.
Employee expenses	Includes wages and salaries, superannuation, compensation, accrued leave, payroll tax, and training.
Employees	An employee is a person working either full or part time in the organisation who is paid.
Funded ICHO	An Indigenous Community Housing Organisation (ICHO) will be either funded or unfunded. Funded ICHOs have received funding in the current financial year, i.e. 1 July 2010 to 30 June 2011. Funded organisations may also be referred to as actively registered organisations.
Household	A household is a group of 2 or more related or unrelated people who usually reside in the same dwelling, and who make common provision for food or other essentials for living; or a person living in a dwelling who makes provision for his or her own food and other essentials for living, without combining with any other person. Dwellings may contain several households.
Household identifier	A unique identifier assigned to each household within a dwelling. Record details for each person on a separate row and assign them to a particular household using an identifier that is unique to this household. Dwelling IDs entered on the Household details worksheet must already be defined on the Dwelling worksheet to prevent an error message.
Housing maintenance expenses	All housing maintenance expenses from the organisation's financial reporting statement.
	Maintenance expenses are the costs incurred to maintain the value of an asset or restore the asset to its original condition. This includes:
	• day-to-day maintenance reflecting general wear and tear
	• cyclical maintenance which is part of a planned maintenance program
	• other maintenance e.g. repairs due to vandalism
Maintenance expenditure	Maintenance expenditure refers to all housing maintenance expenses from the organisation's financial reporting statement.
	Maintenance expenses are the costs incurred to maintain the value of an asset or restore the asset to its original condition. This includes:
	• day-to-day maintenance reflecting general wear and tear
	• cyclical maintenance which is part of a planned maintenance program
	• other maintenance e.g. repairs due to vandalism
Net recurrent expenses	NET RECURRENT EXPENSES Net recurrent expenses are the total recurrent expenses less those listed as exclusions (see below) for the financial year.
	Include: All administration and operational costs, including
	• employee expenses (e.g. wages and salaries, superannuation, compensation, accrued leave, payroll tax, training)
	• housing maintenance
	• property-related expenses (e.g. rates, costs of disposals)
	• office supplies and services (e.g. stationery, postage, telephone, office equipment, vehicle expenses, insurance)
	• borrowing costs (e.g. interest).
	• depreciation and amortisation
	• other expenses
	Exclude:

Term	Definition
	• depreciation on rental buildings (on tenancy rental units only, depreciation and amortisation on all other assets to be included)
	• loss on disposal of assets
	• loss on revaluation of assets
	• unrealised losses on financial assets
	• impairment expenses
	• assets and services provided free of charge
	• recoverable expenses
	• cost of sale of inventory
	• grants and subsidies
Non-cash expenses	Non-cash expenses includes: • loss on disposal of assets • loss on revaluation of assets • impairment expenses • assets and services provided free of charge • cost of sale of inventory • grants and subsidies
Occupancy status	Whether or not a dwelling is occupied by tenants at a given point in time. A dwelling may be either occupied (with people living in the dwelling), untenantable (e.g. unoccupied due to poor condition) or vacant (but tenantable).
Other non-salary expenses	Includes: • property-related expenses (e.g. rates, costs of disposals) • office supplies and services (e.g. stationery, postage, telephone, office equipment, vehicle expenses, insurance) • borrowing costs (e.g. interest) • depreciation and amortisation • other expenses • loss on disposal of assets • loss on revaluation of assets • impairment expenses • assets and services provided free of charge • cost of sale of inventory • grants and subsidies
Overcrowding	Where one or more additional bedrooms are required to meet the national standard (CNOS).
Person identifier	A unique identifier assigned to each person within a household. Record the details for each person on a separate row and assign a unique person identifier.
Rent charged	The total net rent charged (i.e. market rent – rebates/subsidies) by ICHOs to all households for the financial year. The rent charged is the amount of money households are required to pay.
Rent collected	The total amount of rent paid to ICHOs by all households for the financial year. Include: Rent arrears and prepaid rent collected for permanent dwellings.
Tenancy management status	Tenancy management status refers to whether dwellings are tenancy managed by an Indigenous Community Housing Organisation (ICHO), or whether the tenancy management lies with the State/Territory Housing Authority.
Total recurrent expenses	All recurrent expenses from an organisation's financial reporting statement for the financial year. All administration and operational costs, including: • employee expenses (e.g. wages and salaries, superannuation, compensation, accrued leave, payroll tax, training) • housing maintenance • property-related expenses (e.g. rates, costs of disposals) • office supplies and services (e.g. stationery, postage, telephone, office equipment, vehicle expenses, insurance) • borrowing costs (e.g. interest)

Term	Definition
	• depreciation and amortisation • other expenses • loss on disposal of assets • loss on revaluation of assets • impairment expenses • assets and services provided free of charge • cost of sale of inventory • grants and subsidies
Unfunded ICHO	An Indigenous Community Housing Organisation (ICHO) will be either funded or unfunded. Unfunded ICHOs have not received funding in the current financial year, i.e. 1 July 2010 to 30 June 2011, but has received funding in previous financial years; that is before 1 July 2010. Unfunded organisations may also be referred to as not actively registered organisations.

Appendix E: Data entry process for jurisdictions using the AIHW survey tool

E1 AIHW ICHO survey tool

The ICHO survey tool consists of the following worksheets:

Instructions & Entering data:	Guidelines on how to use the tool and codes to use in data entry
Organisation details & Economic Info (green):	For entering organisation information
Hidden Org compilation	Allows jurisdictions to copy compiled organisation details and paste into organisation csv file. To unhide this worksheet, go to 'format' 'sheet' 'unhide'. Use the radio buttons to disable/enable cut and paste functions.
Dwelling (yellow)	For entering aggregate dwelling information.
Dwelling details (yellow):	For entering unit record dwelling information. Data provided in the 'Dwelling details' worksheet must be copied and pasted into the dwelling csv file.
Household details (orange):	For entering household information. Data provided in the 'Household details' worksheet must be copied and pasted into the household csv file.
Hidden Aggregate sheet:	Allows jurisdictions to copy compiled aggregate information and paste into aggregate csv file. To unhide this worksheet, go to 'format' 'sheet' 'unhide'.
Checklist & comments:	For ensuring survey has been completed correctly. Provides space for comments about the data provided and creates automatic footnotes if some variables have not been provided
Definitions	Provides definitions to assist in completing the survey
Data quality checks	Lists the data quality checks applied to the survey and how to resolve cells that are highlighted pink

E2 Data entry

The following is a step-by-step guide to entering data from the ICHO surveys into the csv files. Please ensure that if you copy and paste data that only values (and not the formatting) are pasted into the csv files. Otherwise the data validator will not run.

Identifiers are required for organisations, dwellings and households. Where possible please use the same identifiers as in previous year's collection. If a given organisation, dwelling or household does not currently have an identifier, please

assign a unique identifier prior to compiling the data. These identifiers should be kept consistent across the years.

1.   Open the first/next ICHO survey form (paper-based or electronic)

2.   Enter this organisation's data into the 'Organisation' csv file following Step 2a or 2b, as appropriate:

2a. For manually entered data (paper form):

- Assign a unique ID to identify this organisation and enter this on a new row in the 'Organisation' csv file.

- Manually enter the details for this organisation from the paper-based form into the newly created row in the Organisation csv file. Note: you will find the required details on the 'Your Organisation', and 'Economic Information' worksheets, as well as Question 5.1 and 5.2 on the 'Dwelling' worksheet.

- Save the csv file (**see 'Saving files' instructions below**) and move onto Step 3.

2b. For electronic data:

- Assign a unique ID to identify this organisation and enter this on a new row in the 'Organisation' csv file.

- In the electronic ICHO form, reveal the hidden worksheet named 'Org compilation' (go to Format/Sheet/Unhide)

- Highlight and copy the single row of data from the 'Org compilation' worksheet (Edit/Copy)

- Paste this data (values only, do not copy the formatting) into the newly created row in the 'Organisation' csv file (Edit/Paste Special: Values)

- Save the csv file (**see 'Saving files' instructions below**) and move onto Step 3.

3.   Enter the dwelling data into the 'Dwelling' csv file following 3a, 3b or 3c, as appropriate:

3a. If aggregated dwelling data is provided (answer to Question 6 is 'NO'):

- Paper forms: Open 'Aggregate' csv file and enter this organisation's aggregated dwelling numbers from the 'Dwelling' worksheet (Questions 7.1, 8, 9 and 10) into the appropriate columns (D12, D18, D6 and D17).

- Electronic forms: Aggregated dwelling numbers will have automatically populated the hidden 'Aggregate compilation' worksheet (to unhide worksheet, select Format/Sheet/Unhide). Highlight and copy the single row of data from the 'Aggregate compilation' worksheet (Edit/Copy) and paste this data (values only, do not copy the formatting) into the 'Aggregate' csv file (Edit/Paste Special: Values)

- Save the 'Aggregate' csv file (**see 'Saving files' instructions below**) and move onto Step 4.

3b. If unit record dwelling data is provided (answer to Question 6 is 'YES') & paper form:

- Manually enter data from the 'Dwelling details' worksheet in paper form into the 'Dwelling' csv file.

- Add the applicable Organisation ID (assigned in Step 3a) in column A of each new row (i.e. for each dwelling).

- Save the 'Dwelling' csv file (**see 'Saving files' instructions below**) and move onto Step 4.

3c. If unit record dwelling data is provided (answer to Question 6 is 'YES') & electronic form:

- Highlight and copy the data from the 'Dwelling details' worksheet in the electronic form (Edit/Copy).

- Paste this data (values only, do not copy the formatting) into the 'Dwelling' csv file (Edit/Paste Special: Values).

- Add the applicable Organisation ID (assigned in Step 3a) in column A of each new row (i.e. for each dwelling).

- Save the 'Dwelling' csv file (**see 'Saving files' instructions below**) and move onto Step 4.

4. Enter the household data into the 'Household' csv file following 4a, 4b or 4c, as appropriate:

4a. If unit record household data can not be provided (answer to Question on 'Household details' worksheet is 'NO'):

- Open 'Aggregate' csv file and enter 'U' into the columns D13a, D13b, D14, D15 and D16. Note, if you are using the electronic form, this should have been automatically filled.

- Add the applicable Organisation ID (assigned in Step 3a) in column A of each new row.

- Save the 'Aggregate' csv file (**see 'Saving files' instructions below**) and move onto Step 5.

4b. If unit record household data is provided (answer to Question on 'Household details' worksheet is 'YES') & paper form:

- Manually enter data from the 'Household details' worksheet in paper form into the 'Household' csv file.

- Add the applicable Organisation ID (assigned in Step 3a) in column A of each new row (i.e. for each person).

- Save the 'Household' csv file (**see 'Saving files' instructions below**) and move onto Step 5.

4c. If unit record household data is provided (answer to Question on 'Household details' worksheet is 'YES') & electronic form:

- Highlight and copy the data from the 'Household details' worksheet in the electronic survey (Edit/Copy).

- Paste this data (values only, do not copy the formatting) into the 'Household' csv file (Edit/Paste Special: Values).

- Add the applicable Organisation ID (assigned in Step 3a) in column A of each new row (i.e. for each person).
- Save the 'Household' csv file (**see 'Saving files' instructions below**) and move onto Step 5.

5. **Copy across ICHO comments from the 'Checklist & Comments' worksheet in the paper or electronic form into the AIHW-provided 'Data quality comments' document as appropriate.**
- Ensure that the ICHO completed their checklist sheet and detailed any related data issues.
- If electronic form was completed, review the automated footnotes (if there are any) and copy and paste (values only) to 'Data quality comments' document. If paper form was completed, enter a sentence in 'Data quality comments' for relevant data item if Question 4.1-4.5 were unknown.
- Add any additional comments including some information about response rates to the 'Footnotes' or 'Checklist' document as appropriate in the 'Data quality comments' document.

6. **Have you entered data for all your ICHO's?**
- If the answer is 'NO', then return to Step 1.
- If the answer is 'YES', then proceed to Step 6.3.

E3 Finalising the data

Please remember that if you copy and paste data from other sources, it is essential that only values be pasted into the csv tool (please see the instructions worksheet if you are unsure how to do this).

Once the data has been transferred over to the csv files the data files can be quality assured using the Indigenous community housing data validator (See Section '6.3 Using the data validator'). Before using the data validator, please ensure csv files meet the required specifications (See "2. Finalising the data", page 33 of section "6.2 Compiling data using the csv templates").

E4 Saving files

Dialogue boxes will appear while trying to save the csv file. See below for examples. Click 'OK' and 'Yes' to save.
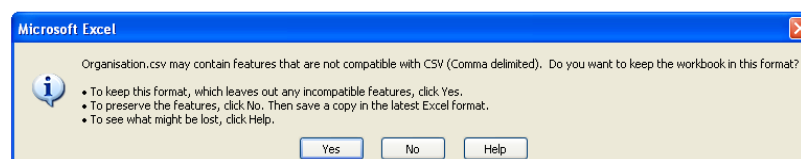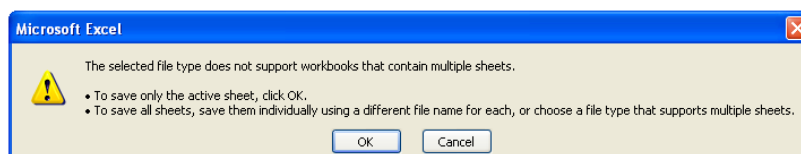
Appendix F: How to supply data to the AIHW

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

For the 2010–11 private rent assistance data collection, the AIHW Secure Messaging (ASM) service will be used to send and receive IN-CONFIDENCE emails.

What is the AIHW Secure Messaging (ASM)

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

Registering to use ASM as an external user

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

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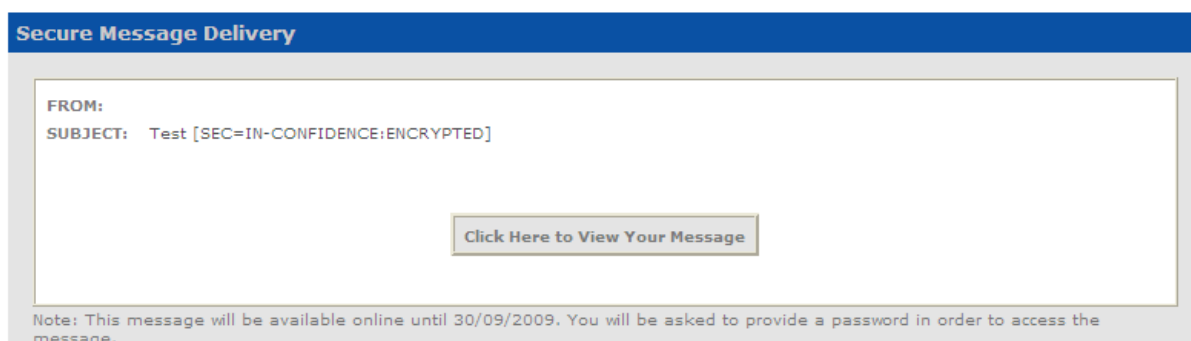
You will then need to:

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

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

Logging on

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

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

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

Viewing Messages

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

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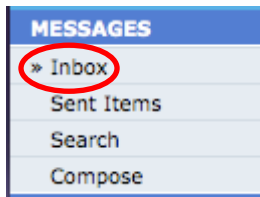
Sending Messages

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

1. Logon on to your ASM mailbox.
2. To create a message, click "Compose" in the navigation pane on the left.
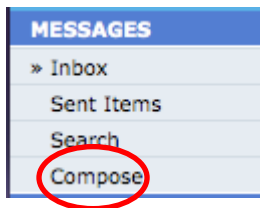
3. Enter the Recipient's email address, Subject and Message body in the spaces provided.
4. Add any Attachments.
   a. Click Browse in the Attachments section.
   b. Navigate to the file to be attached, select **–> "OK"**
   c. Click "**Upload**"

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

Replying to Messages

1. Logon on to your ASM mailbox.
2. Click "**Inbox**" in the navigation pane on the left.
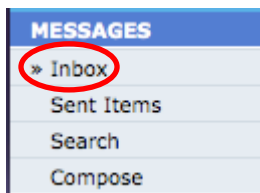
3. Click the message you are replying to.
4. Once the message has opened, click "**Reply**" from the toolbar in the message header.

5. Recipients will be re-entered and the message body will be attached within the email.

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

Deleting Messages

1. Logon on to your ASM mailbox.
2. Click "**Inbox**" in the navigation pane on the left.
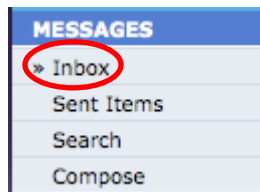
3. Click the message you wish to delete.
4. Once the message has opened, click "**Delete**" from the toolbar in the message header.

Important information about ASM

Session Expired Message

If you are logged into the ASM web site, but do not use it for 5 minutes you are automatically logged off and returned to the logon screen. This is a security precaution. If you still need to use the system you need to logon again.
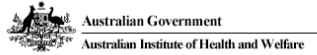
Message No Longer Available

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

List of tables