



Australian Government

**Australian Institute of
Health and Welfare**

*Better information and statistics
for better health and wellbeing*

2009-10 Indigenous community housing data collection

Jurisdiction data manual

Prepared by the AIHW Housing Unit

July 2010

Contents

Contents	3
1. Introduction	5
2. Process overview	6
2.1 Key dates	6
2.2 Changes to the 2009-10 data collection	6
3. ICH scope	9
3.1 Scope	9
3.2 Definitions	9
3.3 Time period references	10
4. Quantitative data item specifications	11
5. Performance indicator specifications	24
6. Data compilation and validation by jurisdictions	31
6.1 New tools and processes for 2009-10.....	31
6.2 Compiling data using the csv templates.....	31
6.3 Using the data validator.....	33
6.4 Supplying files to the AIHW	35
6.5 Processing of data by the AIHW.....	36
Appendix A: CSV file specifications	38
Appendix B: Pre-Dispatch Edits	41
Appendix C: Data relationships	46
Appendix D: Glossary	47
Appendix E: Data entry process for jurisdictions using the AIHW survey tool	51
E1 AIHW ICHO survey tool.....	51
E2 Data entry	51
E3 Finalising the data	54
E4 Saving files.....	54
Appendix F: Creating a csv file	55

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 Section 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 2009-10 collection
- the scope of the data collection
- specifications for the quantitative data
- the steps involved in data compilation and validation

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

Jacinta Holcroft on 02 6244 1153 or email: jacinta.holcroft@aihw.gov.au

Tim Olsen on 02 6249 5108 or email tim.olsen@aihw.gov.au

2. Process overview

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

- Step 1: AIHW sends data compilation tools and supporting documentation for the data collection to jurisdictions
- Step 2: Jurisdictions compile administrative data using the tools supplied by the AIHW, conduct pre-dispatch quality assurance, and send data to AIHW. There is a new set of tools for data compilation and validation. See section 2.2 and section 6 for more details.
- 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	30 July 2010	Final ICH data collection documentation provided to jurisdictions
Step 2	22 Oct 2010	Jurisdictions to supply all ICH data to AIHW
Step 3	Oct-Dec 2010	Ongoing consultations with jurisdictions to finalise unit record data submissions following data validation checks
	13 Dec 2010	Jurisdictions to supply all ICH footnotes to AIHW
	17 Dec	AIHW to circulate all final ICH numbers and qualifying statements to HHIMG for final sign-off
	28 Jan 2011	HHIMG sign off on final ICH numbers and qualifying statements
	April 2011	National data to be released

2.2 Changes to the 2009-10 data collection

For the 2009-10 ICH data collection, the following changes have been introduced:

1. Scope

For 2009-10, the scope of the ICH collection will largely be restricted to funded ICHOs only. The only data to be collected in relation to unfunded ICHOs is the number of unfunded ICHOs (included in D19b) and the number of dwellings managed by unfunded ICHO (included in D1b). See section 3.1 for more details.

2. Withdrawal of selected quantitative data items and performance indicators

The following data items have been withdrawn from the collection with agreement from HHIMG:

- D3: Number of permanent dwellings not connected to water at 30 June

- *D4: Number of permanent dwellings not connected to sewerage at 30 June*
- *D5: Number of permanent dwellings not connected to electricity at 30 June*
- *D20: Total number of ICHOs with a housing management plan at 30 June*
- *D21: Total number of Indigenous employees in ICHOs at 30 June*
- *D22: Number of Indigenous employees in ICHOS who have completed accredited training at 30 June*
- *D23: Number of Indigenous employees in ICHOS who are undertaking accredited training at 30 June*
- *D24: Total number of employees in ICHOs at 30 June*

The following performance indicators have been withdrawn:

- *P7: Proportion of dwellings not connected to a) water, b) sewerage, c) electricity*
- *P26: Proportion of ICHOs that have a housing management plan*
- *P28: Proportion of Indigenous employees in ICHOs who have completed accredited training*
- *P29: Proportion of Indigenous employees in ICHOs who are undertaking accredited training*
- *P30: Proportion of people employed in housing management who are Indigenous*

3. Withdrawal of all qualitative performance indicators

All qualitative performance indicators have been withdrawn from the collection.

These are:

- *P5: Mechanisms to ensure that new houses and upgrades meet national minimum standards*
- *P24: Allocation of resources on the basis of need*
- *P27: What jurisdictions are doing to assist ICHOs in developing and implementing housing management plans*
- *P31: Strategies and outcomes to increase Indigenous employment in housing services*
- *P32: Mechanisms for Indigenous input to planning, decision making and delivery of services*
- *P33: Co-ordination of housing and other services that seek to improve the health and well-being of Indigenous people*

4. New data compilation and validation process and tools

An ICH data validation tool and a suite of data compilation sheets (CSV files) have been developed based on those used for the public rental housing, state owned and managed Indigenous housing, and mainstream community housing collections. These two tools replace the data compilation tool used for the 2008-09 collection. See section 6 for more details.

Note that the new tools do not automatically generate summary calculations of the data items and performance indicators. The summary calculations will be sent to jurisdictions after quality assurance checks have been conducted by the AIHW.

5. Introduction of data quality statements to replace footnotes

Following agreement from HHIMG and the Housing Working Group of SCRGSP, the ICH collection will begin introducing data quality statements for performance indicators to replace footnotes. More details will be provided to jurisdictions when the specifications for the data quality statements are finalised. In the meantime, jurisdictions are asked to continue providing relevant footnotes and comments in the 'footnote document' provided by AIHW.

3. ICH scope

3.1 Scope

For the purposes of the 2009-10 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).
 - 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).
 - **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 2009-10 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 2009-10 financial year.
- **Unfunded organisations** are ICHOs that received funding in previous financial years (i.e. before 1 July 2009) but not in the 2009-10 financial year.
- **Actively registered organisations** are ICHOs that are registered with the New South Wales Aboriginal Housing Office (AHO) in the 2009-10 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.

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 2010
- financial year, that is, the period 1 July 2009 to 30 June 2010.

4. Quantitative data item specifications

The following data items are to be reported as part of the ICH data collection. (Data Items noted 'withdrawn' are excluded). Where data supplied differ from the specifications outlined below, or there are difficulties in providing the data, please provide footnotes qualifying the data in the 'footnote template' provided.

No.	Data item name	Page ref.
D1a	Number of permanent dwellings managed by funded organisations at 30 June 2010	12
D1b	Number of permanent dwellings managed by funded and unfunded organisations at 30 June 2010	12
D2	Number of improvised dwellings at 30 June 2010	12
D3	<i>Withdrawn 1 July 2009 (Number of permanent dwellings not connected to water at 30 June)</i>	
D4	<i>Withdrawn 1 July 2009 (Number of permanent dwellings not connected to sewerage at 30 June)</i>	
D5	<i>Withdrawn 1 July 2009 (Number of permanent dwellings not connected to electricity at 30 June)</i>	
D6	Total number of households living in permanent dwellings managed by funded organisations at 30 June 2010	13
D7	Rent collected from tenants in permanent dwellings managed by funded organisations for the year ending 30 June 2010	14
D8	Rent charged to tenants in permanent dwellings managed by funded organisations for the year ending 30 June 2010	14
D9	Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June 2010	15
D10	Total capital expenditure for permanent dwellings managed by funded organisations for the year ending 30 June 2010	15
D11a	Total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June 2010	16
D11b	Net recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June 2010	17
D12	Total number of occupied permanent dwellings managed by funded organisations at 30 June 2010	17
D13	Number of households in permanent dwellings managed by funded organisations that are overcrowded at 30 June 2010	18
D14	Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June 2010	19
D15	Total number of additional bedrooms in permanent dwellings managed by funded organisations required at 30 June 2010	20
D16	Total number of households for which household groups and dwelling details are known at 30 June 2010 (permanent dwellings managed by funded organisations)	20
D17	Total number of bedrooms in permanent dwellings managed by funded organisations at 30 June 2010	21
D18	Total no. of people living in permanent dwellings managed by funded organisations at 30 June 2010	22
D19a	Number of funded ICHOs at 30 June 2010	22
D19b	Number of funded and unfunded ICHOs at 30 June 2010	22
D20	<i>Withdrawn 1 July 2009 (Total number of ICHOs with a housing management plan at 30 June)</i>	
D21	<i>Withdrawn 1 July 2009 (Total number of Indigenous employees in ICHOs at 30 June)</i>	
D22	<i>Withdrawn 1 July 2009 (Number. of Indigenous employees in ICHOs who have completed accredited training at 30 June)</i>	
D23	<i>Withdrawn 1 July 2009 (Number of Indigenous employees in ICHOs who are undertaking accredited training at 30 June)</i>	
D24	<i>Withdrawn 1 July 2009 (Total number of employees in ICHOs at 30 June)</i>	

D1a Number of permanent dwellings managed by funded organisations at 30 June 2010

Description: Count the total number of funded ICH permanent dwellings at 30 June 2010.

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 2009 to 30 June 2010.

Include: All occupied and vacant permanent dwellings managed by funded organisations. 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 2010.

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 2009.

Counting unit: Dwellings

D1b Number of permanent dwellings managed by funded and unfunded organisations at 30 June 2010

Description: Count the total number of funded and unfunded ICH permanent dwellings at 30 June 2010.

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 2009 to 30 June 2010.

Unfunded organisations – ICHOs who received funding in previous financial years, i.e. prior to 1 July 2009.

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 Pls: P1, P2, P9, P12, P15, P16

D2 Number of improvised dwellings at 30 June 2010

Description: Count the number of improvised ICH dwellings at 30 June 2010.

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 Improved 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 2010**

Description: Count the total number of households living in permanent dwellings at 30 June 2010.

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 2009 to 30 June 2010

Exclude: **Improved 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 2009.

Counting unit: Households

Related PIs: P9

D7	Rent collected from households in permanent dwellings managed by funded organisations for the year ending 30 June 2010
<i>Description:</i>	Count the total rent paid by all households for the year ending 30 June 2010.
<i>Definition:</i>	<p>Rent collected – The total amount of rent paid to ICHOs by all households for the financial year.</p> <p>Household – Household refers to:</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <p>Funded organisations – ICHOs who received funding in the current financial year, i.e. 1 July 2009 to 30 June 2010.</p>
<i>Include:</i>	Rent arrears and prepaid rent collected for permanent dwellings.
<i>Exclude:</i>	<p>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.</p> <p>Unfunded organisations – ICHOs who received funding in previous financial years i.e. prior to 1 July 2009.</p>
<i>Counting unit:</i>	\$'000
<i>Related PIs:</i>	P9, P10, P13

D8	Rent charged to households in permanent dwellings managed by funded organisations for the year ending 30 June 2010
<i>Description:</i>	Count the total rent charged to all households for the year ending 30 June 2010.
<i>Definition:</i>	<p>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.</p> <p>Household – Household refers to:</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <p>Funded organisations – ICHOs who received funding in the current financial year, i.e. 1 July 2009 to 30 June 2010</p>

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 2009

Counting unit: \$'000

Related PIs: P10

D9 Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June 2010

Description: Count the total housing maintenance expenditure for the year ending 30 June 2010.

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 eg. repairs due to vandalism.

Funded organisations – ICHOs who received funding in the current financial year, i.e. 1 July 2009 to 30 June 2010

Exclude: **Unfunded organisations** – ICHOs who received funding in previous financial years i.e. prior to 1 July 2009

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 2010

Description: Count the total capital expenditure for the year ending 30 June 2010.

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 2009 to 30 June 2010

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 2009

Counting units: \$'000

Related PIs: P14

D11a Total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June 2010

Description: Count the total recurrent costs from organisations' income statements for the year ending 30 June 2010.

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 2009 to 30 June 2010

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 2009.

Counting units: \$'000

Related PIs: P14

D11b Net recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June 2010

Description: Count the net recurrent costs from organisations' income statements for the year ending 30 June 2010.

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 2009 to 30 June 2010

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 2009.

Counting units: \$'000

Related PIs: P15

D12 Total number of occupied permanent dwellings managed by funded organisations at 30 June 2010

Description: Count the total number of permanent dwellings that were occupied at 30 June 2010.

<i>Definition:</i>	<p>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.</p> <p>Dwelling occupancy status – Whether or not a dwelling is occupied by tenants at a given point in time. A dwelling may be either occupied (with people living in the dwelling) or vacant (vacant dwellings include untenable dwellings).</p> <p>Funded organisation – ICHOs who received funding in the current financial year, i.e. 1 July 2009 to 30 June 2010</p>
<i>Exclude:</i>	<p>Vacant permanent dwellings</p> <p>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.</p> <p>Unfunded organisations – ICHOs who received funding in previous financial years i.e. prior to 1 July 2009</p>
<i>Counting unit:</i>	Dwellings
<i>Related PIs:</i>	P16

D13	Number of households in permanent dwellings managed by funded organisations that are overcrowded at 30 June 2010
<i>Description:</i>	Count the total number of households that require at least two additional bedrooms according to the Canadian National Occupancy Standard at 30 June 2010.
<i>Definition:</i>	<p>Household – Household refers to:</p> <ul style="list-style-type: none"> • 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. <p>Overcrowding – Where two or more additional bedrooms are required to meet the Canadian National Occupancy Standard.</p> <p>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.</p> <p>The Standard specifies that:</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <p>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).</p>

Bedsits should be counted as one-bedroom dwellings.

Funded organisation – ICHOs who received funding in the current financial year, i.e. 1 July 2009 to 30 June 2010

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 2009

Counting unit: Households

Related PIs: P22

D14 Total number of households requiring additional bedrooms in permanent dwellings managed by funded organisations at 30 June 2010

Description: Count the total number of households that require at least one additional bedroom according to the Canadian National Occupancy Standard at 30 June 2010.

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 two 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 2009 to 30 June 2010

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 2009

Counting units: Households

Related PIs: P21

D15 Total number of additional bedrooms required by permanent dwellings managed by funded organisations at 30 June 2010

Description: Count the total number of additional bedrooms required to meet the Canadian National Occupancy Standard at 30 June 2010.

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 two 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 2009 to 30 June 2010

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 2009

Counting units: Bedrooms

Related PIs: P21

D16 Total number of households in permanent dwellings managed by funded organisations for which household groups and dwelling details are known at 30 June 2010

Description: Count the total number of households for which household groups and number of bedrooms are known at 30 June 2010.

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 2009 to 30 June 2010

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 2009

Counting units: Households

Related PIs: P21, P22

D17 Total number of bedrooms in permanent dwellings managed by funded organisations at 30 June 2010

Description: Count the total number of bedrooms in permanent dwellings at 30 June 2010.

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 2009 to 30 June 2010

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 2009

Counting
units:

Bedrooms

D18 Total number of people living in permanent dwellings managed by funded organisations at 30 June 2010

Description: Count the total number of people living in permanent dwellings at 30 June 2010.

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 2009 to 30 June 2010

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 2009

Counting
units:

People

D19a Number of funded ICHOs at 30 June 2010

Description: Count the number of ICHOs funded by the jurisdiction at 30 June 2010.

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, ie. 1 July 2009 to 30 June 2010.

Include: Funded ICHOs. In NSW, include ICHOs actively registered with the NSW Aboriginal Housing Office as at 30 June 2010.

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, ie. prior to 1 July 2009.

Counting
units:

Organisations

D19b Number of funded and unfunded ICHOs at 30 June 2010

Description: Count the total number of ICHOs whether funded or unfunded by the jurisdiction at 30 June 2010.

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, ie. 1 July 2009 to 30 June 2010.

Unfunded organisations – ICHOs who received funding in previous financial years, ie. prior to 1 July 2009.

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.

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

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
	D2	Number of improvised dwellings at 30 June

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

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. Proportion of dwellings needing major repairs

Data for this indicator are sourced by the AIHW using CHINS data.

4. Proportion of dwellings needing replacement

Data for this indicator are sourced by the AIHW using CHINS data.

5. *Withdrawn 01 July 2009*

6. Proportion of communities not connected to a) water, b) sewerage, c) electricity

Data for this indicator are sourced by the AIHW using CHINS data.

7. Withdrawn 01 July 2009

8. Proportion of dwellings that meet the 11 critical Fixing Houses for Better Health (FHBH) living practices

Data for this indicator are sourced by the AIHW from data provided by FaHCSIA.

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

Calculation

The indicator is calculated as:

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

OR

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

$$P9 = \frac{\text{Rent collected from tenants in permanent dwellings managed by funded organisations for the year ending 30 June (D7) / 52}}{\text{Total no. of permanent dwellings managed by funded ICHOs at 30 June (D1a)}}$$

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

Calculation

The indicator is calculated as:

$$P10 = \frac{\text{Rent collected from tenants in permanent dwellings managed by funded organisations, year ending 30 June (D7)}}{\text{Rent charged to tenants in permanent dwellings managed by funded organisations, year ending 30 June (D8)}} \quad X100$$

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

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
	D1a Number of permanent dwellings managed by funded organisations at 30 June

Calculation

The indicator is calculated as:

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

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

Calculation

The indicator is calculated as:

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

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

Calculation

The indicator is calculated as:

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

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
	D1a Number of permanent dwellings managed by funded organisations at 30 June

Calculation

The indicator is calculated as:

$$P15 = \frac{\text{Net recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June (D11b)}}{\text{Total no. of permanent dwellings managed by funded ICHOs at 30 June (D1a)}}$$

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
	D1a	Number of permanent dwellings managed by funded organisations at 30 June

Calculation

The indicator is calculated as:

$$P16 = \frac{\text{Total number of permanent dwellings managed by funded organisations occupied at 30 June (D12)}}{\text{Total no. of permanent dwellings managed by funded ICHOs at 30 June (D1a)}} \times 100$$

Description

This indicator assesses the utilisation of dwellings.

17. Turnaround time

Data for this indicator are sourced by the AIHW from SOMIH data.

18. Proportion of Indigenous households by tenure type

Data for this indicator are sourced by the AIHW from the 2006 Census.

19. Proportion of households accessing mainstream housing services that are Indigenous

Data for this indicator are sourced by the AIHW from the PH/SOMIH data collections and the Australian Government Housing Data Set for Commonwealth Rent Assistance recipients.

20. Proportion of Indigenous people who are homeless

Data for this indicator are sourced by the AIHW from the Counting the homeless reports if available in 2010.

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

Calculation

The indicator is calculated as:

$$P21 = \frac{\text{Total number of additional bedrooms required at 30 June (D15)}}{\text{Total number of households requiring additional bedrooms at 30 June (D14)}}$$

22. Proportion of Indigenous households that are overcrowded

Performance indicator	Data items
Proportion of Indigenous households that are overcrowded	D13 Number of households in permanent dwellings managed by funded organisations that are overcrowded at 30 June
	D16 Total number of households for which household groups and dwelling details are known at 30 June (permanent dwellings managed by funded organisations)

Calculation

The indicator is calculated as:

$$P22 = \frac{\text{Number of Indigenous households in permanent dwellings that are overcrowded at 30 June (D13)}}{\text{Total number of Indigenous households for which household groups and dwelling details are known at 30 June (D16)}} \times 100$$

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. Proportion of households paying more than 25% of income in rent

Data for this indicator are sourced by the AIHW from SOMIH data.

24. Withdrawn 01 July 2009

25. Number of ICHOs

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

Calculation

The indicator is calculated as:

$$P25 = \text{Number of funded and unfunded ICHOs at 30 June (D19b)}$$

26-33. Withdrawn 01 July 2009

6. Data compilation and validation

6.1 New tools and processes for 2009-10

For the 2009-10 ICH collection, a new process and new Microsoft Excel-based tools have been developed for data compilation and validation. The new 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

The CSV templates replace the 2008-09 ICH data compilation tool, 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, previous financial year information and aggregate dwelling counts.

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

Household.csv – Contains details about each tenancy and vacancy in community housing organisations' dwellings during the financial year.

Where jurisdictions are unable to provide unit record level data, aggregate data needs to be supplied using the **Aggregate.csv** file.

The ICH data validator performs the edit checks which were previously conducted via the conditional formatting embedded in the 2008-09 compilation tool. The validator 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.

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

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 year's 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 the Organisation csv worksheet, and for each organisation:

- a. assign a unique identifier

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

ii. Dwelling unit record data

Open the Dwelling CSV worksheet, and for each dwelling managed by an organisation:

- a. assign a unique identifier
- b. enter organisation identifier as assigned on Organisation csv file
- c. 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 the Household CSV worksheet and for each household within each dwelling managed by the organisation:

- a. enter the organisation & dwelling IDs
- b. assign a unique household identifier
- c. assign each person within the household a unique identifier
- d. 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, open the aggregate CSV worksheet, and fill in corresponding data items as aggregate level data (see Appendix A, Table A.4 for details on data values and formats).

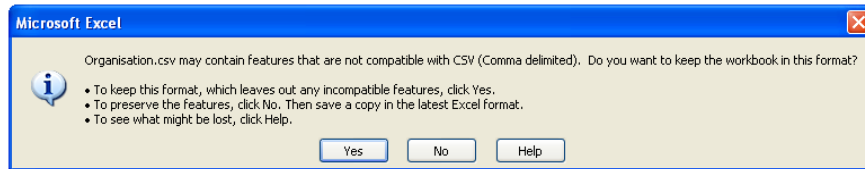
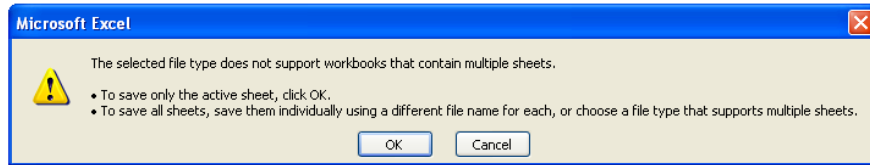
2. Finalising the data

Perform the following reformatting on each CSV file to ensure that the data can be processed by the validator correctly.

- 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, organisation/dwelling address or 'Other' types of assistance or support). Use 'Find and Replace' (Edit/Replace then 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 date variables take on the "dd/mm/yyyy" format.

3. Saving your file

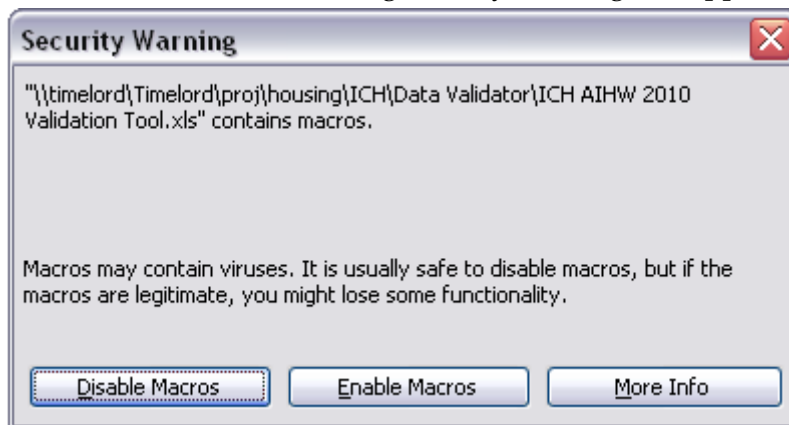
Dialogue boxes will appear while trying to save the csv file. See below for examples. Click 'OK' and then 'Yes' to save.



6.3 Using the data validator

1. Opening the data validator

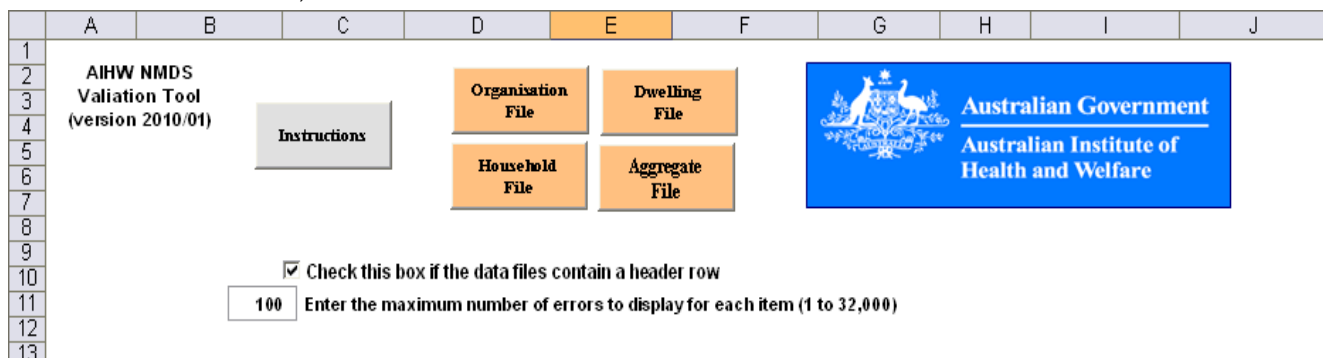
- i. the data validator and the following security warning will appear:



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

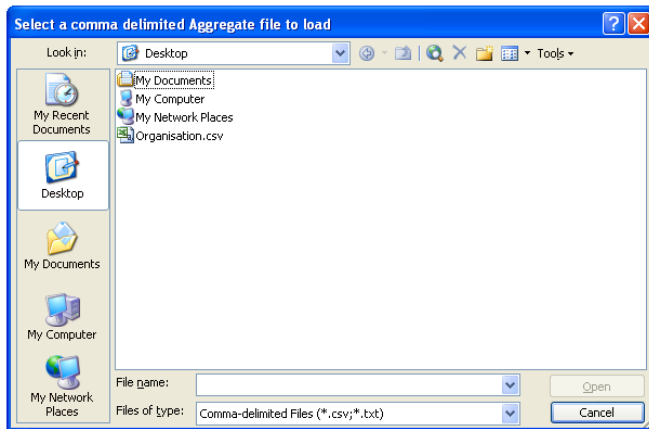
2. Loading the files into the data validator

- 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)

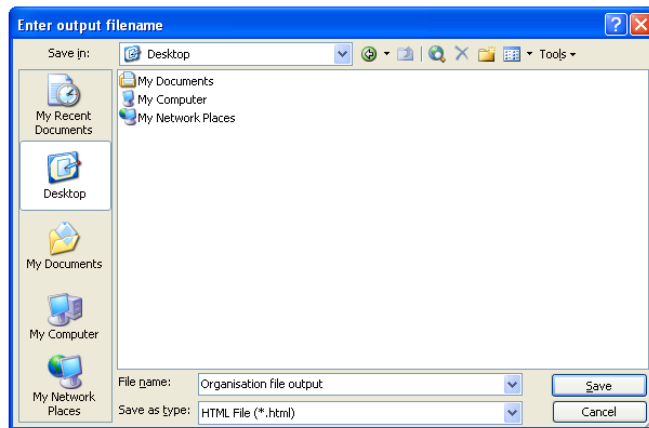


- iii. Click on the button for the first file to be data validated (for example 'Organisation File').

- 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.

PRE-DISPATCH EDITS

EO03E - Organisation records with missing or very long organisation address
org_address is missing or greater than 150 characters long.

Please check the accuracy of this field.

Line Number	org_id	org_name	org_address	fund_status	dwelling_no	coll_rent	charg_rent	main_exp	cap_exp	tot_recurr	net_recurr
1	ABC	DEF		3	25	888888	777777	111111	600	57000	55000
2	ABC	DEF		1	7	444444	333333	222222	0	99999	88888
3	ABC	DEF		2	42	222222	111111	99999	999	1111	2222

Total: 3

PRE-DISPATCH EDITS

EO04E - Organisation records with invalid funding status
fund_status is invalid.

This field should only be '1' or '0'.

Line Number	org_id	org_name	org_address	fund_status	dwelling_no	coll_rent	charg_rent	main_exp	cap_exp	tot_recurr	net_recurr
1	ABC	DEF		3	25	888888	777777	111111	600	57000	55000
3	ABC	DEF		2	42	222222	111111	99999	999	1111	2222

Total: 2

- 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:
 - the error code and description (e.g. EO03 – Organisation address details)
 - the reason why it has failed an edit check (e.g. org address is missing or greater than 150 characters long)
 - a message indicating your required action (e.g. please check the accuracy of this field)
 - a table which contains the details of the records that have failed the edit check
 - 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

- 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.

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.

6.4 Supplying files to the AIHW

Before submitting to AIHW:

- Address all applicable checklist items (Table 7.1)

Table 7.1: Jurisdiction checklist

Checklist item
All administrative 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 previous (2008–09) financial year
All households in the <i>household</i> worksheet have a matching dwelling identifier in the <i>dwelling</i> worksheet
All organisation identifiers are consistent between worksheets
Issues or data qualifications are documented and provided to AIHW
<i>Organisation.csv</i> file and corresponding html validator output are complete
<i>Dwelling.csv</i> file and corresponding html validator output are complete
<i>Household.csv</i> file and corresponding html validator output are complete
If applicable, the <i>aggregate.csv</i> 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 or process changes must also be documented for the AIHW.
- 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 7.1).

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.

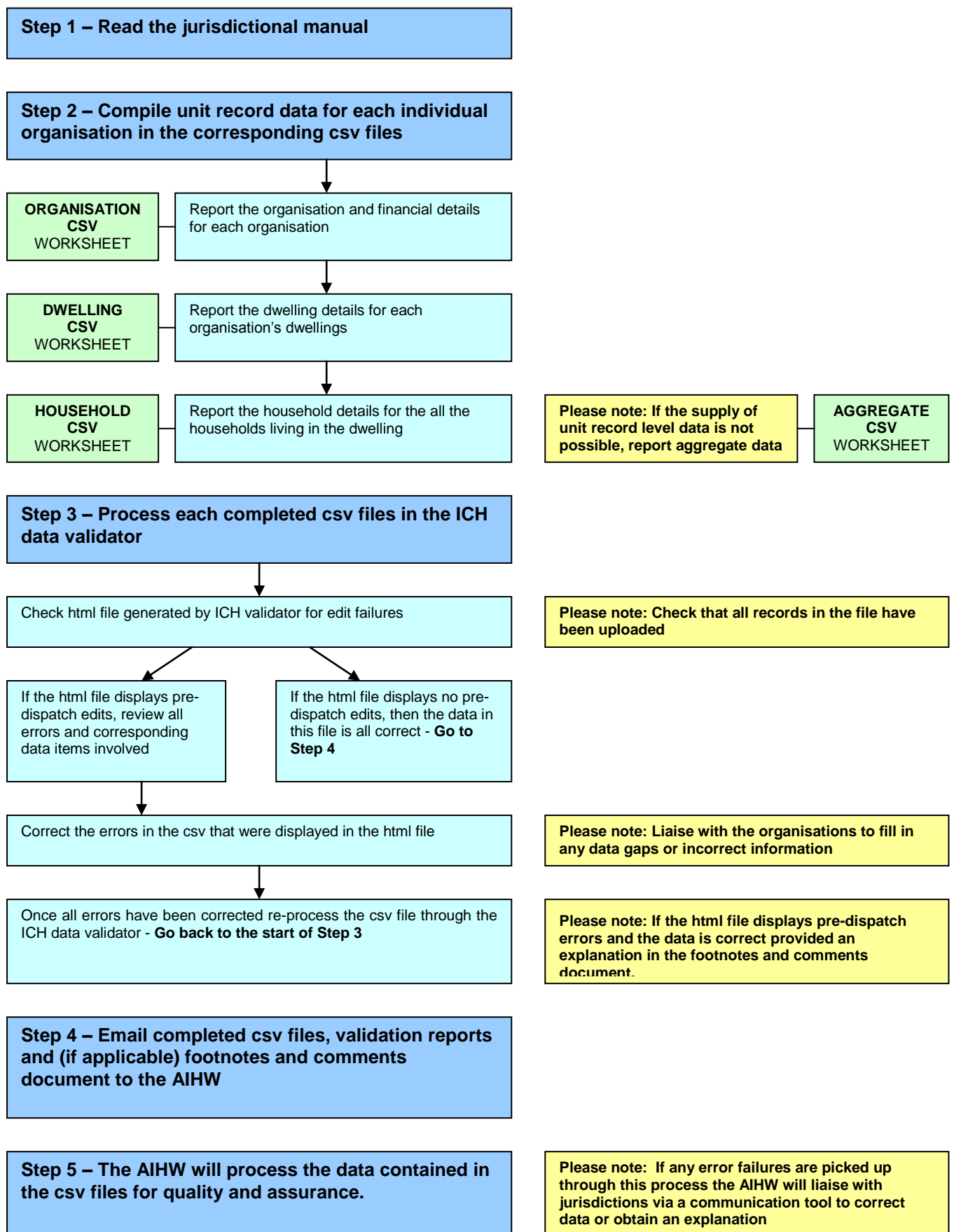


Figure 6.1 Flow chart of the process for compilation and validation of data.

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.

<i>Alphanumeric nn</i>	specifies that any combination of numbers and characters to a chosen length (nn) is acceptable.
<i>Numeric nn</i>	specifies that only ‘nn’ number/s are acceptable.
<i>\$\$\$\$\$.cc</i>	any number formatted to 2 decimal places
<i>dd/mm/yyyy</i>	any date formatted as shown. E.g. 21/08/2006
<i>Other</i>	Where shown, only certain values or characters are acceptable. E.g. if the dwelling status (dwell_status) of ‘dwelling’ is to be recorded, 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
dwell_no	Total number of dwellings managed	Numeric 4
coll_rent	Total rent collected	\$\$\$\$\$.cc
charg_rent	Total rent charged	\$\$\$\$\$.cc
main_exp	Housing maintenance expenditure	\$\$\$\$\$.cc
cap_exp	Total capital expenditure	\$\$\$\$\$.cc
total_recurr	Total recurrent costs	\$\$\$\$\$.cc
net_recurr	Net recurrent costs	\$\$\$\$\$.cc

Table A.2: Dwelling file

AIHW variable	Description	Values/Format
org_id	Organisation ID	Alphanumeric 15
dwell_id	Dwelling ID	Alphanumeric 15
nparih	NPARIH dwelling?	1 = Yes 0 = No U = Unknown
dwell_long	Longitude	Alphanumeric 15
dwell_lat	Latitude	Alphanumeric 15
dwell_aria	ASGC remoteness	Major city

AIHW variable	Description	Values/Format
		Inner regional Outer regional Remote Very remote
dwel_housenumber	House/lot number	Numeric 4
dwel_street	Street	Alphanumeric 40
dwel_commname	Town/community	Alphanumeric 15
dwel_state	State	NSW Vic Qld WA SA Tas ACT NT
dwel_pcode	Postcode	Numeric 4
dwel_other	Other	Alphanumeric 40
dwel_status	Dwelling status	1 = Permanent 0 = Improvised U = Unknown
occupied	Occupancy status	1 = Occupied 2 = Untenantable 0 = Unoccupied U = Unknown
dwel_bed	Number of bedrooms	Alphanumeric 2
no_residents	Number of people residing in the dwelling	Alphanumeric 2
no_hholds	Number of households in the dwelling	Alphanumeric 2

Table A.3: Household file

AIHW variable	Description	Values/Format
org_id	Organisation ID	Alphanumeric 15
dwel_id	Dwelling ID	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
rel_hhold	Relationship in household	Single Couple Child U = Unknown

Table A.4: Aggregate file

AIHW variable	Description	Values/Format
D1a	Number of permanent dwellings managed by funded organisations at 30 June 2010	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 2010	Numeric 4
D6	Total number of households living in permanent dwellings managed by funded organisations at 30 June 2010	Numeric 6
D7	Rent collected from tenants in permanent dwellings managed by funded organisations for the year ending 30 June 2010	\$\$\$\$\$.cc
D8	Rent charged to tenants in permanent dwellings managed by funded organisations for the year ending 30 June 2010	\$\$\$\$\$.cc
D9	Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June 2010	\$\$\$\$\$.cc
D10	Total capital expenditure for permanent dwellings managed by funded organisations for the year ending 30 June 2010	\$\$\$\$\$.cc
D11a	Total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June 2010	\$\$\$\$\$.cc
D11b	Net recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June 2010	\$\$\$\$\$.cc
D12	Total number of occupied permanent dwellings managed by funded organisations at 30 June 2010	Numeric 6
D13	Number of households in permanent dwellings managed by funded organisations that are overcrowded at 30 June 2010	Numeric 4
D14	Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June 2010	Numeric 4
D15	Total number of additional bedrooms in permanent dwellings managed by funded organisations required at 30 June 2010	Numeric 4
D16	Total number of households for which household groups and dwelling details are known at 30 June 2010 (permanent dwellings managed by funded organisations)	Numeric 6
D17	Total number of bedrooms in permanent dwellings managed by funded organisations at 30 June 2010	Numeric 4
D18	Total no. of people living in permanent dwellings managed by funded organisations at 30 June 2010	Numeric 6
D19a	Number of funded ICHOs at 30 June 2010	Numeric 4
D19b	Number of funded and unfunded ICHOs at 30 June 2010	Numeric 4

Appendix B: Pre-Dispatch Edits

The following table provides details of the pre-dispatch edits 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.

Edits vary between data submission type and checks undertaken by the data validator and AIHW. 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.

Table B.1: Organisation data file edits

Edit code	Variable name	Variable	Error description
EO01E	Organisation identifier	org_id	org_id is missing or greater than 15 characters long.
EO02E	Organisation name	org_name	org_name is missing or greater than 50 characters long. Please check the accuracy of this field.
EO03E	Organisation address details	org_address	org_address is missing or greater than 150 characters long. Please check the accuracy of this field.
EO04E	Funding status	fund_status	
EO05E	Total number of dwellings managed	dwelling_no	dwelling_no is less than zero. This field should be greater than or equal to 0.
EO06E	Total number of dwellings managed	dwelling_no	dwelling_no is missing. This field should not be missing.
EO07E	Total rent collected	coll_rent	coll_rent is less than zero. This field should be greater than or equal to 0.
EO08E	Total rent collected	coll_rent	coll_rent is missing. This field should not be missing.
EO09E	Total rent charged	charg_rent	charg_rent is less than zero. This field should be greater than or equal to 0.
EO10E	Total rent charged	charg_rent	charg_rent is missing. This field should not be missing.
EO11E	Housing maintenance expenditure	main_exp	main_exp is less than zero. This field should be greater than or equal to 0.
EO12E	Housing maintenance expenditure	main_exp	main_exp is missing. This field should should not be missing.
EO13E	Housing maintenance expenditure	main_exp	main_exp is greater than tot_recurr. This field should not be greater than tot_recurr.
EO14E	Total capital expenditure	cap_exp	cap_exp is less than zero. This field should be greater than or equal to 0.
EO15E	Total capital expenditure	cap_exp	cap_exp is missing. This field should should not be missing.

Edit code	Variable name	Variable	Error description
EO16E	Total recurrent costs	tot_recurr	tot_recurr is less than zero. This field should be greater than or equal to 0.
EO17E	Total recurrent costs	tot_recurr	tot_recurr is missing. This field should not be missing.
EO18E	Net recurrent costs	net_recurr	net_recurr is less than zero. This field should be greater than or equal to 0.
EO19E	Net recurrent costs	net_recurr	net_recurr is missing. This field should not be missing.
EO20E	Net recurrent costs	net_recurr	net_recurr is greater than tot_recurr. This field should not be greater than tot_recurr.
EO21E	Organisation records with duplicate keys	org_id	Records have the same org_id.

Table B.2: Dwelling data file edits

Edit Code	Variable name	Variable (s)	Error description
ED01E	Organisation identifier	org_id	org_id is missing or greater than 15 characters long
ED02E	Dwelling identifier	dwel_id	dwel_id is missing or greater than 15 characters long
ED03E	NPARIH dwelling?	nparih	nparih is invalid. This field should only be 'yes', 'no' or 'U'.
ED04E	state	dwel_state	dwel_state is invalid. This field should only be NSW, Vic, Qld, WA, SA, Tas, NT or ACT.
ED05E	postcode	dwel_pcode	dwel_postcode is invalid. This field should only be 3 or 4 characters long.
ED06E	Dwelling status	dwel_status	dwel_staus is invalid. This field should only be '1','0' or 'U'.
ED07E	Occupancy status	occupied	occupied is invalid. This field should only be '1', '2', '0' or 'U'.
ED08E	Number of bedrooms	dwel_bed	dwel_bed is missing. This field should not be missing.
ED09E	Number of bedrooms	dwel_bed	dwel_bed is less than zero or greater than 10. Please check the accuracy of this field.
ED010E	No. of people residing in the dwelling	no_residents	no_residents is missing. This field should not be missing.
ED011E	No. of people residing in the dwelling	no_residents	no_residents is less than zero or greater than 10. Please check the accuracy of this field.
ED12E	No. of households in the dwelling	no_hholds	no_hholds is missing. This field should not be missing.
ED13E	No. of households in the dwelling	no_hholds	no_hholds is less than zero or greater than 10. Please check the accuracy of this field.
ED14E	Dwelling records with duplicate keys	org_id dwel_id	Records have the same org_id and dwel_id.

Table B.3: Household data edits

Edit Code	Variable name	Variable	Error description
EH01E	Organisation identifier	org_id	org_id is missing or greater than 15 characters long. Please check the accuracy of this field.
EH02E	Dwelling identifier	dwel_id	dwel_id is missing or greater than 15 characters long. Please check the accuracy of this field.
EH03E	Household identifier	hhold_id	hhold_id is missing or greater than 15 characters long. Please check the accuracy of this field.
EH04E	Person ID	person_id	person_id is missing or greater than 15 characters long. Please check the accuracy of this field.
EH05E	Sex	sex	sex is invalid. This field should only be 'M', 'F' or 'U'.
EH06E	Date of birth	dob	dob is missing. This field should not be missing.

Edit Code	Variable name	Variable	Error description
EH07E	Relationship in household	rel_hhold	rel_hhold is invalid. This field should only be 'single', 'couple', 'child' or 'unknown'.
EH08E	Household records with duplicate keys	org_id dwell_id hhold_id	Records have the same org_id, dwell_id and house_id. One record should be deleted.

Table B.4: Aggregate data edits

Edit Code	Data item	Data item description	Error description
EA01E	D1a	Number of permanent dwellings managed by funded organisations at 30 June	D1a is less than zero. This field should be greater than or equal to 0.
EA02E	D1a	Number of permanent dwellings managed by funded organisations at 30 June	D1a is greater than D1b. This field should not be greater than D1b.
EA03E	D1b	Number of permanent dwellings managed by funded and unfunded organisations at 30 June	D1b is less than zero. This field should be greater than or equal to 0.
EA04E	D2	Number of improvised dwellings at 30 June	D2 is less than zero. This field should be greater than or equal to 0.
EA05E	D6	Total number of households living in permanent dwellings at 30 June	D6 is less than zero. This field should be greater than or equal to 0.
EA06E	D7	Rent collected from households for the year ending 30 June	D7 is less than zero. This field should be greater than or equal to 0.
EA07E	D8	Rent charged to households for the year ending 30 June	D8 is less than zero. This field should be greater than or equal to 0.
EA08E	D9	Housing maintenance expenditure for the year ending 30 June	D9 is less than zero. This field should be greater than or equal to 0.
EA09E	D9	Housing maintenance expenditure for the year ending 30 June	D9 is greater than D11a. This field should not be greater than D11a.
EA10E	D10	Capital expenditure for the year ending 30 June	D10 is less than zero. This field should be greater than or equal to 0.
EA11E	D11a	Total recurrent expenses for the year ending 30 June	D11a is less than zero. This field should be greater than or equal to 0.
EA12E	D11b	Net recurrent costs for the year ending 30 June	D11b is less than zero. This field should be greater than or equal to 0.
EA13E	D11b	Net recurrent costs for the year ending 30 June	D11b is greater than D11a. This field should not be greater than D11a.
EA14E	D12	Total number of permanent dwellings occupied at 30 June	D12 is less than zero. This field should be greater than or equal to 0.
EA15E	D12	Total number of permanent dwellings occupied at 30 June	D12 is greater than D1b. This field should not be greater than D1b.
EA16E	D13	Total number of households with	D13 is less than zero. This field should be greater

Edit Code	Data item	Data item description	Error description
		overcrowding at 30 June	than or equal to 0.
EA17E	D13	Total number of households with overcrowding at 30 June	D13 is greater than D6. This field should not be greater than D6.
EA18E	D13	Total number of households with overcrowding at 30 June	D13 is greater than D16. This field should not be greater than D16.
EA19E	D14	Total number of households requiring additional bedrooms at 30 June	D14 is less than zero. This field should be greater than or equal to 0.
EA20E	D14	Total number of households requiring additional bedrooms at 30 June	D14 is greater than D6. This field should not be greater than D6.
EA21E	D14	Total number of households requiring additional bedrooms at 30 June	D14 is greater than D16. This field should not be greater than D16.
EA22E	D15	Total number of additional bedrooms required at 30 June	D15 is less than zero. This field should be greater than or equal to 0.
EA23E	D16	Total number of households for which household groups and dwelling details are known at 30 June	D16 is less than zero. This field should be greater than or equal to 0.
EA24E	D16	Total number of households for which household groups and dwelling details are known at 30 June	D16 is greater than D6. This field should not be greater than D6.
EA25E	D17	Total number of bedrooms in permanent dwellings at 30 June	D17 is less than zero. This field should be greater than or equal to 0.
EA26E	D18	Total number of people living in permanent dwellings at 30 June	D18 is less than zero. This field should be greater than or equal to 0.
EA27E	D19a	Number of funded ICHOs at 30 June	D19a is less than zero. This field should be greater than or equal to 0.
EA28E	D19a	Number of funded ICHOs at 30 June	D19a is greater than D19b. This field should be greater than D19a.
EA29E	D19b	Number of funded and unfunded ICHOs at June 30	D19b is less than zero. This field should be greater than or equal to 0.

Appendix C: Data relationships

Table C.1:

Data item	Data relationship description	Relationship
D1a	Number of permanent dwellings managed by funded organisations (D1a) should be less than or equal to Number of permanent dwellings managed by funded and unfunded organisations (D1b)	$D1a \leq D1b$
D9	Housing maintenance expenditure should be less than or equal to Total recurrent expenses (D11a)	$D9 \leq D11a$
D11b	Net recurrent costs should be less than or equal to Total recurrent expenses (D11a)	$D11b \leq D11a$
D12	Total number of permanent dwellings occupied (D12) should be less than or equal to Number of permanent dwellings managed by funded and unfunded organisations (D1b)	$D12 \leq D1b$
D13	Total number of households with overcrowding (D13) should be less than or equal to Total number of households living in permanent dwellings (D6) and should also be less than or equal to the Total number of households for which household groups and dwelling details are known (D16).	$D13 \leq D6$ $D13 \leq D16$
D14	Total number of households requiring additional bedrooms (D14) should be less than or equal to Total number of households living in permanent dwellings (D6) and should also be less than or equal to the Total number of households for which household groups and dwelling details are known (D16).	$D14 \leq D6$ $D13 \leq D16$
D15	Total number of additional bedrooms required (D15) should be greater than or equal to 2 times the Total number of households with overcrowding (D13) plus one times the difference between the Total number of households requiring additional bedrooms (D14) and the Total number of households with overcrowding (D13). Which simplifies to: Total number of additional bedrooms required (D15) should be greater than or equal to the Total number of households with overcrowding (D13) plus the Total number of households requiring additional bedrooms (D14).	$D15 \geq 2 \times D13 + (D14 - D13)$ Which simplifies to: $D15 \geq D13 + D14$
D16	Total number of households for which household groups and dwelling details are known (D16) should be less than or equal to Total number of households living in permanent dwellings (D6)	$D16 \leq D6$
D19a	Number of funded ICHOs (D19a) should be less than or equal to Number of funded and unfunded ICHOs (D19b)	$D19a \leq D19b$

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)	<p>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.</p> <p>The Standard specifies that:</p> <ul style="list-style-type: none"> • 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. <p>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.</p>
Capital expenditure	<p>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.</p> <p>Include:</p> <ul style="list-style-type: none"> • Total expenditure on non-financial assets defined as net expenditure on new and second-hand fixed assets, land and intangible assets excluding capitalised interest. Fixed assets are durable goods intended to be employed in the production process for longer than a year. Expenditure on non-financial assets includes: <ul style="list-style-type: none"> • Total expenditure on purchases of existing dwellings. • Total expenditure on purchases of new non-financial assets: <p>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.</p> • Total expenditure on purchases of second-hand non-financial assets: <p>The purchase of assets which have been previously used in production in the country.</p> • Total expenditure on sales of non-financial assets: <p>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.</p> • 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. <p>Exclude:</p> <ul style="list-style-type: none"> • Expenditure on the acquisition of financial assets. • Second-hand assets imported into the country for the first time which are regarded as new. • Assets acquired under finance lease arrangements. • From total expenditure on purchases of new non-financial assets: • Capitalised interest;

Term	Definition
	<ul style="list-style-type: none"> Houses built for sale; and Assets acquired under finance lease arrangements.
Connection to utilities	<p>Water: Relates to a supply that is organised on a community basis. Include: Dwellings connected to a town supply, bore water, rainwater tanks, well or spring, water pumped from a river or reservoir, or other type of organised supply. Exclude: Individuals bringing water to the community for personal consumption.</p> <p>Sewerage: Relates to those systems organised on a community basis. Include: those connected to a town system, community waterborne system, septic tanks, pit or pan toilets, or other organised system such as a chemical or biological system.</p> <p>Electricity: Relates to an organised electricity supply that can include those organised on a community basis and those organised for individual houses. Include: state grid/transmitted supply, community generators, domestic generators, solar power or other organised electricity supply.</p>
Dwelling identifier	List the information for each dwelling on a separate row and assign a unique dwelling identifier.
Dwelling status	<p>Dwellings are either permanent or improvised.</p> <p>Permanent: A 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.</p> <p>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.</p>
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, ie. 1 July 2009 to 30 June 2010. 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	<p>All housing maintenance expenses from the organisation's financial reporting statement.</p> <p>Maintenance expenses are the costs incurred to maintain the value of an asset or restore the asset to its original condition. This includes:</p> <ul style="list-style-type: none"> day-to-day maintenance reflecting general wear and tear cyclical maintenance which is part of a planned maintenance program other maintenance eg. repairs due to vandalism
Maintenance expenditure	<p>Maintenance expenditure refers to all housing maintenance expenses from the organisation's financial reporting statement.</p> <p>Maintenance expenses are the costs incurred to maintain the value of an asset or restore the asset to its original condition. This includes:</p> <ul style="list-style-type: none"> day-to-day maintenance reflecting general wear and tear cyclical maintenance which is part of a planned maintenance program other maintenance eg. repairs due to vandalism
Net recurrent expenses	<p>NET RECURRENT EXPENSES Net recurrent expenses are the total recurrent expenses less those listed as exclusions (see below) for the financial year.</p> <p>Include: All administration and operational costs, including</p> <ul style="list-style-type: none"> employee expenses (e.g. wages and salaries, superannuation, compensation, accrued leave, payroll tax, training) housing maintenance

Term	Definition
	<ul style="list-style-type: none"> 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 <p>Exclude:</p> <ul style="list-style-type: none"> 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	<p>Non-cash expenses includes:</p> <ul style="list-style-type: none"> 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
NPARIH	<p>The National Partnership Agreement on Remote Indigenous Housing (NPARIH) is an agreement between the Australian Government, the State Governments and the Northern Territory Government aiming to facilitate significant reform in the provision of housing for Indigenous people in remote communities and to address overcrowding, homelessness, poor housing condition and severe housing shortage in remote Indigenous communities.</p>
Occupancy status	<p>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), untenable (e.g. unoccupied due to poor condition) or vacant (but tenable).</p>
Other non-salary expenses	<p>Includes:</p> <ul style="list-style-type: none"> 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	<p>Where one or more additional bedrooms are required to meet the national standard (CNOS).</p>
Person identifier	<p>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.</p>
Rent charged	<p>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.</p>
Rent collected	<p>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.</p>
Total recurrent	<p>All recurrent expenses from an organisation's financial reporting statement for the financial year. All</p>

Term	Definition
expenses	<p data-bbox="432 226 879 259">administration and operational costs, including:</p> <ul style="list-style-type: none"> <li data-bbox="480 259 1358 315">• employee expenses (e.g. wages and salaries, superannuation, compensation, accrued leave, payroll tax, training) <li data-bbox="480 315 735 349">• housing maintenance <li data-bbox="480 349 1070 383">• property-related expenses (e.g. rates, costs of disposals) <li data-bbox="480 383 1382 450">• office supplies and services (e.g. stationery, postage, telephone, office equipment, vehicle expenses, insurance) <li data-bbox="480 450 815 483">• borrowing costs (e.g. interest) <li data-bbox="480 483 815 517">• depreciation and amortisation <li data-bbox="480 517 679 551">• other expenses <li data-bbox="480 551 775 584">• loss on disposal of assets <li data-bbox="480 584 799 618">• loss on revaluation of assets <li data-bbox="480 618 735 651">• impairment expenses <li data-bbox="480 651 943 685">• assets and services provided free of charge <li data-bbox="480 685 759 719">• cost of sale of inventory <li data-bbox="480 719 727 752">• grants and subsidies
Unfunded ICHO	<p data-bbox="432 763 1398 857">An Indigenous Community Housing Organisation (ICHO) will be either funded or unfunded. Unfunded ICHOs have not received funding in the previous financial year, ie. 1 July 2009 to 30 June 2010. Unfunded organisations may also be referred to as not actively registered organisations.</p>

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 sheets (green):	for entering organisation information
Hidden organisation sheet	Allows jurisdictions to cut compiled organisation details and paste into organisation csv file. To unhide this worksheet go to 'format' 'sheet' 'unhide'
Dwelling sheets (yellow):	for entering dwelling information
Household sheets (orange):	for entering household information
Aggregate sheet (blue):	for entering aggregate level data on organisation, dwelling and household information
Checklist & comments:	for ensuring the manual has been followed

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 'Organisation' csv file**
- 2. Open the first/next ICHO survey form (paper-based or electronic)**
- 3. Enter this organisation's data into the 'Organisation' csv file following Step 3a or 3b, as appropriate:**
 - 3a. 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' sheets, as well as Question 5.3 on the 'Dwelling' sheet.

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

3b. 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 sheet' (go to Format/Sheet/Unhide)
- Highlight and copy the single row of data from the 'Org compilation sheet' (Edit/Paste)
- 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 4.

4. Enter the dwelling data into the 'Dwelling' csv file following 4a, 4b or 4c as appropriate

4a. If aggregated dwelling data is provided (answer to Question 6 is 'NO'):

- Manually ADD this organisation's aggregated dwelling numbers (Questions 5.1, 5.2 and 7-10 on 'Dwellings' sheet) from the paper or electronic form to the Aggregate data entry totals in the 'aggregate' csv file.
- Save the 'aggregate' csv file (see 'Saving files' instructions below) and move onto Step 5.

4b. If unit record dwelling data is provided (answer to Question 6 is 'YES') & paper form:

- Manually enter data from the 'Dwelling details' sheet 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 5.

4c. If unit record dwelling data is provided (answer to Question 6 is 'YES') & electronic form:

- Highlight and copy the data from the 'Dwelling details' sheet 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 5.

5. Enter the household data into the 'Household' csv file following 5a, 5b or 5c as appropriate

5a. If aggregated household data is provided (answer to any one of Questions 12.1-12.3 is 'NO'):

- Manually ADD this organisation's aggregated overcrowding numbers (Questions 13.1a, 13.1b, and 13.2 in the 'Overcrowding' sheet) from the paper or electronic form to the Aggregate data entry totals in the 'aggregate' csv file.
- Save the 'aggregate' csv file (see 'Saving files' instructions below) and move onto Step 6.

5b. If unit record household data is provided (answer to all Q12.1-12.3 is 'YES') & paper form:

- Manually enter data from the 'Household details' sheet 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 6.

5c. If unit record household data is provided (answer to Question 12.1-12.3 is 'YES') & electronic form:

- Highlight and copy the data from the 'Household details' sheet 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 6.

6. Copy across ICHO comments from the 'Checklist & Comments' sheet in the paper or electronic form into the AIHW-provided 'Footnotes' document as appropriate.

- Ensure that the ICHO completed their checklist sheet and detailed any related data issues.
- Add any additional comments including some information about response rates to the 'Footnotes' or 'Checklist' document as appropriate in the compilation tool.

7. Have you entered data for all your ICHO's?

- If the answer is 'NO', then return to Step 2.
- If the answer is 'YES', then proceed to Step 6.3.

E3 Finalising the data

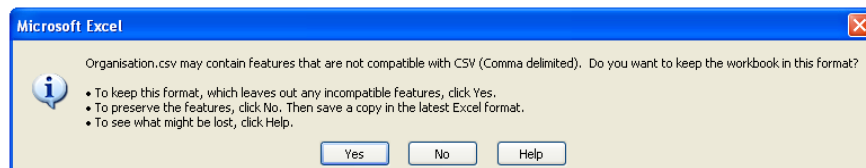
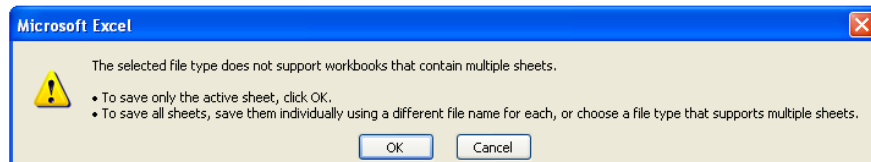
Please remember that if you copy and paste data from other sources, it is essential that only values be pasted into the csv tool (please see the instructions worksheet if you are unsure how to do this). This is to ensure that the inbuilt formulas and checks are maintained.

The following are required to ensure that the data validator doesn't fall over.

- a. Delete any blank rows in the csv files.
- b. 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'.
- c. Remove spaces from blank cells only. Highlight the columns that should not have any spaces in them (i.e. not organisation name, organisation/dwelling address or 'Other' types of assistance or support). Use 'Find and Replace' (Edit/Replace then enter one space in the 'Find what' box and leave the 'Replace with' box empty. Click 'Replace All'.
- d. Remove any carriage returns that may exist. These are particularly common in address fields.
- e. Ensure all date variables take on the "dd/mm/yyyy" format.

E4 Saving files

Dialogue boxes will appear while trying to save the csv file. See below for examples. Click 'OK' and 'Yes' to save.



NOTE: When transferring data from the worksheet to the csv files, ensure that organisation identifiers are added to each record, and data is pasted into the correct cells.

Appendix F: Creating a csv file

These instructions are only for use for those jurisdictions using the 2008-09 data compilation tool (e.g. ACT).

Creating the .CSV file:

1. Open the quantitative compilation tool and select the first worksheet
2. Highlight all the data but **not the column headings** and select Edit/Copy from the menu
3. Open a new blank Excel workbook and select Edit/Paste Special from the menu
4. Check the 'Values' radio button and select OK (for the aggregate values also check 'Transpose' to transpose the data to form a single row instead of a single column)
5. Ensure that all data has been copied accurately
6. Select File/Save As and scroll down to select 'CSV (comma delimited) (*.csv)' from the Save As Type menu
7. Name the CSV file according to the following convention using one of the following: organisation.csv; dwelling.csv; household.csv; aggregate.csv) and select OK. Two messages will pop-up, click OK and then Yes.