Indigenous Community Housing national data collection

Jurisdiction process manual

2013–14

Australian Institute of Health and Welfare

Canberra

Contents

Introduction

This manual has been developed by the Australian Institute of Health and Welfare (AIHW) to assist the collection and reporting of national data for Indigenous community housing.

This manual, along with the Indigenous community housing data set specification (available from: http://meteor.aihw.gov.au/content/index.phtml/itemId/565512), provide standard concepts, definitions and procedures to enable the collection and reporting of performance data that are comparable across jurisdictions.

The content in this manual and related data set specification reflects decisions made by relevant intergovernmental committees, including the Housing and Homelessness Data Network.

The manual is ordered sequentially and covers steps to be undertaken for data collection and processing by the AIHW, jurisdictions and indigenous community housing organisations (ICHOs).

This manual is intended to be used in conjunction with the:

- information guides prepared for ICHOs,
- the *Validata* user guide.

This manual is **not** a reference for ICHOs. The collection materials, including cover letter, survey and survey information guide, provided by the AIHW include the relevant documentation to be provided to ICHOs.

Findings from the national Indigenous community housing data collection will be published, such as in the annual Report on Government Services and National Affordable Housing Agreement (NAHA) performance reports, the two-yearly Indigenous Expenditure Report and various AIHW reports. Jurisdictions retain ownership of the data and must approve any jurisdiction-level output before it is released by the AIHW.

More information about national reporting is available from the Council of Federal Financial Relations.

For further information or queries, please contact housing@aihw.gov.au.

Process overview

The processes for the 2013–14 Indigenous community housing national data collection are illustrated in Figure 1.1. There are five steps:

- Step 1 – AIHW sends supporting documentation and collection materials to jurisdictions.

- Step 2 – Jurisdictions insert Administrative data, forward the data collection survey and information guide to ICHOs, who then complete the relevant information and return it to jurisdictions.

- Step 3 – Jurisdictions compile the data received, conduct quality assurance by uploading data onto the Validata website for validation, and then submit final csv files to the AIHW via the Validata website.

- Step 4 – AIHW conducts additional quality assurance and approves the data. Final results are provided for sign off and reporting via the Validata website.

- Step 5 – Jurisdictions sign off data and provide data quality information for national reporting.

AIHW

Step 1
- Supporting documentation & collection materials sent to jurisdictions

Step 4
- Final processing

Files and documentation sent to jurisdictions by the AIHW

Includes:
- Excel survey, cover letter and information guide
- csv files
- Jurisdictions process manual

Summary data items & performance indicators (after AIHW approves data)

Reports available from the Validata website

Validata results
Frequency reports

Files sent to AIHW via Validata website

Jurisdictions

Step 3
- Review and compile data in csv files
- Upload data onto Validata website for validation
- Submit data to AIHW via Validata website for review and generation of summary data items and performance indicators

Step 2
- Insert admin data
- Send admin data & collection materials to organisations

Step 5
- Sign off data for national reporting

Files sent to organisations by jurisdictions

Collection materials with admin data

Completed collection data materials with data quality comments

File returned to jurisdictions by organisations

Organisations

Step 2
- Review and revise admin data
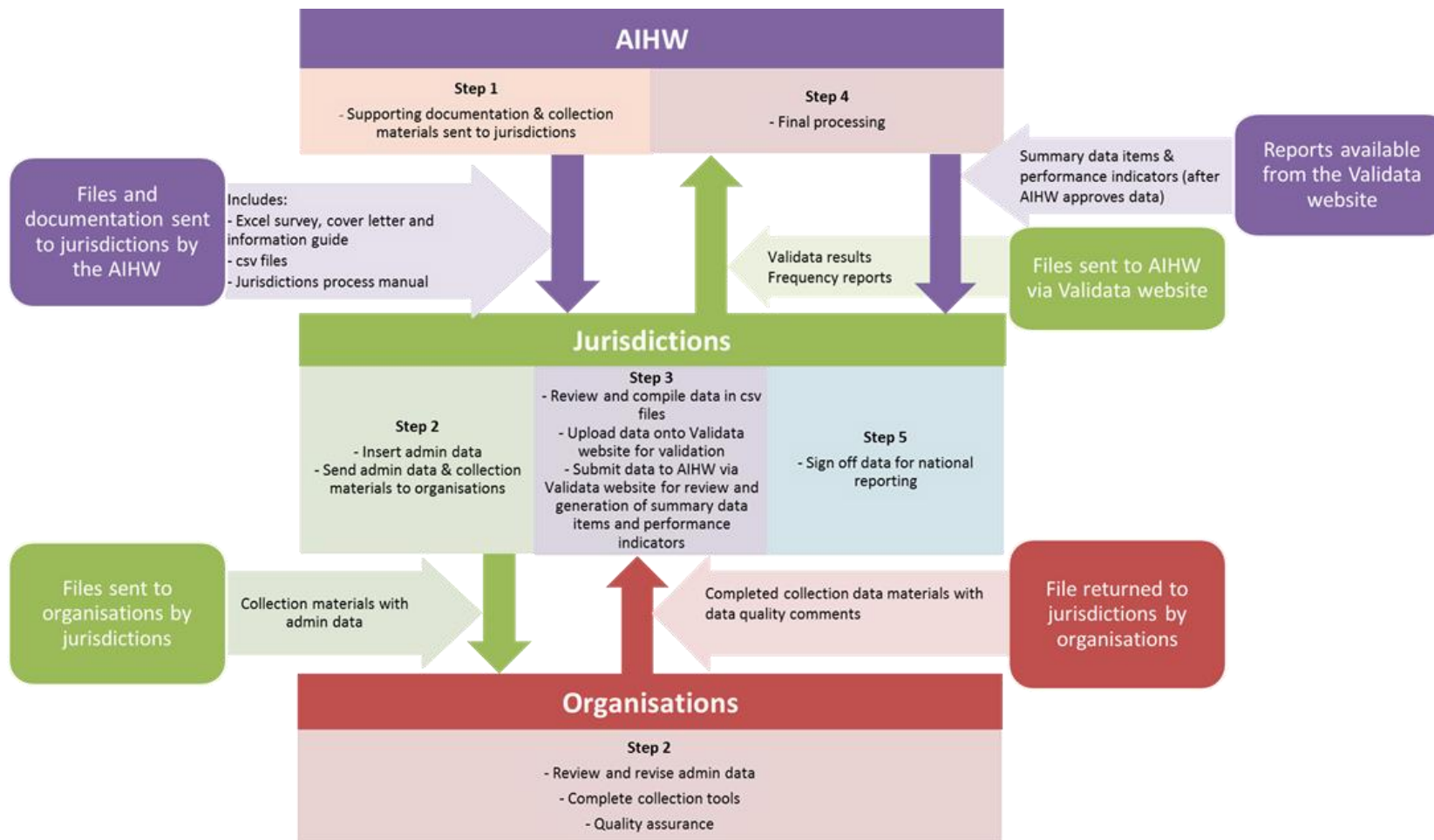- Complete collection tools
- Quality assurance

Figure 1.1: Indigenous community housing data collection process overview

Key dates

The agreed indigenous community housing collection timeline is outlined in Table 1.1. These timelines were noted by HHDN on 15 April 2014.

Table 1.1: Key dates

Date	Task
25 July 2014	AIHW circulates data collection documentation to jurisdictions
	Jurisdictions to circulate data and documentation to ICHOs
	ICHOs to supply jurisdictions with survey data
17 Oct 2014	Date for jurisdictions to upload initial ICH data to Validata
28 Nov 2014	Final date for jurisdictions to supply data quality information to AIHW
Oct-Dec 2014	Ongoing consultations with jurisdictions to finalise unit record data submissions following data validation checks
28 Nov 2014	Jurisdictions to supply all ICH data quality comments to AIHW
12 Dec 2014	AIHW to circulate national data and qualifying statements to jurisdictional data custodians for final sign-off
23 Jan 2015	Jurisdictional data custodians sign off on final ICH numbers and data quality information
Aug 2015	AIHW to provide performance indicators for national reporting

Key issues for the 2013–14 collection

The key issues for the 2013-14 collection are detailed below.

AIHW Validata tool

From the 2013–14 collection, the AIHW Validata tool will be used for submission and processing of data. Validata is a secure website that allows data to be automatically checked for errors before it is submitted to the AIHW.

The major changes from the 2012–13 collection are:

- Users within state/territory housing authorities can validate data via the Validata website, replacing the Excel-based data validator and subsequent quality assurance process undertaken by the AIHW and documented in the Excel-based processing workbooks.
- Validation results will be available to users shortly after data is uploaded (around 5 minutes), much faster than in previous years.
- Validation results for each data upload will be available via the Validata website, replacing the processing workbooks.
- The validation results will be presented in a different format than in the past.
- Users can submit data to the AIHW and generate performance information via the Validata website, replacing the ASM secure email system.
- Users can discuss issues with the AIHW via the Validata website, replacing emails and discussion within the Excel-based processing workbooks.
- Data sign-off will be managed via the Validata website, replacing the manual sign off forms.

These changes are significant and will streamline data processing in a number of areas, including:

- Improving data processing efficiencies by providing users with more timely and detailed validation results for their jurisdiction without AIHW intervention.
- Improving record-keeping by providing a dedicated and secure website to hold all records relating to each jurisdiction's annual data collection, including providing users with an audit trail of all submissions and results, questions asked and advice provided.
- Improving the quality assurance and data sign-off processes by providing users with more detailed reports for their jurisdiction.

This system replicates validation rules applied in previous collections.

Scope

- For 2013–14, the scope of the ICH collection will again be restricted to underlined funded ICHOs only. The only data to be collected in relation to underlined unfunded ICHOs is the number of underlined unfunded ICHOs (included in D19b) and the number of dwellings managed by underlined unfunded ICHO (included in D1b). This scope is unchanged from previous years. This data is expected to continue to be published in the annual Report on Government

Services (RoGS). Historical data should only be reported if it is of reasonable quality. Further information about the scope is located in Appendix A: Scope.

Overcrowding

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

Accounting for incomplete data

- As agreed at HHIMG's June 2011 meeting, extrapolation will not be used for reporting incomplete data. As per the 2010–11, 2011–12 and 2012-13 collections, where data is incomplete, AIHW will adjust denominators to only include 'dwellings for which details are known'. Coverage details (provided as a percentage of the total dwelling number) will also be included.

Supplying aggregate data

- As per the 2012–13 collection, if unit record data cannot be provided for all organisations/dwellings in the jurisdiction, then the remaining aggregate values must be provided in the aggregate csv file for all relevant data items.
- The AIHW will continue to <u>sum</u> the aggregate values and unit record values for national reporting. It is important to ensure that data is not included in the household and dwelling csv files as well as the aggregate csv file as this will result in double-counting.
  - For example, if unit record information is available for 1,000 dwellings and unavailable for an additional 500 dwellings, please provide unit record information for the 1,000 dwellings in the dwelling file and record values for the other 500 dwellings in the aggregate file.
  - To assist the preparation of data quality information, please provide the AIHW with as much advance notice as possible if you intent to supply aggregate values.
- As per the 2012–13 collection, the aggregate csv file requires aggregate values to be provided for each ICHO. Where organisation-level data cannot be provided, please record 'ALL' in the Organisation Identifier column to indicate this figure relates to the entire jurisdiction. Should you have any queries with compiling aggregate data, please contact the ICH team early.

Data quality comments

- Jurisdictions' comments in relation to data quality will be incorporated into the data quality statements where appropriate. See Footnotes and data quality statements.

Step 1: AIHW sends files and documentation to the jurisdictions

Data capture and reporting processes vary between jurisdictions, so the AIHW have developed a number of tools to support jurisdictional processes and ensure consistency in collection methodology. Table 2.1 details which documents and data entry tools will be sent to each jurisdiction.

Table 2.1: Content from AIHW sent to jurisdictions

Item sent to jurisdictions	NSW	Vic	Qld	WA	SA	Tas	ACT**	NT
Jurisdiction process manual	●	●	●	●	●	●		●
ICHO survey tools: - electronic survey - AIHW cover letter - Information guide		●	●*			●		
4 csv files	●	●	●	●	●	●		●
Data quality comments document	●	●	●	●	●	●		●

*Sent for information purposes

**ACT reported no in-scope providers for the 2013-14 collection, its single in-scope ICHO closed its Indigenous housing program on 30 June 2012.

For the 2013–14 ICH collection, the process requires jurisdictions to undertake four steps:

1. For relevant jurisdictions (refer to the table above), distribute the ICH survey tool to ICHOs and collate the returned data

2. compile the ICH data using the CSV templates

3. conduct quality assurance by uploading data onto the Validata website for validation, and then submit final csv files to the AIHW via the Validata website

4. record data quality comments in the 'Data quality comments' document.

Indigenous community housing *Validata* Website

When data is uploaded onto this website, a report will be generated containing the records that have failed each edit check. It is the jurisdiction's responsibility to investigate and amend data in consultation with providers where appropriate.

More information about Validata is included on page 5 of this document.

CSV file templates

The CSV templates are provided, as the AIHW's *Validata* tool requires input files to be in comma delimited (csv) format.

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

Organisation.csv – Contains organisation level details, current financial year information, i.e. 1 July 2013 – 30 June 2014 and aggregate dwelling counts.

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

Household.csv – Contains details about the people who were residing in the dwellings at 30 June 2014.

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

Aggregate.csv – Contains aggregate data about ICHOs and/or dwellings which has not been included in the organisation or dwelling unit record file.

Step 2: What the jurisdictions and organisations need to do

Certain information is collected from Indigenous Community Housing Organisations (ICHOs) using a survey tool. Jurisdictions are required to enter contact information, a due date and relevant Administrative data into the survey tool and send the following to in-scope ICHOs:

- 2013–14 ICH cover letter
- 2013–14 ICH survey
- 2013–14 ICH survey information guide

Compiling data using the csv templates

Identifiers are required for organisations, dwellings and households. To assist time-series analysis, please use the same identifiers as in previous years where possible, and indicate where this cannot be achieved. If any organisation, dwelling or household does not currently have an identifier, please assign a unique identifier to prior to compiling the data. For details on data values and formats please see Appendix B (CSV file specifications).

Entering unit record data

Enter unit record data into the Organisation, Dwelling, Household csv templates as follows.

Organisational unit record data

Open Organisation.csv, and for each organisation:

- assign a unique organisation identifier
- enter details for the organisation (see Appendix B, Table B.1 for details on data values and formats)

Dwelling unit record data

Open Dwelling.csv, and for each dwelling managed by each organisation listed in the organisation file:

- assign a unique dwelling identifier
- enter organisation identifier as assigned in Organisation.csv
- enter details for each dwelling on a new line (see Appendix B, Table B.2 for details on data values and formats)

Household unit record data

Open Household.csv and for each household within each dwelling listed in the dwelling file:

- enter the organisation and dwelling identifiers, as assigned previously
- assign a unique household identifier
- assign each person within the household a unique person identifier
- enter details for each person on a new line (see Appendix B, Table B.3 for details on data values and formats)

Entering aggregate data

Where unit record data cannot be provided for all organisations or dwellings open Aggregate.csv and:

- Assign a unique organisation identifier. If unit record data has also been provided for this ICHO, enter the same organisation identifier as assigned in Organisation.csv. If the aggregate figure relates to all ICHOs in the jurisdiction, record 'ALL' in the Organisation identifier column.
- For each data item, enter aggregate data for all organisations and dwellings for which unit record data has not been provided (see Appendix B, Table B.4 for details on data values and formats).

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.
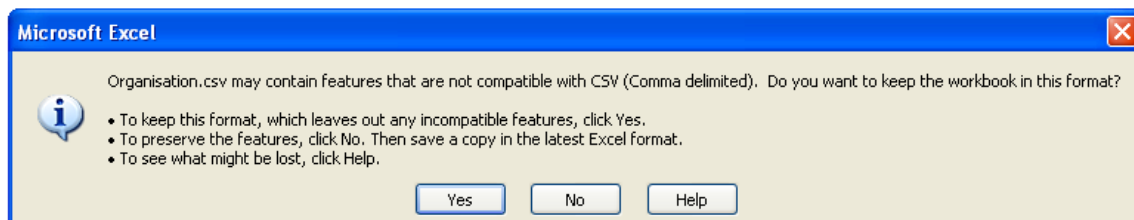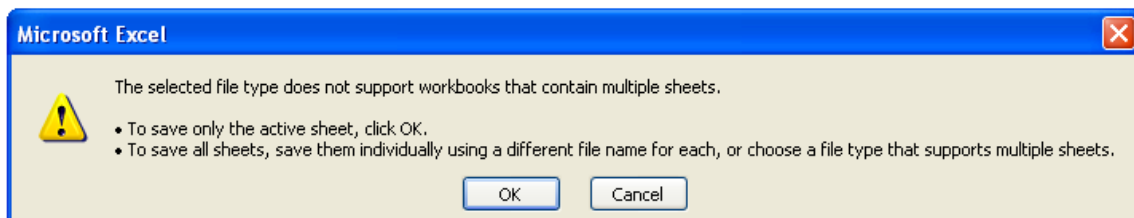
Recording data quality comments

The Data quality comments document is the place for jurisdictions to provide data quality comments to assist the preparation of data quality statements (see footnotes and data quality statements for details).

What ICHOs need to do

This is a brief overview of the requirements of Indigenous community housing organisations. Further detail can be found in the ICHO Information Guide that is circulated to organisations.

Review

i. Review the administrative data received from the jurisdictions and compare with current records.

Modify

ii. Make any necessary modifications to the administrative data. Take note of changes and report back to the jurisdictions.

Complete the survey tool/ extract data

iii. Complete all sections of the survey tool as per the survey tool information guide.

Quality assurance

iv. Address *all* points on the survey tool checklist and provide any data quality comments.

Return to the jurisdiction

v. Return the completed survey tool to the jurisdiction by the due date.

Step 3: Jurisdictions compile data from organisations and validate them

Finalising the data

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

- Delete any blank rows.
- 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'.
- Remove spaces from blank cells only. Highlight the columns that should not have any spaces in them (i.e. not organisation name or dwelling address). Use 'Find and Replace' (Edit/Replace than enter one space in the 'Find what' box and leave the 'Replace with' box empty. Click 'Replace All'.
- Remove any carriage returns that may exist. These are particularly common in address fields.
- Ensure all variables take on the appropriate format by highlighting a column and selecting *Format / Cells*. By default, cells will have a 'General' format before data is pasted into the file. Once data has been transferred:
  - Ensure all date variables (e.g. DOB) take on the "dd/mm/yyyy" format.
  - Ensure all number fields including financial fields remain as a general format and ensure that any numbers <u>are not</u> formatted to separate 1000's by a comma (,). The below is an example of *<u>an incorrect format.</u>*
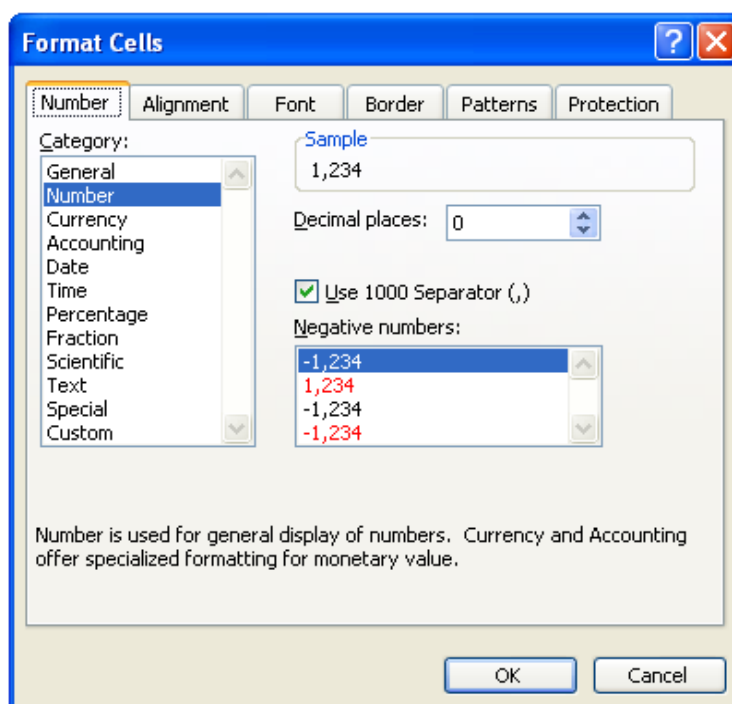
- Ensure that the data entered is expected. For example, for fields that are expecting a number to be entered (e.g. number of bedrooms); make sure that no characters other than 'u' or 'U' have been entered. Replace any N/A or NA values with a 'U'. Remove any dashes from variables which are not identifiers. For example, if a dash has been used in the currency fields, replace with a decimal place if appropriate.

Quality assurance using *Validata*

From the 2013-14 collection, jurisdictions will be using the new AIHW Validata website to submit data and get reports about that data including errors from each edit check.

Data it to be uploaded and validated by jurisdictions before submission to the AIHW. When data is uploaded onto this website, a report will be generated containing the records that have failed each edit check. It is jurisdictions' responsibility to investigate and amend data in consultation with providers where appropriate.

More information about *Validata* is included on page 2 of this document and in the *Validata* User Guide.

Step 4: What the AIHW will do with your data

Once the errors are resolved, data is to be submitted to the AIHW for consideration. AIHW will check for any validation issues and contact jurisdictions to discuss data quality issues before final summary data items are generated for jurisdictional data custodians' approval/sign-off.

Step 5: Finalising and reporting your data

Footnotes and data quality statements

Footnotes and data quality statements supporting the finalised data are essential to explain data quality issues that affect the comparability of data across jurisdictions and time. These include collection methodologies, the use of localised definitions, changes in reporting, varying policy and programs between jurisdictions and inevitably, gaps in data reporting and variances between current and previous results. Some of the issues identified in the Validation report (available from the Validata website) may be translated into footnotes and data quality statements.

These footnotes and data quality statements are compiled by jurisdictions and AIHW and are reported against individual data items or performance indicators. Footnotes that you supply need to relate to one of the following aspects of data quality: relevance, timeliness, accuracy and coherence.

1. *relevance* — how well the statistical product or release meets the needs of users in terms of the concept(s) measured, and the population(s) represented.
2. *timeliness* — the delay between the reference period (to which the data pertain) and the date at which the data become available; and the delay between the advertised date and the date at which the data become available (the actual release date).
3. *accuracy* — the degree to which the data correctly describe the phenomenon they were designed to measure.
4. *coherence* — the internal consistency of a statistical collection, product or release, as well as its comparability with other sources of information, within a broad analytical framework and over time.

Data custodian sign off

Once the summary data items and performance indicators are checked for internal consistency, compared with significance variances from last year and footnotes and data quality statements data are provided, the AIHW will request formal jurisdictional sign off approval through the Validata website. The data custodian will receive an email notification, they will then need to log on to Validata, review the final summary data items and complete the sign off process. More detail on this sign off process will be provided in an updated Validata user guide as a later date.

Appendix A: Scope

Scope

For the purposes of the 2013–14 ICH data collection, the scope of ICH includes:

- Dwellings that are targeted to Indigenous people.
- The ICHO must be able to provide medium to long term housing tenure to tenants.
- The scope in relation to **funded/unfunded** organisations is as follows:
  - Data items **D1b** (No. of permanent dwellings managed by funded and unfunded organisations at 30 June) **includes** all dwellings managed by both funded and unfunded ICHOs (For NSW this means both actively registered and not actively registered ICHOs). This variable is optional for 2013–14.
  - Data item **D19b** (No. of funded and unfunded ICHOs at 30 June) **includes** both funded and unfunded organisations. (For NSW this means both actively registered and not actively registered ICHOs). This variable is optional for 2013–14.
  - **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).

Dwellings no longer under the administration of an ICHO at 30 June of the reference financial year (including dwellings demolished, sold or otherwise disposed of) and dwellings not yet available to the ICHO at 30 June of the reference financial year (such as those still under construction or being purchased) are excluded.

Definitions

For the purposes of the 2013–14 ICH data collection the following definitions apply:

- **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 2013–14 financial year.
- **Unfunded organisations** are ICHOs that received funding in previous financial years (i.e. before 1 July 2013) but not in the 2013–14 financial year.
- **Actively registered organisations** are ICHOs that are registered with the New South Wales Aboriginal Housing Office (AHO) in the 2013–14 financial year. ICHOs in New South Wales that are actively registered are included in the funded organisation category, while ICHOs in New South Wales that are not actively registered are included in the unfunded organisation category. Active registration with the AHO does not guarantee funding.

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

Time period references

The data to be provided covers two types of time periods:

- *point in time*, that is, status at 30 June of the reference year. Generally for these records, assistance is ongoing or current at the end of the financial year, however where assistance ceased on 30 June, these records are also counted. Such items are usually described as "…at 30 June".

- *financial year*, for the period of 1 July to 30 June of the reference year. These records were current at any point during the financial year, and are not necessarily current as of 30 June. Financial year indicators must be greater than or equal to point in time indicators in magnitude. These items are usually described as "…for year ending 30 June".

Appendix B: Data specifications

CSV file specifications

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

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

Description – Additional detail about the data item.

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

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

Table B.1: Organisation file

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

Table B.2: Dwelling file

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

Table B.3: Household file

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

Table B.4: Aggregate file

AIHW variable	Description	Values/Format
D1a_IM	Number of permanent dwellings tenancy managed by funded ICHOs at 30 June 2014	Numeric 6
D1a_SM	Number of permanent dwellings tenancy managed by State/Territory Housing Authority at 30 June 2014	Numeric 6
D1a_Tot	Total number of permanent dwellings managed at 30 June 2014	Numeric 6
D1b	Number of permanent dwellings managed by funded and unfunded organisations at 30 June 2014	Numeric 6
D2	Number of improvised dwellings at 30 June 2014	Numeric 4
D6	Total number of households living in permanent dwellings managed by funded organisations at 30 June 2014	Numeric 6
D7	Rent collected from tenants in permanent dwellings managed by funded organisations for the year ending 30 June 2014	$$$$$.cc
D8	Rent charged to tenants in permanent dwellings managed by funded organisations for the year ending 30 June 2014	$$$$$.cc
D9	Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June 2014	$$$$$.cc
D10	Total capital expenditure for permanent dwellings managed by funded organisations for the year ending 30 June 2014	$$$$$.cc
D11a	Total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June 2014	$$$$$.cc
D11b	Net recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June 2014	$$$$$.cc
D12	Total number of occupied permanent dwellings managed by funded organisations at 30 June 2014	Numeric 6
D13a	Number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June 2014	Numeric 4
D13b	Number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June 2014	Numeric 4
D14	Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June 2014	Numeric 4
D15	Total number of additional bedrooms in permanent dwellings managed by funded organisations required at 30 June 2014	Numeric 4
D16	Total number of households for which household groups and dwelling details are known at 30 June 2014 (permanent dwellings managed by funded organisations)	Numeric 6
D17	Total number of bedrooms in permanent dwellings managed by funded organisations at 30 June 2014	Numeric 4
D18	Total no. of people living in permanent dwellings managed by funded organisations at 30 June 2014	Numeric 6
D19a	Number of funded ICHOs at 30 June 2014	Numeric 4
D19b	Number of funded and unfunded ICHOs at 30 June 2014	Numeric 4

Quantitative data item specifications

The following data items are to be reported as part of the 2013–14 ICH data collection (data items noted 'withdrawn' are excluded). Where data supplied differs from the specifications outlined below, or there are difficulties in providing the data, please provide comments qualifying the data in the 'Data quality comments' document provided. For the 2013–14 collection, data items are not disaggregated by tenancy management status, except for D1a_IM and D1a_SM. See below.

Actively registered organisation
For New South Wales only, the ICH sector focuses on whether ICHOs are actively registered or not actively registered rather than whether they are funded or unfunded. An actively registered organisation is an ICHO that is registered with the New South Wales Aboriginal Housing Office (AHO) in the 2013–14 financial year.
For the purposes of the ICH, ICHOs in New South Wales that are actively registered are included in the funded organisation category, while ICHOs in New South Wales that are not actively registered are included in the unfunded organisation category. However, it should be noted that active registration with the AHO does not guarantee funding.

No.	Data item name	ROGS	NAHA
D1a	*Revised 1 July 2010 (Number of permanent dwellings managed by funded organisations at 30 June)*	✓	
D1a_IM	Number of permanent dwellings tenancy managed by funded ICHOs at 30 June 2014		
D1a_SM	Number of permanent dwellings tenancy managed by State/Territory Housing Authority at 30 June 2014		
D1a_Tot	Total number of permanent dwellings managed at 30 June 2014		
D1b	Number of permanent dwellings managed by funded and unfunded organisations at 30 June 2014	✓	✓
D2	Number of improvised dwellings at 30 June 2014	✓	✓
D3	*Withdrawn 1 July 2009 (Number of permanent dwellings not connected to water at 30 June)*		
D4	*Withdrawn 1 July 2009 (Number of permanent dwellings not connected to sewerage at 30 June)*		
D5	*Withdrawn 1 July 2009 (Number of permanent dwellings not connected to electricity at 30 June)*		
D6	Total number of households living in permanent dwellings managed by funded organisations at 30 June 2014	✓	
D7	Rent collected from tenants in permanent dwellings managed by funded organisations for the year ending 30 June 2014	✓	
D8	Rent charged to tenants in permanent dwellings managed by funded organisations for the year ending 30 June 2014	✓	
D9	Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June 2014		
D10	Total capital expenditure for permanent dwellings managed by funded organisations for the year ending 30 June 2014	✓	
D11a	Total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June 2014	✓	

No.	Data item name	ROGS	NAHA
D11b	Net recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June 2014	✓	
D12	Total number of occupied permanent dwellings managed by funded organisations at 30 June 2014	✓	
D13	*Revised 1 July 2010 (Number of households in permanent dwellings managed by funded organisations that are overcrowded at 30 June)*		
D13a	Number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June 2014	✓	✓
D13b	Number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June 2014	✓	✓
D14	Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June 2014	✓	
D15	Total number of additional bedrooms in permanent dwellings managed by funded organisations required at 30 June 2014	✓	
D16	Total number of households for which household groups and dwelling details are known at 30 June 2014 (permanent dwellings managed by funded organisations)	✓	
D17	Total number of bedrooms in permanent dwellings managed by funded organisations at 30 June 2014	✓	
D18	Total number of people living in permanent dwellings managed by funded organisations at 30 June 2014	✓	
D19a	Number of funded ICHOs at 30 June 2014	✓	
D19b	Number of funded and unfunded ICHOs at 30 June 2014	✓	
D20	*Withdrawn 1 July 2009 (Total number of ICHOs with a housing management plan at 30 June)*		
D21	*Withdrawn 1 July 2009 (Total number of Indigenous employees in ICHOs at 30 June)*		
D22	*Withdrawn 1 July 2009 (Number. of Indigenous employees in ICHOs who have completed accredited training at 30 June)*		
D23	*Withdrawn 1 July 2009 (Number of Indigenous employees in ICHOs who are undertaking accredited training at 30 June)*		
D24	*Withdrawn 1 July 2009 (Total number of employees in ICHOs at 30 June)*		

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

D1a_IM	**Number of permanent dwellings tenancy managed by funded ICHOs at 30 June 2014**

Description: Count the number of permanent dwellings tenancy managed by funded ICHOs at 30 June 2014.

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 necessarily 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 2013 to 30 June 2014.

Tenancy management status – refers to whether dwellings are tenancy managed by

an ICHO, or by the State/Territory Housing Authority.

Include:	All occupied and vacant permanent dwellings managed by funded ICHO. In NSW include all occupied and vacant permanent dwellings managed by ICHOs that are actively registered by the NSW Aboriginal Housing Office as at 30 June 2014.
Exclude:	**Improvised dwellings** – A structure used as a 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 2013.
	State/Territory tenancy managed dwellings – Dwellings where the tenancy management is the responsibility of the State/Territory Housing Authority.
Counting unit:	Dwellings

D1a_SM	**Number of permanent dwellings tenancy managed by State/Territory Housing Authority at 30 June 2014**
Description:	Count the number of permanent dwellings tenancy managed by State/Territory Housing Authority at 30 June 2014.
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 necessarily provided these facilities could be built into the dwelling. These dwellings are made from regular building materials and are intended for long-term residential use.
	Tenancy management status – refers to whether dwellings are managed by an ICHO, or by the State/Territory Housing Authority.
Include:	All occupied and vacant permanent dwellings managed by State/Territory Housing Authority. In NSW include all occupied and vacant permanent dwellings managed by ICHOs that are actively registered by the NSW Aboriginal Housing Office as at 30 June 2014.
Exclude:	**Improvised dwellings** – A structure used as a place of residence which does not meet the building requirements to be considered as a permanent dwelling–includes caravans, tin shed without internal walls, humpies, dongas etc.
	ICHO managed dwellings – Dwellings where the tenancy management lies with the ICHO.
Counting unit:	Dwellings

D1a_Tot	**Total number of permanent dwellings managed at 30 June 2014**
Description:	Count the total number of permanent dwellings at 30 June 2014.
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 necessarily provided these facilities could be built into the dwelling. These dwellings are made from regular building materials and are intended for long-term residential use.
Include:	All occupied and vacant permanent dwellings tenancy managed by funded organisations or the State Housing Authority. In NSW include all occupied and vacant permanent dwellings managed by ICHOs that are actively registered by the NSW Aboriginal Housing Office as at 30 June 2014.
Exclude:	**Improvised dwellings** – A structure used as a 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 2013.

Counting unit:	Dwellings
Related PIs:	P1a, P2, P12, P15, P16

D1b	**Number of permanent dwellings managed by funded and unfunded organisations at 30 June 2014**
Description:	Count the total number of funded and unfunded ICH permanent dwellings at 30 June 2014.
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 necessarily 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 2013 to 30 June 2014.
	Unfunded organisations – ICHOs who received funding in previous financial years, i.e. prior to 1 July 2013.
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 a place of residence which does not meet the building requirements to be considered as a permanent dwelling–includes caravans, tin shed without internal walls, humpies, dongas etc.
Counting unit:	Dwellings
Related PIs:	P1b

D2	**Number of improvised dwellings at 30 June 2014**
Description::	Count the number of improvised ICH dwellings at 30 June 2014.
Definition:	**Improvised dwelling** – A structure used as a place of residence which does not meet the building requirements to be considered as a permanent dwelling–includes caravans, tin shed without internal walls, humpies, dongas etc.
Include:	All occupied Improvised dwellings.
Exclude:	**Vacant improvised dwellings**
	Permanent dwellings – A dwelling is a structure designed for people to live in or where people live. A permanent dwelling has fixed walls, roof and doors. They usually have kitchen and bathroom facilities, though this is not necessarily 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:	P1a, P1b, 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 2014**
Description:	Count the total number of households living in permanent dwellings managed by funded organisations at 30 June 2014.
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 single person living in a dwelling who makes provision for his or her own food and other essentials for living, without combining with any other person.
	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 necessarily 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 2013 to 30 June 2014.
Exclude:	**Improvised dwellings** – A structure used as a 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 2013.
Counting unit:	Households
Related PIs:	P9

D7	**Rent collected from households in permanent dwellings managed by funded organisations for the year ending 30 June 2014**
Description:	Count the total rent paid by all households in permanent dwellings managed by funded organisations for the year ending 30 June 2014.
Definition:	**Rent collected** – The total amount of rent paid to ICHOs by all households for the financial year.
	Household – Household refers to:
	• a group of two or more related or unrelated people who usually reside in the same dwelling, and who make common provision for food or other essentials for living; or
	• a person living in a dwelling who makes provision for his or her own food and

other essentials for living, without combining with any other person.

Permanent dwelling – A dwelling is a structure designed for people to live in or where people live. A permanent dwelling has fixed walls, roof and doors. They usually have kitchen and bathroom facilities, though this is not necessarily 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 2013 to 30 June 2014.

Include:	Rent arrears and prepaid rent collected for permanent dwellings.
Exclude:	**Improvised dwellings** – A structure used as a 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 2013.
Counting unit:	$'000
Related PIs:	P9, P10, P13

D8	**Rent charged to households in permanent dwellings managed by funded organisations for the year ending 30 June 2014**
Description:	Count the total rent charged to all households in permanent dwellings managed by funded organisations for the year ending 30 June 2014.
Definition:	**Rent charged** – The total net rent charged (i.e. market rent – rebates/subsidies) by ICHOs to all households for the financial year. The rent charged is the amount of money households are required to pay.
	Household – Household refers to:
	• a group of two or more related or unrelated people who usually reside in the same dwelling, and who make common provision for food or other essentials for living; or
	• a person living in a dwelling who makes provision for his or her own food and other essentials for living, without combining with any other person.
	Permanent dwelling – A dwelling is a structure designed for people to live in or where people live. A permanent dwelling has fixed walls, roof and doors. They usually have kitchen and bathroom facilities, though this is not necessarily 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 2013 to 30 June 2014.
Exclude:	**Improvised dwellings** – A structure used as a 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 2013.
Counting unit:	$'000
Related PIs:	P10

D9	**Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June 2014**

Description:	Count the total housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June 2014.
Definition:	**Housing maintenance expenditure** – All housing maintenance expenditure from the organisation's financial reporting statement.

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

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

Funded organisations – ICHOs who received funding in the current financial year, i.e. 1 July 2013 to 30 June 2014.

Exclude:	**Unfunded organisations** – ICHOs who received funding in previous financial years i.e. prior to 1 July 2013.
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 2014**
Description:	Count the total capital expenditure for permanent dwellings managed by funded organisations for the year ending 30 June 2014.
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 2013 to 30 June 2014.
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 2013.

Counting units:	$'000
Related PIs:	P14

D11a	**Total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June 2014**
Description:	Count the total recurrent costs for permanent dwellings managed by funded organisations from organisations' income statements for the year ending 30 June 2014.
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 2013 to 30 June 2014.
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 2013.
Counting units:	$'000
Related PIs:	P14

D11b	Net recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June 2014
Description:	Count the net recurrent costs for permanent dwellings managed by funded organisations from organisations' income statements for the year ending 30 June 2014.
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 2013 to 30 June 2014.
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 2013.
Counting units:	$'000
Related PIs:	P15

D12	Total number of occupied permanent dwellings managed by funded organisations at 30 June 2014
Description:	Count the total number of permanent dwellings managed by funded organisations that were occupied at 30 June 2014.
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 necessarily provided these facilities could be built into the dwelling. These dwellings are made from regular building materials and are intended for long-term residential use.
	Dwelling occupancy status – Whether or not a dwelling is occupied by tenants at a given point in time. A dwelling may be either occupied (with people living in the dwelling) or vacant (vacant dwellings include untenantable dwellings).
	Funded organisation – ICHOs who received funding in the current financial year, i.e. 1 July 2013 to 30 June 2014.
Exclude:	**Vacant permanent dwellings**

Improvised dwellings – A structure used as a 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 2013.

Counting unit:	Dwellings
Related PIs:	P16

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

D13a	**Number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June 2014**

Description:	Count the total number of households in permanent dwellings managed by funded organisations requiring one additional bedroom according to the Canadian National Occupancy Standard at 30 June 2014.
Definition:	**Household** – Household refers to: • a group of two or more related or unrelated people who usually reside in the same dwelling, and who make common provision for food or other essentials for living; or • a person living in a dwelling who makes provision for his or her own food and other essentials for living, without combining with any other person. **Overcrowding** – Where one or more additional bedrooms are required to meet the Canadian National Occupancy Standard. **Canadian National Occupancy Standard** – The CNOS provides guidelines for determining overcrowding in households. In order to determine overcrowding, age, sex and relationship status of tenants must be known, as well as the number of bedrooms used by their household. The figure entered for overcrowding will be a measure of the number of households that require extra bedrooms. The Standard specifies that: • no more than two people shall share a bedroom • parents or couples may share a bedroom • children under 5 years, either of the same sex or opposite sex may share a bedroom • children under 18 years of the same sex may share a bedroom • a child aged 5 to 17 years should not share a bedroom with a child under 5 of the opposite sex • single adults 18 years and over and any unpaired children require a separate bedroom. If the total number of bedrooms required by a household exceeds the number of bedrooms available to the household by one or more, the household is overcrowded. **Number of bedrooms** – The number of bedrooms in each occupied dwelling. This includes bedrooms designed for use as bedrooms and other rooms permanently modified and intended for use as bedrooms (such as a sleep out or built in veranda). Bedsits should be counted as one-bedroom dwellings. **Funded organisation** – ICHOs who received funding in the current financial year, i.e. 1 July 2013 to 30 June 2014.
Include:	Households in permanent dwellings.

Exclude:	Households for which households groups and/or number of bedrooms are 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 2013.
Counting unit:	Households
Related PIs:	P22a

D13b	**Number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June 2014**
Description:	Count the total number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms according to the Canadian National Occupancy Standard at 30 June 2014.
Definition:	**Household** – Household refers to:
	• a group of two or more related or unrelated people who usually reside in the same dwelling, and who make common provision for food or other essentials for living; or
	• a person living in a dwelling who makes provision for his or her own food and other essentials for living, without combining with any other person.
	Overcrowding – Where one or more additional bedrooms are required to meet the Canadian National Occupancy Standard.
	Canadian National Occupancy Standard – The CNOS provides guidelines for determining overcrowding in households. In order to determine overcrowding, age, sex and relationship status of tenants must be known, as well as the number of bedrooms used by their household. The figure entered for overcrowding will be a measure of the number of households that require extra bedrooms.
	The Standard specifies that:
	• no more than two people shall share a bedroom
	• parents or couples may share a bedroom
	• children under 5 years, either of the same sex or opposite sex may share a bedroom
	• children under 18 years of the same sex may share a bedroom
	• a child aged 5 to 17 years should not share a bedroom with a child under 5 of the opposite sex
	• single adults 18 years and over and any unpaired children require a separate bedroom.
	If the total number of bedrooms required by a household exceeds the number of bedrooms available to the household by one or more, the household is overcrowded.
	Number of bedrooms – The number of bedrooms in each occupied dwelling. This includes bedrooms designed for use as bedrooms and other rooms permanently modified and intended for use as bedrooms (such as a sleep out or built in veranda). Bedsits should be counted as one-bedroom dwellings.
	Funded organisation – ICHOs who received funding in the current financial year, i.e. 1 July 2013 to 30 June 2014.
Include:	Households in permanent dwellings.
Exclude:	Households for which households groups and/or number of bedrooms are 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 2013.

Counting unit:	Households
Related PIs:	P22b

D14	**Total number of households requiring additional bedrooms in permanent dwellings managed by funded organisations at 30 June 2014**
Description:	Count the total number of households in permanent dwellings managed by funded organisations that require at least one additional bedroom according to the Canadian National Occupancy Standard at 30 June 2014.
Definition:	**Household** – Household refers to:

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

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

The Standard specifies that:

• no more than two people shall share a bedroom

• parents or couples may share a bedroom

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

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

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

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

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

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

Funded organisations – ICHOs who received funding in the current financial year, i.e. 1 July 2013 to 30 June 2014.

Include:	Households in permanent dwellings.
Exclude:	Households for which households groups and/or number of bedrooms are not known.
	Improvised dwellings – A structure used as a 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 2013.
Counting units:	Households

D15	**Total number of additional bedrooms required by permanent dwellings managed by funded organisations at 30 June 2014**
Description:	Count the total number of additional bedrooms required by permanent dwellings managed by funded organisations to meet the Canadian National Occupancy Standard at 30 June 2014.
Definition:	**Canadian National Occupancy Standard** – The CNOS provides guidelines for determining overcrowding in households. In order to determine overcrowding, age, sex and relationship status of tenants must be known, as well as the number of bedrooms used by their household. The figure entered for overcrowding will be a measure of the number of households that require extra bedrooms.
	The Standard specifies that:
	• no more than two people shall share a bedroom
	• parents or couples may share a bedroom
	• children under 5 years, either of the same sex or opposite sex may share a bedroom
	• children under 18 years of the same sex may share a bedroom
	• a child aged 5 to 17 years should not share a bedroom with a child under 5 of the opposite sex
	• single adults 18 years and over and any unpaired children require a separate bedroom.
	If the total number of bedrooms required by a household exceeds the number of bedrooms available to the household by one or more, the household is overcrowded.
	Number of bedrooms – The number of bedrooms in each occupied dwelling. This includes bedrooms designed for use as bedrooms and other rooms permanently modified and intended for use as bedrooms (such as a sleep out or built in veranda). Bedsits should be counted as one bedroom dwellings.
	Funded organisation – ICHOs who received funding in the current financial year, i.e. 1 July 2013 to 30 June 2014.
Exclude:	Households for which households groups and/or number of bedrooms are not known.
	Improvised dwellings – A structure used as a 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 2013.
Counting units:	Bedrooms
Related PIs:	P21

D16	**Total number of households for which household groups and dwelling details are known at 30 June 2014 (permanent dwellings managed by funded organisations)**
Description:	Count the total number of households for which household groups and number of bedrooms are known at 30 June 2014 (permanent dwellings managed by funded organisations).
Definition:	**Household** – Household refers to:
	• a group of two or more related or unrelated people who usually reside in the same dwelling, and who make common provision for food or other essentials for living; or

- a person living in a dwelling who makes provision for his or her own food and other essentials for living, without combining with any other person.

Household groups – The group(s) of people who reside within the same household. Based on the relationship between household members. Groups may be single adult, couple with no children, sole parent or couple with one child, sole parent or couple with 2 or 3 children, sole parent or couple with 4 or more children, or not stated.

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

Funded organisations – ICHOs who received funding in the current financial year, i.e. 1 July 2013 to 30 June 2014.

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 2013.
Counting units:	Households
Related PIs:	P22a, P22b, P22c

D17	**Total number of bedrooms in permanent dwellings managed by funded organisations at 30 June 2014**
Description:	Count the total number of bedrooms in permanent dwellings managed by funded organisations at 30 June 2014.
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 2013 to 30 June 2014.
Exclude:	**Improvised dwelling** – A structure used as a 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 2013.
Counting units:	Bedrooms

D18	**Total number of people living in permanent dwellings managed by funded organisations at 30 June 2014**
Description:	Count the total number of people living in permanent dwellings managed by funded organisations at 30 June 2014.

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 2013 to 30 June 2014.
Exclude:	**Improvised dwelling** – A structure used as a 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 2013.
Counting units:	People

D19a	**Number of funded ICHOs at 30 June 2014**
Description:	Count the number of ICHOs funded by the jurisdiction at 30 June 2014.
Definition:	**ICHO** – Any Aboriginal and/or Torres Strait Islander organisation that is responsible for managing housing for Indigenous people. This includes community organisations such as Resource Agencies and Land Councils, which have a range functions, provided that they manage housing for Indigenous people.
	Funded organisations – ICHOs who received funding in the current financial year, i.e. 1 July 2013 to 30 June 2014.
Include:	Funded ICHOs. In NSW, include ICHOs actively registered with the NSW Aboriginal Housing Office as at 30 June 2014.
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 2013.
Counting units:	Organisations
Related PIs:	P25a

D19b	**Number of funded and unfunded ICHOs at 30 June 2014**
Description:	Count the total number of ICHOs whether funded or unfunded by the jurisdiction at 30 June 2014.
Definition:	**ICHO** – Any Aboriginal and/or Torres Strait Islander organisation that is responsible for managing housing for Indigenous people. This includes community organisations such as Resource Agencies and Land Councils, which have a range functions, provided that they manage housing for Indigenous people.
	Funded organisations – ICHOs who received funding in the current financial year, i.e. 1 July 2013 to 30 June 2014.
	Unfunded organisations – ICHOs who received funding in previous financial years, i.e. prior to 1 July 2013.
Include:	All ICHOs. In NSW, include both actively and not actively registered organisations.
Counting units:	Organisations

Related PIs: P25b

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)***

Performance indicator specifications

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

No.	Indicator	ROGS	NAHA
1a	Number of funded dwellings targeted to Indigenous people		
1b	Number of funded and unfunded dwellings targeted to Indigenous people	✓	✓
2	Proportion of improvised dwellings	✓	
3	*Withdrawn 01 July 2009 (Proportion of dwellings needing major repairs)*		
4	*Withdrawn 01 July 2009 (Proportion of dwellings needing replacement)*		
5	*Withdrawn 01 July 2009 (Mechanisms to ensure new houses and major upgrades meet national minimum standards)*		
6	*Withdrawn 01 July 2009 (Proportion of communities not connected to a) water, b) sewerage, c) electricity)*		
7	*Withdrawn 01 July 2009 (Proportion of dwellings not connected to a) water. b) sewerage, c) electricity)*		
8	*Withdrawn 01 July 2009 (Proportion of dwellings that meet the 11 critical Fixing Houses for Better Health living practices)*		
9	Average weekly rent collected	✓	
10	Rent collection rate	✓	
11	Total amount spent on maintenance		
12	Average amount spent on maintenance each year		
13	Maintenance expenditure as a proportion of rent collected		
14	Recurrent to capital expenditure ratio		
15	Net recurrent cost per unit	✓	

No.	Indicator	ROGS	NAHA
16	Occupancy rates	✓	
17	*Withdrawn 01 July 2009 (Turnaround time)*		
18	*Withdrawn 01 July 2009 (Proportion of Indigenous households by tenure type)*		
19	*Withdrawn 01 July 2009 (Proportion of households accessing mainstream housing services that are Indigenous)*		
20	*Withdrawn 01 July 2009 (Proportion of Indigenous people who are homeless)*		
21	Average number of additional bedrooms required		
22a	(Proportion of households in permanent dwellings managed by funded organisations requiring one additional bedroom)		
22b	Proportion of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms		
22c	Proportion of households in permanent dwellings managed by funded organisations requiring additional bedrooms	✓	✓
23	*Withdrawn 01 July 2009 (Proportion of households paying more than 25% of income in rent)*		
24	*Withdrawn – 30 June 2010 (Allocation of resources on the basis of need)*		
25a	Number of funded ICHOs		
25b	Number of funded and unfunded ICHOs		
26	*Withdrawn 01 July 2009 (Proportion of ICHOs that have a housing management plan)*		
27	*Withdrawn 01 July 2009 (Strategies to assist ICHOs in developing and implementing housing management plans)*		
28	*Withdrawn 01 July 2009 (Proportion of Indigenous employees in ICHOs who have completed accredited training)*		
29	*Withdrawn 01 July 2009 (Proportion of Indigenous employees in ICHOs who are undertaking accredited training)*		
30	*Withdrawn 01 July 2009 (Proportion of people employed in housing management who are Indigenous)*		
31	*Withdrawn 01 July 2009 (Strategies and outcomes to increase Indigenous employment in housing services)*		
32	*Withdrawn 01 July 2009 (Mechanisms for Indigenous input to planning, decision making and delivery of services)*		
33	*Withdrawn 01 July 2009 (Coordination of housing and other services that seek to improve the health and wellbeing of Indigenous people)*		

1a. Number of funded dwellings targeted to Indigenous people

Performance indicator	Data items	
Total number of funded dwellings targeted to Indigenous people	D1a_Tot	Total number of permanent dwellings managed at 30 June2014
	D2	Number of improvised dwellings at 30 June 2014

Calculation

The indicator is calculated as:

$$P1a = \text{Total number of permanent dwellings managed at 30 June (D1a\_Tot) + Number of improvised dwellings at 30 June (D2)}$$

Description

This indicator provides a measure of the number of funded 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.

1b. Number of funded and unfunded dwellings targeted to Indigenous people

Performance indicator	Data items	
Total number of funded and unfunded dwellings targeted to Indigenous people	D1b	Number of permanent dwellings managed by funded and unfunded organisations at 30 June 2014
	D2	Number of improvised dwellings at 30 June 2014

Calculation

The indicator is calculated as:

$$P1b = \text{Number of permanent dwellings managed by funded and unfunded organisations at 30 June (D1b) + Number of improvised dwellings at 30 June (D2)}$$

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	D1a_Tot	Total number of permanent dwellings managed at 30 June2014
	D2	Number of improvised dwellings at 30 June 2014

Calculation

The indicator is calculated as:

$$P2 = \frac{\text{Total number of improvised dwellings at 30 June (D2)}}{\text{Total number of permanent and improvised dwellings at 30 June (D1a\_Tot + D2)}} \times 100$$

Description

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

3. Withdrawn 01 July 2009

4. Withdrawn 01 July 2009

5. Withdrawn 01 July 2009

6. Withdrawn 01 July 2009

7. Withdrawn 01 July 2009

8. Withdrawn 01 July 2009

9. Average weekly rent collected

Performance indicator	Data items	
Average weekly rent collected	D7	Rent collected from tenants in permanent dwellings managed by funded organisations for the year ending 30 June 2014
	D6	Total number of households living in permanent dwellings managed by funded organisations at 30 June 2014

Calculation

The indicator is calculated as:

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

OR

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

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

Description

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

10. Rent collection rate

Performance indicator	Data items	
Rent collection rate	D7	Rent collected from tenants in permanent dwellings managed by funded organisations for the year ending 30 June 2014
	D8	Rent charged to tenants in permanent dwellings managed by funded organisations for the year ending 30 June 2014

Calculation

The indicator is calculated as:

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

Description

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

11. Total amount spent on maintenance

Performance indicator	Data items	
Total amount spent on maintenance	D9	Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June 2014

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 2014
	D1a_Tot	Total number of permanent dwellings managed at 30 June 2014.

Calculation

The indicator is calculated as:

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

Description

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

13. Maintenance expenditure as a proportion of rent collected

Performance indicator	Data items	
Maintenance expenditure as a proportion of rent collected	D9	Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June 2014
	D7	Rent collected from tenants in permanent dwellings managed by funded organisations for the year ending 30 June 2014

Calculation

The indicator is calculated as:

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

Description

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

14. Recurrent to capital expenditure ratio

Performance indicator	Data items	
Recurrent to capital expenditure ratio	D11a	Total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June 2014
	D10	Total capital expenditure for permanent dwellings managed by funded organisations for the year ending 30 June 2014

Calculation

The indicator is calculated as:

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

Description

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

15. Net recurrent cost per unit

Performance indicator	Data items	
Net recurrent cost per unit	D11b	Net recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June 2014
	D1a_Tot	Total number of permanent dwellings managed at 30 June 2014

Calculation

The indicator is calculated as:

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

Description

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

16. Occupancy rates

Performance indicator	Data items	
Occupancy rates	D12	Total number of occupied permanent dwellings managed by funded organisations at 30 June 2014
	D1a_Tot	Total number of permanent dwellings managed at 30 June 2014

Calculation

The indicator is calculated as:

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

Description

This indicator assesses the utilisation of dwellings.

17. Withdrawn 01 July 2009

18. Withdrawn 01 July 2009

19. Withdrawn 01 July 2009

20. Withdrawn 01 July 2009

21. Average number of additional bedrooms required

Performance indicators	Data items	
Average number of additional bedrooms required	D14	Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June 2014
	D15	Total number of additional bedrooms in permanent dwellings managed by funded organisations required at 30 June 2014

Calculation

The indicator is calculated as:

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

22a. Proportion of households in permanent dwellings managed by funded organisations requiring one additional bedroom

Performance indicator	Data items	
Proportion of households in permanent dwellings managed by funded organisations requiring one additional bedroom	D13a	Number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June 2014
	D16	Total number of households for which household groups and dwelling details are known at 30 June 2014 (permanent dwellings managed by funded organisations)

Calculation

The indicator is calculated as:

$$P22a = \frac{\text{Number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June (D13a)}}{\text{Total number of households for which household groups and dwelling details are known at 30 June(permanent dwellings managed by funded organisations) (D16)}} \times 100$$

Description

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

22b. Proportion of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms

Performance indicator	Data items	
Proportion of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms	D13b	Number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June 2014
	D16	Total number of households for which household groups and dwelling details are known at 30 June 2014 (permanent dwellings managed by funded organisations)

Calculation

The indicator is calculated as:

$$P22b = \frac{\text{Number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June (D13b)}}{\text{Total number of households for which household groups and dwelling details are known at 30 June (permanent dwellings managed by funded organisations) (D16)}} \times 100$$

Description

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

22c. Proportion of households in permanent dwellings managed by funded organisations requiring additional bedrooms

Performance indicator	Data items	
Proportion of households in permanent dwellings managed by funded organisations requiring additional bedrooms	D14	Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June 2014
	D16	Total number of households for which household groups and dwelling details are known at 30 June 2014 (permanent dwellings managed by funded organisations)

Calculation

The indicator is calculated as:

$$P22c = \frac{\text{Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June (D14)}}{\text{Total number of households for which household groups and dwelling details are known at 30 June (permanent dwellings managed by funded organisations) (D16)}} \times 100$$

Description

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

to overcrowding. The Canadian National Occupancy Standard is used, the standard specifies that a dwelling is overcrowded if households require one or more additional bedrooms.

23. Withdrawn 01 July 2009

24. Withdrawn 01 July 2009

25a. Number of funded ICHOs

Performance indicator	Data items	
Number of funded ICHOs	D19a	Number of funded ICHOs at 30 June 2014

Calculation

The indicator is calculated as:

P25a = Number of funded ICHOs at 30 June (D19a)

25b. Number of funded and unfunded ICHOs

Performance indicator	Data items	
Number of funded and unfunded ICHOs	D19b	Number of funded and unfunded ICHOs at 30 June 2014

Calculation

The indicator is calculated as:

P25b = Number of funded and unfunded ICHOs at 30 June (D19b)

26-33. Withdrawn 01 July 2009

Appendix C: Edit Checks

The following table provides details of the edit checks that to be performed when data is uploaded or submitted to the AIHW Validata website by jurisdictions.

Edit checks vary between data submission type (i.e. unit record and finalised aggregate data).

Shortly after data is uploaded or submitted to the AIHW via the Validata website, a report will be available from the Validata website containing validation results. This report will list relevant error codes, the associated data item(s) and a short description of the potential error.

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

> The first character refers to the file name the edits refer to
>
> > "O" refers to the Organisation data file
> >
> > "D" refers to the Dwelling data file
> >
> > "H" refers to the Household data file
> >
> > "A" refers to the Aggregate data file
>
> The second character refers to the type of edit check
>
> > "I" refers to invalid
> >
> > "M" refers to missing
> >
> > "R" refers to invalid relationship between two variables
> >
> > "V" refers to variance errors (i.e. a value is too high or low)
> >
> > "U" refers to unknown

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

> The first character is "C", indicating it is a cross file check
>
> The second and third character refers to the file names the cross check relates to
>
> > "OD" refers to cross file edits between the Organisation and Dwelling data files
> >
> > "OH" refers to cross file edits between the Organisation and Household data files
> >
> > "OA" refers to cross file edits between the Organisation and Aggregate data files
> >
> > "DH" refers to cross file edits between the Dwelling and Household data files
> >
> > "DA" refers to cross file edits between the Dwelling and Aggregate data files
> >
> > "HA" refers to cross file edits between the Household and Aggregate data files

Organisation data file edits

Edit code	Variable name	Variable	Error description
OM01	Organisation identifier	org_id	Missing or very long (*greater than 15 characters**) organisation identifier
OM02	Organisation name	org_name	Missing or very long (*greater than 50 characters**) organisation name
OM03	Organisation address	org_address	Missing or very long (*greater than 150 characters**) organisation address
OM04	Funding status	fund_status	Missing funding status
OM05	Tenancy management status	ten_man_stat_agg	Missing tenancy management status
OM06	Permanent dwellings managed	perm_dwell_managed	Missing permanent dwellings managed
OM07	Improvised dwellings managed	imp_dwell_managed	Missing improvised dwellings managed
OM08	Total rent collected	coll_rent	Missing total rent collected
OM09	Total rent charged	charg_rent	Missing total rent charged
OM10	Housing maintenance expenditure	main_exp	Missing housing maintenance expenditure
OM11	Total capital expenditure	cap_exp	Missing total capital expenditure
OM12	Total recurrent costs	tot_recurr	Missing total recurrent costs
OM13	Net recurrent costs	net_recurr	Missing net recurrent costs
OI01	Funding status	fund_status	Invalid funding status (i.e. not 1 or 0)
OI02	Tenancy management status	ten_man_stat_agg	Invalid tenancy management status (i.e. not 1 or 2)
OI03	Permanent dwellings managed	perm_dwell_managed	Invalid permanent dwellings managed (i.e. less than one)
OI04	Improvised dwellings managed	imp_dwell_managed	Invalid improvised dwellings managed (i.e. less than zero)
OI05	Total rent collected	coll_rent	Invalid total rent collected (i.e. less than zero)
OI06	Total rent charged	charg_rent	Invalid total rent charged (i.e. less than zero)
OI07	Housing maintenance expenditure	main_exp	Invalid housing maintenance expenditure (i.e. less than zero)
OI08	Total capital expenditure	cap_exp	Invalid total capital expenditure (i.e. less than zero)

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

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

Dwelling data file edits

Edit code	Variable name	Variable	Error description
DM01	Organisation identifier	org_id	Missing or very long (*greater than 15 characters**) organisation identifier
DM02	Dwelling identifier	dwell_id	Missing or very long (*greater than 15 characters**) dwelling identifier
DM03	Tenancy management status	ten_man_stat	Missing tenancy management status
DM04	Dwelling ASGC remoteness	dwell_asgc	Missing Dwelling ASGC remoteness
DM05	Dwelling State/Territory	dwell_state	Missing dwelling State/Territory
DM06	Dwelling postcode	dwell_pcode	Missing or very long (*greater than 4 characters**) dwelling postcode
DM07	Dwelling status	dwell_status	Missing dwelling status
DM08	Occupancy status	occ_status	Missing occupancy status
DM09	Number of bedrooms	dwell_bed	Missing the number of bedrooms
DM10	Number of people residing in the dwelling	no_residents	Missing the number of people residing in the dwelling
DM11	Number of households in the dwelling	no_hholds	Missing the number of households in the dwelling
DI01	Tenancy management status	ten_man_stat	Invalid tenancy management status (i.e. not 1 or 2)
DI02	Dwelling ASGC remoteness	dwell_asgc	Invalid Dwelling ASGC remoteness (i.e. not Major City, Inner Regional, Outer Regional, Remote or Very Remote)
DI03	Dwelling State/Territory	dwell_state	Invalid dwelling State/Territory (i.e. not NSW, Vic, Qld, WA, SA, Tas, NT or ACT)
DI04	Dwelling postcode	dwell_pcode	Invalid dwelling postcode
DI05	Dwelling status	dwell_status	Invalid dwelling status (i.e. not 1, 0, or U)
DI06	Occupancy status	occ_status	Invalid occupancy status (i.e. not 1, 2, 0, or U)
DI07	Number of bedrooms	dwell_bed	Invalid number of bedrooms (i.e. less than one)
DI08	Number of people residing in the dwelling	no_residents	Invalid number of people residing in the dwelling (i.e. less than zero)
DI09	Number of households in the dwelling	no_hholds	Invalid number of households in the dwelling (i.e. less than zero)
DR01	Dwelling longitude Dwelling latitude	dwell_long dwell_lat	Advisory check. Dwelling longitude provided but not dwelling latitude OR dwelling latitude provided but not dwelling longitude

Edit code	Variable name	Variable	Error description
DR02	Dwelling State/Territory Dwelling postcode	dwell_state dwell_pcode	Dwelling state provided but not dwelling postcode OR dwelling postcode provided but not state
DR03	Dwelling status Occupancy status	dwell_status occ_status	Improvised dwelling is not occupied (i.e. Dwelling status is 0 and occupancy status is 0)
DR04	Occupancy status Number of households in the dwelling Number of people residing in the dwelling	occ_status no_hholds no_residents	Occupied dwelling has zero people residing in the dwelling or zero households in the dwelling (i.e. Occupancy status is 1 and number of people residing in the dwelling is 0 and/or number of households in the dwelling is 0)
DR05	Occupancy status Number of households in the dwelling Number of people residing in the dwelling	occ_status no_hholds no_residents	Unoccupied dwelling has a non-zero number of people residing in the dwelling or a non-zero number of households in the dwelling (i.e. Occupancy status is 0 and number of people residing in the dwelling is greater than 0 and/or number of households in the dwelling is greater than 0)
DR06	Occupancy status Number of households in the dwelling Number of people residing in the dwelling	occ_status no_hholds no_residents	Dwelling with unknown occupancy status has known number of people residing in the dwelling or known number of households in the dwelling (i.e. Occupancy status is U and number of people residing in the dwelling is not missing or U and/or number of households in the dwelling is not missing or U)
DR07	Occupancy status Number of households in the dwelling	occ_status no_hholds	Advisory check. Occupied dwelling has unknown number of households in the dwelling (i.e. Occupancy status is 1 and the number of households in the dwelling is U)
DR08	Organisation identifier Dwelling identifier	org_id dwell_id	Duplicate dwelling identifier
DV01	Number of bedrooms	dwell_bed	Advisory check. The number of bedrooms is greater than 10
DV02	Number of people residing in the dwelling	no_residents	Advisory check. The number of people residing in the dwelling is greater than 10
DV03	Number of households in the dwelling	no_hholds	Advisory check. The number of households in the dwelling is greater than 10
DU01	Dwelling ASGC remoteness	dwell_asgc	Unknown Dwelling ASGC Remoteness status
DU02	Dwelling postcode	dwell_pcode	Unknown dwelling postcode
DU03	Dwelling status	dwell_status	Unknown dwelling status

Household data file edits

Edit code	Variable name	Variable	Error description
HM01	Organisation identifier	org_id	Missing or very long (*greater than 15 characters**) organisation identifier
HM02	Dwelling identifier	dwell_id	Missing or very long (*greater than 15 characters**) dwelling identifier
HM03	Household identifier	hhold_id	Missing or very long (*greater than 15 characters**) household identifier
HM04	Person identifier	person_id	Missing or very long (*greater than 15 characters**) person identifier
HM05	Sex	sex	Missing sex
HM06	Date of birth	dob	Missing date of birth
HM07	Relationship in household	rel_hhold	Missing relationship in household
HI01	Sex	sex	Invalid sex (i.e. not M, F or U)
HI02	Date of birth	dob	Invalid date of birth (i.e. Person born after 30 June 2014)
HI03	Relationship in household	rel_hhold	Invalid relationship in household (i.e. not single, couple, child or U)
HR01	Relationship in household	rel_hhold	The number of people in the household that are members of couples is not an even number
HR02	Date of birth Relationship in household	Dob rel_hhold	Advisory check. Person under 18 is not listed as a child
HR03	Date of birth Relationship in household	Dob rel_hhold	Person over 18 is listed as a child
HR04	Organisation identifier Dwelling identifier Household identifier Person identifier	org_id dwell_id hhold_id person_id	Duplicate person identifier
HV01	Date of birth	dob	Advisory check. Person is over 100 years old

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

Aggregate data file edits

Edit code	Variable name	Variable	Error description
AM01	Organisation identifier	org_id	Missing or very long (*greater than 15 characters**) organisation identifier
AI01	Number of permanent dwellings tenancy managed by funded ICHOs at 30 June	D1a_IM	Invalid number of permanent dwellings tenancy managed by funded ICHOs at 30 June (i.e. less than zero)
AI02	Number of permanent dwellings tenancy managed by State/Territory Housing Authority at 30 June	D1a_SM	Invalid number of permanent dwellings tenancy managed by State/Territory Housing Authority at 30 June (i.e. less than zero)
AI03	Total number of permanent dwellings managed at 30 June	D1a_Tot	Invalid total number of permanent dwellings managed at 30 June (i.e. less than zero)
AI04	Number of permanent dwellings managed by funded and unfunded organisations at 30 June	D1b	Invalid number of permanent dwellings managed by funded and unfunded organisations at 30 June (i.e. less than zero)
AI05	Number of improvised dwellings at 30 June	D2	Invalid number of improvised dwellings at 30 June (i.e. less than zero)
AI06	Total number of households living in permanent dwellings managed by funded organisations at 30 June	D6	Invalid total number of households living in permanent dwellings managed by funded organisations at 30 June (i.e. less than zero)
AI07	Rent collected from tenants in permanent dwellings managed by funded organisations for the year ending 30 June	D7	Invalid rent collected from tenants in permanent dwellings managed by funded organisations for the year ending 30 June (i.e. less than zero)
AI08	Rent charged to tenants in permanent dwellings managed by funded organisations for the year ending 30 June	D8	Invalid rent charged to tenants in permanent dwellings managed by funded organisations for the year ending 30 June (i.e. less than zero)
AI09	Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June	D9	Invalid housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June (i.e. less than zero)
AI10	Capital expenditure for permanent dwellings managed by funded organisations for the year ending 30 June	D10	Invalid capital expenditure for permanent dwellings managed by funded organisations for the year ending 30 June (i.e. less than zero)
AI11	Total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June	D11a	Invalid total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June

Edit code	Variable name	Variable	Error description
AI12	Net recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June	D11b	Invalid net recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June (i.e. less than zero)
AI13	Total number of occupied permanent dwellings managed by funded organisations at 30 June	D12	Invalid total number of occupied permanent dwellings managed by funded organisations at 30 June (i.e. less than zero)
AI14	Number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June	D13a	Invalid number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June (i.e. less than zero)
AI15	Number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June	D13b	Invalid number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June (i.e. less than zero)
AI16	Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June	D14	Invalid total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June (i.e. less than zero)
AI17	Total number of additional bedrooms in permanent dwellings managed by funded organisations required at 30 June	D15	Invalid total number of additional bedrooms in permanent dwellings managed by funded organisations required at 30 June (i.e. less than zero)
AI18	Total number of households for which household groups and dwelling details are known at 30 June 2014 (permanent dwellings managed by funded organisations)	D16	Invalid total number of households for which household groups and dwelling details are known at 30 June 2014 (permanent dwellings managed by funded organisations) (i.e. less than zero)
AI19	Total number of bedrooms in permanent dwellings managed by funded organisations at 30 June	D17	Invalid total number of bedrooms in permanent dwellings managed by funded organisations at 30 June (i.e. less than zero)
AI20	Total number of people living in permanent dwellings managed by funded organisations at 30 June	D18	Invalid total number of people living in permanent dwellings managed by funded organisations at 30 June (i.e. less than zero)
AI21	Number of funded ICHOs at 30 June	D19a	Invalid number of funded ICHOs at 30 June (i.e. less than zero)
AI22	Number of funded and unfunded ICHOs at 30 June	D19b	Invalid number of funded and unfunded ICHOs at 30 June (i.e. less than zero)

Edit code	Variable name	Variable	Error description
AR01	Number of permanent dwellings tenancy managed by funded ICHOs at 30 June Total number of permanent dwellings managed at 30 June	D1a_IM D1a_Tot	Number of permanent dwellings tenancy managed by funded ICHOs at 30 June is greater than the total number of permanent dwellings managed at 30 June
AR02	Number of permanent dwellings tenancy managed by State/Territory Housing Authority at 30 June Total number of permanent dwellings managed at 30 June	D1a_SM D1a_Tot	Number of permanent dwellings tenancy managed by State/Territory Housing Authority at 30 June is greater than the total number of permanent dwellings managed at 30 June
AR03	Number of permanent dwellings tenancy managed by funded ICHOs at 30 June Number of permanent dwellings tenancy managed by State/Territory Housing Authority at 30 June	D1a_IM D1a_SM	Advisory check. Number of permanent dwellings tenancy managed by funded ICHOs at 30 June and the number of permanent dwellings tenancy managed by State/Territory Housing Authority at 30 June are greater than 0
AR04	Total number of permanent dwellings managed at 30 June Number of permanent dwellings tenancy managed by funded ICHOs at 30 June Number of permanent dwellings tenancy managed by State/Territory Housing Authority at 30 June	D1a_Tot D1a_IM D1a_SM	Total number of permanent dwellings managed at 30 June does not equal the sum of permanent dwellings managed by funded ICHOs at 30 June and permanent dwellings managed by State/Territory Housing Authority at 30 June
AR05	Total number of permanent dwellings managed at 30 June Number of permanent dwellings managed by funded and unfunded organisations at 30 June	D1a_Tot D1b	Total number of permanent dwellings managed at 30 June is greater than the number of permanent dwellings managed by funded and unfunded organisations at 30 June
AR06	Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June Total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June	D9 D11a	Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June is greater than total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June

Edit code	Variable name	Variable	Error description
AR07	Net recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June Total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June	D11b D11a	Net recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June is greater than total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June
AR08	Total number of occupied permanent dwellings managed by funded organisations at 30 June Number of permanent dwellings managed by funded and unfunded organisations at 30 June	D12 D1b	Total number of occupied permanent dwellings managed by funded organisations at 30 June is greater than the number of permanent dwellings managed by funded and unfunded organisations at 30 June
AR09	Number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June	D13a D14	Number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June is greater than the total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June
AR10	Number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June	D13b D14	Number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June is greater than the total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June
AR11	Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June Total number of households living in permanent dwellings managed by funded organisations at 30 June	D14 D6	Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June is greater than the total number of households living in permanent dwellings managed by funded organisations at 30 June

Edit code	Variable name	Variable	Error description
AR12	Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June Number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June Number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June	D14 D13a D13b	Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June does not equal the number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June plus the number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June (i.e. D14 does not equal D13a + D13b)
AR13	Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June Total number of households for which household groups and dwelling details are known at 30 June 2014 (permanent dwellings managed by funded organisations)	D14 D16	Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June is greater than the total number of households for which household groups and dwelling details are known at 30 June 2014 (permanent dwellings managed by funded organisations)
AR14	Total number of additional bedrooms in permanent dwellings managed by funded organisations required at 30 June Number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June Number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June	D15 D13a D13b	Total number of additional bedrooms in permanent dwellings managed by funded organisations required at 30 June is less than the number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June plus twice the number of households in permanent dwellings managed by funded organisations requiring two or more additional bedroom at 30 Junes (i.e. D15 is less than D13a + (D13b * 2))
AR15	Total number of households for which household groups and dwelling details are known at 30 June 2014 (permanent dwellings managed by funded organisations) Total number of households living in permanent dwellings managed by funded organisations at 30 June	D16 D6	Total number of households for which household groups and dwelling details are known at 30 June 2014 (permanent dwellings managed by funded organisations) is greater than the total number of households living in permanent dwellings managed by funded organisations at 30 June

Edit code	Variable name	Variable	Error description
AR16	Number of funded ICHOs at 30 June Number of funded and unfunded/ ICHOs at 30 June	D19a D19b	Number of funded ICHOs at 30 June is greater than the number of funded and unfunded ICHOs at 30 June
AR17	Organisation identifier	org_id	Duplicate organisation identifier
AV01	Number of permanent dwellings tenancy managed by funded ICHOs at 30 June	D1a_IM	Advisory check. Number of permanent dwellings tenancy managed by funded ICHOs at 30 June is zero
AV02	Number of permanent dwellings tenancy managed by State/Territory Housing Authority at 30 June	D1a_SM	Advisory check. Number of permanent dwellings tenancy managed by State/Territory Housing Authority at 30 June is zero
AV03	Total number of permanent dwellings managed at 30 June	D1a_Tot	Advisory check. Total number of permanent dwellings managed at 30 June is zero
AV04	Number of permanent dwellings managed by funded and unfunded organisations at 30 June	D1b	Advisory check. Number of permanent dwellings managed by funded and unfunded organisations at 30 June is zero
AV05	Number of improvised dwellings at 30 June	D2	Advisory check. Number of improvised dwellings at 30 June is zero
AV06	Total number of households living in permanent dwellings managed by funded organisations at 30 June	D6	Advisory check. Total number of households living in permanent dwellings managed by funded organisations at 30 June is zero
AV07	Rent collected from tenants in permanent dwellings managed by funded organisations for the year ending 30 June	D7	Advisory check. Rent collected is zero
AV08	Rent charged to tenants in permanent dwellings managed by funded organisations for the year ending 30 June	D8	Advisory check. Rent charged is zero
AV09	Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June	D9	Advisory check. Housing maintenance expenditure is zero
AV10	Capital expenditure for permanent dwellings managed by funded organisations for the year ending 30 June	D10	Advisory check. Total capital expenditure is zero
AV11	Total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June	D11a	Advisory check. Total recurrent cost is zero

Edit code	Variable name	Variable	Error description
AV12	Net recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June	D11b	Advisory check. Net recurrent costs is zero
AV13	Total number of occupied permanent dwellings managed by funded organisations at 30 June	D12	Advisory check. Total number of occupied permanent dwellings managed by funded organisations at 30 June is zero
AV14	Number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June	D13a	Advisory check. Number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June is zero
AV15	Number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June	D13b	Advisory check. Number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June is zero
AV16	Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June	D14	Advisory check. Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June is zero
AV17	Total number of additional bedrooms in permanent dwellings managed by funded organisations required at 30 June	D15	Advisory check. Total number of additional bedrooms in permanent dwellings managed by funded organisations required at 30 June is zero
AV18	Total number of households for which household groups and dwelling details are known at 30 June 2014 (permanent dwellings managed by funded organisations)	D16	Advisory check. Total number of households for which household groups and dwelling details are known at 30 June 2014 (permanent dwellings managed by funded organisations) is zero
AV19	Total number of bedrooms in permanent dwellings managed by funded organisations at 30 June	D17	Advisory check. Total number of bedrooms in permanent dwellings managed by funded organisations at 30 June is zero
AV20	Total number of people living in permanent dwellings managed by funded organisations at 30 June	D18	Advisory check. Total number of people living in permanent dwellings managed by funded organisations at 30 June is zero
AV21	Number of funded ICHOs at 30 June	D19a	Advisory check. Number of funded ICHOs at 30 June is zero
AV22	Number of funded and unfunded ICHOs at 30 June	D19b	Advisory check. Number of funded and unfunded ICHOs at 30 June is zero

Cross file edit checks

Edit code	Error description
COD01	If the dwelling (in the Dwelling file) has no corresponding organisation record (in the Organisation file)
COD02	If funding status (in Organisation file) is inconsistent with information provided/not provided (in the Dwelling file).
COD03	If the tenancy management status for a funded organisation (in the Organisation file) is inconsistent with the tenancy management status for one or more dwelling records (in the Dwelling file)
COD04	URD (in the Dwelling file) is not provided for all dwellings managed by a funded organisation
COD05	Total number of PERMANENT or IMPROVISED dwellings managed by a funded organisation (in Organisation file) does not equal the total number of PERMANENT or IMPROVISED dwellings managed (in Dwelling file)
COD06	There are more dwelling records (in the Dwelling file) than the number of dwellings managed by a funded organisation (in Organisation file)
COH01	If the household (in the Household file) has no corresponding organisation record (in the Organisation file)
COH02	A funded organisation does not have any household records
COA01	If tenancy management status and total number of PERMANENT dwellings managed by a funded organisation are both completed and valid (in the Organisation file) and D1a_IM, D1a_SM, D1a_Tot or D1b are not missing (in the Aggregate file)
COA02	If an unfunded organisation has known number of PERMANENT dwellings managed (in the Organisation file) and D1b is not missing (in the Aggregate file)
COA03	If organisation level information is provided in the Organisation file for a funded organisation (i.e. total number of IMPROVISED dwellings managed, total rent collected, total rent charged, housing maintenance expenditure, total capital expenditure, total recurrent costs or net recurrent costs) and corresponding data items in the Aggregate file are not missing (i.e. D2, D7, D8, D9, D10, D11a or D11b, D19a, D19b)
COA04	If organisation level information is provided in the Organisation file for an unfunded organisation (in the Organisation file) and D19a and D19b (in the Aggregate file) are not missing
CDH01	If dwelling status and occupancy status (in the Dwelling file) for a funded organisation is inconsistent with information provided/not provided (in the Household file)
CDH02	The number of people residing in a dwelling (in the Dwelling file) for a funded organisation is inconsistent with the number of person records for each dwelling (in the Household file)
CDH03	The number of households in a dwelling (in the Dwelling file) for a funded organisation is inconsistent with the number of households recorded (in the Household file)
CDH04	Household records provided for dwellings from funded organisation that were not permanent or occupied
CDA01	URD (in the Dwelling file) is provided for all dwellings managed by a funded organisation and D6, D12, D17 or D18 are not missing (in the Aggregate file)

Appendix D: Data relationships

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

Data item	Data relationship description	Relationship
D15	Total number of additional bedrooms in permanent dwellings managed by funded organisations required at 30 June must be greater than or equal to the number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June plus twice the number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June	D15 => D13a + (D13b * 2)
D16	Total number of households for which household groups and dwelling details are known at 30 June 2014 (permanent dwellings managed by funded organisations) must be less than or equal to the total number of households living in permanent dwellings managed by funded organisations at 30 June	D16 <= D6
D19a	Number of funded ICHOs at 30 June must be less than or equal to the number of funded and unfunded ICHOs at 30 June	D19a <= D19b

Appendix E: Glossary

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

Term	Definition
	• Houses built for sale; and
	• Assets acquired under finance lease arrangements.
Dwelling identifier	List the information for each dwelling on a separate row and assign a unique dwelling identifier.
Dwelling status	Dwellings are either permanent or improvised.
	Permanent: A dwelling is a structure designed for people to live in or where people live. A permanent dwelling has fixed walls, roof and doors. They usually have kitchen and bathroom facilities, though this is not necessary provided these facilities could be built into the dwelling. These dwellings are made from regular building materials and are intended for long-term residential use.
	Improvised: A structure used as place of residence which does not meet the building requirements to be considered as a permanent dwelling–includes caravans, tin shed without internal walls, humpies, dongas etc.
Employee expenses	Includes wages and salaries, superannuation, compensation, accrued leave, payroll tax, and training.
Employees	An employee is a person working either full or part time in the organisation who is paid.
Funded ICHO	An ICHO will be either funded or unfunded. Funded ICHOs have received funding in the current financial year, i.e. 1 July 2013 to 30 June 2014. Funded organisations may also be referred to as actively registered organisations.
Household	A household is a group of 2 or more related or unrelated people who usually reside in the same dwelling, and who make common provision for food or other essentials for living; or a person living in a dwelling who makes provision for his or her own food and other essentials for living, without combining with any other person. Dwellings may contain several households.
Household identifier	A unique identifier assigned to each household within a dwelling. Record details for each person on a separate row and assign them to a particular household using an identifier that is unique to this household. Dwelling IDs entered on the Household details worksheet must already be defined on the Dwelling worksheet to prevent an error message.
Housing maintenance expenses	All housing maintenance expenses from the organisation's financial reporting statement.
	Maintenance expenses are the costs incurred to maintain the value of an asset or restore the asset to its original condition. This includes:
	• day-to-day maintenance reflecting general wear and tear
	• cyclical maintenance which is part of a planned maintenance program
	• other maintenance e.g. repairs due to vandalism
Maintenance expenditure	Maintenance expenditure refers to all housing maintenance expenses from the organisation's financial reporting statement.
	Maintenance expenses are the costs incurred to maintain the value of an asset or restore the asset to its original condition. This includes:
	• day-to-day maintenance reflecting general wear and tear
	• cyclical maintenance which is part of a planned maintenance program
	• other maintenance e.g. repairs due to vandalism
Net recurrent expenses	NET RECURRENT EXPENSES Net recurrent expenses are the total recurrent expenses less those listed as exclusions (see below) for the financial year.
	Include: All administration and operational costs, including
	• employee expenses (e.g. wages and salaries, superannuation, compensation, accrued leave, payroll tax, training)
	• housing maintenance
	• property-related expenses (e.g. rates, costs of disposals)
	• office supplies and services (e.g. stationery, postage, telephone, office equipment, vehicle expenses, insurance)
	• borrowing costs (e.g. interest)
	• depreciation and amortisation
	• other expenses

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

Term	Definition
	• borrowing costs (e.g. interest)
	• depreciation and amortisation
	• and other expenses
	• 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 ICHO	An ICHO will be either funded or unfunded. Unfunded ICHOs have not received funding in the current financial year, i.e. 1 July 2013 to 30 June 2014, but has received funding in previous financial years; that is before 1 July 2013. Unfunded organisations may also be referred to as not actively registered organisations.