



Indigenous Community Housing National Data Collection



**Jurisdiction Processing and Data Manual
2014-15**



Contents

Abbreviations.....	3
Introduction.....	4
Section 1 – The ICH Data Collection	5
1.1 What is the ICH data collection?	5
1.2 What information does the ICH data collection contain?	5
1.2.1 Scope and coverage of the collection.....	5
1.2.2 Reference Period.....	6
1.2.3 Data items.....	7
1.2.4 Key issues	7
Section 2 – The AIHW <i>Validata</i> tool	9
Section 3 – Completing the ICH data collection: overview of the process.....	10
3.1 Summary of the process involved in completing the ICH collection	10
3.2 Key dates	13
Section 4 – What do states/territories need to do?	15
4.1 Preparing and sending data collection tools to Indigenous community housing organisations.....	16
4.1.1 Preparing and sending data and/or the electronic survey tool to ICHOs	16
4.1.2 Entering unit record data	16
4.1.3. Entering aggregate data	17
4.2 Electronic Survey Tool.....	17
4.3 Preparing and submitting your final quantitative data to the AIHW	18
4.3.1 Compiling data and preparing your final csv files for submission via the <i>Validata</i>	18
4.3.2 Running files through the <i>Validata</i> until errors are solved and data quality is satisfied.....	21
4.3.3 Submitting final validated csv files	21
4.4 Providing information for footnotes and data quality statements.....	22
Section 5 - What does the AIHW do after states/territories submit their data?.....	24
5.1 Finalising Data and Data Quality Information for sign-off	24
5.1.1 Checking Validation results and performance information	24
5.1.2 Writing final footnotes and data quality statements.....	24
5.2 Data custodians sign off	24
Section 6 – Who can you contact for further information?	25
Appendix A: Data specifications	26

Quantitative data item specifications.....	30
Performance indicator specifications	43
Defining a low income household.....	53
Coverage derivations.....	53
Appendix B: Validation Report Edits available in <i>Validata</i>.....	54
Organisation data file edits.....	55
Dwelling data file edits	57
Household data file edits	58
Aggregate data file edits	59
Cross file edit checks	63
Appendix C: Data Relationships.....	64
Appendix D: Glossary	66

Abbreviations

ABS	Australian Bureau of Statistics
AIHW	Australian Institute of Health and Welfare
CNOS	Canadian National Occupancy Standard
ICH	Indigenous Community Housing
ICHO	Indigenous Community Housing Organisation
NAHA	National Affordable Housing Agreement
RoGS	Report on Government Services

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 (ICH).

The 2012-13 version of the Indigenous Community Housing data set specification (is available from: <http://meteor.aihw.gov.au/content/index.phtml/itemId/565512>), this provides standard concepts, definitions and procedures to enable the collection and reporting of performance data that are comparable across states/territories. The 2013-14 and 2014-15 Data Set Specifications (DSS) will be published on METeOR when approved by the Housing and Homelessness Data Network (HHDN). When approved, the DSS will be available at the following location

<http://meteor.aihw.gov.au/content/index.phtml/itemId/596369>. Historically the DSS has been approved after the ICH collection has been finalised. The AIHW is actively working to have the approval of the collection DSS brought forward.

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

The manual is ordered sequentially and covers the phases to be undertaken for data collection and processing by the AIHW, states/territories and Indigenous community housing organisations (ICHOs).

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

- information guide prepared for ICHOs; and
- *AIHW VALIDATA Housing Collection Guide 2014-15*.

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 ICH data collection will be published, such as in the annual [Report on Government Services](#) (RoGS), performance reports, the two-yearly [Indigenous Expenditure Report](#) and various [AIHW reports](#). States/territories retain ownership of the data. However by signing off the finalised data and data quality information, states/territories acknowledge and authorise the AIHW to use and release the data.

The data is used for performance reporting to the federal government, and stored in the national housing assistance data repository for use in the AIHW publications and in responding to customised data requests.

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

Section 1 – The ICH Data Collection

1.1 What is the Indigenous Community Housing data collection?

1.2 What information does the ICH data collection contain?

Scope and Coverage

Reference period

Data items

!!! Please note that this section applies to all states/territories.

1.1 What is the ICH data collection?

ICH is owned and/or managed by an ICHO. These organisations may either directly manage the dwellings they own or sublease tenancy management services to the relevant state/territory housing authority or another organisation. This type of housing is made available to households with at least one Indigenous member.

The AIHW compiles ICH data that are collected from the states and territories on an annual basis. The data is sourced from ICHOs via a survey, the states/territories administrative systems and dwelling audits conducted by states/territories.

The annual data collection captures information about ICHOs, the dwellings they manage and the households assisted at 30 June 2015. Financial information is for the year ending 30 June 2015.

The ICH data sources comprise the following:

- **Administrative data** – unit record level dwelling and ICH provider information stored in state and territory information systems.
- **Data collection survey data** – information provided by individual ICH providers on their organisation, dwellings managed, tenants assisted and the costs associated with providing ICH. The survey is undertaken at either an aggregate or unit record (i.e. household) level. States and territories are responsible for managing the survey process.

These data are used for reporting in the RoGS and AIHW publications, bulletins and in response to customised data requests.

1.2 What information does the ICH data collection contain?

1.2.1 Scope and coverage of the collection

ICH for the purposes of this collection includes all dwellings targeted to Indigenous people and the households assisted that are managed by an ICHO. ICHOs include community

organisations such as resource agencies and land councils, which may have a range of functions, provided that they manage housing for Indigenous people.

Data are provided annually to the AIHW by states/territories and are sourced from ICHOs via surveys, the jurisdiction's administrative systems and dwelling audits conducted by states/territories. Financial information is for the year ending 30 June 2015.

Inclusions:

- Dwellings that are targeted to Indigenous people.
- ICHOs must be able to provide medium- to long-term housing tenure to tenants.
- The scope in relation to funded/unfunded organisations:
 - Data item **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 2014-15.
 - 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 2014-15.
 - **For all other data items, exclude** dwellings managed by unfunded organisations. (**For NSW**, this means excluding not actively registered ICHOs).

Exclusions:

- Dwellings managed by:
 - 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).
- Dwellings not yet available to the ICHO at 30 June of the reference financial year (such as those still under construction or being purchased).

1.2.2 Reference Period

Data is to be provided in relation to two reference periods of time:

- *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. 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 the year ending 30 June".

1.2.3 Data items

The **list of data items** and applicable formatting and value requirements for the ICH Collection can be found in 'Appendix A: Data Specifications'.

The ICH data collection data set specification

(<http://meteor.aihw.gov.au/content/index.phtml/itemId/565512>) is the authoritative source of data definitions and standards for this collection. Additional information is also available in the *National housing and homelessness data dictionary* (<http://www.aihw.gov.au/publication-detail/?id=60129543695>).

Until the DSS is approved by the Housing and Homelessness Data Network and published to METeOR, the contents of this manual form the specifications of the collection for 2014-15. These will be incorporated and updated in METeOR at a later date.

1.2.4 Key issues

Overcrowding

- As agreed at the Housing and Homelessness Information Management Group June 2011 meeting, aggregate overcrowding data will not be collected via the AIHW survey at the ICHO level. States/territories 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) see glossary for definition.
- Note that at its June 2011 meeting, the Housing and Homelessness Working Group agreed that for the RoGS, the overcrowding housing indicator will be amended to households requiring one or more bedrooms, instead of two or more bedrooms to meet the CNOS definition. This will make ICH reporting consistent with reporting for Public Housing (PH), State Owned and Managed Indigenous Housing (SOMIH) and Community Housing (CH).

Accounting for incomplete data

- As per the previous collections, where data is incomplete, the denominators for calculating the coverage will only include 'dwellings for which details are known'. Coverage details (provided as a percentage of the total dwelling number) will also be included in the descriptor report in *Validata*.

Supplying aggregate data

- As per the 2014-15 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 sum 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.**
 - 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 with the preparation of data quality information, please provide the AIHW with **as much notice as possible** if you intend to supply aggregate values.
- As per previous collection years, 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 about compiling aggregate data, please send an email to the Housing Inbox at housing@aihw.gov.au and/or add a comment to the **Submission Summary** in *Validata* early. See **Section 6** of this manual on how to contact the AIHW.

Section 2 – The AIHW *Validata* tool

!!! Please note that this section applies to all states/territories.

From the 2013-14 collection, states/territories have been using the AIHW *Validata* tool to validate their respective data and submitting data quality information for the purpose of this collection.

- *Validata* is a secure website that allows data to be automatically checked for errors prior to submission to the AIHW.
- States/territories **upload and validate data via the *Validata*** website before submitting files to the AIHW, also via *Validata*. Subsequent quality assurance processes are undertaken by the AIHW.
- Validation results are available to users shortly after data is uploaded (i.e. 5 minutes on average), for each data upload, and on the *Validata* website.
- States/territories can:
 - submit data to the AIHW;
 - view error results / validation reports;
 - preview descriptors;
 - discuss issues with the AIHW via the *Validata* website (this replaces emails and discussion within the Excel-based processing workbooks);
 - sign off the data (this replaces the manual sign-off forms).

These changes are significant and streamline data processing in a number of ways. This includes:

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

This system replicates the validation rules that were applied in previous collections.

For more information about *Validata* please refer to the *AIHW VALIDATA Housing Collection Guide 2014-15*.

Section 3 – Completing the ICH data collection: overview of the process

3.1 Summary of the process involved in completing the ICH collection

3.2 Key dates

3.1 Summary of the process involved in completing the ICH collection

The phases involved in the 2014-15 ICH national data collection are illustrated in **Figure 1**, and described below:

- **Phase 1:** the AIHW distributes supporting documentation to states/territories (see the introductory section of Section 4 for more details).
- **Phase 2:** Jurisdictions insert administrative data and send them to ICHOs.
Detailed information about the particular steps that need to be completed during this phase can be found in Section 4 of this manual.
- **Phase 3:** ICHOs check administrative data sent by states/territories and:
Phase 3 is not addressed in more detail in this manual. The *Survey Tool Information Guide* provided with the electronic survey contains the information relevant to this phase.
- **Phase 4:** States/territories :
 - Compile the data received from ICHOs by transferring them into the final csv file templates provided by the AIHW;
 - Prepare the final csv files and conduct quality assurance processes by uploading them onto the *Validata* website for validation;
States/territories can validate the files as many times as is necessary to ensure that the quality of the data is high;
 - Descriptors reports will also be available for viewing after each upload, allowing states/territories to preview descriptors and performance indicators.
 - Submit final validated csv files to the AIHW via the *Validata* website; and,
 - Record data quality comments in the 'Data Quality Comments' document and submit to the AIHW via *Validata*.

Detailed information about the particular steps that need to be completed during this phase can be found in Section 4 of this manual.

- **Phase 5:** the AIHW conducts additional quality assurance processes, approves the data and prepares final results for approval and reporting. States/territories will be consulted by the AIHW should additional issues concerning data quality be identified.

Detailed information about the particular steps that need to be completed during this phase can be found in Section 5 of this manual.

- **Phase 6:** States/territories sign off the final data and performance indicators for national reporting.

Detailed information about the particular steps that need to be completed during this phase can be found in Section 5 of this manual.

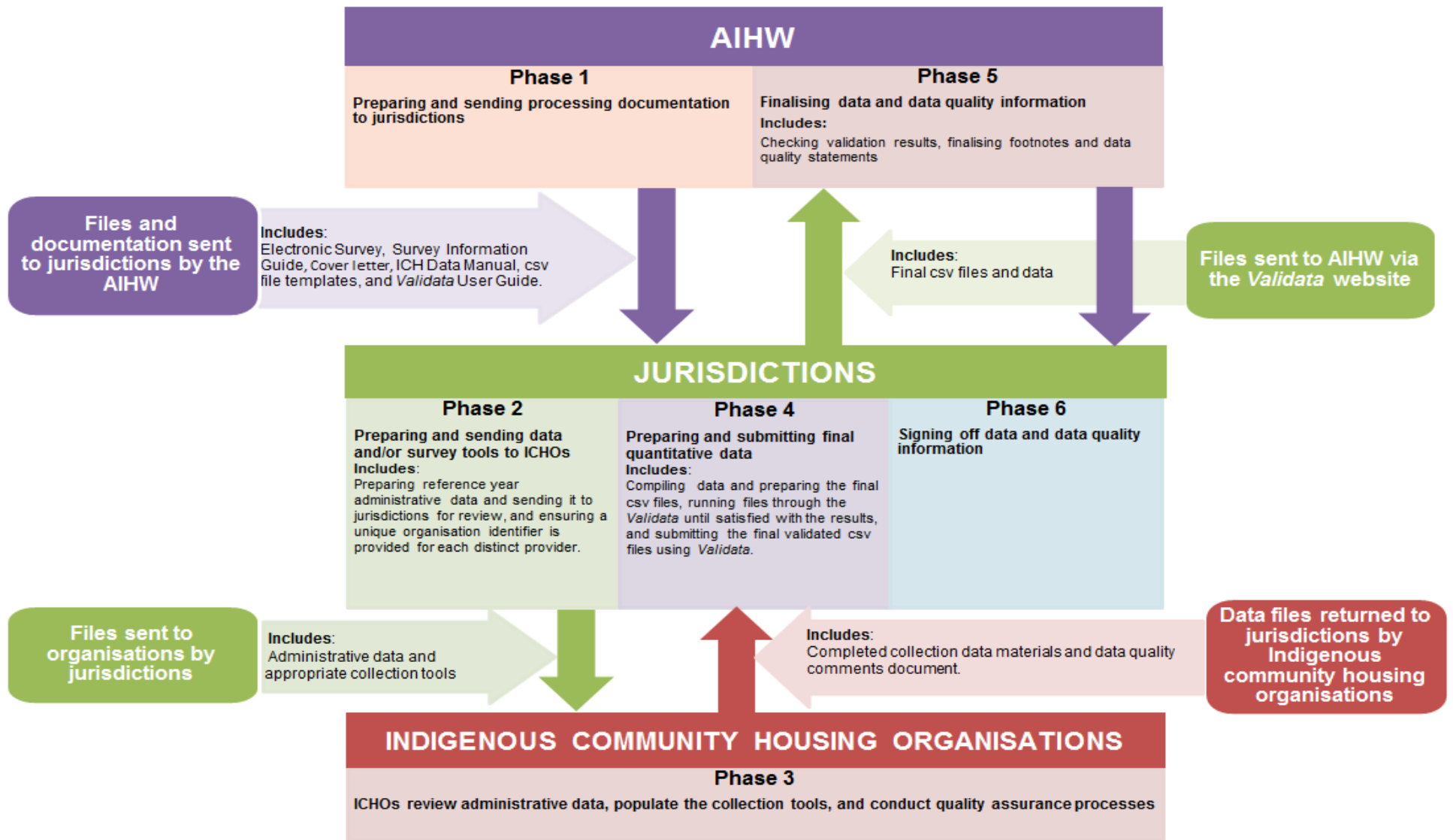


Figure 1: Indigenous Community housing data collection and processing overview.

3.2 Key dates

The agreed timeline is outlined in the table below.

Table 1: Key dates

Date	Task
24 Jul 2015	AIHW to circulate process documentation and electronic files to jurisdictions
24 Jul onwards	Jurisdictions to circulate data and documentation to ICHOs
24 Jul onwards	ICHOs to supply jurisdictions with survey data
1 Jul	Earliest date Jurisdictions can commence uploading and validating all data to <i>Validata</i> website
Jul-Dec	<p>Jurisdictions continue to upload and Validate files with <i>Validata</i> generating the following reports after each file is uploaded:</p> <ul style="list-style-type: none"> • Validation reports, • Descriptors report <ul style="list-style-type: none"> ○ descriptors ○ performance Indictors ○ comparison ○ coverage <p>When satisfied with upload results, Jurisdictions are to “Submit” their validated data to AIHW in <i>Validata</i>.</p> <p>Jurisdictions to supply all ICH data quality comments to AIHW</p>
30 Oct	Final date for jurisdictions to ‘Submit’ initial ICH data to <i>Validata</i>
7 Dec	<p>Final date for AIHW to ‘Approve’ data and notify jurisdictions that the data is ready for sign off.</p> <p>Final date for the provision of data qualifying statements.</p>
18 Dec	Final date for jurisdictional data custodians to “Sign off” on final data and ICH descriptors/performance indicators.
Aug 2016	AIHW to provide performance indicators and data quality statements for national reporting

Section 4 – What do states/territories need to do?

4.1 Preparing and sending data collection tools to Indigenous community housing organisations

4.2 Preparing and submitting your data on *Validata*

Compiling data and preparing your final csv files for submission

Running files through *Validata* until errors are solved and data quality is satisfied

Submitting final csv files to the AIHW via *Validata*

This section describes the processes involved in ‘Phase 2’ and ‘Phase 4’ of the ICH data collection process, as outlined in Section 3 and Figure 1 of this document.

Data capture and reporting processes vary between states/territories, so the AIHW has developed a number of tools to support jurisdictional processes and ensure consistency in collection methodology.

The following materials will be sent to states/territories:

- ICH Processing & Data Manual (this document);
- AIHW *VALIDATA* Housing Collection Guide 2014-15;
- Csv files;
- Data quality comments template;
- ICHO survey tools;
- ICH survey information guide; and
- ICH survey cover letter.
- ICH descriptor coverage derivations

!!! All states/territories where applicable and relevant are responsible for collecting quantitative data for the ICH collection using the ICH survey tool or csv files provided.

The data collected should be compiled in the final csv templates provided. States and Territories are required to submit three unit record level csv files:

Organisation.csv – Contains organisation level details, current reporting financial year information, i.e. 1 July 2014 – 30 June 2015 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 2015.

!!! Where states/territories 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. More information on how to supply aggregate data is described in section 1.2.4, [Supplying aggregate data](#).

4.1 Preparing and sending data collection tools to Indigenous community housing organisations

This part describes the steps involved in ‘Phase 2’ of the ICH data collection process, as outlined in Section 3 and Figure 3.1.1 of this document.

States/territories should ensure:

- administrative data records are accurate by checking with each relevant ICHO; and
- a unique identifier is provided for each distinct provider.

4.1.1 Preparing and sending data and/or the electronic survey tool to ICHOs

It is recommended that **all states/territories:**

- prepare their 2014-15 administrative data and **forward them to ICHOs to ensure records held by states/territories are accurate:**
 - States/territories using the electronic survey are required to enter contact information, a due date and relevant administrative data into the survey tool to allow ICHOs to ‘fill in the blanks’. The states/territories should send the following documents to in-scope ICHOs:
 - 2014-15 ICH cover letter
 - 2014-15 ICH survey
 - 2014-15 ICH survey information guide
 - States and territories not using the survey tool should populate the csv files with unit record data. Internal processes should be used to verify administrative data is correct and up to date. **The AIHW recommends sending the populated files to ICHOs for verification.**

!!! Please note: 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 prior to compiling the data. For details on data values and formats please see Appendix B (csv file specifications).

4.1.2 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; and
- enter details for the organisation.

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; and
- enter details for each dwelling on a new line.

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; and
- enter details for each person on a new line.

4.1.3. Entering aggregate data

Where unit record data cannot be provided for all organisations or dwellings, open the aggregate.csv file template 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 A, **Table A.4: Aggregate file** for details on data values and formats)

4.2 Electronic Survey Tool

Organisations should be encouraged to complete the survey tool electronically. This enables the jurisdiction to transfer the data directly to csv files, i.e. so that manual data entry is not required.

The survey tool contains six worksheets:

- (1) Jurisdiction contact details;
- (2) Organisation details;
- (3) Financial Information;
- (4) Dwelling;

- (4) Dwelling details;
- (5) Household details; and
- (6) Checklist & comments.

ICHOs are required to complete worksheets (2) to (5). The Checklist & comments (6) worksheet provides ICHOs a checklist of items that must be addressed to ensure the data is as accurate as possible prior to submitting the survey to the state/territory.

The **2014-15 Indigenous Community Housing Survey Tool Information Guide** is also provided to assist ICHOs in completing the data.

4.3 Preparing and submitting your final quantitative data to the AIHW

This part describes the steps involved in 'Phase 2' of the ICH data collection process, as outlined in Section 3 and Figure 3.1.1 of this document.

In all states/territories, after:

- reviewing the administrative data;
 - making modifications if needed;
 - completing the survey tool; and
 - ensuring quality assurance processes have been followed;
- ⇒ **ICHOs should return the completed survey tool or checked csv files to states/territories.**

Once states/territories have collected the data from ICHOs, they should **all**:

- Compile all data and transfer it into the final csv file templates provided by the AIHW;
- Prepare the final csv files for upload onto the *Validata*;
- Run the final csv files in the *Validata* as many times as needed and liaise with the AIHW until errors are resolved and data quality is satisfying;
- Descriptors reports will also be available for viewing after each upload to *Validata* allowing states/territories to preview descriptors and performance indicators.
- Submit the final validated csv files and PI file to the AIHW via the *Validata*.

→ **The steps for how csv files are prepared and how to submit the files to *Validata* are described below and in section 4.3.2**

4.3.1 Compiling data and preparing your final csv files for submission via the *Validata*

The AIHW's *Validata* requires input files to be saved in comma delimited ('csv') format. As such, the AIHW has created templates for states/territories to collate data. These must be used for data submission into the *Validata*.

- ⇒ Once states/territories have collected the data from ICHOs, they should **all** compile the data and transfer it into the csv file templates provided by the AIHW.

What steps should be followed by states/territories to compile/transfer their data into the final csv file templates provided by the AIHW?

!!! If you are:

→ **Transferring data from the survey tool** into the final csv file templates: please follow steps 1 to 5 described below;

→ **Submitting aggregate data:** please follow Steps 2 to 5 described below.

Step 1 Review the data provided by ICHOs:

→ Check for any cells highlighted from the automated data checks. These should be reviewed and clarified with the ICHO. (See **Appendix D** for further detail);

→ Check for changes to administrative data. Liaise with organisations to determine whether the jurisdiction database should be updated to reflect this change, or whether the organisational return is incorrect.

Step 2 Paste all records into the relevant final csv file template (*'Edit'/Paste special'/Values' if from an Excel file*). Please make sure you do not overwrite existing data in your final csv file.

Step 3 Prepare your file for upload onto the Validata website (*Validata requires the file to be in a CSV format and any incorrectly formatted files will result in a 'Can't load' error message. Please ensure that you have performed the steps below before uploading the data onto Validata*):

→ **Delete any blank rows;**

→ **Define blank rows using blank field;**

→ **Remove commas (,) from the data:**

- Use *'Find and Replace'/ 'Edit'/ 'Replace'* (the shortcut to the *'Find and Replace'* function is *'Ctrl' and 'F'*);

- Enter a comma (,) in the *'Find what'* box and leave the *'Replace with'* box empty;

- Click *'Replace All'*.

→ **Remove spaces from blank cells only and any trailing (hidden) spaces from populated cells:**

- Highlight the columns that should not have any spaces in them;

- Use *'Find and Replace'/ 'Edit'/ 'Replace'* (the shortcut to the *'Find and Replace'* function is *'Ctrl' and 'F'*);

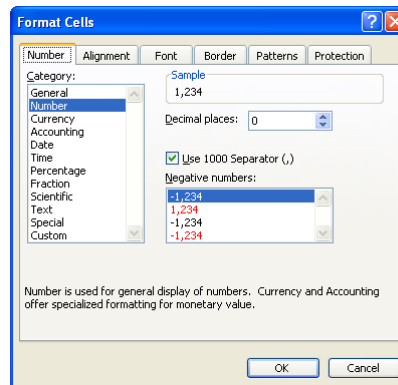
- Enter a space in the *'Find what'* box and leave the *'Replace with'* box empty;

- Click *'Replace All'*.

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

→ **Ensure that 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 csv file). Once data has been transferred:

- Ensure all number fields are not formatted to separate 1000's by a comma (,). The below is an example of *an incorrect format*:



- Ensure currency is formatted to 2 decimal places;
- Ensure all date variables take on the 'dd/mm/yyyy' format. This can be done by creating and applying a custom format.

→ **Ensure that the data entered is expected:**

- For fields that are expecting a number to be entered (e.g. provider direct costs or 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'

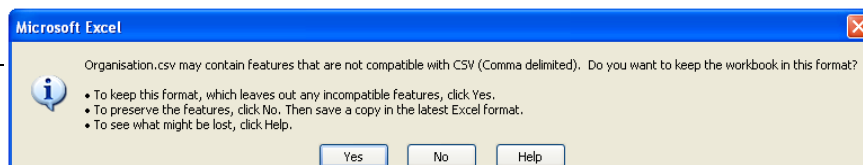
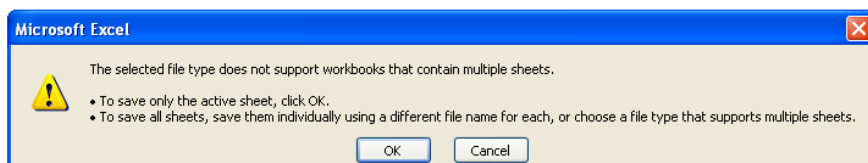
→ **Advise the AIHW if you are unable to supply a variable;**

→ **Remove any dashes from variables which are not identifiers.** For example, if a dash has been used in the currency fields, replace with this with a decimal place if appropriate.

!!! When transferring data into the final csv files, **please ensure that:**

- **The appropriate state/territory code and a unique organisation identifier are added to each record; and**
- **Data is pasted into the correct cells.**

Step 4 Save your file. Dialogue boxes will appear while trying to save the csv file. See below for examples. Click 'OK' or 'Yes' to save.





Repeat this process for the remaining worksheets.

*For definitions of each data item and allowable values and formats, please refer to **Appendix A**.*

4.3.2 Running files through the *Validata* until errors are solved and data quality is satisfied

Please refer to the *AIHW VALIDATA Housing Collection Guide 2014-15* for more detailed information on how to upload your final csv files onto the *Validata* website and how to use the *Validata*, including FAQs.

!!! Before using *Validata*, prepare the csv files properly by following the steps as described in part 4.2.1 of this document.

When data is uploaded onto the *Validata*, the following reports will be generated:

- **Validation Report:**

The report will include a summary of the validation results and samples of the records that failed each edit.

Appendix B outlines the possible validation errors identified by the *Validata* and presented in the validation report available on *Validata* after running a CSV file.

!!! It is the jurisdiction's responsibility to investigate and amend data in consultation with providers where appropriate.

The AIHW will liaise with states/territories to help address validation errors and improve data quality. States/territories should continue to upload and validate files until all edits are corrected or explanations are provided for outstanding edits.

- **Descriptors and P.I's Report:**

Descriptors reports will also be available for viewing after each upload, allowing states/territories to preview descriptors and performance indicators.

Please refer to the *AIHW VALIDATA Housing Collection Guide 2014-15* for more information on how to view the reports produced by *Validata*.

4.3.3 Submitting final validated csv files

When satisfied with the upload results, states/territories should upload the csv files one last time and 'submit' them to the AIHW for consideration via the *Validata*.

!!! Final data quality information should also be submitted at that time. More details about this process can be found in section 4.4 below.

4.4 Providing information for footnotes and data quality statements

!!! Please note that data quality information should be provided by states/territories using the [data quality comments document](#).

For more details about how to use *Validata* to submit data quality information, please refer to the *AIHW VALIDATA Housing Collections Guide 2014-15*.

Data quality information and footnotes are essential to explain data quality issues that affect comparability of data across states/territories and over time.

Data quality information may include:

- Collection methodologies;
- The use of localised definitions;
- Changes in reporting;
- Varying policy and programs between states/territories;
- Gaps in data reporting; and,
- Outstanding edits and variances between current and previous results.

Footnotes may relate to one of the following aspects of data quality:

- *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.
- *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).
- *accuracy*:
 - exactly what has been reported, i.e. any deviation from the data items specifications outlined in **Appendix A**;
 - any aspect of collection methodology that potentially affects what actually ends up being reported against a particular data item, or summary data item (i.e. is household information: 1) current at the end of the financial year; or 2) on the date assistance was received only?);
 - anything that might introduce disparity between the reported data items and the 'true' values;
 - any factors that might have affected data quality, and if it is known, the direction of any bias that may have been introduced;
 - any deviation from the collection scope.
- *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:
 - changes in what has been reported over time, in terms of alignment to data item specifications outlined in **Appendix A**;

- changes in collection methodology that might affect what actually ends up being reported against a particular data item, or summary data item;
- any factors that may have resulted in a change in data quality, and if it is known, whether the change in data quality is thought to be an improvement or not;
- changes in scope compared to previous collection years;
- anything that affects the comparability of data across time and between states/territories.

Some of the issues identified in the Validation report (available from the *Validata* website) may assist you in providing footnotes and data quality information.

The AIHW will compile this information into final footnotes and data quality statements to be reported against individual data items or performance indicators, as further explained in section 5.1.2 of this manual.

Section 5 - What does the AIHW do after states/territories submit their data?

5.1 Finalising Data for sign-off

Checking validation results and performance information
Writing final footnotes and data quality statements

5.2 Data Custodians sign off

!!! Please note that this section applies to all states/territories.

5.1 Finalising Data for sign-off

5.1.1 Checking Validation results and performance information

Once states/territories submit data and the required PI file via the *Validata* website, the AIHW will check them and contact states/territories to discuss data quality issues before final summary data items and performance indicators are generated for jurisdiction approval.

States/territories are to address any issues raised by the AIHW and resubmit data if necessary. Once all the errors are resolved and/or appropriate reasoning or explanation is provided on any outstanding edits, the AIHW will approve the data, and the final summary data items will be available for jurisdictional sign-off as explained in section 5.2 below.

5.1.2 Writing final footnotes and data quality statements

As mentioned in section 4.4, footnotes and data quality information supporting final data are essential to explain data quality issues that may affect the comparability of data across states/territories and time.

Once the data has been submitted and is finalised, **the AIHW may seek additional data quality comments to produce final footnotes and data quality statements.**

5.2 Data custodians sign off

Once the summary data items and performance indicators are checked for internal consistency, compared with significant variances from the previous year, the AIHW approves them on *Validata*.

States/territories will receive an email to alert them that the data is ready for final sign-off.

!!! When data custodians receive the email notification mentioned above, they then need to log onto *Validata*, review the final summary data items and performance indicators and complete the sign-off process (please refer to the *AIHW VALIDATA Housing Collections Guide 2014-15* for more information).

Section 6 – Who can you contact for further information?

Any enquiries about the Indigenous Community Housing dataset can be sent to either:

Email AIHW at: housing@aihw.gov.au.

OR

The **Submission Summary** in *Validata* also provides you with the opportunity to leave queries and/or discussion points for the AIHW. See section 3.3 of the *Validata Manual* or more information on how you can do this.

Where to go for additional Indigenous Community Housing information:

The housing webpage on the AIHW website at: <http://www.aihw.gov.au/housing-assistance/>

Appendix A: Data specifications

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

Please note:

Data item – variable name as identified by the AIHW.

Source – Data is either sourced from jurisdiction administrative systems (admin) or the provider collection tool (survey tool or csv files). The corresponding question number in the provider collection tool is listed.

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 currency (dollars and cents) formatted to 2 decimal places.

dd/mm/yyyy any date formatted as shown. e.g. 21/08/2014

Other Where shown, only certain values or characters are acceptable. e.g. if a provider type (org_type) of 'cooperative' is to be recorded, only 'C' is acceptable.

Unit level data – A tick (✓) indicates that the data item is required for states/territories submitting unit level data.

Finalised aggregate data – A tick (✓) indicates that the data item is required for states/territories submitting finalised

Table A.1: Organisation file

AIHW variable	Description	Values/Format	METeOR reference
org_id	Organisation identifier	Alphanumeric 15	414987
org_name	Organisation name	Alphanumeric 50	461595
org_address	Organisation address details	Alphanumeric 40	497755
fund_status	Funding status	1 = Funded 0 = Unfunded	388518
ten_man_stat_agg	Tenancy management status	1 = Tenancies managed by ICHO 2 = Tenancies managed by State/Territory Housing Authority	492818
perm_dwelling_managed	Total number of PERMANENT dwellings managed	Numeric 4 U = Unknown	479675
imp_dwelling_managed	Total number of IMPROVISED dwellings managed	Numeric 4 U = Unknown	479695
coll_rent	Total rent collected	\$\$\$\$\$.cc Numeric 11 U = Unknown	608442

AIHW variable	Description	Values/Format	METeOR reference
charg_rent	Total rent charged	\$\$\$\$\$.cc Numeric 11 U = Unknown	608435
main_exp	Housing maintenance expenditure	\$\$\$\$\$.cc Numeric 11 U = Unknown	464813
cap_exp	Total capital expenditure	\$\$\$\$\$.cc Numeric 11 U = Unknown	461534
tot_recurr	Total recurrent costs	\$\$\$\$\$.cc Numeric 11 U = Unknown	464844
net_recurr	Net recurrent costs	\$\$\$\$\$.cc Numeric 11 U = Unknown	464818

Table A.2: Dwelling file

AIHW variable	Description	Values/Format	METeOR reference
org_id	Organisation identifier	Alphanumeric 15	414987
dwel_id	Dwelling identifier	Alphanumeric 15	302656
ten_man_stat	Tenancy management status	1 = Tenancies managed by ICHO 2 = Tenancies managed by State/Territory Housing Authority	492818
dwel_long	Dwelling longitude	Alphanumeric 13 U = Unknown	430469
dwel_lat	Dwelling latitude	Alphanumeric 15 U = Unknown	430445
dwel_asgc*	Dwelling ASGC remoteness	1 = Major cities of Australia 2 = Inner regional Australia 3 = Outer regional Australia 4 = Remote Australia 5 = Very remote Australia 6 = Migratory U = Unknown	491575
dwel_housenumber	House/lot number	Numeric 4	429543
dwel_street	Street	Alphanumeric 40	429889
dwel_suburb	Town/community	Alphanumeric 15	429889
dwel_state	Dwelling State/Territory	NSW Vic Qld WA SA Tas ACT NT	289083
dwel_pcode	Dwelling postcode	Numeric 4	429894

AIHW variable	Description	Values/Format	METeOR reference
		U = Unknown	
dwel_other	Other	Alphanumeric 40	429889
dwel_status	Dwelling status	1 = Permanent 0 = Improvised U = Unknown	292337
occ_status	Occupancy status	1 = Occupied 2 = Untenantable 0 = Unoccupied U = Unknown	607865
dwel_bed	Number of bedrooms	Alphanumeric 3 U = Unknown	479778
no_residents	Number of people residing in the dwelling	Alphanumeric 2 U = Unknown	479783
no_hholds	Number of households in the dwelling	Alphanumeric 2 U = Unknown	463937

* Remoteness is governed by a standard classification, if you do not know the remoteness classification for the dwelling please contact either your jurisdiction or the AIHW at housing@aihw.gov.au.

Table A.3: Household file

AIHW variable	Description	Values/Format	METeOR reference
org_id	Organisation identifier	Alphanumeric 15	414987
dwel_id	Dwelling I identifier	Alphanumeric 15	302656
hhold_id	Household identifier	Alphanumeric 15	607886
person_id	Person identifier	Alphanumeric 15	608082
sex	Sex	M = Male F = Female U = Unknown	287316
dob	Date of birth	dd/mm/yyyy U = Unknown	287007
rel_hhold	Relationship in household	Single Couple Child U = Unknown	608109 491672

Table A.4: Aggregate file

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

Quantitative data item specifications

The following data items are to be reported as part of the 2014-15 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 2014-15 collection, data items are not disaggregated by tenancy management status, except for D1a. See below.

Table A.5: Descriptors

No.	Data item name	ROGS
D1a	<i>Revised 1 July 2010 (Number of permanent dwellings managed by funded organisations at 30 June)</i>	✓
D1a_IM	Number of permanent dwellings tenancy managed by funded ICHOs at 30 June	
D1a_SM	Number of permanent dwellings tenancy managed by State/Territory Housing Authority at 30 June	
D1a_Tot	Total number of permanent dwellings managed at 30 June	
D1b	Number of permanent dwellings managed by funded and unfunded organisations at 30 June	✓
D2	Number of improvised dwellings at 30 June	✓
D3	<i>Withdrawn 1 July 2009 (Number of permanent dwellings not connected to water at 30 June)</i>	
D4	<i>Withdrawn 1 July 2009 (Number of permanent dwellings not connected to sewerage at 30 June)</i>	
D5	<i>Withdrawn 1 July 2009 (Number of permanent dwellings not connected to electricity at 30 June)</i>	
D6	Total number of households living in permanent dwellings managed by funded organisations at 30 June	✓
D7	Rent collected from tenants in permanent dwellings managed by funded organisations for the year ending 30 June	✓
D8	Rent charged to tenants in permanent dwellings managed by funded organisations for the year ending 30 June	✓
D9	Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June	
D10	Total capital expenditure for permanent dwellings managed by funded organisations for the year ending 30 June	✓
D11a	Total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June	✓
D11b	Net recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June	✓
D12	Total number of occupied permanent dwellings managed by funded organisations at 30 June	✓
D13	<i>Revised 1 July 2010 (Number of households in permanent dwellings managed by funded organisations that are overcrowded at 30 June 2012)</i>	
D13a	Number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June	✓
D13b	Number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June	✓
D14	Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June	✓
D15	Total number of additional bedrooms in permanent dwellings managed by funded organisations required at 30 June	✓
D16	Total number of households for which household groups and dwelling details are known at 30 June (permanent dwellings managed by funded organisations)	✓

No.	Data item name	ROGS
D17	Total number of bedrooms in permanent dwellings managed by funded organisations at 30 June	✓
D18	Total number of people living in permanent dwellings managed by funded organisations at 30 June	✓
D19a	Number of funded ICHOs at 30 June	✓
D19b	Number of funded and unfunded ICHOs at 30 June	✓
D20	<i>Withdrawn 1 July 2009 (Total number of ICHOs with a housing management plan at 30 June)</i>	
D21	<i>Withdrawn 1 July 2009 (Total number of Indigenous employees in ICHOs at 30 June)</i>	
D22	<i>Withdrawn 1 July 2009 (Number. of Indigenous employees in ICHOs who have completed accredited training at 30 June)</i>	
D23	<i>Withdrawn 1 July 2009 (Number of Indigenous employees in ICHOs who are undertaking accredited training at 30 June)</i>	
D24	<i>Withdrawn 1 July 2009 (Total number of employees in ICHOs at 30 June)</i>	

D1a **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**

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

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. 30 June.

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.

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 2014.

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**

Description: Count the number of permanent dwellings tenancy managed by State/Territory Housing Authority at 30 June.

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.

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

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

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.

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 2014.

Counting unit: Dwellings

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

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

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 2014 to 30 June 2015.

Unfunded organisations – ICHOs who received funding in previous financial years, i.e. prior to 1 July 2014.

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

D2 Number of improvised dwellings at 30 June

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

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 Pls: P1, P2

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

Description: Count the total number of households living in permanent dwellings managed by funded organisations at 30 June.

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 2014 to 30 June 2015.

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 2014.

Counting unit: Households

Related PIs: P9

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

Description: Count the total rent paid by all households in permanent dwellings managed by funded organisations for the year ending 30 June.

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 2014 to 30 June 2015.

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 2014.

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.

Description: Count the total rent charged to all households in permanent dwellings managed by funded organisations for the year ending 30 June..

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 2014 to 30 June 2015.

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 2014.

Counting unit: \$'000

Related Pls: P10

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

Description: Count the total housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June.

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 2014 to 30 June 2015.

Exclude: **Unfunded organisations** – ICHOs who received funding in previous financial years i.e. prior to 1 July 2014.

Counting unit: \$'000

Related Pls: P11, P12, P13

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

Description: Count the total capital expenditure for permanent dwellings managed by funded organisations for the year ending 30 June.

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 2014 to 30 June 2015.

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 2014.

Counting units: \$'000

Related PIs: P14

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

Description: Count the total recurrent costs for permanent dwellings managed by funded organisations from organisations' income statements for the year ending 30 June.

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 2014 to 30 June 2015.

- 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 2014.

Counting units: \$'000

Related PIs: P14

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

Description: Count the net recurrent costs for permanent dwellings managed by funded organisations from organisations' income statements for the year ending 30 June.

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 2014 to 30 June 2015.

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 2014.

Counting units: \$'000

Related PIs: P15

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

<i>Description:</i>	Count the total number of permanent dwellings managed by funded organisations that were occupied at 30 June.
<i>Definition:</i>	<p>Permanent dwelling – A dwelling is a structure designed for people to live in or where people live. A permanent dwelling has fixed walls, roof and doors. They usually have kitchen and bathroom facilities, though this is not 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.</p> <p>Dwelling occupancy status – Whether or not a dwelling is occupied by tenants at a given point in time. A dwelling may be either occupied (with people living in the dwelling) or vacant (vacant dwellings include untenable dwellings).</p> <p>Funded organisation – ICHOs who received funding in the current financial year, i.e. 1 July 2014 to 30 June 2015.</p>
<i>Exclude:</i>	<p>Vacant permanent dwellings</p> <p>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.</p> <p>Unfunded organisations – ICHOs who received funding in previous financial years i.e. prior to 1 July 2014.</p>
<i>Counting unit:</i>	Dwellings
<i>Related PIs:</i>	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**

<i>Description:</i>	Count the total number of households in permanent dwellings managed by funded organisations requiring one additional bedroom according to the CNOS at 30 June.
<i>Definition:</i>	<p>Household – Household refers to:</p> <ul style="list-style-type: none"> • a group of two or more related or unrelated people who usually reside in the same dwelling, and who make common provision for food or other essentials for living; or • a person living in a dwelling who makes provision for his or her own food and other essentials for living, without combining with any other person. <p>Overcrowding – Where one additional bedroom is required to meet the CNOS. See glossary for definition.</p> <p>Number of bedrooms – The number of bedrooms in each occupied dwelling. This includes bedrooms designed for use as bedrooms and other rooms permanently modified and intended for use as bedrooms (such as a sleep out or built in veranda). Bedsits should be counted as one-bedroom dwellings.</p> <p>Funded organisation – ICHOs who received funding in the current financial year, i.e. 1 July 2014 to 30 June 2015.</p>
<i>Include:</i>	Households in permanent dwellings.
<i>Exclude:</i>	<p>Households for which households groups and/or number of bedrooms is not known.</p> <p>Improvised dwellings – A structure used as place of residence which does not meet the building requirements to be considered as a permanent dwelling—includes caravans, tin shed without internal walls, humpies, dongas etc.</p> <p>Unfunded organisations – ICHOs who received funding in previous financial years</p>

i.e. prior to 1 July 2014.

Counting unit: Households

Related PIs: P22

D13b Number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June

Description: Count the total number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms according to the CNOS at 30 June.

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 two or more additional bedrooms are required to meet the CNOS. See glossary for definition.

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 2014 to 30 June 2015.

Include: Households in permanent dwellings.

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

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

Unfunded organisations – ICHOs who received funding in previous financial years i.e. prior to 1 July 2014.

Counting unit: Households

Related PIs: P22

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

Description: Count the total number of households in permanent dwellings managed by funded organisations that require at least one additional bedroom according to the CNOS at 30 June.

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 CNOS. See glossary for definition.

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 2014 to 30 June 2015.

Include: Households in permanent dwellings.

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

Improvised dwellings – A structure used as 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 2014.

Counting units: Households

Related PIs: P21

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

Description: Count the total number of additional bedrooms required by permanent dwellings managed by funded organisations to meet the CNOS at 30 June.

Definition: **Overcrowding** – Where one or more additional bedrooms are required to meet the CNOS. See glossary for definition.

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 2014 to 30 June 2015.

Exclude: Households for which households groups and/or number of bedrooms is 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 2014.

Counting units: Bedrooms

Related PIs: P21

D16 Total number of households for which household groups and dwelling details are known at 30 June (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 (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 2014 to 30 June 2015.

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 2014.

Counting units: Households

Related PIs: P21, P22

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

Description: Count the total number of bedrooms in permanent dwellings managed by funded organisations at 30 June.

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 2014 to 30 June 2015.

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 2014.

Counting units: Bedrooms

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

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

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 2014 to 30 June 2015.

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 2014.

Counting units: People

D19a Number of funded ICHOs at 30 June

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

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 2014 to 30 June 2015.

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

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. 1 July 2014 to 30 June 2015.

Counting units: Organisations

D19b Number of funded and unfunded ICHOs at 30 June

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

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 2014 to 30 June 2015.

Unfunded organisations – ICHOs who received funding in previous financial years, i.e. prior to 1 July 2014.

Include: All ICHOs. In NSW, include both actively and not actively registered organisations.

Counting units: Organisations

Related PIs: P25

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.

Table A.6: Performance Indicators

No.	Indicator	ROGS
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	<i>Withdrawn 01 July 2009 (Proportion of dwellings needing major repairs)</i>	
4	<i>Withdrawn 01 July 2009 (Proportion of dwellings needing replacement)</i>	
5	<i>Withdrawn 01 July 2009 (Mechanisms to ensure new houses and major upgrades meet national minimum standards)</i>	
6	<i>Withdrawn 01 July 2009 (Proportion of communities not connected to a) water, b) sewerage, c) electricity)</i>	
7	<i>Withdrawn 01 July 2009 (Proportion of dwellings not connected to a) water. b) sewerage, c) electricity)</i>	
8	<i>Withdrawn 01 July 2009 (Proportion of dwellings that meet the 11 critical Fixing Houses for Better Health living practices)</i>	
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	✓
16	Occupancy rates	✓
17	<i>Withdrawn 01 July 2009 (Turnaround time)</i>	
18	<i>Withdrawn 01 July 2009 (Proportion of Indigenous households by tenure type)</i>	
19	<i>Withdrawn 01 July 2009 (Proportion of households accessing mainstream housing services that are Indigenous)</i>	
20	<i>Withdrawn 01 July 2009 (Proportion of Indigenous people who are homeless)</i>	
21	Average number of additional bedrooms required	
22a	Proportion of households in permanent dwellings managed by funded organisations requiring one additional bedroom	✓
22b	<i>Proportion of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms</i>	
22c	<i>Proportion of households in permanent dwellings managed by funded organisations requiring additional bedrooms</i>	
23	<i>Withdrawn 01 July 2009 (Proportion of households paying more than 25% of income in rent)</i>	
24	<i>Withdrawn – 30 June 2010 (Allocation of resources on the basis of need)</i>	
25a	Number of ICHOs	
25b	<i>Number of funded and unfunded ICHOs</i>	

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

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 30June
	D2 Number of improvised dwellings at 30 June

Calculation

The indicator is calculated as:

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

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.

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:

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

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	Number of permanent dwellings managed by funded and unfunded organisations at 30 June
	D2	Number of improvised dwellings at 30 June

Calculation

The indicator is calculated as:

$$P2 = \frac{\text{Total number of improvised dwellings at 30 June (D2)}}{\text{Total number of permanent and improvised dwellings at 30 June (D1a_Tot + D2)}} \times 100$$

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.

9. Average weekly rent collected

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

Calculation

The indicator is calculated as:

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

OR

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

$$P9 = \frac{\text{Rent collected from tenants in permanent dwellings managed by funded organisations for the year ending 30 June (D7) / 52}}{\text{Total number of permanent dwellings managed at 30 June (D1a_Tot)}}$$

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

Calculation

The indicator is calculated as:

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

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

Calculation

The indicator is calculated as:

$$P11 = \frac{\text{Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June (D9)}}{\text{Total number of permanent dwellings managed at 30 June (D1a_Tot)}}$$

Description

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

12. Average amount spent on maintenance each year

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

Calculation

The indicator is calculated as:

$$P12 = \frac{\text{Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June (D9)}}{\text{Total number of permanent dwellings managed at 30 June (D1a_Tot)}}$$

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

Calculation

The indicator is calculated as:

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

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

Calculation

The indicator is calculated as:

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

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
	D1a_Tot	Total number of permanent dwellings managed at 30 June

Calculation

The indicator is calculated as:

$$P15 = \frac{\text{Net recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June (D11b)}}{\text{Total number of permanent dwellings managed at 30 June (D1a_Tot)}}$$

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
	D1a_Tot	Total number of permanent dwellings managed at 30 June

Calculation

The indicator is calculated as:

$$P16 = \frac{\text{Total number of permanent dwellings managed by funded organisations occupied at 30 June (D12)}}{\text{Total number of permanent dwellings managed at 30 June (D1a_Tot)}} \times 100$$

Description

This indicator assesses the utilisation of dwellings.

21. Average number of additional bedrooms required

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

Calculation

The indicator is calculated as:

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

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
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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.

25a. Number of funded ICHOs

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

Calculation

The indicator is calculated as:

$$P25a = \text{Number of funded ICHOs at 30 June (D19b)}$$

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:

$$P25b = \text{Number of funded and unfunded ICHOs at 30 June (D19b)}$$

Defining a low income household

The low income classification uses equivalised gross income to classify a household as low income. Equivalised gross income is used as it allows comparison of the relative economic wellbeing of households of different size and composition, with the equivalised gross income being an indicator of the economic resources available to a standardised household. (If a jurisdiction is unable to supply gross household income then assessable household income will be used instead.) If a household has a negative gross income they will have an equivalised gross income of zero.

The ABS will be providing tables of equivalised gross income by jurisdiction, and capital city compared to the rest of the jurisdiction. Households that fall in the bottom two quintiles of equivalised gross income will be classified as low income households.

States/territories will be provided with the ABS table for information once they have been received.

Coverage derivations

Refer to the spreadsheet 'ICH Descriptor coverage derivations' for derivations on how coverage in the ICH collection is calculated.

Appendix B: Validation Report Edits available in *Validata*

The following table provides details of the edit checks that are performed when data is uploaded or submitted to the AIHW *Validata* website by states/territories, once the csv files have been returned by states/territories.

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

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

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

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

“O” refers to the Organisation data file

“D” refers to the Dwelling data file

“H” refers to the Household data file

“A” refers to the Aggregate data file

The second character refers to the type of edit check

“I” refers to invalid

“M” refers to missing

“R” refers to invalid relationship between two variables

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

“U” refers to unknown

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

The first character is “C”, indicating it is a cross file check

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

“OD” refers to cross file edits between the Organisation and Dwelling data files

“OH” refers to cross file edits between the Organisation and Household data files

“OA” refers to cross file edits between the Organisation and Aggregate data files

“DH” refers to cross file edits between the Dwelling and Household data files

“DA” refers to cross file edits between the Dwelling and Aggregate data files

“HA” refers to cross file edits between the Household and Aggregate data files

Organisation data file edits

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

Code	Field	Description	ErrorMessage
OI01	fund_status	Invalid funding status	Invalid funding status (not 1 or 0)
OI02	ten_man_stat_agg	Invalid tenancy management status	Invalid tenancy management status (ten_man_stat_agg) (not 1 or 2)
OI03	perm_dwelling_managed	Invalid permanent dwellings managed	Invalid permanent dwellings managed (perm_dwelling_managed) (value is less than one)
OI04	imp_dwelling_managed	Invalid improvised dwellings managed	Invalid improvised dwellings managed (imp_dwelling_managed) (value is less than zero)
OI05	coll_rent	Invalid total rent collected	Invalid total rent collected (coll_rent) (value is less than zero)
OI06	charg_rent	Invalid total rent charged	Invalid total rent charged (charg_rent) (value is less than zero)
OI07	main_exp	Invalid housing maintenance expenditure	Invalid housing maintenance expenditure (main_exp) (value is less than zero)
OI08	cap_exp	Invalid total capital expenditure	Invalid total capital expenditure (cap_exp) (value is less than zero)
OI09	tot_recurr	Invalid total recurrent costs	Invalid total recurrent costs (tot_recurr) (value is less than zero)
OI10	net_recurr	Invalid net recurrent costs	Invalid net recurrent costs (net_recurr) (value is less than zero)
OM01	org_id, org_name	Missing organisation identifier	Missing or very long (greater than 15 characters) organisation identifier (org_id)
OM02	org_name	Missing organisation name	Missing or very long (greater than 50 characters) organisation name (org_name)
OM03	org_address	Missing organisation address	Missing or very long (greater than 150 characters) organisation address (org_address)
OM04	fund_status	Missing funding status	Missing funding status (fund_status)
OM05	ten_man_stat_agg	Missing tenancy management status	Missing tenancy management status (ten_man_stat_agg)
OM06	perm_dwelling_managed	Missing permanent dwellings managed	Missing permanent dwellings managed (perm_dwelling_managed)
OM07	imp_dwelling_managed	Missing improvised dwellings managed	Missing improvised dwellings managed (imp_dwelling_managed)
OM08	coll_rent	Missing total rent collected	Missing total rent collected (coll_rent)
OM09	charg_rent	Missing total rent charged	Missing total rent charged (charg_rent)
OM10	main_exp	Missing housing maintenance expenditure	Missing housing maintenance expenditure (main_exp)
OM11	cap_exp	Missing total capital expenditure	Missing total capital expenditure (cap_exp)
OM12	tot_recurr	Missing total recurrent costs	Missing total recurrent costs (tot_recurr)
OM13	net_recurr	Missing net recurrent costs	Missing net recurrent costs (net_recurr)
OR01	perm_dwelling_managed, imp_dwelling_managed	The number of permanent dwellings managed is less than improvised dwellings managed.	The number of permanent dwellings managed (perm_dwelling_managed) is less than improvised dwellings managed (imp_dwelling_managed)
OR02	main_exp, tot_recurr	Housing maintenance expenditure is greater than total recurrent costs	Housing maintenance expenditure (main_exp) is greater than total recurrent costs (tot_recurr)
OR03	main_exp, net_recurr	Net recurrent costs is less than Housing maintenance expenditure	Net recurrent costs (net_recurr) is less than Housing maintenance expenditure (main_exp)
OR04	net_recurr, tot_recurr	Net recurrent costs is greater than total recurrent costs	Net recurrent costs (net_recurr) is greater than total recurrent costs (tot_recurr)
OV01	coll_rent	Rent collected is zero	Rent collected (coll_rent) is zero
OV02	charg_rent	Rent charged is zero	Rent charged (charg_rent) is zero

OV03	main_exp	Housing maintenance expenditure is zero	Housing maintenance expenditure (main_exp) is zero
OV04	cap_exp	Total capital expenditure is zero	Total capital expenditure (cap_exp) is zero
OV05	tot_recurr	Total recurrent cost is zero	Total recurrent cost (tot_recurr) is zero
OV06	net_recurr	Net recurrent costs is zero	Net recurrent costs (net_recurr) is zero
OR05	org_id, org_name, org_address, fund_status, ten_man_stat_agg	Duplicate organisation identifier	Duplicate organisation ID (org_id)
OR06	org_id, org_name, fund_status, ten_man_stat_agg	Duplicate organisation name	Duplicate organisation name (org_name)

Dwelling data file edits

Code	Field	Description	ErrorMessage
DI01	ten_man_stat	Invalid tenancy management status	Invalid tenancy management status (ten_man_stat) (not 1 or 2)
DI02	dwell_asgc	Invalid Dwelling ASGC remoteness	Invalid Dwelling ASGC remoteness (dwell_asgc) (not Major City, Inner Regional, Outer Regional, Remote or Very Remote)
DI03	dwell_state	Invalid dwelling State/Territory	Invalid dwelling State/Territory (dwell_state) (not NSW, Vic, Qld, WA, SA, Tas, NT or ACT)
DI04	dwell_pcode, dwell_state	Invalid dwelling postcode	Invalid dwelling postcode (dwell_pcode) and state (dwell_state) combination
DI05	dwell_status	Invalid dwelling status	Invalid dwelling status (dwell_status) (not 1, 0, or U)
DI06	occ_status	Invalid occupancy status	Invalid occupancy status (occ_status) (not 1, 2, 0, or U)
DI07	dwell_bed	Invalid number of bedrooms	Invalid number of bedrooms (dwell_bed) (value is less than one)
DI08	no_residents	Invalid number of people residing in the dwelling	Invalid number of people residing in the dwelling (no_residents) (value is less than zero)
DI09	no_hholds	Invalid number of households in the dwelling	Invalid number of households in the dwelling (no_hholds) (value is less than zero)
DM01	org_id	Invalid organisation identifier	Missing or very long (greater than 15 characters) organisation identifier (org_id)
DM02	dwell_id	Invalid dwelling identifier	Missing or very long (greater than 15 characters) dwelling identifier (dwell_id)
DM03	ten_man_stat	Missing tenancy management status	Missing tenancy management status (ten_man_stat)
DM04	dwell_asgc	Missing Dwelling ASGC remoteness	Missing dwelling ASGC remoteness (dwell_asgc)
DM05	dwell_state	Missing dwelling State/Territory	Missing dwelling State/Territory (dwell_state)
DM06	dwell_pcode	Invalid dwelling postcode	Missing, containing other than numbers or very long (greater than 4 characters) dwelling postcode
DM07	dwell_status	Missing dwelling status	Missing dwelling status (dwell_status)
DM08	occ_status	Missing occupancy status	Missing occupancy status (occ_status)
DM09	dwell_bed	Missing the number of bedrooms	Missing the number of bedrooms (dwell_bed)
DM10	no_residents	Missing the number of people residing in the dwelling	Missing the number of people residing in the dwelling (no_residents)
DM11	no_hholds	Missing the number of households in the dwelling	Missing the number of households (no_hholds) in the dwelling
DR01	dwell_long, dwell_lat	Dwelling longitude/dwelling latitude inconsistency	Dwelling longitude (dwell_long) has been provided but not dwelling latitude (dwell_lat) OR dwelling latitude (dwell_lat) has been provided but not dwelling longitude (dwell_long)
DR02	dwell_state, dwell_pcode	Dwelling state/postcode inconsistency	Dwelling state (dwell_state) has been provided but not dwelling postcode (dwell_pcode) OR dwelling postcode (dwell_pcode) has been provided but not state (dwell_state)
DR03	dwell_status, occ_status	Improvised dwelling is not occupied	The dwelling status (dwell_status) has been recorded as 'improvised' (0) but the occupancy status (occ_status) has been recorded as 'unoccupied' (0)
DR04	occ_status, no_hholds, no_residents	Occupied dwelling has people/households count inconsistency	The dwelling occupancy status (occ_status) has been recorded as 'occupied' (1) but has zero people recorded as residents (no_residents) or zero households (no_hholds) in the dwelling
DR05	occ_status, no_hholds, no_residents	Unoccupied dwelling has people/households count inconsistency	The dwelling occupancy status (occ_status) has been recorded as 'unoccupied' (0) but people have been recorded as residents of the dwelling (no_residents) or households (no_hholds) have been recorded for the dwelling
DR06	occ_status, no_hholds, no_residents	Dwelling with occupancy status/number of people inconsistency	The dwelling occupancy (occ_status) status has been recorded as 'unknown' (U) but people have been recorded as residents of the dwelling (no_residents) or households (no_hholds) have been recorded for the dwelling
DR07	occ_status, no_hholds	An occupied dwelling has an unknown number of households	The dwelling occupancy status (occ_status) has been recorded as 'occupied' (1) but the number of households in the dwelling (no_hholds) has been recorded as 'unknown' (U)
DR08	org_id, dwell_id	Duplicate dwelling identifier	Duplicate dwelling identifier (dwell_id)

DU01	dwel_asgc	Unknown Dwelling ASGC Remoteness status	Unknown Dwelling ASGC Remoteness status (dwel_asgc)
DU02	dwel_pcode	Unknown dwelling postcode	dwelling postcode (dwel_pcode) listed as unknown
DU03	dwel_status	Unknown dwelling status	Unknown dwelling status (dwel_status)
DV01	dwel_bed	The number of bedrooms is greater than 10	The number of bedrooms in the dwelling (dwel_bed) is greater than 10
DV02	no_residents	The number of people residing in the dwelling is greater than 10	The number of people residing in the dwelling (no_residents) is greater than 10
DV03	no_hholds	The number of households in the dwelling is greater than 10	The number of households in the dwelling (no_hholds) is greater than 10

Household data file edits

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

Aggregate data file edits

Code	Field	Description	ErrorMessage
AI01	D1a_IM	Invalid number of permanent dwellings	Invalid number of permanent dwellings tenancy managed by funded ICHOs at 30 June (i.e. less than zero)
AI02	D1a_SM	Invalid number of permanent dwellings	Invalid number of permanent dwellings tenancy managed by State/Territory Housing Authority at 30 June (i.e. less than zero)
AI03	D1a_Tot	Invalid total number of permanent dwellings	Invalid total number of permanent dwellings managed at 30 June (i.e. less than zero)
AI04	D1b	Invalid number of permanent dwellings	Invalid number of permanent dwellings managed by funded and unfunded organisations at 30 June (i.e. less than zero)
AI05	D2	Invalid number of improvised dwellings	Invalid number of improvised dwellings at 30 June (i.e. less than zero)
AI06	D6	Invalid total number of households	Invalid total number of households living in permanent dwellings managed by funded organisations at 30 June (i.e. less than zero)
AI07	D7	Invalid rent collection amount	Invalid rent collected from tenants in permanent dwellings managed by funded organisations for the year ending 30 June (i.e. less than zero)
AI08	D8	Invalid rent charged amount	Invalid rent charged to tenants in permanent dwellings managed by funded organisations for the year ending 30 June (i.e. less than zero)
AI09	D9	Invalid housing maintenance expenditure amount	Invalid housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June (i.e. less than zero)
AI10	D10	Invalid capital expenditure amount	Invalid capital expenditure for permanent dwellings managed by funded organisations for the year ending 30 June (i.e. less than zero)
AI11	D11a	Invalid total recurrent costs	Invalid total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June
AI12	D11b	Invalid net recurrent costs	Invalid net recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June (i.e. less than zero)
AI13	D12	Invalid total number of occupied permanent dwellings	Invalid total number of occupied permanent dwellings managed by funded organisations at 30 June (i.e. less than zero)
AI14	D13a	Invalid number of households	Invalid number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June (i.e. less than zero)
AI15	D13b	Invalid number of households	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	D14	Invalid total number of households	Invalid total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June (i.e. less than zero)
AI17	D15	Invalid total number of additional bedrooms	Invalid total number of additional bedrooms in permanent dwellings managed by funded organisations required at 30 June (i.e. less than zero)
AI18	D16	Invalid total number of households	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	D17	Invalid total number of bedrooms	Invalid total number of bedrooms in permanent dwellings managed by funded organisations at 30 June (i.e. less than zero)
AI20	D18	Invalid total number of people	Invalid total number of people living in permanent dwellings managed by funded organisations at 30 June (i.e. less than zero)
AI21	D19a	Invalid number of funded ICHOs	Invalid number of funded ICHOs at 30 June (i.e. less than zero)

AI22	D19b	Invalid number of funded and unfunded ICHOs	Invalid number of funded and unfunded ICHOs at 30 June (i.e. less than zero)
AM01	org_id	Invalid organisation identifier	Missing or very long (greater than 15 characters*) organisation identifier
AR01	D1a_IM, D1a_Tot	Inconsistent number of permanent dwellings managed	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	D1a_SM, D1a_Tot	Inconsistent number of permanent dwellings managed	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	D1a_IM, D1a_SM	Inconsistent number of permanent dwellings managed	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	D1a_Tot, D1a_IM, D1a_SM	Inconsistent total number of permanent dwellings managed	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	D1a_Tot, D1b	Inconsistent total number of permanent dwellings managed	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	D9	Inconsistent housing maintenance expenditure	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
AR06	D11a	Inconsistent housing maintenance expenditure	Housing maintenance expenditure for permanent dwellings managed by funded organisations for the year ending 30 June is greater than total recurrent costs for permanent dwellings managed by funded organisations for the year ending 30 June
AR07	D11b, D11a	Inconsistent net recurrent costs	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	D12, D1b	Inconsistent total number of occupied permanent dwellings	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	D13a, D14	Inconsistent number of households in permanent dwellings	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	D13b, D14	Inconsistent number of households in permanent dwellings	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	D14, D6	Inconsistent number of households in permanent dwellings	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
AR12	D14, D13a, D13b	Inconsistent number of households in permanent dwellings	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	D14, D16	Inconsistent number of households in permanent dwellings	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	D15, D13a, D13b	Inconsistent total number of additional bedrooms in permanent dwellings	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	D16, D6	Inconsistent total number of households for which details are known	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
AR16	D19a, D19b	Inconsistency between number of funded and unfunded ICHOs	Number of funded ICHOs at 30 June is greater than the number of funded and unfunded ICHOs at 30 June
AR17	org_id	Duplicate organisation identifier	Duplicate organisation identifier
AV01	D1a_IM	Number of permanent dwellings managed is zero	Advisory check. Number of permanent dwellings tenancy managed by funded ICHOs at 30 June is zero
AV02	D1a_SM	Number of permanent dwellings managed is zero	Advisory check. Number of permanent dwellings tenancy managed by State/Territory Housing Authority at 30 June is zero
AV03	D1a_Tot	Total number of permanent dwellings managed is zero	Advisory check. Total number of permanent dwellings managed at 30 June is zero
AV04	D1b	Number of permanent dwellings managed by funded and unfunded organisations is zero	Advisory check. Number of permanent dwellings managed by funded and unfunded organisations at 30 June is zero
AV05	D2	Number of improvised dwellings is zero	Advisory check. Number of improvised dwellings at 30 June is zero
AV06	D6	Total number of households living in permanent dwellings is zero	Advisory check. Total number of households living in permanent dwellings managed by funded organisations at 30 June is zero
AV07	D7	Rent collected is zero	Advisory check. Rent collected is zero
AV08	D8	Rent charged is zero	Advisory check. Rent charged is zero
AV09	D9	Housing maintenance expenditure is zero	Advisory check. Housing maintenance expenditure is zero
AV10	D10	Total capital expenditure is zero	Advisory check. Total capital expenditure is zero
AV11	D11a	Total recurrent cost is zero	Advisory check. Total recurrent cost is zero
AV12	D11b	Net recurrent costs is zero	Advisory check. Net recurrent costs is zero
AV13	D12	Total number of occupied permanent dwellings is zero	Advisory check. Total number of occupied permanent dwellings managed by funded organisations at 30 June is zero
AV14	D13a	Number of households in permanent dwellings requiring one additional bedroom is zero	Advisory check. Number of households in permanent dwellings managed by funded organisations requiring one additional bedroom at 30 June is zero
AV15	D13b	Number of households in permanent dwellings requiring two or more additional bedrooms is zero	Advisory check. Number of households in permanent dwellings managed by funded organisations requiring two or more additional bedrooms at 30 June is zero
AV16	D14	Total number of households in permanent dwellings requiring additional bedrooms is zero	Advisory check. Total number of households in permanent dwellings managed by funded organisations requiring additional bedrooms at 30 June is zero
AV17	D15	Total number of additional bedrooms in permanent dwellings required is zero	Advisory check. Total number of additional bedrooms in permanent dwellings managed by funded organisations required at 30 June is zero
AV18	D16	Total number of households for which details are known is zero	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	D17	Total number of bedrooms in permanent dwellings is zero	Advisory check. Total number of bedrooms in permanent dwellings managed by funded organisations at 30 June is zero
AV20	D18	Total number of people living in permanent dwellings is zero	Advisory check. Total number of people living in permanent dwellings managed by funded organisations at 30 June is zero
AV21	D19a	Number of funded ICHOs is zero	Advisory check. Number of funded ICHOs at 30 June is zero
AV22	D19b	Number of funded and unfunded ICHOs is zero	Advisory check. Number of funded and unfunded ICHOs at 30 June is zero

Cross file edit checks

Code	Field	ErrorMessage
COD01	Dwelling Id (dwell_id)	If the dwelling (in the dwelling file) has no corresponding organisation record (in the organisation file). Records between the files are matched on organisation ID (org_id)
COD02	Dwelling Id (dwell_id)	Funding status is inconsistent with information provided/not provided in the dwelling file. Possible reasons for this error: Funding status (fund_status) has been recorded as 'Funded' (1) and no details have been recorded in the dwelling file; or funding status (fund_status) has been recorded as 'Unfunded' (0) and details have been recorded in the dwelling file
COD03	Dwelling Id (dwell_id)	The tenancy management status for a funded organisation (ten_man_stat_agg) (in the Organisation file) is inconsistent with the tenancy management status (ten_man_stat) provided for the dwelling (in the Dwelling file)(ten_man_stat_agg does not match ten_man_stat)
COD04	Dwelling Id (dwell_id)	Unit record data (org_id and dwell_id) (in the dwelling file) is not provided for all dwellings managed by a funded organisation (in the organisation file, where funding status is 1)). Records between the files are matched on org_id and perm_dwell_managed (org file) and no of records for the org (in the dwelling file)
COD05	Dwelling Id (dwell_id)	Total number of permanent (perm_dwell_managed) or improvised (imp_dwell_managed) dwellings managed by a funded organisation (in Organisation file) does not equal the total number of permanent or improvised dwellings managed (in Dwelling file). Records are counted in the dwelling file where dwelling status (dwell_status) is 'Permanent' (1) or 'Improvised' (0).
COD06	Dwelling Id (dwell_id)	There are more dwelling records (in the Dwelling file) than the number of dwellings managed by a funded organisation (in Organisation file)
COH01	Household identifier (hhold_id)	The household (in the Household file) has no corresponding organisation record (in the Organisation file). Records between the files are matched on organisation ID (org_id)
COH02	Household identifier (hhold_id)	The funded organisation (from the organisation file) does not have any matching records in the household file. Records between the files are matched on organisation ID (org_id)
COA01	Aggregate_D1a_IM (Aggregate_D1a_IM)	Tenancy management status (ten_man_stat_agg) and total number of permanent dwellings managed by a funded organisation (perm_dwell_managed) 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	Aggregate_D1b (Aggregate_D1b)	An unfunded organisation has a known number of permanent dwellings managed (perm_dwell_managed) (in the Organisation file) and D1b is not missing (in the Aggregate file)
COA03	Aggregate_D10 (Aggregate_D10)	Organisation level information is provided (in the Organisation file) for a funded organisation (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 aggregate data items (D2, D7, D8, D9, D10, D11a or D11b, D19a, D19b) are not missing (in the Aggregate file)
COA04	Aggregate_D19a (Aggregate_D19a)	Organisation level information is provided for an unfunded organisation (in the Organisation file) and D19a and D19b (in the Aggregate file) are not missing.
CDH01	Dwelling identifier (dwell_id)	The dwelling file contains records for permanent (dwell_status) occupied dwellings (occ_status) however there are no matching records in the household file. Records between the files are matched on organisation ID (org_id) and dwelling ID (dwell_id)
CDH02	Dwelling identifier (dwell_id)	The number of people residing in a dwelling (no_residents) (in the Dwelling file) does not match the count of people in each dwelling (in the Household file)
CDH03	Dwelling identifier (dwell_id)	The number of households in a dwelling (no_hholds) (in the Dwelling file) does not match the count of households recorded in each dwelling (in the Household file)
CDH04	Dwelling identifier (dwell_id)	Household records (org_id and dwell_id) have been provided (in the Household file) for dwellings that were not permanent (dwell_status) or not occupied (occ_status) (in the Dwelling file)
CDA01	Aggregate_D12 (Aggregate_D12)	Unit record data (org_id and dwell_id) (in the Dwelling file) is provided for all dwellings and D6, D12, D17 or D18 are not missing (in the Aggregate file)

Appendix C: 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	$D1a_IM \leq D1a_Tot$
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	$D1a_SM \leq D1a_Tot$
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	$D1a_Tot \leq D1b$
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	$D9 \leq D11a$
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	$D11b \leq D11a$
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	$D12 \leq D1b$
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	$D13a \leq D14$
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	$D13b \leq D14$
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	$D14 \leq D6$
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)	$D14 \leq D16$

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 (permanent dwellings managed by funded organisations) must be less than or equal to the total number of households living in permanent dwellings managed by funded organisations at 30 June	D16 <= D6
D19a	Number of funded ICHOs at 30 June must be less than or equal to the number of funded and unfunded ICHOs at 30 June	D19a <= D19b

Appendix D: Glossary

Actively registered organisations

ICHOs that are registered with the New South Wales Aboriginal Housing Office (AHO) in the 2014-15 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.

Australian Standard Geographical Classification (ASGC) of remoteness areas.

Remoteness is governed by a standard classification, if you do not know the remoteness classification of each property please contact either your jurisdiction or the AIHW at housing@aihw.gov.au.

The six remoteness areas are defined as:

- Major cities of Australia: Census Collection Districts (CDs) with an average Accessibility/Remoteness Index of Australia (ARIA) index value of 0 to 0.2
- Inner regional Australia: CDs with an average ARIA index value greater than 0.2 and less than or equal to 2.4
- Outer regional Australia: CDs with an average ARIA index value greater than 2.4 and less than or equal to 5.92
- Remote Australia: CDs with an average ARIA index value greater than 5.92 and less than or equal to 10.53
- Very remote Australia: CDs with an average ARIA index value greater than 10.53
- Migratory: composed of off-shore, shipping and migratory CDs.

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)

A measure of the appropriateness of housing related to the household size and household composition. The measure specifies the bedroom requirements of a household.

- There should be no more than 2 persons per bedroom
- Children less than 5 years old of different sexes may reasonably share a bedroom
- Children less than 18 years old of the same sex may reasonably share a bedroom
- Single household members 18 and over should have a separate bedroom, as should parents or couples.

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;
 - Houses built for sale; and Assets acquired under finance lease arrangements.

Community housing provider	A not-for-profit organisation that provides safe, secure, affordable and appropriate rental housing.
Dwelling	A structure or a discrete space within a structure intended for people to live in or where a person or group of people live. Thus a structure that people actually live in is a dwelling regardless of its intended purpose, but a vacant structure is only a dwelling if intended for human residence. A dwelling may include one or more rooms used as an office or workshop provided the dwelling is in residential use.
Dwelling identifier	List the information for each dwelling on a separate row and assign a unique dwelling identifier.
Dwelling status	<p>Dwellings are either permanent or improvised.</p> <p>Permanent: A dwelling is a structure designed for people to live in or where people live. A permanent dwelling has fixed walls, roof and doors. They usually have kitchen and bathroom facilities, though this is not 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.</p> <p>Improvised: 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.</p>
Employee expenses	Includes wages and salaries, superannuation, compensation, accrued leave, payroll tax, and training.
Funded organisations	Indigenous Community Housing Organisations (ICHOs) that received funding in the 2014-15 financial year. Funded organisations may also be referred to as actively registered organisations.
Household	<ul style="list-style-type: none"> • A group of two or more related or unrelated people who usually reside in the same tenancy (rental) unit, and who make common provision for food or other essentials for living; or • A single person living in a tenancy (rental) unit who makes provision for his or her own food and other essentials for living, without combining with any other person. <p>The number of tenancy agreements is a practical proxy for calculating the number of households receiving housing.</p>
Household composition	The composition of the household based on the relationship between household members. Households can contain dependent and non-dependent children as well as non-family members. The differentiation of households is based on the presence or absence of couple relationships, parent-dependant relationships and the number of children.
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 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

Indigenous Community Housing (ICH)

ICH is for Aboriginal and Torres Strait Islander peoples. ICH dwellings are owned and/or managed by Indigenous community housing organisations. These include specialised housing organisations and Indigenous community organisations, such as resource agencies and land councils.

Indigenous Community Housing Organisation (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 of functions, provided that they manage housing for Indigenous people.

Indigenous household

A household which contains one or more persons who identifies as being of Aboriginal or Torres Strait Islander origin.

Housing maintenance expenses

All housing maintenance expenses from the organisation's financial reporting statement.

Net recurrent expenses

Net recurrent expenses are the total recurrent expenses less those listed as exclusions (see below) for the financial year.

Include: All administration and operational costs, including

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

Exclude:

- 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

Number of bedrooms

The number of bedrooms in each occupied tenancy (rental) unit.

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 a one bedroom tenancy (rental) unit.

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), untenable (e.g. unoccupied due to poor condition) or vacant (but tenable).

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

	<ul style="list-style-type: none"> • 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.
Social housing	Social housing is rental housing that is funded or partly funded by government, and that is owned or managed by the government or a community organisation and let to eligible persons. This includes public rental housing, state owned or managed Indigenous housing, mainstream community housing, and Indigenous community housing.
Tenancy management status	Refers to whether dwellings are managed by an ICHO, or the State/Territory Housing Authority.
Total recurrent expenses	<p>All recurrent expenses from an organisation's financial reporting statement for the financial year. All administration and operational costs, including:</p> <ul style="list-style-type: none"> • employee expenses (e.g. wages and salaries, superannuation, compensation, accrued leave, payroll tax, training) • housing maintenance; 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 • 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.
Tenantable tenancy (rental) unit	Tenancy (rental) units where maintenance has been completed. Can be either occupied or unoccupied at 30 June. All occupied tenancy (rental) units are counted as tenantable.

Total rent charged	The total amount of rent charged to all households for year ending 30 June.
Total rent collected	The total amount of rent paid by all households for year ending 30 June.
Unfunded organisations	Are ICHOs that received funding in previous financial years (i.e. before 1 July 2014) but not in the 2014-15 financial year. Unfunded organisations may also be referred to as not actively registered organisations.
Untenantable tenancy (rental) unit	Tenancy (rental) units not currently occupied by a household where maintenance has either been deferred or not been completed at 30 June.