# Community Housing DSS 2018-

## Exported from METEOR (AIHW's Metadata Online Registry)

# Community Housing DSS 2018-

## Identifying and definitional attributes

| | |
|---|---|
| **Metadata item type:** | Data Set Specification |
| **METEOR identifier:** | 710899 |
| **Registration status:** | Housing assistance, Standard 10/05/2019 |
| **DSS type:** | Data Set Specification (DSS) |
| **Scope:** | Community housing (CH) is rental housing provided for low to moderate income or special needs households, managed by community-based organisations that have received capital or recurrent subsidy from government. Community housing models vary across jurisdictions, and the housing stock may be owned by a variety of groups including government. |

The CH data set specification includes:

- tenancy (rental) units under management of a community housing organisation.

The CH data set specification excludes dwellings:

- where the tenancy is managed under:
  - public housing (PH)
  - state owned and managed Indigenous housing (SOMIH)
  - Indigenous community housing (ICH)
  - the Crisis Accommodation Program (CAP).

- no longer under the administration of the CHO at 30 June of the reference year (including dwellings demolished, sold or otherwise disposed of); and
- not yet available to the CHO at 30 June of the reference year (including those still under construction or being purchased).

New South Wales, Victoria, Queensland, Western Australia, South Australia, Tasmania and the Australian Capital Territory supply unit record level data. These data include details on individuals, organisations, dwellings, and associated tenancies of the organisations that respond to the survey. Queensland supplement their unit record data with aggregate data. The Northern Territory supply aggregate data, which includes dwelling- and organisation-level data, but no information on individual tenancies or persons, that is, household data.

## Collection and usage attributes

| | |
|---|---|
| **Statistical unit:** | Dwelling, **Tenancy rental unit** and Households |
| **Collection methods:** | Data is collected via a survey of community housing providers and forwarded to state or territory housing authorities. Data is also sourced from administrative records held by state/territory housing authorities. |
| | State and territory housing authorities provide the data to the Australian Institute of Health and Welfare for national collation on an annual basis. |
| **Implementation start date:** | 01/07/2018 |

| | |
|---|---|
| **Comments:** | Refer to the collection period of the data set to determine the reference year for this data set specification. |
| | *Glossary items* |
| | Glossary terms that are relevant to this data set are included here. |

**Boarding house building**

**Boarding house room**

**Boarding house unit**

**Canadian National Occupancy Standard**

**Disability**

**Family**

**Geographic indicator**

**Greatest need**

**Head-leased dwelling (government)**

**Head-leased dwelling (private)**

**Homeless**

**Homeless (SAAP)**

**Homelessness**

**Household**

**Housing administrator**

**Tenancy composition**

**Tenancy rental unit**

## Source and reference attributes

| | |
|---|---|
| **Submitting organisation:** | AIHW |
| **Steward:** | Australian Institute of Health and Welfare |
| **Origin:** | AIHW (Australian Institute of Health and Welfare). Community housing national data collection, Mainstream community housing data collection processing and data manuals. Canberra: AIHW. |

## Relational attributes

| | |
|---|---|
| **Related metadata references:** | Supersedes Mainstream community housing DSS 2013-18 Housing assistance, Superseded 10/05/2019 |
| | See also Community Housing Data Collection, 2021–22; Quality Statement AIHW Data Quality Statements, Superseded 11/01/2024 |
| | See also Community Housing Data Collection, 2022–23; Quality Statement AIHW Data Quality Statements, Standard 11/01/2024 |

## Metadata items in this Data Set Specification

| Seq Metadata item No. | Obligation | Max occurs |
|---|---|---|

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Address—address line, text X[X(179)]](#) | Mandatory | 2 |

*DSS specific information:*

The permitted format for this metadata item is an alphanumeric string of 150 characters.

This metadata item is collected twice, once for the community housing provider's address (in the organisation file) and once for the dwelling address (in the dwelling file).

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Address—Australian postcode, Australian postcode code (Postcode datafile) {NNNN}](#) | Mandatory | 2 |

*DSS specific information:*

This metadata item is collected twice, once for the community housing provider's address (in the organisation file) and once for the dwelling address (in the dwelling file).

Record unknown values as 'U'.

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Address—suburb/town/locality name, text X[X(45)]](#) | Mandatory | 2 |

*DSS specific information:*

This metadata item is collected twice, once for the community housing provider's address (in the organisation file) and once for the dwelling address (in the dwelling file).

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Dwelling—Australian state/territory identifier, address code AA[A]](#) | Mandatory | 4 |

*DSS specific information:*

This metadata item is collected 4 times, once in each of the organisation, dwelling, tenancy and person files.

Code AAT 'Australian Antarctic Territory' is not used by this data set.

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Dwelling—boarding house accommodation type, code N](#) | Conditional | 1 |

*Conditional obligation:*

Conditional upon 'boarding/rooming house' being selected in the *Dwelling—structure type,code N[N]* data element.

*DSS specific information:*

Record unknown values as 'U' and map to code 9 (not stated/inadequately described).

Leave blank if *Dwelling—structure type,code N[N]* is not code 8 ('boarding/rooming house').

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Dwelling—date occupied, DDMMYYYY](#) | Mandatory | 1 |

***DSS specific information:***

Record the date on which the tenancy was occupied by a household under a formal tenancy agreement.

Record in DD/MM/YYYY format.

Record unknown values as 'U'.

| | | | |
|---|---|---|---|
| - | [Dwelling—date vacated, DDMMYYYY](#) | Mandatory | 1 |

***Conditional obligation:***

Record only if the tenancy ceased before 30 June.

***DSS specific information:***

Record the date on which the tenancy was vacated by a household under the formal tenancy agreement.

Record in DD/MM/YYYY format.

If the tenancy has ended but the end date is unknown, record as 'U'.

| | | | |
|---|---|---|---|
| - | [Dwelling—housing program type, community housing code N[N]](#) | Mandatory | 1 |

***DSS specific information:***

This collection uses an alternative code set. These codes should be mapped as follows:

9 (other) = 88 (other)

U (unknown) = 99 (not stated/inadequately described).

| | | | |
|---|---|---|---|
| - | [Dwelling—number of bedrooms, total N[NN]](#) | Mandatory | 2 |

***DSS specific information:***

This metadata item is collected twice, once in each of the dwelling and tenancy files.

Record unknown values as 'U' and map to code 999 (not stated/inadequately described).

| | | | |
|---|---|---|---|
| - | [Dwelling—number of occupants, total N[N]](#) | Mandatory | 1 |

***DSS specific information:***

Record unknown values as 'U' and map to code 99 (not stated/inadequately described).

| | | | |
|---|---|---|---|
| - | [Dwelling—number of tenancies at full capacity, N[NN]](#) | Mandatory | 1 |

***DSS specific information:***

Record unknown values as 'U' and map to code 999 (not stated/inadequately described).

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Dwelling—number of tenancies, N[NN]](#) | Mandatory | 1 |

***DSS specific information:***

Record the number of tenancies as at 30 June.

Record unknown values as 'U' and map to code 999 (not stated/inadequately described).

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Dwelling—number of tenantable vacancies, N[NN]](#) | Mandatory | 1 |

***DSS specific information:***

Record the number of tenantable vacancies as at 30 June of the reference year.

Record unknown values as 'U' and map to code 999 (not stated/inadequately described).

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Dwelling—number of untenantable vacancies, N[NN]](#) | Mandatory | 1 |

***DSS specific information:***

Record the number of untenantable vacancies as at 30 June of the reference year.

Record unknown values as 'U' and map to code 999 (not stated/inadequately described).

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Dwelling—structure type, code N[N]](#) | Mandatory | 1 |

***DSS specific information:***

Record values 4 to 7 as code 9 (other).

Record unknown values as 'U' and map to code 99 (not stated/inadequately described).

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Dwelling—tenancy rental unit identifier, X[X(14)]](#) | Mandatory | 1 |

***DSS specific information:***

The permitted format for this metadata item is an alphanumeric string of 50 characters.

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Household—assessable weekly income, total Australian currency N[NNNNN].NN](#) | Mandatory | 1 |

***DSS specific information:***

Record assessable weekly income for the week of 30 June. Assessable income includes income from all sources (excluding Commonwealth Rent Assistance (CRA)) as specified and used by the agency to establish eligibility of a household for receipt of housing assistance.

Record unknown values as 'U'.

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Household—Commonwealth Rent Assistance amount, total Australian currency N[NNNNN].NN](#) | Mandatory | 1 |

*DSS specific information:*

Record Commonwealth Rent Assistance (CRA) for the week of 30 June.

Record unknown values as 'U'.

| - | [Household—disability status, yes/no code N](#) | Mandatory | 1 |
|---|---|---|---|

*DSS specific information:*

This collection uses an alternative code set. These codes should be mapped as follows:

Y (yes) = 1 (yes)

N (no) = 2 (no)

U (unknown) = 9 (not stated/inadequately described).

| - | [Household—greatest need indicator, yes/no code N](#) | Mandatory | 1 |
|---|---|---|---|

*DSS specific information:*

This collection uses an alternative code set. These codes should be mapped as follows:

Y (yes) = 1 (yes)

N (no) = 2 (no)

U (unknown) = 9 (not stated/inadequately described).

| - | [Household—gross weekly income, total Australian currency N[NNNNN].NN](#) | Mandatory | 1 |
|---|---|---|---|

*DSS specific information:*

Record gross weekly income for the week of 30 June. Gross income includes income from all sources (excluding Commonwealth Rent Assistance (CRA)) as specified.

Record unknown values as 'U'.

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Household—homeless prior to allocation indicator, yes/no code N](#) | Mandatory | 1 |

***DSS specific information:***

A homeless household for the purposes of this collection is a household with no housing or a household residing in temporary or emergency accommodation. It includes households who:

* lived in accommodation provided by a specialist homelessness services agency or some other form of emergency accommodation;
* were totally without permanent shelter;
* lived in shelter that was unlawful such as those who were forced to squat in derelict buildings; or
* stayed temporarily with friends or relatives in the short term.

This collection uses an alternative code set. These codes should be mapped as follows:

Y (yes) = 1 (yes)

N (no) = 2 (no)

U (unknown) = 9 (Not stated/inadequately described).

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Household—household composition, housing assistance code N](#) | Mandatory | 1 |

***DSS specific information:***

Record unknown values as 'U' and map to code 9 (not stated/inadequately described).

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Household—Indigenous status, yes/no code N](#) | Mandatory | 1 |

***DSS specific information:***

This collection uses an alternative code set. These codes should be mapped as follows:

Y (yes) = 1 (yes)

N (no) = 2 (no)

U (unknown) = 9 (Nnt stated/inadequately described).

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Household—main language other than English spoken at home, yes/no code N](#) | Mandatory | 1 |

***DSS specific information:***

This collection uses an alternative code set. These codes should be mapped as follows:

Y (yes) = 1 (yes)

N (no) = 2 (no)

U (unknown) = 9 (not stated/inadequately described).

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Household—market value of rent paid indicator, yes/no/not stated/inadequately described code N](#) | Mandatory | 1 |

*DSS specific information:*

This collection uses an alternative code set. These codes should be mapped as follows:

Y (yes) = 1 (yes)

N (no) = 2 (no)

U (unknown) = 9 (not stated/inadequately described).

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Household—principal source of cash income, community housing code N](#) | Mandatory | 1 |

*DSS specific information:*

This collection uses an alternative code set. These codes should be mapped as follows:

3 (other) = 8 (other)

U (unknown) = 9 (not stated/inadequately described).

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Household—transfer status (financial year), yes/no code N](#) | Mandatory | 1 |

*DSS specific information:*

For the purposes of this collection, transfer refers to a household that moves between dwellings managed by the same community housing organisation.

This collection uses an alternative code set. These codes should be mapped as follows:

Y (yes) = 1 (yes)

N (no) = 2 (no)

U (unknown) = 9 (not stated/inadequately described).

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Household—weekly rent charged, total Australian currency N[NNNNN].NN](#) | Mandatory | 1 |

*DSS specific information:*

Record the amount of rent charged for the week of 30 June of the reference year.

Rent charged is the amount of money the household has been asked to pay. It may differ from market rent and may not have been received. Rent charged should exclude Commonwealth Rent Assistance (CRA), charges for utilities, meals, cleaning, laundry or other facility costs in the rent charged to tenant.

Record unknown values as 'U'.

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Person—date of birth, DDMMYYYY](#) | Mandatory | 1 |

*DSS specific information:*

Record in DD/MM/YYYY format.

Record unknown values as 'U'.

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Person—household single/couple status, relationship in household code N](#) | Conditional | 0 |

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Person—principal tenant indicator, yes/no code N](#) | Mandatory | 1 |

*DSS specific information:*

This collection uses an alternative code set. These codes should be mapped as follows:

Y (yes) = 1 (yes)

N (no) = 2 (no)

U (unknown) = 9 (not stated/inadequately described).

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Person—sex, code N](#) | Mandatory | 1 |

*DSS specific information:*

This collection uses an alternative code set. These codes should be mapped as follows:

M (male) = 1 (male)

F (female) = 2 (female)

U (unknown) = 9 (not stated/inadequately described).

Code 3 (intersex or indeterminate) is not used in this collection.

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Service provider organisation (name)—organisation name, text X[X(49)]](#) | Mandatory | 1 |

*DSS specific information:*

The permitted format for this metadata item is an alphanumeric string of 150 characters.

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Service provider organisation—assistance/support other than housing assistance indicator, yes/no code N](#) | Mandatory | 1 |

*DSS specific information:*

This collection uses an alternative code set. These codes should be mapped as follows:

1 (yes) = 1 (yes)

0 (no) = 2 (no)

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Service provider organisation—common waitlist indicator, yes/no code N](#) | Mandatory | 1 |

*DSS specific information:*

This collection uses an alternative code set. These codes should be mapped as follows:

1 (yes) = 1 (yes)

0 (no) = 2 (no)

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Service provider organisation—community housing provider type, code N](#) | Mandatory | 1 |

*DSS specific information:*

This collection uses an alternative code set. These codes should be mapped as follows:

A (association) = 1 (housing association)

C (cooperative) = 2 (housing cooperative)

O (other) = 3 (other community service organisation)

U (unknown) = 9 (not stated/inadequately described)

| | | | |
|---|---|---|---|
| - | [Service provider organisation—community living support indicator, yes/no code N](#) | Mandatory | 1 |

*DSS specific information:*

This collection uses an alternative code set. These codes should be mapped as follows:

1 (yes) = 1 (yes)

0 (no) = 2 (no)

| | | | |
|---|---|---|---|
| - | [Service provider organisation—daily living support indicator, yes/no code N](#) | Mandatory | 1 |

*DSS specific information:*

This collection uses an alternative code set. These codes should be mapped as follows:

1 (yes) = 1 (yes)

0 (no) = 2 (no)

| | | | |
|---|---|---|---|
| - | [Service provider organisation—dwelling identifier, X[X(14)]](#) | Mandatory | 2 |

*DSS specific information:*

This metadata item is collected twcie, once each in the dwelling and tenancy files.

The permitted format for this metadata item is an alphanumeric string of 50 characters.

| | | | |
|---|---|---|---|
| - | [Service provider organisation—financial and material assistance indicator, yes/no code N](#) | Mandatory | 1 |

*DSS specific information:*

This collection uses an alternative code set. These codes should be mapped as follows:

1 (yes) = 1 (yes)

0 (no) = 2 (no)

| | | | |
|---|---|---|---|
| - | [Service provider organisation—household identifier, X[X(14)]](#) | Mandatory | 2 |

*DSS specific information:*

This metadata item is collected twice, once each in the tenancy and person files.

The permitted format for this metadata item is an alphanumeric string of 50 characters.

| | | | |
|---|---|---|---|
| - | [Service provider organisation—information, advice and referral indicator, yes/no code N](#) | Mandatory | 1 |

*DSS specific information:*

This collection uses an alternative code set. These codes should be mapped as follows:

1 (yes) = 1 (yes)

0 (no) = 2 (no)

- [Service provider organisation—net recurrent housing expenses, total Australian currency N[N(8)].NN](#) — Mandatory — 1

*DSS specific information:*

This metadata item records the net recurrent cost to the service provider organisation.

Record unknown values as 'U'.

**Includes:**

*Administration costs:*

- Employee expenses, including:
  - wages and salaries
  - payroll tax
  - superannuation
  - compensation
  - accrued leave
  - training
- Supplies and service expenses, including:
  - stationery
  - postage
  - telephone
  - vehicle
  - office equipment
  - information technology
  - auditing and accounting
  - insurance;
- Office rent;
- General accounting and personnel function costs (for example, training costs or levies paid to community housing training authority or peak body);
- Grants and subsidies (excluding rental subsidies);
- Contracted community housing management services;

*Operational costs:*

- Repairs and maintenance:
  - day-to-day maintenance, reflecting general wear and tear
  - cyclical maintenance, which is maintenance performed as part of a planned maintenance program
  - other maintenance, for example, repairs due to vandalism.
- Strata-title or body corporate charges where the provide is responsible for payment;
- Rates (for example, water or council/shire) where the provider is responsible for payment;
- Cost of disposals, such as the cost of removal, sale or disposal of housing stock, including:
  - removal of stock to an alternative program
  - costs incurred in the sale of stock to private agencies or persons, such as agent and legal fees, inspection and building insurance, and public liability insurance
  - demolition costs in order to sell the land.
- Market rent paid (such as from head leasing)
- Interest expense (such as interest on loans).

**Excludes:**

- Capital costs, for example:
  - the purchase of housing stock; and
  - construction costs.

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | Service provider organisation—number of boarding house buildings, total number N[NNN] | Mandatory | 1 |

*DSS specific information:*

Record unknown values as 'U' and map to code 9999 (not stated/inadequately described).

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | Service provider organisation—number of boarding house rooms, total number N[NNN] | Mandatory | 1 |

*DSS specific information:*

Record unknown values as 'U' and map to code 9999 (not stated/inadequately described).

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | Service provider organisation—number of boarding house units, total number N[NNN] | Mandatory | 1 |

*DSS specific information:*

Record unknown values as 'U' and map to code 9999 (not stated/inadequately described).

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | Service provider organisation—number of head-leased dwellings, total N[NNN] | Mandatory | 1 |

*DSS specific information:*

Record unknown values as 'U' and map to code 9999 (not stated/inadequately described).

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | Service provider organisation—number of tenancy rental units, total N[NNN] | Mandatory | 1 |

*DSS specific information:*

Record number of tenancy rental units for the previous reference year.

Record unknown values as 'U' and map to code 9999 (not stated/inadequately described).

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | Service provider organisation—organisation identifier, X[X(14)] | Mandatory | 4 |

*DSS specific information:*

This metadata item is collected four times, once each in the organisation, dwelling, tenancy and person files.

The permitted format for this metadata item is an alphanumeric string of 50 characters.

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | Service provider organisation—personal support indicator, yes/no code N | Mandatory | 1 |

*DSS specific information:*

This collection uses an alternative code set. These codes should be mapped as follows:

1 (yes) = 1 (yes)

0 (no) = 2 (no)

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Service provider organisation—support for children, families and carers indicator, yes/no code N](#) | Mandatory | 1 |

*DSS specific information:*

This collection uses an alternative code set. These codes should be mapped as follows:

1 (yes) = 1 (yes)

0 (no) = 2 (no)

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Service provider organisation—support service type, text [X(40)]](#) | Conditional | 1 |

*Conditional obligation:*

Complete only if the organisation provides services other than:

- Housing assistance
- Daily living support
- Personal support
- Community living support
- Support for children, families and carers
- Training, rehabilitation and employment
- Financial and material assistance
- Information, advice and referral

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Service provider organisation—survey response indicator, yes/no code N](#) | Mandatory | 1 |

*DSS specific information:*

This collection uses an alternative code set. These codes should be mapped as follows:

Y (yes) = 1 (yes)

N (no) = 2 (no)

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Service provider organisation—total household rent charged, Australian currency N[N(8)].NN](#) | Mandatory | 1 |

*DSS specific information:*

Record rent charged for the previous reference year.

Rent charged is the total amount of money the community housing organisation's households have been asked to pay during the previous reference year (ending 30 June). It may differ from market rent and may not have been received. The amount of rent charged excludes charges for utilities, meals, cleaning, laundry or other facility costs in the rent charged to tenant.

Record unknown values as 'U'.

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | Service provider organisation—total household rent collected, Australian currency N[N(8)].NN | Mandatory | 1 |

*DSS specific information:*

Record rent collected for the previous reference year.

The total amount of rent collected from all tenants of a community housing organisation.

It includes:

- rent arrears collected in the previous reference year (ending 30 June)
- prepaid rent collected in the previous reference year for the current and subsequent years.

As such, the total rent collected over a 12 month period may be more than the total rent charged in the same period.

Record unknown values as 'U'.

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | Service provider organisation—training, vocational rehabilitation and employment indicator, yes/no code N | Mandatory | 1 |

*DSS specific information:*

This collection uses an alternative code set. These codes should be mapped as follows:

1 (yes) = 1 (yes)

0 (no) = 2 (no)

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | Service provider organisation—waiting list new households with greatest need, total households N[NNN] | Conditional | 1 |

*Conditional obligation:*

Waitlist applicants/households are only in scope if the community housing organisation manages its own waitlist.

*DSS specific information:*

Record the total number of applicants/households as at 30 June of the reference year.

Record unknown values as 'U' and map to code 9999 (not stated/inadequately described).

Waitlist applicants are those households that have applied for rental housing and have been deemed eligible but have not received the assistance they applied for. This includes current housing tenants who are applicants for assistance different from what they currently receive.

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Service provider organisation—waiting list new households, total households N[NNN]](#) | Conditional | 1 |

*Conditional obligation:*

Waitlist applicants/households are only in scope if the community housing organisation manages its own waitlist.

*DSS specific information:*

Record the total number of applicants/households as at 30 June of the reference year.

Record unknown values as 'U' and map to code 9999 (not stated/inadequately described).

Waitlist applicants are those households that have applied for rental housing and have been deemed eligible but have not received the assistance they applied for. This includes current housing tenants who are applicants for assistance different from what they currently receive.

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Service provider organisation—waiting list tenancy transfer, total households N[NNN]](#) | Conditional | 1 |

*Conditional obligation:*

Waitlist applicants/households are only in scope if the community housing organisation manages its own waitlist.

*DSS specific information:*

Record the total number of applicants/households as at 30 June of the reference year.

Record unknown values as 'U' and map to code 9999 (not stated/inadequately described).

Waitlist applicants are those households that have applied for rental housing and have been deemed eligible but have not received the assistance they applied for. This includes current housing tenants who are applicants for assistance different from what they currently receive.

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [Service provider organisation—waiting list, total households N[NNN]](#) | Mandatory | 1 |

*Conditional obligation:*

Waitlist applicants/households are only in scope if the community housing organisation manages its own waitlist.

*DSS specific information:*

Record the total number of applicants/households as at 30 June of the reference year.

Record unknown values as 'U' and map to code 9999 (not stated/inadequately described).

Waitlist applicants are those households that have applied for rental housing and have been deemed eligible but have not received the assistance they applied for. This includes current housing tenants who are applicants for assistance different from what they currently receive.

| Seq No. | Metadata item | Obligation | Max occurs |
|---|---|---|---|
| - | [State or Territory Government—net recurrent housing expenses, total Australian currency N[N(8)].NN](#) | Mandatory | 1 |

*DSS specific information:*

This metadata item records the net recurrent costs incurred by the state or territory government body with responsibility of administering community housing programs.

**Includes:**

*Administration costs:*

- Employee expenses, including:
  - wages and salaries
  - payroll tax
  - superannuation
  - compensation
  - accrued leave
  - training
- Supplies and service expenses, including:
  - stationery
  - postage
  - telephone
  - vehicle
  - office equipment
  - information technology
  - auditing and accounting
  - insurance;
- Office rent;
- Grants and subsidies (excluding rental subsidies);
- Contracted community housing management services;

*Operational costs:*

- Repairs and maintenance:
  - day-to-day maintenance, reflecting general wear and tear
  - cyclical maintenance, which is maintenance performed as part of a planned maintenance program
  - other maintenance, for example, repairs due to vandalism.
- Strata-title or body corporate charges where the provider is responsible for payment;
- Rates (for example, water or council/shire) where the provider is responsible for payment;
- Cost of disposals, such as the cost of removal, sale or disposal of housing stock, including:
  - removal of stock to an alternative program
  - costs incurred in the sale of stock to private agencies or persons, such as agent and legal fees, inspection and building insurance, and public liability insurance
  - demolition costs in order to sell the land.
- Market rent paid (such as from head leasing)
- Interest expense (such as interest on loans).

**Excludes:**

- Capital costs, for example:
  - the purchase of housing stock; and
  - construction costs.