

HOUSING ASSISTANCE DATA DEVELOPMENT SERIES

National Housing Assistance Data Dictionary version 2

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Australian Institute of Health and Welfare
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Foreword

The National Housing Data Agreement Management Group (NHDAMG) and the Australian Institute of Health and Welfare (AIHW) are pleased to publish the second version of the National Housing Assistance Data Dictionary.

Version 2 of the Dictionary is more extensive than the previous version, with the incorporation of new data items, such as those related to private rent assistance and community housing programs. In addition, it also includes updated data standards and data items from version 1.

This Dictionary has been compiled by the National Housing Data Development Committee (NHDDC) under the broad direction of the NHDAMG. It has been developed to comply with the requirements of the *1999 National Housing Data Agreement* and the *1999 Agreement on National Indigenous Housing Information*, as part of the effort to manage housing assistance data. The aim of the Dictionary is to set out agreed data definitions, classifications and standards. It will be the ongoing authoritative source of housing assistance data definitions where national consistency is required or desired. The signatories and parties to both agreements have agreed to comply with and use the agreed definitions and standards specified in the National Housing Assistance Data Dictionary for national information collection. This covers validity, format, completeness and timeliness standards.

The development of the Dictionary is an ongoing process, reliant on the support and professional input from the relevant housing data development groups. These are the National Housing Data Development Committee under the auspices of the National Housing Data Agreement Management Group, and the National Minimum Data Set Subcommittee for Indigenous Housing under the auspices of the National Indigenous Housing Information Implementation Committee. In addition, the National Community Services Committee and the National Health Data Committee have provided support and input.

Richard Madden
Director
Australian Institute of Health and Welfare

1 Introduction

1.1 What is the National Housing Assistance Data Dictionary?

Uniform data are necessary to collate information at a national, state or regional level and to describe and compare the provision of housing assistance and service user outcomes. In the past, different reports have used a range of different definitions for even the most basic variables such as 'household' and 'dwelling,' which has denied policy makers, program managers and administrators a common basis for discussion and evaluation.

The National Housing Assistance Data Dictionary is designed to improve the comparability of data across the housing sector. It is also designed to make data collection activities more efficient by providing standards for core data items, and more effective by ensuring that information to be collected is appropriate for its purpose. The Dictionary is also designed to be compatible with national data dictionaries in other relevant sectors.

Version 2 of the dictionary contains definitions for 116 data items (see Appendix 1). However, it does not provide a comprehensive national standard of data definitions for the housing sector that we hope to have in the future. Rather, it provides a subset of fundamental elements that form a starting point for a continuing cycle of consultation and testing. It is hoped that this status will be kept in mind when using the Dictionary. Feedback is always welcome, indeed necessary, for this process to continue and for the dictionary to reach its full potential.

For the first time, a National Housing Assistance Information Model is included in the Dictionary (see Appendix 2). The model provides a framework within which to locate the individual data items in the dictionary, and a commonly agreed information base to enable research and policy development and the further development of national housing information.

1.2 Objectives of the Dictionary

The objectives of the Dictionary are to:

- describe in an internationally standardised form:
 - data elements commonly applicable in the housing sector for which a reasonable degree of consistency of measurement exists;
 - data elements important across the housing sector that currently lack standardisation; and
 - 'good practice' items (such as certain Australian Bureau of Statistics standards) that have potential for local use in data collection;
- promote consideration of opportunities for further development and rationalisation of activities:

- by describing the less common, as well as the common, items in order to stimulate thinking on improvements to existing collections; and
 - by stimulating thinking on priorities for future development and utilisation;
- promote uniformity, availability, reliability, validity, consistency and completeness in the data;
- accord with nationally and internationally agreed protocols and standards, wherever possible; and
- promote the national standard definitions by being readily available to all individuals and organisations involved in the generation, use and/or development of housing and housing assistance information.

These objectives should provide a systematic basis for ongoing information development activity in the housing sector.

2 Structure

2.1 Specifications for data element definitions

All data element definitions included in the Housing Assistance Data Dictionary are presented in a format based on ISO/IEC Standard 11179 *Specification and Standardization of Data Elements*. This is the international standard for defining data elements issued by the International Standards Organization (ISO) and the International Electrotechnical Commission (IEC). The ISO/IEC Standard 11179 is adopted in the *National Community Services Data Dictionary Version 2* (2001), and the *National Health Data Dictionary Version 11* (2002)

The standard rules applied to each data element definition are designed to ensure that each is clear, concise, unambiguous and comprehensive and provides sufficient information on each data element. This will ensure that all those who collect, provide, analyse and use the data clearly understand its meaning. These rules describe the data. In technical terms these rules are called metadata or data about data.

2.2 The Dictionary template

The Dictionary template is a format for presenting data definitions in a standard, concise and useful manner. It requires a particular process to be followed when defining a discrete piece of information. The process involves answering certain key questions about the information and presenting these answers in an organised manner. Table 1 illustrates the questions that are relevant to the data items. A detailed description of each component of the format is given in Appendix 3.

Table 1: Key questions relating to data items

Key question	Data item
Is it the most recent information?	Administration status Version number
Is the data element a mandatory item under a nationally agreed minimum data set?	Reporting required
Does the data item exist on the AIHW Knowledgebase?	Knowledgebase ID
What sort of data are you trying to define? (See Section 2.3)	Data element type
What is it that you want to know about?	Definition
Who wants to know it and why?	Content
How are the answers coded?	Data type
What are the minimum and maximum numbers of storage units needed to represent the data element value?	Field size
What is the range of possible answers?	Data domain
Which one of the possible answers should I choose?	Guide for use

(continued)

Table 1(continued): Key questions relating to data items

Key question	Data item
How and when should this information be obtained?	Collection methods
What other information is connected to this information?	Related data
Do any national agreements exist to collect and provide this information for national collation and analysis?	National minimum data sets
Where did this definition come from?	Source document Source organisation
What else do I need to know to understand this definition?	Comments

2.3 Data types

Part of the format used to describe data elements in Version 2 of the Dictionary differentiates between different types of data elements. This is specified under the data element attribute 'Data type' (see Appendix 3).

There are four distinct data types that describe the elements included within the Dictionary. These are:

- data concepts
- data elements
- derived elements
- composite elements

Data concepts

These are included to clarify the concepts underpinning related data elements within the Dictionary. These are neither supporting nor reporting requirements in themselves, but define the higher level concepts that many of the individual data elements describe. Dictionary entries for data concepts are presented in a more limited format than other data elements.

Examples of data concepts are 'Dwelling', 'Household' and 'Indigenous household'.

Data elements

Data elements included within the Dictionary specify particular pieces of information that need to be collected by housing assistance agencies and that, in some cases, may need to be reported as part of a minimum data set collection.

Examples of data elements are 'Age', 'Indigenous status', 'State/territory ID'.

Derived elements

Derived elements are data that are not collected directly but that are calculated or derived from other information specified for collection by housing assistance agencies in order to meet certain reporting requirements.

Examples of derived data elements include 'Letters of name' and 'Age' (if derived from a date of birth).

Composite elements

Composite elements are data whose values are a grouping of the values of other data elements in a specified order.

For example, 'Address' is composed of 'unit number', 'number', 'street', 'city/town', etc.

2.4 Using the Dictionary

The development of definitions and data domains that are to be useful at the national level can be a considerable challenge. There is often a conflict between being general enough to be applicable to all housing assistance areas and being specific enough to meet the needs of individual data collections. For many data elements, individual collections require more specific information than is appropriate for inclusion in a national data dictionary (simply because this level of detail is not required by other data collections or may not be appropriate to other collections).

For most data elements and concepts the Dictionary provides generic definitions and data domains that are applicable across all areas of housing assistance. As a result, the level of detail may not be specific enough for individual data collections, and the data domains at too broad a level. In these cases, data collectors are encouraged to develop their own more specific sub-categories (and sub-sub-categories if required) within the broader categories provided in the Dictionary. This means that data collected can be mapped to the data domains set out in the Dictionary and still be comparable with other collections.

Individual collections can thus develop their own expanded categories to suit their purposes. However, for the benefit of national consistency these should be able to be mapped or aggregated to the data domains within the dictionary.

Each data definition contains the minimum procedural information necessary to achieve national consistency and comparability. However, the Dictionary does not necessarily contain all the details required for the reporting and administration of a national data collection over time. For example, those responsible for the ongoing management of a national data collection may also need to issue additional guidelines or instructions on data validation processes, file structures, data collection methodologies etc. to ensure that the information collected meets the required standards of their collection. Additional information may also be required on use and collection methods for specific collections.

3 Data items and definitions

3.1 Introduction

This chapter contains definitions of individual data elements and data concepts as agreed by the National Housing Data Agreement Management Group on 14 July 2003. The data definitions are presented in an ISO/IEC 11179-based format (Appendix 3).

The definitions have reasonably wide application and acceptance across the housing sector. They do not by any means provide exhaustive coverage of all definitions in the housing assistance sector. However, it is hoped that subsequent versions of the Dictionary will progressively include a more extensive range of agreed, widely applicable data elements and concepts.

Address

Admin. status: CURRENT

National reporting: Not required

NHAI Model Location: Location

Identifying and definitional attributes

Knowledgebase ID: 000739

Data item version number: 1

Data element type: COMPOSITE ELEMENT

Definition: A place at which a person or organisation may be contacted/located, or where an object/item or dwelling may be located or the location where a service may be delivered.

Context: Required for primary collection to facilitate contact with the client, person or service provider.

Relational and representational attributes

Datatype: Multiple *Representational form:* n.a.

Field size: *Min.* n.a. *Max.* n.a. *Representational layout:* n.a.

Data domain: Concatenation of: Unit number; Number; Street; City/Town; State/Territory; Postcode; Country

Guide for use: Number can refer to a street number, lot number or RMB (roadside mailbox) number.

Collection methods:

Related data: Postcode

Administrative attributes

National minimum data sets: –

Source document: National Health Data Dictionary Version 11

National Community Services Data Dictionary Version 2

Source organisation: National Health Data Committee

National Community Services Data Committee

Comments: There are differences in interpretation of what constitutes a person's 'usual' address, if this is required. The ABS specifies 'Usual address' to be an address that the person has been living in or is likely to live in for at least six months.

Some data collections collect information about the location of client immediately prior to provision of service. This may or may not coincide with the client's usual address.

Administration costs

Admin. status: CURRENT
Reporting required: Required
NHAI Model Location: Housing Resource

Identifying and definitional attributes

Knowledgebase ID: *Data item version number:* 2

Data element type: DATA ELEMENT

Definition: Administration costs refer to those costs associated with the administration offices of the property manager and the tenancy manager. They include the general accounting and personnel function costs relating to:

- employee expenses (e.g. superannuation, compensation, accrued leave, training);
- supplies and services expenses (includes stationery, postage, telephone, office equipment, information systems and vehicle expenses);
- rent;
- grants and subsidies (excluding rental subsidies);
- expenditure incurred by other government agencies on behalf of the state housing authority; and
- contracted CSHA management services.

Context:

Relational and representational attributes

Datatype: Numeric *Representational form:* QUANTITATIVE VALUE

Field size: Min. 10 Max. 10 *Representational layout:* \$,,\$\$,,\$\$,,\$\$,,\$\$

Data domain:

Guide for use:

Collection methods: Operational costs are typically measured for a financial year (1 July to 30 June the following year).

The administration costs relate to the administration of the rental property and tenancy manager components of the agency's (or agencies') operation and should not include administration costs involved in other areas of operation.

The following cost items should be excluded from the calculation:

- rental subsidies;
- capitalised administration costs;
- depreciation;
- bond loans;

- profit/loss on sale;
- cost of sales.

Related data: Operational costs

Administrative attributes

National minimum Public rental housing

data sets: Community housing

State/territory owned and managed Indigenous housing

Source document: National Housing Assistance Data Dictionary Version 1

Source organisation: Australian Institute of Health and Welfare

Age

Admin. status: CURRENT
Reporting required: Required if 'Date of birth' not available
NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: 000740 *Data item version number:* 1
Data element type: DATA ELEMENT
Definition: The age of the person in (completed) years.
Context: The data element Age is used in analyses of service utilisation by age group and comparisons with demographic statistics. Age is also used as an assistance eligibility criterion.

Relational and representational attributes

Datatype: Numeric *Representational form:* QUANTITATIVE VALUE
Field size: *Min.* 1 *Max.* 3 *Representational layout:* NNN
Data domain: Age in single years (if aged under one year, record as zero, zero, zero)
998 Relevant data not available from the jurisdiction
999 Unknown
Guide for use: If year of birth is known (but Date of birth is not) use the date 01/01 of the birth year to estimate age. If age (or Date of birth) is unknown or not stated, and cannot be estimated, use code 999.
Verification rules: Distributions should be checked to ensure that missing values are being recorded correctly, and not as zeros.
Collection methods: Although collection of Date of birth allows more precise calculation of age, this is not feasible in some data collections and alternative questions are:
Age last birthday?
What was [your] [the person's] age last birthday?
What is [your] [the person's] age in complete years?
Related data: Date of birth

Administrative attributes

<i>National minimum data sets:</i>	Public rental housing Community housing State/territory owned and managed Indigenous housing
<i>Source document:</i>	ABS: Directory of concepts and standards for social, labour and demographic statistics, 1995. National Community Services Data Dictionary Version 2. ABS 1996. 1996 Census Dictionary. Cat. No. 2901. AIHW: Data Standardisation Project for the development of a national unit record public housing data set, 1998. Home and Community Care Data Dictionary, Version 1, 1998
<i>Source organisation:</i>	Australian Bureau of Statistics Australian Institute of Health and Welfare National Community Services Data Committee
<i>Comments:</i>	In most community services data collections, age in years is often reported rather than derived from the data element Date of birth. However, 'Date of birth' is the preferred method for collection of Age data.

Age of dwelling

Admin. status: CURRENT
Reporting required Not required
NHAI Model Location: Housing Resource

Identifying and definitional attributes

Knowledgebase ID: 000704 *Data item version number:* 1
Data element type: DATA ELEMENT
Definition: The age of a dwelling in whole years.
This applies to when the dwelling construction was completed, regardless of when it was purchased or occupied.
Context: For maintenance reasons and stock management.

Relational and representational attributes

Datatype: Numeric *Representational form:* QUANTITATIVE VALUE
Field size: *Min.* 1 *Max.* 3 *Representational layout:* NNN
Data domain: Age in single years (if aged under one year, record as zero, zero, zero)
998 Relevant data not available from the jurisdiction
999 Unknown
Guide for use: If year of construction is known (but the full date is not) use the date 01/01 of the construction year to estimate age. If age (or date of construction) is unknown or not stated, and cannot be estimated, use code 999.
Collection methods: This item can be derived from the data element Date of construction.
Related data: Date of construction (completion)

Administrative attributes

National minimum data sets: —
Source document: National Housing Assistance Data Dictionary Version 1
Source organisation: Australian Institute of Health and Welfare

Agency

Admin. status: CURRENT
Reporting required: Not required
NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: *Data item version number:* 1

Data element type: DATA CONCEPT

Definition: An organisation or organisational sub-unit that is responsible for the provision of assistance to clients.

Defining Agency is extremely important for data collection, as it is the level at which most data are collected in the community services area.

Regardless of the way in which an organisation is funded, an agency is the level of the organisation responsible for service provision to clients. In some instances one organisation will have more than one or many agencies.

Sometimes agencies may contract out or broker the assistance required by their clients to other service providers (such as a crisis accommodation agency paying for hotel room hire). Although the agency may not directly provide the assistance in these cases, the agency paying for the assistance to clients is considered responsible for that assistance and should be able to report on those clients and the assistance they receive.

Relational and representational attributes

Datatype: n.a. *Representational form:* n.a.

Field size: *Min.* n.a. *Max.* n.a. *Representational layout:* n.a.

Guide for use: Different collections define agency differently according to their context and varying need for information on the different levels of organisations providing community services. Individual data collections will therefore need to further specify what an agency is for their collection purposes.

In the SAAP National Data Collection, SAAP agencies are defined as 'The body or establishment which receives a specified amount of money (SAAP funds) to provide a SAAP service...The agency is the level at which data are collected'.

In the HACC Data Dictionary however, a HACC agency is defined as 'A HACC funded organisation or organisational sub-unit that is responsible for the direct provision of HACC funded assistance to clients'.

In Children's Services, agency most closely corresponds to the definition of Service Provider 'The entity (individual, agency, organisation, body or enterprise) that provides the service(s)'.

Guide for use continued:

At this point in time the NCSDD definition of agency is of necessity quite broad. As agency is generally the level at which data are collected, and there are different needs for data collection in different areas, a more precise definition would be too narrow to encompass all community services data collections.

Related data:

Administrative attributes

National minimum data sets: —

Source document: National Community Services Data Dictionary Version 2

Source organisation: Australian Institute of Health and Welfare

Area of residence

Admin. status: CURRENT

Reporting required: Not required

NHAI Model Location: Location

Identifying and definitional attributes

Knowledgebase ID:

Data item version number: 2

Data element type: DERIVED DATA ELEMENT

Definition: The geographical location in which the person resides.

Context: This is used in analysis of:

- catchments and geographical patterns of service distribution and utilisation;
- geographical differences in service distribution and utilisation; and
- interstate comparisons of the split of housing provision across geographical locations.

The person's residential address or location is coded according to a standard geographic classification system (ASGC Remoteness Structure).

Relational and representational attributes

Datatype: Alphanumeric *Representational form:* CODE

Field size: *Min. n.a. Max. n.a.* *Representational layout:* n.a.

Data domain: Australian Standard Geographical Classification (ASGC) Remoteness Structure, which is a hierarchically structured classification scheme.

Guide for use: The most up-to-date edition of the ASGC Remoteness Structure available for the data collection reference year should be used. Coding to ASGC Remoteness Structure codes is preferably done by using the ABS National Localities Index, to map the actual address. In some data collections, a compromise has to be made and the ASGC Remoteness Structure code derived from suburb and/or postcode only. However, this solution results in some inaccuracy of information.

The accurate recording of the State or Territory is essential.

If the person is not resident in Australia, i.e. lives in another country, or at sea, or has no fixed address, local codes may be used to capture this information. However, for national reporting purposes the item should be coded as follows:

State/Territory as 0 = not applicable.

Collection methods:

Related data: Item is derived from Address or Postcode and Suburb.

Administrative attributes

National minimum data sets: —

Source document: ABS, Australian Standard Geographical Classification 2002, Cat. no. 1216.0

Source organisation: Australian Bureau of Statistics

Comments: The purpose of the ASGC Remoteness Structure is to classify Census Collection Districts (CDs) which share common characteristics of remoteness into broad geographical regions. The categories of the ASGC Remoteness Structure are:

- major cities of Australia: 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; and
- migratory: composed of off-shore, shipping and migratory CDs.

Boarding house building

Admin. status: CURRENT
Reporting required: Required
NHAI Model Location: Housing Resource

Identifying and definitional attributes

Knowledgebase ID: *Data item version number:* 1

Data element type: DATA CONCEPT

Definition: A separate building (also referred to as a rooming or lodging house) containing multiple boarding/rooming/lodging house bedrooms and/or boarding house units.

Context: The identification of boarding house buildings from individual boarding house rooms or units is important in calculating the operational costs for this type of dwelling.

Relational and representational attributes

Datatype: n.a. *Representational form:* n.a.

Field size: *Min.* n.a. *Max.* n.a. *Representational layout:* n.a.

Guide for use: In Victoria, the term 'rooming house' is used and the term 'boarding house' is used to distinguish cases where meals are also provided.

Section 5A of the *Social Security Act 1991* states that:

5A(5A) A person's accommodation is exempt accommodation (ie they are eligible for Commonwealth Rent Assistance at the full single rate) if it is in premises that are, in the Secretary's opinion, a boarding house, guest house, hostel, private hotel, rooming house, lodging house or similar premises.

5A(5B) In forming an opinion about a person's accommodation for the purpose of subsection (5A), the Secretary is to have regard to the characteristics of the accommodation including, in particular, whether or not the following are characteristics of the accommodation:

- (a) the premises are known as a boarding house, guest house, hostel, hotel, private hotel, rooming house, lodging house or similar premises;
- (b) a manager or administrator (other than a real estate agent) is retained to manage the premises or administer the accommodation on a daily or other frequent regular basis;
- (c) staff are retained by the proprietor or manager of the premises to work in the premises on a daily or other frequent regular basis;
- (d) the residents lack control over the day-to-day management of the premises;
- (e) there are house rules, imposed by the proprietor or manager, that result

in residents having rights that are more limited than those normally enjoyed by a lessee of private residential accommodation (for example, rules limiting the hours of residents' access to their accommodation or limiting residents' access to cooking facilities in the premises);

- (f) the person does not have obligations to pay for his or her costs of gas, water or electricity separately from the cost of the accommodation;
- (g) the accommodation is not private residential accommodation, having regard to:
 - the number and nature of bedrooms in the premises; or
 - the number of people who are not related to one another living at the premises; or
 - the number and nature of bathrooms in the premises;
- (h) the person's accommodation has not been offered to the person on a leasehold basis;
- (i) there is no requirement that the person pay a bond as security for either the payment of rent or the cost of any damage caused by the person, or for both;
- (j) the person's accommodation is available on a daily or other short-term basis.

5A(5C) Each of the characteristics set out in subsection 5(B) points towards the accommodation in question being exempt accommodation (ie the person is eligible for CRA at the full single rate)

Related data: Boarding house room, Boarding house unit, Dwelling structure, Tenancy (rental) unit

Administrative attributes

National minimum data sets: Community housing

Source document: Community housing data manual 2001-02

Source organisation: NSW Department of Housing
Australian Institute of Health and Welfare

Boarding house room

Admin. status: CURRENT
Reporting required: Required
NHAI Model Location: Housing Resource

Identifying and definitional attributes

Knowledgebase ID: *Data item version number:* 1

Data element type: DATA CONCEPT

Definition: A bedroom within a boarding house (also referred to as a rooming or lodging house) that is not self-contained, and usually shares a common kitchen and/or bathroom. Boarding house bedrooms are usually accessed via a common entrance such as a foyer or hallway.

Context: The identification of individual boarding house bedrooms or units from boarding house buildings is important in calculating the operational costs for this type of dwelling.

Relational and representational attributes

Datatype: n.a. *Representational form:* n.a.

Field size: *Min.* n.a. *Max.* n.a. *Representational layout:* n.a.

Guide for use: Section 5A of the *Social Security Act 1991* states that:

5A(5A) A person’s accommodation is exempt accommodation (ie they are eligible for Commonwealth Rent Assistance at the full single rate) if it is in premises that are, in the Secretary’s opinion, a boarding house, guest house, hostel, private hotel, rooming house, lodging house or similar premises.

5A(5B) In forming an opinion about a person’s accommodation for the purpose of subsection (5A), the Secretary is to have regard to the characteristics of the accommodation including, in particular, whether or not the following are characteristics of the accommodation:

- (k) the premises are known as a boarding house, guest house, hostel, hotel, private hotel, rooming house, lodging house or similar premises;
- (l) a manager or administrator (other than a real estate agent) is retained to manage the premises or administer the accommodation on a daily or other frequent regular basis;
- (m) staff are retained by the proprietor or manager of the premises to work in the premises on a daily or other frequent regular basis;
- (n) the residents lack control over the day-to-day management of the premises;
- (o) there are house rules, imposed by the proprietor or manager, that result in residents having rights that are more limited than those normally enjoyed by a lessee of private residential accommodation (for example,

rules limiting the hours of residents' access to their accommodation or limiting residents' access to cooking facilities in the premises);

- (p) the person does not have obligations to pay for his or her costs of gas, water or electricity separately from the cost of the accommodation;
- (q) the accommodation is not private residential accommodation, having regard to:
 - the number and nature of bedrooms in the premises; or
 - the number of people who are not related to one another living at the premises; or
 - the number and nature of bathrooms in the premises;
- (r) the person's accommodation has not been offered to the person on a leasehold basis;
- (s) there is no requirement that the person pay a bond as security for either the payment of rent or the cost of any damage caused by the person, or for both;
- (t) the person's accommodation is available on a daily or other short-term basis.

5A(5C) Each of the characteristics set out in subsection 5(B) points towards the accommodation in question being exempt accommodation (ie the person is eligible for CRA at the full single rate)

Related data: Boarding house building, Boarding house unit, Dwelling structure, Tenancy (rental) unit

Administrative attributes

National minimum data sets: Community housing

Source document: Community housing data manual 2001-02

Source organisation: NSW Department of Housing
Australian Institute of Health and Welfare

Boarding house unit

Admin. status: CURRENT
Reporting required: Required
NHAI Model Location: Housing Resource

Identifying and definitional attributes

Knowledgebase ID: *Data item version number:* 1
Data element type: DATA CONCEPT
Definition: A self-contained unit within a boarding house (also referred to as a rooming or lodging house) with separate cooking, bathroom and toilet facilities. Boarding house units are usually accessed via a common entrance such as a foyer or hallway.
Context: The identification of individual boarding house bedrooms or units from boarding house buildings is important in calculating the operational costs for this type of dwelling.

Relational and representational attributes

Datatype: n.a. *Representational form:* n.a.
Field size: *Min.* n.a. *Max.* n.a. *Representational layout:* n.a.
Guide for use: Section 5A of the Social Security Act 1991 states that:
5A(5A) A person’s accommodation is exempt accommodation (ie they are eligible for Commonwealth Rent Assistance at the full single rate) if it is in premises that are, in the Secretary’s opinion, a boarding house, guest house, hostel, private hotel, rooming house, lodging house or similar premises.
5A(5B) In forming an opinion about a person’s accommodation for the purpose of subsection (5A), the Secretary is to have regard to the characteristics of the accommodation including, in particular, whether or not the following are characteristics of the accommodation:
(u) the premises are known as a boarding house, guest house, hostel, hotel, private hotel, rooming house, lodging house or similar premises;
(v) a manager or administrator (other than a real estate agent) is retained to manage the premises or administer the accommodation on a daily or other frequent regular basis;
(w) staff are retained by the proprietor or manager of the premises to work in the premises on a daily or other frequent regular basis;
(x) the residents lack control over the day-to-day management of the premises;
(y) there are house rules, imposed by the proprietor or manager, that result in residents having rights that are more limited than those normally enjoyed by a lessee of private residential accommodation (for example,

rules limiting the hours of residents' access to their accommodation or limiting residents' access to cooking facilities in the premises);

- (z) the person does not have obligations to pay for his or her costs of gas, water or electricity separately from the cost of the accommodation;
- (aa) the accommodation is not private residential accommodation, having regard to:
 - the number and nature of bedrooms in the premises; or
 - the number of people who are not related to one another living at the premises; or
 - the number and nature of bathrooms in the premises;
- (bb) the person's accommodation has not been offered to the person on a leasehold basis;
- (cc) there is no requirement that the person pay a bond as security for either the payment of rent or the cost of any damage caused by the person, or for both;
- (dd) the person's accommodation is available on a daily or other short-term basis.

5A(5C) Each of the characteristics set out in subsection 5(B) points towards the accommodation in question being exempt accommodation (ie the person is eligible for CRA at the full single rate)

Related data: Boarding house building, Boarding house room, Dwelling structure, Tenancy (rental) unit

Administrative attributes

National minimum data sets: Community housing

Source document: Community housing data manual 2001-02

Source organisation: NSW Department of Housing
Australian Institute of Health and Welfare

Building function

Admin. status: CURRENT
Reporting required: Not required
NHAI Model Location: Housing Resource

Identifying and definitional attributes

Knowledgebase ID: 000705 *Data item version number:* 1
Data element type: DATA ELEMENT
Definition: The primary function for which a building or discrete part of a building is intended to be used.
Context: Service provision and planning.
Able to be used in conjunction with ABS Census data on private/non private dwellings.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE
Field size: *Min.* 1 *Max.* 1 *Representational layout:* N
Data domain: 1 Private residential
2 Non-private residential
3 Commercial
4 Industrial
5 Service
9 Not stated/inadequately described

Guide for use: **1 Private residential:** a self contained dwelling intended for occupation by one or more usual residents, or movable, makeshift or improvised dwellings occupied by one or more usual residents. This includes houses, flats, units, caravans, craft in a marina, houseboats, independent living in a retirement village, tents (if it is standing on its own block of land), regardless of whether the dwelling is owned, being purchased or being rented privately, publicly or through a community organisation.
2 Non-private residential: a building that: accommodates usual residents in non-self-contained rooms or suites; accommodates temporary guests on a commercial basis or; is an institution (or accommodation associated with an institution). This includes hotels and motels, institutions, crisis accommodation facilities, shelters, supported independent living facilities, semi institutional living in community.
3 Commercial: includes offices, retail and wholesale trade buildings, transport buildings (such as terminals and carparks) and other commercial buildings. It does not include hotels or motels or other commercial operations that provide accommodation (which are included in category 2 Non-private residential).

Guide for use continued:

4 Industrial: includes factories, warehouses, agricultural buildings and other industrial accommodation.

5 Service: includes health facilities such as hospitals, education buildings, churches and religious buildings, day care centres, entertainment and recreation buildings such as public libraries and sporting clubs.

Collection methods:

Related data: Dwelling structure, Landlord type, Residential type

Administrative attributes

National minimum data sets: —

Source document: National Housing Assistance Data Dictionary Version 1

Source organisation: Australian Institute of Health and Welfare
Australian Bureau of Statistics

Capital expenditure—gross

Admin. status: CURRENT
Reporting required: Not required
NHAI Model Location: Housing Resource

Identifying and definitional attributes

Knowledgebase ID: 000767 *Data item version number:* 1

Data element type: DATA ELEMENT

Definition: Expenditure on the acquisition or enhancement of an asset (excluding financial assets). 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.

Context: To enable analysis of welfare expenditure at the national level.

There is a considerable interest in capital expenditure data at the national level from many different potential users.

The set of financial data items (Capital expenditure—gross, Capital Expenditure—net, Capital stock, Recurrent expenditure and Revenue) shown in the dictionary are based on relevant sections of the ABS Economic Type Framework (ETF) of the Government Finance Statistics (GFS) Classifications. They summarise the broad reporting requirements of the government sector for Public Finance Statistics. As part of the reporting requirements for public finance statistics, governments need to obtain certain information from funded organisations. This set of items is presented in the interests of facilitating ease of reporting of this information.

The ETF is based on established accounting principles and specifies an operating statement, cash flow statement, reconciliation statement, supplementary statement, intra-unit transfers other than revaluations and accrued transactions, revaluations and other changes in the volume of assets and, a balance sheet.

Relational and representational attributes

Datatype: Numeric **Representational form:** QUANTITATIVE VALUE

Field size: **Min.** 10 **Max.** 10 **Representational layout:** \$,\$\$\$,\$\$\$,\$\$\$

Data domain Value in dollars of:

<u>Expenditure type</u>		<u>GFS Code</u>
1	Expenditure on non-financial assets	222
1.2	Purchases of new non-financial assets	2221
1.2	Purchases of second hand non-financial assets	2222
1.3	Sales of non-financial assets	2224
2	Assets acquired under finance leases	4101

Guide for use: For more explanation of and details on expenditure types, see the November 1998 Version of the ABS Economic Type Framework (ETF) of the Government Finance Statistics (GFS) Classifications.

Collection methods: Capital includes: acquisitions (purchase of properties); construction costs; redevelopment and improvement (of properties); land acquisitions and development; joint ventures

Measurement on an accrual accounting basis is preferred to measurement on a cash accounting basis.

Capital expenditure – gross is typically measured for a financial year (1 July to 30 June the following year).

Related data: Recurrent expenditure

Administrative attributes

National minimum data sets: –

Source document: Australian Bureau of Statistics: Government Finance Statistics 1998, Cat. No. 5514.0

National Community Services Data Dictionary Version 2

Source organisation: Australian Bureau of Statistics

Australian Institute of Health and Welfare

Commonwealth Rent Assistance (CRA) amount

Admin. status: CURRENT

Reporting required: Required

NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID:

Data item version number: 1

Data element type: DATA ELEMENT

Definition: The weekly amount of Commonwealth Rent Assistance (CRA) the income unit is entitled to receive in the fortnight prior to data extraction.

Context: The Commonwealth pays Rent Assistance to recipients of income support payments, including those who receive more than the base rate of family tax benefit (Part A), and pay private rent above minimum thresholds. Rent Assistance can be used for:

- rent (other than for public housing or the state/territory owned and managed Indigenous housing); or
- service and maintenance fees in a retirement village; or
- lodging; or
- fees paid to use a site for a caravan or other accommodation which is occupied as the principal home; or
- fees paid to moor a vessel occupied as the principal home.

This data element is used in the calculation of housing affordability.

Relational and representational attributes

Datatype: Numeric *Representational form:* QUANTITATIVE VALUE

Field size: *Min.* 8 *Max.* 8 *Representational layout:* \$\$\$,\$\$\$\$.cc

Data domain: Dollar and cents value

Guide for use: Always include the cent value, using .00 where there are only dollar values.

If a customer and partner are illness separated and they are entitled to CRA, they may each be paid the single rate of CRA. Therefore, some couples could be receiving up to double the single maximum rate of CRA.

Collection methods:

Related data: Commonwealth Rent Assistance (CRA) income unit type, Ongoing entitlement

Administrative attributes

National minimum data sets: Commonwealth housing data set including CRA

Source document: FaCS 2003. Unpublished. Draft performance indicators for Commonwealth Rent Assistance.

Housing Assistance Act 1996 annual report 1999-2000.

Source organisation: Commonwealth Department of Family and Community Services.

Commonwealth Rent Assistance (CRA) income unit type

Admin. status: CURRENT
Reporting required: Required
NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: *Data item version number:* 1
Data element type: DATA ELEMENT
Definition: The structure of the income unit based on the relationship between members of the income unit.
Context: An income unit is the standard statistical unit for analyses of Commonwealth Rent Assistance (CRA) data and can be an important measure in assessing the needs and circumstances of individuals and families. Income unit type is essential in determining CRA eligibility and entitlement as the CRA thresholds and maximum rates of assistance vary by income unit type.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE
Field size: *Min.* 1 *Max.* 1 *Representational layout:* N
Data domain:
1 Single, no children
2 Single, Sharers
3 Couple, no children
4 Sole parent, 1 or 2 children
5 Sole parent, 3 or more children
6 Couple, 1 or 2 children
7 Couple, 3 or more children
9 Not stated/inadequately described
Guide for use: This item is not used in the CSHA proxy occupancy standard. Refer instead to the item 'Household groups'.
Collection methods: In the CRA income unit types, the term 'children' is used to refer to those children that attract more than the base rate of Family Tax Benefit Part A.
Related data: Commonwealth Rent Assistance (CRA) amount, Income unit

Administrative attributes

National minimum data sets: Commonwealth Housing data set including CRA

Source document: FaCS 2003. Unpublished. Draft performance indicators for Commonwealth Rent Assistance.

Source organisation: Department of Family and Community Services

Construction costs

Admin. status: CURRENT
Reporting required: Not required
NHAI Model Location: Housing Resource

Identifying and definitional attributes

Knowledgebase ID: 000733 *Data item version number:* 1

Data element type: DATA ELEMENT

Definition: The construction cost of a newly constructed dwelling.

Context:

Relational and representational attributes

Datatype: Numeric *Representational form:* QUANTITATIVE VALUE

Field size: Min. 10 Max. 10 *Representational layout:* \$,,\$,\$,\$,\$,\$,\$,\$

Data domain: Cost of dwelling in dollars.

Guide for use:

Include:

- All costs attributable to the construction of each dwelling such as architect fees and land costs. Where land costs are from previous years and the cost is based on the value in the year of purchase, then a footnote should be provided. Similarly, if construction occurred on vacant land of previously demolished stock, and the land value is not available then a footnote detailing the number of dwellings involved should be included.
- Dwellings where construction has been completed and which are ready for occupancy.
- Dwelling construction that commenced in previous years that was not completed until the current financial year.

Exclude:

- Dwelling construction that was not finished by the end of the current financial year.
- Construction of stock for purposes other than public housing.

Collection methods:

Related data: Dwelling

Administrative attributes

National minimum data sets: —

Source document: Public Housing data manual 2001-02
National Housing Assistance Data Dictionary Version 1

Source organisation: Australian Institute of Health and Welfare

Country of birth

Admin. status: CURRENT

Reporting required: Not required

NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: 000742

Data item version number: 1

Data element type: DATA ELEMENT

Definition: The country in which the person was born.

Context: Country of birth is required as one of the four core data as part of the ABS standard for cultural and language diversity. These combined data elements replace the previously used concept of non-English-speaking background (NESB).

It is important in the study of access to services by different population sub-groups. The item provides a link between the ABS Census of Population and Housing, other ABS statistical collections and regional data collections. Country of birth may be used in conjunction with other data elements such as period of residence in Australia, etc., to derive more sophisticated measures of access to services by different population sub-groups.

Relational and representational attributes

Datatype: Character *Representational form:* CODE

Field size: *Min.* 4 *Max.* 4 *Representational layout:* NNNN

Data domain: Standard Australian Classification of Countries 1998 (SACC), which replaces the Australian Standard Classification of Countries for Social Statistics (ASCCSS). ABS catalogue no. 1269.0.

This is a 4-digit, three-level hierarchical structure (major group, minor group and country).

Guide for use: A country, even if it comprises other discrete political entities such as states, is treated as a single unit for all data domain purposes. Parts of a political entity are not included in different groups. Thus, Hawaii is included in Northern America (as part of the identified country United States of America), despite being geographically close to and having similar social and cultural characteristics as the units classified to Polynesia.

Collection methods: Agencies may collect Country of birth in a variety of ways. Some agencies may obtain the person's country of birth by using a question that contains a predetermined list of countries accompanied by an 'other (please specify)' category. Other agencies may use an open ended question asking the person to specify their country of birth. Regardless of the exact format used by the agency, Country of Birth should be collected in such a way as to allow the information to be coded using the SACC code list. A question that only asks the person to identify whether they were born in either an 'English-speaking'

or 'non-English-speaking' country will not provide sufficient information to code the person's Country of Birth.

The standard question for obtaining detailed data for Country of Birth is as follows:

In which country were you born?

- Australia
- England
- Italy
- New Zealand
- Scotland
- Greece
- Netherlands
- Germany
- Vietnam
- Lebanon
- Other - please specify: _____

Alternately, a shortened version can be used.

In which country were you born ?

- Australia
- Other - please specify: _____

Related data: First language spoken, Main language spoken at home, Proficiency in spoken English

Administrative attributes

National minimum data sets: –

Source document: ABS: Standard Australian Classification of Countries, 1998, Cat. no. 1269.0
ABS Standard for Cultural and Language Diversity (ABS Cat no. 1289.0)

Source organisation: Australian Bureau of Statistics
Australian Institute of Health and Welfare

Comments: The Minimum Core Set of Cultural and Language Indicators as identified in the ABS standard for cultural and Language Diversity (ABS Cat no. 1289.0) are:

- Country of birth of person
- Main Language other than English spoken at home
- Proficiency in spoken English
- Indigenous status

CSHA community housing provider

Admin. status: CURRENT
Reporting required: Required
NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: *Data item version number:* 1

Data element type: DATA CONCEPT

Definition: Providers that:

- receive funding (capital and/or recurrent) either fully or partly through the Commonwealth State Housing Agreement;
- are not-for-profit organisations; and
- provide medium to long term housing tenure to tenants.

Context: CSHA community housing providers are responsible for tenancy and property management. They are an important link in gathering sector information in particular at the household level.

This information is used in the CSHA annual data collection for community housing to distinguish community housing from the Crisis Accommodation Program.

Relational and representational attributes

Datatype: n.a. *Representational form:* n.a.

Field size: *Min.* n.a. *Max.* n.a. *Representational layout:* n.a.

Guide for use: In Victoria, transitional housing managers (THM's) are also covered by this definition.

The definition of CSHA community housing providers incorporates providers who manage the following:

- properties leased from the private rental sector, government or non-government agencies for the provision of community housing (head leasing) provided the tenancy management function is undertaken by a community organisation;
- properties purchased using state and territory housing/community housing authority CSHA community housing program funds but managed by community housing providers; and
- joint ventures where the purpose of the arrangement is to provide housing which falls into the scope of community housing (for example, when assistance is funded by the CSHA and the Building Better Cities Program or the Social Housing Subsidy Program).

CSHA community housing providers may include:

- Community housing cooperatives;
- Community housing associations;
- Local governments;
- Aboriginal housing organisations;
- Aboriginal housing cooperatives;
- Local Aboriginal land councils; and
- Church and other not for profit welfare groups.

Collection methods: CSHA community housing survey and administrative collections.

Related data: Non-targeted CSHA community housing provider, Targeted CSHA community housing provider

Administrative attributes

National minimum data sets: Community housing

Source document: Community housing data manual 2001-02

Source organisation: Australian Institute of Health and Welfare

Comments: CSHA community housing providers are defined by the organisations' tenancy management and tenure arrangements and not necessarily defined by who owns the property.

Date assistance commenced

Admin. status: CURRENT
Reporting required: Required
NHAI Model Location: Housing Event

Identifying and definitional attributes

Knowledgebase ID: 000706 *Data item version number:* 1

Data element type: DATA ELEMENT

Definition: The date on which the provision of assistance to a household by an agency commenced, as distinct from the date the household applies and is entered on the waiting list or assessed for eligibility.

Context: This data element is used in calculation of measures of periods of support and duration of assistance and for measuring various point in time data.

Relational and representational attributes

Datatype: Numeric *Representational form:* DATE

Field size: *Min.* 8 *Max.* 8 *Representational layout:* DDMMYYYY

Data domain: Valid date

Guide for use: The date recorded should be the date on which the client has begun to receive some form of assistance. This could be the provision of housing, a home loan, grants, advice or referral.

This data element should always be recorded as an 8 digit valid date comprising day, month and year. Year should always be recorded in its full 4 digit format. For days and months with a numeric value of less than 10, zeros should be used to ensure that the date contains the required 8 digits. For example if a service episode starts on July 1 2000 the Date assistance commenced should be recorded as 01072000.

Collection methods: Date assistance commenced must be related to a particular service episode. For each separate service episode a separate 'Date of assistance commenced' should be recorded. Same address transfers, mutual exchanges and succession of tenancy of dwellings are not considered separate episodes of assistance.

It should also be related to a particular Program type (e.g. public rental housing, home purchase assistance, etc.)

Public housing only : The date assistance commenced should be taken from the date specified on the tenancy agreement. Tenants may actually move in at a later date than this date.

Related data: Date assistance completed, Program type

Administrative attributes

National minimum data sets: Public rental housing
Community housing
State/territory owned and managed Indigenous housing

Source document: National Housing Assistance Data Dictionary Version 1

Source organisation: Australian Institute of Health and Welfare

Date assistance completed

Admin. status: CURRENT
Reporting required: Required
NHAI Model Location: Housing Event

Identifying and definitional attributes

Knowledgebase ID: 000707 *Data item version number:* 1
Data element type: DATA ELEMENT
Definition: The date on which provision of assistance by an agency was completed, ceased or terminated.
Context: This data element is used in calculation of measures of periods of support and duration of assistance and for measuring various point in time data.

Relational and representational attributes

Datatype: Numeric *Representational form:* DATE
Field size: *Min.* 8 *Max.* 8 *Representational layout:* DDMMYYYY
Data domain: Valid date
Guide for use: This data element should always be recorded as an 8 digit valid date comprising day, month and year. Year should always be recorded in its full 4 digit format. For days and months with a numeric value of less than 10, zeros should be used to ensure that the date contains the required 8 digits. For example if a service episode is completed on July 1 2002 the Date assistance completed should be recorded as 01072002.
Collection methods: Date assistance completed must be related to a particular service episode. For each separate service episode a separate 'Date assistance completed' should be recorded.
It should also be related to a particular program type (e.g. public rental housing, home purchase assistance, etc.).
Related data: Date assistance commenced, Program type

Administrative attributes

National minimum data sets: Public rental housing
Community housing
State/territory owned and managed Indigenous housing
Source document: National Housing Assistance Data Dictionary Version 1
Source organisation: Australian Institute of Health and Welfare

Date dwelling occupied

Admin. status: CURRENT
Reporting required: Required
NHAI Model Location: Housing Event

Identifying and definitional attributes

Knowledgebase ID: 000708 *Data item version number:* 1
Data element type: DATA ELEMENT
Definition: The date on which a dwelling is occupied by tenants under a formal tenancy agreement.
Context: Used for planning purposes and for calculating turnaround times and rent foregone.

Relational and representational attributes

Datatype: Numeric *Representational form:* DATE
Field size: *Min.* 8 *Max.* 8 *Representational layout:* DDMMYYYY
Data domain: Valid date
Guide for use: This data element should always be recorded as an 8-digit valid date comprising day, month and year. Year should always be recorded in its full 4-digit format. For days and months with a numeric value of less than 10, zeros should be used to ensure that the date contains the required 8 digits. For example the date July 1 2002 should be recorded as 01072002.

Collection methods:

Related data: Date assistance completed, Date dwelling vacated, Dwelling occupancy status

Administrative attributes

National minimum data sets: Public rental housing
Community housing
State/territory owned and managed Indigenous housing
Source document: National Housing Assistance Data Dictionary Version 1
Source organisation: Australian Institute of Health and Welfare

Date dwelling vacated

Admin. status: CURRENT
Reporting required: Required
NHAI Model Location: Housing Event

Identifying and definitional attributes

Knowledgebase ID: 000709 *Data item version number:* 1
Data element type: DATA ELEMENT
Definition: The date on which a dwelling is vacated by tenants.
Context: Used for planning purposes and for calculating turnaround times, days a dwelling is vacant and rent foregone.

Relational and representational attributes

Datatype: Numeric *Representational form:* DATE
Field size: *Min.* 8 *Max.* 8 *Representational layout:* DDMMYYYY
Data domain: Valid date
Guide for use: This data element should always be recorded as an 8-digit valid date comprising day, month and year. Year should always be recorded in its full 4-digit format. For days and months with a numeric value of less than 10, zeros should be used to ensure that the date contains the required 8 digits. For example the date July 1 2002 should be recorded as 01072002.
Collection methods: If the date the dwelling was vacated by tenants is not known, for example abandonment by tenants, the date the dwelling is discovered to be vacant should be used instead.
Related data: Date assistance commenced, Date assistance completed, Date dwelling occupied, Dwelling occupancy status

Administrative attributes

National minimum data sets: Public rental housing
Community housing
State/territory owned and managed Indigenous housing
Source document: National Housing Assistance Data Dictionary Version 1
Source organisation: Australian Institute of Health and Welfare

Date eligible for assistance

Admin. status: CURRENT
Reporting required: Required
NHAI Model Location: Housing Event

Identifying and definitional attributes

Knowledgebase ID: 000710 *Data item version number:* 1
Data element type: DATA ELEMENT
Definition: The date on which a household is assessed as eligible for assistance.
Context: Required in order to determine the period of time from successful application to the time assistance was received.

Relational and representational attributes

Datatype: Numeric *Representational form:* Date
Field size: *Min.* 8 *Max.* 8 *Representational layout:* DDMMYYYY
Data domain: Valid date
Guide for use: This data element should always be recorded as an 8 digit valid date comprising day, month and year. Year should always be recorded in its full 4-digit format. For days and months with a numeric value of less than 10, zeros should be used to ensure that the date contains the required 8 digits. For example the date July 1 2002 should be recorded as 01072002.
Collection methods: In most cases the date eligible for assistance is the same date as the date the applicant is effective on the waitlist, not the date actually entered onto the system.
Related data: Date assistance commenced

Administrative attributes

National minimum data sets: Public rental housing
Community housing
State/territory owned and managed Indigenous housing
Source document: National Housing Assistance Data Dictionary Version 1
Source organisation: Australian Institute of Health and Welfare

Date of birth

Admin. status: CURRENT

Reporting required: Required

NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: 000743

Data item version number: 1

Data element type: DATA ELEMENT

Definition: The date of birth of the person.

Context: If the data element Age is not collected, this data element can be used to derive age for use both in comparisons with population data and in analysis of service use by age group. Date of birth can also be used as an aid to uniquely identify a client if other identifying information is missing or in question.

Relational and representational attributes

Datatype: Numeric *Representational form:* Date

Field size: *Min.* 8 *Max.* 8 *Representational layout:* DDMMYYYY

Data domain: Valid date

Guide for use: It is recommended that in cases where all components of the Date of birth are not known or where an estimate is arrived at from age, a valid date be used together with a flag to indicate that it is an estimate.

Collection methods:

Related data: Age, Record linkage

Administrative attributes

National minimum data sets: Public rental housing

Community housing

State/territory owned and managed Indigenous housing

Source document: National Community Services Data Dictionary Version 2

National Health Data Dictionary Version 11

Source organisation: National Community Services Data Committee

National Health Data Committee

Comments: Privacy issues need to be taken account in asking persons their date of birth.

Wherever possible and appropriate, date of birth should be used rather than age because the actual date of birth allows more precise calculation of age where this is important, and allows calculation of age for any given year.

Date of construction (completion)

Admin. status: CURRENT
Reporting required: Required
NHAI Model Location: Housing Event

Identifying and definitional attributes

Knowledgebase ID: 000711 *Data item version number:* 1
Data element type: DATA ELEMENT
Definition: The date on which the construction of a dwelling is completed and the dwelling is considered available for tenancy.
Context: Property management. Calculation of days vacant and turnaround times.

Relational and representational attributes

Datatype: Numeric *Representational form:* DATE
Field size: *Min.* 8 *Max.* 8 *Representational layout:* DDMMYYYY
Data domain: Valid date
Guide for use: This data element should always be recorded as an 8 digit valid date comprising day, month and year. Year should always be recorded in its full 4-digit format. For days and months with a numeric value of less than 10, zeros should be used to ensure that the date contains the required 8 digits. For example July 1 2002 should be recorded as 01072002.

Collection methods:

Related data: Age of dwelling, Date dwelling occupied

Administrative attributes

National minimum data sets: Public rental housing
Community housing
State/territory owned and managed Indigenous housing
Source document: National Housing Assistance Data Dictionary Version 1
Source organisation: Australian Institute of Health and Welfare

Date of purchase (completion)

Admin. status: CURRENT
Reporting required: Required
NHAI Model Location: Housing Event

Identifying and definitional attributes

Knowledgebase ID: 000712 *Data item version number:* 1
Data element type: DATA ELEMENT
Definition: The date on which the purchase of a dwelling is finalised.
In practical terms, this will usually be when the keys to the dwelling are handed over.
Context: Property management. Calculation of days vacant and turnaround time.

Relational and representational attributes

Datatype: Numeric *Representational form:* DATE
Field size: *Min.* 8 *Max.* 8 *Representational layout:* DDMMYYYY
Data domain: Valid date
Guide for use: This item should indicate the date on which a dwelling was purchased, regardless of whether the dwelling requires repairs at the time of purchase.
This data element should always be recorded as an 8-digit valid date comprising day, month and year. Year should always be recorded in its full 4-digit format. For days and months with a numeric value of less than 10, zeros should be used to ensure that the date contains the required 8 digits. For example July 1 2002 should be recorded as 01072002.

Collection methods:

Related data: Age of dwelling, Date dwelling occupied

Administrative attributes

National minimum data sets: Public rental housing
Community housing
State/territory owned and managed Indigenous housing
Source document: National Housing Assistance Data Dictionary Version 1
Source organisation: Australian Institute of Health and Welfare

Date rent charged to tenant

Admin. status: CURRENT
Reporting required: Required
NHAI Model Location: Housing Event

Identifying and definitional attributes

Knowledgebase ID: 000713 *Data item version number:* 1
Data element type: DATA ELEMENT
Definition: The date on which a tenant is charged for a rental payment.
Context: This item is necessary for the calculation of number of tenants in arrears and the amount of arrears (ie. the date from which a zero balance exists is used to calculate rent in arrears.)

Relational and representational attributes

Datatype: Numeric *Representational form:* DATE
Field size: *Min.* 8 *Max.* 8 *Representational layout:* DDMMYYYY
Data domain: Valid date
Guide for use: This data element should always be recorded as an 8-digit valid date comprising day, month and year. Year should always be recorded in its full 4-digit format. For days and months with a numeric value of less than 10, zeros should be used to ensure that the date contains the required 8 digits. For example the date July 1 2002 should be recorded as 01072002.

Collection methods:

Related data: Date rent paid by tenant, Rent charged to tenant, Rent paid by tenant

Administrative attributes

National minimum data sets: Public rental housing
Community housing
State/territory owned and managed Indigenous housing
Source document: National Housing Assistance Data Dictionary Version 1
Source organisation: Australian Institute of Health and Welfare

Date rent paid by tenant

Admin. status: CURRENT
Reporting required: Required
NHAI Model Location: Housing Event

Identifying and definitional attributes

Knowledgebase ID: 000714 *Data item version number:* 1
Data element type: DATA ELEMENT
Definition: The date on which a rental payment is paid by a tenant household.
Context: This item is necessary for the calculation of number of tenants in arrears and the amount of arrears.

Relational and representational attributes

Datatype: Numeric *Representational form:* DATE
Field size: *Min.* 8 *Max.* 8 *Representational layout:* DDMMYYYY
Data domain: Valid date
Guide for use: This data element should always be recorded as an 8-digit valid date comprising day, month and year. Year should always be recorded in its full 4-digit format. For days and months with a numeric value of less than 10, zeros should be used to ensure that the date contains the required 8 digits. For example the date July 1 2002 should be recorded as 01072002.
Collection methods: Where possible, the actual date that the payment is made should be recorded, regardless of when it is administratively recorded.
In order to accurately measure rent arrears, this item should be linked to the amount of the rental payment paid by the tenant.
Related data: Date rent charged to tenant, Rent charged to tenant, Rent paid by tenant

Administrative attributes

National minimum data sets: Public rental housing
Community housing
State/territory owned and managed Indigenous housing
Source document: National Housing Assistance Data Dictionary Version 1
Source organisation: Australian Institute of Health and Welfare

Depreciation costs

Admin. status: CURRENT
Reporting required: Not required
NHAI Model Location: Housing Resource

Identifying and definitional attributes

Knowledgebase ID: 000734 *Data item version number:* 1
Data element type: DATA ELEMENT
Definition: This item covers depreciation costs for public rental housing.
Context:

Relational and representational attributes

Datatype: Numeric *Representational form:* QUANTITATIVE VALUE
Field size: Min. 10 Max. 10 *Representational layout:* \$,,\$,\$,\$,\$,\$,\$,\$
Data domain: Dollar value of depreciation costs
Guide for use: Depreciation costs are as defined by Australian Accounting Standards 13 to 17 for the property manager and the tenancy manager for the financial year end.
The depreciation applies to the value of the buildings erected on the land. The land is not depreciated, as it is commodity of limited supply which does not have a limited useful life, and therefore the benefits are not consumed over time. (Coopers and Lybrand 1996.)
Depreciation should be calculated on a straight line basis at a rate which realistically represents the useful life of the asset. For consistency a useful life of 50 years is used unless a clear case can be mounted for the adoption of an alternative useful life. Any alternatives must not be in excess of 75 years. (Coopers and Lybrand 1995, p. 5.)
Collection methods: Depreciation costs are typically measured for a financial year (1 July to 30 June the following year).
Related data: Dwelling

Administrative attributes

National minimum data sets: —
Source document: Public rental housing data manual 2001-02
National Housing Assistance Data Dictionary Version 1
Source organisation: Australian Institute of Health and Welfare

Direct costs

Admin. status: CURRENT
Reporting required: Required
NHAI Model Location: Housing Resource

Identifying and definitional attributes

Knowledgebase ID: 000735 *Data item version number:* 1
Data element type: DATA ELEMENT
Definition: The total direct costs for the financial year.
Include:

- Total administration costs; and
- Costs of maintaining the operation of dwellings.

Context: Use to calculate the average costs of providing rental housing assistance (excluding capital) per dwelling.

Relational and representational attributes

Datatype: Numeric *Representational form:* QUANTITATIVE VALUE
Field size: *Min.* 10 *Max.* 10 *Representational layout:* \$,\$\$\$,\$\$\$,\$\$\$
Data domain: Dollar value.
Guide for use: The following cost items should be excluded from the calculation:

- rental subsidies;
- capitalised administration costs;
- depreciation;
- bond loans;
- profit/loss on sale;
- cost of sales.

Related data: Administration costs, Dwelling, Operational costs, Repairs and maintenance costs, Tenancy (rental) unit

Administrative attributes

National minimum data sets: Public rental housing
Community housing
State/territory owned and managed Indigenous housing
Source document: Public rental housing data manual 2001-02
National Housing Assistance Data Dictionary Version 1
Source organisation: Australian Institute of Health and Welfare

Disability

Admin. status: CURRENT
Reporting required: Not required
NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: 000744 *Data item version number:* 1

Data element type: DATA CONCEPT

Definition: Disability is a multi-dimensional and complex concept which is defined in terms of three dimensions (WHO, 1999 and 2001): Body structures, Body function, Activity and Participation. These dimensions focus in turn on aspects of functioning and disability relevant to: the body, the individual person, and the person in society. Environmental factors interact with all dimensions of functioning and disability. All disability is associated with a current or previous health condition, disease or injury.

The experience of disability may be described by the presence and nature of some or all of these three dimensions of disability associated with current or previous related health conditions. The experience of disability is variable over time and affected by external environmental factors as well as internal personal factors.

Context: Many different definitions of disability are used in Australia, both in administrative data collections and in Acts of Parliament. The consistent identification of disability in national data collections has been recommended in a number of reports, so as to enable:

- the monitoring of access to generic services by people with a disability;
- the collection of more consistent data on disability support and related services, including data on service use by different groups; and
- population data and service data to be related, thereby improving the nation's analytical capacity in relation to the need for and supply of services.

People with a disability often have a need for a variety of support services including day activity, employment, education, home care and accommodation. Defining disability will make it possible to determine the number of people who are accessing services, both disability specific and generic, and also those with a disability in the general population with unmet need. Better definition of disability will aid better targeting of resources to those in need.

Relational and representational attributes

<i>Datatype:</i>	n.a.	<i>Representational form:</i>	n.a.
<i>Field size:</i>	<i>Min.</i>	<i>Max.</i>	<i>Representational layout:</i> n.a
<i>Collection methods:</i>	The concept 'disability' can be made operational as a derived data element by using a combination of related data elements as building blocks. The data elements selected may vary depending on the definition of disability used. For example in provision of housing the focus may be on the mobility dimensions and access issues and in community-based care the focus may be Participation primarily. Some applications may require a broad scope for inclusion (e.g. discrimination legislation). Data collections relating to services will select combinations of the data elements which best reflect the eligibility criteria for the service.		
<i>Related data:</i>	Disability grouping – Australian national, Disability household, Disability status		

Administrative attributes

<i>National minimum data sets:</i>	–
<i>Source document:</i>	International Classification of Functioning, Disability and Health (ICF) (2001)
<i>Source organisation:</i>	World Health Organisation
<i>Comments:</i>	<p>The data elements relating to disability are based on the ICF as endorsed by the World Health Assembly in May 2001. Further information on the ICF can be found on the WHO website: www.who.ch/icidh.</p> <p>The dimensions of functioning and disability are defined in relation to a health condition. 'A health condition is an alteration or attribute of the health state of an individual that may lead to distress, interference with daily activities, or contact with health services; it may be a disease (acute or chronic), disorder, injury or trauma, or reflect other health-related states such as pregnancy, ageing, stress, congenital anomaly or genetic predisposition' (WHO, 1999). There are a number of ways to record a health condition. An ICD-10 code may have been recorded (See National Health Data Dictionary Version 11 data elements, 'Principal diagnosis' and 'Additional diagnosis'). A diagnosis may have been reached, after assessment, of the nature and identity of the disease or condition of the person.</p>

Disability grouping—Australian national

Admin. status: CURRENT

Reporting required: Not required

Identifying and definitional attributes

Knowledgebase ID: 000745

Data item version number: 1

Data element type: DATA ELEMENT

Definition: Disability groupings are a broad categorisation of disabilities in terms of a person's underlying health condition, impairment, activity limitations, participation restrictions and environmental factors. The grouping that most clearly expresses the experience of disability by a person.

Context: This data element may be used as a basis for the description of groups of people with similar experiences of disability and patterns of impairments, activity limitations, participation restrictions and related environmental factors.

These Australian national disability groupings can be related to 'Disability groups - International' (*National Community Services Data Dictionary, Version 2*) and used in national and international comparisons.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 2 *Max.* 2 *Representational layout:* NN

Data domain:

- 01 Developmental delay (apply to 0 - 5 year-olds only, where no other category is appropriate)
- 02 Intellectual (including Down syndrome)
- 03 Specific learning (including Attention Deficit Disorder)
- 04 Autism (including Asperger's syndrome)
- 05 Physical
- 06 Acquired brain injury
- 07 Deafblind (dual sensory)
- 08 Vision (sensory)
- 09 Hearing (sensory)
- 10 Speech (sensory)
- 11 Psychiatric
- 12 Neurological (including Epilepsy and Alzheimer's disease)
- 99 Disability group not yet classified

Guide for use:

01 Developmental delay is applicable to children aged 0-5 only. Conditions appearing in the early developmental period, with no specific diagnosis. Developmental delay maps into the Intellectual/learning category of the International disability grouping.

02 Intellectual disability applies to conditions appearing in the developmental period (age 0–18) associated with impairment of mental functions, difficulties in learning and performing certain daily life skills and limitation of adaptive skills in the context of community environments compared to others of the same age. Includes Down Syndrome, tuberous sclerosis, cri-du-chat syndrome etc. Intellectual disability maps into the Intellectual/learning category of the International disability grouping.

03 Learning disability is a general term referring to a group of disorders, presumed due to central nervous system dysfunction rather than an intellectual disability, covering significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning or mathematical skills. Learning disability maps into the Intellectual/learning category of the International disability grouping.

04 Autism is used to describe pervasive developmental disorder involving disturbances in cognition, interpersonal communication, social interactions and behaviour (in particular obsessive, ritualistic, stereotyped and rigid behaviours). Autism maps into the Intellectual/learning category of the International disability grouping.

05 Physical disability is used to describe conditions that are attributable to a physical cause or impact on the ability to perform physical activities, such as mobility. Physical disability includes paraplegia, quadriplegia, muscular dystrophy, motor neurone disease, neuromuscular disorders, cerebral palsy, absence or deformities of limbs, spina bifida, arthritis, back disorders, ataxia, bone formation or degeneration, scoliosis etc. Impairments may affect internal organs such as lung or liver. Physical disability maps into the Physical/diverse category of the International disability grouping.

06 Acquired brain injury is used to describe multiple disabilities arising from damage to the brain acquired after birth. It results in deterioration in cognitive, physical, emotional or independent functioning. It can be as a result of accidents, stroke, brain tumours, infection, poisoning, lack of oxygen, degenerative neurological disease etc. Acquired brain injury maps into the category of the Physical/diverse category of the International disability grouping.

07 Deafblind: is used to describe dual sensory impairments causing severe restrictions in communication, and in the ability to participate in community life. This Australian National disability group maps to the Sensory category of the International disability grouping.

08 Vision disability encompasses blindness, vision impairment, visual handicap (not corrected by glasses or contact lenses). This Australian National disability group maps to the Sensory category of the International disability grouping.

09 Hearing disability encompasses deafness, hearing impairment, hearing loss. This Australian National disability group maps to the Sensory category of the International disability grouping.

Guide for use continued:

10 Speech disability encompasses speech loss, impairment and/or difficulty in communication. This Australian National disability group maps to the Sensory category of the International disability grouping.

11 Psychiatric disability includes recognisable symptoms and behaviour patterns associated with distress that may impair personal functioning in normal social activity. Conditions such as schizophrenias, affective disorders, anxiety disorders, addictive behaviours personality disorders, stress, psychosis, depression and adjustment disorders are included. This group maps to the Psychiatric category of the International disability group.

12 Neurological disability applies to impairments of the nervous system occurring after birth, and includes epilepsy and organic dementias (e.g. Alzheimer’s Disease) as well as such conditions as multiple sclerosis and Parkinson’s. Neurological disability maps into the physical/diverse category of the International disability grouping.

Collection methods: Some collections may collect at a higher level of detail as long as it can be mapped to this disability grouping.

Related data: Disability, Support required

Administrative attributes

National minimum data sets: Commonwealth/State Disability Agreement (CSDA) minimum data set (MDS)

Source document: CSDA MDS Collections Data Guide, 2000
National Community Services Data Dictionary Version 2

Source organisation: Australian Institute of Health and Welfare

Comments: This way of grouping disabilities has been accepted for use in the CSDA MDS and has been developed and modified over a period of years in cooperation with government and non-government organisations, including consumer representative organisations. Examples given have been subject to discussion. Where there is more than one class that could be used, they are have been placed according to the class that is most appropriate for data users, such as the CSDA MDS network.

The purpose of this classification is to ensure that data are collected in a consistent way, reflecting current usage in the field. The categories should also relate to other relevant data collections.

Disability grouping—International

Admin. status: CURRENT

Reporting required: Not required

NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: 000745

Data item version number: 2

Data element type: DATA ELEMENT

Definition: Disability groupings are a broad categorisation of disabilities in terms of a person's underlying health condition, impairment, activity limitations, participation restrictions, environmental factors and support needs. The grouping that most clearly expresses the experience of disability of a person.

Context: Disability is the umbrella term for any or all of: an impairment of body structure or function, a limitation in activities, or restriction in participation. This element contains the four higher level groupings 'intellectual', 'psychiatric', 'sensory' and 'physical', used in many of the international categorisations of disability, for instance The Standard Rules on the Equalisation of Opportunities for Persons with Disabilities (WHO 1994). The more detailed groupings used nationally in Australia by peak bodies, people with disabilities and disability administrators, can be mapped to these four broad groupings (see the National Community Services Data Dictionary version 3).

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 1 *Representational layout:* N

Data domain:

- 1 Intellectual/learning
- 2 Psychiatric
- 3 Sensory/speech
- 4 Physical/diverse
- 9 Disability group not yet classified

Guide for use:

- 1 **Intellectual/learning** disability is associated with impairment of mental functions with limitations in a range of daily activities and restriction in participation in a range of likely areas. Supports may be needed throughout life, the level of support tends to be consistent over a period of time but may change in association with changes in life circumstances. This grouping will include such groupings as, for example, development delay, intellectual, specific learning/attention deficit disorder and autism.
- 2 **Psychiatric** disability is associated with clinically recognisable symptoms and behaviour patterns associated with distress that may impair personal functioning in normal social activity. Impairments of global and specific

mental functions are experienced with associated activity limitations and participation restrictions in a range of areas. Supports needed may vary in range, and may be required with intermittent intensity during the course of the condition. Change in level of supports tends to be related to changes in the level of impairment. This grouping includes conditions such as schizophrenia, affective disorders, anxiety disorders, addictive behaviours, personality disorders, stress, psychosis, depression and adjustment disorders.

- 3 Sensory/speech disability is associated with impairment of the eye, ear and related structures. Extent of impairment, and activity limitation tend to remain consistent for long periods. Participation restrictions are in areas of communication primarily, but may include mobility. Availability of a specific range of environmental factors will affect the level of disability experienced by people in the sensory grouping. Once in place, the level of support tends to be relatively consistent. Sensory disability will include such groupings as, for example, deaf, blind, vision, and hearing and speech.
- 4 Physical/diverse disability is associated with the presence of a common impairment, which may have diverse effects within and among individuals, including effects on physical activities such as mobility. The range and extent of activity limitation and participation restriction will vary with the extent of impairment. Environmental factors and support needs are related to areas of activity limitation and participation restriction, and may be required for long periods. Level of supports may vary with both life changes and extent of impairment. This grouping includes such groupings as, for example, physical, acquired brain injury, neurological and persons experiencing chronic medical conditions that impact on the ability to perform physical activities or may affect internal organs such as lung or liver.

Related data: Disability

Administrative attributes

National minimum data sets: Commonwealth/State Disability Agreement minimum data set

Source document: World Health Organisation (WHO) 2001. ICF: International Classification of Functioning, Disability and Health. Geneva: World Health Organisation.

National Community Services Data Dictionary Version 2

Source organisation: World Health Organisation

Australian Institute of Health and Welfare

Comments: This way of grouping disabilities has been accepted for use in the CSDA MDS and has been developed and modified over a period of years in cooperation with government and non-government organisations, including consumer representative organisations. Examples given have been subject to discussion. Where there is more than one class that could be used, they are have been placed according to the class that is most appropriate for data users, such as the CSDA MDS network.

The purpose of this classification is to ensure that data are collected in a consistent way, reflecting current usage in the field. The categories should also relate to other relevant data collections.

Disability household

Admin. status: CURRENT
Reporting required: Not required
NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: *Data item version number:* 2

Data element type: DATA ELEMENT

Definition: A disability household is one which contains one or more household members with a disability.

Context: Identification of households who access housing assistance who may have special needs or difficulty accessing the private rental market. Households with a disability are included in the special needs category for performance reporting under the National Housing Data Agreement.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 1 *Representational layout:* N

Data domain: 1 Person/s with a disability present in household
2 No people with a disability present in household
9 Not stated/inadequately described

Guide for use: Generally this item will be self-enumerated and as such the person or their carer's view should be recorded. In some cases proof of disability may be required to receive some form of assistance.

Collection methods: This data element should be used in conjunction with support required flag and support type.

Do you or any other household member have a disability or health condition that limits participation in activities (such as work, cooking, gardening, self care), or for which assistance is required, which has lasted, or is likely to last for a period of six months or more?

Yes

No

Related data: Disability , Disability grouping – Australian national, Disability status, Support required flag, Support type

Administrative attributes

National minimum data sets: –

Source document: National Housing Assistance Data Dictionary Version 1

Source organisation: Australian Institute of Health and Welfare

Disability status

Admin. status: CURRENT

Reporting required: Required

NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID:

Data item version number: 1

Data element type: DATA ELEMENT

Definition: Whether a person has a disability.

Context: Identification of people/households who access housing assistance who may have special needs or difficulty accessing the private rental market. People with a disability are included in the special needs category for performance reporting under the National Housing Data Agreement.

This information assists with establishing a profile of the client's need which can be compared with members of the general population identified by the ABS in the Survey of Disability, Ageing and Carers as needing support.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 1 *Representational layout:* N

Data domain:

- 1 Person has a disability
- 2 Person does not have a disability
- 9 Not stated/inadequately described

Guide for use: Generally this item will be self-enumerated and as such the person or their carer's view should be recorded. The receipt of a disability support pension should not be used as a proxy for identifying people with a disability.

In some cases proof of disability may be required to receive some form of assistance.

Collection methods: This data element should be used in conjunction with support required flag and support type.

Do you have a disability or health condition that limits your participation in activities (such as work, cooking, gardening, self care), or for which you require assistance, which has lasted, or is likely to last for a period of six months or more?

Yes

No

Related data: Disability , Disability grouping – Australian national, Disability household, Support required, Support type

Administrative attributes

<i>National minimum data sets:</i>	Public rental housing Community housing State/territory owned and managed Indigenous housing
<i>Source document:</i>	National Housing Assistance Data Dictionary Version 1
<i>Source organisation:</i>	Australian Institute of Health and Welfare
<i>Comments:</i>	In some jurisdictions, disability status is only recorded if the disability impacts on the clients housing need.

Discrete Indigenous community

Admin. status: CURRENT

Reporting required: Not required

NHAI Model Location: Location

Identifying and definitional attributes

Knowledgebase ID: 000684

Data item version number: 1

Data element type: DATA CONCEPT

Definition: A discrete Indigenous community refers to a geographic location, bounded by physical or cadastral (legal) boundaries, and inhabited or intended to be inhabited by predominantly Indigenous people, with housing or infrastructure that is either owned or managed on a community basis. Discrete communities include:

- communities in urban areas where the title to a parcel of land has been transferred to an Indigenous organisation, for example, communities on former mission or reserve land in New South Wales and Queensland;
- well established communities and outstations in remote areas;
- Deed of Grant in Trust (DOGIT) communities and their outstations in Queensland as well as the two shires of Aurukun and Mornington Island; and
- communities on Indigenous pastoral properties/leases.

Locations should not be included as communities if they currently have no usual population and are not expected to be reoccupied within the next 12 months.

Context:

Relational and representational attributes

Datatype: n.a. *Representational form:* n.a.

Field size: *Min:* n.a. *Max:* n.a. *Representational layout:* n.a.

Related data: Indigenous status

Administrative attributes

National minimum data sets: —

Source document: Community Housing Infrastructure Needs Survey (CHINS)

Source organisation: Australian Bureau of Statistics

Discrete Indigenous community ID

Admin. status: CURRENT

Reporting required: Required

NHAI Model Location: Location

Identifying and definitional attributes

Knowledgebase ID: 000685

Data item version number: 1

Data element type: DATA ELEMENT

Definition: A unique identifier for a discrete Indigenous community.

Context: The number of discrete Indigenous communities and the number of dwellings and persons within these communities are the basic counting units in identifying housing assistance to Indigenous people and as such it is essential to be able to uniquely identify these communities.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: Min. 8 Max. 8 *Representational layout:* NNNNNNNN

Data domain: This item uses the unique national identifier allocated by the ABS.
To each community. The first six digits are based on the Indigenous location. The last two digits are sequential numbers within the Indigenous location. See *Population Distribution, Indigenous Australians, Census 1996 (Cat. No. 4705.0) for Indigenous locations.*

Guide for use:

Collection methods:

Related data: Agency, Discrete Indigenous community, Indigenous status

Administrative attributes

National minimum data sets: –

Source document: ABS Community Housing Infrastructure Needs Survey (CHINS) 1999 Data Dictionary

Source organisation: Australian Bureau of Statistics

Dwelling

Admin. status: CURRENT
Reporting required: Not required
NHAI Model Location: Housing Resource

Identifying and definitional attributes

Knowledgebase ID: 000765 *Data item version number:* 1

Data element type: DATA CONCEPT

Definition: 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.

Context: Dwellings are the main counting unit in the housing sector. Dwellings are reported for a variety of purposes including number of untenable or tenable, and occupied or vacant dwellings. Dwellings may be owned and /or, managed, and/or available for a use by a specific program, including headleased stock from private and government sources.

Relational and representational attributes

Datatype: n.a. *Representational form:* n.a.

Field size: *Min.* n.a. *Max.* n.a. *Representational layout:* n.a.

Data domain: n.a.

Guide for use: Certain operational rules are required to provide a consistent basis on which to determine whether accommodation within a particular structure, such as a granny flat, forms a separate dwelling. Discrete spaces within a single structure intended for people to live in are only identified as separate dwellings if they are self-contained. A self-contained unit has its own cooking, bathing and toilet facilities and can be accessed without passing through another dwelling (excluding communal entry halls, passages and lobbies.)

For the CSHA data collections, the number of tenancy (rental) units is a practical proxy for counting the number of dwellings.

Related data: Address, Area of residence, Dwelling structure, Postcode, State/Territory ID, Tenancy (rental) unit

Administrative attributes

National minimum data sets: —

Source document: ABS 1996. 1996 Census Dictionary. Cat .No. 2901.

Source organisation: Australian Bureau of Statistics; Australian Institute of Health and Welfare

Dwelling habitability status

Admin. status: CURRENT
Reporting required: Not required
NHAI Model Location: Housing Resource

Identifying and definitional attributes

Knowledgebase ID: 000715 *Data item version number:* 1

Data element type: DATA ELEMENT

Definition: Whether or not a dwelling is deemed to be adequate for habitation by tenants. The agency or organisation that manages the dwelling is the entity that decides whether a dwelling is habitable or not.

Habitability refers to a dwelling being fit for human habitation, possessing basic amenities in working order and not being in substantial disrepair.

Context: Proposed for collection in Indigenous housing data collections.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 1 *Representational layout:* N

Data domain:

1	Habitable
2	Not habitable
9	Not stated/inadequately described

Guide for use:

Collection methods:

Related data:

Administrative attributes

National minimum data sets: —

Source document: United Kingdom Department of Environment (refer to Aus Welfare 97 for full citation)

Source organisation: Australian Institute of Health and Welfare

Dwelling ID

Admin. status: CURRENT
Reporting required Required
NHAI Model Location: Housing Resource

Identifying and definitional attributes

Knowledgebase ID: *Data item version number: 2*
Data element type: DATA ELEMENT
Definition: A unique identifier for a dwelling within a state or territory.
Context: Dwellings are one of the main counting units in housing assistance data and as such it is essential to be able to uniquely identify them.

Relational and representational attributes

Datatype: Alphanumeric *Representational form:* n.a
Field size: *Min.* n.a *Max.* n.a *Representational layout:* n.a
Data domain: Each jurisdiction to devise.
Related data: Tenancy (rental) unit

Administrative attributes

National minimum data sets: Public rental housing
Community housing
State/territory owned and managed Indigenous housing
Source document: National Housing Assistance Data Dictionary Version 1
Source organisation: Australian Institute of Health and Welfare
Australian Bureau of Statistics

Dwelling modification flag

Admin. status: CURRENT
Reporting required Not required
NHAI Model Location: Housing Resource

Identifying and definitional attributes

Knowledgebase ID: 000717 *Data item version number:* 1

Data element type: DATA ELEMENT

Definition: Whether or not a dwelling has been modified or purpose built to accommodate tenants with a disability or health condition (e.g. structural changes such as ramps/ rails or widening of doors, installation of special fixtures, modification to toilet/bath/laundry).

Context: Useful in determining availability and use of suitable dwellings for people with these needs. Such dwellings may be difficult to find in the private rental market.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 1 *Representational layout:* N

Data domain:
1 Modified
2 Not Modified
9 Not stated/ inadequately described

Guide for use: The dwelling may or may not currently have tenants with a disability or health condition. Rather, this data element captures whether the dwelling has been modified to accommodate such tenants. If a dwelling was modified to accommodate previous tenants who have moved out but the modifications to the house remain, then code '2. Modified' should be used.

Collection methods:

Related data: Disability flag, Dwelling modification(s) required, Special needs status, Support required flag

Administrative attributes

National minimum data sets: —

Source document: National Housing Assistance Data Dictionary Version 1

Source organisation: Australian Institute of Health and Welfare

Dwelling modification(s) required

Admin. status: CURRENT
Reporting required: Not required
NHAI Model Location: Housing Resource

Identifying and definitional attributes

Knowledgebase ID: 000718 *Data item version number:* 1

Data element type: DATA ELEMENT

Definition: Whether anyone in a household requires modifications to the dwelling because of a disability or health condition (e.g. structural changes such as ramps/rails or widening of doors, installation of special fixtures, modification to toilet/bath/laundry).

Context: Useful in determining need for provision of modified dwellings. Such dwellings may be difficult to find in the private rental market.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 1 *Representational layout:* N

Data domain:

1	Yes, modification(s) required
2	No modifications required
9	Not stated/ inadequately described

Guide for use:

Collection methods:

Related data: Disability flag, Dwelling modification flag

Administrative attributes

National minimum data sets: —

Source document: National Housing Assistance Data Dictionary Version 1

Source organisation: Australian Institute of Health and Welfare

Dwelling occupancy status

Admin. status: CURRENT
Reporting required: Required
NHAI Model Location: Housing resource

Identifying and definitional attributes

Knowledgebase ID: 000719 *Data item version number:* 1
Data element type: DATA ELEMENT
Definition: Whether or not a dwelling is occupied by tenants at a given point in time.
Context: An essential piece of information for planning purposes for housing providers.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE
Field size: *Min.* 1 *Max.* 1 *Representational layout:* N
Data domain: 1 Occupied
2 Vacant
9 Not stated/inadequately described
Guide for use: 1 Occupied: includes any structures that people actually live in regardless of its intended purpose. The structure may or may not be tenatable.
2 Vacant: a vacant structure is only a dwelling if it is intended for human residence. The structure may or may not be tenatable.
Thus a shed, garage, office, etc. is counted as an occupied dwelling if people are living there, but is not counted as vacant if there are no residents as the purpose of the structure is not for human habitation.

Collection methods:

Related data: Dwelling , Tenancy (rental) unit

Administrative attributes

National minimum data sets: Public rental housing
Community housing
State/territory owned and managed Indigenous housing
Source document: 1996 Census Dictionary, Cat. No. 2901.0
Source organisation: Australian Bureau of Statistics

Dwelling structure

Admin. status: CURRENT
Reporting required Not required
NHAI Model Location: Housing Resource

Identifying and definitional attributes

Knowledgebase ID: *Data item version number: 2*
Data element type: DATA ELEMENT
Definition: Describes the physical structure of the individual dwelling that a tenant occupies.
Context: Data on dwelling structure are used to monitor changes in housing characteristics, to help formulate housing policies and to review existing housing stock.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE
Field size: *Min.* 1 *Max.* 2 *Representational layout:* NN
Data domain:

- 1 Separate house
- 2 Semi-detached, row or terrace house, townhouse, etc.
- 3 Flat or apartment
- 4 Caravan, tent, cabin etc. in caravan park, houseboat in marina, etc.
- 5 Caravan not in caravan park, houseboat not in marina, etc.
- 6 Improvised home, campers out
- 7 House or flat attached to a shop, office, etc.
- 8 Boarding/rooming house room/unit
- 9 Other
- 10 Not stated/inadequately described

Guide for use:

1. **Separate house:** This is a house separated from other houses (or other buildings or structures) by space to allow access on all sides (at least 1/2 a metre). This category also includes houses which have an attached flat (e.g. a granny flat). The attached flat will be included in the 'Flat or apartment' category.
2. **Semi-detached, row or terrace house, townhouse, etc.:** This category covers dwellings with their own private grounds and no dwelling above or below. A key feature of these dwellings is that they are either attached in some structural way to one or more dwellings or are separated from neighbouring dwellings by less than 1/2 a metre. Examples include semi-detached, row or terrace houses, townhouses, and villa units. Multi-

storey townhouses or units are separately identified from those which are single storey.

Guide for use continued:

3. **Flat or apartment:** This category covers all dwellings in blocks of flats, units or apartments. These dwellings do not have their own private grounds and usually share a common entrance foyer or stairwell. This category includes houses converted into flats, and flats attached to houses such as granny flats.
4. **Caravan, tent, cabin etc. in caravan park, houseboat in marina, etc.:** This category includes all types of accommodation within a caravan park. It also includes all occupied water craft in marinas.
5. **Caravan not in caravan park, houseboat not in marina, etc.:** This category includes all mobile units, on water or land, occupied on a permanent or semi-permanent basis by people (e.g. caravans, campervans, mobile houses, small boats, houseboats) that are not in caravan parks or marinas.
6. **Improvised home, campers out:** This category covers all structures not elsewhere classified that are occupied by people on a permanent or semi-permanent basis. This category typically includes garages, sheds, tents, shacks, etc. These structures are only included in this category if they are not in a caravan park.
7. **House or flat attached to a shop, office, etc.:** This category includes all houses or flats that are attached to a non-residential building. Examples of these dwellings are manses attached to a church, a flat or apartment over a shop, and a caretaker's house or flat attached to a school, factory or storage facility.
8. **Boarding/rooming house room:** A boarding/rooming house room is usually a bedroom within a boarding house that is not self-contained, and usually shares a common kitchen and/or bathroom. Boarding house bedrooms are usually accessed via a common entrance such as a foyer or hallway. Please note: this structure type identifies the individual rooms in a boarding/rooming house, not the complete building.

Collection methods:

Related data: Boarding house room, Building function, Dwelling, Dwelling ID, Number of bedrooms, Tenancy (rental) unit

Administrative attributes

National minimum data sets: —

Source document: 1996 Census listing of Census classifications
QLD Housing Boarding House Program Guidelines

Source organisation: Australian Bureau of Statistics
QLD Department of Housing

Dwelling tenantability status

Admin. status: CURRENT
Reporting required: Required
NHAI Model Location: Housing Resource

Identifying and definitional attributes

Knowledgebase ID: *Data item version number: 1*

Data element type: DATA ELEMENT

Definition: A tenantable dwelling is a dwelling for which maintenance has been completed and can be either occupied or unoccupied.

Context: Dwelling tenantability is related to the concept of tenant, with its associated rights and responsibilities. A tenantable dwelling usually provides a certain level of basic amenity and maintenance is completed to the required minimum level. A dwelling that is occupied, but is not tenantable, indicates an unmet housing need.

This information is collected in the CSHA annual data collections for public housing, community housing and state/territory owned and managed Indigenous housing.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 1 *Representational layout:* N

Data domain:

1	Dwelling is tenantable
2	Dwelling is not tenantable
9	Not stated or unknown

Guide for use:

Collection methods:

Related data: Dwelling occupancy status, Tenancy agreement, Tenant

Administrative attributes

National minimum data sets: Public rental housing
State/territory owned and managed Indigenous housing

Source document: CSHA public rental housing data manual 2001-2002
CSHA community housing data manual 2001-2002
CSHA Aboriginal Rental Housing Program data manual 2001-2002

Source organisation: Australian Institute of Health and Welfare

Family

Admin. status: CURRENT
Reporting required: Not required
NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: *Data item version number:* 1

Data element type: DATA CONCEPT

Definition: Two or more people related by blood, marriage (including step-relations), adoption or fostering and who may or may not live together. They may form the central core of support networks for individuals.

Context: The 'household family' has been traditionally viewed as a building block of society and it is the predominant unit reported statistically and historically. However, the 'household family', since it is tied to the idea of co-residence, forms only a snapshot in time of related people who live in the same household. Related persons who leave the central household may still participate in the lives of other family members in a variety of ways, including financial, material, physical, emotional, legal and spiritual.

Data on families are essential elements for the study of the well being of family groups and in this way for the study of the well being of individuals. They are a tool for assessing the type of and level of support to which a person has access. By defining the extended family as the central support network for individual, support which would not have been defined as accessible to the individual using the 'Household family' definition becomes apparent.

Relational and representational attributes

<i>Datatype:</i>	n.a	<i>Representational form:</i>	n.a.
<i>Field size:</i>	<i>Min.</i> n.a. <i>Max.</i> n.a.	<i>Representational layout:</i>	n.a.
<i>Related data:</i>	Household, Household composition, Marital status		

Administrative attributes

National minimum data sets: —

Source document: Families in Australia (1997)

Source organisation: Australian Institute of Family Studies

Comments: This definition differs from the ABS standard. This is necessary because the ABS standard is based on household collection, which is not suitable in many community service areas. The community service definition needs to be broader to incorporate families that exist outside of households.

Family name/surname

Admin. status: CURRENT

Reporting required: Not required

NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: 000746

Data item version number: 1

Data element type: DATA ELEMENT

Definition: The name a person has in common with other members of her/his family, as distinguished from her/his first name.

Context: Data linkage, administrative purposes and individual identification.

Selected letters of the Family name/surname in combination with selected letters of the First given name, Date of birth and Sex, may be used for record linkage for statistical purposes only (see data element Record linkage key).

Relational and representational attributes

Datatype: Alphabetic *Representational form:* Text

Field size: *Min.* n.a. *Max.* n.a. *Representational layout:* n.a.

Data domain: Name

Guide for use: The agency should record the client's full Family name/surname on their information systems. The field length for this data element is at the discretion of information system designers.

Collection methods: This data element should be recorded for all clients.

Often people use a variety of names, including legal names, married/maiden names, nicknames, assumed names, traditional names, etc. Even small differences in recording - such as the difference between MacIntosh and McIntosh- can make record linkage impossible. To minimise discrepancies in the recording and reporting of name information, agencies should ask the person for their full (formal) First given name and Family name/surname. These may be different from the name that the person may prefer the agency workers to use in personal dealings. Agencies may choose to separately record the preferred names that the person wishes to be used by agency workers.

In some cultures it is traditional to state the family name first. To overcome discrepancies in recording/reporting that may arise as a result of this practice, agencies should always ask the person to specify their First given name and their family name or surname separately. These should then be recorded as First given name and Family name/surname as appropriate, regardless of the order in which they may be traditionally given.

Related data: Date of birth, First given name, Record linkage, Sex

Administrative attributes

National minimum data sets: --

Source document: Developed from the Home and Community Care Data Dictionary version 1, 1998.

Source organisation: Australian Institute of Health and Welfare

First given name

Admin. status: CURRENT
Reporting required: Not required
NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: 000747 *Data item version number:* 1

Data element type: DATA ELEMENT

Definition: The name given to a person (also known as christian name) which is that person's identifying name within the family group, or the name by which the person is uniquely socially identified.

Context: Data linkage, administrative purposes and individual identification.
Selected letters of the First given name in combination with selected letters of the Family name/surname, Date of birth and Sex may be used for record linkage for statistical purposes only (see data element Statistical linkage key).

Relational and representational attributes

Datatype: Alphabetic *Representational form:* Text

Field size: *Min.* n.a. *Max.* n.a. *Representational layout:* n.a.

Data domain: Name

Guide for use: The agency should record the client's full first given name on their information systems. The field length for this data element is at the discretion of information system designers.

Collection methods: This data element should be recorded for all clients.

Often people use a variety of names, including legal names, married/maiden names, nicknames, assumed names, traditional names, etc. Even small differences in recording - such as the difference between Thomas and Tom - can make record linkage impossible. To minimise discrepancies in the recording and reporting of name information, agencies should ask the person for their full (formal) First given name and Family name/surname. These may be different from the name that the person may prefer the agency workers to use in personal dealings. Agencies may choose to separately record the preferred name that the person wishes to be used by agency workers.

In some cultures it is traditional to state the family name first. To overcome discrepancies in recording/reporting that may arise as a result of this practice, agencies should always ask the person to specify their First given name and their family name or surname separately. These should then be recorded as First given name and Family name/surname as appropriate, regardless of the order in which they may be traditionally given.

Related data: Family name/surname

Administrative attributes

National minimum data sets: –

Source document: Developed from the Home and Community Care (HACC) Data Dictionary version 1, 1998 *and* Australian Standard Interchange of Client Information AS 4590-1999

Source organisation: Australian Institute of Health and Welfare
HACC Officials
Standards Australia

First language spoken

Admin. status: CURRENT
Reporting required: Not required
NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: 000748 *Data item version number:* 1

Data element type: DATA ELEMENT

Definition: The language the person identifies, or remembers, as being the first language that they could understand to the extent of being able to conduct a conversation.

Context: Persons whose first language is not English have been identified by service providers as a population group that may experience disadvantage when seeking to obtain equal access to government and community programs and services in Australia. Data relating to First language spoken may thus provide a surrogate indicator of disadvantage potentially associated with a lack of English competence or with other factors associated with cultural background.

This variable provides accurate information about a person's cultural and Linguistic background, as First Language spoken does not change over a person's lifetime.

Relational and representational attributes

Datatype: Character *Representational form:* CODE

Field size: *Min.* 2 *Max.* 4 *Representational layout:* NNNN

Data domain: Data collected should be mappable to the ABS Australian Standard Classification of Languages, 1997, Cat. No. 1267.0.

This is a 4-digit code based on a hierarchical structure and includes codes for Indigenous Australian languages and sign language. There is also an adaptation of this classification to accommodate a 2-digit running code.

Guide for use:

Collection methods: The standard question for obtaining detailed data for First Language Spoken is a follows:

Which language (did you) (did the person) first speak as a child?

(Mark one box only)

English	<input type="checkbox"/>	Italian	<input type="checkbox"/>
Greek	<input type="checkbox"/>	Cantonese	<input type="checkbox"/>
Mandarin	<input type="checkbox"/>	Arabic	<input type="checkbox"/>
Vietnamese	<input type="checkbox"/>	German	<input type="checkbox"/>
Spanish	<input type="checkbox"/>	Tagalog (Filipino)	<input type="checkbox"/>

Other – please specify: _____

Alternately, a shorten version can be used:

Which language (did you) (did the person) first speak as a child?

(Mark one box only)

Australia

Other – please specify: _____

Related data: Country of birth, Interpreter services required, Main language spoken at home, Proficiency in Spoken English

Administrative attributes

National minimum data sets: --

Source document: ABS: Directory of concepts and standards for social, labour and demographic statistics, 1995

Australian Bureau of Statistics. Australian Standard Classification of Languages, 1997, Cat. No. 1267.0.

Source organisation: Australian Bureau of Statistics

Greatest need status

Admin. status: CURRENT
Reporting required: Required
NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: *Data item version number:* 2

Data element type: DATA ELEMENT

Definition: Low income households that at the time of allocation were subject to one or more of the following circumstances:

- they were homeless; or
- their life or safety was at risk in their accommodation; or
- their health condition was aggravated by their housing; or
- their housing was inappropriate to their needs; or
- they had very high rental housing costs.

Context: This item is used to measure the CSHA ' Priority access to those in greatest need' (P6) national standard. The purpose of this indicator is to measure the effectiveness of housing authorities' allocation of housing to households in greatest need ahead of households with less housing needs.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 1 *Representational layout:* N

Data domain:

- 1 Household in greatest need
- 2 Household not in greatest need
- 9 Not stated / inadequately described

Guide for use: A low income household for the CSHA greatest need definition is a household who satisfies an eligibility test to receive CSHA funded program assistance.

1 Homeless

Note - the definition of 'homeless' used in this item is the same as that which appears at 'Homeless status - CSHA' in this data dictionary.

2 People whose life or safety was at risk in their accommodation

This includes situations where people were:

- subject to domestic violence; or
- subject to sexual/emotional abuse; or

- subject to child abuse; or
- at risk of violence or who feared for their safety in the home environment.

Violence is defined as any incident involving the occurrence, attempt or threat of either physical or sexual assault. Physical assault involves the use of physical force with the intent to harm or frighten a person. The threat to harm should only be included if it is believed the harm is likely to be carried out. Sexual assault includes acts of a sexual nature against a person's will through the use of physical force, intimidation or coercion, or any attempts to do this.

3 People whose health condition was aggravated by their accommodation

It includes people who lived in the following situations:

- medical condition or disability which rendered their housing unsuitable (e.g. disabled person who required modified accommodation, elderly persons who were housebound due to mobility problems in highset dwellings);
- appropriate housing stock was either not available, or not available at an affordable cost, in the private rental market (e.g. dwellings with appropriate modifications for a person with a disability);
- a health condition or disability which was caused or exacerbated by the living situation.

4 People whose housing was inappropriate to their needs

This category captures housing situations that indicate a person did not have access to safe and secure housing at the time of allocation and these situations are not included in categories 1 to 3 above (people with housing affordability issues are captured in category 5). Inappropriate housing includes persons who:

- lived in poor housing locations that resulted in isolation from community services, social networks and support systems, and these services and supports were necessary to maintain independent living. This category includes families that were divided due to their housing situation; or
- lived in overcrowded situations where an additional two bedrooms was required for adequate housing according to the proxy occupancy standard; or
- were unable to access accommodation in the private rental market due to discrimination. Discrimination refers to a person who was treated unfairly because they belonged to a particular group of people. Types of discrimination include: sex; race; age; marital status; sexual orientation; or disability (Anti-discrimination Board); or
- lived in situations where their tenure was insecure and they had received an eviction notice (either written or verbal) and they had no access to adequate legislative protection; or
- lived in housing that had severe structural or other maintenance problems (e.g. property had been declared unfit for human habitation, severe dampness, lacked essential facilities such as cooking or bathroom).

5 People with very high rental costs

This category identifies households that paid 41% or more of their income in

rent at the time of housing allocation.

This definition is not intended to suggest that households paying between 30-41% of income on rent live in affordable housing situations. The definition aims to capture the group of the population who experience the more severe end of housing affordability problems and the group for which literature suggests are least able to decrease their housing costs (Department of Family and Community Services 2001:63).

Collection methods: The 'greatest need' circumstances identified in the national standard are not exclusive. That is, household may be counted in more than one 'greatest need' category. Each household should only be counted once, regardless of how many 'greatest need' circumstances they meet or how many members of the household have a greatest need.

Related data: Homeless status – CSHA

Administrative attributes

National minimum data sets: Public rental housing
Community housing
State/territory owned and managed Indigenous housing

Source document: Public rental housing data manual 2001-02

Source organisation: AIHW

Head-leased dwelling (private)

Admin. status: CURRENT
Reporting required: Required
NHAI Model Location: Housing Resource

Identifying and definitional attributes

Knowledgebase ID: *Data item version number:* 1

Data element type: DATA CONCEPT

Definition: Dwellings owned by private individuals or private corporations that are leased to CSHA housing providers via head-leasing arrangements. The CSHA housing provider is usually responsible for tenant selection and tenancy management functions.

Context: Headleasing involves at least two leases: one between the dwelling owner and the lessee, and one between the provider and the tenant. The *Residential Tenancies Act* applies to both leases.

Head leasing is commonly undertaken in the community housing sector, where non-Government organisations head lease housing stock from the private sector and state and territory Governments, and sub lease it directly to the tenants. It is important to identify those dwellings that are head leased from the private sector, as maintenance and other management costs are generally incurred by the owner, and therefore may not be captured in the annual CSHA data collections.

Relational and representational attributes

Datatype: n.a. *Representational form:* n.a.

Field size: *Min.* n.a. *Max.* n.a. *Representational layout:* n.a.

Guide for use: Dwellings owned by State Housing Authorities and other government entities that are leased to community housing providers are excluded from the Community Housing data collection.

In the Community Housing data collection, only dwellings inside the scope of the collection are included. This includes dwellings where:

- funding (capital and/or recurrent) is provided fully or partly through the CSHA;
- the tenancy management functions are undertaken by a community housing provider or local government; and
- a principle of the community housing provider is to provide medium to long term housing tenure to tenants. Dwellings funded under the Crisis Accommodation Program are specifically excluded.

Related data: CSHA community housing provider (concept), Dwelling

Administrative attributes

National minimum data sets: Community housing

Source document: Department of Housing – Policy EST0012A: Headleasing
Community housing data manual 2001-02

Source organisation: NSW Department of Housing
Australian Institute of Health and Welfare

Homeless—SAAP

Admin. status: CURRENT
Reporting required: Not required
NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: *Data item version number:* 2

Data element type: DATA CONCEPT

Definition: A person is homeless if he or she does not have access to safe, secure and adequate housing. Unsafe, insecure and inadequate housing includes housing:

- in which the client did not feel safe (this can include the client’s own home);
- in which the client did not have a legal right to continued occupation of their home (security of tenure);
- that lacked the amenities or resources necessary for living (such as adequate heating, plumbing or cooking facilities); and
- provided by a SAAP agency of other emergency accommodation agency.

Context: There is considerable concern over the number of homeless people in society and the assistance they require.

Collecting information on homeless people is problematic, as the concept of ‘homelessness’ encompasses elements in addition to whether, someone resides in a dwelling or not.

A SAAP client should either be homeless or at imminent risk of becoming homeless, as defined by the SAAP Act. A person who requires the support of a SAAP worker to maintain their current housing situation is at imminent risk.

Relational and representational attributes

Datatype: n.a. *Representational form:* n.a.

Field size: *Min.* n.a. *Max.* n.a. *Representational layout:* n.a.

Guide for use: This is the broadest definition of homeless and should not be used for CSHA reporting purposes. Instead, the definition that appears at ‘Homeless status – CSHA’ should be used.

Related data: Homeless status – CSHA

Administrative attributes

National minimum data sets: –

Source document: SAAP National Data Collection collectors manual, 2001-02

Source organisation: SAAP National Data Collection Agency
Australian Institute of Health and Welfare

Homeless status—CSHA

Admin. status: CURRENT

Reporting required: Required

NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: *Data item version number:* 1

Data element type: DATA ELEMENT

Definition: Homeless, for the purpose of the CSHA priority access national standard, is defined as a household with no housing or a household residing in temporary or emergency accommodation at the time of housing allocation. It includes households who:

- lived in accommodation provided by a SAAP agency or some other form of emergency accommodation;
- were totally without permanent shelter (eg wandered from place to place, slept out on the street or on park benches etc);
- 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 (eg up to a maximum of 6 weeks duration).

Context: The CSHA priority access national standard identifies applicants who at the time of allocation were homeless or who did not have access to safe, secure and affordable housing. The definition of ‘homeless’ used in this standard is narrow and focuses on persons who experienced primary and secondary homelessness (excluding people residing in boarding houses) according to the definitions developed by Chamberlain.

The CSHA priority access national standard draws a distinction between the ‘homeless’ category and the categories which address the safety, security and affordability of housing. It would therefore have been inappropriate to use the SAAP Homeless definition, as it is a broader concept and is inclusive of persons who did not have access to safe, secure and adequate housing.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 1 *Representational layout:* N

Data domain:

- 1 Homeless
- 2 Not homeless
- 9 Not stated/inadequately described

Guide for use:

Collection methods:

Related data: Greatest need status, Homeless – SAAP, Homeless status - SAAP

Administrative attributes

National minimum data sets: Public rental housing

Community housing

State/territory owned and managed Indigenous housing

Source document: Public rental housing data manual 2001-02

Source organisation: Australian Institute of Health and Welfare

Homeless status—SAAP

Admin. status: CURRENT
Reporting required: Not required

Identifying and definitional attributes

Knowledgebase ID: *Data item version number:* 1

Data element type: DATA ELEMENT

Definition: The current period of unsafe, insecure or inadequate housing.

Context: Long term homelessness is likely to have a significant effect on the outcomes resulting from SAAP services. Working with clients who have been homeless for a long time may also have a negative impact on the resources of SAAP agencies.

A SAAP client should either be homeless or at imminent risk of becoming homeless, as defined by the SAAP Act. A person who requires the support of a SAAP worker to maintain their current housing situation is at imminent risk.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 3 *Representational layout:* NNN

Data domain: 888 at imminent risk

- 1 less than one week
- 2 1 week to 1 month
- 3 1-3 months
- 4 3-6 months
- 5 6-12 months
- 6 1-2 years
- 7 2-5 years
- 8 more than 5 years
- 0 Don't know/no information

Guide for use: Current period of homelessness is only completed with the consent of the client and hence may not be representative of the entire SAAP client population.

Prior to 1 July 2001, period of homelessness was recorded as either days, weeks, months or years and converted to a three digit integer representing the number of weeks each client had been homeless up to the start of the support period.

The duration since the last secure accommodation may underestimate the homelessness for some clients who pass in and out of homelessness (episodic homelessness) or it may record only the most recent runaway period of a young client who has runaway more than once. This is an acceptable compromise for statistical purposes.

Collection methods: If a client is unsure about the length of time spent in unsafe, insecure or inadequate housing, record as 0 'not stated/inadequately described'.

Related data: Homeless - SAAP, Homeless status - CSHA

Administrative attributes

National minimum data sets: –

Source document: SAAP National Data Collection Collectors Manual, July 2001
SAAP client form 2001-02

Source organisation: SAAP National Data Collection Agency
Australian Institute of Health and Welfare

Comments This item is called 'Duration of current homelessness' in the SAAP data collection. It is question 14 on the client form.

Household

Admin. status: CURRENT

Reporting required: Required

NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: 000750

Data item version number: 1

Data element type: DATA CONCEPT

Definition: 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.

Context: Together with family, household is considered one of the basic groups of social aggregation. Information on household numbers and composition aids in identifying groups within the population such as Indigenous households or the number of people living alone.

Relational and representational attributes

Datatype: n.a. *Representational form:* n.a.

Field size: *Min.* n.a. *Max.* n.a. *Representational layout:* n.a.

Guide for use: For the CSHA data collections, the number of tenancy agreements is a practical proxy for calculating the number of households receiving housing assistance.

The persons in the group may pool their incomes and have a common budget to a greater or lesser extent; they may be related or unrelated persons, or a combination of both.

Only usual residents of the household are included as members of the household. Visitors to a household are, by definition, excluded from the household.

Related data: Household composition, Indigenous household, Tenancy agreement

Administrative attributes

National minimum data sets: —

Source document: Standards for statistics on families. ABS Cat. No. 1286.0

ABS: Directory of concepts and standards for social, labour and demographic statistics, 1995

Source organisation: Australian Bureau of Statistics

Household composition

Admin. status: CURRENT
Reporting required: Not required
NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: 000751 *Data item version number:* 1

Data element type: DATA ELEMENT

Definition: 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-child relationships, child dependency relationships or other blood relationships.

Context: Together with 'family', household is considered one of the basic groups of social aggregation. Information on household numbers and composition aids in identifying groups within the population such as Indigenous households or the number of people living alone.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: Min. 1 Max. 2 *Representational layout:* NN

Data domain:

- 1 Family
 - 1.1 Sole parent with child/ren under 16 only
 - 1.2 Couple only
 - 1.3 Couple with child/ren under 16 only
 - 1.4 Family (with other family member/s present)
 - 1.5 Family (with other non-related member/s present)
- 2 Non family
 - 2.1 Single (person living alone)
 - 2.2. Group (unrelated adults)
- 9 Not stated/inadequately described

Guide for use: A household must contain a member that is 15 years of age or more. If a household does not contain at least one member 15 years of age or over, it should be classified as 'Unknown'.

Unknown includes not available, not collected, not classifiable, not stated, and inadequately described.

It should be noted that only usual residents of a household are considered when describing and categorising households by Household type. Visitors to a household are, by definition, excluded from the household. Usual residence of members of a household is defined as '...that address at which the person has lived or intends to live for a total of 6 months or more' (Census Dictionary 1996).

Other households, including multiple family households may be broken down further to show households with only family members present and those with non-family members present. A family household with only family members present is a household where every individual forms a familial relationship to one of the families belonging to the household. This relates to the ABS Household type definition.

Household composition is not used for the CSHA proxy occupancy standard. Refer instead to 'Household groups'.

Collection methods:

Related data: Age, Household, Household groups, Relationship within household, Sex

Administrative attributes

National minimum data sets: —

Source document: National Housing Assistance Data Dictionary Version 1
Standards for statistics on families. ABS Cat. No. 1286.0
ABS: Directory of concepts and standards for social, labour and demographic statistics, 1995
AIHW: Data Standardisation Project for the development of a national unit record public housing data set, 1998

Source organisation: Australian Institute of Health and Welfare

Comments: For the ABS the household is analysed on the basis of the existence or non-existence of family structure and the presence of unrelated household members, rather than on the basis of sex or age, for example.

Household groups

Admin. status: CURRENT
Reporting required: Required
NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: 000752 *Data item version number:* 1

Data element type: DERIVED DATA ELEMENT

Definition: The group/s of people who reside within the same 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 household groups is based on the presence or absence of couple relationships, parent-child relationships, and the number of children. It most closely approximates the number and composition of income units within a household.

Context: Information on household groups and composition aids in identifying the appropriate size house (ie. number of bedrooms to be allocated) to meet the CSHA national proxy occupancy standard.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 1 *Representational layout:* N

Data domain:

- 1 Single adult
- 2 Couple with no children
- 3 Sole parent or couple with 1 child
- 4 Sole parent or couple with 2 or 3 children
- 5 Sole parent or couple with 4 or more children
- 9 Not stated/inadequately described

Guide for use: Only the usual residents of the household are included.
Adults include children aged 16 or more regardless of whether they are full time students of not.
A child is a person under 16 years of age.
Household groups is not used for the Commonwealth housing data set including CRA. Refer instead to 'Commonwealth Rent Assistance (CRA) income unit type'.

Collection methods:

Related data: Relationship within household

Administrative attributes

National minimum data sets: Public rental housing
Community housing
State/territory owned and managed Indigenous housing

Source document: Public rental housing data manual 2001-02
National Housing Assistance Data Dictionary Version 1

Source organisation: Australian Institute of Health and Welfare

Household ID

Admin. status: CURRENT

Reporting required: Required

NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: *Data item version number: 2*

Data element type: DATA ELEMENT

Definition: A unique identifier (within a state or territory) assigned to a household that is either seeking and/or receiving assistance.

Context: Households are one of the main counting units in housing assistance data and as such it is essential to be able to uniquely identify them.

Relational and representational attributes

Datatype: Alphanumeric *Representational form:* n.a.

Field size: *Min. na* *Max. na* *Representational layout:* n.a.

Data domain: Each jurisdiction to devise.

Guide for use:

Collection methods: Preferably agencies should allocate a unique identifier to a household when they are placed on the waiting list, and this ID should then remain when/if they receive assistance. This enables the matching of waitlist data with assistance data.

A household for the purposes of the data element is the same as the members under a single tenancy agreement.

Related data: Household, Income unit, Income unit ID, Person ID, State, Tenancy agreement

Administrative attributes

National minimum data sets: Public rental housing

Community housing

State/territory owned and managed Indigenous housing

Source document: National Housing Assistance Data Dictionary Version 1

Source organisation: Australian Institute of Health and Welfare

Australian Bureau of Statistics

Income—assessable

Admin. status: CURRENT
Reporting required: Not required
NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: 000688 *Data item version number:* 1
Data element type: DATA ELEMENT
Definition: The value of total income from all assessable sources. The assessable sources are those specified and used by the agency to establish eligibility for receipt of a housing assistance.
Context: Assessable income is also used to calculate the rental housing rebate, that allows the household to pay a rent lower than the market rent. Each State and Territory uses its own definition of 'assessable income'.

Relational and representational attributes

Datatype: Numeric *Representational form:* QUANTITATIVE VALUE
Field size: *Min.* 8 *Max.* 8 *Representational layout:* \$\$\$, \$\$\$.cc
Data domain: Dollar and cent value
Guide for use: The main components of assessable income are:

- current usual wages and salary;
- income derived from self-employment;
- government pensions, benefits and allowances; and
- other income comprising investments (including interest, dividends, royalties and rent) and other regular income (including superannuation, private scholarships received in cash, workers' compensation, accident compensation, maintenance or alimony, and any other allowances regularly received).

Always include the cent value, using .00 where there are only dollar values.

Collection methods:

Related data: Income-gross (household), Income – gross (person), Income source

Administrative attributes

National minimum data sets: –
Source document: Public rental housing data manual 2001-02
National Housing Assistance Data Dictionary Version 1
Source organisation: Australian Institute of Health and Welfare

Income—gross (household)

Admin. status: CURRENT

Reporting required: Required

NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID:

Data item version number: 2

Data element type: DATA ELEMENT

Definition: The value of gross weekly income from all sources (before deductions for income tax, superannuation, etc.) for all household members expressed as dollars per week.

Context: Gross household income is used to calculate the low income status of a household.

Relational and representational attributes

Datatype: Numeric *Representational form:* QUANTITATIVE VALUE

Field size: *Min.* 8 *Max.* 8 *Representational layout:* \$\$\$, \$\$\$cc

Data domain: Dollar and cent value.

Guide for use: The main components of gross income are:

- current usual wages and salary;
- income derived from self-employment;
- government pensions, benefits and allowances; and
- other income comprising investments (including interest, dividends, royalties and rent) and other regular income (including superannuation, private scholarships received in cash, workers' compensation, accident compensation, maintenance or alimony, and any other allowances regularly received).

Gross income is regarded as all receipts which are received regularly and are of a recurring nature. Certain receipts such as lump sum receipts, windfall gains and withdrawals from savings are not considered to conform to these criteria and are not included as income.

Always include the cent value, using .00 where there are only dollar values.

Collection methods:

Related data: Income – assessable, Income–gross (person), Income source, Low income status

Administrative attributes

<i>National minimum data sets:</i>	Public rental housing Community housing State/territory owned and managed Indigenous housing
<i>Source document:</i>	Public rental housing data manual 2001-02 National Housing Assistance Data Dictionary Version 1
<i>Source organisation:</i>	Australian Institute of Health and Welfare
<i>Comments:</i>	In the Commonwealth Housing data set including CRA, the counting unit is an income unit rather than a household and 'income from all sources' is referred to as 'total private income'.

Income—gross (person)

Admin. status: CURRENT

Reporting required: Required

NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID:

Data item version number: 1

Data element type: DATA ELEMENT

Definition: The value of gross weekly income from all sources (before deductions for income tax, superannuation, etc.) for a person expressed as dollars per week.

Context: Gross person income is summed for each household member to determine gross household income. Gross household income is used to calculate the low income status of the household.

Relational and representational attributes

Datatype: Numeric *Representational form:* QUANTITATIVE VALUE

Field size: *Min.* 8 *Max.* 8 *Representational layout:* \$\$\$, \$\$\$\$.cc

Data domain: Dollar and cent value.

Guide for use: The main components of gross income are:

- current usual wages and salary;
- income derived from self-employment;
- government pensions, benefits and allowances; and
- other income comprising investments (including interest, dividends, royalties and rent) and other regular income (including superannuation, private scholarships received in cash, workers' compensation, accident compensation, maintenance or alimony, and any other allowances regularly received).

Gross income is regarded as all receipts which are received regularly and are of a recurring nature. Certain receipts such as lump sum receipts, windfall gains and withdrawals from savings are not considered to conform to these criteria and are not included as income.

Where the value of person income is provided as a separate amount for each income source, the value from all sources should be summed for that person to obtain the total gross person income.

Always include the cent value, using .00 where there are only dollar values.

Collection methods:

Related data: Income—assessable, Income – gross (household), Income source (main), Low income status

Administrative attributes

National minimum data sets: Public rental housing
State/territory owned and managed Indigenous housing

Source document: Public rental housing data manual 2001-02
National Housing Assistance Data Dictionary Version 1

Source organisation: Australian Institute of Health and Welfare

Income source

Admin. status: CURRENT

Reporting required: Required

NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID:

Data item version number: 2

Data element type: DATA ELEMENT

Definition: The source by which a person derives his/her income.

Context: Income source is used to derive low income status of households and whether they may be eligible to receive Commonwealth Rent Assistance if the same household was living in the private rental market.

The element is also an indicator of the need and circumstances of individuals and is sometimes used in the assessment of income equity.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 2 *Representational layout:* NN

Data domain:

- 1 Wages/salary
- 2 Government pension/benefit
 - 2.1 Disability pension
 - 2.2 Aged pension
 - 2.3 Unemployment benefit (e.g. Newstart)
 - 2.4 Other government pension/benefit (including any other Centrelink/Department of Veteran Affairs payments e.g. Youth allowance or Service Pensions)
- 3 Other (e.g. compensation/superannuation)
- 4 Nil income
- 9 Not stated/inadequately described

Guide for use: This question is not asked of person's aged less than 15 years because they are generally dependants.

Collection methods: Data collection may use more detailed categories.

Standard questionnaire module:

What is the income source of the person?

(Please tick one box only)

Wages/salary

Disability pension

Aged pension

Unemployment benefit (e.g. Newstart)

Other government pension/benefit (including any other Centrelink / Department of Veteran Affairs payments e.g. youth allowance or service pensions)

Other (e.g. compensation/superannuation)

Nil income

Related data: Income-assessable, Income – gross (household), Income-gross (person), Labour force status, Low income status, Occupation of person

Administrative attributes

National minimum data sets: Public rental housing
Community housing
State/territory owned and managed Indigenous housing

Source document: Public rental housing data manual 2001-02
National Housing Assistance Data Dictionary Version 1

Source organisation: Australian Institute of Health and Welfare

Comments: The main income source of the person is the income source by which the person derives most (equal to or greater than 50%) of his/her income. If a person has multiple sources of income and none are equal to or greater than 50%, the one which contributes the largest percentage should be counted.

To determine main income source for the household: If a household has multiple sources of income and none are equal to or greater than 50%, sum the value of the income amount for all household members for each income source. The income source which contributes the largest percentage should be counted as the main income source for the household.

Income unit

Admin. status: CURRENT

Reporting required: Not required

NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: 000754

Data item version number: 1

Data element type: DATA CONCEPT

Definition: One person or a group of related persons within a household, whose command over income is shared, or any person living in a non private dwelling who is in receipt of personal income.

Context: Income units are restricted to relationships of marriage (registered or de facto) and of parent/dependent child who usually resides in the same household. This means that an income unit can be defined as:

- a married couple or sole parent, and dependent children only; or
- a married couple only with no dependent children present; or
- a person who is not related to any other household member either by marriage or by the parent/dependent child relationship.

This is the standard statistical unit for analyses of economic wellbeing, and can be an important measure in assessing the needs and circumstances of individuals and families.

Relational and representational attributes

Datatype: n.a. *Representational form:* n.a.

Field size: *Min.* n.a. *Max.* n.a. *Representational layout:* n.a.

Related data: Commonwealth Rent Assistance (CRA) income unit type, Household, Income unit ID, Income unit type

Administrative attributes

National minimum data sets: --

Source document: Australian Bureau of Statistics. A Provisional Framework for Household Income, Consumption, Saving and Wealth. Cat. No. 6549.0.

Source organisation: Australian Bureau of Statistics

Comments: The definition used in the Commonwealth housing data set including CRA is: An income unit is the base unit that is used to calculate a CRA entitlement amount. It consists of a person and:

- (a) Any other person treated as their current partner under the Social Security Act 1991.
- (b) Any other person for whom either them, or their partner, receives FTB.

Income unit ID

Admin. status: CURRENT

Reporting required: Required

NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID:

Data item version number: 2

Data element type: DATA ELEMENT

Definition: A unique identifier (within a household) assigned to an income unit that is either seeking and/or receiving assistance.

Context: Income units are one of the main counting units in housing assistance data and as such it is essential to be able to uniquely identify them.

Relational and representational attributes

Datatype: Alphanumeric *Representational form:* n.a

Field size: *Min.* n.a *Max.* n.a *Representational layout:* n.a

Data domain: Each jurisdiction to devise.

Guide for use:

Collection methods:

Related data: Household, Household ID, Income unit, Income unit type, State, Tenancy agreement

Administrative attributes

National minimum data sets: Public rental housing

Community housing

State/territory owned and managed Indigenous housing

Source document: National Housing Assistance Data Dictionary Version 1

Source organisation: Australian Institute of Health and Welfare

Australian Bureau of Statistics

Income unit type

Admin. status: CURRENT
Reporting required: Not required
NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: 000691 *Data item version number:* 1
Data element type: DATA ELEMENT
Definition: The description of the income unit a person belongs to.
Context: This is the standard statistical unit for analyses of economic well being, and can be an important measure in assessing the needs and circumstances of individuals and families. Income units are essential to calculate potential rent assistance available to households if they were in the private rental market. Income units may also be used as means of calculating the number of potential households needing assistance.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE
Field size: *Min.* 1 *Max.* 2 *Representational layout:* NN
Data domain: 1 Family
1.1 Single with child/ren aged under 16
1.2 Couple (only)
1.3 Couple with child/ren aged under 16
2 Single (lone person)
9 Not stated/inadequately described
Guide for use: Each income unit must include a person aged 16 years or older. Children aged 16 and over are considered separate income units and should be coded as 2. There may be more than one income unit per household.
Related data: Household, Income unit, Income unit ID

Administrative attributes

National minimum data sets: —
Source document: Based on the Australian Bureau of Statistics. A Provisional Framework for Household Income, Consumption, Saving and Wealth. Cat. No. 6549.0.
Source organisation: Australian Bureau of Statistics
Comments: It should be noted that the reference to 'dependent child' in this context is guided by the following definition: a dependent child is any person aged under 16 years regardless of relationship with the adult.

Indigenous community acceptance

Admin. status: CURRENT
Reporting required: Not required
NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: *Data item version number:* 2

Data element type: DATA ELEMENT

Definition: The acceptance of a person by an Indigenous community, as being an Aboriginal or Torres Strait Islander.

This definition of Indigenous status is based upon a decision made by the High Court of Australia in *Commonwealth v. Tasmania* (1983) 46 ALR 625. It relates to the third component of the High Court's definition of Indigenous status, community acceptance. The two other components of the High Court's definition relate to descent, and self-classification, (refer to the related data element Indigenous status).

Context: Australia's Aboriginal and Torres Strait Islander peoples occupy a unique place in Australian society and culture. In the current climate of reconciliation, accurate and consistent statistics about Aboriginal and Torres Strait Islander peoples are needed in order to plan, promote and deliver essential services, to monitor changes in wellbeing and to account for government expenditure in this area. Indigenous status is needed to identify those eligible for assistance via Indigenous housing programs.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 2 *Representational layout:* NN

Data domain:

- 1 Accepted as Indigenous (not further defined)
 - 1.1 Accepted as Aboriginal but not Torres Strait Islander
 - 1.2 Accepted as Torres Strait Islander but not Aboriginal
 - 1.3 Accepted as both Aboriginal and Torres Strait Islander
- 2 Not accepted as Indigenous
- 9 Not stated/inadequately described

Guide for use: South Sea Islanders are to be recorded in category 2 as per the explanation in the comments.

Collection methods: This item is generally only collected where there is a requirement to legally identify persons as being Indigenous or not (such as where it is an eligibility requirement for services).

The process and documentation required for proof of community acceptance

will depend on the requirements of the requesting agency.

Related data: Indigenous household, Indigenous status

Administrative attributes

National minimum data sets: –

Source document: National Housing Assistance Data Dictionary Version 1

Source organisation: Australian Institute of Health and Welfare
National Indigenous Housing Data Management Group

Comments: This definition of Indigenous Status is based upon a decision made by the High Court of Australia in *Commonwealth v. Tasmania* (1983) 46 ALR 625.

There are three components to this definition:

1. Descent
2. Self-classification
3. Community acceptance

There has been some controversy over the issue of whether South Sea Islanders need to be included in the definition of Aboriginal or Torres Strait Islander. The ABS clearly states that South Sea Islanders are not Indigenous and should therefore be coded accordingly. Subsequently, South Sea Islanders are to be coded under category 2. Not accepted as Indigenous.

Indigenous household

Admin. status: CURRENT

Reporting required: Required

NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: 000692

Data item version number: 1

Data element type: DATA ELEMENT

Definition: An Indigenous household is one that contains one or more Indigenous people.

This definition may not be consistent with eligibility requirements for assistance targeted to Indigenous people under a specific program. For example, some programs specify that there must be an Indigenous person aged 15 or over to be classified as an Indigenous household.

Context: Together with family, household is considered one of the basic groups of social aggregation. Information on household numbers and composition aids in identifying groups within the population such as Indigenous households or the number of people living alone.

Australia's Aboriginal and Torres Strait Islander peoples occupy a unique place in Australian society and culture. In the current climate of reconciliation, accurate and consistent statistics about Aboriginal and Torres Strait Islander peoples are needed in order to plan, promote and deliver essential services, to monitor changes in wellbeing and to account for government expenditure in this area.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 1 *Representational layout:* N

Data domain:

- 1 Indigenous person/s present in household
- 2 No Indigenous person/s present in household
- 9 Not stated/inadequately described

Guide for use: A household excludes visitors to a household.

Related data: Household, Indigenous Status

Administrative attributes

<i>National minimum data sets:</i>	Public rental housing
	Community housing
	State/territory owned and managed Indigenous housing
	Crisis Accommodation Program
	Home purchase assistance
	Private rent assistance
<i>Source document:</i>	Public rental housing data manual 2001-02
	National Housing Assistance Data Dictionary Version 1
<i>Source organisation:</i>	Australian Institute of Health and Welfare

Indigenous housing organisation

Admin. status: CURRENT
Reporting required: Not required
NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: 000721 *Data item version number:* 1

Data element type: DATA CONCEPT

Definition: Any Aboriginal or Torres Strait Islander organisation which owns or is responsible for managing community housing.

Managing includes at least one of the following functions: tenancy arrangements, rent collection or housing maintenance. This includes community organisations that have a range of functions as well as resource agencies and land councils, provided that they own or manage Indigenous community housing.

Context:

Relational and representational attributes

Datatype: n.a. *Representational form:* n.a.

Field size: *Min.* n.a. *Max.* n.a. *Representational layout:* n.a.

Related data: Agency, Indigenous housing organisation ID

Administrative attributes

National minimum data sets: —

Source document: Community Housing Infrastructure Needs Survey (CHINS) Data Dictionary

Source organisation: Australian Bureau of Statistics

Comments: For the CHINS collection housing organisations in receivership or liquidation at the time of enumeration were excluded.

For the purposes of presenting CHINS results, Indigenous housing organisations were classified as follows:

Urban housing organisation - refers to an organisation managing housing only outside of discrete Indigenous communities; and discrete community housing organisation - refers to an organisation managing housing in one or more discrete Indigenous communities, with or without housing in other locations.

Indigenous housing organisation ID

Admin. status: CURRENT
Reporting required: Not required
NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: *Data item version number:* 1
Data element type: DATA CONCEPT
Definition: Any unique identifier for each Indigenous housing organisation.
Context:

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE
Field size: *Min.* 5 *Max.* 5 *Representational layout:* NNNNN
Data domain: This item uses the unique national identifier allocated by the ABS to each Indigenous housing organisation. The first two digits identify the ATSI region where the housing organisation office is located. The last three digits are sequential numbers within the region.
Related data: Agency, Indigenous housing organisation

Administrative attributes

National minimum data sets: --
Source document: ABS Community Housing Infrastructure Needs Survey (CHINS) 1999 Data Dictionary
Source organisation: Australian Bureau of Statistics
Comments: For the CHINS collection housing organisations in receivership or liquidation at the time of enumeration were excluded.
For the purposes of presenting CHINS results, Indigenous housing organisations were classified as follows:

- Urban housing organisation: an organisation managing housing only outside of discrete Indigenous communities; and
- Discrete community housing organisation: an organisation managing housing in one or more discrete Indigenous communities, with or without housing in other locations.

Indigenous income unit

Admin. status: CURRENT

Reporting required: Required

NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID:

Data item version number: 1

Data element type: DATA CONCEPT

Definition: An Indigenous income unit is one in which the client or partner has identified as being of Aboriginal or Torres Strait Islander descent who identifies themselves as such and is accepted as such by the community in which he or she lives.

Context: Australia's Aboriginal and Torres Strait Islander peoples occupy a unique place in Australian society and culture. In the current climate of reconciliation, accurate and consistent statistics about Aboriginal and Torres Strait Islander peoples are needed in order to plan, promote and deliver essential services, to monitor changes in wellbeing and to account for government expenditure in this area.

An income unit is the standard statistical unit for analyses and can be an important measure in assessing the needs and circumstances of individuals and families. For the purposes of the Commonwealth Rent Assistance (CRA) dataset an income unit is the base unit that is used to calculate a CRA entitlement amount and consists of a person and:

- (a) Any other person treated as their current partner under the Social Security Act 1991.
- (b) Any other person for whom either the person, or the persons partner, receives FTB.

Relational and representational attributes

Datatype: n.a. *Representational form:* n.a.

Field size: *Min.* n.a. *Max.* n.a. *Representational layout:* n.a.

Related data:

Administrative attributes

National minimum data sets: Commonwealth housing data set including CRA

Source document: FaCS 2003. Unpublished. Draft performance indicators for Commonwealth Rent Assistance.

Source organisation: Commonwealth Department of Family and Community Services.

Indigenous status

Admin. status: CURRENT

Reporting required: Required

NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID:

Data item version number: 1

Data element type: DATA ELEMENT

Definition: Indigenous Status is a measure of whether a person identifies as being of Aboriginal or Torres Strait Islander origin. This is in accord with the first two of three components of the Commonwealth definition. See Comments for the Commonwealth definition.

Context: Australia's Aboriginal and Torres Strait Islander peoples occupy a unique place in Australian society and culture. In the current climate of reconciliation, accurate and consistent statistics about Aboriginal and Torres Strait Islander peoples are needed in order to plan, promote and deliver essential services, to monitor changes in wellbeing and to account for government expenditure in this area. The purpose of this data element is to provide information about people who identify as being of Aboriginal or Torres Strait Islander origin. Agencies or establishments wishing to determine the eligibility of individuals for particular benefits, services or rights will need to make their own judgements about the suitability of the standard measure for these purposes, having regard to the specific eligibility criteria for the program concerned.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 2 *Representational layout:* NN

Data domain:

- 1 Indigenous (not further defined)
 - 1.1 Aboriginal but not Torres Strait Islander origin
 - 1.2 Torres Strait Islander but not Aboriginal origin
 - 1.3 Both Aboriginal and Torres Strait Islander origin
- 2 Neither Aboriginal or Torres Strait Islander origin
- 9 Not stated/inadequately described

Guide for use:

This data element is based on the ABS Standard for Indigenous Status. For detailed advice on its use and application please refer to the ABS Website as indicated below under source document.

The classification for 'Indigenous Status' has a hierarchical structure comprising two levels. There are four categories at the detailed level of the classification which are grouped into two categories at the broad level. There is one supplementary category for 'not stated' responses. The classification is as follows:

Indigenous:

- Aboriginal but not Torres Strait Islander Origin
- Torres Strait Islander but not Aboriginal Origin
- Both Aboriginal and Torres Strait Islander Origin

Non-indigenous:

- Neither Aboriginal nor Torres Strait Islander Origin

Not stated/ inadequately described:

The not stated/inadequately described category is not to be available as a valid answer to the questions but is intended for use:

- primarily when importing data from other data collections that do not contain mappable data;
- where an answer was refused;-where the question was not able to be asked prior to completion of assistance because the client was unable to communicate or a person who knows the client was not available.

Only in the last two situations may the tick boxes on the questionnaire be left blank.

Collection methods:

The standard question for Indigenous Status is as follows:

[Are you] [Is the person] [Is (name)] of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)

No.....

Yes, Aboriginal.....

Yes, Torres Strait Islander.....

This question is recommended for self-enumerated or interview-based collections. It can also be used in circumstances where a close relative, friend, or another member of the household is answering on behalf of the subject.

When someone is not present, the person answering for them should be in a position to do so, i.e. this person must know the person about whom the question is being asked well and feel confident to provide accurate information about them. However, it is strongly recommended that this question be asked directly wherever possible.

This question must always be asked regardless of data collectors' perceptions based on appearance or other factors.

The Indigenous Status question allows for more than one response. The

procedure for coding multiple responses is as follows:

If the respondent marks 'No' and either 'Aboriginal' or 'Torres Strait Islander', then the response should be coded to either Aboriginal or Torres Strait Islander as indicated (i.e. disregard the 'No' response).

If the respondent marks both the 'Aboriginal' and 'Torres Strait Islander' boxes, then their response should be coded to 'Both Aboriginal and Torres Strait Islander Origin'.

If the respondent marks all three boxes ('No', 'Aboriginal' and 'Torres Strait Islander'), then the response should be coded to 'Both Aboriginal and Torres Strait Islander Origin' (i.e. disregard the 'No' response).

This approach may be problematical in some data collections, for example when data are collected by interview or using screen based data capture systems. An additional response category

Yes, both Aboriginal and Torres Strait Islander.....

May be included if this better suits the data collection practices of the agency or establishment concerned.

There has been some controversy over the issue of whether South Sea Islanders need to be included in the definition of Aboriginal or Torres Strait Islander. The ABS clearly states that South Sea Islanders are not Indigenous and should therefore be coded accordingly. Subsequently, South Sea Islanders are to be coded under category 2 'Neither Aboriginal or Torres Strait Islander origin'.

Related data: Household, Indigenous community acceptance, Indigenous household, supersedes the data element Indigenous status in the NHADDv1

Administrative attributes

National minimum data sets: Public rental housing
Community housing
State/territory owned and managed Indigenous housing
Crisis Accommodation Program
Home purchase assistance
Private rent assistance

Source document: Available on the ABS Website. From the ABS Home page (www.abs.gov.au) select: About Statistics/About Statistical Collections (Concepts & Classifications) /Other ABS Statistical Standards/Standards for Social Labour and Demographic Variables/Cultural Diversity Variables/Indigenous Status.

Source organisation: Australian Bureau of Statistics

Comments: Some service providers may find it difficult to ask a question about a person's Indigenous status. Furthermore, some Indigenous persons may be reluctant to answer a question about their Indigenous status because previous experience has led them to believe that identifying as an Indigenous person may disadvantage them. Without assistance with implementing this data element the data provided are likely to be of low validity and reliability.

Presently, the CSHA data collections do not differentiate between Aboriginal and Torres Strait Islander origin. Commonly, the question asked is "Does the

person (client) identify themselves as an Aboriginal or Torres Strait Islander?" and the possible responses are Yes/No/Not known.

This does not conform with the ABS national standard, which incorporates the more detailed data domains of:

- 1 Aboriginal but not Torres Strait Islander origin
- 2 Torres Strait Islander but not Aboriginal origin
- 3 Both Aboriginal and Torres Strait Islander origin
- 4 Neither Aboriginal nor Torres Strait Islander origin
- 9 Not stated/inadequately described

It is also not possible to map the CSHA response of 'Indigenous - not further defined' to the ABS standard.

The following definition, commonly known as 'The Commonwealth Definition' was given in a High Court judgement in the case of *Commonwealth v Tasmania* (1983) 46 ALR 625.

'An Aboriginal or Torres Strait Islander is a person of Aboriginal or Torres Strait Islander descent who identifies as an Aboriginal or Torres Strait Islander and is accepted as such by the community in which he or she lives'.

There are three components to the Commonwealth definition:

- descent;
- self-identification; and
- community acceptance.

In practice, it is not feasible to collect information on the community acceptance part of this definition in general purpose statistical and administrative collections and therefore standard questions on Indigenous Status relate to descent and self-identification only.

Interpreter services required

Admin. status: CURRENT
Reporting required: Not required
NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: 000755 *Data item version number:* 1
Data element type: DATA ELEMENT
Definition: Requirement for interpreter services as perceived by the person seeking assistance.
Context: This information is essential in order to assist in planning for provision of interpreter services.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE
Field size: *Min.* 1 *Max.* 1 *Representational layout:* N
Data domain: 1 Interpreter not required
2 Interpreter required
9 Not stated/inadequately described
Guide for use: Do you [does the person] require an interpreter ?
Yes
No
Collection methods: Persons requiring interpreters for any form of sign language should be coded as 2 Interpreter required.
Related data: Country of birth, First language spoken, Main language spoken at home, Proficiency in spoken English

Administrative attributes

National minimum data sets: —
Source document: National Community Services Data Dictionary version 2
Source organisation: Australian Institute of Health and Welfare

Labour force status

Admin. status: CURRENT
Reporting required: Not required
NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: 000756 *Data item version number:* 1

Data element type: DATA ELEMENT

Definition: The self reported status the person currently has in being either in the labour force (employed/unemployed) or not in the labour force. The categories are determined by a person's status in relation to current economic activity (which is measured by their activities in relation to work in a specified reference period.

Context: Labour force status is an indicator of the socio- economic status (economic activity) of a person and is a key element in assessing the circumstances and needs of individuals and families.

It is one of a group of items that provide a description of a persons labour force characteristics.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 1 *Representational layout:* N

Data domain:

1	Employed full time (35 hours or more a week)
2	Employed part time (less than 35 hours a week)
3	Unemployed (actively looking for work in last 4 weeks)
4	Not in the labour force (not actively looking for or available for work in the last 4 weeks)
9	Not stated/inadequately described

Guide for use: Definitions for these categories are:

1. & 2. Employed

Employed persons comprise all those aged 15 years and over who, during the reference week:

- (a) worked for one hour or more for pay, profit, commission or payment in kind in a job or business, or on a farm (comprising 'employees', 'employers' and 'own account workers'); or
- (b) worked for one hour or more without pay in a family business or on a farm (ie. 'contributing family worker'); or

Guide for use:

- (c) were 'employees' who had a job but were not at work and were: on paid leave; on leave without pay for less than four weeks up to the end of the reference week; stood down without pay because of bad weather or plant breakdown at their place of employment for less than four weeks up to the end of the reference week; on strike or locked out; on workers' compensation and expected to be returning to their job; or receiving wages or salary while undertaking full-time study; or
- (d) were 'employers', 'own account workers' or 'contributing family workers' who had a job, business or farm, but were not at work.

3. Unemployed

Unemployed persons are those aged 15 years and over who were not employed during the reference week, and:

- (a) had actively looked for full-time or part-time work at any time in the four weeks up to the end of the reference week and; were available for work in the reference week, or would have been available except for temporary illness (ie. lasting for less than four weeks to the end of the reference week); or were waiting to start a new job within four weeks from the end of the reference week and would have started in the reference week if the job had been available then; or
- (b) were waiting to be called back to a full-time or part-time job from which they had been stood down without pay for less than four weeks up to the end of the reference week (including the whole of the reference week) for reasons other than bad weather or plant breakdown.

Note: Actively looking for work includes writing, telephoning or applying in person to an employer for work; answering a newspaper advertisement for a job; checking factory or employment service notice boards; being registered with employment providers, advertising or tendering for work; contacting friends or relatives.

4. Not in the labour force:

Persons not in the labour force are those persons who, during the reference week, were not in the categories employed or unemployed, as defined. They include persons who were keeping house (unpaid), retired, voluntarily inactive, permanently unable to work, persons in institutions (hospitals, gaols, sanatoriums, etc.), trainee teachers, members of contemplative religious orders, and persons whose only activity during the reference week was jury service or unpaid voluntary work for a charitable organisation.

Collection methods: This definition is based on the ABS standard definition of labour force status. It is generally measured at the point of coming into contact with (or completion of assistance by) an agency.

Proposed Standard Questionnaire:

Which of the following best describes the work situation of the main income earner last week? (Please tick one box only)

- Employed full time (35 hours or more a week)
- Employed part time (less than 35 hours a week)
- Unemployed (actively looking for work in last 4 weeks)
- Not in the labour force (not actively looking for or available for work in the last 4 weeks)

Related data: Income source, Occupation of person

Administrative attributes

National minimum data sets: –

Source document: Standards for Social, Labour and Demographic Statistics, ABS

Source organisation: Australian Institute of Health and Welfare
Australian Bureau of Statistics

Landlord type

Admin. status: CURRENT

Reporting required: Not required

NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID:

Data item version number: 2

Data element type: DATA ELEMENT

Definition: Landlord type is the type of legal entity from which a tenant's right to occupy his/her dwelling derives. It relates to the entity (person, agency, or corporation), with which the tenant obtains the contractual right to occupy dwelling space as a home.

Context: Landlord type and tenure type are important because of the significance of housing costs in personal and household budgets and the varying degrees of security the different tenure types offer.

Landlord type gives further details on the nature of a person's rental arrangements. Linking human service outcomes with peoples housing situations has been identified as an important step in providing better targeted services. The tenure type of peoples living situations plays an important role in their health and welfare outcomes. For example, people with insecure tenure are more likely to suffer negative health and/or welfare impacts, such as drug or alcohol problems. Also people with poor health status may be more likely to find themselves in insecure tenure arrangements as result of their health.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 2 *Representational layout:* NN

Data domain:

- 1 Private
 - 1.1 In the same household
 - 1.2 Not in the same household
- 2 State/territory housing authority
- 3 Community housing provider
 - 3.1 Housing association
 - 3.2 Housing cooperative
 - 3.3 Indigenous community housing organisation
 - 3.4 Local government
 - 3.9 Other

- Data domain: cont.**
- 4 Other
 - 4.1 Government
 - 4.2 Non-government
 - 5 Unknown
 - 9 Not stated/inadequately described

Guide for use: **Category 4.1** includes government employer (for example, where government employer provides accommodation as part of employment arrangements such as defence personnel in military establishments).

Category 4.2 includes non-government employer (for example, where a mining company provides accommodation as part of the employment arrangements).

Collection methods: Care needs to be taken when collecting this information from people who pay rent to a real estate agent. It should not be assumed that if a person says they pay rent to a real estate agent that the landlord type is 1.2 private – not in the same household. If a respondent has indicated only that they pay rent to a real estate agent and it is not possible to clarify the landlord type, then this should be coded as 5 unknown.

Related data: Tenure type

Administrative attributes

National minimum data sets: –

Source document: Based on Standards for Social, Labour and Demographic Statistics

Source organisation: Australian Institute of Health and Welfare
Australian Bureau of Statistics

Low income status

Admin. status: CURRENT

Reporting required: Required

NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID:

Data item version number: 2

Data element type: DERIVED DATA ELEMENT

Definition: The low income status of a household receiving housing assistance.

Context: A guiding principle of the 1999 CSHA is that assistance is to be provided to those who most need it, for the duration of their need. Households who most need assistance are defined as those whose needs cannot be met by the private rental market. The low income performance indicator measures households most in need, in terms of tenants who have low income or special needs that would not find appropriate, affordable and secure housing in the private rental market.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 1 *Representational layout:* N

Data domain:

- 1 Low income A
- 2 Low income B
- 3 Not low income
- 9 Not stated/inadequately described

Guide for use: The household income cut off measures used for this data element have been developed in relation to statutory government income support payments.

1 Low income A

Income equivalent to or below 100% of the government income support benefits at the pensioner rate. The pensioner (single & couple) benefit rate has been selected as the low income A household cut-off measure, as pension rates are higher than allowance rates (e.g. unemployment benefits). The selection of the higher benefit rate should allow all persons receiving up to or equivalent to 100% government income support benefits (e.g. pensioners, unemployed, youth allowance, etc) to be captured within the 'low income A' household cut-off measure.

It should be noted that this group might include some income earners, provided their total income is not greater than 100% of the pensioner rate of government income support benefits. This is especially likely for young people who are working, as the government allowance rates for young people are lower than those for pensioners and young people would need to

be employed to have an equivalent income.

*Guide for use
continued:*

2 Low income B

This measure is the effective cut-out for receiving any government income support benefits. It includes:

- adult (single or couple) pension rate;
- where eligible, family tax benefit part A (up to the full rate);
- income free areas for both adults and children; and
- pharmaceutical allowance.

For further information on calculating low income status see the most recent CSHA Public rental housing data manual.

CSHA community housing data collection

For the CSHA community housing data collection, it is assumed that all households paying a rent less than the market rent value of the dwelling are low income households.

Collection methods:

Related data: Age, Income- gross (household), Income source, Income unit

Administrative attributes

National minimum data sets: Public rental housing
Community housing
State/territory owned and managed Indigenous housing

Source document: Public rental housing data manual 2001-02
Community housing data manual 2001-02

Source organisation: Australian Institute of Health and Welfare
Australian Bureau of Statistics

Main language spoken at home

Admin. status: CURRENT

Reporting required: Not required

NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: 000759

Data item version number: 1

Data element type: DATA ELEMENT

Definition: The main language spoken by a person in his or her home (or most recent private residential setting occupied by the person) on a regular basis, to communicate with other residents of the home and regular visitors to the home.

Context: Main language spoken is required as one of the four core data as part of the ABS standard for cultural and Language Diversity. These combined data elements replace the previously used concept of non-English-speaking background (NESB).

Data on main language spoken at home are regarded as an indicator of 'active' ethnicity and also as useful for the study of inter-generational language retention. The availability of such data may help providers of housing assistance to effectively target the geographic areas or population groups that need assistance. It may be used for the investigation and development of language services such as interpreter/translation services.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 4 *Max.* 4 *Representational layout:* NNNN

Data domain: Refer to the ABS Australian Standard Classification of Languages, 1997, Cat. No. 1267.0 for details. A four digit code based on a hierarchical structure. Includes codes for Indigenous Australian languages and sign language.

Guide for use: Persons not in private residential settings should respond for 'at home' as the most recent private residential setting in which that person has resided.

If a person reports that he or she speaks more than one language at home, they are asked to report the language spoken most often.

Collection methods: Agencies may collect Main language spoken at home in a variety of ways. Some agencies may use a question that contains a predetermined list of languages accompanied by an 'other (please specify)' category. Other agencies may use an open ended question asking the person to specify their main language spoken at home. Regardless of the exact format used by the agency, Main Language Spoken at Home should be collected in such a way as to allow the information to be coded to at least the 2-digit level of the

adaptation of the ASCL.

Collection methods continued:

Data collected at the 4-digit level will obviously provide more detailed information than that collected at the 2-digit level, but may be more difficult to collect.

The standard question for obtaining detailed data for Main Language spoken at home is as follows:

Which language [do you] [does the person] mainly speak at home?

(If more than one language, indicate the one that is spoken most often).

(Mark one box only)

English	<input type="checkbox"/>	Italian	<input type="checkbox"/>
Greek	<input type="checkbox"/>	Cantonese	<input type="checkbox"/>
Mandarin	<input type="checkbox"/>	Arabic	<input type="checkbox"/>
Vietnamese	<input type="checkbox"/>	German	<input type="checkbox"/>
Spanish	<input type="checkbox"/>	Tagalog (Filipino)	<input type="checkbox"/>

Other – please specify: _____

Alternately, a shorter version can be used

Related data:

Country of birth, Indigenous status, Interpreter service required, Proficiency in spoken English

Administrative attributes

National minimum data sets: –

Source document: Australian Bureau of Statistics. Australian Standard Classification of Languages, 1997, Cat. No. 1267.0

ABS Standard for cultural and Language Diversity (ABS Cat. no. 1289.0)

Source organisation: Australian Bureau of Statistics

Comments: The Minimum Core Set of Cultural and Language Indicators as identified in the ABS standard for cultural and Language Diversity (ABS Cat. no. 1289.0) are:

Country of birth of person

Main language other than English Spoken at home

Proficiency in spoken English

Indigenous status

Marital status

Admin. status: CURRENT
Reporting required: Not required
NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: *Data item version number:* 1

Data element type: DATA ELEMENT

Definition: The current marital status of the person.

Context: Marital status is a core data element in a wide range of social, labour and demographic statistics. Its main purpose is analysis of the association of marital status with the need for, and use of, services. Marital status also acts as an indicator for the level of support adult recipients of the welfare system have at home. The item is also used in comparisons of administrative data and population censuses and surveys.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 1 *Representational layout:* N

Data domain:

1	Never married
2	Widowed
3	Divorced
4	Separated
5	Married (registered and defacto)
9	Not stated/ inadequately described

Guide for use: Refers to the **current** marital status of a person. Therefore if a person has been divorced but has since re-married, then they should be recorded as 5. Married.

The category Married (registered and de facto) should be generally accepted as applicable to all de facto couples, including of the same sex.

Collection methods: Although marital status is an important factor in assessing the type and extent of support needs, such as for the elderly living at home, marital status alone does not adequately address the need for information about social support and living arrangements. Other data elements need to be collected to capture this information.

Related data: Household type, Relationship in household

Administrative attributes

National minimum data sets: –

Source document: National Health Data Dictionary

Source organisation: National Health Data Committee

Comments: ABS standards (see ABS: Directory of Concepts and Standards for Social, Labour and Demographic statistics) identify two concepts of marital status:

- *registered* marital status – defined as whether a person has, or has had, a legally registered marriage;
- *social* marital status – based on a person’s living arrangements (including de-facto marriages), as reported by the person.

ABS recommends that the social marital status concept be collected when information on marital status is sought, whereas the registered marital status concept need only be collected where it is specifically required for the purposes of the collection and only in areas of consent if necessary. Most community services data collections ask clients to self-report their marital status. Hence, the operative concept is one of ‘social’ marital status.

Market rent value of dwelling

Admin. status: CURRENT

Reporting required: Required

NHAI Model Location: Environment

Identifying and definitional attributes

Knowledgebase ID: 000722

Data item version number: 1

Data element type: DATA ELEMENT

Definition: The rent that would be charged for a dwelling in the private rental market.

Context: Necessary for measuring affordability of housing.

Relational and representational attributes

Datatype: Numeric *Representational form:* QUANTITATIVE VALUE

Field size: *Min.* 8 *Max.* 8 *Representational layout:* \$\$\$,\$\$\$.\$\$

Data domain: Dollar and cent value.

Guide for use: Always include the cent value, using .00 where there are only dollar values.

Collection methods: The optimum method of assigning a market rent value to a dwelling is to have it assessed by the Australian Valuation Office (or another independent valuer). Preferably each dwelling should be re-assessed every 2 years as market rent values can change substantially over time. In some larger jurisdictions a sample of houses are periodically assessed for their market rent value as it is not practical to assess every dwelling.

Market rent is typically recorded on a weekly basis, and for the national CSHA data collection is recorded as market rent value for which a rent was charged for the week of 30 June.

Related data: Rebated household (flag), Rent charged to tenant, Rental subsidy (amount)

Administrative attributes

National minimum Public rental housing

data sets: Community housing

State/territory owned and managed Indigenous housing

Source document: National Housing Assistance Data Dictionary Version 1

Source organisation: Australian Institute of Health and Welfare

Comments:

Guidelines should be developed for assessing the market rent of modified dwellings (as for disabled and frail aged people) and dwellings in remote areas where there is not usually a private rental market. One option could be to calculate the cost of replacing the dwelling, then using a percentage of that as the market rent. However in remote areas where building costs can be high, this method could lead to inappropriately high market rents.

New allocation status

Admin. status: CURRENT

Reporting required: Required

NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: *Data item version number:* 1

Data element type: DATA ELEMENT

Definition: Whether the household was a new allocation for housing assistance in the financial year.

Context: Used to determine the number of new households that received CSHA funded housing assistance in the financial year.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 1 *Representational layout:* N

Data domain:

- 1 Newly allocated in the financial year
- 2 Not newly allocated in the financial year
- 9 Not stated/inadequately described

Guide for use:

Collection methods: New allocation status should be related to a particular program type (e.g. public rental housing, home purchase assistance, etc.).

Related data: Date assistance commenced, Waitlist applicant type

Administrative attributes

National minimum data sets: Public rental housing
State/territory owned and managed Indigenous housing

Source document: Public rental housing data manual 2001-02

Source organisation: Australian Institute of Health and Welfare

Non-targeted CSHA community housing provider

Admin. status: CURRENT

Reporting required: Required

NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: *Data item version number:* 1

Data element type: DATA CONCEPT

Definition: A CSHA community housing provider who provides housing to any household who meets broad eligibility criteria (such as low income) and does not also target some housing to identified target groups.

Context:

Relational and representational attributes

Datatype: n.a. *Representational form:* n.a.

Field size: *Min.* n.a. *Max.* n.a. *Representational layout:* n.a.

Guide for use: Assistance provided by non-targeted providers may be to households with an identified need. However, the fact that the provider does not focus on that group(s) explicitly, means it is still defined as a non-targeted provider.

'Low income household' is not defined as a target group.

Related data: CSHA community housing provider , Targeted CSHA community housing provider

Administrative attributes

National minimum data sets: Community housing

Source document: Community housing data manual 2001-02

Source organisation: Australian Institute of Health and Welfare

Number of bedrooms

Admin. status: CURRENT
Reporting required: Required
NHAI Model Location: Housing Resource

Identifying and definitional attributes

Knowledgebase ID: *Data item version number: 2*
Data element type: DATA ELEMENT
Definition: The number of bedrooms in each occupied dwelling.
Context: Actual and ideal number of bedrooms required to calculate the national proxy occupancy standard for overcrowding.

Relational and representational attributes

Datatype: Numeric *Representational form:* Number
Field size: *Min.* 1 *Max.* 3 *Representational layout:* NNN
Data domain: Count of bedrooms.

Guide for use:

Collection methods: Count 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 1 bedroom dwelling. In the case of boarding house dwellings, the unit of counting is the boarding house room which usually has only one bedroom.

Related data: Dwelling, Tenancy (rental) unit

Administrative attributes

National minimum data sets: Public rental housing
Community housing
State/territory owned and managed Indigenous housing
Source document: National Housing Assistance Data Dictionary Version 1
Source organisation: Australian Institute of Health and Welfare
Australian Bureau of Statistics

Occupation of person

Admin. status: CURRENT
Reporting required: Not required
NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: 000760 *Data item version number:* 1
Data element type: DATA ELEMENT
Definition: The current job or duties in which the person is principally engaged.
Context: This data element may be useful in gaining an understanding of a clients situation and needs.
It can also be used to collect information about employees of agencies.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE
Field size: *Min.* 2 *Max.* 2 *Representational layout:* NN
Data domain: Australian Standard Classification of Occupations, Second edition ABS 1997, Catalogue No. 1220.0, 2 digit code level (sub-major group).
Guide for use: Refer to the Australian Standard Classification of Occupations, Second edition ABS 1997, Catalogue No. 1220.0 for data domain.
The 2-digit code level (sub-major group) is recommended for most collections.
Collection methods: This data element should only be collected from people whose Labour force status is employed.
Where a person has more than one occupation, the principal occupation is the one in which they work the most hours.
Occupation is too complex and diverse an issue to fit neatly into any useable small group of categories. Therefore the ABS recommend that this data element be collected by using the following two open-ended questions.

- What was your occupation in the last week?
- What tasks did you perform in that occupation?

The information gained from these two questions can then be used to select an appropriate code from the Australian Standard Classification of Occupations.
The occupation code assigned is based on the main job held during the previous week (as per the questions above).
Related data: Income source, Labour force status

Administrative attributes

National minimum data sets: —

Source document: Australian Standard Classification of Occupations, Second Edition, 1997, Catalogue No. 1220.0

Source organisation: Australian Bureau of Statistics

Ongoing entitlement

Admin. status: CURRENT
National reporting: Not required
NHAI Model Location: Governance

Identifying and definitional attributes

Knowledgebase ID: *Data item version number:* 1

Data element type: DATA CONCEPT

Definition: Ongoing entitlement refers to those income units that meet Commonwealth Rent Assistance (CRA) qualification criteria at the date information was extracted from the Centrelink operational database, and were paid CRA in the fortnight prior to date of extract.

Eligibility requirements include:

- Payment of private rent in excess of threshold amount
- Rent details have been verified
- Youth allowees have an approved reason for living away from home
- Young persons not living at home
- Sub-tenants in public housing for which the state housing authority has been advised that they live there or the household pays market rent.

Home-owners are not generally eligible for CRA but there are exceptions for those paying site or mooring fees or other exceptions including those living away from their usual home to give or receive care

Context: The ongoing entitlement concept is specific to the Commonwealth Rent Assistance (CRA) program data set. CRA is paid with social security and Family Tax Benefit (FTB) payments. Entitlements are calculated in respect of individual days and paid fortnightly. Therefore, a person may have been entitled to one or more days CRA with their last payment but had ceased to be entitled to further payment by the time the data was extracted (eg because they had entered public housing or ceased to pay rent). These people would have no ongoing entitlement. Income units who do not have an ongoing entitlement are excluded from the annual performance reporting process.

Relational and representational attributes

Datatype: n.a. *Representational form:* n.a.

Field Size: *Min.* n.a. *Max.* n.a. *Representational Layout:* n.a.

Data domain: n.a.

Guide for use: An ongoing entitlement is not used for a simple count of the number of people assisted but is used for most other performance indicators.

The following rules are applied to the Commonwealth housing data set including CRA to determine which income units have an ongoing entitlement to assistance. Only the first two tests for ongoing eligibility are applied when the indicator is derived from Centrelink data rather than the housing file.

1. Pays private rent in excess of threshold amount.

A valid rent amount that exceeds the rent threshold for the respective income unit type. Note that only 2/3rds of the amount paid as Board and Lodgings is to be treated as rent. Valid rent type codes that permit payment of CRA are:

- BOA board and lodgings
- LOD lodging fees
- MNT maintenance fees for nursing home or retirement village
- MOO mooring fees
- OTH not covered by any of the above
- PRI private rent
- SIT site fees

The following rent codes prevent an ongoing CRA entitlement:

- FBD free board
- FBL free board and lodgings
- FLD free lodgings
- GOV government rent
- NRP no rent paid
- Blank not coded

2. Rent details have been verified

Rent must be verified, or the person has been given an exemption or extra time to confirm details. Rent verification codes that permit payment are:

- COA changed address-customer has been given 14 days to verify rent details
- EXB exempt as customer is in boarding style accommodation
- EXC exempt as customer is a full time resident in non Commonwealth funded residential care facilities
- EXE exempt from verification (no new cases allowed, replaced by other EX codes)
- EXR exempt as customer is in a refuge
- EXV exempt as customer is in a retirement village
- HAR hardship-customer has been given 28 days to verify rent details
- MA1 mailout 1 (used only for customers selected for review in April/May 2002 who had not been reviewed since March 1999. This would include most persons getting RA with the old code of VER)

- MA2 mailout 2 (used only for customers selected for review in April/May 2002 who were thought to be at risk of having incorrect details recorded)
- RES details resupplied at conversion – very old data collection process)
- RVE reverify rent – customer due to have a 6-monthly review. Have 14 days to reverify rent details.
- VEC verified (rent certificate) – rent verified by a certificate signed by landlord.
- VED verified (rent declaration) – could not provide a tenancy agreement or rent certificate but have accepted a declaration as to the current circumstances.
- VEF verified (formal) – rent verified by sighting a written tenancy agreement.
- VER verified (No new cases allowed. Remaining cases mainly thought to be in nursing homes etc and likely to be exempt from verification)

3. Not home-owners

In general, CRA is not payable to homeowners. There are exceptions for those living away from their usual home to give or receive care and for those paying site or mooring fees. The source files do not have the detail needed to identify those getting CRA because they are in a care situation.

The following home ownership codes prevent an ongoing CRA entitlement

- GFH government funded aged care – home owner
- GFN government funded aged care– non-homeowner
- SRH special residence (homeowner)
- Blank not coded

The following home ownership codes prevent an ongoing entitlement to CRA unless the rent type is site fees or mooring fees:

- POH purchasing own home
- HOM home owner
- PAR owns jointly with someone other than partner
- LIF bequeathed life interest
- DEE deemed interest in home
- JNT joint ownership with partner
- OTH other form of ownership

4. Youth allowees living away from home

Youth allowees can only get CRA if they are eligible for the higher away-from-home rate. This is approximated by the YAL independent code. Values that permit payment of CRA are:

- HOM homeless
- AFH away from home
- IND independent

5. Young persons living at home

Single young people without children generally do not qualify for CRA if living in the parental home. Young persons are those under 25 (or 21 if getting a Disability Support Pension). Those affected by the measure living in a parental home have an accommodation code of 'LWP' (living with parent) or 'LWJ' (living jointly with parent). There are some minor exceptions whereby young persons living at home may be eligible for CRA eg for those who were formerly partnered or had children.

6. Sub-tenants in public housing

Sub-tenants in public housing, ie who are not a party to the agreement with the state housing authority (SHA), may qualify for CRA provided that either the SHA has been advised that they live there or the household pays market rent. A small number of persons recorded as paying private rent may be excluded from getting CRA because of those provisions. This is indicated by a Government sub-tenant code of 'YES'

Collection methods: n.a.

Administrative attributes

National minimum data sets: Commonwealth housing data set including CRA

Source document: FaCS 2003. Unpublished. Draft performance indicators for Commonwealth Rent Assistance.

Source organisation: Commonwealth Department of Family and Community Services

Operational costs

Admin. status: CURRENT
Reporting required: Required
NHAI Model Location: Housing resource

Identifying and definitional attributes

Knowledgebase ID: 000736 *Data item version number:* 1
Data element type: DATA ELEMENT
Definition: This item includes the cost of maintaining the operation of CSHA stock including expenses that the organisation incurs as part of undertaking its activities.
Context: Included in the calculation of the average costs of providing rental housing assistance (excluding capital) per dwelling – direct costs.

Relational and representational attributes

Datatype: Numeric *Representational form:* QUANTITATIVE VALUE
Field size: *Min.* 10 *Max.* 10 *Representational layout:* \$,\$\$\$,\$\$\$,\$\$\$
Data domain: Dollar value.
Guide for use: **Include:**

- **repairs and maintenance:** costs incurred which restore an asset to its original condition. This includes (a) day-to-day maintenance, reflecting general wear and tear; (b) cyclical maintenance, which is maintenance performed as part of a planned maintenance program; and (c) other maintenance e.g. repairs due to vandalism (Coopers and Lybrand 1995: p. 19).
- **rates:** e.g. water, shire
- **cost of disposals:** such as cost of removal of stock, including costs incurred in the sale of stock to private agencies or persons, such as agent and legal fees; removal of stock to an alternative program; and/or demolition costs in order to sell the land.
- **market rent paid:** such as from headleasing properties.
- **interest expense:** e.g. interest on loans.

Collection methods: Operational costs are typically measured for a financial year (1 July to 30 June the following year).
Related data: Administration costs, Direct costs, Dwelling, Repairs and maintenance costs, Tenancy (rental) unit

Administrative attributes

National minimum data sets: Public rental housing
Community housing
State/territory owned and managed Indigenous housing

Source document: National Housing Assistance Data Dictionary Version 1

Source organisation: Australian Institute of Health and Welfare

Payment type

Admin. status: CURRENT

National reporting: Required

NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID:

Data item version number: 1

Data element type: DATA ELEMENT

Definition: The type of benefit, pension or allowance that is received by the client or their partner.

Context: Used in the assessment of eligibility for Commonwealth Rent Assistance. This payment is available to recipients of income support payments except those receiving:

- Austudy; and
- Youth allowance if the client is not entitled to the higher living away from home rate of payment.

Payment type can also be an indicator of the need and circumstances of individuals and is sometimes used in the assessment of income equity.

Relational and representational attributes

Datatype: Character *Representational form:* CODE

Field Size: *Min.* 2 *Max.* 3 *Representational Layout:* CCC

Data domain: **Pensions**

AGE Age Pension

CAR Carer Payment

DSP Disability Support Pension

PNC Crisis Payment-Pension

PPS Parenting Payment Single (formerly sole parent pension)

WID Widow Pension

WFA Wife Pension Age

WFD Wife Pension DSP

Allowances

AUS Austudy

BVA Bereavement Allowance

NMA Newstart Mature Age Allowance

NSA	Newstart Allowance
NSC	Crisis Payment-Newstart
PGC	Crisis Payment-Parenting
PGL	Parenting allowance – Low Income earner
PGN	Parenting payment – partner of Newstart recipient
PGP	Parenting payment – partner of Pensioner
PGY	Parenting payment – partner of YAL customer
PTA	Partner Allowance
SKA	Sickness Allowance
SPL	Special Benefit
WDA	Widow Allowance
YAL	Youth Allowance

Regular family assistance

FAH	FTB(A) Only at more than minimum rate
FAL	FTB(A) at minimum rate
FBH	FTB(B) Only at more than minimum rate
FBL	FTB(B) at minimum rate (plus FTBB)

Partnered non-payment

FP*	Partner of Family payment recipient
NNS	Non-payment Spouse of Newstart Recipient
NPS	Non-payment Spouse of Pensioner
PG*	Non-payment Spouse of PPP (Parenting Payment Partnered – includes PGL, PGN, PGP, PGY)

Guide for use:

PG* and FP* are derived payment type codes that indicate the person does not receive an income support payment or more than base rate FTB but is the partner of a person who receives either Parenting Payment Partnered (PG*) or FTB (FP*). Whilst the individual is not eligible for CRA, their partners may be. These codes are used to assist FaCS in compiling the data set.

Parenting Payment Partnered (PPP) is the proper name for the payment type but the Commonwealth housing data set including CRA uses a series of sub-codes which indicate the conditions under which the payment is made (i.e. PGL, PGN, PGP and PGY).

Related data:

Income source

Administrative attributes

National minimum data sets: Commonwealth housing data set including CRA

Source document: FaCS 2003. Unpublished. Draft performance indicators for Commonwealth Rent Assistance.

Source organisation: Commonwealth Department of Family and Community Services.

Person ID

Admin. status: CURRENT

Reporting required: Required

NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID:

Data item version number: 2

Data element type: DATA ELEMENT

Definition: A unique identifier (within a household) assigned to a person that is a member of a household that is either seeking and/or receiving assistance.

Context: If there are several people within a household this data element is used to relate people to income units and to households. It is also used to relate individuals to dwellings.

Relational and representational attributes

Datatype: Alphanumeric *Representational form:* n.a.

Field size: *Min.* n.a. *Max.* n.a. *Representational layout:* n.a.

Data domain: Each jurisdiction to devise.

Guide for use:

Collection methods: Preferably agencies should allocate a unique identifier to a person when they are placed on the waiting list, and this ID should then remain when/if they receive assistance. This enables the matching of waitlist data with assistance data.

Related data: Household, Household ID, Income unit, Income unit ID, Relationship to reference person, Relationship within income unit, State/Territory ID, Tenancy agreement

Administrative attributes

National minimum data sets: Public rental housing

Community housing

State/territory owned and managed Indigenous housing

Source document: National Housing Assistance Data Dictionary Version 1

Source organisation: Australian Institute of Health and Welfare

Postcode

Admin. status: CURRENT

Reporting required: Required

NHAI Model Location: Location

Identifying and definitional attributes

Knowledgebase ID: *Data item version number: 1*

Data element type: DATA ELEMENT

Definition: Postcode is one of a number of geographic indicators that can be used to determine a location of a person, dwelling, agency, etc.

Context: Postcode can be used as a means of coding a person's area of usual residence or the location of a dwelling, agency or organisation. It can be mapped to ASGC codes using an ABS concordance to determine Statistical Local Area (SLA) for example.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 4 *Max.* 4 *Representational layout:* NNNN

Data domain: Valid Australia Post postal code.

Guide for use: The postcode book is updated more than once annually as postcodes are a dynamic entity and are constantly changing.

Collection methods: May be collected as part of Address or separately. Postal addresses may be different from where a person actually resides, or a service is actually located.

Related data: Address, Area of usual residence

Administrative attributes

National minimum data sets: Public rental housing
Community housing
State/territory owned and managed Indigenous housing

Source document: National Community Services Data Dictionary version 2

Source organisation: National Community Services Data Committee
Australia Post

Proficiency in spoken English

Admin. status: CURRENT
Reporting required: Not required
NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: 000761 *Data item version number:* 1
Data element type: DATA ELEMENT
Definition: A person’s stated proficiency in spoken English.
Context: This data element is required as one of the four core data as part of the ABS Standard for cultural and language diversity. These combined data elements replace the previously used concept of non-English-speaking background (NESB).
It also identifies those people most likely to suffer disadvantage in terms of their ability to access services due to language and/or cultural difficulties.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE
Field size: *Min.* 1 *Max.* 1 *Representational layout:* N
Data domain: 0 Not applicable (person under 5 years of age)
1 Very well
2 Well
3 Not well
4 Not at all
9 Not stated/ inadequately described
Guide for use: Code 9 should only be used for past collections where this item was not collected or if the person does not respond to the question. It should not be a response included on the collection form.
Collection methods: Suggested question:
How well [do you] [does the person] speak English? (tick one)
Very well
Well
Not well
Not at all

Collection methods continued: Generally this would be a self-reported question, but in some circumstances (particularly where a person does not speak English well) assistance will be required in answering this question. It is important that the person's self-assessed proficiency in spoken English be recorded wherever possible. This data element does not purport to be a technical assessment of proficiency but is a self-assessment in the four broad categories outlined above.

This data element is not relevant and should not be collected for persons under the age of 5.

Related data: Country of birth, Indigenous status, Interpreter services required, Main language spoken at home

Administrative attributes

National minimum data sets: —

Source document: ABS Cultural and Language Indicators Pilot Study 1998
ABS Standard for cultural and Language Diversity (ABS Cat. no. 1289.0)

Source organisation: Australian Bureau of Statistics

Comments: Note: The ABS has found that many people overstate their English proficiency on the Census question (Dept of Immigration and Multicultural Affairs, 1996 Classification of Countries into English Proficiency Groups).

Program type

Admin. status: CURRENT

Reporting required: Required

NHAI Model Location: Governance

Identifying and definitional attributes

Knowledgebase ID: 000724

Data item version number: 1

Data element type: DATA ELEMENT

Definition: The type of housing program under which a household is applying for/receiving assistance.

Context:

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 2 *Representational layout:* NN

Data domain:

- 1 Public rental housing
- 2 Community housing
 - 2.1 CSHA community housing
 - 2.2 Community-managed Indigenous housing
 - 2.3 CSHA Crisis Accommodation Program
 - 2.4 Other
- 3 State/territory owned and managed Indigenous housing
- 4 Rental assistance
 - 4.1 Commonwealth Rent Assistance
 - 4.2 CSHA private rent assistance
- 5 Home purchase assistance
- 6 Other
- 9 Not stated/inadequately described

Guide for use: Each of the above may have several sub programs associated with the main program type. For example, community housing in Queensland includes the following programs: Community Housing Program, Boarding House Program, Community Housing Partnership Scheme, Co-operative Housing Program, Community Rent Scheme Housing Accommodation Assistance Scheme, Local Government and Community Housing Program, and the Rural and Regional Community Housing Program. These should all be coded to '2. community housing'.

Collection methods:

Related data: Household

Administrative attributes

National minimum data sets: Public rental housing

Community housing

State/territory owned and managed Indigenous housing

Source document: National Housing Assistance Data Dictionary Version 1

Source organisation: Australian Institute of Health and Welfare

Proxy occupancy standard

Admin. status: CURRENT

Reporting required: Required

NHAI Model Location: Governance

Identifying and definitional attributes

Knowledgebase ID: *Data item version number: 2*

Data element type: DATA CONCEPT

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

<u>Household group</u>	<u>Dwelling size required</u>
Single adult only	1 bedroom
Single adult (group)	1 bedroom (per adult)
Couple with no children	2 bedrooms
Sole parent or couple with 1 child	2 bedrooms
Sole parent or couple with 2 or 3 children	3 bedrooms
Sole parent or couple with 4+ children	4 bedrooms

Note: This definition is currently under review.

Context: Households that require two or more additional bedrooms to meet the standard are considered to be *overcrowded*.

Relational and representational attributes

Datatype: n.a. *Representational form:* n.a.

Field size: *Min.* n.a. *Max.* n.a. *Representational layout:* n.a.

Guide for use: Where more than one of the groups specified in the occupancy standard is present, the needs of the two or more groups should be added together. For example, a sole parent with one child living with the sole parent's parents (three generations) would require 4 bedrooms, that is, 2 bedrooms for the sole parent and child and 2 bedrooms for the married couple.

The appropriate size is not necessarily the current dwelling size.

Only the usual residents of the household are included.

Adults include children aged 16 or more.

Related data: Age, Household groups, Number of bedrooms

Administrative attributes

National minimum data sets: Public rental housing

Community housing

State/territory owned and managed Indigenous housing

Source document: National Housing Assistance Data Dictionary Version 1

Source organisation: Australian Institute of Health and Welfare

Comments: The proxy occupancy standard is a nationally agreed standard for CSHA reporting and does not necessarily reflect the jurisdictions'/agency's own allocation policy.

Purchase costs

Admin. status: CURRENT
Reporting required: Not required
NHAI Model Location: Housing resource

Identifying and definitional attributes

Knowledgebase ID: 000737 *Data item version number:* 1

Data element type: DATA ELEMENT

Definition: The purchase cost of a newly purchased dwelling.

All costs associated with the purchase of each dwelling should be included; costs not attributable to individual dwellings such as portfolio management costs should be excluded. Gross, not net, costs of purchase are required; sales of stock are not to be offset against purchases.

Context:

Relational and representational attributes

Datatype: Numeric *Representational form:* QUANTITATIVE VALUE

Field size: Min. 10 Max. 10 *Representational layout:* \$,\$\$\$,\$\$\$,\$\$\$

Data domain: Dollar value

Guide for use: **Include:**

- All costs attributable to the purchase of each dwelling such as purchase fees, transaction costs, any initial maintenance or upgrade costs, and land costs.
- Dwellings where the purchase process has been completed and which are ready for occupancy.
- Dwelling purchase that commenced in previous years that was not finalised until the current financial year.

Exclude:

- Additions to stock under leasing arrangements.
- Costs not directly attributable to specific dwellings such as portfolio management costs.
- Dwelling purchase that was not finalised by the end of the current financial year.
- Acquisition of stock for purposes other than public housing.

Collection methods:

Related data: Dwelling

Administrative attributes

National minimum data sets: —

Source document: National Housing Assistance Data Dictionary Version 1

Source organisation: Australian Institute of Health and Welfare

Rebated household (flag)

Admin. status: CURRENT

Reporting required: Required

NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: 000726

Data item version number: 1

Data element type: DATA ELEMENT

Definition: A household receiving housing assistance, (usually via a State or Territory or community housing organisation), who as part of the assistance, pay less than the market rent value of the dwelling.

This data element is only relevant to those people who are provided a dwelling as part of their assistance. It does not include those households that only receive monetary assistance to help them rent in the private market (rent assistance) or to help them purchase a home or equity in it (home purchase assistance).

For example, a public housing dwelling may be assessed as having a market rent value of \$200 per week. On assessing the applicant household though, the State housing authority calculates that this household should pay no more than \$100 per week on rent. If this household is then allocated to this dwelling with a rent of \$100, (while the market rent value is \$200), then the household is considered to be rebated.

Context:

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 1 *Representational layout:* N

Data domain:

1	Rebated
2	Not rebated
9	Not stated/inadequately described

Guide for use:

Collection methods: For those jurisdictions who use a 'full rent' concept, a rebated household is one which pays less than full rent.

Related data: Market rent value of dwelling, Rental subsidy (amount), Rent charged to tenant

Administrative attributes

National minimum data sets:

- Public rental housing
- Community housing
- State/territory owned and managed Indigenous housing

Source document: National Housing Assistance Data Dictionary Version 1
Source organisation: Australian Institute of Health and Welfare

Recurrent expenditure

Admin. status: CURRENT
Reporting required: Not required
NHAI Model Location: Housing Resource

Identifying and definitional attributes

Knowledgebase ID: 000768 *Data item version number:* 1

Data element type: DATA ELEMENT

Definition: Recurrent expenditure on goods and services is expenditure, which does not result in the creation or acquisition of fixed assets (new or second-hand). It consists mainly of expenditure on wages, salaries and supplements, purchases of goods and services and consumption of fixed capital (depreciation).

When fees charged for goods and services are offset against recurrent expenditure, the result equates to final consumption expenditure in the national accounts framework.

Includes:

- Operating expenses
- Tenancy manager revenue and expense components

Context: To enable analysis of welfare expenditure at the national level.

There is a considerable interest in expenditure data at the national level from many different potential users.

The set of financial data items (Capital expenditure – gross, Capital expenditure – net, Capital stock, Recurrent expenditure and Revenue) shown in the Dictionary are based on relevant sections of the ABS Economic Type Framework (ETF) of the Government Finance Statistics (GFS) Classifications. They summarise the broad reporting requirements of the government sector for public finance statistics. As part of the reporting requirements for public finance statistics, governments need to obtain certain information from funded organisations. This set of items is presented in the interests of facilitating ease of reporting of this information.

The ETF is based on established accounting principles and specifies an operating statement, cash flow statement, reconciliation statement, supplementary statement, intra-unit transfers other than revaluations and accrued transactions, revaluations and other changes in the volume of assets and, a balance sheet.

Relational and representational attributes

Datatype: Numeric **Representational form:** QUANTITATIVE VALUE

Field size: *Min.* 10 *Max.* 10 **Representational layout:** \$,\$\$\$,\$\$\$,\$\$\$

Data domain Value in dollars of:

<u>Expenditure type</u>		<u>GFS Code</u>
1	Employee expenses	121
1.1	Funded superannuation expenses	1211
1.2	Unfunded superannuation expenses	1212
1.3	Wages salaries and supplements (non-capitalised)	1213
1.4	Employees expenses (provisions adjustment)	1218
1.5	Other employee expenses	1219
2	Non-employee expenses	122
2.1	Benefits to households in goods and services	1223
2.2	Other non employee expenses	1221, 1222, 1224, 1228
	(not benefits to households)	
3	Depreciation and amortisation	123
4	Current transfer payments	124
5	Property expense (refers to requited current transfers involving payment for the use of property rights, e.g. royalties)	126
9	Not stated/inadequately described	

Guide for use: For more explanation of and details on expenditure types, see the November 1998 Version of the ABS Economic Type Framework (ETF) of the Government Finance Statistics (GFS) Classifications.

Collection methods: This framework requires measurement on an accrual accounting basis rather than on a cash accounting basis.

Expenditure is usually measured for an accounting period, typically a financial year (1 July to 30 June the following year).

Related data: Capital expenditure - gross

Administrative attributes

National minimum data sets: —

Source document: Australian Bureau of Statistics: Government Finance Statistics 1998, Cat. No. 5514.0

National Community Services Data Dictionary Version 2

Source organisation: Australian Bureau of Statistics

Australian Institute of Health and Welfare

Reference person

Admin. status: CURRENT

Reporting required: Required

NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID:

Data item version number: 2

Data element type: DERIVED DATA ELEMENT

Definition: Reference person refers to the first person listed on the housing assistance application/tenancy form or the mortgage papers.

Context: The ability to determine relationships between persons residing within the same household is essential in a wide range of statistics on household composition, family type and income unit. It is essential for calculating many of the performance indicators, such as 'Low income status', and 'Affordability'. It may also be useful in determining possible levels of need and support available for clients.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 1 *Representational layout:* N

Data domain:

- 1 Reference person for household
- 2 Not the reference person for household
- 9 Not stated/inadequately described

Guide for use:

Collection methods: Usually referred to as 'Person 1', 'Main tenant' or 'Tenant 1' on application or tenancy forms. Can also be referred to as the Principal tenant, Household head or where the dwelling is being purchased, referred to as the Mortgagee. Also includes single adults and lone parents. Person must be aged 16 or over.

All other persons should be coded to 2.

Related data: Family type, Income unit, Marital status, Relationship to reference person, Relationship within income unit

Administrative attributes

National minimum data sets:

- Public rental housing
- Community housing
- State/territory owned and managed Indigenous housing

Source document: National Housing Assistance Data Dictionary Version 1

Source organisation: Australian Institute of Health and Welfare

Relationship to reference person

Admin. status: CURRENT

Reporting required: Required

NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID:

Data item version number: 2

Data element type: DATA ELEMENT

Definition: The familial and non-familial relationship of each person in a given household to the reference person in that same household.

Context: The ability to determine relationships between persons residing within the same household is essential in a wide range of statistics on household composition, family type and income unit. It is essential for calculating many of the performance indicators, such as 'Low income status', and 'Affordability'. It may also be useful in determining possible levels of need and support available for clients.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 1 *Representational layout:* N

Data domain:

- 1 Reference person/tenant
- 2 Spouse/partner
- 3 Son/daughter aged less than 16 years
- 4 Son/daughter aged 16 years and over
- 5 Resident aged less than 16 years
- 6 Resident aged 16 years and over
- 9 Not stated/inadequately described

Guide for use: Reference person: Referred to as 'person 1', 'main tenant' or 'tenant 1' on application or tenancy forms. Can also be referred to as the principal tenant, household head or where the dwelling is being purchased, referred to as the mortgagee. Also includes single adults and lone parents. Person must be aged 16 or over.

Spouse/partner: includes defacto, wife, husband and partner of the reference person/tenant.

Son/daughter: includes the son(s) or daughter(s) (or step son/daughter) of the reference person and/or spouse.

Resident: includes relatives other than son/daughter (step son/daughter), non-related carer, other non-related, not related and non-family member.

Collection methods: Collecting this data is quite complex, due to inter-relationships that may exist in a household. Refer to ABS: Directory of concepts and standards for social, labour and demographic statistics, 1995 for standard questions and approach to collecting data on this item.

Related data: Family, Household ID, Income unit, Income unit ID, Marital status, Person ID, Reference person, Relationship within income unit

Administrative attributes

National minimum data sets: Public rental housing
Community housing

State/territory owned and managed Indigenous housing

Source document: Standards for statistics on the Family. ABS Cat. No. 1286.0
ABS: Directory of concepts and standards for social, labour and demographic statistics, 1995

Based on ABS Relationship within household classification – Census 96.

Public housing and state/territory owned and managed Indigenous housing
NMDS User Guide 2001-02.

Source organisation: Australian Bureau of Statistics

Australian Institute of Health and Welfare

Relationship within income unit

Admin. status: CURRENT

Reporting required: Required

NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: 000697

Data item version number: 1

Data element type: DATA ELEMENT

Definition: The relationship of a member of an income unit to that same income unit. Income units are restricted to relationships of marriage (registered or de facto) and of parent/child under 16 years of age that usually resides in the same household.

Context: The ability to determine relationships between persons residing within the same household is essential in a wide range of statistics on household composition, family type and income unit. It is essential for calculating many of the performance indicators, such as 'Low income status', and 'Affordability'. It may also be useful in determining possible levels of need and support available for clients.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 1 *Representational layout:* N

Data domain:

- 1 Reference person/tenant
- 2 Spouse/partner
- 3 Child aged less than 16 years
- 9 Not stated/inadequately described

Guide for use: Reference person refers to the first person listed on the housing assistance application/tenancy form. Members of the household that cannot be classified from this list are more than likely separate income units, e.g. child 16 years of age or older.

Collection methods:

Related data: Family, Household composition, Household ID, Income unit, Income unit ID, Marital status, Person ID, Reference person, Relationship to reference person

Administrative attributes

National minimum data sets: Public rental housing

Community housing

State/territory owned and managed Indigenous housing

Source document: National Housing Assistance Data Dictionary Version 1

Source organisation: Australian Institute of Health and Welfare

Rent charged to tenant

Admin. status: CURRENT
Reporting required: Required
NHAI Model Location: Housing Resource

Identifying and definitional attributes

Knowledgebase ID: *Data item version number:* 2
Data element type: DATA ELEMENT
Definition: The amount of rent charged to a tenant household.
Context: This item is necessary in calculating measures of affordability.

Relational and representational attributes

Datatype: Numeric *Representational form:* QUANTITATIVE VALUE
Field size: *Min.* 8 *Max.* 8 *Representational layout:* \$\$\$,\$\$\$\$.cc
Data domain: Dollar and cent value
Guide for use: The 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.
Always include the cent value, using .00 where there are only dollar values.
Collection methods: As the rent charged to tenants may change over time, this item should be linked to the date rent is due.
Rent charged to tenant is typically recorded on a weekly basis. For the National CSHA data collection it is recorded as rent charged for the week of 30 June.
Related data: Date rent charged to tenant, Date rent paid by tenant, Market rent of dwelling, Rebated household (flag), Rent paid by tenant

Administrative attributes

National minimum data sets: Public rental housing
Community housing
State/territory owned and managed Indigenous housing
Source document: National Housing Assistance Data Dictionary Version 1
Source organisation: Australian Institute of Health and Welfare

Rent deduction flag

Admin. status: CURRENT
Reporting required: Not required
NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: *Data item version number:* 1

Data element type: DATA ELEMENT

Definition: Indicates that the person or a partner is paying rent to a state housing authority via automatic deduction by Centrelink (Centrepay).

Context:

Relational and representational attributes

Datatype: Character *Representational form:* CODE

Field Size: Min. 0 Max. 1 *Representational Layout:* C

Data domain: Y. A current instruction for automatic deduction exists

Guide for use: A blank field indicates that the customer does not pay rent by automatic deduction.

Collection methods:

Related data:

Administrative attributes

National minimum data sets: Commonwealth housing data set including CRA

Source document: FaCS 2003. Unpublished. Draft performance indicators for Commonwealth Rent Assistance.

Source organisation: Commonwealth Department of Family and Community Services

Rent paid by tenant

Admin. status: CURRENT
Reporting required: Required
NHAI Model Location: Housing Resource

Identifying and definitional attributes

Knowledgebase ID: 000728 *Data item version number:* 1

Data element type: DATA ELEMENT

Definition: The actual value of an individual rent payment paid by a tenant household.

Context:

Relational and representational attributes

Datatype: Numeric *Representational form:* QUANTITATIVE VALUE

Field size: *Min.* 8 *Max.* 8 *Representational layout:* \$\$\$,\$\$\$cc

Data domain: Dollar and cent value

Guide for use: Always include the cent value, using .00 where there are only dollar values.

Collection methods: Tenants may make multiple payments to cover one rent period or may pay multiple rent periods in one payment. However, rents are typically recorded on a weekly basis.

In order to accurately measure rent arrears, this item should be linked to the date the rent payment is paid the tenant.

Related data: Date rent charged to tenant, Date rent paid by tenant, Rebate flag, Rent charged to tenant

Administrative attributes

National minimum data sets: Public rental housing
Community housing
State/territory owned and managed Indigenous housing

Source document: National Housing Assistance Data Dictionary Version 1

Source organisation: Australian Institute of Health and Welfare

Comments: In the Commonwealth housing data set including CRA this item is referred to as Weekly rent payment.

Rental subsidy (amount)

Admin. status: CURRENT
Reporting required: Not required
NHAI Model Location: Housing Resource

Identifying and definitional attributes

Knowledgebase ID: 000729 *Data item version number:* 1
Data element type: DERIVED DATA ELEMENT
Definition: The difference between the market rent of the dwelling and the rent charged to the tenant based on income.

Context:

Relational and representational attributes

Datatype: Numeric *Representational form:* QUANTITATIVE VALUE
Field size: *Min.* 5 *Max.* 5 *Representational layout:* \$\$\$cc
Data domain: Dollar and cent value
Guide for use: Always include the cent value, using .00 where there are only dollar values.
Collection methods:
Related data: Market rent of dwelling, Rent charged to tenant

Administrative attributes

National minimum data sets: —
Source document: National Housing Assistance Data Dictionary Version 1
Source organisation: Australian Institute of Health and Welfare
Australian Bureau of Statistics

Repairs and maintenance costs

Admin. status: CURRENT
Reporting required: Required
NHAI Model Location: Housing resource

Identifying and definitional attributes

Knowledgebase ID: 000738 *Data item version number:* 1
Data element type: DATA ELEMENT
Definition: Maintenance costs relate to those costs for the public rental property and tenancy manager components of the agency's (or agencies') operation and should not include maintenance costs involved in other areas of operation.
Context: Included in the calculation of the average costs of providing rental housing assistance (excluding capital) per dwelling – Direct costs.

Relational and representational attributes

Datatype: Numeric *Representational form:* QUANTITATIVE VALUE
Field size: Min. 10 Max. 10 *Representational layout:* \$,,\$,\$,\$,\$,\$,\$,\$,\$,\$
Data domain: Dollar value
Guide for use: Includes costs incurred which restore an asset to its original condition. This includes (a) day-to-day maintenance, reflecting general wear and tear; (b) cyclical maintenance, which is maintenance performed as part of a planned maintenance program; and (c) other maintenance, e.g. repairs due to vandalism (Coopers and Lybrand 1995: p. 19).
Collection methods:
Related data: Administration costs, Direct costs, Dwelling, Operational costs, Tenancy (rental) unit

Administrative attributes

National minimum data sets: Public rental housing
Community housing
State/territory owned and managed Indigenous housing
Source document: National Housing Assistance Data Dictionary Version 1
Source organisation: Australian Institute of Health and Welfare

Sex

Admin. status: CURRENT

Reporting required: Required

NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: 000763

Data item version number: 1

Data element type: DATA ELEMENT

Definition: The sex of the person.

The term 'sex' refers to the biological differences between males and females.

Context: Demographic detail and service planning.

Required for analysis of service utilisation, and need for services.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 1 *Representational layout:* N

Data domain: 1 Male
2 Female
9 Not stated / inadequately described

Guide for use: Where uncertainty exists about the sex of the person (e.g. for transvestites or transsexuals) the gender to be recorded is to be based on the gender nominated by the person themselves or on the observations/judgment of the interviewer. Although this may lead to some error, it is considered preferable to any offence that may be caused by a question that suggests that there is some doubt about the person's gender or sexuality.

Coding option 9 should only be used when the person has not provided this information upon request and/or the service provider is unable to make an informed judgment about the person's gender.

Collection methods: It is suggested that the following format be used for data collection:

What is your (the person's) sex?

Male

Female

Information collection for transsexuals and people with transgender issues should be based on the gender nominated by the person themselves.

Related data:

Administrative attributes

National minimum Public rental housing

data sets:

Community housing

State/territory owned and managed Indigenous housing

Source document: ABS Directory of concepts and standards for social, labour and demographic statistics, 1993

Source organisation: Australian Bureau of Statistics

Special needs status

Admin. status: CURRENT

Reporting required: Required

NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID:

Data item version number: 2

Data element type: DERIVED DATA ELEMENT

Definition:

Low income households:

- that satisfy the Indigenous household definition; or
- that have a household member with a disability; or
- where the principal tenant is aged 24 years or under; or
- where the principal tenant is aged 75 years or over.

Context:

This item is used in the CSHA 'special needs' national performance indicator (P5) which aims to capture groups in the population that experience specific difficulties accessing the private rental market. It is recognised that not all households falling into this standard would necessarily have a special housing need.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 1 *Representational layout:* N

Data domain:

- 1 Special needs
- 2 Not special needs
- 9 Not stated/inadequately described

Guide for use:

A low income household for the CSHA special needs definition is a household who satisfies an eligibility test to receive CSHA funded program assistance.

1 Indigenous household: defined in this data dictionary under 'Indigenous household'.

For state/territory owned and managed Indigenous housing the category 'Indigenous household' will not be included in the CSHA special need standard as this program is targeted to Indigenous Australians.

2 Person with a disability: defined in this data dictionary under 'Disability Grouping - International' which defines four broad groups of disability: physical/diverse, intellectual/learning, psychiatric and sensory/speech disability.

3 Principal tenant aged 24 years or under: the principal tenant is defined as the person or principal person whose name appears on the tenancy agreement. It is usually the same as the 'reference person', which is defined in this data dictionary.

4 Principal tenant aged 75 years or more: the principal tenant is defined as the person or principal person whose name appears on the tenancy agreement. It is usually the same as the 'reference person', which is defined in this data dictionary.

For State and Territory Owned and Managed Indigenous Housing, the category 'where principal tenant is aged 75 years or more' is replaced with 'where the principal tenant is aged 50 years or more'. This age is selected as it is consistent with that used by the Commonwealth Department of Health and Ageing for planning the provision of aged care services. It acknowledges that the need for aged care may begin at younger ages for Indigenous people than for their non-Indigenous counterparts due to the reduced life expectancy of Indigenous people and the higher burden of illness.

Collection methods: The special needs categories identified in the national standard are not exclusive. That is, a household may be counted in more than one special need category. Each household should only be counted once, regardless of how many special need categories they meet or how many members of the household have a special need.

Related data: Age, Disability, Indigenous household, Residential setting, Support required, Support type

Administrative attributes

National minimum data sets: Public rental housing
Community housing
State/territory owned and managed Indigenous housing

Source document: Public rental housing data manual 2001-02

Source organisation: Australian Institute of Health and Welfare

State/Territory ID

Admin. status: CURRENT

Reporting required: Required

NHAI Model Location: Location

Identifying and definitional attributes

Knowledgebase ID: 000766

Data item version number: 1

Data element type: DATA ELEMENT

Definition: An identifier for a State or Territory.

Context: This variable allows analysis by location in terms of states and territories. It also facilitates for follow-up if data queries arise that require clarification by a State/Territory.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 1 *Representational layout:* N

Data domain:

1	New South Wales
2	Victoria
3	Queensland
4	South Australia
5	Western Australia
6	Tasmania
7	Northern Territory
8	Australian Capital Territory
9	Other territories (Cocos (Keeling) Islands, Christmas Island and Jervis Bay Territory)

Guide for use:

Collection methods:

Related data: Address, Area of residence, Dwelling ID, Household ID, Postcode

Administrative attributes

National minimum data sets:

- Public rental housing
- Community housing
- State/territory owned and managed Indigenous housing

Source document: AIHW: National Health Data Dictionary Version 8.0, 1999
AIHW: Data Standardisation Project for the development of a national unit record public housing data set, 1998
ABS: Census Dictionary 1996
Domain values are derived from the Australian Standard Geographic Classification, ABS, Cat. No. 1216.0.

Source organisation: Australian Institute of Health and Welfare
Australian Bureau of Statistics

Comments: The coding and order of states/territories is different for the National Health Data Dictionary, and the Data Standardisation Project because the Data Standardisation Project uses the order used in the CSHA Performance Indicator manuals. This order used in the Data Standardisation Project is different from that used in the ABS Census 1996 Data Dictionary, in which SA and WA are reversed.

Student status

Admin. status: CURRENT
Reporting required: Not required
NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: *Data item version number:* 1
Data element type: DATA ELEMENT
Definition: Whether the person is a student.
Context: Certain payment types such as Youth Allowance, Austudy, and Special Benefit have study or training eligibility requirements. This in turn can impact the person's eligibility for Commonwealth Rent Assistance (CRA).
This information may be important in terms of determining the extent to which assistance is provided to students, the likely duration of housing need and locational requirements.

Relational and representational attributes

Datatype: Character *Representational form:* CODE
Field Size: *Min.* 0 *Max.* 3 *Representational Layout:* CCC
Data domain: ASA Agreement study activity
FTS Full-time student
FTT Full-time training
NST Not a student
PTS Part-time student
Guide for use: A blank field also indicates that the client is not a student.
Related data: Payment type

Administrative attributes

National minimum data sets: Commonwealth housing data set including CRA
Source document: FaCS 2003. Unpublished. Draft performance indicators for Commonwealth Rent Assistance.
Source organisation: Commonwealth Department of Family and Community Services
Comments: The Commonwealth housing data set including CRA contains this item for both the partner and client. The same codes are used for both.

Support required flag

Admin. status: CURRENT
Reporting required: Not required
NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: 000700 *Data item version number:* 1

Data element type: DATA ELEMENT

Definition: Applicants/tenants receiving housing assistance with one or more of the following support needs: self care, managing incontinence, mobility, communication, health care tasks, domestic chores, meals, transport, home maintenance, social and community participation and case management.

Context: This information assists with establishing a profile of the client's need for support services which can be compared with members of the general population identified by the ABS in the Survey of Disability, Ageing and Carers as needing support. It may also be used to identify client's with special needs.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 1 *Representational layout:* N

Data domain:

1	Support required
2	Support not required
9	Not stated/ inadequately described

Guide for use:

Collection methods: This data element should be used in conjunction with support type.

Did you require any form of assistance within the last month?

Yes

No

Related data: Special needs status, Support type

Administrative attributes

National minimum data sets: —

Source document: National Housing Assistance Data Dictionary Version 1

Source organisation: Australian Institute of Health and Welfare

Target group

Admin. status: CURRENT

Reporting required: Not required

NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: *Data item version number:* 1

Data element type: DATA CONCEPT

Definition: The target group is a group of people with a particular characteristic or set of characteristics which a particular program/service seeks to assist. Target groups may relate to population groups or communities, families/households, individuals, organisations or labour force groups. Characteristics may include age, cultural identity, geographic location, specific needs and other relevant characteristics.

Context: Target group is used in describing agencies, in service planning and in comparing community needs and service availability.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 3 *Max.* 3 *Representational layout:* NNN

Data domain: A classification of community services target groups is contained in the *National Classifications of Community Services Version 2.0*. To meet program or service specific needs, the categories used in individual data collections may be more detailed than those in the target group classification but they should always be mappable to categories in this classification.

Guide for use:

Collection methods:

Related data:

Administrative attributes

National minimum data sets: —

Source document: National Classifications of Community Services Version 2.0

Source organisation: Australian Institute of Health and Welfare

Comments: Should be supported by data items delineating the individual characteristics that define the target population, such as Sex, Country of birth, etc.

Note: At the present time very little community services data are classified to target groups but implementations of this classification is under active consideration by the National Community Services Data Committee.

Targeted CSHA community housing provider

Admin. status: CURRENT

Reporting required: Required

NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID:

Data item version number: 1

Data element type: DATA CONCEPT

Definition: A CSHA community housing provider that explicitly targets assistance to households that contain one or more identified target groups.

Context: People with an identified need include:

- Indigenous Australians
- people with a disability
- people of non-English speaking background
- people aged 24 years and under
- people aged 55 years and over
- people aged 65 years and over
- people aged 75 years and over
- homeless people
- people escaping domestic violence
- people in multiple target groups

‘Low income household’ is not defined as a target group.

Relational and representational attributes

Datatype: n.a *Representational form:* n.a

Field size: *Min. n.a* *Max. n.a* *Representational layout:* n.a

Guide for use: Targeted community housing providers may also provide non-targeted housing.

Related data: CSHA community housing provider , Non-targeted CSHA community housing provider , Targeted CSHA community housing provider target groups.

Administrative attributes

National minimum data sets: Community housing

Source document: Community housing data manual 2001-02

Source organisation: Australian Institute of Health and Welfare

Targeted CSHA community housing provider target groups

Admin. status: CURRENT

Reporting required: Required

NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID:

Data item version number: 1

Data element type: DATA ELEMENT

Definition: The household type(s) or group(s) with an identified need that targeted CSHA community housing providers explicitly target assistance to.

Context:

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: Min. 1 Max. 2 *Representational layout:* NN

Data domain:

- 1 Indigenous Australians
- 2 People with a disability
- 3 Non-English speaking background
- 4 People aged 24 years and younger
- 5 People aged 55 years and over
- 6 People aged 65 years and over
- 7 People aged 75 years and over
- 8 Homeless people
- 9 People escaping domestic violence
- 10 People in multiple target groups
- 11 Other target group not specified above
- 99 Not stated/inadequately described

Guide for use: 'Low income household' is not defined as a target group.

Collection methods: **Indigenous Australians:** Households that satisfy the Indigenous household definition. For more information see the definition of Indigenous household in this dictionary.

People with a disability: Households that contain a person who has a disability. For more information see the definition of Disability grouping – Australian national in this dictionary.

People from non-English speaking background: Households that contain a member from a non-English speaking background. Persons from a non-English speaking background are defined as persons born overseas and have

a first language other than English, or one of their parents have those characteristics (ABS 1997:2).

Age related target groups: Households where the principal tenant is aged:

- 24 years and under;
- 55 years and over;
- 65 years and over;
- 75 years and over.

Principal tenant is defined as the person or principal person whose name appears on the tenancy agreement. Where this is not clear, it should be the person who is responsible for rental payments.

Providers who target older age related target groups (eg exclude the 24 years and under inclusive target group) should be counted in one target group only. For example, providers who target to 65yrs and over should be counted in the 65yr and over category only; do not also count these providers in the 75 yrs and over category.

Note that household level data counts only two age related categories 24 years and under and 65 years and older.

Homeless people: Homeless, for the purpose of the CSHA national standard, is defined as an applicant with no housing or an applicant residing in temporary or emergency accommodation at the time of housing allocation. It includes applicants who lived in accommodation provided by a SAAP agency or some other form of emergency accommodation; or were totally without permanent shelter (e.g. wandered from place to place, slept out on the street); or 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.

People escaping domestic violence: Applicants living in a situation that place their life or safety at risk. This includes situations where people were subject to domestic violence; sexual/emotional abuse; child abuse; or at risk of violence or who feared for their safety in the home environment. Violence is defined as any incident involving the occurrence, attempt or threat of either physical or sexual assault. Physical assault involves the use of physical force with the intent to harm or frighten a person. The threat to harm should only be included if it is believed the harm is likely to be carried out. Sexual assault includes acts of a sexual nature against a person's will through the use of physical force, intimidation or coercion, or any attempts to do this.

People in multiple target groups: This category includes providers who target more than one group defined above and it is not possible to identify a primary target group.

Other target group not specified above: This category includes providers with a target group not specified above and where the provider target group is unknown.

Related data:

Age, CSHA community housing provider , Disability grouping – Australian national, Homeless status - CSHA, Indigenous household, Non-targeted CSHA community housing provider , Targeted CSHA community housing provider

Administrative attributes

National minimum data sets: Community housing

Source document: Community housing data manual 2001-02

Chamberlain C. (1999) Occasional paper: Census of population and housing - counting the homeless. ABS Catalogue number 2041.0

ABS (1996). Women's Safety in Australia 1996. ABS Catalogue number 4128.0

ABS (1997). Developing Improved Statistical Measures of Cultural Diversity in Australian Society: Discussion Paper. Canberra: Australian Bureau of Statistics, August 1997.

Source organisation: Australian Institute of Health and Welfare

Tenancy agreement

Admin. status: CURRENT
Reporting required: Required
NHAI Model Location: Service facilitator

Identifying and definitional attributes

Knowledgebase ID: 000730 *Data item version number:* 1

Data element type: DATA ELEMENT

Definition: A formal written agreement between a household (a person or group of people) and a housing provider specifying details of a tenancy for a particular dwelling.

Context:

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 2 *Representational layout:* NN

Data domain: Number of tenancy agreements.

Guide for use: For the CSHA data collections, the number of tenancy agreements is a practical proxy for counting the number of households receiving housing assistance.

Related data: Household

Administrative attributes

National minimum data sets: Public rental housing
Community housing
State/territory owned and managed Indigenous housing

Source document: National Housing Assistance Data Dictionary Version 1

Source organisation: Australian Institute of Health and Welfare

Tenancy (rental) unit

Admin. status: CURRENT
Reporting required: Required
NHAI Model Location: Housing Resource

Identifying and definitional attributes

Knowledgebase ID: 000731 *Data item version number:* 1

Data element type: DATA ELEMENT

Definition: The unit of accommodation (dwelling or part of a dwelling) to which a rental agreement can be made.

Context: A tenancy (rental) unit is a way of counting the maximum number of distinct rentable units that a dwelling structure can contain. A dwelling structure can be a house, townhouse, duplex, townhouse, flat or boarding/rooming house.
In the majority of cases there will be only one rental tenancy unit within a dwelling structure, but in a small number of cases (for example boarding houses, special group homes, semi-institutional dwellings) there may be more than one tenancy unit.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 2 *Representational layout:* NN

Data domain: Number of tenancy units for a property (dwelling)

Guide for use: For the CSHA data collections, the number of tenancy (rental) units is a practical proxy for counting the number of dwellings.

Related data: Dwelling

Administrative attributes

National minimum data sets: Public rental housing
Community housing
State/territory owned and managed Indigenous housing

Source document: National Housing Assistance Data Dictionary Version 1

Source organisation: Australian Institute of Health and Welfare

Tenure type

Admin. status: CURRENT
Reporting required: Not required
NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: 000764 *Data item version number:* 1

Data element type: DATA ELEMENT

Definition: The nature of a person or social group's legal right to occupy a dwelling.

Context: Tenure type and landlord type are important because of the significance of housing costs in personal and household budgets and the varying degrees of security the different tenure types offer.

Linking human service outcomes with people's housing situations has been identified as an important step in providing better targeted services. The tenure type of peoples living situations plays an important role in their health and welfare outcomes. For example, people with insecure tenure are more likely to suffer negative health and/or welfare impacts, such as drug or alcohol problems. Also people with a poor health status may be more likely to find themselves in insecure tenure arrangements as result of their health.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 2 *Representational layout:* NN

Data domain:

- 1 Owner
 - 1.1 Fully owned
 - 1.2 Being purchased/with mortgage
- 2 Renter
 - 2.1 Private housing
 - 2.2 Public housing
 - 2.3 Community housing
- 3 Rent free
- 4 Life tenure scheme
- 5 Shared equity or rent/buy scheme
- 6 None/homeless
- 7 Other
- 9 Not stated/inadequately described

Guide for use:

The Tenure type of persons in caravans and manufactured homes is determined according to the tenure of the dwelling structure and not the land. Thus, a person who owns a caravan and rents a site in a caravan park is regarded as an owner.

- 1.1 **Owner – fully owned:** Applies to persons who are not making any payments on mortgages or loans secured against the dwelling. (Thus persons who have repaid a loan but technically not discharged from the associated mortgage are included in this category)
- 1.2 **Owner – being purchased/ with mortgage:** Applies to persons who are repaying a mortgage or loans secured against the dwelling, regardless of the purpose of the mortgage or secured loan.
- 2 **Renter:** Money is exchanged with another person/ organisation in return for accommodation. Included in this category are: Boarder, a person who is provided with meals and lodging; and Lodger, a person who is provided with lodging (a room or rooms) in return for money.
 - 2.1 **Private renter:** Applies to persons who pay rent in exchange for accommodation from private sources.
 - 2.2 **Public renter:** Applies to persons who are receiving assistance under the public rental housing programs offered by State and Territory Housing authorities and are paying rent to the relevant government housing authority.
 - 2.3 **Community renter:** Applies to persons who are receiving assistance under a community housing program offered by not-for-profit community agencies which may or may not be funded by State and Territory Housing authorities. Community renters pay rent directly to the relevant community agency.
- 3 **Rent-free:** If no money is exchanged for accommodation and the person is not an owner of the dwelling.
- 4 **Life tenure scheme:** The person/s has/have a contract to live in the dwelling for the term of his/her life but without the full rights of ownership and usually has/have limited or no equity in the dwelling. This is a common arrangement in retirement villages.
- 5 **Shared equity or rent/buy scheme:** The household is both purchasing some equity in the dwelling, and paying rent for the remainder.
- 6 **None/homeless :** No tenure
- 7 **Other:** The tenure does not fit any of the above categories. For example: house-sitting or payment in kind for a specific service.
- 9 **Not stated/ inadequately described**

Collection methods: This data item is collected for all people in private residential settings and can be collected for some residents in community settings.

Related data: Dwelling, Landlord type, Residential setting

Administrative attributes

National minimum data sets: –

Source document: Based on Standards for Social, Labour and Demographic Statistics
National Housing Assistance Data Dictionary Version 1

Source organisation: Australian Bureau of Statistics
Australian Institute of Health and Welfare

Total rent charged

Admin. status: CURRENT
Reporting required: Required
NHAI Model Location: Housing resource

Identifying and definitional attributes

Knowledgebase ID: *Data item version number:* 1

Data element type: DATA ELEMENT

Definition: The total amount of rent charged to all tenants for year ending 30 June.

Context:

Relational and representational attributes

Datatype: Numeric *Representational form:* QUANTITATIVE VALUE

Field size: *Min.* 10 *Max.* 10 *Representational layout:* \$,,\$,\$,\$,\$,\$,\$

Data domain: Dollar value

Guide for use: The rent charged is the amount of money households have been asked to pay. Rent charged may or may not be equivalent to the market rent and may not have been received.

Rent charged to individual households is defined at 'Rent charged to tenant' in this dictionary.

Collection methods:

Related data: Rent charged to tenant, Total rent collected

Administrative attributes

National minimum data sets: Public rental housing
Community housing
State/territory owned and managed Indigenous housing

Source document: Public rental housing data manual 2001-02

Source organisation: Australian Institute of Health and Welfare

Total rent collected

Admin. status: CURRENT
Reporting required: Required
NHAI Model Location: Housing resource

Identifying and definitional attributes

Knowledgebase ID: *Data item version number:* 1

Data element type: DATA ELEMENT

Definition: The total amount of rent paid by all tenants for year ending 30 June.

Context:

Relational and representational attributes

Datatype: Numeric *Representational form:* QUANTITATIVE VALUE

Field size: *Min.* 10 *Max.* 10 *Representational layout:* \$,,\$,\$,\$,\$,\$,\$

Data domain: Dollar value

Guide for use: Include:

- Rent arrears collected in the year ending 30 June for the current and previous years; and
- Prepaid rent collected in the year ending 30 June for the current and subsequent years.

Exclude:

- Arrears still outstanding at the end of the period.

Rent paid by individual households is defined at 'Rent paid by tenant' in this dictionary.

Collection methods:

Related data: Rent paid by tenant, Total rent charged

Administrative attributes

National minimum data sets: Public rental housing

Community housing

State/territory owned and managed Indigenous housing

Source document: Public rental housing data manual 2001-02

Source organisation: Australian Institute of Health and Welfare

Transfer status

Admin. status: CURRENT

Reporting required: Required

NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID:

Data item version number: 1

Data element type: DATA ELEMENT

Definition: Whether an applicant/household has relocated from one dwelling to another dwelling within the same housing program during the financial year.

Context: Transfers may be the result of a need for more appropriate housing or due to a change in the personal circumstances of the applicant/household that necessitates a change in the assistance received (eg the need for a modified dwelling due to an illness or disability).

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 1 *Representational layout:* N

Data domain:

- 1 Transfer applicant/household
- 2 Not transfer applicant/household
- 9 Not stated/inadequately described

Guide for use:

Collection methods: Include households that wish to transfer to another dwelling for reasons other than applying for assistance different from what they currently receive.

Related data: Date assistance commenced, Date eligible for assistance, Household ID, Waitlist applicant household, Waitlist applicant type

Administrative attributes

National minimum data sets: Public rental housing
State/territory owned and managed Indigenous housing

Source document: Public rental housing data manual 2001-02

Source organisation: Australian Institute of Health and Welfare

Waitlist applicant household

Admin. status: CURRENT

Reporting required: Not required

NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: 000702

Data item version number: 1

Data element type: DATA CONCEPT

Definition: A household who has applied for rental housing assistance and has been deemed eligible but has not received the assistance applied for. This includes current housing tenants who are applicants for assistance different from what they currently receive.

Context: Used to report on the total number of applicant households on the tenant manager/agency's waiting list.

Relational and representational attributes

Datatype: n.a. *Representational form:* n.a.

Field size: *Min.* n.a. *Max.* n.a. *Representational layout:* n.a.

Related data: Date assistance commenced, Date eligible for assistance, Household ID, Waitlist applicant type

Administrative attributes

National minimum data sets: —

Source document: Public rental housing data manual 2001-02

Source organisation: Australian Institute of Health and Welfare

Waitlist applicant type

Admin. status: CURRENT

Reporting required: Required

NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID:

Data item version number: 2

Data element type: DATA ELEMENT

Definition: The type of circumstances in which an applicant household is seeking assistance for rental housing.

Context: Used to report on the total number of applicant households on the tenant manager/agency's waiting list by type. This applies to public housing, community housing and state/territory owned and managed Indigenous housing.

Relational and representational attributes

Datatype: Numeric *Representational form:* CODE

Field size: *Min.* 1 *Max.* 1 *Representational layout:* N

Data domain:

1	New applicant/household
2	Transfer applicant/household
3	Other
9	Not stated/inadequately described

Guide for use: The waiting list population refers to applicants who are:

- still residing in the state of application;
- still eligible for public housing; and
- still wishing to pursue their application.

Potential applicants still awaiting eligibility assessment are excluded.

Collection methods: Households that were waitlist applicant type 'transfer applicant/household' and received public housing assistance for that financial year should be counted. This includes households that wish to transfer to another dwelling for reasons other than applying for assistance different from what they currently receive.

Mutual exchanges and same address transfers are excluded from the count of total number of applicant households on the waiting list.

Related data: Date assistance commenced, , Date eligible for assistance, Household ID, Waitlist applicant household

Administrative attributes

National minimum data sets: Public rental housing
State/territory owned and managed Indigenous housing

Source document: Public rental housing data manual 2001-02

Source organisation: Australian Institute of Health and Welfare

Waitlist ID

Admin. status: CURRENT
Reporting required: Not required
NHAI Model Location: Party

Identifying and definitional attributes

Knowledgebase ID: *Data item version number: 1*

Data element type: DATA CONCEPT

Definition: A unique identifier (within a State or Territory) assigned to each applicant household listed on the waiting list for CSHA funded housing assistance.

Context: Used to report on the total number of applicant households on the tenant manager/agency's waiting list.

Used to match waitlist data with assistance data to determine time on the waiting list prior to allocation.

Relational and representational attributes

Datatype: Alphanumeric *Representational form:* n.a

Field size: *Min.* n.a *Max.* n.a *Representational layout:* n.a

Data domain: Each jurisdiction to devise.

Collection methods: Preferably agencies should allocate a unique identifier to a household when they are placed on the waiting list, and this ID should then remain when/if they receive assistance. This enables the matching of waitlist data with assistance data.

Waitlist ID should be related to a particular service episode. For each separate service episode a separate 'Waitlist ID' should be recorded. Same address transfers, mutual exchanges, and succession of tenancy of dwellings are not considered separate episodes of assistance.

It should also be related to a particular Program type (e.g. public rental housing, home purchase assistance, etc.). However, there may be some instances where an Indigenous household is listed as a waitlist applicant household on both the public housing and Aboriginal rental housing program waiting lists using the same waitlist ID.

Related data: Date assistance commenced, Date of application, Household ID, Program type, Waitlist applicant household

Administrative attributes

National minimum data sets: --

Source document: National Housing Assistance Data Dictionary Version 1
Public Rental Housing data manual 2001-02

Source organisation: Australian Institute of Health and Welfare

Comments: In NSW, application reference numbers are assigned to eligible applicants on the waiting list and this number is common for the applicant across programs. This links applicants to other forms of assistance if provided (eg Rentstart or SAS).

Tasmania identifies applicant households by counting the application reference of the first person on the application form rather than allocating a distinct household reference to an application. Each time they apply for further assistance the application reference changes.

Appendix 1: List of changes from Version 1

Item	New/revised/removed
Administration costs	Revised
Area of residence	Revised
Boarding house building	New
Boarding house room	New
Boarding house unit	New
Commonwealth Rent Assistance (CRA) amount	New
CSHA community housing provider	New
Date eligible for assistance	Revised
Depreciation costs	Revised
Direct costs	Revised
Disability grouping - International	New
Disability identifier/flag (renamed 'Disability household')	Revised
Disability status	New
Dwelling tenantability status	New
Dwelling ID	Revised
Dwelling structure	Revised
Greatest need status	Revised
Headleased dwelling (private)	New
Homeless (renamed 'Homeless – SAAP')	Revised
Homeless status (renamed 'Homeless status – SAAP')	Revised
Homeless status - CSHA	New
Household ID	Revised
Income – assessable	Revised
Income – gross (household)	Revised
Income – gross (person)	New
Income source	Revised
Income unit	Revised
Income unit ID	Revised
Indigenous community acceptance	Revised
Indigenous housing organisation ID	New
Indigenous income unit	New
Indigenous status	Revised
Landlord type	Revised
Letters of name	Removed

Item	New/revised/removed
Low income status	Revised
Market rent value of dwelling	Revised
New allocation status	New
Non-targeted CSHA community housing provider	New
Number of bedrooms	Revised
Ongoing entitlement	New
Payment type	New
Person ID	Revised
Program type	Revised
Proxy occupancy standard	Revised
Record linkage	Removed
Reference person	Revised
Relationship to reference person	Revised
Rent charged to tenant	Revised
Rent deduction flag	New
Rent paid by tenant	Revised
Residential setting	Removed
Special needs status	Revised
Student status	New
Support type	Removed
Targeted CSHA community housing provider	New
Targeted CSHA community housing provider target groups	New
Total rent charged	New
Total rent collected	New
Transfer status	New
Waitlist applicant type	Revised
Waitlist ID	New
Year of arrival	Removed

Appendix 2: The National Housing Assistance Information Model

The National Housing Assistance Information Model (NHAIM) was developed by the National Housing Data Agreement Management Group and the National Housing Data Development Committee. Whilst the categorisation of items into 'Client information' items, 'Program management' items and 'Financial management' items was useful for the version 1 of the National Housing Assistance Data Dictionary, it was felt that a more sophisticated approach was needed for version 2. This also brings the Dictionary in line with the National Health Data Dictionary and the National Community Services Data Dictionary.

The Model's overall objective is to provide a framework within which to locate the individual data items in the Dictionary. Other important objectives of the Model are to:

- Identify a commonly agreed information base to enable research and policy development of national housing information.
- Assist in minimising duplication of effort in housing information development.
- Assist in promoting a common language and the identification of commonality in information requirements across community service sectors.
- Inform and facilitate data linkage via improving data comparability.
- Provide a management tool to assist the ongoing development and communication of national housing information, and a coordinating mechanism for this work.

This model is deliberately cast at a high level, allowing jurisdictions to develop their own detailed information models. The use of an agreed high-level information model will assist in achieving the goal of data consistency and comparability.

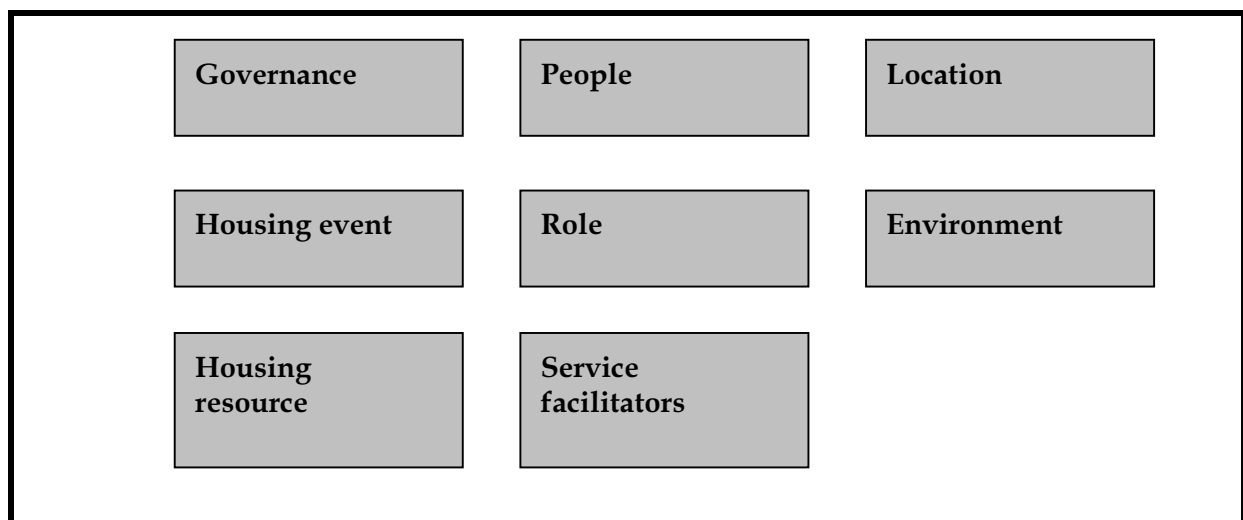


FIGURE 1: National Housing Assistance Information Model (NHAIM)

Briefly, the entities include:

- **Environment** includes data about the surroundings in which people live, spend their time and work. It is divided into physio-chemical environment, socio-cultural environment and economic environment.
- **Governance** includes data about purpose, needs, vision, mission, goals, objectives and core business of the housing system. It also includes data about legislation, policies, standards, guidelines, process, procedures, accountability, programs, services, plans, projects, contracts, agreements and jurisdictions that are of interest to the housing system. Data about expectations, health indicators, determinants, and their measurement tools and outcomes is also included in this subject area.
- **Housing events** are about things that happen, i.e. the predefined/planned activities and unintentional happenings that are of interest to the housing system. Events always have a start and an end time. Event is divided into party event, environment event, governance event and resource event.
- **Housing resource** includes data about things that are used by the housing system to achieve its objective. These things may or may not have any direct monetary value to the housing system and may affect the total resource pool in a positive or negative way. Resource is divided into physical resources, financial resources, human resources and information resources.
- **Location** is used to record the physical area of objects, such as houses or people and the location of events. A location can be a specific site or a political or administrative area. In general, locations are identified by names and have a street and/or postal address.
- **Party** is about people, and includes individuals and groups and their characteristics that are of interest to the housing system. Examples include tenants, household units, communities, state housing authorities, community housing providers, real estate agents etc.
- **Role** includes data about functional responsibilities and participation undertaken by people or groups of people. All stakeholders interact with the housing system in some defined role. These roles can include service recipient or tenant, service provider, informal support provider etc. A person or group of persons can take many roles.
- **Service facilitator** includes data about the combinations of physical, financial and human resources that are used to provide or receive services. Examples of facilitators are housing offices, building and maintenance contracts and tenancy accounts. Note that this subject area does not include the data about the resources (buildings, land, human, etc.) that are used to create the facility. That data is included in the Housing resources subject area.

Appendix 3: Adoption of ISO/IEC 1179-based standards

Data element attributes

Administrative Status	The operational status (TRIAL, CANDIDATE, DRAFT, CURRENT, SUPERSEDED) of the data element or data concept and the date from which this status is effective.
Reporting Status	Whether the data element is a mandatory item under a nationally agreed minimum data set, i.e. whether the item must be reported on in order to meet national agreements.

Identifying and definitional attributes

Name	A single or multi-word designation assigned to a data element. This appears in the heading for each unique data definition in the Dictionary.
Data element type	<p>A data element may be either a:</p> <ol style="list-style-type: none">DATA ELEMENT CONCEPT – a concept which can be represented in the form of a data element, described independently of any particular representation. For example, 'assistance episode' is a process that does not have any particular representation of its own, except through data elements such as 'date assistance commenced', etc.DATA ELEMENT – a unit of data for which the definition, identification, representation and permissible values are specified by means of a set of attributes. For example, a 'date assistance commenced', is a unit of data for which the definition, identification, representation and permissible values are specified.DERIVED DATA ELEMENT – a data element whose values are derived by calculation from the values of other data elements. For example, the data element 'Age' is derived by calculating the number of days from the current day to 'Date of birth';COMPOSITE DATA ELEMENT – a data element whose values represent a grouping of the values of other data elements in a specified order. For example, the data element 'Address' is a grouping of the data elements 'unit number', 'number', 'street', 'city/town', 'postcode', 'State/Territory' and 'country' in that order.
Definition	A statement that expresses the essential nature of a data element and its differentiation from all other data elements.

Context A designation or description of the application environment or discipline in which a name is applied or from which it originates. For example, the context for 'Date assistance commenced' is 'client', 'tenant' or 'household', while the context for 'Capital expenditure – gross' is 'Housing expenditure'. For the Dictionary this attribute also includes the justification for collecting the items and uses of the information.

Relational and representational attributes

Data type The type of symbol, character or other designation used to represent a data element. Examples include integer, numeric, alphanumeric etc. For example, the data type for 'Indigenous status' is a numeric drawn from a domain or codeset in which numeric characters such as 10 = Indigenous, 20 = Non-Indigenous, etc. are used to denote a data domain value (see 'Data domain' below).

Representational form Name or description of the form of representation for the data element, such as 'CODE', 'QUANTITATIVE VALUE' and 'DATE'. For example, the representational form for 'Date of birth' is 'CODE' because the form of representation is individual numbers that each equate to a different aspect of a date (e.g. day, month, year) (see also 'Data domain' below).

Field size (minimum and maximum) The minimum and maximum number, respectively, of storage units (of the corresponding datatype) to represent the data element value. For example, a data element value expressed in dollars may require a minimum field size of one character (1) up to a maximum field size of nine characters (999, 999, 999). Field size does not generally include characters used to mark logical separations of values e.g. commas, hyphens or slashes.

Representational layout The layout of characters in data element values expressed by a character string representation. Examples include 'DDMMYYYY' for calendar date, 'N' for a 1-digit numeric field and '\$\$\$, \$\$\$, \$\$\$' for data elements about expenditure.

Data domain The set of representations of permissible instances of the data element, according to the representation form, layout, data type and maximum size specified in the corresponding attributes. The set can be specified by name (including an existing classification scheme such as ASGC), by reference to a source (such as the ABS manual *Concepts, Sources and Methods for Social Statistics*, latest revision, October 1995), or by enumeration of the representation of the instances (for example, for 'Indigenous status' values are as 10 = Indigenous, 20 = Non-Indigenous, etc.).

Guide for use Additional comments or advice on the interpretation or application of the attribute 'Data domain' (this attribute has no direct counterpart in the ISO/IEC Standard 11179 but has been included to assist in clarification of issues relating to the classification of data elements).

Verification rules The rules and/or instructions applied for validating and/or verifying data elements occurring in actual communication and/or databases, in addition to the formal screening based on the requirements laid down in the basic attributes.

Collection methods	Comments and advice concerning the actual capture of data for the particular data element, including guidelines on the design of questions for use in collecting information, treatment of 'not stated' or non-response, etc. (This attribute is not specified in the ISO/IEC Standard 11179 but has been added to cover important issues about the actual collection of data.)
Related data	A reference between the data element (or data element concept) and any related data element/concept in the Dictionary, including the type of this. Examples include 'has been superseded by', 'is calculated using', 'supplements the data element', etc.
Administrative attributes	
National minimum data sets	Lists all nationally agreed data sets established under the auspice of any housing sector agreements which includes the particular data element. The date of effect is also included.
Source document	The document from which definitional or representational attributes originate.
Source organisation	The organisation responsible for the source document and/or the development of the data definition (this attribute is not specified in the ISO/IEC Standard 11179 but has been added for completeness). The source organisation is not necessarily the organisation responsible for the ongoing development/maintenance of the data element definition.
Comments	Any additional information.

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