

NRSCH GUIDANCE – COLLECTION OF PROPERTY BASED ASSET INFORMATION

This guidance has been prepared to assist you in understanding the data to be collected in the *Community Housing Asset List* (Asset List) template. A draft version of this guidance was issued in February 2020. Minor changes have been made to this document to reflect feedback received.

Whilst every effort has been made to provide comprehensive guidance we understand that there may be scenarios that are not captured in this document. Please read the information carefully and contact your Analyst if you have any questions or wish to provide comments.

The asset list can be completed manually using the *Asset List (with values)* or can be completed by exporting from your asset management software and aligning the values and fields with the asset list contained in this document. Providers should use the *Asset list* tab if exporting from their asset management software.

If you elect to complete the *Asset List* tab certain values must be entered in a specific format or the totals will not be generated. See *Guidance* tab for definitions and guidance on each data field.

What is a community housing asset?

Under the National Law a community housing asset of a community housing provider means:

- a) *land vested in the provider by or under the community housing legislation of a participating jurisdiction, or*
- b) *land acquired by the provider wholly or partly with funding provided by a Housing Agency of a participating jurisdiction, or*
- c) *land vested in the provider on which the Housing Agency of a participating jurisdiction has constructed housing or made other improvements, or*
- d) *funds provided to the provider by a Housing Agency of a participating jurisdiction for the purposes of community housing, or*
- e) *any other asset of the provider that is of a class of assets declared by the community housing participating jurisdiction as community housing assets for the purpose of this Law.*

The definition of a community housing asset may vary across some states and territories. Please check with your Analyst if you require further information.

What properties should I include in the Asset List?

All current community housing assets at the time the Asset List is completed. Typically this will include:

- affordable housing such as NRAS and other Government funded affordable housing initiatives
- decommissioned properties, for example, decommissioned and vacant properties due for demolition or redevelopment

- properties on the market for sale or properties currently held for disposal
- land vested by Government and local councils
- secure properties such as Crisis, DV Shelters should be included **however** these and any other properties that require the address to be held securely and not disclosed should be marked in the asset list as Confidential
- non-residential properties but not commercial properties.

If you are not clear about what should be included within your jurisdiction please contact your Analyst for further information.

What is the difference between non-residential and commercial properties?

Commercial properties are of or pertaining to commerce or a business venture. A commercial property is usually used solely for business purposes and is intended to generate profit, for example, a leased office space.

Non-residential properties may include properties funded by the housing agency but used for office or community purposes. They are not used for people to live in.

Do I include properties disposed prior to completing the asset list?

No. The initial data collection should only include current community housing assets.

Are there formatting rules?

1. If there are multiple properties in the same street or suburb ensure that the street name and suburb is named and spelt consistently.

Smith Street, Mount Wilson ✓

smith st, mt Wilson ✗

SMITH ST, MT WILSON ✗

Smith St, MOUNT Wilson ✗

2. Use the correct name and postcode for the suburb. You can check these details on the Australia Post website <http://www1.auspost.com.au/postcodes/>
3. Complete both the number and street number columns when listing flats or units. For example, if there are 3 units within 1 property, the 3 units must be recorded.

CORRECT

Unit number	Street number	Street name	Suburb	Postcode
1	67	Brown Street	Adelaide	5000
2	67	Brown Street	Adelaide	5000
3	67	Brown Street	Adelaide	5000

INCORRECT

Unit number	Street number	Street name	Suburb	Postcode
1-3	67	Brown Street	Adelaide	5000