

Common asset data dictionary (CADD)

Version 1.0

September 2009

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Acknowledgments

The *Common asset data dictionary* (CADD) was developed by an advisory group comprising members of the information community across the Department of Human Services (refer to Appendix 6: Stakeholders) and chaired by the DHS IM Strategy Unit.

The CADD has been endorsed as the Department of Human Services standard by the DHS IM Strategy Unit project board, following review by the independent quality advisory committee.

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New Departmental Structure

On 12 August 2009, the (former) Department of Human Services was split into two smaller departments, the (new) Department of Health (DoH) and the (new) Department of Human Services (DHS). This occurred after commencement of the development of the CADD.

The (new) DoH is responsible for metropolitan and rural health, aged care and mental health services. The (new) DHS is responsible for children, youth and families, disability services and housing and community building. The Secretary of the Department of Premier and Cabinet will chair the Transition Taskforce for implementing the restructure.

The (former) DHS IM Strategy was initiated under the (former) Department of Human Services, and was whole of the (former) department in focus. The (former) DHS IM Strategy has continued to work on an inter-departmental basis since this date. The Transition Taskforce is currently reviewing options for the continuation of the DHS IM Strategy work on an on-going inter-department basis.

This CADD was written from the historical perspective that is the circumstances, which led to the implementation of the (former) DHS IM Strategy with the (former) Department of Human Services, and its progress up until the departmental split.

For the purposes of this document, references throughout the CADD to the:

- Department of Human Services means the (former) Department of Human Services
- DHS IM Strategy means the (former) DHS IM Strategy
- DHS IM Strategy Board means the (former) DHS IM Strategy Board.

Any required changes as a result of the restructure will be reflected in any future versions of the CADD.

1 Introduction

The accurate representation of Department of Human Services (DHS) data collection and reporting requirements is fundamental to ensuring the quality and utility of the information being collected. In this context, the DHS Information Management (IM) Strategy was established to review and reform data collection and IM across the department.

As part of this project, detailed analysis of Department of Human Services collections identified eight categories of data frequently required of external organisations:

1. client
2. service
3. incident
4. quality of practice
5. organisation
6. workforce
7. finance
8. asset.

Common data dictionaries (CDDs) will be developed for each of these areas.

In addition, reference data dictionaries will also be developed, which relate to content that informs more than one common data dictionary:

- person
- address
- data transmission.

The *Common asset data dictionary* (CADD) is set out using common templates, which are standard across the department. These templates/formats are based on national standards, and provide a consistent framework for documenting data requirements across the department. (For more details refer to page 10.)

The use of common and reference data dictionaries provides scope to rationalise and reform data requirements through development of a common set of data standards for each of these data categories.

This *Common asset data dictionary* represents one component of this initiative.

1.1 Purpose

The objective of the CADD is to provide a common set of concepts, data elements and edit/validation rules which define the basis of asset data collection and reporting requirements of the department.

Use of common data dictionaries supports the ease of use of data collection specifications by data collection managers, data providers and software vendors. The eventual outcome will be a more efficiently managed data collection process and the subsequent standardisation and improvement of data quality and reporting.

This guide deals with information *management*—not information *technology*. The CADD provides specification of information requirements (in a standardised way), which is an important step that precedes the development or delivery of information technology solutions.

1.2 Audience

The audience for this CADD includes:

- Department of Human Services staff (data collection custodians and program managers) responsible for the development and management of data collections and associated documentation

- software vendors, who develop and provide software solutions for the collection, storage and reporting of data
- external organisations and other parties (such as researchers), who provide or report data to the department, or may wish to access collected data for research purposes.

1.3 Information Management (IM) Strategy overview

The DHS IM Strategy is being concurrently implemented across Health and Aged Care, and Housing and Community Services programs to improve the data collection and reporting requirements of external/funded organisations.

Phase 1 commenced in 2005 with programs in the health and aged care divisions:

- Metropolitan Health and Aged Care Services (MHACS)
- Rural and Regional Health and Aged Care Services (RRHACS)
- Mental Health and Drugs (MHD).

Phase 2 commenced work in mid 2007 with programs in the housing and community services divisions:

- Housing and Community Building (HCB)
- Children, Youth and Families (CYF)
- Disability Services (DSD).

The objectives of the DHS IM Strategy are to:

- better balance the information requirements of the department's programs with the reporting burden on external/funded organisations
- reduce the proliferation of program data collections and the duplication of data collections
- improve program data integrity, and the timely feedback of collected information to program data providers.

Key drivers of the DHS IM Strategy include:

- the April 2002 PAEC Report to Parliament on the Department of Human Services *Service Agreements for Community Health and Welfare Services*, and the department's response to this report
- the Partnership Flagship Data Collection and Performance Reporting Reform Project, which focused on reform of policy development and service planning processes to make them more inclusive and effective
- the *Victorian Public Hospital Governance Reform Panel Report August 2003*, which recommended that the department develop a policy for reducing the amount of reporting required of hospitals
- the *ICT Strategic Review Report November 2004*, which recommended that the department undertake an organisation-wide data collection rationalisation program and reform data collection governance structures
- the *2007 State Services Authority (SSA) Review of Not-for-Profit Regulation*, which recommended that the Victorian Government reduce the regulatory burden on the not-for-profit sector, including streamlining reporting obligations.

To achieve the objectives of the DHS IM Strategy, the Department of Human Services has strengthened governance processes to improve the management and impact of its data collection and reporting requirements of external/funded organisations. Specifically, the Secretary has provided a mandate for the introduction of business rules, which require:

- a minimum governance control of executive director approval being required for the continuation, modification and creation of data collection and reporting requirements of external/funded organisations within each division
- registering all divisional data collection reporting requirements of external/funded organisations in the central departmental data collection register (DCR) and metadata repository (MDR), to facilitate analysis and identify opportunities for rationalisation and reform
- establishing the role of manager, information management strategy (MIMS) within each division to liaise with data collection managers, coordinate and oversee all DHS IM Strategy activities, including changes to data collections.

1.4 IM tools and resources

The DHS IM Strategy Unit is developing a suite of tools to assist data collection custodians better document and manage data collections/reporting requirements of external/funded organisation. These tools could equally assist with documentation and management of internal program data.

The benefits for data custodians of using these tools include:

- for many data custodians, an increase in the quality of documentation of their data sets—clarifying data requirements and improving communication to data collection stakeholders
- improved coordination of information about data collections, leading to efficiencies in the maintenance of collections over time
- commonality of definitions and concepts between data sets, which allow for greater opportunities to compare and link data (where appropriate)
- consistent data terminology, which will improve data integrity, cross-departmental utilisation of collected information and feedback of information to data providers.

For external organisations, benefits include:

- streamlining of data collection requirements
 - for example, where the same information is required to be collected by an organisation and used more than once (for example, client date of birth), the data requirement is exactly the same
 - this should reduce the burden and cost of collecting and transmitting on external/funded organisations
- consistent data terminology
 - this should assist organisations to collect and store information more efficiently.

Three sets of tools have been developed so far:

- data registration and metadata management tools
- data set specification templates and guides for use
- common and reference data dictionaries (CRDDs).

1. Data registration and metadata management tools

Data registration and metadata management tools will support the corporate management of data collection and reporting requirements across the department. These tools will be the single point of registration of all departmental data collection and reporting requirements, and the single source of the metadata which constitutes these data sets.

Data registration and metadata management tools	
Metadata management tool—corporate	under development
Metadata register (MDR)	available
Data collection register (DCR)	available

2. Data set specification templates and guides for use

Specification templates and guides for use were developed to support data custodians in the management, development and documentation of data sets.

The concept and data element specification templates were developed in accordance with national/international standards and best practice.

Templates and guides for use	
Metadata guide: Concept specification and data element specification templates	available
Value domain representation guide (VDRG)	available
Guide to information management practice	under development
Guide to data collection manual specification	under development

3. Common and reference data dictionaries (CRDDs)

Common and reference data dictionaries enable data collection custodians to create or modify data sets from a standards-based, corporate resource. They will include, as a minimum, concepts, data elements and edit/validation rules.

Common data dictionaries for development are based on the eight categories of data typically required of external/funded organisations.

Common data dictionaries (CDDs)	
Common client data dictionary (CCDD)	available
Common service data dictionary (CSDD)	available
Common workforce data dictionary (CWDD)	available
Common asset data dictionary (CADD)	available
Common organisation data dictionary (CODD)	under development
Common finance data dictionary (CFDD)	under development
Common incident data dictionary (CIDD)	under development
Common quality data dictionary (CQDD)	under development

To complement the common data dictionaries, three reference data dictionaries are being produced. These will collate the concepts, data elements and edit/validation rules for the common data dictionaries that cross more than one data category. Examples of such universal concepts include address, preferred language, date of birth and given name.

Reference data dictionaries	
Address reference data dictionary (ARDD)	available
Person (party) reference data dictionary (PRDD)	under development
Transmission reference data dictionary (TRDD)	working draft available

Interrelationships between the tools

While the tools each have their own distinct objectives, they are inter-related, in the following ways:

- the templates and guides for use capture the relevant data details in the format required by the data registration and metadata management tools
- common and reference data dictionaries provide the standard content in the format of the metadata templates and will be managed in the central registers.

1.5 Common and reference data dictionary development principles

The development of the common and reference data dictionaries was guided by two sets of principles: the department's IM principles and the AIHW principles of good data development.

Department of Human Services IM principles

1. **Ensure the information we collect meets business needs and priorities:** the department only collects information that has a clear purpose. Given our finite resources, we will prioritise investment in information to areas that best support the department's strategic directions and key operational requirements.
2. **Minimise the cost and burden of information capture:** the department reduces the cost of collection and the burden on clients and providers by capturing information once and once only, using the best available tools and technologies.

3. **Get the best value from our information:** the department enhances the value of its investment in information by sharing information, making it accessible, using it productively and managing it efficiently.
4. **Produce quality information:** the department's information is of a quality that makes it fit for purpose. This encompasses issues of relevance, completeness, accuracy, timeliness and accessibility.
5. **Protect and preserve information:** information is managed with due care and diligence throughout the information lifecycle to ensure that it is protected and preserved in accordance with legislative and policy requirements, such as the *Information Privacy Act 2000* and the Victorian electronic records strategy.
6. **Enable good practices—competencies:** departmental staff have the necessary skills, knowledge and experience to perform their information management responsibilities.
7. **Enable good practices—governance:** clear accountabilities, controls and coordinating mechanisms are in place and observed to ensure that information is managed efficiently and effectively.

Australian Institute of Health and Welfare (AIHW) principles of good data development

1. Creating or adopting data standards is part of data development.
2. National and international standards should be used where available and applicable. Where local requirements require more specificity—ensure the local standard is mappable to the relevant national/international standard.
3. Data development is system independent.
4. The purpose of the data collection/data dictionary should be clearly defined.
5. Data must be fit for purpose—acknowledge the limitations of data.
6. Data development may be incremental—the scope of the data set/data dictionary may expand or change over time.
7. Privacy principles and obligations should be considered during data development.
8. Data development should minimise collector/recording burden—good data development should ensure compatibility of data collection and reporting requirements to avoid situations where the same data has to be collected, counted or reported differently for different programs.
9. Data development should reflect, not drive practice—data should be collected as a by-product of service delivery or administrative practice. (Data development should ensure that data collectors are not constrained or forced to operate in ways outside usual practice).
10. Data required to support secondary information purposes (reporting, decision support) should be derivable from primary data (point of service delivery data).
11. Create once, use often—data included must be required to meet the objectives of the data collection, use existing data sources/standards where appropriate.

Application of principles

The specific development principles applied in the data development process for the common data dictionaries are detailed below.

For additional information on the development of concepts, data elements and value domains generally, refer to the *Metadata guide: Concept specification and data element specification templates*.

1. Clarity and simplicity:
 - metadata must be clear and add value for planning, funding, accountability and other uses of the data
 - the selection of codes determines the available value domain, not the data element title (for example, the data element title 'main language other than English' should be 'main language' and English should be a permissible code within the value domain).
2. Consistent:
 - value domains should begin (if relevant and appropriate) with an answer in the affirmative (for example, Boolean: 1—yes, 2—no; provision of childcare: 1—childcare provided, 2—childcare not provided)

- use 9 or 99 or 9999 where value domains provide a 'not stated/inadequately described' value
 - the basic reporting of two identical services to a client, regardless of funding source or agency type, should be identical (that is, it should use common data elements and values)
 - a 'not stated' value must be available if the element is client informed/dependent (for example, Indigenous status) in contrast with data elements that are organisation informed/dependent (for example, whether the episode is completed).
3. Discrete: one data element should cover one information aspect only, in order to avoid multiple correct answers. Instead, these should be handled using a business rule (for example, status and carer availability are different ideas, which should be described in different data elements).
4. Minimum:
- value domains must include discrete codes and not contain redundancy and develop values:
 - that take account of the level (tier) of aggregation, for example, 'male neighbour' and 'female neighbour' should not exist at separate levels/tiers in the same codeset
 - that do not overlap in definition (carer, cared for, mutual carer circumstance)
 - program areas need not use all codes within a data element—only use codes within a data element which meet the minimum information requirement
 - select the fewest data elements to meet information requirement.
5. Source documents:
- apply the following hierarchy when sourcing material: ABS/Australia Post/Australian Standard/national MDS/state MDS/agency
 - METeOR provides an amalgamated source of the upper levels of the hierarchy (down to national MDS), and should be used for referencing purposes
 - we are informed by all of these sources, and will, where possible, align with national data dictionaries
 - use the primary source document where possible/appropriate (for example, use Australia Post postcode file for postcode data element codeset)
 - where appropriate use/amend existing codesets from approved data dictionaries or data set specifications.
6. Organisation centred: as far as possible, develop metadata in the context of actual business practice.
7. Client centred: as far as possible, metadata must support the client/agency interface (that is, it should optimise the required detail and minimise the impact of data collection on the assessment/interview/agency business/client experience).
8. Service focus: choose metadata to best capture service/planning information requirements (for example, 'interpreter requirement/preferred language' for service delivery information; 'cultural background' for service planning information).

1.6 Common and reference data dictionary components

Each common and reference data dictionary consists of core and non-core components.

Core components, present in every common and reference data dictionary, are:

- concepts
- data elements
- edit/validation rules

Non-core components, only included if required for a particular data category, are:

- concept diagrams/models
- edit/validation rule reference tables.

Each component is explained in Appendix 1: Common and reference data dictionary components—description.

1.7 Common asset data dictionary (CADD)

1.7.1 Scope of the CADD

The scope of the common and reference data dictionaries (CRDDs) can be defined in two different ways:

- the topic area that is the subject of the CRDD
- the department's divisions and/or data collections involved in the development and proposed use of the CRDD.

The scope of 'asset', in this version of the CADD, is limited to:

- non-current physical asset data collected to enable compliance with the Victorian Department of Treasury and Finance in the Financial Reporting Directions under the *Victorian Financial Management Act 1994*
- attributes, identifiers and descriptors of a non-current physical asset that may prompt an entry on an asset register.

Data elements for the CADD are summarised within four main groups:

1. financial statutory reporting
2. land
3. buildings (general buildings and site infrastructure)
4. asset life-cycle events.

Excluded from the scope of 'asset' in this version of the CADD are:

- content related to 'address' that is already specified in the *Address reference data dictionary* version 1.0 (ARDDv.1.0)
- content related to organisations that is already specified in the *Common organisation data dictionary* version 1.0 (CODDv.1.0)
- attributes of non-current physical assets related to:
 - concepts of ownership and/or control and possession and/or use
 - financial interest in land arising from contractual arrangements
 - the concept of the condition of non-current physical assets
 - the relationship between land and buildings, which can be considered from the two perspectives of ownership and/or service delivery
 - asset configuration for operational and/or service delivery purposes
 - availability of the service units for use
 - data items better described as spatial queries, for example, adjoining parcels of land that share a common building
 - plant and equipment.

It is not anticipated that infrastructure systems (railways and transportation), cultural collections or natural resources will relate to the data collection and reporting requirements within the Department of Human Services portfolio.

Scope of use

The scope of use (including proposed use) of the CADDv.1.0 includes the Capital Management Branch, Financial and Corporate Services (FCS) division.

The table below lists the data collections that are in scope for the CADD.

Data collections in scope for the CADDv.1.0

Data collection name	Acronym/ identifier*	DCR No	Data dictionary version		
			CADD v.1.0	Future	Future
Capital Management Branch	CMB		✓		

Notes

* This acronym/identifier is used throughout the CADD as the unique identifier for the data collection.

- Future versions of the CADD may include Disability Services (DSD), Children Youth and Family (CYF) and Housing and Community Building (HCB) divisions.

Items for future consideration in other CRDD's

Some 'party' content is specified in the CADDv.1.0. The table below lists address content for consideration in future versions of the PRDD. If included in the PRDD, it will be removed from subsequent versions of the CADD.

Party content for consideration in future versions of the PRDD

CADDv.1.0 content type	CADDv.1.0 content name
Data elements	Land—Crown land committee of management name Land—owner name

Some 'address' content is specified in the CADDv.1.0. The table below lists address content for consideration in future versions of the ARDD. If included in the ARDD, it will be removed from subsequent versions of the CADD.

Address content for consideration in future versions of the ARDD

CADDv.1.0 content type	CADDv.1.0 content name
Conceptual model	Section 2: Conceptual diagrams/model: buildings
Data elements	Building—level identifier Building—level location Building—multilevel building flag Building—number of basement levels Building—number of storeys Building—total number of levels Land—Department of Human Services region Land—Department of Sustainability and Environment region Land—planning scheme
Edit/validation rules	Section 6: Edit/validation rules: A32 incorrect combination of local government area (LGA) and Department of Human Services region
Edit/validation rules	Section 7: Edit/validation rule reference table: Local government area and Department of Human Services region: valid combinations

1.7.2 Suggested use of the CADD in data collections

In accordance with the IM principles, data collection managers are responsible for clearly defining and documenting both the scope and content of the data set they manage.

Each data collection requires a scope statement to provide clarity regarding which information is required. In relation to 'asset', scope statements could highlight the following (and therefore include the related concepts):

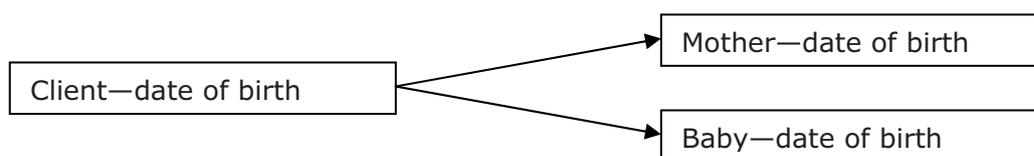
- data collected on assets is limited to 'denominational hospitals' that are bodies corporate declared under Section 53A of the Victorian Financial Management Act 1994
- data collected on Victorian public hospitals under Section 3 of the Victorian Financial Management Act 1994.

The number of data elements within the CADD used within a data collection depends on the planned use of data (see the section on Confidentiality, privacy and human rights, page 17).

The properties of the data elements apply to the data category (object) specified, and any sub-categories, for example:

- Client—date of birth:
 - applies to all clients, and may be more specifically defined in some data collections. For example, 'mother—date of birth' and 'baby—date of birth' are in the perinatal data collection (a date of birth is collected for both within this collection, and both data elements comply with client—date of birth).
- Event—(start) date:
 - applies equally to the various event units (contact, client service event and occasion of service).

Specialisation of the data element within the perinatal data collection



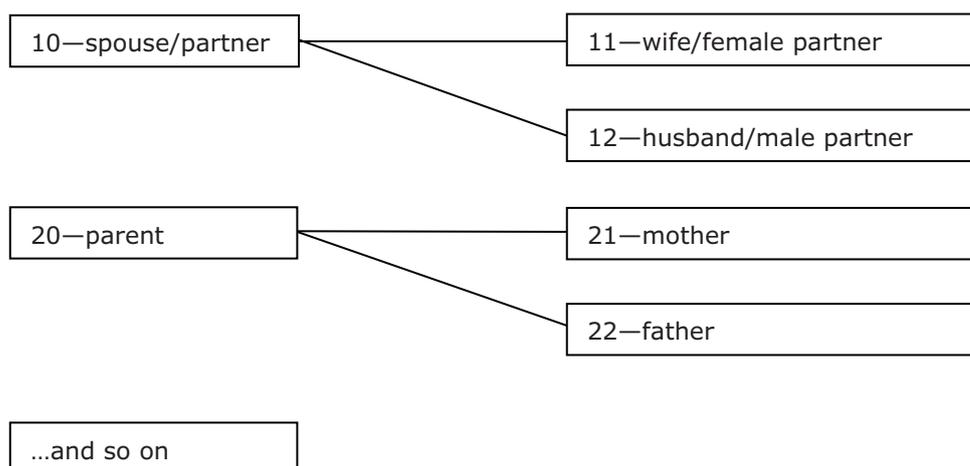
Note

- In many cases of specialisation of data elements, both data elements will relate to documented concepts.

1.8 Hierarchical data elements

Some data elements are hierarchical, that is, they have a series of successive codes of different rank, which enable data to be grouped in successive levels of detail. Different data collections may require reporting of different levels from the hierarchy.

Hierarchy within the data element 'relationship of carer to care recipient'



Notes

- Hierarchies are formatted and numbered to support clear identification of the different levels within a hierarchy.
- Advice is sometimes provided about the preferred hierarchy level which should be collected (even though analysis may be aggregated to a higher level). With a data collection this should be defined and documented.
- Reporting at a higher level does not preclude a submitting organisation from collecting information at a more detailed level (if required).
- The above diagram displays a two-level hierarchy; different data elements may require more levels.

1.9 Confidentiality, privacy and human rights

All data collection and reporting requirements administered by the department are required to comply with the [Information Privacy Act 2000](#) and the [Health Records Act 2001](#), and to act compatibly with the [Charter of Human Rights and Responsibilities Act 2006](#).

The data custodian/manager of each data collection is required to understand the Charter of Human Rights and Responsibilities Act 2006 and act consistently with the Human Rights in the Charter.

The departmental administrative arrangements for the Charter Acts are:

- Operations Division, through the Human Resources Branch, has responsibility for coordinating training
- Legal Services Branch has responsibility for providing advice in relation to the Charter and coordinating the review of legislation and policy to ensure it is compatible with the Charter.

All Department of Human Service data collections are bound by either the Information Privacy Act 2000 or the Health Records Act 2001, depending on the type of information collected.

Each Act has an accompanying set of privacy principles (the Information Privacy Principles and Health Privacy Principles respectively). The principle topic areas, listed in the table below are broadly the same, although there are some additional requirements for health information.

Information privacy principles and health privacy principles topic areas

Principle	Information Privacy Principles	Health Privacy Principles
1	Collection	Collection
2	Use and disclosure	Use and disclosure
3	Data quality	Data quality
4	Data security	Data security and data retention
5	Openness	Openness
6	Access and correction	Access and correction
7	Unique identifiers	Identifiers
8	Anonymity	Anonymity
9	Transborder data flows	Transborder data flows
10	Sensitive information	Transfer or closure of the practice of a health service provider
11		Making information available to another health service provider

Privacy principle 1 'Collection' specifies a requirement that the department must be able to articulate the nature of the information collected and the purposes for which information is used. This is one of the reasons that the attributes of purpose/context, principal data users and national reporting requirements are included in the data element Specification template.

National privacy legislation or guidelines do not take precedence over the Victorian Acts. The Department of Human Services is still required to comply with the Commonwealth privacy legislation, but generally, in ensuring compliance with the Victorian legislation, the Department of Human Services will also comply with the Commonwealth privacy legislation.

In a general sense, the collection of different types of information will require assessment against the human rights and privacy legislation. There should be clear communication with stakeholders where legislation specifically allows collection of personal information (including sensitive information) (as defined in the Information Privacy Act 2000). This communication should make reference to and be consistent with the relevant legislation.

1.10 Further information

Contact details are listed below for further information regarding the DHS IM Strategy or common and reference data dictionaries.

Email: IMS.Unit@dhs.vic.gov.au

Internet: <http://www.health.vic.gov.au/hacims>

Staff: Jonathan Ashley, Manager, DHS IM Strategy Unit, 9096 1482

Debra Birznieks, Manager, DHS IM Project Team, IM Strategy Unit, 9096 2093

Catherine Perry, Manager, Health and Aged Care (H&AC) Team, DHS IM Strategy Unit, 9096 1483

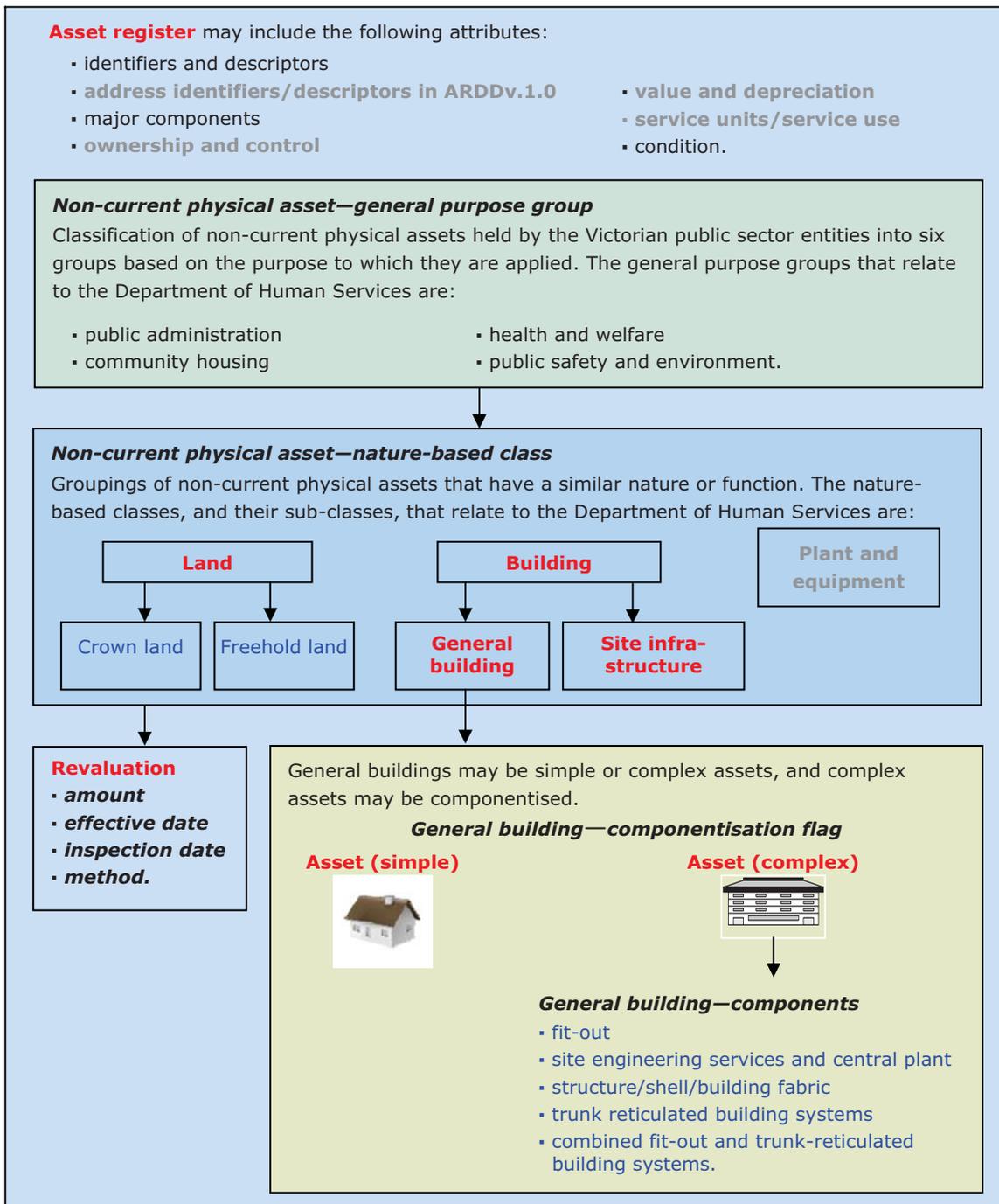
2 Concept diagrams/models

The following diagrams demonstrate the relationships between the concepts and data elements used in this data dictionary.

2.1 Conceptual model: statutory financial reporting

Key: **red bold** = concepts **blue** = value domains
bold italic = data elements **grey bold** = not in scope for CADDv.1.0

Data collections relating to **non-current physical assets** would include the following concepts and data elements to enable compliance with the Victorian Financial Management Act 1994.



2.2 Conceptual model: land

Key: **red bold** = concepts **blue** = value domains **bold italic** = data elements

Land

- has two **land sub-classes**: **Crown land** and **freehold land**
- should have a **standard parcel identifier (SPI)**
- has an area measured in **area (hectares, ha)** or **area (square metres, m²)**
- may have a **planning scheme** zone or overlay
- is located in administrative areas of **ARDD—Local government area** and **Department of Human Services region**
- may have identifiers or attributes which describe the location (see *Address reference data dictionary* version 1.0, ARDDv.1.0)
- must always have an **owner name**
- may have additional identifiers or attributes, which describe the owner details (see *Common organisation data dictionary* version 1.0, CODDv.1.0).

Crown land

Must have a 'Crown description', which:

- may have an **allotment identifier**
- may have a **block identifier**
- may have a **portion identifier**
- may have a **section identifier**
- must have a **parish identifier** or **township identifier**.

May, on rare occasions, have a 'certificate of title', which:

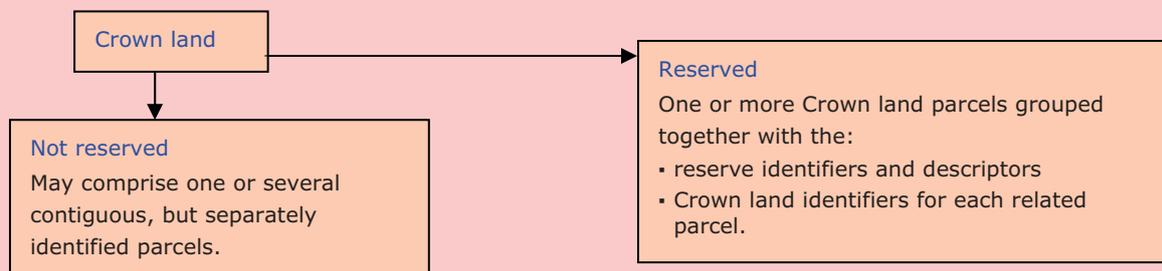
- must have a **volume identifier**
- must have a **folio identifier**.

Crown land parcels:

- may also have a **parcel number**
- must have a **Crown land reserve flag** to indicate if it is **reserved** or **not reserved**.

A 'reserve' (or **reserved** Crown land) has these identifiers and descriptors:

- must have a **Crown land reserve number**
- must have an **order-in-council approval date**
- must have a **Crown land reserve purpose**, which may have a **Victorian Government Gazette** reference
- must have a **Crown land reserve type**.
- must have a **committee of management flag**, which, if appointed:
 - must have a **committee of management name**
 - must have a **committee of management appointment date**
 - may have a **committee of management surrender date**.



2.2 Conceptual model: land (continued)

Key: **red bold** = concepts **blue** = value domains **bold italic** = data elements

Freehold land

Two administrative systems apply to the transfer of land in Victoria:

1. the *Torrens Title system*, which is based on certificate of title guaranteed by the Crown, and issued under the Victorian *Transfer of Land Act 1958*
 - o a title can relate to one freehold parcel, many parcels, or an interest in a parcel, for example, 1/250th interest in a parcel(s)
2. *old law conveyance system, or general law*, which are transfers involving personal contract, called a title deed, between the parties not guaranteed by the Crown
 - o a freehold parcel subject to a title deed is identified textually as 'metes and bounds'; that is, distances, cardinal points and angles from an identifiable landmark.

The Torrens Title system

Must have a 'certificate of title', which:

- must have a **volume identifier**
- must have a **folio identifier**.

The freehold parcel is identified from a plan of two basic types:

1. Crown survey plan
2. subdivisional plan issued under the Victorian *Subdivision Act 1988*.

Crown survey plan

Must have a 'Crown description', which:

- may have an **allotment identifier**
- may have a **block identifier**
- may have a **portion identifier**
- may have a **section identifier**
- must have a **parish identifier** or **township identifier**.

Subdivisional plan

Must have a 'lot on plan' description, which:

- must have a **lot identifier**
- must have a **plan type**
- must have a **plan number**.

Old law conveyance system, or general law

Must have a 'title deed' description, which:

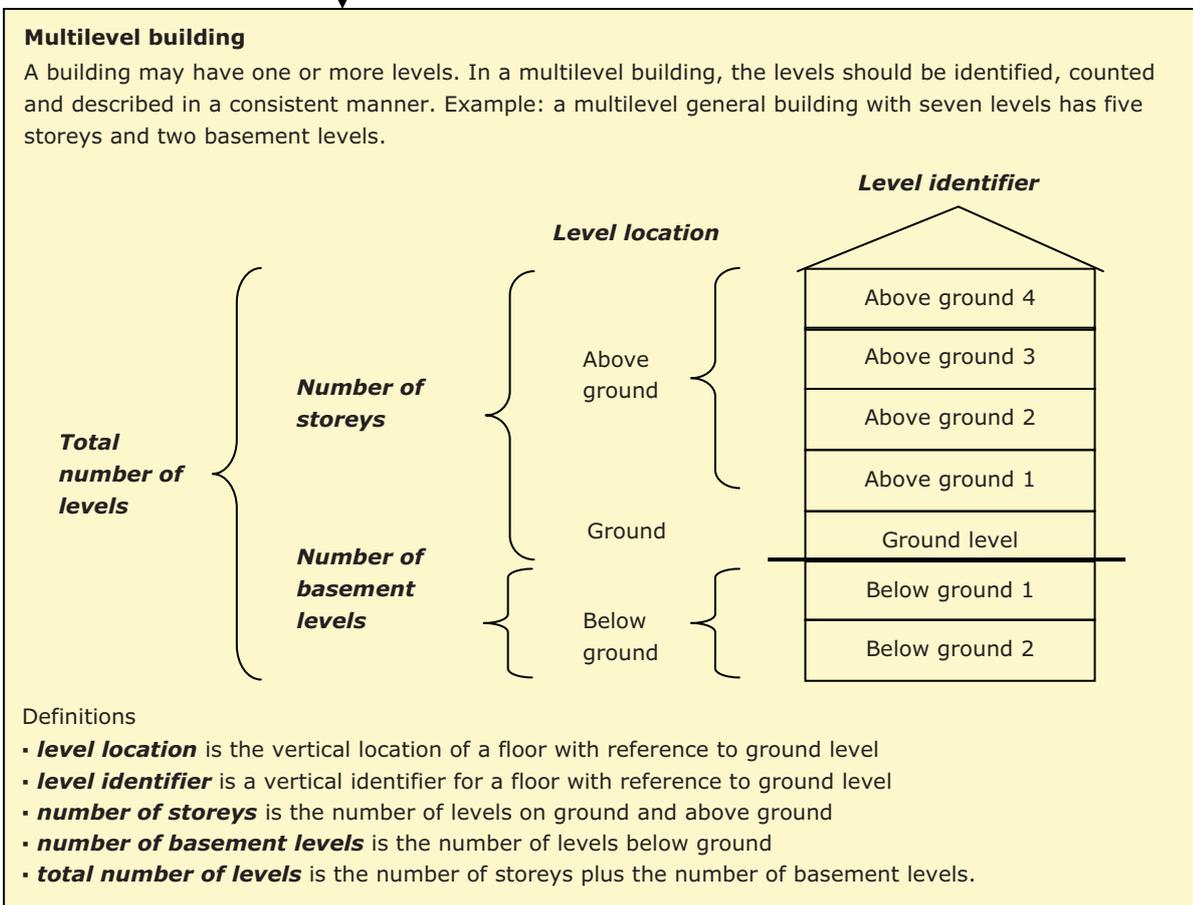
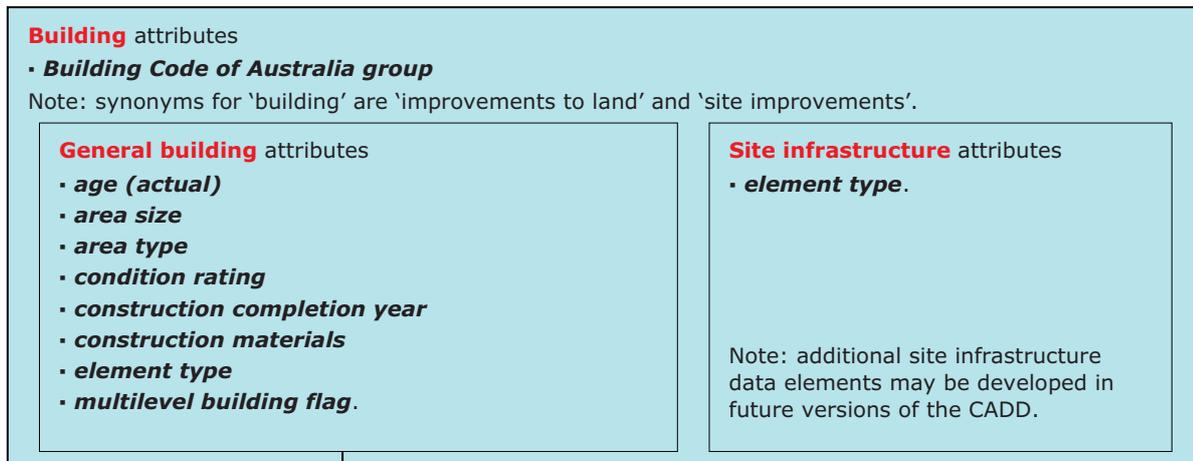
- must have a **memorial number**
- must have a **book identifier**.

Interest in a freehold land parcel by someone other than the registered proprietor, and includes **easement** (right of access), **covenant** (restriction on use or development), or **mortgage/caveat** (a financial interest):

- must have an **instrument number**
- must have an **instrument type**.

2.3 Conceptual model: buildings

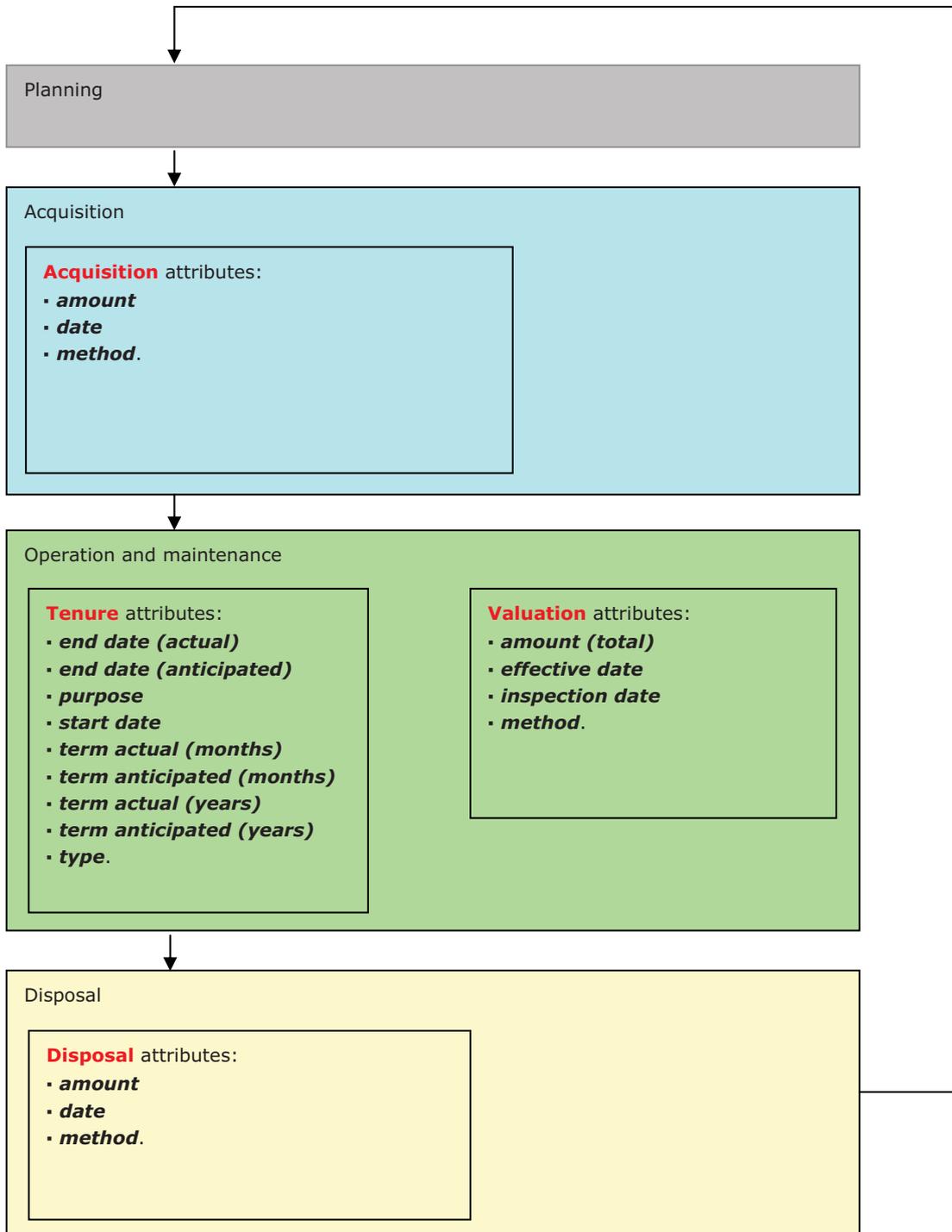
Key: **red bold** = concepts **bold italic** = data elements



2.4 Conceptual model: asset life-cycle events

Key: **red bold** = concepts **bold italic** = data elements

The events that occur over the life cycle of a non-current physical asset. The **asset life-cycle events** are:



Note: additional concepts and data elements related to asset life-cycle events may be developed in future versions of the CADD.

3 Concepts

3.1 Concept specification template—instructions for use

The concept specification template (common data dictionary version) is displayed below, to assist in reading the concepts presented in the following section.

[Concept name] instructions for use	
Proposed use	[The data collections that currently use, or are proposed to, use the concept]
<i>Identifying and definitional attributes</i>	
Definition	[A concise statement that expresses the essential nature of the concept and its differentiation from other concepts]
Concept attributes	
<i>Collection and usage attributes</i>	
Guide for use	[Provide advice or interpretation on how to use the particular concept]
<i>Source and reference attributes</i>	
Definition source	[For example, 'METeOR', 'ABS', 'DHS (unit name)']
Definition source identifier	[Options: '<METeOR/other source identifier>', 'based on <METeOR/other source identifier>' or 'not applicable']
<i>Relational attributes</i>	
Related concepts	[A list of related concepts that affect, or are affected by, this concept]
Related data elements	[A list of related data elements that affect, or are affected by, this concept]
Other related information	[A list of related information, not including concepts, data elements or edits/data validation, that affect, or are affected by, the concept]
Notes for data collection manager	
• [Notes to guide the potential application of the concept]	

3.2 Concept specification

Concepts for the CADD are listed in alphabetic order. For a summary of the concepts contained in the CADD, see Appendix 2: Concepts included in ongoing data collections, by division.

Acquisition

Proposed use	The (former) Department of Human Services and external organisations
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Identifying and definitional attributes

Definition	The process by which an entity assumes ownership and/or control of a non-current physical asset.
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Concept attributes

Collection and usage attributes

Guide for use	<p>Includes:</p> <ul style="list-style-type: none">▪ ownership through purchase and machinery of government transfers▪ control of Crown land through government administrative arrangements. <p>Excludes:</p> <ul style="list-style-type: none">▪ possession arising from the execution of tenure agreements (lease and licence). <p>Tenures are excluded, because they grant possession only for a fixed period of time and do not transfer ownership and the future economic benefits arising from sale.</p> <p>Information related to acquisition is used to update and maintain accurate asset registers, and for financial accountability associated with ownership and control.</p>
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Source and reference attributes

Definition source	Victorian Department of Treasury and Finance
Definition source identifier	Based on Asset Management Series (2nd edition), Glossary (draft 21 Feb 2002): asset acquisition

Relational attributes

Related concepts	Asset register Disposal Life-cycle events (assets) Non-current physical asset (NCPA) Tenure Valuation
Related data elements	Acquisition—amount Acquisition—date Acquisition—method Land—Crown land committee of management appointment date Land—Crown land committee of management flag Valuation—method
Other related information	Section 2: Concept diagrams/models: asset life-cycle events Codd—Concept: Entity

Notes for data collection manager

▪ *The concepts of ownership and/or control, possession and/or use are outside of the scope of CADDv.1.0.*

Asset (complex)

Proposed use	The (former) Department of Human Services and external organisations
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Identifying and definitional attributes

Definition	A general building comprising components from all building element groups, which are also worthy of separate identification for financial reporting purposes.
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Concept attributes

Collection and usage attributes

Guide for use	<p>Examples of a general building that would be considered for componentisation for financial reporting purposes:</p> <ul style="list-style-type: none">▪ public hospital building▪ nursing home▪ multi-storey office building, including lifts and mechanical air handling. <p>The purpose of disaggregating a general building into components is to ensure that depreciation expenses are allocated on a systematic basis over the useful life of the general building in cases where the useful lives of the components and associated depreciation charges would materially affect financial reporting.</p> <p>Components must be capable of being separately identified, being reliably measured and possess materially different useful lives. Components are depreciated separately.</p>
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Source and reference attributes

Definition source	Victorian Department of Treasury and Finance
Definition source identifier	Based on Financial Reporting Directions (FRD 103D) March 2009, Non-Current Physical Assets

Relational attributes

Related concepts	Asset (simple) General building Non-current physical asset (NCPA)
Related data elements	General building—componentisation flag General building—components Non-current physical asset—nature-based class
Other related information	Section 2: Concept diagrams/models: statutory financial reporting

Asset (simple)

Proposed use	The (former) Department of Human Services and external organisations
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Identifying and definitional attributes

Definition	A general building that is treated as a single item for financial reporting purposes.
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Concept attributes

Collection and usage attributes

Guide for use	<p>A general building that either lacks components from all building element groups and/or which do not have materially different useful lives.</p> <p>Examples of a general building that would <i>not</i> be considered for componentisation for financial reporting purposes:</p> <ul style="list-style-type: none">▪ detached dwelling▪ ambulance station▪ single storey office building.
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Source and reference attributes

Definition source	Victorian Department of Treasury and Finance
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Definition source identifier	Based on Financial Reporting Directions (FRD 103D) March 2009, Non-Current Physical Assets
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Relational attributes

Related concepts	Asset (complex) General building Non-current physical asset (NCPA)
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Related data elements	General building—componentisation flag Non-current physical asset—nature-based class
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Other related information	Section 2: Concept diagrams/models: statutory financial reporting
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Asset register

Proposed use	The (former) Department of Human Services and external organisations
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Identifying and definitional attributes

Definition	A record or list of items considered worthy of identification as discrete non-current physical assets, including information about each, disaggregated at the lowest level.
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Concept attributes

Collection and usage attributes

Guide for use	<p>An asset register tends to take a prescribed form. Information may include the location, condition, ownership and control, use and value (and depreciation) of the non-current physical asset and its major components.</p> <p>Under Section 44B of the Victorian Financial Management Act 1994, a department or public body must maintain a register of non-current physical assets held or managed by it.</p> <p>Asset registers may be dissected and reported for a range of purposes:</p> <ul style="list-style-type: none">▪ to the Victorian Department of Sustainability and Environment on Crown land held in the departmental portfolio▪ to the Victorian Department of Treasury and Finance for compliance with statutory financial reporting▪ to the Victorian Managed Insurance Authority (VMIA) for insurance and risk management purposes▪ to the Victorian Valuer General for compliance with revaluation requirements▪ for service-level type reports for inclusion in annual reports▪ for other ad hoc reports required for ministerial briefings.
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Source and reference attributes

Definition source	Standards Australia
Definition source identifier	Based on HB 50-2004 Glossary of Building Terms, Fifth Edition—fully revised : asset register

Relational attributes

Related concepts	Acquisition Disposal General building Land Non-current physical asset (NCPA) Revaluation Site infrastructure Valuation
Related data elements	General building—componentisation flag General building—components Land—Crown land committee of management flag Land—land sub-class Revaluation—method
Other related information	Victorian Financial Management Act 1994 Section 44B Section 2: Concept diagrams/models: statutory financial reporting

Notes for data collection manager

• The concepts of ownership and/or control, possession and/or use are outside of the scope of CADDv.1.0.

Building

Proposed use	The (former) Department of Human Services and external organisations
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Identifying and definitional attributes

Definition	Modifications to land comprising structures and other works of a permanent nature, involving expenditures of labour and capital, and intended to enhance value or utility. Improvements may have differing patterns of use and economic lives.
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Concept attributes

Collection and usage attributes

Guide for use	Includes: <ul style="list-style-type: none">▪ general buildings▪ site infrastructure. The terms 'buildings', 'improvements to land' and 'site improvements' may be used synonymously.
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Source and reference attributes

Definition source	Real Estate Institute of Australia, Australian Property Institute and Property Council of Australia
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Definition source identifier	Based on Glossary of Property Terms (2007): improvements, p. 59
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Relational attributes

Related concepts	General building Land Non-current physical asset (NCPA) Revaluation Site infrastructure
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Related data elements	Non-current physical asset—nature-based class
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Other related information	Section 2: Concept diagrams/models: statutory financial reporting Section 2: Concept diagrams/models: buildings
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Notes for data collection manager

- *The relationship between land and improvements to land can be considered from the perspectives of ownership and/or service delivery, and is outside of the scope of CADDv.1.0.*

Disposal

Proposed use	The (former) Department of Human Services and external organisations
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Identifying and definitional attributes

Definition	A process by which an entity relinquishes ownership and/or control of a non-current physical asset.
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Concept attributes

Collection and usage attributes

Guide for use	<p>Includes:</p> <ul style="list-style-type: none">▪ sale and machinery of government transfers▪ relinquishment of control of Crown land through government administrative arrangements▪ destruction and demolition. <p>Excludes:</p> <ul style="list-style-type: none">▪ relinquishment of possession arising from the expiry, determination or surrender of tenure agreements (lease and licence). <p>Tenures are excluded, because they grant possession only for a fixed period of time and do not transfer ownership and the future economic benefits arising from sale.</p> <p>Information related to disposal is used to update and maintain accurate asset registers, and for financial accountability associated with ownership and control.</p>
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Source and reference attributes

Definition source	Victorian Department of Treasury and Finance
Definition source identifier	Based on Asset Management Series (2nd edition), Glossary (draft 21 Feb 2002): asset disposal

Relational attributes

Related concepts	Acquisition Asset register Life-cycle events (asset) Non-current physical asset (NCPA) Tenure Valuation
Related data elements	Disposal—amount Disposal—date Disposal—method Land—Crown land committee of management surrender date Valuation—method
Other related information	Section 2: Concept diagrams/models: asset life-cycle events CODD—Concept: Entity

Notes for data collection manager

▪ *The concepts of ownership and/or control, possession and/or use are outside of the scope of CADDv.1.0.*

General building

Proposed use	The (former) Department of Human Services and external organisations
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Identifying and definitional attributes

Definition Within the *Common asset data dictionary* (CADD), a 'general building' is a structure as defined by the Building Code of Australia (excluding those in Class 10b, which are described elsewhere under a separate concept: 'site infrastructure').

General building can be:

- fully-enclosed, for example, domestic dwelling
- semi-enclosed, for example, link-way.

Concept attributes

Collection and usage attributes

Guide for use Includes:

- the substructure of a general building (comprising its foundations).

Excludes:

- Class 10b: a structure, being a fence, mast, antenna, retaining or free-standing wall, swimming pool (open air) or the like
- the below-ground services outside the general building or its substructure.

A general building is a non-current physical asset and is a sub-class of the nature-based class building.

Source and reference attributes

Definition source DHS IM Strategy Unit

Definition source identifier

Relational attributes

Related concepts Asset (complex)
Asset (simple)
Asset register
Building
Land
Non-current physical asset (NCPA)
Revaluation
Site infrastructure

Related data elements Building—Building Code of Australia group
Building—level identifier
Building—level location
Building—multilevel building flag
Building—number of basement levels
Building—number of storeys
Building—total number of levels
General building—age (actual)
General building—area size
General building—area type
General building—componentisation flag
General building—components

General building—condition rating
General building—construction completion year
General building—construction materials
General building—element type
Non-current physical asset—nature-based class
Revaluation—amount (total)

Other related information [Building Code of Australia, Volume 2, 2009 edition \(amended\)](#): Part A3
Classifications of Buildings and Structures : Section A General Provisions, A3.2
Classifications
Section 2: Concept diagrams/models: statutory financial reporting
Section 2: Concept diagrams/models: buildings

Notes for data collection manager

- *This concept is specified to enable compliance with the Victorian Department of Treasury and Finance in the [Financial Reporting Directions](#) under the Victorian Financial Management Act 1994.*
- *The relationship between land and improvements to land can be considered from the perspectives of ownership and/or service delivery, and is outside of the scope of CADDv.1.0.*

Improvements to land

See 'Building'. The terms 'building', 'improvements to land' and 'site improvements' may be used synonymously.

Land

Proposed use	The (former) Department of Human Services and external organisations
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Identifying and definitional attributes

Definition	Area of the Earth's surface, excluding the oceans, usually marked off by natural or political boundaries, or boundaries of ownership or control.
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Concept attributes

Collection and usage attributes

Guide for use	Land is a non-current physical asset and is one of the nature-based classes to be recorded and reported under the Victorian Financial Management Act 1994. The Victorian Department of Treasury and Finance, in its Financial Reporting Directions, requires land to be reported separately from buildings. Land is not depreciable; whereas improvements to land are.
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Source and reference attributes

Definition source	Standards Australia
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Definition source identifier	Based on HB 50-2004 Glossary of Building Terms, Fifth Edition—fully revised : land
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Relational attributes

Related concepts	Asset register Building General building Non-current physical asset Revaluation
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Related data elements	Land—allotment identifier Land—area (hectares) Land—area (m ²) Land—block identifier Land—book identifier Land—Crown land committee of management appointment date Land—Crown land committee of management flag Land—Crown land committee of management name Land—Crown land committee of management surrender date Land—Crown land reserve flag Land—Crown land reserve number Land—Crown land reserve purpose Land—Crown land reserve type Land—Department of Human Services region Land—Department of Sustainability and Environment region Land—folio identifier Land—instrument number Land—instrument type Land—land sub-class Land—lot identifier Land—memorial number Land—order-in-council approval date
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Land—owner name
Land—parcel number
Land—parish identifier
Land—plan number
Land—plan type
Land—planning scheme
Land—portion identifier
Land—section identifier
Land—standard parcel identifier (SPI)
Land—township identifier
Land—Victoria Government Gazette reference
Land—volume identifier
Non-current physical asset—nature-based class
Revaluation—amount (total)

Other related information [Financial Reporting Directions](#) (FRD 103D) March 2009, Non-Current Physical Assets

Section 2: Concept diagrams/models: statutory financial reporting

Section 2: Concept diagrams/models: land

Notes for data collection manager

- *The relationship between land and improvements to land can be considered from the perspectives of ownership and/or service delivery, and is outside of the scope of CADDv.1.0.*

Life-cycle events (asset)

Proposed use	The (former) Department of Human Services and external organisations
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Identifying and definitional attributes

Definition	The life of a non-current physical asset, from when a need for it is first established, through to its acquisition, operation and any maintenance or upgrading, up to its disposal.
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Concept attributes

Collection and usage attributes

Guide for use	<p>Non-current physical assets typically have a long life. They consume resources to establish and to keep them in a suitable and operational condition over the whole of that life.</p> <p>The phases which the non-current physical asset pass during its life cycle are:</p> <ul style="list-style-type: none">▪ planning▪ acquisition▪ operation and maintenance▪ disposal.
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Source and reference attributes

Definition source	Victorian Department of Treasury and Finance
Definition source identifier	Based on Asset Management Series (2nd edition), Glossary (draft 21 Feb 2002): asset life-cycle

Relational attributes

Related concepts	Acquisition Disposal Non-current physical asset (NCPA) Tenure Valuation
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Related data elements

Other related information	Section 2: Concept diagrams/models: asset life-cycle events
----------------------------------	-------------------------------------------------------------

Non-current physical asset (NCPA)

Proposed use	The (former) Department of Human Services and external organisations
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Identifying and definitional attributes

Definition	Non-current physical assets are: <ul style="list-style-type: none">▪ land▪ buildings▪ infrastructure systems▪ plant and equipment▪ cultural collections▪ natural resources.
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Concept attributes

Collection and usage attributes

Guide for use	A non-current asset has the following characteristics. It: <ul style="list-style-type: none">▪ has a physical form▪ possesses service potential for future economic benefit▪ has a potential service life greater than one year. Excluded from the definition of 'non-current asset': <ul style="list-style-type: none">▪ financial, human and information assets (including intellectual property).
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Source and reference attributes

Definition source	Victorian Department of Treasury and Finance
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Definition source identifier	Government Asset Management Policy Statement—Sustaining Our Assets , p. 4
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Relational attributes

Related concepts	Acquisition Asset (complex) Asset (simple) Asset register Building Disposal General building Land Life-cycle events (asset) Revaluation Site infrastructure Tenure Valuation
Related data elements	Land—Crown land committee of management flag Non-current physical asset—general purpose group Non-current physical asset—nature-based class Revaluation—method
Other related information	Section 2: Concept diagrams/models: statutory financial reporting Codd—Concept: Entity Codd—Concept: Organisation Glossary of defined terms, Australian Accounting Standards Board : Non-current physical asset

Notes for data collection manager

- *Plant and equipment is outside the scope of CADDv.1.0.*
- *It is not anticipated that infrastructure systems (roads and transportation), cultural collections or natural resources relate to the data collection and reporting requirements within the Department of Human Services portfolio, and are out of scope for the CADD.*

Revaluation

Proposed use	The (former) Department of Human Services and external organisations
---------------------	----------------------------------------------------------------------

Identifying and definitional attributes

Definition	Designed to reflect the fair value of an existing non-current physical asset (or class of non-current physical assets) at a particular date for the specified reporting period. Revaluations are undertaken for the explicit purpose of statutory financial reporting under the Victorian Financial Management Act 1994.
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Concept attributes

Collection and usage attributes

Guide for use	<p>Revaluations are conducted in accordance with the frequency and process prescribed by the Victorian Department of Treasury and Finance in the Financial Reporting Directions.</p> <p>Revaluation is the act of determining and recognising a reassessment of the value of an existing non-current physical asset. The process involves establishing the current monetary value of an existing asset, taking into account its condition, age and obsolescence, by reference to the procurement cost of a comparable asset.</p> <p>Information related to revaluations is used to update and maintain accurate asset registers.</p>
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Source and reference attributes

Definition source	Victorian Department of Treasury and Finance
Definition source identifier	Based on Financial Reporting Directions (FRD 103D) March 2009, Non-Current Physical Assets

Relational attributes

Related concepts	Asset register Building General building Land Non-current physical asset (NCPA) Site infrastructure Valuation
Related data elements	General building—components Non-current physical asset—general purpose group Non-current physical asset—nature-based class Revaluation—amount Revaluation—inspection date Revaluation—effective date Revaluation—method
Other related information	Financial Reporting Directions (FRD 103D) March 2009, Non-Current Physical Assets Section 2: Concept diagrams/models: statutory financial reporting

Site improvements

See 'Building'. The terms 'building', 'improvements to land' and 'site improvements' may be used synonymously.

Site infrastructure

Proposed use	The (former) Department of Human Services and external organisations
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Identifying and definitional attributes

Definition	Improvements on land or below land, which are not general buildings, and which enhance or support the productive capacity of a general building or group of general buildings.
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Concept attributes

Collection and usage attributes

Guide for use	<p>Includes:</p> <ol style="list-style-type: none">1. site works that are on the ground, for example, surface car parking or internal roadways and landscaping2. site services that are below or in the ground, for example, gas, electricity and water reticulation systems3. Building Code of Australia Class 10b buildings: structures, being a fence, mast, antenna, retaining or free-standing wall, swimming pool (open air) or the like. <p>'Site infrastructure' is a non-current physical asset and is a sub-class of the nature-based class building.</p> <p>The Victorian Department of Treasury and Finance in the Financial Reporting Directions require improvements to land to be reported separately from land. Improvements to land (general buildings and site infrastructure) are depreciable; whereas land is not.</p> <p>General buildings and site infrastructure have different economic lives, purpose and forms; consequently, they should be reported separately on asset registers to assist with asset management decision making.</p>
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Source and reference attributes

Definition source	DHS IM Strategy Unit
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Definition source identifier	
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Relational attributes

Related concepts	Asset register Building General building Non-current physical asset (NCPA) Revaluation
Related data elements	Building—Building Code of Australia group General building—components Non-current physical asset—nature-based class Site infrastructure—element type
Other related information	Building Code of Australia, Volume 2, 2009 edition (amended) : Part A3 Classifications of Buildings and Structures : Section A General Provisions, A3.2 Classifications Financial Reporting Directions (FRD 103D) March 2009, Non-Current Physical Assets Section 2: Concept diagrams/models: statutory financial reporting Section 2: Concept diagrams/models: buildings

Tenure

Proposed use	The (former) Department of Human Services and external organisations
---------------------	----------------------------------------------------------------------

Identifying and definitional attributes

Definition	The right to possession or use of a non-current physical asset, or the period of that possession or use arising from the execution of tenure agreements (lease and licence).
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Concept attributes

Collection and usage attributes

Guide for use	Includes: <ul style="list-style-type: none">▪ lease and licence arrangements. Excludes: <ul style="list-style-type: none">▪ owner/occupier arrangements▪ ownership and/or control that form part of acquisition and disposal.
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Source and reference attributes

Definition source	Real Estate Institute of Australia, Australian Property Institute and Property Council of Australia
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Definition source identifier	Based on Glossary of Property Terms (2007): tenure, p. 114
-------------------------------------	------------------------------------------------------------

Relational attributes

Related concepts	Acquisition Disposal Life-cycle events (asset) Non-current physical asset (NCPA)
Related data elements	Tenure—end date (actual) Tenure—end date (anticipated) Tenure—purpose Tenure—start date Tenure—term actual (months) Tenure—term anticipated (months) Tenure—term actual (years) Tenure—term anticipated (years) Tenure—type

Other related information	Section 2: Concept diagrams/models: asset life-cycle events
----------------------------------	-------------------------------------------------------------

Notes for data collection manager

- *The concepts of ownership and/or control, possession and/or use are outside of the scope of CADDv.1.0.*

Valuation

Proposed use	The (former) Department of Human Services and external organisations
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Identifying and definitional attributes

Definition	The process of recording or assigning a monetary value for a non-current physical asset, to assist decision making associated with acquisition and disposal.
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Concept attributes

Collection and usage attributes

Guide for use	Information related to valuations may be used to update and maintain asset registers, but the values are not used for statutory financial reporting purposes.
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Source and reference attributes

Definition source	Standards Australia
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Definition source identifier	Based on HB 50-2004 Glossary of Building Terms, Fifth Edition—fully revised : valuation (general)
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Relational attributes

Related concepts	Acquisition Asset register Disposal Life-cycle events (asset) Non-current physical asset (NCPA) Revaluation
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Related data elements	Non-current physical asset—nature-based class Valuation—amount (total) Valuation—inspection date Valuation—effective date Valuation—method
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Other related information	Section 2: Concept diagrams/models: asset life-cycle events
----------------------------------	-------------------------------------------------------------

4 Data elements

4.1 Data element specification template—instructions for use

The data element specification template (common data dictionary version) is detailed on the following page, to assist in reading the data elements presented in the following section.

[Data element name] instructions for use

Proposed use

Identifying and definitional attributes

Definition [A concise statement that expresses the essential nature of the data element and its differentiation from other data elements]

Value domain attributes

Representational attributes

Representation class

Data type

Format

Maximum character length

Permissible values instructions

[For example, refer to CADD v.1 Appendix 5: Large-value domains. The use of different styles below indicates the hierarchies within the codeset. Examples from the full list:]

Permissible values

Value

Meaning

Supplementary values

Value

Meaning

Unit of measure

[The name of the unit of measure for all data values for the value domain]

Data element attributes

Collection and usage attributes

Guide for use

[Provide advice or interpretation on how to use the particular data element. Includes additional information where required, such as:

- the meaning or interpretation of values or codes
- what is collected or included
- what is excluded or not collected
- number of values to be collected
- collection methods, advice or instructions for the actual capture of data].

Source and reference attributes

Definition source

[For example, 'METeOR', 'ABS', 'DHS (unit name)']

Definition source identifier

[Options: '<METeOR/other source identifier>', 'based on <METeOR/other source identifier>' or 'not applicable']

Value domain source

[For example, 'METeOR', 'ABS', 'DHS (unit name)']

Value domain identifier

[Options: '<METeOR/other source identifier>', 'based on <METeOR/other source identifier>' or 'not applicable']

Relational attributes

Related concepts

[Related concepts that affect the assignment of a value in this data element]

Related data elements	[Related data elements that affect the assignment of a value in this data element, or which are affected by the assignment of a value in this data element]
Edit/validation rules	[Related edit/validation rules that affect the assignment of a code in this data element; ID and edit/validation rule provided]
Other related information	[Related information, not including concepts, data elements or edit/validation rules that affect the assignment of a code in this data element]

Notes for data collection manager

- *[Notes to guide the potential application of the data element]*

4.2 Data element specification—statutory financial reporting

Data elements for the CADD are listed in alphabetic order within the four main groups:

1. statutory financial reporting
2. land
3. building
4. asset life-cycle events.

For a summary of the data elements contained in the CADD, see Appendix 4: Data elements included in ongoing data collections, by division.

General building—componentisation flag—N

Proposed use	The (former) Department of Human Services and external organisations
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Identifying and definitional attributes

Definition	Whether a general building is componentised.
-------------------	----------------------------------------------

Value domain attributes

Representational attributes

Representation class	Code	Data type	Boolean
Format	N	Maximum character length	1
Permissible values	Value	Meaning	
	1	yes, general building is componentised	
	2	no, general building is not componentised	

Data element attributes

Collection and usage attributes

Guide for use	<p>If a general building is componentised, then the constituent components must be separately identified on an asset register.</p> <p>A general building may be considered for componentisation when it is regarded as comprising separate parts, whose lives and associated depreciation charges would materially affect financial reporting.</p> <p>Componentisation may apply to hospitals, residential care buildings, government housing, correction centres, prisons and government offices.</p> <p>Considerable judgment is required. The decision to componentise a general building must be made by the appropriate person with responsibility for the asset portfolio, and if clarification is required, should be made in consultation with the Victorian Department of Treasury and Finance.</p>
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Source and reference attributes

Definition source	Victorian Department of Treasury and Finance
Definition source identifier	Based on Financial Reporting Directions (FRD 103D) March 2009, Non-Current Physical Assets
Value domain source	METeOR
Value domain identifier	270732 Yes/no code N

Relational attributes

Related concepts	Asset (complex) Asset (simple) Asset register General building
Related data elements	General building—components
Edits/validation rules	A04 componentisation flag reported as yes and no components reported
Other related information	Section 2: Concept diagrams/models: statutory financial reporting

Notes for data collection manager

- This data is collected to enable compliance with the Victorian Department of Treasury and Finance in the [Financial Reporting Directions](#) under the Victorian Financial Management Act 1994.

General building—components—N

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The components of a componentised general building.

Value domain attributes

Representational attributes

Representation class	Code	Data type	Number
Format	N	Maximum character length	1
Permissible values	Value	Meaning	
	1	fit-out	
	2	site engineering services and central plant	
	3	structure/shell/building fabric	
	4	trunk reticulated building systems	
	5	combined fit-out and trunk reticulated building systems	

Data element attributes

Collection and usage attributes

Guide for use	Each component has an economic life, a remaining economic life, a replacement cost, and a current value from a revaluation which may vary according to building type and use.
Code 1	Fit-out: includes external doors, internal walls, ceilings, fitments, sanitary fixtures and special equipment. The fit-out may be leased, and thus not owned by the reporting entity. In such circumstances, the fit-out will not form a component of the building for depreciation purposes.
Code 2	Site engineering services and central plant: includes roads, footpaths, paved areas, boundary walls, fencing, gates, outbuildings, covered ways, landscaping improvements, external stormwater drainage, external sewer drainage, external water supply, external gas, external fire protection, external electricity, external communications and external special services.
Code 3	Structure/shell/building fabric: includes the substructure, columns, floor, upper stairs, staircases, roof, external walls and windows.
Code 4	Trunk reticulated building systems: includes lifts, escalators, walkways, other (cranes, hoists and so on), centralised energy and other.
Code 5	Combined fit-out and trunk reticulated building systems: used when it is not practical to differentiate between fit-out and trunk reticulated systems. Includes sanitary plumbing, water supply, gas, other fuel, electrical reticulated services, lighting, HVAC (mechanical environmental control) space heating, air-conditioning, ventilation, evaporative cooling and other, fire protection, security and communications (telephone, computer links, monitoring systems, control systems and other).

Source and reference attributes

Definition source	DHS IM Strategy Unit
Definition source identifier	
Value domain source	Victorian Department of Treasury and Finance
Value domain identifier	Based on Financial Reporting Directions (FRD 103D) March 2009, Non-Current Physical Assets

Relational attributes

Related concepts	Asset (complex) Asset register General building Revaluation Site infrastructure
Related data elements	General building—componentisation flag General building—element type Revaluation—amount (total)
Edits/validation rules	A04 componentisation flag reported as yes and no components reported
Other related information	Section 2: Concept diagrams/models: statutory financial reporting

Notes for data collection manager

- This data is collected to enable compliance with the Victorian Department of Treasury and Finance in the [Financial Reporting Directions](#) under the Victorian Financial Management Act 1994.

Non-current physical asset—general purpose group—NN

Proposed use	The (former) Department of Human Services and external organisations
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Identifying and definitional attributes

Definition	The purpose group to which a non-current physical asset is applied
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Value domain attributes

Representational attributes

Representation class	Code	Data type	Number
Format	NN	Maximum character length	2
Permissible values instructions	The use of different styles indicates the hierarchies within the codeset. The first level in the hierarchy is the general purpose group (GPG). The second level in the hierarchy are the government purpose classification (GPCs) categories.		

Permissible values	Value	Meaning
	10	Group 1: public administration
	11	general public services
	12	other economic affairs
	13	other purposes
	20	Group 2: education
	21	education
	30	Group 3: community housing
	31	housing and community amenities
	40	Group 4: health and welfare
	41	health
	42	social security and welfare
	50	Group 5: transportation and communications
	51	transportation and communications
	52	mining
	60	Group 6: public safety and environment
	61	fuel and energy
	62	public order and safety
	63	agriculture, forestry and fishing
	64	recreation and culture

Data element attributes

Collection and usage attributes

Guide for use	The purpose groups are based on the ABS Standard 1291.0 and modified by the Victorian Department of Treasury and Finance for the purpose of revaluation and financial reporting on a whole-of-Victorian-government basis.
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The permissible values that relate specifically to the (former) Department of Human Services portfolio are:

General purpose groups	Government purpose classification	Departments (including entities within a departmental portfolio)
10—public administration	13—other purposes	Department of Human Services (cemeteries)
30—community housing	31—housing and community amenities	Department of Human Services (housing)
40—health and welfare	41—health	Department of Human Services (health, community services and aged care)
	42—social security and welfare	Department of Human Services (community services aged care)
60—public safety and environment	62—public order and safety	Department of Human Services (youth justice custodial assets)

Source and reference attributes

Definition source	Victorian Department of Treasury and Finance
Definition source identifier	Based on Financial Reporting Directions (FRD 103D) March 2009, Non-Current Physical Assets
Value domain source	Victorian Department of Treasury and Finance
Value domain identifier	Based on Financial Reporting Directions (FRD 103D) March 2009, Non-Current Physical Assets

Relational attributes

Related concepts	Non-current physical asset (NCPA) Revaluation
Related data elements	Non-current physical asset—nature-based class
Edits/validation rules	
Other related information	Section 2: Concept diagrams/models: statutory financial reporting 1291.0 A Guide to Major ABS Classifications, 1998: government purpose classification

Notes for data collection manager

- This data is collected to enable compliance with the Victorian Department of Treasury and Finance in the [Financial Reporting Directions](#) under the Victorian Financial Management Act 1994.

Non-current physical asset—nature-based class—N

Proposed use	The (former) Department of Human Services and external organisations
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Identifying and definitional attributes

Definition	The class of non-current physical assets that have a similar nature or function.
-------------------	----------------------------------------------------------------------------------

Value domain attributes

Representational attributes

Representation class	Code	Data type	Number
Format	N	Maximum character length	1
Permissible values	Value	Meaning	
	1	land	
	2	buildings	
	3	infrastructure systems	
	4	plant, equipment and vehicles	
	5	road and road infrastructures, earthworks	
	6	cultural assets	

Data element attributes

Collection and usage attributes

Guide for use	<p>Non-current physical assets are to be categorised by the purpose for which the assets are used, according to one of six purpose groups (general purpose group). All assets within a purpose group are further sub-categorised according to the assets nature (nature-based class).</p> <p>These nature-based classes can be further sub-categorised into sub-classes, for example:</p> <ul style="list-style-type: none">▪ nature-based class land: sub-class Crown; sub-class freehold▪ nature-based class building: sub-class general building; sub-class site infrastructure.
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Source and reference attributes

Definition source	Victorian Department of Treasury and Finance
Definition source identifier	Based on Financial Reporting Directions (FRD 103D) March 2009, Non-Current Physical Assets
Value domain source	Victorian Department of Treasury and Finance
Value domain identifier	Financial Reporting Directions (FRD 103D) March 2009, Non-Current Physical Assets

Relational attributes

Related concepts	Asset (complex) Asset (simple) Building General building Land Non-current physical asset (NCPA) Revaluation Site infrastructure Valuation
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Related data elements Land—land sub-class
Non-current physical asset—general purpose group
Revaluation—method

Edits/validation rules

Other related information Section 2: Concept diagrams/models: statutory financial reporting

Notes for data collection manager

- *This data is collected to enable compliance with the Victorian Department of Treasury and Finance in the [Financial Reporting Directions](#) under the Victorian Financial Management Act 1994.*
- *Plant and equipment is outside the scope of CADDv.1.0.*
- *It is not anticipated that infrastructure systems, road and road infrastructures, earthworks and cultural assets relate to the data collection and reporting requirements of the Department of Human Services, and are therefore out of scope for the CADD.*

Revaluation—amount (total)—N[N(9)]

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The non-current physical asset value described on a revaluation report.

Value domain attributes

Representational attributes

Representation class	Total	Data type	Currency
Format	N[N(9)]	Maximum character length	10
Permissible values instructions	Values up to and including \$9,999,999,999. Cent value is not included.		
Unit of Measure	Australian currency (\$AU)		

Data element attributes

Collection and usage attributes

Guide for use The value in the revaluation report is used for statutory financial reporting purposes.

Values are reported separately for each asset class/sub-class, usually in the form land, general buildings and other site improvements, with additional values for general building components where appropriate.

Source and reference attributes

Definition source DHS IM Strategy Unit

Definition source identifier

Value domain source METeOR

Value domain identifier [270772 Total Australian currency N\[N\(9\)\]](#)

Relational attributes

Related concepts General building
Land
Revaluation

Related data elements General building—components

Edits/validation rules

Other related information Section 2: Concept diagrams/models: statutory financial reporting

Notes for data collection manager

- This data is collected to enable compliance with the Victorian Department of Treasury and Finance in the [Financial Reporting Directions](#) under the Victorian Financial Management Act 1994.

Revaluation—effective date—DDMMYYYY

Proposed use	The (former) Department of Human Services and external organisations
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Identifying and definitional attributes

Definition	The date from which the revaluation is effective for the purposes of statutory financial reporting.
-------------------	-----------------------------------------------------------------------------------------------------

Value domain attributes

Representational attributes

Representation class	Date	Data type	Date/time
Format	DDMMYYYY	Maximum character length	8

Data element attributes

Collection and usage attributes

Guide for use	The revaluation effective date is generally as at 30 June for the current financial year. For example, if the revaluation date is 13 March 2009, the effective revaluation date is 30 June 2009.
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Source and reference attributes

Definition source	DHS IM Strategy Unit
Definition source identifier	
Value domain source	METeOR
Value domain identifier	270566 Date DDMMYYYY

Relational attributes

Related concepts	Revaluation
Related data elements	Revaluation—inspection date
Edits/validation rules	
Other related information	Section 2: Concept diagrams/models: statutory financial reporting

Notes for data collection manager

- This data is collected to enable compliance with the Victorian Department of Treasury and Finance in the [Financial Reporting Directions](#) under the Victorian Financial Management Act 1994.

Revaluation—inspection date—DDMMYYYY

Proposed use	The (former) Department of Human Services and external organisations
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Identifying and definitional attributes

Definition	The date at which the revaluation inspection was conducted, as indicated by the written revaluation report.
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Value domain attributes

Representational attributes

Representation class	Date	Data type	Date/time
Format	DDMMYYYY	Maximum character length	8

Data element attributes

Collection and usage attributes

Guide for use

Source and reference attributes

Definition source	DHS IM Strategy Unit
Definition source identifier	
Value domain source	METeOR
Value domain identifier	270566 Date DDMMYYYY

Relational attributes

Related concepts	Revaluation
Related data elements	Revaluation—effective date
Edits/validation rules	A28 revaluation date in the future
Other related information	Section 2: Concept diagrams/models: statutory financial reporting

Notes for data collection manager

- This data is collected to enable compliance with the Victorian Department of Treasury and Finance in the [Financial Reporting Directions](#) under the Victorian Financial Management Act 1994.

Revaluation—method—N

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The method used to determine the fair value of a non-current physical asset for statutory financial reporting. Where fair value is the amount for which an asset could be exchanged or a liability settled between knowledgeable willing parties in an arm's-length transaction.

Value domain attributes

Representational attributes

Representation class	Code	Data type	Number
Format	N	Maximum character length	1
Permissible values	Value	Meaning	
	1	depreciated cost	
	2	market value	

Data element attributes

Collection and usage attributes

Guide for use The Victorian Department of Treasury and Finance in the Financial Reporting Directions specify the measurement basis for each nature-based class:

Nature-based class	Measurement basis
land	fair value
buildings	fair value
infrastructure	fair value

The fair value is calculated using different methods, depending on the type of existing non-current physical asset:

- depreciated cost, where there is no active and liquid market for the 'as is' asset (that is, it has a defined and limited purpose, for example, institutions such as hospitals)
- market value for other assets where there is an active and liquid market (that is, they may have other potential uses other than the current use).

Code 1 Depreciated cost: the cost of an asset less (where applicable) accumulated depreciation (calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset) and any accumulated impairment losses.

Code 2 Market value: estimated value of an asset, if put up for sale on the current market, representing an amount of money the asset would realise under prevailing market conditions and subject to a free bargaining process.

Source and reference attributes

Definition source Victorian Department of Treasury and Finance

Definition source identifier Based on [Financial Reporting Directions](#) (FRD 103D) March 2009, Non-Current Physical Assets

Value domain source Victorian Department of Treasury and Finance

Value domain identifier Depreciated cost: Victorian Department of Treasury and Finance [Financial Reporting Directions](#) (FRD 103D), Non-Current Physical Assets
Market value: based on Standards Australia, [HB 50-2004 Glossary of Building Terms, Fifth Edition—fully revised](#)

Relational attributes

Related concepts	Asset register Non-current physical asset (NCPA) Revaluation
Related data elements	Non-current physical asset—nature-based class
Edits/validation rules	
Other related information	Section 2: Concept diagrams/models: statutory financial reporting

Notes for data collection manager

- *This data is collected to enable compliance with the Victorian Department of Treasury and Finance in the [Financial Reporting Directions](#) under the Victorian Financial Management Act 1994.*

4.3 Data element specifications—land

Data elements for the CADD are listed in alphabetic order within the four main groups:

1. statutory financial reporting
2. land
3. building
4. asset life-cycle events.

For a summary of the data elements contained in the CADD, see Appendix 4: Data elements included in ongoing data collections, by division.

Land—allotment identifier—X[X(9)]

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The allotment identifier for a Crown description.

Value domain attributes

Representational attributes

Representation class	Identifier	Data type	String
Format	X[X(9)]	Maximum character length	10

Data element attributes

Collection and usage attributes

Guide for use Examples:

- 16
- 16W
- 16W1.

The Crown description derives from the land parcel identified on a Crown survey plan, and can describe either a freehold parcel or Crown land parcel.

The allotment identifier will always be used in conjunction with a parish or township identifier; and sometimes also with a block, portion or section identifier.

Examples of Crown descriptions containing an allotment identifier:

- Allotment 2 Parish of Acheron
- Allotment 5 Section B Township of Ballarat
- Allotment 13 Section 32 Block K Parish of Mildura.

Examples of Crown description	Crown description components					
	Allotment	Block	Portion	Section	Parish	Township
Allotment 2 Parish of Acheron	2	<null>	<null>	<null>	Acheron	<null>
Allotment 5 Section B Township of Ballarat	5	<null>	<null>	B	<null>	Ballarat
Allotment 13 Section 32 Block K Parish of Mildura	13	K	<null>	32	Mildura	<null>

Source and reference attributes

Definition source DHS IM Strategy Unit

Definition source identifier

Value domain source Victorian Department of Sustainability and Environment

Value domain identifier [Vicmap Property \(Standard\), version 2.01](#), 4 August 2003 (Allotment, p. 16)

Relational attributes

Related concepts Land

Related data elements Land—block identifier
Land—land sub-class
Land—parish identifier
Land—portion identifier
Land—section identifier
Land—township identifier

Edits/validation rules A06 allotment without parish or township
Other related information Section 2: Concept diagrams/models: land

Land—area (hectares)—N[NNNN].NNNN

Proposed use	The (former) Department of Human Services and external organisations
---------------------	----------------------------------------------------------------------

Identifying and definitional attributes

Definition	The land area in hectares to four decimal places.
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Value domain attributes

Representational attributes

Representation class	Total	Data type	Number
Format	N[NNNN].NNNN	Maximum character length	10
Unit of measure	hectare (ha)		

Data element attributes

Collection and usage attributes

Guide for use	Examples: <ul style="list-style-type: none">▪ 1.2345 ha▪ 0.0025 ha.
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Source and reference attributes

Definition source	Victorian Department of Treasury and Finance
Definition source identifier	Whole of Government Property Holding Database data field requirements
Value domain source	Victorian Department of Treasury and Finance
Value domain identifier	Whole of Government Property Holding Database data field requirements

Relational attributes

Related concepts	Land
Related data elements	Land—area (m ²)
Edits/validation rules	
Other related information	Section 2: Concept diagrams/models: land

Land—area (m²)—N[N(6)].NN

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The land area in square metres to two decimal places.

Value domain attributes

Representational attributes

Representation class	Total	Data type	Number
Format	N[N(6)].NN	Maximum character length	10
Permissible values instructions	Values up to and including 9,999,999.99 square metres.		
Unit of measure	metres squared (m ²)		

Data element attributes

Collection and usage attributes

Guide for use Examples:
▪ 1200.34 m²
▪ 0.65 m².

Source and reference attributes

Definition source DHS IM Strategy Unit
Definition source identifier
Value domain source DHS IM Strategy Unit
Value domain identifier

Relational attributes

Related concepts Land
Related data elements Land—area (hectares)
Edits/validation rules
Other related information Section 2: Concept diagrams/models: land

Land—block identifier—X[X(11)]

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The block identifier for a Crown description.

Value domain attributes

Representational attributes

Representation class	Identifier	Data type	String
Format	X[X(11)]	Maximum character length	12

Data element attributes

Collection and usage attributes

Guide for use Example:

- Block E.

The Crown description derives from the land parcel identified on a Crown survey plan, and can describe either a freehold parcel or Crown land parcel. The block identifier will always be used in conjunction with a parish or township identifier; and sometimes also with an allotment, portion or section identifier.

Examples of Crown descriptions containing a block identifier:

- Block 21 Parish of Natimuk
- Allotment 13 Section 32 Block K Parish of Mildura.

Examples of Crown description	Crown description components					
	Allotment	Block	Portion	Section	Parish	Township
Block 21 Parish of Natimuk	<null>	21	<null>	<null>	Natimuk	<null>
Allotment 13 Section 32 Block K Parish of Mildura	13	K	<null>	32	Mildura	<null>

Source and reference attributes

Definition source DHS IM Strategy Unit

Definition source identifier

Value domain source Victorian Department of Sustainability and Environment

Value domain identifier [Vicmap Property \(Standard\), version 2.01](#), 4 August 2003 (Block, p. 16)

Relational attributes

Related concepts Land

Related data elements Land—allotment identifier
Land—land sub-class
Land—parish identifier
Land—portion identifier
Land—section identifier
Land—township identifier

Edits/validation rules A07 block without parish or township

Other related information Section 2: Concept diagrams/models: land

Land—book identifier—X[X(9)]

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The book identifier for a title deed description.

Value domain attributes

Representational attributes

Representation class	Identifier	Data type	String
Format	X[X(9)]	Maximum character length	10

Data element attributes

Collection and usage attributes

Guide for use Examples:

- 776
- 43.

The book, together with the memorial number, form the title deed description for land held under the old law conveyance system.

Example of a title deed description:

- Memorial Number 457 Book 776.

Examples of title deed descriptions	Title deed components	
	Memorial	Book
Memorial Number 457 Book 776	457	776

A land parcel subject to the old law conveyance system is identified textually as 'metes and bounds'; that is, distances, cardinal points and angles from an identifiable landmark.

Source and reference attributes

Definition source DHS IM Strategy Unit

Definition source identifier

Value domain source DHS IM Strategy Unit

Value domain identifier

Relational attributes

Related concepts Land

Related data elements Land—land sub-class
Land—memorial number

Edits/validation rules A08 book without memorial number

Other related information Section 2: Concept diagrams/models: land

Land—Crown land committee of management appointment date—DDMMYYYY

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The date the committee of management was appointed to manage the Crown land reserve.

Value domain attributes

Representational attributes

Representation class	Date	Data type	Date/time
Format	DDMMYYYY	Maximum character length	8

Data element attributes

Collection and usage attributes

Guide for use

Source and reference attributes

Definition source DHS IM Strategy Unit

Definition source identifier

Value domain source METeOR

Value domain identifier [270566 Date DDMMYYYY](#)

Relational attributes

Related concepts Acquisition
Land

Related data elements Acquisition—method
Land—Crown land committee of management flag
Land—Crown land committee of management surrender date
Land—Crown land reserve flag
Land—land sub-class
Land—order-in-council approval date

Edits/validation rules

- A02 acquisition method is Code 32, but no committee of management appointment date is reported
- A09 Crown land committee of management appointment date, yet invalid Crown land committee of management flag
- A10 Crown land committee of management appointment date cannot be after Crown land committee of management surrender date
- A11 order-in-council approval date without Crown land committee of management appointment date

Other related information Section 2: Concept diagrams/models: land

Land—Crown land committee of management flag—N

Proposed use	The (former) Department of Human Services and external organisations
---------------------	----------------------------------------------------------------------

Identifying and definitional attributes

Definition	Whether a committee of management is appointed to manage a Crown land reserve.
-------------------	--------------------------------------------------------------------------------

Value domain attributes

Representational attributes

Representation class	Code	Data type	Boolean
Format	N	Maximum character length	1
Permissible values	Value	Meaning	
	1	yes, a committee of management is appointed	
	2	no, a committee of management is not appointed	

Data element attributes

Collection and usage attributes

Guide for use	Appointment of a committee of management is a change to the control of a non-current physical asset. This change should be reflected in an asset register.
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Source and reference attributes

Definition source	DHS IM Strategy Unit
Definition source identifier	
Value domain source	METeOR
Value domain identifier	270732 Yes/no code N

Relational attributes

Related concepts	Acquisition Asset register Land Non-current physical asset (NCPA)
Related data elements	Land—Crown land committee of management appointment date Land—Crown land commitment of management name Land—Crown land committee of management surrender date Land—Crown land reserve purpose Land—Crown land reserve type Land—land sub-class
Edits/validation rules	A09 Crown land committee of management appointment date, yet invalid Crown land committee of management flag A12 Crown land committee of management flag with invalid land sub-class
Other related information	Section 2: Concept diagrams/models: land

Notes for data collection manager

• The concepts of ownership and/or control, possession and/or use are outside of the scope of CADDv.1.0.

Land—Crown land committee of management name—X[X(199)]

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The name of the committee of management.

Value domain attributes

Representational attributes

Representation class	Text	Data type	String
Format	X[X(199)]	Maximum character length	200

Data element attributes

Collection and usage attributes

Guide for use Committees of management can consist of locally elected or appointed citizens, a local government authority, statutory bodies or trustees.

Source and reference attributes

Definition source DHS IM Strategy Unit

Definition source identifier

Value domain source DHS IM Strategy Unit

Value domain identifier

Relational attributes

Related concepts Land

Related data elements Land—Crown land committee of management flag
Land—Crown land reserve flag
Land—land sub-class

Edits/validation rules

Other related information Section 2: Concept diagrams/models: land
ARDD—Data element: Address—local government area (LGA)
CODD—Concept: Entity

Notes for data collection manager

- This data element will be considered for inclusion in future versions of the PRDD.

Land—Crown land committee of management surrender date—DDMMYYYY

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The date the committee of management surrendered their appointment for the management of the Crown land reserve.

Value domain attributes

Representational attributes

Representation class	Date	Data type	Date/time
Format	DDMMYYYY	Maximum character length	8

Data element attributes

Collection and usage attributes

Guide for use The committee of management appointment has no expiry date. However, in certain circumstances, the committee of management may surrender their appointment. This is unusual, but may occur for a variety of reasons, for example, a change in service delivery arrangements between a government department and a funded agency.

Surrender by a committee of management is the means by which responsibility for a Crown land asset is passed back to the Crown. This change should be reflected in an asset register.

Source and reference attributes

Definition source DHS IM Strategy Unit

Definition source identifier

Value domain source METeOR

Value domain identifier [270566 Date DDMMYYYY](#)

Relational attributes

Related concepts Disposal
Land

Related data elements Disposal—method
Land—Crown land committee of management appointment date
Land—Crown land committee of management flag
Land—Crown land reserve flag
Land—land sub-class

Edits/validation rules A03 disposal method is Code 42, but no committee of management surrender date is reported
A10 Crown land committee of management appointment date cannot be after Crown land committee of management surrender date

Other related information Section 2: Concept diagrams/models: land

Notes for data collection manager

• The concepts of ownership and/or control, possession and/or use are outside of the scope of CADDv.1.0.

Land—Crown land reserve flag—N

Proposed use	The (former) Department of Human Services and external organisations
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Identifying and definitional attributes

Definition	Identifies if Crown land is reserved or not reserved.
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Value domain attributes

Representational attributes

Representation class	Code	Data type	Boolean
Format	N	Maximum character length	1
Permissible values	Value	Meaning	
	1	reserved	
	2	not reserved	

Data element attributes

Collection and usage attributes

Guide for use	Whether the land is reserved, or not reserved, affects the type of lease and tenures on Crown land. Code 1 Reserved: a reserve (or reserved Crown land) is set aside for a particular public purpose. Land that is reserved is administered under the Victorian <i>Crown Land (Reserves) Act 1978</i> . A reserve may contain one or more Crown land parcels. Code 2 Not reserved: Crown land that is not reserved is administered under the Victorian <i>Land Act 1958</i> . Crown land that is not reserved may comprise one or more contiguous but separately identified parcels. The Crown description for each related Crown land parcel to be reported.
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Source and reference attributes

Definition source	DHS IM Strategy Unit
Definition source identifier	
Value domain source	Victorian Department of Treasury and Finance
Value domain identifier	Based on the Whole of Government Property Holdings Database data field requirements

Relational attributes

Related concepts	Land
Related data elements	Land—Crown land committee of management appointment date Land—Crown land commitment of management name Land—Crown land committee of management surrender date Land—Crown land reserve number Land—Crown land reserve purpose Land—Crown land reserve type Land—land sub-class
Edits/validation rules	A13 Crown land reserve flag with invalid land sub-class A14 Crown land reserve flag without Crown land reserve type A15 order-in-council approval date with invalid reserve flag
Other related information	Section 2: Concept diagrams/models: land

Land—Crown land reserve number—AAN[N(9)]

Proposed use	The (former) Department of Human Services and external organisations
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Identifying and definitional attributes

Definition	The unique identifier assigned to land reserved by the Crown by the Victorian Department of Sustainability and Environment.
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Value domain attributes

Representational attributes

Representation class	Identifier	Data type	String
Format	AAN[N(9)]	Maximum character length	12
Permissible values instructions	A combination of alphanumeric characters. Always commence with the letters 'RS'.		

Data element attributes

Collection and usage attributes

Guide for use	Example: <ul style="list-style-type: none">▪ RS02005.
----------------------	---------------------------------------------------------------------

Source and reference attributes

Definition source	DHS IM Strategy Unit
Definition source identifier	
Value domain source	DHS IM Strategy Unit
Value domain identifier	

Relational attributes

Related concepts	Land
Related data elements	Land—Crown land reserve flag Land—Crown land reserve purpose Land—land sub-class

Edits/validation rules

Other related information	Section 2: Concept diagrams/models: land
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Land—Crown land reserve purpose—X[X(99)]

Proposed use	The (former) Department of Human Services and external organisations
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Identifying and definitional attributes

Definition	The particular public purpose for which the Crown land reserve is set aside.
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Value domain attributes

Representational attributes

Representation class	Text	Data type	String
Format	X[X(99)]	Maximum character length	100

Data element attributes

Collection and usage attributes

Guide for use	Examples: <ul style="list-style-type: none">▪ hospital▪ cemetery▪ community health centre▪ mental health services. The actual wording of the Crown land reserve purpose can be found in either: <ul style="list-style-type: none">▪ the 'Reserve Notice' published in the <i>Victoria Government Gazette</i>, following Governor-in-Council approval▪ from records maintained by the Victorian Department of Sustainability and Environment.
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Source and reference attributes

Definition source	DHS IM Strategy Unit
Definition source identifier	
Value domain source	METeOR
Value domain identifier	Based on 270662 Text [X(100)]

Relational attributes

Related concepts	Land
Related data elements	Land—Crown land committee of management flag Land—Crown land reserve flag Land—Crown land reserve number Land—land sub-class Land—order-in-council approval date Land—Victoria Government Gazette reference

Edits/validation rules

Other related information	Section 2: Concept diagrams/models: land
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Land—Crown land reserve type—N

Proposed use	The (former) Department of Human Services and external organisations
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Identifying and definitional attributes

Definition	Whether reserved Crown land is permanently or temporarily reserved.
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Value domain attributes

Representational attributes

Representation class	Code	Data type	Number
Format	N	Maximum character length	1
Permissible values	Value	Meaning	
	1	permanent	
	2	temporary	

Data element attributes

Collection and usage attributes

Guide for use	A permanent reserve is established under an Act of Parliament. A temporary reserve is established by an administrative order.
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Source and reference attributes

Definition source	DHS IM Strategy Unit
Definition source identifier	
Value domain source	Victorian Department of Treasury and Finance
Value domain identifier	Whole of Government Property Holding Database data field requirements

Relational attributes

Related concepts	Land
Related data elements	Land—Crown land committee of management flag Land—Crown land reserve flag Land—land sub-class Land—order-in-council approval date
Edits/validation rules	A14 Crown land reserve flag without Crown land reserve type
Other related information	Section 2: Concept diagrams/models: land

Land—Department of Human Services region—N

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The Department of Human Services administrative region in which the land is located.

Value domain attributes

Representational attributes

Representation class	Code	Data type	Number
Format	N	Maximum character length	1
Permissible values	Value	Meaning	
	1	Barwon-South West	
	2	Eastern Metropolitan	
	3	Gippsland	
	4	Grampians	
	5	Hume	
	6	Loddon Mallee	
	7	Northern and Western Metropolitan	
	8	Southern Metropolitan	
Supplementary values	Value	Meaning	
	9	not applicable/unincorporated	

Data element attributes

Collection and usage attributes

Guide for use The code set specified by the Victorian Department of Sustainability and Environment (DSE) in the Vicmap Reference Tables is different to that specified in the CADD.

The table below shows the mapping of codes between those specified by the Victorian Department of Sustainability and Environment and within the CADD.

Victorian Department of Sustainability and Environment code	Descriptor	CADD code
10	Barwon-South West	1
11	Eastern Metropolitan	2
12	Gippsland	3
13	Grampians	4
14	Hume	5
15	Loddon Mallee	6
16	Northern and Western Metropolitan	7
17	Southern Metropolitan	8
99	not applicable/unincorporated	9

Source and reference attributes

Definition source DHS IM Strategy Unit

Definition source identifier

Value domain source	Victorian Department of Sustainability and Environment
Value domain identifier	Based on Vicmap Reference Table : AM_VICGOV_REGION20090427

Relational attributes

Related concepts Land

Related data elements

Edit/validation rules A32 incorrect combination of local government area (LGA) and Department of Human Services region

Other related information Section 2: Concept diagrams/models: land
ARDD—Data element: Address—local government area (LGA)

Notes for data collection manager

- *In the majority of data collections, this data element will be derived.*
- *This data element will be considered for inclusion in future versions of the ARDD.*

Land—Department of Sustainability and Environment region—N

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The Victorian Department of Sustainability and Environment (DSE) administrative region in which the land is located.

Value domain attributes

Representational attributes

Representation class	Code	Data type	Number
Format	N	Maximum character length	1
Permissible values	Value	Meaning	
	1	Gippsland	
	2	Port Phillip	
	3	North East	
	4	South West	
	5	North West	
Supplementary values	Value	Meaning	
	9	not applicable	

Data element attributes

Collection and usage attributes

Guide for use The code set specified by the Victorian Department of Sustainability and Environment (DSE) in the Vicmap Reference Tables is different from that specified in the CADD.

The table below shows the mapping of codes between those specified by the Victorian Department of Sustainability and Environment and within the CADD.

Victorian Department of Sustainability and Environment code	Descriptor	CADD code
2	Gippsland	1
3	Port Phillip	2
4	North East	3
5	South West	4
6	North West	5
9	not applicable	9

Source and reference attributes

Definition source DHS IM Strategy Unit

Definition source identifier

Value domain source Victorian Department of Sustainability and Environment

Value domain identifier Based on [Vicmap Reference Table](#): AM_DSE_REGION20090422

Relational attributes

Related concepts Land

Related data elements

Edits/validation rules

Other related information Section 2: Concept diagrams/models: land

ARDD—Data element: Address—local government area (LGA)

Notes for data collection manager

• *This data element will be considered for inclusion in future versions of the ARDD.*

Land—folio identifier—N[NN][A]

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The folio identifier for a certificate of title description.

Value domain attributes

Representational attributes

Representation class	Identifier	Data type	String
Format	N[NN][A]	Maximum character length	4
Permissible values instructions	Included: <ul style="list-style-type: none">the folio number is between one and three digits, with a possible letter as the last character. Excluded: <ul style="list-style-type: none">some older titles have a folio number of more than three digits; however, now, only the last three digits are required to identify the folio.		

Data element attributes

Collection and usage attributes

Guide for use Examples:

- 112
- 123a.

The folio, together with the volume, form the certificate of title description for an interest in land under the Torrens Title system:

- a Crown lease issued under the Victorian Land Act 1958
- a grant to trustees for permanently reserved Crown land under the Victorian Crown Land (Reserves) Act 1978
- freehold land.

Examples of certificate of title descriptions:

- Volume 1234 Folio 123
- Volume 12345 Folio 123.

Examples of Certificate of Title	Certificate of title components	
	Volume	Folio
Volume 1234 Folio 123	1234	123
Volume 12345 Folio 123	12345	123

A certificate of title can relate to one parcel, many parcels or an interest in a parcel, for example, 1/250th interest in a parcel(s).

Source and reference attributes

Definition source DHS IM Strategy Unit

Definition source identifier

Value domain source DHS IM Strategy Unit

Value domain identifier

Relational attributes

Related concepts Land

Related data elements Land—land sub-class
Land—volume identifier

Edits/validation rules A16 folio with invalid land sub-class
 A17 folio without volume

Other related information Section 2: Concept diagrams/models: land

Land—instrument number—X[X(9)]

Proposed use	The (former) Department of Human Services and external organisations
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Identifying and definitional attributes

Definition	A unique Land Victoria identifier for an instrument registered on freehold land.
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Value domain attributes

Representational attributes

Representation class	Identifier	Data type	String
Format	X[X(9)]	Maximum character length	10
Permissible values instructions	Can be a combination of up to 10 alphanumeric characters.		

Data element attributes

Collection and usage attributes

Guide for use	Example: <ul style="list-style-type: none">▪ T123456Y.
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Source and reference attributes

Definition source	DHS IM Strategy Unit
Definition source identifier	
Value domain source	DHS IM Strategy Unit
Value domain identifier	

Relational attributes

Related concept	Land
Related data elements	Land—instrument type
Edits/data validation	A18 instrument number without instrument type A19 instrument number with invalid land sub-class
Other related information	Section 2: Concept diagrams/models: land

Land—instrument type—N

Proposed use	The (former) Department of Human Services and external organisations
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Identifying and definitional attributes

Definition	The type of Land Victoria registration document which limits the ownership and control of freehold land.
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Value domain attributes

Representational attributes

Representation class	Code	Data type	Number
Format	N	Maximum character length	1
Permissible values	Value	Meaning	
	1	transfer	
	2	mortgage	
	3	caveat	
	4	covenant	
	5	easement	
Supplementary values	Value	Meaning	
	9	not applicable	

Data element attributes

Collection and usage attributes

Guide for use	Code 1	Transfer: registration of a change in ownership by amending the details of the proprietor.
	Code 2	Mortgage: registration of an interest in the land arising from a mortgage agreement, under which the land is offered as security for repayment of a loan.
	Code 3	Caveat: registration of an interest giving prospective buyers notice that a third party might have rights over the land.
	Code 4	Covenant: registration of a restriction over use and or development of the land.
	Code 5	Easement: registration of a right of access or use by someone other than the proprietor.
	Code 9	Not applicable: means that there is no mortgage, caveat, covenant or easement on the land.

Source and reference attributes

Definition source	DHS IM Strategy Unit
Definition source identifier	
Value domain source	DHS IM Strategy Unit
Value domain identifier	

Relational attributes

Related concept	Land
Related data elements	Land—instrument number
Edits/data validation	A18 instrument number without instrument type
Other related information	Section 2: Concept diagrams/models: land

Notes for data collection manager

- *The concepts of ownership and/or control, possession and/or use are outside of the scope of CADDv.1.0.*
- *Financial interest in land arising out of contractual arrangements are out of scope for the CADDv.1.0.*

Land—land sub-class—N

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The land sub-class.

Value domain attributes

Representational attributes

Representation class	Code	Data type	Number
Format	N	Maximum character length	1
Permissible values	Value	Meaning	
	1	Crown land	
	2	freehold land	

Data element attributes

Collection and usage attributes

Guide for use The land sub-class should be recorded on an asset register.

Crown land needs to be identified separately from public (freehold) land. Crown land is not marketable in its current form, and is generally used for restricted purposes. This contrasts with public (freehold) land, which is marketable by virtue of having a transferable title and can be used for wider purposes.

Code 1 Crown land: Crown land is public land managed and held in trust by the government for community benefit. Crown land is usually reserved from sale and set aside for a specific public purpose. When Crown land is released to the public, it is said to be alienated from the Crown; it becomes freehold land by the issuing of a Crown grant in the name of the purchaser.

Code 2 Freehold land: any land alienated from the Crown.

Source and reference attributes

Definition source	Victorian Department of Treasury and Finance
Definition source identifier	Financial Reporting Directions (FRD 103D) March 2009, Non-Current Physical Assets
Value domain source	Victorian Department of Sustainability and Environment
Value domain identifier	Titles Plans and Certificates

Relational attributes

Related concepts	Asset register
	Land

Related data elements	<p>Land—allotment identifier</p> <p>Land—block identifier</p> <p>Land—book identifier</p> <p>Land—Crown land committee of management appointment date</p> <p>Land—Crown land committee of management flag</p> <p>Land—Crown land committee of management name</p> <p>Land—Crown land committee of management surrender date</p> <p>Land—Crown land reserve flag</p> <p>Land—Crown land reserve number</p> <p>Land—Crown land reserve purpose</p> <p>Land—Crown land reserve type</p> <p>Land—folio identifier</p> <p>Land—lot identifier</p> <p>Land—memorial number</p> <p>Land—order-in-council approval</p> <p>Land—owner name</p> <p>Land—parcel number</p> <p>Land—parish identifier</p> <p>Land—portion identifier</p> <p>Land—section identifier</p> <p>Land—township identifier</p> <p>Land—volume identifier</p> <p>Non-current physical asset—nature-based class</p>
Edits/validation rules	<p>A12 Crown land committee of management flag with invalid land sub-class</p> <p>A13 Crown land reserve flag with invalid land sub-class</p> <p>A16 folio with invalid land sub-class</p> <p>A19 instrument number with invalid land sub-class</p> <p>A20 order-in-council approval date with invalid land sub-class</p> <p>A21 parcel number with invalid land sub-class</p>
Other related information	<p>Section 2: Concept diagrams/models: statutory financial reporting</p> <p>Section 2: Concept diagrams/models: land</p> <p>CODD—Concept: Entity</p>

Notes for data collection manager

- Land sub-class in conjunction with ownership type is used to derive public (freehold) land and private (freehold) land.
- The concepts of ownership and/or control, possession and/or use are outside of the scope of CADDv.1.0.

Land—lot identifier—X[X(11)]

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The lot identifier for a lot on plan description.

Value domain attributes

Representational attributes

Representation class	Identifier	Data type	String
Format	X[X(11)]	Maximum character length	12

Data element attributes

Collection and usage attributes

Guide for use Examples:

- 7
- 2
- 58.

The lot on plan description for freehold land parcels derived from the subdivisional plan issued under the Victorian *Subdivision Act 1988*.

The lot number, together with the plan number and plan type, form the lot on plan description.

Examples of lot on plan descriptions:

- Lot 353 PS042598
- Lot 1 LP234567.

Lot on plan description	Lot on plan components		
	Lot	Plan type	Plan number
Lot 353 PS042598	353	PS	042598
Lot 1 LP234567	1	LP	234567

Source and reference attributes

Definition source DHS IM Strategy Unit

Definition source identifier

Value domain source Victorian Department of Sustainability and Environment

Value domain identifier [Vicmap Property \(Standard\), version 2.01](#), 4 August 2003 (Lot Number, p. 16)

Relational attributes

Related concepts Land

Related data elements Land—land sub-class

Land—plan number

Land—plan type

Edits/validation rules A22 lot without plan number

Other related information Section 2: Concept diagrams/models: land

Land—memorial number—X[X(9)]

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The memorial number identifier for a title deed description.

Value domain attributes

Representational attributes

Representation class	Identifier	Data type	String
Format	X[X(9)]	Maximum character length	10

Data element attributes

Collection and usage attributes

Guide for use Example:
▪ 457.
The memorial number, together with the book, form the title deed description for land held under the old law conveyance system.
Example of a title deed description:
▪ Memorial Number 457 Book 776.

Examples of title deed descriptions	Title deed components	
	Memorial	Book
Memorial Number 457 Book 776	457	776

A land parcel subject to the old law conveyance system is identified textually as 'metes and bounds'; that is, distances, cardinal points and angles from an identifiable landmark.

Source and reference attributes

Definition source DHS IM Strategy Unit

Definition source identifier

Value domain source DHS IM Strategy Unit

Value domain identifier

Relational attributes

Related concepts Land

Related data elements Land—book identifier

Land—land sub-class

Edits/validation rules A08 book without memorial number

Other related information Section 2: Concept diagrams/models: land

Land—order-in-council approval date—DDMMYYYY

Proposed use	The (former) Department of Human Services and external organisations
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Identifying and definitional attributes

Definition	Date of an approval made by the governor on the advice of the executive council.
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Value domain attributes

Representational attributes

Representation class	Date	Data type	Date/time
Format	DDMMYYYY	Maximum character length	8

Data element attributes

Collection and usage attributes

Guide for use	<p>Certain approvals of government business may only be obtained by order of the Victorian governor-in-council, as distinct from approvals by Victorian ministers under powers granted by Victorian legislation.</p> <p>This approval is called an order of the governor-in-council.</p> <p>Governor-in-council approval is required to reserve Crown land from sale to be used for a particular purpose.</p> <p>The order-in-council approval date is the date on which a proposal to reserve Crown land becomes effective under the Crown land (Reserves) Act 1978.</p>
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Source and reference attributes

Definition source	DHS IM Strategy Unit
Definition source identifier	
Value domain source	DHS IM Strategy Unit
Value domain identifier	

Relational attributes

Related concepts	Land
Related data elements	Land—Crown land committee of management appointment date Land—Crown land reserve purpose Land—Crown land reserve type Land—land sub-class Land—Victoria Government Gazette reference
Edits/validation rules	A11 order-in-council approval date without Crown land committee of management appointment date A15 order-in-council approval date with invalid reserve flag A20 order-in-council approval date with invalid land sub-class A23 order-in-council approval date cannot be in the future
Other related information	Section 2: Concept diagrams/models: land

Land—owner name—X[X(199)]

Proposed use	The (former) Department of Human Services and external organisations
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Identifying and definitional attributes

Definition	The owner name is the: <ul style="list-style-type: none">▪ registered proprietor for freehold land▪ controller for Crown land.
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Value domain attributes

Representational attributes

Representation class	Text	Data type	String
Format	X[X(199)]	Maximum character length	200

Data element attributes

Collection and usage attributes

Guide for use

Source and reference attributes

Definition source	DHS IM Strategy Unit
Definition source identifier	
Value domain source	DHS IM Strategy Unit
Value domain identifier	

Relational attributes

Related concepts	Land
Related data elements	Land—land sub-class
Edits/data validation	
Other related information	Section 2: Concept diagrams/models: land Codd—Concept: Entity

Notes for data collection manager

- The concepts of ownership and/or control, possession and/or use are outside of the scope of CADDv.1.0.
- This data element will be considered for inclusion in future versions of the PRDD.

Land—parcel number—AN[N(8)]

Proposed use	The (former) Department of Human Services and external organisations
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Identifying and definitional attributes

Definition	A unique identifier for a Crown land parcel allocated by the Victorian Department of Sustainability and Environment.
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Value domain attributes

Representational attributes

Representation class	Identifier	Data type	String
Format	AN[N(8)]	Maximum character length	10
Permissible values instructions	The first character is always 'P', with numbers following.		

Data element attributes

Collection and usage attributes

Guide for use	Example: <ul style="list-style-type: none">▪ P12345.
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Source and reference attributes

Definition source	Victorian Department of Treasury and Finance
Definition source identifier	Whole of Government Property Holding Database data field requirements
Value domain source	Victorian Department of Sustainability and Environment
Value domain identifier	Vicmap Property (Standard), version 2.01 , 4 August 2003 (Allotment, p. 16)

Relational attributes

Related concepts	Land
Related data elements	Land—land sub-class
Edits/validation rules	A21 parcel number with invalid land sub-class
Other related information	Section 2: Concept diagrams/models: land

Land—parish identifier—NNNN

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The parish identifier for a Crown description.

Value domain attributes

Representational attributes

Representation class Code **Data type** Number

Format NNNN **Maximum character length** 4

Permissible values instructions Valid values are from 2001 to 4005 inclusive.
Refer to CADDv.1.0 Appendix 5: Large-value domains.

Examples from the full list:

Permissible values	Value	Meaning
	2001	Acheron
	2002	Addington
	2003	Adjie
	2004	Adzar
	2005	Aire
	2006	Albacutya

	NNNN	and so on

Data element attributes

Collection and usage attributes

Guide for use The Crown description derives from the land parcel identified on a Crown survey plan, and can describe either a freehold parcel or Crown land parcel.
The parish identifier will always be used in conjunction with an allotment, block or portion identifier; and sometimes with a section identifier.

Examples of Crown descriptions containing a parish identifier:

- Allotment 2 Parish of Acheron
- Allotment 13 Section 32 Block K Parish of Mildura.

Examples of Crown description	Crown description components					
	Allotment	Block	Portion	Section	Parish	Township
Allotment 2 Parish of Acheron	2	<null>	<null>	<null>	Acheron	<null>
Allotment 13 Section 32 Block K Parish of Mildura	13	K	<null>	32	Mildura	<null>

A parish is an administrative subdivision of land within a county. A county is a cadastral division of Victoria into areas of approximately 40 square miles, with a parish being the cadastral subdivision of counties into areas of approximately five square miles.

Source and reference attributes

Definition source DHS IM Strategy Unit

Definition source identifier

Value domain source Victorian Department of Sustainability and Environment

Value domain identifier [Vicmap Reference Table](#): PARISH20081204

Relational attributes

Related concepts	Land
Related data elements	Land—allotment identifier Land—block identifier Land—land sub-class Land—portion identifier Land—section identifier Land—township identifier
Edits/validation rules	A06 allotment without parish or township A07 block without parish or township A24 portion without parish or township A26 section without parish or township
Other related information	Section 2: Concept diagrams/models: land

Land—plan number—N[NNNNN]

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The plan number identifier for a lot on plan description.

Value domain attributes

Representational attributes

Representation class	Identifier	Data type	Number
Format	N[NNNNN]	Maximum character length	6
Permissible values instructions	Excluded: <ul style="list-style-type: none"> leading zeros, for example, enter 4000—not 040000 the 'check letter' after the plan number, for example, enter 400001—not 400001U. 		

Data element attributes

Collection and usage attributes

Guide for use

Example:

- 42598.

The plan type and plan number may be reported together to form an identifier, for example:

- PS302468
- PC356219
- TP1029.

The lot together with the plan number and plan type form the lot on plan description. Examples of lot on plan descriptions:

- Lot 353 PS042598
- Lot 1 LP234567.

Lot on plan description	Lot on plan components		
	Lot	Plan type	Plan number
Lot 353 PS042598	353	PS	042598
Lot 1 LP234567	1	LP	234567

Indicative valid number ranges for plan numbers by plan types are:

Plan type	Description	Valid number range	Date range (rough guide only)
CP	Consolidated plan	100000–109999	1969–1979/80
	<ul style="list-style-type: none"> before Subdivision Act 1988 	150000–199999	1979/80–1995
	<ul style="list-style-type: none"> a consolidation of two or more blocks of land into one block plans of this type do not have a lot number 		
LP	Lodged plan—plan of subdivision	1–99999	1860s–1973
	<ul style="list-style-type: none"> before Subdivision Act 1988 	110000–149999	1973–1985/6
	<ul style="list-style-type: none"> a subdivision of one block of land into two or more blocks. 	200000–222655	1985/6–1997

Plan type	Description	Valid number range	Date range (rough guide only)
PS*	<ul style="list-style-type: none"> ▪ Plan of subdivision ▪ after Subdivision Act 1988 ▪ a subdivision of one block of land into two or more blocks ▪ can also include common property and multilevel. 	300001–350000	1990–1996
		400001–450000	1996–2001/2
		500001–(<550000)	2001/2–
		600001–(<650000)	2007–
RP/SP	<ul style="list-style-type: none"> ▪ Strata plan ▪ before Subdivision Act 1988 ▪ can include common property ▪ can be multilevel ▪ boundaries are defined by buildings/walls. 	RP 1–19926	1967–1983
		SP 19927–37825	1983–1990
TP	<ul style="list-style-type: none"> ▪ Title plan ▪ a plan created by the Land Titles Office where no plan previously existed ▪ any title without a unique lot/plan description would get a TP ▪ for example, Crown allotment, closure of government road, general law land brought under the Land Act. 	1–	1989–

* The numerics for PC and PS alternate every 50,000.

Source and reference attributes

Definition source	DHS IM Strategy Unit
Definition source identifier	
Value domain source	Victorian Department of Treasury and Finance
Value domain identifier	Whole of Government Property Holding Database data field requirements

Relational attributes

Related concepts	Land
Related data elements	Land—lot identifier Land—plan type
Edits/validation rules	A22 lot without plan number A25 plan number without plan type
Other related information	Section 2: Concept diagrams/models: land Source: Search by Lot on Plan (indicative valid number ranges for plan numbers by plan types table)

Land—plan type—AA

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The plan type identifier for a lot on plan description.

Value domain attributes

Representational attributes

Representation class	Code	Data type	String
Format	AA	Maximum character length	2
Permissible values	Value	Meaning	
	CP	consolidation plan	
	CS	cluster plan	
	LP	plan of subdivision	
	PC	plan of consolidation subdivision	
	PS	plan of subdivision act	
	RP	strata plan	
	SP	strata plan	
	TP	title Plan	

Data element attributes

Collection and usage attributes

Guide for use The lot on plan description for freehold land parcels derived from the subdivisional plan issued under the Victorian Subdivision Act 1988.

The plan type and plan number may be reported together to form an identifier, for example:

- PS302468
- PC356219
- TP1029.

The lot together with the plan number and plan type form the lot on plan description. Examples of lot on plan descriptions:

- Lot 353 PS042598
- Lot 1 LP234567.

Lot on plan description	Lot on plan components		
	Lot	Plan type	Plan number
Lot 353 PS042598	353	PS	042598
Lot 1 LP234567	1	LP	234567

Mapping to the [Vicmap Reference Table](#): PR_PLAN_NUMBER20090424:

Code Vicmap Reference Table Plan number ID and Plan Type

CP	6	CP: consolidation plan (plan numbers 100000–109999)
	7	CP: consolidation plan (plan numbers 150000–174935)
CS	8	CS: cluster plan (plan numbers 1–1785)
LP	2	LP: plan of subdivision (plan numbers 110000–149999)
	1	LP: plan of subdivision (plan numbers 1–99999)
	3	LP: plan of subdivision (plan numbers 200000–222655)

Code Vicmap Reference Table Plan number ID and Plan Type	
PC	13 PC: plan of consolidation subdivision (plan numbers 350001–400000)
PS	11 PS: plan of subdivision act (plan numbers 300001–350000) 12 PS: plan of subdivision act (plan numbers 400001–450000)
RP	4 RP: strata plan (plan numbers 1–19926)
SP	5 SP: strata plan (plan numbers 19927–37825)
TP	9 TP: title plan (plan numbers 1–999999) 10 TP: title plan (Plan numbers 800000–800034)

Source and reference attributes

Definition source DHS IM Strategy Unit

Definition source identifier

Value domain source Victorian Department of Sustainability and Environment

Value domain identifier Based on the [Vicmap Reference Table](#): PR_PLAN_NUMBER20090424

Relational attributes

Related concepts Land

Related data elements

Edits/validation rules

Other related information Section 2: Concept diagrams/models: land

Land—planning scheme—AA[AAA]

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The planning scheme zones and overlays as identified by the Victorian Department of Sustainability and Environment.

Value domain attributes

Representational attributes

Representation class Code **Data type** String

Format AA[AAA] **Maximum character length** 5

Permissible values instructions Refer to CADDv.1.0 Appendix 5: Large-value domains.
Examples from the full list:

Permissible values	Value	Meaning
	AEO	airport environs
	CLPO	Citylink project
	DCPO	development contributions plan
	DDO	design and development
	DDOPT	design and development part
	DPO	development plan

	AA[AAA]	and so on

Data element attributes

Collection and usage attributes

Guide for use

Source and reference attributes

Definition source DHS IM Strategy Unit

Definition source identifier

Value domain source Victorian Department of Sustainability and Environment

Value domain identifier [Vicmap Reference Table](#): PN_PLANNING_SCHEME20090422

Relational attributes

Related concepts Land

Related data elements

Edits/validation rules

Other related information Section 2: Concept diagrams/models: land

Notes for data collection manager

- The Vicmap value domain (code set) is updated by the Victorian Department of Sustainability and Environment as new planning scheme categories are identified and agreed.
- This data element will be considered for inclusion in future versions of the ARDD.

Land—portion identifier—X[X(11)]

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The portion identifier for a Crown description.

Value domain attributes

Representational attributes

Representation class	Identifier	Data type	String
Format	X[X(11)]	Maximum character length	12

Data element attributes

Collection and usage attributes

Guide for use Examples:

- 1
- 3.

The Crown description derives from the land parcel identified on a Crown survey plan, and can describe either a freehold parcel or Crown land parcel.

The portion identifier will always be used in combination with a parish or township identifier; and sometimes with an allotment, block or section identifier.

Examples of Crown descriptions containing a portion identifier:

- Portion 1 Parish of Acheron
- Portion 3 Block F AT Bendigo
- Allotment 2 Portion 9 Parish of Jika Jika.

Examples of Crown description	Crown description components					
	Allotment	Block	Portion	Section	Parish	Township
Portion 1 Parish of Acheron	<null>	<null>	1	<null>	Acheron	<null>
Portion 3 Block F AT Bendigo	<null>	F	3	<null>	<null>	Bendigo, At
Allotment 2 Portion 9 Parish of Jika Jika	2	<null>	9	<null>	Jika Jika	<null>

Source and reference attributes

Definition source DHS IM Strategy Unit

Definition source identifier

Value domain source Victorian Department of Sustainability and Environment.

Value domain identifier Based on the [Vicmap Property \(Standard\), version 2.01](#), 4 August 2003

Relational attributes

Related concepts Land

Related data elements Land—allotment identifier
Land—block identifier
Land—land sub-class
Land—parish identifier
Land—section identifier
Land—township identifier

Edits/validation rules A24 portion without parish or township

Other related information Section 2: Concept diagrams/models: land

Land—section identifier—X[X(11)]

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The section identifier for a Crown description.

Value domain attributes

Representational attributes

Representation class	Identifier	Data type	String
Format	X[X(11)]	Maximum character length	12

Data element attributes

Collection and usage attributes

Guide for use Examples:

- A
- 1A
- A1.

The Crown description derives from the land parcel identified on a Crown survey plan, and can describe either a freehold parcel or a Crown land parcel.

The section identifier will always be used in conjunction with a parish or township identifier; and sometimes also with an allotment, block or portion identifier.

Examples of Crown descriptions containing a section identifier:

- Allotment 5 Section B Township of Ballarat
- Allotment 13 Section 32 Block K Parish of Mildura.

Examples of Crown description	Crown description components					
	Allotment	Block	Portion	Section	Parish	Township
Allotment 5 Section B Township of Ballarat	5	<null>	<null>	B	<null>	Ballarat
Allotment 13 Section 32 Block K Parish of Mildura	13	K	<null>	32	Mildura	<null>

The Survey Practice Handbook Victoria 1997 describes a section as a cadastral subdivision of parishes into areas of approximately one (1) square mile.

Source and reference attributes

Definition source DHS IM Strategy Unit

Definition source identifier

Value domain source Victorian Department of Sustainability and Environment

Value domain identifier [Vicmap Property \(Standard\), version 2.01](#), 4 August 2003 (Sec, p. 17)

Relational attributes

Related concepts Land

Related data elements Land—allotment identifier

Land—block identifier

Land—land sub-class

Land—parish identifier

Land—portion identifier

Land—township identifier

Edits/validation rules A26 section without parish or township
Other related information Section 2: Concept diagrams/models: land
[Survey Practice Handbook Victoria 1997](#)

Land—standard parcel identifier (SPI)—X[X(17)]

Proposed use	The (former) Department of Human Services and external organisations
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Identifying and definitional attributes

Definition	A unique identifier assigned by the Department of Sustainability and Environment to each land parcel in Victoria, both Crown and freehold.
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Value domain attributes

Representational attributes

Representation class	Identifier	Data type	String
Format	X[X(17)]	Maximum character length	18
Permissible values instructions	The format may include alpha-characters, numbers or symbols (for example, \ or ~).		

Data element attributes

Collection and usage attributes

Guide for use	Standard parcel identifiers are gradually being phased in by the Victorian Department of Sustainability and Environment, with the view of creating a simple and consistent means of identification for land.
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Examples include:

Lot on plan format

- current format: Lot 30 Plan number/type LP100987
- converted to a standard parcel identifier format: 30\LP100987.

Crown descriptor

- current format: Allotment 4 Section A Parish of Acheron
 - converted to a standard parcel identifier format: 4~A\PP2001.
-

Source and reference attributes

Definition source	Victorian Department of Sustainability and Environment
Definition source identifier	Property Identifier Help
Value domain source	Victorian Department of Natural Resources and Environment (Land Victoria)
Value domain identifier	Standard Parcel Identifier Project: Business Rules for Crown Land

Relational attributes

Related concepts	Land
Related data elements	
Edits/validation rules	A27 standard parcel identifier is missing
Other related information	Section 2: Concept diagrams/models: land

Land—township identifier—NNNN[X]

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The township identifier for a Crown description.

Value domain attributes

Representational attributes

Representation class Code **Data type** String
Format NNNN[X] **Maximum character length** 5
Permissible values instructions A four-digit code (5000–5909) or five-character AT code (for example, 1234A in Parish 1234) identifying the township or AT.
Refer to CADDv.1.0 Appendix 5: Large-value domains.

Examples from the full list:

Permissible values	Value	Meaning
	5001	Aberfeldy
	5002	Acheron
	5003	Ailsa
	5004	Albacutya

	NNNN[X]	and so on
	2007A	Alberton, at Parish of Alberton East
	2042A	Raymand Island, at Parish of Bairnsdale
	2209A	Hawthorn, at Parish of Boroondara
	2287A	Scotchmans, at Parish of Buninyong

	NNNN[X]	and so on

Data element attributes

Collection and usage attributes

Guide for use The Crown description derives from the land parcel identified on a Crown survey plan, and can describe either a freehold parcel or a Crown land parcel.

The township identifier will always be used in conjunction with an allotment, block or portion identifier; and sometimes with a parish identifier.

Examples of Crown descriptions containing a township identifier:

- Allotment 5 Section B Township of Ballarat
- Allotment 1 Section 1 Parish of Jika Jika Township of AT Carlton.

Examples of Crown description	Crown description components					
	Allotment	Block	Portion	Section	Parish	Township
Allotment 5 Section B Township of Ballarat	5	<null>	<null>	B	<null>	Ballarat
Allotment 1 Section 1 Parish of Jika Jika Township of AT Carlton	1	<null>	<null>	1	<null>	Carlton, At : Parish Of Jika Jika

Township boundaries are formally defined under the Victorian Land Act 1958 through the *Victoria Government Gazette*. They usually define areas originally identified and surveyed for the establishment and settlement of towns, where smaller parcels of land (allotments) were marked for alienation or reservation

as housing, education, religion, recreation, infrastructure and related sites. The AT descriptions are effectively another tier of parcel description to describe a locality—similar to a section reference. Most of these came into use through the issue of Crown grants prior to the declaration of a parish name. There are many instances and variations of the suffix 'AT' described on titles held in land registry, many of which are no longer relevant due to the subsequent renaming and subdivision of the areas where they are first used.

Source and reference attributes

Definition source	DHS IM Strategy Unit
Definition source identifier	
Value domain source	Victorian Department of Sustainability and Environment
Value domain identifier	Vicmap Reference Table : TOWNSHIP20081204

Relational attributes

Related concepts	Land
Related data elements	Land—allotment identifier Land—block identifier Land—land sub-class Land—parish identifier Land—portion identifier Land—section identifier
Edits/validation rules	A06 allotment without parish or township A07 block without parish or township A24 portion without parish or township A26 section without parish or township
Other related information	Section 2: Concept diagrams/models: land

Land—Victoria Government Gazette reference— GG/YYYY/ANNN/N[NNN]

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The unique identifier for a Victorian government gazette reference.

Value domain attributes

Representational attributes

Representation class	Identifier	Data type	String
Format	GG/YYYY/ANNN/N[NNN]	Maximum character length	17
Permissible values	Value	Meaning	
	GG	Victoria Government Gazette	
	YYYY	year of publication	
	A	either S for special or G for general	
	NNN	number of Victoria Government Gazette (from 1–100) leading zeros included	
	N[NNN]	relevant page number	

Data element attributes

Collection and usage attributes

Guide for use Examples:

- GG/2003/G042/2391 is the *Victoria Government Gazette* General Edition no. 42, page 2391.
- GG/1998/S001/2 is the *Victoria Government Gazette* Special Edition no. 1, page 2.

Source and reference attributes

Definition source DHS IM Strategy Unit

Definition source identifier

Value domain source DHS IM Strategy Unit

Value domain identifier

Relational attributes

Related concepts Land

Related data elements Land—Crown land reserve purpose
Land—order-in-council approval date

Edits/validation rules

Other related information Section 2: Concept diagrams/models: land

Land—volume identifier—NNNN[N]

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The volume identifier for a certificate of title description.

Value domain attributes

Representational attributes

Representation class	Identifier	Data type	Number
Format	NNNN[N]	Maximum character length	5
Permissible values instructions	The volume can be four or five numbers.		

Data element attributes

Collection and usage attributes

Guide for use Examples:

- 9863
- 10101.

The volume, together with the folio, form the certificate of title description for an interest in land under the Torrens Title system:

- a Crown lease issued under the Victorian Land Act 1958
- a Grant to Trustees for permanently reserved Crown land under the Victorian Crown Land (Reserves) Act 1978
- freehold land.

Examples of certificate of title descriptions:

- Volume 1234 Folio 123
- Volume 12345 Folio 123.

Examples of Certificate of Title	Certificate of title components	
	Volume	Folio
Volume 1234 Folio 123	1234	123
Volume 12345 Folio 123	12345	123

A certificate of title can relate to one parcel, many parcels, or an interest in a parcel for example, 1/250th interest in a parcel(s).

Source and reference attributes

Definition source DHS IM Strategy Unit

Definition source identifier

Value domain source DHS IM Strategy Unit

Value domain identifier

Relational attributes

Related concepts Land

Related data elements Land—folio identifier

Land—land sub-class

Edits/validation rules A17 folio without volume

Other related information Section 2: Concept diagrams/models: land

4.4 Data element specifications—building

Data elements for the CADD are listed in alphabetic order within the four main groups:

1. statutory financial reporting
2. land
3. building
4. asset life-cycle events.

For a summary of the data elements contained in the CADD, see Appendix 4: Data elements included in ongoing data collections, by division.

Building—Building Code of Australia group—NN[N]

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The Building Code of Australia group to which a building is applied.

Value domain attributes

Representational attributes

Representation class	Code	Data type	Number
Format	NN[N]	Maximum character length	3
Permissible values instructions	The use of different styles indicates the hierarchies within the codeset.		

Permissible values	Value	Meaning
	10	Class 1
	11	Class 1a
	12	Class 1b
	20	Class 2
	30	Class 3
	40	Class 4
	50	Class 5
	60	Class 6
	70	Class 7
	71	Class 7a
	72	Class 7b
	80	Class 8
	90	Class 9
	91	Class 9a
	92	Class 9b
	93	Class 9c
	100	Class 10
	101	Class 10a
	102	Class 10b

Data element attributes

Collection and usage attributes

Guide for use This grouping is used to identify the legislative regime governing construction standards, including life safety systems. This grouping provides a link between construction, use and maintenance and audit outcomes.

Code 10 Class 1: one or more buildings that, in association, constitute Class 1a and Class 1b, which is not located above or below another dwelling or another class of building other than a private garage.

Code 11 Class 1a: a single dwelling being that is not located above or below another dwelling or another class of building other than a private garage:

- (i) a detached house
- (ii) one of a group of two or more attached dwellings, each being a building, separated by a *fire-resisting wall*, including a row

	house, terrace house, townhouse or villa unit.
Code 12	Class 1b: a boarding house, guest house, hostel or the like, which is not located above or below another dwelling or another class of building other than a private garage with a total area of all floors not exceeding 300 m ² measured over the enclosing walls of the Class 1b; and in which not more than 12 persons would ordinarily be resident.
Code 20	Class 2: a building containing two or more sole-occupancy units, each being a separate dwelling.
Code 30	Class 3: residential building, other than a building of Class 1 or 2, which is a common place of long-term or transient living for several unrelated persons, including: <ul style="list-style-type: none"> (a) a boarding house, guest house, hostel, lodging house or backpackers accommodation (b) a residential part of a hotel or motel (c) a residential part of a school (d) accommodation for the aged, children or people with disabilities (e) a residential part of a healthcare building that accommodates members of staff (f) a residential part of a detention centre.
Code 40	Class 4: a dwelling in a building that is Class 5, 6, 7, 8 or 9, if it is the only dwelling in the building.
Code 50	Class 5: in office building used for professional or commercial purposes, excluding buildings of Class 6, 7, 8 or 9.
Code 60	Class 6: a shop or other building for the sale of goods by retail or the supply of services direct to the public, including: <ul style="list-style-type: none"> (a) an eating room, cafe, restaurant, milk or soft-drink bar (b) a dining room, bar area that is not an assembly building, shop or kiosk part of a hotel or motel (c) a hairdresser's or barber's shop, public laundry or undertaker's establishment (d) market or sale room, showroom or service station.
Code 70	Class 7: a building which is class 7a or 7b.
Code 71	Class 7a: a carpark.
Code 72	Class 7b: for storage or display of goods or produce for sale by wholesale.
Code 80	Class 8: a laboratory or a building in which a handicraft or process for the production, assembling, altering, repairing, packing, finishing or cleaning of goods or produce is carried on for trade, sale or gain.
Code 90	Class 9: A building of a public nature which is class 9a, 9b or 9c.
Code 91	Class 9a: a health-care building, including those parts of the building set aside as a laboratory.
Code 92	Class 9b: an assembly building, including a trade workshop, laboratory or the like in a primary or secondary school, but excluding any other parts of the building that are of another class.
Code 93	Class 9c: an aged-care building.
Code 100	Class 10: a non-habitable building or structure which is Class 10a or 10b.

Code 101	Class 10a: a non-habitable building being a private garage carport, shed or the like.
Code 102	Class 10b: a structure being a fence, mast, antenna, retaining or free-standing wall, swimming pool or the like.

Source and reference attributes

Definition source	DHS IM Strategy Unit
Definition source identifier	
Value domain source	Standards Australia
Value domain identifier	Building Code of Australia, Volume 2, 2009 edition (amended) : Part A3 Classifications of Buildings and Structures : Section A General Provisions, A3.2 Classifications

Relational attributes

Related concepts	General building Site infrastructure
Related data elements	
Edits/data validation	
Other related information	Section 2: Concept diagrams/models: buildings

Notes for data collection manager

- Codes 10 to 101 (Classes 1 to 10a) relate to the concept 'General building'.
- Code 102 (Class 10b) relate to the concept 'Site infrastructure'.

Building—level identifier—A[NNN]

Proposed use	The (former) Department of Human Services and external organisations
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Identifying and definitional attributes

Definition	Descriptor used to consistently identify a level in a multi-level building, with reference to ground level.
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Value domain attributes

Representational attributes

Representation class	Code	Data type	Number
Format	A[NNN]	Maximum character length	4
Permissible values	Value	Meaning	
	A1	above ground 1	
	A2	above ground 2	
	A3	above ground 3	
	A4	above ground 4	
	A5	above ground 5	
	A6	above ground 6	
	A7	above ground 7	
	A8	above ground 8	
	A9	above ground 9	
	A10	above ground 10	
	A[NNN]	...and so on	
	G	ground level	
	S	surface level	
	B1	below ground 1	
	B2	below ground 2	
	B3	below ground 3	
	B4	below ground 4	
	B5	below ground 5	
	B[NN]	...and so on	

Data element attributes

Collection and usage attributes

Guide for use	A level is defined as the space between floors, and not the floors themselves. A mezzanine, is part of the space between floors, and is not identified as a separate level. Code G Ground level: ground level not affected by a stratum restriction. Code S Surface level: ground (surface) level affected by a stratum above or below it.
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Source and reference attributes

Definition source	DHS IM Strategy Unit
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Definition source identifier	
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Value domain source	Victorian Department of Sustainability and Environment
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Value domain identifier	Based on Vicmap Reference Table : PR_Z_LEVEL20090522
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Relational attributes

Related concepts	General building
Related data elements	Building—level location Building—multilevel building flag Building—number of basement levels Building—number of storeys
Edit/validation rules	
Other related information	Section 2: Concept diagrams/models: buildings ARDD—Data element: Address—level type code

Notes for data collection manager

- *This data element will be considered for inclusion in future versions of the ARDD.*

Building—level location—A

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The vertical location of a floor with reference to ground level.

Value domain attributes

Representational attributes

Representation class	Code	Data type	String
Format	A	Maximum character length	1
	A		above ground
	B		below ground
	G		ground level

Data element attributes

Collection and usage attributes

Guide for use A level is defined as being the space between floors, and not the floors themselves.

Source and reference attributes

Definition source DHS IM Strategy Unit

Definition source identifier

Value domain source Victorian Department of Sustainability and Environment

Value domain identifier Based on [Vicmap Reference Table](#): PR_Z_LEVEL20090522

Relational attributes

Related concepts General building

Related data elements Building—level identifier
Building—number of basement levels
Building—number of storeys

Edit/validation rules

Other related information Section 2: Concept diagrams/models: buildings

Notes for data collection manager

- This data element will be considered for inclusion in future versions of the ARDD.

Building—multilevel building flag—N

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition Whether the building is a multilevel building.

Value domain attributes

Representational attributes

Representation class	Code	Data type	Boolean
Format	N	Maximum character length	1
	1	yes, is a multilevel building	
	2	no, is not a multilevel building	

Data element attributes

Collection and usage attributes

Guide for use A level is defined as being the space between floors, and not the floors themselves. A mezzanine, is part of the space between floors, and is not identified as a separate level.

If a building is not a multilevel building, it is single storey. A single storey building has one level only, usually on the ground.

Source and reference attributes

Definition source DHS IM Strategy Unit

Definition source identifier

Value domain source METeOR

Value domain identifier [270732 Yes/no code N](#)

Relational attributes

Related concepts General building

Related data elements Building—level identifier
Building—total number of levels

Edit/validation rules

Other related information Section 2: Concept diagrams/models: buildings

Notes for data collection manager

• This data element will be considered for inclusion in future versions of the ARDD.

Building—number of basement levels—N[N]

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The total number of levels below ground in a multilevel building.

Value domain attributes

Representational attributes

Representation class	Total	Data type	Number
Format	N[N]	Maximum character length	2
Unit of measure	basement level		

Data element attributes

Collection and usage attributes

Guide for use Excludes ground level.
A level is defined as being the space between floors, and not the floors themselves.

Source and reference attributes

Definition source DHS IM Strategy Unit

Definition source identifier

Value domain source DHS IM Strategy Unit

Value domain identifier

Relational attributes

Related concepts General building

Related data elements Building—level identifier
Building—level location
Building—number of storeys
Building—total number of levels

Edit/validation rules

Other related information Section 2: Concept diagrams/models: buildings

Notes for data collection manager

- This data element will be considered for inclusion in future versions of the ARDD.

Building—number of storeys—N[NN]

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The number of levels on ground and above ground in a multilevel building.

Value domain attributes

Representational attributes

Representation class	Total	Data type	Number
Format	N[NN]	Maximum character length	3
Unit of measure	storey		

Data element attributes

Collection and usage attributes

Guide for use Includes ground level. A level is defined as being the space between floors, and not the floors themselves. A mezzanine, is part of the space between floors, and is not identified as a separate level.

Source and reference attributes

Definition source DHS IM Strategy Unit
Definition source identifier
Value domain source DHS IM Strategy Unit
Value domain identifier

Relational attributes

Related concepts General building
Related data elements Building—level identifier
Building—level location
Building—number of basement levels
Building—total number of levels

Edit/validation rules

Other related information Section 2: Concept diagrams/models: buildings

Notes for data collection manager

• This data element will be considered for inclusion in future versions of the ARDD.

Building—total number of levels—N[NN]

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The total number of all levels in a multilevel building.

Value domain attributes

Representational attributes

Representation class	Total	Data type	Number
Format	N[NN]	Maximum character length	3
Unit of measure	level		

Data element attributes

Collection and usage attributes

Guide for use A level is defined as being the space between floors, and not the floors themselves. A mezzanine, is part of the space between floors, and is not identified as a separate level.

The total number of levels includes those above ground, at ground and below ground.

Source and reference attributes

Definition source DHS IM Strategy Unit

Definition source identifier

Value domain source DHS IM Strategy Unit

Value domain identifier

Relational attributes

Related concepts General building

Related data elements Building—multilevel building flag
Building—number of basement levels
Building—number of storeys

Edits/validation rules

Other related information Section 2: Concept diagrams/models: buildings

Notes for data collection manager

- In the majority of data collections, this data element will be derived.
- This data element will be considered for inclusion in future versions of the ARDD.

General building—age (actual)—N[NN]

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The age of a general building in whole years at a specific point in time.

Value domain attributes

Representational attributes

Representation class	Total	Data type	Number
Format	N[NN]	Maximum character length	3
Supplementary values	Value	Meaning	
	999	not stated/inadequately described	
Unit of measure	year (Y)		

Data element attributes

Collection and usage attributes

Guide for use Age in single years (if aged under one year, record as zero (0)).
Building age is calculated using the date on which construction was completed, regardless of when it was purchased or occupied.
If age (or date of construction) is unknown or not stated, and cannot be estimated, use code 999.

Source and reference attributes

Definition source METeOR
Definition source identifier Based on [304924 Dwelling—age, total years N\[NN\]](#)
Value domain source METeOR
Value domain identifier [304924 Dwelling—age, total years N\[NN\]](#)

Relational attributes

Related concepts General building
Related data elements General building—construction completion year
Edits/validation rules
Other related information Section 2: Concept diagrams/models: buildings

Notes for data collection manager

• In the majority of data collections, this data element will be derived.

General building—area size—N[NNN].NN

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition Measure of the plane surface within defined boundaries.

Value domain attributes

Representational attributes

Representation class	Total	Data type	Number
Format	N[NNN].NN	Maximum character length	7
Unit of measure	square metre (m ²)		

Data element attributes

Collection and usage attributes

Guide for use

Source and reference attributes

Definition source Standards Australia

Definition source identifier Based on [HB 50-2004 Glossary of Building Terms, Fifth Edition—fully revised](#): area

Value domain source DHS IM Strategy Unit

Value domain identifier

Relational attributes

Related concepts General building

Related data elements General building—area type

Edits/validation rules

Other related information Section 2: Concept diagrams/models: buildings

General building—area type—N

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The type of area measured within a general building.

Value domain attributes

Representational attributes

Representation class	Code	Data type	Number
Format	N	Maximum character length	1
Permissible values	Value	Meaning	
	1	building area (gross)	
	2	building area (footprint)	
	3	floor area (gross)	

Data element attributes

Collection and usage attributes

Guide for use

Source and reference attributes

Definition source DHS IM Strategy Unit

Definition source identifier

Value domain source DHS IM Strategy Unit

Value domain identifier

Relational attributes

Related concepts General building

Related data elements General building—area size

Edits/validation rules

Other related information Section 2: Concept diagrams/models: buildings

Notes for data collection manager

• This data element is flagged for further developed in subsequent versions of the CADD.

General building—condition rating—N

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition A rating system that describes the degree to which buildings may vary from their required standard.

Value domain attributes

Representational attributes

Representation class	Code	Data type	Number
Format	N	Maximum character length	1
Permissible values	Value	Meaning	
	1	+2, excellent condition	
	2	+1, good condition	
	3	0, fair condition	
	4	-1, poor condition	
	5	-2, very poor condition	

Data element attributes

Collection and usage attributes

Guide for use Measure of the current condition of an asset to provide guidance on its current performance to assist in capital planning by identifying areas in greatest need of capital funding in future works projects.

Code 1	+2, excellent condition: the building is in an excellent condition and is well maintained. No expenditure is required at this stage.
Code 2	+1, good condition: the building is in good condition. Minor expenditure is required to maintain it at this stage.
Code 3	0, fair condition: the building is in fair condition. Some expenditure required to fix wear and maintain building in an acceptable condition.
Code 4	-1, poor condition: the building is in poor condition. Moderate expenditure is required to undertake building improvements to bring the building up to an acceptable level.
Code 5	-2, very poor condition: the building is in very poor condition. Major refurbishment/total replacement is required to bring it up to an acceptable condition.

Source and reference attributes

Definition source	DHS IM Strategy Unit
Definition source identifier	
Value domain source	Victorian Department of Planning and Development
Value domain identifier	Based on Assessing the Condition of Constructed Assets: An Asset Management Guideline for the Victorian Public Sector (1996)

Relational attributes

Related concepts	General building
Related data elements	
Edits/validation rules	
Other related information	Section 2: Concept diagrams/models: buildings

Notes for data collection manager

- The concept of condition is outside of the scope of CADDv.1.0.

General building—construction completion year—YYYY

Proposed use	The (former) Department of Human Services and external organisations
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Identifying and definitional attributes

Definition	The year in which the construction of a building is completed and the building is considered available for occupancy.
-------------------	-----------------------------------------------------------------------------------------------------------------------

Value domain attributes

Representational attributes

Representation class	Date	Data type	Date/time
Format	YYYY	Maximum character length	4
Unit of measure	year (Y)		

Data element attributes

Collection and usage attributes

Guide for use	The date the certificate of occupancy was issued can be used to determine the building construction completion year.
----------------------	----------------------------------------------------------------------------------------------------------------------

Source and reference attributes

Definition source	METeOR
Definition source identifier	Based on 269693 Dwelling—construction completion date
Value domain source	METeOR
Value domain identifier	270604 Date YYYY

Relational attributes

Related concepts	General building
Related data elements	General building—age (actual)
Edits/validation rules	A05 general building construction completion year in the future
Other related information	Section 2: Concept diagrams/models: buildings

Notes for data collection manager

- *This data may be collected and used for multiple purposes:*
 - *for service planning based on when the building was first able to be occupied*
 - *valuation reports to assist in determining the remaining useful economic life.*

General building—construction materials—NNNN

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The material from which the building element is predominately constructed.

Value domain attributes

Representational attributes

Representation class	Code	Data type	Number
Format	NNNN	Maximum character length	4
Permissible values instructions	Refer to CADDv.1.0 Appendix 5: Large-value domains. The use of different styles indicates the hierarchies within the codeset. Examples from the full list:		

Permissible values	Value	Meaning
	1000	SUBSTRUCTURE MATERIALS
	1110	concrete slab
	1120	timber stumps
	1130	concrete stumps
	2000	SUPERSTRUCTURE MATERIALS
	2100	columns/floors/staircases
	2110	reinforced concrete
	2120	steel framing

	NNNN	and so on
Supplementary values	Value	Meaning
	9999	not stated/inadequately described

Data element attributes

Collection and usage attributes

Guide for use Information about construction materials assists with:

- identification of different useful lives
- replacement cost analysis
- insurance and related use, for example, risk and fire load.

Source and reference attributes

Definition source	DHS IM Strategy Unit
Definition source identifier	
Value domain source	DHS IM Strategy Unit
Value domain identifier	

Relational attributes

Related concepts	General building
Related data elements	General building—element type
Edits/validation rules	
Other related information	Section 2: Concept diagrams/models: buildings

General building—element type—NNNN

Proposed use	The (former) Department of Human Services and external organisations
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Identifying and definitional attributes

Definition	A portion of a general building that, by itself or in combination with other such parts, fulfils a characteristic function.
-------------------	-----------------------------------------------------------------------------------------------------------------------------

Value domain attributes

Representational attributes

Representation class	Code	Data type	Number
Format	NNNN	Maximum character length	4
Permissible values instructions	Refer to CADDv.1.0 Appendix 5: Large-value domains. The use of different styles indicates the hierarchies within the codeset.		

Examples from the full list:

Permissible values	Value	Meaning
	1000	BUILDING FABRIC
	1010	substructure
	1011	foundations, stumps and earthworks
	1020	superstructure
	1021	columns (framed buildings), floors and staircase
	1022	roof

	NNNN	and so on

Data element attributes

Collection and usage attributes

Guide for use	Includes: <ul style="list-style-type: none">▪ building fabric (substructure, superstructure, external fabric and internal fabric)▪ building services (internal).
----------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Source and reference attributes

Definition source	Standards Australia
Definition source identifier	Based on HB 50-2004 Glossary of Building Terms, Fifth Edition—fully revised : building element
Value domain source	DHS IM Strategy Unit
Value domain identifier	

Relational attributes

Related concepts	General building
Related data elements	General building—components General building—construction materials Site infrastructure—element type

Edits/validation rules

Other related information	Section 2: Concept diagrams/models: buildings
----------------------------------	-----------------------------------------------

Site infrastructure—element type—NNN

Proposed use	The (former) Department of Human Services and external organisations
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Identifying and definitional attributes

Definition	The type or category of infrastructure works.
-------------------	-----------------------------------------------

Value domain attributes

Representational attributes

Representation class	Code	Data type	Number
Format	NNN	Maximum character length	3
Permissible values instructions	Refer to CADDv.1.0 Appendix 5: Large-value domains. The use of different styles indicates the hierarchies within the codeset. Examples from the full list:		

Permissible values	Value	Meaning
	100	SITE SERVICES (EXTERNAL)
	110	communications
	111	communication systems
	120	electricity
	121	battery back-up systems
	122	CCTV, alarm systems
	123	mains distribution system
	124	power: sub-mains infrastructure

	NNN	and so on

Data element attributes

Collection and usage attributes

Guide for use	Includes: <ul style="list-style-type: none">▪ site services▪ site works.
----------------------	-------------------------------------------------------------------------------------------------

Source and reference attributes

Definition source	DHS IM Strategy Unit
Definition source identifier	
Value domain source	DHS IM Strategy Unit
Value domain identifier	

Relational attributes

Related concepts	Site infrastructure
Related data elements	General building—element type
Edits/validation rules	
Other related information	Section 2: Concept diagrams/models: buildings

4.5 Data element specification—asset life-cycle events

Data elements for the CADD are listed in alphabetic order within the four main groups:

1. statutory financial reporting
2. land
3. building
4. asset life-cycle events.

For a summary of the data elements contained in the CADD, see Appendix 4: Data elements included in ongoing data collections, by division.

Acquisition—amount—N[N(9)]

Proposed use	The (former) Department of Human Services and external organisations
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Identifying and definitional attributes

Definition	The total cost of acquiring a non-current physical asset.
-------------------	-----------------------------------------------------------

Value domain attributes

Representational attributes

Representation class	Total	Data type	Currency
Format	N[N(9)]	Maximum character length	10
Permissible values instructions	Values up to and including \$9,999,999,999. Cent value is not included.		
Unit of Measure	Australian currency (\$AU)		

Data element attributes

Collection and usage attributes

Guide for use	This comprises the final contract sum plus all costs associated with acquisition including consultant and authority fees/charges. An acquisition amount is not applicable for a machinery of government (MoG) transfer.
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Source and reference attributes

Definition source	DHS IM Strategy Unit
Definition source identifier	
Value domain source	METeOR
Value domain identifier	270772 Total Australian currency N[N(9)]

Relational attributes

Related concepts	Acquisition
Related data elements	
Edits/validation rules	
Other related information	Section 2: Concept diagrams/models: asset life-cycle events

Acquisition—date—DDMMYYYY

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The date on which the acquisition occurs.

Value domain attributes

Representational attributes

Representation class	Date	Data type	Date/time
Format	DDMMYYYY	Maximum character length	8

Data element attributes

Collection and usage attributes

Guide for use

Source and reference attributes

Definition source DHS IM Strategy Unit
Definition source identifier
Value domain source METeOR
Value domain identifier [270566 Date DDMMYYYY](#)

Relational attributes

Related concepts Acquisition
Related data elements
Edits/validation rules A01 acquisition date after disposal date
Other related information Section 2: Concept diagrams/models: asset life-cycle events

Acquisition—method—NN

Proposed use	The (former) Department of Human Services and external organisations
---------------------	----------------------------------------------------------------------

Identifying and definitional attributes

Definition	The method of acquiring ownership or control of a non-current physical asset.
-------------------	-------------------------------------------------------------------------------

Value domain attributes

Representational attributes

Representation class	Code	Data type	Number
Format	NN	Maximum character length	2
Permissible values instructions	The use of different styles indicates the hierarchies within the codeset.		

Permissible values	Value	Meaning
	10	purchase
	11	private treaty
	12	public auction
	13	public tender
	20	construction
	30	machinery of government (MoG) acquisition
	31	machinery of government (MoG) transfer to entity
	32	committee of management appointment
	40	resource received free of charge (RRFC)

Data element attributes

Collection and usage attributes

Guide for use	An acquisition prompts amendment to an organisation's asset register.
----------------------	-----------------------------------------------------------------------

Source and reference attributes

Definition source	DHS IM Strategy Unit
Definition source identifier	
Value domain source	DHS IM Strategy Unit
Value domain identifier	

Relational attributes

Related concepts	Acquisition
Related data elements	Land—Crown land committee of management appointment date
Edits/validation rules	A02 acquisition method is Code 32, but no committee of management appointment date is reported
Other related information	Section 2: Concept diagrams/models: asset life-cycle events Codd—Concept: Entity Codd—Concept: Organisation

Notes for data collection manager

• The concepts of ownership and/or control, possession and/or use are outside of the scope of CADDv.1.0.

Disposal—amount—N[N(9)]

Proposed use	The (former) Department of Human Services and external organisations
---------------------	----------------------------------------------------------------------

Identifying and definitional attributes

Definition	The net proceeds of disposal of a non-current physical asset.
-------------------	---------------------------------------------------------------

Value domain attributes

Representational attributes

Representation class	Total	Data type	Currency
Format	N[N(9)]	Maximum character length	10
Permissible values instructions	Values up to and including \$9,999,999,999. Cent value is not included.		
Unit of Measure	Australian currency (\$AU)		

Data element attributes

Collection and usage attributes

Guide for use	This comprises the final contract sum less all costs associated with disposal including consultant fees. A disposal amount is not applicable for a machinery of government (MoG) transfer.
----------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Source and reference attributes

Definition source	DHS IM Strategy Unit
Definition source identifier	
Value domain source	METeOR
Value domain identifier	270772 Total Australian currency N[N(9)]

Relational attributes

Related concepts	Disposal
Related data elements	
Edits/validation rules	
Other related information	Section 2: Concept diagrams/models: asset life-cycle events

Disposal—date—DDMMYYYY

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The date on which the disposal occurs.

Value domain attributes

Representational attributes

Representation class	Date	Data type	Date/time
Format	DDMMYYYY	Maximum character length	8

Data element attributes

Collection and usage attributes

Guide for use

Source and reference attributes

Definition source DHS IM Strategy Unit

Definition source identifier

Value domain source METeOR

Value domain identifier [270566 Date DDMMYYYY](#)

Relational attributes

Related concepts Disposal

Related data elements

Edits/validation rules A01 acquisition date after disposal date

Other related information Section 2: Concept diagrams/models: asset life-cycle events

Disposal—method—NN

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The method of disposing of a non-current physical asset.

Value domain attributes

Representational attributes

Representation class	Code	Data type	Number
Format	NN	Maximum character length	2
Permissible values instructions	The use of different styles indicates the hierarchies within the codeset.		

Permissible values	Value	Meaning
	10	sale
	11	private treaty
	12	public auction
	13	public tender
	20	demolition
	30	destruction
	40	machinery of government (MoG) disposal
	41	machinery of government (MoG) transfer from entity
	42	committee of management surrender
	50	resource provided free of charge (RPFC)

Data element attributes

Collection and usage attributes

Guide for use A disposal prompts amendment to an organisation's asset register.

Source and reference attributes

Definition source	DHS IM Strategy Unit
Definition source identifier	
Value domain source	DHS IM Strategy Unit
Value domain identifier	

Relational attributes

Related concepts	Disposal
Related data elements	Land—Crown land committee of management surrender date
Edits/validation rules	A03 disposal method is Code 42, but no committee of management surrender date is reported
Other related information	Section 2: Concept diagrams/models: asset life-cycle events Codd—Concept: Entity Codd—Concept: Organisation

Notes for data collection manager

- The concepts of ownership and/or control, possession and/or use are outside of the scope of CADDv.1.0.

Tenure—end date (actual)—DDMMYYYY

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The actual date on which the tenure arrangements ceased.

Value domain attributes

Representational attributes

Representation class	Date	Data type	Date/time
Format	DDMMYYYY	Maximum character length	8

Data element attributes

Collection and usage attributes

Guide for use In most instances the actual end date of the tenure will be the same as the anticipated end date of the tenure.

However, the tenure might end early for a variety of reasons including:

- determination (in accordance with a tenure condition) due to either 'unremedied' default by the tenant, or due to an event such as damage rendering the premises unsuitable for occupation or use
- surrender by the tenant prior to expiry of the term due.

Source and reference attributes

Definition source DHS IM Strategy Unit

Definition source identifier

Value domain source METeOR

Value domain identifier [270566 Date DDMMYYYY](#)

Relational attributes

Related concepts Tenure

Related data elements Tenure—end date (anticipated)
Tenure—start date
Tenure—term actual (months)
Tenure—term actual (years)

Edits/validation rules A29 tenure actual end date before tenure start date

Other related information Section 2: Concept diagrams/models: asset life-cycle events

Tenure—end date (anticipated)—DDMMYYYY

Proposed use	The (former) Department of Human Services and external organisations
---------------------	----------------------------------------------------------------------

Identifying and definitional attributes

Definition	The agreed date on which the tenure arrangements are due to cease.
-------------------	--------------------------------------------------------------------

Value domain attributes

Representational attributes

Representation class	Date	Data type	Date/time
Format	DDMMYYYY	Maximum character length	8

Data element attributes

Collection and usage attributes

Guide for use	Derived from the tenure start date plus the tenure term less one day. Examples: <ul style="list-style-type: none">▪ if the tenure start date is 01.07.2009 for a tenure term of three months, the tenure end date is 31.09.2009▪ if the tenure start date is 01.07.2009 for a tenure term of 10 years, the tenure end date is 30.06.2019.
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Source and reference attributes

Definition source	DHS IM Strategy Unit
Definition source identifier	
Value domain source	METeOR
Value domain identifier	270566 Date DDMMYYYY

Relational attributes

Related concepts	Tenure
Related data elements	Tenure—end date (actual) Tenure—start date Tenure—term anticipated (months) Tenure—term anticipated (years)
Edits/validation rules	A30 tenure anticipated end date before tenure start date
Other related information	Section 2: Concept diagrams/models: asset life-cycle events

Tenure—purpose—X[X(49)]

Proposed use	The (former) Department of Human Services and external organisations
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Identifying and definitional attributes

Definition	The purpose to which the non-current physical asset is dedicated under the tenure arrangements.
-------------------	-------------------------------------------------------------------------------------------------

Value domain attributes

Representational attributes

Representation class	Text	Data type	String
Format	X[X(49)]	Maximum character length	50

Data element attributes

Collection and usage attributes

Guide for use	Examples: <ul style="list-style-type: none">▪ diagnostic services▪ community health centre.
----------------------	--------------------------------------------------------------------------------------------------------------------

Source and reference attributes

Definition source	DHS IM Strategy Unit
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Definition source identifier

Value domain source	METeOR
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Value domain identifier	270803 Text [X(40)]
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Relational attributes

Related concepts	Tenure
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Related data elements

Edits/validation rules

Other related information	Section 2: Concept diagrams/models: asset life-cycle events
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Tenure—start date—DDMMYYYY

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The agreed date on which the tenure arrangements are to commence.

Value domain attributes

Representational attributes

Representation class	Date	Data type	Date/time
Format	DDMMYYYY	Maximum character length	8

Data element attributes

Collection and usage attributes

Guide for use Occupation may occur from this date onwards.

Source and reference attributes

Definition source	DHS IM Strategy Unit
Definition source identifier	
Value domain source	METeOR
Value domain identifier	270566 Date DDMMYYYY

Relational attributes

Related concepts Tenure

Related data elements Tenure—end date (actual)
Tenure—end date (anticipated)
Tenure—term actual (months)
Tenure—term anticipated (months)
Tenure—term actual (years)
Tenure—term anticipated (years)
Tenure—type

Edits/validation rules A29 tenure actual end date before tenure start date
A30 tenure anticipated end date before tenure start date

Other related information Section 2: Concept diagrams/models: asset life-cycle events

Tenure—term actual (months)—N[N]

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The actual period or term of the tenure in months.

Value domain attributes

Representational attributes

Representation class	Total	Data type	Number
Format	N[N]	Maximum character length	2
Unit of measure	month		

Data element attributes

Collection and usage attributes

Guide for use In most instances the actual term of the tenure will be the same as the anticipated term of the tenure.

However, the tenure might end early for a variety of reasons including:

- determination (in accordance with a tenure condition) due to either 'unremedied' default by the tenant, or due to an event such as damage rendering the premises unsuitable for occupation or use
- surrender by the tenant prior to expiry of the term due.

Source and reference attributes

Definition source DHS IM Strategy Unit

Definition source identifier

Value domain source METeOR

Value domain identifier [Based on 347205 Total number N\[N\]](#)

Relational attributes

Related concepts Tenure

Related data elements Tenure—end date (actual)
Tenure—end date (anticipated)
Tenure—start date
Tenure—term actual (years)
Tenure—term anticipated (years)
Tenure—type

Edits/validation rules

Other related information Section 2: Concept diagrams/models: asset life-cycle events

Tenure—term anticipated (months)—N[N]

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The agreed period or term of the tenure in months.

Value domain attributes

Representational attributes

Representation class	Total	Data type	Number
Format	N[N]	Maximum character length	2
Unit of measure	month		

Data element attributes

Collection and usage attributes

Guide for use The tenure term for licence agreements tend to be shorter—for a period of months, rather than years.

Source and reference attributes

Definition source DHS IM Strategy Unit

Definition source identifier

Value domain source METeOR

Value domain identifier [Based on 347205 Total number N\[N\]](#)

Relational attributes

Related concepts Tenure

Related data elements Tenure—end date (actual)
Tenure—end date (anticipated)
Tenure—start date
Tenure—term actual (years)
Tenure—term anticipated (years)
Tenure—type

Edits/validation rules

Other related information Section 2: Concept diagrams/models: asset life-cycle events

Tenure—term actual (years)—N[N]

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The actual period or term of the tenure in years.

Value domain attributes

Representational attributes

Representation class	Total	Data type	Number
Format	N[NN]	Maximum character length	3
Unit of measure	year (Y)		

Data element attributes

Collection and usage attributes

Guide for use In most instances the actual term of the tenure will be the same as the anticipated term of the tenure.

However, the tenure might end early for a variety of reasons including:

- determination (in accordance with a tenure condition) due to either 'unremedied' default by the tenant, or due to an event such as damage rendering the premises unsuitable for occupation or use
- surrender by the tenant prior to expiry of the term due.

Source and reference attributes

Definition source DHS IM Strategy Unit

Definition source identifier

Value domain source METeOR

Value domain identifier [290412 Total years N\[NN\]](#)

Relational attributes

Related concepts Tenure

Related data elements Tenure—end date (actual)
Tenure—end date (anticipated)
Tenure—start date
Tenure—term actual (months)
Tenure—term anticipated (months)
Tenure—term anticipated (years)
Tenure—type

Edits/validation rules

Other related information Section 2: Concept diagrams/models: asset life-cycle events

Tenure—term anticipated (years)—N[N]

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The agreed period or term of the tenure in years.

Value domain attributes

Representational attributes

Representation class	Total	Data type	Number
Format	N[NN]	Maximum character length	3
Unit of measure	year (Y)		

Data element attributes

Collection and usage attributes

Guide for use The tenure term for lease agreements tend to be longer and for a period of years, rather than months.

Source and reference attributes

Definition source DHS IM Strategy Unit
Definition source identifier
Value domain source METeOR
Value domain identifier [290412 Total years N\[NN\]](#)

Relational attributes

Related concepts Tenure
Related data elements Tenure—end date (actual)
Tenure—end date (anticipated)
Tenure—start date
Tenure—term actual (months)
Tenure—term actual (years)
Tenure—term anticipated (months)
Tenure—type

Edits/validation rules

Other related information Section 2: Concept diagrams/models: asset life-cycle events

Tenure—type—NN

Proposed use	The (former) Department of Human Services and external organisations
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Identifying and definitional attributes

Definition	The type of tenure associated to the use and/or occupation of the non-current physical asset.
-------------------	-----------------------------------------------------------------------------------------------

Value domain attributes

Representational attributes

Representation class	Code	Data type	Number
Format	NN	Maximum character length	2
Permissible values instructions	The use of different styles indicates the hierarchies within the codeset.		

Permissible values	Value	Meaning
	10	lease
	11	residential tenancy
	12	retail tenancy
	13	non-retail tenancy
	20	licence

Data element attributes

Collection and usage attributes

Guide for use	A lease or licence may be related to improvements on freehold or Crown land.	
	Code 10	Lease: conveys an exclusive right to use and/or occupation of a non-current physical asset.
	Code 20	Licence: conveys non-exclusive rights to use and/or occupation of non-current physical asset.

Source and reference attributes

Definition source	DHS IM Strategy Unit
Definition source identifier	
Value domain source	DHS IM Strategy Unit
Value domain identifier	

Relational attributes

Related concepts	Tenure
Related data elements	Tenure—start date
	Tenure—end date (actual)
	Tenure—end date (anticipated)
	Tenure—term actual (months)
	Tenure—term anticipated (months)
	Tenure—term actual (years)
	Tenure—term anticipated (years)

Edits/validation rules

Other related information	Section 2: Concept diagrams/models: asset life-cycle events
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Notes for data collection manager

• *The concepts of ownership and/or control, possession and/or use are outside of the scope of CADDv.1.0.*

Valuation—amount (total)—N[N(9)]

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The total value of a non-current physical asset stated on a valuation report.

Value domain attributes

Representational attributes

Representation class	Total	Data type	Currency
Format	N[N(9)]	Maximum character length	10
Permissible values instructions	Values up to and including \$9,999,999,999. Cent value is not included.		
Unit of Measure	Australian Currency (\$AU)		

Data element attributes

Collection and usage attributes

Guide for use

Source and reference attributes

Definition source DHS IM Strategy Unit

Definition source identifier

Value domain source METeOR

Value domain identifier [270772 Total Australian currency N\[N\(9\)\]](#)

Relational attributes

Related concepts Valuation

Related data elements

Edits/validation rules

Other related information Section 2: Concept diagrams/models: asset life-cycle events

Valuation—effective date—DDMMYYYY

Proposed use	The (former) Department of Human Services and external organisations
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Identifying and definitional attributes

Definition	The date on which the valuation report value is effective, as indicated by the written valuation report.
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Value domain attributes

Representational attributes

Representation class	Date	Data type	Date/time
Format	DDMMYYYY	Maximum character length	8

Data element attributes

Collection and usage attributes

Guide for use	The valuation effective date is generally as at 30 June for the current financial year. For example, if the valuation date is 13 March 2009, the valuation effective date is 30 June 2009.
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Source and reference attributes

Definition source	DHS IM Strategy Unit
Definition source identifier	
Value domain source	METeOR
Value domain identifier	270566 Date DDMMYYYY

Relational attributes

Related concepts	Valuation
Related data elements	Valuation—inspection date
Edits/validation rules	
Other related information	Section 2: Concept diagrams/models: asset life-cycle events

Valuation—inspection date—DDMMYYYY

Proposed use The (former) Department of Human Services and external organisations

Identifying and definitional attributes

Definition The date on which the valuation inspection was conducted, as indicated by the written valuation report.

Value domain attributes

Representational attributes

Representation class	Date	Data type	Date/time
Format	DDMMYYYY	Maximum character length	8

Data element attributes

Collection and usage attributes

Guide for use

Source and reference attributes

Definition source DHS IM Strategy Unit

Definition source identifier

Value domain source METeOR

Value domain identifier [270566 Date DDMMYYYY](#)

Relational attributes

Related concepts Valuation

Related data elements Valuation—effective date

Edits/validation rules A31 valuation date in the future

Other related information Section 2: Concept diagrams/models: asset life-cycle events

Valuation—method—N

Proposed use	The (former) Department of Human Services and external organisations
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Identifying and definitional attributes

Definition	The method used to determine the value of a non-current physical asset to support decision making associated with asset management.
-------------------	-------------------------------------------------------------------------------------------------------------------------------------

Value domain attributes

Representational attributes

Representation class	Code	Data type	Number
Format	N	Maximum character length	1
Permissible values	Value	Meaning	
	1	indicative value	
	2	market value	

Data element attributes

Collection and usage attributes

Guide for use	A valuation generally occurs on an ad hoc basis and is used to assist in decision making associated with the acquisition and disposal of non-current physical assets. Information of this type may be recorded on an asset register, but generally not for the purpose of statutory financial reporting under the Victorian Financial Management Act 1994.
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Source and reference attributes

Definition source	DHS IM Strategy Unit
Definition source identifier	
Value domain source	DHS IM Strategy Unit
Value domain identifier	

Relational attributes

Related concepts	Acquisition Asset register Disposal Revaluation Valuation
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Related data elements

Edits/validation rules

Other related information	Section 2: Concept diagrams/models: asset life-cycle events
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5 Edit/validation rules

5.1 Edit/validation rule specification—instructions for use

Unlike the concept specification and data element specification templates, no template is specified for documenting edit/validation rules within data collection documentation.

The edit/validation rules are presented in the CADD in a table, with the heading of each column denoting the attribute of the edit/validation rule.

The following section provides details on the individual attributes of the edit/validation rules, to assist in reading the edit/validation rules presented.

ID	The identifier of the edit/validation rule, for <i>Common asset data dictionary</i> use only. These identifiers are not used as the edit/validation rule identifier by individual data collections. This will appear alongside the edit name within each data element specification associated with the edit/validation rule.
Edit name	A short description of the edit/validation rule. This will appear alongside the identifier within each data element specification associated with the edit/validation rule.
Data element	This identifies which data elements are involved in the application of that edit/validation rule.
Description	This describes the edit/validation rule logic in more detail. It explains the data elements and values involved, and how their relationship can cause errors.
Pseudo code/rule	Simplified, structured English explaining the technical logic defining the edit/validation rule, in order to pick up records that fail the edit/validation rule.
Source	Provides information regarding where the edit/validation rule was sourced/developed. The following hierarchical sources are used: National (METeOR): Edit/validation rules that were sourced from METeOR, and are contained in at least one data element recorded on METeOR. National (other): Edit/validation rules that were sourced from national documents, for at least one data element to which the edit/validation rule applies. In many cases, the edit/validation rule is described in the transmission specification of a national minimum data set (NMDS). The source of the edit/validation rule is provided through the use of a legend. DHS: Edit/validation rules sourced from at least one departmental data set, for at least one data element to which the edit/validation rule applies, or developed specifically for the <i>Common asset data dictionary</i> .
Status	The category which the edit/validation rule falls under, according to the logic of the edit/validation rule: critical, notifiable or warning.

5.2 Edit/validation rule specification

As listed in Appendix 1: Common and reference data dictionary components—description, the edit/validation rules listed in the CADD are those that apply to the data elements listed in the CADD.

Priority for development and documentation of the edit/validation rules included:

- edit/validation rules in national standards
- edit/validation rules applied to NMDSS
- ‘critical-type’ edit/validation rules.

Purposely excluded are basic ‘validation-type’ edit/validation rules, which encompass:

- mandatory fields that are blank
- values reported which are not part of the valid codeset.

The edit/validation rules below are listed alphabetically by data elements that are used in the edit/validation rules.

Notes for below

- 1 [Null] is used to refer to fields that are not populated. Depending on the system, these may contain spaces, zero or other characters.
- 2 In the context of data transmission, ‘today’ (and ‘in the future’) may relate to one of two dates: either the day the data is transmitted/processed, or the date (in some transmission processes) of the last date in the period of data reported.
- 3 E/NR ref table = edit/validation rule reference table (documented in Section 6).

5.3 Edit/validation rules applying to CADD

ID	Edit name	Data elements	Description	Pseudo code/rule	Source	status
A01	acquisition date after disposal date	Acquisition—date Disposal—date	‘Acquisition date’ cannot be after ‘Disposal date’	Acquisition date > Disposal date	DHS	notifiable
A02	acquisition method is Code 32, but no committee of management appointment date is reported	Acquisition—method Land—Crown land committee of management appointment date reported	Where ‘Acquisition—method’ is Code 32 committee of management appointment, then ‘Committee of management appointment date’ should be reported	Acquisition method = 32 and Crown land committee of management appointment date = [null] ¹	DHS	notifiable

ID	Edit name	Data elements	Description	Pseudo code/rule	Source	status
A03	disposal method is Code 42, but no committee of management surrender date is reported	Disposal—method Land—Crown land committee of management surrender date	Where 'Disposal—method' is Code 42 committee of management surrender, then 'Committee of management surrender date' should be reported	Disposal method = 42 and Crown land committee of management surrender date = [null] ¹	DHS	notifiable
A04	componentisation flag reported as yes and no components reported	General building—componentisation flag General building—components	Where 'Componentisation flag' is 1—yes, 'Components' should be reported	Componentisation flag=1 and Components = [null] ¹	DHS	warning
A05	general building construction completion year in the future	General building—construction completion year	'Construction completion year' must be on or before today ²	Construction completion year > today ²	DHS	critical
A06	Allotment without parish identifier or township identifier	Land—allotment identifier Land—parish identifier Land—township identifier	Where 'Allotment' is reported, 'Parish' and/or 'Township' should also be reported	Allotment identifier ≠ [null] ¹ and Parish identifier = [null] ¹ and Township identifier = [null] ¹	DHS	warning
A07	block without parish or township identifier	Land—block identifier Land—parish identifier Land—township identifier	Where 'Block' is reported, 'Parish' and/or 'Township' should also be reported	Block identifier ≠ [null] ¹ and Parish identifier = [null] ¹ and Township identifier = [null] ¹	DHS	warning
A08	book without memorial number	Land—book identifier Land—memorial number	Where 'Book' is reported, then 'Memorial number' should also be reported	Book identifier ≠ [null] ¹ and Memorial number = [null] ¹	DHS	notifiable

ID	Edit name	Data elements	Description	Pseudo code/rule	Source	status
A09	Crown land committee of management appointment date, yet invalid Crown land committee of management flag	Land—Crown land committee of management appointment date Land—Crown land committee of management flag	Where 'Crown land committee of management appointment date' is reported, then 'Crown land committee of management flag' should be 1—yes, a committee of management flag is appointed	Crown land committee of management appointment date ≠ [null] ¹ and Crown land committee of management flag = 2	DHS	critical
A10	Crown land committee of management appointment date cannot be after Crown land committee of management surrender date	Land—Crown land committee of management appointment date Land—Crown land committee of management surrender date	'Crown land committee of management appointment date' should be before 'Crown land committee of management surrender date'	Crown land committee of management appointment date > Crown land committee of management surrender date	DHS	critical
A11	order-in-council approval date without Crown land committee of management appointment date	Land—Crown land committee of management appointment date Land—order-in-council approval	Where 'Order-in-council approval date' is reported, then 'Crown land committee of management appointment date' should also be reported	Order-in-council approval date ≠ [null] ¹ and Crown land committee of management appointment date = [null] ¹	DHS	warning
A12	Crown land committee of management flag with invalid land sub-class	Land—Crown land committee of management flag Land—land sub-class	Where 'Crown land committee of management flag' is reported, then 'Land sub-class' should be 1—Crown land	Crown land Committee of management flag ≠ [null] ¹ and Land sub-class = 2	DHS	warning
A13	Crown land reserve flag with invalid land sub-class	Land—Crown land reserve flag Land—land sub-class	Where 'Crown land reserve flag' is reported, then 'Land sub-class' should be 1—Crown land	Crown land reserve flag ≠ [null] ¹ and land sub-class = 2	DHS	critical
A14	Crown land reserve flag without Crown land reserve type	Land—Crown land reserve flag Land—Crown land reserve type	Where 'Crown land reserve flag' is reported, then 'Crown land reserve type' should also be reported	Crown land reserve flag ≠ [null] ¹ and Crown land reserve type = [null]	DHS	notifiable

ID	Edit name	Data elements	Description	Pseudo code/rule	Source	Status
A15	order-in-council approval date with invalid reserve flag	Land—Crown land reserve flag Land—order-in-council approval date	Where 'Order-in-council approval date' is reported, then 'Crown land reserve flag' should be 1—reserved	Order-in-council approval date ≠ [null] ¹ and Crown land reserve flag = 2	DHS	warning
A16	folio with invalid land sub-class	Land—folio identifier Land—land sub-class	Where 'Folio' is reported, then 'Land sub-class' should be 2—freehold land	Folio identifier ≠ [null] ¹ and Land sub-class = 1	DHS	warning
A17	folio without volume	Land—folio identifier Land—volume identifier	Where 'Folio' is reported, 'Volume' should also be reported	Folio identifier ≠ [null] ¹ and Volume identifier = [null] ¹	DHS	notifiable
A18	instrument number without instrument type	Land—instrument number Land—instrument type	Where 'Instrument number' is reported, then 'Instrument type' should also be reported	Instrument number ≠ [null] ¹ and Instrument type = [null] ¹	DHS	notifiable
A19	instrument number with invalid land sub-class	Land—instrument number Land—land sub-class	Where 'Instrument number' is reported, then 'Land sub-class' should be 2—freehold land	Instrument number ≠ [null] ¹ and Land sub-class = 1	DHS	warning
A20	order-in-council approval date with invalid land sub-class	Land—land sub-class Land—order-in-council approval date	Where 'Order-in-council approval date' is reported, then 'Land sub-class' should be 1—Crown land	Order-in-council approval date ≠ [null] ¹ and Land sub-class = 2	DHS	warning
A21	parcel number with invalid land sub-class	Land—land sub-class Land—parcel number	Where 'Parcel number' is reported, then 'Land sub-class' should be 1—Crown land	Parcel number ≠ [null] ¹ and Land sub-class = 2	DHS	warning

ID	Edit name	Data elements	Description	Pseudo code/rule	Source	status
A22	lot without plan number	Land—lot identifier Land—plan number	Where 'Lot' is reported, then 'Plan number' should also be reported	Lot identifier ≠ [null] ¹ and plan number = [null] ¹	DHS	notifiable
A23	order-in-council approval date cannot be in the future	Land—order-in-council approval date	'Order-in-council approval date' must be on or before today ²	Order-in-council approval date > today ²	DHS	warning
A24	portion without parish or township	Land—parish identifier Land—portion identifier Land—township identifier	Where 'Portion' is reported, 'Parish' and/or 'Township' should also be reported	Portion identifier ≠ [null] ¹ and Parish identifier = [null] ¹ and Township identifier = [null] ¹	DHS	warning
A25	plan number without plan type	Land—plan number Land—plan type	Where 'Plan number' is reported, then 'Plan type' should also be reported	Plan number ≠ [null] ¹ and Plan type = [null] ¹	DHS	notifiable
A26	section without parish or township	Land—parish identifier Land—section identifier Land—township identifier	Where 'Section' is reported, 'Parish' and/or 'Township' should also be reported	Section identifier ≠ [null] ¹ and Parish identifier = [null] ¹ and Township identifier = [null] ¹	DHS	warning
A27	standard parcel identifier is missing	Land—standard parcel identifier (SPI)	'Standard parcel identifier (SPI)' should be reported	Standard parcel identifier (SPI) = [null] ¹	DHS	warning
A28	revaluation date in the future	Revaluation—inspection date	'Revaluation date' must be on or before today ²	Revaluation date > today ²	DHS	notifiable
A29	tenure actual end date before tenure start date	Tenure—end date (actual) Tenure—start date	'Tenure end date (actual)' cannot be before 'Tenure start date'	Tenure end date (actual) < Tenure start date	DHS	critical

ID	Edit name	Data elements	Description	Pseudo code/rule	Source	Status
A30	tenure anticipated end date before tenure start date	Tenure—end date (anticipated) Tenure—start date	'Tenure end date (anticipated)' cannot be before 'Tenure start date'	Tenure end date (anticipated) < Tenure start date	DHS	critical
A31	valuation date in the future	Valuation—inspection date	'Valuation date' must be on or before today ²	Valuation date > today ²	DHS	notifiable

5.4 Edit/validation rules applying to CADD and ARDD data elements

ID	Edit name	Data elements	Description	Pseudo code/rule	Source	Status
A32	incorrect combination of local government area (LGA) and Department of Human Services region	Address—local government area (LGA) Land—Department of Human Services region	only valid combinations of Local government area (LGA) and Department of Human Services region are allowed	combination of Local government area (LGA) and Department of Human Services region is not listed in the Edit/validation rule reference table ³ local government area and Department of Human Services region : valid combinations	DHS	Notifiable

6 Edit/validation rules reference tables (tabular business rules)

6.1 Edit/validation rule reference tables specification—instructions for use

The edit/validation rule reference tables are provided in varying layouts, depending on the information required to be displayed.

For each edit/validation rule reference table, the edit/validation rule to which it relates is listed.

6.2 Edit/validation rule reference tables specification

6.2.1 Local government area and Department of Human Services region: valid combinations

Edit/validation rule A32 incorrect combination of ARDD—Local government area and Land—Department of Human Services region

ARDD—LGA	Land—Department of Human Services region									
	Barwon-South West	Eastern Metropolitan	Gippsland	Grampians	Hume	Loddon Mallee	Northern and Western Metropolitan	Southern Metropolitan	Unincorporated	
Alpine					✓					
Ararat				✓						
Ballarat				✓						
Banyule							✓			
Bass Coast			✓							
Baw Baw			✓							
Bayside								✓		
Boroondara		✓								
Brimbank							✓			
Buloke								✓		
Campaspe								✓		
Cardinia									✓	

Land—Department of Human Services region										
ARDD—LGA	Barwon-South West	Eastern Metropolitan	Gippsland	Grampians	Hume	Loddon Mallee	Northern and Western Metropolitan	Southern Metropolitan	Unincorporated	
Casey								✓		
Central Goldfields						✓				
Colac-Otway	✓									
Corangamite	✓									
Darebin							✓			
Delatite					✓					
East Gippsland			✓							
Frankston								✓		
Gannawarra						✓				
Glen Eira								✓		
Glenelg	✓									
Golden Plains				✓						
Greater Bendigo						✓				
Greater Dandenong								✓		
Greater Geelong	✓									
Greater Shepparton					✓					
Hepburn				✓						
Hindmarsh				✓						
Hobsons Bay							✓			
Horsham				✓						
Hume							✓			

Land—Department of Human Services region										
ARDD—LGA	Barwon-South West	Eastern Metropolitan	Gippsland	Grampians	Hume	Loddon Mallee	Northern and Western Metropolitan	Southern Metropolitan	Unincorporated	
Indigo					✓					
Kingston								✓		
Knox		✓								
Latrobe			✓							
Loddon						✓				
Macedon Ranges						✓				
Manningham		✓								
Maribyrnong							✓			
Maroondah		✓								
Melbourne							✓			
Melton							✓			
Mildura						✓				
Mitchell					✓					
Moira					✓					
Monash		✓								
Moonee Valley							✓			
Moorabool				✓						
Moreland							✓			
Mornington Peninsula								✓		
Mount Alexander						✓				
Moyne	✓									
Murrindindi					✓					
Nillumbik							✓			

Land—Department of Human Services region										
ARDD—LGA	Barwon-South West	Eastern Metropolitan	Gippsland	Grampians	Hume	Loddon Mallee	Northern and Western Metropolitan	Southern Metropolitan	Unincorporated	
Northern Grampians				✓						
Port Phillip								✓		
Pyrenees				✓						
Queenscliffe	✓									
South Gippsland			✓							
Southern Grampians	✓									
Stonnington								✓		
Strathbogie				✓						
Surf Coast	✓									
Swan Hill						✓				
Towong					✓					
Wangaratta					✓					
Warrnambool	✓									
Wellington			✓							
West Wimmera				✓						
Whitehorse		✓								
Whittlesea							✓			
Wodonga					✓					
Wyndham							✓			
Yarra							✓			
Yarra Ranges		✓								
Yarriambiack				✓						

Appendices

Appendix 1: Common and reference data dictionary components—description

Here the core and non-core components of CRDDs are explained in more detail. The components are listed in order from the 'bigger picture' to the most detailed, which is how they would be presented in the data collection manual. This order of presentation aids understanding for the manual user.

Concept diagrams/models

What is a concept diagram/model?

A concept diagram/model depicts the relationship between some or all of the concepts.

There is no standard way of specifying concept diagrams/models, because this will be determined by the relationships between the concepts.

Concept diagrams/models:

- are non-core components of common data dictionaries, and should only be present as an aid to understanding
- when present, will not necessarily include all concepts specified in the common data dictionary
- are not developed to represent the information usually contained in entity relationship diagrams.

Concepts

What is a concept?

A concept is a key idea, person or thing that provides context for the data collected through a data set. As defined by the IM Strategy, a concept can be:

- metadata items defined nationally, including: glossary items, properties, objects, data element concepts
- other terms which require a common understanding for use within a data collection.

Concepts aid understanding, and are useful for defining:

- objects against which multiple attributes (properties, in the form of data elements) are collected; for example, 'contact' may be defined as a concept, which aids in the application of data elements, including contact date, contact delivery mode and contact client present status
- scope-related terms; for example, for some data collections it may be necessary to define, for the object of client, the following terms: asylum seekers, Medicare eligibility status—eligible persons, Medicare eligibility status—ineligible persons
- terms that may relate to specific data elements, or individual value domain values that require extended and/or repeated explanation; for example, there is a data element within the Victorian Housing Data Collection (VHDC) that confirms whether the client has any accompanying children, and where the client does have accompanying children, this affects which other data elements are reported, including the accompanying children identifier and demographic-related data elements.

The use of concepts reduces the repetition of large sections of text across multiple data elements.

A 'concept' is not synonymous with a 'data element concept'. A data element concept is specifically defined as a concept created by the union of an object class and property (see the section on data elements, below, for further discussion of object class and property). Data element concepts are not documented separately in IM strategy tools, but are a subset of concepts.

Concept specification template

The concept specification template (common data dictionary version) is displayed on page 24.

Different presentations of the concept specification template include the full version and the data collection version. For further information refer to the *Metadata guide: Concept specification and data element specification templates*.

Data elements

What is a data element?

A data element is a basic unit of identifiable and definable data which can be collected. Data elements describe, in a standardised way, what is required to be known about something.

A data element is comprised of three components:

- an object, which is the thing, such as a person or organisation, that is of interest and is being described
- a property, which is the characteristic of the object that is of interest
- a value domain, which is how the property is measured or represented.

For example, we may wish to know what language a client prefers to speak:

- object = the client
- property = preferred language
- value domain = a list of language codes from the *Australian Standard Classification of Languages* (ABS 1267.0–2007).

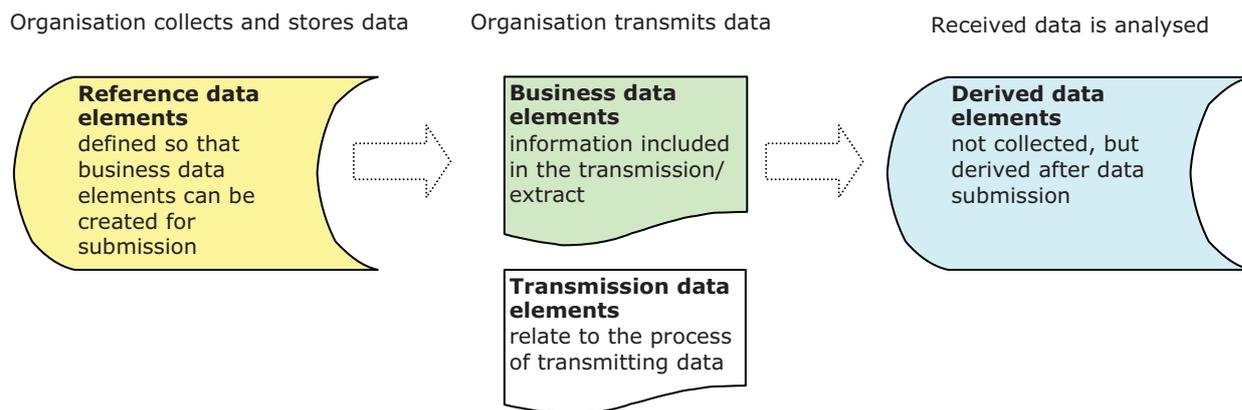
For further information refer to the *Metadata guide: Concept specification and data element specification templates*.

Types of data elements

There are different approaches to categorising data elements. The perspective considered most useful for data collection managers is a data element's application within a data set. In this context, data elements are categorised as one of four types (see below for details).

For each specific data set, depending on their use in relation to the transmission/extract, data elements are categorised as one of four types:

- **Business data elements** are collected by external/funded organisations and included in the transmission/extract.
- **Reference data elements** are not included in the transmission/extract, but are defined so that the reporting organisation can create or validate another data element for the transmission/extract. For example, the data element 'client date of birth' might be defined so that a reporting organisation can create a 'client age' which is included in the transmission/extract.
- **Derived data elements** are not collected, but are defined so that once a transmission/extract is received a new data element can be derived. For example, if 'client date of birth' is part of a transmission/extract, 'client age' can then be derived.
- **Transmission data elements** are data elements that relate only to the process of transmitting the data. For example, a 'header end date' is usually included in the transmission file to note the last date that for which data is transmitted.



Example 1: management of date of birth and age data elements in different data collections

Data set name	Data element type		
	Reference data element	Business data element	Derived data element
Data collection A	Date of birth	Age	Age range
Data collection B		Date of birth	Age Age range

Example 2: management of statistical linkage key and related data elements in different data collections

Data set name	Data element type		
	Reference data element	Business data element	Derived data element
Data collection C	First given name Surname/family name	Letters of name* Date of birth Sex	Statistical linkage key (name, date of birth and sex combination)*
Data collection D		First given name* Surname/family name* Date of birth Sex	Statistical linkage key (name, date of birth and sex combination)*
Data collection E	First given name Surname/family name Date of birth Sex	Statistical linkage key (name, date of birth and sex combination)*	Letters of name* Date of birth Sex

Note

* Refer to section 1.9 Confidentiality, privacy, and human rights to determine the appropriate use of these data elements.

The data element specification section in data collection manuals should include a minimum of two sections in which the data elements are listed: business data elements and transmission data elements.

Data collection managers may also document reference data elements and derived data elements. It is recommended that derived data elements be documented where:

- edit/validation rules use the derived data element (for example, age is often calculated and then applied against other data elements)

- the derived data element is used for funding or activity targets (to allow organisations to replicate the derivation, so they can manage their performance against the funding or activity targets).

See the *Guide to data collection manual specification* for further information.

The following content is technical information, and is presented for information only.

Conceptually, data elements can be thought of as belonging to one of the following groups (independent of the use of data elements in relation to the transmission/extract):

- Input:** if a data element is of the input type, this indicates that the data is used or stored essentially as it is collected, without major modification. Most data elements are of this type.
- Compound:** multiple input data elements aggregated together for output or logical purposes. For example, the input data elements 'first name', 'middle name', 'family name' might be aggregated together to form the compound data element 'full name'.
- Derived:** one or more data elements which are modified in some way. For example, the input data elements 'mass' and 'volume' might be combined using the formula mass/volume to create the derived data element 'density'.
- Matrix input:** an input matrix defines multiple data elements sharing similar characteristics, but which are individually defined through the interaction of multiple data elements. For example, recording staff hours. Every cell in the table will contain a figure recording staff hours by shift by day of the week. 'Weekday' and 'shift' as matrix dimension data elements can be specified (see below), each with their related classification resource and 'staff hours' as an matrix input, which specifies how the table is arranged:

Staff hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

Data element specification template

The data element specification template (*Common data dictionary* version) is detailed on page 44.

Different presentations of the data element specification template include the full version and the data collection version. For further information refer to the *Metadata guide: Concept specification and data element specification templates*.

Edit/validation rules

What is an edit/validation rule?

The terms 'edits' or 'validation rules' can be used interchangeably, to refer to checks either within or between data elements, through the use of an established rule. The purpose of edit/validation rules is to improve the quality of the captured data by applying standard logic across a data set.

Types of edit/validation rules

Edit/validation rules can be thought of as falling into different categories, depending on the logic of the indicator: (These groupings are used by the Australian Institute of Health and Welfare (AIHW) in their national minimum data set (NMDS) transmission specifications).

- Critical edit/validation rules:** Those that highlight data that are definitely incorrect. For example, a client can not die before they are born, men are unable to be pregnant. Data that trigger a critical edit/validation rule indicates that the value entered for at least one of the data elements is incorrect and should be checked and corrected.
- Notifiable edit/validation rules:** Those that highlight data that are possible, although rare. For example, it is possible that a child aged under 16 will have a marital status that is not 1—never married, although this is rare. Data that trigger a notifiable edit/validation rule indicates that the value entered for at least one of the data elements is probably incorrect and should be checked and possibly corrected.

- **Warning edit/validation rules:** Those that highlight possible errors, which are not uncommon, but are likely to be incorrect. Data that trigger a warning edit/validation rule indicates that the data elements involved may be checked and possibly corrected.

Application of edit/validation rules

Edit/validation rules can be applied and managed in different ways, including being:

- incorporated into the data capture system and applied at the time of data entry. Ideally, all critical-type edit/validation rules will be built into data capture systems, so that invalid data cannot be entered and saved
- applied at the time of transmission/submission: edit/validation rules may be applied to the data when it is transmitted to the Department of Human Services, which may result in one or more of the following:
 - edit/validation reports being returned to the submitter of the data for correction
 - data that trigger critical (and possibly notifiable) edit/validation rules not being accepted by the validation system (processing the transmission)
 - data that trigger critical (and possibly notifiable) edit/validation rules being quarantined (isolated) by the validation system
 - data that trigger edit/validation rules being accepted.
- applied after data is accepted, through retrospective data quality activities.

How edit/validation rules are applied for an individual data set, and the level of edit/validation rules included, depends on factors such as:

- the systems available for processing transmitted data
- the maturity of the data collection: well-specified data collections are better suited to more rigorous edit/validation rule checking; where the level of specification of data requirements is low, it could be considered unreasonable to apply strict edit/validation rules
- the data collection submission compliance: data collections where there is a high rate of submission compliance are better suited to more rigorous edit/validation rule checking; where data submission compliance rates are low, it may be acceptable to retain data that is submitted, even if it is of poor quality.

Edit/validation rules in the common data dictionary

The edit/validation rules listed in the CDD are those that apply to the data elements listed in the specific CDD.

Priority for development and documentation of the edit/validation rules has included:

- those edit/validation rules in national standards
- those edit/validation rules applied to NMDSs
- critical-type edit/validation rules.

Purposely excluded are basic 'validation-type' edit/validation rules, which encompass:

- mandatory fields that are blank
- values reported that are not part of the valid codeset.

It is assumed that such edits are applied to each data element.

It is expected that each data collection implementing the ARDD will implement the applicable edit/validation rules:

- Applicable edit/validation rules are all edit/validation rules which are listed as applying to the ARDD data element included in the dataset (or all the data elements for edit/validation rules that involve more than one data element). That is, where all data elements used in an edit/validation rule are implemented in a data collection, the edit/validation rule will also apply to the data collection.
- The method of edit/validation rule implementation will be determined by the data collection manager. For example, edit/validation rules may be applied as data is being processed as part of the transmission process (and therefore some/all data may be rejected if it does not pass the edit/validation rules), or edit/validation rules may be applied once data is accepted (with a process for updating data determined).

Edit/validation rule reference tables (tabular business rules)

What is an edit/validation rule reference table?

An edit/validation rule reference table is a table listing valid combinations of data elements, usually for complex or long rules/lists, which are referenced by an edit/validation rule. There is no standard way of specifying edit/validation rule reference tables (tabular business rules), because this will be determined by the relationships between the data elements.

Edit/validation rule reference tables are non-core components of common data dictionaries, and should only be present when required to aid understanding.

Appendix 2: Concepts included in ongoing data collections, by division

The tables below display, for all ongoing data collections in scope for the *Common asset data dictionary*, which concepts are in scope for each data collection, by division that administers the data collection.

Financial and Corporate Services Department of Human Services data collection

Data collection name	Capital Management Branch
DCR number	
Acronym	CMB
Acquisition	✓
Asset (complex)	✓
Asset (simple)	✓
Asset register	✓
Building	✓
Disposal	✓
General building	✓
Improvements to land	✓
Land	✓
Life cycle events (asset)	✓
Non-current physical asset (NCPA)	✓
Revaluation	✓
Site improvements	✓
Site infrastructure	✓
Tenure	✓
Valuation	✓

Appendix 3: Data element specification template—common and reference data dictionary version, guide for use

The following is a summary to help readers understand the information presented in the data element specification template. For more detailed information see the *Metadata guide: Concept specification and data element specification template* and the *Value domain representation guide*.

Information about each data element is presented in the following structured format:

[Data element name]

Identifying and definitional attributes

Definition A concise statement that expresses the essential nature of the data element and its differentiation from other data elements.

Value domain attributes

Representational attributes

Representation class The class of representation of a value domain.

Valid representation classes:

Value	Meaning
Average	a numeric value representing an arithmetic mean
Code	a system of valid symbols that substitute for longer values
Date	a numeric value representing a calendar date (that is, day, month and year) or recognised part of a calendar date (that is, day, month, and/or year)
Identifier	a value which establishes identity
Percentage	parts per hundred
Ratio	an expression of the quantity of one substance or entity in relation to that of another
Text	an unformatted, descriptive value
Time	a numeric value representing a specific instance in time
Total	a numeric value representing the sum of a set of values or an entire quantity (including monetary)

Data type A set of distinct values, characterised by properties of those values and by the operations on those values.

Valid data types:

Value	Meaning
Boolean	a binary value expressed using a string (for example, true or false)
Currency	a numeric value expressed using a particular medium of exchange (for example, \$AUD)
Date/time	a specific instance of time expressed in numeric form (for example, two hours)
Number	a sequence of numeric characters which may contain decimals (for example, 50.0), excluding codes with 'leading' characters
String	a sequence of alphabetic and/or numeric characters, including 'leading' characters (for example, '01', '02', '03')

Format A template for the presentation of values, including specification and layout of permitted characters, the maximum and minimum size, and precision.

Valid format values:

Value	Valid character range
A	alphabetic character set: contains the letters a-z and A-Z, and may contain special characters, ¹ but not numeric characters
N	numeric character set: contains whole and decimal numbers, and may contain special characters, but not alphabetic characters
X	alphanumeric character set: contains alphabetic and numeric characters, and may contain blank characters
D	a numeric character representing a number of days ²
M	a numeric character representing a number of months ²
Y	a numeric character representing a number of years ²
H	a numeric character representing a number of hours ²
M	a numeric character representing a number of minutes ²
S	a numeric character representing a number of seconds ²
{ }	the string within the curly brackets (braces) is optional in its entirety (for example, X{XX} indicates one or three alphanumeric characters (that is, X or XXX))
[]	the string within the square brackets is optional in any ordered combination (for example, [XXX] indicates zero, one, two or three alphanumeric characters (that is, blank, X, XX or XXX))
()	the character preceding the round brackets (parentheses) is repeated the number of times specified (for example, X(9) indicates nine alphanumeric characters)

Notes

- 1* 'Special character' is a character that has a visual representation and is neither a letter, number, ideogram or blank, for example, punctuation marks and mathematical symbols.
- 2* Valid in value domains of representation class date or time only.
-

Maximum character length	The maximum number of characters permitted to represent the values.
Permissible values instructions	Additional information required when applying the permissible values. Examples include: <ul style="list-style-type: none">▪ 'select the first appropriate category' for hierarchical codesets where codes are not mutually exclusive▪ 'refer to [appendix/section for large-value domains]'.
Permissible values	A list of codes and code descriptors representing values specified.
Supplementary values	
Unit of measure	The name of the unit of measure for all data values for the value domain.

Data element attributes

Collection and usage attributes

Guide for use	Provide advice or interpretation on how to use the particular data element. Includes additional information where required, such as: <ul style="list-style-type: none">▪ the meaning or interpretation of values or codes▪ what is collected or included▪ what is excluded or not collected▪ the number of values to be collected▪ collection methods, advice or instructions for the actual capture of data.
Purpose/context	The main reasons for the collection of this data element, and how it will be used.
Principal data users	Identifies the primary users of the data collected. Includes 'Commonwealth' when national reporting requirements apply.

National reporting requirements	The national reporting requirement which applies to this data element if applicable. Where there is no national reporting requirement for this data element, 'not applicable' is recorded.
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Source and reference attributes

Definition source	[For example, 'METeOR', 'ABS', 'DHS (unit name)']
Definition source identifier	[Options: '<METeOR/other source identifier>', 'based on <METeOR/other source identifier>' or 'not applicable']
Value domain source	[For example, 'METeOR', 'ABS', 'DHS (unit name)']
Value domain identifier	[Options: '<METeOR/other source identifier>', 'based on <METeOR/other source identifier>' or 'not applicable']

Relational attributes

Related concepts	A list of related concepts that affect the assignment of a value in this data element.
Related data elements	A list of related data elements that affect the assignment of a value in this data element, or which are affected by the assignment of a value in this data element.
Edit/validation rules	A list of related edit/validation rules that affect the assignment of a code in this data element; ID and edit/validation rule provided.
Other related information	A list of related information, not including concepts, data elements or edit/validation rules, that affect the assignment of a code in this data element.

Appendix 4: Data elements included in ongoing data collections, by division

The tables below display, for all ongoing data collections in scope for the *Common asset data dictionary*, which data elements are in scope for each data collection, by division that administers the data collection.

The lack of inclusion of a data element in the tables does not preclude external organisations from collecting and using additional data elements for their business use. The key used within the tables reflects the use of the data element within the data collection. Data elements are referred to as:

- R Reference data elements: not transmitted, but defined so they can be used to derive a data element that is transmitted/extracted.
- B Business data element: those included in the transmission/extract.
- D Derived data elements: derived from the business data elements.

Financial and Corporate Services

Department of Human Services data collection

Data collection name

Capital Management Branch

DCR number

Acronym

CMB

4.2 Data element specification—statutory financial reporting

General building—componentisation flag

B

General building—components

B

Non—current physical asset—general purpose group

B

Non-current physical asset—nature-based class

B

Revaluation—amount

B

Revaluation—inspection date

B

Revaluation—effective date

B

Revaluation—method

B

4.3 Data element specifications—land

Land—allotment identifier

B

Financial and Corporate Services

Department of Human Services data collection

Data collection name	Capital Management Branch
DCR number	
Acronym	CMB
Land—area (hectares)	B
Land—area (m ²)	B
Land—block identifier	B
Land—book identifier	B
Land—Crown land committee of management appointment date	B
Land—Crown land committee of management flag	B
Land—Crown land committee of management name	B
Land—Crown land committee of management surrender date	B
Land—Crown land reserve flag	B
Land—Crown land reserve number	B
Land—Crown land reserve purpose	B
Land—Crown land reserve type	B
Land—Department of Human Services region	D
Land—Department of Sustainability and Environment region	B
Land—folio identifier	B
Land—instrument number	B
Land—instrument type	B
Land—land sub-class	B
Land—lot identifier	B
Land—memorial number	B
Land—order-in-council approval date	B

Financial and Corporate Services

Department of Human Services data collection

Capital Management Branch

Data collection name

DCR number

Acronym

CMB

Land—owner name

B

Land—parcel number

B

Land—parish identifier

B

Land—plan number

B

Land—plan type

B

Land—planning scheme

B

Land—portion identifier

B

Land—section identifier

B

Land—standard parcel identifier

B

Land—township identifier

B

Land—Victoria Government Gazette reference

B

Land—volume identifier

B

4.4 Data element specifications—building

Building—Building Code of Australia group

B

Building—level identifier

B

Building—level location

B

Building—multilevel building flag

B

Building—number of basement levels

B

Building—number of storeys

B

Building—total number of levels

D

General building—age (actual)

D

Financial and Corporate Services

Department of Human Services data collection

Capital Management Branch

Data collection name

DCR number

Acronym

CMB

General building—area size

B

General building—area type

B

General building—condition rating

B

General building—construction completion year

B

General building—construction materials

B

General building—element type

B

Site infrastructure—element type

B

4.5 Data elements—asset life-cycle events

Acquisition—amount

B

Acquisition—date

B

Acquisition—method

B

Disposal—amount

B

Disposal—date

B

Disposal—method

B

Tenure—end date (actual)

B

Tenure—end date (anticipated)

B

Tenure—purpose

B

Tenure—start date

B

Tenure—term actual (months)

B

Tenure—term anticipated (months)

B

Tenure—term actual (years)

B

Financial and Corporate Services

Department of Human Services data collection

Data collection name

Capital Management Branch

DCR number

Acronym

CMB

Tenure—term anticipated (years)

B

Tenure—type

B

Valuation—amount (total)

B

Valuation—effective date

B

Valuation—inspection date

B

Valuation—method

B

Appendix 5: Large-value domains

To reduce the size of this document, and for to facilitate use of the large-value domains, they are presented in an Excel file which accompanies this document.

Large-value domains that relate to the CADDv.1.0 are:

- Land—parish identifier
- Land—township identifier
- Parish identifier and township identifier
- Land—planning scheme
- General building—construction materials
- General building—element type
- Site infrastructure—element type.

Appendix 6: Stakeholders

The following stakeholders have all been consulted and contributed to the development of the CADDv.1.0.

Common asset data dictionary advisory group

Belinda Rice	Project Officer, Planning and Resources Branch, RRHACS (Chair)
Brad Edgar	Senior Project Officer, Capital Management Branch, FCS
Emma Jeffery	Project Officer, Planning and Resources Branch, RRHACS

Common asset data dictionary reviewers

Catherine Perry	DHS IM Strategy Unit, RRHACS
Debra Birznieks	DHS IM Strategy Unit, RRHACS
Jonathan Ashley	DHS IM Strategy Unit, RRHACS
Nyssa Dalton	DHS IM Strategy Unit, RRHACS

DHS IM Strategy Unit

Jonathan Ashley	Manager, DHS IM Strategy Unit
Catherine Perry	Manger, Health and Aged Care IMS Team
Ivana Grgat	Project Officer
Maria Lambers	Project Officer
Matthew Arnold	Manager, Housing and Community Services Team
Debra Birznieks	Manager, DHS IM Strategy Project Team
Belinda Rice	Project Officer
Emma Jeffery	Project Officer
Heidi Rose	Project Officer
Man-Yau Leung	Project Officer
Nyssa Dalton	Project Officer
Sonia Duarte	Administration Officer

Abbreviations

ABS	Australian Bureau of Statistics
AIHW	Australian Institute of Health and Welfare
ARDD	<i>Address reference data dictionary</i>
AS	Australian Standard
AS/NZS	Australian Standard/New Zealand Standard
ASGC	Australian Standard Geographical Classification
BCA	Building Code of Australia
CADD	<i>Common asset data dictionary</i>
CCDD	<i>Common client data dictionary</i>
CCDS	Common client data set
CDD	Common data dictionary
CFDD	<i>Common finance data dictionary</i>
CIDD	<i>Common incident data dictionary</i>
CMB	Capital Management Branch
CODD	<i>Common organisation data dictionary</i>
CoM	Committee of Management
CQDD	<i>Common quality data dictionary</i>
CRDD	common and reference data dictionaries
CSDD	<i>Common service data dictionary</i>
CWDD	<i>Common workforce data dictionary</i>
CYF	Children, Youth and Families Division
DCR	data collection register
DHS	Department of Human Services
DSD	Disability Services Division
DSE	Department of Sustainability and Environment, Victoria
DTF	Department of Treasury and Finance, Victoria
FSC	Financial and Corporate Services Division
FRD	Financial Reporting Directions
GDA	Geocentric Datum of Australia
H&AC	health and aged care
HCB	Housing and Community Building Division
ICSM	Intergovernmental Committee on Surveying and Mapping
ICT	information and communication technology
IM	information management
ISO	International Standards Organisation
LGA	local government area
MDS	Minimum data set
METeOR	Metadata online repository
MHACS	Metropolitan Health and Aged Care Services Division
MHD	Mental Health and Drugs Division
MIMS	Manager, Information management strategy
MoG	machinery of government
NCPA	Non-current physical asset
NMDS	National minimum data set
OCIO	Office of the Chief Information Officer
PRDD	<i>Person (party) reference data dictionary</i>
RRHACS	Rural and Regional Health and Aged Care Services Division
SA	Standards Australia
SLA	Statistical local area
SPI	Standard parcel identifier
SSA	State Services Authority
TRDD	<i>Transmission reference data dictionary</i>
VDRG	<i>Value domain representation guide</i>
VHDC	Victorian Housing Data Collection

Glossary

The table below provides definitions for data/information management terms that are commonly used in the DHS IM Strategy tools. Terms used within definitions that are listed in bold are defined separately.

Term	Definition
Business data element	See data element .
Common data dictionary	A data dictionary , developed as part of the DHS IM Strategy toolkit . There are eight common data dictionary content areas: client, service, organisation, workforce, finance, incident, quality of practice and asset. Also see reference data dictionary .
Concept	A concept is a key idea, person or thing that provides context for the data collected through a data set . A concept, as defined by the IM strategy, can be: metadata items defined nationally, including: glossary items, properties , objects , data element concepts and other terms which require a common understanding for use within a data collection . The use of concepts reduces the repetition of large sections of text across multiple data elements .
Concept diagram/model	Depicts the relationship between some or all of the concepts .
Concept specification	The specification of all concepts (usually part of a data set), using a metadata template .
Data collection (requirement)	A data collection is broadly considered to be any separately defined piece of information that the Department of Human Services requires an organisation to collect. This can be in the form of: <ul style="list-style-type: none"> ▫ defined data sets ▫ quantitative/qualitative and narrative reports ▫ ad hoc reports/information requests ▫ surveys/evaluations/questionnaires.
Data collection manual	The set of documentation that fully describes a data collection (requirement) . At a minimum, a data collection manual should consist of the following components: <ul style="list-style-type: none"> ▫ introduction (including an outline of the scope of the data collection) ▫ concept specification ▫ data element specification (minimum of business data elements and transmission data elements) ▫ edit/validation rules specification. Additional components may include: <ul style="list-style-type: none"> ▫ concept diagrams/models ▫ edit/validation rule reference tables (tabular business rules) ▫ transmission specification.
Data dictionary	A collection of data standards for use within a data category (for example, 'client') or program area (for example, 'health'), which may differ between organisations defining data dictionaries. At a national level, there are three (3) service-sector based data dictionaries: <ul style="list-style-type: none"> ▫ <i>National Health Data Dictionary</i> (NHDD) ▫ <i>National Community Services Data Dictionary</i> (NCSDD) ▫ <i>National Housing Assistance Data Dictionary</i> (NHADD). As part of the DHS IM strategy, the tools planned for development include eight (8) common data dictionaries , and three (3) reference data dictionaries . The term 'data dictionary' should <i>not</i> be used to refer to data element specifications , data collection manuals or data sets .

Term	Definition
Data element	<p>A data element is a basic unit of identifiable and definable data that can be collected. Data elements describe, in a standardised way, what is required to be known about something.</p> <p>A data element is comprised of three components:</p> <ul style="list-style-type: none"> ▫ an object, which is the thing, such as a person or organisation, that is of interest and is being described ▫ a property, which is the characteristic of the object that is of interest ▫ a value domain, which is how the property is measured or represented. <p>For example, we may wish to know what language a client prefers to speak:</p> <ul style="list-style-type: none"> ▫ object = the client ▫ property = preferred language ▫ value domain = a list of language codes from the <i>Australian Standard Classification of Languages</i> (ABS 1267.0–2007). <p>These components of object and property are not documented separately in DHS IM strategy tools.</p> <p>For each specific data set, depending on their use in relation to the transmission/extract, data elements are categorised into four types:</p> <ul style="list-style-type: none"> ▫ Business data elements are collected by external/funded organisations and included in the transmission/extract. ▫ Reference data elements are not included in the transmission/extract, but are defined so that the reporting organisation can create or validate another data element for the transmission/extract. For example, the data element 'client date of birth' might be defined so that a reporting organisation can create a 'client age', which is included in the transmission/extract. ▫ Derived data elements are not collected, but are defined so that once a transmission/extract is received, a new data element can be derived. For example, if 'client date of birth' is part of a transmission/extract, 'client age' can then be derived. ▫ Transmission data elements are data elements that relate only to the process of transmitting the data. For example, a 'header end date' is usually included in the transmission file to note the last date that for which data is transmitted.
Data element concept	This is specifically defined as a concept created by the union of an object class and property . Data element concepts are not documented separately in DHS IM strategy tools , but are a subset of concepts .
Data element specifications	The specification of all data elements (usually part of a specific data set), using a metadata template .
Data set	A group of data elements collected for a specific purpose.
Data standards	<p>A collective term used to encompass concept specifications, concept diagrams/models, data element specifications, edit/validation rules specification and edit/validation rules reference tables (business rules).</p> <p>Data standards provide a basis for common understanding, practice and collection/reporting of information across programs and data collections.</p>
Derived data element	See data element .
DHS IM Strategy tools/toolkit	<p>A collective term used to encompass tools developed as part of the DHS IM Strategy, including, but not limited to:</p> <ul style="list-style-type: none"> ▫ governance processes ▫ data collection review. <p>Specialist IM tools and resources, including:</p> <ul style="list-style-type: none"> ▫ common data dictionaries ▫ reference data dictionaries ▫ metadata templates.

Term	Definition
Edit/validation rules	<p>Edit/validation rules fall into different categories, depending on the logic of the indicator. These groupings are used by the Australian Institute of Health and Welfare (AIHW) in their national minimum data set (NMDS) transmission specifications.</p> <p>Critical edit/validation rules highlight data that are definitely incorrect. For example, a client can not die before they are born, men are cannot be pregnant. Data that trigger a critical edit/validation rule indicates that the value entered for at least one of the data elements is incorrect and should be checked and corrected.</p> <p>Notifiable edit/validation rules highlight data that are possible, although rare. For example, it is possible that a child aged under 16 will have a marital status that is not 1—never married, although this is rare. Data that trigger a notifiable edit/validation rule indicates that the value entered for at least one of the data elements is probably incorrect and should be checked and possibly corrected.</p> <p>Warning edit/validation rules highlight possible errors, which are not uncommon, but are likely to be incorrect. Data that trigger a warning edit/validation rule indicates that the data elements involved may be checked and possibly corrected.</p>
Edit/validation rules reference tables (tabular business rules)	Tables listing valid combinations of data elements , usually for complex or long rules/lists, which are referenced by an edit/validation rule .
Metadata	<p>Data that:</p> <ul style="list-style-type: none"> ▫ define and describe data that we need to help us understand, interpret and use information ▫ help in understanding what the data means ▫ can be used to determine whether two sources of data that appear to be capturing the same information, actually are; that is, whether, and to what degree, data can be compared either between data collections or between different periods of the same collection.
Metadata template (DHS IM Strategy version)	<p>The use of metadata templates allows the different types of metadata to be captured in a standard way.</p> <p>Three levels of templates operate:</p> <ul style="list-style-type: none"> ▫ the full version includes all fields, specifically those required for metadata management (identifiers and other properties not required by data users) ▫ the data collection version includes fields required for specification in a data set (a subset of the full version) ▫ the Common data dictionary version includes fields that can be generic across different data sets using the same concept or data element.
Minimum data set (MDS)	<p>A selective core set of data identified by users and stakeholders as the minimum for collection for a specific purpose. A minimum data set (MDS) does not preclude the collection of additional data to meet individual organisation or local needs.</p> <p>Also see national minimum data set (NMDS).</p>
National minimum data set (NMDS)	<p>In Australia, national minimum data sets (NMDS) are mandated national collections for all states and territories. An NMDS depends on national agreement to collect and supply uniform core data towards a national collection.</p> <p>Also see minimum data set (MDS).</p>
Object	See data element .
Property	See data element .
Reference data dictionary	<p>A data dictionary, developed as part of the DHS IM Strategy toolkit. The three reference data dictionary topic areas (address, person and transmission) cross the two or more common data dictionaries. For example, the postcode and locality data elements within the <i>Address reference data dictionary</i> apply equally to clients, organisations, assets, staff details (recorded in the <i>Common workforce data dictionary</i>) and locations of incidents.</p> <p>Also see data dictionary.</p>
Reference data element	See data element .
Transmission data element	See data element .

Term	Definition
Transmission specification	The specification of the requirements for the transmission of specified data. The transmission specification: <ul style="list-style-type: none">▫ will change depending on the transmission method (for example, CSV file, XML, HL7)▫ may be common to a data repository▫ should be specifically defined▫ ideally should not repeat significant information already contained in the data element specification or edit/validation rules.
Value domain	See data element .

References

References are also provided as part of the concept and data element specification.

Department of Human Services references

Department of Human Services internet sites

DHS Information Management Strategy <http://www.health.vic.gov.au/hacims/>

Privacy—Corporate Integrity, Information and Resolutions Unit
<http://www.dhs.vic.gov.au/pdpd/ciiru/html/privacy.htm>

Privacy—Make It Your Business <http://www.dhs.vic.gov.au/privacy/public/index.htm>

Department of Human Services intranet sites

These websites are only available to departmental staff.

DHS Information Management Strategy http://intranet_2.csv.au/rrhacs/ims/index.htm

Human Rights and Responsibilities—Introduction http://intranet_2.csv.au/HRB/humanrights/index.htm

Privacy—Corporate Integrity, Information and Resolutions Unit
<http://knowledgenet.csv.au:8080/knowledgenet/portfolio.nsf/headingpagesdisplay/Portfolio+Services+BranchCorporate+Integrity+Information+and+Resolutions+UnitPrivacy?opendocument>

Other references

Data standards

Australian Institute of Health and Welfare (AIHW) 2007, A guide to data development, AIHW, Canberra.

International Standards Organisation (ISO), 2004, Information technology—Metadata registries (MDR) Part 4: Formulation of data definitions ISO/IEC 11179–4:2004, ISO, Geneva.

METeOR—Metadata Online Registry—developed by the Australian Institute of Health and Welfare (2005)
<http://meteor.aihw.gov.au/content/index.phtml/itemId/181162>

Standards Australia (SA), 2007, Handbook Health informatics—Guide to data development in health HB291–2007, SA, Sydney.

Confidentiality, privacy and human rights

Charter of Human Rights and Responsibilities Act 2006
http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubLawToday.nsf/95c43dd4eac71a68ca256dde00056e7b/6a434cad017ac08aca2573b700227912!OpenDocument

Health Privacy Act (including the Health Privacy Principles listed at the end)
http://www.dms.dpc.vic.gov.au/Domino/Web_Notes/LDMS/PubLawToday.nsf/95c43dd4eac71a68ca256dde00056e7b/c47b931f1384fb01ca256fd9000cd15c!OpenDocument

Information Privacy Act (including the Information Privacy Principles listed at the end)
http://www.dms.dpc.vic.gov.au/Domino/Web_Notes/LDMS/PubLawToday.nsf/95c43dd4eac71a68ca256dde00056e7b/df49d6f3801dceb6ca2570300008c9ba!OpenDocument

Office of the Health Services Commissioner Legislation: Office of the Health Services Commissioner—Victorian Government Health Information, Australia <http://www.health.vic.gov.au/hsc/legislation.htm>

Victorian Privacy Commissioner, Privacy Victoria <http://www.privacy.vic.gov.au/>

Commonwealth Office of the Privacy Commissioner—Federal Privacy Law
<http://www.privacy.gov.au/act/index.html>

