**PeopleWA**

Offline Application Form

What’s in this form?

This Offline Application Form provides guidance on the questions that will be asked in the PeopleWA application system. This document is provided for information purposes only. All applications **must be submitted through the** [**PeopleWA application system**](https://apply.people.wa.gov.au).

You can use this Document to view and prepare your application offline. You will be required to provide information to address the following sections of the Form:

**Section 1** – Project details

**Section 2** – Data requirements

**Section 3** – Agency specific questions

**Section 4** – Set-up requirements

**Section 5** – Project team

**Section 6** – Conflicts of interest

**Section 7** – Ethical considerations

**Section 8** – Terms and conditions

The PeopleWA team is available to assist you in completing this application. Contact the team at [PeopleWA@dpc.wa.gov.au](mailto:PeopleWA@dpc.wa.gov.au)

Section 1: Project Details

* 1. Project title

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| --- |
| Click or tap here to enter text. |

* 1. Project summary

Provide a concise lay summary of the project. In the interest of public transparency, a summary of your project may appear on WA.gov.au or on the websites of stakeholders (i.e., data contributing agencies)

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| --- |
| Click or tap here to enter text. |

* 1. Project timeframes

Commencement date:

Expected completion date: (including time for analysis, report writing and publication)

Click or tap to enter a date.

Click or tap to enter a date.

* 1. Within the above timeline, is there a specific deadline that you require access to the data by?

If yes, Click or tap to enter a date.

* 1. Which organisation is responsible for the project?

Include details about the organisation, i.e., is it a not-for-profit organisation, public university, research institute, State/Territory or Commonwealth Government department etc.

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| Click or tap here to enter text. |

* 1. Aims and objectives

These should directly relate to the requested datasets, variables, and timeframes for this project.

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| Click or tap here to enter text. |

* 1. Background

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| Click or tap here to enter text. |

* 1. Key research or evaluation questions

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| Click or tap here to enter text. |

* 1. Significance

Describe the impact of your research on your field of study, as well as its contribution to new knowledge.

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| Click or tap here to enter text. |

* 1. Public benefits

Describe the public interest, including community benefits, of your project.

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| Click or tap here to enter text. |

* 1. How is your proposed research project funded?

Is your proposed research project funded? If so, what is the source of the funds and what is the amount of funding? (*Non-government applicants only)*

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| Click or tap here to enter text. |

* 1. Describe the proposed design, methodology, techniques, and data analysis for the project:

Include information on how this analysis will address the above stated research aims

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| Click or tap here to enter text. |

Section 2: Data Requirements

* 1. Please tick if you require access to agency identifiers (i.e., Client numbers).

By default, personally identifiable variables are not provided. If this project requires the release of identifiable information, please provide a justification which will be assessed by relevant data custodians. Access to agency identifiers is restricted to government users only.

Yes

No

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| If yes, provide justification for why agency identifiers are needed: Click or tap here to enter text. |

* 1. Please tick if you require access to geographic specificity at Statistical Area Level 1 (SA1).

For most purposes, geographic specificity at the SA2 level is appropriate and requires no additional justification. SA2s have populations between 3,000 to 25,000. SA1s have a population of between 200 and 800 people. Due to privacy considerations, data at the SA1s level requires additional justification.

Yes, I require geographic specificity at Statistical Area Level 1 (SA1)

No

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| If yes, provide justification for why SA1 level is is needed: Click or tap here to enter text. |

* 1. If you have answered *Yes* to either Question 2.1 or 2.2, what approach will be taken to maintain confidentiality when publishing results?

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| Click or tap here to enter text. |

* 1. Select which dataset(s) you are requesting access to.

The datasets below cover different lengths of time (coverage). The coverage of each dataset can be found on our [website](https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/office-of-digital-government/peoplewa). Take note of which agency owns the data you are requesting as you may be required to answer specific questions from those agencies in Section 3.

**Department of Communities**

|  |  |
| --- | --- |
| Child Protection (clients)  Please request if selecting other child protection datasets | Caretaker (Warnings) |
| Child protection (investigation concerns) | Caretaker (waitlist) |
| Child Protection (notifications) | Habitat (application household) |
| Child Protection (orders) | Habitat (application list) |
| Child Protection (periods of care) | Habitat (applications) |
| Disability services (clients)  Please request if selecting the service access dataset datasets | Habitat (clients) |
| Disability services (services) | Habitat (households) |
| Caretaker (income) | Habitat (income details) |
| Caretaker (tenancy) | Habitat (warnings) |
| Habitat (tenancies) |  |

**Department of Education**

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| --- | --- |
| Enrolments | Suspensions |
| Attendance | NAPLAN results (reading and numeracy) |

**Department of Justice**

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| --- | --- |
| Case Finalisations | Community corrections |
| Case lodgements | Community Youth Justice Services |
| Charge finalisations | Custodial |

**WA Police**

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| --- | --- |
| Offences | Police prosecutions (Briefs Data) |
| Move-on notices | Custodial Management Application |

**Department of Health**

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| --- | --- |
| Derived Aboriginal and Torres Strait Islander Status | Mental Health Information System |
| Emergency Department Data Collection | Mental Health National Outcomes and Casemix collection |
| Hospital Morbidity Data Collection | Midwives Notification System |

**Registry of Births, Deaths and Marriages**

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| --- | --- |
| Birth registrations | Death registrations |

**Australian Coordinating Registry**

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| Death Cause |

**Australian Mental Health Outcomes and Classification Network**

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| Mental Health National Outcomes and Casemix Collection |

Section 3: Agency Specific Questions

Department of Communities

* 1. Please specify what Department of Communities information is required (select all that apply)?

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| --- | --- |
| Access to linked PeopleWA data only | Permission to contact Department of Communities staff |
| Access to other Department of Communities data not currently in PeopleWA | Permission to contact Department of Communities clients |
| Access to Department of Communities documents (e.g. policy manuals) | Other Department of Communities data or information not specified above |

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| Please provide a comprehensive answer to the question above. Click or tap here to enter text. |

**Please note:** This form only relates to access to the PeopleWA linked data asset.  Any requirement for other government data or information, or permission to access staff/clients, must be made directly to the Department of Communities. This may require the completion of a separate research application.

Department of Justice

* 1. Select which form of research assistance is sought.

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| --- | --- |
| Entry to Department of Justice premises | Access to court/corrections clients |
| Access to Departmental records | Access to other clients |
| Access to administrative data | Access to staff |
| PeopleWA data only | |

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| Please provide a comprehensive answer to the question above. Click or tap here to enter text. |

* 1. Describe how your project aligns with the current Department of Justice research priorities.

Department of Justice research priorities can be found at: Research with us (www.wa.gov.au).

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| Click or tap here to enter text. |

* 1. Explain the impact this project will have on Department of Justice clients and staff as participants

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| --- |
| Explain impact: Click or tap here to enter text. |

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| --- |
| List precautions to be taken to prevent or minimise impact: Click or tap here to enter text. |

* 1. Have you sought professional indemnity and public liability insurance cover?

|  |  |
| --- | --- |
| No |  |
| Yes | Name of Insurer: Click or tap here to enter text. |

3.1 Is your project undertaking academic research?

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| --- | --- |
| No |  |
| Yes | Type of degree being sought: Click or tap here to enter text. |

If an applicant other than the Principal Researcher is seeking to complete a degree utilising PeopleWA or Department of Justice data, a separate application outlining their supervisor and the individual project must be submitted.

* 1. I have read and agreed to the Department of Justice’s [code of conduct](https://www.wa.gov.au/government/publications/department-of-justice-code-of-conduct).

Yes (please upload signed code of conduct)

* 1. Provide details on how this research is ethically and culturally appropriate for Aboriginal people and people from culturally and linguistically diverse backgrounds.

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| Click or tap here to enter text. |

Department of Health

* 1. Does your project require review by the Department of Health HREC? Refer to [HREC website](https://ww2.health.wa.gov.au/Articles/A_E/Department-of-Health-Human-Research-Ethics-Committee).

*Please note, Health Data cannot be released for research purposes until approval is received from the Department of Health HREC.*

Yes

No

Section 4: Set-up Requirements

* 1. Number of analysts seeking direct access to the e-Research Platform analytical environment:

Choose an item.

* 1. Analysis software to be used in the e-Research platform:

Describe the software and languages used for data analysis. This assists in provisioning the e-Research platform.

Choose an item.

Section 5: Project Team

You are required to provide a list of all project team members who will have access to the data. Please ensure a Contact Investigator is nominated as this individual will be advised of the outcome of the application.

Investigator details

|  |  |
| --- | --- |
| Name: |  |
| Role in Project: |  |
| Department/Organisation: |  |
| Email Address: |  |
| Telephone number: |  |

Press + button above to add more members of your project team.

Section 6: Conflicts of Interest

Potential conflicts of interest include, but are not limited to a project team member:

* Being an employee of a Partner Agency (i.e. government department providing data to PeopleWA);
* Being employed or affiliated with current or potential service providers;
* Having previously had personal or family relationships with staff or clients involved in, or the subject of, the proposed project.
* Being a data custodian of a data collection requested as part of the application.
* Having commercial interest in the research.
  1. Please indicate whether any project team members identified in this application have a potential conflict of interest:

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| Click or tap here to enter text. |

* 1. Provide details of identified conflict/s of interest and how these will be managed:

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| Click or tap here to enter text. |

Section 7: Ethical Considerations

The information in this section will be used to determine whether Human Research Ethics Committee (HREC) approval is needed for your project.

If you have already received an Ethics Approval Letter from an accredited HREC, please include it in your application.

PeopleWA partners require all requests to meet ethical standards. Project team members need to familiarise themselves with the National Statement on Ethical Conduct in Human Research (2007) guidelines: [National Statement on Ethical Conduct in Human Research (2007) - Updated 2018 | NHMRC](https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2007-updated-2018#toc__95).

* 1. Please tick to indicate you acknowledge that PeopleWA partners require all applications to meet ethical standards.

Yes

No

* 1. Will your outputs be published in a peer reviewed journal?

If so, all resulting draft manuscripts, reports, and presentations must be sent to PeopleWA before they are published.

Yes

No

* 1. Describe any other intended research outputs

e.g., presentations, discussion papers, posters, press releases, internet postings, media appearances.

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| Explain impact: Click or tap here to enter text. |

* 1. Does your project require approval from an NHMRC approved ethics committee?

Yes

No

* 1. Will HREC approval be Sought?

Yes

No (explain why not below)

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| Explanation for why HREC approval will not be sought: Click or tap here to enter text. |

* 1. Has HREC approval been received

Yes (please upload your HREC approval letter)

No

Section 8: Terms and conditions

Before your application is approved, each member of your project team will need to sign the [Terms and Conditions](https://devapps.peoplewa-apply.development.digital.wa.gov.au/static/files/PeopleWATermsAndConditions.pdf)and return them by email to the [PeopleWA team](https://devapps.peoplewa-apply.development.digital.wa.gov.au/contact). This will be made available on the application system.