

DATALAB ORGANISATION QUESTIONNAIRE

Detailed survey and integrated microdata are available for [approved projects and organisations](#).

All organisations are required to have a [Responsible Officer Undertaking \(ROU\)](#) in place with the ABS (including sponsored organisation/contractor organisations).

To support your organisation's access, this questionnaire is required to confirm eligibility and governance arrangements, and to seek ABS approval for the organisation to submit new projects.

PURPOSE

The DataLab Organisation Questionnaire (DOQ) is used to assess your organisation's eligibility, governance, and compliance with ABS Organisation requirements.

INSTRUCTIONS

Complete Part 1 and the relevant part(s) for your organisation type. Ensure all applicable questions are answered

PART 1. ORGANISATION INFORMATION

1.1 Organisation Name (Legal Name)	Click or tap here to enter text.
1.2 Trading Name	Click or tap here to enter text.
1.3 Email domain/s	Click or tap here to enter text.
1.4 ABN/Business registration number	Click or tap here to enter text.
(or equivalent)	
1.5 Organisation Sector	Government Organisation – Part 2 Australian University – Part 3 Public Policy Research Institute – Part 4 Overseas Organisation – Part 5 Private Organisation/Contractor – Part 6 Sponsored Organisation and Researchers – Part 7

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PART 2. GOVERNMENT ORGANISATION (INCLUDING STATE/TERRITORY/TAFE)

All researchers must have an AGS or state/territory equivalent)

2.1 Provide a point of contact for legal or compliance verification?	Name: Click or tap here to enter text. Position title: Click or tap here to enter text. Email address: Click or tap here to enter text. Phone number: Click or tap here to enter text.
2.2 Which government department or minister is responsible for oversight?	Click or tap here to enter text.

PART 3. AUSTRALIAN UNIVERSITY (IF APPLICABLE)

3.1 Provide a point of contact for legal or compliance verification?	Name: Click or tap here to enter text. Position title: Click or tap here to enter text. Email address: Click or tap here to enter text. Phone number: Click or tap here to enter text.
3.2 Is the university a member of Universities Australia?	☐ Yes ☐ No
3.3 Is the university publicly or privately owned or governed?	☐ Public ☐ Private

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PART 4. PUBLIC POLICY RESEARCH INSTITUTE (IF APPLICABLE)

Where a question does not apply, enter N/A.

4.1 Provide a point of contact for legal or compliance verification? <i>This should be either the RoU signatory or someone authorised to confirm governance and/or compliance matters.</i>	Name: Click or tap here to enter text. Position title: Click or tap here to enter text. Email address: Click or tap here to enter text. Phone number: Click or tap here to enter text.
4.2 Demonstrate references to public policy research e.g. in a published mission statement or on the organisation's website. <i>What to include</i> • Evidence that public policy research, policy advice, or evidence-based advocacy is a core organisational activity • URL to the Mission statement, About us, etc <i>Where to find this</i> • Mission or purpose statement • "About us", "What we do", "Our impact" • Strategy or priorities pages • Governing documents (objects / purposes) <i>Acceptable evidence</i> • Direct quotes from mission or strategy • Website links showing policy or research focus • References to work informing government, regulation, or public debate	Click or tap here to enter text.
4.3 Demonstrate the organisation and project proposal will establish a commitment to informing public debate and research through publication of findings. <i>What to include</i> • Evidence that research findings are shared publicly, not just used internally • URL to reports, etc <i>Where to find this</i>	Click or tap here to enter text.

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- Research, reports, insights, publications pages
- Policy submissions or consultation responses
- Conference, parliamentary, or public briefings
- Events showcasing research outcomes

Acceptable evidence

- Links to reports, submissions, or event pages
- Explanation of how findings are published or disseminated

If limited publication history

- Describe intent and processes for future publication
- Provide examples of past briefings, presentations, or submissions

4.4 Provide a summary of the DataLab researchers and demonstrate they are trusted and reputable with a history of publication.

What to include

- Names and roles of researchers accessing DataLab
- Summary of relevant experience (research, policy, data analysis)
- Any previous publications, projects, or government collaborations
- Demonstrated capability to handle sensitive or complex data
- Organisational oversight or review arrangements (if applicable)

Click or tap here to enter text.

4.5 Provide evidence of being registered with the [Australian Charities and Not-for-Profits Commission](#) (ACNC) with all reporting obligations including address, financial report (where applicable) and Annual Information Statement.

For registered charities

- ACNC registration status
- ABN
- Address details
- Annual Information Statements (include URL)
- Financial reports (where applicable, include URL)

Note: direct links to the [ACNC](#) profile is preferred

If NOT an ACNC-registered charity
Clearly state why ACNC registration does not apply and provide alternative evidence:

- ASIC registration details
- Not-for-profit status
- Annual or audited financial reports
- Governance transparency statements

Click or tap here to enter text.

4.6 Public evidence of meeting Australian Charities and Not-for-profits Commission (ACNC) conflict of interest guidelines and

Click or tap here to enter text.

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ensuring perceived conflicts of interest are effectively managed consistent with Corporations Law and ASIC requirements.

What to include

- Publicly available evidence of conflict of interest governance
- Alignment with ACNC Governance Standard 5 (where applicable)
- Consistency with Corporations Law and ASIC requirements

Note: direct links to constitutions or policies are preferred

Where to find this

- Constitution or governing document
- Conflict of interest policy
- Governance or board web pages

If not publicly available

- Provide internal policy documents
- Explain governance processes and intent to publish

4.7 Describe how you meet the definition of an Aboriginal Community-Controlled Organisation (ACCO) (only for ACCO)
[Aboriginal Community-Controlled Organisations | Communities and Justice](#)

Click or tap here to enter text.

Only complete if you are an ACCO

What to include

- Clear statement addressing all elements of the ACCO definition:
 - Aboriginal-led and governed
 - Controlled by the local Aboriginal community
 - Operates for the benefit of Aboriginal people

Acceptable evidence

- Governance structure and board composition
- Constitutional statements
- Community control mechanisms
- Reference to the ACCO definition

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PART 5. OVERSEAS OR INTERNATIONAL ORGANISATION (IF APPLICABLE)

All requests for overseas access must be approved by the Australian Statistician.

Where a question does not apply, enter N/A.

5.1 Provide a point of contact for legal or compliance verification?	Name: Click or tap here to enter text. Position title: Click or tap here to enter text. Email address: Click or tap here to enter text. Phone number: Click or tap here to enter text.
5.2 In which country is your organisation registered?	Click or tap here to enter text.
5.3 What is the legal structure?	Click or tap here to enter text.
5.4 Are you subject to any international standards or compliance frameworks (e.g., ISO, GDPR)?	☐ Yes ☐ No If yes, please provide details:

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PART 6. PRIVATE ORGANISATION/CONTRACTORS (IF APPLICABLE)

Where a question does not apply, enter N/A.

6.1 Provide a point of contact for legal or compliance verification?	Name: Click or tap here to enter text. Position title: Click or tap here to enter text. Email address: Click or tap here to enter text. Phone number: Click or tap here to enter text.
6.2 Type of private organisation. <i>What is your business structure (e.g., sole trader, partnership, proprietary company, trust)?</i>	Click or tap here to enter text.
6.3 Specify any partnerships (where there are shared profits, liabilities, and responsibilities).	Click or tap here to enter text.
6.4 Specify the contract arrangements (the hiring organisation).	Click or tap here to enter text.
6.5 If engaging with a government agency under a sponsorship agreement, a support letter must be provided by the agency (refer to template form at Part 7).	Has the support letter been attached with this questionnaire? ☐ Yes ☐ No
6.6 Project requirements. The project must: • <i>Not be primarily driven by commercial objectives without alignment to agreed outcomes.</i> • <i>Not be intended for regulatory or enforcement purposes.</i> • <i>Not involve unethical use of sensitive or personal data.</i> • <i>Provide a clear public benefit.</i> • <i>Only request data relevant to its stated objectives.</i> • <i>Comply with all legal, policy, and ABS data custodian requirements.</i> • <i>Remain within the approved project scope.</i>	I confirm the project meets the conditions specified in clause 6.6 and all future projects will also meet these conditions. ☐ Yes ☐ No
6.7 Public evidence that conflicts of interest are effectively managed, including any relationships, funding arrangements, or commercial interests that could influence research or actions in the DataLab.	Click or tap here to enter text.

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PART 7. GOVERNMENT SPONSORSHIP

Sponsoring Senior Manager (SES equivalent or authorised delegate)

Full Name

Click or tap here to enter text.

Provide my sponsorship for

Organisation Name

Click or tap here to enter text.

To access Detailed Survey and/or Integrated Microdata via the ABS DataLab for research and analysis for:

Project Number (if known) and Name

Click or tap here to enter text.

Project Description

Click or tap here to enter text.

Sponsorship Declaration

I provide sponsorship for the organisation named above and their approved researchers to access Detailed Survey and/or Integrated Microdata through the ABS DataLab for approved research and statistical purposes.

I confirm that the organisation and the researchers covered under this sponsorship have the statistical capability, relevant experience, and professional credibility required to undertake this work and to comply with ABS confidentiality, security, and DataLab access requirements. Individual researcher support and oversight will be provided separately through completion of the ABS Statement of Support form for each researcher, where required.

Where researchers are engaged under a contractual arrangement, I will notify the ABS when the relevant contract expires or is completed.

I declare that the information provided in this Organisation Questionnaire is true and correct to the best of my knowledge.

I acknowledge the ABS conditions of access and accept responsibility for supporting compliance with those conditions by the organisation and researchers covered by this application.

I acknowledge that a breach of ABS terms and conditions of access may result in sanctions or restrictions being applied to the sponsored researchers, the sponsored organisation, and/or my organisation.

Name Click or tap here to enter text.

Position/Title Click or tap here to enter text.

Organisation Click or tap here to enter text.

Signature

Date