

PLAIN LANGUAGE STATEMENT AND CONSENT FORM



TO: Organisations

Plain Language Statement for Organisations

Date: 25/5/2026

Full Project Title: Making of Community Housing in New South Wales

Principal Researcher: Associate Professor Carolyn Holbrook

Student Researcher: Catherine Louise Stuart

Associate Researcher(s): Dr Mia Martin Hobbs

Making of Community Housing in New South Wales is research investigating the development of the generalist community housing industry in New South Wales.¹ Its focus is changes in the industry from 1990 to the mid-2000s relating to the 1996 *Community Housing Strategy*.

The aim of the research is to learn how community housing organisations (including housing cooperatives and faith-based providers), sector peaks and others who supported community housing, experienced and contributed to changes in the industry during the 1990s and early to mid-2000s.

The research primarily involves oral history interviews with people closely involved with the industry before the mid-2000s. The researchers are also interested in viewing organisational records that provide information about dates, sequences of events, and advocacy concerns of the time that do not identify individuals.

This is PhD research and will end in 2031. This study has received Deakin University ethics approval (reference number: **2026/HE000064**).

¹ The term 'generalist' is used in this Plain Language Statement to distinguish the topic of the proposed research from the Aboriginal Community Controlled Community Housing industry in New South Wales which has followed a different development pathway informed by principles of self-determination and is a distinct industry.

Disclosure of researcher interest

The graduate (student) researcher has worked in roles associated with housing for people with low incomes since 1995 in both the public and not for profit sectors. This includes a junior role at the Office of Community Housing within the NSW Department of Urban Affairs and Planning/ NSW Department of Housing between 1998 and approximately 2000. The graduate researcher has worked as an independent consultant in the social housing and homelessness industries since 2016 undertaking service reviews, tender writing and project management support for a range of organisations including organisations within the community housing industry. The graduate researcher does not have any financial or non-financial interest in the research findings.

How your organisation can support this research

There are two ways your organisation can support this research:

1. By promoting the research to potential research participants known to your organisation. The researchers will interview people who were closely involved in working with or developing the generalist community housing industry in New South Wales before the mid-2000s. Full information about interview participation is outlined in the Plain Language Statement for Interview Participants [*to be made a link to the document*].
2. By considering if your organisation can provide records relevant to the research. The researchers are interested to view documents and images that reflect the development of the community housing industry before the mid-2000s to gather additional contextual information.

What does providing access to organisational records involve?

Consent for the graduate researcher to access organisational records involves two steps:

- Providing written consent from an authorised officer of the organisation or the owner of the documents or images. A consent form is provided at the back of this document.
- Providing the graduate researcher with physical access to the organisational records. After consent is provided, the graduate researcher will contact the nominated person to arrange a time and place to view the records.

In some cases, documents or images may be available from archived versions of your organisation's website accessible through the Internet Archive (<https://archive.org/>) in this case, the graduate researcher will access the documents or images from the Internet Archive in consultation with the nominated person after written consent is provided.

What is out of scope

As the project is focused on the development of the generalist community housing industry before the mid-2000s documents and images created later than the mid-2000s are outside the scope of the research.

Documents and images that identify people who have not consented to the use of the document or image for the research are also outside the scope of the research. For example, photos of residents or staff Christmas parties, people and culture records, and file notes or internal memos are all out of scope for the research.

Is there a risk?

Providing documents or images that do not identify individual people (unless they have separately provided consent) is not expected to expose your organisation to risk.

If you think a document or image may expose your organisation to risk, please exclude it from the records the graduate researcher accesses.

If the graduate researcher thinks a document or image your organisation has provided may expose it to risk, they will discuss their concerns and suggested actions relating to the research with you.

Possible benefits from participation

There is no guarantee that your organisation will benefit from participating in this research. However, the research may discover new knowledge about the community housing industry that interests or indirectly benefits your organisation in the future.

Participation is voluntary

It is your organisation's choice to participate in the research or not. There is no payment for participation.

If your organisation decides to participate in the research, the graduate researcher will ask for the consent form at the back of this document to be completed by an appropriate representative of your organisation.

If your organisation decides to participate in the research, it is free to reverse its decision and withdraw from the project any time before 1 July 2030.

Your organisation can choose how to participate

Your organisation has the choice of whether to be named or anonymised in this project. If it decides to be named it can reverse this decision and decide to be anonymised (vice versa) up until 1 July 2030.

If your organisation chooses to be anonymised, the graduate researcher will agree a pseudonym or description for referring to your organisation with you. Anonymised data will be stored separately from any data or records that name your organisation.

Holding your records and data

During the project, any electronic records that you provide access to along with any data relating to your organisation's records will be securely stored in a Deakin University online repository (Syncplicity). If the graduate researcher is given temporary custody of physical records, these will be securely stored in a locked cabinet.

At the end of the project any electronic records or data relating to your organisation's records will be destroyed. This will occur no later than 5 years from the date on this document. Any physical records in the graduate researcher's custody at the end of the project will be returned to your organisation.

Keeping your data safe

The Deakin University online repositories are designed to keep research data safe. They all have best practice security protections including single-user passwords and two-factor authentication which cannot be accessed by anyone other than the researchers.

All research data is subject to legal limitations. If there is a Freedom of Information Request or subpoena, the researchers cannot keep the interview data confidential.

Monitoring the project

Deakin University monitors all human research conducted by its researchers. The researchers will ensure that this project complies with the National Statement on Ethical Conduct in Research involving Humans, submitting annual reports on the project to Deakin's Human Ethics Research Unit.

Results of the project

The research findings will be written up in a doctoral thesis which will be publicly available after completion from the Deakin University online research repository (Figshare). The research findings may also be presented at academic or industry conferences or published in formats such as academic journals, a book, or publications for non-academic audiences.

Complaints

If you have any complaints about any aspect of the project, the way it is being conducted or any questions about your rights as a research participant, then you may contact:

The Human Research Ethics Office, Deakin University, 221 Burwood Highway, Burwood Victoria 3125, Telephone: (03) 9251 7129, Email: research-ethics@deakin.edu.au

Please quote project number **2026/HE000064**.



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TO: Organisations

Consent Form for Organisations

Date: 25/5/2026

Full Project Title: Making of Community Housing in New South Wales

Reference Number: 2026/HE000064

- I have read, and understand, the attached Plain Language Statement for Organisations.
- I have been given a copy of the Plain Language Statement for Organisations to keep.
- I have provided access to the following documents or images for use by the researchers during the research.
- I give my permission for [name of staff member(s)/volunteer(s)] of [name of organisation] to participate in this project according to the conditions of the Plain Language Statement and agree to support this project as described in the Plain Language Statement for Organisations.
- The graduate researcher has agreed not to reveal the identities and personal details of participants from this organisation supporting the research as described in the Organisational Plain Language Statement.
- I understand this organisation will not be paid for its participation.
- I understand that [name of organisation] may withdraw from the project, including any information already provided, up until 1 July 2030.

I agree that

1. [Name of organisation] MAY / MAY NOT be named in research publications or other publicity without prior agreement.
2. I / We EXPECT / DO NOT EXPECT to receive a copy of the research findings or publications

Name of person giving consent (printed):

Signature:

Date:

Please email this form to Catherine Stuart s225423112@deakin.edu.au



PLAIN LANGUAGE STATEMENT AND CONSENT FORM

TO: Organisations

Withdrawal of Consent Form

(To be used for participants who wish to withdraw from the project)

Date: 25/5/2026

Full Project Title: Making of Community Housing in New South Wales

Reference Number: 2026/HE000064

I hereby wish to WITHDRAW [organisation name's] consent to participate in the above research project and understand that such withdrawal WILL NOT jeopardise my relationship with Deakin University.

Name of person withdrawing consent (printed):

Signature:

Date:

Please post or email this form to Catherine Stuart at:

Post: School of Humanities and Social Sciences Email: s225423112@deakin.edu.au
Faculty of Arts
221 Burwood Highway
Burwood VIC 3125

Phone: 0439 084 657