



INFORMATION SHEET - APPLYING FOR ACCESS TO THE NCIS

GENERAL INFORMATION

What is the NCIS?

The National Coronial Information System (NCIS) is an internet based data storage and retrieval system for Australian and New Zealand coronial cases, managed by the Victorian Department of Justice and Regulation on behalf of the coroners.

The NCIS contains case information about deaths reported to a coroner across Australia from July 2000 onwards (1 January 2001 for Queensland), and data from New Zealand for deaths reported since July 2007. The NCIS also contains some fields sourced from organisations other than coronial offices (such as the Australian Bureau of Statistics and Safe Work Australia).

The benefit of the NCIS is that it allows coronial data to be centralised and easily accessible by coroners, coronial staff and researchers. It also relieves the burden on participating coronial offices of managing access to coronial files.

A list of available data fields is contained on the next page.

Access to the NCIS is available to authorised users via an online interface. You cannot access the NCIS until your application has been approved and you have been issued with a user specific login and password.

Who May Apply?

Applications are open to "Third Parties" (e.g government, universities, research or non-profit organisations) with a bona fide role specific focus on public health and safety. If you have a personal interest in a particular coronial case (for example, you are a relative or friend of the deceased person) you are not eligible for access, and should contact the Office of the State or Chief Coroner in which the case was reported.

Media or private organisations are not eligible to obtain direct access to the NCIS, but may contact the NCIS unit to request de-identified statistical information. Refer to www.ncis.org.au or contact ncis@ncis.org.au for more information on this service.

Is there an Access Fee?

Yes, there is an annual fee payable by your organisation. All fees are levied on a cost recovery basis and will depend on the product or service selected. For further information about what fees will apply, please contact the NCIS Access Liaison Officer on ncis@ncis.org.au

What Browser Do I Need?

The NCIS is supported on the following browsers:

- Internet Explorer versions 9, 10 or 11 (preferably 10 or 11)
- Firefox (recent releases)
- Chrome (recent releases)
- Safari (recent releases)

Whilst we have attempted to accommodate the various versions and types of browsers available, significantly older browsers do not conform to current web standards. As such, they cannot be guaranteed to operate correctly with modern websites.

What Data is Available?

The NCIS contains variables (both text and coded) and key case reports. Variables include:

- Name*, Date of birth*, Date of notification of death
- Age, Sex, Marital status, Place of usual residence (street address*, suburb and postcode)
- Period of residence in Australia, Country of birth
- Indigenous identification (Aus) / Ethnicity (NZ)
- Employment status, Usual occupation
- Where the death is a work-related incident:
 - Occupation and Industry at the time of incident
- Time/location of incident, Activity at time of incident
- Time/location of death
- Medical Cause of death
- Case Type (external or natural - both at death notification and case completion)
- For external cause deaths:
 - Mechanism of injury (primary, secondary and tertiary)
 - Object or substance involved (primary, secondary and tertiary)
 - Intent of Deceased (both at death notification and case completion)
- Where the death is related to a motor vehicle accident:
 - Mode, Counterpart, Context, User.

Additional coded fields provided by the Australian Bureau of Statistics (ABS):

- ICD-10 Cause of Death codes (primary and underlying codes)
- ASGC Residential Location Codes.

Additional coded fields provided by Safe Work Australia (for work related deaths):

- Worker Type
- Occupation and Industry Codes
- TOOCS codes (version 3) which include mechanism, agency and breakdown injury

Key case reports include:

- Police narrative of circumstances*
- Pathology report*
- Toxicology report*

o Coroner's finding*

****The items marked with an asterisk (*) are identifying data items which are only available to Level 1 users (see below).***

What Levels of Access Are There?

There are two access levels available:

Level 1 (recommended for research / monitoring purposes) includes all variables and reports (where available), including the items listed above with an asterisk (*) for closed cases.

Level 2 provides all data items except those items above with an asterisk (*) or indigenous identification.

If seeking Level 1 access, your application will need to clearly specify why these data items are important to your stated purpose, provide details on how they will be used, and include the relevant privacy policies in place at your organisation. Similarly, if you are seeking access to the indigenous origin field as part of a demographic data set, you will need to specify why this data item is relevant and important to your stated purpose.

Note: If the focus of your application relates to research about indigenous persons specifically, additional considerations may need to be obtained from appropriate indigenous groups / committees prior to your application to the NCIS.

THE APPLICATION PROCESS FOR AUSTRALIAN DATA

All Third Party applications for access to the NCIS must be considered by the NCIS Research Committee (NRC) and Victorian Department of Justice Human Research Ethics Committee ('the Ethics Committee').

Whether you are seeking Level 1 or Level 2 access from any jurisdiction, all NCIS Applications must be submitted directly to the NCIS Unit on the required application forms, available from the NCIS Access Liaison Officer at ncis@ncis.org.au

If you are seeking **Level 1 or Level 2 access to Western Australian or Victorian data**, there are additional requirements to be fulfilled, as stipulated by the State Coroners of these jurisdictions. These are outlined on the next page, along with the submission dates.

Following NRC approval, applications will then be forwarded to the Ethics Committee on your behalf for consideration at the next meeting. You will be advised in writing directly by the Ethics Committee within five working days of its meeting.

If your application is approved by the Ethics Committee, your organisation will be required to enter into a written NCIS Access Agreement with the Victorian Department of Justice and Regulation on behalf of the NCIS. Once the Access Agreement is executed by both parties, and the relevant fee has been paid, system logins will then be issued to each authorised NCIS user.

The entire application / access provision process will generally take around 8 weeks; if additional considerations are required by other committees, this time frame will increase.

When making an application for access to NCIS data, please note the following:

- If the applicant is from an institution which has its own ethics committee, the project must be referred to that committee prior to submitting an application to the NCIS. If the project is not submitted to the host institution's ethics committee, the reasons for this must be clearly outlined in the application.
- The applicant will be required to submit annual progress reports on the progress of the project and NCIS use, as a condition of approval by the Ethics Committee.
- A copy of any reports or documents to be published must be provided to the NCIS for review at least two weeks prior to publication submission. Feedback from the NCIS Unit will be provided within 7 days.

JHREC APPLICATION SUBMISSION DATES, 2019

NCIS / JHREC Closing Dates 2019		
Month	NCIS Closing Date	JHREC Meeting Date
February	Wednesday 12 December 2018	Thursday 7 February 2019
March	Wednesday 6 February	Thursday 28 March
May	Wednesday 20 March	Thursday 9 May
June	Wednesday 8 May	Thursday 27 June
August	Wednesday 19 June	Thursday 8 August
September	Wednesday 31 July	Thursday 19 September
October	Wednesday 11 September	Thursday 31 October
December	Wednesday 23 October	Thursday 5 December

APPLICATIONS FOR ACCESS TO VICTORIAN AND WESTERN AUSTRALIAN DATA

Coroners Court of Victoria Research Committee

Applicants requesting access to Victorian data require a letter of endorsement from the Victorian State Coroner. A submission is to be made to the Coroner's Court of Victoria Research Committee (CCOV RC) which advises the Victorian State Coroner **prior** to applying to the Department of Justice Human Research Ethics Committee ('the Ethics Committee'), and does not involve additional application forms.

Applications should be submitted to the Access Liaison Officer in the first instance. You will be advised of the CCOV RC dates, and advised of items requiring clarification, or additional information. You will then submit your application (on the Ethics Committee form) directly to the CCOV RC at the following email: research@coronerscourt.vic.gov.au

Once a letter of endorsement is obtained, send the endorsement letter through to the NCIS Access Liaison Officer. The application can then be submitted to JHREC with this endorsement letter attached.

CCOV RC Meeting Dates 2019	
Closing Date for Applications	CCOV RC Meeting Date
Wednesday 16 January	Wednesday 23 January
Wednesday 6 March	Wednesday 13 March
Wednesday 17 April	Wednesday 24 April
Wednesday 5 June	Wednesday 12 June
Wednesday 17 July	Wednesday 24 July
Wednesday 28 August	Wednesday 4 September
Wednesday 9 October	Wednesday 16 October
Wednesday 13 November	Wednesday 20 November

Western Australian Coronial Ethics Committee

Applications requesting Level 1 data from Western Australia require approval by the Western Australian Coronial Ethics Committee (WACEC).

Once your application has been considered by the Department of Justice Human Research Ethics Committee, the NCIS Access Liaison Officer will manage the WACEC application process for you.

Level 2 Access to WA data will be provided until approval of Level 1 Access has been granted by the WACEC.

Note: Applicants requesting Level 1 Access to Western Australian data only (ie not within a national context), must obtain approval from the WACEC **prior** to submitting an application to the Department of Justice Human Research Ethics Committee.

WACEC Meeting Dates 2019		
Month	WACEC Closing Date	WACEC Meeting Date
February	Thursday 7 February	Thursday 21 February
April	Thursday 28 March	Thursday 11 April
June	Thursday 30 May	Thursday 13 June
August	Thursday 8 August	Thursday 22 August
October	Thursday 26 September	Thursday 10 October
December	Thursday 21 November	Thursday 5 December

APPLICATIONS FOR TASMANIAN DATA

Applications requesting access to Tasmanian data are required to be notified to the Tasmanian State Coroner. Once your application is received by the NCIS it will be forwarded to the Tasmanian Coroners Court for their information.

SUBMITTING AN APPLICATION

Applications should be submitted via email to ncis@ncis.org.au as Word documents prior to the monthly NCIS submission dates. Following an initial assessment, the Access Liaison Officer will contact applicants regarding items requiring clarification, or additional information.

Applications are submitted to the relevant committees by the NCIS Unit on behalf of applicants, with the exception of the CCOV RC, which must be submitted by the applicant.

THE APPLICATION PROCESS FOR NEW ZEALAND DATA

All Third Party applications for access to New Zealand data on the NCIS must be considered by the NCIS Manager, and the New Zealand Chief Coroner.

Whether you are seeking Level 1 or Level 2 access from New Zealand, all NCIS Applications must be submitted directly to the NCIS Unit on the required application forms, available from the NCIS Access Liaison Officer at ncis@ncis.org.au

Your application will be assessed by the NCIS Access Liaison Officer and the NCIS Manager. Following approval from the NCIS, your application will then be forwarded to the New Zealand Chief Coroner for consideration and approval. You will be advised in writing directly by the NCIS of the outcome.

If your application is approved by the New Zealand Chief Coroner, your organisation will be required to enter into a written NCIS Access Agreement with the Victorian Department of Justice and Regulation on behalf of the NCIS. Once the Access Agreement is executed by both parties, and the relevant fee has been paid, system logins will then be issued to each authorised NCIS user.

New Zealand applications can be submitted to the NCIS at any time. The entire application / access provision process will generally take around 4 weeks.

When making an application for access to NCIS data, please note the following:

- If the applicant is from an institution which has its own ethics committee, the project must be referred to that committee prior to submitting an application to the NCIS. If the project is not submitted to the host institution's ethics committee, the reasons for this must be clearly outlined in the application.
- The applicant will be required to submit a completion report to the NCIS on the outcomes of the project at the end of the Access Agreement period.
- A copy of any reports or documents to be published must be provided to the NCIS for review at least two weeks prior to publication submission. Feedback from the NCIS Unit will be provided within 7 days.

FURTHER INFORMATION

If you would like any further information on the application process, online fees or access levels, please contact the NCIS Access Liaison Officer on (03) 9684 4323 or ncis@ncis.org.au