

CIRCA Statement of Applicability (SOA)

The Culturally Inclusive Research Centre Australia (CIRCA), formerly the Cultural and Indigenous Research Centre Australia, is a small market and social research organisation with an office in Sydney, NSW. CIRCA specialises in conducting qualitative research and evaluation with culturally and linguistically diverse (CALD) communities and Aboriginal and/or Torres Strait Islander peoples. Our clients include Australian state and territory government agencies, universities, non-government organisations, communications and research companies.

CIRCA has extensive experience across a variety of portfolios such as health, welfare reform, education, employment, community development, justice, family violence, problem gambling, financial services, communications, and the arts.

CIRCA works with a number of specialist bi-lingual and Aboriginal and Torres Strait Islander research consultants. These consultants provide expertise in bi-lingual research and research with Aboriginal and/or Torres Strait Islander communities.

CIRCA has elected to include fieldwork, self-completion, and data management and processing to be attested to this document in accordance with Annexes B, E, and F. CIRCA has elected to exclude sampling including access panels, physical observation, and digital observation from the attestation. Details of CIRCA's attested annexes are described as follows:

ANNEX	ATTESTED	EXCLUDED	EXPLANATION
Annex A – Sampling including access panels	No	Yes	CIRCA is a qualitative research firm, and as such does not provide population sampling services, therefore this Annex has been excluded
Annex B - Fieldwork	Yes	No	As a direct supplier or as a subcontracted service, CIRCA provides qualitative data collection services (interviews, focus groups, etc)
Annex C – Physical observation	No	Yes	CIRCA relies on collection of data via interviews, focus groups, and some limited self-completion questionnaires, and as such does not conduct physical observation research, therefore this Annex has been excluded
Annex D – Digital observation	No	Yes	CIRCA relies on collection of data via interviews, focus groups, and some limited self-completion questionnaires, and as such does not conduct digital observation research, therefore this Annex has been excluded
Annex E – Self completion	Yes	No	As a direct supplier or as a subcontracted service, CIRCA conducts online or hard-copy questionnaires for individuals to complete on their own.
Annex F – Data management and processing	Yes	No	As a direct supplier or as a subcontracted service, CIRCA collates, manages, processes, analyses, and summarises the resulting data from qualitative research and research conducted via self-completion.

Authorized by, Lena Etuk, CIRCA Director, Research and Evaluation



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