



AFAC and the Bushfire and Natural Hazards CRC
through the University of Tasmania

**Project Information Sheet for
Research Utilisation Survey
(7 January 2016)**

Dear reader,

We are seeking your views on the degree to which the fire and emergency services industry has a learning culture through having processes in place to assess and track the impacts of research utilisation from the Bushfire CRC, as well as the Bushfire and Natural Hazards CRC research outcomes.

Attached is an outline of how your data will be managed and stored and the measures in place to protect your confidentiality.

The survey should take approximately 10 minutes to complete. We hope that, through AFAC as well as through the Bushfire and Natural Hazards CRC, this information will inform future research utilisation initiatives to strengthen an innovation culture in the industry and thus add to the benefit of research adoption and innovation for the industry. These benefits will only be achieved with your participation.

Thank you for your consideration and your anticipated involvement.

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Please contact Christine, Noreen or Loriana if you have any queries about the survey.

The survey **aims** to:

- Assist individual agencies to understand their current situation with regard to research utilisation; and
- Collectively inform further research utilisation program development;

As a member of the fire and emergency services industry we are keen to hear how you think research utilisation and innovation based on that research might be improved. We hope that, through AFAC as well as the Bushfire and Natural Hazards CRC, this information will be of benefit in informing future research utilisation initiatives to strengthen the development of an innovation culture in the industry.

Participation is entirely voluntary, but we would hope you can see the benefits and will feel comfortable about participating.

What am I being asked to do?

This survey will take you around 10 minutes to complete.

If you choose to access the online survey, you will be accessing a secure password site where only the Chief Investigator and authorised University personnel have access to the raw data.

Completing the online survey indicates your consent to have your data included in the study.

Are there any potential risks or discomforts to me?

We have thought carefully about possible risks to you and have identified the following. We have also thought carefully about how we may protect you from those risks. The risks and the strategies we have developed to mitigate those risks are outlined below.

Psychological/social risk

You may feel scrutinised or coerced into taking part in the survey and there is a potential social risk if we were to fail to fully protect your identity.

How will this possible risk be minimised?

Completion of the survey is entirely voluntary. By submitting your survey online, no-one from your agency, AFAC or the Bushfire and Natural Hazards CRC will know if you have completed the survey. We have identified ways to protect your identity, please see below.

Will I be identified?

Only data that has been aggregated will be made available for publication and review. Data aggregations will be made on an agency/group level only if aggregations of 9 or more responses can be collated in order to ensure individuals within groups are not identified.

How private is the information I give?

When you respond to the survey you will be entering your data into a secure website in the United States with which we have an agreement to provide online survey services. Once the survey distribution time has been completed (one month following initial advertising of the survey) we will download the responses and delete the information from that website. The downloaded data will have any internet protocol addresses removed so that no link can be made to survey responses.

We are ethically required to store de-identified survey data for a minimum period of five years. All data will be stored in locked filing cabinets or as password protected files in a secure (locked) room at the University of Tasmania, Faculty of Education. When your data is no longer needed, electronic files will be erased and printed material shredded.

Can I withdraw if I wish?

Participation is entirely voluntary; you decide whether you wish to complete the survey. However, once you have submitted the survey you will not be able to withdraw it from the data set, as we will have no way of knowing which survey is yours.

Has the research been approved by an ethics committee?

This study has been approved by the Tasmanian Social Sciences Human Research Ethics Committee. The committees under the HREC (Tasmania) Network use the *National Statement on Ethical Conduct in Research Involving Humans Guidelines* to inform their decisions.

Who should I contact if I have any ethical concerns about the project?

If you have concerns or complaints about the conduct of this study you should contact the Executive Officer of the HREC (Tasmania) Network on (03) 6226 6254 or email human.ethics@utas.edu.au. The Executive Officer is the person nominated to receive complaints from research participants. Please quote [*HREC project number: H10741*].

How can I access the research results?

A summary report will also be available on the AFAC and Bushfire and Natural Hazards CRC websites. We will also present the data at the industry conferences and will seek to publish the results in scholarly journals.

What should I do now?

If you feel comfortable, please complete the survey.