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UTS CRICOS PROVIDER CODE 00099F

Participant information sheet and consent form

Research title: Evaluation of the Civil Law Service for Aboriginal Communities (CLSAC)

Researcher(s): Megan Williams and Mark Ragg

Organisation(s): UTS

Research ethics approval number(s): UTS HREC ref no ETH18-xxxx

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What is the research about?

This research aims to find out if CLSAC helps Aboriginal people in NSW.

Who is doing the research?

Megan Williams and Mark Ragg, who both work at UTS, are doing the research.

It is paid for by Legal Aid NSW, which runs CLSAC.

When and where is the research being done?

It is being done between June and December 2018 in many parts of NSW.

Why is the research being done?

We want to know if CLSAC is doing a good job. We also want to know how it could be better.

If CLSAC can provide a better service, that's good for everyone. We think it might lead to less poverty, better health and less trouble with the law.

Why have you asked me to take part?

We have asked you to take part because you have used CLSAC, or a member of your family has.

If I say yes, what will you do and when?

We will talk with you for 30-45 minutes, and at a time and place that suits you. We have questions to ask you. But we want you to tell us anything you think might help. We will record our talk, and we will type it up.

If you say yes, we will talk to you now.

What do I need to do?

If you agree to take part, you will need to sign the Consent Form and talk to me.

What if I change my mind?

If you do agree to take part, then change your mind, you can pull out at any time. It won't change how we or anyone else treats you. If you do decide to pull out, please let us know. We'll ask you to sign a form for our records.

What if I get upset by any questions?

We've made the research into a positive experience. But some topics might cause some people some upset. You can skip any question that you don't want to answer. Or you can stop completely.

We can arrange for a staff member to talk with you, or tell you about counselling or other support.

Will I be paid?

No.

What will happen to my information?

We'll record what you say but your name will not be attached to it. We'll use a special code. We'll have the recording type up. We'll use what you say together with other interviews. We'll write a report for CLSAC. We'll also write a summary of that report to be available for the general public.

We won't identify you in the report.

You own what you say in our interview.

We own the reports. We'll send you a copy when they are finished.

What are the possible risks?

There is a risk you will be identified. We won't use your name, and we'll change any details that might make it easy to identify you. But there is still a risk.

Also, the interview will take time, and that might be inconvenient.

We think the benefits to the community are bigger than the risks to you. But it's up to you to decide.

Storing the information

Anything we learn from you will be stored on a computer network, which is protected by passwords. We'll use a code rather than your name to protect your identity.

We will store the information for 5 years, then destroy it.

Questions or concerns

Do you have any questions? Is there anything you're worried about? If so, please talk to us before saying yes to anything.

Contact

You can call Megan Williams on 04xx xxx xxx or Mark Ragg on 04xx xxx xxx.

Complaints

You can complain about any part of our research to:

- <insert contact details of the researcher(s) supervisor/governing body>
- Aunty Lizzie xxxxxx on 04xx xxx xxx
- the Justice Health and Forensic Mental Health Network Human Research Ethics Committee on 02 9700 3443 at ethics@justicehealth.nsw.gov.au

If you think we have done the wrong thing with your privacy, you can write to the Office of the Australian Information Commissioner at GPO Box 5218 Sydney NSW 2001. Or you can call 1300 363 992.

Ethics committee approval

The Human Research Ethics Committee at UTS approved this research. You can contact them on 02 9514 2478 or research.ethics@uts.edu.au

NOTE: This exemplar has been adapted from an approved HREC application.

Participant information sheet and consent form (continued)

Research title: Evaluation of the Civil Law Service for Aboriginal Communities (CLSAC)

Researchers: Megan Williams and Mark Ragg

Organisation: UTS

Research ethics approval number: UTS HREC ref no ETH18-xxxx

1. I understand what the research is about Yes No
2. I understand the risks and benefits of being part of this research Yes No
3. I understand what will happen to me during the research Yes No
4. I agree to take part in this research Yes No
5. I know I can pull out of the research at any time and this won't affect any services I receive Yes No
6. I agree that the researcher(s) can interview me Yes No
7. I agree to this interview being taped Yes No
8. I understand that I will not be paid Yes No
9. I understand the results of this research might be published Yes No
10. I understand that all confidential information will be kept safe for 5 years Yes No
11. I want the researcher(s) to give me a copy of the report that is produced Yes No
12. I know that I own my interview recordings Yes No
13. I know that Megan Williams and Mark Ragg own the reports Yes No
14. I know that if I get upset during my interview, I can get help Yes No

Participant to complete:

- I have read the Participant Information Sheet and Consent Form (or someone has read it to me in language I understand) and I agree with it.

Name: _____

Signature: _____ Date: //

Email (to send a copy of this form): _____

Researcher to complete:

- I have described the nature of the research to the participant and I believe that he/she understood and agreed to it.

Name: _____

Signature: _____ Date: //

This form has been adapted with permission from forms developed by the Australian Institute of Aboriginal and Torres Strait Islander Studies and the Aboriginal Health and Medical Research Council of NSW.

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