

# PARTICIPANT INFORMATION SHEET

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## CQUniversity External Evaluation of the Queensland Country Women's Association Country Kitchens Program 2020-2021

### Member Survey

#### What is this research project all about?

The Queensland Country Women's Association (QCWA) Country Kitchens Program evaluation 2020-2021 aims to build upon current understanding of the capacity of the QCWA organisation to provide people living in Queensland with the opportunity to improve their health by adopting healthier eating practices.

The QCWA Country Kitchens State Program Manager has engaged the CQUniversity research team, consisting of Dr. Susan Williams, Professor Kate Ames, Professor Jenni Judd, and Mrs Tanya Thwaite, to conduct an evaluation of the QCWA Country Kitchens Program 2020-2021.

The aim of this survey of QCWA members is to understand uptake and impact of the QCWA Country Kitchens Program. This activity has been conducted annually for the past two years, and with collection of ongoing data, we will be able to compare and monitor program outcomes.

#### Participation Procedure

Your participation in this research activity is voluntary. If you are willing to participate, you will be asked to complete a brief online survey. The survey will include questions relating to your: sociodemographic characteristics, role as a volunteer, involvement with the QCWA and QCWA Country Kitchens program, use of technology, and health behaviours related to the QCWA Country Kitchens program.

#### Consent


By completing the member survey, you will be acknowledging that you have read and understood the information sheet; you voluntarily agree to participate; and you give your consent for the data you provide in the survey to be used for the purposes described above.

#### Benefits and Risks

Your participation in this activity requires your commitment of time, which may impose inconvenience to you. To minimise this inconvenience, we have limited the number of questions and expect the survey will take no longer than 15 minutes to complete. The information we collect from these surveys helps to inform whether program changes are required to meet the needs of QCWA members.

#### Confidentiality / Anonymity

No personal identifiable information will be collected from you in this survey. All individual responses from this survey will be combined for reporting purposes and no individual will be identifiable in any



reports. In accordance with CQUniversity policy, all data will be securely stored for fifteen (15) years after the date of the last publication that arises from this activity.

**Outcome / Publication of Results (if applicable)**

As a requirement of the external evaluation agreement, all data from this activity will be collated and included in a final report which will be provided to the QCWA Country Kitchens State Program Manager. Outcomes may also be included in journal publications and conference presentations developed by the CQUniversity research team.

**Right to Withdraw**

Your participation in this activity is voluntary and you have the right to choose not to participate. If you choose to withdraw at any time during completion of the survey, you may do so without penalty.

**Feedback**

Upon completion of all evaluation activities, an overall summary of outcomes will be provided to the QCWA Country Kitchens State Program Manager and QCWA State Executive Board to disseminate to QCWA members. No identifying information of participants will be included in this or any other report of study outcomes.

**Questions/ Further Information**

If you have any questions about this activity, or you would like more information before deciding to participate, please contact Dr. Susan Williams (Email: [s.p.williams@cqu.edu.au](mailto:s.p.williams@cqu.edu.au); Tel: 07 4923 2213).

**Concerns / Complaints**

Please contact the CQUniversity's Office of Research – Ethics (Email: [ethics@cqu.edu.au](mailto:ethics@cqu.edu.au); Tel: 07 4923 2603; Mailing Address: Building 32, Level 2, CQUniversity Australia, Bruce Highway, North Rockhampton, QLD, 4701) should there be any concerns about the nature or conduct of this research project.

This project has been approved by the CQUniversity Human Research Ethics Committee – number 22585.