**PARTICIPANT INFORMATION FOR**

**Community of Practice for Planners (CoPP)**

**Co-Creating Resources for Planning Practice**

# RESEARCH PROJECT FOR Planning Inclusive Communities

### UTAS Ethics Approval ID Number: 27599

## Research Team

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## Why is the study being conducted?

The purpose of this research project is to identify how we can better plan communities to be more inclusive for all people, particularly people of all ages with disabilities, chronic illness, and mental health needs in regional and urban-rural fringed areas across Australia. The three-year project is now expected to finish mid-2024.

This project is funded by the Australian Research Council under DE190101512 - ARC Discovery Early Career Researcher Award (DECRA).

Stage 1 of the project worked with 125 participants (95 disabled and chronically ill people, families, broader community members and 30 urban planning and built environment practitioners) to find out what makes communities inclusive and what is needed to help make inclusion an everyday practice.

**This stage of the research** (Stage 2 - Final) seeks to help progress the needs identified in stage 1 through co-creating resources to enhance insight and ways of working to help plan more inclusive cities and towns.

One of research activities will involve the **establishment** of **Community of Practice Planners (CoPP),** to co-create practice-knowledge resources through a **series of 6 workshops**. A community of practice is a group of people who come together over common goal – to share good practices and create new knowledge to advance a domain of professional practice.

With the support of the Planning Institute of Australia, planners in various roles (strategic planning, statutory-development assessments, local, precinct & regional planning, infrastructure, open spaces and urban design, community planning) from urban-rural fringe, peri-urban and regional areas in Australia are invited to **express an interest** to be part of CoPP.

The CoPP will consist of maximum of 10 members. To ensure the voice and insights of marginalised practicing planners are centred in CoPP, we will be seeking approx. ratio of 60/40 split – 60% practicing planners who identify having a disability, neurodiverse, mental health needs, or chronic Illness, and 40% practicing planner allies.

## What does participation in the Community of Practice discussion groups?

CoPP members will be involved in a series of 6 co-creation workshops at different points in time in first half of 2023. The initial meeting will set up dates/time for the following five workshops through Doodle poll voting system.

**First Workshop** - Establishing CoPP, present the practice areas themes identified as needing change from stage 1 research, and discuss the co-creation process to develop practice resource. The practice area themes area:

1. Planning Systems Polices & Regulatory Framework.
2. Localised Strategic planning & Public Planning
3. Education & Awareness, Advocacy.

**Workshops 2 – 4**: Identify key practice knowledges, workarounds, and points of interventions in day-to-day for each theme. One theme discussed per workshop

**Workshop 5:** Bringing it together - combining the resources for each theme

**Workshop 6:** Review and finalise resources

*Workshop Approach*

*A* participatory group approach will be used in each workshop to foster inclusive dialogue and to identify and harness the collective knowledge of diverse practicing planner participants. This approach is in keeping with the transformative research design of this project.

### *Voluntary involvement*

Your participation in this project is entirely voluntary. If you do agree to participate you can stop participating (withdraw) without comment or penalty up to the last workshop in the research activity in 2023. Your decision to participate or not participate will in no way impact on your current or future relationship with the research team and their universities.

## What are the possible benefits for me if I take part?

Benefit of Participation:

* Peer learning and exchange of ideas.
* To thank people for their knowledge sharing and time, members of CoPP will receive $50 e-debit MasterCard per workshop session.
* Participants who are Registered Planner (RPIA) or Full Member for PIA (MPIA) may be able to claim 1-2 CPD points with Planning Institute of Australian for participating in the community of practice . It is up to you to apply for this as part of your own CPD recording keeping. A certificate of participation will be provided so it can be used as evidence for CPD. This is a small incentive and direct benefit to reflect your knowledge, skills and the demands on you as a practitioner.

The outcomes of the research may also provide future benefit by helping to inform and advocate for ways to support planning practices and processes to make communities more inclusive in regional areas.

Participants will be emailed a link to the research finding updates as they become available on the project website and will be emailed a summary of findings once the project is finished.

## What are the possible risks for me if I take part?

There are some minimal risks associated with your participation in this research project.

This includes:

With group activities, there is the **risk of social discomfort** due tosharing experiences with other people in a group. There is no requirement to share information you are not comfortable with. We ask you to only share what you are comfortable sharing. There is also no requirement to be in the CoPP.

If you do experience discomfort or distress as a result of your participation in the research you can contact **Lifeline** who provides access to online, phone or face-to-face support, by calling **13 11 14** for 24-hour telephone crisis support. If you are a young people aged under 25, you can also call the **Kids Helpline** on **1800 551 800**.

## What about privacy and confidentiality?

Your data will be stored in coded form without names or identifiable features. The recording will be transcribed further eliminating any identifying aspects. The audio recordings of the workshops will be destroyed, but the de-identified transcript will be stored securely as per the UTAS Management of research data policy.

*Published information.* Every effort will be made to ensure that the data you provide cannot be traced back to you in reports, publications, and other forms of presentation. For example, we will only include the relevant part of a quote, we will not use any names, or names will be changed, and/or details such as dates and specific circumstances will be excluded. Nevertheless, while unlikely, it is possible that if you are quoted directly your identity may become known. As such it is important to only talk about what you are comfortable revealing.

*Waiver of anonymity.* Given the co-creation approach, CoPP members will be given the option to waiver their anonymity using waiver consent form so they can be named /recognised as part of the co-created process and resources.

***Future Use of Data.*** Given the importance of this research, the information you provide (without any identifying information) will be stored long term so that it may be used for future research by the research team, or other researchers investigating related areas of research. This is called extended consent. Your consent form will be stored securely and destroyed after 15 years.

## How do I give my consent to participate?

We invite you to complete **an online expression of interest (EOI) form which includes consent** - confirming your agreement to participate in this research and activities as described here. This is to be submitted by closing date **14 April** **2023**. We encourage you to ask any questions or speak to someone you know well before deciding to participate.

**The EOI Selection**

Once EOI’s are received they will be reviewed, and eligible members selected.

If more than 10 EOI are received, the lead researcher will select based - diversity, geographical area and role.

All people who submitted an EOI will be advised of the outcome. Selected members will be emailed to advised and will be asked to reconfirm their consent to participate on selection.

## What if I have questions about the research project?

If you have any questions or require further information, please contact:

Dr Lisa Stafford Email: [lisa.stafford@utas.edu.au](mailto:lisa.stafford@utas.edu.au) Phone: 03 6226 2143

You can also find further information about the project at <https://www.planninginclusivecommunities.com/>

## What if I have a concern or complaint regarding the conduct of the research project?

UTAS is committed to research integrity and the ethical conduct of research projects.

If you wish to discuss the study with someone not directly involved, particularly in relation to matters concerning policies, information or complaints about the conduct of the study or your rights as a participant, you may contact the Executive Officer of the HREC (Tasmania) Network on (03) 6226 6254 or email [human.ethics@utas.edu](mailto:human.ethics@utas.edu). The Executive Officer is the person nominated to receive complaints from research participants. You will need to quote UTAS Project ID Number: 27599.

## How to start

You are asked to complete the consent and expression of interest form online by 14 April 2023 using this link:  <https://utas.qualtrics.com/jfe/form/SV_bwMzM1BKy6JvVvU>

Or scan QR Code



If you have any trouble accessing the link, please email: [inclusivecommunitites@gmail.com.au](mailto:inclusivecommunitites@gmail.com.au)

## Thank you for helping with this research project. Please keep this sheet for your information.