



Participant information sheet

PROJECT TITLE: Hospital and Aged Care Food Waste Sector Action Plans

HUMAN RESEARCH ETHICS COMMITTEE APPROVAL NUMBER: H-2024-007

PRINCIPAL INVESTIGATOR: Professor Jodie Conduit

Dear Participant,

You are invited to participate in the research project described below.

What is the project about?

This research project aims to understand and identify the root causes of food waste within the hospitals and aged care sector. This research project aims to identify opportunities to prevent, reduce and manage food waste through interviews with relevant stakeholders within the hospital and aged care industries.

Who is undertaking the project?

This project is being conducted by Professor Jodie Conduit, Dr Jonathan Baker, Dr Taylor Willmott, Professor Ingo Karpen and Kate Sansome from the Adelaide Business School at the University of Adelaide, Australia. This project is externally funded by End Food Waste Australia Cooperative Research Centre. End Food Waste CRC has commissioned a series of Sector Action Plans to identify areas of food waste to target for highest impact change and to develop solutions that are unique to the specific sector.

Why am I being invited to participate?

You are being invited as you are a key stakeholder from the hospital and aged care sectors and have expertise in, or knowledge of, food waste. You may be directly employed by a hospital or aged care facility, or you may be affiliated with the hospital or aged care sector, such as an industry association, policymaker, or supplier of raw materials or foods to the sector, or responsible for managing the collection and/or disposal of waste.

What am I being invited to do?

You are being invited to take part in an interview. The interview will be recorded and transcribed for analysis. The interview will happen at a mutually agreeable time either in person or via Zoom. Interviews will be audio recorded for later transcription.

How much time will my involvement in the project take?

It is anticipated the interview will take between 30 and 60 minutes.

Are there any risks associated with participating in this project?

There are no anticipated risks from your involvement in this research. Interviewees will be asked questions relating to food waste at their organisation and more broadly within the hospital and aged care sector. Participants can decline to answer questions, retract answers, and/or withdraw their participation at any time. Participants will not be named in an industry report without prior approval.



What are the potential benefits of the research project?

There may not be any immediate, direct benefit to the individual from participating; however, this research aims to generate positive ecological and economic impact by developing academic knowledge and practical recommendations by identifying opportunities to prevent, reduce and manage food waste within the hospital and aged care sectors. The key stakeholders within hospitals and aged care will likely benefit from understanding the root causes of food waste within the sector.

Can I withdraw from the project?

Your participation in this research is voluntary (it is your choice) and whether or not you choose to participate will neither advantage nor disadvantage you. You are able to withdraw from the study at any time. If you choose to withdraw from the study, then you will be offered the choice between having any data that is identifiable as belonging to you removed or allowing it to continue to be used. However, once the data analysis process is underway and research findings produced, removal of your data may not be possible.

What will happen to my information?

The identity of participants agreeing to participate in this research project will remain confidential to the researchers and your identity will not be disclosed to any third parties. To ensure confidentiality is maintained, any identifying information such as the names of an organisation or person will be replaced with a numbered coding system for the collection and storage of data.

Data arising from this research will exist in three electronic formats: (1) notes taken during interviews and documented in Word format, (2) digital audio recordings of interviews, and (3) transcripts of interviews.

All electronic data arising from the project will be stored in a secure and password protected computer accessible only to the researchers. All data will be retained electronically by the researchers for a period of 5 years after completion of the research (expected completion: December 2024). Following expiration of this period, data files will be permanently deleted from electronic storage. Any hard copies of data created for incidental use by the researchers during the research process will be shredded upon completion of the research project. Should the researchers use the services of a professional transcriber to transcribe interview recordings, the transcriber will first be required to sign a confidentiality agreement. Participants agreeing to take part in this study consent to their data being used in other closely-related studies. For example, other studies might be comparisons of food waste root causes in other sectors.

Primary data arising from this research will not be disclosed by the researcher to any third parties except when expressly required by law. The data will not be made publicly available, although small excerpts (i.e., quotes) may be incorporated into academic paper(s). However, any and all quotes will be used in an anonymous and non-identifiable manner. This will be achieved by employing a numbered coding system as a substitute. For example:

“Participant 1 mentioned the importance of trade secrets when protecting intellectual property related to manufacturing processes”.

It is anticipated the results of this research will be disseminated in an industry report, at international conference(s) and be published as an academic journal article.

An industry report will be produced and published on End Food Waste’s website. You will be given the option to have your organization listed in the industry report to acknowledge your contributions and collaboration to the project. You may opt-in to have your case included in the industry report and we will seek your approval before publishing any comments attributed to you in the industry report.

In exchange for your participation, you are offered the opportunity to request a confidential summary of the findings following the completion of the project. To express your interest in receiving a copy, please check the appropriate box on the Consent Form.

Your information will only be used as described in this participant information sheet and it will only be disclosed according to the consent provided, except as required by law.



Who do I contact if I have questions about the project?

Feel free to contact a member of the research team in relation to this project:

Professor Jodie Conduit

Professor of Marketing

Email: jodie.conduit@adelaide.edu.au

Phone: +61 8 83137024

Dr Jonathan Baker

Senior Lecturer, Strategy

Email: j.baker@adelaide.edu.au

Phone: +61 8 8313 9234

Dr Taylor Willmott

Lecturer in Marketing (Research)

Email: taylor.willmott@adelaide.edu.au

Dr Kate Sansome

Research Fellow

Email: kate.sansome@adelaide.edu.au

Professor Ingo Karpen

Professor of Business and Design

ingo.karpen@adelaide.edu.au

What if I have a complaint or any concerns?

The study has been approved by the Human Research Ethics Committee at the University of Adelaide (approval number H-2024-007). This research project will be conducted according to the NHMRC National Statement on Ethical Conduct in Human Research 2007 (Updated 2018). If you have questions or problems associated with the practical aspects of your participation in the project, or wish to raise a concern or complaint about the project, then you should consult one of the research team. If you wish to speak with an independent person regarding concerns or a complaint, the University's policy on research involving human participants, or your rights as a participant, please contact the Human Research Ethics Committee's Secretariat on:

Phone: +61 8 8313 6028

Email: hrec@adelaide.edu.au

Post: Level 3, Rundle Mall Plaza, 50 Rundle Mall, ADELAIDE SA 5000

Any complaint or concern will be treated in confidence and fully investigated. You will be informed of the outcome.

If I want to participate, what do I do?

If you are willing to participate in this research, you will be asked to sign a Consent Form (attached to the same email that you received with this Participant Information Sheet). A Consent Form must be read and signed prior to your participation. If your interview is being conducted online, we ask that you return a copy of the completed Consent Form via email prior to any interview being conducted. Please contact Kate Sansome (see above) to schedule a time for an interview at a mutually agreeable time.

Yours sincerely,

Professor Jodie Conduit, Dr Jonathan Baker, Dr Taylor Willmott, Professor Ingo Karpen & Dr Kate Sansome