



Mental Health and Alcohol and Other Drugs Workforces Study Organisational Survey

Participant Information and Consent Form

Principal investigator

Dr Nicole Hill

Project sponsor

Western Australian Mental Health Commission

What am I being invited to?

You are invited to take part in a survey to help better understand the mental health and alcohol and other drug workforce in Western Australia.

You have been invited because **your organisation provides support or services to people experiencing mental health and/or alcohol and other drug issues.**

If you agree to participate, you will be asked to complete an online survey that takes about 15 to 20 minutes. To help you complete the survey as smoothly as possible, it would be helpful to have the below information available:

- number of staff and the Full Time Equivalent (FTE) of your organisation (if you don't have exact numbers, a reasonable estimate will be sufficient);
- general information about your organisation's main services; and
- how your workforce is structured.

This survey should be completed by a person with sufficient knowledge of workforce composition, staffing, capability, workforce planning and service delivery. This may include a Chief Executive Officer, Executive Director, Director, General Manager, Service Manager, Workforce Lead, Human Resources Lead or equivalent senior staff member. You will be asked questions about your organisation including workforce size, composition and distribution.

You are eligible to participate in this study if you are:

- 18 years of age or older;
- currently reside in Western Australia; and
- represent an organisation in Western Australia that provides support or services to people experiencing mental health and/or alcohol and other drug issues.

What is the purpose of this project?

This research is being conducting by the Western Australian Mental Health Commission (the Commission).

The project aims to improve the availability of workforce data across Western Australia's mental health and alcohol and other drugs sectors. The information gathered will help the Commission understand the growth, development and needs of the workforce to deliver individualised, high quality mental health and alcohol and other drug services and programs for the Western Australian community.

Do I have to take part and can I change my mind?

Taking part in this study is completely voluntary. If you choose not to take part in this study, there are no consequences. You can discontinue the survey at any time by closing your window/browser. If you withdraw **before submitting** your responses, the information you have provided will not be used in further analysis, examination, or reporting. All responses which **have been submitted** will be included for analysis, regardless of their completeness.

Once you have completed the survey and submitted your responses, you will be unable to withdraw from the study because your survey responses are anonymous and cannot be identified.



What do I have to do if I take part?

If you take part in this project, you will:

- agree to participate (give consent);
- answer some questions to make sure you are eligible to be a part of the survey;
- if eligible, you will then complete the online survey that will take around 15-20 minutes; and
- need access to a computer (with Internet access) as this survey is best completed on a computer rather than on a mobile phone or iPad.

What are the benefits of taking part?

Your responses will help the Commission understand more about the mental health and alcohol and other drug workforces and help inform decisions related to activities including workforce planning, policy and strategy approaches.

Your participation will not affect funding, commissioning, or your organisation's relationship with the Commission. The research team is separate from areas responsible for contract management and procurement.

Taking part in the survey is free, and you won't receive any payment, gift cards, or reimbursements for your time.

What are the risks and discomforts of taking part?

While we have designed our research questions to be considerate and sensitive, if the survey makes you feel worried or concerned, you can reach out to one of the services below for support.

13 YARN	This service offers confidential one-on-one yarning opportunities with Lifeline-trained Aboriginal & Torres Strait Islander Crisis Supporters. These professionals provide crisis support tailored to the individual's needs.	Support Line: 13 92 76 Available: 24/7 Website: 13yarn.org.au
Here For You	A Western Australian confidential, non-judgmental telephone counselling service, for anyone seeking help for their own or another's person alcohol use, drug use or mental health.	Support Line: 1800 437 348 Available: 7am to 10pm daily Website: admhss.mhc.wa.gov.au/get-help/here-for-you-support-line
Lifeline	A national charity providing all Australians experiencing emotional distress with access to 24-hour crisis support and suicide prevention services.	Support Line: 13 11 14 Chat support: lifeline.org.au/crisis-chat Available: 24/7 Website: lifeline.org.au
Beyond Blue	Provides information and support to help anyone in Australia achieve their best possible mental health.	Support Line: 1300 224 636 Chat Support: beyondblue.org.au/support-service/chat Available: 24/7 Website: beyondblue.org.au
Embrace Multicultural Mental Health	It provides a national focus on mental health and suicide prevention for people from Culturally and Linguistically Diverse (CaLD) backgrounds.	Website: embracementalhealth.org.au



How will my information be used for this project?

The Commission adheres to the Australian Privacy Principles, which means:

- any information and data we collect will remain confidential;
- only the research team will have access to survey responses; and
- you won't be identified.

Your survey responses will be stored on secure, Australian-based network drives hosted by the Commission for a period of seven years following the completion of the project, after which it will be permanently archived in line with the Commissions Record Keeping Policy.

The findings from this research will inform decisions related to activities including workforce planning, policy and strategy approaches. Results of the study may be shared via reports, presentations, workshops and leadership meetings. The collective workforce findings may also be shared with relevant stakeholders to support their ongoing workforce development, education and training and advocacy. If any information is shared, it will not identify any organisations or individuals.

Your data will only be used for the purposes of this study and related workforce research conducted by the Commission.

Who has reviewed and approved this project?

The Western Australian Aboriginal Health Ethics Committee (ethics ID number: HREC1569) has reviewed and approved this study in accordance with the National Statement on Ethical Conduct in Human Research (2025) incorporating all updates. This statement has been developed to protect the interests of people who agree to participate in human research studies.

The Commission is responsible for monitoring the ongoing conduct of this study to ensure it continues to meet ethical and safety standards. Should you experience any unexpected distress as a result of participating, please notify the research team at StrategicWorkforce@mhc.wa.gov.au in addition to contacting the support services listed.

Alternatively, should you wish to discuss the study or view a copy of the Complaint procedure 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 a Human Research Ethics Officer at the Western Australia Aboriginal Health Ethics Committee at ethics@ahcwa.org or (08) 9227 1631.

Any complaints will be treated confidentially. In any correspondence, please provide the ethics ID number of this study.

Where can I find more information?

If you would like any further information about the research, please contact StrategicWorkforce@mhc.wa.gov.au.

Results of the study may be published on the Commission's website. For updates, visit the Commission's website: www.mhc.wa.gov.au/workforcesurvey.

Providing consent

If you have reviewed the information about the project and are happy to participate, please return or continue to the main survey to provide your consent. Remember, participation is voluntary, and you can withdraw at any time before submitting your completed survey.