



Government of **Western Australia**  
Department of **Mines, Industry Regulation and Safety**

**GUIDELINES**

# Mentally Healthy Workplaces Grant Program

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# Mentally Healthy Workplaces Grant Program 2021–2025

## 1. Executive summary

### 1.1 Program overview

The safety and health, including mental health, of all workers is a high priority for the State Government.

On 9 September 2021, the State Government committed to funding the Mentally Healthy Workplaces Grant Program (MHW Program) over the budget forward estimates to 2024–25. Through the MHW Program, grant funding has been allocated to the *Mates in Construction* and *Steering Healthy Minds* initiatives as per the Premier's 11 March 2021 election commitment.

Grant funding is also available for other similar and innovative initiatives interested in participating in the MHW Program.

### 1.2 Program purpose

The Mentally Healthy Workplaces Grant Program will provide funding for entities to implement initiatives that:

- prevent mental injury and mental health conditions at work by managing work-related psychosocial hazards and their associated risks; and
- promote positive practices at work that support mental health and wellbeing.

The program recognises that workplaces can negatively impact mental health. Exposure to experiences such as bullying, harassment, unreasonable demands and excessive control can harm mental health.

### 1.3 Process

#### 1.3.1 Expression of Interest

Interested applicants can register their expression of interest online with the Department of Mines, Industry Regulation and Safety (DMIRS).

#### 1.3.2 Shortlisted applicants submit detailed application

DMIRS will evaluate the expressions of interest and invite shortlisted applicants to submit a detailed application addressing assessment criteria.

#### 1.3.4 Decision by Minister

Applications will be assessed with recommendations made to the Minister for Mines and Petroleum, and Industrial Relations, who will determine successful grant recipients.

## 2. Strategic goals

### 2.1 Program focus

The MHW grant program looks to create mentally healthy workplaces by supporting initiatives committed to recognising and enhancing the positive aspects of work that contribute to good mental health.

Developing and maintaining a mentally healthy workplace benefits the mental health and wellbeing of the workforce by building trust and respect between workers and leadership, improving motivation, and providing engagement and job satisfaction.

When a mentally healthy workplace is achieved and workers are protected from harm and other potentially negative impacts, the workforce can benefit more from the typical mental health benefits of employment such as routine, social contact, remuneration, identity and regular activity.

### 2.2 Outcomes sought

Prevention:

- Reduced rates of bullying, harassment, occupational stress, and psychological injury.
- Understanding and control for workplace stressors or risk factors that are known to lead to psychological ill health.
- Reduced workplace stigma and discrimination relating to mental health issues, diagnosed mental health conditions and help seeking behaviours.

Promotion:

- Positive practices at work that support mental health and wellbeing.
- Increased mental health and wellbeing literacy.
- Increased help seeking behaviour for oneself or a colleague.

Leadership:

- Ongoing and visible commitment from the organisation's leadership to improve workplace culture and systems of work.

Collegiality and Building Knowledge:

- Building collegiality and broadening the evidence base for what works with grantees sharing knowledge, highlighting achievements and key learnings at annual symposia.

### 3. Funding

The program will commence in early 2022, with the first tranche of funding allocated to successful initiatives before the end of the 2021–22 financial year.

Funds will be disbursed in accordance with the Grants Administration Policy and Guideline of the DMIRS, and further informed by the Better Practice Principles from the Western Australian Auditor General's Report 12: 2020–21, *Grants Administration*.

Funding will only be approved where it is satisfied that the initiative will be an effective, economical and ethical use of funds.

- Applicants may apply for funding up to \$175,000 per year.
- Funding is guaranteed for one year, with an additional second year of funding subject to evaluation of the first six months. Funding for years three and four subject to the evaluation of the first 18 months.
- The final amount and years of funding granted to successful applicants will be determined by the Minister for Mines and Petroleum, and Industrial Relations.
- Successful applicants must use the whole amount of the funding provided exclusively for the initiative and not for any other purpose.

### 4. Eligibility criteria

#### 4.1 Who can apply?

To be eligible to apply for funding, applicants must:

- have an initiative that addresses the purpose of the MHW program for Western Australian workers;
- have an ABN or ACN;
- be registered for GST;
- have a bank account with an Australian financial institution; and
- provide evidence of public liability and/or professional indemnity insurance.

#### 4.2 Allowable applicants

- A company incorporated in Australia.
- An incorporated or unincorporated association.
- A registered charity or not-for-profit organisation.
- An Aboriginal and/or Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and/or Torres Strait Islander) Act 2006*.
- A partnership application with a lead organisation.

### 4.3 Exclusions

Initiatives that fall into the following categories will be ineligible for funding:

- Workplaces outside of Western Australia.
- Applicants who are individuals, sole traders or consultants.
- Initiatives looking to operate on a 'for-profit' basis.
- Those seeking to outsource; the initiative must be run by the applicant/s.
- Those with an academic research focus.
- Political parties or religious organisations.
- Those deemed to be unethical in design or delivery.
- Organisations who have outstanding acquittals or debts owing to the Government.
- Organisations who are subject to a serious investigation and/or prosecution action.
- Local government applicants.
- State government applicants.

## 5. How to apply

### 5.1 SmartyGrants

Applicants are required to use the online grant administration program SmartyGrants. Applicants will be required to create an account and lodge all documents via this platform. DMIRS will not accept any submissions or documents outside of this platform.

### 5.2 Key dates

Late applications will not be accepted. There will be no exceptions.

Date	Milestone
Stage 1 open noon	17 January 2022
Stage 1 closed midnight	6 February 2022
Stage 2 open noon	21 February 2022
Stage 2 closed midnight	20 March 2022
Panel recommendations to Minister for Industrial Relations and Mines and Petroleum	April 2022
Successful grantees notified	May 2022
Funding disbursed	June 2022

### 5.3 Application process

The application will be a two-stage process:

#### 5.3.1 Stage 1 – Expression of interest

- Applicants will be required to address the following three criteria, maximum each 250 words:
  - Identify the type of mental health problem/s and underlying risk factors that are experienced by workers in your initiative;
  - Describe how the initiative will specifically reduce the work-related risk factors that contribute to the problem/s; and
  - Articulate how initiative objectives will be measured to ensure proactive monitoring of progress.
- Stage one will be open from noon Monday 17 January 2022 to midnight Sunday 6 February 2022.
- Evaluation will be made by a panel appointed by DMIRS.

### 5.3.2 Stage 2 – Application

- Successful applicants will be notified via email on Monday 21 February 2022 and invited to submit a second, detailed application that addresses all the mandatory and desirable (if applicable) assessment criteria. See section 6 for the assessment criteria.
- Stage two will be open from noon Monday 21 February 2022 to midnight Sunday 20 March 2022.

### 5.3.3 Stage 3 – Decision

- Stage 2 applications will be assessed by an expert panel consisting of subject matter experts appointed by DMIRS.
- Panel recommendations will be sent to the Minister for Mines and Petroleum, and Industrial Relations for determination in April 2022.
- Successful grantees will be notified in May 2022.

### 5.3.4 Stage 4 – Disbursement

- Funding agreements to be executed by all parties with funds disbursed in June 2022.

## 6. Assessment criteria for application

### 6.1 Mandatory criteria

Applicants must meet the following mandatory criteria:

- Addressing the problem
  - Identify the type of mental health problem/s and underlying risk factors that are experienced by workers in your initiative
  - Describe how the initiative will specifically reduce the work-related risk factors that contribute to the problem/s
- Scope
  - Scope of initiative is well reasoned and appropriate to workers
  - Articulate how initiative objectives will be measured to ensure proactive monitoring of progress
- Innovation and leadership
  - Describe how the initiative is an original or innovative approach to addressing the problem/s
  - Outline how decision makers in the workplace/s were engaged and the pathway they have set toward cultural and behavioural change
- Collaboration
  - Consultation with workers provides valuable insight; outline how workers were engaged in development of the initiative
  - Visible and transparent change; outline how workers will be consulted throughout the initiative and involved in decisions
- Benefits/Results
  - What are the perceived outcomes (benefits) of the initiative and how will these specifically address the work-related factors that contribute to the problem/s
  - Outline how the initiative will build capacity of the employers and employees to prevent and promote work-related mental health factors
- Transferability and learning
  - Continual review and improvement; outline how the organisation/s will respond to what needs improving throughout the initiative
  - Outline how the initiative will create and share practical guidance throughout, not just at conclusion
- Budget and governance
  - Budget reflects the scope and scale of the initiative and represents value for money
  - Clearly articulate the governance process: management and acquittal of funds; evaluation; review; roles and responsibilities of those accountable for delivering the initiative

## 6.2 Desirable criteria

The following criteria are not mandatory, but if addressed, may be considered favourably:

- Addressing the problem
  - Initiative is informed by an evidence-based framework
- Scope
  - Applicant/s can demonstrate connection to workers and have an understanding of the relevant risk factors
- Innovation and leadership
  - Initiative proposes to create systemic change
- Collaboration
  - Initiative involves collaboration with one or more partners
- Benefits/Results
  - Outline how the initiative will refine existing processes to support different workers, career stages and types of work
- Transferability and learning
  - Evidence of similar or other initiatives that you have delivered as an organisation
- Budget and governance
  - A dedicated staff member to oversee the initiative

## 6.3 Assessment matrix

Assessment against the criteria will be calculated as follows:



**Assessment Criteria Rubric**

<b>Assessment Criteria Rubric</b>						
<b>Addressing The Problem</b>	<b>Scope</b>	<b>Innovation and Leadership</b>	<b>Collaboration</b>	<b>Benefits/Results</b>	<b>Transferability and Learning</b>	<b>Budget and Governance</b>
Identify the type of mental health problem/s and underlying risk factors that are experienced by workers in your initiative	Scope of initiative is well reasoned and appropriate to workers	Describe how the initiative is an original or innovative approach to addressing the problem/s	Consultation with workers provides valuable insight; outline how workers were engaged in development of the initiative	What are the perceived outcomes (benefits) of the initiative and how will these specifically address the work-related factors that contribute to the problem/s	Continual review and improvement; outline how the organisation/s will respond to what needs improving throughout the initiative	Budget reflects the scope and scale of the initiative and represents value for money
<b>Mandatory</b>						
Describe how the initiative will specifically reduce the work-related risk factors that contribute to the problem/s	Articulate how initiative objectives will be measured to ensure proactive monitoring of progress	Outline how decision makers in the workplace/s were engaged and the pathway they have set toward cultural and behavioural change	Visible and transparent change; outline how workers will be consulted throughout the initiative and involved in decisions	Outline how the initiative will build capacity of the employers and employees to prevent and promote work-related mental health factors	Outline how the initiative will create and share practical guidance throughout, not just at conclusion	Clearly articulate the governance process: management and acquittal of funds; evaluation; review; roles and responsibilities of those accountable for delivering the initiative
<b>Mandatory</b>						
	maximum 10 points for this criteria	maximum 10 points for this criteria	maximum 10 points for this criteria	maximum 10 points for this criteria	maximum 10 points for this criteria	maximum 10 points for this criteria

<b>Additional points</b>						
Initiative is informed by an evidence-based framework	Applicant/s can demonstrate connection to workers and have an understanding of the relevant risk factors	Initiative proposes to create systemic change	Initiative involves collaboration with one or more partners	Outline how the initiative will refine existing processes to support different workers, career stages and types of work	Evidence of similar or other initiatives that you have delivered as an organisation	A dedicated staff member to oversee the initiative
<b>Desirable</b>						
maximum 3 points for this criteria	maximum 3 points for this criteria	maximum 3 points for this criteria	maximum 3 points for this criteria	maximum 3 points for this criteria	maximum 3 points for this criteria	maximum 3 points for this criteria

## 7. Evidence-based practice

### 7.1 What is evidence-based practice

Evidence-based practice is integration of the best available research evidence and industry expertise into the decision making process. Implementing evidence-based practice is a key part of improving outcomes for workers.

### 7.2 Current best practice

When considering current best practice, look to:

- National Mental Health Commission

The Blueprint for Mentally Healthy Workplaces outlines the core pillars and principles underpinning a nationally consistent approach to mentally healthy workplaces. It connects people with the information and support they need to make workplaces mentally healthy.

- Thrive at Work

Led by the Future of Work Institute at Curtin University, the framework provides organisations with a clear set of evidence-based strategies to address the full spectrum of mental health.

## 8. Reporting, monitoring, acquittal and evaluation

### 8.1 Reporting

All initiative specific milestones to be reported will be identified in the funding agreement. At a minimum, bi-annual reports will be required and are to be submitted via SmartyGrants on or before the due date.

### 8.2 Monitoring

Grant recipients may fail to deliver on aspects of its funding agreement for a range of reasons. In such circumstances, DMIRS may intervene. Examples of intervention may include:

- an audit by a person appointed by DMIRS;
- an offer of skill development training; or
- in extreme cases, funding may cease.

### 8.3 Financial acquittal

All initiative-specific financial acquittal requirements will be identified in the funding agreement. At a minimum, bi-annual reports will be required and are to be an audited statement of expenditure outlining how the funds have been spent. Reports are to be submitted via SmartyGrants on or before the due date.

### 8.4 Initiative evaluation

The initiative will be assessed in terms of economy and effectiveness, with the frequency and form of evaluation to be identified in the funding agreement. At a minimum, the initiative will be evaluated bi-annually to coincide with minimum reporting and financial requirements. It may be conducted by peer review within DMIRS or by an external party.

## 9. Record keeping

The SmartyGrants platform will be used to administer the initiative from application to acquittal. Records will be uploaded into DMIRS's electronic document records management system.

## 10. Grant agreement

Successful grantees will enter into an agreement with DMIRS. The agreement will stipulate the terms and conditions of the grant and the responsibilities of the parties. The grant agreement is to be signed by all parties prior to any payment being made.

## **11. Resources**

### **11.1 Department of Mines, Industry Regulation and Safety**

[Department of Mines, Industry Regulation and Safety](#)

### **11.2 SmartyGrants**

<https://waresources.smartygrants.com.au/MHWGrantsProgram2021-2022>

### **11.3 Western Australian Auditor General's Report**

[Grants Administration](#)

### **11.4 National Mental Health Commission**

[Blueprint for Mentally Healthy Workplaces](#)

### **11.5 Thrive at Work**

[Thrive At Work - Workplace Wellbeing Initiative](#)

### **11.6 Grant agreement**

[Community services templates - grant agreement](#)

## **12. Conflict of interest**

Assessment team members will complete a conflict of interest declaration as part of the assessment process. An assessor will not participate in the assessment of applications when there is an actual conflict of interest.

## **13. Appeals process**

There is no right of appeal. The Minister for Minister for Mines and Petroleum, and Industrial Relations' decision is final.

Government of Western Australia

**Department of Mines, Industry Regulation  
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8.30am – 4.30pm

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