

PLAIN LANGUAGE STATEMENT AND CONSENT FORM



TO: Interview participants

Plain Language Statement for Interview Participants

Date: 25/5/2026

Full Project Title: Making of Community Housing in New South Wales

Principal Researcher: Associate Professor Carolyn Holbrook

Student Researcher: Catherine Louise Stuart

Associate Researcher(s): Dr Mia Martin Hobbs

Making of Community Housing in New South Wales is research investigating the development of the generalist community housing industry in New South Wales.¹ Its focus is changes in the industry from 1990 to the mid-2000s relating to the 1996 *Community Housing Strategy*.

The aim of the research is to learn how community housing organisations (including housing cooperatives and faith-based providers), sector peaks and others who supported community housing, experienced and contributed to changes in the industry during the 1990s and early to mid-2000s.

The research involves oral history interviews with people closely involved with the industry before the mid-2000s. There is also an opportunity to contribute written information to the research when completing the expression of interest process.

Hearing from a wide range of people is important for the research.

This is PhD research and will end in 2031. This study has received Deakin University ethics approval (reference number: **2026/HE000064**).

¹ The term 'generalist' is used in this Plain Language Statement to distinguish the topic of the proposed research from the Aboriginal Community Controlled Community Housing industry in New South Wales which has followed a different development pathway informed by principles of self-determination and is a distinct industry.

Disclosure of researcher interest

The graduate (student) researcher has worked in roles associated with housing for people with low incomes since 1995 in both the public and not-for-profit sectors. This includes a junior role at the Office of Community Housing within the NSW Department of Urban Affairs and Planning/ NSW Department of Housing between 1998 and approximately 2000. The graduate researcher has worked as an independent consultant in the social housing and homelessness industries since 2016 undertaking service reviews, tender writing and project management support for a range of organisations including organisations within the community housing industry. The graduate researcher does not have any financial or non-financial interest in the research findings.

Who can participate in the research?

The project is open to people who were closely involved in working with or developing the generalist community housing industry in New South Wales before the mid-2000s. For example, the researchers would like to hear from people who:

- worked or volunteered for a community housing organisation (including a housing cooperative) before the mid-2000s
- were a Management Committee or Board member of a community housing organisation before the mid-2000s
- were involved with peak organisations in the community housing, welfare or charitable sectors before the mid-2000s
- worked closely with community housing organisations in their job, such as social workers, youth workers or community development workers
- worked in a government role before the mid-2000s which involved contact with community housing organisations or the industry more generally
- other people such as academics or consultants who were actively involved in the establishment and growth of the community housing industry before the mid-2000s

Who cannot participate?

Here are the people who cannot participate in the research:

- people currently living in a community housing home in New South Wales who did not have any of the roles listed under Who Can Participate? in the time before the mid-2000s.
- people who lived in a community housing home in New South Wales before the mid-2000s and did not have any of the roles listed under Who Can Participate?
- people who were closely involved with community housing before the mid-2000s in another state or territory or country and had no connection with the industry in New South Wales.

What if I've been interviewed about this in the past?

Interviews about the community housing industry have been recorded by two projects in the past:

- Oral History of Community Housing in NSW, produced by Shelter NSW in 1995 with interviews conducted by Margaret Park in 1995
- Interviews for Shelter from the Storm, produced by the NSW Federation of Housing Associations with interviews conducted by Siobhan McHugh in 1996 and 1997

If you took part in one of these projects and meet the criteria under 'Who can participate?', you can give consent for the researchers to include your previously recorded interview in the research by completing and returning the consent form on page 11.

In addition, you can also choose to participate in a new oral history interview. You can express interest in this by following the steps explained below.

What does participation involve?

Expression of Interest

To participate in the research, you **express interest** by completing an expression of interest (EOI). The EOI will ask for basic information about you, and for a short written account about your experience with the community housing industry before the mid-2000s.

You may decide to restrict the use of your written account so it can only be used by the graduate researcher. Alternatively, you may agree to your written account being included in the research and archived with other information from the research in Deakin University's online research repository (Figshare).

Oral history interview

Participating in an oral history interview involves a 1 preliminary discussion of about 30 minutes and up to 2 oral history interviews.

The **preliminary discussion** will cover the purpose of the project, clarify any questions, and confirm your eligibility for the project. The graduate researcher will give you a consent form to look over before the interview and discuss your options for participation.

The oral history interviews will either be conducted online, or in person in a quiet comfortable place such as your home or a local meeting room. The graduate research will do their best to accommodate your choice of interview format (online or in person) however they are not able to conduct in-person interviews outside Australia or at remote locations within Australia.

The **first interview** will run for up to 3 hours and is aimed at gathering your life story and experiences with the community housing industry before the mid-2000s. For example, there will be questions on topics such as your life goals and work before your involvement with community housing began; the work roles or events that connected you with community

housing; significant events relating to the community housing industry that you remember from before the mid-2000s; your thoughts about how community housing managed relationships with other parts of the welfare, social housing or broader housing sectors or industries; and your reflections about the challenges and achievements of being involved with community housing before the mid-2000s.

The **second interview** is for follow-up questions from the graduate researcher and your additional reflections after the first interview. This interview will last up to 2 hours and will be scheduled in consultation with you.

Both interviews will be audio recorded and transcribed. The graduate researcher will use the AI transcription tool in Zoom or MS Teams to create the first draft of the transcript before reviewing it carefully against the audio recording. The graduate researcher will send you a copy of your interview transcripts after the interviews. This is an opportunity to clarify, correct, or redact any aspect of your interview. We have allowed 30 days for you to return any clarifications, corrections or redactions to the graduate researcher. The graduate researcher will also apply any redactions to the audio recording of your interview.

Potential risks to participants

The researchers have identified some risks which you should consider when deciding if you want to participate in the research. These risks are:

1. Discussing your life story may inadvertently cause discomfort or distress as you reflect on your involvement with community housing before the mid-2000s. If you do experience distress, we encourage you to access a free and helpful counselling service such as Lifeline (13 11 14) or Beyond Blue (1300 22 4636).
2. You may say something in your oral history interviews that later causes you social harm. There are some ways you can reduce this risk. You will have an opportunity to review, clarify, correct or redact aspects of your interview transcripts after the interviews. Any redactions to the interview transcript that you request will also be made to the audio recording. Lastly, you also have the option to be anonymised in the transcripts and audio recordings of your interviews.
3. In your interviews, you might mention private information about other people, who are not public figures, without their consent. If this happens, the researchers will anonymise this information in the transcripts and audio recordings of your interviews.
4. You may feel constrained in talking about certain topics during your interview because the graduate researcher worked within the social housing industry during the 1990s and 2000s. It is important to know that the graduate researcher will apply Oral History Australia's [Guidelines of Ethical Practice](#) when conducting the interviews. This means they will conduct the interviews with honesty, objectivity and integrity and

treat each interview as a confidential conversation. Information from your interviews will be shared strictly in line with the terms of the consent form that you sign.

Possible benefits to participants

While there is no guarantee that you will benefit from participating in this research, there is some evidence that participating in oral history interviews can be helpful. You may find that sharing your story is a meaningful experience. Also, the research may discover new knowledge about the community housing industry that interests or indirectly benefits you.

We recognise that participating in the research creates inconvenience and possibly additional costs. Research participants will be offered a \$50 gift card after their oral history interviews are completed.

Participation is voluntary

It is your choice to participate in the research or not. There is no payment for participation.

If you decide to participate in the research, you will complete an expression of interest form and the graduate researcher will ask you to complete a consent form for the oral history interviews.

If you decide to participate, you are free to change your mind later and withdraw from the project any time before 1 July 2030.

You can choose how to participate

You have a choice of whether to be named or anonymised in this project, and if you decide to be named but later change your mind and wish to be anonymised (or vice versa), you may request this up until 1 July 2030.

If you choose to be anonymised, you and the graduate researcher will agree on a pseudonym and your audio recording will be distorted (voice disguised). Anonymised data will be stored separately from recruitment records, or any other data involving your name.

Holding your data

During the project, the data from your Expression of Interest and interviews (audio recordings and transcripts) will be securely stored in a Deakin University private cloud, and a Deakin University online repository (Synplicity).

The research in this project is expected to be of long-term historical value. At the end of the project, the data from your interviews (audio recording and transcripts) will be stored permanently on Deakin University's online repository (Figshare).

You have a choice of whether your Expression of Interest is destroyed or stored permanently in the same way as your interviews.

At the end of the project, once research has been published, you also have the choice of making your interviews (whole, edited, or voice disguised) publicly available upon request in Deakin University's online research repository (Figshare) or kept private. This choice is up to you, and you can change your mind at any time.

Keeping your data safe

The Deakin University cloud and online repositories are designed to keep research data safe. They all have best practice security protections including single-user passwords and two-factor authentication which cannot be accessed by anyone other than the researchers.

All research data is subject to legal limitations. If there is a Freedom of Information Request or subpoena, the researchers cannot keep the interview data confidential.

Monitoring the project

Deakin University monitors all human research conducted by its researchers. The researchers will ensure that this project complies with the National Statement on Ethical Conduct in Research involving Humans, submitting annual reports on the project to Deakin's Human Ethics Research Office.

Results of the project

The research findings will be written up in a doctoral thesis which will be publicly available after completion from the Deakin University online research repository (Figshare). The research findings may also be presented at academic or industry conferences or published in formats such as academic journals, a book, or publications for non-academic audiences.

Complaints

If you have any complaints about any aspect of the project, the way it is being conducted or any questions about your rights as a research participant, then you may contact:

The Human Research Ethics Office, Deakin University, 221 Burwood Highway, Burwood Victoria 3125, Telephone: (03) 9251 7129, Email: research-ethics@deakin.edu.au

Please quote project number **2026/HE000064**.



PLAIN LANGUAGE STATEMENT AND CONSENT FORM

TO: Participants

Expression of Interest

Date: 25/5/2026

Full Project Title: Making of Community Housing in New South Wales

Reference Number: 2026/HE000064

Thank you for your interest in being interviewed for the Making of Community Housing in New South Wales project. The Plain Language Statement provides further information about the project, and what participation involves.

If you would like to be considered for an interview, please **complete all sections** of this form and return it to **s225423112@deakin.edu.au**. If you are unable to complete the form, you may express your interest in participation by phoning me on 0409 084 657 and I will record the details on your behalf.

Conditions of use

The written account that we are requesting here will be anonymous and will be used strictly according to your wishes as detailed on this form. The collection of your personal details on the next page is for your consent and will be stored separately from the rest of the Expression of Interest form. When we receive your form, the two pages will be saved as separate documents and stored separately, and the original document destroyed.

You may decide to restrict the use of your written account so it can only be used by the graduate researcher during the research. Or you may agree to your written account being included in the research and archived with other research material in Deakin University's Figshare online repository.

Please tick one of the following two options about future use:

I agree that Part 2 (Community Housing Connection) will be shared with future researchers and the public on the Deakin University Online Repository (Figshare). Part 1 of the form (Contact Details & Permission) will only be used by the researchers for this project.

OR

I request that both parts of this form (1. Contact Details and Permission, 2. Community Housing Connection) will be destroyed when the Making of Community Housing in New South Wales project ends. This will be no later than 5 years from the date on this document.

1. CONTACT DETAILS AND CONSENT

Your name:

Your address:

Best phone number for contacting you:

Email:

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- I understand what this project is about.
 - I have been given a copy of the Plain Language Statement and Consent Form to keep.
 - I voluntarily agree to participate.
 - I understand that I will not be paid for my participation.

Expression of Interest

- I would like to be interviewed as part of this project and I agree the researchers can contact me
- I understand that I can choose what happens to my Expression of Interest at the end of the research. I choose that my Expression of Interest is:
 - Destroyed at the end of the research
 - Is stored permanently on Deakin University's online repository (Figshare) for access by future researchers.

Withdrawing from the project

- I understand that I may withdraw my consent from the project, including any information already provided, up until 1 July 2030.

Signature:

Date:

2. COMMUNITY HOUSING CONNECTION

Please do not include your name or contact details on this page.

Your year of birth and place of birth:

When was your connection with community housing in New South Wales?

What was your connection?

What was your job or volunteer role at the time of the connection?

Please write about the main things you did, experienced or noticed in your involvement generalist community housing before the mid-2000s.

You can write as much or as little as you like. If you have a story or stories that you'd like to share, please include it.

Email your completed EOI form to Catherine Stuart at email: s225423112@deakin.edu.au



PLAIN LANGUAGE STATEMENT AND CONSENT FORM

TO: Oral history interview participants

Interview Consent Form

Date: 25/5/2026

Full Project Title: Making of Community Housing in New South Wales

Reference Number: 2026/HE000064

- I understand what this project is about.
- I have been given a copy of the Plain Language Statement and Consent Form to keep.
- I voluntarily agree to participate in an oral history interview for the research.
- I understand that I will not be paid for my participation.
- I understand that I may choose to be identified or remain anonymous in this project, and that I may change my mind at any time. I choose:
 - To be named
 - To be anonymized

Interview process

- I agree that the graduate researcher can interview me for the research.
- I consent to the interview being audio-recorded and transcribed
- I understand that the graduate researcher will use either the Zoom or MS Teams AI transcription tool to produce the first draft of my interview transcript.
- I understand that after the interview, I can review a transcript (written version) of the interview.
- I understand that the graduate researcher will assume I agree with the transcript if I do not ask for corrections, or ask for anything to be removed, within 30 days of getting a copy of my transcript for review.

Documents or images

I have provided the following documents or images for use by the researchers during the research.

Withdrawing from the project

- I understand that I may withdraw my consent from the project, including any information I have already provided, up until 1 July 2030.

Communication of the research

- I understand the graduate researcher may quote and publish my words when discussing the research at academic or industry conferences or in formats such as academic journals, a book, or publications for non-academic audiences.
- I understand that I may choose to receive copies of the thesis or other publications produced from this research. I choose:
 - To receive copies of the research publications
 - Not to receive copies of the research publications

Public access to my interview after the research

- I understand that I may choose to allow public access to my whole interview, or agreed sections of my interview, for research or information purposes. I choose:
 - To allow public access to my whole interview
 - To allow public access to agreed sections of my interview
 - To not allow public access to any part of my interview

Your name:

Signature:

Date:



PLAIN LANGUAGE STATEMENT AND CONSENT FORM

TO: Participants with previously recorded oral histories

Re-use of previously recorded Interview Form

Date: 25/5/2026

Full Project Title: Making of Community Housing in New South Wales

Reference Number: 2026/HE000064

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- I understand what this project is about.
 - I have been given a copy of the Plain Language Statement and Consent Form to keep.
 - I voluntarily agree to use of the previously recorded interview(s) listed below in the re-search.
 - Interview recorded with Margaret Park on _____ 1995
for the Oral History of community housing in NSW, produced by Shelter NSW
 - Interview recorded with Siobahn McHugh on _____ 199__
for the Shelter from the Storm project
 - I understand that I will not be paid for use of this interview in the research.
 - I understand that I may choose to be identified or remain anonymous in the use of the interview(s), and that I may change my mind any time before 1 July 2030. I choose:
 - To be named
 - To be anonymized

Withdrawing from the project

- I understand that I may withdraw my consent for use of the interview(s) in the research up until 1 July 2030.

Communication of the research

- I understand the graduate researcher may quote and publish my words when discussing the research at academic or industry conferences or in formats such as academic journals, a book, or publications for non-academic audiences.

I understand that I may choose to receive copies of the thesis or other publications produced from this research. I choose:

To receive copies of the research publications

Not to receive copies of the research publications

Your name:

Signature:

Date:



PLAIN LANGUAGE STATEMENT AND CONSENT FORM

TO: Participants

Withdrawal of Consent Form

(To be used for participants who wish to withdraw from the project)

Date: 25/5/2026

Full Project Title: Making of Community Housing in New South Wales

Reference Number: 2026/HE000064

I hereby wish to WITHDRAW my consent to participate in the above research project and understand that such withdrawal WILL NOT jeopardise my relationship with Deakin University.

Your name:

Signature:

Date:

Please post or email this form to Catherine Stuart at:

Post: School of Humanities and Social Sciences Email: s225423112@deakin.edu.au
Faculty of Arts
221 Burwood Highway
Burwood VIC 3125

Phone: 0439 084 657