

# EMERGING ABORIGINAL LEADERS PROGRAM 2023

## Applicant Information Handbook



# Introduction

Congratulations and welcome to the EMERGING ABORIGINAL LEADERS PROGRAM proudly supported by ATCO Gas.

You are going to be guided through 10 weeks of leadership development that has its foundation and essence as cultural learning and connection. The program is unique as it has been developed by Aboriginal youth for Aboriginal youth.

Our aim is to improve your educational and leadership outcomes by strengthening cultural identity, self-development and connection to culture and community.

WAALI is proud to be partnered with ATCO Gas as the key sponsors for the Emerging Aboriginal Leaders Program.

WAALI is grateful for the generous support of ATCO Gas who provide financial support to enable WAALI to offer this program.

We look forward to sharing this journey of self-development with you.

# OUR ORGANISATION

The Western Australian Aboriginal Leadership Institute aims to empower, improve the general wellbeing, and reduce disadvantage of Aboriginal people by facilitating leadership development for Aboriginal people, in order to:

## **IMPROVE**

self-esteem, self-acceptance, self-awareness, self-confidence and assertiveness

## **ENCOURAGE**

autonomy through networking, education, and training

## **BUILD**

a community of strong, resilient, empowered and connected Aboriginal people

## **EQUIP**

Aboriginal people with skills to grasp opportunities and interpersonal skills to improve resilience, wellbeing, independence, communication, and healthy living

## **SUPPORT**

Aboriginal people with embracing their cultural identity and belonging

## Key Strategic Goals

---

The Western Australian Aboriginal Leadership Institute has five key strategic goals:

- **HUMAN CAPACITY** – attracting and retaining highly skilled Aboriginal staff
- **COMMUNITY ENGAGEMENT AND PARTNERSHIPS** – building strong, meaningful partnerships and delivering culturally appropriate and responsive leadership programs
- **SUSTAINABLE FUNDING** – secure funding for the future
- **SOUND OPERATING AND GOVERNANCE MODEL** – accountability, cultural identity, and leadership
- **CULTURAL CURRICULUM** – strong cultural curriculum and pedagogy across all programs

## OUR AIM

The Western Australian Aboriginal Leadership Institute aims to be a place of leadership learning for Aboriginal people through cultural ways of working.

## OUR VALUES

Cultural Integrity	Respect	Independence
Resilient	Empowerment	

## OUR BOARD

The Western Australian Aboriginal Leadership Institute Board of Directors;

Dr Robyn Smith-Walley	Chair
Angela Ryder	Treasurer
Jahna Cedar OAM	Director
Gary Smith	Director
Dr Richard Walley OAM	Director
Sasha Johnson	Company Secretary

## OUR TEAM

The Western Australian Aboriginal Leadership staff are:

Jo Ward	Chief Executive Officer
Natasha Lee	Program Administrator Emerging Aboriginal Leaders
Irma Woods	Program Administrator Yorga Djenna Bidi
Sharlini Balakur	Communications Officer
Ilesha Wyatt	Social Media Officer
Danieka Taylor	Administration Officer
Dallas Winmar	Officer Manager

## OUR PROGRAMS

The Western Australian Aboriginal Leadership Institute offers a range of outstanding leadership programs including:

- Yorga Djenna Bidi Aboriginal Women's Leadership Program
- Kwopertok Yorga Alumni Program

- Maam On Country Cultural Regeneration Program
- Circle of Elders
- Elders Knowledge Exchange
- Emerging Aboriginal Leaders Program
- Emerging Aboriginal Leaders Alumni Program
- Prevention Early Intervention Program

## LEARNING FROM THE LEADERSHIP EXPERIENCES

As a result of completing the Emerging Aboriginal Leaders Program, participants will:

- be better equipped with leadership tools and practical experience
- develop new competencies and an increased sense of confidence in their capacity to contribute to, and advocate for the community
- recognise the benefits of participation and leadership within the Aboriginal community
- increase their self confidence
- form strong connections and continue to network with each other in their own community environments
- identify their talents and passions and how they can work to make a difference in the community
- find strength in their cultural connection.

We know that the more participants prepare, the more they get out of each leadership experience. To set yourself up put the dates or the workshops in your diary and allocate time in your week for pre- and post-experience reading, thinking and reflecting.

Please read the emails and materials related to each leadership workshop as you receive them, so you have an overview of the upcoming workshop, pre-work required, and the range of pre-reading for the program.

## Reflection

Your learning and how much you grow as a leader is influenced to a large degree by the amount of reflection you are able to make time to do during the program. Effective reflection takes time and practice. We discuss reflection in more detail during the program.

# Code of Attendance and Conduct

WAALI's Code of Conduct is designed to ensure clarity regarding the attendance, participation and conduct requirements for participants in the Emerging Aboriginal Leaders Program. The Program is an intensive and rewarding period of development where the presence and participation of each person contributes to individual and group learning.

The workshops are all held under Chatham House Rule, enabling rich and frank discussions to occur. This use of Chatham House Rule, combined with the experiential nature of the program, means that each participant needs to commit to fully attending and actively participating in all workshops.

This full commitment allows each participant to gain the most benefit for themselves and to allow others in the group to benefit from their contribution, thereby honouring their own and others' significant investment in their development. As participants are expected to behave in a manner that upholds the brand reputation, good standing and values of the Emerging Aboriginal Leaders Program

## Conduct

Participants are ambassadors for themselves, their organisations, WAALI and the Emerging Aboriginal Leaders Program. Participants are required to behave in a respectful and professional manner at all times, consistent with the values of their own organisation, WAALI and the Emerging Aboriginal Leaders Program. Participants who do not uphold this behavioural standard may be terminated from the Program. This Code of Conduct particularly applies when dealing with external situations or parties when representing WAALI and the Emerging Aboriginal Leaders Program. The Programs operate under the Chatham House Rule convention, i.e. both Program participants and guest speakers may converse freely in the knowledge that what they have said will not be reported or attributed to them outside the meeting room.

## Attendance and Participation

WAALI and the Emerging Aboriginal Leaders Program requires the highest level of participation and attendance from its participants. Capacity to commit to the Program is discussed with each applicant during the application process. Where a direct conflict of commitments exists and has the potential to significantly affect the applicant's ability to benefit from the Program, they are recommended to apply for another program when their commitments will allow for full participation and benefit. A minimum attendance benchmark has been set at 90% of the entire Program, although participants are encouraged to strive for 100% attendance.

If a participant is unable to maintain 90% attendance, they may not be allowed to participate in and graduate from the program. Please note attendance is recorded by hours, therefore late arrivals/early departures to Experiences will be noted as absences. If a participant has not met attendance nor participation requirements, they may be ineligible to graduate from the Program.

## Session Dates:

Session 1 - 23 August

Session 2 - 30 August

Session 3 - 6 September

Session 4 - 13 September

Session 5 - 20 September

Session 6 - 11 October

Session 7 - 18 October

Session 8 - 25 October

Session 9 – 1 November

Session 10 – 8 November

Graduation: 15 November

## Engagement and Pre and Post Module Work

Because of the experiential nature of the Programs, it is a requirement that participants fully participate in all aspects of the Program including completion of surveys, pre-reading, pre-work and reflections following each Experience. It is expected that participants will complete these fully, thoughtfully and within the required time frame. Engagement is considered in assessing eligibility to graduate.

## Experiences

Attendance is critical for scheduled Experiences. 90% attendance must be achieved to graduate due to the experiential nature of the Leadership Programs. Excused absence may be allowed if a written request to Natasha Lee is received prior to the experience.

## Notification of Absence

If a participant is unable to attend an Experience, they need to notify Natasha Lee. Approval needs to be granted by Natasha prior to the workshop. If a participant is unable to attend a workshop due to an emergency, Natasha must be contacted by telephone, as soon as possible. An explanation will need to be given in writing to Natasha Lee following this.

## Additional Requirements

Where a participant is unable to attend an Experience, they will be required to provide evidence of learning on the relevant topic/s as directed. Participants whose attendance falls below the benchmark or who are not demonstrating appropriate levels of engagement may be ineligible to graduate from the Program. Each case will, however, be assessed individually using the principals of equity, fairness and compassion, while taking into account the intent of outcomes of the Leadership Program and the participant's engagement. To fulfill the Program requirements in order to graduate an individual development plan may be initiated once agreed upon by CEO and WAALI Board.

## Chatham House Rule

The workshops are all held under the Chatham House Rule, enabling rich and frank discussions to occur. This use of Chatham House Rule, combined with the experiential nature of the program, means that each participants needs to commit to fully attending and actively participating in all workshops. This full commitment allows each participant to gain the most benefit for themselves and to allow others in the group to benefit from their contribution, thereby honouring their own and others' significant investment in their development. As participants are expected to behave in a manner that upholds the brand reputation, good standing, and values of the Emerging Aboriginal Leaders Program.

This Rule provides a wonderful privilege on the one hand and a significant responsibility on the other. The majority of our leadership experiences operate under Chatham House Rule. In addition, any speakers and guests are required to abide by the [Chatham House Rule](#).

It is really important that you understand the incredible privilege this Rule affords you, since you get to hear the open and honest reflections from leaders who would in many other circumstances be very guarded in what they share. It is equally important that you understand the responsibility you have to make sure that you do not intentionally or unintentionally breach this rule. For those of us who are naturally extrovert and talkative, please heed this warning and develop the practice of thinking about the Chatham House Rule before you share your Emerging Aboriginal Leaders Program experiences.

This Rule also allows you, as participants, to share openly with each other without concern that what you have said will be repeated outside the leadership group. Again, this allows you to be open and honest and benefit from the incredible breadth and depth of leadership within the leadership group, but requires you to be careful about what you share outside of the leadership group.

## Alcohol and Drug Consumption

In accordance with modern business practise the Emerging Aboriginal Leaders Program is committed to:

- (i) providing a safe and enjoyable environment for all participants and employees at its offices and the functions and events it holds; and
- (ii) upholding a high standard of behaviour for its employees and all participants (who represent it) in keeping with the high esteem in which it is held in the WA community.

Persons adversely affected by alcohol or other drugs whilst attending the Emerging Aboriginal Leaders Program functions and experiences can jeopardise their own safety and that of others, and/or damage the excellent reputation of WAALI.



At certain designated Emerging Aboriginal Leaders Program events with a social focus, alcohol may be available. At these designated events, staff and participants are expected to act responsibly in relation to their consumption of alcohol, ensuring that their safety and the safety of those around them is not compromised, and that their behaviour does not become inappropriate and embarrassing for themselves and/or others.

Disciplinary action will be taken by WAALI if this standard is breached and will result in participation in the Emerging Aboriginal Leaders Program being terminated.

## Policy Breaches

Participants whose participation, conduct, or attendance is unsatisfactory may be asked to withdraw or be terminated from the Program. Each case will be assessed on an individual basis.

Policy breaches will be referred to Natasha Lee for review in the first instance, and the WAALI Board will make the final determination.

## Dress Standards

The dress standard required for all leadership experiences is SMART CASUAL dress, unless otherwise communicated. This includes t-shirts, jeans (not ripped), dresses, shirts and enclosed shoes. No thongs or singlets are to be worn.

These dress standards reflect your commitment to leadership and are also a sign of respect for our Elders, speakers and hosts and for WAALI.

## Transport and Parking

You will be responsible for all your own transport and parking at the Emerging Aboriginal Leaders Program. We encourage you to car-pool or utilise public transport.

## Catering

All catering including food and drinks will be provided throughout the program. Please advise WAALI of any food allergies or dietary requirements you may have.

## Duty of Care

We have a duty of care for you while you are engaged in Emerging Aboriginal Leaders Program activities. We take this duty very seriously. On workshop days you are required to notify us if you are going to be late or absent due to illness or emergency. Natasha Lee is your first contact in this event. If you have not arrived at the commencement of a workshop, we will contact you to find out if you are OK or if you need assistance.

Part of our duty of care is to ensure that we inform you of emergency and safety requirements at each venue. You will be advised of all requirements for each venue.

## Emergency Management

WAALI will ask you to complete an online emergency contact form that will enable us to take appropriate action in the event of an emergency. WAALI is a place for adult learning and will not accept any responsibility for the management, use or security of any medications. Each participant accepts full responsibility for their own medical requirements whilst attending the program.

## Mobile phones

Mobile phones should not be used in any workshop and must be on silent and not visible. We would like everyone to be present and completely engage in the program. If you may be waiting on an urgent call and need your phone where you can see it then please advise the facilitator.

## Equipment

WAALI will provide you with a file and a journal. Please bring pens with you each week as you will be reflecting and taking notes throughout each session.

## Session times

As a leader we ask you to arrive just before the start time of every session i.e. around 5.25pm to enable us to commence on time. All sessions will finish at 8.30pm and we expect that all participants will stay until this time.

## Dinner breaks

Dinner will be provided each week for all participants. WAALI will ensure all dietary requirements are met.

## Photos and Videos

WAALI will ask you to complete an online media release form that will enable WAALI to take and use photographs and videos with your image. We request that you do not take photos during the sessions – we will share all the photos we take with you for your use and sharing. Live streaming is not permitted.

## Social Media

Please refrain from taking photos and posting on social media in regard to the program. This is out of respect for the other participants, speakers, Elders and WAALI. Please comment and share the WAALI social media posts as a way of letting your friends and family know what you've been doing.

## Children and family members

The Emerging Aboriginal Leaders Program is for you. You have applied and been accepted into the program. We understand that some participants may have competing demands from family. WAALI cannot allow children to attend any part of the workshops. This policy reflects our duty of care and insurances and reflects that our focus is solely on our participants.

If you have any barriers associated with childcare, please contact Natasha Lee and discuss as solutions can be found.

## How to apply

The online application form is available at:

<https://forms.office.com/Pages/ResponsePage.aspx?id=Vhl--aaHFEOFu8Gx0GZRLITdhgNqrmIFk-0GfZ0nyaxUNVo3REFLRlo1UE8zMjUxVFdZSFVWSigwVi4u>

**APPLICATIONS OPEN:** Tuesday 9 May 2023

**ONLINE APPLICATIONS CLOSE:** Friday 9 June 2023

**INTERVIEWS WILL BE HELD IN PERTH:** from the week commencing Monday 10 July 2023

(Phone and zoom interviews are available)

## Our COVID-19 Policy

WAALI is guided by advice provided by the WA government in relation to Covid-19 and adheres to the guidelines of venues and hosting agencies where the four modules and graduation ceremony will be held.

## Contact information

Western Australian Aboriginal Leadership Institute

City West Lotteries House 2 Delhi Street, West Perth Western Australia 6005, Australia

PO BOX [7021](#) CLOISTERS SQUARE PERTH WA [6850](#)

**For assistance, please contact Natasha Lee, Emerging Aboriginal Leaders Program Administrator**

EMAIL: [Natasha.Lee@waali.org.au](mailto:Natasha.Lee@waali.org.au) Phone: [0410 772 140](tel:0410772140) or [9420 7239](tel:94207239)

Please check our website [www.waali.org.au](http://www.waali.org.au)

Facebook @waaboriginalleadership

INSTAGRAM @w\_a\_a\_l\_i

TWITTER @w\_a\_a\_l\_i