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| 2024 ECHO Program application form |
| Elevating Connections Healing Ourselves (ECHO) First Nation’s Leadership program |
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# 2024 ECHO First Nations Women’s Leadership Program Collection Notice

Fill out this form to apply to be a participant in the 2024 Elevating Connections Healing Ourselves (ECHO) First Nation’s Leadership program. This program is for First Nations women living in Victoria. The ECHO Program provides a culturally appropriate and safe space to build on participants’ unique leadership roles in their family, community, workplace, businesses and broader society.

To read more about the program visit [ECHO First Nations Women’s Leadership Program](https://www.vic.gov.au/victorian-first-nations-womens-leadership-program) https://www.vic.gov.au/victorian-first-nations-womens-leadership-program

This information collection notice explains how the Department of Families, Fairness and Housing (the department) handles the personal, sensitive and health information that you may disclose by applying for the 2024 ECHO Program.

## Why do we collect and use your information?

The Office for Women, within the department will collect your information to assess your application for selection to the 2024 ECHO Program.

If you choose not to give us the information we need:

* we may not be able to assess your application
* it could prevent us from offering you a place in the program.

## How do we collect your information?

The department collects your personal, sensitive and health information from the detail you provide us via the following application form.

* Personal information is detail such as your first and last name.
* Sensitive information is detail such as your cultural identity and sexual orientation.
* Health information is detail such as whether you identify as a person with a disability.

## How do we use and disclose your information?

We will only use or disclose your personal, sensitive and health information:

* for the purposes that you gave it to us
* for purposes that are directly related to the 2024 ECHO Program
* as otherwise required by law.

Outside of these purposes, we will ask for your consent, before making disclosures.

For example, we may use your personal information to communicate with you about:

* the 2024 ECHO Program
* other related programs that we think may be of interest to you.

You may elect to opt-out of communications at any time. To do this, email us at [womensleadership.fv@dffh.vic.gov.au](mailto:womensleadership.fv@dffh.vic.gov.au). We will remind of your ability to opt-out in each communication we send to you.

To assess your eligibility to participate in the 2024 ECHO Program, the Office for Women may need to share your application, and the personal, sensitive and health information within your application, with external parties such as:

* Karen Milward Consulting Services who has been funded to deliver this service and her team
* four advisory group members who are First Nations women from the Victorian community. They are external to the department and were chosen to assess and select participants to the 2024 ECHO Program, and
* The Office of the Minister for Women, who will advised of the final selection of the participants, in order for the Minister to communicate offers of acceptance.

We will not use your personal, sensitive and health information in an identifiable manner without your consent for:

* publication purposes
* reporting purposes.

At all times, we will handle your personal, sensitive and health information in accordance with the requirements of:

* the *Privacy and Data Protection Act 2014* (Vic)
* the *Health Records Act 2001* (Vic)
* any other applicable laws and the department’s privacy policy.

## Access, feedback and complaints

You have the right to request access to, and correction of, your information that you provide to the department. We can usually provide this unless it would affect someone else’s privacy or safety.

If you would like a copy of your information, or identify information that needs correcting, you can contact us by either:

* Phone 03 9500 5153
* email [womensleadership.fv@dffh.vic.gov.au](mailto:womensleadership.fv@dffh.vic.gov.au)

If you have any privacy queries, feedback or a complaint about the way your privacy has been handled, please contact either:

* Office for Woman by phone 03 9500 5153 or email [womensleadership.fv@dffh.vic.gov.au](mailto:womensleadership.fv@dffh.vic.gov.au)
* the department’s Privacy team by email [privacy@dffh.vic.gov.au](mailto:privacy@dffh.vic.gov.au).

For more general information on how the department protects your privacy, please refer to the department’s privacy policy at [VIC.GOV.AU Privacy Policy page](https://www.dffh.vic.gov.au/publications/privacy-policy) https://www.dffh.vic.gov.au/publications/privacy-policy.

# Declaration 1

| Declaration | Please mark with an X |
| --- | --- |
| I have read and understood the collection notice relating to 2024 ECHO First Nations Women’s Leadership Program. |  |

# Application Form

## Your information

| Information required | Details |
| --- | --- |
| **Title (optional):** |  |
| **First name:** |  |
| **Last name:** |  |
| **Preferred name:** |  |
| **Pronouns:** |  |
| **Age (Delete or cross out the ones that are not relevant):** | 18-30 31-50 50+ |
| **Contact number:** |  |
| **Email address:** |  |
| **Where do you currently live? (Delete or cross out the ones that are not relevant):** | Metro Regional Rural Remote |
| **Please name the town/suburb you live in:** |  |
| **Do you identify as Aboriginal and/or Torres Strait Islander?** |  |
| **Who is your mob / your Traditional Country / language group / family / community?** |  |
| **Do you identify as an Elder?** |  |
| **Do you identify as culturally and/or linguistically diverse?** |  |
| **Do you identify as a member of the Stolen Generation?** |  |
| **Do you identify as lesbian, gay, bisexual, transgender, queer/questioning, intersex or asexual?** |  |
| **Do you identify as having a disability? If so, please specify any types of supports you need to fully participate.** |  |

## Professional biography

If you are unsure what to include, please contact Karen Milward to discuss. See [How to submit your application](#_How_to_submit) for contact details.

| Please include a short professional biography (bio) below. *(max. 200 words)* |
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## Your leadership experience

Which of these statements best describes your level of leadership experience?

When considering your leadership experience, think beyond a management position or a position title. Think of any roles you’ve played in leading or contributing to change in your organisation, community, or socially.

| Leadership experience | Mark with a ‘X’ |
| --- | --- |
| I have not yet held a leadership role or management position. |  |
| I have some experience (up to 2 years) in leadership. |  |
| I have several years of experience in leadership. |  |
| I have more than 5 years of experience in leadership |  |

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| --- | --- |
| Are you applying as a current employee of an organisation? | Mark with a ‘X’ |
| Yes |  |
| No |  |

| If YES, please provide details of the organisation, your role and any support you have from the organisation to participate in the ECHO Program. *(max. 200 words)* |
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| Why are you interested in participating in the ECHO Leadership Program specifically for First Nations women in Victoria? *(max. 200 words)* |
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| **What are the 3 biggest challenges that you've experienced in your leadership journey?** | **Details** *(max 200 words in total)* |
| --- | --- |
| **Challenge 1** |  |
| **Challenge 2** |  |
| **Challenge 3** |  |

| How do you see your participation in this program benefitting you or your community? *(max. of 200 words)* |
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| Please provide examples of your involvement in any groups, networks, employment, community organisations, Boards/ committees etc. that have given you important insights to effective leadership. *(max. 200 words)* |
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| What have you learned from your experiences that would help you participate in the ECHO Leadership Program? *(max. 200 words)* |
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| What are your leadership aspirations for the future? *(max. 200 words)* |
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## Availability

Please advise your availability to attend the 2024 ECHO Program below.

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| --- | --- |
| Are you available to attend a five-day in-person residential program at RACV Goldfields in Creswick from Monday 18th November to Friday 22nd November 2024? | Mark with a ‘X’ |
| Yes |  |
| No |  |

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| Are you available to attend two 2-hour online sessions (after hours) to get to know everyone in the ECHO Program between August and September 2024 (date to be agreed on with all participants)? | Mark with a ‘X’ |
| Yes |  |
| No |  |

# Declaration 2

I have read the information provided and understand the purpose of this application and how the selection process will take place.

By signing and dating this form, I confirm that the information supplied by me is accurate.

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| **Signature** | **Date** |
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We accept both an electronic signature and a hand-signed and scanned copy of this form.

# How to submit your application

Please complete and submit this form by **11:59 pm on Friday 22 July 2024.**

To submit your application please email this form to the Office for Women team by email [womensleadership.fv@dffh.vic.gov.au](mailto:womensleadership.fv@dffh.vic.gov.au)

If you need help completing this form, please contact Karen Milward:

* phone 0407 867 863
* email [kmilward9497@gmail.com](mailto:kmilward9497@gmail.com).

To receive this form in another format, email Office for Women [womensleadership.fv@dffh.vic.gov.au](mailto:womensleadership.fv@dffh.vic.gov.au)

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Available at [2024 ECHO First Nations Women’s Leadership Program](https://www.vic.gov.au/victorian-first-nations-womens-leadership-program) https://www.vic.gov.au/victorian-first-nations-womens-leadership-program