

Goulburn Murray Secondment WELCOME

I am delighted to confirm that you have been selected for secondment to work in Goulburn Murray. Your selection has been based on our view that you will bring the appropriate skills to a very important program, which ambitiously aims to make a positive change to the circumstances of some of the most disadvantaged people in Australia. In addition to the skills that you bring, you have been selected because you display an understanding of the issues that we confront and a willingness to take on an enormous challenge, which for many of you, will be unlike any in your previous experience. You have professed a willingness to get out of your comfort zone, and you will be asked to do so. There will be moments of frustration, joy, sadness, achievement and many other feelings and experiences that will see you gain a great deal from your placement. Please understand that what you get out of this unique experience depends on what you put into your secondment.

This communications pack including the Secondment Information Handbook, WH&S Manual and other pre-reading material will ensure you are as well informed as possible prior to commencing your secondment. You will receive in a separate email, confirmation of your Indigenous Partner organisation, your Project Brief and further information specific to your secondment.

Your secondment group will include secondees from other aligned corporate organisations and government departments that we work with in Goulburn Murray.

You will need to arrive into Shepparton on the Sunday afternoon prior to your secondment round (as per the schedule of secondment dates) and there will be a four-day induction commencing on the Monday, starting at the Kaiela Institute, 23 Nixon Street Shepparton, followed by a two-day camping trip into the Barmah National Park. Further information will be sent to you via email prior to your secondment commencing. Your accommodation will be booked at Quest Apartments in Shepparton.

Following are some matters that require **your immediate attention**. Please respond as soon as possible by completing and returning the below documents to Sophie Spry (sspry@jawun.org.au).

1. **Your details** – complete spreadsheet and return
2. **Medical Questionnaire** – complete, sign and return
3. **Release and Indemnity Agreement** – sign and return
4. **Scanned copy of drivers licence** – scan and return
5. **Acknowledgement of WH&S guidelines** – sign and return (this can come later once you've read all the pre-reading)

You are required to read and fully understand the pre-reading material and Secondment Information Handbook sections on the website and then return your completed acknowledgment form to confirm you have done this. Details are on the Jawun website. The reading material section contains the following information:

- Frequently Asked Questions
- Introduction to Goulburn Murray Indigenous Organisations
- Pre-secondment reading material
- Goulburn Murray Facilities / Useful Information
- Map of Shepparton showing location of Indigenous Partner Organisations
- Example Induction Agenda

Reference is made throughout these communications to a number of contacts.

1. Central Contact Wayne Dagger, Jawun Regional Director, Goulburn Murray
wdagger@jawun.org.au ; 0417 105 777
2. Local Contact Your Indigenous organisation Partner (details will be sent to you in a separate email)
3. Company Contact Your regular employer's secondment manager

Congratulations again and I look forward to working with you to help empower Indigenous communities in the Goulburn Murray region.

Regards,

Wayne Dagger
Regional Director, Goulburn Murray
Jawun