

# Inner Sydney Secondment WELCOME



I am delighted to confirm you have been selected for secondment to work in Inner Sydney. 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 Inner Sydney.

You are required to attend a three day induction from Monday to Wednesday in the first week of your secondment, with a compulsory two night stay on the Monday and Tuesday nights. You will need to arrive at the National Centre of Indigenous Excellence (NCIE) at 180 George Street, Redfern by 8.30am on the Monday morning, at the **ground floor foyer** of the **Eora Campus Building**. We recommend that you use public transport to Redfern because parking facilities are extremely limited. NCIE is about a 10 minute walk from Redfern Station.

The three day induction will be spent visiting Redfern and La Perouse and meeting members of the local community who will introduce you to Jawun's Indigenous Partner organisations. There will also be a number of induction sessions and cultural activities. Please see the sample Induction Agenda on the My Jawun website for more of an idea of what to expect. You will then commence your working secondment on the Thursday of the first week.

If you are an interstate secondment, our office will be in touch to arrange accommodation for you in Sydney, and car hire if you will be working out of La Perouse.

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](mailto: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. **Acknowledgment of mandatory pre-reading including WH&S Manual** – sign and return (this can come later once you've read all the material)

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

- Frequently Asked Questions
- Introduction to Inner Sydney Indigenous Organisations
- Inner Sydney Facilities / Useful Information
- Map of Redfern and La Perouse showing location of Indigenous Partner Organisations
- Sample Induction Agenda

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

1. Central Contact Susan Yazbeck, Jawun Regional Director, Inner Sydney  
[syazbeck@jawun.org.au](mailto:syazbeck@jawun.org.au) ; 0438 669 548
2. Local Contact your Indigenous Business 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 Inner Sydney region.

Regards,  
**Susan Yazbeck**  
Regional Director, Inner Sydney, Jawun