

Welcome Note – East Kimberley

I am delighted to confirm that you have been selected for a Jawun secondment to the East Kimberley. Prior to your arrival you should be very familiar with the reasons why you are in the East Kimberley. To prepare you, it is essential that you read and understand the WHS Manual provided, before your arrival, and gain a general overview of the other *Mandatory Pre-reading* material to ensure you are as well informed as possible prior to commencing your secondment. 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.

You are required to read and fully understand the following information:

- **Welcome Note - please read this first**
- **Secondee Information Handbook**
- **WH&S Manual - mandatory reading - please print and take with you to the East Kimberley**
- **Sample Induction Week Itinerary (Note: this is an example only - an itinerary will be sent to you before your secondment)**
- **What Cultural Experience Should I Expect?**
- **Operating a Four-Wheel Drive**
- **Jawun 2015 Learnings & Insights report - *you must read at least the following: (p V – 1)***
- **Empowered Communities Design Report - *you must read at least the following* : Introduction: Moving to Indigenous Empowerment (p1-18) & Part 2 - (pages 125-130)**

You must read this material prior to your departure. Please make a copy of the WH&S and the Secondee Information Handbook to take with you as a reference tool.

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. I can assure you that there will be times when you will wonder why you took this on. There will be times when you are frustrated, physically uncomfortable, emotionally challenged, and even angry. Despite this I want to congratulate you, as I can guarantee you an unforgettable experience and a lot of fun, if you are prepared to embrace the experience that awaits you. Please understand that what you get out of this unique experience depends on what you put into your secondment.

In seconding people to the East Kimberley we work with a number of other aligned corporate organisations and government departments, so the group that you will join includes secondees from other organisations.

Following are the forms that are required prior to your secondment. Please respond as soon as possible with completing and returning (to shoelscher@jawun.org.au) the following: If you have any queries regarding these forms please don't hesitate to call Sandy on 0439 844 957.

[Please return each form labelled with your name i.e. John Smith – Medical form]

1. **Your details – complete and return**
2. **Jawun Release and Indemnity Agreement – print\sign\scan\return**
3. **Medical Questionnaire – complete and return**
4. **Signed WH&S – complete and return**
5. **Licence – scan\return**
6. **TAFE Student Statistical Data Form – complete and return**
7. **Kununurra TAFE Driver Training Form – complete and return**

Reference is made throughout these communications to a number of contacts - they are as follows:

Jawun Regional Director: Michele Pucci, Jawun Regional Director, East Kimberley

mpucci@jawun.org.au

Tel: 0438 691 226

Local Indigenous Contact: Details will be sent to you in a separate email

Company Contact: Your regular employer's secondment Manager

You will receive your project brief and other final details via email. If you have any questions or concerns at any time, please do not hesitate to contact me.

Congratulations again, I am sure that you will live up to the high standards set by our past Secondees to this program.

Michele Pucci

Jawun Regional Director, East Kimberley