

## NPY Lands Secondment WELCOME

I am delighted to confirm that you have been selected for secondment to work in the NPY Lands. 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 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 the NPY Lands.

You will need to arrive into Alice Springs by mid-day on the Monday of your secondment commencement (as per the schedule of secondment dates). Further information in relation to the activities for induction week, along with accommodation details will follow in the weeks leading up to your secondment.

Following are some matters that require **your immediate attention**. Please respond in the next five days by completing and returning the attached to Sophie Spry ([sspry@jawun.org.au](mailto:sspry@jawun.org.au)).

1. **Spreadsheet of your contact information and other details**
2. **Medical Questionnaire**
3. **Release and Indemnity Agreement**
4. **Scanned copy of drivers licence**
5. **Acknowledgement of pre-reading and WH&S guidelines**

You are required to read and fully understand the Secondment Information Pack, pre-reading material and NPY WHS Manual sections on the Jawun website. Return the **Acknowledgement Form** to confirm you have done this.

The reading material section contains the following information:

- Frequently Asked Questions
- Introduction to NPY Lands Indigenous Organisations
- Pre-secondment reading material
- Alice Springs useful information
- Example Induction week

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

**Central Contact**

Fran Whitty ([fwhitty@jawun.org.au](mailto:fwhitty@jawun.org.au))

Tel: 0433 183 672

**Local Contact**

Will be your Indigenous Organisation Partner (details will be sent to you in a separate email)

**Company Contact**

Will be your regular employer's secondment manager

Your next communication (via email) will be your project brief and any other final details. If you have any questions or concerns at any time, please do not hesitate to contact me.

Congratulations again and I look forward to working with you to help empower Indigenous communities in the NPY Lands.

Regards,

**Fran Whitty**

**Regional Director, NPY Lands**