#### Dear Colleagues,

We are excited to have you join the Achieve team. Your employment contracts have been sent, and we look forward to receiving your signed documents soon.

Your full-day induction is scheduled for Tuesday 24 June at the Haberfield site, running from 9:30 am to 3:00 pm. You will hear about Achieve's history, passion and purpose, learn about the key systems and processes you will use every day, and have plenty of time for questions and introductions.

Below is this week's transition progress report.

#### Where we're at

- ICT all computers, phones, printers and Wi-Fi hardware ordered.
- Heritage Wi-Fi Achieve and St Vincent de Paul Property are agreeing on a solution for Haberfield.
- Utilities St Vincent de Paul is finalising the utilities list so electricity and other accounts move on schedule.
- Vehicles arrangements underway; fleet will be allocated to match service delivery needs.

### What happens next

- 24 June full-day induction at Haberfield for all staff from both sites (agenda to come).
- Additional Achieve leaders will be on site during the first months to support daily routines.

## A note on our culture

We value our staff and appreciate the rich diversity they represent of life experience. languages and culture. We have a supportive team culture that encourages you to learn, develop and thrive. We reward commitment and dedication to our clients and one another.

# We want you to know

- We offer salary sacrificing, novated car leasing options, an employee referral program and remuneration reviews.
- We believe in continuous learning and support training that helps our staff grow and develop in their roles.
- We provide multiple leave entitlements and support employees in their work and professional life.
- We have a great Employee Assistance Program to support your wellbeing.

# Need help?

Contact Bronte Rees – <u>0429 944 155</u> | <u>svdptransition@achieveaustralia.org.au</u>

Thank you for your continued professionalism as we prepare for the July hand-over.

Jo-Anne Hewitt

Warm regards,

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Chief Executive Officer, Achieve Australia