

Dear DHA Staff Member,

Re: Toll Transitions Employment Information Sessions for DHA staff

Toll Transitions will be providing information sessions for DHA staff interested in employment opportunities with Toll Transitions arising from the recent decision by the Department of Defence to award Toll Transitions the combined Removal Services and Relocation Administration Services Contract.

Many of you are aware of Toll Transitions and the removal services we provide to Defence. A number of you have worked closely with Toll Transitions' staff over the past years as the two businesses worked together to provide quality services to Defence Members.

Toll Transitions will be recruiting approximately 120 additional staff around Australia to assist in managing the provision of services to Defence. The information sessions will provide you with an opportunity to gain an understanding of the broader services Toll Transitions provides, how we operate as a business, and the employment opportunities on offer.

You will have an opportunity to ask questions about job descriptions, employment conditions, salaries and other factors related to working for Toll.

The presentation will include:

- An overview of the Toll Group of companies
- Information about Toll Transitions and its core businesses
- Toll Transitions' Culture
- Toll Transitions' model for providing relocation services
- Overview of the jobs on offer and possible (additional) consequential vacancies
- Conditions of employment
- Opportunities for career development/advancement

If you are interested in hearing about the employment opportunities with Toll Transitions, I would encourage you to attend.

DHA management are supportive of these information sessions and staff will be allowed to attend during working hours.

I can be contacted on (02) 8907 8917 or 0407 462 093 if you would like further information about the information sessions.

Mark Kingsley
General Manager Relocations
Toll Transitions
11/02/2010

Information sessions will last approximately 1.5 hours and in most cases will be conducted on Toll premises.

Date	Time	Location	Venue	Phone
February 2010				
Monday 15/02	2:00 pm	Perth	4/138 Abernethy Rd, Belmont, WA 6000	(08) 9210 9900
Tuesday 16/02	2:00 pm	Adelaide	30-32 Roseberg Rd, Wingfield, SA 5013	(08) 8359 0172
Thursday 18/02	10:00 am	Canberra	Ground floor , 18-20 Brindabella Ct. Brindabella Park, ACT 2609	(02) 6216 0563
Friday 19/02	2:00 pm	Darwin	Level 1, 450 Winnellie Rd, Winnellie NT 0821	(08) 8947 2566
Monday 22/02	4:00 pm	Townsville	Mecure Inn, Woolcock Street, Townsville	(07) 4725 2222
Tuesday 23/02	10:00 am	Brisbane	Level 1, 15 Astor Terrace, Springhill, QLD 4000	(07) 3026 0200
Wednesday 24/02	2:00 pm	Sydney	Level 12, 32 Walker St, North Sydney, NSW 2060	(02) 8901 8900
Friday 26/02	10:00 am	Melbourne	Level 8, 380 St Kilda Rd, Melbourne, VIC 3004	(03) 8696 6088
March 2010				
Tuesday 02/03	1:00 pm	Nowra	DHA Nowra Office	
Wednesday 03/03	2:00 pm	Wodonga	Country Comfort Hovell Tree Cnr Hovell & Wodonga Place, Albury	(02) 6042 3900
Thursday 04/03	2:00 pm	Wagga	Country Comfort Cnr Tarcutta & Morgan Street, Wagga Wagga	(02) 6921 6444
Friday 05/03	1.00 pm	Hunter	Sir Francis Drake Motel, 2259 Pacific Highway, Heatherbrae	(02) 4987 1444