

Head Office send to:

Our reference: MJC

Your reference:

Contact: Greg Cole-Clark 4908 4395

Mr John Rawes

20 May 2010

Dear John,

EMPLOYMENT AS DISTRICT SUPERVISOR

I am pleased to offer you a full-time position as a District Supervisor with the Mine Subsidence Board.

The commencing salary for you is \$83,171 p.a. (Clerk Grade 8 Year 2). The offer is based on your relevant experience and position held.

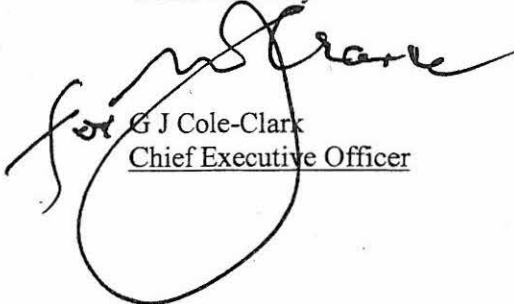
The position is based in the Board's Picton Office, but you may be required to carry out periods of relief duty at any of the Board's District Offices. You will also be required to participate in the roster to provide 24-hour emergency coverage for our Offices.

In accepting our offer you must abide by all Board policies and procedures. A mobile phone and use of a Board vehicle is provided. The vehicle is for official use only, and subject to CEO approval, may be kept at the Officer's home for emergency callouts and to assist with Board business. There are no additional allowances associated with use of the phone or vehicle.

Protective clothing and equipment will be provided in accordance with Board policy.

If you decide to accept this offer and terms of employment, please sign the attached form and the Position Description and return them to me within seven days of receipt of this letter. Appointment is subject to you commencing duties by no later than 14 June 2010.

Yours faithfully

  
G J Cole-Clark  
Chief Executive Officer

**NEWCASTLE**

Ground Floor  
NSW Government Offices  
117 Bull Street  
Newcastle West 2302  
PO Box 488G Newcastle 2300  
**Telephone: (02) 4908 4300**  
Facsimile: (02) 4929 1032  
DX 4322 Newcastle West

**PICTON**

100 Argyle Street  
Picton 2571  
PO Box 40 Picton 2571  
**Telephone: (02) 4677 1967**  
Facsimile: (02) 4677 2040  
DX 26053 Picton

**SINGLETON**

The Central Business Centre  
Unit 6, 1 Pitt Street  
Singleton 2330  
PO Box 524 Singleton 2330  
**Telephone: (02) 6572 4344**  
Facsimile: (02) 6572 4504

**WYONG**

Suite 3 Feldwin Court  
30 Hely Street  
Wyong 2259  
PO Box 157 Wyong 2259  
**Telephone: (02) 4352 1646**  
Facsimile: (02) 4352 1757  
DX 7317 Wyong

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**Email**

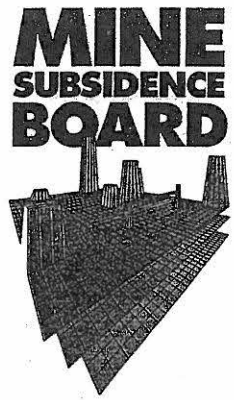
mail@minesub.nsw.gov.au

**Web**

www.minesub.nsw.gov.au

**24 Hour**

**Emergency Service**  
Free Call 1800 248 083



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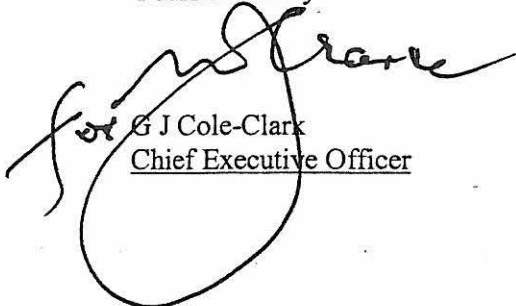
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**24 Hour**

**Emergency Service**  
Free Call 1800 248 083



APPOINTMENT ACCEPTANCE

Chief Executive Officer  
Mine Subsidence Board  
PO Box 488G  
NEWCASTLE NSW 2300

**POSITION:** District Supervisor Picton

I acknowledge that I understand and accept the general conditions of employment as detailed in the Chief Executive Officers letter of 20 May 2010 and under the *Crown Employees (Public Service Conditions of Employment) Award*. I am able to commence on.....



## **POSITION DESCRIPTION**

### **POSITION DETAILS**

**Position Number:**

**Position Title:** DISTRICT SUPERVISOR

**Reports To:** DISTRICT MANAGER

**Unit/Section:** DISTRICT OFFICE

**Prepared By:** CULLEN EGAN DELL (MERCER)



5. Arrange tendering documentation and processes, recommend tenderers, supervise work in progress and arrange payments on contracts to facilitate an efficient and effective repair service.
6. Implement the Board's technical standards, procedures and practices. This includes internal quality certification audits and liaising with the District Supervisor regarding Business Management System improvements.
7. Carry out field level surveying, including calculations and book entries, to determine the affect of mine subsidence on an improvement.
8. Exercise delegations to manage temporary or emergency repairs, eliminate public or private danger and prevent damage to improvements. This requires rostered participation in the Board's 24-hour emergency response service.
9. Conduct public relations and pre-mining inspections to consult with property owners and explain the mine subsidence process, the services provided by the Board and to record the condition of the improvements prior to the subsidence for future reference.
10. Represent the Board at selected meetings and committees, and at regional shows, to promote the Board's role and functions. The role will involve some work and travel outside of normal hours.
11. Provide information to the media as per Board policy.
12. Maintain the daily functions of the District Office in the absence of the District Manager.
13. Prepare all non-standard communications to inform clients regarding subsidence issues and supervision of work in progress.
14. Data input to computer records system.

### LOCAL BACKGROUND/ENVIRONMENT

Established under the Mine Subsidence Compensation Act, the Mine Subsidence Board:

- Controls surface development within Mine Subsidence Districts in NSW for the subdivision of land, construction and improvement of properties;
- Provides compensation for damage to improvements on land caused by mine subsidence following the extraction of coal or shale.
- Eliminates danger to the community from mine subsidence-related events.

The objectives of the Board are to mitigate the effects of mine subsidence on the community by promoting compatibility between surface development and coal

mining, repairing damaged improvements and managing a substantial compensation fund. The Board is a self-funded agency.

Through District Offices established by the Board, the organisation concentrates on the provision of planning advice and control of surface development and the repair of damage to surface improvements.

The District Offices are responsible for:

- Promoting compatibility between surface development and coal mining through specialist advice and planning processes.
- Implementing guideline assessment and planning to reduce future damage from mine subsidence and the elimination of danger.
- Providing a comprehensive advisory and technical service on mine subsidence and surface development.
- Increasing community, building industry and mining company knowledge on mine subsidence problems and their mitigation.
- Certifying compliance of land and/or buildings located in Mine Subsidence Districts for the purposes of conveyancing and compensation.
- Implementing prompt and efficient compensation and/or repairs for damage to improvements caused by mine subsidence.

Coal mining companies are levied annually by the Board to provide the funds for compensation and operations of the Board. Expert advice on mine subsidence risk and mitigation, and on surface planning is provided to property owners, government departments, local government, community organisations and mining companies in Mine Subsidence Districts and other mining areas.

The activities of the Board include advising on major industrial, commercial and infrastructure building projects; major restoration projects in areas affected by mine subsidence; new coal mining applications; the management and extension of a geographical mapping database and information service related to coal mining areas, research and development on the impact of coal mining and subsidence mitigation; and setting up or joining in cross-government, industry and community based planning and development committees.

### REPORTING RELATIONSHIPS

There are four District Offices within the Mine Subsidence Board, each with a District Manager, to whom this position reports. The Singleton and Wyong Districts currently do not have a District Supervisor.

### ROLES SUPERVISED

The District Supervisor position does not have any roles reporting to it.



## KEY INTERNAL AND EXTERNAL RELATIONSHIPS

Externally, the position liaises with local councils and government authorities to facilitate the delivery of services on subsidence issues. The position has contact with the public in dealing with mine subsidence issues and claims. In addition, the position liaises with consultants, engineers, architects and building contractors to provide advice, discuss major projects, and seek reliable and current information on mining/subsidence issues and events.

Within the Mine Subsidence Board, the position works closely with the District Manager to advise on relevant issues, exchange information to aid the operation and co-ordination of subsidence activities, and to plan, develop and implement the strategic and business plans. There are also meetings with groups, such as Risk Engineering, which provide support services and advice on mine subsidence requirements in different types of building structures to the District Office.

## CHALLENGES AND PROBLEM SOLVING

1. Implement the policies and guidelines determined by the Mine Subsidence Board relating to surface development to minimise the risk and liability of the Board.
2. Maintain and promote the public image of the Mine Subsidence Board.
3. Maintain systems and operations to minimise the turnaround time on applications for approval, claims and certificates.
4. Inform the public and media, in accordance with policy, on the facts and issues related to subsidence and mining.
5. Review, evaluate and interpret guidelines and policies related to subsidence given the constant need to remain up to date with the frequent changes in policies and procedures.
6. Investigate and report on the cause of damage and method of repair to surface improvements.
7. Manage subsidence enquiries and maintain flexibility to satisfy the changing priorities, deadlines and tight time frames associated with the Board's operations.
8. Maintain a good working relationship with claimants, the community and other stakeholders.
9. Implement appropriate action to eliminate danger or undertake emergency repairs.

## DECISION MAKING

## NSW ICAC EXHIBIT

The District Supervisor has delegated authority in accordance with policy for approving or refusing building applications (BAs) and Section 15 Certificates by deciding whether surface improvements meet the Board's development guidelines and if improvements were constructed as approved. The District Supervisor investigates and makes recommendations on claims and repairs.

The position must also decide on appropriate actions concerning emergency situations.

### POSITION DIMENSIONS

#### Delegations - District Supervisor

Delegation	Financial Limit	Comments
Alteration or Erection of Improvements	\$1.0m	Must conform with Guidelines and Policies set by Board and Surface Development Guidelines for MSD
Elimination of Danger	\$8,000	Fill in or fence dangerous holes
Emergency Repairs	\$6,000	To eliminate health hazard (eg, sewers) or inconvenience
Investigation of Claims	\$6,000	Arrange site testing/investigation
Temporary Repairs	\$6,000	Where claim accepted and subsidence



## NSW ICAC EXHIBIT

- Competence in investigation, evaluation procedures and report writing.
- Planning and analytical skills, with the ability to develop and implement solutions, as well as address specific challenges.
- Good presentation skills and ability to deal with sensitive issues.
- Knowledge of the impact of mine subsidence on surface structures.
- Understanding of tendering and contract negotiation processes.
- Knowledge of quality management principles and best practice.
- Knowledge of Equal Employment Opportunity, Occupational Health and Safety, ethical practice policies and other legislative requirements relevant to the Mine Subsidence Board.

### ORGANISATIONAL CHART

As attached.

### VERIFICATION

This section verifies that the position holder and supervisor have read the above Position Description and are satisfied that it accurately describes the position.

Position Holder: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chief Executive Officer: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OPTUNIC P1  
(E13/1800)  
EXHIBIT T12

RECEIVED

02 JUN 2010

MINE SUBSIDENCE BOARD  
NEWCASTLE



## POSITION DESCRIPTION

 ENTERED

### POSITION DETAILS

**Position Number:**

**Position Title:** DISTRICT SUPERVISOR

**Reports To:** DISTRICT MANAGER

**Unit/Section:** DISTRICT OFFICE

**Prepared By:** CULLEN EGAN DELL (MERCER)

**Date:** MARCH 2010

### MAIN PURPOSE OF POSITION:

1. Investigate and assess claims for compensation, manage repairs and emergency works, process building and certificate applications, eliminate mine subsidence danger and provide advice and technical services to the general public to implement the Mine Subsidence Compensation Act.

### KEY ROLES AND ACCOUNTABILITIES:

1. Implement the policies and guidelines determined by the Mine Subsidence Board to maintain and promote compatibility between surface development and underground coal mining while minimising the risk and liability of the Board.
2. Provide expert knowledge and advice to clients during the investigation of claims and to effectively manage risk created by new surface development applications.
3. Investigate claims to determine the cause of damage, arrange and supervise repairs, or recommend alternative compensation.
4. Supervise and co-ordinate contractors regarding work to be performed for the Board and evaluate the results.

5. Arrange tendering documentation and processes, recommend tenderers, supervise work in progress and arrange payments on contracts to facilitate an efficient and effective repair service.
6. Implement the Board's technical standards, procedures and practices. This includes internal quality certification audits and liaising with the District Supervisor regarding Business Management System improvements.
7. Carry out field level surveying, including calculations and book entries, to determine the affect of mine subsidence on an improvement.
8. Exercise delegations to manage temporary or emergency repairs, eliminate public or private danger and prevent damage to improvements. This requires rostered participation in the Board's 24-hour emergency response service.
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## **KEY INTERNAL AND EXTERNAL RELATIONSHIPS**

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## **CHALLENGES AND PROBLEM SOLVING**

1. Implement the policies and guidelines determined by the Mine Subsidence Board relating to surface development to minimise the risk and liability of the Board.
2. Maintain and promote the public image of the Mine Subsidence Board.
3. Maintain systems and operations to minimise the turnaround time on applications for approval, claims and certificates.
4. Inform the public and media, in accordance with policy, on the facts and issues related to subsidence and mining.
5. Review, evaluate and interpret guidelines and policies related to subsidence given the constant need to remain up to date with the frequent changes in policies and procedures.
6. Investigate and report on the cause of damage and method of repair to surface improvements.
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### **POSITION DIMENSIONS**

#### **Delegations - District Supervisor**

<b>Delegation</b>	<b>Financial Limit</b>	<b>Comments</b>
Alteration or Erection of Improvements	\$1.0m	Must conform with Guidelines and Policies set by Board and Surface Development Guidelines for MSD
Elimination of Danger	\$8,000	Fill in or fence dangerous holes
Emergency Repairs	\$6,000	To eliminate health hazard (eg, sewers) or inconvenience
Investigation of Claims	\$6,000	Arrange site testing/investigation
Temporary Repairs	\$6,000	Where claim accepted and subsidence continuing
Prevention of Damage	\$6,000	Mitigatory works to reduce costs
Certificates	*	Approve/refuse 15B (except 15B(3A)), Approve 15C

### **SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED**

- Understanding of underground coal mining and mine subsidence and its potential effects on ground surface, structures and construction.
- Full understanding and experience of building construction in order to appreciate the impacts of subsidence on existing and future developments.
- Formal qualifications, such as Building Trade Certificate and Building Foreman/Clerk of Works Certificate or equivalent, and experience in the building construction industry.
- Strong interpersonal, negotiation and conflict resolution skills to liaise and maintain a good working relationship with a diverse range of external clients.
- Working knowledge of the Building Code of Australia, the Mine Subsidence Compensation Act, the Environmental Planning and Assessment Act and other relevant legislation and codes.
- Experience with office computer programmes, eg, spreadsheets, and knowledge of information systems.



- Competence in investigation, evaluation procedures and report writing.
- Planning and analytical skills, with the ability to develop and implement solutions, as well as address specific challenges.
- Good presentation skills and ability to deal with sensitive issues.
- Knowledge of the impact of mine subsidence on surface structures.
- Understanding of tendering and contract negotiation processes.
- Knowledge of quality management principles and best practice.
- Knowledge of Equal Employment Opportunity, Occupational Health and Safety, ethical practice policies and other legislative requirements relevant to the Mine Subsidence Board.


#### ORGANISATIONAL CHART

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#### VERIFICATION

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Position Holder: JOHN RAWES

Signature:  Date: 28/5/10

Chief Executive Officer: G. J. COLE-CLARK

Signature:  Date: 28/5/10

RECEIVED

02 JUN 2010

MINE SUBSIDENCE BOARD  
NEWCASTLE



APPOINTMENT ACCEPTANCE

Chief Executive Officer  
Mine Subsidence Board  
PO Box 488G  
NEWCASTLE NSW 2300

POSITION: District Supervisor Picton

I acknowledge that I understand and accept the general conditions of employment as detailed in the Chief Executive Officers letter of 20 May 2010 and under the *Crown Employees (Public Service Conditions of Employment) Award*. I am able to commence on 14<sup>th</sup> June 2010.

SIGNED:

NAME: John Rawes

DATE:

28<sup>th</sup> May 2010