


Head Office

7.01.93 GCC:JR

Greg Cole-Clark 4908 4395

Mr D Bullock  


12<sup>th</sup> November 2003

Dear Darren

Congratulations on your appointment as District Manager – Southern Coalfields. I look forward to working with you.

I have attached a copy of your acceptance of appointment. The original will be retained on your Personal File.

The Mine Subsidence Board has an Induction Programme and we will need to cover the items identified. The programme covers three weeks and there can be some flexibility with the timing of items.

I will meet you at our Picton Office at 8:45 am on Monday 24<sup>th</sup> November 2003. We will spend a short time there before proceeding to Head Office at Newcastle. It would be preferable to follow the attached schedule. As this involves a few nights away, I would appreciate it if you could advise whether the proposal is suitable.

Please do not hesitate to contact me if I can be of further assistance.

Yours faithfully



G J Cole-Clark  
Chief Executive Officer

Attachments:

Acceptance of Appointment  
Induction Programme  
Induction Schedule

## INDUCTION SCHEDULE - DARREN BULLOCK

	WEEK 1		WEEK 2		WEEK 3	
Monday	24/11	Picton/Newcastle	1/12	Newcastle	8/12	Picton
Tuesday	25/11	Newcastle	2/12	Newcastle	9/12	Picton*
Wednesday	26/11	Newcastle	3/12	Picton*	10/12	Picton*
Thursday	27/11	Newcastle	4/12	Picton*	11/12	Picton*
Friday	28/11	Picton*	5/12	Picton*	12/12	Picton

- \* On these days, or for part of these days at Picton, the Board is endeavouring to have a District Manager/District Supervisor available to assist with induction. The other Picton days provide time in the office or with other staff.