

**MINE SUBSIDENCE BOARD**

**INDUCTION PROGRAMME – PERMANENT STAFF**

<b>WEEK 1</b>	<b>PROGRAMME</b>	<b>OFFICER</b>	<b>INITIALS (when completed)</b>
<b>Day 1</b>	1. Meet Head of Department and other staff on commencement of duties  Allocate peer support (three months)	Head of Department	
	2. Introduction to CEO and Head Office managers	Head of Department	
	3. Brief new employee on:  <ul style="list-style-type: none"> <li>• Mine Subsidence Board</li> <li>• Position description and environment</li> <li>• Itinerary for the next month</li> <li>• Communication with the Board: Advice of inspections Mobile phone access</li> <li>• Information Kit including:  Position Description Code of Conduct History of the Board Brief details of EEO PPIP Act OH &amp; S Good Conduct and Admin Practices Leave entitlements Flexitime/Rostered days off Unions Superannuation brochure Strategic Plan for Computer Systems List of contact people MSB public information/pamphlets</li> </ul>	Head of Department <i>Richard D.K.</i>	<i>B.J.</i>
	4. Assistant Manager Finance and Administration to provide necessary forms and information on:  <ul style="list-style-type: none"> <li>• Employment</li> <li>• Wages</li> <li>• Tax</li> <li>• Superannuation, etc</li> <li>• Place orders for protective clothing, if required</li> </ul>	AMFA	<i>B.J.</i>
<b>Day 2</b>	5. Briefings on:  <ul style="list-style-type: none"> <li>• Mine Subsidence Districts</li> <li>• Mapping – Documap/PMS</li> <li>• Higher risk areas</li> <li>• Basic information about subsidence</li> <li>• On-call procedures (provide booklet)</li> <li>• Computer use</li> </ul>	District Manager/Mapping	<i>B.J.</i>

JOHN RAMES

WEEK 1	PROGRAMME	OFFICER	INITIALS (when completed)
Day 3	6. View the Board's videos		
	7. Inspection of the local Mine Subsidence Districts	DB & SC.	
Day 4	8. Introduction to procedures for certificates, building applications, claims, filing system, microfiche files and financial procedure	Clerical Officer	
Day 5	9. Briefing on the Board's Policy and Procedures Manual including information and process for: <ul style="list-style-type: none"> <li>• Building applications</li> <li>• Certificates (Section 15)</li> <li>• Claims</li> <li>• Tenders – payments</li> <li>• Contractors repair works</li> <li>• Total quality management (benchmarks)</li> <li>• Subdivisions</li> </ul>	SAMFA	
	10. General reading of information provided	District Manager/ Supervisor	
<b>WEEK 2</b>			
Day 1	11. Commencement of on-the-job training for non-technical staff. Technical staff to attend field inspections with the District Manager/Supervisor to investigate claims, surface development applications, certificates or repairs	District Manager/ Supervisor	
	12. Review claim files	District Manager/ Supervisor	
Day 2	13. Detailed instruction on mapping and computer systems		
	14. Instruction on 15B Certificates		
	15. Briefing on safety when dealing with elimination of danger claims		
Days 3-5	16. District Manager to arrange for inspections to other District Offices	District Manager/ Supervisor	
	17. Attend field inspection or any elimination of danger claims	District Manager/ Supervisor	
	18. Commence processing building applications under the guidance of the District Manager		
	19. Arrange OH & S Induction training for Construction Work – General		
	20. Field inspections of footings/pools and 15B Certificates		
<b>WEEK 3</b>			
Day 1	21. Technical staff to commence normal duties with the assistance of peer support employee	District Manager/ Supervisor	