


DARREN BULLOCK

MINE SUBSIDENCE BOARD

INDUCTION PROGRAMME - PERMANENT STAFF

WEEK 1	PROGRAMME	OFFICER	INITIALS (when completed)
Day 1	1. Meet Head of Department and other staff on commencement of duties	Head of Department	<i>[Signature]</i> P1010/W4004/50003 P1/NEUCVILLE 24/11/03
	Allocate peer support (three months)	PHIL ALEXANDER	
	2. Introduction to CEO and Head Office managers	Head of Department	<i>[Signature]</i> 24/11/03
	3. Brief new employee on:	Head of Department	
	<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:                             <ul style="list-style-type: none"> <li>Advice of inspections</li> <li>Mobile phone access</li> </ul> </li> <li>Information Kit including:                             <ul style="list-style-type: none"> <li>Position Description</li> <li>Code of Conduct</li> <li>History of the Board</li> <li>Brief details of EEO</li> <li>PPIP Act</li> <li>OH &amp; S</li> <li>Good Conduct and Admin Practices</li> <li>Leave entitlements</li> <li>Flexitime/Rostered days off</li> <li>Unions</li> <li>Superannuation brochure</li> <li>Strategic Plan for Computer Systems</li> <li>List of contact people</li> <li>MSB public information/pamphlets</li> </ul> </li> </ul>	Limited Space Subs to Local	<ul style="list-style-type: none"> <li><i>[Signature]</i> 25/11/03</li> <li><i>[Signature]</i> 25/11/03</li> <li><i>[Signature]</i> 25/11/03</li> <li><i>[Signature]</i> 24/11/03</li> <li>GR - copy given 25/11/03</li> <li>GR - 25/11/03</li> <li>GR - 25/11/03</li> <li>GR 25/11/03</li> <li>GR - 25/11/03</li> <li>PA 5-12-03</li> <li>WD</li> <li>GR - 24/11/03</li> <li>GR - 24/11/03</li> </ul>
	4. Assistant Manager Finance and Administration to provide necessary forms and information on:	AMFA	
	<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>		<ul style="list-style-type: none"> <li><i>[Signature]</i> 24/11/03</li> <li><i>[Signature]</i> ✓</li> <li><i>[Signature]</i> ✓</li> <li><i>[Signature]</i> ✓</li> <li>✓ 5/1/04</li> </ul>
Day 2	5. Briefings on:	District Manager/Mapping	
	<ul style="list-style-type: none"> <li>Mine Subsidence Districts</li> <li>Mapping - SAMI</li> <li>Higher risk areas</li> <li>Basic information about subsidence</li> <li>On-call procedures (provide booklet)</li> <li>Computer use</li> </ul>		<ul style="list-style-type: none"> <li><i>[Signature]</i> 5-12-03</li> <li><i>[Signature]</i> 5-12-03</li> <li>GR - 25/11/03</li> </ul>



WEEK 1	PROGRAMME	OFFICER	INITIALS (when completed)
Day 3	6. View the Board's videos		JR, -26/11/03
	7. Inspection of the local Mine Subsidence Districts		PA 22-11-03
Day 4	8. Introduction to procedures for certificates, building applications, claims, filing system, microfiche files and financial procedure	Clerical Officer	PA 3-12-03 + New Staff.
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	+ PA 3-12-03.
	10. General reading of information provided	District Manager/ Supervisor	PA - 22-11-03
<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 ore repairs	District Manager/ Supervisor	PA 28-11-03 22-11-03
	12. Review claim files	District Manager/ Supervisor	PA 1-12-03 2-12-03
Day 2	13. Detailed instruction on mapping and computer systems		
	14. Instruction on 15B Certificates		PA 28-11-03
	15. Briefing on safety when dealing with elimination of danger claims		PA 2-12-03
Days 3-5	16. District Manager to arrange for inspections to other District Offices	District Manager/ Supervisor	Whyopi, Spears Pt, etc HO visit with CEO - 24/11/03
	17. Attend field inspection or any elimination of danger claims	District Manager/ Supervisor	2x Potholes with PA. - 25/11/03
	18. Commence processing building applications under the guidance of the District Manager		PA 22-11-03
	19. Arrange OH & S Induction training for Construction Work - General	Copy of Green Card on Personal	File JR.
	20. Field inspections of footings/pools and 15B Certificates		11 inspections footings + 1 PA 22-11-03
<b>WEEK 3</b>			
Day 1	21. Technical staff to commence normal duties with the assistance of peer support employee	District Manager/ Supervisor	TH 28-11-03, 27-11-03, BRUCE.