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17th. December, 1964.

The Manager,
WITTENOOM.

VISITS. Messrs. Allan, Gordon and Spencer will arrive in Wittenoom on Sunday, 20th. December, on flight 763. They will depart for Perth on Wednesday, 23rd. December at 1.55 p.m. on flight 781.

Mr. Gordon will accompany Mr. Spencer to pass on the benefit of his experience at Wittenoom and to induct him into his duties. We have also arranged for Mr. Gordon to return with Mr. Spencer on December 27th. and he will remain in Wittenoom until the third week in January.

So that Mr. Spencer can meet the Mill Staff, we should like you to arrange a meeting of Mill and Quality Control Staff in the Mill Superintendent's Office for 2 p.m. Sunday. This will give us an opportunity of discussing production problems, and explaining the urgent necessity of getting the production on a much better basis.

Other subjects to be discussed during our visit will be -

1. Quality control
2. Mill Circuit
3. Dust collection
4. Fibre wastes
5. Mill yield
6. Tailings Treatment
7. Mine production
8. Labour and housing position
9. Diamond drilling program and results.

The problem of increasing production is most urgent and uppermost in our minds.


General Superintendent.