



Resources Safety & Health
Queensland

2023/24

**Application for Queensland First
Class Mine Manager's
Certificate of Competency for
Underground Metalliferous Mines**

The Secretary
Board of Examiners
Resources Safety & Health Queensland
GPO Box 1321
BRISBANE QLD 4001

T: (07) 3199 8037
E: BOESecretary@rshq.qld.gov.au
W: www.rshq.qld.gov.au

Privacy Disclaimer

Resources Safety & Health Queensland is collecting the information on this form on behalf of the Board of Examiners (the Board) to assess your application for a First Class Mine Manager's Certificate of Competency (Underground Metalliferous Mines). This information is authorised by the *Mining and Quarrying Safety and Health Act 1999*. This information will only be accessed by authorised employees within Resources Safety & Health Queensland. Some information will be given to members of the Board for assessment purposes.

The Board is required by legislation to keep a register of certificates of competency granted by the Board, site senior executive notices issued by the Board and notices of registration given by the Board under the *Mutual Recognition Act 1992*. The Board may disclose information in the register, other than the contact details of an individual, to any person or agency. Further information on the privacy policy is available at <https://www.rshq.qld.gov.au/privacy>

INFORMATION FOR APPLICANT

An application must not be lodged until the applicant is ready to sit the examination.

Applications must be submitted by mail. Emailed applications cannot be accepted.

Process Summary

Note: Applicants must carefully read the application requirements within this document.

1. The applicant lodges application and supporting documentation with the Secretary of the Board of Examiners (the Board). Please complete the information in legible writing. Complete the checklist in the application form to ensure that all necessary documentation is attached.
2. The application is assessed by the Board. If accepted, permission to sit the written mining law examination is granted. The pass mark is 70% in each section¹. An indication of the exam topics can be accessed at www.business.qld.gov.au/industries/mining-energy-water/resources/safety-health/mining/competencies-certificates/mineral. The *Mining and Quarrying Safety and Health Act 1999* and relevant Regulations can be found at www.legislation.qld.gov.au.
3. The applicant will be contacted to confirm examination details. The applicant must present photographic identification to the examination invigilator to be allowed to sit the examination.
4. Examination papers are marked anonymously by a member of the Board.
5. If the applicant fails the written law examination, the applicant is advised of the result and provided with feedback².
6. If the applicant passes the written law examination, the applicant is advised, and arrangements are made for the sitting of the oral examination. A pass result in the written examination is only valid for **3 years**. If the oral examination is not successfully completed before the expiry of this 3-year period, it will be necessary to re-sit the written examination before proceeding to the oral examination.
7. Before an oral examination can be arranged the applicant must provide a completed and signed oral examination endorsement form from the Site Senior Executive and the Underground Mine Manager (if the position is held by a different person)

8. Oral examinations are normally scheduled for February, May, August and November.
9. After the oral examination, the application, supporting documentation and examination results are reviewed by members of the Board of Examiners and a decision is made about the granting of a certificate of competency. The Board of Examiners either approves the granting of a certificate of competency or refuses to approve the grant of a certificate at the next board meeting. Board meetings are normally held quarterly, in March, June, September and December.
10. If approved, a certificate of competency is issued. Allow 8 weeks from the oral examination for this process to be completed.
11. If the Board does not approve the issue of a certificate the applicant is advised in writing and is provided with information about the areas of weakness in the oral examination and how to apply to re-sit the examination.
12. Successful applicants should register their competency with the Queensland Practising Certificate Scheme at: <https://www.boepcs.qld.gov.au>

¹ The examination consists of Topic sections and covers both the Act and Regulations. To achieve a pass result the candidate must achieve at 70% in each section.

² Note: All reapplications are treated as a new application. Candidates who have failed 3 times or achieved less than 30% overall in the Board's examinations are asked to show cause why they should be permitted to sit again.

NOTE:

Please take the time to download the current application form, read and address all the criteria.

Any of the following will immediately null and void any application, without notice:

- Applications that are not submitted on the current application form.
- Providing uncertified identification or qualification documents
- Applications submitted without the completed checklist page

Applicants who submit a second application that fails to meet all criteria as per the current application form and any deficiencies advised, cannot submit a further application form for 12 months from the date of notification of decline.

For Internal Use only:

Application for First Class Mine Manager's Certificate of Competency for Underground Metalliferous Mines

APPLICANT FILE NO: BOE-1MM/ /

Payment Details**First Class Mine Manager's Certificate of Competency for Underground Metalliferous Mines**

BOE00005

Payment may be made by MasterCard or VISA. Please **DO NOT SEND CASH.**

Card details are destroyed after payment is approved.

Please ensure that this form is sent by mail.

Acceptance of credit card details via facsimile or email is not accepted for protection of customer's card data.

Card Number:		Expiry Date:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard		Amount: \$47.65	
Cardholders Name:		Cardholders Signature:	
Applicant's Name:			
Address:			
Phone Number:		Signature Date:	
Email Address for Receipt:		/ /	

Prescribed fees are reviewed on 1 July each year.**The above fee is applicable for all applications received from 1 July 2023 until 30 June 2024.**

This page intentionally left blank

Reapplication - Only complete this section when reapplying after failure of an examination**NOTE:** If the 5-year application validity period has expired, a **FULL** new application and supporting documentation is required to be lodged.

Have you previously sat an examination for a Queensland First Class Mine Manager's Certificate of Competency for Underground Metalliferous Mines?

- Reapplication for written examination. Date of previous exam
- Reapplication for oral examination. Date of previous exam

Reapplications after having failed an examination are treated in all respects as new applications, except that earlier material supplied does not need to be resubmitted provided it is still current.

Reapplication requires Sections 1.1, 1.2, 2 (if applicable), 6.1 or 6.2, 7, 9, a document detailing the actions taken to rectify the identified deficiencies and the payment slip to be completed.

Note: Results from previous written exams only remain current for three years from the date of that exam.**Note:** The written and oral examination process must be successfully completed within **5 years**.Please refer to **Written and oral examination resit conditions and timelines** @:<https://www.business.qld.gov.au/industries/mining-energy-water/resources/safety-health/mining/competencies-certificates/mineral>**SECTION 1: PERSONAL DETAILS****1.1 Personal contact details**

Title	Date of Birth	Gender *	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other _____
-------	---------------	----------	-------------------------------	---------------------------------	--------------------------------------

 I wish to identify as Aboriginal Torres Strait Islander *

First Name	Middle Name(s)	Surname
------------	----------------	---------

Postal Address	Town
----------------	------

State	Postcode
-------	----------

Phone	Mobile
-------	--------

Email

1.2 Work Details

Employer	Mine site
----------	-----------

Postal Address	Town
----------------	------

State	Postcode
-------	----------

Phone	Mobile
-------	--------

Email

I authorise the Board of Examiners to provide details relating to my application and examination to my employer.

 Yes NoThe Board of Examiners recognises and values workplace diversity. The data collected from these forms is used for the purpose of identifying areas for focus in workplace inclusivity. The sections denoted with a * are for use only by the Secretariat. It is not released to any external persons / agencies

SECTION 2: WRITTEN LAW EXAMINATION SESSION BOOKING NOMINATION

Nominate a session from the schedule posted on the Board's website.

<https://www.business.qld.gov.au/industries/mining-energy-water/resources/safety-health/mining/competencies-certificates/mineral>

Examinations may not be offered in all venues every month. Places in some venues are limited.

Nominated session venue:

Nominated session date:

Examinations can also be organised at other approved venues. Contact the Secretariat for further details.

For examinations at locations other than scheduled sessions,

- *download the **Written Law Examination – Letter of Consent** form, found at:*

https://www.rshq.qld.gov.au/_data/assets/pdf_file/0005/1488641/consent-info-rules-for-supervisors-and-candidates.pdf

- *complete the **Applicant to complete** section, and include this document with your application*

SECTION 3: PROOF OF IDENTITY

You need to provide photographic proof of identity by providing a **certified** copy of **one** of the following:

Passport **or**

Driver's Licence

SECTION 4: EDUCATION

A CERTIFIED COPY OF EACH COMPETENCY MUST BE ATTACHED TO THE APPLICATION

4.1 Current first aid (Mandatory for all applicants)

	Competency	Registered Training Provider	Date
HLTAID009	Provide cardiopulmonary resuscitation <i>Must be current within 1 year of issue date</i>		
HLTAID011	Provide first aid <i>Must be current within 2 years of issue date</i>		

4.2 Risk management competency (Mandatory for all applicants)

Competency		Registered Training Provider	Date
RIIRIS601E	Establish and maintain the risk management system		

4.3 Qualifications

List all qualifications in mining (e.g. diploma; advanced diploma; degree; masters, etc.).
Attach certified copies of the qualification and the full academic record including details of modules/units/courses undertaken.

The applicant must hold either:

- (A) A Degree in Mining from an approved Australian university recognised by the Board of Examiners**
OR
(B) Graduate Diploma in Mining or Mining Engineering from a recognised tertiary institution which is acceptable to the Board, based on a selection of modules/units/courses acceptable to the Board.
- Note: Contact the Secretariat prior to lodging your application to discuss your qualification*

Full Name of Qualification One	
Institution	Date of Qualification
Full Name of Qualification Two	
Institution	Date of Qualification
Full Name of Qualification Three	
Institution	Date of Qualification

SECTION 5: RESUME

Attach a separate Curriculum Vitae (Resume) showing, in chronological order, where you have worked and what work you performed in each position. This requirement is in addition to the detailed **Work History** information required in Section 8.

SECTION 6.1: ENDORSEMENT OF APPLICANT'S SITE SENIOR EXECUTIVE (Written Examination)

Verification of an applicant's skills and preparedness for a First Class Mine Manager's Certificate of Competency (Underground Metalliferous Mines) and aptitude to undertake the written examination is required.

On the evidence as outlined in this application, and from my knowledge of the applicant. I believe that:
(Tick as appropriate):

- the applicant is adequately prepared to undertake the Board of Examiners' written examination for the First Class Mine Manager's Certificate of Competency for Underground Metalliferous Mines;
- the applicant's mining educational qualifications and work history meet the eligibility requirements of the Board;
- the applicant has demonstrated a high level of ability to supervise a workforce safely in the context of the underground metalliferous mining environment and its hazards during the applicant's employment at my mine. *[Please provide a short statement on how the applicant has demonstrated this ability]*

.....

the applicant's knowledge of the *Mining and Quarrying Safety and Health Act 1999* and the *Mining and Quarrying Safety and Health Regulation 2017* has been assessed by this company with a satisfactory outcome.

List the position held by the Applicant:	
Name of Mining Operation:	Location of Mining Operation:
SSE Name (Print):	SSE Signature:
Date: / /	Phone:

SECTION 6.2: ENDORSEMENT OF APPLICANT’S SITE SENIOR EXECUTIVE (Oral Examination)

Verification of an applicant’s skills and preparedness for a First Class Mine Manager’s Certificate of Competency (Underground Metalliferous Mines) and aptitude to undertake the oral examination is required.

Tick the statements that apply to the candidate:

(if applicable) The applicant was unsuccessful in their first oral examination, they have addressed the deficiencies set out in the Panel Chair’s Examination Report and I have attached a letter detailing how each of the deficiencies has been actioned.

(if applicable) The applicant returned a result below 30% or has been unsuccessful in **more than one** oral examination. They have addressed the deficiencies listed in the Panel Chair’s Examination Report by incorporating the feedback in a detailed study programme approved by the Board, of which I have been provided a copy. I confirm the following outcomes of this study program have been achieved:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

List the position held by the Applicant:

Name of Mining Operation:		Location of Mining Operation:	
SSE Name (Print):		SSE Signature:	
Date: / /		Phone:	

SECTION 7: STATUTORY DECLARATION BY APPLICANT

<i>Oaths Act 1867</i> Statutory Declaration		
Queensland to wit		
I,		
	(Name in full)	
of		
<p>do solemnly and sincerely declare that the particulars contained in this application for a First Class Mine Manager's Certificate of Competency for Underground Metalliferous Mines are true and correct in every detail. And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the <i>Oaths Act 1867</i>.</p>		
Declared before me at	on	20 __ __
Signature of applicant		
Signature of Witness		
Print full name and title of witness*		

* ***Oaths Act 1867* Section 13: Who may witness declarations**

(1) A person's declaration may be taken by—

- (a) a justice, commissioner for declarations or notary public under the law of the State, the Commonwealth or another State; or
- (b) a lawyer; or
- (c) a conveyancer, or another person authorised to administer an oath, under the law of the State, the Commonwealth or another State.

(2) This section applies to a declaration taken for Queensland law, whether it is taken inside or outside Queensland (including outside Australia)

WARNING:

**Under the *Mining and Quarrying Safety and Health Act 1999*:
Section 192 Obtaining certificates of competency by fraud.**

- (1) A person must not become, or attempt to become, the holder of a certificate of competency by giving false information to the Board of Examiners. (Maximum penalty – 400 penalty units)
- (2) The Board of Examiners may cancel a certificate of competency by notice to the holder if the Board is satisfied that the holder obtained the certificate of competency by giving false information to the Board.

APPLICANT'S FULL NAME:

FOR INTERNAL USE ONLY:

FILE No: BOE-1MM/ /

SECTION 8: DETAILS OF PRACTICAL MINING EXPERIENCE

Please read these instructions before completing the Work History table

Download the table from:

<https://www.business.qld.gov.au/industries/mining-energy-water/resources/safety-health/mining/competencies-certificates/mineral>

The Board of Examiners needs to be assured that you are capable of performing the role of underground manager for which a First Class Mine Manager's Certificate of Competency for Underground Metalliferous Mines is required. An important part of their considerations is an assessment of your practical work experience and the ability to verify your work experience. The Board of Examiners needs to be comfortable that your experience and expertise is sound before granting a Certificate of Competency.

The information that you write about your work experience provides the Board of Examiners with information to make a judgment on your suitability. It is therefore important that you provide evidence to show that you are experienced and can do the job. The most important aspect of providing written evidence is through actual specific examples of what you have done, the equipment that you have used, the "date from" and "date to" on that type of work and the location in the mine in which you worked.

Providing job titles alone is not acceptable evidence.

Information provided may be cross-checked and the provision of any fraudulent information may result in the application being rejected.

At least three 3 years mining experience of a nature and standard acceptable to the Board, in and around an underground mine, which should include –

- at least 2 years** underground mining activity is in a metalliferous mine, including –
 - at least 9 months** directly involved in face operations, including –
 - (a) **at least 16 weeks** directly involving work in mine development or stoping, with personal experience in the handling and use of explosives,
 - and**
 - (b) **at least 10 weeks** experience in at least 2 of the following –
 - ground support systems
 - transport of ore, waste, supplies and equipment
 - stope preparation and filling
 - shaft maintenance.
- at least 9 months** having been a frontline supervisor in direct control of and instructing a team of people engaged in mining activities in an underground mining situation, including directly controlling the mine physical environment

SECTION 9: APPLICANT'S CHECKLIST

1.	Application form completed neatly and in full	<input type="checkbox"/>
2.	Payment details completed	<input type="checkbox"/>
3.	Preferred venue for exam identified (Section 2)	<input type="checkbox"/>
4.	Certified true copy of photographic proof of identity attached (Section 3)	<input type="checkbox"/>
5.	Certified true copy of current certificate for First Aid and CPR competencies attached (Section 4.1)	<input type="checkbox"/>
6.	Certified true copies of risk management competency attached (Section 4.2)	<input type="checkbox"/>
7.	Certified true copies of all educational qualifications attached (Section 4.3)	<input type="checkbox"/>
8.	Curriculum Vitae (Resume) attached (Section 5)	<input type="checkbox"/>
9.	Application form endorsed by Site Senior Executive (Section 6.1 or 6.2)	<input type="checkbox"/>
10.	For an oral examination reapplication, separate letter from Site Senior Executive (attached)	<input type="checkbox"/>
11.	Statutory Declaration signed correctly (Section 7)	<input type="checkbox"/>
12.	Work experience completed and attached (Section 8)	<input type="checkbox"/>
13.	Completed checklist, attached (Section 9)	<input type="checkbox"/>
14.	For an examination reapplication, a separate letter from SSE, attached	<input type="checkbox"/>

Ensure you submit this completed checklist with your application

All attached documentation must be signed by a Justice of the Peace or a Commissioner for Declarations as being true copies of the originals. Do not send original documents.

If you have changed your name or the details of your name are different on the documents provided, you must provide evidence of the name change from the relevant Registrar of Births, Deaths and Marriages. It is the applicant's responsibility to:

- provide official translation of those documents that are in a language other than English.
- ensure documents with an expiry date are renewed prior to expiration; and
- maintain currency of documents with an expiry date, relative to this application.