



**Resources Safety & Health
Queensland**

2023/24

Mutual Recognition Application
Mutual Recognition Act 1992
Trans-Tasman Mutual Recognition Act 1997
Notification to Local Registration Authority

The Secretary
Board of Examiners
Resources Safety & Health Queensland
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Privacy Disclaimer

Resources Safety and Health Queensland is collecting the information on this form on behalf of the Board of Examiners (the Board) to assess your application for registration of mutual recognition of certificates of competency. This information is authorised by the *Coal Mining Safety and Health Act 1999*, the *Mining and Quarrying Safety and Health Act 1999*, the *Mutual Recognition Act 1992* and the *Trans-Tasman Mutual Recognition Act 1997*. 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

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

The Boards of Examiners only considers applications for registration under mutual recognition for the following statutory certificates of competency in safe mine management:

- First Class Mine Manager's Certificate of Competency (Underground Metalliferous Mines)
- First Class Mine Manager's Certificate of Competency (Underground Coal Mines)
- Second Class Mine Manager's Certificate of Competency (Underground Coal Mines)
- Deputy's Certificate of Competency (Underground Coal Mines)
- Open Cut Examiner's Certificate of Competency (Surface Coal Mines)

Under the *Mutual Recognition Act 1992* or the *Trans-Tasman Mutual Recognition Act 1997*, on lodgement of this application your registration is postponed pursuant to the provisions of that Act pending the following conditions being met:

- receipt of the application fee; **and**
- provision of certified evidence of holding a current risk management competency (as per Section 3) **and**
- receipt of a certified copy of your current certificate of competency and all substantive registrations for equivalent occupations in other jurisdictions; **and**
 - Option A: sit a written Queensland law exam, **or**
 - Option B: provide certified copy of a current Practicing Certificate **and** the appointed SSE of the applicant's current or proposed Queensland employer to complete the statement verifying competency in knowledge of Queensland legislation. (Refer Section 4)

*Equivalent means:

- MNQEN600A from the Extractive Industries Training Package, or
- MNCG1003 (A or B) or RIIRIS601D from the Coal Training Package; or
- A competency mapped to one of the above and found to be equivalent by the Mining and Quarrying Safety and Health Advisory Committee, such as MMME7033, MINE7033 'Minerals Industry Risk Management' or MINE7033 'Global Minerals Industry Risk Management (GMIRM)' from the Minerals Industry Safety and Health Centre of the University of Queensland.

QUEENSLAND MINING SAFETY AND HEALTH

All persons seeking to have statutory certificates of competency registered in Queensland by mutual recognition must hold relevant risk management competencies.

SUBMITTING YOUR APPLICATION

Applicants need to submit:

- the completed application form by mail.
- A certified copy of proof of identity (photo id) **Refer Section 1.3**
- payment details completed in the application form for payment by credit card or cheque/money order for the application fee made payable to **Resources Safety and Health Queensland**. Fees as at 01/07/2022.
Note: Fees are revised on 1 July every year. Refer Section 1.4

First Class Mine Manager's Certificate of Competency (Underground Metalliferous Mines)	\$47.65
First Class Mine Manager's Certificate of Competency (Underground Coal Mines)	\$47.65
Second Class Mine Manager's Certificate of Competency (Underground Coal Mines)	\$47.65
Deputy's Certificate of Competency	\$28.20
Open Cut Examiner's Certificate of Competency	\$28.20

- A certified copy of your current registration (Certificate of Competency) and all substantive registrations for equivalent occupations in other jurisdictions **Section 2**, and
 - Option A: Sit a written Queensland law examination, **or**
 - Option B: Provide a certified copy of a current Practising Certificate **and** the appointed SSE of their current or proposed Queensland employer to verify competency in knowledge of Queensland legislation. **Refer Section 4**
- A certified copy of a document evidencing holding of a current prescribed risk management competency (as outlined above). **Refer Section 3**

Note: Documents must be certified by a Justice of the Peace, Commissioner for Declarations or a Solicitor of the Supreme Court.

PROCESS

1. Lodge an application and supporting documentation with the Secretary of the Board.
2. The application and documentation supplied are assessed by the Board of Examiners. The review process takes approximately 2 weeks.
3. If approved.
 - Option A: a date and location for the written examination will be confirmed
 - Option B: a letter of registration under mutual recognition is forwarded to the applicant by email.
4. If not approved, the application is refused in writing and the applicant may, subject to the *Administrative Appeals Tribunal Act 1975*, make application for review of the decision to the Administrative Appeals Tribunal where the applicants' interests are affected by the decision.
5. Successful applicants should register their Competency with the Queensland Practising Certificate Scheme at: <https://www.boepcs.qld.gov.au>

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

Any of the following will immediately cancel an 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.

APPLICATION

I apply for registration in Queensland under the
(Print Full Name)

☐ *Mutual Recognition Act 1992*

☐ *Trans-Tasman Mutual Recognition Act 1997*

as holder of a:

☐ First Class Mine Manager's Certificate of Competency (Underground Metalliferous Mines)

☐ First Class Mine Manager's Certificate of Competency (Underground Coal Mines)

☐ Second Class Mine Manager's Certificate of Competency (Underground Coal Mines)

☐ Deputy's Certificate of Competency (Underground Coal Mines)

☐ Open Cut Examiner's Certificate of Competency (Surface Coal Mines)

For Internal Use only: Mutual Recognition Application for: <input type="checkbox"/> 1 st Class (Metal) <input type="checkbox"/> Deputy <input type="checkbox"/> 1 st Class (Coal) <input type="checkbox"/> OCE <input type="checkbox"/> 2 nd Class (Coal)	APPLICANT FILE NO: BOE- / /
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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 _____
<input type="checkbox"/> 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. <div style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>	

The 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. This data is not released to any external persons / agencies.

1.3 Proof of identity

You need to provide <u>photographic</u> proof of identity by supplying a certified copy of one of the following:	
<input type="checkbox"/>	Passport; or
<input type="checkbox"/>	Driver's Licence

1.4 PAYMENT DETAILS – MUTUAL RECOGNITION APPLICATION

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

Credit card details are destroyed after payment 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.

Type of Certificate of Competency application: _____ <small>(List whether it is First Class (Metal) / First Class (Coal) / Second Class / Deputy's / Open Cut Examiner's)</small>	
Credit Card Number:	Expiry Date:
<div> <div><div></div><div></div><div></div><div></div></div> / <div><div></div><div></div><div></div><div></div></div> / <div><div></div><div></div><div></div><div></div></div> / <div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div></div> / <div><div></div><div></div></div> </div>	
Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	Amount: \$_____
Cardholders Name: _____ Applicant's Name: _____ Address: _____ _____ Phone Number: _____ Email Address for Receipt: _____	Cardholders Signature: _____ Signature Date: _____ / _____ / _____

Prescribed fees are reviewed on 1 July in each year.

The fees listed below are applicable for all applications received from 1 July 2023 until 30 June 2024.

- **\$47.65** First Class, Second Class Mine Manager's Certificate of Competency applications
- **\$28.20** Deputy's, Open Cut Examiner's Certificate of Competency applications

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SECTION 2: CURRENT REGISTRATION

2.1 DETAILS OF CURRENT REGISTRATION

Note: As per *Mutual Recognition Act 1992 / Trans-Tasman Mutual Recognition Act 1997* you must specify all the jurisdictions in which you have substantive registration for equivalent occupations.

State / Territory of Registration	Certificate of Competency Type	Certificate Number	Date of Issue

A certified copy of the current registration document(s) must be attached.

2.2 STATEMENT OF APPLICANT

I make the following statements:

Are there any conditions, limitations or restrictions attached to your registration in any participating jurisdiction?

- ☐ Yes. Provide full details
☐ No

Details:

Are you the subject of disciplinary proceedings in any participating jurisdiction (including any preliminary investigations or actions that might lead to disciplinary proceedings) in relation to the occupation?

- ☐ Yes. Provide full details
☐ No

Details:

Is your current registration in any participating jurisdiction cancelled or currently suspended as a result of disciplinary action?

- ☐ Yes. Provide full details
☐ No

Details:

Are you otherwise personally prohibited from carrying on any such occupation in any participating jurisdiction, and are you subject to any special conditions in carrying on that occupation, as a result of criminal, civil or disciplinary proceedings in any participating jurisdiction?

- ☐ Yes. Provide full details
☐ No

Details:

I consent to the making of inquiries of, and the exchange of information with, the authority of any participating jurisdiction regarding my activities in the relevant occupation or otherwise regarding matters relevant to this Notice.

Signature of Applicant:

Important Notice:

The carrying on of this occupation in Queensland under relevant State legislation is still subject to the payment of relevant fees and compliance with any other requirements as are applicable.

SECTION 3: RISK MANAGEMENT

Applicants for:

- First Class Mine Manager's Certificate of Competency (Underground Coal Mines)
- First Class Mine Manager's Certificate of Competency (Underground Metalliferous Mines)

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

Applicants for:

- Second Class Mine Manager
- Deputy
- Open Cut Examiner

Required Competency		Registered Training Provider	Date
RIIRIS402E	Carry out the risk management process		

SECTION 4: NOMINATE OPTION A OR OPTION B

☐ **Option A: Written Law Examination Session Booking Nomination**

The Queensland Legislation Examination must take place within six months of this application.

A pass mark is 70% in each section.

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/coal>

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 Mining 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.

☐ **Option B: Practising Certificate and Statement by current SSE**

☐ Provide a certified copy of a current Practising Certificate, and

☐ Statement of appointed SSE of applicant's current or proposed Queensland employer:

Coal: To the Board of Examiners:

I write to confirm that.....is being considered for a statutory position
applicant's name
as..... at.....the operation for which I
role site
am the appointed Site Senior Executive. I can verify that.....is competent in
applicant's name
their knowledge of the *Coal Mining Safety and Health Act 1999* and regulations. In accordance with section 85 of
the Coal Mining Safety and Health regulation 2017, I understand my obligations as appointed Site Senior
Executive to ensuring the applicant is competent in their knowledge of the Act.

SSE Signature: Date:

SSE Name (print):

Or

Metalliferous: To the Board of Examiners

I write to confirm that.....is being considered for a statutory position
applicant's name
as..... at.....the operation for which I
role site
am the appointed Site Senior Executive. I can verify that.....is competent in
applicant's name
their knowledge of the *Mining and Quarrying Safety and Health Act 1999* and regulations. In accordance with
section 93 of the Mining and Quarrying Safety and Health Regulation 2017, I understand my obligations as
appointed Site Senior Executive to ensuring the applicant is competent in their knowledge of the Act.

SSE Signature: Date:

SSE Name (print):

SECTION 5: STATUTORY DECLARATION

Statutory Declarations Act 1959

STATUTORY DECLARATION

I, (Full name of applicant)

.....
of (Address)

.....
(Occupation)

make the following declaration under the *Statutory Declarations Act 1959*:

1. that the statements and information in this Notice are correct to the best of my knowledge and belief; and
2. that any registration documents attached are a complete and accurate copy of the original certified as a true copy by a Justice of the Peace, Commissioner for Declarations or a Solicitor of the Supreme Court.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

Signature:

Declared at (Place and State/Territory)

this day of 20

before me.....

**Signature of person before whom the declaration is made*

.....
(Print full name, qualification and address of person before whom the declaration is made)

Note 1: A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment of which is imprisonment for a term of 4 years. See section 11 of the *Statutory Declarations Act 1959*.

Note 2: Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* – see section 5A of the *Statutory Declarations Act 1959*.

***Statutory Declarations Regulations 1993 (S4)**

Persons before whom a statutory declaration may be made for paragraph 8 (b) of the Act, each of the following persons is prescribed:

- (a) a person who, under a law in force in a State or Territory, is currently licensed or registered to practise in an occupation listed in Part 1 of Schedule 2;
- (b) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described);
- (c) a person listed in Part 2 of Schedule 2.

APPLICANT'S CHECKLIST	
1.	Application form completed legibly and in full <input type="checkbox"/>
2.	Certified true copy of proof of identity attached (Section 1.3) <input type="checkbox"/>
3.	Payment details completed or cheque/money order attached (Section 1.4) <input type="checkbox"/>
4.	Certified true copy/copies of all current registration (certificate of competency) attached (Section 2.1) <input type="checkbox"/>
5.	Statement in Section 2.2 completed and signed . <input type="checkbox"/>
6.	Certified true copy of evidence of holding a current risk management competency attached . (Section 3) <input type="checkbox"/>
7.	Nominate either Option A or Option B (Section 4) <div style="margin-left: 20px;"> Option A: Nominate an examination venue and location within six months of this application <input type="checkbox"/> Option B: Certified true copy of Practising Certificate attached, and Statement completed by appointed SSE of your current or proposed Queensland employer <input type="checkbox"/> </div>
8.	Statutory Declaration signed and witnessed correctly (Section 5) <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