



Resources Safety & Health  
Queensland

2023/24

**Application for Site Senior Executive  
Notice Queensland (*Mining and  
Quarrying Safety and Health Act 1999*)**

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 Site Senior Executive Notice Queensland (Mineral Mines and Quarries). 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>

**PROCESS**

1. The applicant lodges the completed form along with certified copies of proof of identity, certified copies of educational qualifications and shottirer licence, (depending on the type of Notice) to the Board of Examiners email address (BOESecretary@rshq.qld.gov.au).

***Application for sites employing ten persons or less are not managed by the Board. Refer these queries to the Queensland Mines Inspectorate.***

For a list of required SSE qualifications, please see the **Mining Safety and Health Advisory Committee** website:

<https://www.rshq.qld.gov.au/resources/documents/commissioner/recognised-mining-competencies.pdf>

2. Once the initial eligibility checks are completed, the work history is reviewed by the Chief Inspector (Mines), or their delegate, to confirm the applicant meets the experience and qualification requirements to be granted a Site Senior Executive Notice in Queensland (*Mining and Quarrying Safety and Health Act 1999*).
3. Final assessment is completed by the Chair of the Board of Examiners who issues the Notice if approved.
4. Feedback regarding any deficiencies detected during this process is provided to the applicant allowing an opportunity to respond.
5. A record of the Notice is kept in the register with the date of issue, full name, and reference number.
6. Successful applicants are then encouraged to join the Queensland Practising Certificate Scheme. For more information, please see website: <https://www.boepcs.qld.gov.au>

**NOTE:**

This application form is the only acceptable format to apply for a Site Senior Executive Notice. 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

**For Internal Use only:**

Application for Site Senior Executive Notice Queensland  
(Mining and Quarrying Safety and Health Act 1999)

**APPLICANT FILE NO:**

BOE-SSE(MMQ)/ /

**APPLICANT'S CHECKLIST**

1	Application form completed neatly and in full	<input type="checkbox"/>
2	Certified true copy of photographic proof of identity <b>attached</b> (Section 2)	<input type="checkbox"/>
3	Type of Site Senior Executive Notice, e.g. Surface or Underground (Section 3)	<input type="checkbox"/>
4	<b>All applicants:</b> Certified true copy of all educational qualifications <b>attached</b> (Section 4/5/6)	<input type="checkbox"/>
5	<b>If blasting is to take place:</b> Certified true copy of shotfirer licence or educational qualifications <b>attached</b> (Section 7)	<input type="checkbox"/>
6	Work experience completed*, signed off by Site Senior Executive and <b>attached</b> (Section 8)	<input type="checkbox"/>
7	Statutory Declaration signed and witnessed (Section 9)	<input type="checkbox"/>

**Ensure you submit this completed checklist with your application.**

\* Not required for:

- Holders of Queensland First Class Mine Manager Certificate of Competency (Underground Metalliferous Mines), **or**  
 Certified Practising Quarry Managers Certificate (Certified copy to be **attached**)

**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.

## SECTION 1: PERSONAL DETAILS

### 1.1 Personal Contact Details

Title Date of Birth / / Gender \*  Male  Female  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 Name: Mine Site Name:

Is this Site an Exploration Only operation:  Yes \*  No

\*if 'Yes', the condition of "Exploration Only" will be listed on the Notice if approved.

Postal Address Town

State Postcode

Phone Mobile

Email

I authorise the Board of Examiners to provide details relating to my application to my employer.  
 Yes  No

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

## SECTION 2: PROOF OF IDENTITY

You need to provide photographic proof of identity. This can be a **certified** copy of **one** of the following:

Driver's Licence

Passport

**SECTION 3: TYPE OF SSE NOTICE/S APPLICATION**Underground SSE Notice:  Yes, complete Sections 4 and 6 (and 7 if blasting).Surface SSE Notice:  Yes, complete Sections 4 and 5 (and 7 if blasting).**Certified copies of all qualifications and transcripts of units must be included****SECTION 4: QUALIFICATION REQUIREMENTS (ALL APPLICANTS)**

Education		Registered Training Provider	Date
RIIRIS301E	Apply risk management processes *		

\* Previously RIIRIS301A, RIIRIS301B, RIIRIS301D, QMS1, MNMG325A, MNQGEN300A or MNCG1001A

**SECTION 5: QUALIFICATION REQUIREMENTS – SURFACE MINES OR QUARRIES**

Surface mine or quarry employing:	Go to
<input type="checkbox"/> More than 20 persons	Section 5.1
<input type="checkbox"/> Between 11 and 20 persons	Section 5.2

**5.1 Surface mine or quarry employing more than 20 persons**

Education		Registered Training Provider	Date
RII50120 ***	Diploma of Surface Operations Management		
BSBWHS521	Ensure a safe workplace		
RIIRIS501E	Implement and maintain management systems to control risk		

**5.2 Surface mine or quarry employing between 11 and 20 persons**

Education		Registered Training Provider	Date
RII40120 ***	Certificate IV in Surface Extraction Operations, including listing of units		
BSBWHS521	Ensure a safe workplace		
RIIRIS501E	Implement and maintain management systems to control risk		

**ALTERNATE QUALIFICATIONS SUBMITTED**

Where alternate qualifications are submitted for consideration, it is the obligation of the applicant to demonstrate equivalency or greater.

\*\*\* Mapping of alternate units to the unit requirements of the Diploma or Certificate IV is the responsibility of the applicant and must be supplied with the application.

Details of course requirements can be accessed from <https://training.gov.au/Home/Tga>

**SECTION 6: QUALIFICATION REQUIREMENTS – UNDERGROUND MINES****6.1 Underground mine employing more than 10 persons**

Education		Registered Training Provider	Date
RII50120 ***	Diploma of Surface Operations Management		
BSBWHS521	Ensure a safe workplace		
RIIRIS501E	Implement and maintain management systems to control risk		

**SECTION 7: QUALIFICATION REQUIREMENTS – BLASTING****If blasting is to take place (one of the following)**

Recognised current shotfirer licence	Licence no.	Expiry date	
<b>Or</b>			
Education		Registered Training Provider	Date
RIIBLA205E	Store, handle, and transport explosives		
RIIBLA301E	Conduct surface shotfiring operations		
RIIBLA305E	Conduct secondary blasting		
<b>Or</b>			
Recognised Safe Drilling and Blasting course			

**ALTERNATE QUALIFICATIONS SUBMITTED**

Where alternate qualifications are submitted for consideration, it is the obligation of the applicant to demonstrate equivalency or greater.

\*\*\* Mapping of alternate units to the unit requirements of the Diploma or Certificate IV is the responsibility of the applicant and must be supplied with the application.

Details of course requirements can be accessed from <https://training.gov.au/Home/Tga>

<b>APPLICANT'S FULL NAME:</b> .....	<b>FOR INTERNAL USE ONLY:</b> <b>FILE No: BOE-SSE (MMQ)/ /</b>
<b>SECTION 8: DETAILS OF PRACTICAL MINING EXPERIENCE</b>	

**Please read these instructions before completing the Work History table.**

**Download the table from:**

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

The Board of Examiners (the Board) requires minimum practical experience and a minimum requirement of involvement in surface mining or quarrying operations aligned with the Site Senior Executive Notice Queensland issued under the *Mining and Quarrying Safety and Health Act 1999*. In order for the Board to be assured you have work experience that is relevant to fulfil the requirements of the Site Senior Executive's role, you are required to provide evidence verified by the Site Senior Executive who was appointed at the operation during the period against which you are claiming experience.

Holders of a Queensland First Class Mine Manager Certificate of Competency (Underground Metalliferous Mines) or Certified Practising Quarry Managers are **not** required to complete the work history document.

**It is important that you demonstrate you have rounded experience covering all aspects of modern surface mining or quarrying practices. Each position entered as evidence must be a minimum of 60 words to adequately describe the role and responsibilities of each employment example. Providing job titles alone is not acceptable.**

**Additional sheets may be attached as required. Information provided will be cross-checked and the provision of any fraudulent information may result in the application being rejected. The Board expects**

Note: The summary sheets require signature/verification of the tasks. It is expected employment examples within the previous five years are obtainable. However, if you are unable to obtain the relevant signatures or written verification for the work from previous employers, you must submit a statutory declaration explaining the attempts made to contact the SSE (or direct report), and verifying that the information provided in your work summary is true and correct.

For those applying for a surface mine or quarry employing more than 10 persons, experience should include:

- Five (5) years' experience in mining or quarrying
- of which at least two (2) years have been in a supervisory role

(or as determined by an Inspector of Mines given the nature and complexity of the operation)

**SECTION 9: STATUTORY DECLARATION BY APPLICANT**

*Oaths Act 1867*  
Statutory Declaration

Queensland to wit

I,  
(Name in full)

of

do solemnly and sincerely declare that the particulars contained in this application for a Site Senior Executive Notice Queensland (*Mining and Quarrying Safety and Health Act 1999*) 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 *Oaths Act 1867*.

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).