



Resources Safety & Health
Queensland

2023/24

**Application for Queensland
Second Class Mine Manager's Certificate of
Competency for Underground Coal Mines**

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

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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 Second Class Mine Manager's Certificate of Competency (Underground Coal Mines). This information is authorised by the *Coal Mining 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 department's 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 applicant must complete the written and oral examinations within **5 years**. Failure to complete the process in this timeframe will result in the applicant having to lodge a fresh application, meeting the educational and practical work experience requirements at the time of reapplying.
3. 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. The *Coal Mining Safety and Health Act 1999* and relevant Regulations can be found at www.legislation.qld.gov.au.
4. 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.
5. Examination papers are marked anonymously by a member of the Board.
6. If the applicant fails the written law examination, the applicant is advised of the result, and provided with feedback².
7. 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.
8. 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).

9. **Important Note:** Conditions and timelines apply to candidates who are unsuccessful in examinations. Refer to the **Written and oral examination resit conditions and timelines** on the website at www.business.qld.gov.au/industries/mining-energy-water/resources/safety-health/competencies-certificates/coal.
10. Oral examinations are scheduled for February, May, August and November.
11. After the oral examination, the examination panel makes a recommendation to the Board. The recommendation is reviewed by members of the Board at its next Board meeting. The Board makes a decision about the granting of a Certificate of Competency. Meetings are held quarterly, in March, June, September and December.
12. If approved, a Certificate of Competency is issued. Allow 8 weeks from the oral examination for this process to be completed.
13. If the Board does not approve the issue of a Certificate of Competency, the applicant is advised in writing and is provided with information about areas of weakness in the oral examination, relevant conditions, and timelines and how to apply to re-sit the examination.
14. 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 cancel 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 Second Class Mine Manager's Certificate of Competency for Underground Coal Mines

APPLICANT FILE NO: BOE-2CC/ /**Payment details****Second Class Mine Manager's Certificate of Competency for Underground Coal Mines** BOE00001Payment 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 the protection of customer's card data.

Card Number:	Expiry Date:
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<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: Applicant's Name Address: Phone Number: Email Address for Receipt	Cardholders Signature: Signature Date: / /

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.**

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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 Second Class Mine Manager's Certificate of Competency for Underground Coal Mines?

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

Reapplications after having failed an examination are treated in all respects as new applications, except that education and practical work history 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, The Applicant's Checklist, 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 **3 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/coal>**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 _____
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 I wish to identify as Aboriginal Torres Strait Islander *

First Name	Middle Name(s)	Surname
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Postal Address	Town
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State	Postcode
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Phone	Mobile
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Email

1.2 Work details

Employer	Mine site
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Postal Address	Town
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State	Postcode
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Phone	Mobile
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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 only for use by the Secretariat. This data 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/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 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: Qualification requirements

4.1 Education

EITHER: With **Degree, Masters** etc acceptable to the Board of Examiners.

Note: Applicants should seek advice from the Board as to the acceptability of their degree before lodging the application.
Note: Applicants with overseas qualifications should contact the Secretariat to discuss in the first instance.

Attach **certified** copies of qualifications and the **full academic record including details of units undertaken.**

Full Name of Qualification One

Institution

Date of Qualification

Full Name of Qualification Two

Institution

Date of Qualification

Plus the following units of competency

From: RII50920 Release 2 - Diploma of Underground Coal Mining Management formerly RII50915		Registered Training Provider	Date
RIIERR501E	Implement underground coal mine emergency preparedness and response systems		
RIIMCU501E	Implement the spontaneous combustion management plan		
RIIMCU505E	Implement the inrush management plan		
RIIRIS402E	Carry out the risk management process		

Group A Electives (<i>at least 1 from the list below</i>)		Registered Training Provider	Date
RIIBLA202F	Support underground shotfiring operations		
RIIBLA302E	Conduct shotfiring operations in underground coal mines		
Plus Additional units of competency set out in Section 4.2			

OR: Without a **Degree**

RII50920 Release 2 - Diploma of Underground Coal Mining Management

formerly RII50915

Attach **certified** copies of: the Diploma and list of units undertaken

Applicants require a total of 12 units of competency comprising:

Nine (9) core competencies **plus**

Three (3) elective units, of which –

- **One (1)** must be chosen from Group A
- **At least one (1)** must be chosen from Group B
- **No more than one (1)** may be chosen from Group C
- **No more than one (1)** may be chosen from elsewhere within this training package, or from another endorsed training course.

Nine (9) Core Competencies		Registered Training Provider	Date
RIIERR501E	Implement underground coal mine emergency preparedness and response systems		
RIIMCU501E	Implement the spontaneous combustion management plan		
RIIMCU502E	Implement the gas management plan		
RIIMCU505E	Implement the inrush management plan		
RIIMCU506E	Implement the strata management plan		
RIIRAI501D	Implement mine transport systems and production equipment		
RIIRAI503D	Implement site services and infrastructure systems		
RIIRIS402E	Carry out the risk management process		
RIIUND501E	Implement the ventilation management plan		

Group A Electives (1 from list below)		Registered Training Provider	Date
RIIBLA202F	Support underground shottfiring operations		
RIIBLA302E	Conduct shottfiring operations in underground coal mines		

Group B Electives (at least 1 from list below)		Registered Training Provider	Date
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements		
RIIMCU503D	Implement the gas drainage management plan		
RIIMCU504D	Implement the outburst management plan		
RIIPRM501E	Implement, monitor rectify and report on contracts		
RIIRAI506D	Implement, monitor, rectify and report on inventory control system		
RIIUND603D	Manage, operate and maintain the mine ventilation system		

Group C Electives (<i>no more than 1 from list below</i>)		Registered Training Provider	Date
BSBFIM501	Manage budgets & financial plans		
BSBINN502	Build and sustain an innovative work environment		
BSBLED501	Develop a workplace learning environment		
BSBMGT516	Facilitate continuous improvement		
BSBMGT517	Manage operational plan		
BSBSMB402	Plan small business finances		
BSBWOR501	Manage personal work priorities and professional development		
BSBWOR502	Lead and manage team effectiveness		
RIICOM301E	Communicate information		
RIIGOV401E	Apply, monitor and report on compliance systems		
RIILAT402E	Provide leadership in the supervision of diverse work teams		
RIIRIS403E	Manage and coordinate spill response		
RIIWHS301E	Conduct safety and health investigations		
PLUS Additional units of competency set out in Section 4.2			

4.2 Mandatory units of competency

Note: A **certified** copy of each document must be provided.
These mandatory units can be used to meet the Group C Elective requirements.

Competency		Registered Training Provider	Date
RIICOM301E	Communicate information		
RIIWHS301E	Conduct safety and health investigations		

4.3 QMRS Statutory Officials Emergency Response Course		
Competency	Training Provider	Date
<input type="checkbox"/> Certificate of Attendance	Queensland Mines Rescue Service	
Accepted alternatives are: <ul style="list-style-type: none"> - A statement of attendance - QMRS: Underground Coal Mine Emergency Response and Rescue Training or - Certificate of Proficiency - QMRS: Mines Rescue Probationary Training or - A statement of completion of the New South Wales Brigademan's Induction Course (Underground Mines Rescue and Response) 		

4.4 QMRS Mine Emergency Management System (MEMS)		
Competency	Training Provider	Date
<input type="checkbox"/> Certificate of Attendance	Queensland Mines Rescue Service	

4.5 Current Gas testing proficiency		
Competency	Training Provider	Date
<input type="checkbox"/> Proficiency in Mine Gases and Gas Testing	Queensland Mines Rescue Service	

4.6 Current First Aid			
Competency		Registered Training Provider	Issue 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>		

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.
<p>Note: 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.</p> <p>It is the applicant's responsibility to:</p> <ul style="list-style-type: none"> • 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 6.1: Endorsement by Employer's Site Senior Executive and Underground Mine Manager (Written Examination)

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

This can be provided by:

- the applicant's Site Senior Executive alone **PROVIDED** that person is also the Underground Mine Manager, **OR**
- the applicant's Site Senior Executive **AND** the applicant's Underground Mine Manager.

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

- the applicant is adequately prepared to undertake the Board of Examiners' written examination for the Second Class Mine Manager's Certificate of Competency for Underground Coal 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 mining environment and its hazards during the applicant's employment at the mine. [Please provide a short statement on how the applicant has demonstrated this ability]

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- the applicant's knowledge of the *Coal Mining Safety and Health Act 1999* and the *Coal Mining 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:

Underground Mine Manager Name (If applicable):	Underground Mine Manager Signature:
Date: / /	Phone:

Section 7: 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 Second Class Mine Manager's Certificate of Competency for Underground Coal 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 *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).

WARNING:

**Under the *Coal Mining Safety and Health Act 1999*:
Section 195 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-2CC/ /
SECTION 8: DETAILS OF PRACTICAL UNDERGROUND COAL MINING EXPERIENCE	

Please read these instructions before completing the Work History table.

Download the table from:
www.business.qld.gov.au/industries/mining-energy-water/resources/safety-health/mining/competencies-certificates/coal

The Board of Examiners (the Board) require minimum practical underground experience and a minimum requirement of involvement in face mining operations aligned with the Second Class Mine Manager’s Certificate of Competency. In order for the Board to be assured you have work experience that is relevant to fulfil the requirements of the Second Class Mine Manager’s role, you are required to provide evidence verified by the Underground Mine Manager who was appointed at the operation during the period against which you are claiming experience. The most important aspect of providing this verified evidence is to show your involvement in the implementation, application and monitoring of tasks by listing 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.

It is important that you demonstrate you have rounded experience covering a number of aspects of modern underground mining practices. It is your responsibility to identify gaps in your work history against the requirements set out by the Board and ensure that you understand any unfamiliar mining processes or systems before applying for examination. Where you are unable to meet the minimum practical experience to be demonstrated, (for example you may be employed at an operation without longwall or place change mining systems) you may make a submission in writing to the Board documenting what measures you have undertaken to gain exposure to these mining systems. This may include documenting scoping tours or mine visits to other operations or a fixed period of secondment to an operation specifically for the purpose of familiarising yourself with a mining system. In these circumstances you should contact the Board for further guidance.

The tables below contain lists of tasks/actions you need to consider in your work summary.

Providing job titles alone is not acceptable evidence.

Additional sheets may be attached if required.

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

Note: The summary sheets require signature/verification of the tasks. If you are unable to obtain the relevant signatures or written verification for the work from previous employers, you may submit a statutory declaration explaining the circumstances and verifying that the information provided in your work summary is true and correct.

Minimum experience required to be demonstrated is at least **four (4) years** practical underground coal mining experience in an underground coal mine of a standard acceptable to the Board. The four years can be claimed as calendar time provided the applicant works, at a minimum, an even time roster and gaps of greater than two (2) weeks during the period are not claimed.

Alternatively, an applicant may claim his or her work experience based on hours worked in a role. The Board considers a week of experience in a role the equivalent of a 5-day, 8-hour shift, 40-hour week roster. If an applicant works or has worked an uneven time roster, he/she may claim his/her experience based on the average weekly hours equivalent to the 40-hour week i.e. if the applicant has worked in a role on a roster which averages 50 hours/week over 20 weeks (1000 hours), he/she may claim 25 weeks experience (1000 hours/40 hours).

The experience should include:

- **Two (2) years** directly involved in the winning of coal during operations at the coal face.
This should include:
 - A minimum of **6 months working** in a Gateroad development panel
 - A minimum of **6 months working** in a Mains development panel, or Bord and Pillar development panel
 - A minimum of **12 months working** in a longwall extraction panel.

- **One (1) year** involved in and about underground coal mining operations that support the winning of coal.
It is recommended that this include:
 - Exposure to gas drainage operations
 - Exposure to secondary support operations
 - Exposure to mine transport and supply systems
 - Exposure to mine ventilation systems.

- **One (1) year** involved in actively implementing the Safety and Health Management System.
It is recommended that this include:
 - Participation in incident investigations
 - Participation in sealing part of an underground coal mine including the review and analysis of gas samples
 - Participation in the firing of a shot in an underground coal mine
 - Participation in the utilisation of Polymeric chemicals for strata support
 - Participation in emergency response exercises or an IMT formed in response to a real event.

- **Two (2) years** in a Supervisory role that has control of activities in 1 or more explosion risk zones.

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 copies of all educational qualifications attached (Section 4.1 and 4.2)	<input type="checkbox"/>
6.	Certified true copy of evidence of completing the QMRS: Statutory Officials Emergency Response Course attached (Section 4.3)	<input type="checkbox"/>
7.	Certified true copy of evidence of completing the QMRS: Mine Emergency Management System attached (Section 4.4)	<input type="checkbox"/>
8.	Certified true copy of Certificate of Proficiency in Mine Gases and Gas Testing attached (Section 4.5)	<input type="checkbox"/>
9.	Certified true copy of current certificate for First Aid and CPR competencies attached (Section 4.6)	<input type="checkbox"/>
10.	Curriculum Vitae (Resume) attached (Section 5)	<input type="checkbox"/>
11.	Application form authorised by Site Senior Executive and Underground Mine Manager (Section 6.1 or 6.2)	<input type="checkbox"/>
12.	Statutory Declaration signed and witnessed correctly (Section 7)	<input type="checkbox"/>
13.	Work experience completed and attached (Section 8)	<input type="checkbox"/>
14.	If applicable, submission in writing where candidate is unable to meet minimum practical experience attached . (Refer to full details set out on page 1 of the Work History template)	<input type="checkbox"/>
15.	For an examination reapplication, a separate letter from Site Senior Executive attached	<input type="checkbox"/>

You MUST complete and submit this 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.
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- maintain currency of documents with an expiry date, relative to this application.