



**Resources Safety & Health
Queensland**

2021/22

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

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

T: (07) 3330 4092

Email: BOESecretary@rshq.qld.gov.au
Web: www.rshq.qld.gov.au

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 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 and 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 an application and certified copies of proof of identity, certified copies of educational qualifications and shotfirer licence, if applicable, with the Secretary of the Board of Examiners.

Applications can be lodged via email.

Application for sites employing ten persons or less are not required.

Refer to **Mining Safety and Health Advisory Committee** for required competencies:

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

2. Acknowledgement of receipt of the application will be emailed to the applicant.
3. The application and work history are forwarded to the Chief Inspector (Mines) or their delegate to confirm that the applicant meets the work history and qualification requirements to be granted a Site Senior Executive Notice Queensland (*Mining and Quarrying Safety and Health Act 1999*).
4. The application and work history and any comments if the applicant does not meet requirements are returned to the Secretary of the Board of Examiners.
5. If the application is approved, the Chair of the Board of Examiners or the Secretary on behalf of the Board of Examiners, signs the Notice and the Secretary issues the Notice. The Notice is forwarded to the applicant by registered post.
6. A record of the Notice is kept in the Register of Certificates of Competency and Notices with the date of issue and number recorded.

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 proof of identity attached (Section 2)	<input type="checkbox"/>
3	Type of Site Senior Executive Notice applied for, completed (Section 3)	<input type="checkbox"/>
4	All applicants: Certified true copy of all educational qualifications attached (Section 4)	<input type="checkbox"/>
5	Certified true copy of all educational qualifications attached (Section 5 or 6)	<input type="checkbox"/>
6	If appointed an SSE before 1 July 2018 Please attach evidence of date of appointment (Section 6.1)	<input type="checkbox"/>
7	If blasting is to take place: Certified true copy of shotfirer licence or educational qualifications attached (Section 7)	<input type="checkbox"/>
8	Work experience completed*, signed off by Site Senior Executive and attached (Section 8)	<input type="checkbox"/>
9	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 *	<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: Exploration only: <input type="checkbox"/> Yes <input type="checkbox"/> No
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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 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 proof of identity by providing a **certified** copy of **one** of the following:

- Birth Certificate **or**
- Passport **or**
- Driver's Licence

SECTION 3: TYPE OF SSE NOTICE/S BEING APPLIED FOR

Underground: **Yes**, go to Section 4.

Surface mines or quarries:

Have you ever been appointed as a Site Senior Executive in a surface mine or quarry in Queensland before 1 July 2018?

Yes, Complete Sections 4 and 6 (and 7 if blasting). **No**, Complete Sections 4 and 5 (and 7 if blasting).

Certified copies of all qualifications are required**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 – NOT appointed as an SSE before 1 July 2018

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
RII50115	Diploma of Surface Operations Management		
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
BSBWHS521	Ensure a safe workplace		
RII40115	Certificate IV in Surface Extraction Operations		
RIIRIS501E	Implement and maintain management systems to control risk		

SECTION 6: QUALIFICATION REQUIREMENTS – Appointed as an SSE before 1 July 2018**6.1 Please provide details of SSE appointment, prior to 1 July 2018**

Operation	Date
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Provide written evidence of SSE appointment: e.g. Notification of Appointment of a Site Senior Executive

6.2 Surface mine or quarry employing:

Between 11 and 20 persons

More than 20 persons

6.3 Surface mine or quarry employing more than 10 persons

Education	Registered Training Provider	Date
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
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Or

Education	Registered Training Provider	Date
RIIBLA205E	Store, handle, and transport explosives	
RIIBLA301E	Conduct surface shotfiring operations	
RIIBLA305E	Conduct secondary blasting	

Or

Recognised Safe Drilling and Blasting course
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APPLICANT'S FULL NAME:	FOR INTERNAL USE ONLY: FILE No: BOE-SSE (MMQ)/ /
SECTION 8: DETAILS OF PRACTICAL MINING EXPERIENCE	

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 a number of aspects of modern surface mining or quarrying practices. It is your responsibility to identify gaps in your work history against the requirements set out on the work history template

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.

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).