



**2019/20**

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

The Secretary  
Board of Examiners  
Department of Natural Resources,  
Mines and Energy  
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CITY EAST QLD 4002

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Web: [www.dnrme.qld.gov.au](http://www.dnrme.qld.gov.au)

**Privacy Disclaimer**

The Department of Natural Resources, Mines and Energy 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 the department. 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 a mutual recognition Act. 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 [www.dnrme.qld.gov.au](http://www.dnrme.qld.gov.au).

**INFORMATION FOR APPLICANT**

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

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:**

- 1) receipt of the application fee;
- 2) receipt of a certified copy of your current certificate of competency and all substantive registrations for equivalent occupations in other jurisdictions;
- 3) providing certified evidence of holding a current risk management competency as follows:
  - First Class Mine Manager's Certificate of Competency (Underground Coal Mines):
    - **RIIRIS601D**: "Establish and maintain the risk management system"
  - Second Class Mine Manager's Certificate of Competency (Underground Coal Mines); Deputy's Certificate of Competency or Open Cut Examiner's Certificate of Competency:
    - **RIIRIS402D**: "Carry out the risk management process"
  - First Class Mine Manager's Certificate of Competency (Underground Metalliferous Mines):
    - **RIIRIS601D**: "Establish and maintain the risk management system" or an equivalent\* competency.
- 4) passing the relevant written examination on Queensland mining safety and health law.

\*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 LAW EXAMINATION

All persons seeking to have statutory certificates of competency registered in Queensland by mutual recognition must first pass an examination in the relevant Queensland mining safety and health law and must hold relevant risk management competencies. The examination is a 2 hour written "closed book" examination for all coal mining industry statutory positions. The pass mark is 70% in each part with a pass mark of 70% for each part required. The examination for an underground metalliferous mine manager applicant is a 3 hour written "closed book" exam with a pass mark of 70% in each topic. Examples of the examination for each competency can be accessed at [www.business.qld.gov.au/industries/mining-energy-water/resources/safety-health/mining/competencies-certificates](http://www.business.qld.gov.au/industries/mining-energy-water/resources/safety-health/mining/competencies-certificates). The *Mining and Quarrying Safety and Health Act 1999*, *Coal Mining Safety and Health Act 1999* and relevant Regulations can be accessed at [www.legislation.qld.gov.au](http://www.legislation.qld.gov.au).

A schedule of Queensland examination sessions is available from the department's website. Arrangements may be made to sit the examination in Queensland or outside Queensland under an external supervisor. Information and rules for supervisors and a letter of consent for completion by the proposed supervisor is available on the department website. Any costs incurred for external supervision are the responsibility of the applicant.

### SUBMITTING YOUR APPLICATION

Applicants need to submit:

- the completed application form.
- payment details completed in the application form for payment by credit card or cheque/money order for the application fee made payable to the Department of Natural Resources and Mines. Fees as at 1/7/2018. *Note: Fees are revised on 1 July every year.*

First Class Mine Manager's Certificate of Competency (Underground Metalliferous Mines)	\$43.40
First Class Mine Manager's Certificate of Competency (Underground Coal Mines)	\$43.40
Second Class Mine Manager's Certificate of Competency (Underground Coal Mines)	\$43.40
Deputy's Certificate of Competency	\$25.70
Open Cut Examiner's Certificate of Competency	\$25.70
- A certified copy of your current registration (certificate of competency) and all substantive registrations for equivalent occupations in other jurisdictions.
- A certified copy of a document evidencing holding of a current prescribed risk management competency (as outlined above).  
**Note:** Documents must be certified by a Justice of the Peace, Commissioner for Declarations or a Solicitor of the Supreme Court.
- If applicable – Letter of consent from the proposed examination supervisor.

### PROCESS

1. Lodge an application and supporting documentation with the Secretary of the Board.
2. The applicant is advised of postponement pending conditions being met.
3. The application and documentation supplied are assessed by the Board of Examiners. This approval process takes 2 weeks.
4. Once approval is granted, the applicant and supervisor will be contacted to organise examination details. The applicant must produce photographic identification to the examination supervisor to be allowed to sit.
5. The examination paper is marked by a member of the Board of Examiners.
6. If the applicant fails the written law examination, mutual recognition is refused and the applicant is advised of the result and provided with details regarding reapplication.
7. If the applicant passes the written law examination, the application, supporting documentation and examination results are reviewed by the Chair of the Board of Examiners and a decision is made about the issuing of a letter of registration.
8. If approved, a letter of registration under mutual recognition is forwarded to the applicant by registered post. Allow approximately 8 weeks from the written examination for this process to be completed.
9. 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.

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

## 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)

## REAPPLICATION ONLY

Have you previously sat an examination for a Queensland:

No       Yes      Date of previous exam .....

- 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)

Reapplications after having failed an examination are treated in all respects as new applications, with the exception that there is no need to provide fresh copies of the evidentiary documentation.

## COMPLETE THIS CHECKLIST BEFORE YOU LODGE YOUR APPLICATION

- Application form completed neatly and in full  
 Payment details completed or cheque/money order **attached**  
 Certified true copy/copies of current registration/s document/s **attached**  
 Certified true copy of evidence of holding a current risk management competency **attached**.  
 Statement in Section 2 **signed**.  
 Statutory declaration in Section 4 **signed and correctly witnessed**.  
 If applicable – Letter of consent from proposed external examination supervisor **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.

<b>For Departmental Use only:</b> Merlin Code: EWMAPP Mutual Recognition Application for: <input type="checkbox"/> 1 <sup>st</sup> Class (Metalliferous) <input type="checkbox"/> 1 <sup>st</sup> Class (Coal) <input type="checkbox"/> Deputy <input type="checkbox"/> 2 <sup>nd</sup> Class (Coal) <input type="checkbox"/> OCE	<b>APPLICANT FILE NO: BOE-</b> /     / Receiving Details
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<b>SECTION 1: PERSONAL DETAILS</b>
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**1.1 Personal Contact Details**

Title	Date of Birth	Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female
First Name	Middle Name(s)	Surname		
Postal Address	Town			
State	Postcode			
Phone	Fax	Mobile		
Email				

**1.2 Work Details**

Employer	Minesite	
Postal Address	Town	
State	Postcode	
Phone	Fax	Mobile
Email		

### 1.3 PAYMENT DETAILS – Mutual recognition application

Payment may be made by  credit card,  cheque or  money order. Cheques are to be made payable to the Department of Natural Resources, Mines and Energy. **Please DO NOT SEND CASH.** Credit card details are destroyed after payment approved.

If making payment by credit card, 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.

Credit Card Number:  _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _	Expiry Date:  _ _ / _ _
Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	Amount: \$
Cardholders Name:  Address:  Phone Number:	Cardholders Signature:

**Prescribed fees are reviewed on 1 July in each year. The fees listed below are applicable until 30 June 2020.**  
**\$43.40 First Class and Second Class Mine Manager's Certificate of Competency**  
**\$25.70 Deputy's and Open Cut Examiner's Certificate of Competency**

**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?	
<input type="checkbox"/> Yes. Provide full details <input type="checkbox"/> 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?	
<input type="checkbox"/> Yes. Provide full details <input type="checkbox"/> No	Details:
Is your current registration in any participating jurisdiction cancelled or currently suspended as a result of disciplinary action?	
<input type="checkbox"/> Yes. Provide full details <input type="checkbox"/> 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?	
<input type="checkbox"/> Yes. Provide full details <input type="checkbox"/> 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:	
<b>Important Notice:</b>	
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: WRITTEN LAW EXAMINATION SESSION BOOKING NOMINATION**

Nominate a session from the schedule posted on the Board’s website. Please allow at least 3 weeks between lodgement of application and date of nominated session.

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

Nominated session venue: .....

Nominated session date: .....

OR  External supervisor – Consent form must be attached.

**SECTION 4: 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.