



2019/20

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

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

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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 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 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.

INFORMATION FOR APPLICANT

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

Process Summary

Note: Applicants must read the Coal Examination Guidelines to understand all rules and timelines relating to applying for a Certificate of Competency and the written and oral examination processes at www.business.qld.gov.au/industries/mining-energy-water/resources/safety-health/competencies-certificates/coal

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 part. A guide for candidates and an example of the examination paper can be accessed at www.business.qld.gov.au/industries/mining-energy-water/resources/safety-health/competencies-certificates/coal. 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 produce photographic identification for 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 feedback.
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 resit the written examination before proceeding to the oral examination.

8. **Important Note:** Conditions and timelines apply to candidates who are unsuccessful in examinations. Refer to the Examination Flowcharts and Rules on the website at www.business.qld.gov.au/industries/mining-energy-water/resources/safety-health/competencies-certificates/coal.
9. Oral examinations are scheduled for February, May, August and November.
10. 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 on the last Friday of March, June, September and the second Friday of December.
11. If approved, a Certificate of Competency is issued and forwarded to the applicant by registered post. Allow 8 weeks from the oral examination for this process to be completed.
12. 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 resit the examination.

For Departmental Use only: Merlin Code: EWMAPP Application for Second Class Mine Manager's Certificate of Competency for Underground Coal Mines		APPLICANT FILE NO: BOE-2CC/ / Receipting Details
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Payment details

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

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 is 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 the protection of customer's card data.

Credit Card Number: _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _	Expiry Date: _ _ / _ _
Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	Amount: \$43.40
Cardholders Name: Address: Phone Number:	Cardholders Signature:

Prescribed fees are reviewed on 1 July in each year. The above fee is applicable until 30 June 2020.

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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, 6 and 7 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**.

Section 1: Personal details

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	Mobile			
Email				

1.2 Work details

Employer	Minesite
Postal Address	Town
State	Postcode
Phone	Mobile
Email	

Section 2: Written law examination session booking nomination

Nominate a session from the schedule posted on the Board's website. Examinations may not be offered in all venues every month. Places in some venues are limited. Examinations can also be organised at other approved venues. Contact the Secretariat for further details.

If not yet determined, this information can be provided after the application is approved.

Nominated session venue:

Nominated session date:

Section 3: Proof of identity

You need to provide proof of identity by providing a **certified** copy of **one** of the following:

- Birth Certificate or Extract of Birth Certificate; or
- Passport; or
- Driver's Licence

Section 4: Qualification requirements

4.1 Education

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

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 the qualification and the **full academic record including details of units undertaken**.

Full Name of Qualification One

Institution	Date
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Full Name of Qualification Two

Institution	Date
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PLUS the following units of competency

From RII50915 Diploma of Underground Coal Mining Management		Registered Training Provider	Date
RIIRIS402D	Carry out the risk management process		
RIIMCU501D	Implement the spontaneous combustion management plan		
RIIERR501D	Implement underground coal mine emergency preparedness and response systems		
RIIMCU505D	Implement the inrush management plan		
Group A Electives (at least 1 from the list below)		Registered Training Provider	Date

RIIBLA302D	Conduct shotfiring operations in underground coal mines		
RIIBLA202E	Support underground shotfiring operations		
PLUS Additional units of competency set out in Section 4.2			
OR: Without a Degree			
RII50915 Diploma of Underground Coal Mining Management (Attach a certified copy of the Diploma and list of units undertaken or statements of attainment for each unit)			
Applicants require a total of 12 units – 9 core competencies plus 3 elective units , of which – <ul style="list-style-type: none"> • 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
RIIRIS402D	Carry out the risk management process		
RIIMCU501D	Implement the spontaneous combustion management plan		
RIIUND501D	Implement the ventilation management plan		
RIIMCU502D	Implement the gas management plan		
RIIMCU506D	Implement the strata management plan		
RIIRAI501D	Implement mine transport systems and production equipment		
RIIRAI503D	Implement site services and infrastructure systems		
RIERR501D	Implement underground coal mine emergency preparedness and response systems		
RIIMCU505D	Implement the inrush management plan		
Group A Electives (at least 1 from list below)		Registered Training Provider	Date
RIIBLA302D	Conduct shotfiring operations in underground coal mines		
RIIBLA202E	Support underground shotfiring operations		
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		
RIICOM301D	Communicate information		
RIIMCU503D	Implement the gas drainage management plan		
RIIMCU504D	Implement the outburst management plan		
RIIPRM501D	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		
RIIWHS301D	Conduct safety and health investigations		
Group C Electives (no more than 1 from list below)		Registered Training Provider	Date
BSBFIM501	Manage budgets and 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		
RIIGOV401D	Apply, monitor and report on compliance systems		
RIILAT402D	Provide supervision in the leadership of diverse work teams		
RIIRIS403D	Manage and coordinate spill response		
PLUS Additional units of competency set out in Section 4.2			

4.2 Mandatory units of competency		
<p>Note: Evidence of holding one or more of the following units may have already been provided as part of the Certificate IV. If not, applicants must provide copies of the relevant statements of attainment. A certified copy of each document must be provided.</p>		
Unit of competency	Registered Training Provider	Date
RIICOM301D	Communicate information	
RIIWH301D	Conduct safety and health investigations	
4.3 Queensland Mines Rescue Service Underground Coal Mine Emergency Response and Rescue Training		
Document	Training Provider	Issue Date
<input type="checkbox"/> Certificate of Attendance	Queensland Mines Rescue Service	
<p>Note: A statement of completion of the New South Wales Brigademan's Induction Course (Underground Mines Rescue and Response) is an acceptable alternative.</p>		
4.4 Queensland Mines Rescue Service Mine Emergency Management System Training		
Document	Training Provider	Issue Date
<input type="checkbox"/> Certificate of Attendance	Queensland Mines Rescue Service	
4.5 Current Gas testing proficiency (Mandatory for all applicants)		
Document	Training Provider	Issue Date
<input type="checkbox"/> Instrument Gas Testing Document and <input type="checkbox"/> Statutory Gas Exam Results		
4.6 Current First Aid (Mandatory for all applicants)		
Competency	Registered Training Provider	Issue Date
HLTAID003 Provide First Aid or HLTAID003 Apply First Aid <i>including</i> HLTAID001 or HLTCPR211A Perform CPR		
<p>Note: Both the first aid unit (3 years) and CPR unit (1 year) must be current at application date.</p>		

Section 5: Resume
<p>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 Practical Experience information required in Section 8.</p>
<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: Endorsement by Employer’s Site Senior Executive and Underground Mine Manager

Endorsement of applicant’s skills and preparedness to apply for a Second Class Mine Manager’s (Underground Coal Mines) Certificate of Competency and undertake the required written and oral examinations 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’ examinations 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 my 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 2001 has been assessed by this company with a satisfactory outcome.

The following statements apply only where the applicant has been unsuccessful in completing an examination:

- (if applicable), where the applicant has been unsuccessful in one previous oral examination, the applicant has addressed the deficiencies set out in the Failed Examination Report provided to the applicant and I attach a letter detailing how each of the deficiencies has been addressed.
- (if applicable), where the applicant has been unsuccessful in **more than one** previous oral examination or has achieved **less than 30%** in an oral examination, the applicant has addressed the deficiencies set out in the Failed Examination Report provided to the applicant and provided me with a copy of the detailed study programme presented to, and approved by the Board. *(Please provide details below of the outcome of this study programme.)*

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Position held by Applicant	
SSE Signature	Date
SSE Name (Print)	Phone
Name of Mining Operation	Location of Mining Operation
Underground Mine Manager Signature (If applicable)	Date
Underground Mine Manager Name (Print)	Phone
Name of Mining Operation	Location of Mining Operation

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

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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 DEPARTMENTAL USE ONLY:

FILE No: BOE-2CC/ /

SECTION 8: DETAILS OF PRACTICAL UNDERGROUND COAL MINING EXPERIENCE

Please read these instructions before completing the tables below.

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 or cheque/money order attached	<input type="checkbox"/>
3.	Preferred venue for exam identified (Section 2)	<input type="checkbox"/>
4.	Certified true copy of 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 Queensland Mines Rescue Service Underground Coal Mine Emergency Response and Rescue Training attached (Section 4.3)	<input type="checkbox"/>
7.	Certified true copy of evidence of completing the Queensland Mines Rescue Service Mine Emergency Management System Training attached (Section 4.4)	<input type="checkbox"/>
8.	Certified true copy of Statutory Gas Exam Results AND Gas Testing Document attached (Section 4.5)	<input type="checkbox"/>
9.	Certified true copy of current certificate for first aid competency with CPR component attached (Section 4.6)	<input type="checkbox"/>
10.	Curriculum Vitae (Resume) attached (Section 5)	<input type="checkbox"/>
11.	Application form authorised by Underground Mine Manager and Site Senior Executive (Section 6)	
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 Practical Mining Experience Template)	<input type="checkbox"/>
15.	For an examination reapplication, a separate letter from Site Senior Executive attached	<input type="checkbox"/>