

MINUTES

MEETING	Mining Competence Board		
MEETING NO.	2 for 2015	DATE	2 September 2015
LOCATION	Mines Rescue Station, Argenton	TIME	10am – 3.05pm
ATTENDEES	Bryan Davis (Chairman), Mick Cairney (NSWMC), Nickolas Strong (NSWMC), Andy Honeysett (CFMEU), Leanne Parker (CCAA), Tony Linnane as the delegate for Jenny Nash (NSW Department of Industry) <i>NSW Department of Industry Secretariat:</i> John Flint, Andrew Palmer <i>Observers from NSW Department of Industry:</i> Gary Parker, John Moss, Doug Revette (only present until 11.15 am approximately)	APOLOGIES	Keith Shaw (CFMEU), Glenn Seton (AWU), Jenny Nash and Bill Barraclough (NSW Department of Industry)
PREPARED BY	Andrew Palmer		

Welcome and preliminary business

No.	Item	Status
1.1	The Chairman welcomed members and asked for any apologies. Chairman also acknowledged that Jenny Nash had notified in writing that Tony Linnane was her delegate for the meeting and Gary Parker was attending as the Acting Chief Inspector.	Noted apologies and delegate, as provided in writing from Jenny Nash.
1.2	The Chairman asked members if they had a conflict of interest to declare. No declarations were made.	No conflicts of interest declared.
1.3	The minutes of the previous meeting 10 June 2015 in attachment 1 were accepted, with amendment to the finishing time for the general meeting to 10.05 am.	Minutes accepted.
1.4	Actions arising from previous meeting were considered in attachment 2. The Chairman indicated that all the actions were completed, with some having agenda items for the meeting. The Board agreed.	Action items are being completed, with some having agenda items.

No.	Item	Status
1.5	Correspondence received from Rob Regan indicating Bill Barraclough is his delegate to the Mining Competence Board and offering John Moss as a technical advisor for metalliferous mines and extractive industries issues.	Noted.

This meeting

No.	Item	Status
2.	<p>For update and discussion and/or decision</p> <p>2.1 – Finalised strategic plan to 2020</p> <p>John Flint introduced attachments 4, 4A and 4B, with amended and finalised copies of the Strategic Plan. He suggested that the detailed feedback from the CFMEU be addressed in possible projects arising from the Plan.</p> <p>The Chairman proposed that the review of the plan be annually, as part of the annual reporting process, instead of leaving it indefinite as ‘regularly’. The Board agreed.</p> <p>The Board endorsed the Strategic Plan and recommended the Chairman seek endorsement by the Minister.</p> <p>2.2 Discussion paper on applying Associated Non-Technical Skills (ANTS) in certificate examinations</p> <p>John Flint introduced attachments 5, 5A and 5B for Board discussion. The points discussed were:</p> <ol style="list-style-type: none"> a) technical skill and ANTS can be assessed at the same time through the style of questions asked eg. scenario based. b) there is considerable variation in how examinations panels assess candidates and the level of recognised competency in ANTS of examiners. A skilled assessor maybe able to assist panels in setting exam questions that integrate technical skills and ANTS. c) there are tools for assessing ANTS such as psychological type assessments but this is thought to be more appropriate for mine operators and employers to carry out. d) the Department’s Industry Assistance Unit has produced an action learning outcomes package to support people to train workers in ANTS. There are also factsheets on the web. e) at least one Registered Training Organisation (RTO) has begun training and assessing their candidates for ANTS as part of the qualifications they offer relevant to mining. 	<p>CFMEU feedback on the Plan to be further considered when developing any relevant projects.</p> <p>Endorsed Strategic Plan to be forwarded to the Minister for endorsement.</p> <p>The Board agreed to:</p> <ol style="list-style-type: none"> i) the assessment of ANTS and technical skills should be integrated and not separately assessed. ii) Gary Parker and John Moss are to work with the Secretariat to further develop the proposal in appendix 5A for how to examine ANTS and technical skills for coal and metalliferous/extractives mining engineering managers (with examples).

No.	Item	Status
	<p>f) the examinations only assess for a minimum level of competency for certificates of competency – mining companies need to consider the level of experience of holders when nominating them for statutory positions.</p> <p>g) it is a question of how to assess the skills of candidates from prescriptive to open style 'peer review' interviews (oral examinations). The Board has the opportunity to advise the Department on how it may do this.</p> <p>2.3 – Underground mine supervisor certificate of competence</p> <p>John Flint introduced attachments 6 and 6A for the analysis and proposal of requirements for this position, which is based on the WA statutory position and certificate of competency. The Board discussions revealed:</p> <p>a) there are different views of what positions are captured by the NSW statutory function. The CCAA representative (Leanne) thought it was to give recognition to the first line level of supervisors and their impact on safety. A Minerals Council representative (Nick Strong) thought it should cover all mine supervisors, given the level of risk and expertise required for 'non production' (support services), and that the assessment should focus on safety supervision skills only</p> <p>b) the Department representative (Tony) advised that the intention of the legislation was for the 'shift' manager or boss' to have a certificate of competence, like it is for Undermanagers in coal mines. The number of supervisors carrying out the function would vary according to the size of the mine and risks. He also indicated that the assessment should assess technical skills (eg. ground control), as well as the safety supervision skills.</p> <p>c) The Board agreed to further explore the above 'shift boss' concept outlined by Tony.</p> <p>2.4 Previous Boards & NZ maintenance of competence (MOC) guidelines</p> <p>John Flint introduced attachments 6, 6A, 6B and 6C for the various draft MOC schemes proposed by the previous Boards and currently by NZ. John asked members to retain the NZ proposal in confidence as it was supplied on this basis. The following points were noted from discussions:</p> <p>- it was acknowledged the NZ model is the most flexible in that it can be applied to all statutory positions ie. it is only the number of hours that increases for a category according to the function. It was agreed that it is the preferred model for maintenance of competence.</p> <p>- how will the practising certificate system operate eg. if a person lapses from fulfilling their requirements. Tony suggested that the renewal of the practising certificate may have additional requirements for a person. Overall the requirements are still to be determined.</p>	<p>i) John Moss and the Secretariat to further develop the proposal of requirements for the underground mine supervisor certificate of competence.</p> <p>ii) Circulate the revised proposal to the Board for their information.</p> <p>iii) John Moss to present the revised proposal to the next Mining Industry Safety Advisory Committee meeting on the 18 November 2015, and report back on outcomes to the next Board meeting on 25 November 2015.</p> <p>Board agreed for a revised proposal for the maintenance of competence scheme be developed by the Secretariat, which takes into consideration:</p> <ol style="list-style-type: none"> 1. the NZ model as the starting point. 2. the proposed model to have as many flexible pathways as possible for people to meet their maintenance of competence requirements.

No.	Item	Status
	<p>- The Department (Tony) indicated that it has been problematic in nominating certain CPD schemes as being the only avenue. It is also thought that specifying a minimum amount of experience is unnecessary and difficult to operate.</p> <p>2.5 Development of statutory function descriptions Not addressed - held over to the next meeting.</p> <p>2.6 Australasian Mining Competency Advisory Council Not addressed - held over to the next meeting.</p>	<p>2.5 and 2.6 held over to the next meeting due to time constraints.</p>
3.	<p>Business for noting</p> <p>3.1 Finalised Charter for MCB</p> <p>3.2 Emergency management and first aid requirements</p> <p>John Flint explained that the Department wanted to inform the Board of the proposed emergency management unit of competence requirements and retaining the requirement to possess a current first aid unit of competence at the time of applying to be examined, before making a final decision.</p> <p>John had also spoken to Glenn Seton who indicated that he had no issues with any of the papers tabled.</p> <p>3.3 Update on Department's implementation of recommendations</p>	<p>Endorsed and noted.</p> <p>Noted and supported.</p> <p>Noted and the Secretariat to report back on any outstanding recommendations.</p>
4.	<p>Other Business</p> <p>4.1 Next meeting</p> <p>The Board agreed on the date and continue to meet at venues mines to promote the operation of the Board and familiarise themselves with mining operations.</p> <p>4.2 Presentation and Tour of Mines Rescue Stations</p> <p>- Matthew Fellowes (General Manager) gave a brief presentation on their services and facilities. Bruce Dowsett, (Manager Virtual Reality Technologies) also gave an overview of the status of Order 34 and recent findings that were communicated at five regional workshops held with mine staff. Some members were then given a tour of the virtual reality training facilities.</p>	<p>Confirmed for the 25 November 2015 10 am to 1pm at a Centennial Mine in the Lithgow area.</p>
5.	<p>Close meeting 3.05pm</p>	