

**NSW
Resources
Regulator**

GUIDE | PRACTISING CERTIFICATE

Quarry manager

Work Health and Safety (Mines and Petroleum Sites) Legislation



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Disclaimer: The information contained in this publication is based on knowledge and understanding at the time of writing (February 2018). However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of the NSW Department of Planning and Environment or the user's independent advisor.

Contents

1. Introduction.....	3
2. Age.....	3
3. Assessment process	3
4. Fees	4
5. Stage 1 - application.....	4
5.1. Mandatory prerequisites.....	5
5.1.1. Practical experience (mandatory)	5
5.1.2. Current first aid certificate (mandatory).....	6
5.1.3. Blasting experience (mandatory if blasting takes place at the mine)	6
5.2. Optional documents	6
5.2.1. Qualifications (if any)	6
5.2.2. Mining licences (if any)	7
5.3. Processing of written applications	7
6. Stage 2 - written examination	7
6.1. Mining legislation questionnaire (appendix A to the form)	8
6.2. Explosives questionnaire (appendix B to the form).....	8
7. Stage 3 - Oral examination (interview).....	8
8. How to certify your documents.....	8
8.1. Authorised certifiers	9
9. Identity verification.....	9
Group A documents	10
Group B documents	10
10. Briefing sessions	10
11. Further information	10

1. Introduction

This guide is provided to help people apply for a practising certificate to be a quarry manager of a mine or mines, other than an underground mine or coal mine, subject to conditions that limit the application of the practising certificate to a particular mine or mines. It includes information about eligibility to be granted a practising certificate and the processes involved in assessing whether a person is competent to be issued with a certificate.

Under the Work Health and Safety (Mines and Petroleum Sites) Regulation 2014 (the regulation), a person:

- can only exercise a statutory function if they are nominated by a mine operator
- may only be eligible to be nominated for certain statutory functions if they hold the required practising certificate
- is eligible to hold a practising certificate in respect of a statutory function if the regulator is satisfied that the individual is competent to exercise that function.

A practising certificate remains in force for **five years** after it is granted **unless**:

- it is cancelled before that time, or
- a different expiry date is specified in the practising certificate.

You can apply for this practising certificate on the department's website. Please note, all supporting documents that you submit with your application form must be certified. See section 8 of this guide to learn how to certify your documents.

2. Age

You must be at least 21 years of age to be issued with a practising certificate. However, you are allowed to undertake the assessment process before turning 21 years of age.

3. Assessment process

The assessment process consists of three stages:

- **stage 1** is a written application, including evidence of prerequisite requirements (see section 5 of this guide)
- **stage 2** is a mining legislation questionnaire (see section 6 of this guide)
- **stage 3** is an oral examination (see section 7 of this guide)

You must successfully complete stages 1 and 2 in order to progress to stage 3.

The assessment process can be undertaken at any time by an applicant for stages 1 and 2. Stage 3 can be undertaken when you and the Mine Safety Inspector agree on a suitable time.

Applications and details of briefing sessions to explain the assessment process are available from the Mining Competence Team. See section 12 at the end of this guide for details.

4. Fees

When you submit your application, you must pay a fee of \$100 (excluding GST).

Written examinations

If you do not pass the written examination, you will need to re-apply. To re-apply you need to complete the application form and questionnaire, and pay the application fee again.

Oral examinations

Your first attempt at the oral examination is included in the application fee. If you are found 'not yet competent' in your first oral examination, a fee of \$100 is payable to undertake any additional attempts of the oral examination.

Practising Certificate	Application fee	Oral examination – first attempt	Oral examination – any additional attempts
Quarry manager	\$100	N/A	\$100

5. Stage 1 - application

You must submit a written application on the application form.

You will be notified of the outcome of the application (and mining legislation questionnaire, see section 7 below) and, if successful, you will be invited to undertake stage 3 of the assessment process - the oral examination.

Your written application must include supporting documents, where possible, as evidence that you satisfy each of the following prerequisite requirements. Some prerequisites are mandatory, while others are optional and may simply support your application:

- a minimum total of one year's relevant practical experience (see section 5.1.1 of this guide)
- current first aid certificate (see section 5.1.2 of this guide), plus details of any relevant mining qualifications (see section 5.1.2 of this guide)
- blasting experience, if explosives are used at the mine (see section 5.1.3 of this guide)
- identity verification (see section 9 of this guide)

All supporting documentation must be certified as a true copy by an authorised certifier. See section 8 of this guide on how to certify your documents.

5.1. Mandatory prerequisites

5.1.1. Practical experience (mandatory)

A written application must be accompanied by evidence that you have a minimum of one year's experience working in mining operations at a:

- mine, or
- equivalent experience working in civil works.

Details of the experience should cover the following areas of competence. You do not have to meet every area below, only the areas that are applicable to the mine(s) you are to be nominated to be a quarry manager by a mine operator:

- managing and/or carrying out the following mining operations:
 - supervising work
 - drainage
 - open cut or quarry production
 - overburden removal
 - plant operation
 - road formation
 - crushing and screening (carrying out only)
 - drilling operations
 - blasting operations (see 6.1.3 below as well)
 - dredging operations
 - planning and implementing mine development plans/designs
 - slope stability investigations
- working safely:
 - applying the requirements of a Safety Management System, or elements of one
 - risk management and conducting a risk assessment of workplace activities
- plant (including machinery and equipment):
 - managing and/or operating mobile plant e.g. trucks or excavators
 - managing or carrying out minor repairs and basic mobile equipment servicing
 - maintaining crushing and screening plant operations
- worker management:
 - leading work teams
 - liaising with and supervising contractors.

You must complete the practical experience table in the application form and have this signed by your mine operator (or an authorised person on their behalf), manager or human resources officer.

If you are unable to have an appropriate person sign the practical experience table, you must provide an explanation why. This could include, for example, that you are self-employed.

Please write the name of the manager and the reason(s) in the column labelled “Full name, signature and title of your supervising mine operator, manager or human resources officer”. By providing this contact information, you agree that the department can contact these referees to confirm your experience and any circumstances in which you are unable to obtain verification of your experience.

5.1.2. Current first aid certificate (mandatory)

A written application must be accompanied by evidence that you have a current first aid certificate. Your certificate must have been issued, or you must have completed a refresher course, no more than three years before the date you apply. The minimum qualification is *HLTAID003 Provide First Aid* issued by a registered training organisation.

A first aid certificate issued with a superseded unit of competence, for example HLTF311A Apply first aid, is acceptable. Contact the mining competence team for advice if you have other first aid qualifications.

Attach a certified copy of the relevant first aid certificate to your written application. See section 8 of this guide on how to certify your documents.

5.1.3. Blasting experience (mandatory if blasting takes place at the mine)

Further to 5.1.1, if blasting may take place at the mine for which you are to be nominated as the quarry manager, then the written application must be accompanied with details of any experience you have in personally participating in, or managing the loading and firing of, production blasts in a surface mine or quarry. Details should also be provided of any recognised qualification for the use of any explosives/blasting qualification(s) that you possess.

If you have a current blasting explosives user’s licence for use in surface mining issued by SafeWork NSW, then please provide a certified copy of both sides. See section 8 of this guide.

5.2. Optional documents

5.2.1. Qualifications (if any)

There are no specific formal education requirements in order for a person to be granted a quarry manager practising certificate that is subject to conditions that limit the application of the certificate to a particular mine(s). However, you must provide details of any relevant education qualifications that may demonstrate your competence to be a quarry manager in supervising mining operations at a mine(s).

Examples of relevant mining qualifications to be a quarry manager may include:

- RII40109 Certificate IV in Surface Extraction Operations
- RII30615 Certificate III in Small Mining Operations
- UEE50411 Diploma of Electrical Engineering
- MEM30205 Certificate III in Engineering—Mechanical Trade

- Certified Practitioner under the Quarry Management Certification Scheme of the Institute of Quarrying Australia
- Blasting explosives user's licence (BEUL)—see 5.1.3
- Any other recognised courses, qualifications or licences for the use of explosives/blasting (see 5.1.3 of this guide).

Attach a certified copy of any statements of attainment or transcripts listing the subjects completed as well as a certified copy of your tertiary qualifications to your written application. See section 8 of this guide on how to certify your documents.

NOTE: not having qualifications relevant to quarrying does not prevent you from being eligible to undergo the assessment.

5.2.2. Mining licences (if any)

If you hold or held any certificate or permit relevant to supervising mining operations under the *Mines Inspection Act 1901 (NSW)* or the *Mine Health and Safety Act 2004 (NSW)* or under the legislation of any other state or territory, you should attach a copy of those documents to your application form.

Copies of licences relating to activities conducted at a quarry or mine, for example for explosives (see section 5.1.3) and dogging, can also be attached.

5.3. Processing of written applications

When you submit a written application containing all the required information, it will be processed and you will be notified of the outcome. The application form contains the stage 2—written examination questionnaire (see section 6 below) that must be completed at the time of application.

If you are successful, you will be contacted by a Mine Safety Inspector to organise a suitable time to conduct the stage 3—oral examination.

6. Stage 2 - written examination

The written examination consists of a questionnaire attached to the application form. It should be submitted with your application form.

The questionnaire is to be answered by you, and you alone, in your own time. The questionnaire is an open book assessment and you are allowed to refer to any material that you need, such as legislation. Use the words from the legislation or your own understanding of the legislation, unless otherwise stated.

A Mine Safety Inspector will assess your application and questionnaire and, if successful, will contact you to organise a suitable time to conduct the stage 3—oral examination.

You will receive a one-year credit for a pass in the assessment. At the end of this one-year period, the credit will expire. During the one year you must successfully pass the stage 3—oral examination to be eligible to receive a practising certificate.

6.1. Mining legislation questionnaire (appendix A to the form)

You will be required to demonstrate a working knowledge of the *Work Health and Safety Act 2011* and *Work Health and Safety (Mines and Petroleum Sites) Act 2013* and their supporting regulations, as they relate to the duties of a quarry manager.

This will require you to interpret and apply the applicable legislation as they apply to practical situations that may occur at a surface mine or quarry. You will be expected to have knowledge of safe working procedures and the causes and prevention of mine incidents.

6.2. Explosives questionnaire (appendix B to the form)

This questionnaire is only to be completed by candidates applying for a practising certificate for a mine site where blasting takes place.

You will be required to demonstrate a working knowledge of the *Explosives Act 2003* and its supporting regulation, as they relate to the duties of a quarry manager at a mine site where blasting takes place.

7. Stage 3 - Oral examination (interview)

The oral examination will relate to mining conditions and safety practices in NSW surface mines or quarries. The department assessing officer may ask questions relating to your practical experience (see section 5.1.1 of this guide).

In order to pass the oral examination, the examiner must assess you as being 'competent' to carry out the statutory function of a quarry manager in accordance with the practising certificate you are applying for. If you are found 'not yet competent' at your first oral examination, you will be allowed to attempt the oral examination two more times within one year of passing the written examination. However, if you fail three attempts of the oral examination, you must re-apply and pass the written examination before you will be permitted to make further attempts at the oral examination.

8. How to certify your documents

A certified copy of a document is a photocopy of the original document that has been certified as a true copy of the original by an authorised certifier.

Follow the steps below to have documents certified:

1. Make a photocopy of the original documents. Ensure the copies are clear and legible.
2. Take the copies with the original documents to one of the authorised certifiers listed below.
3. An authorised certifier must ensure the copy is an identical copy of the original document. The preferred wording for the certification is as follows:

'I certify this to be a true copy of the document shown and reported to me as the original.'

The certification must be on each page of the document and accompanied by the certifier's signature, full name, profession (for example, Justice of the Peace), registration number (if applicable) and date.

Certification must be made by an independent third party. Avoid using an approved certifier where a perceived conflict of interest may exist (for example, spouse, family member, or a party to the examination process). The department reserves the right to refuse to accept documents on the grounds of incorrect certification or where a perceived conflict of interest exists.

If the original document is not in English, the applicant is to provide a certified copy of the written translation. The translation must be completed by an authorised translation service, such as an appropriate embassy or a professional translation service accredited by the National Accreditation Authority for Translators and Interpreters Ltd.

8.1. Authorised certifiers

Copies of original documents may be certified by any of the following:

- a Justice of the Peace, with a registration number in the state in which they are registered
- a police officer
- a judge of a court
- a Sheriff's officer
- a barrister
- a solicitor
- a health professional registered with the Australian Health Practitioner Regulation Agency (e.g. doctor, pharmacist, optometrist, nurse).

9. Identity verification

The department uses a verification procedure for the purposes of obtaining an identification record for applicants. You must provide documentation to verify all of the following:

- full legal name
- gender
- date of birth
- place of birth
- residential address.

You must supply one document from the Group A list of documents and one document from the Group B list documents.

The documents must:

- be certified as true copies of the original document by an authorised certifier, and
- be current unless, otherwise stated below.

Group A documents

Group A documents must have your name, date of birth and place of birth:

- Birth certificate
- Citizenship certificate
- Current passport
- Expired passport that has not been cancelled and was current within the preceding two years
- Other documents of identity having the same characteristics as a passport including diplomatic documents and some documents issued to refugees.

Group B documents

Group B documents must have your photograph, name and current residential address:

- driver's licence issued by an Australian state or territory
- Roads and Maritime Services (formerly RTA) photo card
- identification card issued to a public employee
- identification card issued by the Commonwealth, a State or Territory government as evidence of the person's entitlement to a financial benefit.

If you are unable to verify your identity by supplying one document from each of the group above, please contact the Mining Competence Team on 4063 6461 or at minesafety.competence@planning.nsw.gov.au

10. Briefing sessions

Potential applicants have the option of attending a briefing session on the application and assessment process that is conducted by the department at their offices or other suitable locations. They are held on demand and are highly recommended for applicants to be fully informed on what is covered in the assessment.

Please contact the Mining Competence team at minesafety.competence@planning.nsw.gov.au for more details.

11. Further information

Further information is available on the department's website: resourcesandenergy.nsw.gov.au/safety