NSW GOVERNMENT

NSW Resources Regulator

GUIDE | PRACTISING CERTIFICATE

QUARRY MANAGER WITH CONDITIONS FOR TIER-2 QUARRIES

Work Health and Safety (Mines and Petroleum Sites) legislation

NSW Resources Regulator

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December 2017	2	Remove site rehabilitation from list of acceptable experience
February 2018	3	Update formatting
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July 2020	5	Retitled to restricted and tier 2 quarries with application via two pathways.
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1. Introduction

The guide explains what type of Quarry Manager practising certificate you require and may be eligible to be granted. If you apply for a Quarry manager with conditions Tier-2 practising certificate, then the guide explains how to do this and is referenced in the application form.

If you already hold a Quarry Manager practising certificate with conditions to practise at a specific site and want to vary the conditions on your practising certificate, then complete the general practising certificate application form available on our website.

Note that Production Manager permits are no longer recognised for the holder to be nominated to exercise the Quarry Manager function. You must follow this guide and apply for the type of certificate you require and are eligible for to then be assessed.

1.1. Three tier approach for quarries

The NSW Resources Regulator is implementing a three-tiered approach to what is required for a person to apply and be granted various types of Quarry Manager practising certificates.

You should read the Fact sheet: Quarry manager practising certificate to understand what tier may apply at the quarries at which you want to exercise the statutory function. The tier of the quarries will determine how you apply for a practising certificate:

Tier	Requirement for practising certificate	Application process status	Further information on Regulator website
Tier-1	Quarry Manager certificate of competence	Ongoing	Applying for a practising certificate or Guide to exams (to obtain a competence certificate)
Tier-2 – all quarries	Experience **and** qualifications	New - ongoing	This Guide and the application form
Tier-2 - specific quarries only	Experience **and** examinations	Transitional until 30 September 2020	This Guide and the application form

Tier-3	Mine operator can be exempt from nominating a person with a Quarry Manager practising certificate	Not required	Fact sheet: Quarry manager practising certificates

To find out what tier may apply at the quarries you want to practise at, refer to the mine operator who is to nominate you. The mine operator may know the quarry tier level from using the information available on the Regulator's website here, or they may have been notified or been advised of this by the Regulator.

1.2. Guide

This guide assists people applying for a practising certificate to be a quarry manager of a mine or mines, other than an underground mine or coal mine, at Tier-2 quarries. It includes information about eligibility to be granted a practising certificate and for assessing whether a person is competent to be issued with a practising 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.

2. Age

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

3. Assessment process

Introduction

The type of Tier-2 Quarry manager practising certificate, with conditions, you can apply for depends on whether you hold the required qualifications and experience:

1. **Qualifications and experience (no examination) to practise at any Tier-2 quarry – see section 5**

   If you have the required qualifications with the two-years' experience specified, the assessment process is:

   a) submit a complete written application, including evidence of satisfying prerequisites (see section 5.1 of this guide)

   b) Your application is assessed for whether it satisfies the prerequisites to be issued with the **practising certificate for any Tier-2 quarry in NSW**.

2. **Experience only (with examinations - available to 30 September 2022) to practise at specified Tier-2 quarry location(s) only - see section 6**

   If you have the required one-year experience but **not the qualifications*,** the assessment process consists of three stages:

   - stage one is a written application, including evidence of satisfying prerequisites (see section 6.1.1 of this guide)
   - stage two is a mining legislation questionnaire (see section 6.2 of this guide)
   - stage three is an oral examination (see section 6.3 of this guide)

   You must successfully complete stages one and two to progress to stage three. If you are assessed as competent in stage three, then you can be granted a **practising certificate to exercise the function at the specific Tier-2 quarries listed on the certificate only.**

   The assessment process can be undertaken at any time by an applicant for stages one and two. The stage three oral examination can only be undertaken when an application has been accepted. If an application is accepted an inspector will contact you to arrange a suitable time to complete the oral examination.

   Please note: By applying under point two above (i.e. experience only – you do not hold the required qualifications), your practising certificate will be issued with a condition that you attain the gazetted required qualifications (such as the RII40120 Certificate IV in Surface Extraction

Operations and the RIIERR401E Apply and monitor surface operations emergency preparedness and response systems competency unit) by **1 October 2024**.

4. Fees

An application fee is payable when submitting your application. Please make your payment by credit card or debit card via our website where there is a schedule of fees with links to the external payment site.

5. Qualifications and experience assessment for all Tier-2 quarries

5.1. Application

You must submit a written application using the application form provided on our website.

Your written application must include details and documents as evidence that you satisfy each of the following prerequisites:

- experience (section 5.1.1 of this guide)
- qualifications (section 5.1.2)
- identity verification (refer to Fact sheet: Certifying documents and identity verification on the Regulator website).

All supporting documentation must be certified as a true copy by an authorised certifier. Refer to Fact sheet: Certifying documents and identity verification on the Regulator website.

5.1.1. Experience

A written application must have details of you having at least two years' experience working in mining operations, which includes:

- six months' experience in a mining operation with similar inherent hazards, and
- six months' supervisory experience

The above experience may include one year's equivalent experience working in civil works.

Guidance on what details you must provide in the experience table in the application for each of the above components of experience is provided below:

At least two years' mining operations experience

You must provide details of your experience in any of the following areas of mining operations. You do not have to experience in every area:

- managing and/or carrying out the following mining operations:
  - drainage
  - open cut or quarry production
  - overburden removal
  - plant operation
  - road formation
  - crushing and screening (carrying out only)
  - drilling operations
  - blasting operations (see 5.1.3 below as well)
  - dredging operations
  - planning and implementing quarry development plans/designs
  - slope stability investigations

Six months' experience in a mining operation with similar inherent hazards

Details of experience with similar inherent hazards to those in Tier-2 quarries as summarised in the list below. For more details refer to the Resources Regulator risk profiling tool used for determining the tier of a quarry. You may add details for any other hazards that you think are relevant:

- number of workers engaged at the quarry
- crushing and screening
- number of pieces of heavy operating plant
- how often the quarry is operated and when with number of shifts

- continuity and output of mining operations (total tonnes of material excavated)
- processing involving primary energy sources such as heat eg. treatment plant
- explosives used
- electricity – generator or mains supplied
- any principal hazards identified at a quarry including:
  - ground control
  - inundation or inrush
  - Roads and other vehicle operating areas
  - Air quality or other airborne contaminant
  - Fire or explosion.
- any other risk factors such as:
  - working at heights
  - confined spaces
  - chemical hazards
  - risks to persons outside the quarry.

Six months' supervisory experience

Provide details of supervising workers in mining operations which may include:

- leading work teams
- liaising with and supervising contractors.

Experience table

You must complete the experience table in the application form for each of the above components of experience. All entries must be signed and dated by one of the following eligible persons to verify the entries as true:

a) your supervising manager, or

b) quarry manager (holds a practising certificate).

If you are unable to have an eligible person to sign off your experience entries, you must still provide their details in the two columns provided and an explanation as to why. This could include, for example, that you are self-employed. By providing this contact information, you agree that the Regulator 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. Qualifications

You must have one of the following qualifications and the required unit of competence:

- RII40120 Certificate IV in Surface Extraction Operations
- OR any one of the following:
  - RII40113 or RII40115 - Certificate IV in Surface Extraction Operations (superseded by but equivalent to RII40115 above)
  - RII60120 Advanced Diploma of Metalliferous Mining issues by a registered training organisation (the superseded equivalent qualification RII60113 or RII60115 Advanced Diploma of Metalliferous Mining is acceptable)
  - RII50120 Diploma of Surface Operations issued by a registered training organisation (the superseded equivalent qualification RIIERR50113 or RII50115 Diploma of Surface Operations Management is acceptable or other superseded equivalent qualification)
  - Bachelor of Mining Engineering issued by an Australian university
  - Bachelor of Science issued by an Australian university and a Graduate Diploma in Mining Engineering issued by an Australian university
  - Bachelor of Mechanical Engineering issued by an Australian university and evidence of study in mining subjects related to rock mechanics/quarry slope stability and blasting
  - Bachelor of Civil Engineering issued by an Australian university and evidence of study in mining subjects related to rock mechanics/quarry slope stability and blasting.

AND one of the following units of competence

- RIIERR401E Apply and monitor emergency preparedness and response systems in surface operations (the unit RIIERR401D or other equivalent superseded unit number is acceptable – refer to www.training.gov.au website).

or

- the competency unit RIIERR503D - Implement emergency preparedness and response systems (the superseded units RIIERR503A, or other equivalent superseded unit number is acceptable)

  or

- the competency unit RIIERR601E Establish and maintain mine emergency preparedness and response systems (the superseded units RIIERR601D, or other equivalent superseded unit number is acceptable)

Attach to your application a certified copy of at least one of the above qualifications held and the required emergency unit of competence, including any statements of attainment and transcript listing the subjects completed. Refer to Fact sheet: Certifying documents and identity verification on the Regulator website.

NOTE: not having one of the above required qualifications and the unit RIIERR401E does prevent you from being eligible to apply under number one. If you do not have the required qualification or unit of competence, please apply using number two requirements (section 6 below).

5.1.3. Processing of written applications

When you submit a written application containing all the required information it will be processed by the Resources Regulator and you will be notified as to whether the application has been accepted as complete and then whether the practising certificate is granted.

6. Experience (with exams) assessment for only specific Tier-2 quarry locations

6.1. Stage 1 - application

You must submit a written application using the application form provided on the Resources Regulator website.

Your written application must include supporting documents 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 7.1.1 of this guide)
- current first aid certificate unit of competence (see section 7.1.2 of this guide), plus details of any relevant mining qualifications (see section 7.1.4 of this guide)
- blasting experience, if explosives are used at the quarry (see section 7.1.3 of this guide)
- identity verification (refer to Fact sheet: Certifying documents and identity verification on the Regulator website).

All supporting documentation must be certified as a true copy by an authorised certifier. Refer to Fact sheet: Certifying documents and identity verification on the Regulator website.

6.1.1. Experience

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 quarry(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 6.1.2 below as well)
- dredging operations
- planning and implementing quarry 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 experience table in the application form with details for the above. All entries must be signed and dated by one of the following eligible persons to verify the entries as true:

a) your supervising manager, or

b) quarry manager (holds a practising certificate).

If you are unable to have an eligible person to sign off your experience entries, you must still provide their details in the two columns provided and an explanation as to why. This could include, for example, that you are self-employed. By providing this contact information, you agree that the Regulator may contact these referees to confirm your experience and any circumstances in which you are unable to obtain verification of your experience.

6.1.2. Blasting experience (mandatory if blasting takes place at the quarry)

Further to 7.1.1, if blasting may take place at the quarry 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 blasting. This experience may include 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 or blasting that you possess.

If you have a current blasting explosives user's licence for use in surface mining issued by SafeWork NSW, then you need to provide a certified copy of both sides of the license. Refer to Fact sheet: Certifying documents and identity verification on the Regulator website.

Note: you will also be required to complete appendix B Blasting questionnaire at the end of the application. Refer to 6.2.2.

6.1.3. Current first aid certificate

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 HLTAID011Provide First Aid (or the superseded version HLTAID003) or issued by a registered training organisation. 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. Refer to Fact sheet: Certifying documents and identity verification on the Regulator website.

6.1.4. Qualifications (if any – not mandatory)

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

Examples of relevant mining qualifications to be a quarry manager may include the following plus any superseded versions of them:

- RII30615 Certificate III in Small Mining Operations
- UEE50411 Diploma of Electrical Engineering
- MEM30219 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 6.1.2
- Any other recognised courses, qualifications or licences for the use of explosives/blasting (see 6.1.2 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. Refer to the Fact sheet: Certifying documents and identity verification our website.

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

6.1.5. 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 6.1.4) and dogging, can also be attached.

6.1.6. Processing of applications

When you submit an application containing all the required information, and have paid the application fee, it will be processed by the Regulator and you will be notified as to whether the application has been accepted as complete to commence the assessment process.

6.2. Stage 2 - written examination

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

The questionnaire is to be answered by you, and you alone, in your own handwriting and in your own time. The questionnaire is an open book assessment and you can 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.

An 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 written examination. 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 be granted a practising certificate.

6.2.1. Mining legislation questionnaire (appendix A to the application 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 function and duties of a quarry manager.

The mining legislation questionnaire 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.

The mining legislation questionnaire is a mandatory requirement of the application process for all applicants.

6.2.2. Explosives questionnaire (appendix B to the application form)

The explosives questionnaire is only to be completed by candidates applying for a practising certificate for a quarry site where they will be supervising blasting at the mine.

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

6.3. Stage 3 - Oral examination (interview)

The oral examination will relate to mining conditions and safety practices in NSW surface mines or quarries. The inspector conducting the oral examination may ask questions relating to your practical experience (see section 6.1.1 of this guide).

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 at the quarry location(s).

If you are found 'not yet competent' at your first oral examination, you can attempt the oral examination two more times within one year of passing the written examination. 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.

7. Further information

Further information is available on our website.

For how to apply for a practising certificate – Mining Competencies and Authorisations:

Website:

- Practising certificate requirements for Quarry Manager and
- Application for a practising certificate

Email: mca@planning.nsw.gov.au

Phone: (02) 4063 6405

For information regarding the tier level of a quarry:

Complete the Risk profiling tool

Contact the Central Assessment Unit: cau@planning.nsw.gov.au