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GUIDELINES FOR PERSONS APPLYING FOR A UNDERGROUND MINE OR QUARRY MANAGER'S CERTIFICATE OF COMPETENCY

These guidelines have been prepared in accordance with the *30.10.2014 Mines & Works Inspection Regulations 2013*, South Australia.

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1. The application process for certificates

The Chief Inspector of Mines has the responsibility of assessing applications for underground mine and quarry manager's certificates from persons seeking to be granted these certificates, and is a statutory function under the recently amended 30.10.2014 Mines and Works Inspection Regulations 2013 (Regulations).

Any application submitted to the Chief Inspector of Mines must be in accordance with these Guidelines and Regulations. There is a checklist provided to assist with this.

The Chief Inspector is also responsible for the setting and marking of examination papers in relation to the granting of these certificates, and every applicant who has their application approved for a certificate, will be required to undertake a mining law examination in accordance with the Regulations.

2. Eligibility for a underground mine or quarry manager's certificate

To be eligible for any type of certificate, certificate, it is required that you have three years experience in the mining/quarrying industry in operating mining equipment, excavation, earthworks or similar. Applicants for underground mine manager's certificates must have at least 12 months 'hands on' underground experience as part of their three year total experience. Applicants for quarry manager's certificates must have at least one year with 'hands on' experience in and about the quarry, as part of their three years experience. Applicants must also demonstrate and have verified supervisory experience.

A Degree or Diploma in mining engineering or equivalent, is required for applicants for first class underground mine or first class quarry manager's certificates. Degrees or Diplomas in other fields or disciplines may not necessarily be deemed as equivalent to a mining engineering degree and your application will be assessed on a case by case basis, taking into account all of your qualifications and experience. On its own, and without any supporting Undergraduate Degree, a Graduate Diploma of Mining is not considered equivalent to a Degree or Diploma of Mining Engineering.

A person must be at least 25 years of age in accordance with the *Regulations* and satisfy the Chief Inspector of Mines that he or she is a fit and proper person to be the holder of a certificate.

If you meet this criteria, or have nearly completed your experience requirements, you will receive an Application Pack upon request, usually by email, which consists of the following:

- Four page '*Application for Underground Mine or Quarry Manager's Certificate of Competency*' form.
- Application checklist to help in checking whether you have provided all required information in your application.
- Appendix 1: *Second Class Quarry Manager's Examinations* (suitable for applicants for a Second Class Quarry Manager Certificate)
- '*Guidelines for persons applying for a underground mine or quarry manager's certificate of competency*'.
- *The Mines and Works Inspection Act 1920*
- *The 30.10.2014 Mines and Works Inspection Regulations 2013*

This information is available on the Department for Energy and Mining (DEM) website.

Note: Applicants are not required to hold a current First Aid Certificate or a Blaster's Licence to obtain any type of certificate.

3. Types of certificates

Under the Regulations, the Chief Inspector of Mines may grant the following types of certificates to persons who meet the requirements for such certificates, as above. Under Regulation 4, if 10 or more persons are to work at a mine in any period of 24 hours, (or such other mine as the Chief Inspector of Mines directs), then the owner of the mine must appoint a mine manager who holds an appropriate certificate:

- **First Class Underground Mine Manager's Certificate**
A person is required to have not less than three years practical underground experience (including one years 'hands on' underground experience), and a degree or diploma in mining engineering or equivalent. This certificate allows a person to manage an underground mine where 20 or more persons are working at the mine in any period of 24 hours.
- **Second Class Underground Mine Manager's Certificate**
A person is required to have not less than three years practical underground experience (including one years 'hands on' underground experience) and sufficient qualifications. This certificate allows a person to manage an underground mine where between 10 and 19 persons are working at the mine in any period of 24 hours.
- **First Class quarry managers certificate**
A person is required to have not less than three years practical experience in quarrying (including one years 'hands on' in and about a quarry experience) and a degree or diploma in mining engineering or equivalent. This certificate allows a person to manage a quarry where 20 or more persons are working at the quarry in any period of 24 hours.
- **Second Class quarry managers certificate**
A person is required to have not less than three years practical experience in mining and quarrying and must pass the Second Class Quarry Manager examinations in the following subjects; Quarrying, Quarry Machinery, Explosives and Mathematics, unless any exemptions may apply. This certificate allows a person to manage a quarry where between 10 and 19 persons are working at the quarry in any period of 24 hours.
- **Restricted Certificates**
Can be restricted to a particular mine or quarry site, or a particular class of mine or quarry, ie. insitu leaching operations, sand etc and mostly applies to Second Class quarry manager certificates. Each case will be treated on its own merit.
- **Temporary Certificates**
A temporary certificate can be granted for a specified time, and while in force, have the same effect as an ordinary certificate of the same kind. Each case will be treated on its own merit.
- **Permits**
The Chief Inspector of Mines may grant a special permit to act as manager of a mine where less than 10 persons work if he is satisfied that the person has had sufficient practical experience in mining.

4. How to apply for a underground mine or quarry manager certificate

An underground mine or quarry manager certificate must be applied for on the appropriate four page *Application for a Underground Mine or Quarry Manager Certificate of Competency* form and must be accompanied with:

- Two references stating that the applicant is a fit and proper person to hold a certificate. (One of these references must be from a previous and/or current employer and should be on Company letterhead).
- A copy of relevant qualifications eg. degree of mining engineering and academic statements.
- The application form must be signed and witnessed by a Justice of the Peace (JP), including initialling copies of qualifications that they have sighted the original.
- Any other supporting information which you believe is relevant to your application may be included, such as Resumes, First Aid Certificates, Blaster's Licence, courses undertaken and results etc.
- The relevant application fee as stated in Regulations (also refer Part 11 of these Guidelines)

The Chief Inspector of Mines must be satisfied that the certificate being applied for is appropriate and that the person meets the relevant experience and qualification requirements. The Chief Inspector of Mines makes the final decision as to what type of certificate is suitable.

Pages 3 and 4 of the application (hands on experience and other experience to a total of three years) must be presented in sufficient detail, showing weeks and/or months spent on each particular task, to allow the Chief Inspector of Mines to adequately assess if the experience outlined meets the requirements. This experience must be verified by previous and/or current employers by signature.

Applicants who have almost completed the three years experience may be permitted to sit for any required examinations, but certificates will not be granted until the required experience level is complete.

The Chief Inspector of Mines encourages all applicants to seek certificates without restrictions, where practicable. However, if this is not appropriate, reasons outlining why a restricted certificate is sought will need to be presented in writing to the Chief Inspector of Mines by the applicant's current employer.

5. When the application will be assessed

Applications are assessed by the Chief Inspector of Mines and will take approximately one to two months for assessment.

6. Personal interviews

Occasionally, the Chief Inspector of Mines may reserve the right to conduct an oral interview, as part of the process for obtaining a certificate. This may occur in cases where experience and qualifications may be unclear and he/she requires the applicant to demonstrate that they have the necessary qualifications, experience and knowledge to manage the mine or class of mine that they have applied for.

7. Second class quarry manager examinations

Applicants for Second Class Quarry Managers Certificates are required to undertake a series of four examinations set by the Chief Inspector of Mines; *Quarrying, Explosives, Quarry Machinery and Mathematics*. Refer to Appendix 1, *Second Class Quarry Manager's Examinations* for information in relation to examination content.

The examinations are held in Adelaide on the first Thursday and Friday of November each year. You must let the Administrator know if you intend sitting the examinations by 30 September each year if the Chief Inspector of Mines has advised that you will be required to do the examinations as part of the application process.

The Chief Inspector of Mines may exempt an applicant from the requirement to sit for some or all of these examinations if the applicant can demonstrate Mines that he or she is sufficiently qualified in the subject of the examination (Regulation 12(4)).

The Chief Inspector of Mines recognises that the **Training.gov.au RII - Resources and Infrastructure Industry Training Package (RIITP)** provides an endorsed framework for assessment of units of competency for the resources industry which is consistent with the nationally recognised Australian Qualifications Framework (AQF).

The Chief Inspector of Mines may consider an applicant sufficiently qualified in the examination subjects of Quarrying, Quarry Machinery and Mathematics, if the applicant can demonstrate they have **attained a Certificate IV in Surface Extraction Operations (RII40115 or RII50115)**, and that in the course of obtaining this qualification they have completed the units of competency of:-

RIIMEX401D – Apply pit plan
RIIMPO401D – Supervise mobile plant operations
RIIPRO401D – Supervise processing operations
BSBMGT402D – Implement operational plan

The Chief Inspector of Mines may consider an applicant sufficiently qualified in the examination subject of Blasting, if the applicant can demonstrate they have attained a Certificate IV of the RIITP and that in the course of obtaining this qualification, they have completed the units of competency of:-

RIIBLA301D – Conduct surface shotfiring operations OR
RIIBLA401D – Manage blasting operations

For further information regarding the RIITP, please refer to the RIITP website <https://training.gov.au/Training/Details/RII> or the www.skillsdmc.com.au

8. Overseas qualifications

The qualification required for the grant of a first class underground mine or quarry manager's certificate is a mining engineering degree or equivalent. If you have an overseas qualification, then you will be required to provide a certificate from one of the following organisations, that the Degree or Diploma is equivalent to a mining engineering degree or diploma.

The Australian Skills Recognition Information (ASRI) may assist in the assessment of your qualifications, or the Engineers Australia can validate and determine the Australian equivalent.

<http://www.skillsrecognition.net.au/> (Australian Skills Recognition Information (ASRI))

<http://www.engineersaustralia.org.au/> (Engineers Australia)

<https://internationaleducation.gov.au/services-and-resources/pages/qualifications-recognition.aspx> Aust Qualifications Recognition)

9. **Mining law examinations**

If an application for a certificate is approved by the Chief Inspector of Mines, you will then be required to undertake a mining law examination in accordance with the Regulations. There are no exemptions from undertaking this mining law examination.

The examination covers the following legislation.

- *Mines and Works Inspection Act 1920.*
- *30.10.2014 Mines and Works Inspection Regulations 2013.*
- *Work Health and Safety Act 2012*
- *Chapter 10 – Work Health and Safety Act 2012*
- *Explosives Regulations 2011*
- *Chapter 10 – Work Health and Safety Regs 2012*
- *Chapter 10 U/G – Work Health and Safety Regs 2012 (for underground only)*

This examination is conducted at the Adelaide office of the Department for Energy and Mining (DEM), and only if an application has been approved prior. The examination can be undertaken at any time of the year.

10. **Mutual Recognition applications for holders of valid interstate mine or quarry manager's certificates**

Under the *Mutual Recognition (SA) Act 1993*, the Department for Energy and Mining (DEM) is the registered authority to grant registration in South Australia to holders of valid interstate mine or quarry manager certificates. Registration will confer exactly the same rights in South Australia as the interstate certificate. If you have a certificate restricted to a place name mine or quarry, the certificate cannot be mutually recognised.

Mutual recognition of the interstate qualification is registered in the statutory '*Mutual Recognition Register Mine and Quarry Managers*'. Certificates for mutual recognition are not issued, however you will receive a confirmation letter of your registration.

There is a mutual reciprocity agreement between Australia and New Zealand, however this does not apply to other countries.

Applicants applying through the mutual recognition process are not required to sit for any examinations, including mining law examinations. Application forms for Mutual Recognition are available from the Department for Energy and Mining (DEM) website.

[http://energymining.sa.gov.au/minerals/mining/claims, leases, licences, private mines/underground mine and quarry managers certificates/ recache](http://energymining.sa.gov.au/minerals/mining/claims_leases_licences_private_mines_underground_mine_and_quarry_managers_certificates_recache)

11. Fees

The following fees are payable and must be paid on a progressive basis ie. when you submit your application, the only fee required at that stage is the *Application for Underground Mine or Quarry Manager's Certificate*.

Credit card payments (Visa and Mastercard) are the only forms of payment available. Cash, cheques and money orders not accepted. You will receive a Tax Receipt for the payment.

Underground mine or quarry manager applications

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|--|--------------|
| • Application for underground mine or quarry manager's certificate | \$30.75 |
| • Second Class quarry manager examinations (4 papers) | \$19.40 each |
| • Mining Law Examination | \$19.40 |
| • Issue of a underground mine or quarry manager certificate | \$47.75 |
| • Issue of replacement mine or quarry manager certificate | \$30.75 |

Mutual recognition applications for holders of interstate certificates

- | | |
|---|---------|
| • Application for registration under the <i>Mutual Recognition (SA) Act, 1993</i> | \$97.90 |
|---|---------|

All fees are GST exempt

12. Forms and enquiries

All completed application forms (including the one original and one copy), and the credit card payment form, should be posted to:

Linda Thompson
Mining Regulation
Mineral Resources
Department for Energy and Mining (DEM)
GPO Box 320
ADELAIDE SA 5001

Tel: (08) 8429 2439
email: linda.thompson@sa.gov.au