

Quarry Manager & Practicing Certificate Update

Small Mines Safety Roadshow
February – April 2022



NSW
Resources
Regulator



Learning Outcomes

- Function of the Quarry Manager
- Quarry Manager statutory function description
- Quarry Manager qualifications vs tier ranking
- Converting your Quarry Manager Practising Certificate QMPC (site specific) to a Tier 2 (all mines) qualification
- Access to the 'mine workers' portal
- Maintenance of competence requirements



Function of the Quarry Manager

31 Quarry manager

(1) The statutory function of quarry manager is to supervise **mining operations** at the mine.

When the mine operator nominates a person to a statutory function:

- They must have a practising certificate (not required for Tier 3)
- Be readily available to exercise, and is capable of exercising, the statutory function
- There must not be more than one individual nominated to exercise a key statutory function (i.e., only one quarry manager)
- mining activities do not take place if:
 - An individual is not currently nominated
 - Not been an individual nominated for more than 7 days.



What are Mining Operations?

Mining Operations

Mining Activities

- Extracting minerals from the ground
- Injecting minerals into the ground
- Exploring for minerals

Other Mining Operations

- Activities associated with mining activities (handling preparing, processing, storing)
- Construction where mining activities or those above occur or will occur (locally)
- Decommissioning, making safe or closing a mineral extraction or exploration site;
- Educational or tourist activities in connection with mining activities or former mining activities sites
- Other places the Minister gazettes

What does the Quarry Manager supervise?

Mining Operations

Mining Activities

- Extracting Minerals from the ground
- Injecting minerals into the ground
- Exploring for minerals

Other Mining Operations

- Activities associated with mining activities (handling preparing, processing, storing)
- Construction where mining activities or those associated with them will occur (locally)
- Decommissioning, making safe or closing a mineral extraction or exploration site;
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EVERYTHING

Statutory function description – Quarry Manager

Statutory function description

NSW
RESOURCES
REGULATOR

Quarry manager of mines other than underground mines or coal mines

Introduction

Type	Details
Name of the statutory function	Quarry manager
Class of mine	Mines other than underground mines or coal mines
Key statutory function?	Yes
Mining Supervisor?	Yes

Statutory functions are certain safety-critical roles in the mining and extractives industry that are regulated by the department. This document has been developed for people who exercise specific statutory functions to help them understand their duties, key relationships, tasks and work practices. Schedule 10 of the Work Health and Safety (Mines and Petroleum Sites) Regulation 2014 (WHS (M&PS) Regs 2014) regulates statutory functions.

This document will:

- inform you of what exercising your function involves
- help mine operators and you to develop training or programs to support your competency
- assist mine operators to develop their safety management system, including management arrangements
- guide mine operators and you when identifying maintenance of competence learning to be undertaken.

Please note, a list of [key terms](#) and [legislative provisions](#) can be found at the end of this document.

Guidance on statutory function

Extract from the WHS (M&PS) Regs 2014, Schedule 10, Part 5, clause 31:

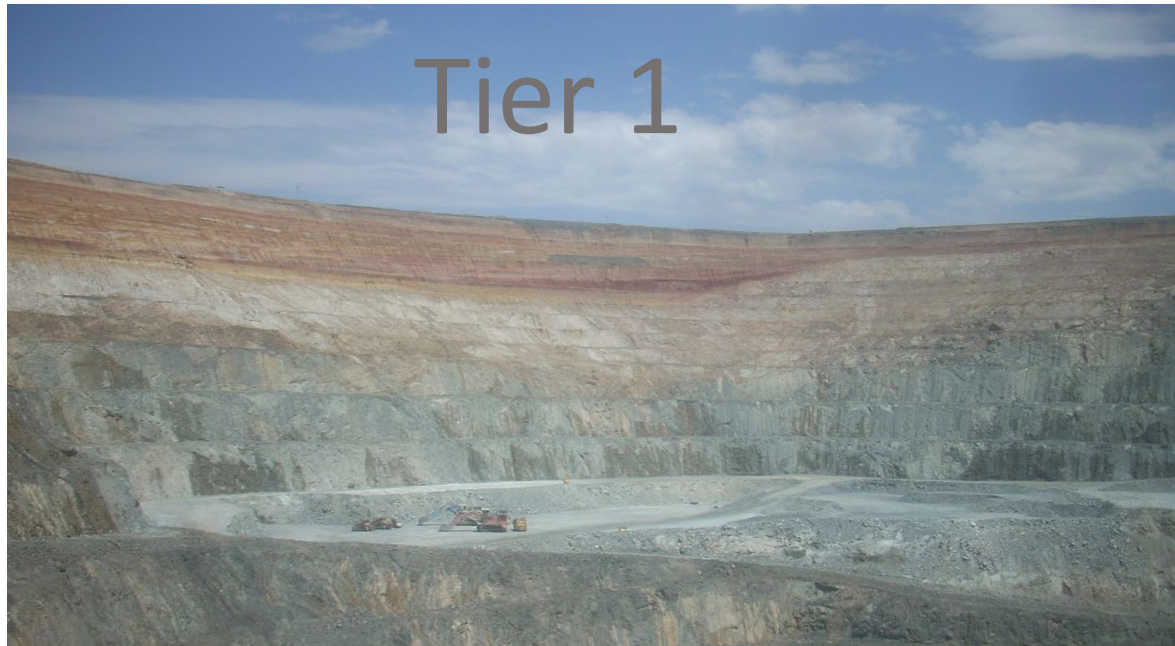
- (1) The statutory function of quarry manager is to supervise mining operations at the mine, and
- (2) The requirement for nomination to exercise the statutory function is that the individual nominated must hold a current practising certificate that authorises the exercise of the statutory function.

Exercising the function

An individual exercising the function should:

- **access**, understand, apply and monitor the relevant parts of the safety management system, including principal hazard management plans and principle control plans
- **source** and apply current knowledge in the management of work health and safety risks that are relevant to mining operations
- **lead** the management of risk, including risk assessment processes and in particular those involving principal hazards
- **develop**, apply and monitor risk controls
- **maintain** the currency of standards and procedures applied under the safety management system
- **implement** training, instruction and assessment of workers, including any supervisors
- **facilitate** work health and safety consultation, coordination and cooperation activities
- **investigate** incidents
- **conduct** and monitor workplace inspections to identify hazards and check risk controls are in place
- **report** to the mine operator any deficiencies or significant deviations from the safety management system
- **supervise** by providing general supervision and direct supervision of mining operations (refer to [key terms](#)) as required by the safety management system.

Quarry Manager qualifications vs tier ranking !



The more complex the mine the higher the QM qualification required

Quick refresher on requirements !

Quarry Managers for Tier 1, 2 & 3 Mines

	MINE TIER LEVEL		
	1	2	3
Must nominate a Quarry Manager?	Yes	Yes	Yes
Are qualifications required?	Yes Practising Certificate & Certificate of Competence	Yes ¹ Practising certificate	No ² (Must be competent)
Be shown in management structure?	Yes	Yes	Yes
Notification RR of nomination?	Yes	Yes	No
Notify RR of changes to QM details?	Yes	Yes	No

Notes

1. Transitional period to phase out **examinations**, and be based on experience and qualifications **30 Sept 2022**
2. A Quarry Manager with a Practising Certificate can be the Quarry Manager of a Tier 3 mine

Tier 3 Quarry Manager

- Can be a holder of a practising certificate, or
- Can be a competent person.

The exemption defines a competent person as:

a person who has acquired through training, qualification or experience the knowledge and skills to carry out the task of supervising mining operations at a mine, other than an underground mine or a coal mine, having regard to the location of the mine, the complexity of the mining operations at the mine and the nature of the material mined.

If the operator is going to nominate a competent person as the Quarry Manager they must assure themselves that the person is competent based on the definition.

Current status of QM qualifications

	TYPE OF MINE			TYPE OF QM PRACTICING CERTIFICATE		
	Tier 1	Tier 2	Tier 3	Tier 1 (All Quarries)	Tier 2 (All Tier 2 Quarries)	Tier 2 (Site (s) specific)
Total (mines)	23	348	2081	91	8	527
Dredges		22				
Drill & Blast		224				
Other (> 5persons, > 30,000m3, not d & b, not a dredge)		102				
As of Sept 2021						

- **Observations**
- Currently 91 Tier 1 qualified managers for 23 mines **(Good)**
- Currently 527 Tier 2 (site specific) QM's need to do cert IV **(Work to be done)**

“30 Sept 2024”

RTO's providing Cert IV training – (information only)

RII40115 Cert IV in Surface Extraction Operations		
Training NSW		www.training.gov.au/Search/SearchOrganisation
Institution	Website	contact
Minres - QLD	www.minres.com.au	Leigh Willson
Box Hill TAFE -VIC	www.boxhill.edu.au	Diane Wilson
RTV - TAS	www.rtv.com.au	Marie
Group 314 -NSW	www.group314.com	Kit
In4Training -QLD	www.in4training.com.au	Trish
Mears - QLD	www.mearsct.com.au	Cassie
Performance Training - QLD	www.performancetraining.com.au	Bryce
TNLC - WA	www.tnlc.com.au	Cherie
Ocurrio - NSW	www.ocurrio.com	Renee
Mine Training Solutions - QLD	www.minetrainingsolutions.com.au	Kara

Need Accredited Training? *Need to contact IQA!*

The IQA has partnered with Registered Training Organisations who deliver Accredited Training for our industry.

- ✓ Advanced Diploma of Extractive Industries Management (RII60215)
- ✓ Diploma of Surface Extraction Operations (RII50120)
- ✓ Certificate IV in Surface Extraction Operations (RII40120)
- ✓ Certificate III in Surface Extraction Operations (RII30120)



The Institute of Quarrying
Australia

Contact our team today for all of your education and professional development requirements.

02 9484 0577

admin@quarry.com.au

www.quarry.com.au

Resources Regulator Portal



This includes open-cut and underground mines, petroleum sites, quarries and extractive operations, tourist mines, opal and other small scale mines, and mining exploration activities. We also undertake compliance and enforcement activities in relation to the Mining Act 1992, with a key focus on mine rehabilitation. We were established on 1 July 2016 as a standalone regulator.

[Inspection programs](#) →

[Festive season safety advice](#) →

Portal services

SEED Portal

'SEED' is the central resource for Sharing and Enabling Environmental Data (SEED) in NSW



Resources Regulator Portal

Visit the Resources Regulator portal to report incidents, or notify the Regulator of other matters



Mine Rehabilitation Portal

View the Mine Rehabilitation portal to access spatial data related to mine rehabilitation and closure



We pay respect to the Traditional Custodians and First Peoples of NSW, and acknowledge their continued connection to their country and culture.

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- Uploading your cert IV
- Varying your existing QMPC (site specific)
- Renewing your existing QMPC

Welcome to the Resources Regulator Portal

Log in to report incidents, or notify the Regulator of other matters

Remember me

Note: Check this box to avoid session timing out after 30 minutes, using cookies (your browser must enable cookies). *You may lose work unless you save regularly.* Checking "Remember me" causes the browser to remember you for up to 15 days or until you log out.

[Forgot password?](#)

[Register \(New Mining Workers' Portal Users\)](#)

[Log in](#)

Search the knowledge base



Popular Questions

No questions have been asked yet

Mining Worker's Portal

The screenshot shows the NSW Resources Regulator portal interface. At the top, there is a navigation bar with the NSW Government logo on the left and the 'Regulator Portal' title on the right. A search bar is positioned below the navigation bar. The main content area features a grid of service tiles. The 'Mining Worker's Portal' tile is highlighted with a red circle. Other visible tiles include 'Title Holder's Portal (Mining Act)', 'Operator's Portal (WHS(MPS) Act)', 'Mine Rehabilitation Portal', and 'Regulator Web Page'. On the left side, there is an 'Announcements' section which currently displays 'No information available'. The footer of the page contains the text 'NSW Resources Regulator' and 'GOVERNMENT'.

nswwresourcesregulator.service-now.com/regulator

Apps Angus Stuff Home - NSW Reso... ACES One Place Workplace Smartfleet Australia My Learning - Bridg... Q3_Small Mines - G... Google Maps ACES TEST COVID-19 vaccine... CAMMS

NSW GOVERNMENT Regulator Portal Drafts AM Angus McDouall

How can we help?

Announcements
No information available

Title Holder's Portal (Mining Act)

Operator's Portal (WHS(MPS) Act)

Mining Worker's Portal

Mine Rehabilitation Portal

Complete or draft a form

Regulator Web Page

NSW Resources Regulator

GOVERNMENT

Portal – One stop shop

- Individuals with mine logins can already access – if not, must apply for one (as before)
- **Allows you to:**
 - Apply for a certificate (new Quarry Manager Practicing Certificate or Certificate of Competency)
 - Renew a certificate (at the end of the 5 year period)
 - Re issue a certificate (upload cert IV to convert to a Tier 2 (all mines) Practicing Certificate)
 - Re issue a certificate (vary a QMPC - site specific, to add or subtract a mine)
- Communicate progress and actions from portal
- Certificates will be issued electronically only



Main Menu...

The screenshot shows the NSW Regulator Portal main menu. The header includes the NSW Government logo, the Regulator Portal name, and user information (Drafts, AM, Angus McDouall). A search bar is present with the text "How can we help?". The main content area is divided into three columns, each with a callout box:

- Certificate Enquiries:** Callout: "Reissue (vary QMPC)" and "Reissue (convert to Tier 2 all)".
- Certificates of Competence:** Callout: "Apply for Tier 1 (Cert of Competence)".
- Practising Certificates:** Callout: "Apply for a new QMPC" and "Renew a QMPC".

The background content includes sections for Action Requests, Certificates of Competence (No records found), Practising Certificates (No records found), Upcoming Exams (21 OCT 2021 Oral | Mechanical engineering manager of underground coal mines - Northern region), and Certificates (0001 Sent).

Re issue...

The screenshot shows the NSW Regulator Portal interface. At the top, there is a blue header with the NSW Government logo on the left and the 'Regulator Portal' logo on the right. Below the header is a navigation bar with 'Home', 'All Catalogs', and 'General' links, and a search box. A left-hand menu contains 'Catalogs' (set to 'All') and 'Categories' (with 'General' selected). The main content area displays a table of options:

Item	Description
Enquire about a certificate	Submit an enquiry regarding a certificate
Re-issue a certificate	Request a certificate to be re-issued

At the bottom of the page, the text 'NSW Resources Regulator' is visible.

Re-issue a certificate

Request a certificate to be re-issued

Personal Details

* Name:

* Home address state:

* Identify my gender as:

* Home address postcode:

* Date of birth:

* Email address:

* Country of birth:

Home phone number:

* Place of birth (City and State):

Mobile phone number:

* Home street address:

* Is your postal address the same as your home address?:

* Home address city:

* Current place of employment:

Notified

Certificate Details

* Select your certificate:

Select the changes required

Change of name

Change of gender

Update contact details

Update workplace/employer details

Declaration:

By submitting this form and ticking the box below, I declare that:

- to the best of my knowledge, the information provided in this form, and any attachments to this form, is true and correct in every detail.
- I consent to the Department of Regional NSW disclosing my personal information to the Mining and Petroleum Competence Board and to any persons engaged for the purposes of managing examinations, certificates of competence and practising certificates under the Work Health and Safety (Mines and Petroleum Sites) Act 2013 and the Work Health and Safety (Mines and Petroleum Sites) Regulation 2014.

Note: Giving false or misleading information is a serious offence under section 208 of the Work Health and Safety Act 2011 and Part 5A of the Crimes Act 1900.

Clause 141 and 150 of the Work Health and Safety (Mines and Petroleum Sites) Regulation 2014 provides for the cancellation of a practising certificate and a certificate of competence on a number of grounds, including if the certificate was improperly obtained, whether on the basis of false or misleading information.

I make this declaration having read and understood the above declaration and Note.

Add attachments

Renewing Practicing Certificate (after 5 years)

- Initiated by the **mine competence team** using data base information
- Notified approx **3 months prior** to expiry date, via email
- **IMPORTANT** – it is your obligation to ensure contact details in database are correct (mine workers portal)
- The holder is required to verify information during application
- The holder may convert their restricted QMPC to Tier 2 (all sites) at renewal by adding a qualification
- If the holder has not obtained a qualification the renewed QMPC will remain restricted and will be issued with a condition to obtain a qualification **by 30 Sept 2024**



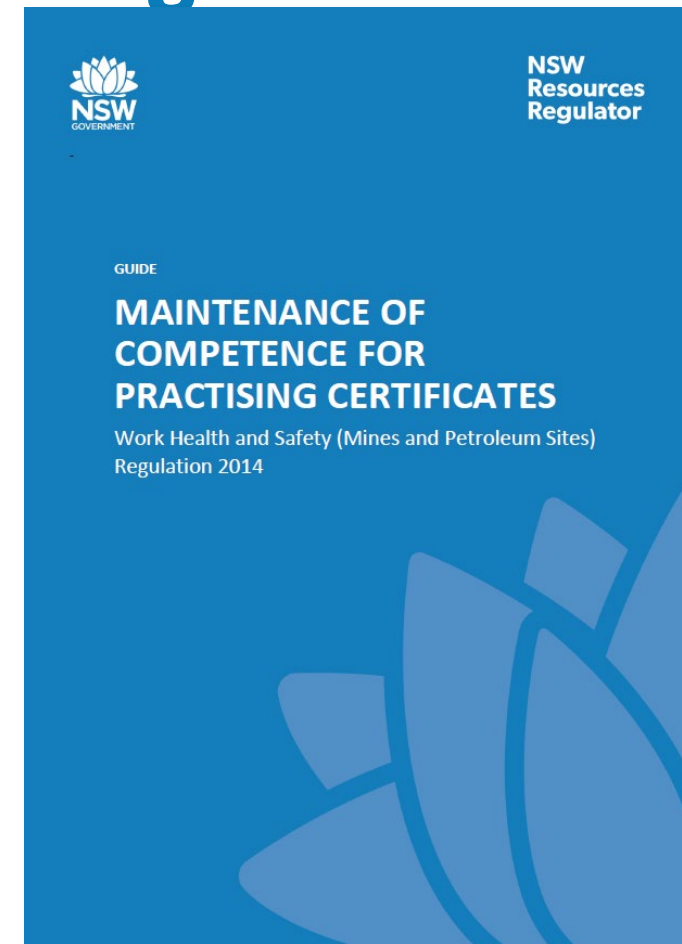
Note : at the time of writing the renewal system is still being fine tuned

4.1. Quarry Manager practising certificate tiers 1 – 2

The Resources Regulator has introduced a tiering system for quarries that determines the practising certificate and maintenance of competence requirements:

Tier level	Practising certificate type	Maintenance of competence requirements
Tier-1	All quarries at all tier levels in NSW	Yes – as per this Guide
Tier-2 all quarries	Tier 2 quarry manager	Yes – as per this Guide
Tier-2 Specific quarries only	Quarry manager with conditions for specific tier 2 locations. Note: only issued until 1 October 2022	Nil at present. All holders who want to continue holding a practising certificate from 1 October 2024, must upgrade to the above tier-2 all quarries certificate.
Tier-3	Mine operator can qualify themselves as being exempt from the gazetted requirements.	Not required.

MOC – Quarry Managers



STATUTORY FUNCTION	TOTAL HOURS OF LEARNING OVER FIVE YEARS	MINING & WHS SYSTEMS *Minimum of 33% of total hours of learning	LEGISLATION, EMERGENCY MANAGEMENT, LEADERSHIP AND MANAGEMENT *Minimum of 33% of total hours of learning	GENERAL WHS TOPICS *Maximum of 33% of total hours of learning (as a minimum, must complete Regulator's Learning from disasters one-day program OR minimum 7 hours of other formal learning on disasters)
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Quarry Manager – Tier 1	90	30	30	30
Quarry Manager – Tier 2 (any quarry)	60	20	20	20

Hours required per qualification



There are five areas of competence. A specified number of hours of learning must be completed for each area.

Areas of competence:

1. Mining and WHS systems
2. Legislation
3. Emergency management
4. Leadership and management
5. General WHS topics

Areas 2, 3 and 4 are grouped together in this guide for specifying requirements.

Figure 2. Areas of competence



Five areas of competence

Table 1. Requirements and topics for areas of competence

AREA	TOPICS
Mining and WHS systems (it is compulsory to complete learning in all four subjects)	<p>Subject A: Safety management system</p> <p>Suggested topics:</p> <ul style="list-style-type: none">• management of mine design and development• operational planning• methods of mining• processing• risk management <p>Subject B: Principal hazards (catastrophic fatal hazards)</p> <p>Suggested topics:</p> <ul style="list-style-type: none">• slope stability• ground or strata management• roads and vehicle operations• fire or explosion• mine shafts and winding systems• gas management• outburst management• inrush and inundation management• flammable dust management• spontaneous combustion management• air quality or dust or other airborne contaminants• subsidence• coal and rock bursts

AREA	TOPICS
	<p>Subject C: Principal control plans Suggested topics:</p> <ul style="list-style-type: none"> • mechanical engineering • electrical engineering • worker health management • explosives • ventilation <p>Subject D: Specific control measures Suggested topics:</p> <ul style="list-style-type: none"> • emplacement stability • shotfiring (from qualifications or units of competence) • conveyors • working at heights • confined spaces • lightning
Legislation	<p>Suggested topics: relevant Acts, regulations, approved codes of practice, instruments, standards, and guidelines, including:</p> <ul style="list-style-type: none"> • <i>NSW Work Health and Safety Act 2011</i> and Work Health and Safety Regulations 2011; • <i>NSW Work Health and Safety (Mines and Petroleum Sites) Act 2013</i> and Work Health and Safety (Mines and Petroleum Sites) Regulations 2014 • <i>NSW Explosives Act 2003</i> and Explosives Regulation 2013 • <i>NSW Radiation Control Act 1990</i> and Radiation Control Regulation 2013 • approved codes of practice under the <i>NSW Work Health and Safety Act 2011</i> • International and Australian/New Zealand Standards
Emergency management	<p>Suggested topics:</p> <ul style="list-style-type: none"> • emergency plans • preparedness and response • first aid • incident management

AREA	TOPICS
Leadership and management	<p>Suggested topics:</p> <ul style="list-style-type: none"> • associated non-technical skills (ANTS) including: <ul style="list-style-type: none"> ○ communication ○ problem solving and decision making ○ teamwork ○ situational awareness ○ leadership • worker participation • human and organisational factors • innovation and continuous improvement • mentoring and coaching

General work
health and safety

Individual can select topics that relate to WHS for their statutory function.
Suggested topics may include, but are not limited to the following:

- mental health
- bullying and harassment
- stress
- well being
- musculoskeletal disorders
- noise
- hazardous substances
- learning from relevant past disasters (mandatory – as a minimum, must complete Regulator's Learning from disasters one-day program (available through Approved Training Providers) OR minimum 7 hours of other formal learning). A list of Approved Training Providers will be made available on our website.



The Institute of Quarrying
Australia

Educating and connecting our extractive and associated industries

Need CPD points? Contact the IQA and let us assist you...

Some of the many courses we deliver;

Learning from Disasters Workshop = **7 CPD Hours**

Electrical Awareness Workshop = **4 CPD Hours**

Slope Stability Workshop = **6.5 CPD Hours**

Quarry Products Technical Training = **6.5 CPD Hours**

Online | Onsite

Customised Corporate training available

The IQA also proudly deliver

National Conference | State-based health & safety seminars | State-based environment seminars | Women in Quarrying Conferences | Young Member Network events

Articles, blogs and published information | Technical presentations

The IQA provides training assisting industry with ongoing requirements of the Maintenance of Competence Scheme

- ✓ IQA events and professional development products cover the required topic areas as prescribed by the NSW Resources Regulator to meet the requirements of practising certificate professional development hours.
- ✓ IQA offers access to the **mandatory Learning from Disasters Course** (for Quarry Managers at Tier 1 and Tier 2 sites). The IQA Approved Training Provider number 0004206.
- ✓ IQA provide a detailed logbook where learners record their activity, track their learning hours to assist in ensuring the rules for engaging in professional development are being met annually.
- ✓ IQA qualified staff offer guidance on planning and learning across the five (5) year period including the essential topics required for professional development.
- ✓ We provide mapped hours for IQA membership and participation against the Maintenance of Competence Scheme

Maintenance of competence webpage:

- Paragraphs on dispensation for COVID19 20% across all requirements
- It applies to total learning hours and anything calculated from it

Dispensation for COVID19

Practising certificates holders will receive dispensation for maintenance of competence requirements because of the impacts of COVID-19.

The Resources Regulator in consultation with the Mining and Petroleum Competence Board has approved a 12-month (20 per cent of learning hours) dispensation of maintenance of competence requirements for all current practising certificate holders applying from 1 April 2020 to 31 March 2021.

This means current certificate holders will only need to meet 80 per cent of their maintenance of competence requirements on their practising certificate during the five-year certificate period. It will not apply to holders of practising certificates granted after this time.

Where to from here?



- If during an assessment an Inspector identifies that your site has a nominated Quarry Manager with an incorrect practicing certificate, your quarry will be directed to cease operations until rectified.
- Check the portal to ensure you are the nominated Quarry Manager
- Revisit your role description and ensure it covers the statutory function requirements
- Source an RTO and start your cert IV
- Familiarise yourself with the ‘Mine Worker’s Portal’
- Get familiar with the Maintenance of Competence log & start recording your training (attending this roadshow counts)

