

Guide: Practising certificate

Quarry manager with conditions for tier-2 quarries

Work Health and Safety (Mines and Petroleum Sites) legislation

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More information

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Amendment schedule		
Date	Version	Amendment
February 2017	1	
December 2017	2	Remove site rehabilitation from list of acceptable experience
February 2018	3	Update formatting
April 2019	4	Administrative and editorial changes including change of department name
July 2020	5	Retitled to restricted and tier-2 quarries with application via two pathways.
November 2020	6	Minor update to section 3 to clarify requirements about gazetted qualifications
April 2021	7	Editorial changes
July 2021	8	Part written application (now referred to as Supporting information) from Regulator website to be submitted in the online application through Regulator portal.
September 2021	9	Editorial only to correct numbering and blasting referencing
August 2022	10	Added an additional qualification to section 5.1.2 and added sections 7 & 8 to vary or renew practising certificates, including information for existing holders of specific tier-2 quarry location certificates on applying for a condition variation to all tier-2 quarries.

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Table of Contents

1. Introduction.....	4
1.1. Three-tier approach for quarries	4
1.2. Guide.....	4
2. Age.....	5
3. Assessment process for new applications – all tier-2 quarries	5
Introduction	5
4. Fees.....	5
5. Assessment for new certificate.....	5
5.1. Application.....	5
5.1.1. Experience	6
5.1.2. Qualifications.....	7
5.1.3. Processing of written applications	8
6. Varying or revoking conditions	8
6.1. Varying or revoking.....	9
6.2. Upgrade from specific sites to all tier-2 quarries.....	9
7. Renewing.....	9
8. Further information.....	10

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 a request to renew your certificate through the [Resources Regulator portal](#) (refer section 7). If you want to apply for the conditions to be varied, including to practise at all tier-2 quarries, see section 7.

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	Other tiers can be practised at	Further information on Regulator website
Tier-1	Quarry Manager certificate of competence	2 and 3	Applying for a practising certificate or guide to exams (to obtain a competence certificate)
Tier-2 All quarries	Experience and qualifications	Tier 2 only	This guide and the supporting information application form and Regulator portal
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

Note: tier-2 specific quarries only practising certificates can no longer be applied for since 1 October 2022.

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](#), 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. It also includes information on varying or renewing a certificate.

Under the Work Health and Safety (Mines and Petroleum Sites) Regulation 2022 (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 5 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 for new applications – all tier-2 quarries

Introduction

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

- Submit an online application through the portal and attach the required documents, including the supporting information written application form completed to demonstrate evidence of satisfying prerequisites (see section 5.1 of this guide).
- Your application is assessed for whether it satisfies the prerequisites to be issued with the practising certificate for any tier-2 quarry in NSW.

Note: If you do not hold the required 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 or equivalent former versions – refer to training.gov.au) then you must obtain them. An alternative for those who have a qualifications with vocational outcomes that could be accepted in lieu of the gazetted qualifications able, should refer to section 6.2.

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. Assessment for new certificate

5.1. Application

You must submit an online application through the Resources Regulator portal and attach a part written supporting information form using the application form provided on our website.

Your online 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 (except the Supporting information form). Refer to [Fact sheet: Certifying documents and identity verification](#).

5.1.1. Experience

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

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

The above experience may include up to 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 2 years' mining operations experience

You must provide details of your experience in any of the following areas of mining operations. You do not need to have 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.
 - 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 written application form for each of the above components of experience. All entries must be signed and dated by one of the following eligible people to verify the entries as true:

- Your supervising manager.

or

- Quarry manager (holds a practising certificate).

If you are unable to have an eligible person sign off your experience entries, you must still provide their details in the 2 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 the 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 RII40120 above)
 - RII60120 Advanced Diploma of Metalliferous Mining issued by a registered training organisation (the superseded equivalent qualification RII60113 or RII60115 Advanced Diploma of Metalliferous Mining is acceptable)

- RII60220 Advanced Diploma of Extractive Industries Management including the elective unit RIIBLA602E Establish and maintain explosives safety and security management systems, issued by a registered training organisation (a superseded equivalent qualification and unit are 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 training.gov.au)

or

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

or

- 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.

Not having one of the above required qualifications and one of the emergency response and preparedness units does prevent you from being eligible to apply until you obtain them or you may apply to have qualifications you hold with comparative vocational outcomes to be accepted in lieu of one of the above (refer section 6.2).

5.1.3. Processing of written applications

You must submit an application online through the Resources Regulator portal containing all the required information, including the paper supporting information form available on our [website](#). It will be processed electronically 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. Varying or revoking conditions

You may apply to vary or revoke a condition of your certificate via the Renewing a practising certificate in the Mining Workers section of the [Resources Regulator portal](#).

6.1. Varying or revoking

You may apply via the [Resources Regulator portal](#) to vary or revoke conditions during the period of your certificate or if it coincides when renewing, such as:

- to add or remove specific quarry locations, up until you renew your certificate that enables you to practise at all tier-2 quarries in NSW (before or after 1 October 2024)
- a condition that restricts or to complete a certain action by a specified date such as obtaining a qualification and you now have satisfied it (see also 6.2).

Details or evidence should be attached to the online application as necessary to justify the request.

6.2. Upgrade from specific sites to all tier-2 quarries

If you hold a practising certificate that is subject to conditions which limit the certificate to a particular quarry(s) sites, then you can upgrade to practise at all tier-2 quarries if you have the [gazetted](#):

- experience in 5.1.1, and
- qualifications in 5.1.2 (or acceptable qualifications – refer below).

You can apply to do this through completing the Renewing a practising certificate application on the [Resources Regulator portal](#) and attach a certified copy of your eligible qualifications. You must also complete and attach the supporting information form available on our [Apply for practising certificate webpage](#) to demonstrate you have the required additional experience requirements.

Note: It is a condition on existing and any specific quarry location(s) quarry manager practising certificate that the holder must have obtained the [gazetted qualifications \(or acceptable ones\)](#) in 5.1.2 by 1 October 2024.

Acceptable qualifications

If you do not have the required qualifications but have older qualifications that you have copies of them to demonstrate they are acceptable in vocational outcomes to those listed, then you may be eligible to upgrade. To seek a determination that your qualifications are acceptable you must complete the required section in the supporting information form available on our [Apply for practising certificate webpage](#) to:

- nominate which eligible qualification and/or unit of competence you are seeking to have determined as acceptable to yours (refer 5.1.2 or [gazette](#))
- provide details and a certified copy of what you hold for:
 - qualification: certificate and transcript of units/subjects completed
 - unit of competence: certificate and if available details of what the unit covered.

The supporting information form and required documents must be attached in the Renew practising certificate application in the Mining Workers section of the [Resources Regulator portal](#).

7. Renewing

You must renew practising certificates before the expiry date by applying through the [Resources Regulator portal](#) so you can continue to practise.

In the application, you are required to declare you have:

- met the requirements for the maintenance of competence published by notice of the Regulator in the [gazette](#)
- maintained the currency of contact details and places of work with the Regulator through notifying changes via the [Resources Regulator portal](#). You have the option of adding or amending details when you apply.

From 1 October 2024, all holders renewing must provide evidence that they have attained the qualifications for tier-2 quarry manager as published by notice of the Regulator in the gazette (or other acceptable ones for comparative vocational outcomes). Refer to 6.2 above for guidance.

8. Further information

Further information is available on our website and includes:

- [Small mines and quarries](#)
- [Applying for a practising certificate](#)
- [Resources Regulator portal](#)
- [Risk profiling tool](#)

Email: <mailto:mca@regional.nsw.gov.au>

Phone: 1300 814 609 (option 2 and then 3)