Resources Safety & Health Queensland

2023/24

Application for Site Senior Executive Notice Queensland (*Coal Mining Safety and Health Act 1999*)

The Secretary
Board of Examiners
Resources Safety & Health Queensland
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Privacy Disclaimer

Resources Safety & Health Queensland is collecting the information on this form on behalf of the Board of Examiners (the Board) to assess your application for a Site Senior Executive Notice Queensland (Coal). This information is authorised by the *Coal Mining Safety and Health Act 1999.* This information will only be accessed by authorised employees within Resources Safety & Health Queensland. Some information will be given to members of the Board for assessment purposes.

The Board is required by legislation to keep a register of certificates of competency granted by the Board, site senior executive notices issued by the Board and notices of registration given by the Board under the *Mutual Recognition Act 1992*. The Board may disclose information in the register, other than the contact details of an individual, to any person or agency. Further information on the privacy policy is available at https://www.rshq.qld.gov.au/privacy

INFORMATION FOR APPLICANT

The SSE examination is a 2 hour "closed book" 2-part examination on the content of the *Coal Mining Safety and Health Act 1999* and relevant Regulations. The pass mark is 70% in each section. The current legislation can be accessed at www.legislation.qld.gov.au.

PROCESS

1. The applicant lodges an application and certified copy of proof of identity with the Secretary of the Board of Examiners and nominates an examination session.

2. Acknowledgement of the application and examination session booking will be emailed to the applicant. Booking requests must be received at least one week prior to the session date.

3. The examination details (date, location, and time) will be confirmed one week prior to the nominated session. Applicants must produce original photographic identification to the supervisor.

4. Examination papers are marked anonymously by a member of the Board of Examiners.

5. A pass is a 70%* result in each section of the examination[1]. An applicant who fails either part of the examination must re-sit the entire examination[2].

6. If the applicant fails the examination, the applicant is advised of the result and provided with details regarding resitting the examination.

7. If the applicant passes the examination, the Chair of the Board of Examiners issues a Notice. Allow approximately 8 weeks from the examination for this process to be completed.

8. Successful applicants should register their Notice with the Queensland Practising Certificate Scheme at: https://www.boepcs.qld.gov.au

[1] The examination consists of Topic sections and covers both the Act and Regulations. To achieve a pass result the candidate must achieve at least 70% in each section.

[2] Note: All reapplications are treated as a new application. Candidates who have failed 3 times or achieved less than 30% overall in the Board's examinations are asked to show cause why they should be permitted to sit again.

NOTE:

Please take the time to download the current application form, read and address all the criteria.

Any of the following will immediately null and void any application, without notice:

- Applications that are not submitted on the current application form.
- Providing uncertified identification or qualification documents
- Applications submitted without the completed checklist page

Applicants who submit a second application that fails to meet all criteria as per the current application form and any deficiencies advised, cannot submit a further application form for 12 months from the date of notification of decline.

For Internal Use only: Application for Site Senior Executive Queensland Notice (*Coal Mining Safety and Health Act 1999*)	**APPLICANT FILE NO:** **BOE-SSE/ /**

Reapplication - Only complete this section when reapplying after failure of a written examination

NOTE: If the 5-year application validity period has expired, a **FULL** new application and supporting documentation is required to be lodged.

Have you previously sat an examination for a Queensland Site Senior Executive (Coal Mines) Notice?

☐ Reapplication for written examination Date/s of previous exam/s ……

Reapplications after having failed an examination are treated in all respects as new applications, except that education and practical work history material supplied does not need to be resubmitted provided it is still current.

Reapplication require Sections 1.1, 1.2, 2, 5, the Applicant's Checklist and a document detailing the actions taken to rectify the identified deficiencies.

Please refer to **Written examination resit conditions and timelines** @:
https://www.business.qld.gov.au/industries/mining-energy-water/resources/safety-health/mining/competencies-certificates/coal

SECTION 1: PERSONAL DETAILS

1.1 Personal Contact Details

Title	Date of Birth	Gender * ☐ Male ☐ Female ☐ Other _____

☐ I wish to identify as Aboriginal Torres Strait Islander *

First Name	Middle Name(s)	Surname

Postal Address	Town
State	Postcode
Phone	Mobile
Email	

1.2 Work Details

Employer	Mine Site
Postal Address	Town
State	Postcode
Phone	Mobile
Email	

I authorise the Board of Examiners to provide details relating to my application and examination to my employer.
☐ Yes ☐ No

*The Board of Examiners recognises and values workplace diversity. The data collected from these forms is used for the purpose of identifying areas for focus in workplace inclusivity. The sections denoted with a * are for use only by the Secretariat. This data is not released to any external persons / agencies*

SECTION 2: WRITTEN LAW EXAMINATION SESSION BOOKING NOMINATION

Nominate a session from the schedule posted on the Board's website.
https://www.business.qld.gov.au/industries/mining-energy-water/resources/safety-health/mining/competencies-certificates/coal

Examinations may not be offered in all venues every month. Places in some venues are limited.

Nominated session venue: ……

Nominated session date: ……

Examinations can also be organised at other approved venues. Contact the Secretariat for further details.
For examinations at locations other than scheduled sessions,

- *download the **Written Law Examination – Letter of Consent** form, found at:*

https://www.rshq.qld.gov.au/__data/assets/pdf_file/0005/1488641/consent-info-rules-for-supervisors-and-candidates.pdf

- *complete the **Applicant to complete** section, and include this document with your application*

SECTION 3: PROOF OF IDENTITY

You need to provide photographic proof of identity by providing a **certified** copy of **one** of the following:

☐ Passport **or**

☐ Driver's Licence

SECTION 4: QUALIFICATION REQUIREMENTS

Attach **certified** copies of all qualifications

Education		Registered Training Provider	Date
RIIRIS601E	Establish and maintain the risk management system *		
* previously RIIRIS601A, RIIRIS601D, MNCG1003A or MINE7033 or G-MIRM			
RIIWHS601E	Establish and maintain the WHS management system **		
** previously RIIOHS601A, RIIWHS601D, MNCG1107A or MINE7041			

SECTION 5: STATUTORY DECLARATION BY APPLICANT

Oaths Act 1867

Statutory Declaration

Queensland to wit

I,

(Name in full)

of

do solemnly and sincerely declare that the particulars contained in this application for a Site Senior Executive Queensland Coal Mining Legislation Examination Notice are true and correct in every detail.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1867.*

Declared before me at on 20

Signature of applicant

Signature of Witness

Print full name and title of witness*

* ***Oaths Act 1867* Section 13: Who may witness declarations**

(1) A person's declaration may be taken by—

(a) a justice, commissioner for declarations or notary public under the law of the State, the Commonwealth or another State; or

(b) a lawyer; or

(c) a conveyancer, or another person authorised to administer an oath, under the law of the State, the Commonwealth or another State.

(2) This section applies to a declaration taken for Queensland law, whether it is taken inside or outside Queensland (including outside Australia).

APPLICANT'S CHECKLIST		
1	Application form completed neatly and in full	☐
2	Examination session from posted schedule nominated (Section 2)	☐
3	Certified copy of photographic proof of identity **attached** (Section 3)	☐
4	Certified copies of educational qualifications **attached** (Section 4)	☐
5	Statutory Declaration signed and witnessed (Section 5)	☐

Ensure you submit this completed checklist with your application

All attached documentation must be signed by a Justice of the Peace or a Commissioner for Declarations as being true copies of the originals. Do not send original documents.

If you have changed your name or the details of your name are different on the documents provided, you must provide evidence of the name change from the relevant Registrar of Births, Deaths and Marriages. It is the applicant's responsibility to:

- provide official translation of those documents that are in a language other than English.
- ensure documents with an expiry date are renewed prior to expiration; and
- maintain currency of documents with an expiry date, relative to this application.