

# Application for a site senior executive certificate of competence

Use this form to apply for a new SSE certificate of competence under the Health and Safety at Work (Mining Operations and Quarrying Operations) Regulations 2016

## 1. Applicant details

Full name:

Physical address: (include postcode)

Postal address: (with company name if applicable)  Same as above

Date of birth: DD / MM / YEAR

Mobile phone:

Work phone:

Email:

Company name and address:

Signature:

Date: DD / MM / YEAR

## 2. Application type

- SSE Tunnelling operation
- SSE Underground coal mining operation
- SSE Opencast coal mining operation
- SSE Underground metalliferous mining operation
- SSE Opencast metalliferous mining operation

## 3. Fit and proper person form

Refer to appendix A.

## 4. Payment

**NZ\$140.00 per certificate of competence applied for.**

In accordance with the fees set out in Schedule 2 of the Health and Safety at Work (Mining Operations and Quarrying Operations) Regulations 2016, an application for a certificate of competence is to be accompanied by the fee shown below:

Certificate	Fee
Issue of any certificate of competence	NZ\$140.00

All fees are GST inclusive.

- Please tick if a GST invoice is required and ensure that the correct billing address is provided.

Please indicate how you will make payment for this certificate of competence(s):

- Payment by cheque**  
Please make cheques out to WorkSafe New Zealand.  
Please send all cheques to: New Zealand Mining Board of Examiners (BoE) Secretariat, PO Box 165, Wellington 6140

- Payment by direct credit**  
To ensure payment reaches the BoE secretariat, complete the fields in the direct credit form/online accurately in the manner indicated below:  
Account Name: WorkSafe NZ  
Bank: Westpac Account: 03-0251-0040445-000  
Particulars: Last name  
Code: First name  
Reference: Extractive CoC

Date of payment: DD / MM / YEAR

Amount:

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## 5. CV

Please provide a CV outlining not less than 12 months experience of having been employed in an operational management role in the extractives industry.

## 6. NZQA - Record of achievement

Please obtain an official transcript of your record of achievement from NZQA (New Zealand Qualifications Authority).

You can obtain this by contacting NZQA on 0800 697 296.

This may take up to 5-10 working days to arrive. You will need to provide a certified copy of this document.

## 7. Certification

You must provide a certified copy of all documentation; this means it is required to be certified by an authorised person such as a lawyer, Justice of the Peace, Court Registrar, or notary public.

## 8. Checklist

Please check you have completed and understand the following:

### Unit standards

I have completed the required unit standards.

### Identification

I have enclosed a certified copy of my identification.

### CV

I have attached a copy of my CV.

### Your details

I have completed all the details on page 1.

### Fees

I have completed payment information on page 1.

### Fit and proper person form

I have completed the fit and proper person form in Appendix A.

### NZQA - Record of achievement

I have enclosed an official transcript of my record of achievement from NZQA.

### Ministry of Justice history criminal check

I have attached my criminal conviction history report.  
**Note:** This must be no more than 3 months old.

For any queries please contact WorkSafe New Zealand:  
[BoE\\_Secretariat@worksafe.govt.nz](mailto:BoE_Secretariat@worksafe.govt.nz)

Please return the completed form and attachments to:  
[BoE\\_Secretariat@worksafe.govt.nz](mailto:BoE_Secretariat@worksafe.govt.nz)

or BoE Secretariat, PO Box 165, Wellington 6140

# Application for a site senior executive certificate of competence

## Appendix A: Fit and proper person form

To hold a certificate of competence under the Health and Safety at Work (Mining Operations and Quarrying Operations) Regulations 2016 you are required to be a fit and proper person. You as the applicant must complete, sign and date this form no more than three months before we receive it. You must complete this form correctly for your application to be valid.

**Email:** [BoE\\_Secretariat@worksafe.govt.nz](mailto:BoE_Secretariat@worksafe.govt.nz) **Post:** BoE\_Secretariat, PO Box 165, Wellington 6140

### Personal details

Full name:

Other name(s): (maiden name etc)

Nationality:

Place of birth: (city and country)

Date of birth: DD / MM / YEAR

Landline:

Mobile:

Email:

Physical address: (include postcode)

Postal address:  Same as above

### Change of name

Complete if applicable.

If your name has changed for any reason, please provide a copy of one of the following items (as relevant).

- Marriage certificate
- Statutory declaration
- Deed poll
- Civil union certificate
- Certificate of annulment
- Divorce papers
- Other similar proof of name change

### Confirmation of identity

Please enclose a **certified COPY** of one of the following items to confirm your identity. The copy must be of a current (unexpired) document.

- A New Zealand driver's licence
- A current refugee travel document used by or on behalf of the government of New Zealand
- A New Zealand or overseas passport
- A New Zealand firearms licence
- A current certificate of identity
- A New Zealand Police or New Zealand Defence Force photo identity card issued to non-civilian staff

### Purpose of application

Which certificate of competence are you applying for?

- SSE Tunnelling operation
- SSE Underground coal mining operation
- SSE Opencast coal mining operation
- SSE Underground metalliferous mining operation
- SSE Opencast metalliferous mining operation

# Application for a site senior executive certificate of competence

## Appendix A: Fit and proper person form

### Mandatory questions

The following information is collected for the purposes of Regulation 38 of the Health and Safety at Work (Mining Operations and Quarrying Operations) Regulations 2016, which requires an applicant for a certificate of competence to be a fit and proper person to hold that certificate of competence.

Note that you may be eligible under the Criminal Records (Clean Slate) Act 2004 to state that you have no criminal record even if you do have convictions. For more information please refer to the Ministry of Justice Website.

Each application will be considered on its individual merits. When assessing whether an applicant is a fit and proper person, the New Zealand Mining Board of Examiners will take into account any matters it considers relevant, particularly the information provided below.

Answer the following questions by ticking the box that applies to you.

1. Have you had any document, or certificate of competence (or other similar license or document) suspended, cancelled or revoked (in any country)?	<input type="radio"/> Yes	<input type="radio"/> No
2. Have you (in any country) previously had an application for a document or certificate of competence rejected?	<input type="radio"/> Yes	<input type="radio"/> No
3. Have you been convicted for any criminal offence (in any country)?	<input type="radio"/> Yes	<input type="radio"/> No
4. Are you presently facing charges for any offences (in any country)?	<input type="radio"/> Yes	<input type="radio"/> No
5. Do you have any other information relevant to the Board's assessment of whether you are a fit and proper person?	<input type="radio"/> Yes	<input type="radio"/> No

### Additional information

If you ticked yes to any of the questions above, give details here.

Include an explanation of the circumstances and steps taken to address the issue, and attach any evidence to support these steps (such as references, certificates etc). Your application is likely to progress more quickly if the information you provide here is complete.

(Continue on a separate sheet of paper if necessary. Remember to sign and date any separate pages you include with this form.)

# Application for a site senior executive certificate of competence

## Appendix A: Fit and proper person form

### Criminal history

Please attach a copy of your current New Zealand criminal record. This is available from the Ministry of Justice. Please also attach a copy of your criminal record history from all countries outside of New Zealand in which you have lived for more than 12 consecutive months within the last five years. **Your report must be no more than three months old.**

Please list below any attachments:

The Criminal Records (Clean Slate) Act 2004 provides a clean slate scheme for eligible individuals, preventing access to their criminal records. You must disclose all of your convictions if you are not protected by this scheme.

**Your certificate of competence may be cancelled if you provide any false information in relation to the matters on this form, or if you are no longer a fit and proper person**

### Consent

I authorise the collection by and the disclosure to the New Zealand Mining Board of Examiners for any of the following information about me for the purposes of determining my eligibility to be issued, and to hold, a certificate of competence under the Health and Safety at Work (Mining Operations and Quarrying Operations) Regulations 2016: my knowledge of and compliance with the health and safety regulatory requirements (including any regulatory action taken), and any criminal investigations, charges, and convictions (including in relation to health and safety offences). I understand that this information may be collected from, and disclosed by, any relevant person, organisation, or government department (including in Australia).

Signature:

Date: DD / MM / YEAR

### Privacy statement

This information is being collected for the purposes of determining your eligibility to be issued, and to hold, a certificate of competence under the Health and Safety at Work (Mining Operations and Quarrying Operations) Regulations 2016. The intended recipient of the information is the New Zealand Mining Board of Examiners.

This information is being collected and held officially by the New Zealand Mining Board of Examiners.

The address of WorkSafe New Zealand is:  
PO Box 165, Wellington 6140

This information is being collected under regulation 38 of the Health and Safety at Work (Mining Operations and Quarrying Operations) Regulations 2016. If you fail to provide the information sought, it may result in your application for a certificate of competence being refused.

You have the right to access, and request correction of, any personal information about you held by WorkSafe New Zealand (including the information provided on this form).

### Declaration

Signature:

Date: DD / MM / YEAR

By ticking this box, you (the above named person) declare that to the best of your knowledge and belief the statements made and the information supplied in this form and the attachments are true, complete and correct.