

March 2020

## Incomplete application policy and process

### Scope

The Incomplete Application Policy and Process extends to applicants applying to the New Zealand Mining Board of Examiners (the Board) to obtain or renew a certificate of competence (CoC). This policy intends to provide a fair and transparent process for the Board and its Secretariat to follow when applicants are unable to provide a complete application.

### Purpose

Regulation 36 of the Health and Safety at Work (Mining Operations and Quarrying Operations) Regulations 2016 requires an individual wanting to obtain an extractives CoC to make an application to the Board.

### Requirements for new CoCs

An application to obtain a new CoC must include the following:

- a complete application form
- a complete fit and proper person form
- a copy of identification
- a copy of a record of achievement
- a copy of a Ministry of Justice criminal history check (dated within three months of submission)
- a copy of a current first aid certificate
- an operational experience logbook
- payment of fees
- all **copied** documents provided must be certified by an authorised person such as a lawyer, Justice of the Peace, Court Registrar, or notary public.

### Requirements for renewal CoCs

Regulation 44 of the Health and Safety at Work (Mining Operations and Quarrying Operations) Regulations 2016 requires individuals wanting to renew their CoC to make an application to the Board, at least 2 months before the expiry date of their CoC.

An application to renew a CoC must include the following:

- a complete application form (dated at least two months before CoC expires)
- a complete fit and proper person form
- a copy of identification
- a copy of a Ministry of Justice criminal history check (dated within three months of submission)
- a copy of a current first aid certificate
- a Continuing Professional Development (CPD) logbook with supporting evidence to demonstrate compliance with the requirements to hold a CoC
- payment of fees
- all **copied** documents provided must be certified by an authorised person such as a lawyer, Justice of the Peace, Court Registrar, or notary public.

An application will be considered incomplete when:

- an application does not contain all the required documentation, and/or
- the CPD logbook review process finds further information or amendments are required.

If an application is incomplete the Board's Secretariat will contact the applicant requesting the required documentation or amendments to logbook/s.

However, if:

- a. the applicant responds to the Secretariat's request along with regular updates on progress to provide the required documentation or amendments to logbook/s within a reasonable timeframe the Secretariat will **not** apply the incomplete policy.
- b. the Secretariat deems reasonable progress or updates ('A') has not been made, the incomplete application policy will apply.
- c. there has been no response from the applicant by 5 (five) working days of the Secretariat first contacting the applicant, the Secretariat will advise the applicant they have 10 (ten) working days to provide the required documentation or amendments to logbook/s.
- d. the applicant does not provide the required documentation or amendments to logbook/s within the 10 (ten) working days, the Secretariat will return the application using the postal address provided by the applicant.

Applicants may request an extension due to extenuating circumstances of which the Board (or Secretariat if the Secretariat considers it appropriate) will consider and determine.

The Secretariat is required to be fair and reasonable when applying the incomplete application policy.

## **Review**

The Incomplete Application Policy and Process will be reviewed on a three-year basis by the Secretariat to ensure its on-going effectiveness and adherence to the relevant regulations and the principles of good practice.