April 2025

Application for approved training provider

# *Coal mine safety and health representative training course*

## Overview

NSW Resources, through the Resources Regulator, administers a process for the approval of training providers to deliver training courses that are accredited by us for the purposes of schedule 10 of Work Health and Safety (Mines and Petroleum Sites) Regulation 2022.

An approved training provider (ATP) is approved to deliver the accredited course, known as the coal mine health and safety representatives (SHR) training course. The ATP must use the course materials and comply with the ATP Conditions Deed to deliver the accredited course.

The SHR course has been developed for delivery to industry, site and electrical safety and health representatives at coal mines appointed or elected under the Act.

To ensure training delivery is of the highest standard, we are implementing a process in which only suitably qualified and experienced organisations or individuals approved by us can deliver the SHR course.

This document sets out the:

* approval process for organisations or individuals seeking approval to deliver the roadway dust sampler training course
* mandatory criteria checklist
* application form

Approval process

The steps of the approval process are as follows:

1. Potential applicant reviews this guide and the ATP Conditions Deed (including the training conditions and the mandatory criteria (schedule 3)).
2. Potential applicants then self-assess against the mandatory criteria using the mandatory criteria checklist.
3. If the potential applicant meets the mandatory criteria, they complete the application form and submit to us.
4. We will review the application and determine whether to grant approval to the applicant to deliver the roadway dust sampler training course.
5. If approval is recommended, the applicant will be invited to enter into the ATP Conditions Deed.
6. We will advise applicants if they are not approved to deliver the roadway dust sampler training course.

# Application form

This form is to be used by organisations or individuals applying for authorisation from the Resources Regulator to deliver the SHR course.

1. Applicant details

**Applicant type (tick one box only):**

Body corporate

Individual

1. Body corporate

|  |  |
| --- | --- |
| Body corporate details | |
| Legal entity name |  |
| Registered business trading name (if different to above)  Note: if the registered business name is held by a trust, include the name of the trust and trustee. |  |
| ABN |  |
| ACN |  |
| Address of legal entity |  |

1. Individual applicant or contact person for body corporate

|  |  |
| --- | --- |
| Individual contact details | |
| First name |  |
| Other given name (if applicable) |  |
| Last name |  |
| Salutation |  |
| \*Email address |  |
| Daytime contact telephone |  |
| Mobile number |  |

\* The primary means of correspondence will be via email. A general email address is preferred so that through organisational changes in your company the NSW Resources Regulator can maintain contact.

1. Street and postal address (must not be a PO Box)

|  |  |
| --- | --- |
| Street address | |
| Unit/street/property number |  |
| Street name |  |
| Suburb |  |
| State |  |
| Postcode |  |
| Country (if other than Australia) |  |

|  |  |
| --- | --- |
| Postal address (not required if same as above) | |
| PO Box/Locked Bag |  |
| Street name |  |
| Suburb |  |
| State |  |
| Postcode |  |
| Country (if other than Australia) |  |

1. Details of nominated trainers

|  |
| --- |
| **Provide details of how the nominated trainers have delivered at least 150 hours of face-to-face work health and safety training within the past three years to relevant students or employees of a mine operation in Australia.**  **\*Attach copies of relevant certificates and industry relevant qualifications held by trainers.** |
|  |

|  |
| --- |
| **Provide details of experience working in, or providing services to, mine operations in Australia.** |
|  |

|  |
| --- |
| **Provide confirmation that no actual or percieved conflict of interest exists.** |
|  |

1. Application fee

A fee is payable for an application for approval to deliver this course. The NSW Resources Regulator uses a third-party secure payment service to receive payments. Refer to [our website](https://www.resourcesregulator.nsw.gov.au/safety-and-health/applications/licensed-activities/schedule-of-fees-for-authorisations) for instructions on how to make payment.

Enter your receipt number below:

|  |
| --- |
| **Enter your receipt number below.** |
|  |

1. Applicant’s declaration

I declare that:

* I understand that, if my application is successful, I will be required to enter into an ATP Conditions Deed with the department before I am granted approval to deliver the course (Note: Refer to the ATP Conditions Deed example on the Regulator’s website for more information about the terms and conditions of approval to deliver the course).
* The information supplied in this application is true and correct to the best of my knowledge
* None of the information supplied by me in this application or any document attached or submitted in support of this application is false or misleading
* In making this application, I have not failed to provide material information relating to the matters addressed above
* If my application is successful, I agree to having my organisation or individual’s name published on the Regulator’s website as an ATP to deliver the course.

|  |  |
| --- | --- |
| **Details** | |
| Name |  |
| Position/title |  |
| Date |  |
| Signature | Applicant signature. |

**Note:** Giving false or misleading information is a serious offence under Part 5A of the *Crimes Act 1900*.

Submitting the form

Email this form and all accompanying documentation to the Resources Regulator at [miningauthorisations@dpird.nsw.gov.au](mailto:miningauthorisations@dpird.nsw.gov.au)

**Please note:** applications can only be accepted by email.

© State of New South Wales through Department of Primary Industries and Regional Development 2025. You may copy, distribute, display, download and otherwise freely deal with this publication for any purpose, provided that you attribute Regional NSW as the owner. However, you must obtain permission if you wish to charge others for access to the publication (other than at cost); include the publication in advertising or a product for sale; modify the publication; or republish the publication on a website. You may freely link to the publication on a department website.  
  
Disclaimer: The information contained in this publication is based on knowledge and understanding at the time of writing (March 2025) and may not be accurate, current or complete. The State of New South Wales (including Department of Primary Industries and Regional Development), the author and the publisher take no responsibility, and will accept no liability, for the accuracy, currency, reliability or correctness of any information included in the document (including material provided by third parties). Readers should make their own inquiries and rely on their own advice when making decisions related to material contained in this publication.