



MEMORANDUM

TO: Site Senior Executive
FROM: QMRS Chief Executive Officer
RE: QMRS Employment Declaration
DATE: 8th April 2020

The Coal Mining Safety & Health Act (1999) requires all coal mine operators to be a Member of an Accredited Mines Rescue Corporation (CMSHA & Reg.) as a pre-requisite to carry out mining operations. The operator is in compliance as a Member of Queensland Mines Rescue Service Limited, the Accredited Corporation and Mines Rescue Service organisation.

Each Member is required to contribute to the cost of providing mines rescue services and in accordance with the Articles of Association an annual membership levy is determined for each class of operation. The operator must declare the number of employees (Employment Declaration) for the whole site of operation and includes employees, contractors and administration staff. Where sites have separated part of a surface mine as a stand-alone operation they require a separate membership and a separate employee declaration for each operation.

It is requested that the attached Employment Declaration Form be completed as soon as possible and returned before the **30th April 2020** to ensure calculations for budget preparation and invoicing in May. Invoices will require payment by the **22nd June 2020** to enable the mine to fulfil its **statutory requirements before 30th June 2020**.

Under the Articles of Association your continuance as a Member of QMRS is also dependent on payment of the levy as determined by the Board (Article 6). The QMRS Board will in the near future confirm the levies to be paid by Members, which will cover the operation of QMRS for the fiscal year of 2020/21. It is programmed for the invoices to be emailed to members on or around the **18th May 2020**; this is provided that we receive all Employment Declaration Forms by the **30th April 2020**.

Please attend to and ensure your **Order Number** is raised to ensure prompt payment through the account system. The payment due date for the invoice will be the **22nd June 2020**.

Brief Outline to Determine the Number of Employees:

There have been a number of enquiries from mines as to who should be counted in determining the number of employees. Following is a brief guideline, which may assist in determining your employee numbers.

The Employee Declaration Form states that all employees, full, part-time and contractors at mine should be counted.

In the case where contractors may only be on site for part of a month it is suggested that a monthly average be determined, e.g. 16 contractors at a mine for two weeks is equivalent to 8 contractors there for the full month.

Where there is a standalone underground mine **all** persons – surface (including administration, coal preparation, etc.) and underground – should be counted.

Where there are underground mines, surface mines or underground and surface mining operations with shared surface facilities and staff the following criteria should be applied.

Example

An Operation with an Underground and Surface Mine

*To determine the number of employees for the underground mine, the total should be determined by counting all underground and surface personnel including contractors directly associated with that mine, plus a proportion of the shared personnel between the mines
(e.g. administration, technical services, and contractors)*

i.e. An Operation with One Underground and One Opencut with Shared Administration Personnel.

The underground mine has 100 underground and surface employees directly associated with the mine. There are a further 50 shared administration employees including contractors between the underground and surface mine. The underground mine produces 1,000,000 tonnes of raw coal per annum and likewise the surface mine produces 1,000,000 tonnes. The total number of underground employees would be 100 plus half of the 50 shared employees – 125 employees.

We do stress the importance on the return of the Employment Declaration Form by the **30th April 2020** so the invoices for the levies can be despatched by the date as advised.

If all Employment Declaration Forms are not received by the due date, we cannot determine the levy applicable, as we require **all mines** to submit their forms before the calculation can be processed.

The date for payment will remain the **22nd June 2020**, even if the forms are received late and the invoices are despatched late.

Should you have any further queries please do not hesitate to contact the undersigned on 0428014769.

D Carey

David Carey
Chief Executive Officer
QUEENSLAND MINES RESCUE SERVICE