



ENAR12004 Mine Management and Safety

Term 1 - 2021

Profile information current as at 05/07/2022 04:06 pm

All details in this unit profile for ENAR12004 have been officially approved by CQU University and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

General Information

Overview

This unit introduces students to mine operations and mine management systems and the application of mine management principles. It outlines the practice of mining related industrial relations and mine safety. Students are expected to develop an understanding of mine health and safety management systems and the teamwork and communication skills necessary to implement such systems in the mining industries.

Details

Career Level: *Undergraduate*

Unit Level: *Level 2*

Credit Points: 6

Student Contribution Band: 8

Fraction of Full-Time Student Load: 0.125

Pre-requisites or Co-requisites

There are no requisites for this unit.

Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the [Assessment Policy and Procedure \(Higher Education Coursework\)](#).

Offerings For Term 1 - 2021

- Online

Attendance Requirements

All on-campus students are expected to attend scheduled classes - in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

Website

[This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.](#)

Class and Assessment Overview

Recommended Student Time Commitment

Each 6-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

Class Timetable

[Regional Campuses](#)

Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

[Metropolitan Campuses](#)

Adelaide, Brisbane, Melbourne, Perth, Sydney

Assessment Overview

1. **Written Assessment**

Weighting: 25%

2. **Written Assessment**

Weighting: 35%

3. **Written Assessment**

Weighting: 40%

4. **Portfolio**

Weighting: Pass/Fail

Assessment Grading

This is a graded unit: your overall grade will be calculated from the marks or grades for each assessment task, based on the relative weightings shown in the table above. You must obtain an overall mark for the unit of at least 50%, or an overall grade of 'pass' in order to pass the unit. If any 'pass/fail' tasks are shown in the table above they must also be completed successfully ('pass' grade). You must also meet any minimum mark requirements specified for a particular assessment task, as detailed in the 'assessment task' section (note that in some instances, the minimum mark for a task may be greater than 50%). Consult the [University's Grades and Results Policy](#) for more details of interim results and final grades.

CQUniversity Policies

All University policies are available on the [CQUniversity Policy site](#).

You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the [CQUniversity Policy site](#).

Previous Student Feedback

Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

Feedback from Have your say

Feedback

Improve assessment feedback

Recommendation

Breakdown marking criteria into satisfactory, good and excellent components. This should reduce marking workload and improve student understanding of what is expected in the assignment.

Feedback from Have your say

Feedback

Layout of Moodle page

Recommendation

CQU Renew should help to address this. Will be making a welcome and introductory video for this unit.

Unit Learning Outcomes

On successful completion of this unit, you will be able to:

1. Discuss mine management systems
2. Apply the principles of mine management to given mine related situations and issues
3. Explain the purpose, structure, design and operation of mining organizations
4. Discuss the practice of industrial relations in mine management and mine operations
5. Discuss and explain the relevant Mine Safety and Inspections Acts and Regulations
6. Assess mine organizational risk management
7. Demonstrate an effective, professional level of teamwork and communication and support collaborative peer group learning

Alignment of Learning Outcomes, Assessment and Graduate Attributes



Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes						
	1	2	3	4	5	6	7
1 - Written Assessment - 25%	•	•	•	•			
2 - Written Assessment - 35%	•	•	•	•		•	
3 - Written Assessment - 40%	•	•	•	•	•	•	
4 - Portfolio - 0%							•

Textbooks and Resources

Textbooks

ENAR12004

Supplementary

Mine Managers' Handbook

Edition: First (2012)

Authors: John Dunlop, Chris J Carr, Paul Harper, Odwyn Jones, Brian White

AusIMM

Burswood , Victoria , Australia

ISBN: 978 1 921522 76 5

Binding: Hardcover

[View textbooks at the CQUniversity Bookshop](#)

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- Zoom capacity (web cam and microphone)

Referencing Style

All submissions for this unit must use the referencing style: [Harvard \(author-date\)](#)

For further information, see the Assessment Tasks.

Teaching Contacts

Brendan Donnelly Unit Coordinator

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Schedule

Week 1 - Mine Manager Position Description - 08 Mar 2021

Module/Topic	Chapter	Events and Submissions/Topic
Overview of Mine Management	Chapter 1 - Overview of Mine Management	Zoom Tutorial

Week 2 - Mine Management Systems - 15 Mar 2021

Module/Topic	Chapter	Events and Submissions/Topic
Mine Management Systems	Chapter 7 Operations Management Operations, Mine Production, Mineral Processing Technical Services Safety Management Human Resources Stakeholder Management Environmental Management	Zoom Tutorial

Week 3 - Organisational Structure - 22 Mar 2021

Module/Topic	Chapter	Events and Submissions/Topic
Organisational Structure	Chapter 5 - Human Resources	Zoom Tutorial

Week 4 - Safety Management - 29 Mar 2021

Module/Topic	Chapter	Events and Submissions/Topic
Safety Management	Chapter 2 - Occupational Health and Safety	Zoom Tutorial Proposed Organisational Structure and Management Systems Due: Week 4 Monday (29 Mar 2021) 8:00 am AEST Learning Portfolio Due: Week 4 Monday (29 Mar 2021) 8:00 am AEST

Week 5 - Principle Hazard Management Plan - 05 Apr 2021

Module/Topic	Chapter	Events and Submissions/Topic
Principle Hazard Management Plan	Chapter 2 Occupational Health and Safety Mining Legislation	Zoom Tutorial

Vacation Week - 12 Apr 2021

Module/Topic	Chapter	Events and Submissions/Topic

Week 6 - Mine Safety Management Plan Queensland - 19 Apr 2021

Module/Topic	Chapter	Events and Submissions/Topic
Mine Safety Management Plan	Chapter 2 Occupational Health and Safety Legislation	Zoom Tutorial

Week 7 - Mine Safety Management Plan, New South Wales - 26 Apr 2021

Module/Topic	Chapter	Events and Submissions/Topic
Mine Safety Management Plan	Chapter 2 Occupational Health and Safety Legislation	Zoom Tutorial

Week 8 - Mine Reporting - 03 May 2021

Module/Topic	Chapter	Events and Submissions/Topic
Mine Reporting	Chapter 7 - Operations Management	Zoom Tutorial Safety and Environmental Management Plans and Legislation Due: Week 8 Monday (3 May 2021) 8:00 am AEST

Week 9 - Mine Management Reporting Systems - 10 May 2021

Module/Topic	Chapter	Events and Submissions/Topic
Mine Management Reporting Systems	Chapter 7 - Operations Management	Zoom Tutorial

Week 10 - Leadership - 17 May 2021

Module/Topic	Chapter	Events and Submissions/Topic
Leadership	Chapter 5 Human Resources Leadership Managing Expectations Communication Modelling Expected Behaviour	Zoom Tutorial

Week 11 - Industrial Relations - 24 May 2021

Module/Topic	Chapter	Events and Submissions/Topic
Enterprise Bargaining	Chapter 5 Human Resources Legislation	Zoom Tutorial

Week 12 - Industrial Relations - 31 May 2021

Module/Topic	Chapter	Events and Submissions/Topic

Enterprise Bargaining

Chapter 5 Human Resources
Legislation

Zoom Tutorial

Review/Exam Week - 07 Jun 2021

Module/Topic

Chapter

Events and Submissions/Topic

Mine Reporting, Leadership and Enterprise Agreements Due:
Review/Exam Week Monday (7 June 2021) 8:00 am AEST

Exam Week - 14 Jun 2021

Module/Topic

Chapter

Events and Submissions/Topic

Assessment Tasks

1 Proposed Organisational Structure and Management Systems

Assessment Type

Written Assessment

Task Description

Further details regarding this assignment are available in moodle. A Project Management Team is establishing a new green-field mining venture. The mine is a Pty Ltd stand-alone company called "Horizon Mining". Accordingly, the team is not restricted in its approach by any organisational structures or management systems already in place at other mining operations.

Other members of the Project Management Team are working on such things as mine designs, feasibility studies, exploration and land access.

Prepare a preliminary report to inform the Project Management Team of their options for developing a mine organisational structure. Should project management accept all or part of the preliminary report, they plan to commission a much more detailed report on the aspects raised in the preliminary report. Consequently, the preliminary report should provide a detailed rationale to support its recommendations.

Assessment Due Date

Week 4 Monday (29 Mar 2021) 8:00 am AEST

Submit electronically via Moodle with your name, unit code and assignment number i.e. NAME_ENAR12004_Assignment_1

Return Date to Students

Assignments will be marked and returned within two weeks of submission.

Weighting

25%

Minimum mark or grade

50%

Assessment Criteria

- Use clear, coherent sentences.
- The organisational structure will require a clear diagram that is referred to within the text (probably more than once).
- Include supporting detail of the purpose of the organisational structure.
- Include the rationale for choosing a particular type of organisational structure.
- Describe your reasons for recommending a particular organisational structure and how it supports the functions and principles of management.
- Describe some processes for dealing with anomalies or identified problems. The processes should resolve problems and communicate outcomes to mine personnel.
- Sources of information should be correctly cited within the text and a list of references must be included at the end of the answer (under a separate heading).
- Mining terminologies must be used correctly.

- A detailed marking criteria sheet will also be available on the ENAR12004 moodle page.

Referencing Style

- [Harvard \(author-date\)](#)

Submission

Online

Submission Instructions

Turnitin will be used to check submissions. Avoid academic integrity issues, check referencing. Use the link in moodle to submit assignments.

Learning Outcomes Assessed

- Discuss mine management systems
- Apply the principles of mine management to given mine related situations and issues
- Explain the purpose, structure, design and operation of mining organizations
- Discuss the practice of industrial relations in mine management and mine operations

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Information Technology Competence
- Ethical practice

2 Safety and Environmental Management Plans and Legislation

Assessment Type

Written Assessment

Task Description

The project management team has accepted the initial report. Management has concerns that the mine may not meet the legislative requirements for operating in Australia. Develop a proposal that will ensure mine management are aware of their legal responsibilities concerning the development of safety and environmental management plans.

The report should identify any other safety-related legislation the mine manager needs to be aware of and the responsibilities they may have under this legislation.

Moodle will have further details concerning the type and location of the mine and therefore, the relevant legislative framework.

Assessment Due Date

Week 8 Monday (3 May 2021) 8:00 am AEST

Submit electronically via Moodle with your name, unit code and assignment number i.e. NAME_ENAR12004_Assignment_2

Return Date to Students

Assignments will be marked and returned within two weeks of submission.

Weighting

35%

Minimum mark or grade

50%

Assessment Criteria

- Use clear coherent sentences.
- Use correct mining terminology.
- The safety management plan should at least meet the requirements of the relevant legislation.
- The environmental section of the report should describe suitable processes for monitoring and reporting incidents that impact on the environment.
- The report should refer to and meet all the requirements of the relevant legislation.
- Other safety related legislation the mine manager may need to be aware of includes

explosives and radiation safety.

- All sources of information should be correctly cited within the text and a list of references must be included at the end of the report (under a separate heading).

Referencing Style

- [Harvard \(author-date\)](#)

Submission

Online

Submission Instructions

Turnitin will be used to check submissions. Avoid academic integrity issues, check referencing. Use the link in moodle to submit assignments.

Learning Outcomes Assessed

- Discuss mine management systems
- Apply the principles of mine management to given mine related situations and issues
- Explain the purpose, structure, design and operation of mining organizations
- Discuss the practice of industrial relations in mine management and mine operations
- Assess mine organizational risk management

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Team Work
- Information Technology Competence
- Ethical practice

3 Mine Reporting, Leadership and Enterprise Agreements

Assessment Type

Written Assessment

Task Description

The project management team has accepted the report. Senior project management believes that in order to ensure a safe and productive workplace, mine management will require detailed guidance for setting up a suitable mine reporting system. Management will also require clear expectations of what leadership in the workplace will look like on a day to day basis. Finally, they will need guidance on setting up a suitable Enterprise Agreement for the mining operation.

As this is a preliminary report, there is no need to assess costs or develop a schedule. The purpose of this report is to provide the necessary information to allow mine management to make an informed decision about the pros and cons of selecting a suitable mine reporting system, implementing a leadership development plan, and implementing an enterprise bargaining agreement.

Further details will be provided in moodle.

Assessment Due Date

Review/Exam Week Monday (7 June 2021) 8:00 am AEST

Submit electronically via Moodle with your name, unit code and assignment number i.e. NAME_ENAR12004_Assignment_3

Return Date to Students

Assignments will be marked and returned within two weeks of submission.

Weighting

40%

Minimum mark or grade

50%

Assessment Criteria

- The reporting systems suitability should be justified by how well it aligns with the

organisational structure recommended in assignment 1.

- The leadership development plan will include a clear description of what leadership looks like for several different roles in the mining operation.
- The plan should describe how good leaders will be identified and how good leadership will be rewarded without causing ill feeling in the workplace.
- Detail of the processes required to be followed to establish an enterprise bargaining agreement.
- Correctly cite sources of information within the text.
- Include a list of references at the end of the answer (under a separate heading).
- References should include relevant legislation.

Referencing Style

- [Harvard \(author-date\)](#)

Submission

Online

Submission Instructions

Turnitin will be used to check submissions. Avoid academic integrity issues, check referencing. Use the link in moodle to submit assignments.

Learning Outcomes Assessed

- Discuss mine management systems
- Apply the principles of mine management to given mine related situations and issues
- Explain the purpose, structure, design and operation of mining organizations
- Discuss the practice of industrial relations in mine management and mine operations
- Discuss and explain the relevant Mine Safety and Inspections Acts and Regulations
- Assess mine organizational risk management

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Information Technology Competence
- Cross Cultural Competence
- Ethical practice

4 Learning Portfolio

Assessment Type

Portfolio

Task Description

The "Learning Portfolio" provides an opportunity to reflect on learning. The Learning Portfolio records any work and reading that is relevant to the learning outcomes detailed in the course profile. Record and demonstrate evidence of all of the learning outcomes detailed for this unit, particularly teamwork, cultural sensitivity and ethical values. The Learning Portfolio provides an opportunity to discuss learning experiences online. It is also a record of websites, texts and journal articles that may be useful for future reference.

There are three sections to the Learning Portfolio:

1. Study Diary
2. Learning Reflections
3. Interactions

This assessment does not require a high-quality presentation. It just needs to demonstrate evidence of work undertaken towards weekly completion of the unit.

Assessment Due Date

Week 4 Monday (29 Mar 2021) 8:00 am AEST

Submit electronically via Moodle with your name, unit code and assessment name i.e.

NAME_ENAR12004_Learning_Portfolio

Return Date to Students

Assignments will be marked and returned within two weeks of submission.

Weighting

Pass/Fail

Assessment Criteria

The learning portfolio will contain,

- a) regular weekly updates,
- b) evidence of research and reading beyond the course material,
- c) mapping of course and learning material to the learning outcomes,
- d) evidence of interactions with academic staff, peers, or work colleagues related to this unit.

Referencing Style

- [Harvard \(author-date\)](#)

Submission

Online

Submission Instructions

Turnitin will be used to check submissions. Avoid academic integrity issues. Use the link in moodle to submit assignments.

Learning Outcomes Assessed

- Demonstrate an effective, professional level of teamwork and communication and support collaborative peer group learning

Graduate Attributes

- Communication
- Critical Thinking
- Information Literacy
- Team Work
- Information Technology Competence
- Cross Cultural Competence
- Ethical practice

Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the [Student Academic Integrity Policy and Procedure](#). This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

What is a breach of academic integrity?

A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

Why is academic integrity important?

A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

Where can I get assistance?

For academic advice and guidance, the [Academic Learning Centre \(ALC\)](#) can support you in becoming confident in completing assessments with integrity and of high standard.

What can you do to act with integrity?



Be Honest

If your assessment task is done by someone else, it would be dishonest of you to claim it as your own



Seek Help

If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)



Produce Original Work

Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem