

Security Industry Bulletin

November 07

FUTURE SECURITY BULLETINS

Future security bulletins will be published on our website and emailed to those who have supplied an email address. If you wish to continue to receive the bulletin you should supply us with an email address. Just send an email to Business.Affairs@justice.tas.gov.au with 'Please send future bulletins to this address' in the subject line.

NEW CARDS, FORMS AND FEES

As from the 1 July the fees are:

Employee Licence	125.00	Copy of Identity Card	43.75
Agent Licence – Individual	568.75	Copy of Licence Certificate	43.75
Agent Licence – Body Corporate	568.75	Amend Registered Details	43.75
Mutual Recognition	568.75	Advice on Completion of Competency Units	43.75
Application to Add or Remove Activity	43.75	Inspection of Register	13.75

The application forms have been updated. For copies of the new forms refer to website. The old versions of our forms can no longer be accepted, as we now require more information, which was not requested on the old forms.

Identity cards have been updated the change came into effect on the 23 April 2007. Identity cards in the old format remain valid until the expiry date listed. However if you wish to obtain a card in the new style you can, (there is a charge of \$43.75).

View the new card at www.consumer.tas.gov.au/business_affairs/security_agents/obligations_and_business_requirements

KEEPING YOU LICENCE CURRENT – IT'S YOUR RESPONSIBILITY

As a result of your feedback we have created a pre printed reapplication form. All applicants do is check that the details are correct, attach new photos and a current first aid certificate (security and crowd control activities only) and pay the required fee.

The pre-printed form is not available to applicants that have a provisional condition on their licence. The form will be sent to the address we have on record about 5 weeks before the expiry date. (NOTE: Service Tasmania CANNOT issue you a reapplication notice as they are computer generated by this office.)

If you change your address, you MUST advise this office otherwise you may not receive a notice.

A reapplication form should be lodged 20 working days before expiry date (example licence expires 15 Dec application should be lodged no later than 18 Nov) lodging a form inside the 20 day period increases the risk that your old licence will expire before a new licence is issued.

Lodging a form and receiving a receipt does not mean you are authorised to continue working, once a licence has expired, the authority to undertake licensed activities is withdrawn.

If an application is lodged after the expiry date, you will be deemed to be a new applicant, and will have to meet the requirements for a new applicant and you will be unable to work until a licence has been issued.

PHOTOS

When making reapplication those with an Agent licence must lodge a new photo. Employee applicants only need to update their photos every three years, if you can not remember when you last supplied a photo, lodge new ones with the reapplication form.

Photos need to meet the following requirements. If they do not they will not be accepted and you will be requested to supply new photos this can delay the processing of your application.

- The photographs must be: no more than 6-months old
- 45–50mm in height and 35–40mm in width
- have a plain light-coloured background (no pictures, chair backs etc visible)
- in sharp focus and clear
- of high quality with no ink marks or creases
- printed on high quality paper, and at high resolution
- be close up of your head and top of your shoulders so that your face takes up 70–80% of the photograph
- show you facing square on to the camera, not looking over one shoulder (portrait style) or tilted, and showing both edges of your face clearly, show your eyes open and clearly visible
- no hair across your eyes or head covering (hats)
- be taken with uniform lighting

FIRST AID CERTIFICATES

Those who undertake security of crowd control activities are required to hold a current first aid certificate, you must supply a copy every time you make reapplication, (even if it is the same certificate or statement of attainment that you lodged the year before). Lodging the form without a first aid certificate can result in a delay with processing your application.

A first aid certificate is only valid for 3 years. If first aid is a unit on your statement of attainment in security this is still only valid for 3 years and the date will be taken from the issue date of the statement of attainment. (example: the statement of attainment was issued 23 Aug 2004, the first aid unit is only current to 23 Aug 2007).

First Aid accepted is a Workplace Level 2 certificate (eg from red cross), or the unit PRSS0327 form Certificate III in Security Operations or PRSS0206 from Certificate II in Security Operations.

GIVING MISLEADING INFORMATION ON AN APPLICATION

Application forms have a declaration, this declaration clearly states, I declare that the particulars in this application and any attachments are true and correct and I make this declaration knowing that if I wilfully supply details that are incorrect or omit to furnish particulars that are required I may be ineligible to obtain a licence.

If you have stated something on your application that is not true or you have given false and misleading information, (answered no to a question, when it is a yes) you may be charged with making a False Declaration and be ineligible to have a licence issued.

The questions on an application form, do not refer to the last few years they refer to the period of your life. If you have lived in another state even if only for a month or two or if there is anything on your national police criminal history check that does not relate to a traffic offence you need to declare it.

ADVERTISING – REMINDER

If you advertise that you undertake security, crowd control, inquiry or commercial agent work you are required to state your licence number in any advertisement, this includes telephone listings.

Consumer Affairs will commence audits early in 2008 to confirm that licensees have complied with this requirement.

LOOKING FOR SECURITY GUARDS (CERTIFICATE TO SEEK EMPLOYMENT)

Those who complete an application for an Employee licence and tick the activity of security guard and leave the manager section blank are unable to be issued an identity card, their application is assessed and if approved they are issued a certificate to seek employment.

This certificate allows the holder to look for work in the industry and should be treated like a person who already holds a security guards licence.

Once a person approved to seek employment has a manager they advise this office by lodging an 'Application to Amend Registered Details' form (this form needs to be signed by their employer). An identity card will be issued by registered post within a few days of receiving the form.

LICENSING LINE NEWS

What does occupational licensing have to do with vocational education and training? More than you may realise.

Explore the connection with the FREE monthly e-newsletter Licensing Line News.

Licensing Line News has the latest national and local news on:

- National harmonisation of occupational licensing with the vocational education and training system
- Council of Australian Governments reforms
- A broad range of licence areas including those with an occupational health and safety focus, technical focus, consumer protection focus, and environmental focus
- Vocational education and training resources
- Licensing lingo
- Conferences and events
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- PLUS resources to help you make sense of occupational licensing, mutual recognition and vocational education and training issues.

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Contact for more information:

Phone (07) 3247 5505

Email info@licensinglinenews.com

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WEBSITES YOU MIGHT FIND USEFUL

Work Place Standards www.wst.tas.gov.au

Work Cover Tasmania (work place safe) www.workcover.tas.gov.au

State Security – Protecting Tasmania from terrorism www.statesecurity.tas.gov.au

CONSUMER AFFAIRS & FAIR TRADING
SECURITY HELP LINE

Phone: 03 6233 2199

Email: business.affairs@justice.tas.gov.au

Website: www.consumer.tas.gov.au



Tasmania
Explore the possibilities