

INSTRUCTION PAGES AND APPLICATION FOR AN EMPLOYEE LICENCE

Crowd Control, Security General Guarding, Security Guarding with Dog, Security Guarding with Firearm, Body Guard, Monitoring Room Operator, Commercial Sub-Agent. **Enquiries to Consumer Affairs & Fair Trading on 1300 65 44 99**

PART 1 - NAME DETAILS

Preferred Title: MR MRS MISS MS

Surname: _____

Given Name: _____

Middle Name(s): _____

You must state your name exactly as it appears on your Primary identification documents, i.e. birth certificate, passport or citizenship papers.

If you have changed your name you must supply evidence of the change, i.e. marriage certificate or a change of name certificate.

If Yes, provide details: _____

Have you ever changed your name? Yes No

PART 2 - IDENTITY VERIFICATION CHECK

Primary Documents	Points
Passport (Australian or foreign)	70
Birth certificate / extract	70
Australian citizenship certificate	70
Visa papers	70
Secondary Papers	
Australian driver's licence	40
Public service employee ID card	40
Security / Crowd controller ID card	40
Social security / centrelink card	40
Fire arms licence	40
Tertiary education student ID card	40
Identification card issued by the Commonwealth, State or Territory Govt	40
Utility bill* eg electricity, gas, telephone	35
Council rates notice	35
Plastic bank/credit card* with signature	25
Medicare card	25
Marriage certificate	25
Change of name certificate	25

You must establish your identity by providing documents from the list.

You must provide at least one primary document and one or more secondary documents to make up the 100 points.

* You cannot use more than one from the same financial institution or utility.

Please attach the photocopies of identification to the back of this application.

Has the applicant produced identification totalling the required 100 points in accordance with the Financial Transactions Reports Act 1988 which must include proof of age?

No (do not proceed past this point)

Yes

If Yes, CSO initials: _____ Date: _____

PART 3 - TYPE OF LICENCE

ACTIVITIES *Please tick*

- Security General Guarding Crowd Control *
- Security Guarding with dog Monitoring Room Operator
- Commercial Sub-Agent

Have you previously held a licence in Tasmania under the *Security and Investigations Agents Act*?

No Yes (if yes complete following section) Licence No: _____ Expiry Date: _____

These two activities can only be endorsed on a licence if you have a current full security general guarding licence or apply under Mutual Recognition

Body Guard Security Guarding with Firearm**

Please note licence fees change annually on 1 July.

Please tick the activities you wish to be licensed for.

If you hold a current licence or previously held a licence in Tasmania please provide details.

Please note that each activity has its own specific training requirements.

* those who tick crowd control need to complete the attached code of conduct.

** Must attach a copy of a current firearms licence.

PART 4 - MUTUAL RECOGNITION

Are you the holder of a current interstate licence, applying for a Tasmanian licence under the provisions of the Mutual Recognition Act?

No Yes (if yes complete following section)

If you answered 'yes' and you do not hold a provisional licence you are not required to complete the Tasmanian training. Attach a **certified** copy of your interstate licence and complete the following details. A Tasmanian licence will not be granted until checks have been conducted with the relevant State or Territory.

State: _____ Licence No: _____ Expiry Date: _____

You can only use this application if your interstate licence was NOT obtained under Mutual Recognition.

You must attach a **certified** copy of your current Interstate licence.

Definition of certified - document is witnessed by a Justice of the Peace or a Commissioner for Declarations.

PART 5 - BIRTH DETAILS

Gender: Male Female Date of birth: _____

Place of Birth: Town/City: _____

Country: _____

If born overseas period of time in Australia: _____

Are you an Australian Citizen or Permanent Australian resident?

Yes You must supply evidence of citizenship or permanent residency with one of the following: Australian Passport, Australian Birth Certificate, Certificate of Australian Citizenship or Certificate of Permanent Residency

No You must supply a copy of your passport, your visa and work entitlement details.

Provide date and country of birth if not born in Australia. You need to state the period of time you have lived in this country.

YOU MUST BE 18 YEARS OF AGE OR OVER TO HOLD A LICENCE.

ELIGIBILITY TO WORK IN AUSTRALIA

If a person does not hold Australian Citizenship and they have lived less than three (3) years in Australia, it is the Commissioners view that this is insufficient time to establish good character for the purposes of an application.

PART 6 - CONTACT DETAILS

Phone (Home): _____

Phone (Mobile): _____

Email: _____

Yes, I would like to receive the Security Industry Bulletin

No, I do not wish to receive the Security Industry Bulletin

You must provide at least one phone number.

If you would like to receive the Security Industry Bulletin please provide an email address.

PART 7 - ADDRESS DETAILS

Residential Address: _____

Previous Residential Address: _____

Postal Address: _____

If you have lived at your present address for less than three (3) years you must supply your previous address.

If you have lived in another part of Australia or in another country, even for a short period of time, you must state this on the application.

Have you lived in any other State or Territory of Australia or in another country? No Yes (if yes complete following section)

Where and period of time _____

PART 8 - EMPLOYMENT DETAILS

Do you have employment arranged in the industry? Yes No

If you answered yes please provide employer details:

MANAGER DETAILS FOR:

- Security General Guarding
- Security Guarding with Dog
- Security Guarding with Firearm
- Monitoring Room Operator

Manager Licence Number: _____

Manager Name: _____

Manager Business Address: _____
(PO Box is not acceptable)

Manager Signature: _____

MANAGER DETAILS FOR:

- Crowd Control
- Body Guard
- Commercial Sub-Agent

Manager Licence Number: _____

Manager Name: _____

Manager Business Address: _____
(PO Box is not acceptable)

Manager Signature: _____

Note: If a manager is not appointed a certificate to seek employment will be issued.

Liquor licensee must state the licence number issued by Liquor and Gaming in the manager licence field.

You may only appoint one (1) manager per activity.

Those who tick the Crowd Controller activity on Part 3 may appoint the holder of a liquor licence as their crowd control manager or a crowd control agent.

PART 9 - PHOTOGRAPHS

The reverse side of each photograph must be certified and signed by a person who has known the applicant for at least 12 months, using the following wording:

This is a true photograph of <insert applicants name>

Full name of witness: _____

Address of witness: _____

Witness Signature: _____

Two (2) recent passport size photographs of the applicant must accompany this application.

Note: the photographs should be placed in an envelope or plastic bag and stapled to the front of this application form.

The person who certifies the reverse side of the photographs must also complete the information to the left.

PART 10 - SUITABILITY

Have you ever been charged, found guilty (without a conviction recorded) or convicted of an offence involving assault or violence in any country?

- Yes If yes when and where _____
- No _____

Have you ever been the subject of a restraint order / family violence order or interim restraint order / interim family violence order?

- Yes If yes when and where _____
- No _____

Have you ever been charged, found guilty (without a conviction recorded) or convicted of an offence involving dishonesty, fraud or theft in any country?

- Yes If yes when and where _____
- No _____

Have you ever been charged, found guilty (without a conviction recorded) or convicted of an offence involving burglary or stealing in any country?

- Yes If yes when and where _____
- No _____

Have you ever been charged, found guilty (without a conviction recorded) or convicted of a firearms or weapons offence in any country?

- Yes If yes when and where _____
- No _____

Have you ever been charged, found guilty (without a conviction recorded) or convicted of a drug offence in any country?

- Yes If yes when and where _____
- No _____

Have you ever been subject to a court or police diversion for any offence?

- Yes If yes provide evidence of participation in program _____
- No _____

Do you have any charges pending anywhere in the world? (Not traffic charges)

- Yes If yes state charge _____
- No _____

Have you been convicted of any offence anywhere in the world? (Not traffic charges)

- Yes If yes state charge _____
- No _____

Are you an undischarged bankrupt or have you entered into any composition or arrangement with your creditors that is still continuing?

- Yes If yes when and where _____
- No _____

You must answer **ALL** questions. All questions must be answered either Yes or No. If you are unsure whether to declare a certain charge or incident, remember it is better to provide us with too much information rather than none at all, as it is an offence not to declare your previous history and you risk prosecution.

Disclosure of previous charges, findings of guilt (without a conviction recorded), convictions or diversions, family violence orders or restraint / interim restraint orders does not automatically disqualify you from holding a licence.

However failure to disclose charges, findings of guilt (without a conviction recorded) convictions or diversions, family violence orders or restraint / interim restraint orders may result in your licence being rejected and prosecution action being commenced.

If you have answered 'Yes' to a question you must provide details, eg, dd/mmm/yyyy if the offence occurred in Australia or dd/mmm/yyyy USA if the offence occurred in another country.

OFFENCES

Applicants must declare **ALL** prior offences with or without convictions and pending court cases on their application form. There is the opinion that applicants do not have to declare court appearances greater than 10 years old. This is **NOT** the case. **ALL PRIOR OFFENCES MUST BE DECLARED, NO MATTER HOW LONG AGO THEY OCCURRED.**

PART 11 - DECLARATION AND STATEMENT OF CONSENT AND IDENTITY

DECLARATION

I confirm that the information supplied in this application is true and accurate and understand 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 and can be fined under the Act.

I consent to the disclosure by the relevant authority of information needed to verify any details I have given in this application.

STATEMENT OF CONSENT

I hereby consent to a check of the records of Tasmania Police and other Australian police jurisdictions and to the release of police records recorded against my name. In consideration of Tasmania Police releasing police records, I hereby indemnify the services of the CrimTrac Agency, other police jurisdictions and the State of Tasmania, it's servants and agents including all members of the Department of Police and Emergency Management, against all actions, suits, proceedings, causes of action, costs, claims and demands whatsoever that may be brought or made against it or them by anybody or person by reason of, or arising out of, the release of police records recorded against my name or purporting to either relate to or concern me.

Applicant Signature: _____ Date: _____

Witness Signature: _____ Date: _____

Full name of witness: _____

Full address of witness: _____

PENALTY FOR SUPPLYING ANY FALSE OR MISLEADING INFORMATION

Section 27D - *Security and Investigations Agents Act 2002*

A person must not, in giving any information under this Act -

(a) make a statement knowing it to be false or misleading; or

(b) omit any matter from a statement knowing that without that matter that statement is false or misleading

POLICE CHECK

You are consenting to a Police Check for the purposes of this licence application. The Police Check will be sent directly to CAFT.

CHECKLIST

- Have completed all sections
- Have indicated which licence activity I wish to be licensed for
- Have signed the declaration and the consent for a police check / fingerprinting
- Attached two coloured photos that have been witnessed
- Attached copies of identification that meet 100 points
- Attached evidence of citizenship or permanent residency
- Attached proof of completion of the prerequisite (first time applicants) or full training requirements with current first aid certificate
- Attached bankruptcy report (commercial sub-agent activity only) dated within the last month

Please use this list to check your application is complete fore submitting.

THE APPLICATION FEE IS NOT REFUNDABLE IF YOUR APPLICATION IS REFUSED OR WITHDRAWN FOR ANY REASON

For further information visit our website at www.consumer.tas.gov.au

OFFICE USE ONLY

Licence Number: _____ Expiry Date: _____

Type of Licence Provisional Full Licence Conditions Yes No

DATE STAMP RECEIVED

INSTRUCTION PAGES FOR APPLICATION OF EMPLOYEE LICENCE

Crowd Control, Security General Guarding, Security Guarding with Dog, Security Guarding with Firearm, Body Guard, Monitoring Room Operator, Commercial Sub-Agent

YOU MUST COMPLETE ALL RELEVANT PARTS OF THE APPLICATION AND PROVIDE ALL REQUESTED DOCUMENTATION BEFORE YOUR APPLICATION WILL BE PROCESSED AND A DECISION IS MADE TO GRANT A LICENCE. APPLICATIONS WILL BE RETURNED IF THEY ARE NOT FULLY COMPLETED, WHICH WILL DELAY THE DECISION.

APPLICANTS SHOULD BE AWARE OF THEIR RESPONSIBILITIES UNDER THE SECURITY AND INVESTIGATIONS AGENTS ACT 2002.

**YOU CAN VIEW THE LEGISLATION AND ITS REGULATIONS OR DOWNLOAD THEM FROM www.thelaw.tas.gov.au
YOU MAY ALSO OBTAIN INFORMATION AT www.consumer.tas.gov.au**

PROCESSING TIME - PLEASE ALLOW 6 WEEKS FROM DATE OF LODGEMENT

Processing time frames: Average processing times for a complete application is between 2 to 6 weeks. Please allow 6 weeks from the date of lodgement before enquiring on the progress of an application.

LICENCE APPLICATION FEE & LODGEMENT

The full payment must accompany this form. Refer to the Schedule of Fees on our Fees and Payments page at www.consumer.tas.gov.au All application fees are GST exempt. The application fee is not refundable if your application is refused or withdrawn for any reason. Please read the application carefully and check the requirements before applying. You must also pay the fee for your National Police Record and Fingerprint Check - \$120.00 Applications are required to be lodged with payment through Service Tasmania outlets. Visit www.service.tas.gov.au

PERSONAL INFORMATION PROTECTION STATEMENT

Consumer Affairs and Fair Trading (CAFT) will collect personal information from you for the purpose of processing this application. You are required to provide this information by the *Security and Investigations Agents Act 2002*. Failure to provide this information may result in your application not being processed. Your personal information will be used for the primary purpose for which it is collected, and may be disclosed to other authorised organisations. Your basic personal information may be disclosed to other authorised organisations. Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information. Personal information will be managed in accordance with the Personal Information Protection Act 2004 and may be accessed by the individual to whom it relates on request to CAFT. You may be charged a fee for this service.

NATIONAL POLICE AND FINGERPRINT CHECK

It is a legislative requirement for all applicants to be fingerprinted.

Applicants need to sign the Statement of Consent and Indemnity and pay the relevant fee. If fingerprints have already been taken for a licence under the *Security and Investigations Agents Act 2002* then the fee is \$45.00. If you have not previously provided fingerprints for the purposes of a licence under the *Security and Investigations Agents Act 2002*, then you must pay \$120.00 (to be paid at Service Tasmania), attend at any police station to have your fingerprints taken, and take your Service Tasmania receipt with you to the police station. If you do not show your Service Tasmania receipt, Tasmania Police will not take your fingerprints and this could seriously delay the processing of your application. Photographic identification must also be presented.

If an applicant does not reside in Tasmania they will need to be fingerprinted and obtain the National Police Check from the Police in the State or Territory they reside in. Please refer to our website at www.consumer.tas.gov.au for more information.

Crowd Controllers Code of Conduct

This Code of Conduct is formulated under the provisions of Section 38A of the *Security and Investigations Agents Act 2002*.

This Code of Conduct applies to Crowd Controllers undertaking duties within Tasmania and was issued by the Commissioner for Corporate Affairs under section 38A of the Security and Investigations Agents Act 2002 (the Act) and is current from 4 January 2011. Failure to comply with this code of conduct may result in suspension or cancellation of a licence.

It is a condition of a crowd control licence that the holder of a licence signs and complies with the provisions of this Code of Conduct. The holder of a licence must wear an identifying number and carry their licence with them at all times when they are on duty.

The Code outlines the responsibilities for ALL persons carrying out tasks relating to crowd controllers in Tasmania. This Code of Conduct will:

- Promote consumer and community confidence;
- Ensure the safety of the community and employees;
- Promote ethical and professional conduct; and
- Ensure that operators comply with applicable Tasmanian legislation in particular the *Security and Investigations Agents Act 2002*.

Minimum Standards of the Code of Conduct

A person engaged in the provision of crowd control services shall:

- **Perform duties in accordance with the law;**

Only engage in legal employment. This means that crowd controller will not work 'off the books or for cash in hand';

Encourage a professional and supportive working relationship with Law Enforcement agencies;

Not admit persons into the venue if are aware that the person is under the influence of drugs or in possession of drugs;

Be fully informed about issues of drug abuse and the illegal use of drugs. Take action and report any witnessed drug use or the sale of drugs whilst employed;

Do not reveal security information, arrangements or personal details in connection with their employment, unless this information is provided to authorised persons when requested by authorised persons; and

DEPARTMENT OF JUSTICE

Occupational Licensing

PO Box 56, ROSNY 7018

Phone: 1300 654 499 Fax: 03 6233 4882

Email: CAFT.Licensing@justice.tas.gov.au Website: www.consumer.tas.gov.au



Tasmania

Explore the possibilities

Ensure that they are licensed under the law and have completed all the current training units and refresher courses.

Adhere to all Liquor Licensing legislation by; –

- Refusing intoxicated, violent, argumentative or underage persons entry into licensed premises;
 - Taking necessary action by informing management/bar staff if patrons have consumed alcohol in excess, to ensure that responsible serving or alcohol compliance is maintained;
 - Carefully monitoring the actions of patrons so that antisocial behaviour is easily detected and actioned according to legislation; and
 - Awareness of the appropriate use of alcohol through education and training.
- **Display Responsible conduct;**

Be aware what is expected by management and the general public in their role as a crowd controller;
Avoid potential conflicts of professional interest;

Communicate professionally and courteously to all patrons and use mediation and negotiation as the primary methods to stop undesirable behaviour;

Ensure a 'duty of care' and professional support is given to all persons in their workplace and in the surrounding environment;

Not use undue force in the course of their duties, threaten, participate or encourage others to participate in assault;

Not be under the influence of alcohol or illegal drugs, prior to or whilst on duty; and

Be aware of fire procedures and the effective use of other emergency management equipment at the venue.

Communicate with other crowd controllers, managers, and the authorities regarding anti-social behaviour and informing the relevant parties if known persons of interest are seen in the immediate area.

At all times perform duties ethically, with integrity and behave in a manner that upholds the professionalism of the Crowd Control Industry;

I _____
(Print Full Name)

Have read, understood and hereby agree to comply with the Crowd Controllers Code of Conduct.

Signature

Licence Number *

Date

Endorsed by Manager (signature/name)*

**Organisation / Manager*
(Licence Number)**

Date

** If applying for the first time you will not have a licence number leave blank, if you currently do not have an employer/manager recorded leave blank. Upon advising employer/manager details a new code of conduct will need to be signed by the Crowd Controller and his/her Manager and lodged with this Office.*