



# Application for a Dangerous Goods Security Card

Application Number

B000000

Guidelines for Applicants • Proof of Identity Check

**INFORMATION ONLY**

## Dangerous Goods Security Card

### Introduction

Under the *Dangerous Goods Safety Act 2004* and regulations, access to explosives and security risk substances (SRS), such as some products containing more than 45% ammonium nitrate, is now strictly controlled in Western Australia. These controls implement security provisions of the Council of Australian Governments (COAG) agreement of 25 June 2004 on counter-terrorism measures.

Holders of licences for the storage, handling, transport, manufacture, sale, import and use of explosives and SRS and people with unsupervised access to explosives and SRS must now be security cleared. Security cleared individuals will be issued with a photographic Dangerous Goods Security Card (DGSC) that is valid for a period of five years.

The assessment process for security clearances includes identity checks, national criminal history checks, ASIO checks and other background checks by the WA Police.

**Note: A DGSC is not by itself an authority to possess or use explosives or SRS and you must also hold an appropriate licence or have your employer's authorisation.**

## Section 1: Do I need a Dangerous Goods Security Card?

### 1.1 Who requires a DGSC?

Persons 18 years of age or older who work in the transport, farming and mining industries along with those involved in the manufacture, sale and import of explosives and SRS may be affected by these regulatory changes. People who have an authority to possess explosives or SRS fall into two groups:

#### Group 1: All holders of explosives or SRS licence types listed below:

- Explosives Driver Licence
- Explosives Import/Export Licence
- Explosives Manufacture Licence
- Explosives Manufacture (MPU) Licence
- Explosives Storage Licence
- Explosives Supply Licence
- Explosives Transport Licence
- Fireworks Contractor Licence
- Fireworks Operator Licence
- Pyrotechnics (Special Use) Licence
- Shotfiring Licence
- SRS Fertiliser Licence
- SRS Import/Export Licence
- SRS Manufacture Licence
- SRS Storage Licence
- SRS Supply Licence
- SRS Transport Licence

- Where a licence is issued to **an individual**, that person must be security cleared.
- Where a licence is issued to a **company or a partnership**, a person must be nominated by the licence holder as being responsible for the safety and security of the explosives or SRS. That **nominated person** must be security cleared.

#### Group 2: 'Secure employees' of licence holders:

To qualify as a secure employee of a licence holder the employee must have:

- obtained a security clearance; and
- been authorised by the licence holder for unsupervised access to explosives or SRS in the licence holder's possession.

Applicants should consult with their employer, prior to lodging an application, to determine if they are to be authorised as a 'secure employee'.

## Section 1: Do I need a Dangerous Goods Security Card? (continued)

The table below will help people determine if they require a DGSC.

Situation/Activity	Do I need a WA DG Security Card?
Work as an employee in an area that will require unsupervised access to explosives or SRS: • Includes all associated businesses (eg. manufacture, storage, transport, import/export, supply of explosives or SRS)	yes
Work as a driver/operator on a public road: • of a vehicle carrying explosives • of a vehicle carrying SRS • of an explosives mixing vehicle (MPU)	yes yes yes
Work as an employee (other than a shotfirer) on a mine site where access to explosives or SRS is supervised or controlled by the licence holder	no
Perform shotfiring as: • a self-employed blasting contractor with a Shotfiring Licence • a secure employee of a mining company or farmer, pastoralist, grazier or primary producer • a farmer, pastoralist, grazier or primary producer • a prospector	yes yes yes yes
Work in the farming and primary production areas with fertiliser which has more than 45% ammonium nitrate as: • the owner or manager of the property and with responsibility for the fertiliser being used • a family member of the owner or manager, or an employee, and having supervised access to the fertiliser • a family member of the owner or manager, or an employee, and having unsupervised access to the fertiliser	yes no yes
Work in the fireworks industry (outdoor fireworks): • as a fireworks operator in charge of a display • as an assistant to a fireworks operator if unsupervised access to fireworks occurs • as a fireworks crowd controller	yes yes no
Fire model rockets or initiate theatrical fireworks as the holder of a Pyrotechnics (Special Use) licence	yes
Initiate cracker chains for ceremonial events (eg Chinese New Year) as: • the operator in charge of firing • assistant to the operator with unsupervised access	yes yes
Perform sky-diving events using pyrotechnics	yes
Initiate pyrotechnics or other explosives for special effects purposes	yes
Initiate distress signalling devices for purposes of public entertainment	yes

### MSIC and ASIC identification cards

Maritime Security Identification Cards (MSIC) and Aviation Security Identity Cards (ASIC) are not recognised under the explosives regulations and holders of such cards must still obtain a DGSC for unsupervised access to explosives or SRS.

### 1.2 Circumstances where a security clearance is not required

#### 1.2.1 Supervised employees

An employee of a licence holder for the storage, handling, transport, manufacture, sale, import and use of explosives or SRS does not require a security clearance if that person is supervised by the licence holder or a secure employee of the licence holder.

An employee is supervised by the licence holder or a secure employee:

- if the employee has access to explosives or SRS only when the licensee or secure employee **is present**; or
- if the employee has access to explosives or SRS in a place where the handling or removal of the explosives or SRS **is controlled** by the licence holder or a secure employee of the licence holder.

The term 'controlled' refers to when an employee is working in a defined area as detailed in the security plan and under sufficient security controls which may make any theft of explosives or SRS most unlikely.

#### 1.2.2 Licence Holders from other States

Persons holding a current licence or permit issued under the dangerous goods legislation listed below are not required to obtain a DGSC unless they relocate permanently to Western Australia or have been living in the State for three months. This excludes persons affected by fly-in/fly-out operations where periods of stay may exceed 3 months at a time.

Currently, recognised legislation from other States are;

- New South Wales - Explosives Regulations 2005
- Queensland - *Explosives Act 1999*
- South Australia - Explosives (Security Sensitive Substances) Regulations 2006
- Tasmania - *Security-Sensitive Dangerous Substances Act 2005*
- Victoria - Dangerous Goods (Explosives) Regulations 2000 and Dangerous Goods (HCDG) Regulations 2005

The original of the licence or permit must be provided to the employer to obtain authorisation as a secure employee.

#### 1.2.3 Exemption for products of low safety and security concern

Persons who are supplying or using equipment or products containing explosives that are of low safety and security concern and are widely available because their specific applications do not need a security clearance. Examples include:

- marine distress flares;
- cartridges for nail guns;
- unrestricted fireworks, such as sparklers, party poppers and caps for toy pistols or starting pistols; and
- possession and use of ammunition and ammunition propellant by licence holders under the *Firearms Act 1973*.

## Section 2: What happens after I apply for a Dangerous Goods Security Card?

### 2.1 What will I be consenting to if I make an application?

An applicant for a DGSC consents to a security clearance check arranged by the WA Police and may include:

- an identity check and assessment against law enforcement records in and outside Australia;
- a national criminal history records check; and
- an ASIO check (a politically motivated violence check of an individual carried out by the Australian Security Intelligence Organisation).

It is important that you understand that by signing this form you are declaring that you have read and understood its contents and you are providing informed consent for the Chief Officer to use the information in this form to obtain security checks from the relevant authorities in order to assess your suitability to be issued a DGSC.

### 2.2 Why do I need to provide information about my birth place, previous residency and personal integrity?

These questions are essential for the reviewing agencies to ensure that your past does not involve participation in activities, whether in Australia or overseas, that might make you unsuitable to be granted a DGSC.

### 2.3 What happens to the information provided in my application or obtained through criminal history checks?

The Chief Officer and the WA Police are required to treat your information as confidential and will only use the information obtained through these checks as permitted by law. In some situations the law allows this information to be given to other agencies that issue similar security clearances.

If you have a criminal or other record, the details will not be disclosed to your employer, prospective employer, training provider or your family.

### 2.4 What other information may be obtained when your application is being processed?

Checks performed by the WA Police may take account of:

- convictions you have in or outside Australia;
- any violence restraining orders, or similar, issued against you anywhere in Australia;
- the circumstances surrounding any of these convictions or orders; and
- any other matters the WA Police consider to be relevant in making their assessment.

Applicants who do not have a criminal record may be refused a DGSC if the Chief Officer, on advice from the Commissioner of Police, determines that they should not be allowed to possess explosives or SRS because of the risk that such products may be used, or supplied to others, for criminal purposes.

An applicant with a criminal record may still be eligible for a DGSC depending on the nature and date of the offence(s) and the severity of any sentence or judgement.

### 2.5 What happens if my application is rejected?

If the Chief Officer refuses your application you will receive written advice indicating your rights in respect to having the decision reviewed by the State Administrative Tribunal (SAT). If an appeal is heard before SAT the information relating to your criminal record may be tabled as evidence.

Application fees are not refundable on refused applications.

### 2.6 What happens if I do not submit an application for a DGSC?

The Chief Officer cannot issue any type of explosives or SRS licence to an individual who does not possess a DGSC, or to a company where the nominated responsible person does not hold a DGSC.

There are also penalties for persons who work with or have unsupervised access to explosives or SRS and do not possess a DGSC.

### 2.7 What happens if I am charged with or convicted of offences after I receive a DGSC?

The WA Police will monitor the status of individuals to ensure that they remain suitable to hold a DGSC. The Chief Officer may cancel your DGSC on adverse findings by the WA Police.

## Section 3: How do I apply for a Dangerous Goods Security Card?

DGSCs can only be applied for at participating Australia Post outlets. Details of these outlets can be found at [auspost.com.au](http://auspost.com.au) (select the Post Office Locator) or call 13 13 18.

If you do not intend to lodge your application at the same Post Office you collected your application from, check that the one you propose to use is able to process your application. You will need to bring:

- your original proof of identity documents (see Section 4); and
- the required fee.

You must lodge this application in person as a photograph will be taken by Australia Post for inclusion on your DGSC application form.

**Photocopies of this application form will not be accepted.**

Should you have difficulty completing or lodging this form, or require further information, you can:

- visit the DMP website at [www.dmp.wa.gov.au/ResourcesSafety](http://www.dmp.wa.gov.au/ResourcesSafety); or
- telephone Resources Safety on (08) 9358 8001; or
- email Resources Safety at [rsdclientservices@dmp.wa.gov.au](mailto:rsdclientservices@dmp.wa.gov.au)

**Details of the application fee are available from the Fees and Charges schedule on the DMP website.**

Payment can be by EFTPOS, MasterCard, Visa, cash or cheque. Cheques are to be made payable to *Department of Mines and Petroleum*.

## Section 4: What information do I need to include with my application?

### 4.1 100 point proof of identity check

It is a requirement when applying for a DGSC that you provide proof of your identity to Australia Post when you lodge your application. An Australia Post officer will ask you to provide documents of identity that **add up to at least 100 points**. The combination of documents supplied must, as a minimum, show your photograph and evidence of your full name and date of birth. All documents must be original.

The proof of identity documents that you submit must be in accordance with **ONE** of the options listed in the following table.

Document type options	Document	Point value
<p>You must select <b>ONE</b> document from Primary and <b>ONE</b> document from Secondary 1.</p> <p><b>ONE</b> of these documents must contain your photograph.</p> <p><b>OR</b></p> <p>You must select <b>ONE</b> document from Secondary 1 and <b>THREE</b> documents from Secondary 2.</p>	<p><b>Primary</b></p> <ul style="list-style-type: none"> <li>• Current Passport (Australian or International)</li> <li>• An expired Australian Passport (less than 2 years, but not cancelled)</li> <li>• Australian citizenship certificate</li> <li>• Australian birth certificate</li> <li>• Birth card</li> </ul>	<p>70</p> <p>70</p> <p>70</p> <p>70</p> <p>70</p>
	<p><b>Secondary 1</b></p> <ul style="list-style-type: none"> <li>• Driver's licence - current photo licence issued by an Australian State or Territory</li> <li>• Other current licence or permit (with photo) issued by an Australian State or Territory</li> <li>• An Australian Tertiary Student Identification Card (with photo)</li> </ul>	<p>40</p> <p>40</p> <p>40</p>
	<p><b>Secondary 2</b></p> <ul style="list-style-type: none"> <li>• Medicare card</li> <li>• Credit/Account card</li> <li>• Recent bank statement with current residential address</li> <li>• Home insurance papers</li> <li>• Utilities bills (eg telephone, electricity, gas, water)</li> <li>• Council rates notice</li> <li>• Motor vehicle registration or insurance papers</li> </ul>	<p>25</p> <p>25</p> <p>25</p> <p>25</p> <p>25</p> <p>25</p> <p>25</p>

### 4.2 Change of name

In the application, you must provide all prior names you have used. If you produce proof of identity documents in your current name, and those documents include either an Australian Passport or an Australian Driver's licence in your current name, you will not have to produce change of name documents.

If you are unable to do this, or you are producing 100 points of identity documents that are in your current name and a prior name, you will be required to produce change of name documentation when lodging your application.

Documents accepted as proof of change of name include the originals of the following:

- a full marriage certificate or extract;
- a certificate of marriage issued by the church or marriage celebrant;
- a certificate of registration of a change of name; or
- a Decree Nisi as proof of a return to a maiden name after a divorce.

## Section 5: How do I complete an application?

### Part 1: Details of applicant

Complete all details regarding your name, gender, details of birth and contact phone numbers.

If you have used names other than your current name then you must list these names. This should include maiden name, names changed through deed poll and aliases that you may have used.

The DGSC must be linked to any current DMP explosives licences held by the applicant. These should be disclosed by crossing the box and showing the numbers.

### Part 2: Current address of applicant

This part provides for a postal address and if it is the same as your residence address then place a cross in the check box.

### Part 3: Previous residential addresses

If you have changed address over the last ten years, you must list up to four (4) of the last residential addresses you have had, starting with the most recent and working back in time. You are required to include any overseas residential addresses where the period of residency exceeded three months. If you don't know the exact dates of residence, show the year and month if known.

### Part 4: Integrity declaration

All of these questions must be answered to the best of your ability and a 'Yes' answer to any question will not necessarily preclude you from being granted a security clearance. The questions are a general indicator as to whether the assessing authorities need to check further into your background.

### Part 5: Applicant declaration

It is important that before signing the application you have read and understood the information contained in this guide.

**Do not separate the application form section from the guide.**

**The information contained in this guide is very important. Please keep it for future reference. The application number is shown at the front of this guide and you will need it to make any enquiries about your application.**