



VICTORIA POLICE

Private Security Newsletter

L I C E N S I N G S E R V I C E S D I V I S I O N

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Licence Renewals Set to be Refused *Have you completed all your training?*



Licensing Services Division (LSD) is undertaking an audit of its database to identify those licence holders who may not have completed all the required training competencies for the Certificate II in Security Operations.

The number of outstanding competencies may vary depending on the number of units undertaken and the activities applied for. There are also a number of reasons why individual licence holders may not have completed all of the training requirements. These include cases where training organisations deferred competencies, and where applicants received a licence after completing the necessary entry-level training, but failed to complete the remaining training (as stipulated by the conditions of their licence) within the following 12 months.

In October 2009, LSD notified a significant number of licence holders

who had not completed all the training requirements. In this letter, LSD advised these licence holders to complete this training prior to renewal or their renewal application would be refused. Approximately half of those licence holders complied.

LSD recently identified a further group of licence holders who have not completed all the training requirements. These licence holders have also been sent a letter informing them of this fact, and advising them to complete the required training prior to renewal or face having their renewal application refused. An extension of time to complete the required training will not be given.

LSD requests that Business Licence holders communicate this message to all of their employees. Assistance in this process is important to ensure that private security businesses are not adversely affected by a reduced number of staff legally qualified to perform routine business activities.

The Private Security Newsletter provides information regarding topical issues to the security industry in Victoria. More information, news and previous editions of the newsletter can be found on the police website at:

**[www.police.vic.gov.au/
privatesecurity](http://www.police.vic.gov.au/privatesecurity)**

Legislative Recap:

Firearms Licence Re-qualification



“...licence holders working as security guards or prison guards must requalify annually for that licence at an approved, industry-specific, training course.”

LSD recently sent a letter out to individual security firearms licence holders advising of the legal requirements to re-qualify every 12 months in order to carry a firearm.

It is a condition of the security firearms licence that those licence holders working as security guards or prison guards must requalify annually for that licence at an approved, industry-specific, training course. Licence holders must also requalify no later than 12 months from the date of the course they attended the previous year.

The unit of competency that must be retaken in order to continue to hold the licence is ‘CPPSEC3008A – Control Security Risk Situations Using

Firearms’.

All LSD-approved security firearms instructors must deliver training through a Registered Training Organisation (‘RTO’) and ensure the training they conduct is consistent with the RTOs requirements. Under their conditions of approval, LSD-approved RTOs are not permitted to sub-contract training.

RTOs provide firearms training, and all enquiries regarding firearms training and re-qualification requirements must be directed to an RTO in the first instance.

For more information about firearms training, visit:

www.police.vic.gov.au/privatesecurity

Security Industry Organisations

The frontline in quality control

LSD will soon be auditing approved Security Industry Organisations to ensure they are meeting the requirement to develop the professional competence of their members through Continuous Development Programs (‘CDP’).

The Chief Commissioner has the responsibility for approving security industry organisations, training providers and training under Section 172 of the *Private Security Act 2004*. LSD is responsible for ensuring that approved Security Industry Organisations comply with the conditions of their approval.

LSD reminds business licence holders that all complaints regarding the quality or content of a CDP should be directed in the first instance to their approved Security Industry Organisation.

If business licence holders continue to have concerns, they can email LSD at :

licensing@police.vic.gov.au

Please mark your email for the attention of the Regulation Support Unit.

For more information about approved Security Industry Organisations visit:

www.police.vic.gov.au/privatesecurity



Security Business Audits

Is your business ready for inspection?

LSD's Compliance Enforcement Unit ('CEU') works to identify areas where security businesses are struggling to meet legal requirements and assist these businesses to better understand their responsibilities and comply with the legislation.

The CEU routinely conducts security business audits. Sometimes businesses will be informed of the Unit's intention to conduct an audit, sometimes they will not. These audits often check the:

- Certificate a business has been issued with under the *Business Names Act 1962*;
- Certificates of Public Liability;
- Detailed records that businesses are required to keep of their clients and services provided (as per Section 134 and Regulation 55 of the *Private Security Act 2004* and associated regulations);
- Standard Operating Procedures of a business for accuracy and relevancy to the business conducted;
- Systems in place to ensure the currency of employees' licences;
- List of employees to assist LSD in notifying individuals of the suspension or cancellation of their licences;
- Nominated person is approved and their details have been supplied to LSD.

The most frequent problems the CEU encounters are that businesses:

- Do not display their License/Registration certificates where they can be easily seen; and
- Have not updated their standard operating procedures.

On the whole however, businesses do a good job of storing and handling firearms in a safe and secure way.

The CEU would like to remind businesses to:

- Know the legislation that governs their business;
- Keep up to date with legislative changes;
- Keep LSD informed of employee changes;
- Review procedures particularly when seeking to renew your licence;
- Ask LSD questions and seek answers – the web site, LSD newsletters and LSD customer service centre are all available for this purpose.

For more information regarding security business audits email:

licensing@police.vic.gov.au

Please mark your email for the attention of the CEU.



“On the whole however, businesses do a good job of storing and handling firearms in a safe and secure way.”

Owners, directors and nominated persons must be aware of the law!

*The Private Security Act 2004 is a tool of the trade. It is **your** responsibility to know the legislation that governs **your** business and regulates **your** industry.*

Go to www.legislation.vic.gov.au on the Internet and download a copy of the legislation along with the Private Security Regulations 2005.

Start reading! It is, after all, your business.

Tougher Conditions for RTOs

LSD has recently introduced more rigorous conditions for RTOs. The new conditions are the result not only of the new private security training package, but also of a series of inspections LSD made of RTOs in 2009 following feedback from employers about the standard of licence holders entering the industry.

Business holders are encouraged to contact LSD where they have specific concerns about the training a licence holder has received and/or where they do not believe a licence holder meets the literacy and communication level requirements of

the security industry. Any concerns should include the individual's licence details and be emailed to:

LSDIntel@police.vic.gov.au

(Please mark emails for the attention of the Regulation Support Unit).



Useful Links: *The Safety Express*

Worksafe produce a newsletter called *The Safety Express* which contains useful information for security employers. *The Safety Express* covers a range of occupational health and safety topics and provides details about upcoming events and

workshops. The newsletter is distributed via email fortnightly.

For more information, visit www.worksafe.vic.gov.au on the Internet.



LSD Wants Your feedback

LSD is committed to continuous improvement and is always interested in feedback on our services and communication.

To provide feedback, please email:

licensingervices@police.vic.gov.au

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