



Application for a dangerous goods security card (DGSC)

Application Number

E0300305

Dangerous Goods Safety Act 2004 and regulations

Retain this guide for future reference and as a record of your Application Number

FOR NEW APPLICATIONS ONLY – one valid DGSC can only be held by an individual at any one time

1. Do not use this application form if you currently have a DGSC

You can only hold one DGSC at a time. If you apply for a second one, it will not be issued and the fee cannot be refunded. If you currently have a DGSC and:

- **Have lost it**, report the loss by email to cso@dmirs.wa.gov.au to arrange a replacement card.
- **Wish to renew it**, a renewal application will be sent six weeks before the current card's expiry. If you have not received your renewal, enquire by email to cso@dmirs.wa.gov.au.
- **Have a new job**, your DGSC is transferrable to your new job.

2. Who can apply for a DGSC

People who have access to explosives or security sensitive ammonium nitrate (SSAN) are required to be security cleared. Security sensitive ammonium nitrate is a substance containing more than 45% ammonium nitrate.

In Western Australia (WA) the security clearance required is a DGSC and must be held if you intend to:

- Hold an explosives or SSAN licence (see list below); and/or
- Have unsupervised access to explosives or security sensitive ammonium nitrate

You must be aged 18 years and over to hold a DGSC.

Explosives or SSAN licences requiring a DGSC

- Explosives driver
- Explosives import/export
- Explosives manufacture
- Explosives manufacture (MPU)
- Explosives storage
- Explosives supply
- Explosives transport
- Fireworks contractor
- Fireworks operator
- Pyrotechnics (Special Use)
- Shotfiring
- SSAN fertiliser
- SSAN import/export
- SSAN manufacture
- SSAN storage
- SSAN supply
- SSAN transport

Please note:

- 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 authorised as a **secure nominee** for the safety and security of explosives and SSAN. Refer to **section 5 What is a secure nominee?**

3. General information

An assessment process is required for a security clearance and includes identity checks, national criminal history checks, ASIO and other background checks by the WA Police.

A security cleared individual will be issued with a photographic DGSC valid for a period of five years.

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

4. Residency in WA

If you are not a permanent resident of WA you may still apply for a DGSC or use a recognised security clearance from another State or Territory of Australia.

Refer to **section 6 Recognised security clearances**

5. What is a secure nominee?

A secure nominee is an individual who is authorised by a licence holder of explosives or SSAN to have unsupervised access to explosives or SSAN in the licence holder's possession.

A secure nominee must have a security clearance.

A licence holder must:

- Be satisfied the person is suitably trained to safely handle any explosives or SSAN that the person will have unsupervised access to; and
- Maintain written records of all secure nominees including when authorisations were granted or cancelled.

6. Recognised security clearances

Explosives and SSAN licences and permits issued by another State or Territory of Australia may be considered a valid security clearance in this State. These are detailed in the following table:

State / Territory	Legislation
New South Wales	Explosives Regulations 2013
Queensland	<i>Explosives Act 1999</i>
South Australia	Explosives (Security Sensitive Substances) Regulations 2006
Tasmania	<i>Security-Sensitive Dangerous Substances Act 2005</i>
Victoria	Dangerous Goods (Explosives) Regulations 2011 Dangerous Goods (HCDG) Regulations 2006
Northern Territory	None applicable
Australian Capital Territory	None applicable

Interstate applicants who do not possess a recognised security clearance are required to obtain a DGSC to apply for explosives and SSAN licences and to have unsupervised access to explosives or SSAN.

7. Do I need a DGSC?

The table below will assist in determining if a DGSC is required.

Situation	Activity	Do I need a DGSC?
Hold a DGSC which has not expired and	require a DGSC for my employment	Current DGSC is valid until expiry
Work in an occupation where my access to explosives or SSAN is unsupervised	unsupervised by the licence holder and/or the secure nominee are not present (Refer to section 3)	yes
	supervised by the licence holder and/or the secure nominee is present (Refer to section 3)	no
Work in the fireworks industry (outdoor fireworks) as	a fireworks operator in charge of a display	yes
	an assistant to a fireworks operator and at times have unsupervised access to fireworks	yes
	a fireworks crowd controller	no
Work as a driver/operator on a public road	transporting explosives	yes
	transporting SSAN	yes
	with an explosives mixing vehicle (MPU)	yes
Work as an employee on a mine site (not as a shotfirer) where my access to explosives or SSAN is	supervised or controlled by the licence holder	no
Perform shotfirer duties as a	self-employed blasting contractor with a shotfiring licence	yes
	secure nominee of a mining company or farmer, pastoralist, grazier or primary producer	yes
	farmer, pastoralist, grazier or primary producer	yes
	prospector	yes
Work in the farming and primary production areas with fertiliser with more than 45% ammonium nitrate as	the owner or manager of the property with responsibility for the fertiliser used	yes
	a family member of the owner or manager, or employee and have supervised access to the fertiliser	no
	a family member of the owner or manager, or employee, and have unsupervised access to the fertiliser	yes
Supply or use equipment or products containing explosives of low safety and security concern, such as	marine distress flares	no
	cartridges for nail guns	no
	unrestricted fireworks such as sparklers, party poppers and caps for toy pistols or starting pistols	no
	possession and use of ammunition and ammunition propellant by licence holders under the <i>Firearms Act 1973</i>	no
	fire model rockets (if the net explosive quantity in the motor is less than 62.5 gms)	no
Initiate cracker chains for ceremonial events (e.g. Chinese New Year) as an	operator in charge of firing	yes
	assistant to the operator with unsupervised access	yes
Hold a current explosives or SSAN licence or permit issued by another State or Territory of Australia	Explosives and SSAN licences and permits issued by another State or Territory of Australia may be considered valid security clearances in this State. Refer to table in section 6 to determine suitability	no only if security clearance is suitable
Hold a Maritime Security Identification Card (MSIC) and	have unsupervised access to explosives or SSAN	yes
Hold an Aviation Security Identity Card (ASIC) and	have unsupervised access to explosives or SSAN	yes

8. Applying for a DGSC

Complete the application form, provide original proof of identity for a 100 point identity check (see section 10) and pay the application fee.

Payment can be by EFTPOS, MasterCard, Visa, cash or cheque. Cheques are to be made payable to Department of Mines, Industry Regulation and Safety. Please refer to Fees and Charges schedule on the Department's website for the current application fee.

Photocopies of this application form will not be accepted.

10. Supporting documentation – 100 point identity check

Applicants must be able to satisfactorily provide suitable proof of identity and this is based on a 100-point identity check. As a minimum you must show your photograph and evidence of your full name and date of birth. Must be the original proof of identity, copies will not be accepted. The table below provides a guide:

Document type options	Document	Point value
You must choose ONE of the following options	Primary - document	
Option 1 - one document from Primary and one document from Secondary 1 .	1. Full Australian Birth Certificate	70
	2. Australian citizenship certificate	70
	3. Australian Passport (current or expired within last 2 years)	70
	4. International Passport (current)	70
OR	5. Birth card	70
Option 2 - one document from Secondary 1 and three documents from Secondary 2 .	Secondary 1 - document (all must be current)	
	1. Driver's licence with photo issued by an Australian State or Territory	40
	2. Other licence or permit with photo issued by an Australian State or Territory	40
	3. An Australian Tertiary Student Identification Card with photo	40
	4. Proof of Age card with photo issued by an Australian State or Territory	40
	5. NSW Photo Card	40
	6. WA Photo Card	40
	Secondary 2 - document (all must be current)	
	1. Medicare card	25
	2. Credit/Account card	25
	3. Recent bank statement with current residential address	25
	4. Home insurance paper	25
	5. Utilities bill (eg telephone, electricity, gas or water)	25
	6. Council rates notice	25
	7. Motor vehicle registration or insurance papers	25

11. Completing the application

Part 1: Details of applicant

Complete all details required including your middle name if held. If you have used names other than your current name you must list these names in the boxes provided. This should include maiden name, names changed through deed poll and aliases that you may have used.

The DGSC must be linked to current WA personal explosives licences held by the applicant. Cross the box required and provide the licence number(s), if applicable.

9. How do I lodge my application?

At participating Australia Post outlets. Details of these outlets can be found at auspost.com.au (select the Post Office Locator) or call 13 13 18.

You must lodge this application in person and sign the declaration in the presence of an Australia Post officer. A photograph will be taken for inclusion on your application form.

Change of name

If you have a change of name and provide either an Australian passport or an Australian Driver's licence in your new name for the 100 point identity check, the proof of change of name document is not required. If you have not provided these documents as your 100 point identity check, you are required to submit the original proof of change of name documentation with your application.

Original documents accepted as proof of change of name may include 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 obtained at time of a divorce.

Part 2: Current address of applicant

Complete your residential address (including the street suffix e.g. St, Rd, Circle, Way). If a postal address is held and is the same as your residential address, tick the box provided.

Part 3: Previous residential addresses

If you have changed your residential address in the last ten years, provide four of the last changes, including any from overseas. Include your current address in part 2 of the application and list the last previous address first in the space provided and work back in time with the others. For overseas details only show residential addresses where the residency exceeds three months. If you don't know the exact date of residence show the year and month if known.

Part 4: Integrity information

You must complete all questions to assist authorities in the assessment of your background. Answering 'Yes' to any of the questions will not necessarily preclude you from being granted a security clearance.

Part 5: Applicant declaration

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

The application number is shown at the front of this guide and you will need this number if making enquiries regarding your application. Please keep it for future reference.

Do not separate the application form section from the guide until you have lodged the application.

12. What happens after I apply for a DGSC?

12.1. 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.

12.2. 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.

12.3. 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.

12.4. 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 SSAN 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.

12.5. About NZ Police vetting reports

- The information about you that NZ Police may release in a vetting report (VET) can include:
 - a. Conviction histories,
 - b. Active charges and warrants to arrest,
 - c. Information subject to name suppression where that information is necessary to the purpose of the VET
- If you are eligible under the New Zealand Criminal Records (Clean Slate) Act 2004, your conviction history will not be released unless, Section 19 (3) of the Clean Slate Act applies to this request (exceptions to the clean slate regime)
- Information provided in this consent form may be used to update NZ police records
- You are entitled to a copy of any VET released to the Commissioner of Police of Western Australia by contacting WA Police.
- You can request a correction of any personal information in the VET by contacting the NZ Police Records.
- Please notify WA Police or the NZ Police Vetting Service if you wish to withdraw your consent.
- For further information about the vetting process, the Clean Slate legislation or about when your conviction history may be released visit the NZ vetting website at:
www.police.govt.nz/advice-services/businesses-and-organisations/nz-police-vetting-service

12.6. What happens if my application is refused?

If the Chief Officer refuses your application you will receive written advice indicating your rights in respect to have 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.

12.7. 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 they remain suitable to hold a DGSC. The Chief Officer may cancel your DGSC on adverse findings by the WA Police.

13. Contact details

Should you have difficulty in completing or lodging this form, or require more information contact Licensing services.

Telephone (08) 6251 2300 Option 2

Email: cso@demirs.wa.gov.au

Website: www.demirs.wa.gov.au