

LICENSING, REGULATION AND ALCOHOL STRATEGY

Security Officer and Crowd Controller Licences

1. Why Do I Need A Licence?

The *Private Security Act* requires security providers to be licensed. That is, you will need a licence if you are going to:

- a) be paid to patrol or guard another person's property; or
- b) work at a licensed liquor venue, an entertainment venue, a place where the public has access, or at a public or private function to:
 - o control or monitor people's behaviour;
 - o screen people at entry; or
 - o remove people because of their behaviour.

The *Private Security Act* was introduced in 1995 amid concerns surrounding public safety, especially around licensed premises.

Fines of up to 100 penalty units may apply for working as a security provider without a licence.

Fines of up to 500 penalty units may apply to persons or organisations employing unlicensed crowd controllers.

The *Penalty Units Act* prescribes the monetary value of a penalty unit, its indexation and change of value by regulation. As at 1 July 2009, a penalty unit means \$130.

2. What Is The Difference Between A Private Security Officer And A Crowd Controller?

A security officer is someone who patrols or guards another person's property.

A crowd controller is a person who in respect of a licensed premises, a place of entertainment, a place to which the public has access to or a private or public event performs the duties of:

- controlling or monitoring the behaviour of persons;
- screening persons seeking entry;
- removing persons because of their behaviour; or
- any other prescribed function.

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3. What Types Of Licence Will I Need To Do Security Work?

The different types of licences are:

- a) Security Officer Licence - allows a person to work as a security officer;
- b) Crowd Controller Licence - allows a person to work as a crowd controller;
or
- c) Combined Crowd Controller / Security Officer Licence - allows a person to work as both a crowd controller and a security officer.

- d) Provisional Crowd Controller and/or Security Officer Licence – allows a person to perform the functions of a licensed officer while they are completing their training.

4. What Should I Be Aware Of Before Applying For A Licence?

Applicants for crowd controller licences and security officer licences must meet stringent criteria relating to their character and background. They must have either completed or be willing to complete a specified training course.

Applicants must consider:

- their willingness to undergo a criminal history check and finger printing;
- whether he/she will satisfy the Commission of his/her integrity and honesty; and
- his/her fitness to do the security work.

A licensed security officer or crowd controller must also:

- comply with all provisions of the *Private Security Act*;
- comply with the Code of Practice approved under the *Private Security Act* (the code is issued with the licence);
- immediately report any loss or damage to the licence; and
- report change of residential address within 30 days of the change.

5. Do I Need Any Special Knowledge, Experience Or Training?

The specified training for licensed Security Officers and Crowd Controllers is the *PRS 20103 Certificate II in Security Operations*. This nationally accredited course is delivered by a number of registered training providers in the Northern Territory. Refer to the training requirement section of the Licensing, Regulation and Alcohol Strategy website for information on the crowd controllers and security officers' competency requirement.

Security Officers and Crowd Controllers are also required to have a current Senior First Aid Certificate. The first aid course can be completed as part of the security operations course or separately undertaken through an accredited Senior First Aid training provider such as St Johns Ambulance.

The contact information for training providers is available at Territory Business Centres and Licensing, Regulation and Alcohol Strategy offices.

6. What If I Am Offered Work But The Relevant Training Is Not Available Immediately?

A provisional Crowd Controller or Security Officer Licence is available for people the Licensing Commission considers are appropriate to work in the industry but have yet to complete the necessary training.

A provisional licence is usually granted to those who have enrolled or commenced a training course but are yet to complete it. However, special consideration may be given to people in remote localities or regional centres where training is not run regularly.

Before your provisional licence is approved you must complete a fingerprint check with the NT Police (Peter McAulay Centre, Berrimah), using the approved forms.

Where a provisional licence is issued, the person is required to complete the necessary training within three months of the commencement of their provisional licence issue date. A provisional licence is only valid for 3 months and it will only be extended or re-issued to the same person once. The person must complete required training to attain a full licence.

A person holding a provisional licence will also need to be supervised by a qualified person when on duty.

On presentation of evidence that the required training has been successfully completed before the provisional licence expires, a full licence will be issued for the remainder of the year without further cost or application being lodged.

7. What Would Prevent Me From Being Licensed?

A person who, in the last 10 years, has been convicted of a disqualifying offence cannot be issued a licence according to *Private Security Act*.

A person whom the Licensing Commission considers to be inappropriate will also not be granted a licence by the Commission. This means that if the person does not satisfy the criminal history check or if there is concern over the person's fitness to perform the security function, the Licensing Commission will not issue that person with a licence.

Where the concern is minor and can be resolved with the Commission, the Commission may grant a licence with conditions attached.

8. What Are Disqualifying Offences?

If you are applying for either a crowd controller licence and/or a security licence you must meet stringent criteria relating to your character and background before the Licensing Commission will approve your application.

Under the *Private Security Act*, you will not be granted a licence if you have committed a disqualifying offence within the last 10 years. Being charged with a disqualifying offence is also grounds for suspension of an existing licence. As of 8 March 2007, the following offences are prescribed as disqualifying:

Criminal Code			
S69	Going armed in public	S192B	Coerced sexual self

Criminal Code	
S132	Indecent dealing with a child under 16 years
S156	Murder
S160	Manslaughter
S165	Attempt to murder
S166	Threats to kill
S177	Acts intending to cause grievous harm or prevent apprehension
S181	Grievous harm
S182	Attempting to injure by explosive substances
S186	Bodily harm
S188(2)	Common assault with specified circumstances of aggravation
S189A	Assaults on police
S189	Unlawful stalking
S192	Sexual intercourse and gross manipulation
S193	Assaults with intent to commit an offence
S194	Kidnapping for ransom
S195	Kidnapping
S196	Deprivation of liberty
S210	Stealing (where a custodial sentence is imposed that is wholly or partially served)
S211	Robbery
S212	Assault with intent to steal
S233	False accounting
S227	Criminal deception
S228	Blackmail and extortion
S229	Receiving stolen property
S231	Taking reward for recovery of property obtained by means of crime
S239	Arson

Firearm Act	
S59	Firearms to be registered
S61	Manufacture of firearms
S63A	Trafficking in firearms
S74	Alteration of identification marks
S77	Silencers and machine guns
S82	Discharge of firearms on roads, &c.
S83	Prohibited use of firearms
S84	Discharge of firearms causing danger, & c.
S85	Breach of conditions
S86	Persons under influence of alcohol or drugs

Misuse Of Drugs Act	
S5	Supplying dangerous drug
S6	Receiving or possessing tainted property
S7	Cultivation
S8	Manufacture and production
S9(1)	Possession
S16	Obtaining prescription by deception
S17	Obtaining dangerous drug or precursor by deception

Weapons Control Act	
S6	Prohibited weapons
S7	Controlled weapons
S8	Offensive weapons
S9	Body armour

Other

Any conviction under Commonwealth legislation where the penalty for the offence is imprisonment for two years or more.

9. What Are The Initial Costs Involved In Obtaining My Licence?

Licence	One Year	Two Years	Three Years
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Crowd Controller	\$110	\$165	\$220
Security Officer	\$110	\$165	\$220
Dual Licence	\$200	\$290	\$380

Provisional Crowd Controller or Security Officer Licence	\$110 (3 months)
Criminal History Check and Finger Printing	\$ 120

Note: The listed fees and charges may be subject to change.

The option of a one, two or three year licence is only available to applicants for a full licence.

A person holding a provisional licence who completes the necessary training prior to the licence expiring does not have to re-submit an application for a full licence. Nor will the person be required to pay for the transfer to a full licence. On presentation of evidence that the required training has been successfully completed, a full licence will be issued for the remainder of the year.

A person already holding a security officer licence or a crowd controller licence wishing to obtain a combined licence need only pay the difference between the single licence and the combined licence, i.e. \$90, with the application.

10. Are There Any Ongoing Costs To Having A Licence?

Yes. There will be ongoing costs associated with the licence:

- Police name check: \$50 (each time you renew your licence);
- keeping the first aid training and certificate updated; and
- the renewal fee for your licence.

A full licensee has the option of renewing their licence for one, two or three years. The renewal fees are the same as the fees for the grant of a licence, see 9 above.

11. How Long Is My Licence Valid For?

A crowd controllers or security officers' provisional licence is valid for three months. Special consideration may be given to allow an extension of the licence until the conclusion of the next available training course, if the training is expected to be completed outside the three-month period. The provisional licence can only be extended once should an applicant fail to successfully complete the training.

A full crowd controller, security officer and dual licence are valid for one, two or three years. To renew your licence, complete the renewal form pay the relevant fee, provide evidence that your First Aid Certificate is current and conduct a Police name check.

Note: Under the *Private Security Act* a licence can be suspended, cancelled or refused renewal on the grounds of:

- the licence being obtained on the basis of incorrect or misleading information;
- contravening a condition;

- committing an offence against the Act;
- an officer is no longer deemed an appropriate person to be in possession of the licence; or
- being charged with a disqualifying offence.

12. What Is The Application Process?

Applications may be obtained from a Territory Business Centre, a Licensing, Regulation and Alcohol Strategy office or it can be downloaded from the Licensing, Regulation and Alcohol Strategy website:

www.nt.gov.au/justice/licenreg

The Authority to Release Criminal History form must be attached to your application.

When initially applying for a licence, the applicant must submit to a fingerprint check by attending a police station (Peter McAulay Centre, Berrimah).

At the police station:

- submit your completed Authority to Release Criminal History form;
- pay the prescribed fingerprinting fee (\$120); and
- undergo fingerprinting.

When renewing a licence the same process applies, however a fingerprint check is not necessary. A name check by the Police will be required to ensure the ongoing integrity of the licensee. Your signature on the name check form must be witnessed by an authorised person (in the NT a member of the NT Police). The cost of a name check is \$50.

You may then submit your completed application form along with the relevant fees at the Territory Business Centre.

13. What If I Have A Comparable Licence From Interstate?

If you hold a current licence equivalent to a Crowd Controller or Private Security Officer Licence issued in another State or Territory, you are entitled to receive a licence under the *Mutual Recognition Act* without further examination or training.

You must still complete a mutual recognition registration form.

14. Is My NT Licence Recognised Interstate?

Mutual recognition arrangements across States and Territories allows recognition of your current Northern Territory licence by relevant private security and crowd controller licensing authorities throughout Australia and New Zealand. This means that you are entitled to a like-kind licence in another jurisdiction and the training and experience will be recognised. Licences obtained through mutual recognition may be subject to conditions to address differences in the licensing regime between jurisdictions.

15. Where Can I Lodge My Application Forms?

Forms must be lodged at a Territory Business Centre together with payment of the relevant fees.

16. What If I Breach A Condition Of My Licence Or The Private Security Code Of Conduct?

A major breach of a licence will result in a hearing before the Northern Territory Licensing Commission where a person may have their licence suspended or cancelled.

A minor breach of a licence will result in an infringement notice issued by either police or licensing inspectors. An infringement notice will consist of an on-the-spot fine, which a licensee will have to pay through the Fines Recovery Unit or challenge by seeking a hearing with the Licensing Commission.

An infringement notice may be issued if you commit one of the following offences.

Wear a security firm's uniform or use an employee's equipment without authority	\$550
Failing to produce a security licence at the request of a member of the Police Force or Licensing Inspector	\$220
Failing to wear appropriate ID on the outside of clothing so that it is clearly visible whilst performing duties	\$220
Failing to return to the licensing authority a licence within 14 days on notification of suspension, cancellation or conviction	\$220
Failure to report to employer any incident where physical force was used by or against a security licensee	\$220
Failure to notify licensing authority of change of residential address within 30 days	\$110

17. What Is The Infringement Notice Scheme?

Infringement notices were introduced to uphold the professionalism and standard of the private security industry. Licensing Inspectors and Police Officers can issue infringement notices for offences against the *Private Security Act* or Regulations.

An infringement notice consists of a fine which is paid through the Fines Recovery Unit in the same way you would pay a parking fine.

18. What If I Have Trouble Paying Or Dispute An Infringement Notice?

If you require additional time to pay the fine you can arrange this by contacting the Fines Recovery Unit on 1800 111 530.

If you want to dispute the fine you must write to the Licensing Commission within 28 days of receiving the notice. The alternative is to elect to have the matter heard by a court. The directions and contact details for the Licensing Commission are on the back of the infringement notice.

19. If I Have Any Further Questions Or Concerns Who Can I Talk To?

For general questions about the private security licensing and the process, contact a Territory Business Centre. Toll Free Line: 1800 193 111 (Australia Wide)

For questions about a specific application, contact Licensing, Regulation and Alcohol Strategy on (08) 8999 1800.