



QLD Security Licencing Information



SECURITY LICENCES – YOUR QUESTIONS ANSWERED

As mentioned in previous editions of our e-news, the Queensland Government has implemented legislation that requires security firms in the State of Queensland to hold membership with an Approved Security Industry Association.

There has been plenty of confusion over who requires a security licence and who doesn't.

Firstly, it is important to note that the Master Locksmiths Association is your **Approved Security Industry Association**. Membership with Approved Security Industry Association is required by all Security Firms in Queensland.

Secondly, Locksmiths and Security Equipment Installers are classified as Class 2 Individual and Class 2 Security Firms. (Class 1 security firm services are provided by bodyguards, crowd controllers, private investigators or security officers - If your firm supplies a mix of class 1 and class 2 services, you can use the same form to apply for a combined licence.)

Individual Licences – Class 2

Security Adviser – A security adviser gives advice about security equipment, methods or principles for reward.

Architects and registered professional engineers do not have to be licensed if their advice is given in the course of providing professional services.

Security Equipment Installer - A security equipment installer installs, repairs, services or maintains security equipment for reward. Security equipment is acoustic, electronic, mechanical or other equipment designed or adapted to provide, monitor or enhance property for protection.

Examples include alarms, alarm monitoring systems, audio or visual recording systems, electric, electro-magnetic or biometric access control devices intrusion detectors, including motion, infra-red, microwave or contact detectors and safes or vaults.

Equipment for monitoring inventory, product or stock loss, or items that minimise motor vehicle theft, are **not** considered security equipment.

You are **not** a security equipment installer if you install a basic security item to a residential property only (e.g. handyman fitting deadlocks, door locks, window locks, security screens to a residential property) or do retail key cutting.

Security Firm / Business Licences – Class 2

Locksmiths & Equipment Installer Businesses are classified as Class 2 security firms.

A security firm is a person, partnership or corporation that provides security services.

If you carry on a business as a sole trader and personally provide the security services, you do not need a security firm licence, while you are the only person providing security services unless you employ others as outlined below.

If you are trading as a corporation or in a partnership and providing security services, you **need** a security firm licence.

If you are the principal contractor for any project /job and you subcontract /sub-let security services to others, you **need** a security firm licence.

(e.g. trading as a locksmith you are asked to install an access control system (be it one door or many), work on a security alarm system or CCTV system and you don't have the skills but hire /sub-let /sub contract the work to an electronic security technician, get assistance to relocate a safe, **you require a security firm licence.**

If you employ security staff to protect your property, you do **not** need a security firm licence. The staff themselves must have their own individual licenses. E.g. K Mart, Hotel, Static Guard

How to Apply for a Security Licence?

To apply, you must:

- meet the eligibility criteria
- provide proof of your membership with an approved security industry association
- complete the appropriate application form
- provide originals or certified copies of your birth certificate, birth extract, passport, Australian citizenship certificate or drivers licence
- pay the appropriate licence fee (fees are listed on the application form)
- pay the criminal history check fee
- lodge the application (lodgement details are listed on the application form).

For security advisers and security equipment installers to apply for a licence:

[Security Providers Form 2 - Application for a security firm's licence \(PDF - 554 KB\)](#)

For security industry businesses to apply for a licence:

[Security Providers Form 1-2 - Application for a security provider class 2 individual licence \(PDF - 497 KB\)](#)

Eligibility

To be eligible for a licence, all management staff must:

- be 18 years or older
- have no recorded conviction of a disqualifying offence within the previous 10 years
- have no unrecorded finding of guilt of a disqualifying offence in the previous five years
- not be considered a risk to public safety
- hold a security provider licence as an individual (if you are personally carrying out security functions)
- have a business address.

Every security firm in Queensland must be a member of an approved security industry association – **The MLAA is your Approved Security Industry Association**. These associations have a role in ensuring integrity in the security industry.

Fingerprinting

All security providers must be fingerprinted by the Queensland Police Service. If your name is included on the application form, you are required to have your fingerprints taken. This includes executive officers of a corporation (all directors and secretaries), any person who can substantially influence the conduct of the corporation's affairs (e.g. a person on whose directions or instructions the corporation's directors usually act) and all partners.

After you've lodged your application, you will receive a letter from us that details the process for having your fingerprints taken.

If your firm supplies a mix of class 1 and class 2 services, you can use the same form to apply for a combined licence.

You only need a security firm licence if your firm provides security services.

Criminal history checks

Applicants must undergo a criminal history check to confirm their suitability.

The criminal history check costs \$38.40 for each person who appears on the application form. The fee applies to all applications and renewal notices.

Is your level of MLAA Membership correct?

Under Australian corporate law, a firm / business is a separate entity to an individual person

If you are an Individual Member of the Association trading as a Business /firm and do **not** have a Business Membership with the MLAA or another approved association – you need to ensure you become a Business Member.

If you are a Security Firm where you employ a person by contract or wages, you must hold a Security Firm Licence and thus must be a Business or Trade Member of the Association.

**(the employed person does not have to be a security technician, e.g. shop assistant, sales person, trades assistant book keeper-except bookkeeping business like accountant and like, etc.)*

An individual person is not a business/firm, and the MLAA cannot certify an individual member as a Business Member as the Firm **must** be a member of an Approved Association not the individual, however the individual must hold a licence themselves.

The deadline for compliance has past. Existing firms and/or individuals trading as a business, that hold QLD Security Licences were given 60 days (from February 24th, 2011) to become members of an approved Security Industry Association.

As of April 26th, security firms who do **not** have an **active** membership with an Approved Association will be at risk of having their licences cancelled and being fined

So if you haven't renewed your membership or are wanting to join the MLAA now is the time to do so.

Compliance Audits

The MLAA as an Approved Security Industry Association in Queensland is required to undertake mandatory compliance audits of members holding a Security Firm Licence for compliance with the *Security Providers Act 1993* and *Security Providers Regulation 2008* and other attendant legislation every three years.

Compliance audits will be carried out by MLAA appointed accountant and:

- assess member's compliance with the provisions of our code of conduct
- state whether the auditor believes the member is complying with our code of conduct
- be conducted in compliance with the auditing and assurance standards made of the Auditing and Assurance Standards Board
- a written audit report will be provided to members within three months of completion.

If you would like to receive the Audit Pack, including the final Audit Document, please email national@masterlocksmiths.com.au

Contact the Department of Fair Trading

Fair Trading services are delivered by the [Department of Justice and Attorney-General](#)

13 QGOV (13 74 68)

Monday to Friday 8 am to 6 pm

Saturday 8 am to 4:45 pm (for calls regarding REVS only)

Email: industrylicensing@justice.qld.gov.au

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