



# Guide for applying for a security clearance

September 2013

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**Disclaimer**

This publication may contain work health and safety and workers compensation information. It may include some of your obligations under the various legislations that WorkCover NSW administers. To ensure you comply with your legal obligations you must refer to the appropriate legislation.

Information on the latest laws can be checked by visiting the NSW legislation website [legislation.nsw.gov.au](http://legislation.nsw.gov.au)

This publication does not represent a comprehensive statement of the law as it applies to particular problems or to individuals or as a substitute for legal advice. You should seek independent legal advice if you need assistance on the application of the law to your situation.

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## Introduction

The NSW Explosives Regulation provides for the provision of a security clearance (SC) (previously called an Unsupervised Handling Licence (UHL)). The SC is a precondition of all explosives licences except the fireworks (single use) licence and the SC itself. This guide provides applicants with information to complete the *Application for a security clearance* form (catalogue no. WC00881) (the application form).

Under the NSW Explosives Act, if the regulations require a licensed person to handle explosives and explosives precursors, it is an offence for an unlicensed person to handle such material.

## Licence conditions

The NSW Explosives Act provides that the licence holder cannot contravene any conditions to which the licence is subject. The WorkCover NSW publication *General explosive licence and security clearance conditions under the NSW Explosives Act and Regulation* (catalogue no. WC04685) outlines the conditions to which a SC holder is subject.

## Security clearance authorisations

An SC authorises the holder to handle explosives or explosive precursors, but only in circumstances where the SC holder is under the direction or control (ie an employer or contractor) of another person who holds an explosive licence issued under the Explosive legislation, or where they themselves hold an explosive licence issued under the Explosive legislation.

### Explosive precursors

Currently, only security sensitive ammonium nitrate is prescribed as a SSDS. Security Sensitive Ammonium Nitrate (SSAN) is any of the following:

- Ammonium nitrate that is not a dangerous good of class 1 (ie an explosive).
- Ammonium nitrate emulsions, suspensions or gels containing greater than 45 per cent ammonium nitrate.
- Ammonium nitrate mixtures containing greater than 45 per cent ammonium nitrate.

## Who may apply for a security clearance

### Age restrictions

Only individuals 18 years of age or over may apply for a SC.

### National probity assessment form

The applicant must complete the *NSW police force application for national probity assessment* (P877 form), located on the WorkCover website.

The completed P877 is sent to the NSW police so that they can confirm the applicant has passed a national probity assessment by Australian police authorities. The application for a SC cannot be processed until the national probity assessment has been finalised by NSW police.

### Photographs

The SC is a photo licence and the applicant is required to submit, with the application form, two passport size and quality photographs with their name and date of birth on the back of the photographs.

## Duration of a security clearance

The licence will last for five years unless cancelled earlier.

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## How to apply for a security clearance

Complete the application form and the P877 form available on the WorkCover website and lodge them at any Australia Post Bank@ Post outlet.

When lodging the completed application form with Australia Post, the applicant must provide proof of their identity. The application form lists the documents required for the 100 point identity check.

### Fee

The fee for a SC is required to be paid at the time of lodging the application with Australia Post. Refer to the [WorkCover NSW fees schedule \(catalogue no. WC01011\)](#) available at [workcover.nsw.gov.au](http://workcover.nsw.gov.au).

## Obligations of security clearance holders

### Change of details

It is a condition of a SC that the licence holder must notify WorkCover within 14 days of any change in address or employer details. For change of name or address or contact details, use the *Application for change of details – individual form* (catalogue no. WC02273).

## Additional information

For additional information about applying for a SC, contact WorkCover on **13 10 50** or visit the website at [workcover.nsw.gov.au](http://workcover.nsw.gov.au)

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