



Application for a security risk substances (SRS) import/export licence

Applying for or amending a
security risk substances
import/export licence



Applying for a licence

Resources Safety wants to ensure that people importing or exporting security risk substances (SRS) to and from Western Australia, do so without creating risks to the community.

Stringent controls apply to SRS that may be imported into the State including security clearance provisions, and the means of transporting each consignment to and from an approved storage facility. An SRS import/export licence will enable the holder to:

- import and/or export SRS; and
- supply SRS to others who are authorised to possess the SRS.

The import/export licence **does not** allow the holder to transport, use, store or manufacture SRS without additional SRS or explosives licences.

What are SRS and who can possess or use them?

The Dangerous Goods Safety (Security Risk Substances) Regulations 2007 recognise substances as SRS if they are solid mixtures that contain more than 45% ammonium nitrate (AN). In other parts of Australia these substances are referred to as 'security sensitive ammonium nitrate' or 'security sensitive dangerous substances'. Calcium ammonium nitrate is also included as an SRS even though it is not recognised by the United Nations as a dangerous good.

In order to obtain any SRS licence, a legitimate purpose must be demonstrated by the applicant. Recognised purposes include:

- use for the manufacture of commercial explosives and non-SRS products such as nitrous oxide
- operating as a registered import/export agent
- use in laboratories for research, teaching and testing
- fertiliser use by primary producers
- transporting or supplying for the above purposes.

SRS licences will not be issued for household use and the fertilisation of recreational grounds such as sports grounds, parks and gardens. The import, manufacture and sale of cold packs containing AN for first aid and camping uses, and any home garden fertilisers in solid form with more than 45% AN content is not permitted.

General requirements

A licence to import/export SRS is issued for 3 years and authorises the possession and use only of those SRS as specified in the licence.

Licences will only be issued if certain eligibility requirements are met and the Chief Officer is satisfied the applicant (if an individual) or a nominated person on behalf of a body corporate or partnership:

- is 18 years of age or over and possess evidence of identity;
- holds a current WA Dangerous Goods Security Card;
- has a legitimate reason for handling the SRS;
- can demonstrate a satisfactory level of experience, knowledge and competency in the safe handling, storage and security of the SRS;
- has made adequate arrangements for the safe and secure handling and storage of the SRS;
- have made adequate arrangements to ensure persons who will have unsupervised access to the SRS possess a WA Dangerous Goods Security Card and authorised as secure employees; and
- can ensure that only persons authorised under the SRS Regulations are supplied with SRS.

Obligations of the licensee

Licence holders must comply with the provisions of the *Dangerous Goods Safety Act 2004* and Regulations as they relate to safety and security of SRS. This includes compliance with any conditions that may be on the licence.

An import notice or export notice must be lodged with Resources Safety at least seven days in advance of any consignment of SRS coming in from or going overseas. This ensures that the Chief Officer is aware of all SRS movements. This process does not apply to the interstate movement of any SRS.

Licence holders must maintain written records for a minimum of 5 years from the date of all consignments imported/exported.

Corporate bodies or partnerships must nominate a person concerned in the management of, or employed by the business to be responsible for the safety and security of the SRS being managed under the licence. This person's details will be recorded on the licence, and should that person resign then the body corporate/partnership must nominate another security cleared person to take over such responsibility.

Movement of SRS - into, out of and within Australia

The matrix shown below details which situations require a licence or import/export notice:

Where are SRS coming from or going to?	Approved SRS	Substances containing more than 45% AN that are not approved SRS
Overseas	Requires an SRS Import/Export Licence. All requirements of the Dangerous Goods Safety (Goods in Ports) Regulations 2007, such as special berth approvals, are additional. An import notice or export notice lodged with the Chief Officer for every consignment, including: <ul style="list-style-type: none"> • a Material Safety Data Sheet for the SRS; and • a certificate of analysis of the SRS signed by the licence holder. 	Import and export is prohibited
Between WA and other States and Territories in Australia	SRS Import/Export Licence is not required for the possession and movement in and out of WA, but other dangerous goods licences may apply. For example: <ul style="list-style-type: none"> • interstate SRS transport licence • WA SRS Transport Licence • Dangerous Goods Transport Licence • Shotfiring Licence • Explosives or SRS Storage Licences • SRS Fertiliser Licence 	Manufacture and sale is not permitted in WA.

Reference material

Further information can be obtained from:

- *Dangerous Goods Safety Act 2004*
- Dangerous Goods Safety (Goods in Ports) Regulations 2007
- Dangerous Goods Safety (Explosives) Regulations 2007
- Dangerous Goods Safety (Security Risk Substances) Regulations 2007

(downloads available free on the State Law Publisher's website at www.slp.wa.gov.au/statutes)

- Australian Standard AS 3846:2005 - The handling and transport of dangerous cargoes in port areas

(copies of Australian Standards are available from SAI Global, 165 Adelaide Terrace, East Perth WA 6004. Phone: 13 12 42 or www.saiglobal.com/shop)

- IMO Code of Safe Practice for Solid Bulk Cargoes (BC Code) 2004

(available from the International Maritime Organization website at www.imo.org)

- Notice to import explosives/SRS IMN REV2
- Notice to export explosives/SRS EXN REV2
- Application for an SRS Transport Licence STR REV2
- Application for an SRS Storage Licence SST REV2

- Schedule of fees and charges

(available from www.dmp.wa.gov.au/ResourcesSafety)

Applicant details

Licences can only be granted to an individual, a body corporate or a partnership. An application from a body corporate must be in the name as described on the certificate of incorporation, and a copy of the certificate is to be provided with the application.

The following are also recognised as corporate bodies:

- Federal or State Government Departments
- Local Government authorities (Cities, Towns, Shires)
- Some semi-government organisations (e.g. Water Corporation, Western Power)

Where an unincorporated body owns/operates/leases premises or a site, or undertakes an activity (and does not wish, or is not eligible, to become incorporated (i.e. small businesses, associations, etc.) an eligible individual person must be nominated to be the applicant.

An application from a partnership must include:

- a certified copy of evidence of the partnership; and
- a statutory declaration from **each** partner stating:
 - the name of the partnership

- the name, home address and contact details of all partners; and
- business in which the partnership is engaged.

The licence will be granted in the name of the partnership.

Applications may be received in respect to premises that are operating under a trust. The licence cannot be granted to a trust, but can be granted to, as an example, 'The trustees of the ABC Trust'. Applications from trusts must include:

- a certified copy of a document which states the name of trust; and
- the name, home address and contact details of **at least one of the trustees**.

Licences cannot be granted to business names or trading names.

Please ensure that a contact number is provided in case the Departmental assessor needs to clarify matter or seek additional information. A residential business is mandatory and may be supplemented with a post office address.

Security clearances

Access to security risk substances (SRS), such as some formulations of ammonium nitrate, is now strictly controlled in Western Australia. The Dangerous Goods Safety (Explosives) Regulations 2007 are rigorous across all aspects of explosives storage, handling and transport and in particular incorporate many of the security provisions negotiated under the Council of Australian Governments (COAG) agreement of 25 June 2004 on counter-terrorism measures.

It is a requirement that licence holders and people with unsupervised access to SRS possess a security clearance. Key features of the assessment process are identity checks to confirm the status of applicants as well as national criminal history record checks including an ASIO clearance.

As a means of proof of a valid security clearance, individuals will be issued with a photographic security card valid for 5 years, and it will be subject to renewal. The security card will allow portability of the security clearance between employers.

Applications for a licence cannot be processed unless the individual named in the application holds a current WA Dangerous Goods Security Card. Details are available on the Resources Safety website and application forms can be obtained from and lodged at participating Post Offices around Western Australia.

An SRS Import/Export Licence is only valid while the security clearance of the individual named in the licence remains current.

Mutually recognised security clearances

Western Australian explosives regulations have mutually recognised various current explosives and Security Sensitive Ammonium Nitrate (SSAN) licences/permits issued by another State/Territory of Australia as being valid security clearances in this State. This does not apply for permanent residents of WA with more than 3 months residency. These are detailed in the following table:

State/Territory	Legislation
New South Wales	Explosives Regulations 2005
Queensland	Explosives Act 1999
South Australia	Explosives (Security Sensitive Substances) Regulations 2006
Tasmania	Security Sensitive Dangerous Substances Act 2005
Victoria	Dangerous Goods (Explosives) Regulations 2000 Dangerous Goods (HCDG) Regulations 2005
Northern Territory	None applicable
Australian Capital Territory	None applicable

Applicants from interstate, who do not possess a mutually recognised security clearance will be required to obtain a WA Dangerous Goods Security Card in order for their application for licence to proceed.

Integrity information

All regulations require that all individuals who apply for any type of SRS licence must disclose to the Chief Officer:

- details of any relevant offence of which the person has been convicted; and
- details of any charge of a relevant offence against the person that is pending.

The term 'relevant offence' means any of the following:

- an offence against the *Dangerous Goods Safety Act 2004* and regulations;

- an offence against a law of another place that substantially corresponds to the *Dangerous Goods Safety Act 2004* and regulations; or
- an offence against a law of this State or another place, an element of which is the handling, storage or transport of explosives.

Two questions on this matter are contained in the application form and if you answer in the affirmative to either you must attach a separate sheet briefly describing details of the offence and/or charge including places, dates and penalties.

Location of storage

Once imported SRS have been cleared through the port, the consignment can be transported on a vehicle covered under an SRS Transport Licence to a site which is covered under an SRS licence for storage or manufacture, unless transit storage conditions are met under the SRS Transport Licence.

If the SRS is intended for use by the applicant then details of the proposed storage location are required and an SRS Storage Licence obtained.

Where consignments are to be supplied to other parties then storage location details can be provided on individual import notices.

Product details

In order for your application to be considered, it is important that the particular details of the products to be imported/exported are accurately specified. Applicants should ensure that they refer to products

by the authorised name, and include the Classification Code and the United Nations (UN) Number.

Each licence is granted for specific types of SRS and for particular quantities and any other conditions that may be considered necessary. Licence holders are not permitted to import/export any SRS that are not endorsed on their licence.

Place of origin

It cannot be assumed that manufacturing standards are the same from one country to another therefore, as part of quality control, the Chief Officer needs to be confident that each consignment of a particular authorised SRS emanates from the same country.

Information on the place of origin also allows Resources Safety to liaise with overseas regulatory authorities to confirm current regulations and improve safeguards on the worldwide movement of SRS.

Consignment entry/exit points

SRS imported and exported through Western Australia come through the various ports stretching from Wyndham to Esperance. Each of these ports differs in respect to loading/unloading facilities, load limits on AN based on safety distances, security arrangements, transit storage facilities, and transport routes from the port.

Applicants can nominate more than one port on their application. Importers/exporters should liaise with the relevant Port Authorities to ensure that the ports they wish to use are approved to handle the AN and quantities involved.

Transitional provisions

During the 12 month period starting from the commencement date of the Dangerous Goods Safety (Security Risk Substances) Regulations 2007,

any person who is required to hold a licence to possess an SRS or engage in an activity in respect of an SRS does not need a licence.

Application form

Complete the application form, including the checklist and attach all the required information. **Lodgement of an incomplete application may increase the time it takes to issue you with a licence and deficient applications may be returned to the applicant.**

NOTE: Please refer to the schedule of fees on the Resources Safety website for the current fee applicable to this licence application.

Contact details

Tel: (08) 9358 8001

Fax: (08) 9358 8000

Email: rsdclientservices@dmp.wa.gov.au

Website: www.dmp.wa.gov.au/ResourcesSafety for fees, forms, FAQs, guidance material and publications.



Government of **Western Australia**
 Department of **Mines and Petroleum**
 Resources Safety

Application for a security risk substances import/export licence

Dangerous Goods Safety Act 2004
Dangerous Goods Safety (Security Risk Substances) Regulations 2007

ABN: 69 410 335 356

Application no. *(office use only)*

SIE



1. What are you applying for? (please tick one)

- New licence
- Amendments

For amendments please indicate the licence number.

2. Applicant details

Please tick one of the following boxes and complete the relevant sections below:

- Body corporate
- Partnership
- Individual
- Trust

Body corporate (name as shown on certificate of incorporation)

ACN

- Individuals
- Partnerships (names of all partners)
- Trusts (name of at least one trustee)

Family name	Given names

(if insufficient space please attach a separate sheet)

An application from a partnership must include:

- a certified copy of evidence of the partnership; and
- a statutory declaration from each partner stating:
 - the name of the partnership
 - the name, home address and contact details of all partners; and
 - the business in which the partnership is engaged

An application from a trust must include a certified copy of a document which states the name of the trust

Name of the registered business or firm, partnership or trust

Contact details (all applicants)

Phone Facsimile

Mobile Email

ABN

Business street address (mandatory)

Unit no. Street no. Lot no. Street

Town/suburb State Postcode

Postal address (complete if different from above)

Unit no. Street no. Lot no. Street

PO box no. Town/suburb State Postcode

3. Authorised person (mandatory if applicant is a body corporate or partnership)

Applicant must nominate an individual who is responsible for the safety and security of the SRS to be covered by the licence.

Position held

Family name	Given names	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>

Street address

Unit no. Street no. Lot no. Street

Town/suburb State Postcode

Phone Facsimile

Email Mobile

4. Security clearance details

Completion of this section is mandatory for either an individual applicant or the authorised person named above.

WA Dangerous Goods Security Card number Expiry date //

Or

The name of the mutually recognised security clearance from another State. (a certified copy must be produced)

Licence / Permit Permit number

Expiry date // State issued

5. Integrity information

The following questions must be answered by:

- the applicant if an individual; or
- the authorised person nominated at part 3 above

Family name	Given names

Have you been convicted of any relevant offence? Yes No

Do you have a charge of a relevant offence pending against you? Yes No

If you answered 'yes' to either of the above questions please attach a separate sheet with details of your full name, date of birth, description of offence and/or charge, places, dates, penalties etc.

6. Type of business

Briefly state the normal business of the applicant.

Please tick one of the following:

- importing SRS for own purposes importing SRS to supply others both of the above

7. Experience and competency

Briefly describe the applicant's knowledge, experience and competency towards the safety and security of any SRS possessed under the proposed licence. Where the applicant is a body corporate or partnership, this information will be in respect of the person nominated in section 3 above.

8. Location of SRS storage (initial storage location once cleared from the port. If more than one location please attach similar details for other sites)

To be completed only if the applicant intends to import for **own** use.

Property trading name (if applicable)

SRS Storage Licence number

Residential address

Unit no. Street no. Lot no. Street

Town/suburb Postcode

Site phone Site fax

Site email

Additional location information (if there is no valid street address)

Global Positioning System (GPS) coordinates

Geographic (GDA94): Latitude Longitude

And/Or

Projected (MGA94): Easting Northing Zone

Land title information

Certificate of title (CT) number

Minesite tenement number

Reserve name or number (e.g. Baldivis or Kalgoorlie)

Magazine number (where applicable)

9. Product details

Please list the types of SRS that are to be imported/exported.

Proper shipping name or product name	Classification Code	UN No.	Quantity per consignment (imports)	Quantity per consignment (exports)

10. Places of origin

Please list the countries that SRS will be imported from.

11. Ports of entry into or exit from Western Australia

Bunbury Dampier Esperance Fremantle Wyndham

Other (please specify)

12. Applicant's declaration (where the intended licence holder is not an individual, this declaration must be signed by a person within the business/firm who has authority to sign)

I certify that the above details are true and correct.

Name Position

Signature of applicant Date / /

13. Checklist (please tick the boxes to ensure your application is complete)

- A completed application form
- Copy of a certificate of incorporation (for a body corporate)
- If a partnership, the following:
 - a certified copy of evidence of the partnership
 - a statutory declaration from **each** partner stating (the name of the partnership; the name, home address and contact details of all partners; the business in which the partnership is engaged)
- If a trust, a certified copy of a document which states the name of the trust
- A certified copy of an interstate mutually recognised security clearance (if applicable as per part 4)
- If applicable, a separate sheet briefly describing details of any offences resulting in convictions, and/or charges pending (as per part 5)
- Payment of the licence fee

Incomplete applications cannot be processed and will be returned.

Licences cannot be issued over the counter. The processing time for compliant applications that do not need complex internal assessment is 20 business days.

14. Payment details

Please forward your application and remittance by mail to:

Resources Safety – Department of Mines and Petroleum
100 Plain Street, EAST PERTH WA 6004

Application no. *(office use only)*

Cheques and money orders should be made payable to: Department of Mines and Petroleum

SRS Import/Export Licence

Complete this section if paying by credit card

Card number

Expiry date /

Card type *(please tick)* Master Card Visa

Cardholder's name

Amount

Signature

Phone number of card holder

Date signed / /