



VICTORIA POLICE

## SUITABILITY REFERENCE

### PART 1: ADVICE TO THE REFEREE (to be read prior to completing this reference)

The purpose of this written reference is for you to attest that, in your opinion, the applicant is of a suitable character to hold a private security licence/registration in Victoria. **You are not obliged to provide this suitability reference.**

To provide this reference you must—

- **Belong to a prescribed class** of persons in accordance with the *Private Security Regulations 2016*. Refer to the reverse side of this page for information on the prescribed classes of persons.
- Have known the applicant for at least **12 months in Australia**.
- **Not be related** to the applicant by birth or marriage.

If you **cannot** attest to all of the above **do not** complete this suitability reference.

Please complete this form in **BLOCK LETTERS**.

### PART 2: REFEREE TO COMPLETE THE FOLLOWING STATEMENT OF SUITABILITY

I (*referee's name*) \_\_\_\_\_, make the following written reference in relation to the suitability of (*applicant's name*) \_\_\_\_\_ to work in the private security industry.

- I have known the applicant for a period of \_\_\_\_\_ year(s) \_\_\_\_\_ month(s) and I am not related to them by birth or marriage.
- **What is your relationship to the applicant?** *Please tick the relevant box, and provide specific detail.*

- Professional. Please specify: \_\_\_\_\_
- Personal. Please specify: \_\_\_\_\_
- Professional and personal. Please specify: \_\_\_\_\_

- **What is the frequency of your contact with the applicant?** *Please tick the relevant box*
- Daily                       Weekly                       Monthly                       Quarterly – At least every 3 months
- Other – Please specify: \_\_\_\_\_

- **Prior to arranging this declaration, what was the date of your last contact or interaction with the applicant?**
- \_\_\_\_\_

- **What was the reason for the contact or interaction?**
- \_\_\_\_\_

- **I have observed the following skills and characteristics (traits) that would make the applicant suitable for work in the private security industry:**  
*Your response **must** relate to the applicant's ability to interact effectively with people in a variety of settings, general demeanour, whether they are law abiding, can communicate effectively using the English language and any other consideration that is relevant to their fitness for work in the industry. If you require additional space for your comments, please provide a signed and dated attachment.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

**PART 3: REFEREE TO INDICATE PRESCRIBED CLASS**

Prescribed classes of persons in Australia are those authorised under section 30 of the *Oaths and Affirmations Act 2018* and regulation 49 of the *Private Security Regulations 2016*.

**Note:** The Licensing & Regulation Division will seek verification that you belong to a prescribed class by contacting the relevant authority to which you prescribe.

Please **tick** the appropriate class to indicate which prescribed class you belong to:

- |  |  |
|--|--|
| <input type="checkbox"/> A <b>medical practitioner</b> registered under the Health Practitioner Regulation National Law.   | <input type="checkbox"/> The <b>manager</b> of an <b>authorised deposit-taking institution</b> .   |
| <input type="checkbox"/> A <b>pharmacist</b> registered under the Health Practitioner Regulation National Law.   | <input type="checkbox"/> A <b>principal</b> within the meaning of the <i>Education and Training Reform Act 2006</i> .  |
| <input type="checkbox"/> A <b>dentist</b> registered under the Health Practitioner Regulation National Law, who also holds dental practitioner registration.   | <input type="checkbox"/> A registered <b>veterinary practitioner</b> within the meaning of the <i>Veterinary Practice Act 1997</i> .   |
| <input type="checkbox"/> A prescribed member of a <b>prescribed accounting body or association</b> – <ul style="list-style-type: none"> <li>• A member of CPA Australia Ltd who holds the designation of a Certified Practising Accountant;</li> <li>• A Fellow of CPA Australia Ltd.</li> <li>• A member of the Institute of Public Accountants who holds a current practising certificate.</li> <li>• A member of the Institute of Chartered Accountants in Australia.</li> <li>• A member of Chartered Accountants Australia and New Zealand who resides in Australia.</li> </ul> | <input type="checkbox"/> A <b>justice of the peace</b> .   |
| <input type="checkbox"/> A <b>minister of religion authorised to celebrate marriages</b> .   | <input type="checkbox"/> A <b>nurse</b> registered under the Health Practitioner Regulation National Law.  |
| <input type="checkbox"/> An Australian <b>lawyer</b> or <b>clerk</b> to an Australian lawyer.  | <input type="checkbox"/> A <b>registered teacher</b> within the meaning of the <i>Education and Training Reform Act 2006</i> or a corresponding law of another State or Territory.   |
|  | <input type="checkbox"/> An <b>Officer of the Australian Defence Force</b> within the meaning of the <i>Defence Act 1903 (Cth)</i> .   |
|  | <input type="checkbox"/> A <b>holder of a Victorian private security business licence</b> (or if the holder is a body corporate, the nominated person) who for at least 5 years continuously held that licence or was the nominated person in relation to the licence. |
|  | <input type="checkbox"/> <b>Another prescribed class</b> (not listed above) – <i>please specify:</i> _____   |

**Note:** The above prescribed classes of persons are seen to be those most commonly known to the majority of people. For a full list of the prescribed classes, go to [www.police.vic.gov.au/privatesecurity](http://www.police.vic.gov.au/privatesecurity) and download the *Prescribed Classes of Persons to Provide Suitability Reference* information sheet.

Due to conflict of interest, members of Victoria Police are unable to provide suitability reference.

**State here your official identification reference as known by the relevant authority, including any authorised/registration number and/or stamp:**

**PART 4: REFEREE TO COMPLETE THE FOLLOWING DECLARATION**

I make this reference as I belong to a prescribed class of persons in Australia.

I acknowledge that the particulars in this suitability reference are true and correct and I make this acknowledgement knowing it is an offence under section 135 of the *Private Security Act 2004* to wilfully supply details which are false or misleading or omit to furnish particulars.

**In signing this declaration I am aware that I may be called upon to attest to this statement in a court of law.**

**Referee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Referee's Printed Name:** \_\_\_\_\_

**Work Address:** \_\_\_\_\_

**Phone: (H)** \_\_\_\_\_ **(W)** \_\_\_\_\_ **(M)** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Privacy Statement:** The personal and health information requested is being collected and used by Victoria Police for the purposes of assessment of an application for a licence, registration, permit or approval. It will be used in accordance with relevant legislation, including the *Firearms Act 1996*, *Private Security Act 2004*, *Control of Weapons Act 1990*, *Health Records Act 2001* and the *Privacy and Data Protection Act 2014*. The information may be disclosed to employers, approved bodies and other statutory authorities for the purposes of law enforcement and the administration of justice. To gain access to personal and health information held by Victoria Police, you must apply in writing to the Freedom of Information Division of Victoria Police, at [www.police.vic.gov.au](http://www.police.vic.gov.au).