

**Department of Justice**

WorkSafe Tasmania

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Government**

## APPLICATION FOR SECURITY-SENSITIVE DANGEROUS SUBSTANCES PERMIT

You will need to submit the application at a Service Tasmania outlet and pay the prescribed fee.

**Type of Application** (Check relevant box)

New Long-term Permit (3 Years)

New Short-term (up to 12 months)

Renewal of SSDS permit (to be submitted at least one month before the permit is to expire)

For renewal, please indicate your existing SSDS Permit Number

**Service Tasmania Use Only**

Product Code 310

Fee collected - \$231.40

**Permit Applicant Details**

Full Name of Applicant (Police check consent form to be completed)

Date of Birth

Applicant Email

Applicant Mobile

Business Name

Business Address

Postcode

Postal Address

Post Code

ABN

ACN

**Reason for making application (Restricted Activity)**

Buying

Using/Disposing

Transporting

Importing

Selling/Supplying

Manufacturing

Storing

Exporting

Version No.	Approval Date	Approval No.	Approved by
1.0	14 July 2023	SSDS001	Brad Parker - Director

# APPLICATION FOR SECURITY-SENSITIVE DANGEROUS SUBSTANCES PERMIT

## List of Responsible Workers (Working under your SSDS Permit)

First Name	Middle Name (if applicable)	Surname	Date of Birth	RW Card Number (if previously issued)

## Applicant declaration

I declare that the information contained in this application is true and correct.

Applicant Signature

Date

Personal information we collect from you will be used by the Regulator (WorkSafe Tasmania) for dangerous goods/dangerous substances licensing purposes and may be used for other purposes permitted by the *Explosives Act 2012* and associated laws. Failure to provide this information may result in your application being denied or records not being properly maintained. Your personal information may be disclosed to contractors and agents of WorkSafe Tasmania, law enforcement agencies, courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the Personal Information Protection Act 2004 and may be accessed by you on request to this Department. You may be charged a fee for this service.

## Reason of Notification

Information to support new / renewal application for a SSDS Permit

New (or updated) site map and manifest attached

Registered Company Name	
ABN	
ACN	
Date Prepared	
SSDS Permit Number (Existing permit holders only)	

## Security Plan / Risk Assessment prepared by:

Name

Position

Phone

Email

Alternative contact person

Email

Phone

- Please ensure all information provided is clear and legible.
- If required, for larger complex facilities, attach pages.
- A brief explanation shall be provided where any part of this template is deemed not relevant or applicable to your situation.

### PERSONAL INFORMATION PROTECTION STATEMENT

Personal information we collect from you for Permit and Identity Card processes will be used by WorkSafe Tasmania for that purpose and may be used for other purposes permitted by the *Security-sensitive Dangerous Substances Act 2005* and associated laws. Failure to provide this information may result in your application not being processed or records not being properly maintained. Your personal information may be disclosed to contractors or agents of WorkSafe Tasmania, law enforcement agencies, courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by you on request to this Department. You may be charged a fee for this service.

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# 1. Description of Company's Business Activity

(Restricted Activities with SSE / SSAN)



## Business Activity

Importing

Exporting

Transporting

Storing

Selling or supplying

Manufacturing

Using or disposing

Buying

## Types of Security-sensitive ammonium nitrate (SSAN) usually handled

<b>Ammonium Nitrate (SSAN)</b>	Yes	No
Product name		
Maximum Quantity and Frequency		
<b>AN Blends</b> (greater than 45% AN)	Yes	No
Product name		
Maximum Quantity and Frequency		
<b>Describe the purpose for which you require the storage and handling of SSAN</b>		
<b>Major Clients</b>		
<b>Supplier (if Applicable)</b>		
<b>Import/Export details (if applicable)</b>	<b>Quantity (Tonnes)</b>	<b>Frequency (Per financial year)</b>
<b>Import</b>		
<b>Export</b>		

## Types of Explosives (SSE) usually handled

Packaged Explosives	Yes	No
Product Name		
Maximum Quantity and Frequency		
<b>ANFO (Manufactured onsite)</b>	Yes	No
<b>Boosters</b>	Yes	No
Product name		
Maximum Quantity and Frequency		
<b>Detonators</b>	Yes	No
Product name		
Maximum Quantity and Frequency		
<b>Other</b> e.g.: Propellant / Black Powders Fireworks (Type 3 - professional)	Yes	No
Product name		
Maximum Quantity and Frequency		
<b>Describe the purpose for which you require the storage and restricted activity of SSE.</b>		
<b>Major Clients</b>		
<b>Supplier (if Applicable)</b>		
<b>Import/Export details (if applicable)</b>	<b>Quantity (Tonnes)</b>	<b>Frequency (Per financial year)</b>
<b>Import</b>		
<b>Export</b>		

2. STORAGE - SITE SECURITY



Details of your secure storage arrangements for SSAN/SSE.

For each site, provide a plan of your property including where the SSAN / SSE will be stored. Photographs may also be provided.

Plans must include:

- Site address and Property (PID) reference number.
- An indication of true north,
- The distance to the nearest public road, property boundaries,
- Distance to any nearby public or private buildings (include residences),
- Internal road layout, vehicle entry points and
- Distances to fuel storage and other dangerous goods stores.

**Note:** See Appendix C - page 16 for example of combined site map/manifest

<b>Details about Ammonium Nitrate (SSAN) Storage Site (Details must be supplied for each storage site)</b>	
<b>Volumes of SSAN to be stored:</b>	
Usual quantity held:	
Maximum Quantity held at any one time:	
Describe means of securing entry points	

## 2. STORAGE - SITE SECURITY (continued)



### Details about Explosives (SSE) Storage Site (Details must be supplied for each storage site)

Volumes of SSE to be stored:	
Usual quantity held:	
Maximum Quantity held at any one time:	
Number of magazines	

State any other dangerous goods stores and/or explosives magazines and the types and quantities kept within

Are separation distances between magazines or SSAN stores and protected places adequate		Metres
Will the magazine(s) be mounded?	Yes	No
Will the magazine(s) be fenced?	Yes	No
Is the magazine(s) earthed?	Yes	No
Is the magazine(s) constructed and located to the requirements of AS 2187.1?	Yes	No
If you answered no to any of the above questions, explain the reason below:		



### 3. TRANSPORT SECURITY

Details of Secure Transport Arrangements for SSAN / SSE.



<b>Journey/s typically undertaken by company vehicles transporting SSAN / SSE.</b> (Include usual start and finish destinations)	
<b>Journey 1</b>	
From	
To	
Typical length of journey (kms)	
Typical duration	
Non-Stop?	Yes No
<b>Journey 2</b>	
From	
To	
Typical length of journey (kms)	
Typical duration	
Non-Stop?	Yes No

#### Details of the vehicles you will be using to transport SSAN/SSE.

Vehicle Make	Type (e.g. ute tray truck, MMU, tanker trailer)	Registration Number

(Note: Vehicles that convey SSAN in bulk or SSE at risk category 3 quantities require a dangerous goods Bulk Vehicle licence)

## 4. Personnel Management



### Responsible Workers under an SSDS Permit

SSDS Permit holders must keep a current and accurate list of personnel identified as 'Responsible Workers', whose identity and background must be checked if they are to have unsupervised access to SSAN / SSE.

'Responsible Workers', who cease work under a SSDS Permit holder must be notified to WorkSafe Tasmania.

### Staff recruitment

Any request to nominate a new person as a 'Responsible Worker', must be made submitting a form (Responsible Worker under SSDS Permit) to WorkSafe Tasmania via a Service Tasmania Outlet Shop. Forms can be found at the WorkSafe Tasmania website.

SSDS Permit Holders are required to have a scheme for checking the identity of employees who are nominated as responsible workers for the permit.

<b>Name: (Security Manager)</b>		
<b>Phone</b>		
<b>Email</b>		
<b>Scheme/Process for checking responsible worker identities in place:</b>	Yes	No

## 5. Security Risk Assessment - Sites (if applicable)



ASSESS RISKS Storage / Handling Site(s) Vulnerability of:	Measures to prevent or mitigate / additional comment
<p>Site(s) to unauthorised access</p> <p><b>H      M      L</b></p> <p>(see note 1 in Attachment A)</p>	
<p>Site(s) to theft</p> <p><b>H      M      L</b></p> <p>(see note 2 in Attachment A)</p>	
<p>Site(s) to sabotage</p> <p><b>H      M      L</b></p> <p>(see note 3 in Attachment A)</p>	
<p>Site(s) to unexplained loss</p> <p><b>H      M      L</b></p> <p>(see note 7 in Attachment A)</p>	
<p>Other security risks particular to this site(s)</p>	
<p>Other measures to enhance security</p> <p><b>H      M      L</b></p>	

## 5. Security Risk Assessment - Transport (if applicable)



ASSESS RISKS Transport Vulnerability of:	Measures to prevent or mitigate / additional comment
Spillage & loss of SSE / SSAN whilst in transit  <b>H                  M                  L</b>	
Risk of theft of SSE / SSAN whilst in transit  <b>H                  M                  L</b> (see note 4 in Attachment A)	
Risk of theft (hijacking) of these vehicles  <b>H                  M                  L</b> (see note 5 & 6 in Attachment A)	
Unexplained loss during transport  <b>H                  M                  L</b> (see note 7 in Attachment A)	
Unauthorised access to vehicle(s)  <b>H                  M                  L</b>	
Unauthorised access to temporary storage  <b>H                  M                  L</b>	
Other risks  <b>H                  M                  L</b>	

## 6. Procedures

**Controlling access to the secure site/store/vehicle.**

**Describe the procedures for controlling the access of unauthorised people to site, stores, vehicles or consignments of SSAN/SSE.**

This might include:

- measures in place to restrict access;
- procedures for dealing with unauthorised access; and

If you control access with a pass system, provide details of the security of the pass system including:

- the record keeping and auditing system in relation to passes;
- procedures for forgotten or lost passes; and
- procedures for revoking passes and retrieving passes no longer used or necessary.

## Record keeping and inventory procedures

**Describe the system to be implemented to maintain records of purchases/acquisitions and sales/supply of SSAN/SSE.**

These records must include:

- The SSDS Permit & Identity Card details of those supplying you with SSAN/SSE;
- The SSDS Permit & Identity Card details of those receiving SSAN/SSE from you;
- Recording quantities of SSAN/SSE into and out of your possession;
- Recording quantities used in regular activities including: blasting records, disposal and use;
- The procedures for reporting and following up any unexplained losses;
- How consignments are delivered to, and transported away from the site (mode and security); and
- Regular stock-taking to verify quantities;
- Permit holder must keep the records referred to above in good condition for at least five (5) years, or for minimum period required in other relevant codes/Australian standards.

**Describe the procedures for investigating and reporting security incidents**

(Such as thefts, attempted thefts, sabotage or attempted sabotage, break-ins, attempted break-ins, unexplained losses or any other security incidents).

## 7. Security incidents

**Security incidents must be reported to the local police and the regulatory authority.**

## 8. Definitions and guidance notes for terms used in this application form

Please read these notes before completing the Application Form for a Security-Sensitive Dangerous Substances permit

<b>Permit Applicant</b>	The "person" applying to the regulator for an SSDS permit
<b>Regulator</b>	Means the Regulator appointed under Part 1, Schedule 2 of the <i>Work Health and Safety Act 2012</i>
<b>Identity Card</b>	Identification card issued to a 'Responsible Worker'.
<b>Nominated Person</b> <b>(Security Manager)</b>	A person given the responsibility by the SSDS Permit Holder to implement and maintain the Security Plan A Person who has been issued with a Security-Sensitive Dangerous Substances Permit
<b>Permit holder</b>	Means a natural person or an entity recognised by law as having a separate legal personality with rights and obligations (i.e. a company but not a business name, partnership or trust).
<b>Person</b>	
<b>Responsible Worker</b>	For an SSDS permit, means a person who, besides the holder of the permit, is authorised by the permit to have either or both of the following: (a) Independent and unsupervised access to the authorised SSDS; (b) Independent and unsupervised carriage of the authorised restricted activity.
<b>Restricted Activity</b>	"Restricted Activity", in relation to an SSDS, means - (a) manufacturing, importing, exporting, buying, selling, supplying, storing, using or disposing of - (i) if the SSDS is specified in Part 2 of Schedule 1 by reference to a quantity, that quantity of the SSDS; or (ii) in the case of any other SSDS any quantity of the SSDS; or (b) an activity specified in <u>Part 3</u> of <u>Schedule 1</u>
<b>SSAN</b>	Means an Security Sensitive Ammonium Nitrate as defined in part 2 of schedule 1 of the <i>Security-sensitive Dangerous Substances Act 2005</i>
<b>SSE</b>	Means Security Sensitive Explosives as defined in part 2 of schedule 1 of the <i>Security-sensitive Dangerous Substances Act 2005</i>
<b>SSDS</b>	Means Security Sensitive Dangerous Substance which is any substance specified in part 2 of schedule 1 of the <i>Security-sensitive Dangerous Substances Act 2005</i>
<b>Close Associate</b>	A person involved in the management of the applicant's business structure or has the capacity to exercise significant influence in relation to the conduct of that business structure.
<b>Related Body Corporate</b>	An entity recognised by law as having a separate legal personality that the applicant, if a natural person, is or has been an officer of,
<b>SSDS Permit</b>	Permit issued by the Regulator to an individual or organisation that is in possession of and undertakes activities involving substances identified as 'Security-Sensitive Dangerous Substances'.
<b>Unsupervised access</b>	Access to SSAN / SSE when no other person with authorised access is present or has control over the SSAN / SSE

### References

AS/NZS ISO 31000:2009 Risk Management - Principles and guidelines

AS4326-2008 The storage and handling of oxidising agents

AS4145.2-2008 Lockset and hardware for doors and windows - mechanical locksets for doors and windows in buildings

AS4145.4-2202 Locksets - Padlocks

AS/NZS 4255.1-1994 Security seals - Classification

AS/NZS 4255.2-1994 Security seals - Use

AS2187.1 - 1998 Explosives - Storage, transport and use

### 1. Describe measures currently in place at this site to prevent or detect unauthorised access to the site or the theft of SSAN from the site:

Current measures might include:

- perimeter fencing;
- access controls;
- guarding;
- alarm systems;
- 24 hours operation etc.

### 2. Assess the vulnerability of this site to the theft of SSAN.

This is an important part of the security risk assessment. You should describe:

- **how** theft could occur (including the risk of theft by workers and outsiders);
- the **likelihood** of each scenario happening;
- the extent to which your current security measures are adequate (are there any gaps in physical security, personnel management, procedures or record keeping); and
- what else could be done to reduce the risk of theft of SSAN

### 3. Assess the vulnerability of this site to sabotage addressing issues such as:

- how access could be gained;
- likelihood of sabotage;
- the consequences of such an event;
- the extent to which your current systems/procedures protects against such events; and
- what else needs to be done?

### 4. Assess the vulnerability of your company to the risk of theft of SSAN whilst in transit.

This may include addressing the risk of theft from:

- drivers;
- other workers;
- outsiders during breaks in the journey.

### 5. Describe current procedures for monitoring the location of vehicles and the well-being of drivers.

This might include:

- route planning;
- duress alarms; and
- communications systems such as GPS, satellite or mobile phones.

### 6. Assess the vulnerability of your company's vehicles to the risk of theft (hijacking) of these vehicles.

This will require assessing the ease or difficulty of an unauthorised person gaining access to the driver's cabin at any time during the journey. Consideration should be given to:

- training of drivers;
- physical security;
- procedures, especially during stops when the vehicle is left unattended; and
- emergency communications.

### 7. Assess the vulnerability of your company to the risk of unexplained losses of SSAN. You may wish to consider:

- whether your company has in the past encountered unexplained loss of SSAN;
- if so, the circumstances surrounding this; how might losses occur; the likelihood of this happening; and what procedures or precautions might reduce this risk.

## Stock Control - Example Only

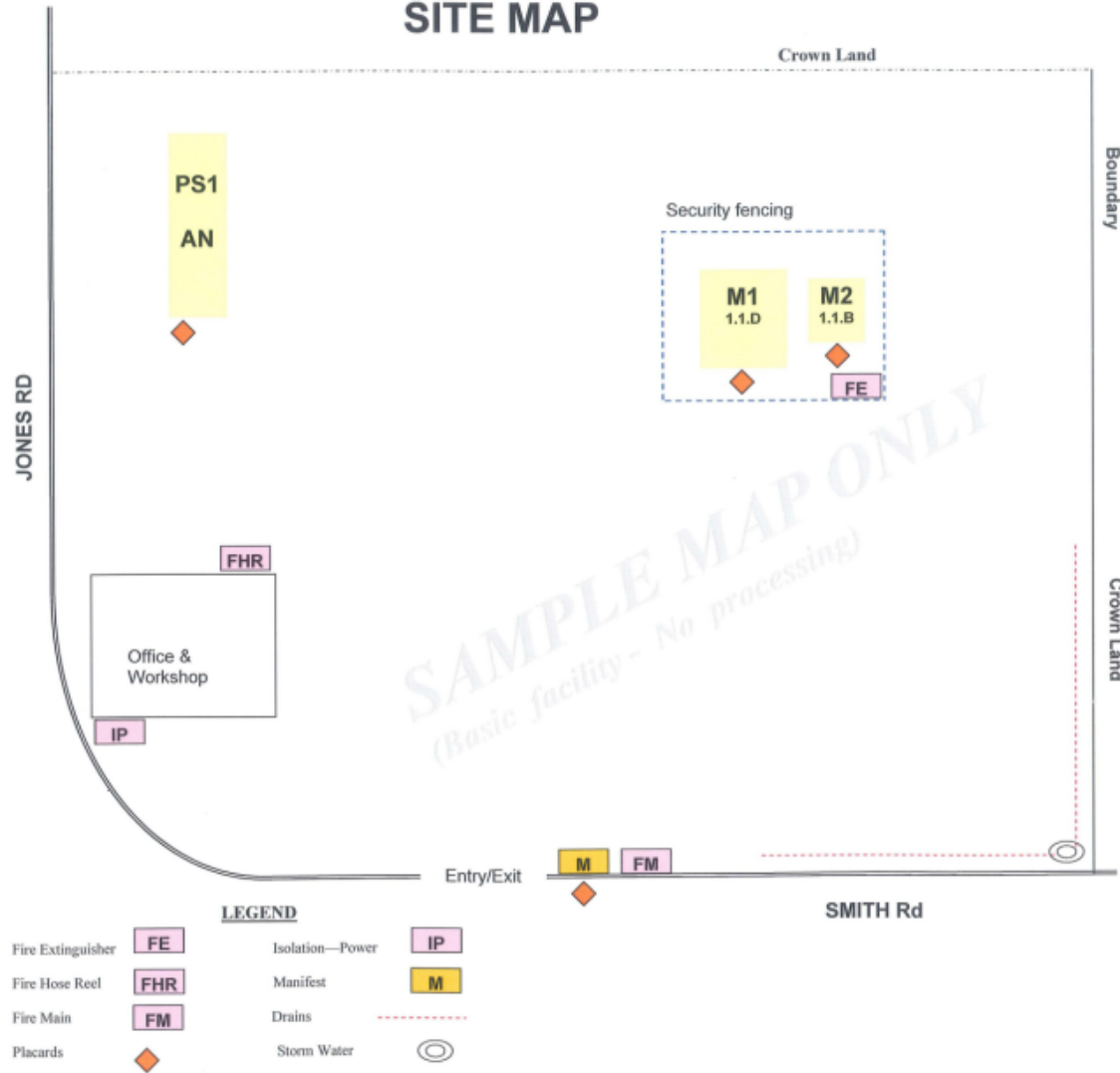
## Attachment B

[illegible]



## Attachment C

## SITE MAP



## MANIFEST

## EMERGENCY CONTACTS

Name	Position	Contact No
John Smith	Owner	B/H 03 62..... A/H 0419 .....
Ken Jones	Manager	B/H 03 62..... A/H 0410 .....

## EXPLOSIVES

Tank Id No	Proper Shipping Name	Class	Sub/ Risks	UN No.	PG	Max. NEQ Net Explosive Qty
M1	Explosives Blasting—Type E	1.1D	n/a	0241	n/a	5,000 kg
M2	Detonators Electric for Blasting Detonator Assembly Non—electric	1.1B	n/a	0030  0360	n/a  n/a	5kg (500 items)  (4500 items)

## PACKAGED Hazardous Chemicals

Store Id No	Proper Shipping Name	Class	Sub/ Risks	UN No.	PG	Maximum quantity (Kilograms)
PS1	Ammonium Nitrate (AN)	5.1	n/a	1942	III	15,000 kg

Occupier: Midlands Quarry Services Pty. Ltd.  
Address : 121 Smith Road, Bothwell, Tasmania 7030

PID: 6574121  
E: 51242 N: 544125 (GDA 94)

Drawing number : SM-001  
Date Prepared : 12/02/2015



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