

Approved Security Industry Organisation (ASIO) Checklist



VICTORIA POLICE

This checklist is to be used by private security industry organisations that wish to apply to become an Approved Security Industry Organisation (ASIO) under section 172 of the *Private Security Act 2004* (the Act).

An organisation must be able to demonstrate that it has the structure, capability and financial stability to maintain itself and to effectively support its members to meet the competency requirements of a private security business licence under section 26(3)(a) of the Act.

For more information about ASIOs, please visit our website: www.police.vic.gov.au/approved-security-industry-organisations

Before you start:

- An organisation must have at least 25 members who actively participate in the security industry to be approved.
- Application must contain all 'required documents'. Documents listed under 'supplementary information' must be publicly available or be able to be provided upon request by Licensing and Regulation Division (LRD).
- Application can be sent via email (file attachments in .docx or .pdf only) or via post.

Required documents:

Letter of application on organisation letter head

Outline the area(s) of the security industry that your organisation is involved in. Include which security activity or activities under which your members carry out work (visit our website for further information on security activities: www.police.vic.gov.au/private-security#private-security-licence-activities). Include name and contact details (email address and phone number) of preferred contact person for application.

Certificate of Incorporation/Registration

List of current office bearers

The list must include all current office bearers with contact details (email address and phone number) for each.

Details of members and membership type held

How many active members does your organisation have? What different types of membership do you offer? How many members hold each type of membership?

Supplementary information:

Be capable of providing further documentation upon request

LRD may request further documentation as part of your application, such as meeting minutes, audited annual returns or membership lists.

Be dedicated to the active development of the professional competence of your members in the security industry

Information about the support that you provide to your members to progress their professional competence can be available on a public-facing website, or LRD may request a statement detailing how your organisation supports your members.

Send completed checklist and attachments -

Via email: lrld@police.vic.gov.au

Via post: Licensing and Regulation Division
GPO Box 2807
Melbourne VIC 3001