

High Risk Work Licence Renewal Notice - Information Sheet

Renewing your licence

WorkSafe Victoria (WorkSafe) records show that you hold a current Licence to Perform High Risk Work that is shortly due to expire. You must complete the enclosed notice if you wish to renew your WorkSafe issued licence.

Are your personal details correct?

Please read the renewal notice carefully. If any of your personal details are incorrect, contact us on 1300 852 562 before lodging your renewal. Do not make any pen corrections on the renewal notice.

If you are not the person listed on the renewal notice or you do not believe you are the holder of the licence, please contact us immediately.

Lodging your renewal

Licence renewal notices must be lodged at a participating Australia Post outlet.

To locate your nearest outlet, call 13 13 18 or visit auspost.com.au/pol and click on the *Application and Form Lodgement* service and select Licence to Perform High Risk Work - VIC.

Please note that some outlets may require you to make an appointment to lodge your renewal notice.

When lodging your renewal, please bring:

- Your original completed renewal notice.
- Renewal fee of \$45.
- 100 points of identification (see over page for a list of accepted documents).
- A passport size photo of yourself (see over page for photo quality requirements).

IMPORTANT

- **Do not sign your renewal notice until you lodge it at Australia Post.**
- **Photocopies of any document cannot be accepted.**
- **Please lodge your application by the due date.**
- **Late applications will be accepted. WorkSafe cannot guarantee late applications will be processed before the expiry of existing LHRW card. You must not do any high risk work unless you hold a valid and current high risk work licence.**

Enquiries

For general licensing enquiries, please contact WorkSafe on 1800 136 089 or go to worksafe.vic.gov.au/licensing.

Collection of Personal Information

Personal and/or health information collected by WorkSafe in connection with this renewal will be used for the purpose of assessing this and any associated applications. The information collected may also be used in the administration and enforcement of legislation administered by WorkSafe, including the *Occupational Health and Safety Act 2004* and the *Dangerous Goods Act 1985*, the administration and evaluation of WorkSafe's programs generally and for law enforcement functions and legal proceedings.

WorkSafe may disclose personal and/or health information for public health and safety purposes. It may disclose that information to other government agencies, including emergency services, law enforcement and security agencies, including Victoria Police.

WorkSafe may also disclose personal and/or health information to its contractors and agents, to a court or tribunal, to other regulatory agencies and to any person authorised to whom it relates, or by law, to obtain it. WorkSafe may disclose a person's licence status to employers, prospective employers or members of the public who wish to check this status.

Collection of your personal and/or health information may be required by the *Occupational Health and Safety Act 2004* or *Dangerous Goods Act 1985* and associated Regulations. If you do not provide any or all of the information your application may not be accepted or processed. You may access your personal information held by WorkSafe by contacting the Freedom of Information and Privacy Team. WorkSafe's Privacy Policy is available at worksafe.vic.gov.au.

Australia Post is acting as an agent for WorkSafe and collects your information to identify you in accordance with requirements under Australian Law. Your details will be forwarded to WorkSafe and may also be disclosed to government agencies such as AUSTRAC. Subject to certain exceptions you may request access to your personal information. If access is denied, the law says we must tell you why.

Proof of identity

It is a requirement for renewal of a Licence to Perform High Risk Work issued under the *Occupational Health and Safety Act 2004* that you provide proof of your identity when you lodge your renewal notice. An Australia Post officer will ask you to provide original documents of identity that add up to at least 100 points. The combination of documents supplied must **show evidence of your full name and current residential address, your date of birth, your signature and a photo of yourself.**

If you are unable to provide documents that meet the requirements or you have changed your name, please contact WorkSafe on 1800 136 089.

Document Type	Document	Point Value
Primary Documents		
If using a Primary Document only ONE may be used.	Full Birth Certificate or Birth Card issued by the Registrar of Births, Deaths and Marriages in Australia	70
If unable to provide primary document, you can provide a combination of secondary documents that add up to at least 100 points.	Passport (Australian Passport current or expired within the last two years, but not cancelled, International Passport must be current)	70
	Australian Citizenship Certificate	70
Secondary Documents		
You are allowed to use one of the following secondary documents for the value of 40 points; additional secondary documents will be valued at 25 points	Australian Photo Drivers Licence	40
	Australian Photo Learner Permit	40
<i>Must be current</i>	Victorian Boat Operator Photo Licence	40
	Victorian Firearm Photo Licence	40
	Victorian Licence to Perform High Risk Work Card	40
	State or Federal Government Employee Photo Identity	40
Must contain a photo or signature that can be matched to the applicant	Centerlink Card	40
	Department of Veterans Affairs Card	40
	Photo Identity Card issued by a Tertiary Education Institution	40
You are allowed to use a combination of the following secondary documents	Medicare Card	25
	Council Rates Notice	25
	Property Lease/Rental Agreement	25
	Telephone Account	25
	Motor Vehicle Registration or Insurance Documents	25
	Professional or Trade Association Card	25
If you wish to use more than one of these documents they must be from different organisations	Utilities Account (e.g. Gas, Electricity, Water)	25
	Credit/Account Card	25
	Bank Statement	25

Providing a photo of myself

You must provide a recent colour passport size photograph with your renewal notice. Your photograph must be no more than six months old and must meet the conditions set out below. If your photo does not meet the required quality requirements, your renewal notice will not be accepted. Your photo must:

1. Be within 45-50mm high and 35-40mm wide.
2. Show your head and top of your shoulders close up so the measurement of the face from the bottom of the chin to the crown (ie top of head without hair) is between 32 and 36mm.
3. Be printed on high quality paper at high resolution.
4. Show natural skin tones and colours, no flash reflection and no red eye.
5. Show you with natural expression and mouth closed (i.e. not smiling).
6. Have a plain, light-coloured background.
7. Show you facing and looking directly at the camera.
8. Show you with no hair across your eyes.
9. Show both edges of your face clearly.
10. Not show you looking over one shoulder (portrait style) or with head tilted.
11. Not be manipulated in any way and must be a single photo of applicant.
12. Show you without hat or head covering unless worn for religious reasons, in which case, facial features from bottom of chin to top of forehead and both edges of your face must be clearly shown.
13. Show your eyes open and clearly visible, and only with glasses if you regularly wear them. You do not have to wear glasses for your passport photo. But, if you do, dark lenses or flash reflections of the lenses are not permitted and the frames cannot cover any part of your eyes.

Please note renewal notices not accompanied by the required photo will not be accepted.