

# Working as a security or investigation agent in SA

## Information for interstate workers

This factsheet outlines your requirements for working as a security or investigation agent in South Australia.

If your principal place of residence:

- is in a state or territory other than South Australia, you can use the Automatic Mutual Recognition (AMR) process to work in SA under your interstate licence.
- changes to SA, you must hold an SA licence – not an interstate licence. You can apply for an SA licence under the [Mutual Recognition process](#) (rather than the automatic process).

AMR applies to individuals but not companies. Licences granted under mutual recognition (including via the Automatic process) will appear on the [SA Licensing Register](#) so that members of the public can verify that a person is licenced to work in South Australia.

### Licence categories

To undertake security agent or investigation agent work in SA you must have the equivalent security or investigation licence in your home state or territory.

- *Security agent's licence*

This licence is required if you do security work such as crowd or venue control, installing and maintaining security systems, guarding people or property, or security systems sales and advice.

Your licence may be limited to specific work e.g. bodyguarding or security systems work limited to providing sales and advice only.

Check with SA Police about [firearms licence](#) requirements if your work involves carrying a firearm.

- *Investigation agent's licence*

This licence is required if you do collection work or inquiry work. Collection work includes repossessing goods, collecting or requesting debts, serving court orders, or seizing goods to recover money. Inquiry work includes searching for information about a person's character, actions or their work, or gathering evidence to be used in court.

Your licence may be limited to allow you to only undertake collection work or to only undertake inquiry work.

Process servers don't need a licence.

## Business licences

If you operate as a partnership supplying security or investigation services to others all partners need to be licensed.

## Crowd controllers – ID and register requirements

When doing crowd control work, if you are issued with an identification card by your employer then you must wear the ID card. The numbers on the card must be clearly visible to other persons at the venue or event.

If you employ or hire licensed security agents to work as crowd controllers you must ensure that each person who does crowd control work is issued with an identification card. You must keep a register of all crowd control staff and the times they were on duty.

## Drug testing

Licensed security agents in SA can be required to undergo drug or alcohol testing. Failing a test could result in you being excluded from working in SA under AMR.

## Collection agents

If you provide a collection service you must have a trust account which is in your name. When applying to open a trust account, you must inform the financial institution that the account is to be a trust account for collection services.

As soon as practicable after receiving trust money, you must deposit the money into the trust account. You must not pay any other money into the trust account.

## Audit requirements

In most cases the trust account will need to be audited. Use the [audit checklist](#) to make sure that you meet the requirements including: keep all records of trust money; issue detailed receipts; and arrange for accounts and records to be audited every year.

## No trust account activity

If no trust money was held in the trust account or you did not maintain a trust account during a particular audit period then an audit is not required. However you must submit a declaration to CBS setting out the reasons why no money was held in the account or why the trust account was not maintained.

## Security industry training

If you provide security industry training (i.e. training in a qualification needed to obtain a security agent licence) you must hold a security industry trainer's licence. Trainers generally work for Registered Training Organisations (RTOs) that also require approval to operate in South Australia.

## Legislation

- [Security and Investigation Industry Act 1995](#)
- [Security and Investigation Industry Regulations 2011](#)

## Other relevant legislation

You must comply with all applicable laws while working in South Australia, including laws relating to:

- [Approved Codes of Practice in SA](#)
- [State taxes](#)
- [Employing people](#)
- [Safe Work SA](#)