

Sign-on Registers

This Fact Sheet explains requirements relating to sign-on registers, as provided for by clause 35 of the *Security Industry Regulation 2016*. It incorporates the NSW Commissioner of Police's requirements regarding the particulars to be recorded in sign-on registers and the manner and form in which they are to be kept.

WHAT IS A SIGN-ON REGISTER?

A sign-on register is a record of the Class 1 licensees who carried on security activities at particular premises on a particular day, when they started and finished carrying on those activities, and which Master licensee/s provided them to carry on those activities.

WHO NEEDS TO KEEP A SIGN-ON REGISTER?

Master licensees must, as a condition of their licence, keep a sign-on register in a manner and form approved by the Commissioner if they provide:

- Class 1 licensees to carry on security activities at particular premises on a recurrent basis* (other than mobile patrol and cash-in-transit activities)
- three or more Class 1 licensees at any one time to carry on security activities at particular premises (other than mobile patrol and cash-in-transit activities).

WHAT INFORMATION NEEDS TO BE RECORDED IN A SIGN-ON REGISTER?

The following information must be recorded in the sign-on register for each day that a Master licensee provides Class 1 licensees to carry on security activities at the premises:

- the date
- the address and/or name of the premises (may be pre-recorded as part of the register template)
- the name and licence number of the Master licensee (may be pre-recorded as part of the register template)

- the full name, signature and licence number of each Class 1 licensee provided by the Master licensee to carry on security activities at the premises
- the time at which each of those Class 1 licensees commenced carrying on security activities and the time (and date, if the following day) at which they ceased carrying on those activities.

WHO IS RESPONSIBLE FOR FILLING OUT A SIGN-ON REGISTER?

If a Master licensee is required to keep a register at particular premises, any Class 1 licensee provided by the Master licensee must, as a condition of their licence, complete the register on each occasion that they carry on security activities at those premises, in the following manner:

Before commencing to carry on security activities

- by ensuring that the date, the address and/or name of the premises, and the name and licence number of the Master licensee/s providing them, is recorded on the daily sign-on record
- by writing their full name and licence number
- by writing the time that they commenced carrying on security activities
- by signing the register next to their start time.

Immediately following ceasing to carry on security activities

- by writing the date and time that they ceased carrying on security activities
- by signing the register next to their finish time.

* "recurrent basis" means repeatedly or periodically.

Master licensees must, as a condition of their licence, take reasonable steps to ensure that the Class 1 licensees they provide complete the register in the manner described above.

WHERE, FOR HOW LONG, AND IN WHAT FORM MUST A SIGN-ON REGISTER BE KEPT?

The sign-on records for each day must be kept for a period of at least one month at the relevant premises at which Class 1 licensees were provided by the Master licensee to carry on security activities, unless the Master licensee ceases to provide Class 1 licensees at the premises.

After a period of no more than three months, or upon the Master licensee ceasing to provide Class 1 licensees at the premises, the sign-on records (or a copy of them) must be kept at the Master licensee's business premises for at least three years.

For example, a Master licensee providing crowd controllers to a licensed venue will comply with the above requirements if they keep sign-on records for the month of June at the venue until August and then, during that month, transfer those records (or a copy of them) to their business premises. In the event that the Master licensee's contract to provide crowd controllers to the venue ceased during July, they must immediately transfer all their sign-on records kept at the venue to their business premises.

Sign-on registers must be kept by Master licensees in a form that permits Class 1 licensees to fulfil their obligation to fill out the register as described in this chapter. Sign-on records must be legible and made in the English language. Sign-on registers must be kept in a manner that ensures that they are readily accessible and able to be produced to, examined by, and copied by/enforcement officers, as necessary, throughout the three year retention period.

Master licensees who wish to keep an electronic sign-on register must ensure that it:

- meets all the requirements described in this chapter
- utilises user names and passwords, or other forms of digital signatures, that uniquely identify each Class 1 licensee who will be required to fill out the register

- prevents unauthorised changes being made to the information contained within the register, and captures who made authorised changes, what those changes were, and when they were made.

HOW DO THESE REQUIREMENTS APPLY WHEN CLASS 1 LICENSEES ARE PROVIDED BY MULTIPLE MASTER LICENSEES DUE TO SUBCONTRACTING ARRANGEMENTS?

The sign-on register requirements apply to all Master licensees providing Class 1 licensees in the circumstances mentioned above ("Who needs to keep a sign-on register?"), irrespective of whether those Class 1 licensees are:

- direct employees of the Master licensee; or
- employees of a subcontracted Master licensee.

Subcontracting arrangements can lead to situations where individual Class 1 licensees working at particular premises are provided by multiple Master licensees, each of whom is required to keep a sign-on register.

The need for those Class 1 licensees to fill out multiple sign-on registers at particular premises can be overcome by a written agreement between the relevant Master licensees that they will share responsibility for a single sign-on register to be kept for the premises. Such an agreement must be made prior to the use of the shared sign-on register and must include the following particulars:

- the name and licence number of each Master licensee who is a party to the agreement
- the address and/or name of the premises for which the shared sign-on register will be kept
- the date upon which the agreement was entered into
- the names and signatures of the persons entering into the agreement on behalf of each Master licensee.

A copy of the agreement must be retained by all the Master licensees who are parties to the agreement and a copy must also be kept with the sign-on register at the premises at which the Class 1 licensees provided by the Master licensees are carrying on security activities.

Master licensees sharing responsibility for a single sign-on register to be kept for particular premises must each ensure that all the requirements described in this chapter are met. For example, after a period of no more than three months, copies of daily sign-on records must be taken by each Master licensee so that they may be kept at their business premises for the minimum three year retention period.

Shared sign-on registers can only be used when the same Class 1 licensees are provided by the same Master licensees at the same premises.

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WHERE CAN I FIND MORE INFORMATION?

The information provided in this Fact Sheet is for general guidance only. Applicants and licensees should familiarise themselves with the amended *Security Industry Act 1997* and the *Security Industry Regulation 2016*, which are available on the NSW Legislation website (www.legislation.nsw.gov.au).

