



Australian Government

Comcare

# HIGH RISK WORK LICENSING FOR THE AUSTRALIAN DEFENCE FORCE

Guide for applicants

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# INTRODUCTION

As of 1 July 2014, there is a requirement for Australian Defence Force (ADF) workers to hold a High Risk Work (HRW) licence when carrying out HRW activities, in line with transitional arrangements under the *Work Health and Safety Regulations 2011* (Cth) (WHS Regulations).

Comcare granted the ADF an exemption to the requirement to hold a HRW licence from 1 July 2014 to 31 December 2014. During this period Comcare expect that ADF workers will commence applying for HRW licences, in order to have the ADF workforce compliant with the HRW licensing requirements as of 1 January 2015.

## HIGH RISK WORK LICENSING REQUIREMENTS

A person must not carry out a class of HRW unless they hold a licence for that class of HRW. A person is not required to be licensed if the work carried out is:

- > in the course of training towards a certification in order to be licensed
- > under the supervision of a person who is licensed to carry out the HRW
- > by a person who, having applied for a licence to carry out the HRW on the basis of certification, is waiting on a decision on their HRW licence application.

A person who carries out HRW involving plant is **not** required to be licensed if:

- > the work carried out at a workplace solely for the purpose of the manufacture, testing, trialling, installation, commissioning, maintenance, servicing, repair, alteration, demolition or disposal of the plant at the workplace, or moving the plant within the workplace—please note, this does not include loading onto, or unloading from, the vehicle or equipment used to move the plant.
- > the plant is operated or used without a load except when standard weight loads with predetermined fixing points are used for the calibration of the plant.

A person who carries out HRW with a crane or hoist is **not** required to be licensed as a crane operator if:

- > the work is limited to setting up or dismantling the crane or hoist
- > the person carrying out the work holds a licence in relation to rigging, which qualifies the person to carry out the work.

A person who carries out HRW with a heritage boiler is not required to be licensed as a boiler operator (*regulation 82*).

A PCBU must ensure that a person supervising the work provides direct supervision of the person carrying out the HRW, unless it is impracticable or unnecessary, or will not place the health and safety of the supervised person, or any other persons at risk (*regulation 84*).

A PCBU must not direct or allow a person to carry out HRW unless the person holds a licence for the relevant class of HRW, or the person can provide written evidence:

- > the individual is undertaking the course of training towards certification to obtain a licence
- > that an application for a HRW licence has been made, and the worker holds certification for the class of HRW they are undertaking (*regulation 85*).

Penalties apply to those who do not comply with the requirements of the *Work Health and Safety Act 2011* (WHS Act) and the WHS Regulations.

# CLASSES OF HIGH RISK WORK

There are 29 classes of HRW prescribed in Schedule 3 of the WHS Regulations, outlined in the table below. Each class of HRW has a competency linked to it which needs to be achieved by a person before they are eligible to apply for a HRW licence.

Annex A of this document provides the definitions for each class of HRW.

Licence class	Code	Licence class	Code	Licence class	Code
Basic scaffolding	<b>SB</b>	Intermediate scaffolding	<b>SI</b>	Advanced scaffolding	<b>SA</b>
Dogging	<b>DG</b>	Basic rigging	<b>RB</b>	Intermediate rigging	<b>RI</b>
Advanced rigging	<b>RA</b>	Tower crane	<b>CT</b>	Self-erecting tower crane	<b>CS</b>
Derrick crane	<b>CD</b>	Portal boom crane	<b>CP</b>	Bridge and gantry crane	<b>CB</b>
Vehicle loading crane	<b>CV</b>	Non-slewing mobile crane	<b>CN</b>	Slewing mobile crane— capacity up to 20 tonnes	<b>C2</b>
Slewing mobile crane— capacity up to 60 tonnes	<b>C6</b>	Slewing mobile crane— capacity up to 100 tonnes	<b>C1</b>	Slewing mobile crane— capacity over 100 tonnes	<b>C0</b>
Materials hoist	<b>HM</b>	Personnel and materials hoist	<b>HP</b>	Boom type elevating work platform	<b>WP</b>
Concrete placing boom	<b>PB</b>	Reach stacker	<b>RS</b>	Forklift truck	<b>LF</b>
Order-picking forklift truck	<b>LO</b>	Standard boiler operation	<b>BS</b>	Advanced boiler operation	<b>BA</b>
Turbine operation	<b>TO</b>	Reciprocating steam engine operation	<b>ES</b>		

Due to transitional arrangements provided for in the WHS Regulations, the requirement to hold a Reach Stacker HRW licence does not come into effect until 1 January 2016. Until this time, a Reach Stacker can be operated by a person who holds a Non-Slewing Mobile Crane (CN) HRW licence.

# HIGH RISK WORK COMPETENCY ASSESSMENT

## INTERNAL HRW TRAINING AND ASSESSMENT

ADF Registered Training Organisation's (RTO's) can conduct HRW training and assessment for the classes of HRW that have been approved on their scope of RTO registration by the Australian Skills and Quality Authority (ASQA).

HRW competency assessments must be conducted in accordance with the HRW National Assessment Instruments (NAIs) developed by SafeWork Australia. Comcare issue the NAIs to selected people within the ADF RTO's, who are responsible for controlling and distributing the NAIs to Assessors. Each RTO provides Comcare with a register of internally approved Defence HRW Assessors.

Upon completion of any assessment, the Assessor must provide the person a completed Notice of Satisfactory Assessment which details whether the person is competent or not yet competent in a class of HRW. This document is used as evidence to support an application for a Commonwealth HRW Licence.

*Please Note: Comcare will not accept a Notice of Satisfactory Assessment/Assessment Summary issued by a HRW Assessor that is not listed on the Approved HRW Assessor Register supplied to Comcare.*

## EXTERNAL HRW TRAINING AND ASSESSMENT

ADF workers may undertake a HRW competency assessment through a HRW Assessor who has been approved by a State or Territory WHS Regulator. These people are referred to as 'Accredited Assessors'.

Accredited Assessors will also issue the person a Notice of Satisfactory Assessment/Assessment Summary upon completion of an assessment, which will be accepted in Comcare's HRW licence application process.

*Please note: Comcare will only accept a Notice of Satisfactory Assessment/Assessment Summary issued by an Accredited Assessor approved by a State or Territory Regulator as evidence to support a HRW licence.*

## WHO CAN APPLY FOR A COMMONWEALTH HIGH RISK WORK LICENCE?

An ADF member over the age of 18 years that is competent in class or multiple classes of HRW can apply for a HRW licence with Comcare.

## HOW TO APPLY

To apply for a HRW licence with Comcare, the ADF worker who requires a licence must complete the relevant sections of the *ADF—Application for a Commonwealth High Risk Work Licence form* (Application Form). This is available on the Defence Work Health and Safety Branch Intranet page, under 'Guidance'.

The Application Form has been developed in line with the requirements of the WHS Regulations. An applicant will need to supply their details, information about the class(es) of HRW they are applying for, assessment/certification evidence and their WHS history.

A residential address must be supplied as it is a legislative requirement. The form allows the applicant to supply a postal address which can be used if the licence is to be delivered to an alternative address.

The applicant must sign a declaration in regards to the application. The signature must be contained in the box provided on the form, as this signature will be printed on the licence issued.

# EVIDENCE TO SUPPORT A COMMONWEALTH HIGH RISK WORK LICENCE

The following evidence is required to support an application:

- > assessment/certification evidence (Notice of Satisfactory Assessment/Assessment Summary or Statement of Attainment—see below for further advice)
- > proof of identity
- > electronic photograph.

Comcare requires a third party to verify the application form. Further information about the application process and supporting evidence can be found in the next section of this document.

## ASSESSMENT/CERTIFICATION EVIDENCE

There must be one of the following documents to support each class of HRW which the application relates to.

### Notice of Satisfactory Assessment

The Notice of Satisfactory Assessment must be issued by an Approved HRW Assessor and confirm that the person is competent in the relevant class of HRW. Comcare will accept a Notice of Satisfactory Assessment/Assessment Summary that has been issued by an Assessor approved by a State or Territory WHS regulator in its application process.

An application for a HRW licence must be made within 60 days of the Notice of Satisfactory Assessment being issued. Applications made outside of this timeframe will result in a refused application.

### Statement of Attainment

Comcare will accept a Statement of Attainment issued by a ADF RTO instead of a Notice of Satisfactory Assessment ONLY if a credit transfer process has been undertaken. On the application form, Comcare will also require information relating to the previously issued qualification. The application for a HRW licence must be made within 60 days\* of the Statement of Attainment being issued.

## PROOF OF IDENTITY (POI)

Comcare require a copy of ONE current identity document as POI to support a HRW licence application that includes:

- > applicants name
- > date of birth
- > photograph.

The copy must be clear and legible (keep in mind scanning quality, reflective holograms and faded documents) and DOES NOT need to be certified as a true document. The third party verifying the application will need to sight the original document.

The table below lists examples of documents that can be used for this purpose.

<b>EXAMPLES OF PHOTOGRAPHIC IDENTITY DOCUMENTS</b>	
<b>Must be a current document including name, photograph and date of birth</b>	
Australian passport	Overseas passport with evidence of Australian immigration status
Australian drivers licence	Australian learners permit
Australian Proof of Age card	Australian Public Service employee ID card
Other licence issued under a law of the Commonwealth, State or Territory Government	Australian tertiary school ID card

## **ELECTRONIC PHOTOGRAPH**

The electronic photograph supplied with an application will be printed on the physical licence. A recent photograph must be supplied with a new or renewal application.

The electronic photograph must follow the *Australian Passport Office General Photograph Guidelines*. The guidelines can be viewed on the Australian Passport Office website.

Electronic photographs should be supplied in JPEG format no larger than 1MB in size, and meet the following general requirements:

- > be a clear and focused image, taken with a digital camera with a 8 megapixel or higher capacity
- > be taken on a plain, light-coloured background with no shadows or interference in the background
- > be taken with a neutral expression with the mouth closed, looking directly at the camera with no red eye.

## **THIRD PARTY DECLARATION**

Comcare require a third party (ADF Senior Non-Commission Officer (SNCO) or above) to sight all originals of the evidence being used to support an application. The SNCO must sign the third party declaration on the Application Form, confirming the evidence supporting the application are true documents for the applicant named in the application.

## **PAYMENT**

Comcare have developed a *High Risk Work Licence Application Payment Request—Tax Invoice* (Payment Request) form that needs to be completed and submitted with an application. This is available on the ADF Work Health and Safety Branch Intranet page, under 'Guidance'.

The Payment Request is to be used for an individual application or multiple applications submitted in bulk. If there are more than 40 applications in one submission, an additional Payment Request form will need to be completed and supplied (*e.g. if there are 60 application in a submission, two payment requests will need to be supplied. Comcare will process one transaction for the 60 applications*).

Credit card is the accepted method of payment for HRW licences. The following fees apply:

- > \$65.00 (No GST) PER APPLICATION to apply for a new HRW licence, or to add one or more classes to an existing Comcare issued HRW licence
- > \$65.00 (No GST) to transfer a state or territory issued HRW licence
- > \$30.00 (No GST) to renew or replace an existing Comcare HRW licence.

Payment will be processed by Comcare's finance area. A receipt will be forwarded to the email address listed on the payment request once the payment has been processed.



# SUBMITTING APPLICATIONS TO COMCARE

HRW licence applications and supporting evidence must be submitted to Comcare in an electronic format as an individual application or part of a coordinated bulk submission. Some Services have different submission requirements. Ensure you speak with the relevant point of contact before submitting your application(s) directly to Comcare.

## PREPARING THE APPLICATION

Only two electronic files should be attached per application:

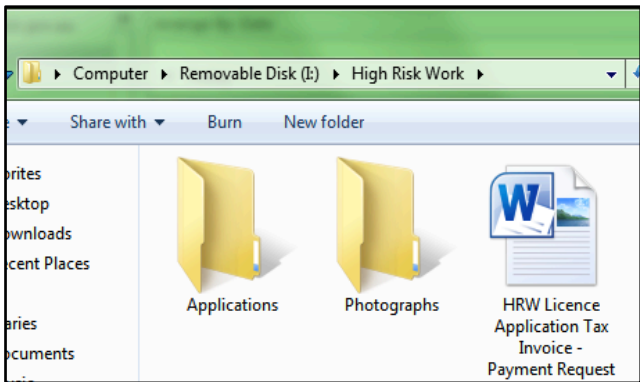
1. One collated document (e.g. all documents scanned together to form one PDF document) containing the following
  - a. completed Application Form
  - b. assessment/certification evidence
  - c. clear and legible copy of POI document
  - d. completed Payment Request (only for individual applications).
2. Electronic photograph in JPEG format, not exceeding 1MB in size, that meets the requirements stated in the *Australian Passport Office General Photograph Guidelines*.

All files must be titled in the following format: Surname First Name—Service—Date of Application (e.g. *Bloggs Joe—NAVY—9.4.14*).

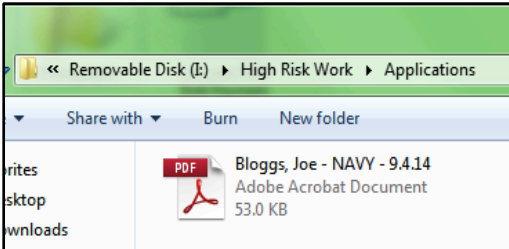
## LARGE BULK SUBMISSIONS

If there are multiple applications to submit at one time, they can be submitted in bulk on a media device. If this method is used, two folders should be set up within the media device for 'applications' and 'photographs'. The Payment Request will also need to be saved onto the device. An example has been prepared below.

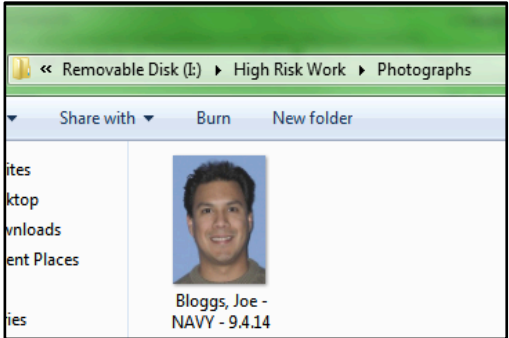
**Example: Bulk submission—media device files**



**All application documents/evidence saved to this file**



**All photographs saved to this file**



The Application Form and Payment Request have a 'point of contact' section included to list the details of a person coordinating the submission. Comcare will contact this person in the first instance should there be any issues with a submission. If the issued licences are to be sent to the point of contact rather than directly to the applicant, please ensure the relevant details have been provided for within the 'applicant details' section on the application form.

Bulk submissions can be posted to Comcare using the address below:

Authorisations Team  
GPO Box 9905  
Canberra ACT 2601

## INDIVIDUAL APPLICATIONS/SMALL BULK SUBMISSION

Individual applications, or a small bulk submission can be emailed to [WHS.HRW@comcare.gov.au](mailto:WHS.HRW@comcare.gov.au). A small bulk submission must be able to fit all documents in one email (email size limitation is 10MB). If all applications cannot fit into one email, the submission must be posted to Comcare on a media device.

## MISSING INFORMATION

Comcare may request the applicant provide further information if the application does not contain all the information required to make a decision. If the applicant does not provide the required information by the date specified, the application is taken to have been withdrawn (*regulation 88*).

The Application Form and Payment Request have a 'point of contact' section included. Comcare will contact this person in the first instance should there be any issues present with a submission or particular application. If Comcare are unable to contact the point of contact, they will contact the applicant directly.

## GRANTING OR REFUSING A HIGH RISK WORK LICENCE

Comcare must grant a HRW licence to an applicant if satisfied that:

- > the applicant is an ADF worker, or circumstances exist that justify the grant of the licence
- > the applicant is over the age of 18
- > the applicant has provided the required HRW training certification
- > the applicant is able to carry out the work to which the licence relates safely and competently (*regulation 89*).

Comcare may refuse an application for a HRW licence if satisfied that:

- > the applicant is disqualified under a corresponding WHS law from holding an equivalent licence
- > the applicant has submitted information that is false or misleading in a material manner, or failed to provide any material information that should have been given when making the application.

If Comcare intends on refusing an application for a HRW licence, a notice of intent will be sent to the applicant outlining the reasons for the refusal, and the opportunity the applicant has to make a submission in relation to the proposed refusal.

# REASSESSMENT OF COMPETENCY

Comcare may direct a licence holder to obtain a reassessment of competency if there is reason to believe that the licence holder may not be competent to carry out the HRW they are licensed for (*regulation 95*). For example:

- > the training or competency assessment of the licence holder did not meet the standard required to hold a licence
- > Comcare receives information that the licence holder has carried out HRW incompetently.

# LICENCE HOLDER OBLIGATIONS

After being issued a HRW licence, the licence must be kept available for inspection while undertaking HRW unless the licence has been returned to Comcare for an amendment, or the licence holder has applied for, but has not yet received a replacement licence.

A licence must be returned to Comcare upon receiving written notice, by the specified date.

The licence holder must advise Comcare if their address has changed within 14 days of the change occurring (*regulations 94, 96 and 97*).

# HIGH RISK WORK LICENCE DURATION

A HRW licence is valid for five years from the date the licence is issued, unless the licence is cancelled earlier. The expiration date will be displayed on the front of the licence.

If an additional class of HRW is added prior to the licence expiring, or a replacement licence is issued, the issue date will change and the expiry date will remain the same.

# RECOGNITION OF STATE AND TERRITORY ISSUED HIGH RISK WORK LICENSES

Commonwealth issued HRW licences will be recognised by all states and territories that have adopted the model work health and safety legislation, as well as Victoria. The Commonwealth will recognise any state or territory issued HRW licence.

This arrangement does not apply to a licence that is suspended, cancelled or has expired within the corresponding jurisdiction. Commonwealth HRW licence holders wanting to conduct HRW outside of the ADF in Western Australia should contact WorkSafe WA regarding the validity of their Commonwealth licence within that jurisdiction (*regulation 83*).

# ADDING AN ADDITIONAL CLASS OF HIGH RISK WORK TO AN EXISTING LICENCE

If a licence holder needs to add an additional class of HRW to their existing licence prior to expiry, the same application process applies and additionally the applicant will need to supply details of the existing licence.

Only the highest achieved class of HRW will be displayed on a HRW licence. For example: If you have previously been licensed to erect scaffolding at a basic level, however have recently achieved competency to undertake scaffolding at an advanced level, the new licence you receive will only display the advanced scaffolding code.

If you hold a current State or Territory issued HRW licence, and need to apply to Comcare to add a class of HRW prior to the licence expiring, Comcare are able to transfer the existing codes to a Commonwealth issued HRW licence. A copy of the front and back of the State or Territory issued licence will need to be provided with the application.

Comcare will contact the issuing authority of the existing licence to transfer the codes from the existing licence to the Commonwealth HRW licence. Upon Comcare issuing a HRW licence, the State or Territory issued HRW licence should be returned to the issuing authority for cancellation.

Please note: This does not apply to old style certificates of competency.

## REPLACEMENT HIGH RISK WORK LICENCE

If a HRW licence is lost, stolen, destroyed, received with a print error, or never received; the licence holder must give written notice to the regulator as soon as practicable.

A licence holder may apply to Comcare for a replacement licence by completing the Application Form and provide a declaration of the circumstances of which the licence was lost, stolen or destroyed (*regulation 98*).

## UPDATING ADDRESS AND CONTACT DETAILS

A licence holder is required to advise Comcare if their address has changed within 14 days of the change occurring. To notify Comcare of changes to your address or other personal details, please complete the Change of contact details form and email to [WHS.HRW@comcare.gov.au](mailto:WHS.HRW@comcare.gov.au).

The form must be completed and sent by the licence holder. Comcare will provide the licence holder an email notification once the change has been actioned.

## ONE LICENCE PER PERSON

Comcare will issue only one licence per person. If Comcare issues a licence holder an additional licence following a class addition or replacement application being granted, the licence holder must return the previous licence to Comcare within 14 days of the new licence being received (*regulation 93 (4)*).

# RENEWAL APPLICATION

A HRW licence issued by Comcare can be renewed three months prior to the expiration date. If a licence holder applies for a renewal, the licence is taken to apply from the day it would have expired, until the licence holder is given formal notice on the result of the application (*regulation 102*).

The same application process applies, though assessment/certification is not required.

An additional class of HRW can be added to a licence at the time of renewal. The relevant assessment/certification evidence will need to be supplied as well as the other documentation listed on the application form. A fee of \$65.00 will be charged for this type of application.

## TRANSFERRING A STATE OR TERRITORY ISSUED HRW LICENCE

A HRW licence issued by a State or Territory Regulator can be transferred by Comcare when it is due to expire. Applications of this type will be treated as a new application. The Application Form will need to be completed and submitted with the following evidence:

- > electronic photograph
- > proof of identity
- > payment request
- > clear and legible copy of the front and back of the previous licence.

If the previous assessment evidence is available this should be submitted with the application, though it is not mandatory. Comcare may contact the issuing authority of the previous licence if required.

*Please note: This does not apply to old style certificates of competency.*

## VOLUNTARY SURRENDER OF LICENCE

If a HRW licence is no longer required, the licence can be voluntarily surrendered to Comcare. To voluntarily surrender a licence, the HRW licence must be mailed to Comcare with a signed letter stating that the licence is to be voluntarily surrendered.

Upon surrendering a HRW licence it will be cancelled and cannot be renewed or reissued. If another HRW licence is required in the future, the process to obtain a new HRW licence will need to be followed.

## CANCELLATION/SUSPENSION OF A LICENCE

Comcare may suspend or cancel a HRW licence if satisfied:

- > the licence holder has failed to take reasonable care to carry out the high risk work safely and competently
- > the licence holder has failed to obtain a reassessment of competency as directed by Comcare
- > the licence holder gave false or misleading information, or failed to provide material information when making an application for a HRW licence
- > the HRW licence was issued on the basis of a certification that was obtained by providing false or misleading information by any person or body, or through a breach of condition of accreditation by the accredited assessor who conducted the competency assessment.

Before a licence is formally suspended or cancelled, Comcare will issue a notice of intent to the licence holder advising the reasons for the proposed cancellation/suspension, the date of which it takes effect, and any other information relevant to the suspension or cancellation (*regulation 106*).

Comcare may immediately suspend a HRW licence without giving notice if satisfied that:

- > work carried out under the HRW licence should cease because the work may involve imminent serious risk to the health or safety of any person
- > a corresponding Regulator has suspended an equivalent licence held by the licence holder which also applies under the Commonwealth jurisdiction.

If Comcare immediately suspends a HRW licence, Comcare will provide written notice of the suspension. The suspension will take effect immediately upon issuance of the notice.

Following the notice being issued, Comcare will send an additional notice with a formal decision of the suspension, and the suspension period, within 14 days of the original notice being issued. If Comcare does not provide a follow up notice, the suspension will end after a 14 day period (*regulation 110*).

## INTERNAL REVIEW OF DECISIONS

An applicant or licence holder is eligible to seek an internal review of Comcare's decision to:

- > refuse to issue, renew or replace a HRW licence
- > suspend or cancel a HRW licence if they do not agree with the outcome
- > disqualify the licence holder from applying for a further licence.

An application for internal review should be made in writing using the *Application for Internal Review form* available through the Comcare website at [www.comcare.gov.au](http://www.comcare.gov.au). An application must be lodged within 28 days of the day in which the decision first came to the applicant or card holder's notice (*regulation 678 (1)*).

The internal reviewer may:

- > confirm or vary the reviewable decision
- > set aside the reviewable decision and substitute another decision that the internal reviewer considers appropriate.

Comcare will advise of the decision, and the reasons for the decision in writing within 14 days of receiving a complete application. An application for an internal review can be withdrawn at any time.

## EXTERNAL REVIEW

If the applicant or licence holder is not satisfied with the decision of the internal review, they may apply for an external review to the Administrative Appeals Tribunal (AAT).

More information about internal and external reviews can be found on the Comcare website at [www.comcare.gov.au](http://www.comcare.gov.au).

## FORMS AND TEMPLATES

The following Comcare documents are available on the Defence Work Health and Safety Branch Intranet page, under 'Guidance'.

- > *ADF—Application for a Commonwealth High Risk Work Licence*
- > *High Risk Work Licence Payment Request—Tax Invoice forms*
- > *High Risk Work Licensing for the ADF—Guide for Applicants*

# FURTHER INFORMATION

Please contact the relevant internal Defence contacts if you have any questions. Alternatively, contact the Authorisation and Audit team at Comcare on 1300 366 979 or [WHS.HRW@comcare.gov.au](mailto:WHS.HRW@comcare.gov.au).

# PRIVACY AND PERSONAL INFORMATION

For information about how we handle personal information, please visit [www.comcare.gov.au/privacy](http://www.comcare.gov.au/privacy) or contact us on 1300 366 979 and request a copy of our Privacy Policy.

# JURISDICTION CONTACTS

Jurisdiction	Regulator	Telephone	Website
New South Wales	WorkCover NSW	13 10 50	<a href="http://www.workcover.nsw.gov.au">www.workcover.nsw.gov.au</a>
Victoria	WorkSafe Victoria	1800 136 089	<a href="http://www.worksafe.vic.gov.au">www.worksafe.vic.gov.au</a>
Queensland	Workplace Health and Safety Qld	1300 369 915	<a href="http://www.worksafe.qld.gov.au">www.worksafe.qld.gov.au</a>
South Australia	SafeWork SA	1300 365 255	<a href="http://www.safework.sa.gov.au">www.safework.sa.gov.au</a>
Western Australia	WorkSafe WA	08 9222 3333	<a href="http://www.commerce.wa.gov.au/worksafe/">www.commerce.wa.gov.au/worksafe/</a>
Australian Capital Territory	WorkSafe ACT	(02) 6207 3000	<a href="http://www.worksafe.act.gov.au">www.worksafe.act.gov.au</a>
Tasmania	Workplace Standards TAS	1300 366 322 (Inside Tasmania) (03) 6166 4600 (Outside Tasmania)	<a href="http://www.worksafe.tas.gov.au">www.worksafe.tas.gov.au</a>

# ANNEX A—LICENCE CLASSES AND DEFINITIONS

The following definitions have been taken from the WHS Regulations.

Class	Definition
Basic scaffolding	Scaffolding work involving any of the following: (a) modular or pre fabricated scaffolds; (b) cantilevered materials hoists with a maximum working load of 500 kg; (c) ropes; (d) gin wheels; (e) safety nets and static lines; (f) bracket scaffolds (tank and formwork), but excluding scaffolding work involving equipment, loads or tasks listed in paragraphs 2 (2) (a) to (g) and 3 (2) (a) to (c).

Class	Definition
Intermediate scaffolding	Scaffolding work included in the class of basic scaffolding; and Scaffolding work involving any of the following: <ul style="list-style-type: none"> <li>(a) cantilevered crane loading platforms;</li> <li>(b) cantilevered scaffolds;</li> <li>(c) spur scaffolds;</li> <li>(d) barrow ramps and sloping platforms;</li> <li>(e) scaffolding associated with perimeter safety screens and shutters;</li> <li>(f) mast climbing work platforms;</li> <li>(g) tube and coupler scaffolds (including tube and coupler covered ways and gantries);but excluding scaffolding work involving equipment, loads or tasks listed in paragraphs 3 (2) (a) to (c).</li> </ul>
Advanced scaffolding	Scaffolding work included in the class of intermediate scaffolding; and Scaffolding work involving any of the following: <ul style="list-style-type: none"> <li>(a) cantilevered hoists;</li> <li>(b) hung scaffolds, including scaffolds hung from tubes, wire ropes or chains;</li> <li>(c) suspended scaffolds.</li> </ul>
Dogging	Dogging means: <ul style="list-style-type: none"> <li>(a) The application of slinging techniques, including the selection and inspection of lifting gear, to safely sling a load; or</li> <li>(b) The directing of a plant operator in the movement of a load when the load is out of the operator's view.</li> </ul>
Basic rigging	Basic rigging includes dogging work; and Rigging work involving and of the following: <ul style="list-style-type: none"> <li>(a) structural steel erection;</li> <li>(b) hoists;</li> <li>(c) pre cast concrete members of a structure;</li> <li>(d) safety nets and static lines;</li> <li>(e) mast climbing work platforms;</li> <li>(f) perimeter safety screens and shutters;</li> <li>(g) cantilevered crane loading platforms; but excluding rigging work involving equipment, loads or tasks listed in paragraphs 6 (b) to (f) and 7 (b) to (e).</li> </ul>
Intermediate rigging	Intermediate rigging includes dogging work; and Rigging work involving any of the following: <ul style="list-style-type: none"> <li>(a) rigging work in the class basic rigging;</li> <li>(b) hoists with jibs and self climbing hoists;</li> <li>(c) cranes, conveyors, dredges and excavators;</li> <li>(d) tilt slabs;</li> <li>(e) demolition of structures or plant;</li> <li>(f) dual lifts; but excluding rigging work involving equipment listed in paragraphs 7 (b) to (e).</li> </ul>
Advanced rigging	Advanced rigging includes dogging work; and Rigging work involving any of the following: <ul style="list-style-type: none"> <li>(a) rigging work in the class Intermediate Rigging;</li> <li>(b) gin poles and shear legs;</li> <li>(c) flying foxes and cable ways;</li> <li>(d) guyed derricks and structures;</li> <li>(e) suspended scaffolds and fabricated hung scaffolds.</li> </ul>
Tower crane	A tower crane where: <ul style="list-style-type: none"> <li>(a) the crane, if a jib crane, may be horizontal or luffing jib type; and</li> <li>(b) the tower structure may be demountable or permanent.</li> </ul>



Class	Definition
Self-erecting tower crane	Use of crane: (a) that is not disassembled into a tower element and a boom or jib element in the normal course of use; and (b) where the erection and dismantling processes are an inherent part of the cranes function.
Derrick crane	Use of a slewing strut-boom crane with its boom pivoted at the base of a mast that is: (a) guyed (guy-derrick) or held by backstays (stiff-legged derrick); and (b) capable of luffing under load.
Portal boom crane	Use of boom crane or a jib crane that is mounted on a portal frame that, in turn, is supported on runways along which the crane travels.
Bridge and gantry crane	Use of a bridge crane or gantry crane that is: (a) controlled from a permanent cabin or control station on the crane; or (b) remotely controlled and having more than 3 powered operations, including the application of load estimation and slinging techniques to move a load
Vehicle loading crane	Use of a vehicle loading crane with a capacity of 10 metre tonnes or more, including the application of load estimation and slinging techniques to move a load.
Non-slewing mobile crane	Use of a non slewing mobile crane with a capacity exceeding 3 tonnes.
Slewing mobile crane	Use of a slewing mobile crane with a capacity of 20 tonnes or less.
Slewing mobile crane	Use of a slewing mobile crane with a capacity of 60 tonnes or less.
Slewing mobile crane	Use of a slewing mobile crane with a capacity of 100 tonnes or less.
Slewing mobile crane	Use of a slewing mobile crane with a capacity exceeding 100 tonnes.
Materials hoist	Use of hoist that: (a) consists of a car, bucket or platform cantilevered from, and travelling up and down outside, a face of the support of a structure; and (b) is used for hoisting things and substances but not persons.
Personnel and materials hoist	Use of hoist: (a) that is a cantilevered hoist, a tower hoist or several winches configured to operate as a hoist; and (b) that is intended to carry goods, materials or people.
Boom-type elevating work platform	Use of telescoping device, hinged device, or articulated device, or any combination of these, used to support a platform on which personnel, equipment and materials may be elevated. A licence is required where the length of the boom is 11 metres or more.
Concrete placing boom	Use of plant incorporating a knuckle boom, capable of power operated slewing and luffing to place concrete by way of pumping through a pipeline attached to, or forming part of, the boom of the plant.
Reach stacker	Involves the operation of a reach stacker of greater than 3 tonnes capacity that incorporates an attachment for lifting, moving and travelling with a shipping container, but does not include a portainer crane.
Forklift truck	Use of powered industrial truck equipped with lifting media made up of a mast and an elevating load carriage to which is attached a pair of fork arms or other arms that can be raised 900 mm or more above the ground, but does not include a pedestrian-operated truck or a pallet truck. Does not include an order-picking forklift truck.
Order-picking forklift truck	Use of forklift truck where the operator's controls are incorporated with the lifting media and elevate with the lifting media.

Class	Definition
Standard boiler operation	Involves the operation of a boiler with a single fuel source that does not have a pre heater, superheater or economiser attached.
Advanced boiler operation	Involves the operation of a boiler, including a standard boiler, which may have one or more of the following: <ul style="list-style-type: none"> <li>(a) multiple fuel sources;</li> <li>(b) pre heater;</li> <li>(c) superheater;</li> <li>(d) economiser.</li> </ul>
Turbine operation	Involves the operation of a turbine that has an output of 500 kilowatts or more and: <ul style="list-style-type: none"> <li>(a) is multi wheeled; or</li> <li>(b) is capable of a speed greater than 3 600 revolutions per minute; or</li> <li>(c) has attached condensers; or</li> <li>(d) has a multi staged heat exchange extraction process.</li> </ul>
Reciprocating steam engine operation	Involves the operation of a reciprocating steam engine where the diameter of any piston exceeds 250 millimetres.