

# Mutual Recognition (equivalent occupation registration notice)

June 2015

# Mutual recognition applicant checklist

To obtain a Driver Accreditation in Victoria you will need to have completed and/or provided the following:

## Australian applicants

- A completed Application for accreditation to drive a commercial passenger vehicle and private bus form (excluding the medical assessment)
- A completed Mutual Recognition form (equivalent occupation registration notice)
- A **certified** copy of your full (non-probationary) and current Victorian driver licence
- A **certified** copy of your **current** interstate commercial passenger vehicle driver authority stating issue date and expiry date
- An **original** or **certified** copy of your traffic offence history in relation to your driver licence from your previous state/territory authority

## Trans-Tasman New Zealand applicants

Under the Trans-Tasman Mutual Recognition Arrangements (TTMRA) a person registered to practice an occupation in Australia or New Zealand is entitled to practice a similar occupation in the other country.

However, before approval can be given for the issue of accreditation to drive a commercial passenger vehicle in Victoria, the following must be provided:

- A completed Application for accreditation to drive a commercial passenger vehicle and private bus form
- A completed Mutual Recognition form (equivalent occupation registration notice)
- A **certified** copy of your full (non-probationary) and current Victorian driver licence
- A **certified** copy of your New Zealand driver licence stating issue date and expiry date (if available)
- A **certified** copy of your **current** New Zealand Taxi/Bus Passenger ID card
- A 'Traffic Offence History' from NZ Transport Agency
- An **original** or **certified** copy of a letter from the Ministry of Justice declaring that the applicant does not have any criminal record in New Zealand, and if so, a detailed written report (this is the equivalent to a National Police Certificate in Australia)

**Note: to be accredited to drive a taxi or hire car in the Metropolitan or Large Urban and Regional Centres of Victoria, relevant modules of the Knowledge test must be completed. Recognition of prior learning does not apply to the Knowledge test. Find out more at [www.taxi.vic.gov.au/knowledge](http://www.taxi.vic.gov.au/knowledge)**

### OFFICE USE ONLY – APPLICANT SHOULD NOT FILL OUT THIS SECTION

Driver accreditation number  Accreditation expiry date

Metropolitan taxi  Metropolitan hire car  Urban taxi  Regional taxi  Country taxi   
Country hire car  Bus  SPV / RH car  RH motorcycle

#### Transferring from:

ACT  NSW  NT  QLD  SA  TAS  WA  NZ

#### Delegate approval

Officer's name (Print)  Officer's signature

Date

**IMPORTANT:**

PLEASE COMPLETE ONLY SECTION 1 ON THIS PAGE AND ALL SECTIONS IN PART B OF THIS APPLICATION.

## 1. Request for Driver Authority details - mutual recognition application

I consent to the making of enquiries and exchange of information about my Driver Authority in:

Jurisdiction

for the purpose of applying for accreditation to drive a commercial passenger vehicle and private bus in Victoria under the *Mutual Recognition (Vic) Act 1998* and/or the *Trans-Tasman Mutual Recognition (Vic) Act 1998*.

Applicant's signature:  Date signed:

Applicant's full name:  Date of birth:

Driver Authority number (if applicable):  Driver licence number:

**OFFICE USE ONLY  
(DO NOT FILL IN THIS AND OVERLEAF SECTION)**

To  
ACT  NSW  NT  QLD   
SA  TAS  WA  NZ

Please tick

Please fax reply to:

( )

Contact name:

Contact number:

Date sent:

If there are further local requirements in your jurisdiction, please attach details and/or more information not covered in this form.

## Driver Authority details

Does the applicant hold an open Driver Authority in your jurisdiction?

Yes  No

If no, specify details or attach more information:

Status:

Current  Expired  Suspended   
Cancelled  Transferred interstate

First issue date:

Expiry date:

Specify type(s) of Driver Authority held:

**OFFICE USE ONLY**

## Details of conditions/complaints/ convictions

Are there any conditions and/or restrictions placed on this Driver Authority?

Yes  No

If yes, specify details or attach more information:


Are there any previous or pending actions in relation to this Driver Authority?

Yes  No

If yes, specify details or attach more information:


Are there any releasable criminal and/or traffic convictions against this applicant?

Yes  No

If yes, specify details or attach more information:


Most recent National Police Certificate date:

/   /
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Are there any complaints (including previous and pending) against this applicant?

Yes  No

If yes, specify details or attach more information:


## Medical assessment details

Are there any medical conditions in relation to this Driver Authority?

Yes  No

If yes, specify details or attach more information:


Most recent medical assessment date:

/   /
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Medical assessment expiry date:

/   /
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Staff member:

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Date received:

/   /
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# Mutual Recognition

**PART  
B**

*Mutual Recognition (Vic) Act 1998  
Trans-Tasman Mutual Recognition (Vic) Act 1998*

## Personal details

Surname/family name

First name/given name(s)

Residential address

Postcode

Date of birth

Telephone – home

Telephone – mobile

Email address

Postal address (if same as Residential, write “as above”)

Postcode

Previous state, territory or New Zealand where driver licence issued

Previous state, territory or New Zealand driver licence number

Victorian driver licence number

Issue date

## Occupation details

Occupation for which registration is requested

## Details of interstate or New Zealand registration for this occupation

("Registration" includes any licence, admission, approval, certificate, etc.)

Specify all the states, territories and/or New Zealand in which you currently hold or previously held registration for this occupation.  
**A copy of the current registration document(s) must accompany this notice.**

State / territory / New Zealand	Occupational registration / licence name	Registration / licence No	Expiry date

Are there any conditions, limitations or restrictions which apply to your registration in any state, territory or New Zealand?

Yes  No

Give details including state, territory or New Zealand


## Registration status in other states, territories or New Zealand

(Where additional space is required, please attach a separate sheet)

**Are you or have you ever been the subject of disciplinary proceedings (including preliminary investigations or actions that may lead to disciplinary proceedings) in relation to this occupation in any state, territory or New Zealand?**

Yes  No

Give details


**Is your registration cancelled or currently suspended as a result of disciplinary action in any state, territory or New Zealand?**

Yes  No

Give details


**Are you personally prohibited from doing this type of work in any state, territory or New Zealand?**

Yes  No

Give details


**Are you subject to any special conditions in doing this type of work as a result of criminal, disciplinary or civil proceedings in any state, territory or New Zealand?**

Yes  No

Give details


In the last ten (10) years, have you ever been before a court in any state, territory or New Zealand for any reason where you have been found guilty or convicted of an offence **OR** are there any charges or court actions pending against you for any other offence/s of which the jurisdiction you are transferring from is not aware?

(This includes all charges against you which are yet to go before the courts, are currently before the courts or have been finalised in which you have been found guilty and no conviction was recorded. You must also provide details of any convictions recorded against you including convictions recorded against you in another name. You must include all convictions within the last ten (10) years no matter how minor you believe the conviction or charge to be).

Yes  No

Give details including the relevant state, territory or New Zealand


## Declaration and consent

**I, Surname/family name**

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**First name/given name(s)**

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declare that:

- (a) The statements and information in this notice are complete, true and correct in every detail; and
- (b) Any registration document attached is the original or a complete and accurate copy of the original.

I hereby give consent to the making of inquiries and the exchange of information with the authorities of any state, territory or New Zealand regarding my activities in this occupation and any other matters relating to my eligibility to hold such an authority.

**Applicant's signature**

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**Date**

/   /
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## Requirement for witness

Applicants who do not attend the TSC to submit this application are required to have a witness (not related) sign the application form. The witness must have witnessed the applicant sign the 'Declaration and consent' section of this application and sighted proof of identity documentation.

### Witness declaration

To be completed by a person who has known you for at least 12 months and holds a current unrestricted driver licence issued in an Australian state or territory.

I certify that the applicant, whose name and signature appears on this application, has signed the application in my presence and to the best of my knowledge, the personal details in this application are correct and all document copies are authentic.

I understand my 'personal information' is being collected for verification of the applicant's signature. My witnessing of the applicant's signature is voluntary. Personal information about me held by the TSC may be disclosed only to verify the contents of this application.

Name of witness

Telephone number

Driver licence number

State issued

Address of witness

<input type="text"/>				
<input type="text"/>				
<input type="text"/>			<input type="text"/>	<input type="text"/>

Postcode

Signature of witness

Date

### Protecting your privacy

The Taxi Services Commission (TSC) is committed to protecting your privacy by fully meeting its responsibilities under the *Privacy and Data Protection Act 2014 (Vic)* and the *Health Records Act 2001 (Vic)*. The document titled Privacy Statement sets out TSC's privacy policy.



# Taxi Services Commission Privacy Policy

## 1. Introduction

This policy sets out the manner in which the Taxi Services Commission (TSC) will collect, use, hold, disclose and dispose of personal information and health information. This policy may be varied from time to time.

## 2. Definitions of personal, sensitive and health information

The TSC will collect, hold and disclose personal information and health information in accordance with the Information Privacy Principles (IPPs) set out in the *Privacy and Data Protection Act 2014* (Vic) (PDP Act) and the Health Privacy Principles (HPPs) set out in the *Health Records Act 2001* (Vic) (HRA).

### 2.1 Definition of personal information

Under the PDP Act, 'Personal Information' means any information or opinion (including information or an opinion forming part of a database), that is recorded in any form about an individual whose identity is apparent or can easily be ascertained from the information or opinion, but does not include information to which the HRA applies.

### 2.2 Definition of sensitive information

Under the PDP Act, there is a subset of personal information called 'Sensitive Information' which includes information about your race, ethnicity, political opinions or memberships, religious beliefs or affiliations, philosophical beliefs, memberships of professional/trade unions or associations, sexual preferences or practices or criminal record.

The PDP Act applies stricter provisions on how sensitive information is used. Where the TSC collects Sensitive Information about you, it will ensure that it complies with these provisions.

For the purposes of this policy, a reference to Personal Information will include Sensitive Information.

### 2.3 Definition of health information

Under the HRA, 'Health Information' means information or an opinion about an individual's physical, mental or psychological health, a disability, an individual's expressed wishes about the future provision of health services or a health service provided which can be linked to a living or deceased individual.

## 3. Collection of Personal and Health Information

The TSC only collects Personal Information or Health Information from an individual that is necessary for its functions or activities, the activities of managing or administering that function or activity, or as required by law in regard to its statutory obligations.

The TSC will take reasonable steps to collect information directly from the individual. The TSC may collect information via written or electronic correspondence including telephone, email, fax and/or social media such as Facebook and Twitter. Information may also be collected in person.

The TSC may collect Personal Information or Health Information from you when you:

- apply for accreditation as a driver, permit holder (operator), or Taxi Booking Service (Network Service Provider);
- apply for a job with the TSC;
- request to be placed on the TSC's mailing list;
- make an inquiry or give comment about the TSC's functions and services; or
- lodge a request for access to documents under the *Freedom of Information Act 1982* (Vic.) (FOI Act).

The types of Personal Information the TSC may request from you include your name, date of birth, contact details, qualifications and employment history and the types of Health Information that the TSC may collect from you, include information relating to your physical or mental health or any disability you may have.

### 3.1 Types of specific Personal Information the TSC may collect

#### 3.1.1 Supplying commercial passenger vehicle services, commercial or local bus services or driving instructor services

If you are involved in the supply of commercial passenger vehicle services (including services relating to taxi-cabs, hire cars, restricted hire cars and special purpose vehicles), commercial or local bus services, or driving instructor services, we may collect or use your Personal Information or Health Information where required.

#### 3.1.2 Security cameras in taxi-cabs

If you have been a passenger in, or drive a taxi-cab, you may have been photographed and/or filmed by a security camera installed in the taxi-cab. If you were, those photographs and/or film may contain your Personal Information. We may collect or use that Personal Information, or disclose it to a law enforcement agency if necessary to determine, or help a law enforcement agency determine:

- whether a crime has been committed by or against you; and/or
- your identity, if a law enforcement agency suspects that a crime has been committed by or against you.

#### 3.1.3 Multi Purpose Taxi Program members

If you apply to become a member of the Multi Purpose Taxi Program, we may collect or use your Personal Information or Health information, or disclose it to another governmental agency, medical practitioner or independent health panel where this is required to assess your eligibility under the membership program or application process.

### 3.2 Collection statement/notice

Where the TSC collects Personal Information from you, it will take reasonable steps to ensure that you are given a collection statement that sets out the purpose for collecting that information, how that information will be used and the consequences, if any, for not providing the information. Wherever it is lawful and practical, the TSC will provide you with the option of not identifying yourself.

## 4. Use and disclosure of Personal Information or Health information

The TSC will only use or disclose Personal Information or Health Information as set out in this Privacy Policy or for the purpose which was either specified or reasonably apparent at the time of collection unless you have consented to, or would reasonably expect, another related use.

### 4.1 Disclosure required by law

In certain circumstances, the TSC may be required by law to provide Personal Information or Health Information to another organisation. Examples include warrants, court orders or demands to provide documents permitted under legislation. Examples of organisations with these powers include ASIO, ASIS and Centrelink.

Under Division 6A of Part VI of the *Transport (Compliance and Miscellaneous) Act 1983*, the TSC is required to keep a register of taxi industry participants (Register) and to make the Register publicly available, including on its website. The Register must include the name of each person who holds:

- accreditation as a taxi-cab operator;
  - accreditation as a provider of taxi-cab network services;
  - accreditation to drive a commercial passenger vehicle;
  - a hire car licence; or
  - a special purpose vehicle licence,
- and any other information prescribed by regulations.

The TSC may also include on the Register for each person whose name is on the Register:

- business contact details including a telephone number, facsimile number, postal address, email address and internet address;
- details of any taxi-cab network service provided by the person; and
- the number of taxi-cabs operated by the person.

Information about a person whose name is on the Register will only be included with the person's consent or after the person has been given 28 days' notice of the information that will be published (this notice is given on all TSC application forms). A person may apply to the TSC to restrict public access to information that is included on the Register. The TSC will only approve such an application if satisfied that there are exceptional circumstances that justify the restriction.

### 4.2 Disclosure authorised by law

In certain situations, the TSC is authorised to disclose Personal Information or Health Information to related transport and government agencies. Examples include booking services/associations, bus depots/associations, driving instructor associations, Melbourne Airport and relevant state and federal government agencies including Victoria Police and VicRoads.

We may do so if necessary to investigate or report on:

- whether you are, were or will be suitable to be involved in the supply of commercial passenger vehicle services (including services relating to taxi-cabs, hire cars, restricted hire cars and special purpose vehicles), commercial or local bus services or driving instructor services; or
- whether you have broken the law in the course of your involvement in the supply of commercial passenger vehicle services (including services relating to taxi-cabs, hire cars, restricted hire cars and special purpose vehicles), commercial or local bus services or driving instructor services.

Personal Information may be shared with related government agencies via phone, email, post, fax or a shared database. Personal Information shared may include names, drivers licence numbers, credit card details and police records.

### 4.3 Disclosure to third party contractors

From time to time the TSC may contract out some of its functions and services, for example IT and market research. In these situations your Personal Information or Health Information may be shared with third parties. Where the TSC engages third party providers, it will ensure that these parties have suitable data protection programs and privacy policies in place.

### 4.4 Disclosure outside Victoria

The TSC will only transfer your Personal Information or Health Information to another individual or organisation outside Victoria in limited circumstances, including when the recipient is subject to a law which upholds similar principles to the IPPs or HPPs, or you consent to the transfer. Specific disclosures will be made with consent or otherwise in accordance with the use and disclosure standards of the PDP Act and the HRA.

## 5. Data security and destruction

Irrespective of whether your Personal Information or Health Information is stored electronically or in hard copy form, the TSC will take reasonable steps to protect it from misuse and loss, and from unauthorised access, modification or disclosure.

The TSC will also take reasonable steps to destroy or permanently de-identify your Personal Information or Health Information if it is no longer required for the TSC to perform its regulatory functions.

## 6. Data quality, access and correction

The TSC will take reasonable steps to ensure that any Personal Information and Health Information it holds is accurate, complete and up to date. You are entitled to contact the TSC Privacy Officer (contact details are set out below) and request access to and correction of any of your Personal Information or Health Information held by the TSC. Under Section 169ZC of the *Transport (Compliance and Miscellaneous) Act 1983*, the TSC may, if it decides that it is necessary to do so, correct any error or omission in the Register or the public version of the Register (refer to section 4.1).

### 6.1 Freedom of Information requests

Access to some information that the TSC holds may require a formal request under section 17 of the *Freedom of Information Act 1982* (Vic). Your FOI application and any queries should be made to:

#### TSC Freedom of Information Officer

Taxi Services Commission, GPO Box 1716, Melbourne VIC 3001

Telephone: 1800 638 802      Facsimile: 03 8683 0777      Email: FOI@taxi.vic.gov.au

## 7. Unique identifiers

A unique identifier is a code consisting of letters or numbers (not the individual's name) that is assigned to an individual to distinguish them from other individuals, for example a driver's licence number or tax file number. The TSC will not:

- assign, use or disclose unique identifiers to individuals unless it is necessary to do so to carry out one of its organisational functions efficiently;
- adopt, use or disclose a unique identifier assigned to you by another organisation except in limited circumstances; or
- require you to provide a unique identifier in order to obtain a service, unless it is required or authorised by law or connected to the purpose for which the unique identifier was assigned.

The TSC generally assigns a unique identifier if you are, have been or seek to become:

- involved in the supply of commercial passenger vehicle services; or
- a member of the Multi Purpose Taxi Program.

## 8. Privacy complaints

If you believe that your Personal Information or Health Information has been used by TSC in a manner contrary to the PDP Act or HRA, you may contact the TSC Privacy Officer (on the details below) or lodge a complaint with the Commissioner for Privacy and Data Protection at: [www.dataprotection.vic.gov.au](http://www.dataprotection.vic.gov.au). Information for submitting complaints to the Health Services Commission in respect of your Health Information is available at: [www.health.vic.gov.au/hsc](http://www.health.vic.gov.au/hsc)

## 9. Further information and contact details

Further information about the TSC's Privacy Policy is available at the TSC website, or can be requested by contacting the TSC Privacy Officer. All requests and communications may be made to the TSC Privacy Officer at:

#### The TSC Privacy Officer

Legal & Regulatory Services, Taxi Services Commission, GPO Box 1716, Melbourne VIC 3001

Telephone: 1800 638 802 (toll-free)      Email: [privacy@taxi.vic.gov.au](mailto:privacy@taxi.vic.gov.au)

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