



Australian Government

**Security Construction and
Equipment Committee**

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Security Construction and Equipment Committee

Security Zone Consultant Scheme

Policy

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Produced in Australia by the Security Construction and Equipment Committee



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Introduction

The Security Construction and Equipment Committee (SCEC) Security Zone Consultant scheme (the scheme) provides Australian Government agencies with Security Zone Consultants who have demonstrated that they have the necessary skillset as well as having met the high standards of integrity, honesty and confidentiality required of personnel working for or on behalf of the Australian Government. SCEC administers the scheme on behalf of, and with the endorsement of, the Protective Security Policy Committee.

SCEC Security Zone Consultants are endorsed by SCEC to provide physical security advice at the request of Australian Government agencies regarding the:

- design, acceptance testing¹ and commissioning² of Type 1 Security Alarm Systems, and
- design and construction of Security Areas defined in ASIO Technical Notes.

The scheme provides for periodic renewal of each consultant's endorsement.

This policy sets out the endorsement criteria and process to be used by SCEC in assessing applicants to the scheme. The policy also sets out the rights and responsibilities of the applicants.

Endorsement is dependent on meeting the application criteria and being assessed as a fit and proper person.

Continued suitability is dependent on compliance with the SCEC Consultant Scheme Code of Conduct (**Annex 1**) and continued assessment as a fit and proper person.

Procedural fairness

Any decision to reject a person's consultant application will be subject to the procedural fairness to the fullest extent possible consistent with national security. Applicants will be advised verbally of any concerns that SCEC may have with their application or continuing participation in the scheme. If the concerns are not mitigated verbally then the Chair of SCEC will advise the applicant of the concerns in writing and the applicant will then be given reasonable time to answer the concerns in writing before a final decision is made.

The reasons for concerns will not be advised where there are significant security reasons. Security reasons that are not be notified would be subject to an Attorney-General's Certificate and are issued only when ASIO determine that disclosing the information would significantly impact on national security. If ASIO considers that there may be grounds for the issuing of a Certificate then ASIO Legal advice is to be sought prior to issuing the Certificate.

See the ARC Best Practice Guide, ARC Best Practice Guide 2: Natural Justice available at: http://www.ag.gov.au/agd/www/archome.nsf/Page/Publications_Reports_Other_Documents

¹ 'Acceptance testing' is performed to check if the requirements of a specification or contract are satisfied. Testing may involve electrical, physical, or performance tests.

² 'Commissioning' is the process of ensuring that all systems and (sub) components of the project are designed, installed, tested, operated, and maintained according to the operational requirements of the owner.



Overview of application criteria:

1. Application

All applicants are required to submit a completed application form (**Annex 2**) to be considered for the scheme. Prior to acceptance applicants are also required to submit completed the "Applicant Declaration" (**Annex 3**) and the "Statement of Ongoing Responsibility for Protection of Official Information" - Deed of Confidentiality (**Annex 4**)

2. List of required documentation and supporting material

Applicants are to provide with the application form:

- Certified copies of:
 - the consultant's current security licence(s) to practice consulting in the State(s)/Territory(s) for which endorsement is sought (unless the State/Territory does not issue security licences to Consultants
 - evidence of security consultant's electrical/electronic engineering qualifications
 - passport size photograph,

AND

- a signed letter from the applicant's current employer describing:
 - the length of service with the employer
 - the nature of their current position, in particular whether the consultant has worked with Intruder Alarm Systems, Electronic Access Control and security design and implementation for facilities in their daily duties and, if so, for how longor
 - if the consultant has not been working with Intruder Alarm Systems, Electronic Access Control and security design and implementation for facilities for the previous six months they are to provide evidence of previous work in this area acceptable to SCEC

OR

- if self-employed, two references from businesses for whom the consultant has performed a commercial fit-out with Intruder Alarm Systems, Electronic Access Control and security design

For renewals applicants are also to return their expired SCEC Consultant Card

3. National police check

Applicants are to provide a completed Australian Federal Police - Records Check report (No Exclusion under the Spent Convictions Scheme).



Fit and proper person assessment

Applicants will be assessed against the following criteria based on documentary evidence provided by the applicant and other checks as detailed below.

Applicants are required to continue to be fit and proper persons. Failure to continue to meet the high standards expected of SCEC Security Zone Consultants may lead to suspension or revocation of the SCEC endorsement.

Criterion One: Personal qualities

The applicant is to be of good reputation, integrity and character, including being honest, trustworthy and mature. These characteristics are to be confirmed by referee report and results of the AFP Records check. The *Australian Government Adjudicative Guidelines* available at www.ag.gov.au/pspf/ are to be used as a guide when assessing the applicant's suitability against the "Whole Person". Any mitigating factors identified in the Adjudicative Guidelines should be considered prior to making an adverse determination against the applicant.

Criterion Two: Qualifications

The SCEC Consultant's main role is to support Australian Government agency clients in the:

- design, acceptance testing and commissioning of Type 1 Security Alarm Systems, and
- design and construction of Security Areas defined in ASIO Technical Notes.

As the role of a SCEC Consultant concentrates on the above areas, the qualifications required for endorsement are weighted towards the electrical or electronics engineering disciplines, outlined in text and tabular form below.

Note: Applicants with other non-engineering tertiary qualifications greater than or equal to that awarded under the Vocational Education Australian Quality Training Framework will typically be considered under the "No formal engineering qualification" category.

As the function of a consultant revolves around Type 1 Security Alarm Systems, the focus on electronic security refers predominantly to Electronic Access Control Systems (EACS) or Security Alarm Systems (SAS) and not CCTV or other associated systems. Hence when addressing the requirements the applicant should concentrate on providing supporting evidence for experience with these technologies.

Acceptable Qualifications

The applicant is:

- to hold a Diploma in Engineering (Electrical or Electronics), or higher engineering qualification, awarded by a Australian Registered Training Organisation under the Australian Quality Training Framework and must:
 - have a minimum of 12 months in the Security Industry
 - have conducted technical specification of at least two electronic systems comprising EACS or SAS



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- have conducted formal commissioning or acceptance testing of at least two electronic systems comprising EACS or SAS
- have one Referee report from a Government client (ASA or department/agency project manager responsible for the job) or one referee report from two separate commercial fitouts the consultant has managed in accordance with Annex 2, and
- hold relevant state security licences

OR

- to hold a Certificate IV Engineering (Electrical or Electronics) awarded by a Australian Registered Training Organisation under the Australian Quality Training Framework and must:
 - have a minimum 2 years in the Security Industry and
 - have conducted technical specification of at least two electronic systems comprising EACS or SAS
 - have conducted formal commissioning or acceptance testing of at least two electronic systems comprising EACS or SAS
 - have endorsement from a supervisor in accordance with Annex 2
 - have one Referee report from two Government clients (ASA or department/agency project manager responsible for the job) OR one referee report from three separate commercial fit outs the consultant has managed in accordance with Annex 2, and
 - hold relevant state security licences

OR

- is considered to hold no formal engineering qualification, in which case the applicant must
 - have a minimum 4 years in the Security Industry
 - have conducted technical specifications of at least three electronic systems comprising EACS or SAS
 - have conducted formal commissioning or acceptance testing of at least three electronic systems comprising EACS or SAS
 - provide an endorsement from a supervisor in accordance with Annex 2
 - provide Referee reports from two Government clients (ASA or department/agency project manager responsible for the job) or referee reports from three separate commercial fit outs the consultant has managed in accordance with Annex 2, and
 - hold relevant state security licences

Qualifications will be confirmed from documents provided, see list of required documents and supporting material above.



Qualification Matrix

Diploma (or higher qualification)	Electrical or Electronic Engineering From a Nationally recognised Registered Training Organisation under the Australian Quality Training Framework
Experience	<ul style="list-style-type: none"> • Minimum 12 months security industry • Must have conducted technical specification of at least two electronic security systems comprising Electronic Access Control Systems (EACS) or Security Alarm Systems (SAS) • Must have conducted formal commissioning or acceptance testing of at least two electronic security systems comprising EACS or SAS
Endorsement	<ul style="list-style-type: none"> • Not required
References	<ul style="list-style-type: none"> • One referee report from a Government client (Agency Security Advisor (ASA) or department/agency project manager responsible for the project), Or • One referee report each from two separate commercial security fit-outs comprising EACS and/or SAS which the consultant has managed
Licensing	<ul style="list-style-type: none"> • Relevant state security licence(s)

Certificate IV (or equivalent qualification)	Electrical or Electronic Engineering From a Nationally recognised Registered Training Organisation under the Australian Quality Training Framework
Experience	<ul style="list-style-type: none"> • Minimum TWO YEARS security industry • Must have conducted technical specification of at least two electronic security systems comprising EACS or SAS, AND • Must have conducted formal commissioning or acceptance testing of at least two electronic security systems comprising EACS or SAS
Endorsement	<ul style="list-style-type: none"> • Supervisor Endorsement from a supervisor for one electronic security project (EACS or SAS)
References	<ul style="list-style-type: none"> • One referee report from two Government clients ASA or department/agency project manager responsible for the project), Or • One referee report each from three separate commercial security fit-outs comprising EACS and/or SAS which the consultant has managed
Licensing	<ul style="list-style-type: none"> • Relevant state security licence(s)

No Formal Electrical or Electronic Engineering Qualifications	(Regardless of other tertiary or post-graduate qualifications)
Experience	<ul style="list-style-type: none"> • Minimum FOUR YEARS security industry demonstrable • Must have conducted technical specification of at least three electronic security systems comprising EACS or SAS • Must have conducted formal commissioning or acceptance testing of at least three electronic security systems comprising EACS or SAS
Endorsement	<ul style="list-style-type: none"> • Supervisor Endorsement from a supervisor for two electronic security project (EACS or SAS)
References	<ul style="list-style-type: none"> • One referee report from two Government clients (ASA or department/agency project manager responsible for the project), Or • One referee report each from three separate commercial security fit-outs comprising EACS and/or SAS which the consultant has managed
Licensing	<ul style="list-style-type: none"> • Relevant state security licence(s)

If granted endorsement to the scheme the applicant is to advise SCEC of any changes to their qualifications during the course of their participation in the scheme. Failure to advise of changes may result in revocation of endorsement, see 'Revocation of endorsement' below.

Criterion Three: Criminal offences

The applicant is not to have been convicted of any offences:

- involving fraud, theft or dishonesty, and/or
- related to national security such as threat of terrorism, politically motivated violence or threats against holders of high office

Offences are to be declared in accordance with the Spent Convictions Scheme of the *Crimes Act 1914* (Cth) and SCEC is not subject to any exclusion under the scheme.

A history of multiple and recent offences other than the types listed above will lead to a decision of the applicant being unsuitable under Criterion One.

See the Adjudicative Guidelines: Guideline E: Criminal History and Conduct.³

³ See www.ag.gov.au Adjudicative Guidelines

If granted endorsement to the scheme the applicant is to advise SCEC of any criminal charges laid against the applicant during the course of their participation in the scheme. Failure to advise of changes may result in revocation of endorsement, see 'Revocation of endorsement' below.

Criterion Four: ASIO assessment

All applicants will undergo an ASIO assessment conducted by ASIO-T4 on behalf of the SCEC. Where areas of concern are identified a full ASIO assessment will be requested. Any unresolved concerns from the full assessment will disqualify the applicant from the scheme.

The ASIO assessment may be subject to periodic reassessment if there are changes in the applicant's circumstances (See "Change of Circumstances" form in Annex 2).

Briefing by T4 Protective Security

Successful applicants will be provided with a briefing by ASIO-T4 on behalf of SCEC. The briefing details the applicants continuing responsibilities under the scheme.

The briefing is to include a statement of ongoing responsibility under sections 70 and 79 of the *Crimes Act 1914* (Cth) and part 5.2 of the *Criminal Code* (Cth) covering for the protection of official information.

Conditions of endorsement

1. SCEC consultant training course

The applicant is to successfully complete the SCEC consultant training course prior to endorsement and periodically as required as part of the re-endorsement process. The training course includes a written examination of topics covered during the course, and (re)endorsement is contingent on gaining a pass in this examination.

Endorsement will be reassessed at least every five years. Reassessment may be sooner if:

- concerns about continuing suitability are identified by or to SCEC, or
- technological changes warrant additional training or competency assessment.

2. SCEC Security Zone Consultants' Code of Conduct

All applicants are to comply with the code of conduct while participating in the scheme. All reported instances of non-compliance with the code of conduct will be investigated by SCEC and if determined to be true may lead to suspension and/or revocation of endorsement under the scheme.

3. SCEC Security Zone Consultant identification card

All participating consultants will be provided with a photographic SCEC Security Zone Consultants ID card. This card is the proof of the suitability under the scheme and is to be provided to Australian Government agency security personnel on request.

SCEC recommends that the ID card be worn at all times when undertaking consultation work for Australian Government agencies.



The SCEC Consultants Identification card remains the property of the Australian Government at all times and must be returned to SCEC on demand.

4. Advice of any changes of circumstances relating to the fit and proper person assessment

All participants are to advise SCEC of any changes to their personal circumstances that may affect the continuing fit and proper person assessment while participating in the scheme. Changes that are to be notified include:

- conviction of an offence or offences as listed in Criterion Three above within seven calendar days of conviction, and
- any changes in details as submitted in the application form including but not limited to changes in employer, address, qualifications within fourteen calendar days.

A change notification form is provided in Annex 2.

On receipt of advice of any changes in circumstances SCEC will assess the appropriateness of continued suitability to participate in the scheme using criteria one to four above.

Failure to report changes in circumstances⁴ may result in revocation of SCEC endorsement when SCEC is made aware of the changes unless the applicant can demonstrate the omission was entirely accidental.

5. Conflict of Interest

All participants are to declare to their employing agency any potential conflict of interest in their role as a SCEC Consultant and any other aspect in relation to any duties or interests that create or might reasonably be anticipated to create, conflict with the consultant's duties and interests in performing these duties for the engaged work or project, except those disclosed in writing to the agency before the declaration was signed⁵.

Revocation of endorsement

SCEC is to suspend participants from the scheme when it becomes aware of credible information that is relevant to whether a SCEC Security Zone Consultant is a fit and proper person. If following an investigation the concerns are found to be true and are not otherwise mitigated the consultant's endorsement is to be revoked. Grounds for revocation include:

- a. providing false and misleading information to any Australian Government agency, official or representative as part of the application process or after being endorsed as a SCEC Security Zone Consultant
- b. breaching any of the Conditions of Endorsement
- c. being convicted of an offence as listed in Criterion Three above
- d. no longer being employed as a consultant, and
- e. not having or no longer having the necessary State and/or Territory security licences.

⁴ See Change of Circumstances Form in Annex

⁵ See Conflict of Interest Form in Annex

All decisions to suspend or revoke endorsement are subject to procedural fairness unless there is a significant security concern. (See procedural fairness above).

IMPORTANT NOTE: If a consultant fails to comply with any of the Conditions of Endorsement, SCEC may, at its absolute discretion, suspend and/or revoke the consultant's SCEC endorsement. However any decision to suspend or revoke will be subject to the procedural fairness process set out in this document except where SCEC considers that it cannot provide procedural fairness because of security reasons.

Notification of decision

The SCEC is to notify all applicants of the outcome of their application in writing as soon as possible and not more than 28 days from the decision.

Acceptance

SCEC is to notify all consultants who are selected to participate in the SCEC Security Zone Consultant scheme. The notification is to include:

- the letter of acceptance
- the T4 briefing
- the SCEC **Security Zone** Consultant ID card, and
- directions on advising changes of circumstances.

Rejection or revocation

SCEC will discuss any issues with the applicants to the scheme prior to providing formal notification of rejection of their application or revocation of endorsement to the scheme unless the reasons are subject to an Attorney-General's Certificate. This will provide the applicant with a chance to provide further information that may resolve identified issues.

The Chair of the SCEC will provide all applicants who are found to be unsuitable to participate in the scheme with written advice stating the grounds for unsuitability, unless there is an Attorney-General's Certificate against providing the reasons.

Applicants are also to be provided with:

- advice on procedural fairness, and
- details of the review process.

In addition applicants who have their endorsement revoked will be requested to return their SCEC Security Zone Consultants ID card. SCEC will also remove their details from the SCEC Consultants list available on the SCEC website and advise Australian Government agencies of the revocation.

Review process

The Chair of the Protective Security Policy Committee, as the Committee overseeing the SCEC will appoint a member of the PSPC to undertake a review of the decision of the SCEC if requested in writing by the applicant within 28 days of the notification of rejection or revocation being signed.

The request for review should detail the reasons for the request and provide any additional information the applicant feels is relevant. The review will be undertaken within 28 days of receipt of the request for review.

The nominated PSPC member will review the application, assessment process and reasons for rejection or revocation, as well as any additional information provided in writing by the applicant. The reviewer may:

- uphold the SCEC decision, or
- overturn the SCEC decision and approve the applicant.

The applicant will be notified in writing no more than 28 days after the review.

Re-endorsement

Existing approved Security Zone Consultants due for reassessment and renewal of their approval will need to attend an update briefing conducted by ASIO-T4. The update briefing covers the same topics as the program given to new applicants, and is subject to successful completion of a written examination but is reduced to two days.

At this time applicants for renewal will need to complete and duly sign a new SCEC- Security Zone Consultant Application Form, Applicant Declaration, and Statement of Ongoing Responsibility for Protection of Official Information (Deed of Confidentiality).

Attachments

The following attachments are included for the applicant's use.

- Annex 1 SCEC – Security Zone Consultant's Code of Conduct
- Annex 2 Standard Forms
 1. SCEC- Security Zone Consultant Application Form
 2. SCEC- Security Zone Consultant - Supervisor Endorsement Form
 3. SCEC- Security Zone Consultant - Referee Report Form
 4. Change Of Circumstance Notification Form
 5. Conflict Of Interest Form
- Annex 3 Applicant Declaration
- Annex 4 Statement of ongoing responsibility for protection of official information (Deed of Confidentiality)
- Annex 5 Standard Letters
 1. Confirmation of receipt of application
 2. Notification - acceptance
 3. Notification – rejection, reasons for decision and review rights
 4. Notification – final rejection



Annex 1 SCEC- Security Zone Consultant's Code of Conduct

A SCEC Security Zone Consultant must:

- Behave honestly and with integrity in the course of any dealings with the Australian Government, any Australian Government agency employee or its contractor(s);
- Act with care and diligence in the course of any Australian Government related work;
- When acting in the course of Australian Government related work, treat everyone with respect and courtesy, and without harassment;
- When acting in the course of your work, comply with all applicable Australian laws;
- Maintain appropriate confidentiality about dealings that the consultant may have with any aspect of their work in relation to the Australian Government, any Australian Government agency, employee or its contractor(s);
- Maintain appropriate confidentiality about dealings that the consultant may have with any Australian Government Minister or Minister's member of staff;
- Disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with the Australian Government, any Australian Government agency, employee or its contractors;
- Use Commonwealth resources in a proper manner;
- Not provide false or misleading information in response to a request for information that is made for official purposes in connection with the consultant's work or contractual agreement with the Australian Government or Government Agency;
- At all times behave in a way that upholds the integrity and good reputation of the Australian Government;
- Not make improper use of:
 - inside information,
 - the consultant's duties, status, power or authority, in order to gain, or seek to gain, a benefit or advantage for the employee or for any other person.

Annex 2 Forms

1. SCEC- Security Zone Consultant Application Form

(Please return to SCEC)

1. Personal Details	
Full Name (First, Middle, Last)	
Place of Birth (City, State/Territory and Country)	
Date of Birth (dd/mm/yyyy)	
Are you an Australian Citizen?	Yes / No

2. Contact Details	
Current Residential Address	<u>Not</u> a P.O. Box
Street number and Name	
City/Town	
State/Territory, Postcode	
Mailing Address (This address will appear on your photo ID card)	P.O. Box is acceptable
Street number and Name/ PO Box	
City/Town	
State/Territory, Postcode	
Telephone (With area code) Home	
Business	
Fax	
e-mail	

3. Employment Details	
You must provide the following details about your current employer:	
Employer Name	
Business/Trading Name	
Company ABN/ACN (if applicable)	
Employer's registered address and place of business (not P.O Box)	
Postal address (if different to registered address and place of business)	
Contact Name	
Contact's Telephone Number	
If available, contact's fax and email address.	
<p>You must provide a signed letter from your current employer describing:</p> <p>Note: If you are self-employed then please provide at least one reference from a State or Federal Government Security Manager (including full position and contact details of the referee) or Two references from commercial fit-outs/lock-work from a business using high security locks and locking systems, such as a bank or financial institution (including full position and contact details of the referee)</p>	<ul style="list-style-type: none"> • the nature of your current position, particularly: <ol style="list-style-type: none"> i. whether your roles and responsibilities involve working with combination locks and commercial grade hardware in your daily duties; and ii. how long you have worked with combination locks and commercial grade hardware in your daily duties; • length of employment with your current employer and business;
Employment Letter Provided? (Strike out whichever is not applicable)	Yes / No

4. Consultant Qualifications	Not required for renewals
Describe your consultant qualifications (e.g. type, how and where obtained):	
Provide documentary evidence of your consultant qualifications (e.g. certificate). These must be certified by a Justice of the Peace or other person as defined under the <i>Statutory Declarations Act 1959</i>	
Describe your day to day work activities	
Evidence of Qualifications Provided? (Strike out whichever is not applicable)	Yes / No

5. Character references	Not required for renewals
You must supply the following contact details for two character referees.	NB The character referees must be unrelated and disinterested individuals for the purposes of being contacted by SCEC to provide character references (that is they must not be a relative or a spouse, partner or de-facto, etc.):
Name	
Phone (during business hours)	
Home address	
Business address	
Nature and length of relationship	

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Character references (Cont'd)	
Name	
Phone (during business hours)	
Home address	
Business address	
Nature and length of relationship	

6. Passport Photo	
You must supply a passport-sized printed photograph taken within the 3 months preceding the application , and certified on the non-image side as being	“This is a true likeness of <your name>, Signed... “, as certified by a Justice of the Peace or other person as defined under the <i>Statutory Declarations Act 1959</i> , with the application
Passport Photo Provided?	Yes / No

7. Security Licence	
Australian State and Territory certification and licence (if applicable):	<ul style="list-style-type: none"> Provide a certified copy of your current Australian State / Territory Security Licence (unless the relevant State or Territory does not issue security licences to Consultants⁶);
Copy of Security Licence Provided?	Yes / No

8. Previous Convictions	
Have you ever been convicted of an offence which involved fraud, theft or dishonesty?	Yes / No
Police Check. You must: <ul style="list-style-type: none"> complete the national police check application form available www.afp.gov.au/business/national_police_checks.html#forms and submit the completed and signed form to the AFP 	(Use Code 30 – “Commonwealth Department Employee” – No Fingerprints Required); Chair of Security Construction and Equipment Committee GPO Box 1508 Canberra ACT 2601
<ul style="list-style-type: none"> provide the AFP Police response to SSEC: 	
Police Check Provided?	Yes / No

⁶ Each state and territory has its own licensing requirements. Most states and territories require that both businesses and individuals be licensed. Please refer [www.asial.com.au/Licensingrequirementsforeachstateandterritory?searchTerms\[\]=licence](http://www.asial.com.au/Licensingrequirementsforeachstateandterritory?searchTerms[]=licence)



9. Security Industry Experience	
Have you completed the Protective Security Training Centre's – <i>Introduction to Protective Security</i> ?	Yes / No (Not required for renewals)
If so, please provide a certified copy of the attendance certificate.	
Do you have a personal security clearance?	Yes / No
If so what level of clearance?	
Who was the sponsoring government department?	
Date of issue of clearance	
Has your company's premises been certified for holding National Security Classified Material?	Yes / No
If so what level of material?	
Which government department/agency provided the certification?	
Does your company own a security container? Please circle answer	Yes – A Class Yes B Class Yes C Class No Approved Container
Are you familiar with Type 1 Security Alarm Systems?	Yes / No
If so what experience have you had? Please detail most recent experience in this area	
Do you have a SCEC Security Equipment Catalogue/Security Equipment Evaluated Products List (SEEPL)	Yes / No

10. Application Renewal	
If you are an existing SCEC Consultant applying for renewal, please provide:	
Current SCEC Consultant Card Number:	
Expiry date:	
Please return Expired Card Card included? (Strike out whichever is not applicable)	Yes / No

Required Documentation/Material Checklist

Documentation/Material	Attached? <i><strike out whichever does not apply></i>
Letter from Employer(s)	Yes / No
Copy of Consultant Qualifications	Yes / No (Not required for renewals)
Certified Passport Photo	Yes / No
Certified copy of State/Territory Licences (if applicable)	Yes / No / Not applicable
Police check authorisation form [Has to be Submitted to AFP and returned with application] see www.afp.gov.au/business/national_police_checks.html#forms Code 30, 'Commonwealth Department Employee'. Note no fingerprints are required.	Yes / No
Expired SCEC Security Zone Consultant Card	Yes / No

2. SCEC- Security Zone Consultant - Supervisor Endorsement Form

Applicant Details (Not required for renewals)		
Surname		
Given Names		
Supervisor Details		
Surname		
Given Names		
Company		
Your position title		
Contact Phone Number	Work:	Home/Mobile:
Brief description of projects the Applicant has managed under your supervision		
How many installations has this person specified that you have directly supervised?		
How many installations has this person commissioned that you have directly supervised?		
In your opinion, does this person have the necessary knowledge and experience to prepare a technical specification, supervise the installation and commission a security system which would include a Type 1 Security Alarm System.	Yes	No
Additional Comments		
This is your opportunity to provide additional statements to justify this persons application for training		
Referee Signature		
A copy of this report has been provided to the applicant		
Signature:	Name:	Date:
SCEC Committee Member Certification		
Signature:	Name:	Date:

3. SCEC- Security Zone Consultant - Referee Report Form

Information Data Sheet [One per referee]

Applicant Details (Not required for renewals)	
Surname	
Given Names	

Referee Details	Agency Reference Number	
Surname		
Given Names		
Job Title/Classification		
Department/Organisation		
Contact Phone Number	Work:	Home/Mobile:
Brief description of projects the Applicant has managed for your department		
Assessment Against Selection Criteria (Refer to Rating Scale for Referee Report at page 16)		
Criterion 1: Does the consultant have a good knowledge and skills set in relation to ASIO guidelines for Intruder Resistant, Partial Secure and Secure Areas?		
		Rating <input type="text"/>
Criterion 2: Does the consultant have a good knowledge of SCEC endorsed products, their application and any restrictions for their use?		
		Rating <input type="text"/>
Criterion 3: In your opinion, does the consultant possess the necessary skill set to design, oversight installation, commission or certify security systems in government departments.		
		Rating <input type="text"/>

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<p>Criterion 4: Did the consultant provide advice and solutions to meet your (the client's/agency's) needs in accordance with government guidelines and Building Code of Australia.</p>		
		<p>Rating</p> <input style="width: 100px; height: 20px;" type="text"/>
<p>Criterion 5: In your opinion, does the consultant have the ability to prepare detailed program of works including project scheduling</p>		
		<p>Rating</p> <input style="width: 100px; height: 20px;" type="text"/>
<p>Criterion 6 : Prepare terms of reference and specifications (trade package) documentation for all trades and suppliers, as required including, but not limited to:</p> <ul style="list-style-type: none"> • Intruder Alarm • Access Control • CCTV • Hardware, including locks, bars and walls • Audio Security 		
		<p>Rating</p> <input style="width: 100px; height: 20px;" type="text"/>
<p>Criterion 7: Ability to provide project coordination including quality, time and cost control in accordance with appropriate Quality Assurance Systems, including ensuring all defects in work are rectified.</p>		
		<p>Rating</p> <input style="width: 100px; height: 20px;" type="text"/>
<p>Criterion 8: Ability to prepare financial reconciliations of trades and total project cost:</p>		
		<p>Rating</p> <input style="width: 100px; height: 20px;" type="text"/>
<p>Overall Assessment: In your opinion, how would you rate this consultant for selection for the SCEC Approved Security Consultant training? See Rear Page for more information.</p>		
<p>Highly Suitable <input type="checkbox"/></p>	<p>Suitable <input type="checkbox"/></p>	<p>Not Suitable <input type="checkbox"/></p>
<p>Additional Comments</p>		



FOR OFFICIAL USE ONLY

Referee Signature		
A copy of this report has been provided to the applicant		
Signature:	Name:	Date: / /20

Applicant Signature		
Signature:	Name:	Date: / /20

If used as an oral report, a member of the SCEC selection committee is to certify that the information contained in this report has been confirmed with the referee.

Committee Member Certification		
Signature:	Name:	Date: / /20

RATING SCALE FOR REFEREE REPORTS

The following rating scale should be used as a guide by referees when providing comments on applicants for positions as SCEC Approved Security Consultants. When providing a rating against each selection criterion, referees should assess the capacity of the applicant to perform the duties based on their knowledge, experience and his/her work performance.

Description	Indicators of Performance
<p>Highly Suitable</p> <p>The applicant possesses highly developed and relevant skills and abilities, appropriate personal qualities and would consistently perform at a very high level against the criterion.</p>	<p>Is be able to perform at a high level without direct supervision for reasons including:</p> <ul style="list-style-type: none"> • Highly reliable and responsible • Excellent job knowledge • Excellent leadership and managerial skills • Instinctively and effectively deals with routine and complex matters • Highly developed problem solving and change management skills
<p>Suitable</p> <p>The applicant possesses relevant skills and abilities, appropriate personal qualities and would perform consistently well against the criterion.</p>	<p>Is be able to perform at an acceptable level with only routine supervision for reasons including:</p> <ul style="list-style-type: none"> • Very reliable and responsible • Well developed (sound) job knowledge • Very strong team leadership and management skills • Able to effectively deal with routine and most of the complex matters • Able to suggest and initiate improvements relevant to the work area
<p>Not Suitable</p> <p>The applicant is unable to demonstrate that he/she possesses the relevant skills, abilities and personal qualities in relation to the criterion.</p>	<p>Requires close supervision to perform at an acceptable level for reasons including:</p> <ul style="list-style-type: none"> • Poor work output • Limited or no job knowledge • Inadequate personal and/or communication skills • Would have difficulty dealing with routine matters • Would have difficulty carrying responsibility or solving problems
Overall Assessment	
Highly Suitable	Majority of selection criteria assessed as Highly Suitable
Suitable	Majority of selection criteria assessed as Suitable
Not Suitable	Rated as Not Suitable against one or more of the selection criteria

4. Change Of Circumstance Notification Form

Personal Details	SCEC Consultant Number:
Full Name (First, Middle, Last)	
Place of Birth (City, State/Territory and Country)	
Date of Birth (dd/mm/yyyy)	

Contact Details	
Current Residential Address	<u>Not a P.O. Box</u>
Street number and Name	
City/Town	
State/Territory, Postcode	
Mailing Address (Will appear on photo ID card) P.O. Box is acceptable	
Street number and Name/ PO Box	
City/Town	
State/Territory, Postcode	
Telephone: Home (With area code)	
Business:	
Fax:	
e-mail:	

Change of Circumstance(s)	Tick Box	Details (Please give details of your change in circumstances)
Conviction of an offence or offences as listed in Criterion Three of Policy (advise within seven calendar days of conviction)		NB Failure to report changes in circumstances may result in revocation of SCEC endorsement when SCEC is made aware of the changes unless the applicant can demonstrate the omission was entirely accidental.
Change of personal address / other contact details (advise within 14 calendar days)		
Change of employment details (14 days)		
Any other changes in circumstances that you think may be of concern to the SCEC		

5. Conflict Of Interest Form

Guidelines for Disclosure of Interest

SCEC Consultants are required to disclose all interests, affiliations and relationships that could give rise to perceived, potential, or actual conflicts of interest when those Consultants are engaged by the Commonwealth⁷.

All participants in the 'SCEC Security Zone Consultant' Scheme must declare any potential conflict of interest in their role as a Consultant to the Commonwealth agency which engages them. Unless agreed by the agency, disclosures must be made using the attached form and provided to the agency engaging the Consultant prior to engagement or as soon as the Consultant becomes aware of the potential or actual conflict of interest.

During the term of their engagement, if a conflict arises or appears likely to arise, the Consultant must notify the agency and take such steps as the agency reasonably requires in resolving or dealing with the conflict.

What is a Conflict of Interest?

A Conflict of Interest arises when a Consultant has an affiliation or interest that will or may compromise, or have the appearance of compromising, their impartiality, and their incentive and/or ability to fulfil their duties to the Commonwealth in relation to their engagement on the Commonwealth project in question in an impartial and objective manner.

Conflicts of Interest can be defined in three categories:

- An **Actual Conflict of Interest** arises where, through any current, prior, or future dealings with a third party, a Consultant or the Consultant's family stands to gain an advantage from the advice the Consultant is providing to the Commonwealth (other than through the salary, fee, or other remuneration being paid to the Consultant directly by the Commonwealth for the provision of that advice), or where any other circumstances exist which could prevent the Consultant from advising the Commonwealth in an objective manner.
- A **Potential Conflict of Interest** means a set of established circumstances where an Actual Conflict of Interest may result if one or more future events, which on the balance of probabilities could have reasonably been foreseen to result in adverse implications for the Commonwealth's interest, to occur.
- A **Perceived Conflict of Interest** exists when there is an appearance that a Consultant's private interests may interfere with the proper performance of his or her duties to the Commonwealth, even though in reality this may not be the case.

Conflict of Interest Examples

The following are by no means the only examples or tests of 'Conflict of Interest' but are provided to demonstrate some typical conflicts that should be reported.

- A Consultant who advises a Commonwealth department in developing the procurement strategy for a major project is discovered to be on the board of a private company which actively campaigns for more private sector involvement in that particular project.
- A Consultant engaged by a Commonwealth department to develop an assessment matrix for a procurement project is also retained by one of the bidders for that project to advise on its bid.
- A Consultant is engaged by a Commonwealth department to perform the value-for-money evaluation for a procurement project and has an interest in a party which has tendered for that project. That Consultant could be considered to have a greater ability to potentially influence the final outcome than another adviser engaged to complete a limited modelling assignment on the same project.

⁷ Commonwealth here refers to any Department, Agency or Body of the Government of the Commonwealth of Australia

Guiding principle – Uncertainty on what to disclose

Where there is any doubt, the Consultant should declare all disclosure events to the Commonwealth project director or contact officer.

This form is to be completed by any SCEC Security Zone Consultant who has a real or perceived conflict of interest or a potential conflict of interest in undertaking their obligations to the Commonwealth of Australia, or its authorised agent.

SCEC SECURITY ZONE CONSULTANT CONFLICT OF INTEREST DECLARATION	
Please complete your answers in block letters. I, (Insert full name)	SCEC Consultant Number: Of (address)
Confirm that I have read the SCEC Security Zone Consultant’s Guidelines for Disclosure of Interests	And declare that, other than those conflicts identified below, to the best of my knowledge and belief: <ul style="list-style-type: none"> • neither myself nor members of my immediate family stand to gain an advantage from the advice I will provide or am providing to the Commonwealth (other than through the salary, fee, or other remuneration being paid to me or my employer directly by the Commonwealth for the provision of that advice), and • no other circumstances exist which could prevent me from advising the Commonwealth in an objective manner.
I hereby declare the following Conflict of Interest: (Please check all that apply)	NO CONFLICT <input type="checkbox"/> ACTUAL <input type="checkbox"/> POTENTIAL <input type="checkbox"/> PERCEIVED <input type="checkbox"/>
Please provide a brief outline of the nature of the conflict(s) NB details may be included privately in a separate confidential envelope if appropriate. <i>[Please attach separate sheet if space insufficient]</i>	
Please detail the arrangements proposed to resolve/manage/ the conflict (attach separately if appropriate).	
I, (insert full name) Signed: Date:	Hereby agree to: <ul style="list-style-type: none"> • Update this disclosure throughout the period of my engagement by the Commonwealth on an annual basis until such time as the conflict ceases to exist; and • Comply with any conditions or restrictions imposed by the Commonwealth to manage, mitigate or eliminate any actual, potential or perceived conflict of interest and/or commitment.



Annex 3 Applicant Declaration

[Unsigned applications will not be accepted]

I hereby:

- 1) declare that, as at the date of my signature below:
 - a. all answers and statements in this application; and
 - b. the supporting documents provided,are true and accurate to the best of my knowledge;
- 2) consent to security checks by ASIO in relation to my application;
- 3) acknowledge that should SCEC become aware of any misrepresentation or falsification by me in relation to my application for SCEC consultant Endorsement , SCEC may reject my application or revoke my SCEC Endorsement
- 4) acknowledge that SCEC may revoke my Consultant Endorsement at any time if SCEC, at its absolute discretion, considers that I am no longer a fit and proper person to be a SCEC Security Zone Consultant, and that the circumstances which may indicate a consultant is no longer a fit and proper person include:
 - a. providing false and misleading information to SCEC as part of the application process or after being Endorsed as a consultant;
 - b. breaching any of the Conditions of Endorsement;
 - c. being convicted of an offence involving fraud, theft or dishonesty;
 - d. no longer being employed as a consultant;
 - e. not having the necessary current State and Territory certification and licence (as required in the place of employment);
- 5) certify that I have read and fully understand the terms and conditions in the document titled 'SCEC Security Zone Consultant Application and Conditions of Endorsement ' and accept all the conditions detailed in that document; and
- 6) undertake to comply with the SCEC Security Zone Consultant Code of Conduct and all other Conditions of Endorsement.

Applicant

Full Name: _____

Signature: _____

Date: _____

Witness

Full Name: _____

Signature: _____

Address: _____

Date: _____



Annex 4 Statement Of Ongoing Responsibility For Protection Of Official Information

Deed of Confidentiality

DATE

This Deed of Confidentiality is dated ^day (numeric) month (name) year (numeric)^.

PARTIES

This Deed of Confidentiality is made by:

1. ^insert full legal name of Confidant^ of ^insert address^ (the “**Confidant**”)

In favour of:

2. **The Commonwealth of Australia** (“**Commonwealth**”)

CONTEXT

To facilitate the Confidant’s participation in the SCEC Endorsed Security Zone Consultant scheme (the “**Agreed Purpose**”), the Confidant may need to have access to information held by the Commonwealth that is of a sensitive and confidential nature.

OPERATIVE PROVISIONS

By this Deed, and in consideration for the Commonwealth providing access to Confidential Information, the Confidant covenants and agrees as follows:

1 INTERPRETATION

- 1.1 In this Deed, unless the context implies a contrary intention, a term in bold type in the table below has the meaning shown opposite it.

“**Commonwealth**” includes any department of state, committee, enterprise, authority, organisation, agency or other embodiment or representation of the Commonwealth of Australia.

“**Confidential Information**” means any information or material that is by its nature confidential that is provided by the Commonwealth to the Confidant or which the Confidant otherwise accesses or becomes aware of in connection with the Agreed Purpose or as a result of this Deed and which:

- a. is marked or otherwise advised by the Commonwealth as confidential; or
- b. the Confidant otherwise knows or ought to know is confidential.

2 NON-DISCLOSURE

- 2.1 The Confidant agrees to treat as secret and keep strictly confidential all Confidential Information to which the Confidant has access or which is disclosed to the Confidant.

- 2.2 The Confidant's obligations under this Deed will not be taken to have been breached where:

- a. the Confidant is required by law to disclose the Confidential Information;
- b. the Confidential Information is in the public domain otherwise than due to a breach of this Deed;

- c. the Confidential Information has been independently developed or acquired by the Confidant.

3 RESTRICTION ON USE

- 3.1 Except as may be specifically agreed in writing to the contrary by the Commonwealth, the Confidant must not:
 - a. use the Confidential Information for any purpose other than as strictly necessary for the Agreed Purpose; or
 - b. disclose the Confidential Information to any person.
- 3.2 The Confidant must keep all Confidential Information in the Confidant's possession or control secure and comply with any procedures, guidelines or requirements notified to the Confidant by the Commonwealth with respect to the Confidential Information or this Deed.
- 3.3 The Confidant must not copy or reproduce the Confidential Information without the written approval of the Commonwealth, and must take all necessary precautions to prevent unauthorised access to or copying of the Confidential Information.

4 THE CONFIDANT'S OBLIGATIONS

- 4.1 The Confidant must notify the Commonwealth immediately if Confidential Information is used or disclosed in any way other than as permitted under this Deed.
- 4.2 Immediately upon request by the Commonwealth, the Confidant must deliver to the Commonwealth all documents in the Confidant's possession or control containing Confidential Information.
- 4.3 The obligations arising out of this Deed are in addition to any obligations of confidence at common law or equity.

5 SECURITY ACKNOWLEDGEMENT

- 5.1 Without limiting anything contained in this Deed, the Confidant acknowledges that the Confidant's attention has been drawn to the following legislative provisions which may have application to the Confidant's handling of Confidential Information:
 - a. Sections 70 and 79 of the *Crimes Act 1914* (Cth) relating to protecting Australian Government information and official secrets and to the other legislation as listed in the relevant Contract Details or relevant Official Order; and
 - b. Part 10.7 of the *Criminal Code Act 1995* (Cth) relating to computer offences.

6 SURVIVAL

- 6.1 This Deed will continue in full force and effect, notwithstanding that:
 - a. the Confidant elects not to continue as a participant in the SCEC Endorsed Security Zone Consultant scheme, or is prevented from continuing as such; or
 - b. the SCEC Endorsed Security Zone Consultant scheme is cancelled or otherwise discontinued.

7 APPLICABLE LAW

7.1 This Deed will be governed in accordance with the law in the Australian Capital Territory.

EXECUTED as a Deed

Signature of Confidant

Signature of witness

Full name of Confidant

Full name of witness

Date

Annex 5 Standard Letters

1. *Confirmation of receipt of application*

Ref: < >

GPO Box 1508
Canberra ACT 2601

<Date>

Dear

Please be advised that your application to enter the Security Construction and Equipment Committee (SCEC) Endorsed Security Zone Consultant validation program has been received by SCEC.

Your application will be assessed in accordance with the 'Security Zone Consultant Scheme' Policy, however processing may be delayed should essential information not be included in your application and may be returned unprocessed should appropriate signatures and certifications required by the policy not be present in the application.

A Security Zone Consultant training course is conducted over four days generally from 8.30am to 5.00pm in Canberra. Endorsement is granted on the applicant's success in a written examination covering the subjects presented at the briefing.

Subjects covered in the four day briefing include:

- Protective Security Policy Framework requirements for Physical Security.
- Type One Security Alarm System.
- Practical application of ASIO Technical Notes.
- Physical security requirements for government assets.

Consultant briefings are provided on a cost recovery basis. The cost for the briefing is \$ which includes all course materials and a light lunch each day.

Please note these courses will only be conducted subject to availability of a minimum number of suitable applicants. The next briefing program is scheduled for 20...

Yours sincerely

Chair SCEC



2. Notification – acceptance

Ref: < >

GPO Box 1508
Canberra ACT 2601

<Date>

Dear

Following your application to enter the Security Construction and Equipment Committee (SCEC) Endorsed Security Zone Consultant validation program I am pleased to advise that you been assessed as meeting all required criteria of the 'Security Zone Consultant Scheme' Policy and will be invited to attend the next available briefing program.

You must successfully complete the SCEC Security Zone Consultant training course prior to endorsement and periodically as required as part of the re-endorsement process. The training course includes a written examination of topics covered during the course, and (re)endorsement is contingent on gaining a pass in this examination.

Please note that endorsement will be reassessed at least every five years.

Reassessment may be sooner if there are concerns about your continuing suitability are identified by or to SCEC, or technological changes warrant additional training or competency assessment.

Briefings are conducted over four days generally from 8.30am to 5.00pm in Canberra. Endorsement will be granted on your success in a written examination covering the subjects presented at the briefing.

Subjects covered in the four day briefing include:

- Protective Security Policy Framework requirements for Physical Security.
- Type One Security Alarm System.
- Practical application of ASIO Technical Notes.
- Physical security requirements for government assets.

Consultant briefings are provided on a cost recovery basis, the cost for the briefing is \$ which includes all course materials and a light lunch each day.

Please note these courses will only be conducted subject to availability of a minimum number of suitable applicants. The next briefing program is scheduled for 20... and you are invited to apply to attend. Note cancellations will be accepted up to one week prior to this course, however cancellations in the last week will be invoiced.

Yours sincerely

Chair SCEC



3. Notification – rejection, reasons for decision and review rights

Ref: < >
GPO Box 1508
Canberra ACT 2601

<Date>

Rejection of Application to SCEC Security Zone Consultant Program

Dear

Following a review of your application to enter the Security Construction and Equipment Committee (SCEC) Endorsed Security Zone Consultant validation program it has been determined that you do not meet the criteria required under the Security Zone Consultant Scheme Policy.

The reason(s) for rejecting your application is/are:

This letter is formal notification and is being sent subsequent to SCEC’s earlier contact with you to discuss any issues regarding the scheme prior to rejecting your application, unless the reasons are subject to an Attorney-General’s Certificate.

Should you wish to challenge this determination you should refer to the ‘Security Zone Consultant Scheme’ Policy document for the sections titled ‘Procedural Fairness’ and ‘Review Process’. If you need a copy of this document it is available on the SCEC Web Site (www.scec.gov.au)

Yours sincerely

Chair SCEC



4. Notification – final rejection

Ref: < >

GPO Box 1508
Canberra ACT 2601

<Date>

Rejection of Application to SCEC Security Zone Consultant Program

Dear

Following a review of your application to enter the Security Construction and Equipment Committee (SCEC) Endorsed Security Zone Consultant validation program it has been determined that you do not meet the criteria required under the Security Zone Consultant Scheme Policy.

You were provided with an opportunity to seek a formal review under this policy which was either declined or has now been concluded in the negative.

Should your circumstances change to a position where you now feel you meet the entry requirements for the program you are invited to reapply, however at this stage I regret to inform you that no further action will be taken with your current application.

Yours sincerely

Chair SCEC

