Security Construction and Equipment Committee

Approved Locksmith Scheme

Policy

Version 1.0

August 2010

Contents

Introduction

The Security Construction and Equipment Committee (SCEC) Approved Locksmith scheme (the scheme) provides Australian Government agencies with approved locksmiths who have demonstrated that they have the necessary lock-smithing skills as well as having met the high standards of integrity, honesty and confidentiality required of personnel working for or on behalf of the Australian Public Service.   SCEC administers the scheme on behalf of, and with the approval of, the Protective Security Policy Committee.

SCEC approved locksmiths are approved by SCEC to maintain and/or install at the request of Australian Government agencies:

- SCEC approved security containers, security doors and their locking hardware, and
- door hardware in Secure Areas.

The scheme provides for periodic renewal of each locksmith's approval.

This policy sets out the approval 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.

Approval 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 Locksmith Scheme Code of Conduct and continued assessment as a fit and proper person.

Procedural fairness

All decision to reject a person's locksmith 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

Overview of application criteria:

1. Application form

All applicants are required to submit a completed application form to be considered for the scheme.

2. List of required documentation and supporting material

Applicants are to provide with the application form:

- Certified copies of:

    - the locksmith's current security licence(s) to practice locksmithing in the State(s)/Territory(s) for which approval is sought (unless the State/Territory does not issue security licences to Locksmiths

    - evidence of locksmithing 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 locksmith has worked with combination locks and commercial grade hardware in their daily duties and, if so, for how long

        or

    - if the locksmith has not been working with combinations locks and commercial grade hardware locksmiths for six months are to provide evidence of previous work in this area

        OR

- if self employed two references from businesses for whom the locksmith has performed a commercial fit-out or lock work using high security locks and locking systems.

    For renewals applicants are also to return their expired SCEC Locksmith 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 approved locksmiths will lead to suspension and/or revocation of the SCEC approval.

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 from pspf@ag.gov.au are to be used as a guide when assessing the applicant's suitability against the "Whole Person". Any mitigating factors as identified in the Adjudicative Guidelines should be considered prior to making an adverse determination against the applicant.

Criterion Two: Qualifications

The applicant is to:

- have held a Certificate III or higher locksmithing qualification such as the four year Locksmithing Technician course or have successfully completed a locksmithing apprenticeship an Australian Recognised Trade Certificate for at least three years. Where the applicant is unable to supply proof of their qualification they are to apply to Trades Recognition Australia for a Skills Assessment for an Australian recognised Trade Certificate

- have current experience of not less than six months working with combination locks and commercial grade locks and locking hardware, and

- hold security licences to operate in all States and Territories that they are seeking approval to operate in, where those States and Territories require the locksmith to hold a security licence.

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

If granted approval 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 approval, see 'Revocation of approval' 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 exclusions 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.

If granted approval 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 approval, see 'Revocation of approval' 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.

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. See **Attachment E**.

Conditions of approval

1. SCEC locksmith training course

The applicant is to successfully complete the SCEC locksmith training course prior to approval and periodically as required as part of the re-approval process.

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

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

2. SCEC Approved Locksmiths' 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 found to be true may lead to suspension and/or revocation of approval under the scheme.

3. SCEC Approved Locksmith identification card

All participating locksmiths will be provided with a photographic SCEC approved locksmiths 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 locksmithing work for Australian Government agencies.

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.

SCEC will provide a change notification form on their website, see Attachment D.

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 circumstances is to result in revocation of SCEC approval when SCEC is made aware of the changes unless the applicant can demonstrate the omission was entirely accidental.

Revocation of approval

SCEC is to suspend participants from the scheme when it becomes aware of credible information that is relevant to whether a SCEC Approved Locksmith is a fit and proper person. If following an investigation the concerns are found to be true and are not otherwise mitigated the locksmith's approval 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 approved as a SCEC Approved Locksmith

b. breaching any of the Conditions of Approval

c. being convicted of an offence as listed in Criterion Three above

d. no longer being employed as a locksmith, and

e. not having or no longer having the necessary State and/or Territory security licences.

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

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 locksmiths who are selected to participate in the SCEC Approved Locksmith scheme. The notification is to include:

- the letter of acceptance
- the T4 briefing
- the SCEC Approved Locksmith 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 approval to the scheme unless the reasons are subject to and 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 approval revoked will be requested to return their SCEC Approved Locksmiths ID card. SCEC will also remove their details from the SCEC Locksmiths 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.

SCEC-Approved Locksmith's Code of Conduct

A SCEC Locksmith must:

- Behave honestly and with integrity in the course of any dealings with the Australian Government, any Australian Government Agency, Australian Public Service (APS) Staff or its Contractor(s);

- Act with care and diligence in the course of any APS related work;

- When acting in the course of APS 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 locksmith may have with any aspect of their work in relation to the Australian Government, any Australian Government Agency, APS Staff or its Contractor(s);

- Maintain appropriate confidentiality about dealings that the locksmith 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, APS Staff 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 locksmith'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 APS;

- Not make improper use of:
    - inside information,
    - the locksmith'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.

SCEC Approved Locksmith

Application and Conditions of Approval

August 2009

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Application and Conditions for Approval as a SCEC Locksmith

The Security Construction and Equipment Committee (SCEC) Approved Locksmith scheme is designed to give the Australian Government assurance of the quality of locksmithing services.

The scheme aims to provide a level of assurance to the Australian Government that the approved locksmiths are of good character and have the necessary expertise to undertake the work required of them. However while a National Security Clearance may be required by the contacting agency, it does not guarantee that any applicant will receive or is entitled to a National Security Clearance as part of their work for the Australian Government. Likewise the ability to obtain work may be dependant on the assessed technical capability of the locksmith to undertake the required work.

SCEC Approved Locksmiths are approved by SCEC to maintain and/or install at the request of the Australian Government:

- SCEC Approved security containers and security doors and their locking hardware
- Door hardware in Secure Areas of the Australian Government.

SCEC Approval confers a high degree of trust on that individual and as such a number of conditions are placed on the applicant. As SCEC Approved locksmiths may, from time to time, be associated with the Australian Government they are expected to maintain the highest level of professionalism and integrity in any or all activity where they are or may be identified in this capacity.

SCEC conducts an approved security locksmith application process several times a year.

SCEC approves individual locksmiths only, and not the company or business employing that locksmith.

NB: SCEC Locksmith Approval in no way:

- **Guarantees any work, or any volume of work, by the Australian Government;**
- **Confers a security clearance; or**
- **Guarantees that a security clearance will be, or is likely to be, granted by the Australian Government.**

This document outlines the application process, application requirements, Approval criteria and Approval conditions in relation to SCEC Approval of locksmiths.

Approval Process

Overview of SCEC locksmith Approval

To become a SCEC Approved locksmith, you must:

1) sign and fully complete the Application Form including undertaking to comply with:

   a. the SCEC Approved Locksmith Code of Conduct; and

   b. all other Conditions of Approval set out in this document;

2) provide all the required information, documentation and other supporting material specified in the Application Form (certified copies (and not originals) of required documentation are acceptable);

3) complete the national police check application form available at https://www.afp. gov.au/what-we-do/services/ criminal-records/national- police-checks and submit the completed and signed form to the AFP (use *Code 40 – "Other Commonwealth purpose ONLY"*);
   National Police Checks conducted by organisations other than the AFP are not acceptable.

4) provide the required supporting documentation, including the AFP response to your police check authorisation form, to SCEC at:

   Chair of Security Construction and Equipment Committee
   GPO Box 1508
   Canberra ACT 2601

5) be assessed as a fit and proper person to be a SCEC Approved locksmith; and

6) attend a briefing by T4 Protective Security and undertake and pass a written test.

SCEC recommends that applicants make and retain a copy of their application and all supporting documents for their own records.

IMPORTANT NOTE: SCEC may, at its absolute discretion, accept or reject any application for SCEC approval as a locksmith. Any decision to reject a person's locksmith application will be subject to the procedural fairness process set out in this document except where SCEC considers that it cannot provide procedural fairness to the fullest extent possible consistent with national security.

Application Assessment Process

The application process is conducted in two main stages outlined in below:

<u>Stage 1: Fit and Proper Person Assessment</u>

This will be assessed on the basis of the criteria for SCEC locksmith approval set out further in this document (Approval Criteria). SCEC will assess each applicant against the Approval Criteria based on the details and documentary evidence supplied by the applicant. SCEC may also take into account information that it considers relevant to the assessment and obtained from other sources. Any decision by SCEC that takes into account adverse information obtained from other sources where information is prejudicial to the applicant's application will be subject to the procedural fairness process set out in this document to the fullest extent possible consistent with national security.

If SCEC, at its absolute discretion, considers that the applicant does not satisfy each Approval Criterion, <u>the applicant's application may be rejected</u>. Any decision to reject an application 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. Otherwise, the applicant will progress to Stage 2.

<u>Stage 2: T4 briefing and written exam</u>

Applicants who progress to Stage 2 will be offered a place at the next available T4 briefing and written exam in Canberra. The briefing is meant to bring all attendees to a common base standard of understanding about the SCEC Approval scheme and to understand what is expected of them in regards to providing locksmithing services to the Australian Government.

Briefing and testing sessions for locksmiths are conducted at a facility located at Canberra, and will be advertised on the SCEC website (see www.scec.gov.au). The briefing and written test is offered on a cost recovery basis. The fee for the briefing session is currently $490.00 inclusive of GST per person. Full payment must be received by SCEC <u>prior to attendance</u> at the assessment centre otherwise the applicant will not be permitted by SCEC to attend the briefing.

Transport to and from Canberra, accommodation, meals and all other costs while in Canberra is the responsibility of the locksmith.

Applicants will be notified in writing of the outcome of their application and, if successful, will be issued a SCEC Approved Locksmith Identification Card.

Procedural Fairness Process

If the SCEC intends to:

    c.   reject a person's SCEC locksmith approval application; or

    d.   revoke a person's SCEC locksmith approval; or

    e.   suspend a person's SCEC locksmith approval.

SCEC will, by letter to that person's last notified postal address:

    a.   notify the person of SCEC's intended decision;

    b.   outline the information on which the decision is to be based; and

    c.   provide an opportunity for the person to put their case to SCEC and respond to the information provided.

Relationship with Security Clearances

The application process for Approval as a SCEC locksmith does not involve a formal security clearance process by the Australian Government and does not in any way guarantee or increase the likelihood of being granted a security clearance by the Australian Government.

Term of Approval

Unless withdrawn, Approval is for a period of **four years** from the date of SCEC Approval Card issue as specified on the card.

No automatic renewal or reindorsement

There is no automatic right of renewal of SCEC locksmith Approval. Upon expiry of the SCEC locksmith Approval term, a person is no longer a SCEC Approved locksmith and the person's details will be removed from the list of Approved locksmiths. To obtain SCEC locksmith Approval for a further term, you will have to submit a new application for SCEC locksmith Approval and an assessment of your suitability will be made at that time against the criteria for Approval existing at that time.

Previous approval does not in any way guarantee, or increase, the likelihood of, future approval.

Approval Criteria

To be a SCEC Approved locksmith, the following Approval criteria must be met:

1) The applicant is of good reputation, integrity and character including being honest, trustworthy and mature.

2) The applicant has appropriate qualifications, licenses, certification, knowledge and experience including:

   a. the applicant is a graduate of an approved Australian Qualifications Framework (AQF) Certificate III or higher qualification, such as a four-year Locksmithing Technician course, or have completed a locksmith apprenticeship at least three year's prior to the date of their SCEC locksmith Approval application;

   If you are unable to provide supporting documentation for the above requirements you may apply to Trades Recognition Australia (TRA) for Skills assessment for an Australian Recognised Trade Certificate (ARTC)[1] to eligible Australian residents, under the Tradesmen's Rights Regulation Act 1946.

   b. the applicant has any necessary current State and Territory certification(s) and licence(s) (as required in the place of employment); and

   c. the applicant:

      i. is working with combination locks and commercial grade hardware in their daily duties; <u>and</u>

      ii. has worked with combination locks and commercial grade hardware in their daily duties for at least 6 consecutive months.

3) The applicant has not been convicted of any offences such as those involving fraud, theft or dishonesty; or those relating to national security such as the threat of terrorism, politically motivated violence, or threats against high office holders, within the last ten years. (Note 'Spent Convictions' under Part VIIC of the Crimes Act need not be disclosed, and will not be considered in any decision taken by SCEC);

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[1] http://www.deewr.gov.au/Skills/Programs/TRA/ARTC/Pages/home.aspx

Conditions of Approval

Ultimately, in order to maintain Approval, a locksmith must continue to be a fit and proper person to be a SCEC Approved locksmith. **Failure to do so may result in suspension and/or revocation of SCEC Approval as a Locksmith.**

SCEC Approved Locksmiths must comply with the following Conditions of Approval:

1) Locksmiths must comply with the SCEC Approved Locksmith Code of Conduct (The Code);

2) Locksmiths must notify SCEC of changes to the Locksmith's circumstances as follows:

   a. if the applicant is convicted of an offence, or offences, such as those involving fraud, theft or dishonesty; or those relating to national security such as the threat of terrorism, politically motivated violence, or threats against high office holders, within seven days of the conviction; and

   b. for all other changes to the information or details submitted by a locksmith as part of their application, within 14 days of that change (change notification form available at www.scec.gov.au).

3) Locksmiths must make their SCEC Approved Locksmith Identification Card available for inspection promptly on request by any Australian Government Security Manager or Official. SCEC recommends wearing it as an ID badge at all times while performing locksmith services for the Australian Government.

4) Locksmiths must not advertise or otherwise promote any affiliation to T4 and/or the Australian Security Intelligence Organisation.

Locksmiths should notify SCEC by fax or letter any changes of circumstances as follows:

Chair of Security Construction and Equipment Committee
GPO Box 1508
Canberra ACT 2601
Fax number: [02 6234 1218]

On receipt of notification of any change in a locksmith's circumstances, SCEC will assess the appropriateness of the person retaining SCEC locksmith Approval, which may result in the suspension or revocation of Approval. However a failure to report changes of circumstances may result in revocation of SCEC Approval.

SCEC reserves the right, at its sole discretion, to vary the Conditions of Approval without notice, but will publish notice of any changes on www.scec.gov.au one month before the changes come into effect.

SCEC Approved Locksmiths must comply with the Conditions of Approval as varied by SCEC.

IMPORTANT NOTE: If a locksmith fails to comply with any of the Conditions of Approval, SCEC may, at is absolute discretion, suspend and/or revoke the locksmith's SCEC approval. 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.

Revocation of Approval

Grounds for Revocation of SCEC Approval

If SCEC becomes aware of information that is relevant to whether a SCEC Approved Locksmith is a fit and proper person to be a SCEC Approved Locksmith, SCEC may reconsider the Approval.

SCEC may revoke a person's Approval if SCEC considers that the person is no longer a fit and proper person to be a SCEC Approved Locksmith.

Circumstances in which a locksmith may no longer be considered a fit and proper person include:

a. providing false and misleading information to any Australian Government Agency, Official or Representative as part of the application process or after being Approved as a SCEC Locksmith;

b. breaching any of the Conditions of Approval;

c. being convicted of an offence, or offences, such as those involving fraud, theft or dishonesty; or those relating to national security such as the threat of terrorism, politically motivated violence, or threats against high office holders;

d. no longer being employed as a locksmith;

e. not having, or no longer having, the necessary current State and Territory certification and licence (as required in the place of employment).

Revocation of SCEC Locksmith Approval 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.

SCEC may, at its absolute discretion, decide to suspend a person's Approval until SCEC makes a decision about whether a person's locksmith Approval should be maintained. If suspended, the person's details will be removed for the period of suspension from all active lists of SCEC Approved locksmiths held by SCEC.

Notification and Reasons for Decision

If SCEC decides to revoke a person's SCEC Locksmith Approval, it will:

      a. notify the locksmith in writing (to the locksmith's last notified postal address) of SCEC's decision;

      b. outline the reasons for SCEC's decision except where SCEC considers that it cannot do so because of security reasons;

      c. request an immediate return of that person's SCEC Approved Locksmith Identification Card; and

      d. remove the person's details from all active lists held by SCEC used by SCEC to advise its clients of SCEC Approved Locksmiths.

If after an investigation about whether a person is a fit and proper person to be a SCEC Approved Locksmith, SCEC decides not to revoke a person's SCEC locksmith Approval, the person will also be advised in writing.

Appeals Process

The locksmith will also be provided with an opportunity to appeal any decision to revoke SCEC locksmith Approval.

The appeal is to be made in writing to the Chair of the Attorney General's Department Protective Security Policy Committee (PSPC[2]):

      Chair PSPC
      Attorney-General's Department
      3-5 National Circuit
      BARTON ACT 2600

SCEC will pass the records it has in respect of the locksmith appealing the decision to the Chair of PSPC to facilitate the appeals process. The Chair of PSPC:

- May invite the locksmith to provide further information orally or in writing

- Decide to reinstate or refuse to reinstate the locksmith's SCEC Approval

- Notify the locksmith of their decision.

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[2] The Attorney General's, Protective Security Policy Committee (PSPC) is a high-level interdepartmental consultative committee responsible for protective security policy across the Australian Government. SCEC reports to the PSPC.

SCEC-Approved Locksmith's Code of Conduct

A SCEC Locksmith must:

- Behave honestly and with integrity in the course of any dealings with the Australian Government, any Australian Government Agency, Australian Public Service (APS) Staff or its Contractor(s);

- Act with care and diligence in the course of any APS related work;

- When acting in the course of APS 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 locksmith may have with any aspect of their work in relation to the Australian Government, any Australian Government Agency, APS Staff or its Contractor(s);

- Maintain appropriate confidentiality about dealings that the locksmith 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, APS Staff 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 locksmith'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 APS;

- Not make improper use of:
  a. inside information,
  b. the locksmith'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.

SCEC Approved Locksmith Application Form
NEW APPLICATION

Required Documentation/Material Checklist

Documentation/Material	Attached?
Letter from Employer, or Statutory Declaration if self employed	Yes
Certified Passport Photo	Yes
Certified copy of State/Territory Security Licences (if applicable)	Yes / No
National Police Check certificate	
(dated within the last 12 months)	Yes
Applicant Declaration (signed)	Yes
Copy of locksmith qualifications	Yes

Please return completed renewal application form and all supporting documentation to:

Chair Security Construction and Equipment Committee
GPO Box 1508
Canberra ACT 2601

Personal Details

Full Name (First, Middle, Last)

Date of Birth (dd/mm/yyyy)

Place of Birth (City, State, Country)

Are you an Australian Citizen?

Contact Details

Current Residential Address **Not a P.O. Box**

Street Number and Name

City/Town

State/Territory, Postcode

Mailing Address **P.O. Box is acceptable**

Street Number and Name/ P.O. Box

City/Town

State/Territory, Postcode

Home Telephone

Mobile Telephone

Email Address*

*This email address will be used as your login to the SCEC website and therefore cannot be a shared email address

Australian Government
Security Construction and Equipment Committee

SCEC ™

Employment Details

You must provide the following details about your 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

Phone Number

Email Address

You must provide a signed
letter from your current
employer describing:

Note: *If you are self-
employed, please provide a
signed Statutory Declaration
in place of the signed letter
from an employer.*

- the nature of your current position, particularly:

i. length of service with employer;

ii. current position with employer;

iii. confirmation of a continued requirement to maintain
SCEC approval;

iv. whether your roles and responsibilities continue to involve
working with combination locks and commercial grade
hardware in your daily duties.

SCEC Approved Locksmith Register Details

Details will appear on the SCEC Approved Locksmith Register:

Company Name

Company Address

Phone Number

Fax Number

Email Address

Website (if applicable)

Locksmith Qualification
Describe your locksmith Qualification/s

Provide documentary evidence
of your locksmith qualification
(e.g certificate)
Must be certified by a Justice of the
Peace or a person defined under the
Statutory Declarations Act 1959

Character References
You must supply the following contact details for two character referees.
Character referee must:
- not be a relative, spouse, partner, de-facto etc
- be a fair and unbiased individual

Full name

Contact number

Home address

Business address

Nature and length of relationship

Full Name

Contact Number

Home address

Business address

Nature and length of relationship

*Note: character references **will** be contacted by SCEC*

Passport Photo

You must supply a passport-sized printed photograph taken within the 3 months preceding the application, and certified by a Justice of the Peace or other person as defined under the *Statutory Declarations Act 1959* on the non-image side:

For example:

"This is a true likeness of <your name>, Signed…"

Security Licence

Australian State and Territory certification and licence (if applicable):

- Provide a certified copy of your current Australian State / Territory Security Licence (unless the relevant State or Territory does not issue security licences to Locksmiths[1]).

[1] Each state and territory has its own licencing requirements. Most states and territories require that both businesses and individuals be licensed. Please refer www.asial.com.au/Licensingrequirementsforeachstateandterritory?searchTerms[]=licence

7. Previous Convictions

Have you ever been convicted of an offence which involved fraud, theft or dishonesty?

☐ Yes   ☐ No

National Police Check.

You must:

- complete the national police check application form available at

- https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks

- submit the completed and signed form to the AFP

- provide the returned AFP National Police Check to SCEC:

Use Code 40 – "Other Commonwealth purpose ONLY"

Chair of Security Construction and Equipment Committee
GPO Box 1508
Canberra ACT 2601

SCEC Approved Locksmith Code of Conduct

A SCEC Approved Locksmith must:

- Behave honestly and with integrity in the course of any dealings with the Australian Government, any Australian Government Agency, Australian Public Service (APS) Staff or its Contractor(s);

- Act with care and diligence in the course of APS related work;

- When acting in the course of APS 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 locksmith may have with any aspect of their work in relation to Australian Government, any Australian Government Agency, APS Staff or its Contractor(s);

- Maintain appropriate confidentiality about dealings that the locksmith 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, APS Staff 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 locksmith'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 APS;

- Not make improper use of:

  * inside information;

  * the locksmith'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.

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 Locksmith Approval, SCEC may reject my application or revoke my SCEC Approval;

4. acknowledge that SCEC may revoke my Locksmith Approval at any time if SCEC, at its absolute discretion, considers that I am no longer a fit and proper person to be a SCEC Approved Locksmith, and that the circumstances which may indicate a locksmith 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 Approved as a locksmith;

   b. breaching any of the Conditions of Approval;

   c. being convicted of an offence involving fraud, theft or dishonesty;

   d. no longer being employed as a locksmith;

   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 Approved Locksmith Application and Conditions of Approval August 2009' and accept all the conditions detailed in that document; and

6. undertake to comply with the SCEC Approved Locksmith Code of Conduct and all other Conditions of Approval.

Applicant

Applicant

Signature

Date

Witness

Witness

Signature

Address

Date