



SCEC Security Zone Consultant Application Form

RENEWAL

Required Documentation/Material Checklist

Documentation/Material	Attached?
Referee reports (at least two)	Yes
Certified Passport Photo (original)	Yes
Certified copy of State/Territory Security Licences (if applicable)	Yes / NA
Conflict of interest declaration (signed)	Yes
Applicant Declaration (signed and witnessed)	Yes
Expired SCEC Consultant card returned?	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)	
Previous Name (e.g. maiden name)	
Date of birth	
Email address *This email address will be your login to the SCEC website. It cannot be a shared email address	
Current SCEC Consultant Card Number Expiry date	
Australian Government security clearance level Sponsoring agency	NIL / BASELINE / NV1 / NV2 / PV
If you don't hold a current clearance, have you held one in the past Level Sponsoring agency	Yes / No / NA BASELINE / NV1 / NV2 / PV

Contact Details	
Current Residential Address	<u>Not</u> 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	

Employment Details	
You must provide the following details about your current employer:	
Your position title	
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)	
Business contact name	
Phone number	
Email address	

SCEC Security Zone Consultant Register Details	
Details will appear on the SCEC Security Zone Consultant Register:	
Company Name	
Company Address	
Phone number ()	
Fax number	
Email address	
Website (if applicable)	

Passport Photo	
You must supply a passport-sized printed photograph taken within the 12 months preceding the application , and certified on the non-image side as follows:	"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

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 Consultants ¹)

1 Each state and territory has its own licensing requirements. Most states and territories require that both businesses and individuals be licensed. Please refer <https://www.asial.com.au/resources/security-licensing>

SCEC- Security Zone Consultant - Referee Report Form

It is important that SCEC Consultants are working regularly with Australian Government security zones and Type 1/1A security alarm systems.

Therefore, renewing consultants must provide evidence of having conducted:

- design, acceptance testing and commissioning of Type 1/1A SAS; and
- design and construction of Australian Government security zones as defined in the PSPF and ASIO-T4 Technical Notes

at least twice since the date of endorsement (or previous re-endorsement).

This evidence should be in the form of referee reports (from at least two separate client agencies) and a template is provided for completion below. SCEC reserves the right to contact referees for more information if required.

Applicant Details	
Surname	
Given Names	

Referee Details			
Surname			
Given Names			
Job Title/Classification			
Department/Organisation			
Contact Phone Number	Work:	Mobile:	
Please provide a brief description of projects the Applicant has managed for your department that includes the design, acceptance testing and commissioning of a Type 1/1A security alarm system and/or the design and construction of Security Zones as defined in the Australian Government Protective Security Policy Framework.			

Assessment Against Selection Criteria (Refer to Rating Scale for Referee Report at page 6)
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Criterion 1: Does the consultant appear to have a sound understanding of the construction requirements for the various Zones as defined in the Australian Government Protective Security Policy Framework?	
Rating	

Criterion 2: Does the consultant appear to have a good knowledge of SCEC approved products, their application and any restrictions for their use?	
Rating	

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	

Criterion 4: Did the consultant provide advice and solutions to meet your agency's needs in accordance with government guidelines and relevant building codes?

Rating

Criterion 5: In your opinion, does the consultant have the ability to prepare a detailed program of works including project scheduling?

Rating

Criterion 6: Did the consultant prepare a terms of reference and specifications (trade package) documentation for all trades and suppliers, as required including, but not limited to:

- Intruder Alarms
- Access Control
- Hardware, including locks, bars and walls
- Audio Security?

Rating

Criterion 7: How would you rate the consultant's 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?

Rating

Criterion 8: How would you rate the consultant's ability to prepare financial reconciliations of trades and total project cost?

Rating

Overall Assessment: In your opinion, how would you rate this consultant for selection for the SCEC Approved Security Zone Consultant program? For details on this program, please go to www.scec.gov.au.

- Highly Suitable Suitable Not Suitable

Additional Comments

Referee Signature		
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:	Designation:	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 Zone 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>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>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

Applicant Declaration

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 approved as a consultant;
 - b. revocation of my Australian Government security clearance;
 - c. breaching any of the Conditions of Endorsement;
 - d. being convicted of an offence involving fraud, theft or dishonesty;
 - e. no longer being employed as a consultant;
 - f. not having the necessary current State and Territory security certification and/or 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 Scheme policy and procedures' 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: