

SCEC Approved Locksmith

Application and Conditions of Approval

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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:

Stage 1: Fit and Proper Person Assessment

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, the applicant's application may be rejected. 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.

Stage 2: T4 briefing and written exam

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 prior to attendance 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; and
 - 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);

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 its 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 (PSPC²):

**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.

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.