



**Australian Government**  
**Security Construction**  
**& Equipment Committee**

CONSULTANTS

**Security Zone Consultant Scheme**  
**policy and procedures**



A11996502



ENDORSED | SECURITY | ZONE | CONSULTANT  
SECURITY CONSTRUCTION EQUIPMENT COMMITTEE ASSESSMENT

**Contents**

1 Introduction ..... 4

2 Objective ..... 4

3 Purpose of the Security Zone Consultant Scheme ..... 5

4 Application process..... 5

5 Application assessment ..... 6

6 Conditions of endorsement..... 7

7 Re-endorsement process ..... 9

8 Endorsement suspension and revocation ..... 11

9 Procedural fairness ..... 12

10 Consultant assessment criteria ..... 13

Annex A—Security Construction and Equipment Committee Consultant code of conduct..... 15

Annex B—Policy transition clause..... 16

## HANDLING INSTRUCTIONS

This document **must** be stored in a lockable container and shredded prior to disposal. This document may be stored on electronic media but access **must** be limited to individuals within your organisation with a demonstrated need to know. Portable electronic media containing this document **must** be stored, handled and disposed of in the same fashion as paper copies.

© Commonwealth of Australia, 2017.

## DISCLAIMER

The Commonwealth, its officers, employees and agents exclude all liability for loss or damage (including in negligence) suffered or incurred by any organisation or individual as a result of their use of or reliance upon the information contained in this document.

## FOI STATEMENT

This document and any information, extract or summary from this document, is exempt under the *Freedom of Information Act 1982*. Refer related FOI requests to the Attorney-General's Department, Canberra.

## INQUIRIES

Inquiries should be addressed to:

Mail:

Chair of the Security Construction and Equipment Committee (SCEC)

GPO Box 1508

Canberra, ACT, 2601

Ph: 02 6234 1217

Email: [scec@scec.gov.au](mailto:scec@scec.gov.au)

## RELEASE HISTORY:

Issue No.	Issue Date	Amendment
1.00	TBA	First release

## 1 Introduction

The Australian Government Security Construction and Equipment Committee (SCEC) is a standing interdepartmental committee responsible for evaluating and approving security equipment and services for use by government agencies. SCEC is chaired by the Australian Security Intelligence Organisation T4 Protective Security (ASIO–T4).

This document details the requirements for the SCEC Security Zone Consultant Scheme.

SCEC Consultants are endorsed by SCEC to provide physical security advice on the:

- design, acceptance testing<sup>1</sup> and commissioning<sup>2</sup> of Type 1 Security Alarm Systems (Type 1 SAS)<sup>3</sup> in accordance with the requirements of the *Type 1(A) SAS Implementation and Operation Guide*; and
- design and construction of security zones as defined in the Australian Government Protective Security Policy Framework (PSPF) and ASIO–T4 Technical Notes.

The qualifications required for endorsement are weighted towards the electrical or electronics engineering disciplines, combined with demonstrated relevant experience in the security industry. Applicants and SCEC Consultants **must** note:

- endorsement is valid for five years;
- a minimum NV1 security clearance is required—SCEC can sponsor a security clearance or be an ‘interested party’ to an existing security clearance;
- endorsement is subject to ongoing compliance with the requirements detailed in this policy; and
- applicants and SCEC Consultants will incur all costs associated with their respective initial endorsement and re-endorsement—this includes the cost of obtaining and maintaining a security clearance.

Applicants meeting the consultant scheme requirements will be provided with:

- a briefing by ASIO–T4 on behalf of SCEC, including an outline of responsibilities under the scheme and ongoing responsibility under sections 70 and 79 of the *Crimes Act 1914* (Cwlth) and part 5.2 of the Criminal Code (Cwlth) covering the protection of official information;
- a photographic SCEC Consultant identification card as evidence they have successfully completed the process and are SCEC endorsed; and
- access to the SCEC website [www.scec.gov.au](http://www.scec.gov.au) to use the Security Equipment Evaluated Product List (SEEPL).

The list of current SCEC-endorsed consultants is available on [www.govdex.gov.au](http://www.govdex.gov.au) and [www.scec.gov.au](http://www.scec.gov.au).

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 owner’s operational requirements.

3 ‘Type 1 SAS’ refers to both existing Type 1 systems and newer Type 1A systems as they become approved by SCEC.

## 2 Objective

The objective of this policy is to detail:

- the process used by SCEC in assessing applicant suitability for endorsement and re-endorsement as a SCEC Consultant;
- the rights and responsibilities of applicants and SCEC Consultants; and
- the process whereby SCEC may revoke (permanently terminate) or suspend (for a period determined by SCEC) a SCEC Consultant’s endorsement on a case-by-case basis.

SCEC reserves the right to:

- amend this policy at any time; amendments will be communicated to applicants and SCEC Consultants and, unless specified otherwise, must be complied with within six months from the date of notification—amendments will be published on the SCEC website;
- seek confirmation or clarification on the information submitted in applications, including interviews and contact with nominated and un-nominated referees; and
- assess whether an application for endorsement or re-endorsement will be progressed based on the requirements detailed in this policy.

### 3 Purpose of the Security Zone Consultant Scheme

The purpose of the consultant scheme is to provide the Australian Government with a cadre of suitably qualified and capable security professionals who can assist with the design, acceptance testing and commissioning of Type 1 SAS and advise on the construction of security zones.

Commissioning of a Type 1 SAS is **only** permitted to be undertaken by a SCEC Consultant. From the SCEC Consultant's perspective, commissioning is completed using a witness testing process where the installer of the Type 1 SAS demonstrates that the installation meets the design requirements with the results recorded in a Commissioning Certificate by the SCEC Consultant. Further guidance is provided in Protective Security Circular 148 – *Commissioning of Type 1(A) Security Alarm Systems for Australian Government facilities*.

When designing appropriate security zones and Type 1 SAS installations, agencies rely on the knowledge and skills of the SCEC Consultant to protect their information, assets, and people. Over the course of the engagement, the SCEC Consultant is likely to gain a deep understanding of the security of the premises and security arrangement of the engaging agency. As such, it is important that the SCEC Consultant is trustworthy and capable; the SCEC applicant assessment and re-endorsement process, and the requirement for a current NV1 security clearance, is designed to provide this assurance for agencies.

### 4 Application process

Security professionals seeking SCEC endorsement should monitor the SCEC website for advice on when a window is open for submitting applications. New applications will not be accepted outside the advertised periods.

SCEC will consider and assess suitability against the information provided by the applicant and the requirements of the assessment criteria (refer section 10).

Applicants will be advised of any concerns that SCEC may have with their application. If the concerns are not mitigated, then the SCEC Chair will advise the individual of the concerns in writing and the intention to reject their application to the scheme. The individual will be given reasonable time to answer the concerns in writing before a final decision is made.

At any stage in time during the application, the SCEC Chair reserves the right to:

- request further information or documentation to support an application;
- request additional referees or previous client contact details to assist in substantiating claims made in the application; or
- refuse an applicant on the basis of national security considerations. The reasons for concern may not be advised to an applicant if the disclosure is prejudicial to the interests of security as defined in the *ASIO Act 1979*.

Application forms are available on the SCEC website. Applicants must submit a completed application form and provide all requested supporting documentation as set out in this policy to:

- Chair of the Security Construction and Equipment Committee (SCEC)  
GPO Box 1508  
Canberra ACT 2601  
Email: [scec@scec.gov.au](mailto:scec@scec.gov.au)

To assist applicants, a checklist is provided as part of the application form to ensure all the required documentation is submitted and to minimise delays in processing an application.

## 5 Application assessment

Applications from security professionals seeking SCEC endorsement must meet the minimum requirements listed below. Meeting these requirements does not imply an applicant will be accepted into the scheme, as SCEC assesses each applicant individually for suitability.

### Qualifications

Applicants must be able to demonstrate one of the following qualification requirements:

- Applicants must have a diploma (or higher) in electrical or electronic engineering (or equivalent deemed acceptable by SCEC) and a minimum of four years electronic security consulting experience within the past seven years that is current.

OR

- Applicants must have a Certificate IV (or equivalent) in electrical or electronic engineering (or equivalent deemed acceptable by SCEC) and a minimum of six years electronic security consulting experience within the past nine years that is current.

OR

- Applicants with no formal electrical or electronic engineering qualifications may be considered if they can demonstrate a minimum of seven years consulting experience in electronic security within the last 10 years that is current.

### Demonstrated security experience

Applicants must provide evidence to substantiate having designed and conducted formal commissioning or acceptance testing of at least five electronic security systems within the past five years, comprising Electronic Access Control Systems (EACS) or Security Alarm Systems (SAS), at least two of which were:

- for a government agency; and
- an SAS with commercial-grade equipment (not domestic/residential premises).

Applicants must provide evidence of having designed or been involved in the application of physical security measures.

### Referee reports

The following referee reports must be submitted in support of an application:

- a supervisor referee report for at least one electronic security project involving the installation of an SAS; and
- two client referee reports (must be different clients) from two separate security fit-outs for which the applicant has managed the design, construction and implementation of electronic and physical security measures.

The reports must include:

- the scope of the project;
- the size and location of premises;
- the electronic and physical security systems used (type and manufacturer);
- the applicant's level of involvement (duties, dates and timeframe); and
- the applicant's performance.

### Current security licence/s

Applicants must have the appropriate state and/or territory security licence to undertake SCEC services.

### Personal qualities

Applicants must:

- be an Australian citizen;
- be a fit and proper person of good reputation, integrity and character, including being honest and trustworthy. These characteristics are assessed through the referee reports; and
- meet the requirements and be able to maintain a minimum security vetting clearance of NV1. For further details on this requirement, applicants can refer to the Australian Government Security Vetting Agency Guidelines at <http://www.defence.gov.au/agsva/Factsheets-Forms/>.

Applicants are subject to an ASIO security check.

## Conflict of interest

Applicants must read the conflict of interest form which is available on the SCEC website. A completed and signed form must be included as part of their application.

A conflict of interest is a situation in which a SCEC Consultant is in a position of trust but has competing professional or personal interests. Such competing interests can make it difficult for a SCEC Consultant to fulfil duties impartially, and could potentially influence the performance of their duties and responsibilities.

Conflicts of interest may be real or apparent:

- Real: where a direct conflict exists between current duties as a SCEC Consultant and existing private interest. For example, SCEC considers being both an employee of a Type 1 SAS supplier and a SCEC Consultant to be a conflict of interest.
- Apparent: where it appears or could be perceived that private interests are improperly influencing the performance of duties, whether or not that is actually the case. For example, SCEC considers being both a government employee, or an employee/owner of a SCEC-endorsed security product manufacturer/supplier, and being a SCEC Consultant to be a potential conflict of interest and would preclude a person from being accepted into the scheme.

SCEC takes any real or apparent conflicts of interest seriously and handles all declarations confidentially. Applicants deemed by SCEC to have a real or apparent conflict of interest in performing the role of a SCEC Consultant may be excluded from participating in the scheme.

## 6 Conditions of endorsement

Applicants accepted to the scheme must agree to the following conditions prior to being endorsed.

All SCEC Consultants must comply with the following conditions. Failure to comply or notify SCEC of changes in circumstances may adversely affect any application or lead to the suspension of endorsement pending an investigation.

### Security vetting clearance

SCEC requires all SCEC Consultants to hold, or undergo, security vetting to a minimum NV1 security clearance before their application is progressed—some agencies may require SCEC Consultants they engage to have a higher security clearance; however, SCEC will only sponsor clearances at the NV1 level. Australian citizenship is a prerequisite.

SCEC is able to sponsor new NV1 security clearance applications or be an ‘interested party’ to an existing security clearance. Costs associated with initial clearance applications, or revalidations, where SCEC is the sponsor, will be passed on to the consultant.

Applicants unable to gain or maintain the minimum clearance cannot be part of the scheme.

Personnel accessing internal components of the Type 1 SAS (including any person having programming access to the Intruder Alarm Panel, Data Gathering Panel, Central Supervisory System or Type 1 sensor endpoint containing an end-of-line module) must hold a NV1 security clearance at minimum<sup>4</sup>. However, clearances must be at least equal to the classification of the system accessed; therefore, higher level clearances may be required in some circumstances, noting SCEC will not sponsor these higher level clearances.

### Consultant training and briefings

Applicants must successfully complete the SCEC Consultant training course provided by ASIO-T4. The course includes a written examination; endorsement is contingent on gaining a pass in this examination. Courses will be held annually subject to a minimum number of applicants being met.

### Compliance agreement

Applicants must certify in writing that they will meet the requirements of this policy, including responsibilities under the scheme and ongoing responsibility under sections 70 and 79 of the *Crimes Act 1914* (Cwlth) and part 5.2 of the Criminal Code (Cwlth) covering the protection of official information.

<sup>4</sup> In accordance with Type 1 SAS Product Integration Specification.

## Consultant code of conduct

SCEC Consultants must acknowledge in writing that they will comply with the consultant code of conduct at all times (refer **Annex A**).

SCEC Consultants must at all times demonstrate a level of integrity and reliability sufficient to assure the SCEC Chair that the person can be entrusted with its Australian Government resources:

- **Integrity:** soundness of character and moral principle;
- **Reliability:** trustworthy, responsible and dependable; and
- **Fit and proper person:** defined in the Australian Government Adjudicative Guidelines<sup>5</sup>

## Conflict of interest

As per Section 5, a conflict of interest is a situation in which a SCEC Consultant is in a position of trust but has competing professional or personal interests. Such competing interests can make it difficult for a SCEC consultant to fulfil duties impartially, and could potentially influence performance of their duties and responsibilities.

SCEC takes any real or apparent conflicts of interest seriously and handles all declarations confidentially. SCEC Consultants must declare any potential conflicts of interest they believe may exist when providing services under the scheme to the affected clients. In reported instances, SCEC Consultants are not to provide services under the scheme until the issue has been discussed and resolved with the relevant government agency.

Failure to declare a conflict of interest is deemed a breach of this policy and will result in the suspension and possible revocation of the SCEC Consultant's endorsement pending further investigation by SCEC.

## SCEC-endorsed consultant identification card

The SCEC identification card is proof of a consultant's suitability and endorsement under the scheme and is to be provided to Australian Government agency personnel on request. The card:

- must be worn at all times when conducting work on an Australian Government agency premises; and
- remains the property of the SCEC at all times—it is to be immediately returned to the SCEC Chair on request or when ceasing to perform the role of a SCEC Consultant.

## Provision of consultant scheme services

SCEC Consultants are expected to remain current with changes in the industry and provide security best-practice solutions to Australian Government clients that ensures the best outcomes for the scheme. If requested by the SCEC, SCEC Consultants must be able to produce evidence that they have provided advice to an Australian Government agency over the preceding 24-month period on:

- the design, acceptance testing and commissioning of Type 1 SAS; and
- the design and construction of security zones defined in ASIO-T4 Technical Notes.

## SCEC Consultant briefing day

ASIO-T4 will periodically schedule a SCEC Consultants briefing day to provide SCEC Consultants with updates to policy and specifications relevant to them fulfilling the role as well as a forum for open discussion on issues or concerns being encountered and corrective actions.

SCEC Consultants must satisfy T4 requirements with regard to ongoing learning and development. This would include a requirement to attend ASIO-T4 briefing days and/or keep up to date with ASIO-T4 advisories (such as the SCEC Consultant Bulletin) as part of ongoing endorsement.

<sup>5</sup> The Australian Government Adjudicative Guidelines available at [www.ag.gov.au/pspf/](http://www.ag.gov.au/pspf/) are used as a guide for assessing the applicant's suitability against the "Whole Person".



## Change of circumstance

SCEC Consultants must advise SCEC of any changes in circumstances that may affect their continued endorsement within 14 calendar days, including:

- no longer being employed as a SCEC Consultant;
- changes to their security licences—new (additional states or territories), rejected, suspended, revoked or expired;
- their security vetting clearance being denied or revoked;
- being the subject of an official investigation by a government entity or law enforcement agency;
- being charged with a criminal offence;
- being convicted of a criminal offence; and
- any changes in details as submitted in the application form, including but not limited to changes in employer, address or contact details.

## Maintaining your clearance

The initial security vetting process provides a snapshot of an individual at a particular point in time. Once you have been granted a security clearance there are a number of responsibilities and actions that need to be met to ensure your ongoing suitability to hold a security clearance. These measures are known as security clearance ‘aftercare’. Your aftercare responsibilities will be advised to you when your clearance is granted and include reporting changes in your personal circumstances.

Changes to your personal situation—e.g. marital status, living arrangements, finances, etc. may affect your security clearance and need to be notified to the Australian Government Security Vetting Agency as well as SCEC. This is done by completing a *SVA003 Change of Circumstances Notification* form available from the AGSVA website – [www.defence.gov.au/agsva/maintaining-your-clearance.asp](http://www.defence.gov.au/agsva/maintaining-your-clearance.asp).

When SCEC is satisfied all the required conditions have been met, a photographic SCEC Consultant identification card will be issued to the SCEC Consultant as evidence they have successfully completed the process and are SCEC endorsed. The SCEC Consultant’s details will be added to the SCEC Consultant listing and published on the SCEC website.

SCEC Consultants will be issued with login access to the SCEC website [www.scec.gov.au](http://www.scec.gov.au) to use the SEEPL to select SCEC-approved security equipment and access relevant ASIO–T4 Technical Notes and publications. SCEC Consultants must periodically access the SCEC website via their logon to monitor for changes to policy, updated documentation or other SCEC notifications which are relevant to the scheme.

## 7 Re-endorsement process

SCEC Consultant endorsement is reassessed every five years.

SCEC Consultants applying for re-endorsement must comply with the directives listed via their login access to the SCEC website and submit a re-endorsement application form no later than six months before the endorsement expiry date.

SCEC will consider and assess a SCEC Consultant’s ongoing suitability to remain in the scheme against the information provided and the assessment criteria (refer section 10). The assessment will take into consideration all information provided as part of the re-endorsement process as well as previous applications.

A SCEC Consultant’s endorsement may be reassessed at any time if:

- policy or technological changes warrant additional training requirements;
- feedback received from government clients calls into question the validity of advice provided;
- a competency assessment is warranted; or
- concerns about the continuing suitability, or ability to maintain a security clearance are reported to, or identified by, SCEC.

A SCEC Consultant can reapply to be considered for the scheme as a new applicant if:

- their endorsement is allowed to expire and there has been no re-endorsement application submitted or correspondence provided by SCEC advising otherwise;
- a SCEC Consultant notifies SCEC and leaves the scheme due to personal reasons or change of employment and more than 6 months has expired; or
- re-endorsement requirements as set out in the assessment criteria (refer section 10) of this policy are not met.

SCEC Consultants seeking to renew their endorsement must comply with the requirements of this policy. Failure to comply with the policy or notify SCEC of changes in circumstances may adversely affect any application or lead to the suspension of endorsement pending an investigation.

SCEC will discontinue sponsorship of a consultant's security clearance when they are no longer part of the scheme.

## Compliance agreement

SCEC Consultants are reminded of their agreement to ensure the requirements of this policy are met on an ongoing basis, including responsibilities under the scheme and ongoing responsibility under sections 70 and 79 of the *Crimes Act 1914* (Cwlth) and part 5.2 of the Criminal Code (Cwlth) covering the protection of official information.

## Consultant code of conduct

SCEC Consultants must acknowledge in writing and comply with the consultant code of conduct at all times (refer **Annex A**).

## Conflict of interest

SCEC Consultants applying for re-endorsement must submit a completed and signed conflict of Interest declaration form, available on the SCEC website, as part of the application.

A conflict of interest is a situation in which a SCEC Consultant is in a position of trust but has competing professional or personal interests. Such competing interests can make it difficult for a SCEC Consultant to fulfil duties impartially, and could potentially influence performance of their duties and responsibilities. Conflicts of interest may be real or apparent (as defined in Section 5).

SCEC Consultants must immediately report any conflicts of interest in writing to their employing government agency and SCEC, including pecuniary (financial) interests and non-pecuniary (personal) interests.

## Provision of consultant scheme services

SCEC Consultants are expected to remain current with changes in the industry and provide security best-practice solutions for clients that meet the requirements of the scheme. SCEC Consultants must be able to produce evidence that they have provided advice to an Australian government agency during the endorsement period on:

- the design, acceptance testing and commissioning of Type 1 SAS; or
- the design and construction of security zones defined in ASIO-T4 Technical Notes.

SCEC Consultants may be required to provide one referee report for both of the above areas of advice from the client (agency security adviser or Australian government agency project manager).

## SCEC Consultant briefing day

SCEC Consultants must satisfy T4 requirements with regard to ongoing learning and development. This would include a requirement to attend ASIO-T4 briefing days and/or keep up to date with ASIO-T4 advisories (such as the SCEC Consultant Bulletin) as part of ongoing endorsement.

ASIO-T4 briefing days will be held on as required basis. The briefing days provide updates to policy and specifications relevant to SCEC Consultants fulfilling the role as well as a forum for open discussion on issues or concerns being encountered.

## Security vetting clearance

SCEC Consultants are required to hold a minimum NV1 security clearance.

SCEC Consultants unable to maintain the minimum clearance cannot be part of the scheme.

Personnel accessing internal components of the Type 1 SAS (including any person having programming access to the Intruder Alarm Panel, Data Gathering Panel, Central Supervisory System or Type 1 sensor endpoint containing an end of line module) must hold a NV1 security clearance at minimum<sup>6</sup>. However, clearances must be at least equal to the classification of the system accessed; therefore, higher level clearances may be required in some circumstances, noting SCEC will not sponsor these higher level clearances.

6 In accordance with *Type 1 SAS Product Integration Specification*.

## 8 Endorsement suspension and revocation

At any stage during the endorsement period, the SCEC Chair reserves the right to:

- direct a SCEC member or nominated representative to conduct an investigation to assess whether a SCEC Consultant continues to meet the requirements detailed in this policy;
  - request a SCEC Consultant to submit a list of all Australian Government agencies they have been engaged by to provide services under the scheme;
  - suspend, investigate or revoke a SCEC Consultant's endorsement based on non-compliance with any of the requirements of this policy, including failure to display competency; and
  - suspend or revoke a SCEC Consultant's endorsement on the basis of national security considerations. SCEC Consultants are subject to security checks by ASIO on an ongoing basis. The reasons for concern may not be advised to a SCEC Consultant if the disclosure is prejudicial to the interests of security as defined in the *ASIO Act 1979*.
- being charged or convicted of an offence involving fraud, theft, dishonesty or an offence related to *security* as defined in the *ASIO Act 1979*;
  - offence proved but no conviction recorded in relation to fraud, theft, dishonesty or an offence related to security as defined in the *ASIO Act 1979*;
  - multiple convicted offences (other than the types listed above) which cast doubt on suitability as a fit and proper person meeting the high standards expected of SCEC ;
  - loss or suspension of security licence;
  - loss or suspension of security clearance; or
  - unable to produce evidence to SCEC that they have provided advice to an Australian Government agency for a period of 24 months on:
    - the design, acceptance testing and commissioning of Type 1 SAS; and
    - the design and construction of security zones defined in ASIO-T4 Technical Notes.

SCEC Consultants will be advised of any concerns that SCEC may have with their ongoing endorsement. If the concerns are not mitigated then the SCEC Chair will advise the individual formally and suspend their endorsement pending the outcomes of an investigation into the concerns. The SCEC Consultant will be given reasonable time to respond to the concerns raised and provide supporting documentation before a final decision is made.

### *Endorsement suspension*

SCEC will suspend a SCEC Consultant's endorsement when it becomes aware of credible information that is relevant to whether a SCEC Consultant is a fit and proper person to fulfil the role of a SCEC Consultant or fails to adhere to the requirements of this policy.

Grounds for suspension include, but are not limited to:

- failure to voluntarily report as required under the conditions of endorsement;
- being subject to any investigation in relation to non-compliance with any of the requirements of this policy;
- being the subject of an official investigation by a government entity or law enforcement agency;
- providing false or misleading information to any Australian Government agency, official or representative as part of the application process or after being endorsed as a SCEC Consultant;

SCEC Consultants will be advised of SCEC's decision to suspend their endorsement and the grounds upon which the decision is based. The SCEC Chair will initiate an investigation and provide reasonable time for a SCEC Consultant to respond to the concerns in writing and provide supporting documentation for inclusion in the review. All available information will be considered before a final decision is made.

On suspension of endorsement, SCEC will temporarily remove the SCEC Consultant from the current SCEC Consultant listings for the duration of SCEC's investigation into their suitability to remain endorsed and until the SCEC Chair provides written advice on the outcomes of the investigation. SCEC will also advise AGSVA where appropriate.

Suspended SCEC consultants are not permitted to engage in new projects with government agencies for the provision of services as defined under the scheme. Subject to the concerns being investigated, the SCEC Chair may consider a SCEC Consultant's current contracts on a case-by-case basis.

Based on the outcomes of the investigation, SCEC will:

1. remove the suspension and reinstate a SCEC Consultant's endorsement; or
2. place conditions which must be met before the removal of suspension and the reinstating of a SCEC Consultant's endorsement; or
3. revoke the SCEC Consultant's endorsement and cease sponsorship of their security clearance.

### ***Endorsement revocation***

Where a SCEC investigation identifies that failure to comply with the requirements of this policy warrants revocation, the SCEC Chair will notify the SCEC Consultant in writing of the outcome and decision to revoke their endorsement.

Grounds for revoking a SCEC Consultant's endorsement include, but are not limited to:

1. action taken by SCEC following the outcome of an investigation it has conducted;
2. non-compliance with the conditions of endorsement contained within this policy;
3. providing false or misleading information to any Australian Government agency, official or representative as part of the application process or while endorsed as a SCEC Consultant;
4. being convicted of an offence involving fraud, theft, dishonesty or an offence related to security as defined in the *ASIO Act 1979*;
5. offence proved but no conviction recorded in relation to fraud, theft, dishonesty or an offence related to security as defined in the *ASIO Act 1979*;
6. providing SCEC services without the appropriate state and/or territory security licence;
7. application for security licence has been denied;
8. security licence is cancelled or revoked;
9. advice from AGSVA in relation to a consultant's continued eligibility to maintain a security clearance;
10. evidence of substantiated breach of the scheme's code of conduct; or
11. no longer performing the duties of a SCEC Consultant.

The decision to revoke a SCEC Consultant's endorsement is subject to procedural fairness unless based on a security concern. The SCEC Chair reserves the right to recover all costs associated with conducting investigations from the relevant individual.

SCEC Consultants whose endorsement has been revoked will be required to return their SCEC Consultant identification card and will have their details permanently removed from the SCEC Consultant list published on the relevant websites.

Australian Government agencies and the AGSVA will be notified of the revocation.

SCEC Consultants whose endorsement has been revoked cannot reapply to participate in this scheme.

## **9 Procedural fairness**

Any decision to suspend or revoke an application or endorsement will be subject to procedural fairness provisions in accordance with government legislation, including the Australian Government Personnel Security Guidelines available at [www.protectivesecurity.gov.au](http://www.protectivesecurity.gov.au).

## 10 Consultant assessment criteria

<b>Consultant assessment criteria</b>			
<b>Qualifications—applicants will be assessed against one of the following criteria depending on existing qualifications</b>			
<b>Applicant holds a Diploma (or higher) in Electrical or Electronic Engineering</b>		<b>New application</b>	<b>Re-endorsement</b>
1.1	Must have a Diploma (or higher) in Electrical or Electronic Engineering (or equivalent deemed acceptable by SCEC) and a minimum of four years electronic security consulting experience within the past seven years that is current.	Y	-
1.2	Must have conducted formal commissioning or acceptance testing of at least five electronic security systems within the past five years, comprising Electronic Access Control Systems (EACS) or Security Alarm Systems (SAS), at least two of which were: <ul style="list-style-type: none"> <li>• for a government agency; and</li> <li>• an SAS with commercial-grade equipment (not domestic/residential premises).</li> </ul>	Y	-
1.3	Must provide a supervisor referee report for one electronic security project (EACS or SAS).	Y	-
1.4	Must provide two referee reports from two separate security fit-outs (design and construction of physical security measures) which the consultant has managed.	Y	-
1.5	Applicants must have the appropriate state and/or territory security licence to undertake SCEC services.	Y	Y
<b>Applicant holds a Certificate IV (or equivalent) in Electrical or Electronic Engineering</b>		<b>New application</b>	<b>Re-endorsement</b>
2.1	Must have a Certificate IV (or equivalent) in Electrical or Electronic Engineering (or equivalent deemed acceptable by SCEC) and a minimum of six years electronic security consulting experience within the past nine years that is current.	Y	-
2.2	Must have conducted formal commissioning or acceptance testing of at least five electronic security systems within the past five years comprising EACS or SAS, at least two of which were: <ul style="list-style-type: none"> <li>• for a government agency; and</li> <li>• an SAS with commercial-grade equipment (not domestic/residential premises).</li> </ul>	Y	-
2.3	<ul style="list-style-type: none"> <li>• Must provide a supervisor referee report for one electronic security project (EACS or SAS).</li> </ul>	Y	-
2.4	Must provide two referee reports from two separate security fit-outs (design and construction of physical security measures) which the consultant has managed.	Y	-
2.5	Applicants must have the appropriate state and/or territory security licence to undertake SCEC services.	Y	Y
<b>Applicant holds no formal electrical or electronic engineering qualifications (regardless of other qualification)</b>		<b>New application</b>	<b>Re-endorsement</b>
3.1	Applicants with no formal Electrical or Electronic Engineering qualifications may be considered if they can demonstrate within the last 10 years a minimum of seven years consulting experience in electronic security that is current.	Y	-

3.2	Must have conducted formal commissioning or acceptance testing of at least five electronic security systems within the past five years comprising EACS or SAS, at least two of which were: <ul style="list-style-type: none"> <li>for a government agency; and</li> <li>an SAS with commercial-grade equipment (not domestic/residential premises).</li> </ul>	Y	-
3.3	Must provide a supervisor referee report for one electronic security project (EACS or SAS).	Y	-
3.4	Must provide two referee reports from two separate security fit-outs (design and construction of physical security measures) which the consultant has managed.	Y	-
3.5	Applicants must have the appropriate state and/or territory security licence to undertake SCEC services.	Y	Y
<b>General criteria—all applicants are assessed against the following criteria</b>			
<b>Personal</b>		<b>New application</b>	<b>Re-endorsement</b>
4.1	Must be an Australian citizen.	Y	Y
4.2	Must meet the requirements and be willing to submit to a minimum security vetting clearance of NV1.	Y	-
4.3	SCEC Consultants have a minimum NV1 security clearance that is current.	-	Y
4.4	Must maintain a level of integrity and reliability to ensure the person can be entrusted with its Australian Government resources: <ul style="list-style-type: none"> <li>Integrity: soundness of character and moral principle.</li> <li>Reliability: trustworthy, responsible and dependable.</li> </ul>	Y	Y
4.5	Must comply with the consultant code of conduct at all times.	Y	Y
4.6	Must agree to assessment against ASIO information holdings.	Y	Y
4.7	Must report change of circumstance in accordance with policy requirements.	Y	Y
4.8	Must sign an initial declaration and report conflict of interest in accordance with policy requirements.	Y	Y
4.9	Must maintain and comply with the requirements of this policy on an ongoing basis, including responsibilities under the scheme and ongoing responsibility under sections 70 and 79 of the <i>Crimes Act 1914</i> (Cwlth) and part 5.2 of the Criminal Code (Cwlth) covering the protection of official information.	Y	Y
<b>Re-endorsement</b>		<b>New application</b>	<b>Re-endorsement</b>
5.1	Must satisfy T4 requirements with regard to ongoing learning and development. This would include a requirement to attend ASIO-T4 briefing days and/or keep up to date with ASIO-T4 advisories (such as the SCEC Consultant Bulletin) as part of ongoing endorsement.	-	Y
5.2	Must provide evidence of having conducted: <ul style="list-style-type: none"> <li>design, acceptance testing and commissioning of Type 1 SAS; and</li> <li>design and construction of Australian Government security zones as defined in the PSPF and ASIO-T4 Technical Notes</li> </ul> at least twice since the date of endorsement (or previous re-endorsement).  This evidence should be in the form of referee reports; a template is included in the renewal application form. Referee reports must be from at least two separate client agencies.	-	Y
5.3	Must hold a minimum NV1 security clearance.	-	Y

## Annex A—Security Construction and Equipment Committee Consultant code of conduct

The code of conduct describes the factors that shape work requirements and therefore the behaviour that must be adopted by all SCEC Consultants to ensure they conduct themselves in a professional, responsible and effective manner.

The code of conduct details the standards and behaviours SCEC Consultants are expected to adhere to and enact in their *day to day activities including in connection with employment*; it defines the professional and personal standards expected of all SCEC Consultants.

Each individual is responsible for upholding the code of conduct. They must:

- behave in a manner which upholds the integrity and good reputation of the SCEC and SCEC Consultants;
- comply with all applicable Australian laws;
- be a fit and proper person as defined in the Australian Government Adjudicative Guidelines;<sup>7</sup>
- 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;
- maintain confidentiality about dealings with any aspect of work in relation to the Australian Government;
- use Australian Government official information, equipment and facilities in a proper and reasonable manner;
- engage and comply with Australian Government agency's policies and procedures;
- ensure no improper advantage—personally or to others—from official duties, status, powers or authority;
- disclose and take reasonable steps to avoid real or apparent conflicts of interest (whether financial or otherwise) in connection with their employment;
- treat others with courtesy and respect and without harassment;
- act without patronage, favouritism and prejudice;
- not make improper use of:
  - inside information, or
  - 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.

<sup>7</sup> The Australian Government Adjudicative Guidelines available at [www.ag.gov.au/pspf/](http://www.ag.gov.au/pspf/) are used as a guide for assessing the applicant's suitability against the 'whole person'.

## Annex B—Policy transition clause

This policy replaces the SCEC Security Zone Consultant Scheme Policy, version 2.2, dated 19 March 2013.

The following applies:

- The SCEC Security Zone Consultant Scheme Policy, version 2.2, remains in effect until 30 December 2017.
- From 1 January 2018, this new policy will take effect.
- The renewal application process for consultants with an expiry date in 2018 will consist of the following stages:

Stage	Applicant does not have current NV1 (or higher) clearance	Applicant holds current NV1 (or higher) clearance
One	Renewing SCEC consultant submits application (must be received by SCEC no later than <b>six months</b> prior to the consultant's listed expiry date).  SCEC reviews application, including qualifications, experience and references.  Unsuccessful applicants notified.	Renewing SCEC consultant submits application (must be received by SCEC no later than <b>six months</b> prior to the consultant's listed expiry date).  SCEC reviews application, including qualifications, experience and references.  Unsuccessful applicants notified.
Two	Successful applicants notified and invoiced for the cost of obtaining an NV1 clearance <sup>8</sup> . This fee is non-refundable.  Once invoice paid, SCEC will submit a clearance request to AGSVA who will forward a clearance pack directly to the consultant.	Successful applicants notified.  SCEC becomes an 'interested party' to a consultant's existing clearance (and can take over sponsorship in the event the existing sponsoring agency withdraws their sponsorship).
Three	Consultant's expiry date will be extended by five years.  If the clearance application is unsuccessful the SCEC endorsement will cease immediately.  If clearance is obtained, a SCEC identification card will be issued.	Consultant's expiry date will be extended by five years and a new SCEC identification card will be issued.
<b>Please note there will not be a fee for renewing consultants at this time; however, please note the requirements relating to attendance at ASIO-T4 briefing days where a fee may be charged. Further detail on the briefing days will be published on the SCEC website.</b>		

A SCEC Consultant's endorsement will not be renewed if they cannot meet the re-endorsement criteria requirements of this new policy at the time of their expiry date as stated above; in this case consultants are not eligible to re-apply to the SCEC Consultant scheme for a minimum period of 24 months.

SCEC will accept new SCEC Consultant applications from 1 July 2018.

Should an Australian Government agency seek to confirm SCEC Consultant endorsements, they may refer to the current listing available on [www.govdex.gov.au](http://www.govdex.gov.au) and [www.scec.gov.au](http://www.scec.gov.au).

All SCEC Consultant scheme policy documents are available on [www.scec.gov.au](http://www.scec.gov.au). Further information can be sought through ASIO-T4, by email at [t4ps@t4.gov.au](mailto:t4ps@t4.gov.au) or by telephone on 02 6234 1217.

<sup>8</sup> Clearance fees vary depending on the type of clearance application (e.g. initial / reinstatement) and are set by the AGSVA.