



Australian Government

Security Construction and Equipment Committee

## SCEC Security Zone Consultant Application Form

### NEW APPLICATION

#### Required Documentation/Material Checklist

Documentation/Material	Attached?
Consultant Qualifications (certified copy)	Yes
Copy of Current Resume	Yes
Supervisor Endorsement Form	Yes
Referee Reports (at least two)	Yes
Certified copy of State/Territory Security Licences (if applicable)	Yes / NA
Conflict of interest declaration (signed)	Yes
Applicant Declaration (signed and witnessed)	Yes
Certified Passport Photo (original)	Yes

Please return completed new 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	
Australian Citizen	<b>Yes / No</b>
Email address *This email address will be your login to the SCEC website. It cannot be a shared email address	
Australian Government security clearance level Sponsoring agency	<b>NIL / BASELINE / NV1 / NV2 / PV</b>
If you don't hold a current clearance, have you held one in the past Level Sponsoring	<b>Yes / No / NA</b> <b>BASELINE / NV1 / NV2 / PV</b>

Contact Details	
Current Residential Address	<b><u>Not</u> a P.O. Box</b>
Street number and Name	
City/Town	
State/Territory, Postcode	
Mailing Address	<b>P.O. Box is acceptable</b>
Street number and Name/ P.O. Box	
City/Town	
State/Territory, Postcode	
Home telephone ( )	
Mobile telephone	

<b>Employment Details</b>	
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	

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

<b>Consultant Qualifications</b>	
You must provide the following details regarding your qualifications:	
Describe your consultant qualifications (e.g. type, how and where obtained)	
Describe your day to day work activities	

<b>Consultant Qualifications</b>	
Diploma (or higher) in electronic engineering or Certificate IV (or equivalent) in electrical or electronic engineering (or equivalent deemed acceptable by SCEC).	Provide a certified copy of your qualifications as evidence.

<b>Resume</b>	
Please provide current Resume to demonstrate prior electronic security consulting experience.	Please ensure resume includes time in each role to establish years of consulting experience.

<b>Passport Photo</b>	
You must supply a passport-sized printed photograph taken <b>within the 12 months preceding the application</b> , 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.

<b>Security Licence</b>	
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 <sup>1</sup> )

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 – Supervisor Endorsement Form

Applicants must provide evidence to substantiate having designed and conducted formal commission 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).

This evidence should be in the form of supervisor Endorsement form for completion below. SCEC reserves the right to contact referees for more information if required.

Applicant Details	
Surname	
Given Names	

Supervisor Details			
Surname			
Given Names			
Company			
Position title			
Contact Phone Number	Work:	Mobile:	
Brief description of projects the Applicant has managed under your supervision			
How many installations has the applicant specified that you have directly supported?			
How many installations has the applicant commissioned that you have directly supervised?			
In your opinion, does the applicant have the necessary knowledge and experience to prepare a technical specification, supervise the installation and commissioning of a security system which would include a Type 1 Security Alarm System		Yes	No

Additional Comments
Please provide additional statements to justify this persons application for training

Referee Signature		
Signature:	Name:	Date: / /20

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

## SCEC- Security Zone Consultant - Referee Report Form

It is important that SCEC Consultants are working regularly with Australian Government security zones and with a Security Alarm System (SAS) with commercial-grade equipment.

Therefore consultants must provide evidence of having conducted:

- design or been involved in the construction of Australian Government security zones as defined in the PSPF and ASIO-T4 Technical Notes
- design and formal commissioning or acceptance testing of electronic security systems, comprising Electronic

Access Control Systems (EACS) or SAS at least five times in the last five years.

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, construction and implementation of electronic and physical security measures.			

### Assessment Against Selection Criteria (Refer to Rating Scale for Referee Report at page 6)

<b>Criterion 1:</b> 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	

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

<b>Criterion 3:</b> 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](http://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><b>Highly Suitable</b></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"> <li>Highly reliable and responsible</li> <li>Excellent job knowledge</li> <li>Excellent leadership and managerial skills</li> <li>Instinctively and effectively deals with routine and complex matters</li> <li>Highly developed problem solving and change management skills</li> </ul>
<p><b>Suitable</b></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"> <li>Very reliable and responsible</li> <li>Well developed (sound) job knowledge</li> <li>Very strong team leadership and management skills</li> <li>Able to effectively deal with routine and most of the complex matters</li> <li>Able to suggest and initiate improvements relevant to the work area</li> </ul>
<p><b>Not Suitable</b></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"> <li>Poor work output</li> <li>Limited or no job knowledge</li> <li>Inadequate personal and/or communication skills</li> <li>Would have difficulty dealing with routine matters</li> <li>Would have difficulty carrying responsibility or solving problems</li> </ul>
Overall Assessment	
<b>Highly Suitable</b>	Majority of selection criteria assessed as Highly Suitable
<b>Suitable</b>	Majority of selection criteria assessed as Suitable
<b>Not Suitable</b>	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:



## Conflict of interest form

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.

## Conflict of Interest Examples

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

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

## Guiding principle—Uncertainty on what to disclose

Where there is any doubt, the Consultant should declare all disclosure events to the SCEC and the agency that has engaged the SCEC Consultant.

SCEC Security Zone Consultant CONFLICT OF INTEREST DECLARATION	
Please complete your answers in block letters.	
I, (Insert full name)	Of (address)
Confirm that I have read the SCEC Security Zone Consultant's Guidelines for Disclosure of Interests	And declare that, other than those conflicts identified below, to the best of my knowledge and belief: <ul style="list-style-type: none"> <li>neither myself nor members of my immediate family stand to gain an advantage from the advice I will provide or am providing to the Commonwealth (other than through the salary, fee, or other remuneration being paid to me or my employer directly by the Commonwealth for the provision of that advice), and</li> <li>no other circumstances exist which could prevent me from advising the Commonwealth in an objective manner.</li> </ul>
I hereby declare the following Conflict of Interest: (Please check all that apply)	NO CONFLICT <input type="checkbox"/> REAL <input type="checkbox"/> APPARENT <input type="checkbox"/>
Please provide a brief outline of the nature of the conflict(s)  [Please attach separate sheet if space insufficient]	
Signed: .....  Date: .....	Hereby agree to:  Update this disclosure throughout the period of my SCEC endorsement; and  Comply with any conditions or restrictions imposed by the Commonwealth to manage, mitigate or eliminate any apparent conflict of interest.

Please return signed form to:

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

or email to [t4ps@t4.gov.au](mailto:t4ps@t4.gov.au).