SCEC-Endorsed Security Zone Consultant Scheme Application form

Handling instructions

This document must be handled in accordance with its security classification and its protective markings, as prescribed by the Protective Security Policy Framework and the *Australian Government security caveat guidelines*.

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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:

Chair of the Security Construction and Equipment Committee (SCEC)

Ph: 02 6263 9398

Email: scec@scec.gov.au

Release history

|  |  |  |
| --- | --- | --- |
| Version No. | Release date | Amendment |
| 1.00 | 01-AUG-2019 | Version included with the SCEC-Endorsed Security Zone Consultant Scheme policy |
| 2.00 | 28-JAN-2025 | Extracted from updated policy document |
| 3.00 | 02-SEP-2025 | Published |

1. Introduction

This document allows qualified applicants to apply to the Security Construction Equipment Committee (SCEC) for approval to participate in the SCEC-endorsed Security Zone Consultant Scheme. Further information on the scheme can be found in the *SCEC-endorsed Security Zone Consultant Scheme policy*, available at www.scec.gov.au.

1. Required Documentation/Material Checklist

|  |
| --- |
| Consultant qualifications (Attached) |
| Copy of current resume (Attached) |
| Supervisor endorsement form |
| Referee reports (at least two to be supplied) |
| Copy of a State/Territory/Commonwealth Photo Identification (Driver’s License/Passport/Proof of Age etc.) |
| Copy of State/Territory Security Licence’s (if applicable) (Attached) |
| Conflict of interest declaration (signed) |
| Applicant Declaration (signed and witnessed) |
| Digital Passport Photo (Attached) |
| Proof of Australian Citizenship (Passport/Birth Certificate/Citizenship Certificate attached) |
| AFP National Police Check (Issued within the last 3 months attached) |

1. Personal details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Applicants first name |  | | | |
| Applicant middle names |  | | | |
| Applicant last name |  | | | |
| Date of birth (DD/MM/YYY) |  | | | |
| City of birth |  | State of birth |  | |
| Country of birth |  | | | |
| Are you an Australian citizen? | Y/N | Other citizenships | |  |
| Australian Government Security Clearance level (Current) | Nil / BASELINE / NV1 / NV2 / PV | | | |
| Sponsoring agency |  | | | |
| Australian Government Security Clearance level (Previous) | Yes / No / NA | | | |
| Level | Nil / BASELINE / NV1 / NV2 / PV | | | |
| Sponsoring agency |  | | | |

Current residential address (must not be a PO box)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Unit number |  | Street No. |  | | |
| Street name |  | | | | |
| Suburb |  | State |  | Postcode |  |

Mailing address (PO box is acceptable)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Same as residential address | | YES/NO | | \*If yes, go to section **2.3** | | | | | | |
| Unit number |  | | Street No. | |  | | PO box No. | |  | |
| Street name |  | | | | | | | | | |
| Suburb |  | | | | State |  | | Postcode | |  |

1. Contact information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Mobile No. |  | | Home No. |  |
| Email address – NOTE: You must use a personal email address. This will become your login to the SCEC website, and must not be a shared/group email address (i.e. **sales@security.com.au** is not acceptable). | |  | | |

1. Employment information

|  |  |
| --- | --- |
| Your position title |  |
| Employer (company) name |  |
| Trading name (if different) |  |
| ABN/ACN |  |
| Supervisor name |  |
| Supervisor contact phone number |  |
| Supervisor contact email address |  |

* 1. Employer address

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employer’s registered address and place of business (not P.O. Box) | | | | | | | | | | | | |
| Unit number |  | Street No. | | |  | | PO box No. | | | |  | |
| Street name |  | | | | | | | | | | | |
| Suburb |  | | State |  | | | | Postcode | |  | | |
| Postal address (if different to registered address and place of business) | | | | | | | | | | | | |
| Unit number |  | Street No. | | |  | | PO box No. | | | |  | |
| Street name |  | | | | | | | | | | | |
| Suburb |  | | | | State |  | | | Postcode | | |  |

1. SCEC-Endorsed Security Zone Consultant register details

The details provided here will appear on the SCEC-Endorsed Security Zone Consultant register

|  |  |
| --- | --- |
| Company name |  |
| Company address |  |
| Company phone number |  |
| Company email address |  |
| Company website address |  |

1. Applicant qualifications

|  |  |
| --- | --- |
| Institution (include state) where formal qualifications were obtained |  |
| Year that formal qualifications were obtained |  |
| Title of formal qualifications |  |

* 1. Required documentation

You must provide evidence of your formal qualifications (Diploma (or higher) in electronic engineering or Certificate IV (or equivalent) in electrical or electronic engineering (or equivalent deemed acceptable by SCEC).

1. Consultant experience

Please describe your experience as a security consultant

|  |  |
| --- | --- |
| If an applicant has attained skills and knowledge through practical experience please outline that process here (type, how where obtained. |  |

1. Security Zone Consultant – Supervisor Endorsement

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, compromising 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.

* 1. Supervisor Endorsement

|  |  |
| --- | --- |
| Applicant Details | |
| Surname |  |
| Given names |  |
| Period of supervision |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Supervisor Details | | | | | | | | | |
| First name |  | | | | | | | | |
| Middle names |  | | | | | | | | |
| Last name |  | | | | | | | | |
| Date of birth |  | | | | | | | | |
| City of birth |  | | | State of birth | |  | | | |
| Country of birth |  | | | | | | | | |
| Company name |  | | | | | | | | |
| **Position title** |  | | | | | | | | |
| 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 | | | | | | | | |  |
| Additional comments | | | | | | | | | |
| Please provide additional statements to justify this person’s application for training | | | | | | | | | |
|  | | | | | | | | | |
| Supervisor signature | | | | | | | | | |
| Signature: | | | Name: | | | | | Date: / /20 | |

1. SCEC – Security Zone Consultant – Referee Reports

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 must be in the form of referee reports (from at least two separate client agencies) note that SCEC reserves the right to contact referees for more information if required. Please use the below template for referees’ reports.

* 1. Referee # 1

|  |  |
| --- | --- |
| Applicant Details | |
| Surname |  |
| Given names |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Referee Details | | | | | |
| First name |  | | | | |
| Middle names |  | | | | |
| Last name |  | | | | |
| Date of birth |  | | | | |
| City of birth |  | | State of birth | |  |
| Country of birth |  | | | | |
| Phone number | Work: | | | Mobile: | |
| Email address |  | | | | |
| Nature of your relationship | |  | | | |
| Length of your relationship | |  | | | |
| Job title / Classification | |  | | | |
| Department / Organisation | |  | | | |
| 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 14)** | |
| **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 term 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 |
| Applicants signature | | |
| Signature: | Name: | Date: / /20 |

10.2 Referee # 2

|  |  |
| --- | --- |
| Applicant Details | |
| Surname |  |
| Given names |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Referee Details | | | | | |
| First name |  | | | | |
| Middle names |  | | | | |
| Last name |  | | | | |
| Date of birth |  | | | | |
| City of birth |  | | State of birth | |  |
| Country of birth |  | | | | |
| Phone number | Work: | | | Mobile: | |
| Email address |  | | | | |
| Nature of your relationship | |  | | | |
| Length of your relationship | |  | | | |
| Job title / Classification | |  | | | |
| Department / Organisation | |  | | | |
| 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 14)** | |
| **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 term 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 |
| Applicants signature | | |
| Signature: | Name: | Date: / /20 |

1. Rating scale for referee reports

|  |  |
| --- | --- |
| Description | Indicators of performance |
| Highly Suitable  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. | Be able to perform at a high level without direct supervision for reasons including:  • 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 |
| Suitable  The applicant possesses relevant skills and abilities, appropriate personal qualities and would perform consistently well against the criterion. | Be able to perform at an acceptable level with only routine supervision for reasons including:  • 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 |
| Not Suitable  The applicant is unable to demonstrate that he/she possesses the relevant skills, abilities and personal qualities in relation to the criterion. | Requires close supervision to perform at an acceptable level for reasons including:  • 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 |

1. Criminal history

|  |  |
| --- | --- |
| Have you ever been convicted of an offence which involved fraud, theft, or dishonesty? | Y/N |
| If yes, please provide details |  |

* 1. Australian Federal Police - National police check

You must provide a completed Australian Federal Police (AFP) national police check (NPC) with this application. To obtain the appropriate national police check:

1. The national police check application form is available from:

www.afp.gov.au/our-services/national-police-checks

1. Under Purpose of Check select the following options from the drop-down menu:
   1. Purpose Type: Commonwealth Employment/Purpose; and,
   2. Purpose of check: 40 – “Other Commonwealth purpose ONLY”

The certificate provided as the results of the national police check must be included with this application. A printout of the digital copy provided by AFP is acceptable. State or Territory police checks will not be accepted.

* 1. Additional information

Is there any additional information you would like to provide? Have you ever been subject to investigation or disciplinary action by an employer or professional body? If yes please provide details.

|  |
| --- |
|  |

1. Declaration and signature

Once satisfied that all elements of this application have been completed as thoroughly as possible, please ensure all sections of the required documentation checklist have been attached, then print the completed form, and sign the declaration.

* 1. Declaration

I hereby:

1. Declare that, as at the date of my signature below, all answers and statements in this application and the supporting documents provided are true and accurate to the best of my knowledge;
2. Acknowledge that should SCEC become aware of any misrepresentation or falsification by me in relation to my application for SCEC Endorsed Security Zone Consultant, SCEC may reject my application or revoke my SCEC Approval;
3. Consent to security checks by ASIO in relation to my application;
4. Acknowledge that SCEC may revoke my 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-Endorsed Security Zone Consultant, and that the circumstances which may indicate a consultant is no longer a fit and proper person include:
   1. Providing false or misleading information to SCEC as part of the application process or after being approved;
   2. Breaching any of the Conditions of Approval;
   3. Being convicted of an offence involving fraud, theft, or dishonesty;
   4. No longer being employed as a consultant;
   5. Not having the necessary current State or Territory certification or license (as required in the place of employment);
   6. Acknowledge that failure to advise of a change of circumstances in a timely manner may result in revocation of my SCEC endorsement.
      * Within 21 days SCEC-Endorsed Security Zone Consultants must advise SCEC of any changes in circumstances that may affect their continued approval. Changes can be advised via the SCEC- Endorsed Security Zone Consultant Scheme – Change of Circumstances form found at www.scec.gov.au,
      * Failure to advise of previous breaches of the SCEC Endorsed Security Zone Consultant Policy or Code of Conduct when seeking recertification as a SCEC Endorsed Security Zone Consultant.
5. Certify that I have read and fully understand the terms and conditions in the *SCEC-Endorsed Security Zone Consultant Scheme policy*, and accept all the conditions detailed in that document.

Signature of applicant:

|  |  |
| --- | --- |
| Applicant full name |  |
| Applicant signature |  |
| Date of signature |  |

Signature of witness:

|  |  |
| --- | --- |
| Witness full name |  |
| Witness signature |  |
| Date of signature |  |

1. Conflict of interest

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.

14.1 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

14.2 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.

Please email this completed application form, including all required documentation, to the SCEC at scec@scec.gov.au. Applications will not be accepted without the required documentation attached.

|  |  |
| --- | --- |
| **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:   * 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 * No other circumstances exist which could prevent me from advising the Commonwealth in an objective manner. | |
| I hereby declare the following Conflict of  Interest: (Please check all that apply) | NO CONFLICT ☐  REAL ☐  APPARENT ☐ |
| Please provide a brief outline of the nature of the conflict(s)        [Please attach separate sheet if space insufficient] | |
| Hereby agree to:   1. Update this disclosure throughout the period of my SCEC endorsement; and 2. Comply with any conditions or restrictions imposed by the Commonwealth to manage, mitigate or eliminate any apparent conflict of interest. | |
| Signed:  ………………………………………………………….. | Date:  ………………………………………………………….. |