

Assessment of your suitability to access NSWPF resources



Protective Security Policy

Framework

The Australian Government Protective Security Policy Framework (PSPF) defines appropriate controls for the Australian Government to protect its people, information and assets, at home and overseas. It provides a consistent approach to enable national standards for effective protective security and business continuity management.

The PSPF contains the Australian Government personnel security policy and is available at www.protectivesecurity.gov.au.

Employee Security Vetting

The NSW Police Force (NSWPF) employs over 27,000 employees, contractors and service providers and operates from 1,300 properties across NSW.

Security vetting of personnel is being undertaken to ensure that all employees, contractors and service providers entrusted with NSWPF information and assets, or who enter NSWPF premises:

- Are eligible and suitable to have access
- Have had their identity established
- Comply with NSWPF policies, standards, protocols and guidelines

The Security Vetting Unit has been established within the State Intelligence Command to apply the security clearance standards across the NSWPF.

As a general rule, sworn and unsworn employees, contractors and service providers will be security assessed using four vetting standards:

- External Service Provider Checks – contractors and service providers
- Baseline Vetting – access to resources classified up to and including PROTECTED (all sworn and administrative staff)
- Negative Vetting Level 1 – access to resources classified up to and including SECRET
- Negative Vetting Level 2 – access to resources classified up to and including TOP SECRET

A number of factors are considered in determining an applicant's suitability to be granted and maintain a security clearance.

Use of your information

The NSWPF may seek your agreement through the completion of a 'consent form' to acquire

information from and share information with, other entities or authorities to confirm your initial and ongoing suitability.

Further Advice

For further advice on personnel security vetting please contact the Security Vetting Unit on (02) 9768 0770 or EN: 34770 or email: #SVUHELP (SVUHELP@police.nsw.gov.au).

The NSWPF needs to ensure that you as an employee are both suitable and eligible to access and use official resources. In addition to determining your suitability for the role, your employer must confirm:

- **Your identity**
- **You have a valid right to work in Australia by: being an Australian citizen, or holding a valid work visa**
- **Any mandatory qualifications and that your qualifications are verified**
- **You are of good character and do not present an unreasonable risk to the NSWPF and its resources**
- **You will follow directions to safeguard people and resources**
- **You do not have any conflicts of interest or could be unduly vulnerable to coercion.**

For Official Use Only

Confirming your identity

Before you can commence employment with the NSWPF, your identity needs to be confirmed. To strengthen controls against identity crime, you may be asked to undertake checks which confirm:

- The uniqueness of your identity
- The legitimacy of you claimed identity, including confirmation of the commencement of your identity in Australia
- The operation of your identity in the community over time covering the past five years (BASELINE clearance), including proof of:
 - Residential address
 - Employment, and
 - Education
- The linkage between your identity and you as a person claiming the identity, and
- That your identity is not known to be used fraudulently.

The NSWPF may ask you to periodically undergo reviews of any character checks you have undertaken to ensure your continued suitability. If you change positions, you may be required to undertake additional role-specific character checks.

Confirming your right to work

Confirming the commencement of your identity in Australia does not necessarily confirm your right to work in Australia.

If your position is in the Australian Public Service or requires a security clearance, then this is a normal pre-requisite for your employment.

If you were born in Australia after 20 August 1986 you are not automatically an Australian citizen. You will need to provide additional supporting documents to confirm your citizenship i.e. a current Australian passport.

For further information see the Proof of Citizenship page on the Department of Immigration and Border Protection's citizenship website:

<https://www.border.gov.au/Trav/Citi/Curr/Proof-of-citizenship>.

Where Australian citizenship is not a condition of employment then you must hold a valid Visa that allows you to work in Australia. For further information see the Working in Australia page on the Department of Immigration and Border Protection website: <https://www.border.gov.au/Trav/Work>.

Confirming your character

In order to ensure that the NSWPF engages people of the highest quality and integrity, a number of character checks may be undertaken including:

- Police record check – you may be asked to complete a form to authorise this check and provide the necessary background information.
- Referee checks – you may be asked to provide employment and/or personal referees covering the past five years.
- Security Clearance – you may be asked to complete and return a security clearance pack, along with supporting documentation to the Security Vetting Unit (SVU).
- Financial probity checks.

Honesty

Undeclared areas of concern may leave you vulnerable to coercion. If you do not tell the truth to your employer then your integrity may be compromised. If it is later identified that you have not been honest and complete in the information you have provided, then your offer of employment may be withdrawn or you may be subject to management action.