



PESEC-2

Ongoing suitability assessment

What to know



This summary sheet outlines key points from **PESEC-2: Ongoing suitability assessment** – a policy under Tasmania's Protective Security Policy Framework (TAS-PSPF).

The TAS-PSPF supports Tasmanian Government agencies to protect their people, information and assets from compromise and harm.

To read the TAS-PSPF or to find other summaries, policies and resources, go to www.security.tas.gov.au

It is important that all people who access Tasmanian Government information, people and assets are the right people to do so and that they remain suitable for this purpose while they are working in or with our agencies.

Policy PESEC-2 sets out how your agency can build and grow a culture of security where there is confidence in the ongoing suitability of its people.

Establish procedures

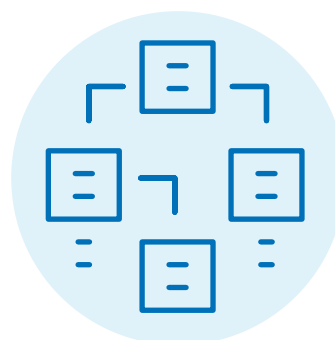
Establishing procedures to regularly assess and collate information regarding the ongoing suitability of your agency's people will assist people to identify and report changes that may signal potential security concerns.

There are various methods to assess ongoing suitability of people, for example conducting screening checks periodically throughout a person's employment. How frequently these checks take place will depend on your agency's risk profile as well as specific risks associated with the person's position, any associated enabling legislation, and your agency's operating environment.

Your agency's supervisors and managers should be educated and supported to identify behaviours of concern and engage in effective conversations about security within the context of performance evaluation. Examples of actions they can take include confirming compliance with security awareness training and ensuring understanding of reportable incidents and contact reporting arrangements.

Where patterns of behaviour from individuals or collective agency people result in frequent or recurring incidents of security concern, this should trigger re-assessment of their suitability to access Tasmanian Government information and resources.

It is essential that your agency performs an annual security check on all security-cleared people.



Ensure awareness of ongoing obligations

Induction processes should include awareness-raising around your agency's security policies and practices. This includes that people understand their ongoing engagement obligations, such as compliance with any code of conduct standards, requirements of certifications (for example, working with vulnerable people), contractual obligations (specifications/milestones) and security clearances.

There are 2 important aspects to ensuring there is a collective and consistent understanding of obligations and an enhanced culture of security within your agency.

1. Each person is aware of their ongoing obligations according to their role-specific engagement contract.
2. There is agency-wide clarity around security expectations and procedures.



Report non-compliance



In regard to security clearance holders, your agency must report non-compliance and matters of security concern to the appropriate authorities. This includes managers, human resources, your Agency Security Advisor and the clearance sponsor (the agency or entity that verifies the need for a person to hold a security clearance).

Your agency must also monitor security clearance holders' behaviour for any concerns to do with security, poor performance or unacceptable conduct. Records of the following incidents must be kept and reported, as necessary:

- security infringements, including breaches of your agency's policies and procedures that lead to compromise
- security breaches, such as an accidental failure to observe the requirements for handling classified information or assets
- security violations, including a deliberate action that results in, or could result in, a compromise of classified information or assets.

Manage inability to meet requirements

Your agency must establish a clear policy and process to manage people who are unable to meet required obligations for ongoing suitability. Where a person's ongoing suitability is under question, it may be necessary to consider the reassigning of duties, a pause/cease to a contract, a cease to a secondment, and so on.

If your agency is investigating a person on the basis of non-compliance or a security concern, your Agency Security Advisor must be notified.

Where your agency has cause, relating to a security clearance holder, for ongoing or significant concerns regarding their security infringements, breaches or violations, due to frequency or nature, the clearance sponsor must be advised.

