



OFFICIAL

Employment Suitability Screening

Procedural Instruction

Document ID (PPN)	SM-1554
TRIM Record Number	ADD2024/1497479
BCS Function	Strategic management and governance
Document Owner	Assistant Secretary, Integrity and Professional Standards Branch
Approval Date	13 September 2024
Document Contact	Pre-employment Screening section esc@homeaffairs.gov.au

OFFICIAL

Table of Contents

1. Purpose	4
2. Scope	5
2.1. In scope	5
2.2. Out of scope	5
3. Procedural Instruction	6
3.1. Assessing character	6
3.2. Different Onboarding Requirements between the Department and the ABF	6
3.3. Consequences for non-compliance	7
4. Onboarding Checks for Home Affairs Workers	7
4.1. Adverse Police History Checks	9
4.2. Adverse Integrity Checks	9
4.3. Outcome of an Adverse Assessment for a Prospective Home Affairs Worker	9
4.3.1. Existing contractors or service providers	9
4.3.2. Secondees	9
4.4. Ongoing assessment	10
5. Pre-employment Screening for ABF workers	10
5.1. Ongoing assessment	11
5.2. Obligations for applicants	11
5.2.1. Accessing the ESC link and submission of ESQ within 28 days	11
5.2.2. Spent convictions	11
5.2.3. Consent to third-party checks	11
5.3. ESC Outcomes	12
5.3.1. Grant	12
5.3.2. Grant with Aftercare Arrangements	12
5.3.3. Deny	12
5.3.4. Revoke	12
5.3.5. Cancelled	12
5.4. Procedures where a decision has been made to deny or revoke an ESC	13
5.4.1. Notification of outcome	13
5.4.2. Prospective employee	13
5.4.3. Existing employee	13
5.4.4. Existing contractors or service providers	13
5.4.5. Secondees	13
6. Other Considerations	14
6.1. Home Affairs workers moving to the ABF	14
6.2. Exclusion period	15
6.3. Duration	15
6.4. Reactivation	15

6.5. Waivers	16
7. Portfolio Partner recognition	16
8. Right of reply	16
8.1.1. Prospective employees	16
8.1.2. Existing employees	17
9. Review of decisions	17
9.1.1. Prospective employees	17
9.1.2. Existing employees	17
9.2. Complaints	18
9.3. Privacy complaints	18
10. Statement of Expectation	18
11. Accountabilities and Responsibilities	19
12. Version Control	20
Attachment A – Definitions	21
Attachment B – Assurance and Control Matrix	24
1.1. Powers and Obligations	24
1.2. Controls and Assurance	26
Attachment C – Consultation	27
1.1. Internal Consultation	27
1.2. External Consultation	27
Attachment D – Implementation and communication requirements	28
Attachment E – Delegations	30
Delegation for decision-making	30
Decisions not listed in the above table	32

1. Purpose

The Australian Government's *Protective Security Policy Framework* (PSPF) contains the controls used by the Australian Government to protect its people, information and assets. In line with the PSPF, the Department of Home Affairs (the Department), including the Australian Border Force (ABF) is required to:

1. ensure the eligibility and suitability of its personnel who have access to Australian Government resources (PSPF core requirement 12); and
2. assess and manage the ongoing suitability of its personnel and share relevant information of security concern, where appropriate (PSPF core requirement 13).

The Department assesses character and integrity suitability for non-public access to its premises, information, systems and assets by conducting Employment Suitability Screening (ESS) processes.

The Secretary has issued the Australian Border Force (Immigration and Border Protection Worker Employment Suitability Screening and Integrity Measures) Directions 2024 (ESS and IM Secretary Directions 2024). The ESS and IM Directions 2024 provide that:

- for Home Affairs workers, an Onboarding Check is an essential qualification for the performance of duties; and
- for ABF workers, an Employment Suitability Clearance (ESC) is an essential qualification for the performance of duties; and
- in some circumstances, the Secretary or delegate may require a Home Affairs worker to obtain and maintain an ESC.

As an essential qualification for the performance of duties, obtaining and maintaining an ESC or Onboarding Check is a condition of engagement for the purposes of paragraph 22(6)(d) of the *Public Service Act 1999* (PS Act), and a person's ongoing employment with the Department.

Prospective employees and contractors being engaged by the Department (Home Affairs workers) will undertake mandatory PSPF checks, as well as some of the recommended PSPF checks, as part of the mandatory "Onboarding Check" undertaken during the recruitment process. These checks are classified as follows:

1. mandatory checks: identity verification and eligibility to work in Australia.
2. recommended checks: Police History Check (PHC) and integrity check with current and/or previous employer.

Noting the unique environment in which the ABF operates, all workers being employed to work in or provide services under contract to the ABF (ABF workers) are required to undertake a more rigorous ESS process. For these officers, Integrity and Professional Standards (I&PS) Branch assesses character and integrity suitability for non-public access to ABF premises, information, systems and assets. This screening process ascertains suitability to hold an Employment Suitability Clearance (ESC), as measured by a decision maker against the [ESS Assessment Criteria](#).

Subject to the exclusions set out at section 10 of the ESS and IM Secretary Directions 2024, Home Affairs workers are not required to undertake the ESC process. However all Home Affairs and ABF workers are required to hold a minimum Baseline security clearance.

2. Scope

2.1. In scope

The ESS and IM Directions 2024 require that ABF workers are required to obtain and maintain an ESC, and Home Affairs workers are required to obtain and maintain an Onboarding Check. In some circumstances, Home Affairs workers are required to obtain and maintain an ESC.

ABF workers are Immigration and Border Protection (IBP) workers holding or occupying positions in the ABF.

Home Affairs workers are IBP workers who are not ABF workers.

IBP workers include but are not limited to:

1. all APS employees in the Department;
2. persons employed by an Agency under the PS Act whose services are made available to the Department (often referred to as 'secondees');
3. persons engaged as consultants or contractors performing services in-house for the Department; and
4. persons engaged as consultants or contractors to provide services for the Department that require non-public access to departmental assets.

A complete list of persons who are IBP workers can be found at:

1. subsection 4(1) of the *Australian Border Force Act 2015* (ABF Act); and
2. the Australian Border Force (Immigration and Border Protection Worker) Determination 2024, signed by the Secretary in September 2024.

Individuals who are not IBP workers, but require ongoing and non-public access to Department assets (people, information, premises), are also required to undergo ESS as per the above, depending on whether they are working or providing services for the Department or the ABF.

2.2. Out of scope

The following persons are not IBP workers and are not in scope of this Procedural Instruction (PI).

Persons who:

1. are only granted short-term access to departmental assets through an escorted visitor pass arrangement;
2. only access or receive departmental information via an external third-party ICT system managed or controlled by a Commonwealth, State or Territory agency;
3. only operate ICT systems on behalf of the Department where all departmental information is encrypted;
4. are performing services for the Department as a Health Practitioner; or
5. are otherwise determined out of scope by the Secretary's Direction.

Other persons and those with special exemptions from the screening process may include:

1. Locally Engaged Staff (LES) at overseas posts. LES are subject to the Department of Foreign Affairs and Trade security clearance policies;
2. individuals exempt due to legislation, for example, Australian National Audit Office auditors, staff from the National Anti-Corruption Commission, and staff from the Commonwealth Ombudsman;
3. members or Senators of the Commonwealth and State parliaments and Territory legislative assemblies; and
4. industry participants.

3. Procedural Instruction

3.1. Assessing character

The overall assessment of an applicant's suitability includes consideration of a wide range of characteristics, skills and abilities.

Home Affairs workers will be assessed against the following assessment criteria (or risk factors):

1. criminal history and/or involvement in criminal or illegal activities; and
2. compliance with the APS Values, Employment Principles and Code of Conduct.

ABF workers will be assessed against a comprehensive ESS framework which examines an applicant's suitability against a range of ABF-specific risk factors relevant to its personnel and other individuals who are provided with access to the ABF's assets. In addition to the two risk factors above, the relevant framework for ABF workers involves an assessment against the following **additional** assessment criteria (or risk factors):

3. associations and conflicts of interest;
4. compliance with border-related laws;
5. drug use;
6. dishonesty in the ESC process; and
7. cumulative impact of multiple risk factors identified during the employment suitability screening process.

The assessment is informed by the applicant's responses within the Employment Suitability Questionnaire (ESQ), and other information collected during the ESS process.

The [Employment Suitability Screening Assessment Criteria - Supporting Material \(SM-1553\)](#) and the [Employment Suitability Screening Assessment Character Standards - Supporting Material \(SM-6988\)](#) provide further information about how the specific risk factors are applied.

3.2. Different Onboarding Requirements between the Department and the ABF

When engaging APS workers, the Department will rely on position numbers to inform standard requirements, i.e.:

OFFICIAL

1. workers being onboarded to a Department position number are Home Affairs workers, and therefore subject to the requirements set out in Section 4 of this PI; and
2. workers being onboarded to an ABF position number are ABF workers, and therefore subject to ABF requirements, as set out in Section 5 of this PI.

The delegate may direct a Home Affairs Worker to obtain and maintain an ESC where the circumstances set out in section 10 of the *ESS and IM Directions 2024* apply, such as:

- the worker is in an area where an ESC is required
- the type of work being undertaken by the worker requires an ESC; or
- access to secure systems is required to perform the duties of the worker, where that system access requires an ESC.

3.3. Consequences for non-compliance

Should an applicant fail to comply with the ESS process, it may result in:

1. a prospective employee not being offered employment with the Department or ABF, or have an employment offer withdrawn;
2. a prospective contractor or consultant voiding a term of the contract for services. The Department or ABF may terminate the contract for services;
3. a current employee being issued with a lawful and reasonable direction to undertake the re-screening process. Failure to respond to a lawful and reasonable direction may be considered as a breach of the APS Code of Conduct. Breaches of the APS Code of Conduct can result in sanctions being imposed, up to and including termination of employment;
4. a current contractor or consultant no longer being able to fulfil the terms of the contract; or
5. a secondee not being able to commence a secondment or having their secondment ended early.

The sponsoring business area is responsible for ensuring applicants comply with the relevant ESS process.

4. Onboarding Checks for Home Affairs Workers

There are two mandatory PSPF checks that will be undertaken for Home Affairs workers as part of the onboarding process, including:

- verification of identity; and
- eligibility to work in Australia.

Additionally, two of the recommended PSPF checks will be undertaken for Home Affairs workers. These checks will assess prospective Home Affairs workers against two departmental risk factors:

- criminal history and/or involvement in criminal or illegal activities; and
- compliance with the APS Values, Employment Principles and Code of Conduct.

Home Affairs workers who are prospective APS employees

The Onboarding Checks process for Home Affairs workers who are APS employees involves the following steps:

- Recruitment Section identifies that the prospective employee is being engaged into a departmental position number;
- after a verbal offer has been issued to the prospective employee, Recruitment initiates the automatic notification through the OurPeople system that sends the required information to the ESC portal to commence an Onboarding Check process.
- The Pre-employment screening team will then provide applicant with the required forms for completion and request the required identity documents and forms be returned to the Onboarding Check mailbox.
- Once the information is received by the Pre-employment Screening team, they will :
 - Verify the identity documents through the Document Verification Service (DVS)
 - Initiate the PHC with the Australian Criminal Intelligence Commission (ACIC)
 - Request an integrity check in cases where the applicant has worked for a Federal or State government department or a police agency

Home Affairs workers who are **prospective contractors**

In the case of contractors being engaged by the Department, contract managers will be responsible for obtaining all the necessary information from the prospective contractor to enable the commencement of the Onboarding check process. As above, the Pre-employment Screening team will provide the applicant with the required forms for completion and request the required identity documents and forms be returned to the Onboarding Check mailbox.

- Once the information is received by the Pre-employment Screening team, they will :
 - Verify the identity documents through the Document Verification Service (DVS)
 - Initiate the PHC with the Australian Criminal Intelligence Commission (ACIC)
 - Request an integrity check in cases where the applicant has worked for a Federal or State government department or a police agency.

Onboarding

If the applicant's identity is able to be verified and no adverse information is received from the PHC or the integrity check, Pre-employment Screening Section will advise Recruitment or the relevant contract manager that a formal offer of employment may be issued to the applicant.

The applicant will then be deemed to have completed the mandatory "Onboarding Check" and therefore obtained one of the mandatory qualifications for employment with the Department.

The PSPF checks are separate to the Commonwealth Security Clearance process, which are undertaken by the Australian Government Security Vetting Agency (AGSVA). The security clearance process is managed by I&PS.

4.1. Adverse Police History Checks

In cases where a disclosable outcome is received during a PHC, Pre-employment Screening Section will assess this information against the following risk criteria: **Criminal history or involvement in criminal or illegal activities.**

The Employment Suitability Screening Assessment Criteria - Supporting Material (SM-1553) and the Employment Suitability Screening Assessment Character Standards - Supporting Material (SM-6988) provide further information about how this risk factor is applied.

4.2. Adverse Integrity Checks

The Department will undertake integrity checks in cases where the applicant has worked for a Federal or State government department or a police agency. In cases where an adverse integrity check is received, Pre-employment Screening Section will assess the information against the following risk criteria: **Compliance with the APS Values, Employment Principles and Code of Conduct.**

The Employment Suitability Screening Assessment Criteria - Supporting Material (SM-1553) and the Employment Suitability Screening Character Standards - Supporting Material (SM-6988) provide further information about how this risk factor is applied.

4.3. Outcome of an Adverse Assessment for a Prospective Home Affairs Worker

The decision maker, Director Pre-employment Screening Section (or equivalent), may decide to recommend that an individual's onboarding not be progressed, based on their criminal history or involvement/association with criminal or illegal activities or their non-compliance with the APS Values, Employment Principles and/or Code of Conduct or other employment conditions.

In these cases, the decision-maker will advise Recruitment or the relevant contract manager that the required Onboarding Check has not been met and recommend that the verbal employment offer be withdrawn and a formal letter of offer not be issued to the applicant.

4.3.1. Existing contractors or service providers

The relevant contract manager must be notified that an applicant will be denied employment as a result of not meeting the Department's Onboarding Check standards, and therefore is not eligible to access departmental assets.

The contract manager should consult Legal Group for advice about managing options under the contract, which may involve:

1. termination of the contract;
2. the contractor being removed from the performance of services; or
3. in cases where the applicant is a sub-contractor, arranging for the contractor to provide the Department with a suitable replacement for the applicant.

4.3.2. Secondees

If a prospective secondee has failed to meet a condition imposed by the Department, then the secondee's home agency will be notified.

The secondee's home agency assumes the responsibility for the management of any consequences arising from the decision to deny secondment to the Department.

4.4. Ongoing assessment

I&PS undertakes continual assessment of all mandatory qualifications, including the Onboarding Check for Home Affairs workers, using a risk and intelligence-led approach in accordance with the Department's Integrity Frameworks. Once an individual is onboarded to the Department, they are subject to continual assessment for as long as they remain employed or engaged by the Department.

I&PS receive and collect information that is used as part of the ongoing assessment of individual's suitability to work in the Department. The ongoing assessment may include re-screening, based on the information available at the time.

The Department's identity verification processes can operate on a 'known customer' principle. Where an applicant has previously proven their identity to the Department for ESS in line with this PI, the decision maker may exempt the applicant from the requirement to provide some or all of the required identity documents in any subsequent ESS. For this to occur, the required identity documents must not be expired and must be valid identity documents.

5. Pre-employment Screening for ABF workers

For prospective ABF employees or contractors, the Employment Suitability Screening process involves the following steps:

1. Identification that the prospective ABF worker has a need to undertake ESS.
2. Initiation of the ESC:
 - (a) for APS engagement, including current Home Affairs workers being promoted to an ABF position, the Recruitment section initiates this process.
 - (b) for contractors, the contract manager initiates the process.
 - (c) for cohorts of employees such as Border Force Officer Recruitment Trainees and Irregular Intermittent Employees, the relevant area of the ABF initiates the process.
 - (d) current departmental employees transferring **at level** to the ABF will also require an ESC. The business area will need to engage with the Pre-employment Screening Section to commence this process.
3. The applicant completes the ESQ by accessing a link provided by the Pre-employment Screening Section. This includes the provision of supporting documentation.
4. Identity documents are verified through DVS.
5. The Pre-employment Screening Section initiate the PHC.
6. The assessment process commences once the results of the PHC are received.
7. A decision is made by the relevant Delegate on the applicant's suitability to hold an ESC.
8. The applicant and the applicant's business area are advised of the ESC outcome.

The ESC assessment is separate to the Commonwealth Security Clearance process, which is undertaken by AGSVA. The security clearance process is managed by I&PS.

5.1. Ongoing assessment

I&PS may undertake an assessment of an existing ESC holder's suitability using a risk and intelligence-led approach in accordance with the Department's Integrity Frameworks. Once an individual is granted an ESC, they are subject to continual assessment for as long as they remain employed or engaged by the ABF.

I&PS receive and collect information that is used as part of the ongoing assessment of individual's suitability to hold the ESC. The ongoing assessment may include re-screening, including via a submission of a new ESQ. Re-screening may also be conducted on the information available at the time.

The Department's identity verification processes can operate on a 'known customer' principle. Where an applicant has previously proven their identity to the Department for ESS in line with this PI, the decision maker may exempt the applicant from the requirement to provide some or all of the required identity documents in any subsequent ESS. For this to occur, the required identity documents must not be expired and must be valid identity documents.

5.2. Obligations for applicants

Obtaining and maintaining an ESC is mandatory for all individuals requiring ongoing access to ABF assets and for employment or engagement with the ABF.

The applicant is solely responsible for any fees or costs incurred to provide all required personal information for the ESS.

ABF applicants must be forthcoming and honest in answering the questions posed in the ESQ, and are encouraged in the first instance, to give full details of the circumstances of any relevant matter which impacts on the applicant's character assessment. Where further information is requested from an applicant, and that information is not provided, this may result in the application not proceeding, or in a decision being made on the available information.

5.2.1. Accessing the ESC link and submission of ESQ within 28 days

All prospective ABF employees are required to access the ESC link sent to them within seven (7) days and submit the ESQ and supporting materials within 28 days of activating the ESC link. The ESC link may be reset a maximum of three times at the request of the applicant or requesting business area. The ESC process will be cancelled due to non-compliance after the third link expires.

Requests for additional time for applicants to comply with any part of the ESS process will be considered on a case-by-case basis.

5.2.2. Spent convictions

Applicants must disclose their full criminal history (spent or otherwise). The Department, as a law enforcement agency, is exempt from provisions within the spent convictions scheme (Part VIIC, Division 3 of the *Crimes Act 1914* (Cth)). As such, an applicant must disclose all convictions, spent or otherwise, to the Department when seeking employment with the ABF.

5.2.3. Consent to third-party checks

ABF applicants are requested to consent to the Department using and sharing information disclosed within the ESS process and collected about the applicant, with other authorities. Applicants are provided with a detailed privacy consent form before the Department begins collecting information.

The Department will not be able to process an ESC application without the consent of the applicant. If an applicant does not provide consent, the applicant will not be able to undertake the screening process, and they will be ineligible to be offered employed or engaged by the ABF. For current workers, failure to provide consent may result in their employment or engagement being terminated.

5.3. ESC Outcomes

The Department undertakes the ESC assessment against the risk factors set out in the Employment Suitability Screening Assessment Criteria - Supporting Material (SM-1553). There are five outcomes of the screening process:

5.3.1. Grant

The applicant is granted an ESC.

5.3.2. Grant with Aftercare Arrangements

The applicant is granted an ESC but has agreed to an Aftercare Arrangement.

Aftercare Arrangements are agreements made between the applicant and the Department that facilitate the management of risks identified during the screening process.

5.3.3. Deny

The applicant is denied an ESC.

This occurs when the risks identified could not be mitigated to an acceptable level and therefore the applicant is unsuitable to hold an ESC.

5.3.4. Revoke

Revocation is only applicable to ABF workers who already hold an ESC and are undergoing re-screening. An ABF worker's ESC will be revoked when there are risks identified that lead a decision maker to determine that the ABF worker may not be suitable to continue to hold an ESC.

An ESC will only be revoked when evidence becomes available that the ABF worker does not meet one or more of the ESC Assessment Criteria.

ABF workers will be given the opportunity to respond to the reasons why their ESC is being revoked.

5.3.5. Cancelled

The screening process is cancelled. This may occur in the following circumstances:

- The applicant requests that the screening process is ceased.
- The applicant does not consent to the Department to undertake the screening process.
- The Department advises that the ESC process is no longer required (e.g. the applicant is no longer being employed or engaged by the ABF).
- The applicant fails to comply with any part of the ESC process.

5.4. Procedures where a decision has been made to deny or revoke an ESC

5.4.1. Notification of outcome

The Pre-employment Screening or Personnel Security and Suitability Sections must report the denial or revocation of an ESC to AGSVA.

5.4.2. Prospective employee

The Pre-employment Screening Section will notify the relevant line manager that the applicant will be denied.

5.4.3. Existing employee

Performance and Behaviours will be notified that the employee has been denied an ESC and has lost an essential qualification and condition of employment.

Workforce Capability may:

1. start the process to remove the employee from the ABF, such as by negotiating a transfer of the applicant to another APS agency, or
2. refer the matter to a delegate to determine whether the employees' employment ought to be terminated.

Depending on the circumstances, the employee may be placed on paid administrative leave until an outcome is finalised.

5.4.4. Existing contractors or service providers

The relevant contract manager must be notified that the applicant will be denied an ESC, and therefore is not eligible for employment with the Department.

The contract manager should consult Legal Group for advice about managing options under the contract, which may involve:

1. termination of the contract;
2. the contractor being removed from the performance of services; or
3. in cases where the applicant is a sub-contractor, arranging for the contractor to provide the ABF with a suitable replacement for the applicant.

5.4.5. Secondees

If a prospective secondee has failed to meet a condition imposed by the Department, then the secondee's home agency will be notified.

The secondee's home agency assumes the responsibility for the management of any consequences arising from the decision to deny the ESC.

6. Other Considerations

6.1. Home Affairs workers moving to the ABF

Home Affairs workers who hold an Onboarding Check and are offered a role within the ABF must successfully complete the ESC process, prior to commencing duties with the ABF.

- in exceptional circumstances, the delegate may consider that the worker can commence with the ABF while the ESC process is underway. However, prior to the transfer taking effect, the delegate must communicate to the worker, in writing, that it is a condition of their ongoing employment with the ABF that the worker obtains the ESC clearance.

If it is proposed to deny a Home Affairs worker an ESC, including if they have already moved to the ABF:

- the worker will be afforded procedural fairness and be given an opportunity to respond to the proposed ESC denial.

In circumstances where a Home Affairs worker's ESC is ultimately denied:

- For workers who have not moved to the ABF, the Home Affairs worker may be subject to re-screening in accordance with the ESS Assessment Criteria, to determine if they remain suitable for ongoing employment with the Department.
- For workers who have moved to the ABF, and there is a suitable, alternative position available for the worker to occupy within the Department, the Home Affairs worker may be subject to re-screening in accordance with the ESS Assessment Criteria, to determine if they remain suitable for ongoing employment with the Department.
 - nothing in this PI requires the Department to locate, or create, a suitable, alternative position for a Home Affairs worker who is unable to obtain an ESC.
 - for the avoidance of doubt, where an employee has transferred to the ABF and is subsequently denied an ESC, the Department may consider termination of employment is appropriate, in accordance with subsection 29(3)(b) of the *Public Service Act 1999*, given they will no longer possess an essential qualification for performing their duties as an ABF worker (namely, the ESC).

Re-screening of a Home Affairs worker in these circumstances will be considered on a case by case basis, depending on the nature and seriousness of the risk factors identified during the ESC process which led to the denial of an ESC.

Considerations as to whether the Home Affairs worker should be subject to re-screening include:

- the gravity of the risk factor and the proximity of the risk factor to the Home Affairs worker's role;
- the nature and extent of any conduct surrounding the risk factor;
- whether there are any mitigating factors or appropriate, reasonable and enforceable Aftercare Arrangements that will provide additional mitigation;
- whether the worker has breached a departmental Policy Statement or Procedural Instruction (for example Conflicts of Interest, Declarable Circumstances); and
- whether the risk factor identified during the ESC assessment is a breach of the APS Code of Conduct and should be investigated.

6.2. Exclusion period

If the outcome of an Onboarding Check is that the applicant is not eligible to onboard, or an ESC application is denied or revoked, the applicant may be excluded from making a new application for a period of time, including indefinitely. The length of the exclusion period is discretionary and reflects a reasonable period of time for the risk identified in the screening process to be resolved or reduced to a level which can be mitigated. A delegate may indefinitely exclude an applicant from employment with the Department or ABF if the risks identified are significant.

Factors which are relevant to determining the length of an exclusion period include but are not limited to:

1. the nature and seriousness of the identified risk;
2. whether the identified risk is ongoing or arose in an isolated incident; and
3. whether the applicant continues to engage with, or behave in a manner, which creates or minimises the identified risk.

If an applicant is not suitable to hold an Onboarding Check or an ESC, they will also be informed of any exclusionary period preventing them from making a new application.

6.3. Duration

Once an Onboarding Check or ESC is granted, it remains active, including throughout periods of extended leave, until one of the following events occur:

1. the worker separates from the Department or ABF (i.e. is no longer an employee);
2. the worker's contract ceases or is terminated.
3. the worker's Onboarding Check or ESC is revoked following a re-screening process.

An Onboarding Check or ESC qualification may remain valid in cases where the worker remains employed by the Department or ABF but takes an extended absence, e.g. Maternity Leave, or Leave Without Pay.

As individuals remain employed by the Department or ABF, they continue to be bound by obligations under the Department's Integrity Framework. Returning employees will be required to complete a Declarable Circumstances form on returning to work.

An Onboarding Check or ESC remains valid until it is revoked or expires as outlined above. However, once granted, an individual may be selected at any time to undergo re-screening.

6.4. Reactivation

When a prospective departmental worker has previously held a mandatory Onboarding Check, it can be considered for reactivation provided that the following conditions are met:

1. a PHC was conducted within one year of the new application; and
2. the person has been separated from the Department for a period of 12 months or less.

Where an ABF applicant has previously held an ESC, it can be considered for reactivation provided the following conditions are met:

1. the ESC was granted any time after 1 April 2019;
2. the ESC was subject to a full assessment (Organisational Suitability Assessments, Authority to Onboard, AMOS Auto-Grants or Waivers are not eligible processes for reactivation); and
3. the person has been separated from the ABF for a period of 12 months or less.

To be eligible for reactivation consideration, the applicant must submit a Declarable Circumstances form (provided by the Pre-employment Screening Section) that covers the period they have been separated from the Department or ABF. This ensures all information relevant to their suitability is available to the Department in support of considering the request to reactivate the Onboarding Check or ESC. In the event the applicant declares information which conflicts with the ESS Assessment Criteria, the applicant may not be eligible for reactivation and the applicant will be required to undertake a full assessment.

Not all declarations create an intolerable risk to the Department or ABF when assessed. The applicant will be given the opportunity to undertake a full screening process. The assessment process provides the applicant the opportunity to discuss their declarations further and, if necessary, develop an Aftercare Arrangement to manage or mitigate risk. If the assessment determines that the declaration still presents an intolerable risk then their employment may be denied.

6.5. Waivers

The Pre-employment Screening team only considers ESS waiver requests in **exceptional** circumstances.

A waiver is role-specific, for a specified period of time, non-transferable and subject to review. The waiver applies only while the worker remains in the position for which the waiver was granted. The waiver does not follow the worker to any other position without review. A waiver is not open-ended and is subject to regular review to confirm that there is a continuing requirement for the waiver.

Requests for waivers should be discussed with the Pre-employment Screening Section.

7. Portfolio Partner recognition

Where a prospective employee has been subject to a similar screening process by an agency either within the Home Affairs Portfolio or previously within the Home Affairs Portfolio, some or all of the suitability checks undertaken by that employer may be recognised.

To determine this, the applicant must submit a Suitability and/or Security Clearance Recognition Application. This form is to be completed by the External Agency's Security Advisor or a representative from the External Agency's employment suitability screening work area.

A decision to recognise some or all of the checks undertaken by a past employer is discretionary. All decisions will be made on a case-by-case basis.

If an alternative suitability check is recognised, the prospective employee will be exempt from undertaking the ESS process.

If an integrity issue arises with the individual, they may be subject to the full screening process.

8. Right of reply

8.1.1. Prospective employees

Prospective employees may not be offered a right to reply in circumstances where:

1. the applicant has met a threshold under the Risk Factor and Character Standards that cannot be mitigated; or

2. there are circumstances that prevent the disclosure of that information to the applicant.

Considerations for not disclosing information to an applicant include, but are not limited to:

1. the nature of the information concerned, including the classification of that information;
2. the circumstances in which the information was received; and/or
3. operational or privilege considerations.

8.1.2. Existing employees

When a delegate forms the preliminary view that a worker may no longer be suitable to hold either an ESC (ABF workers) or an Onboarding Check (Home Affairs workers), they will be given the opportunity to respond to the preliminary view of the delegate. The worker is not required to respond to the preliminary view, but if a response is provided the delegate will consider the information available to them prior to making a final decision.

In exceptional circumstances, information relating to the decision to revoke an IBP worker's mandatory qualification may need to be withheld from the relevant IBP worker. Considerations include:

1. the nature of the information concerned, including the classification of that information;
2. the circumstances in which the information was received; and/or
3. operational or privilege considerations.

9. Review of decisions

9.1.1. Prospective employees

Prospective employees are not entitled to review of a decision of refusal of employment under section 33 of the PS Act. This includes prospective employees who are APS employees with another Agency. Prospective employees may independently seek legal advice.

9.1.2. Existing employees

Non-SES employees who are employed under the PS Act are entitled to seek a review of a decision regarding their ESC pursuant to subsection 33(1) of the PS Act. Further information regarding the process and grounds for review under this section can be found by contacting review@homeaffairs.gov.au

Following a decision to revoke an ESC, the matter will be referred to a delegate of the Secretary under subsection 29(1) of the PS Act for consideration to terminate on the basis the employee no longer holds an essential qualification.

A decision to terminate an employee's employment is not reviewable pursuant to section 33 of the PS Act.

More information about the review of action process can be found within the Department's [Review of Actions – PI \(HR-4930\)](#).

9.2. Complaints

If an applicant believes that an assessor has behaved improperly, the applicant may refer the matter to the Director, Pre-employment Screening (or Director, Personnel Security and Suitability for existing employees as appropriate) in the first instance.

If an applicant is not satisfied with the response from the Director, Pre-employment Screening or the matter relates to the Director, the applicant may refer the matter to the Assistant Secretary, I&PS Branch.

9.3. Privacy complaints

The Department must handle the collection, use and disclosure of personal information, in accordance with the *Privacy Act 1988*.

The contact point for advice and assistance on all privacy matters, including complaints, is Privacy@homeaffairs.gov.au.

The Privacy Notice provided to applicants as part of the onboarding process outlines how the Department will collect and use personal information.

10. Statement of Expectation

The APS Code of Conduct states that an APS employee must comply with any lawful and reasonable direction given by someone in the employee's Agency who has authority to give the direction under subsection 13(5) of the *Public Service Act 1999* (the Public Service Act).

Failure by an APS employee to comply with any direction contained in this PI document may be determined to be a breach of the APS Code of Conduct, which could result in sanctions under subsection 15(1) of the Public Service Act.

The Secretary's Professional Standards Direction, issued under subsection 55(1) of the *Australian Border Force Act 2015*, (the ABF Act) requires all IBP workers who are not employed under the Public Service Act to comply with any lawful and reasonable direction given by someone in the Department with authority to issue that direction.

Failure by an IBP worker who is not an APS employee to comply with a direction contained in this PI document may be treated as a breach of the Professional Standards Direction, which may result in the termination of their engagement under section 57 of the ABF Act. Non-compliance may also be addressed under the terms of the contract engaging the contractor or consultant.

All IBP workers who make decisions or exercise powers or functions under legislation have a duty to do so in accordance with the requirements of the legislation and legal principles.

11. Accountabilities and Responsibilities

Role	Description
ESS delegate	Responsible for granting, revoking or denying or refusing mandatory ESS qualifications required to work in the Department or the ABF.
Line managers and contract managers	<p>Under the PSPF, staff with supervisory responsibilities are responsible for positively influencing workplace behaviour and attitudes towards protective security and personnel security practices within the Department.</p> <p>All individuals with supervisory responsibilities should ensure that all workers they manage or are recruiting:</p> <ul style="list-style-type: none"> • hold and maintain the relevant ESS mandatory qualification and security clearance; • know their obligations and responsibilities under the Employment Suitability Screening policy; and • report any unexplained change or pattern of behaviour or other information that could indicate a security or integrity concern to I&PS Branch.
Pre-employment Screening section and Personnel Security and Suitability section.	<ul style="list-style-type: none"> • Responsible for: • Undertaking all ESS assessments in line with this PI. • Managing personnel security risks posed by prospective and existing employees. • Providing advice and guidance on the Employment Suitability Screening process. • Development and maintenance of ESS policies and procedures.
Director, Pre-employment Screening, Director, Personnel Security, Suitability & Integrity Intelligence	Responsible for ensuring this PI complies with the Department's mandatory obligations under the PSPF.
Assistant Secretary I&PS Branch	Ultimately responsible for the development, review, approval and any updates pertaining to the PI and its contents.
Workforce Capability	Responsible for assisting existing employees who have had a mandatory qualification revoked or denied.

12. Version Control

Version number	Date of issue	Author(s)	Brief description of change
1.0	1 July 2015	Integrity & Professional Standards Branch	Initial instruction
1.1	7 June 2019	Chris Gardiner	Revisions and change of template
1.2	24 July 2020	Celia Vaughan and Annabelle Segler	Incorporating feedback, minor edits
1.3	28 July 2020	Lara Baxter	Revisions and minor edits
1.4	2 October 2020	Victoria Schulz	Drafting Policy Statement, merging Employment Suitability Procedural Instruction, Employment Suitability Assessment Criteria Supporting Material and Employment Suitability Screening Process Supporting Material and incorporating feedback.
1.5	15 December	Celia Vaughan	Copy edit.
1.6	28 March 2022	Cherie Graetz	Revisions and copy edit.
1.7	6 May 2022	Lisa Dess	Revisions to incorporate feedback
1.8	28 July 2022	Lisa Dess	Further revisions
1.9	1 September 2022	Lisa Dess	Updated with revisions recommended by Legal (Employment Law and Litigation).
1.10	5 September 2022	Ray Bartlett	Updated with revisions and suggestions.
1.11	19 October 2022	I&PS Branch	Internal consultation completed.
1.12	21 December 2022	Catherine Brown	Further revisions and copy edit.
1.13	14 March 2023	Lisa Dess	Revisions in line with A/g AS I&PS edits.
1.14	14 December 2023	Lisa Dess	Revisions in line with Senior Leadership Team (SLT) decisions
1.15	15 February 2024	Lisa Dess	Revisions to incorporate ELL comments / changes
1.16	14 August 2024	Rebecca Dowling	Revisions to incorporate all staff consultation
2.0	5 September 2024	Rebecca Dowling	Revisions to incorporate ELL comments/changes

Attachment A – Definitions

Term	Acronym (if applicable)	Definition
ABF worker		Means an IBP Worker who is holding or occupying a position in the ABF.
Adverse (or potentially adverse) information		Any information which may cast doubt on an applicant's ability to satisfy the minimum requirements for obtaining or maintaining relevant ESS qualifications.
Aftercare arrangements		Arrangements established between an applicant and the Department, designed to manage and/or mitigate any risks to the Department or an applicant which may be identified during the screening process.
Applicant		The individual who is the subject of the screening process.
Association(s)		<p>An association includes any connection (either direct or indirect) with an individual, group, entity, organisation or event that is unrelated to an applicant's official duties with the Department.</p> <p>This includes (but is not limited to):</p> <ul style="list-style-type: none"> • family members (including blood and non-blood relatives, as well as members of a partner's family), • cultural groups whereby there is a shared kinship/identity between immediate or extended family, clan or tribe, • friends, social connections and close personal acquaintances, • business associates and business partners (including 'silent' partners), • connections through clubs, groups or organisations including sporting teams, and/or • connections or 'friends' on social media or via other online platforms or forums, regardless of whether the individual has ever physically met or interacted in person.
Decision maker		The individual, or individuals, within the Department who have been authorised by the Secretary to make decisions about employment suitability matters.
Declarable association		<p>An association with any individual, group, entity, organisation or event that meets one or more of the following criteria:</p> <ul style="list-style-type: none"> • is alleged, known or reputed to be engaging in (or has previously engaged in, or to have expressed an intent to become engaged in) criminal or illegal activities, or activities

OFFICIAL

Term	Acronym (if applicable)	Definition
		<p>that are otherwise incompatible or inconsistent with the role and mission of the Department, or</p> <ul style="list-style-type: none"> • should the association become publicly known, it may: • cast doubt on that applicant's judgement, loyalty, decision-making and/or ability to resolve integrity issues in favour of the Department, • create a perception in the mind of a reasonable person that the association is inappropriate and/or the applicant has used, may misuse, or may be approached or encouraged to misuse their position within the Department, • undermine the confidence the community places in the Department to maintain the integrity and security of Australia's borders, or • otherwise adversely impact on the good standing and reputation of the applicant and/or the Department.
Departmental assets		Includes (but is not limited to) any information and technology systems (ICT systems), information, plant and equipment, vessel, aircraft and/or premises that are owned, operated, managed, controlled, leased or contracted by the Department.
ESS assessment criteria		The assessment criteria within the ESS Assessment Criteria Supporting Material – see SM1553
Exceptional circumstances		Circumstances which are not ordinarily encountered or anticipated, which are beyond the control of the applicant and which are of such severity or gravity that they may impact adversely on the applicant.
Home Affairs worker		Means an IBP Worker who is not an ABF worker.
IBP worker		Is an Immigration and Border Protection Worker, as defined in subsection 4(1) of the <i>Australian Border Force Act 1915</i>
Immediate family		<p>Immediate family includes:</p> <ul style="list-style-type: none"> • a spouse, de facto partner, child, parent, grandparent, grandchild or sibling of an applicant, • a child, parent, grandparent, grandchild or sibling of a spouse or de facto partner of an applicant, and • any other individual or family member (such as a cousin, aunt, uncle, niece or nephew) with which an applicant can positively demonstrate they have a close familial relationship that has the same characteristics as a relationship outlined above.
Non-public access		Ongoing or unrestricted access to departmental assets which are not available to members of the public.

OFFICIAL

Term	Acronym (if applicable)	Definition
Prohibited drug		A narcotic substance – within the meaning of the <i>Customs Act 1901</i> (Customs Act) – or any drug specified in a legislative instrument under section 4(3) of the ABF Act.
Relationship		A close personal or emotional connection with an individual whom the applicant may be bound to by affection, influence or obligation, for example, a romantic relationship, romantic friendship, passionate attachment or a cultural connection where there is a shared kinship/identity with one's kin (immediate or extended family, clan or tribe).
Significant		Of serious or major consequence, which is reasonably expected to produce a substantial or demonstrably adverse impact on the Department.

Attachment B – Assurance and Control Matrix

1.1. Powers and Obligations

Please Note: Staff exercising any powers, delegations or authorisations outlined in this SOP (listed here) must check the latest delegation advice on the Intranet or the relevant instrument in LEGEND to ensure they currently hold the applicable power, delegation or authorisation.

Legislative Provision			Is this a delegable power?	If delegable, list the relevant instruments of delegation
Legislation	Reference (e.g. section)	Provision		
<i>Australian Border Force Act 2015</i>	s55(1)	Permits the Secretary to give lawful and reasonable directions to Immigration and Border Protection workers in connection with the administration and control of the Department.	No	n/a
<i>Australian Border Force Act 2015</i>	s57	<p>Provides the Secretary or the ABF Commissioner discretion to terminate a contractor, consultant, sub-contractor or employee of a consultant or contractor for a failure to comply obtain and maintain an ESC if:</p> <p>a person is covered by paragraph (e) of the definition of Immigration and Border Protection worker in subsection 4(1); and</p> <p>the person fails to comply with a direction under section 26, 27, 35, 36, 55 or 56 or subsection (2) of this section or with a requirement under subsection 34(1);</p> <p>the Secretary or the Australian Border Force Commissioner may terminate the person's engagement as a consultant or contractor.</p> <p>If:</p> <p>a person (the affected person) is covered by paragraph (f) of the definition of Immigration and Border Protection worker in subsection 4(1); and</p> <p>in connection with that person, paragraph (e) of that definition covers a person (the consultant/contractor); and</p> <p>the affected person fails to comply with a direction under section 26, 27, 35, 36, 55</p>	No	n/a

OFFICIAL

Legislative Provision			Is this a delegable power?	If delegable, list the relevant instruments of delegation
Legislation	Reference (e.g. section)	Provision		
		<p>or 56 or with a requirement under subsection 34(1);</p> <p>the Secretary or the Australian Border Force Commissioner may, by writing, direct the consultant/contractor to arrange for the affected person to cease to perform services for the Department.</p> <p>Subsection (1) does not limit the circumstances in which a person's engagement as a consultant or contractor may be terminated.</p>		
Public Service Act 1999	s10(1)	(2)a. requires the Department of Home Affairs (the Department) to have a fair system of review of employment decisions	No	n/a
<i>Public Service Act 1999</i>	s20(1)	An Agency Head, on behalf of the Commonwealth, has all the rights, duties and powers of an employer in respect of APS employees in the Agency.	No	n/a
<i>Public Service Act 1999</i>	s22(6)	<p>The engagement of an APS employee (including an engagement under section 72) may be made subject to conditions notified to the employee, including conditions dealing with any of the following matters:</p> <ul style="list-style-type: none"> a. probation; b. citizenship; c. formal qualifications; d. security and character clearances; e. health clearances. 	No	n/a See consolidated HR delegations
<i>Public Service Act 1999</i>	s25	a. An Agency Head may from time to time determine the duties of an APS employee in the Agency, and the place or places at which the duties are to be performed.	No	n/a See consolidated HR delegations
<i>Public Service Regulations 1999</i>	Reg 5.24(1)	f. Receive applications for primary review of reviewable actions	Yes	See consolidated HR delegations

1.2. Controls and Assurance

Related Policy	<ul style="list-style-type: none"> Protective Security Policy Framework Integrity and Professional Standards Framework - Policy Statement (SM-6697) AGSVA Security Clearances - PI (SM-1550) Declarable Circumstances - PI (SM-1552) Declarable Associations - PI (SM-1551) Conflict of Interest - PI (SM-1556) Mandatory Reporting - PI (SM-1557) Procedures for Determining Suspected Breaches of the Code of Conduct - PI (SM-1547) Drug and Alcohol Testing - PI (SM-6177) Use of Social Media and Other Online Services - PI (SM-1560)
Procedures / Supporting Materials	<ul style="list-style-type: none"> Australian Border Force (Immigration and Border Protection Worker) Determination 2024 Australian Border Force (Immigration and Border Protection Worker Employment Suitability Screening and Integrity Measures) Directions 2024 Australian Border Force (Immigration and Border Protection Worker Professional Standards) Direction 2024 Employment Suitability Screening Assessment Criteria - Supporting Material (SM 1553) Employment Suitability Screening Character Standards - Supporting Material (SM 6988)
Training/Certification or Accreditation	<i>The Essentials</i> mandatory eLearning module
Other required job role requirements	Employment Suitability Clearance (ABF workers) Onboarding Check (departmental workers) Minimum BASELINE Commonwealth Security Clearance
Other support mechanisms (e.g. who can provide further assistance in relation to any aspects of this instruction)	Pre-employment Screening section esc@homeaffairs.gov.au onboarding.check@homeaffairs.gov.au
Escalation arrangements	EL 1 or EL 2 Pre-employment Screening
Recordkeeping (e.g. system based facilities to record decisions)	Secure I&PS TRIM repository Siebel Case Management system
Program or Framework (i.e. overarching Policy Framework or Business Program)	Integrity and Professional Standards Frameworks - Policy Statement (SM-6697)

Attachment C – Consultation

1.1. Internal Consultation

The following internal stakeholders have been consulted in the initial development of this PI:

1. Integrity, Security and Assurance Division
2. Legal Division
3. People and Culture Division
4. all staff through Department-wide consultation.

1.2. External Consultation

The following external stakeholders were consulted in the initial development of this Procedural Instruction:

1. staff representatives through the National Staff Consultative Forum
2. Community and Public Sector Union.

Attachment D – Implementation and communication requirements

The table below outlines how the Screening Process must be incorporated into relevant Department documents and activities which govern the recruitment, movement and provision of access to assets.

Document/Activity	Employment Suitability Screening Procedural Implementation Requirements
Position descriptions	<p>Every position description must identify the relevant ESS mandatory qualification and the required minimum level of security clearance as conditions of engagement/ongoing employment with the Department, as well as information on the consequences for failing to obtain or maintain these essential qualifications.</p> <p>This information should also be included in all job advertisements.</p>
Recruitment	<p>Every offer of employment must include a dedicated conditions of engagement and ongoing employment section that refers to and attaches the position description.</p>
Seconded staff	<p>All arrangements or agreements governing the secondment of staff to the Department must include a clause outlining the relevant ESS mandatory qualification and relevant security clearance as a condition of being provided access to assets and the consequences for failing to obtain or maintain these essential qualifications.</p>
Inter-agency or intra-agency movement of staff without recruitment (redeployment, internal moves, etc.)	<p>All arrangements or agreements must include a clause outlining the relevant ESS mandatory qualification and relevant security clearance as a condition of being provided access to assets, as well as termination or contingency (i.e. substitution with another individual) provisions should the subject fail to obtain or maintain these essential qualifications.</p>
Memorandum of understanding (MoU)	<p>All Department MoUs covering the provision of access to assets must include a clause outlining the relevant ESS mandatory qualification and relevant security clearance requirements, as well as termination or contingency provisions should an individual subject to the MoU fail to obtain or maintain these qualifications.</p>

OFFICIAL

Document/Activity	Employment Suitability Screening Procedural Implementation Requirements
Contracted staff/ service providers	<p>Where contractors, subcontractors or consultants require non-public access to Department assets, the contract should, where possible, include appropriate clauses that:</p> <ul style="list-style-type: none"> • outline the requirement for the relevant ESS mandatory qualification and relevant security clearance requirements, as well as provisions should an individual engaged under the contract fail to obtain or maintain these qualifications, • arrangements for dealing with any declarable circumstances, • reporting and investigation of security incidents or breaches by the contracting company or service provider, • a requirement for the contracting company or service provider to inform the Personnel Security and Suitability section if any individual employed by the company is or has been: <ul style="list-style-type: none"> ○ expelled from an accrediting body, ○ undergoing disciplinary proceedings, ○ arrested, or otherwise subject to law enforcement action or criminal legal proceedings, or ○ dismissed or has resigned in adverse circumstances (or who has otherwise resigned or no longer requires access to assets). <p>Such clauses will be particularly important and necessary if the contractor is not an IBP worker under the <i>Australian Border Force Act 2015</i>.</p>
All other cases	<p>In all other cases, business areas must ensure that any individual requiring access to assets is advised as soon as reasonably practicable of the ESC and relevant security clearance requirements and information on the consequences for failing to obtain or maintain them.</p>

Attachment E – Delegations

Delegation for decision-making

The Secretary of the Department has overall authority and responsibility for ensuring the security and integrity of departmental assets.

The decision maker retains overall responsibility for making the relevant decision, but may take into account a recommendation made by another member of the Pre-employment Screening or Personnel Security and Suitability sections.

The table below lists the individual or individuals who have been authorised to make decisions about specific matters listed within that table.

Decision	Decision maker
Grant relevant ESS mandatory qualification	<p>Standard: Any APS 6, EL1, or Director of the Pre-employment Screening or Personnel Security and Suitability section, or any other individual appointed by the Assistant Secretary I&PS Branch to make the decision.</p> <p>Exception: If the applicant is triaged as 'zero risk' having regard to ESS policy settings applicable at the time of the assessment, then the decision to grant an ESC can be made by a member of Pre-employment Screening Section at APS5 level or above.</p>
Aftercare Arrangement	Any EL1 or Director of the Pre-employment Screening or Personnel Security and Suitability sections, or any other individual appointed by the Assistant Secretary I&PS Branch to make the decision.
Finalised Pending AGSVA	<p>The decision to finalise an ESC must be approved by an APS 6; however, a finalised ESC remains pending until an AGSVA clearance (or temporary access arrangement) is granted.</p> <p>Once the Department is notified that the AGSVA clearance has been granted an APS 4 (minimum) in the Personnel Security and Suitability Section will grant the pending ESC and notify all parties in writing (via email).</p> <p>An ESC is not completed until both the ESC and the AGSVA are granted; and a written record of the grant must be stored in accordance with Commonwealth record keeping protocols.</p>

OFFICIAL

Decision	Decision maker
Deny a relevant ESS mandatory qualification	The Director of the Pre-employment Screening or Personnel Security and Suitability sections, or any other individual above Director level within the I&PS branch can deny an ESC. The appointment of any individual above Director level must be submitted via a written record and must include acknowledgement to comply with Conflict of Interests guidelines and policies.
Any ESS decision relating to a member of the Pre-employment Screening section or Personnel Security and Suitability Sections	The Director of the Pre-employment Screening or Personnel Security and Suitability sections, or any other individual above Director level within the I&PS branch can deny a relevant ESS mandatory qualification. Appointment to any individual above Director level must be submitted via a written record and must include acknowledgement to comply with Conflict of Interests guidelines and policies.
Direct an individual to undergo employment suitability re-screening, and/or direct an individual out of the workplace	Any EL2 in Integrity and Professional Standards.
Reactivate a relevant ESS mandatory qualification	Any APS 6, EL1 or Director of the Pre-employment Screening or Personnel Security and Suitability sections, or any other individual appointed by the Assistant Secretary I&PS Branch to make the decision. This appointment must be recorded in writing and include acknowledgement to comply with Conflict of Interests guidelines and policies.
Limit or exclude the disclosure of adverse (or potentially adverse) information to an applicant	Director of the Pre-employment Screening or Personnel Security and Suitability sections, or any other individual appointed by the Assistant Secretary I&PS Branch.
Waive the requirement, temporarily and permanently, for an individual to hold a relevant ESS mandatory qualification	Secretary of the Department, Chief Operating Officer, First Assistant Secretary Integrity, Security and Assurance Division or Assistant Secretary I&PS Branch.

OFFICIAL

Decision	Decision maker
Approve the use of alternative identity documents in satisfying the Department's identify verification requirements, or exempt an applicant from providing identity documents on the basis of the 'known customer principle'	EL1 or Director of the Pre-employment Screening or Personnel Security and Suitability sections, or any other individual appointed by the Assistant Secretary I&PS Branch.

Decisions not listed in the above table

In the case of any other decision which is not expressly provided for, or otherwise implied by this PI, the decision maker is the Director Pre-employment Screening or Personnel Security and Suitability section.

Where the decision maker is not available to, or is unable to make a decision (for example, in cases of a conflict of interest, travel or leave), the Assistant Secretary I&PS Branch may, at their discretion, make the decision themselves or assign a substitute decision maker at or above Director level.