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Declarable Circumstances

Procedural Instruction

Document ID (PPN)	SM-1552
TRIM Record Number	ADD2024/101650618
BCS Function	Strategic Management and Governance
Document Owner	Assistant Secretary, Integrity and Professional Standards Branch
Approval Date	13 September 2024
Document Contact	Director Personnel Security and Suitability Personnel.suitability@homeaffairs.gov.au

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1. Purpose

The Department and its staff have a broad range of powers and responsibilities as well as access to a significant amount of personal and sensitive information, which if used incorrectly could have serious consequences.

The work of the Department and the information that is held by (or available to) the Department is of significant value to a range of entities who may seek to act against Australia's interests or exploit Immigration and Border Protection (IBP) workers to further their own interests.

Within this context, the Australian Government's [Protective Security Policy Framework \(PSPF\)](#) contains the controls used by the Australian Government to protect its people, information and assets. The PSPF places a range of mandatory obligations on the Department, including a requirement for the Department to:

- undertake pre-employment screening of all IBP workers, and
- actively monitor and manage the ongoing suitability of all IBP workers.

In addition to requiring all IBP workers to obtain a minimum Baseline security clearance, the Department's employment suitability screening (ESS) processes are designed to meet mandatory and recommended pre-employment screening and ongoing suitability requirements under the PSPF.

However, the Department's ESS process is only a 'point in time' assessment. The potential for insider threats (employees, contractors and others with access to Australian Government resources) to betray the trust placed in them presents an enduring security risk. Insiders who compromise security may be unwitting or malicious. Possible motives are complex and can be driven by a mix of personal vulnerabilities, life events and situational factors.

The PSPF requires the Department to collect and assess change of circumstances reporting, and makes it clear that the Department's ongoing awareness of changes in an individual's circumstances and workplace behaviours is essential to manage the risk of an insider threat. Effective assessment of an individual's ongoing suitability relies on the Department encouraging and facilitating reporting of concerns, as well as collating and assessing information on IBP workers from a range of sources, including their management and colleagues.

ABF employees have additional agency-specific reporting requirements under this Procedural Instruction. These reporting requirements are in alignment with the ABF Employment Suitability Clearance. These requirements are designed to mitigate the ABF's specific threat environment.

2. Scope

This Procedural Instruction outlines:

- what a declarable circumstance is, and
- when and how Declarable Circumstances must be declared.

This Procedural Instruction applies to any individual who:

- holds a Commonwealth security clearance that is sponsored by the Department, and/or
- is subject to the Department's employment suitability screening (ESS) processes as defined by the [Employment Suitability Screening - Procedural Instruction \(SM-1554\)](#).

2.1. Individuals subject to more than one integrity framework / reporting obligation

Certain individuals (such as secondees, co-located officers and contractors with multiple sponsoring agencies/employers) may be subject to multiple integrity frameworks and reporting requirements.

- Employees of other Home Affairs Portfolio agencies who are seconded to the Department or are otherwise required to undergo an ESS process to enable access to (or co-location within) a Departmental premises are bound by this Procedural Instruction.
- Home Affairs Portfolio agency employees may not be required to undergo an ESS process if they have undergone an equivalent process with their home agency. In these circumstances, the employee may undergo a Mutual Recognition process. For further information regarding this process, consult esc@homeaffairs.gov.au.
- Employees of Home Affairs Portfolio agencies should report all Declarable Circumstances to the business area within their home agency that is responsible for receiving and assessing Declarable Circumstances reports (however described) and to the department.
- The home agency (in consultation with I&PS) will have primary responsibility for assessing and managing the declaration in accordance with their own Declarable Circumstances (or equivalent) policies and procedures.

3. Procedural Instruction

3.1. What is a Declarable Circumstance?

As outlined above, the ESS and security clearance processes are a 'point in time' assessment of an individual's suitability, based (among other things) on the information declared by the individual. A declarable circumstance is defined as an event in, change to, or information about an individual's life that:

- makes any information previously declared by the individual as part of the ESS process or previous Declarable Circumstances reports (however described) incomplete or out-of-date.
- may otherwise be relevant to an assessment of an individual's ongoing suitability to hold a role in the Home Affairs Portfolio.

3.2. Identifying a Declarable Circumstance

Individuals who are subject to this Procedural Instruction must proactively and continually self-assess to determine whether they have any Declarable Circumstances. Reasonable timeframes for declaring are outlined in **Attachment D**.

A declaration must be made irrespective of an individual's personal opinion of the risk or relevance of the matter.

Where doubt exists as to whether a matter is declarable, individuals should declare the matter. I&PS can also provide advice where an individual is unable to determine whether a matter is declarable (please email personnel.suitability@homeaffairs.gov.au).

3.3. Reporting a Declarable Circumstance

Declarable Circumstances must be reported to I&PS using the Department's [Declarable Circumstances online form](#). Individuals who are unable to access the Declarable Circumstances online form must contact Personnel Suitability at personnel.suitability@homeaffairs.gov.au to arrange an alternative reporting method.

To minimise the administrative burden on individuals created by duplicate reporting processes, internal administrative arrangements may also be developed with relevant portfolio business areas to facilitate the internal sharing of information which may be relevant to an individual's ongoing suitability. This may include, for example:

- decisions regarding outside employment approvals
- use of force incident reports
- decisions regarding breaches of internal security policies
- allegations of workplace bullying and harassment
- conflict of interest reports
- contact reports.

The table at **Attachment D** provides guidance on the types of Declarable Circumstances that must be reported, timeframes for reporting and the supporting evidence/information required. Further detail on the alternative reporting arrangements that may apply are also outlined at **Attachment D**.

3.3.1. Reporting circumstances about another individual

Consistent with best practice guidance recommended by the PSPF, Declarable Circumstances about another individual must also be reported in the following cases:

- Line managers and contract managers must report any concerns in relation to staff they manage, regardless of whether the line manager and/or contract manager believes that their staff have reported the circumstances directly to I&PS.
- All individuals who are subject to this Procedural Instruction must report concerns or suspicions about other individuals who are subject to this Procedural Instruction, where those concerns may impact their continued suitability to maintain an Employment Suitability Clearance (ESC), Onboarding Check (OC) and/or security clearance. This requirement applies regardless of whether or not:
 - the individual supervises the other individual, or
 - the individual believes that the other individual has reported the circumstances directly to I&PS.

Declarable Circumstances about another individual can be reported by either contacting integrity@homeaffairs.gov.au or the I&PS [Integrity referral form](#).

3.4. Triage and referral of information declared

Once a Declarable Circumstances report has been received, I&PS will triage the declaration.

- To determine whether a declaration may be relevant to an individual's continued suitability to hold a security clearance, I&PS will consider the information declared within the context of the PSPF, as well as any additional guidance provided to the Department by the Australian Government Security Vetting Agency (AGSVA) or other Australian Government agencies regarding matters which may be of a security concern.

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- To determine whether a declaration may be relevant to another secondary purpose, I&PS will consider the information declared within the context of the purposes for which the individual has consented for their information to be further used and disclosed, as well as any applicable legislation which may place a positive lawful obligation on the department to further disclose the information. Where I&PS determines that a matter is of relevance to a secondary purpose, the declaration will be forwarded as appropriate in accordance with the Privacy Act 1988.

3.4.1. Use of Force and armouries access

The Department may provide information provided during a Declarable Circumstances process to the ABF where an IBP worker is identified as holding a Use of Force (UoF) permit and/or has access to ABF Armouries.

In circumstances where I&PS are informed of an integrity matter which may also meet the criteria of a declarable circumstance, I&PS may provide Operational Safety Section (OSS) with the relevant information.

Once a Declarable Circumstances matter has been finalised by IP&S, OSS will be notified of the outcome.

Refer to the [Operational Safety – Procedural Instruction \(BE-6645\)](#) for more information.

3.5. Assessment of information

The [Employment Suitability Screening - Procedural Instruction \(SM - 1554\)](#) and [Employment Suitability Clearance Assessment Criteria - Supporting Material \(SM - 1553\)](#) outline how information received by I&PS (including through a Declarable Circumstances report) will be assessed and considered within the context of an individual's continued suitability to hold an OC or ESC. These documents also detail the grounds on which a decision-maker may determine that an individual is not suitable to hold or maintain an on-boarding check or employment suitability clearance.

When assessing a declarable circumstance, I&PS may require the individual to provide additional supporting information or documentary evidence to support their declaration.

Where risks are identified to the individual or the Department, consideration may be given by the decision-maker as to what strategies may be appropriate to mitigate or manage the risk (over and above those already taken by the individual). As outlined in the [Employment Suitability Screening - Procedural Instruction \(SM-1554\)](#), this may include (but is not limited to) informal risk management strategies and plans or, in the case of higher risk declarations, consideration may be given as to whether a formal ongoing management plan is required.

3.6. Additional reporting requirements for ABF workers

Given the unique environment in which the ABF operates, individuals identified as ABF workers are subject to additional reporting requirements. These additional reporting requirements are specifically in place to address the heightened risk of grooming, coercion, and insider-threat actors that ABF workers may be exposed to. These additional reporting requirements align with the ABF ESC.

A complete list of these additional reporting requirements is available in Part 2, **Attachment D** of this document.

3.7. Other reporting obligations

An IBP worker may also be bound by reporting obligations outlined in other policies and procedures.

The below policies and procedures are outside the scope of this document, but may still be relevant to an individual's mandatory reporting obligations.

Overseas travel reporting

Overseas travel carries security risks for all Australian citizens, with public servants on private travel and those undertaking official travel facing heightened risks. This is due to the nature of their work and access to Australian Government information.

All ABF and Home Affairs workers must report any intended international travel (both personal and official) to the Security Overseas Travel team a minimum of two weeks prior to the intended travel date.

More information regarding overseas travel reporting can be found in the Department's [Overseas Travel Security - Procedural Instruction \(HR-6709\)](#).

Security Clearance

All Commonwealth Security Clearance holders must also ensure they are reporting changes in circumstances in relation to their Security Clearance directly to AGSVA. These reportable changes in circumstances are determined by AGSVA.

More information regarding an individual's reporting obligations as a Security Clearance holder can be found via the [AGSVA website](#), or the Department's [AGSVA Security Clearance - Procedural Instruction \(SM-1550\)](#).

Commonwealth contact reporting scheme (CRS)

The Australian Security Intelligence Organisation (ASIO) manages the Australian Government Contact Reporting Scheme. This scheme assists ASIO in identifying intelligence and hostile activity directed against Australia and its interests.

The Home Affairs Contact Reporting Scheme assists in the identification of foreign intelligence and organised criminal activity directed against the Department, which includes the Australian Border Force.

More information on how and when to make a contact report can be found on the department's [contact reporting intranet page](#).

Mandatory reporting

A key component of the Department's Integrity Framework is the requirement that IBP workers must report instances of serious misconduct, corrupt conduct or criminal activity. This is known as mandatory reporting.

More information regarding mandatory reporting can be found in the [Mandatory Reporting - Procedural Instruction \(SM-1557\)](#).

Change of health circumstances

Individuals who experience a change in their health and/or life circumstances that may affect their work may be required to complete a change of health circumstances questionnaire. This is a mandatory requirement for individuals performing an enforcement or compliance role, or who are required to meet and maintain physical and/or mental health standards as part of their role.

More information regarding change of health circumstances reporting can be found in [Change of Health Circumstances - Policy Statement \(HR-6604\)](#).

3.8. Privacy and security of information declared

As an Australian Government agency, the Department is bound by the Privacy Act 1988. Information declared by an individual as part of a Declarable Circumstances report will only be collected, stored, used and disclosed:

- in accordance with the privacy notice and general consent signed by the individual, and/or
- as otherwise authorised or required by law.

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The [Employment Suitability Screening - Procedural Instruction \(SM-1554\)](#) contains further details regarding the Department's measures to ensure the privacy and security of information held by I&PS.

4. 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 Procedural Instruction 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 Procedural Instruction 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.

5. Accountabilities and Responsibilities

Role	Description
All individuals who are subject to this Procedural Instruction	Comply with this Procedural Instruction including reporting Declarable Circumstances about themselves and others in accordance with the provisions specified above.
Line managers and contract managers	Ensure all IBP workers they manage are aware of their obligations regarding the reporting of Declarable Circumstances. Report any concerns in relation to IBP workers they manage, regardless of whether the line manager and/or contract manager believes that the other individual has reported the circumstances directly to I&PS.
Integrity and Professional Standards Branch	Receiving, triaging and assessing Declarable Circumstances reports (and on-forwarding to the AGSVA or other third parties as appropriate).
Director, Personnel Security and Suitability	Policy responsibility for ensuring this Procedural Instruction complies with the Department's relevant mandatory obligations under the PSPF.
Division Heads (SES Band 2)	Own policy and procedure for the functions within the division and are responsible for approving policy statements for the functions owned by their division, ensuring there is high-level support for the outlined policy

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Role	Description
	intent. Are accountable for ensuring the policy statement aligns with the strategic objectives of the Department.
Branch Heads (SES Band 1)	Owner and responsible for the development of Policy Statement documents for the functions of the branch. Approve PI for the functions owned by the branch, ensuring the Policy Statement owner has been consulted in the process and confirms that the Procedural Instruction is in line with any tiered policy statement.

6. Version Control

Version number	Date of issue	Author(s)	Brief description of change
1.0	27/06/2019	Chris Gardiner	Initial Draft of PI in new PPCF format
2.0	04/08/2020	Geraldine Piggott, Holly Bevan and Joseph Ree	Update and content review of Draft PI
3.0	13/09/2024	Tom Daniels, Jade Karner	Update to reflect Employment Suitability Screening changes. Incorporates all staff consultation and Employment Law & Litigation feedback.

Attachment A – Definitions

Term	Acronym (if applicable)	Definition
Australian Border Force Worker	ABF Worker	An Immigration and Border Protection worker who is, or whose services are made available to the ABF.
Australian Government Security Vetting Agency	AGSVA	The Australian Government Security Vetting Agency (AGSVA) is the central agency for the processing and granting of security clearances for the majority of Australian Government agencies and state and territory agencies.
Declarable Association	N/A	As defined by section 3.2 of the Declarable Associations - Procedural Instruction (SM-1551) .
Employment Suitability Clearance	ESC	An essential qualification for any individual identified as an ABF worker.
Employment Suitability Screening	ESS	The overarching term for the mandatory and recommended screening undertaken by a Home Affairs employee. An ESS process includes assessing an individual's suitability to hold either an Employment Suitability Clearance (ESC) or On-boarding Check (OC).
Home Affairs Portfolio Agencies	N/A	Refers to one or more commonwealth entities within the Home Affairs portfolio that are operationally independent from the Department of Home Affairs.
Immediate Family	N/A	As per the definition in the Employment Suitability Clearance - Assessment Criteria (SM-1553) .
Immigration and Border Protection worker	IBP worker	<p>Defined in the Secretary's Determination of Immigration and Border Protection Workers and under subsection 4(1) of the ABF Act, includes but is not limited to:</p> <ul style="list-style-type: none"> • all APS employees in the Department • certain persons employed by an Agency under the Public Service Act whose services are made available to the Department (often referred to as 'secondees') • certain persons engaged as consultants or contractors to perform services for the Department in-house in the Department • Certain persons engaged as consultants or contractors to performing services for the Department that require non-public access to Departmental Assets.

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Term	Acronym (if applicable)	Definition
Integrity and Professional Standards Branch	I&PS	Administers the Professional Standards and Integrity Frameworks, which set out the standards of integrity and ethical behaviour required by all employees of the Department.
Mutual Recognition	N/A	An ESC or OC 'equivalent' process undertaken by a Home Affairs portfolio agency.
On-boarding Check	OC	An essential qualification required by all IBP workers or individuals requiring access to departmental assets, unless an equivalent qualification has been obtained, such as an ESC, or through another agency.
Policy and Procedure Control Framework	PPCF	The Policy and Procedure Control Framework mandates a consistent and integrated approach to the development and management of the Department's policies and procedures. The PPCF is aligned to, and complements, the Department's Risk Management Framework, Quality Management Framework and Information Environment Strategy.
Policy Statement	PS	A statement of principle which outlines statutory, regulatory or organisational requirement in line with the strategic direction of the Department and the Australian Government.
Procedural Instruction	PI	Describes how to implement a Policy Statement by outlining actions in relation to a particular activity.
Prohibited Drug	N/A	As per the definition in the Drug and Alcohol Testing - Procedural Instruction (SM-6177).
Protective Security Policy Framework	PSPF	The Protective Security Policy Framework contains the controls used by the Australian Government to protect its people, information and assets.
Use of Force	UoF	Use of Force is the authority to carry and use approved firearms and other Personal Defence Equipment. This is issued on the successful completion of training as specified within section 12 of the Commissioner's Operational Safety Order.

Attachment B – Assurance and Control Matrix

1.1 Powers and Obligations

Please Note: Staff exercising any powers, delegations or authorisations outlined in this PI (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 power delegated?	If delegated, list the relevant instruments of delegation
Legislation	Reference (e.g. section)	Section heading/provision description		
<i>Australian Border Force Act 2015</i>	55	The Secretary may give directions to IBP workers in connection with the administration and control of the Department.	No.	
<i>Public Service Act 1999</i>	13	Section 13 of the Public Service contains the APS Code of Conduct.	No.	

1.2 Controls and Assurance

Procedures / Supporting Materials	<ul style="list-style-type: none"> • Employment Suitability Screening - Procedural Instruction (SM-1554) • Employment Suitability Screening Assessment Criteria - Supporting Material (SM-1553) • Employment Suitability Screening Assessment Character Standards – Supporting Material (SM-6988) • Declarable Associations - Procedural Instruction (SM-1551) • Security Clearances - Procedural Instruction (SM-1550) • Drug and Alcohol Testing - Procedural Instruction (SM-6177) • Mandatory Reporting – Procedural Instruction (SM-1557) • Procedures for Determining Suspected Breaches of the Code of Conduct - Procedural Instruction (SM-1547) • Outside Employment and Voluntary Activities - Instruction and Guideline • Public Interest Disclosure - Procedural Instruction (IIB-1548) • Use of Social Media and Other Online Services - Procedural Instruction (SM-1560) • Dress and Appearance Standards - Policy Statement (HR-2121) • Secretary Determination of Immigration and Border Protection Workers • Secretary Determination 1 of 2015 – Professional Standards • Secretary Determination 2 of 2015 – Employment Suitability and Security Screening • Secretary Determination 3 of 2015 – Integrity Measures
Training/Certification or Accreditation	<i>The Essentials</i> mandatory eLearning module.
Other support mechanisms (e.g. who can provide further assistance in relation to any aspects of this instruction)	Personnel Security and Suitability Section. personnel.suitability@homeaffairs.gov.au.
Recordkeeping (e.g. system based facilities to record decisions)	Electronic records to be stored in secure Integrity Content Manager (TRIM) or ESC Case Management System.
Program or Framework (i.e. overarching Policy Framework or Business Program)	Integrity Framework. Protective Security Policy Framework.
Job Family Framework Role	All Job Roles.

Attachment C – Consultation

1.1 Internal Consultation

- Integrity, Security and Assurance Division.
- Legal Group.
- Media and Engagement Branch.
- All staff through department-wide consultation.
- Staff representatives through the National Staff Consultative Forum.

1.2 External Consultation

- Community and Public Sector Union.

Attachment D – Declarable Circumstances, supporting evidence and timeframes

DECLARABLE CIRCUMSTANCE	EXPLANATORY NOTES	SUPPORTING EVIDENCE/INFORMATION REQUIRED	REASONABLE TIMEFRAME TO REPORT	WHAT IS THIS INFORMATION RELEVANT TO
Part 1 - Circumstances relevant to all staff				
Changes to your name or identity.	Any name change whether this occurs by marriage, deed poll, or if you informally change who you are 'known as'. If you obtain an assumed identity for the purposes of performing your official duties, you do not need to declare this information. <i>Changes made in HR systems are not provided to I&PS.</i>	Any one of the following documents where applicable: <ul style="list-style-type: none"> • change of name certificate • updated birth certificate with new name and/or identity listed • marriage certificate (not ceremonial) • final divorce decree • registered relationship certificate • government issued photo identity card (such as a driver's license or passport) containing the full new name and/or identity. 	Within 3 months of the change occurring.	OC and ESC
Loss of Citizenship or right to work in Australia.	A loss of citizenship (Australian or other) or right to work in Australia must be reported to the department as soon as practicable.	Relevant notification or nationality documents from the issuing agency.	Within 3 business days of the change occurring.	OC and ESC
Involvement in any criminal activity, corrupt conduct or serious misconduct.	Any involvement, or approach to be involved in, criminal activity, corrupt conduct or serious misconduct must be reported. This includes, for example, deliberate and accidental involvement in criminal activity, as well as any criminal charges, warnings, investigations or convictions. You are not excused from your mandatory reporting obligations on the grounds of self-incrimination. Refer to the Mandatory Reporting of Serious Misconduct, Corrupt Conduct and Criminal Activity Instruction and Guideline for further information.	Include the details of the criminal activity, corrupt conduct or serious misconduct.	If the matter relates to you – as soon as practicable. If the matter relates to another departmental individual - as soon as practicable after forming a reasonable belief that another departmental individual has, or may be engaging in serious misconduct, corrupt conduct or conduct that involves criminal activity.	OC and ESC

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<p>Official interaction with any law enforcement agency or regulatory agency (such as a motoring authority) which is not related to the performance of your official duties. This includes criminal acts, misconduct or behavior warranting law enforcement intervention.</p>	<p>This includes, for example, contact with the police where you are warned, interviewed or spoken to by the police in an official capacity, but not charged or issued with a penalty/fine. Serious traffic infringements must also be declared, including:</p> <ul style="list-style-type: none"> • any infringement involving driving under the influence of alcohol and/or drugs • any infringement that (either singularly, or due to the cumulative loss of demerit points) results in the loss, suspension or cancellation of your driver's license. <p>You do not need to report interactions which are considered within the scope of general 'mass screening' police activity – such as situations where you are subject to a random roadside breath test. You also do not need to declare circumstances if you make a statement as a result of a crime against you, or when making a statement in support of a victim of crime.</p>	<p>Include a description of the interaction on the Declarable Circumstances form.</p>	<p>Within 5 business days of the interaction occurring.</p> <p>If you are required to drive a vehicle as part of your official duties – immediately upon return to the workplace.</p>	<p>OC and ESC</p>
<p>Becoming the subject of a court order in relation to criminal acts, misconduct or behavior warranting court intervention.</p>	<p>This includes, for example, becoming the subject of an Apprehended Violence Order, Personal Protection Order, Domestic or Family Violence Order or any order or undertaking of a similar nature (however described). This also includes being subject to good behavior bonds/orders, cautions and community service orders (regardless of whether a conviction is recorded or not).</p>	<p>Include a description of the matter on the Declarable Circumstances form along with a copy of the court order, outcome or undertaking.</p>	<p>Immediately, no later than the next working day or rostered shift (whichever occurs first) after the court order is issued or ceases.</p>	<p>OC and ESC</p>
<p>Attendance at any court of law which is not related to the performance of your official duties.</p>	<p>This includes, for example:</p> <ul style="list-style-type: none"> • if you attend court because you are the subject of legal proceedings • if you attend court in relation to family members or matters • if you are required to attend court because you are the witness in relation to a non-work-related matter • if you attend court as an observer in a matter which relates to a current or former departmental officer • if you provide a character statement or reference for any individual who is subject to criminal or civil charges • if you are issued with a summons to attend court. <p>There is no requirement to declare jury duty for the purposes of this policy.</p>	<p>Include a description of the reason for attendance on the Declarable Circumstances form.</p>	<p>At least 5 business days prior to the attendance.</p> <p>Or as soon as you are aware of the court date</p>	<p>OC and ESC</p>
<p>Declarable associations.</p>	<p>All 'declarable associations' must be reported. This includes, but is not limited to, the following examples: members of outlaw motorcycle gangs, individuals who are suspected or known (by you) to be engaged in criminal activity, individuals who approach you to be involved in criminal activity (e.g. offer a bribe) or association with groups or individuals who hold extreme political, social or religious views that may incite violent action in support of those views.</p>	<p>Include the details of the association being declared and the circumstances in which you became aware of the fact that the association was declarable on the Declarable Circumstances form.</p>	<p>As soon as practicable after you become aware (or a reasonable person would become aware) of facts about the association that makes it declarable.</p>	<p>OC and ESC</p>

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Receiving an adverse outcome from any of the following; <ul style="list-style-type: none"> • A formal investigation into your conduct at work; • Any organisation-specific employment suitability screening process; or • A commonwealth security clearance vetting process 	This includes work-related sanctions or APS Code of Conduct activity taken against you, as well as action which results in you being de-registered from a professional body or association.	Include a description of the incident and (if relevant) any applicable sanction on the Declarable Circumstances form.	Within 5 days following notice of the outcome.	OC and ESC
Close relatives residing in foreign countries.	Any changes in the country of residence of your close relatives (that is, your immediate family or relatives who you have regular or consistent contact with). Changes in the overseas residence of close relatives may be significant.	Include on the Declarable Circumstances form their: <ul style="list-style-type: none"> • full name • date of birth • new address. 	Within 3 months of the change occurring.	OC and ESC
Contact with foreign nationals (in accordance with the Australian Government Contact Reporting Scheme).	Any contact with a foreign national which could be considered to be suspicious, unusual, persistent or becomes ongoing , should be declared through the Commonwealth Contact Reporting Scheme. This includes non-routine communications with employees of any foreign government.	As per the requirements of Security Branch. Contact with foreign nationals reported via the Security Reporting Portal: RSA Archer (bcz.gov.au) . <i>If you make a report through the Protective Security Portal, you are not required to submit a Declarable Circumstances report.</i>	As soon as practicable after the suspected contact has occurred.	OC and ESC
Part 2 – Additional circumstances for ABF workers (and ESC holders)				
Changes to your contact details.	This primarily relates to changes in your home or postal address. Should you wish to do so, you may also report changes to your phone number or other contact details to ensure you can be easily contacted if required. <i>Changes made in HR systems are not provided to I&PS.</i>	Government issued photo identity card (such as a driver's license) containing the new address, or a copy of any one of the following documents that indicates the new residence: <ul style="list-style-type: none"> • utilities account • lease, land title or mortgage document • drivers license • electoral enrolment. No specific supporting evidence is required for a change to other contact details.	Within 3 months of any change in address. Other changes to your contact details may be reported by you as you choose.	ESC only.
Changes in domestic circumstances, including people sharing your home.	This includes (but is not limited to) changes to your housemates, cohabitants, relatives or other adult persons living with you.	<ul style="list-style-type: none"> • For any new person living with you, include on the Declarable Circumstances form the individual's full name • date of birth • previous/other names by which they have been/are known, and • occupation • nationality (if other than Australian). 	Within 1 month of the change occurring.	ESC only.

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Changes in citizenship or nationality.	<p>This primarily relates to obtaining dual citizenship or relinquishing a citizenship.</p> <p>Non-Australian citizens cannot obtain a Commonwealth security clearance without a 'citizenship waiver'. Once you receive Australian citizenship, this waiver can be withdrawn. If you obtain foreign citizenship either by renouncing your Australian citizenship or attaining dual citizenship, this may impact on your eligibility to maintain a Commonwealth security clearance or ESC.</p>	Relevant citizenship or nationality documents.	<p>For existing Australian citizens – at least 5 working days prior to lodging your <u>application</u> associated with a change in your nationality.</p> <p>Where a security clearance has been issued on a 'citizenship waiver', within 1 month of receiving Australian citizenship.</p>	ESC only.
New passport(s) including new passport number(s).	<p>This includes any passport(s) which have been issued since your Commonwealth security clearance was granted and which have not been previously supplied to AGSVA or other authorised Commonwealth vetting agency. Individuals do not need to report details of official passports</p>	A certified copy of the identity page of the new passport(s).	<p>Within 1 month of the new passport(s) being issued or at least 5 business days prior to travelling using the new passport (whichever is earlier).</p>	ESC only
Changes to your marital status, domestic partnership or personal relationship.	<p>This includes:</p> <ul style="list-style-type: none"> • entering into a new domestic partnership or personal relationship, • ceasing an existing domestic partnership or personal relationship, or • a change to an existing relationship (such as getting married or divorced). <p>This includes (but is not limited to) marriages, civil unions and de facto relationships, or other significant relationships, whether living together or separately.</p>	<p>For an existing relationship, any one of the following:</p> <ul style="list-style-type: none"> • marriage certificate • final divorce decree • registered relationship certificate. <p>For any new relationship, include on the Declarable Circumstances form the individual's:</p> <ul style="list-style-type: none"> • full name • date of birth • previous/other names by which they have been/are known • occupation. • Nationality if other than Australian 	<p>Within 3 months of the change occurring. Where domestic circumstances change on a particular date (for example moving in together), this change should be declared within 3 months.</p> <p>Changes involving departmental workers must however be declared within 14 days of the change occurring.</p>	ESC only
Non-compliance with a border-related law.	<p>This includes having goods seized by the Department or any other border or law enforcement agency, as well as circumstances where you are issued with any other infringement notice, fine or penalty due to non-compliance with a border-related law (whether in Australia or overseas). In circumstances where you have declared goods and they were either seized or you surrendered them, you do not need to declare this.</p>	<p>Include a description of the non-compliance on the Declarable Circumstances form. Where relevant, a copy of any seizure or infringement notice (if available) should be provided.</p>	<p>Within 5 working days of the non-compliance occurring or (if relevant) being notified of the non-compliance.</p>	ESC only.
Being the subject of an administrative investigation or facing formal disciplinary or administrative action, <u>regardless of outcome</u>	<p>This includes work-related sanctions or APS Code of Conduct activity taken against you, as well as action which results in you being deregistered from a professional body or association.</p>	<p>Include a description of the allegation, finding or outcome of the particular matter on the Declarable Circumstances form.</p>	<p>Within 5 working days of the allegation being made or a finding or outcome being made in relation to the matter.</p>	ESC only.

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Security incidents.	<p>This includes any security breaches, incidents or violations which are attributed to you – such as a failure to observe agency security policies and procedures. You do not need to report any investigation which is conducted internally by the Department.</p> <p><i>Details of all internally substantiated breaches will be forwarded to I&PS by the work area responsible for conducting the investigation.</i></p>	Include a description of the incident and (if relevant) any applicable sanction on the Declarable Circumstances form.	Within 5 working days of the finding being made against you.	ESC only.
Prohibited drug use.	<p>This includes 'one off' or 'experimental' or 'unintentional' use regardless of when, where or how the usage occurred. For the purposes of this requirement, prohibited drugs include:</p> <ul style="list-style-type: none"> • 'traditional' prohibited drugs such as marijuana, heroin, cocaine, ecstasy and methamphetamine • steroids and other performance and image enhancing substances • pharmaceutical substances and prescription drugs (if/when consumed for a non-prescribed/medical purpose) such as benzodiazepines and opiate based medications • novel psychoactive substances or other substances commonly referred to, or marketed as, 'legal' or 'natural' alternatives to prohibited drugs. 	Include a description of the events surrounding the consumption on the Declarable Circumstances form.	Next working day after the prohibited drug use occurs.	ESC only.
Any other changes that you think may be relevant to your ESC.	There are a range of other changes in your circumstances which may occur that are relevant to your ESC.	Include a description of the matter or change on the Declarable Circumstances form.	Within 1 month of the change occurring.	ESC only.