



Declarable circumstances

Instruction and Guideline

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Summary of main points

Individuals who hold a Commonwealth security clearance or a departmental Employment Suitability Clearance (ESC) are required to report changes in personal circumstances to the sponsoring agency, as soon as reasonably practicable after the change occurs.

Information that must be declared through the declarable circumstances process includes:

- changes in personal circumstances which make information previously provided for those clearances incomplete or out-of-date
- information which may be relevant to an assessment of ongoing suitability for either clearance.

Where the information is relevant to an individual's security clearance, the sponsoring agency will forward the declarable circumstances report to the Australian Government Security Vetting Agency (AGSVA), or other authorised Commonwealth vetting agency, on behalf of the individual concerned.

This Instruction and Guideline applies to:

- all holders of a Commonwealth security clearance sponsored by the Department of Home Affairs (the Department)
- all holders of an ESC.

Introduction

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 contains the following requirements in relation to personnel security:

Personnel Security 1 (PERSEC 1): Agencies must ensure that their personnel who access Australian Government resources (people, information and assets):

- are eligible to have access
- have had their identity established
- are suitable to have access
- agree to comply with the Government's policies, standards, protocols and guidelines that safeguard the agency's resources from harm.

Personnel Security 2 (PERSEC 2): Agencies must have policies and procedures to assess and manage the ongoing suitability for employment of their personnel.

Personnel Security 8 (PERSEC 8): Agencies and vetting agencies must share information that may impact on an individual's ongoing suitability to hold an Australian Government security clearance.

The PSPF requires holders of a Commonwealth security clearance (under PERSEC 1) and holders of an ESC (under PERSEC 2) to report changes in their personal circumstances as part of the assessment for ongoing employment suitability. Additionally, the PSPF requires that agencies have in place policies and procedures to monitor ongoing suitability of staff which include advice for personnel on the types of behaviours or concerns they are required to report.

The PSPF also requires that changes in personal circumstances must be reported to the sponsoring agency (the Department) for assessment. Information relevant to the security clearance will be forwarded to the Australian Government Security Vetting Agency (AGSVA) and, where appropriate, to other authorised Commonwealth vetting agencies (e.g. to the Australian Federal Police (AFP) if it relates to an AFP officer).

The declarable circumstances reporting process provides individuals with a single process for reporting matters relevant to a Commonwealth security clearance or an ESC, or both.

¹ Other authorised Commonwealth vetting agencies include the Australian Federal Police, the Department of Foreign Affairs and Trade and those Australian Intelligence Community agencies not in the Department of Defence.

1. Policy statement

Both a Commonwealth security clearance and an ESC are a 'point in time' assessment of an individual's suitability to access Australian Government classified information and to be employed or otherwise associated with the Department. An individual is suitable to continue to hold:

- A Commonwealth security clearance if they possess and demonstrate they are honest, trustworthy, mature, tolerant, resilient and loyal.
- An ESC if there are no risks associated with the individual or their circumstances, or identified risks are manageable through an Aftercare Arrangement, which may cast doubt on their ability to support the Department to achieve its mission, or otherwise reduce the confidence the community places in the Department to maintain the integrity and security of the Australian border.

It is a condition of the holding and maintaining a security clearance and an ESC that individuals promptly report:

- Changes in personal circumstances which make information previously provided for those clearances incomplete or out-of-date.
- Information which may be relevant to an assessment of ongoing suitability for either clearance.

The purpose of providing this information is that an individual's suitability can be assessed on an ongoing basis. Serious changes in an individual's circumstances or patterns of behaviour may indicate a vulnerability or increased risk of engaging in misconduct, fraud or criminal activities.

In accordance with the PSPF and PSPF-related protocols and guidelines, information relevant to an individual's ongoing suitability to access Australian Government resources must be shared between the vetting agency and the sponsoring or home agency, including, but not limited to, personnel security areas. The sharing of information is essential in identifying potential areas of risk, and can assist in preventing and detecting threats to the agency and/or the individual.

2. Reporting obligations

What is a declarable circumstance?

The table at Attachment A provides guidance on the types of declarable circumstances that must be reported, and the supporting evidence/information required. The table is divided into two parts, to identify information that is relevant:

- to both a security clearance and an ESC
- only to a security clearance.

The guidance in the table reflects AGSVA's requirements, as included in AGSVA's Change of Circumstances form and in the Australian Government Personnel Security Guidelines – Agency Personnel Security Responsibilities. Additional requirements that are relevant to an ESC are also included.

Who must report declarable circumstances?

Declarable circumstances reporting obligations apply to:

- all holders of a Commonwealth security clearance sponsored by the Department
- all ESC holders.

The Australian Government Personnel Security Guidelines – Agency Personnel Security Responsibilities requires that declarable circumstances relating to another individual in the relevant sponsoring agency must also be reported if the declarable circumstance may impact on the individual's ability to maintain a Commonwealth security clearance. This applies regardless of whether or not the person supervises the other individual.

Staff with supervisory responsibilities must take reasonable steps to encourage and facilitate team members to report all declarable circumstances. Where a supervisor or manager knows or reasonably suspects that a team member has not declared a change, they should bring this to the attention of the individual.

Where an individual who is obliged to report a declarable circumstance is unable to submit a declarable circumstances report, they may request another individual to submit a declarable circumstances report on their behalf.

Contract managers in the Department must take reasonable steps to encourage and facilitate reporting of declarable circumstances by contractors / consultants who they manage, and who are subject to this policy. This must be done in accordance with the relevant terms of the contract about security clearances.

What happens to the information provided?

Where the information relates to both an individual's security clearance and/or their ESC, the Department will:

- forward the information to AGSVA as required under the Personnel Security Protocol
- assess the change against an individual's ESC in accordance with the Department's Employment Suitability Screening Instruction and Guideline and Associated Documents.

At all times, information declared which relates to an ESC will be collected, stored, used and disclosed in accordance with Employment Suitability Screening Instruction and Guideline and Associated Documents, and as authorised by, and consistent with, the privacy notice and general consent signed by the individual. ESC information may also be used and disclosed in accordance with relevant exemptions or provisions within the Privacy Act 1988, or as otherwise authorised or required by law.

Where the information relates only to an individual's security clearance, the information will be forwarded to AGSVA in accordance with the Department's obligations under the PSPF and Personnel Security Protocol. Information provided to AGSVA is collected, used and stored by AGSVA in accordance with the Privacy Act 1988, the Protective Security Policy Framework – Australian Government Personnel Security Protocol and AGSVA's privacy policy.

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 security clearance and / or ESC. This may include, for example:

- decisions regarding outside employment approvals
- use of force incident reports
- decisions regarding breaches of internal security policies.

Not all changes require action. Where the change is considered to be significant, a review of the individual's security clearance and / or ESC may be required.

How must a declarable circumstance be reported?

The Integrity and Professional Standards (I&PS) Branch is responsible for processing information relating to a change in an individual's personal circumstances. Individuals are obliged to report all declarable circumstances that they know or reasonably suspect, irrespective of their opinion on the risk or relevance of the matter being reported. Where it is unclear whether a particular circumstance is declarable, individuals should report the matter.

Declarable circumstances must be reported using the Declarable Circumstances form available on the Employment Suitability Screening page on the Intranet. The declarable circumstance must be reported as soon as reasonably practicable after the circumstance occurs or otherwise becomes known to the individual.

Guidance on what is considered a reasonably practicable timeframe is contained in Attachment A.

Additional documentary evidence to support the declarable circumstances report may be requested on an 'as required' basis.

Providing information to AGSVA or an authorised Commonwealth vetting agency

The Employment Suitability team in I&PS Branch are responsible for assessing the information submitted on a Declarable Circumstances form for the purpose of ESCs. The Declarable Circumstances form meets reporting obligations for both a Commonwealth Security Clearance and an ESC. Where the information in a Declarable Circumstances form is relevant to an individual's security clearance, it will also be provided to AGSVA or an authorised Commonwealth vetting agency, consistent with the Department's obligations under the PSPF.

Consequences for the failure to report or comply

The failure to report a declarable circumstance within a reasonable timeframe (without a reasonable excuse) may result in that individual being:

- subject to a review by the vetting agency of their eligibility to hold a Commonwealth security clearance (where the declarable circumstance relates to a matter which must be reported as a condition of maintaining their Commonwealth security clearance)
- directed to undergo ESC revalidation.

3. What happens if this Instruction and Guideline is not followed?

Departmental employees are reminded that Instructions and Guidelines have the effect of being directions of the Secretary under the *Public Service Act 1999*. Departmental employees must therefore comply with the requirements of this Instruction and Guideline. A failure, neglect or refusal to adhere to the Instruction and Guideline may give rise to a breach of the Code of Conduct in the *Public Service Act 1999*, the duties of officials under the *Public Governance, Performance and Accountability Act 2013*, an offence under the *Criminal Code Act 1995*, and may result in disciplinary or other appropriate action being taken commensurate with the circumstances and the seriousness of the occurrence.

For contractors and consultants, this Instruction and Guideline must be complied. Failure to comply may constitute a breach of the contract and / or a direction under the *Australian Border Force Act 2015*.

4. Related policies

- Employment Suitability Screening Instruction and Guideline and Associated Documents
- Security Clearances Instruction and Guideline
- Conflict of Interest Instruction and Guideline

- Outside Employment and Voluntary Activities Instruction and Guideline

Other

- Australian Government Protective Security Policy Framework
 - Personnel Security Core Policy
 - Personnel Security Protocol
 - Agency Personnel Security Guidelines
- Australian Government Identity Proofing Guidelines
- Australian Standard 4811-2006 (Employment Screening)
- Australian Standard HB 323-2007 (Employment Screening Handbook)

Legislation

- *Public Service Act 1999*
- *Public Service Regulations 1999*
- *Public Governance, Performance and Accountability Act 2013, Public Governance, Performance and Accountability Rule 2014, Commonwealth Procurement Rules and Commonwealth Grants Rules and Guidelines.*
- *Archives Act 1983*
- *Privacy Act 1988*

5. Consultation

Internal consultation

The following internal stakeholders have been consulted in the development of this Instruction and Guideline:

- Integrity, Security and Assurance Division
- Legal Division
- Communication and Media Branch
- all staff through Department-wide consultation.

External consultation

The following external stakeholders have been consulted in the development of this Instruction and Guideline:

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

6. Endorsement

Endorsed on		Signed
By	Richard Price A/g Assistant Secretary Integrity and Professional Standards	

7. Approval

Approved on		Signed
By	Mark Brown A/g First Assistant Secretary Integrity Security and Assurance Division	

Attachment A - Declarable circumstances, supporting evidence and timeframes

File No.

DECLARABLE CIRCUMSTANCE	EXPLANATORY NOTES	SUPPORTING EVIDENCE / INFORMATION REQUIRED	REASONABLE TIMEFRAME TO REPORT	WHAT IS THIS INFORMATION RELEVANT TO	ALTERNATIVE REPORTING ARRANGEMENTS
Part 1 - Circumstances relevant to both your security clearance and your ESC					
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.	Any one of the following documents, where applicable: <ul style="list-style-type: none"> marriage certificate final divorce decree registered relationship certificate government issued photo identity card (such as a driver's licence or passport) containing the full new name and/or identity. 	Within 3 months of the change occurring.	Security Clearance and/or ESC.	Not applicable. Changes made in HR systems are not provided to the Employment Suitability team.
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.	Government issued photo identity card (such as a driver's licence) 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 licence 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.	Security Clearance and/or ESC.	Not applicable. Changes made in HR systems are not provided to the Employment Suitability team.
New passport(s) including new passport number(s).	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	A copy of the new passport(s).	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).	Security Clearance and / or ESC.	Not applicable. Information relating to an official passport will be provided to the ESC team by the relevant area.
Changes to your marital status, domestic partnership or personal relationship.	This includes: <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). This includes (but is not limited to) marriages, civil unions and de facto relationships, or other significant relationships, whether living together or separately.	For an existing relationship, any one of the following: <ul style="list-style-type: none"> marriage certificate final divorce decree registered relationship certificate. For any new relationship, include on the Declarable Circumstances form the individual's: <ul style="list-style-type: none"> full name date of birth previous / other names by which they have been / are known occupation. 	Within 3-6 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.	Security Clearance and/or ESC.	Not applicable.

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Changes in domestic circumstances, including people sharing your home.	This includes (but is not limited to) changes to your house-mates, cohabitants, relatives or other adult persons living with you. AGSVA also requires notification of adopted children sharing your home.	For any new person living with you, include on the Declarable Circumstances form the individual's <ul style="list-style-type: none"> • full name • date of birth • previous/other names by which they have been/are known, and • occupation. 	Within 1 month of the change occurring.	Security Clearance and / or ESC.	Not applicable.
Visits to, or residence in foreign countries.	Travel in some foreign countries (whether official or private) may be significant due to your security clearance or your duties with the Department. When travelling to certain countries at certain times, travel advice may need to be provided by the Department. Countries of significance are identified by ASIO and the Department of Foreign Affairs and Trade, who also release travel warnings and advice.	Include details of your travel on the Declarable Circumstances form. Where some travel details are unknown, include the information you have.	Prior to travel.	Security Clearance and / or ESC (depending on nature of visits/residence).	Not applicable.
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. See explanation in row above.	Include on the Declarable Circumstances form their: <ul style="list-style-type: none"> • full name • date of birth, and • new address. 	Within 3 months of the change occurring.	Security Clearance and / or ESC (depending on nature of the relationship).	Not applicable.
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 the approved 'Contact Reporting' form.	As soon as practicable after the suspected contact has occurred.	Security Clearance and / or ESC (depending on nature of contact).	If you submit a Contact Report to the ESC mailbox using the approved Contact Report form, you do not need to also submit a Declarable Circumstances form.
Changes in citizenship or nationality.	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.	Relevant citizenship or nationality documents.	For existing Australian citizens – at least 5 working days prior to lodging your <u>application</u> associated with a change in your nationality. Where a security clearance has been issued on a 'citizenship waiver', within 1 month of receiving Australian citizenship.	Security Clearance and / or ESC.	Not applicable.

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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.</p> <p>This includes criminal acts, misconduct or behaviour 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.</p> <p>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 licence. <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>Security Clearance and / or ESC.</p>	<p>Not applicable.</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 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>Security Clearance and / or ESC.</p>	<p>Not applicable.</p>
<p>Becoming the subject of a court order in relation to criminal acts, misconduct or behaviour warranting court intervention.</p>	<p>This includes, for example, becoming the subject of an Apprehended Violence Order, Restraining Order, Domestic Violence Order or any order or undertaking of a similar nature (however described). This also includes being subject to good behaviour 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>Next working day after the court order is issued or ceases.</p>	<p>Security Clearance and / or ESC.</p>	<p>Not applicable.</p>
<p>Non-compliance with a border-related law.</p>	<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).</p> <p>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>	<p>Security Clearance and / or ESC.</p>	<p>Not applicable.</p>
<p>Being the subject of an administrative investigation or facing formal disciplinary or administrative action.</p>	<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>	<p>Security Clearance and / or ESC.</p>	<p>You do not need to report any investigation or disciplinary action which is being conducted by Integrity and Professional Standards Branch.</p>

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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.</p> <p>You do not need to report any investigation which is conducted internally by the Department.</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.	Security Clearance and / or ESC.	Details of all internally substantiated breaches will be forwarded to the Employment Suitability team by the work area responsible for conducting the investigation.
Involvement in any criminal activity, corrupt conduct or serious misconduct.	<p>Departmental employees, secondees, contractors and consultants must report any involvement, or approach to be involved in, criminal activity, corrupt conduct or serious misconduct. 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.</p> <p>Refer to the Mandatory Reporting of Serious Misconduct, Corrupt Conduct and Criminal Activity Instruction and Guideline for further information.</p>	Include the details of the criminal activity, corrupt conduct or serious misconduct.	<p>If the matter relates to you – as soon as practicable.</p> <p>If the matter relates to another Departmental individual - as soon as practicable after becoming aware of a reasonable belief that another Departmental individual has, or may be engaging in serious misconduct, corrupt conduct or conduct that involves criminal activity.</p>	Security Clearance and / or ESC.	If you comply with your obligations and report in a manner permitted under the Mandatory Reporting Instruction and Guideline, you do not need to also submit a Declarable Circumstances form.
Declarable associations.	Departmental employees, secondees, contractors and consultants must declare all 'declarable associations'. 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.	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.	As soon as practicable after you become aware (or a reasonable person would become aware) of facts about the association that makes it declarable.	Security Clearance and / or ESC.	Not applicable.
Illicit drug use.	<p>This includes 'one off' or 'experimental' or 'unintentional' use (for example, being a victim of drink spiking) regardless of when, where or how the usage occurred. For the purposes of this requirement, illicit drugs include:</p> <ul style="list-style-type: none"> • 'traditional' illicit 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 illicit drugs. 	Include a description of the events surrounding the consumption on the Declarable Circumstances form.	Next working day after the illicit drug use occurs.	Security Clearance and / or ESC.	Not applicable.

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Any other matter which represents a change from any information previously declared or provided to AGSVA, other authorised Commonwealth vetting agency, or as part of your ESC.	The Commonwealth security clearance and ESC processes require you to declare a range of information and answer a number of questions about you and your family, friends and / or associates. If there is any other change that makes the information you provided during your last Commonwealth security clearance or ESC process, or have previously declared to AGSVA, other authorised Commonwealth vetting agency, or as part of your ESC incomplete, out-of-date or in some other way does not reflect your current situation or circumstances, you must report those changes.	Include a description of the matter or change on the Declarable Circumstances form.	Within 1 month of the change occurring.	Security Clearance and / or ESC.	Not applicable.
Any other changes that you think may be of interest or concern to AGSVA or relevant to your ESC.	There are a range of other changes in your circumstances which may occur that are relevant to your security clearance or ESC.	Include a description of the matter or change on the Declarable Circumstances form.	Within 1 month of the change occurring.	Security Clearance and / or ESC.	Not applicable.
Part 2 - Circumstances relevant only to your security clearance					
Changes in financial circumstances.	This includes (but is not limited to): <ul style="list-style-type: none"> receipts of large amounts of money significant increases in debt new financial associations (e.g. new business partner) being in financial hardship bankruptcy. As a general principle, only transactions equivalent to \$10,000 AU or more should be reported.	Include a description of the change on the Declarable Circumstances form.	Within 1 month of the change occurring.	Security Clearance.	Not applicable.
Changes in health or medical circumstances.	This includes: <ul style="list-style-type: none"> medical conditions which may lead to significant financial or personal stress, or increased vulnerability leading to an individual engaging in misconduct, fraud or criminal activities any medical condition which may make it easier for interested persons to gain information from you the use of prescription medications which may impact your ability to determine when to not disclose information. 	Include a description of the health or medical circumstance on the Declarable Circumstances form.	Within 1 month of the change occurring.	Security Clearance.	Not applicable.
Changes in religious or political beliefs.	This does not include identifying how you vote. However, it does include significant changes in your political convictions that result in allegiance or active support of, or participation in, any political cause. It also includes major changes of religious philosophy (such as Christian to Buddhist or Islam or atheist, or non-practicing to devout).	Include a description of the change on the Declarable Circumstances form.	Within 1 month of the change occurring.	Security Clearance.	Not applicable.
Alcohol problems or dependence.	Dependence on alcohol can affect a person's judgement and must be reported as it may impact on your ability to maintain a Commonwealth security clearance.	Include a description of the problems or dependence on the Declarable Circumstances form.	Within 1 month of the the individual or their medical practitioner identifying a dependency.	Security Clearance.	Not applicable.