



Australian Government
Department of Home Affairs

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Australian Border Force Medical Requirements

Policy Statement

This Policy Statement outlines the medical standards as they apply to Border Force Officers

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1. Introduction

1.1 Authority

- 1.1.1. The *Australian Border Force Act 2015* (the ABF Act) provides part of the legislative framework for the Australian Border Force (ABF).
- 1.1.2. Subsection 26(2) of the ABF Act enables the ABF Commissioner to issue Directions relating to the essential qualifications for persons performing their duties. These essential qualifications may contain one or more of the following components: physical or psychological health or fitness, professional or technical qualifications, and learning and development requirements.
- 1.1.3. The ABF Commissioner has issued written Directions that the ABF medical requirements are essential qualifications for all Border Force Officers (BFOs). This Policy Statement outlines the required medical standards that all BFOs must meet.
- 1.1.4. As required by subsection 26(5) of the ABF Act, all BFOs must comply with Directions issued by the ABF Commissioner under section 26.

2. Scope

2.1. In Scope

- 2.1.1. This policy applies to all BFOs, persons applying for BFO positions and applicants for Border Force Officer Recruit Trainee (BFORT) positions.

2.2. Out of Scope

- 2.2.1. This policy does not apply to employees who do not occupy a designated BFO position.
- 2.2.2. This policy does not apply to officers undergoing a 'Fitness for Duty', which is administered through the 'Fitness for Duty Procedural Instruction' and directions under the *Public Service Act 1999* (PS Act).

3. Glossary

Term	Acronym (if applicable)	Definition
<i>The Australian Border Force Act 2015</i>	The ABF Act	<i>The Australian Border Force Act 2015</i>
Australian Border Force	ABF	The ABF provides the operational capacity for the Department of Home Affairs.
Border Force Officer	BFO	A BFO is an officer working in the Australia Border Force, who is committed to a career in the ABF, undertaking functions relating to border protection, law enforcement and national security priorities. BFOs are operationally ready, sworn,

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Term	Acronym (if applicable)	Definition
		uniformed and can be deployed at short notice across a range of operating domains.
Border Force Officer Recruit Trainee	BFORT	BFORT is the ABF's traineeship program for BFOs. BFORTs spend up to 6 months in training at the Australian Border Force College before progressing to the on the job-training component. At the completion of the program, BFORT candidates graduate to become BFO's.
Department of Home Affairs.	the Department	The wider Department in which the ABF is located and from which support services are provided.
Officer		All uniformed and non-uniformed officers working in the ABF including BFOs, BFORTs, Assistant BFOs, BMOs, Indigenous Rangers, Departmental officers assigned to the ABF. Note: this term is used where provisions apply to all officers within the ABF.
Use of Force	UoF	Any verbal command or physical action to gain subject control. In relation to a baton, firearm or chemical agent means: • drawing (other than for a Deck Mounted Weapon) • aiming • striking or • discharging the baton, firearm or chemical agent.

4. Policy Statement

4.1. ABF Medical Requirements

4.1.1. All BFOs must meet the minimum medical standards. However, BFOs posted into roles that have higher medical standards will be required to meet the standards applicable for those roles. This includes, but are not limited to:

- Positions requiring Use of Force (UoF)
- Marine unit roles requiring a current Australian Maritime Safety Authority (AMSA) Certificate of Medical Fitness
- Operational Safety Training (OST) Instructors
- Other roles as determined by the ABF.

4.1.2. Refer to supporting document: *BFO Medical Standards* for more information.

4.1.3. To meet the ABF medical requirements, a BFO is required to:

- Undergo the ABF medical assessment with a suitably qualified medical practitioner, contracted by the Department (Contracted Medical Practitioner).
- Receive certification from that Medical Practitioner that the officer has the required level of health to safely carry out the duties of a BFO and to participate in a fitness assessment.

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- Medical clearance to undertake the fitness assessment is valid for three months.

4.2. Medical Assessment Process

- 4.2.1. BFOs are to be given reasonable time during their normal working hours to attend their ABF medical assessment. Overtime for a BFO to attend the medical assessment should not be approved unless there are exceptional circumstances.
- 4.2.2. The ABF is responsible for meeting the costs associated with conducting the ABF medical assessment examination. Costs may include tests, consultation fees and reports where the medical provider deems it essential to make an assessment about whether the BFO is medically fit, or as determined by the ABF.
- 4.2.3. The Contracted Medical Practitioner will only make referrals where they require further information to make an informed medical assessment. Approval for this expenditure must be received prior to a referral.
- 4.2.4. BFOs are responsible for ensuring they attend any subsequent assessments that result from a referral made by the Contracted Medical Practitioner so that the Contracted Medical Practitioner receives the resulting reports in a timely manner.
- 4.2.5. BFOs must declare all current medical conditions, past medical history, use of medications, and the need for assistive equipment (such as hearing aids) at the time of their medical assessment. This information is used by the Contracted Medical Practitioner as part of the assessment process and will be kept in accordance with the *Privacy Act 1988*. Only the Fit Slip is shared with the ABF. The Fit Slip identifies whether an individual has passed or not passed the assessment. A brief description of the temporary or permanent condition and any adjustment necessary is documented on the Fit Slip to support the assessment.

4.3. Meeting medical requirements

- 4.3.1. The BFO will be deemed to have met the medical requirements when they receive certification from the Contracted Medical Practitioner that the BFO has the required level of health to safely carry out the duties of a BFO and to participate in a fitness assessment.
- 4.3.2. The assessment outcome will generally be valid up to two years for the Basic Fitness Assessment. Roles that require the Functional Fitness Assessment, this will be valid for one year unless there is a change in health circumstance or where the ABF determines that reassessment is required.
- 4.3.3. Refer to supporting document: *BFO Medical Standards* for more information.
- 4.3.4. For BFOs who are permanently unable to meet the medical requirements, the *Australian Public Service Redeployment Policy*, relevant clauses of the respective *Enterprise Agreement* and the *Department of Home Affairs Allocation Pool guiding principles and process* will be used to identify suitable work in an alternative role within the Australian Border Force, the Department of Home Affairs (the Department), or elsewhere. See

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Procedural Instruction: Meeting the ABF Medical and Fitness Requirements available on the Intranet.

- 4.3.5. BFOs deemed by the Department's Contracted Medical or Health Practitioners as permanently unable to meet the ABF medical or fitness standards will be categorised as a Medical Employment Category (MEC) four, which instigates the provisions in the Workforce Transition Strategy. NOTE: The Workforce Transition Strategy articulates the MEC system.
- 4.3.6. BFOs identified as having a temporary medical condition that would prevent them from meeting the medical requirements will be deemed as unable to meet the requirements to be a BFO at that time until the medical condition has resolved to a maximum of 12 months. After this time another medical assessment will be necessary to determine if the condition has become permanent. A case manager will work with the officer to support the resolution if deemed necessary by People Division.
- 4.3.7. BFOs who may be temporarily exempted from the ABF medical requirements include those who:
- are on maternity leave or are pregnant
 - have a short-term injury or illness (approximately under six months), as determined by an officer's General Practitioner or qualified medical practitioner
 - are on a Graduated Return to Work or limited duties programme
 - or have long-term Comcare claims in place and are currently not working.

4.4 Change of health circumstances

- 4.4.1. A BFO's psychological or physical health and/or fitness may change due to injury, illness or some other factor.
- 4.4.2. The ABF has a primary duty of care to protect the health and safety of its workers and other persons, such as visitors, clients and detainees.
- 4.4.3. The general duties prescribed under the Work Health and Safety Act 2011 Act includes the duty of a worker to take reasonable care of their own health and safety in the workplace. See the *Work Health and Safety Governance Arrangements Policy Statement* available on the intranet.
- 4.4.4. BFOs are encouraged to discuss any change in their health with their line supervisor and/or the Health Screening Team in People Division. Where the change is considered to have, or potentially have, an impact on their ability to safely and effectively carry out their required duties, the change must be reported to the Health Screening Team in People Division on a Change of Health Circumstances Questionnaire.

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4.5 Periodic reassessment

- 4.5.1 BFOs will be required to undergo re-assessment against the ABF medical requirements if there is a change of circumstance that requires re-assessment or as determined by the ABF.

4.6 Support for BFOs

- 4.6.1 It is acknowledged that not all BFOs will meet the ABF medical requirements at the time of their assessment.
- 4.6.2 Depending on individual circumstances, BFOs who are permanently unable to meet the ABF medical requirements may be referred to a Rehabilitation Case Manager for support. See the *Injury Management Policy Statement* and the *Allocation Pool Guiding Principles and Process* document available on the Intranet.

4.7 Changes to medical standards

- 4.7.1 Medical requirements for all BFO roles will be reviewed at a minimum every two years to ensure that the standards are appropriate and adequately measure the medical requirements of the role. Changes to the medical assessment may be required for a number of reasons.
- 4.7.2 Examples include, but are not limited to:
- changes to a role that requires new capabilities or physical demands
 - changes to work location that requires modified or alternative medical standards.
- 4.7.3. Where it is deemed necessary, changes to the standards may need to be made to ensure that an individual can safely carry out the expected duties of their role and safely participate in training and/or re-certification.

4.8 Medications

- 4.8.1 BFOs should ensure they are aware of current Departmental policies and procedures regarding pharmaceuticals, prescribed and over-the-counter medications, and the possibility of risk of impairment to their operational or decision-making capabilities. See the *Drugs and Alcohol Instruction and Guideline* available on the Intranet.

5. What happens if this Policy Statement is not followed?

Failure to comply with a direction contained in this document may constitute a breach of the APS Code of Conduct, and may result in a sanction, up to and including termination of employment, being imposed under subsection 15(1) of the Public Service Act 1999.

For IBP workers who are not APS employees, failure to comply may constitute a breach of a direction under section 55 of the Australian Border Force Act 2015, and may result in the

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termination of their engagement under section 57 of that Act. Non-compliance may also be addressed under the terms of the contract engaging the IBP worker.

6. Related Framework document, References and Legislation

Australian Border Force Commissioner (Operational Readiness) Directions 2015
Allocation Pool Guiding Principles and Process
APS Redeployment Policy
Drugs and Alcohol Instruction and Guideline
Procedural Instruction: Change of Health Circumstances
Procedural Instruction: Fitness for Duty (FFD)
Procedural Instruction: Early Intervention
Procedural Instruction: Meeting the ABF Medical and Fitness Requirements
Procedural Instruction: Rehabilitation and Recovery at Work
Injury Management Policy
Work Health and Safety Governance Arrangements Policy Statement
Accountable Authority Instructions
Public Service Act 1999
Public Service Regulations 1999
Australian Border Force Act 2015
Privacy Act 1988
Freedom of Information Act 1982
Work Health and Safety Act 2011
Disability Discrimination Act 1992
Safety, Rehabilitation and Compensation Act 1988
Australian Privacy Principles Guidelines (Office of the Australian Information Commissioner)
Public Governance, Performance and Accountability Act 2013
DIAC Enterprise Agreement 2011-14

7. Consultation

7.1. Internal Consultation

7.1.1. The following internal stakeholders have been consulted in the development of this Policy Statement:

- People Division
- Civil, Commercial and Employment Law Branch
- Health Services Policy and Child Welfare Wellbeing Division
- All ABF Commands and staff during the consultation period 5 March 2018 to 3 April 2018.

7.2. External Consultation

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- 7.3.1. The National Staff Consultative Forum including the Commonwealth and Public Sector Union (CPSU) representatives were consulted in the development of this Policy Statement.

8. Document details

BCS Category/Function	Human Resource Management
BCS Sub-Category/Sub-Function	Workplace Programs and Initiatives
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9. Document change control

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1.0	25 Nov 2017	Organisational Wellbeing	Initial version
2.0	1 Dec 2017	Organisational Wellbeing	Amendments
3.0	12 Jan 2018	Organisational Wellbeing	Feedback
4.0	19 Jan 2018	Organisational Wellbeing	Feedback
5.0	2 Feb 2018	ABF Alignment Taskforce	Feedback
6.0	15 May 2018	ABF Alignment Taskforce	Minor edits based on feedback from consultation period.
7.0	30 July 2018	Workforce Transformation Branch	Minor edits from COO

10. Policy Statement approval

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Border Force Officer Medical Standards

Supporting Material

The Border Force Officer (BFO) fitness standards have been developed to ensure that an individual can safely carry out the expected duties of their role and participate in training and/or re-certification.

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1. Medical Standards

The Border Force Officer (BFO) medical standards have been developed to ensure that an individual can safely carry out the expected duties of their role and participate in a fitness assessment.

The assessment outcome will generally be valid up to two years for the Basic Fitness Assessment. Roles that require the Functional Fitness Assessment, this will be valid for one year, unless there is a change in health circumstance or other matter where the ABF determines re-assessment is required.

The BFO medical standards are the minimum standard applied to BFOs. BFOs posted into roles that require a higher medical and/or fitness standard will need to meet the standards applicable for that role, or as determined by the ABF.

The BFO medical standards include:

Components	Description
Medical History Questionnaire	• Previous work type / description or exposures • Conditions preventing wearing PPE (if required) • Previous incapacities
Screening	• BMI • Vision Testing (short, long, colour) • Urinalysis - blood protein and glucose • Audiometry - hearing • Spirometry - lung capacity • ECG - This combined with the pathology test will allow The Department of Home Affairs contracted Medical Practitioner to assess cardiac risk.
Medical Assessment	• Blood pressure • Heart rate • Respiratory • Abdominal • Skin - eczema, dermatitis etc. • Musculoskeletal screen which includes a range of movement, postural and neurological assessments • Neurological

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1.1 Roles that require higher medical standards

Some BFO roles require additional capability thus have higher medical standards.

The higher medical standards are developed to ensure individuals can safely carry out the expected duties of their role and participate in a fitness assessment. These medical assessments are valid for up to two years (varies depending on role) unless there is a change in health circumstance or other matter where the ABF determines re-assessment is required.

BFO medical standards – (Use of Force)

BFOs occupying or moving into a designated position that require use of force (UoF) are required to meet the following medical standards in order to undertake a Functional Fitness Assessment, Stage 3 of the Operational Safety Training (OST), re-certification, and the duties required of a UoF position.

Components	Description
Medical History Questionnaire	• Previous work type / description or exposures • Conditions preventing wearing PPE • Previous incapacities
Screening	• Vision - adequate vision to be able to read pressure gauges on safety equipment, read documents and to undertake tasks and functions under a variety of weather and lighting conditions. • Colour Vision - Colour vision perception should be sufficient to allow reliable red-green colour discrimination of surface colours and coloured light. • Urinalysis - blood protein and glucose • Audiometry - hearing • Spirometry - lung capacity • ECG - This combined with the pathology test will allow our Doctor to assess your cardiac risk.
Medical Assessment	• Blood pressure • Combined examination of the cardiovascular system and the assessment of cardiovascular risk factors • Respiratory • Abdominal • Skin - eczema, dermatitis etc. • Musculoskeletal - The response requirements for particular roles may impose demands for sudden or sustained physical activity and effort on an unpredictable basis. The musculoskeletal examination concentrates on the functional ability of an individual to safely meet the physical demands of the work and work environment • Hearing - Unaided hearing in both ears to allow normal conversation hearing and safety critical hearing, communication by electronic

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	devices and undertaking safety and rescue functions in a variety of environmental conditions • Neurological – Assessment for disorders of balance, tremor or sensory loss may interfere with fine motor control and coordination, movement, balance, mobility and agility • Ability to work safely at heights • Physical diseases such as epilepsy or poorly controlled diabetes mellitus. A history of epilepsy, episodes of syncope or unstable or insulin dependent diabetes may compromise safety in the context of performing sudden or sustained manual handling rescue tasks • Psychological disorders and psychiatric illness. • Medication • Substance use
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BFO medical standards (OST Instructors)

OST instructors must meet the Specialist BFO (UoF) standards. They must also successfully complete the lead health surveillance assessment. This assessment is generally valid for one year unless there is a change in health circumstance or where the ABF determines re-assessment is required. The BFO (OST) additional medical requirements include exposure history, workplace hygiene, and respiratory testing.

BFO medical standards (Marine)

In addition to BFO medical standards, marine crew are required to meet specific medical and fitness requirements set by the Australian Maritime Safety Authority (AMSA).

Details of the requirements can be obtained from the AMSA website www.amsa.gov.au.

BFO medical standards (CEFs)

The Container Examination Facilities (CEFs) are facilities that are dedicated to the examination of sea cargo. The nature of the work in the CEF is physically demanding, and although service providers are expected to do the bulk of heavy lifting and moving of cargo, there will be an ongoing requirement for our BFOs to lift and move cargo.

BFOs working in a role within CEFs must meet the minimum BFO medical standards (Basic Fitness Assessment), plus an additional Use of Respirator assessment.

BFO medical standards (Other)

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Other BFO roles may be identified by the ABF as requiring different and/or higher medical requirements and standards to ensure the safety of BFOs occupying these r

2. Document details

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2.1. Document change control

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1.0	3 September 2018	Workforce Transformation Branch	

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Border Force Officer Recruit Trainee

Job Role Profile

Vocational Stream:	Border Operations
Job Family:	Development Programme
Job Function:	Development Programme
Job Role:	Border Force Officer Recruit Trainee
Job Code:	30001128
Typical Classification Levels for this Job Role: APS Trainee (Technical)	

Typical Duties

The Border Force Officer Recruit Training programme aims to provide the department with an operational law enforcement workforce, which is trained and equipped to undertake functions across the entire border environment. Operating under a command and control model, the focus of the Australian Border Force is law enforcement and border protection. The program equips recruits with skills and knowledge to enable them to be disciplined, multi-skilled, team oriented, mobile and responsive to the operational needs of the Australian Border Force.

Duties may include:

- attend training at a range of locations
- participate in on the job training
- participate in a series of work placements

- perform multiple roles in a dynamic team environment of changing circumstances
- work collaboratively in a law enforcement and border protection environment
- process high volumes of passengers at air and sea ports
- maintain constant awareness of relevant obligations and risks involved in:
 - contact with travellers/clients/detainees
 - use of mobile and static detection technology including x-ray
 - handling or testing of hazardous materials and chemicals
 - noise hazards
- lifting baggage/boxes
- unpacking and packing cargo
- dealing with difficult clients and/or detainees from a range of backgrounds
- using personal protection and defence equipment in a Use of Force context, including being armed where operational requirements demand
- embarking and disembarking vessels at berths and at sea
- using equipment and tools for examination purposes, example would be drills.

General Capabilities

- Show Undertake research and apply findings
- Utilise critical thinking skills to analyse issues and develop reasoned conclusions based on a reasoned process
- Manage self and complete tasks within set timeframes, monitor own progress and seek feedback on results
- Establish practical and effective professional networks and maintain positive relationships with stakeholders and clients
- Utilise interpersonal skills to facilitate positive interactions with clients, peers and stakeholders
- Encourage co-operation and inclusive behaviour to achieve results
- Be comfortable dealing with people from diverse cultural backgrounds, sensitive to differences of language, gender, religion etc., while managing interactions with respect and courtesy at all times
- Customer service skills, providing accurate, timely, consistent and appropriate outcomes
- Uphold the APS values, display professionalism, independence, integrity, honesty, accountability and ethical behaviour
- Display the highest levels of integrity
- Ability to apply and be accountable for a law enforcement approach within a prescribed set of principles and delegated authority
- Monitor own performance, access opportunities for ongoing development and appropriately responsive to feedback
- Contextualise, convey and exchange information to create a shared understanding
- Maintain requisite standards of physical fitness and apply use of force principles safely and effectively when required
- Maintain an awareness of, and follow all WH&S guidelines
- Use sound judgement and decision making.

Requirements may include:

- Interstate and/or international travel
- Shift work
- Travel to and from different locations by all modes of transport
- Working in challenging environmental conditions (such as hot, cold, humid, wet or dry).

Requirements of Job Role

Mandatory Requirements

Mandatory requirements are required under legislation or policy.

- A minimum of Baseline (Protected) level security clearance
- Employment Suitability Clearance (ESC)
- Operational Readiness Assessment (medical and fitness)
- Recruits must successfully complete all elements of the training and probationary requirements

Preferred or Expected Requirements

- Not applicable

Positions / Job Titles that may fall under this job role

- Border Force Officer Recruit Trainee

Please note that Job Role Profiles are a representation of the job role requirements and are not representative of individual positions, however position descriptions should be consistent with the Job Role Profile.

Job Role Profiles should be considered in conjunction with the capability framework, and the APS-wide Integrated Leadership System (ILS) and work level standards, which articulate the work requirements and broad duties required to effectively perform at each classification level.

If you have feedback about this job role profile, please email [s.22\(1\)\(a\)\(ii\)@homeaffairs.gov.au](mailto:s.22(1)(a)(ii)@homeaffairs.gov.au).