



Australian Government
Department of Agriculture

Form AAO2

Application for Appointment as an Authorised Officer (Meat Inspection)

Appointment under section 20 of the Export Control Act

Use BLOCK LETTERS. Mark check boxes with a cross (X).

X

Illegible / incomplete forms will be returned.

All questions marked with an asterisk (*) must be answered

Version 9.0

1. Registration number of primary registered establishment where applicant will be working*

Department Registration Number of all other Export Registered Establishment(s) where AAO duties will be undertaken (primary estab <i>only</i> if employed by third party):	PRIMARY ESTAB:	

2. Personal details of applicant*

Residency Status* You must provide a certified copy of your visa or passport if you are not an Australian Citizen.	<input type="checkbox"/> Permanent Resident <input type="checkbox"/> Temporary Resident (refer to section 2 of the information about the AAO application process webpage on the department's website for further information and required evidence to support application). <input type="checkbox"/> Australian Citizen
Title*: (Mr, Mrs, Miss, etc)	
Surname*:	
First Name*:	
Other names* (if applicable- include name at birth, previous married names, aliases):	
Date of Birth*:	

Please provide certified copies of identification documents to provide 100 points – refer to **sections 21 and 22** of this application form for assistance.

Primary Document Type: _____ attached <input type="checkbox"/> and
Secondary Document Type: _____ attached <input type="checkbox"/> and, if required
Secondary Document Type: _____ attached <input type="checkbox"/> and, if required
Secondary Document Type: _____ attached <input type="checkbox"/>

3. Contact details of applicant*

Residential Address*:			
State*:		Post Code:	
Postal Address*: If same as residential address write 'As Above'			
State*:		Post Code:	
Phone Number*:			
Mobile Number*:			
Personal Email Address*:			

Applicants must ensure their contact details are kept up to date using the Change of Details (AAO) form available on the AEMIS section of the department's website at <http://agriculture.gov.au/export/controlled-goods/meat/elmer-3>

4a. Qualifications of applicant*

I provide evidence of : (please check (X) the appropriate box/es)

☐

A status that for employment purposes only is considered by the department as equivalent to a Certificate IV Meat Processing (Meat Safety).

Please provide the department with evidence of prior employment as an Australian Commonwealth or State Meat Safety Inspector on at least a part time basis over 2 years in the previous 5 years.

OR

☐

A Certificate IV in Meat Processing (Meat Safety) issued within the previous 5 years including any additional units of competency as identified in question 5 of this application form.

OR

☐

A Certificate III in Meat Processing (Meat Safety) issued within the previous 5 years plus any additional units of competency as identified in question 5 of this application form.

I commit to undertaking the necessary training and obtain a Certificate IV in Meat Processing (Meat Safety) qualification within 12 months of my initial appointment¹. I understand that if I fail to obtain the Certificate IV within the required timeframe my authorisation as an Australian Government Authorised Officer will be revoked.

OR

☐

A certificate of current competency or Recognition of Prior Learning issued within the previous 5 years, for meat inspection qualifications attained in Australia or overseas:

- i. Has been issued by an Australian Registered Training Organisation with the Certificate IV in Meat Processing (Meat Safety) within their scope of registration within the previous 12 months; and
- ii. Certifies the applicant to the equivalent of with the Certificate IV in Meat Processing (Meat Safety) qualification.

OR

☐

For applicants seeking status as a Porcine Ante-mortem Inspector (PAMI) in Pig establishments only:

Have attained the units "Perform ante-mortem inspection and make disposition" and "Handle animals humanely while conducting ante-mortem inspection", or equivalent issued within the previous 5 years.

¹ The twelve month limit applies to when the applicant first applied and was engaged as an AAO at that or any other establishment/service provider.

4b. Literacy requirements



(For non-citizens or temporary residents only)

In addition to the required qualification options, please provide a certified copy of the certificate stating that the applicant meets the International English Language Testing System (IELTS) test score of at least 5 in EACH of the four test components of speaking, reading, writing and listening within the past 36 months of applying to become an AAO.

Test score equivalencies can be found on the Department of Home Affairs website.

5. Species for which applicant is seeking Authorised Officer Status*

Please check (X) the appropriate box/es

Column 1		Column 2					
ANTE MORTEM INSPECTION SERVICES		POST MORTEM INSPECTION SERVICES					
<input type="checkbox"/>	Pigs (ante mortem only)	<input type="checkbox"/>	Cattle	<input type="checkbox"/>	Lamb	<input type="checkbox"/>	Wild Game – Boar
<input type="checkbox"/>		<input type="checkbox"/>	Calves	<input type="checkbox"/>	Pigs	<input type="checkbox"/>	Wild Game – Deer
		<input type="checkbox"/>	Sheep	<input type="checkbox"/>	Other	<input type="checkbox"/>	Wild Game – Kangaroo
		<input type="checkbox"/>	Goats				
NOTE Applicants must hold the following current units of competency: “Perform ante-mortem inspection and make disposition” and “Handle animals humanely while conducting ante-mortem inspection”		NOTE Applicants must meet competency requirements for appointment as an authorised officer as stipulated in the Policy on the appointment and use of non-departmental authorised officers to undertake prescribed functions under the Export Control Act and its sub-orders .				NOTE The definition of Wild Game is any species that is field harvested.	

6. Q fever Vaccination (not applicable if applicant is working solely with pigs)

Have you been vaccinated against, or are immune to Q fever?

Yes ☐ No ☐

Please provide a certified copy of your Vaccination Certificate, company Q Fever log book entry or pathology screening results confirming immunity.

7. Previous appointment as Authorised Officer*

Have you been appointed as an authorised officer under the *Export Control Act 1982* previously in any capacity?

Yes

No

☐☐

If yes:

What was your AAO ID Card Number?

Date of previous appointment as an authorised officer

8. Experience relevant to appointment as an Authorised Officer*

Please detail work experience relevant to undertaking the duties and functions of an Authorised Officer. (i.e. previous start and end dates of undertaking AAO/PAMI functions in previous establishment(s); training provided etc If the space below is insufficient, please provide on a separate sheet.

9. Work history of applicant at a Registered Establishment.*

Please detail any employment or other working relationship that currently exists or has previously existed between the Meat Safety inspector and any registered establishment within the past **five** years.

(i.e. previous start and end dates of employment in any establishment(s), etc). If the space below is insufficient, please provide on a separate sheet.

10. Identification requirements*

Please provide a standard passport photo in digital format to the department via email. The photo will be used on the AAO's ID card.

Refer to the downloadable document "Digital Passport Photos requirements for authorised officer applications" which is located on the "Information about the Australian Government Authorised Officer application process" webpage of the department website (<http://www.agriculture.gov.au/export/controlled-goods/meat/elmer-3/information-agao-application>).

11. Employment details of applicant*

Employment Arrangement:

- Establishment Employee ☐ Please fill in details of section 12 only
- Service Provider*** ☐ Please fill in details in this section (section 11)

Position of employer representative:

Employer / Prospective Employer:

Address:

State:

Employer Contact Name:

Phone Number:

Mobile Number:

Email:

Post Code:

*** Service providers, including Approved Independent AAO Employers, must ensure that the applicant, other than an AAO who was recently employed by, and transferring from, an export registered meat processing establishment, undergoes a capability assessment on all species identified in this application form at a registered establishment for this assessment to be conducted. Service providers MUST confirm that the applicant is under their full employment.

12. Details of Registered Establishment/s (If establishment employee)

Company Name:

Address:

State:

Establishment Contact Name:

Phone Number:

Mobile Number:

Email:

Post Code:

13. Employer Declaration*

The application by _____ (insert applicant's name) for appointment as an Authorised Officer, for the species listed in section 5, is supported by the company detailed below.

NOTE: This section must be completed by either a person listed:

- as company management in the Certificate of Registration for any of the Registered Establishments listed in section 1
- on the Notice of Determination as a department-approved AAO employer listed on the department's website at <http://agriculture.gov.au/export/controlled-goods/meat/elmer-3/independent-employer-of-aos-accreditation-scheme>

Name:

Position:

Signature:

Date:

Phone Number:

Email:

14. Disclosure of Conflict of Interests*

You are required to provide details of any conflict of interest (real or perceived) that may exist, or may be likely to arise, if you are appointed as an Authorised Officer to perform meat safety inspection services, as identified in question 5 of this application, at any Registered Establishments. This must include detail of any positions of management or control that you currently hold, or have been offered or have previously held, in regard to the operations carried on in any Registered Establishment or with a labour hire provider. If the space below is insufficient, please provide on a separate sheet.

15. National Police Check*

Appointment as an authorised officer is subject to the department's satisfaction that the applicant is a suitable person to be appointed.

As part of the application process, you are required to undergo a National Police Check (NPC). Further information on police checks is available on the Australian Criminal Intelligence Commission website at: <https://www.acic.gov.au/our-services/national-police-checking-service/i-need-check-myself>

The following information is to be provided on the application for an Australian NPC:

Section 1 of the NPC application form - Purpose of NPC. The Code Number is 40 (Commonwealth purpose).

NOTE: AAO applications will not be processed until the National Police Check Certificate has been received by the department.

A criminal conviction or pending charge will not automatically exclude you from being appointed as an AO. Assessment will be based on your fitness to perform the function of an AO and uphold the integrity and reputation of the department.

Please provide a certified copy of your recently obtained (i.e. no more than six months old) National Police Check with your application.

IMPORTANT:

- For non-citizens or temporary residents of Australia, certified copies of NPCs must also be provided for each country you have resided in for 12 months or more over the 10 years prior to arriving in Australia.
- Recordable outcomes for more serious offences that have a federal aspect will automatically exclude you from being appointed as an Australian Government Authorised Officer. Please refer to [section 15GE](#) of the *Crimes Act 1914*.
- All other spent convictions will undergo a risk/vulnerability assessment by the department prior to any consideration being given to accepting the application. Assessment times can be lengthy and an applicant may not hear of the outcome for up to 90 days.

16. Pending Criminal Charges*

Please provide details of any pending criminal charges. If the space below is insufficient, please continue on a separate sheet.

[illegible]

17. Check your application*

Please check that you have completed all required sections of this form and attached certified copies of all required documents. Section 20 of this form provides guidance on the certification of copies of original documents.

Section	Documentation required, as identified below, to support application.	<input checked="" type="checkbox"/>
2	Evidence of residency or citizenship status	<input type="checkbox"/>
2	If the applicant is a temporary resident, evidence from the Department of Home Affairs supporting application as an authorised officer	<input type="checkbox"/>
2	Certified copies of 100 point ID check documents provided	<input type="checkbox"/>
4a	Evidence of relevant completed qualifications provided	<input type="checkbox"/>
4b	For non-citizens or temporary residents of Australia only, evidence of English language proficiency test satisfactorily completed within the past 36 months.	<input type="checkbox"/>
5	Species where inspection services will be performed have been identified	<input type="checkbox"/>
6	Evidence of Q fever immunity status provided (not required if working solely with pigs).	<input type="checkbox"/>
7	Details of previous appointment(s) as an Authorised Officer	<input type="checkbox"/>
8	Relevant work experience	<input type="checkbox"/>
9	Relevant work history	<input type="checkbox"/>
10	Standard digital passport photographs provided in correct format	<input type="checkbox"/>
11	Employer details completed	<input type="checkbox"/>
13	Employer declaration completed -	<input type="checkbox"/>
15	Certified copy of National Records Police Check Certificate	<input type="checkbox"/>
15	If the applicant is a temporary resident, certified copies of National Police Check/s from overseas jurisdictions (<i>these can be the same police records provided to the Department of Home Affairs if they formed a part of your application at that time. If not, you will be required to obtain new certificate/s</i>).	<input type="checkbox"/>
17	Capability assessment(s) for species identified in section 5 of this application	<input type="checkbox"/>
17	Certificate of AAO induction training provided by RTO	<input type="checkbox"/>
17	Certificate of Completion for Deed of Obligations assessment provided by RTO	<input type="checkbox"/>
17	Official documents certified by person as listed in section 22 of this application	<input type="checkbox"/>
18	The applicant declaration has been signed and dated	<input type="checkbox"/>

You must provide all required documents with your application. If you do not meet this requirement your application will be delayed. If all required information is not supplied within 10 working days of receipt your application will be deleted and you will have to resubmit all information, including supporting evidence.

18. Applicant Declaration*

PLEASE READ THIS CAREFULLY PRIOR TO SIGNING BELOW.

I, (clearly print full name) _____
being the applicant, apply for appointment as an Authorised Officer under section 20 of the *Export Control Act 1982*, and confirm that:

- I understand that a 100 point identity check and other checks will be undertaken as part of the application process by the department
- The information that I have given and the statements that I have made in, or in connection with, this application are true and correct.
- I understand that if the department holds information regarding my previous employment as a meat inspector and/or AO that adversely contradicts what I have stated or provided as part of my application, my application may be rejected.
- I understand that if I hold a Certificate III in Meat Processing (Meat Safety) I will undertake the necessary training and obtain a Certificate IV in Meat Processing (Meat Safety) qualification within twelve (12) months of signing the instrument of approval or my authorisation as an Australian Government Authorised Officer will be revoked.
- If applying as a PAMI at Pig Processing Establishments: I understand that if I hold the minimum units of competency required to undertake ante-mortem inspection and disposition at pig establishments I will undertake and attain either a Certificate III in Meat Processing (Livestock Handling) OR Certificate III in Meat Processing (General) OR Certificate III in Meat Processing (Meat Safety) within twelve months of my initial appointment or my authorisation as an Porcine Ante-mortem Inspector will be revoked.
- If I am employed by an independent AAO employer, as identified in this application form and signed against on the deed of obligations.
- I understand and accept that appointment to the position of Australian Government Authorised Officer will not commence until my application and all supporting documentation (including evidence of completing capability assessments, AAO induction training and DOO training) and any further information has been received, assessed and approved.
- I understand and accept that I am fully responsible for the department-issued AO identification card, and must present this to a government officer or auditor upon request.
- I understand that if I am appointed as an AAO, my appointment will be for: the species I have been assessed capable; the establishment(s) or employer I have included in this application; the duration advised in the instrument provided to me.
- I acknowledge and accept that any personal information provided in this form and supplementary attachments may be disclosed to other business areas within the department and to other Australian agencies, including the Australian Federal Police and the Department of Immigration and Border Protection, CRIMTRAC, Department of Education and Training, persons or organisations, including National Accreditation Bodies and Service Providers, where necessary for these purposes, provided the disclosure is consistent with relevant laws, in particular the Privacy Act 1988. Your personal information will be used and stored in accordance with the Privacy Principles.
- By signing and submitting this form I consent to the collection of all personal information, including sensitive personal information, contained in this form.

Signature:



Date:

19. Protecting your privacy

Personal information is defined in the *Privacy Act 1988* and means information or an opinion about an identified individual, or an individual who is reasonably identifiable.

Sensitive information is a subset of personal information and includes any information or opinion about an individual's racial or ethnic origin, political opinion or association, religious beliefs or affiliations, philosophical beliefs, sexual preferences or practices, trade or professional associations and memberships, union membership, criminal record, health or genetic information and biometric information or templates. By completing this form you consent to the collection of all personal information, including sensitive information, contained in this form.

The Department of Agriculture and Water Resources collects your personal information in this application form for the purpose of assessing your application for appointment and related purposes. If the relevant personal information requested in this application form is not provided by you, the department will be unable to assess your eligibility for appointment as an authorised officer under the *Export Control Act 1982*.

The department may disclose your personal information, including your photograph, to other Australian agencies (including the Australian Federal Police and the Department of Home Affairs) and persons or organisations where necessary for these purposes, provided the disclosure is consistent with the Privacy Act. Your personal information will be used and stored in accordance with the Privacy Principles.

By completing and submitting this form you consent to the disclosure of personal information as provided above.

See the department's [Privacy Policy](http://www.agriculture.gov.au/about/privacy) web page (<http://www.agriculture.gov.au/about/privacy>) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933.

Use the checklist at section 17 to mark off the sections you have completed and to confirm you are submitting the necessary attachments before you submit your application form.

The completed application form and attachments are to be sent via email to aao@agriculture.gov.au


20. Guidelines for the certification of documentation

A certified document is valid when the certifying officer notes that the document is a certified copy of the original, they print their full name, provide their signature, write the date of certification and note their occupation (and length of service in any categories requiring a minimum service period) on the document.

The document must be signed by someone from the approved category of persons, listed on the reverse side of a Statutory Declaration and listed in section 22 of this application form.

Example:

I certify that this document is an exact copy of the original document I have sighted.

Signature: 
Name in full: John David Smith
Occupation: Bank Officer with 5 or more continuous years service
Date: 30 November 2017

21. Examples of documents to be included for a 100 point identification check

If a document is not in English it must be accompanied by an official translation of the document from a National Accreditation Authority for Translators & Interpreters (NAATI) accredited provider.

Primary Documents - One document MUST be supplied from this category. No additional points for multiple documents.

Point value	Document Details
70 Points	Document <ul style="list-style-type: none"> • Full Birth Certificate • Citizenship Certificate • Current Passport • Expired passport which has not been cancelled and was current within the preceding 2 years • Other document of identity having the same characteristics as a passport including diplomatic documents and some documents issued to refugees

Secondary Documents - One document from each point category can be used for the additional point score. If the primary document provided does not contain a photographic image, then one of the secondary documents you provide must include a photograph (e.g. drivers licence).

Point value	Document Details
40 Points	Document – must have a photograph and a name <ul style="list-style-type: none"> • Current Australian drivers licence or learners permit issued by an Australian State or Territory • Licence or permit with photo under a law of the Commonwealth, a state or Territory Government (e.g. a boat licence, firearms licence) • State or federal government employee identity card • Identification card issued by the commonwealth, a State or Territory Government as evidence of the person's entitlement to a financial benefit • An identification card issued to a student at a tertiary education institution

Other Secondary Documents

All documents in this group will attract 25 points.

NOTE: One document from each point category can be used for the additional point score

Point value	Document Details
25 Points Only one card from each institution may be counted.	Document – must have a name and signature <ul style="list-style-type: none"> • Marriage Certificate (for maiden name only) • A financial institution debit / credit card • Current International drivers Licence • Medicare Card (signature not required on Medicare card) • Membership to a registered club • Membership to a motoring Organisation (i.e. NRMA, RACQ) • Professional or trade association card
25 Points Only one card from each institution may be counted.	Document – must have a name and address <ul style="list-style-type: none"> • Council rates notice • Documents from your current employer or previous employer within the last 2 years • A document held by a cash dealer giving security over your property • A mortgage or other instrument of security held by a security held by a financial body • Land Titles Office records • Document from the credit Reference Association of Australia • Electoral Roll compiled by the Australian Electoral Commission and available for public scrutiny • Records of a public utility (phone, water, gas or electricity bill) • Records of a financial institution • A record held under a law other than a law relating to land titles • Lease/rent agreement • Rent receipt from a licensed real estate agent

22. Approved Categories of Persons

A statutory declaration under the *Statutory Declarations Act 1959* may be made before:

Part 1 – Members of Certain Professions, registered and practicing as a:

- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Optometrist
- Patent attorney
- Pharmacists
- Physiotherapist
- Psychologist
- Trade marks attorney
- Veterinary surgeon*

Part 2 – Other persons

- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
- Bailiff
- Bank officer with 5 or more continuous years of service
- Building society officer with 5 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 5 or more years of continuous service
- Employee of the Australian Trade Commission who is:
 - (a) in a country or place outside Australia; and
 - (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
 - (c) exercising his or her function in that place
- Employee of the Commonwealth who is:
 - (a) in a country or place outside Australia; and
 - (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
 - (c) exercising his or her function in that place
- Fellow of the National Tax Accountants' Association
- Finance company officer with 5 or more years of continuous service
- Holder of a statutory office not specified in another item in this list
- Judge of a court
- Justice of the Peace
- Magistrate

- Master of a court
- Member of Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Australian Defence Force who is:
 - (a) an officer; or
 - (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
 - (c) a warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of:
 - (a) the Parliament of the Commonwealth; or
 - (b) the Parliament of a State; or
 - (c) a Territory legislature; or
 - (d) a local government authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
- Notary public
- Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:
 - (a) the Commonwealth or a Commonwealth authority; or
 - (b) a State or Territory or a State or Territory authority; or
 - (c) a local government authority;
 with 5 or more years of continuous service who is not specified in another item in this list
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive Service employee of:
 - (a) the Commonwealth or a Commonwealth authority; or
 - (b) a State or Territory or a State or Territory authority
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution

* Note: A veterinary surgeon does not include or should not be confused with an on plant veterinary officer who is an employee of the Commonwealth.