



## Application for authorisation as a third-party authorised officer

Under the *Export Control Act 2020*

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

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Illegible / incomplete forms will be returned.

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

### 1. Registration number/s of registered establishment/s where applicant will be working\*

<b>Department registration number of all Export Registered Establishment/s where AAO duties will be undertaken</b> <i>(if employed by a third party employer, list primary estab only)</i>	<b>Primary estab no.:</b>

### 2. Personal details of applicant\*

<b>Residency Status*</b> 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"/> Australian Citizen
	<input type="checkbox"/> Temporary Resident <i>(for information about temporary, bridging and skilled migration visas, please visit the <a href="#">department's website</a>).</i>	
<b>Title*:</b> (Mr, Mrs, Miss, etc)		
<b>Surname*:</b>		
<b>First Name*:</b>		
<b>Other names*</b> (e.g. name at birth, previous married names, aliases):		
<b>Date of Birth*:</b>		
Please provide certified copies of identification documents to provide 100 points – refer to <b>sections 21 and 22</b> of this application form for assistance.		
<b>Primary Document Type:</b>	attached <input type="checkbox"/>	and
<b>Secondary Document Type:</b>	attached <input type="checkbox"/>	and, if required
<b>Secondary Document Type:</b>	attached <input type="checkbox"/>	

### 3. Contact details of applicant\*

<b>Residential Address*</b>			
		<b>State:</b>	<b>Postcode:</b>
<b>Postal Address*</b>			
		<b>State:</b>	<b>Postcode:</b>
<b>Phone Number/s*</b>			
<b>Personal Email Address*</b>			

Applicants must ensure their contact details are kept up to date using the 'Application to change details of an AAO' form available on the department's website at [Application to change details of an AAO - DAFF](#)

**4a. Qualifications of applicant\***

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

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**Equivalent qualification** - A person is considered by the department to hold an equivalent qualification if that person can provide evidence of prior employment in an equivalent role with the Australian Commonwealth or State Government in at least a part time arrangement over two years in the previous five years.

**Or:**

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**A Certificate IV in Meat Safety Inspection, or equivalent, issued within the previous 5 years** including any additional post mortem units of competency for the species identified in section 5 of this application form.

**Or:**

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**A Certificate III in Meat Safety Inspection, or equivalent, issued within the previous 5 years** plus any additional post mortem units of competency for the species identified in question 5 of this application form.

*I commit to undertaking the necessary training to obtain a Certificate IV qualification in Meat Safety Inspection within 12 months of my initial authorisation<sup>1</sup>. I understand that if I fail to obtain the Certificate IV within the required timeframe my authorisation as an Australian Government Authorised Officer may not be renewed.*

**Or:**

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**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. Issued by an Australian Registered Training Organisation with the Certificate IV in Meat Safety Inspection within their scope of registration within the previous 12 months; and
- ii. Certifying that the applicant has attained the equivalent of the Certificate IV in Meat Safety Inspection qualification.

**For applicants seeking authorisation as a Porcine Ante-mortem Inspector (PAMI) in pig establishments only:**

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

*I commit to undertaking the necessary training to obtain a Certificate III qualification in Meat Safety Inspection within 12 months of my initial authorisation<sup>1</sup>. I understand that if I fail to obtain the Certificate IV within the required timeframe my authorisation as an Australian Government Authorised Officer may not be renewed.*

**Or:**

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**A Certificate III in Meat Safety Inspection, or equivalent, issued within the previous 5 years** (must include porcine unit).

<sup>1</sup> 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					
	Pigs (ante mortem only)		Cattle		Lamb		Wild Game – Boar
			Calves		Pigs		Wild Game – Deer
			Sheep/ Goat		Other		Wild Game – Kangaroo
<b>NOTE</b> Applicants must hold a minimum of the following units of competency: <ul style="list-style-type: none"> <li>Conduct ante-mortem inspection and make disposition, and</li> <li>Handle animals humanely while conducting ante-mortem inspection</li> </ul>		<b>NOTE</b> Applicants must have already met the competency requirements for authorisation as a third-party authorised officer by completing their qualification <i>before</i> presenting for a capability assessment as stipulated in the <a href="#">Export Meat Operational Guideline 3.16</a>				<b>NOTE</b> 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
<input type="checkbox"/>	<input type="checkbox"/>

Please provide a certified copy of your vaccination certificate, company Q fever log book entry or pathology screening results confirming immunity.

**7. Previous authorisation as a third-party authorised officer\***

Have you previously been authorised as a third-party authorised officer under the Export Control Act in any capacity?

Yes

No

☐ ☐

If yes:

- What was your AAO ID card number?
- Date of previous authorisation as an authorised officer


**8. Relevant work experience\***

Please detail any work experience relevant to undertaking the duties and functions of a third-party 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 applicant 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\***
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Please provide a standard passport photo in digital format to the department via email. The photo will be used on the applicant's ID card.

For more information please 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's website at [Information about the Australian Government authorised officer application process - DAFF](#)

### 11. Employment details of applicant\*

**Employment Arrangement:**

Establishment Employee

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Please fill in details of section 12 only (below)

Service Provider\*\*

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Please fill in details of section 11 only (this section)

Position of employer representative:

Employer / Prospective Employer:

Address:

State:

Post Code:

Employer Contact Name:

Phone Number:

Mobile Number:

Email:

\*\* Service providers, including approved independent 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. Registered establishment/s details (establishment employees only)

Company Name:

Address:

State:

Post Code:

Establishment Contact Name:

Phone Number:

Mobile Number:

Email:

### 13. Employer declaration\*

The application by \_\_\_\_\_ (applicant's name) for authorisation as a third-party authorised officer, for the species listed in section 5, is supported by the company detailed below.

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

- company management in the Certificate of Registration for any of the Registered Establishments listed in section 1, or
- on the Notice of Determination as a department-approved AAO employer listed on the department's website at [Independent Employer of AAOs Accreditation Scheme - \(Export Meat and Meat Products\) - DAFF](#)

Name:

Position:

Signature:

Date:

Phone Number:

Email:

**14. Disclosure of conflicts of interest\***

You are required to provide details of any conflicts of interest (real or perceived) that may exist, or may be likely to arise, if you are appointed as a third-party 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 out in any Registered Establishment or with an approved service provider. If the space below is insufficient, please provide on a separate sheet.


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

Authorisation as a third-party authorised officer is subject to the department's satisfaction that the applicant is a suitable person to be authorised.

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: [I need a check on myself | Australian Criminal Intelligence Commission](#)

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 AAO. Assessment will be based on your fitness to perform the function of an AAO and uphold the integrity and reputation of the department.

**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.
- Applicants with disclosable court outcomes on their NPC will undergo a risk assessment by the department's Integrity Team prior to any consideration being given to accepting the application. Assessment times may be lengthy.

**16. Pending criminal charges\***

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


## 17. Authorised officer obligations declaration\*

**PLEASE READ THIS CAREFULLY PRIOR TO SIGNING BELOW.**

I, (clearly print full name) \_\_\_\_\_ being the applicant, apply for authorisation as a third-party authorised officer under the *Export Control Act 2020*, 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 agree to perform the services to the satisfaction of the department and in accordance with departmental work instructions and any lawful directions or instructions issued by the department from time to time.
- I agree to comply with all legislation, regulations, ordinances, policies and codes relevant to the performance of the services.
- I will perform the services with due care and professional skill.
- I agree that my work as a third-party authorised officer takes priority over my performance of any other duties or responsibilities (including employee duties and responsibilities).
- I agree to comply with applicable Commonwealth, state or territory work health and safety legislation.
- I agree to provide information to the department or its nominated agents, advisers and suppliers that is relevant to the services.
- When using the premises or facilities of a registered establishment for the purposes of carrying out the services, I agree to comply with all reasonable directions and procedures relating to work health and safety, security and prevention of fraud at those premises or facilities (including all applicable department policies) whether specifically drawn to the attention of the Meat Safety Inspector or as might reasonably be inferred from the circumstances.
- I agree to uphold the values of and behave in a manner that is consistent with the values and code of conduct, of the Australian Public Service (APS). The APS values and code of conduct are specified in Part 3 of the Public Service Act 1999 (Cth).
- I will not do anything that will damage the Commonwealth's interests and international standing.
- 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 Safety Inspection I will undertake the necessary training and obtain a Certificate IV in Meat Safety Inspection qualification within twelve (12) months of signing the instrument of approval or my authorisation as an AAO 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 at pig establishments I will undertake and attain a Certificate III in Meat Safety Inspection within twelve months of my initial authorisation or my authorisation will be revoked.
- I understand and accept that authorisation to the position of third-party authorised officer will not commence until my application, all supporting documentation and any further information has been received, assessed and approved.
- I understand and accept that I am fully responsible for the department-issued identification card and must present this to a government officer or auditor upon request.
- I understand that if I am authorised as a third-party authorised officer my authorisation will be for the species I have been assessed capable; the establishment(s) or employer I have included in this application and the duration advised in the instrument provided to me.
- I have completed the Third Party Authorised Officer Obligations training and I understand my obligations as a third-party authorised officer.
- I understand that any information gained by me whilst authorised as a third-party authorised officer cannot be divulged even after my term of authorisation has ceased.
- For the purposes of section 397A of the *Export Control Act 2020* and the *Privacy Act 1988*:
  - I consent to the department collecting and using my personal information, including sensitive information such as my National Police Check, for the purpose of assessing my suitability for authorisation as a third-party authorised officer. I also consent to the department disclosing this information to my employer for the purpose of providing feedback regarding my suitability for authorisation as a third-party authorised officer.
  - If authorised, I consent to my personal information, including sensitive information, being collected and used for the purpose of assessing and managing my ongoing suitability, performance and conduct as a third-party authorised officer. I also consent to the department disclosing this information to my employer, and the operator of an establishment undertaking export operations to which my services are provided, for the purpose of providing feedback regarding my ongoing suitability, performance and conduct as a third-party authorised officer.

**Signature:**



**Date:**

Use the checklist below to mark off the sections you have completed and to confirm you are submitting the necessary attachments before you submit your application form:

## 18. Check your application\*

Please check that you have completed all required sections of this form and attached certified copies of **all** required documents.

Section	Documentation required to support application	
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	Capability assessment/s for each species identified in section 5.	<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 authorisation(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	The authorised officer obligations declaration has been signed and dated	<input type="checkbox"/>
-	Certificate of AAO Induction training	<input type="checkbox"/>
-	Certificate of Third Party Authorised Officer Obligations training	<input type="checkbox"/>
-	AAO Induction Training Completion Record	<input type="checkbox"/>
20	Official documents certified by person as listed in section 20 of this application	<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.**

The completed application form and attachments are to be sent via email to [aao@aff.gov.au](mailto:aao@aff.gov.au)



## 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, Fisheries & Forestry collects your personal information in this application form for the purpose of assessing your application for authorisation 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 authorisation as an authorised officer under the Export Control Act.

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 web page (<https://www.agriculture.gov.au/about/commitment/privacy>) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933.

## 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: *John Smith*

Name in full: John David Smith

Occupation: Bank Officer with 5 or more continuous years service

Date: 30 November 2020

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

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

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

## 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.