



Australian Government
Department of Agriculture
and Water Resources

Form AAO2

Application for Appointment as an Authorised Officer (Meat Inspection)

Appointment under section 20 of the *Export Control Act 1982*

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

Version 5.0

Illegible / incomplete forms will be returned.

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

1. Registration number/s of registered establishment/s (if company employee)	
Department Registration Number of all Export Registered Establishment(s) where Authorised Officer duties will be undertaken:	
2. Personal Details*	
Residency Status* (Please provide a certified copy of your visa or passport)	<input type="checkbox"/> Permanent Resident <input type="checkbox"/> Australian Citizen <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)
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"/>	
3. Contact Details*	
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 that their contact details are kept up to date using the form available on the department's website at <http://www.agriculture.gov.au/export/food/meat/elmer-3/> and must advise the AAO Coordinator by email (aao@agriculture.gov.au) if any details change.

4. Qualifications*

I hold *: (please check (X) the appropriate box)

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

OR

A Certificate III in Meat Processing (Meat Safety) issued within the previous 5 years including the module “MTMP3072C perform post-mortem inspection and make disposition” 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

Certificate of Current Competency or Recognition or 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 MTMP3071C perform ante-mortem inspection and make disposition and MTMP3003A handle animals humanely while conducting ante-mortem inspection, or equivalent as published within the previous 5 years.

I commit to undertaking the necessary training and obtain one of the following qualifications within twelve months of my initial appointment:

Certificate III in Meat Processing (Livestock Handling) OR

Certificate III in Meat Processing (General) OR

Certificate III in Meat Processing (Meat Safety)

I understand that if I fail to obtain the required qualification within the required timeframe my authorisation as an Porcine Ante-mortem Inspector will be revoked.

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

5. Species for which Authorised Officer Status is being sought*

Applicants must have the following units of competency for prior to working with the appropriate species as an authorised officer. Please check (X) the appropriate box(es)

Column 1		Column 2		Column 3		Column 4	
ANTE MORTEM INSPECTION SERVICES ONLY		INSPECTION SERVICES					
	Pigs		Cattle		Wild Game		Goat
NOTE Applicants must hold the following units of competency: MTMP3071C and MTMP3003A, or equivalent as updated from time to time.			Calves	NOTE Applicants must have attained the prerequisites identified in column 2. No additional requirements for the species listed above are currently identified but may be subject to change in the future.			Other
			Sheep / Lambs			Specify here:	
			Pigs				
	NOTE Applicants must, at a minimum, have completed the following qualification: Certificate III in Meat Processing (Meat Safety) issued within the previous 5 years. No additional requirements for the species listed above are currently identified but may be subject to change in the future.		NOTE Applicants must have attained the prerequisites identified in column 2. No additional requirements for the species listed above are currently identified but may be subject to change in the future.		NOTE Applicants must have attained the prerequisites identified in column 2. No additional requirements for the species listed above are currently identified but may be subject to change in the future.		

6. Q fever Vaccination (if applicant is not solely working 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*

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 at any 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.

17. Applicant Declaration*

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 possess a Certificate IV in Meat Processing (Meat Safety) or equivalent, or a Certificate III in Meat Processing (Meat Safety) including the module “perform post-mortem inspection and make disposition” or a Certificate of Current Competency issued within the past five years by a Registered Training Organisation with the Certificate IV in Meat Processing (Meat Safety) within its scope of registration
- 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 not accompanying this application, I agree to undergo a species capability assessment for the species identified in section 5 of this application form and forward the report and outcome of the assessment to aao@agriculture.gov.au within 10 business days of signing and submitting this application or my application will be rejected
- If not accompanying this application, I agree to attend the Department’s Deed of Obligations information session available from the department and approved Registered Training Organisations and complete the accompanying assessment. I will forward the original signed and witnessed deed and certificate of completion from this session to aao@agriculture.gov.au within 10 business days of signing and submitting this application or my application will be rejected
- If not accompanying this application, I agree to attend an authorised officer induction training session run by a department-approved Registered Training Organisation. I will forward evidence of satisfactory completion of the session to aao@agriculture.gov.au within 10 business days of signing and submitting this application or my application will be rejected
- I understand and accept that appointment to an Authorised Officer will not commence until my application is 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 and accept that where my department-issued AO identification card has been stolen, lost or defaced, I am responsible for having the card reissued at a cost payable by me. The fee for reissuing a card will be equal to the cost of issuing an electronic certificate plus one dollar.

Signature:

Date:

Check your application against the list in section 18 on the next page prior to submitting your completed application form and attachments.

Completed application form and attachments are to be sent to:

The AAO Coordinator
 Meat Exports Branch
 Department of Agriculture and Water Resources
 GPO Box 858
 CANBERRA ACT 2601

Or email: aao@agriculture.gov.au

18. Check your application*

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

Please provide original copies of any of the below documents. All photocopies of documents supplied with this application must be certified copies – section 21 provides guidance on the certification of copies of documents.

Section	Documentation required, as identified below, to support application.	
2	Evidence of residency or citizenship status	<input type="checkbox"/>
2	If applicant is a temporary resident, evidence from Department of Immigration and Border Protection supporting application as an authorised officer	<input type="checkbox"/>
2	If applicant is a temporary resident, evidence of English language proficiency test within the past 36 months	<input type="checkbox"/>
2	Certified copies of 100 point ID check documents provided	<input type="checkbox"/>
	<input type="checkbox"/> One primary document	
	<input type="checkbox"/> At least one secondary document	
4	Evidence of relevant completed qualifications provided	<input type="checkbox"/>
5	Species where inspection services will be performed on have been identified	<input type="checkbox"/>
6	Evidence of Q fever immunity status provided (not required if solely working with pigs)	<input type="checkbox"/>
7	Details of previous appointment(s) as an Authorised Officer	<input type="checkbox"/>
10	Four (4) standard passport photographs provided	<input type="checkbox"/>
10	Signature block completed	<input type="checkbox"/>
11	Employer details and letter of confirmation provided	<input type="checkbox"/>
13	Employer declaration completed - company employees only	<input type="checkbox"/>
15	Certified copy of National Records Police Check Certificate	<input type="checkbox"/>
15	If applicant is a temporary resident , certified copies of National Records Police Check from overseas jurisdictions (these can be the same ones provided to the Department of Immigration and Border Protection as part of the successful temporary visa application)	<input type="checkbox"/>

17	If completed <u>at time of application</u> – evidence of the following	<input type="checkbox"/>
	<input type="checkbox"/> Capability assessment(s) for species identified in section 5 of this application form <input type="checkbox"/> Certificate of Completion for Deed of Obligations assessment <input type="checkbox"/> Submitted signed and witnessed Deed of Obligations <input type="checkbox"/> Attendance of an AAO induction training session delivered by a RTO.	
	NOTE: You must submit the above documentation within 10 business days of submitting your application or your application will be rejected.	
17	All other required sections have been completed	<input type="checkbox"/>
17	The applicant declaration has been signed and dated	<input type="checkbox"/>

19. Protecting your privacy

Personal information means any information or opinion about an identified, or reasonably identifiable, individual.

Sensitive personal information means 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.

The collection of personal information by the department in relation to this Australian Government Authorised Officer application form is for the purposes of determining your eligibility for appointment as an Australian Government Authorised Officer under section 20 of the *Export Control Act 1982* 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 Australian Government Authorised Officer.

Personal information may be disclosed to other Australian agencies, including the Australian Federal Police and the Department of Immigration and Border Protection, CRIMTRAC, persons or organisations 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 completing and submitting this form you consent to the collection of all personal information, including sensitive personal information, contained in this form.

The department's [Privacy Policy](#), including information about access to and correction of your personal information is available on the departmental website at <http://www.agriculture.gov.au/about/privacy>.

To contact the department about your personal information or to make a complaint:

Telephone: Switchboard +61 2 6272 3933

Email: privacy@agriculture.gov.au

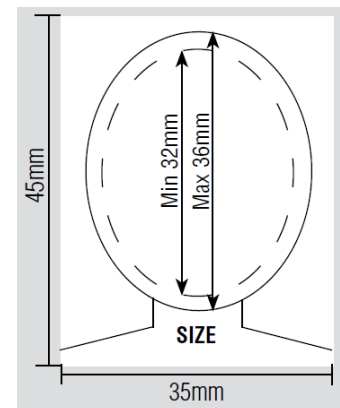
Post: Privacy Contact Officer,
Department of Agriculture and Water Resources
GPO Box 858, Canberra ACT 2601.

Note: This address must **not be used** to submit your authorised officer application and supporting documentation. Doing so, may result in your application being delayed or lost.

20. Photo requirements

Photos must:

- be 45mm in height and 35mm in width
- have been taken within the past six (6) months
- be colour, in sharp focus and clear
- have applicants full name on the back of one of the photos
- have a plain, light-coloured background and be taken with uniform lighting (no shadows across the face)
- show you looking straight at the camera, and your head not tilted
- be taken with a neutral expression (not laughing or frowning) with your mouth closed
- be close up so that the head takes up between 32mm and 36 mm of the photo (see diagram)
- show your eyes clearly through glasses – if you wear them – with no flash reflection off the glasses
- show you without any hat or other head covering (if you wear a head covering for religious reasons, a photograph with you wearing it will be accepted, but your facial features from bottom of chin to top of forehead and both edges of your face must be clearly shown)



21. 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 23.

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: 1 October 2015

22. 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

NOTE: One document must be supplied from this category. No additional points for multiple documents

Point value	Document Details
70 Points	<p>Document</p> <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

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

Point value	Document Details
40 Points	<p>Document – must have a photograph and a name</p> <ul style="list-style-type: none"> • Driver licence issued by an Australian State or Territory • Licence of permit issued under a law of the Commonwealth, a State or Territory Government (e.g. a boat licence) • Identification card issued to a public employee • 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
35 Points	<p>Document – must have a name and signature</p> <ul style="list-style-type: none"> • A document held by a cash dealer giving security over your property • A mortgage or other instrument of security held by a financial body • Council rates notice • Document from your current employer or previous employer within the last 2 years • Land Titles Office record • Document from the Credit Reference Association of Australia
25 Points	<p>Document – must have a name and address</p> <ul style="list-style-type: none"> • Marriage Certificate (for maiden name only) • Credit Card • Foreign Drivers Licence • Medicare Card (signature not required on Medicare card) • Membership to a Registered Club • Membership to a Motoring Organisation (i.e. NRMA, RACQ) • EFTPOS Card
25 Points	<p>Document – must have a name and address</p> <ul style="list-style-type: none"> • 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
25 Points	<p>Document – must have a name and date of birth</p> <ul style="list-style-type: none"> • Record of primary, secondary or tertiary educational institution attended by you within the last 10 years • Record of professional or trade association of which you are a member

23. Approved Categories of Persons

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

Part 1 – Members of Certain Professions

- 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