



Australian Government
Department of Agriculture, Fisheries and Forestry

**Application for Appointment as an Australian Quarantine and Inspection Service
 (AQIS) Authorised Officer**

Appointment under section 20 of the *Export Control Act 1985*

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

Version 2.6

Illegible / incomplete forms will be returned.

1. Registration number/s of registered establishment/s

AQIS Registration Number of all Export Registered Establishment(s) where AQIS Authorised Officer duties will be undertaken:		

2. Personal Details

Title: (Mr, Mrs, etc)	
Surname:	
First Name:	
Second Name:	
Date of Birth:	

Please provide certified copies of identification documents to provide 100 points – see section 22 for examples of documentation to establish proof of identify. See section 21 for guidelines for the certification of documentation.

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:			
Work Email:			

4. Qualifications

I hold a:

- Certificate IV in *Meat Processing (Meat Safety)* or equivalent
- Certificate III in *Meat Processing (Meat Safety)* or equivalent including the module “perform post-mortem inspection and make disposition.” I commit to undertaking the necessary training and obtain a Certificate IV in *Meat Processing (Meat Safety)* qualification within 12 months of

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

Company Name:

Address:

State:

Post Code:

Establishment Contact Name:

Phone Number:

Mobile Number:

Facsimile Number:

Email:

13. Establishment Management Declaration (Not required for employment agency staff)

The application by _____ (insert applicant's name) for appointment as an AQIS Authorised Officer, for the species listed in section 5, is supported by the company operating the Export Registered Establishment(s) listed in section 1.

NOTE: This section must be completed by a person listed as a company management official in the Certificate of Registration for any of the Registered Establishments listed in section 1.

Name:

Position:

Signature:

Date:

Phone Number:

Email:

14. Disclosure of Conflict of Interest

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 AQIS Authorised Officer to perform post mortem meat safety inspection services 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.

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 AQIS 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 Australian Quarantine and Inspection Service
- 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 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 equivalent) or a Certificate of Competency. If I hold a Certificate III in *Meat Processing (Meat Safety)* (or equivalent) I will undertake the necessary training and obtain a Certificate IV in *Meat Processing (Meat Safety)* qualification within twelve (12) months of my appointment or I understand that my authorisation as an AQIS Authorised Officer will be revoked.
- I have attended an AAO training session delivered by a Registered Training Organisation.
- I have submitted a request to the Australian Federal Police for a National Police Check and will provide a certified copy to the Australian Quarantine and Inspection Service.

Signature:

Date:

18. Protecting your privacy

The Australian Quarantine and Inspection Service (**AQIS**) forms part of the Department of Agriculture, Fisheries and Forestry (**Department**). AQIS is collecting the information on this form for the purpose of assessing your application and it will be considered by employees of AQIS and the Department when determining whether to appoint you as an AQIS Authorised Officer under section 20 the *Export Control Act 1982* and, if so appointed, when issuing you with an Identity Card which will identify you as an AQIS Authorised Officer. Information relevant to your appointment, including this application form and your Police Certificate, will be recorded by AQIS and may be accessed by employees of AQIS or the Department who are involved in this process, and may be disclosed by AQIS or the Department to any persons or parties listed on the application form. Your information may also be used for any related actions or proceedings that result from your application to be appointed as an AQIS Authorised Officer, and may be disclosed by DAFF to parties who are involved with those related actions or proceedings. Additionally, AQIS may release this information to any other entity as required by law.

19. Check your application

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

Please do not provide original copies of any documents. All photocopies of documents supplied with this application must be certified copies – section 21 provides guidance on the certification of copies of documents.

- Certified copies of 100 point ID check documents provided (section 2)
- Evidence of relevant qualifications provided (section 4)
- Evidence of Q fever immunity status provided (section 6)
- Four (4) standard passport photographs provided (section 10)
- Signature block completed (section 10)
- Establishment Management Declaration completed - company employees only (Section 13)
- Application for an AFP Police Check (section 15)
- Attended an AAO training session delivered by a Registered Training Organisation.
- All other required sections have been completed
- The applicant declaration has been signed and dated (section 17)

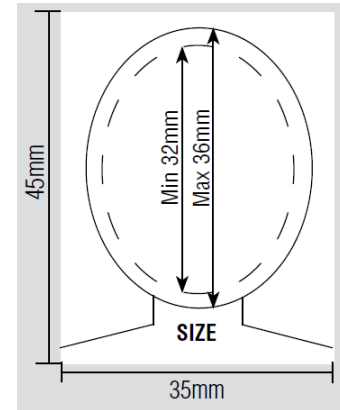
Completed application form and attachments to be sent to:

The Registration Coordinator
Food Division
AQIS
Department of Agriculture, Fisheries and Forestry
PO Box 858
CANBERRA ACT 2600

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 March 2010

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	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

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

Point value	Document Details
40 Points	Document – must have a photograph and a name <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	Document – must have a name and signature <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	Document – must have a name and address <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	Document – must have a name and address <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	Document – must have a name and date of birth <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