Australian Government
Department of Agriculture, Water and the Environment

Departmental policy

Development, approval, publication and management of instructional material for export operations

Direction to staff
You must comply with this instructional material under the Practice Statement Framework.

Purpose of this document

This policy statement, together with the Instructional Material Governance Framework for Export Operations, provides the overarching governance for the development, approval, publication and subsequent review and management of instructional material for department staff and officers acting on behalf of the department for export operations.

In this document

This document contains the following topics.

Policy statement

The department has an obligation under the *Public Governance, Performance and Accountability Act 2013* to have appropriate systems of internal control, and for risk oversight and management. Critical to fulfilling this obligation is the maintenance of a robust, endorsed and supported department system and associated processes and procedures for the development, approval, publication, review and management of instructional material for its staff.

Publication of instructional material

All instructional material to be used by staff and officers acting on behalf of the department must be published in the departmental Instructional Material Library. Instructional material is operative and enforceable on the date of publication.

Where instructional material must be used by officers acting on behalf of the department who are unable to access the IML (for example, some external Authorised Officers), instructional material may also be published on a controlled space on the department website.

Instructional material must be allocated a unique identifier and must be version controlled (noting that the IML system administrators are responsible for ensuring functionality for this is incorporated into the IM development workflows).

Compliance and assurance

Instructional material has the effect of being lawful and reasonable directions to departmental staff, issued under section 13(5) of the *Public Service Act 1999*. All staff must comply with instructional material pertaining to their roles and duties.

Where there is a departure from Tier 1 or Tier 2 instructional material, due to unforeseen operational or other issues, it must be approved by the senior executive responsible for the instructional material.

A departure from Tier 3 instructional material must be approved at EL2 level. A record must be made setting out the reasons for, and nature of, the departure.

Assurance instructional material is being followed

Senior executive staff (SES) are responsible for ensuring their staff use and adhere to any relevant instructional material. This may involve, where appropriate, the use of business assurance processes that include risk controls.

Format of instructional material

Instructional material must be created in the approved standard templates published in the Instructional Material Library. This is to facilitate consistency as well as ensure material is easily identifiable and useable by department officers and agents.

Instructional material must be written to conform with department and government policy and style guides, including the current departmental style guide for instructional material and the Australian Government *Web Content Accessibility Guidelines (WCAG)*.

Instructional material must be clear and to the point, have clear logic and use unambiguous language that is easy to understand and follow.

Instructional material must not contain non-instructional information, such as persuasive communications and training content, that can obscure the instructions.

Development or amendment of instructional material

The processes and procedures for the development and amendment of instructional material must be clear, documented and approved. They must be published on the Instructional Material Library and followed by all areas of the department.

All stages of the development or amendment, approval, publication, review and archiving of instructional material must be auditable.

Content development

Where instructional material crosses multiple programs and/or business areas, content development must be co-authored by all affected areas.

Where an instruction is to be used by operational staff, content development must be co-authored with the relevant operational area(s).

Legal review

All instructional material must comply with legislative (including regulatory) requirements.

Instructional material owners must consider seeking legal advice in the development, amendment or removal of instructional material where:

- there is doubt or ambiguity in relation to legislative requirements or powers
- proposed processes or practices are high risk or complex
- complex changes have been made to relevant legislation.

Where legal review of instructional material is required, this must occur prior to its approval and publication.

Owners and approvers of instructional material

Owners

All department specific instructional material must have one business area that is the clear instructional material owner. The instructional material owner is responsible for ensuring the instructional material is clear, accurate, fit-for-purpose for users, legal and approved, meets government and departmental standards, and is current.

The instructional material owner must endorse the instructional material before it is sent to the approver (where they are not the same officer).

Approvers

All instructional material must be approved by an appropriate level officer(s) from the business area of the instructional material owner (as outlined in the table below).

Where the instructional material crosses multiple programs and/or business areas, endorsement from within all affected areas is necessary.

Where instructional material is to be used by operational staff, they must also be approved by an appropriate level officer from the relevant operational area.

The administrators of the Instructional Material Library must have in place a system to verify that instructional material has been approved at the correct level prior to publication.

Minimum level of owner and approver/s

The **minimum** level of the owner and approver(s) depends on the instructional material type and is outlined in the following table. There may be instances where approval of some documents may need to be elevated to a higher level to address organisational risk.

Document type / Approval level	Tier 1 Secretary directions, practice statements, AAIs	Tier 1 Department policy	Tier 2 Guideline (process), work instruction	Tier 3 Reference, template, form, checklist and notice, OSN
Secretary or Deputy Secretary	Owner/Approver (Approver 1)			
First Assistant Secretary		Approver (Approver 2)		
Assistant Secretary		Owner (Approver 1)	Approver (Approver 2)	
Director			Owner (Approver 1)	Owner/Approver (Approver 1)

***Note**: Approver 1 and Approver 2 indicate where two levels of approval are required. This depends on the document type, as outlined in the table. The owner will always be the first approver.*

Currency and review

The owner of an instructional material document is responsible for ensuring it is current.

Instructional material must be reviewed every two years for accuracy and overall content. It must also be reviewed if there is a related change to legislation, policy, process or procedure. On publication, the next review date must be set.

The team tasked with administering the Instructional Material Library must ensure that there is a system in place to advise instructional material owners well in advance of when their documents are due for review.

Feedback on instructional material

The administrators of the Instructional Material Library must have a system to enable capturing of internal feedback, concerns or non-conformity issues and to provide this to instructional material owners.

Cross commodity policies for exports

Development and endorsement

A cross commodity policy articulates the position and approach of the department regarding the application of aspects of the *Export Control Act 2020* to more than one commodity. Given this, the development and endorsement of a cross commodity policy must include all affected business areas, as follows.

The development or amendment of a cross commodity policy for exports must be done in collaboration with all business areas (program and operational) responsible for setting and/or implementing policy and process relating to commodities affected by the policy.

The assistant secretaries of all business areas (program and operational) affected by a cross commodity policy must endorse the policy (or any amendments to the policy) prior to it being submitted for formal approval and publication on the Instructional Material Library. If the circumstance arises where endorsement is not agreed by all affected business areas, the owner of the policy must attempt to resolve any concerns or disagreements. If this cannot be done, the owner may proceed with publication, depending on the reasons for disagreement and any associated risk.

Ownership

Ownership and responsibility for endorsement, approval, publication, maintenance and assurance (see Assurance instructional material is being followed) of all cross commodity policies for exports must sit with the branch that has policy responsibility for the export control legislative framework.

Legislative framework

The following list identifies legislation that applies to the development and management of instructional material:

- *Disability Discrimination Act 1992*
- *Export Control Act 2020*
- *Freedom of Information Act 1982*
- *Privacy Act 1988*
- *Public Governance, Performance and Accountability Act 2013*
- *Public Interest Disclosure Act 2013*
- *Public Service Act 1999*

Related material

The following related material is available on the Instructional Material Library:

- Guideline: *Development, amendment, removal and approval of instructional material*
- Guideline: *Development, amendment, deletion and approval of instructional material for the Plant Export Operations Branch*
- Guideline: *Use of operational staff notices*
- Work Instruction: *Writing instructional material*
- User Instruction: *Creating a service request in the Instructional Material Library*
- User Instruction: *Performing a document review task in the Instructional Material Library*
- User Instruction: *Launching a business review in the Instructional Material Library*
- User Instruction: *Removing a document from the Instructional Material Library*
- Reference: *Instructional Material Governance Framework for Export Operations*
- Reference: *Practice Statement Framework style guide*

The following related material is available elsewhere:

- *Australian Government Web Content Accessibility Guidelines (WCAG)*
- *Disability Discrimination Act 1992*
- *Export Control Act 2020*
- *Freedom of Information Act 1982*
- *Privacy Act 1988*
- *Public Governance, Performance and Accountability Act 2013*
- *Public Interest Disclosure Act 2013*
- *Public Service Act 1999*
- *Web Content Accessibility Guidelines 2.1*

Appendices

A. Definitions

Document information

The following table contains administrative metadata.

Instructional Material Library document ID	Instructional material owner
IMLS-12-4148	First Assistant Secretary, Trade Reform

Version history

The following table details the published date and amendment details for this document.

Version	Date	Amendment details
1	3/03/2021	First publication of this departmental policy. Developed for use for exports activities by the department via consultation and approval through the Agricultural Trade Board.
2	8/02/2022	Amended to include a definition and section relating to cross commodity policies for exports.

Appendix A: Definitions

The following table defines terms used in this document.

Term	Definition
Accountable Authority Instruction (AAI)	A written instrument that may be issued by an accountable authority to instruct staff on matters relating to finance law. AAIs assist the accountable authorities in meeting their general duties under the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) and establishing appropriate internal controls.
Checklist	A document type that is a tool for providing assurance.
Cross commodity policy (see policy and departmental policy)	A policy document that provides a position or rules of the department in respect to more than one commodity.
Departmental policy	A policy document that provides the position and rules of the department in respect to a given topic.
Form	A document type that is filled in to request a service or to record information.
Guideline	The current name in the IML system for a document type that contains process information (see process).
Instructional material	All documents that describe policy, process and procedure required by departmental staff to perform their duties in accordance with legislation and associated regulation and policy.
Instructional Material Library	The official online library and controlled document management system that contains all department instructional material.
Notice	A document type that provides information or notification of a decision.
Operational staff notice (OSN)	A formal and temporary notification to staff that provides direction regarding a: • temporary change to an existing piece of instructional material (guideline or work instruction) • a permanent change to existing instructional material, that must be communicated immediately (ahead of the permanent amendment to the existing material being made) • a new instruction to staff that must be communicated urgently, ahead of the development of a new work instruction or guideline. **Note:** OSNs are automatically archived after three months.
Policy	A position or principle of the department. Policy in instructional material may occur: • as a departmental policy statement • in the policy section of a procedure or process where it relates only to that process or procedure.

Term	Definition
Practice statement	Practice statements form part of the department's operational policy framework and provide direction to departmental officers in performing duties derived from the relevant enabling legislation, as well as their obligations as public service employees. They outline the: • legislative and common law principles/requirements that departmental officers must comply with • directions that all departmental officers must abide by in the conduct of their duties.
Procedure	• Describes how a series of sequential tasks are to be performed within a process. • Sets out a set of steps that a person performs to complete a task. • Has a specified beginning (generally an input or event) and end (that either completes part of a longer process or produces a product). **Note**: A procedure is currently documented in the department as a work instruction.
Process	• Provides a high-level description of how an outcome or output is achieved. • Describes what happens, but not how it happens. • Describes several people with different roles working together to achieve something. **Note**: A process description is currently documented in the department as a guideline.
Reference	A document type that contains supporting information that is not in itself an instruction. However, it can include instructional material developed outside of the department, such as for equipment.
Template	A document type that has a pre-set format that meets government accessibility requirements and that can be customised to suit individual instances or applications.
Tier 1 instructional material	Secretary determinations and directions, Australian Public Service Commission (APSC) directions, AAIs, practice statements, department policy statements.
Tier 2 instructional material	Process descriptions (guidelines), process maps, procedures (work instructions).
Tier 3 instructional material	Forms, templates, notices, checklists, reference material.
User instruction	A document type that contains procedural information for using a system.
Work instruction	A document type that contains procedural information (see procedure).

Australian Government
Department of Agriculture and Water Resources

WORK INSTRUCTION

Implementing operational change (meat notice)

Direction to staff

This document is instructional material for the Department of Agriculture and Water Resources (the department) under its Practice Statement Framework. All staff must comply with it.

Summary of main points

This document outlines the procedures to:

- plan, develop, approve and publish a meat notice
- update all relevant operational and policy documents to reflect the meat notice
- approve and publish all updated documents
- archive and remove the meat notice once industry has been informed and all updated documents have been amended, approved and published.

In this document

This document contains the following topics.

Purpose of this document

This document provides nationally consistent procedures to develop, amend and publish meat notices that inform departmental staff, industry and stakeholders of a change in policy while the necessary documents are being updated to reflect the prescribed change.

Definitions

The following table defines terms used in this document.

Term	Definition
Electronic Legislation, Manuals and Essential References (ELMER)	A department website maintained by the Export Meat Program and provides up-to-date information to industry on meat exports, including meat notices and guidelines.
Export Meat Industry Advisory Committee (EMIAC)	• A consultative body between the export meat industry and the department. • EMIAC's main function is to consider technical issues affecting the export meat sector. It also provides policy advice on many major issues such as residues, pathogens, international requirements including market access and food safety issues affecting meat.
Export Meat Program (EMP)	A program in the department's Meat Exports Branch (within Exports Division) responsible for regulating and managing departmental export meat matters.
Export Wild Game Meat Industry Consultative Committee (EWGMICC)	A consultative body between the export wild game meat industry and the department.
Meat notice	A short-term published document raised to notify the export meat industries and departmental staff of changes to and/or addition of departmental requirements.
Meat notice subject matter expert (SME)	A designated person deemed to have the appropriate technical expertise to take responsibility to develop or amend operational material.

Policy statement

- Meat notices are intended as interim documents to inform industry of changes or additions to new requirements as quickly as possible.
- Meat notices are an interim document allowing time for all relevant operational and policy documents to be updated with the new requirements.
- All meat notices must be given a review date whereby it is expected that all relevant changes in operational and policy documents have been completed, approved and republished; therefore, enabling the meat notice to be removed from the website.
- If there is an existing published meat notice of the same topic of any proposed new meat notice
    - the current content of the existing published meat notice must be captured in the new meat notice to be published
    - the previous meat notice must be archived upon publication of the new meat notice.
- Before publication new meat notices must
    - go through a stakeholder consultation process
    - if applicable, be endorsed by EMIAC or an industry working group or sub-committee
    - be approved and signed by the senior director, EMP, or the assistant secretary, Meat Exports Branch.
- Content of meat notices must be transferred into other relevant departmental documents. For example: instructional material, training material, approved arrangements guidelines, legislation, other manuals or reference documents, by the review date on the meat notice.
- Establishment responsibilities (if any) must be stated in the meat notice.
- It is preferred (where, or if relevant) that only generic responsibilities of departmental officers are included in Section 4. Responsibilities of the meat notice template.
- If there are specific responsibilities in relation to departmental officers, these must be included in departmental instructional material.
- Any new responsibilities should ideally be updated and/or developed in conjunction with the development of the meat notice.
- If it is not feasible to update instructional material in conjunction with the meat notice, then instructional material should be updated and/or developed and published within six months of the meat notice published date.

Roles and responsibilities

The following table outlines the roles and responsibilities undertaken in this work instruction.

Role	Responsibility
EMP line manager	Provides oversight and has responsibility to ensure all steps of the required operational change are completed in a timely manner and prior to the meat notice review date. This includes: • designating a meat notice SME within their team to complete amendments on all documents (including the meat notice) • providing the purpose and scope of the operational change to the meat notice SME • overseeing the development and publishing of the meat notice • overseeing the amending and republishing of all documents • assisting the meat notice SME to identify audience and any additional stakeholders other than EMIAC members • ongoing review and input into the meat notice as requested by the designated meat notice SME • ensuring all relevant documents relating to the meat notice are amended or created by the meat notice review date • ensuring the meat notice is removed from ELMER when all documents are successfully updated.
Meat notice coordinator (Governance and Audits team)	• Track, monitor and report the progress of all change requests to completion, for example: the removal and archiving of the meat notice. • Maintain the Meat Notice Register. • Provide EMIAC and management with regular status reports. • Notify the EMP line manager of any variances to the schedule for their action. • Allocation of the meat notice number. • File all related paperwork to the meat notice in relevant Records Manager e-container.

Role	Responsibility
Meat notice SME (from the relevant line area developing the meat notice)	• Complete the meat notice and amend or update all relevant documentation. • Develop the meat notice in accordance with the scope and purpose given by the EMP line manager. • Identify all documents affected by the operational change and amend them. • Liaise with the various document owners to ensure all updated documents are approved and published within the agreed timeframe and before the meat notice review date. • Report overall status to the EMP line manager on a regular basis. • Coordinate distribution of the meat notice following approval. • Communicate with relevant areas as work progresses or is completed. • Ensure cover sheet has the senior director and/or assistant secretary approval for publication. • Submit the meat notice to the web content team for internet publication on ELMER as per web content publishing guidelines.
• Senior director, EMP • Assistant secretary, Meat Exports Branch	Review and approve the meat notice and supplementary documentation, for distribution and publication.

Planning the operational change (meat notice)

The following table outlines the EMP line manager procedure for planning the operational change.

Step	Action
1.	Identify a new or changed policy or operational requirement.
2.	Assess the change and designate a meat notice SME.
3.	Brief the meat notice SME outlining: • the purpose of the change request requiring a meat notice • adequate or sufficient scope to enable work to commence • timeframe management required for the publishing of the meat notice.

Completing the operational change checklist (meat notice) template

The Template: *Operational change checklist (meat notice)* is completed electronically by the meat notice SME to ensure consistency, accuracy and currency prior to a meat notice being drafted.

The template is the tool that assists the meat notice SME in planning:

- what documents need to be changed
- who needs to be consulted
- realistic timeframes for completing all the document updates.

The following table outlines the procedure the meat notice SME takes to complete the template.

Step	Action
1.	Complete Template: *Operational change checklist (meat notice)* by: • identifying other relevant meat notices and the action required (archive or link) • identifying changes to any other documentation, for example ○ Export Meat System Audit Program (EMSAP) audit checklist ○ Approved Arrangement Guideline ○ instructional or training material • setting realistic timeframes for changes to all identified documentation • identifying internal and external stakeholders requiring consultation. **Note:** This template must be completed within two business days of the EMP line manager's initial briefing. The EMP line manager should provide direction, guidance and support to the meat notice SME in completing the template.
2.	On completion of the template, arrange a meeting with the EMP line manager to: • discuss the extent of documents required to be updated or developed • set realistic timeframes to complete the updating of identified documents • discuss and confirm internal and external stakeholders to consult • confirm the date the meat notice should be reviewed and/or removed and archived **Note:** This date should not exceed two years. • confirm who (other SMEs) may assist when drafting the meat notice. **Note:** As a result of this meeting the template is finalised with agreed timeframes.
3.	Email completed template to the: • meat notice coordinator • EMP line manager. **Important:** Where delays are experienced, **steps 4 to 5** must be followed. **Notes:** • Retain a copy of the completed template to assist with managing the updating of all identified documents to the agreed timeframes. • EMP line manager and meat notice SME should use their copy to regularly review progress and flag potential issues that may cause delay in the updating of documents. • The meat notice coordinator will update the Meat Notice Register in accordance with the steps in **section: Meat Notice Register management**.
4.	Amend timeframes (if applicable). Communicate with your line manager to amend timeframes originally provided in the template. **Note:** Timeframes must be amended with the EMP line manager's approval.
5.	Email the meat notice coordinator the amended copy of the template. **Note**: The meat notice coordinator will only accept template amendments which have been approved by the EMP line manager.

Developing a meat notice

Developing a meat notice requires ongoing liaison between the meat notice SME, the EMP line manager and may include other SMEs to create a draft meat notice ready for further action.

The following table outlines the procedure the meat notice SME follows to develop a meat notice.

Step	Action
1.	Draft the meat notice in accordance with the purpose, scope and brief outlined by the EMP line manager using: • Template: *Meat notice template* **Note:** Refer to Work Instruction: *National standard filing system for on-plant veterinarians* for guidance with completing the *NSFS reference* field on the template. • the completed Template: *Operational change checklist (meat notice)*.
2.	Submit the draft meat notice for review and endorsement to the EMP line manager or National Veterinary Technical Manager (NVTM), as appropriate. **Note:** Initial draft approval must be obtained before distributing the draft meat notice to external stakeholders for comment.
3.	Submit the endorsed draft meat notice for review and approval to the senior director, EMP. **Note:** Initial draft approval must be obtained before distributing to external stakeholders.

Consultation with stakeholders

Draft meat notices must be distributed to relevant stakeholders for consultation and comment.

Important: Initial draft approval must be obtained before distributing to external stakeholders.

The following table outlines the meat notice SME procedure for stakeholder consultation.

Step	Action
1.	Determine a clear and achievable timeframe for quality responses and feedback from internal and external stakeholders. **Note**: On occasion there may be a modified consultation process where consultation occurs through an industry working group or sub-committee. The EMP line manager must discuss this with the senior director.
2.	Identify the internal and external stakeholders that need to be consulted from the completed Template: *Operational change checklist (meat notice)*.
3.	Collate the following documents/information in preparation for distribution: • endorsed draft meat notice • nominated feedback deadline • details of meat notices to be replaced.
4.	Email all relevant documents to the EMIAC/EWGMICC secretariat (as appropriate) for consultation with external stakeholders.
5.	Coordinate with appropriate secretariat(s) to email the draft meat notice to the relevant contact list and other stakeholder lists as appropriate.

Step	Action
6.	Coordinate with appropriate secretariat(s) to collate and return feedback by the determined deadline.

What the meat notice SME does following stakeholder consultation

The following table outlines the meat notice SME procedure for stakeholder feedback.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Assess the extent and impact of the stakeholder feedback.
<table>
<tr><th>If…</th><th>Then…</th></tr>
<tr><td>no feedback is received</td><td>• advise the EMP line manager
• continue to section: <u>Approval of meat notice</u>.</td></tr>
<tr><td>feedback is limited/minor</td><td>• discuss changes with the EMP line manager and/or senior director
• amend the meat notice in accordance with EMP line manager/senior director direction.
• continue to section: <u>Approval of meat notice</u>.</td></tr>
<tr><td>feedback is extensive</td><td>• EMP line manager/meat notice SME determine whether further stakeholder consultation is necessary
• amend draft meat notice
• go to Step 2.</td></tr>
</table></td></tr>
<tr><td>2.</td><td>Repeat steps 1-6 of section: <u>Consultation with stakeholders.</u>
Note: Provide regular updates on progress to the meat notice coordinator.</td></tr>
<tr><td>3.</td><td>• Amend draft meat notice with all final agreed changes.
• Continue to section: <u>Approval of meat notice</u>.</td></tr>
<tr><td>4.</td><td>Update the Template: <u>Operational change checklist (meat notice)</u> and send to meat notice coordinator.</td></tr>
</table>

Approval of meat notice

The draft meat notice must be approved by the senior director and assistant secretary (where required) before being widely distributed and published.

Preparing the meat notice for approval

The following table outlines the meat notice SME procedure to prepare the meat notice for approval.

Step	Action
1.	• Request the next available meat notice number from the meat notice coordinator. • Add the number to the meat notice.
2.	Complete the Form: *Meat notice approval cover sheet*.

Step	Action
3.	Provide the following documents to your line manager for endorsement: • Form: *Meat notice approval cover sheet* • Template: *Operational change checklist (meat notice)* • final draft meat notice.

Review and endorsement by EMP line manager

The following table outlines the procedure for the EMP line manager to review and endorse the meat notice prior to approval.

Step	Action
1.	Review documents received from the meat notice SME and endorse the Form: *Meat notice approval cover sheet*.
2.	Provide the following documents to the senior director for approval: • endorsed Form: *Meat notice approval cover sheet* • Template: *Operational change checklist (meat notice)* • final draft meat notice.

Approval of meat notice by senior director, EMP

The following table outlines the procedure for the senior director, EMP to approve a meat notice.

Step	Action
1.	Review and approve the meat notice. **Note:** Depending on the content of the meat notice it may be necessary for the assistant secretary to approve the meat notice. The senior director will determine this.
2.	• Provide approved paperwork to the assistant secretary for web publishing approval. • Request the assistant secretary return the signed paperwork to the meat notice SME.

Publishing and distributing the meat notice

Following approval, the meat notice must be published on the department's website, ELMER.

Once the meat notice is published on the website, it must then be distributed to both internal and external stakeholders by email.

The following table outlines the meat notice SME procedure for:

- publishing a meat notice
- preparing an email for distribution of a meat notice.

Step	Action
1.	Prepare the new meat notice (and removal of old meat notice if applicable) for publishing in accordance with the latest web publishing procedure found on mylink's Publishing on external websites policy page. **Note:** Also refer to: • **section: Department of Agriculture and Water Resources website (if applicable)** • **section: Remove meat notice from ELMER and archive in Records Manager**.
2.	Receive confirmation that the new content has been published and, if applicable, content has been removed.
3.	• On confirmation, conduct quality assurance on the published meat notice. • The meat notice is published under the meat notices section of the ELMER 3 Electronic Legislation, Manuals and Essential References page of the department's website.
4.	Advise the meat notice coordinator of: • the successful publishing • the removal of content (if applicable).
5.	Prepare a notification email including the following information: • advising of the published meat notice (including a hyperlink) • attach a PDF version of the meat notice • attach any other related documents (including a PDF version of removed meat notices) • requesting action by the On-Plant Veterinarian (OPV). For example: 'OPVs – please pass this meat notice on to establishment management'.

6.	Send the notification email to:
	• MID Operations Coordination (MID.OpsCoord@agriculture.gov.au) and request the notification is distributed to *All Establishments OPV* lists and the *ATM/FOMS & CO* list.
	• Secretariat/s of relevant industry consultative committees requesting the notification is distributed to the consultative committee distribution list/s
	  ○ EMIAC secretariat (EMIACmeetings@agriculture.gov.au)
	  ○ EWGMICC secretariat at (kiaa@kangarooindustry.com.au) (if relevant)
	• state authorities (if relevant).

7.	Scan and email a copy of the following documents to the meat notice coordinator: • the signed Form: *Meat notice approval cover sheet* • the updated Template: *Operational change checklist (meat notice)*.

Meat Notice Register management

The Meat Notice Register is a document managed by the meat notice coordinator and must be used to monitor and track operational changes. Specific reports may be requested by management.

The following table outlines the procedure the meat notice coordinator follows when managing the Meat Notice Register.

Step	Action
1.	Review the completed Template: *Operational change checklist (meat notice)* ensuring: • EMP line manager is included in the email from the meat notice SME • timeframes provided are reasonable.
2.	Add data from the Template: *Operational change checklist (meat notice)* into the Meat Notice Register each time updated information is received from the meat notice SME or EMP line manager.
3.	Upon receipt of the final approved meat notice, update the Meat Notice Register and file the paperwork in Records Manager e-container number 2015/01927E.
4.	Update the Meat Notice Register on a weekly basis, ensuring the latest version can be viewed on the Food Exports Management Network SharePoint team site.
5.	Review the Meat Notice Register on a monthly basis (at minimum) for upcoming completion or due dates.
6.	Send an email each month to the: • meat notice SME, EMP line managers (copying in the senior director) requesting updates on meat notice progress where applicable. • senior director and assistant secretary providing a link to the Meat Notice Register.
7.	Add comments to the *Additional Comments* column when the response is received.

Develop or amend documentation identified on the operational change checklist

The EMP line manager responsible for the new meat notice must ensure that the documentation identified on the Template: *Operational change checklist (meat notice)* is developed within the indicated timeframes.

Note: Supplementary documentation includes the EMSAP checklist, approved arrangements, instructional or training material, MICoR, legislation or the department's website.

The following table outlines the development of supplementary documentation for EMP staff.

Step	Action
1.	Amend documentation in consultation with relevant technical experts. For example, consult with the Technical Training team to amend instructional or training material.
2.	Provide amended documentation to the senior director for review and approval.

Step	Action
3.	Consult with relevant internal and external stakeholders in consultation with the EMP line manager.
4.	Provide endorsed documentation to the assistant secretary: • to review changes (if applicable) • to provide final approval for documentation to be published and distributed.
5.	Provide regular updates to the EMP line manager and meat notice coordinator on the progress of supplementary documentation.
6.	Publish documentation in accordance with the relevant procedures appropriate to the document.
7.	Prepare a notification email including the following information: • advising of the published document including a hyperlink • attach a PDF version of the document • attach any other related documents • action required by OPVs. For example 'OPVs – please pass this document on to establishment management'.
8.	Send the notification email to: • MID Operations Coordination and request the notification is distributed to *All Establishments OPV* list and the *ATM/FOMS & CO* list • EMIAC/EWGMICC secretariat (as appropriate) requesting the notification is distributed to the consultative committee distribution list(s) • state authorities (if relevant).
9.	Notify the meat notice coordinator of completion, approval and publishing of supplementary documents.

Developing/amending instructional material (if applicable)

Amendments to instructional material (if required) must be developed in conjunction with the new meat notice.

The following table outlines the meat notice SME procedure for developing/amending instructional material.

Step	Action
1.	Email the Technical Training and Instructional Material team requesting the IML documents you need to amend or create.
2.	Amend or develop instructional material relevant to the new meat notice through the IML system in accordance with the latest publishing procedure found on the IML home page. **Note:** Under normal circumstances a 12-week lead time should be allowed, from request to publishing the document on the IML.
3.	Email the meat notice coordinator and EMP line manager confirming the instructional material has been completed and published on the IML.

EMSAP audit checklist (if applicable)

The EMSAP audit checklist is the tool that must be used by auditors to conduct systems audits at establishments.

The checklist must contain the latest information to ensure establishments are complying with requirements.

To update the EMSAP audit checklist, the meat notice SME should:

- make the proposed amendments in accordance with Work Instruction: *Managing updates to EMSAP checklists*
- email the meat notice coordinator advising that amendments have been made.

Approved Arrangement Guideline (if applicable)

The Approved Arrangement Guideline (AAG) is to be updated on a regular and on-going basis to ensure the continuing validity and reliability of the information.

To update the AAG, the meat notice SME should:

- make the proposed amendments in accordance with Work Instruction: *Managing updates to Approved Arrangement Guidelines*.
- notify the meat notice coordinator by email that amendments have been made.

Training material (if applicable)

Training material may be required to be developed, updated or removed as a result of a new meat notice. It is developed in collaboration with the Technical Training and Instructional Material team, meat notice SME, NVTM, senior director EMP and assistant secretary.

The following table outlines the meat notice SME procedure for amending training material.

Step	Action
1.	Contact the Technical Training and Instructional Material team requesting development or amendment of training material.
2.	Coordinate with the Technical Training and Instructional Material team to develop or amend training material.
3.	Review content of the training material and provide amendments where required. **Note:** Where amendments are required, these must be written using track changes function into the document. Comments will not be accepted.
4.	Notify the meat notice coordinator of publication of the training material.

Department of Agriculture and Water Resources website (if applicable)

The following table outlines the meat notice SME procedure for amending content on the department website.

Step	Action
1.	Prepare the draft document with the required amendments for the relevant webpage or document within ELMER.

Step	Action
2.	Obtain appropriate approval for changes. For example, EMP line manager or senior director.
3.	Send the approved draft document to the relevant stakeholders for consultation (if applicable) in consultation with the EMP line manager. **Important:** Where the draft document is replacing an existing meat notice, provide these details in the email and refer to **section**: **Remove meat notice from ELMER and archive in Records Manager**.
4.	Amend the relevant webpage in accordance with the latest web publishing procedure found on mylink: Publishing on external websites.
5.	Prepare a notification email including the following information: • advising of the published document (include a hyperlink) • attach a PDF version of the document • attach any other related documents **Important:** When the result of publishing a document is that a meat notice is archived, attach a PDF version of the archived meat notice (refer to **section**: **Remove meat notice from ELMER and archive in Records Manager**). • action required by OPVs. For example 'OPVs – please pass this document on to establishment management'.
6.	Send the notification email to: • MID Operations Coordination and request the notification is distributed to *All Establishments OPV* list and the *ATM/FOMS & CO* list • EMIAC/EWGMICC secretariat (as appropriate) requesting the notification is distributed to the consultative committee distribution list(s) • state authorities (if relevant).
7.	Email the meat notice coordinator advising website changes have been completed.

Manual of Importing Country Requirements (MICoR), if applicable

MICoR sets out the requirements that exporters and the department must meet for products and commodities to be accepted for import into specific overseas countries.

MICoR must be updated when there is a change to an importing country's requirements. The Export Standards Branch (ESB) makes all amendments to MICoR and requires a minimum of four weeks' notice to make an amendment.

Note: A meat notice may arise out of a change to importing country requirements as advised by ESB. In these cases the meat notice SME should still contact ESB to confirm that relevant changes to MICoR have been made.

The following table outlines the procedure that the meat notice SME follows when requesting amendments to MICoR.

Step	Action
1.	Email ESB with the following details of the change: • the meat notice number the change relates to • a copy of the current MICoR section or page showing the marked-up changes required • reason the change is required.
2.	Review the relevant pages in MICoR to confirm the pages have been amended accurately.
3.	Notify the meat notice coordinator that MICoR changes are complete.

Remove meat notice from ELMER and archive in Records Manager

When a meat notice's supplementary documentation has been successfully updated, approved, published and distributed, the meat notice must be removed from ELMER and archived. The meat notice coordinator will email the meat notice SME notifying that all supplementary documents have been marked completed on the Meat Notice Register.

Important: Industry must be notified that meat notices are being archived and provided a copy via email, prior to being removed from the website.

Note: The meat notice review date should reflect a date that we expect to have all required documentation amended and republished and must not exceed two years.

The following table outlines the meat notice SME procedure to remove a meat notice from ELMER.

Step	Action
1.	Complete the Form: *Meat notice approval cover sheet* to remove the meat notice.
2.	Submit the cover sheet for endorsement/approval to the: • EMP line manager • senior director • assistant secretary (for web approval).
3.	Email the scanned copy of the Form: *Meat notice approval cover sheet* to the meat notice coordinator.
4.	Prepare an email notification that the meat notice is about to be archived from the departmental website: • attach a copy of the meat notice(s) that are about to be archived • advise date the meat notice will be removed from the website • include a table advising why the meat notice is being archived, including where any relevant content may now be found • action required by OPVs. For example 'OPVs – please pass this document on to establishment management'.
5.	Send the notification email to: • MID Operations Coordination and request the notification is distributed to *All Establishments OPV* list and the *ATM/FOMS & CO* list • EMIAC/EWGMICC secretariat (as appropriate) requesting the notification is distributed to the consultative committee distribution list(s) • state authorities (if relevant).
6.	Prepare and submit the required paperwork to remove the meat notice from ELMER in accordance with the latest web publishing procedure found on mylink's: Publishing on external websites. **Note:** The notice is published on the ELMER 3 Electronic Legislation, Manuals and Essential References/Meat Notices page of the department's website.
7.	Verify that the meat notice has been correctly removed once the web publishing team advises that the meat notice has been removed. • Email the meat notice coordinator to advise that it has been removed.

Record keeping

- All requests, approval cover sheets and final meat notices must be filed in Records Manager e-container 2015/01927E.
- All supplementary documentation must be filed in the appropriate Records Manager e-container.

Related material

The following related material is available on the Instructional Material Library:

- Template: *Meat notice template*
- Template: *Operational change checklist (meat notice)*
- Form: *Meat notice approval cover sheet*
- Work instruction: *Managing updates to Approved Arrangement Guidelines*
- Work instruction: *Managing updates to ESMAP checklists* (under development)
- Work Instruction: *National standard filing system for on-plant veterinarians*

The following related material is available on the J drive:

- J:\Food Exports\EXPORT MEAT\14 Legislation and Guidelines\Meat Notices

The following related material is available on mylink:

- Publishing on external websites
- Food Exports Management Network

The following related material is available on the department website:

- ELMER 3 - Electronic legislation, manuals and essential references

Contact information

- EMIAC secretariat – EMIACmeetings@agriculture.gov.au
- EWGMICC secretariat – kiaa@kangarooindustry.com.au
- MID Operations Coordination – MID.OpsCoord@agriculture.gov.au
- Technical Training and Instructional Material team – ExportMeatTraining@agriculture.gov.au
- Export Standards Branch – exports@agriculture.gov.au

Document information

The following table contains administrative metadata.

Instructional Material Library document ID	Instructional material owner
IMLS-12-1435	Director, Export Meat Program

Version history

The following table details the published date and amendment details for this document.

Version	Date	Amendment details
1.0	23/06/2015	• First publication of this work instruction, which replaces the following two work instructions published on 17 March 2009: ○ Work Instruction: *MO WI 1.02.01 Writing an AQIS meat notice* (IML doc. ID: 2012/0640) ○ Work Instruction: *MO WI 1.02.02 AQIS meat notices (circulating, tracking and finalising)* (IML doc. ID: 2012/0627).
2.0	29/11/2018	• Amended to meet Practice Statement Framework and new document accessibility requirements. • The major change to this document now reflects the steps for: ○ Developing, approving, publishing and archiving of new meat notices. ○ updating and amending of supplementary operational and policy documents.