

January 2023

# **Export Meat Operational Guideline**

3.16 Authorisation and use of third-party authorised officers



# **Purpose**

The purpose of this guideline is to outline the requirements under which a person may be authorised and maintained as a third-party authorised officer for the purpose of meat inspection and disposition activities.

#### It includes:

- how a third-party authorised officer undertaking prescribed activities on behalf of the Department of Agriculture, Fisheries and Forestry (the department) is assessed as capable in the specific activities required by their role and responsibilities
- how the department verifies, on an ongoing basis, that a third-party authorised officer is capable in undertaking the role.

This guideline does not apply to Tier 1 export-listed establishments. Personnel at these establishments must comply with the applicable State Regulatory Authority requirements.

#### Context

The department is responsible for the inspection and disposition requirements prescribed under the *Export Control Act 2020* and its subordinate legislation.

The department may authorise a person as a third-party authorised officer to undertake these inspection and disposition requirements, on its behalf.

# Legislative basis

Under the Export Control Act 2020 ('the Act') and its subordinate legislation:

- there are legislative requirements relating to inspection and disposition (post-mortem, food safety, animal welfare, market access requirements and product integrity/certification)
- a person who is not an officer or employee of a Commonwealth body or a state or territory body may be authorised as a third-party authorised officer with specific functions and powers conferred to authorised officers under the Act.

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# **Principles**

This guideline identifies third-party authorised officers as Australian Government Authorised Officers (AAO) and Porcine Ante Mortem Inspectors (PAMI) who are employed by an approved third-party provider or a registered establishment, (collectively described as the company).

AAOs and PAMIs are legally bound to the legislative requirements of the Commonwealth of Australia as a qualified person assessed as capable of performing prescribed services and authorised by the department to meet government standards for inspection practices.

AAOs and PAMIs must comply with the Australian Public Service Code of Conduct and may operate under the direction of department officers in their official capacity and under department-issued work instructions for their inspection and disposition tasks.

AAOs and PAMIs are subject to ongoing performance verification against nationally prescribed performance standards set and verified by the department.

It is a company's responsibility to have enough AAOs and PAMIs available for prescribed duties to cover all forms of leave, absenteeism and training to meet required performance standards.

The department may at any time make changes to required criteria in order to maintain currency of competencies and operational requirements, in line with legislative or importing country requirements or, as a result of feedback or review of training needs.

# Pre-requisites prior to application for authorisation

#### Permitted under Australian law to work in Australia

- The applicant is responsible for ensuring they are permitted by, or under, Australian law to work in Australia and to perform the services of a third-party authorised officer.
- Where an applicant is a temporary resident or has migrated to Australia as a skilled worker, the applicant should discuss and obtain documentary evidence from the Australian Government Department of Home Affairs to support their application.
- The applicant is responsible for providing evidence to the department to support their English language proficiency. English language proficiency must be equivalent to an International English Language Testing System (IELTS) test score of at least 5 in EACH of the 4 test components of speaking, reading, writing and listening undertaken within the past 36 months.

# Complete courses prior to application

#### Australian Government Authorised Officer (AAO)

If the applicant is applying as an AAO they must have 1 of the following, issued within the previous 5 years, as a minimum:

- Certificate III in Meat Processing (Meat Safety)
- or equivalent qualifications to be assessed at time of application.

#### Porcine Ante-Mortem Inspector

If the applicant is applying as a PAMI they must have the following units of competency, issued within the previous 5 years, as a minimum:

- handling animals humanely while conducting ante-mortem inspection
- perform ante-mortem inspection on pigs.

#### All third-party authorised officers

Provision of training and other information to an applicant intending to become a third-party authorised officer is the responsibility of company management or a service provider, where applicable.

The applicant agrees to meet departmental standards of performance and behaviour and acknowledges the circumstances in which the department can revoke the authorisation of a third-party authorised officer.

The applicant must complete any additional training courses that relate to the functions of the duties specified, prior to commencing duties as a third-party authorised officer.

# Australian Government Authorised Officer (AAO) induction training

The applicant must attend the AAO induction training course:

- The training may be delivered by either:
  - a registered training organisation (RTO) approved by the department
  - the department.
- The training is to be provided in either of the following formats:
  - face-to-face
  - e-learning.

The training course covers all aspects of third-party authorised officer responsibilities.

# **Obligations training**

Applicants must understand their obligations before they can be authorised.

The applicant must attend the 'Obligations of Third-Party Authorised Officers' training session and assessment, that must:

- be provided in an interactive electronic format by an approved RTO
- be undertaken at an agreed time between the employer and the RTO.

The training covers topics including 'Export Control Legislation' and 'Good Decision Making'.

Evidence of completion of the obligations training must be provided to the department as part of the authorisation process.

# **Evidence of Q Fever vaccination or immunity**

It is the applicant's responsibility to notify of vaccination and immunity status prior to performing functions where protection against disease is required.

While not a requirement for working with pigs, if the applicant is required to undertake other functions at a premises where there is an increased risk of acquiring Q fever, the applicant must provide evidence that they have been vaccinated against or are immune to Q fever and attach it to their completed application form.

Evidence of Q fever immunity can be provided as a certified copy of a medical certificate or company logbook entry attesting their vaccination or immunity.

#### Disclosure of conflicts of interest

The applicant must disclose all conflicts of interest or potential conflicts of interest in the application form, including both real or perceived.

A conflict of interest arises where an individual has competing interests or loyalties in relation to the exercise of their responsibilities as a third-party authorised officer. This includes where:

- the applicant has personal interests that conflict with their official function
- the applicant has responsibilities to the department that are in conflict with their interests or responsibilities to the employer or place of work.

A conflict of interest exists even if no unethical or improper action results. A conflict of interest can create an appearance of impropriety that can undermine confidence in the impartial exercise of official discretion by the third-party authorised officer.

• The applicant must not be nominated in or approved as a position of management and control of the premises of the establishment.

Where this may not be achievable, the owner or operator of the premises may make an
application for consideration by the department, along with proposed amendments to the
company's approved arrangement to mitigate against conflicts of interest or pecuniary
interests, real or perceived, identified with the activities and responsibilities of the
third-party authorised officer arising.

The declaration of conflicts of interest does not necessarily preclude applicants from being authorised as a third-party authorised officer. However, depending on the nature or significance of the conflict, the department may require the applicant to resolve the conflict prior to being authorised.

# **National police check**

An applicant is required to arrange for a national police check (NPC) and send a certified copy to the department along with their completed application form.

The NPC is to be no older than 6 months from the date the fully complete application is received by the department.

#### Temporary residents

For temporary residents, certified copies of NPCs must also be provided for each country the applicant has resided in for 12 months or more, over the previous 10 years prior to arriving in Australia:

• The delegate may vary this requirement at their discretion.

#### **Convictions**

Spent convictions legislation aims to prevent discrimination based on disclosure of older, less serious convictions and findings of guilt. Where a record exists within an Australian police jurisdiction, relevant spent conviction legislation/policies governing the release of that information for that jurisdiction will be applied.

Serious Commonwealth offences and serious State offences that have a federal aspect are covered in section 15GE of the *Crimes Act 1914*.

Any spent recordable outcomes identified in this section of the Crimes Act may disqualify the applicant from being considered.

# **Employer declaration**

The purpose of a declaration by the employer is to acknowledge and support the applicant being authorised as a third-party authorised officer to provide services under contract at a premises registered for export purposes.

The declaration must be made by a senior officer of the company.

# **Complete application form**

The applicant must complete the latest version of the relevant application form and provide supporting documentary evidence.

All communication regarding third-party authorised officer applications and management systems must be sent to the email address specified in the prescribed application form.

Forms and advice relating to authorising a person as a third-party authorised officer are provided on the department's website to assist persons expressing interest in becoming authorised to the position (see section: Related material).

All communication relating to criteria and performance standards must be formally provided in writing, by email.

It is the sole responsibility of the person who is intending to become a third-party authorised officer to provide the department with all required evidence to support their authorisation to the position within the given timeframes.

Where notice was provided to that person by the department to provide documentary evidence within a given timeframe, and that timeframe has since expired, the department will formally advise all relevant parties that the prospective authorised officer's application may be refused.

# Qualifications to be obtained in the 12 months following authorisation

Qualifications must be obtained as described in this section, or a qualification that the department deems to be equivalent to those listed in this section (see section: <u>Equivalent qualifications</u>).

Australian Government Authorised Officers (AAOs)

A Certificate IV in Meat Processing (Meat Safety) qualification must be completed within 12 months of authorisation or the authorisation will not be renewed. Additionally:

• if the applicant already holds a Certificate IV in Meat Processing (Meat Safety) that was issued more than 5 years ago, the qualification must be supported by evidence of further formal training, skills recognition and current knowledge issued by an RTO.

#### Porcine Ante-Mortem Inspectors (PAMIs)

One of the following qualifications must be completed in the time specified and evidence provided to the department otherwise the PAMI's authorisation will not be renewed:

- Certificate III in Meat Processing (Livestock Handling) must be completed within 12 months
  of the first available training course, or
- Certificate III in Meat Processing (General) must be completed within 12 months of authorisation, or
- Certificate III in Meat Processing (Meat Safety) must be completed within 12 months of authorisation.

If the applicant already holds a certificate specified above that was issued more than 5 years previously, the qualification must be supported by evidence of further formal training, skills recognition and current knowledge issued by an RTO.

The timeframes for completing the qualifications may be subject to review and amendment as required and mutually agreed upon between the department and industry.

Where the applicant does not meet the requirements prescribed, they will not be authorised.

# **Equivalent qualifications**

The applicant is considered by the department to hold an equivalent qualification if they 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 2 years in the previous 5 years.

#### Skills migration assessments

Where the applicant has provided a suitable skilled migration assessment, that applicant will still be required to contact the designated authority to discuss equivalency on the basis of their existing qualification and experience. For example, for a veterinarian this would be the Australian Veterinary Boards Council.

If the applicant provided a skills migration assessment for Meat Inspection, then the applicant is required to contact <u>The National Meat Industry Training Advisory Council (MINTRAC)</u>. MINTRAC can provide contact details for a number of RTOs who can undertake a recognition of prior learning (RPL) exercise.

Where a positive outcome is received through the process, a certificate will be awarded to the applicant. This can be included in future applications to support suitability for authorisation as a third-party authorised officer.

#### Food Safety Meat Assessor (FSMA) equivalent qualification

FSMAs applying to become a third-party authorised officer must provide the department with evidence of their prior employment as an Australian Commonwealth or State meat safety inspector on at least a part time basis over at least 2 years in the previous 5 years. The department considers this as equivalent to a Certificate IV in Meat Processing (Meat Safety).

# **Capability assessments (all applicants)**

#### General

- Applicants are required to be assessed as capable of performing all prescribed activities to the required standard in an operational environment, at a chain speed consistent with establishment operations, on behalf of the department.
- The applicant must be able to perform all prescribed duties capably, across all inspection points, for the species of animal they will be supervising on behalf of the department.
- While an applicant may be capable to undertake prescribed activities, they may not necessarily be capable of operating with the accuracy required. The capability assessment ensures the practical application of that knowledge.
- Overall capability assessments of each applicant will be conducted by the On-Plant Veterinarian (OPV).
- The criteria to assess ongoing capability is laid out in departmental work instructions. Ongoing performance is monitored, see section: <u>Technical performance</u>.
- The applicant may need to undergo competency reassessment performed by an RTO where the applicant has been identified as being unable to meet prescribed key performance indicators.
- Applicants must complete a capability assessment for all inspection points for each species they are seeking to be authorised for.

#### Booking a capability assessment – third-party providers

Capability assessments will be arranged in the following manner:

- Assessments must be booked in advance by emailing: <a href="mailto:aaoassessments@aff.gov.au">aaoassessments@aff.gov.au</a>.
- Booking requests should be sent a minimum of 5 business days prior to the requested assessment date. Within 2 days of receipt of the request the department will confirm an available time and date.
- The following table details the types of information that will be confirmed between the department and the third-party provider for each capability assessment:

AAO Name	Sam Jones	Employer	AAO Pty Ltd	
Date	Monday 18 July 2022	DAFF approved test chain speed	xxx	
Time	10-10:30am	Species	Cattle	
Establishment	Est 1234 – Meat Company Australia.			

- The capability assessment will be undertaken by the On-Plant Veterinarian (OPV).
- The capability assessment will be booked at an establishment at the discretion of the department after considering factors such as where the applicant is most likely to commence their employment, available OPV staff, chain speed, kill type, etc.
- Where the OPV has determined the applicant has failed their assessment, the third-party provider will need to rebook an assessment.
- For the first failure, a minimum 7-calendar days must pass to allow appropriate time for retraining prior to reassessment for capability.
- Second and subsequent failures will be subject to a 14-calendar day period for retraining prior to reassessment for capability.

#### Booking a capability assessment – establishment

• The handling and management of booking capability assessments for establishment third-party authorised officers is to be handled directly between establishment management and the OPV and does not follow the above prescribed booking procedure.

# **Authorisation**

If the applicant is assessed by the department as meeting all the requirements identified, they may be authorised as a third-party authorised officer by a delegate of the Secretary of the department.

Authorisation as a third-party authorised officer will be confirmed by an instrument of authorisation (IOA) which is issued to authorise an individual into the position of an AAO. The IOA and identification card (ID card) will be posted to the third-party authorised officer's employer using the contact information provided in the initial application form.

A third-party authorised officer is required to acknowledge receival of their letter and be aware of the conditions of use of the information provided within this letter.

All the above requirements also apply to Food Safety Meat Assessors who wish to become third-party authorised officers.

#### Instrument of authorisation

Once the delegate has authorised the applicant as an authorised officer, the delegate will sign the 'Instrument of Authorisation' where:

- the IOA is in effect for a maximum of 5 years with a cessation date specified
- the schedule to the IOA prescribes, among other things, the premises that the third-party authorised officer may work in (for company employed AAOs) or the third-party provider they are employed with (for third-party employed AAOs)
- in the majority of circumstances, a third-party authorised officer will be authorised specifically to 1 of the following:
  - a single premises
  - a related group of 2 or more specified premises (in that the premises belong to the same employer group)
  - an unrelated group of 2 or more specified premises (where there is an agreement between the specified premises)
  - an unrelated group of 2 or more specified premises (where the third-party authorised officer is employed by a provider and there is confirmed agreement between the specified premises and the third-party provider)
  - a service provider where premises are not specified that supplies authorised officers, and where these third-party authorised officers have no perceived or actual conflicts of interests at the premises
- restrictions may apply to inspection activities undertaken by a third-party authorised officer.

An individual must not hold more than 1 IOA at any one time.

Australian Government Authorised Officer (AAO) instruments of authorisation (IOAs)

Authorisation will be primarily for post-mortem inspection activities.

An AAO may also undertake ante-mortem inspection activities, if authorised and indicated in the IOA.

Porcine Ante-Mortem Inspector (PAMI) instruments of authorisation (IOAs)

Authorisation will be restricted to ante-mortem inspection activities.

#### Authorised officer identification

*Identification cards* 

Third-party authorised officers will be issued with an identification (ID) card:

- in a form approved by the Secretary
- that remains the property of the Commonwealth of Australia, represented by the department, at all times
- that must be readily available upon the department's request.

An individual must not have more than 1 ID card at any one time.

#### **Uniforms**

Third-party authorised officers are required to wear a uniform:

- that is provided by their employer
- while official inspection is being performed
- that includes boots and head covering that complies with the registered establishment's hygiene and work, health and safety policies
- that includes, for AAOs, shirt, trousers and coat (where applicable) which are white in colour that complies with the registered establishment's hygiene and work, health and safety policies
- that includes, for PAMIs, two-piece clothing (pants and shirt) that complies with the registered establishment's hygiene and work, health and safety policies (no specified colour).

When a third-party authorised officer is not performing official inspection procedures the uniform must not be worn.

#### Logos

Logos on the clothing of AAOs must be on one breast of the shirt and/or coat that has the words "Australian Government Authorised Officer" embroidered or otherwise permanently applied to the clothing. These words must comply with the following specifications and be positioned so they are visible even if an apron is worn:

- across 2 lines
- in black text colour
- in Cambria font
- with the uppercase letters about 10mm in height (40 pt)
- with the lowercase letters about 5mm in height (24 pt).

Logos on the clothing of PAMIs must be on one breast of the shirt that has the words "Australian Government Authorised Officer PAMI" embroidered or otherwise permanently applied to the clothing. These words must comply with the following specifications and be positioned so they are visible even if other items are worn:

- across 3 lines, with only 'PAMI' on the third line
- in white text colour
- in Cambria font
- with the uppercase letters about 10mm in height (40 pt)
- with the lowercase letters about 5mm in height (24 pt)

# Establishment requirements to use third-party authorised officers

# **Approved arrangements**

The company's approved arrangement must specify:

- that the third-party authorised officer is responsible to the department for the performance of their official function
- that company staff will support and/or not interfere with the third-party authorised officer in the performance of their official function
- that the company shall not compromise or be perceived to compromise the duties of the third-party authorised officer while performing official functions
- that the company will not permit any employee to perform prescribed official duties of a third-party authorised officer unless they have been properly authorised

• any additional requirements prescribed in relevant industry advice notices and policies specific to the employment of third-party authorised officers.

# Third-party authorised officer non-official duties

The third-party authorised officer's primary role is to perform inspection and disposition requirements under their official function.

A third-party authorised officer may perform other work along with inspection as long as the duties associated with the official function take priority over this other work and the inspection performance standards are met.

The establishment's work instruction related to this additional work must be approved by the department within the approved arrangement.

#### Work health and safety

All parties are legally bound by the appropriate Work Health and Safety legislation in their state or territory.

Establishment management are responsible for ensuring safe entry/exit, facilities, operating environment etc. for a third-party authorised officer (including departmental officers).

As a third-party authorised officer works under the control or at the direction of the department's officer(s), then duty of care provisions apply; that is, the department's officer(s) must ensure that a third-party authorised officer's work methods, protective equipment (if any) and any other task-related duties comply with the department's health and safety provisions.

The third-party authorised officer must take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.

While at work, the third-party authorised officer must take reasonable care to:

- ensure their own health and safety
- ensure the safety of others in the workplace
- cooperate with health and safety guidelines, instructional material and procedures
- comply with any reasonable instruction given in relation to health and safety to enable the department to meet its obligations under the WHS law
- comply with any reasonable instruction given in relation to health and safety to enable a third-party to meet its obligations under the WHS law
- comply with any work health and safety procedures required by the establishment.

The third-party authorised officer is responsible for obtaining a vaccination against Q fever or providing proof of immunity status and must do this prior to performing services.

# Renewing authorisation

Before the IOA expires the third-party authorised officer must:

- submit a completed renewal application form
- undertake refresher training by completing the 'Obligations of Third-Party Authorised Officers' training session (required once within a maximum of 5 year period)
- provide a new national police check.

Completed documentation and evidence must be emailed to <a href="mailto:aao@agriculture.gov.au">aao@agriculture.gov.au</a>.

Change of details (including change of employer)

If a third-party authorised officer changes their details (including change of employer), the IOA must be amended accordingly, and the duration of the authorisation will remain.

Where a third-party authorised officer has a change of any of these details, they must notify the department:

- name
- address
- employer.

A change must be notified by completing the <u>Application to change details of an AAO form</u> and emailing this to <u>aao@agriculture.gov.au</u>.

#### **National police checks**

Where there is a break in service of more than 6 months, a new NPC will be required.

A new NPC is not required when a third-party authorised officer:

- transfers between establishments or employers without a break in service, or
- upgrades their qualification within the required timeframe and there is no break in service greater than the time specified in this guideline.

# Australian Public Service (APS) code of conduct and breaches

#### Perceived breaches

All real or perceived breaches to the Australian Public Service Code of Conduct must be reported to the department at <a href="mailto:aao@agriculture.gov.au">aao@agriculture.gov.au</a>.

#### Convictions

Where a third-party authorised officer is convicted of a crime and/or is required to serve jail time:

- they must inform the department at <a href="mailto:aao@agriculture.gov.au">aao@agriculture.gov.au</a>
- their third-party authorised officer status may be terminated
- they must return their ID card to the department where their status has been terminated
  - if they fail to return their ID card, they are guilty of an offence under Part 4, Division 5, Section 307 of the *Export Control Act 2020*.

#### Re-application

Where the conviction has been spent and/or jail time has been served, the former third-party authorised officer may reapply to become a third-party authorised officer. This will require the first-time application process and policy to be followed, including a new National Police Check to be submitted with the application.

# **Technical performance**

A third-party authorised officer's performance will be measured against agreed instructional material and key performance indicators on an ongoing basis:

- The instructional material is available from the third-party authorised officer's supervisor.
- Nominated departmental officers must verify performance on an ongoing and daily basis.
- Instructional material defines non-compliance and outline action taken where non-compliance is detected.
- Verification assessment includes both inspection procedures and inspected product in a defined, random sample of production.
- Verification information is recorded by the department.

# Revocation of authorisation and cessation of duties

Authorisation may be revoked at any time by the Secretary of the department (or duly appointed delegate), with no department liability to the person affected by this decision.

Circumstances where this could occur include, but are not limited to, where the third-party authorised officer:

- fails to properly conduct themselves or fails to perform the services to the satisfaction of the department
- engages in any conduct (either inside or outside of the premises) which is likely to adversely affect the reputation of the department
- is no longer considered by the department to be a suitable person to be a third-party authorised officer (such as events that indicate integrity issues with the person).

#### Cessation and revocation of authorisation

Where authorisation as a third-party authorised officer ceases or is revoked, the person formerly authorised to that position must return their ID card to the department, and if that person fails to do so, the person is guilty of an offence under Part 4, Division 5, Section 307 of the *Export Control Act 2020*.

Authorisation after a break in service

Formerly authorised third-party authorised officers reapplying for authorisation must follow the first-time application process, including submitting a new National Police Check with their application.

# **Contacts**

The National Meat Industry Training Advisory Council (MINTRAC)

Phone: 1800 817 462

Email: mintrac@mintrac.com.au

# Related material

The following related material is available on the department's website:

- Webpage: <u>Meat Export Regulatory Action and Sanctions Policy</u>
- Website: Australian Public Service Values, Employment Principles and Code of conduct
- Webpage: Independent Employer of AAOs Accreditation Scheme
- Webpage: <u>Independent Employer of AAOs Accreditation Scheme (Export Meat and Meat Products)</u>
- Webpage: <u>Information about the Australian Government Authorised Officer application process</u>
- Webpage: Australian Export Meat Inspection System information package
- Webpage: <u>Application to change details of an AAO form</u>
- Webpage: Application for appointment as an AAO DAFF
- Webpage: Export-Registered Australian Standard Meat Establishments (Tier 1)

The following related material is available on the internet:

- Webpage: Export Control Act 2020
- Webpage: Crimes Act 1914
- Webpage: <u>Australian Government Department of Home Affairs</u>
- Webpage: What is IELTS?
- Webpage: Australasian Veterinary Boards Council

# **Attachment 1: Definitions**

#### Australian Government Authorised Officer (AAO)

An Australian Government Authorised Officer (AAO) is employed by an export-registered establishment or a third-party provider.

#### Capability

The measure of the ability of a person's technical performance to fulfil the requirements for that defined outcome.

For the purposes of this guideline, capability is assessed by a technical officer to confirm the individual can perform to the standard defined in instructional material provided by the department at the premises where the individual is applying to be authorised as a third-party authorised officer.

#### **Competency**

The consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

#### Identification card (ID card)

An identification card issued by the department to the authorised officer, that contains information in a format approved by the Secretary specific to the functions that the authorised officer will be undertaking on behalf of the department.

#### Instrument of authorisation

The instrument of authorisation (IOA) is a document that authorises the third-party authorised officer to perform certain functions and powers as they pertain to their work under the Export Control Act.

#### **Porcine Ante-mortem Inspector (PAMI)**

A Porcine Ante-mortem Inspector (PAMI) is employed by an export-registered establishment or a third-party provider.

#### **Q** Fever

Q fever is an infection caused by the bacteria *Coxiella burnetii*, which usually spreads to people from animals or their infected surroundings. For most people, it's a mild infection similar to the flu and can be treated easily. But for a few people, it can lead to serious health issues such as pneumonia and hepatitis.

#### Registered establishment

As defined under the *Export Control Act 2020* is an establishment that is registered under Chapter 4 of the Act.

#### Third-party authorised officer

In this document, Australian Government Authorised Officers (AAO) and Porcine Ante Mortem Inspectors (PAMI) who are employed by an approved third-party provider or a registered establishment, (collectively described as the company).

#### Tier 1 export-listed establishments

Tier 1 export-listed establishments operate under the supervision and control of the relevant SRA, on behalf of the department, under a Memorandum of Understanding or Letter of Exchange.

Initially, the department verifies that the SRA has systems in place to discharge its responsibilities, verifies the individual establishment's compliance against the AS and the approved arrangement, and registers the establishment for export. The SRA provides regulatory oversight, including audit of systems, of these establishments to assess continued compliance.

#### Verification

As per ISO 9000:2015 clause 3.8.12, verification is confirmation, through the provision of objective evidence that specified requirements have been fulfilled. Verification activities are performed by the department are part of its regulatory capacity within the export meat industry.

#### Work Health and Safety (WHS) Law

The Work Health and Safety Act 2011 (Cth) and any legislative instruments executed under that Act.

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