



Guideline on the Appointment of Authorised Officers

Food Unit / Version 03 / 14 December 2010

1.0 OBJECTIVE

This guideline provides enforcement agencies with guidance on the appointment of an 'authorised officer', in accordance with Part 10 Division 3 section 122 of the *Food Act 2008* (the Act).

2.0 GUIDELINES

The Chief Executive Officer may issue guidelines on appropriate qualifications and experience to perform the functions of an 'authorised officer' under the Act. The following has been issued for enforcement agencies to utilise when issuing 'certificates of authority' for their staff:

2.1 An enforcement agency may appoint a person to be an 'authorised officer' for the purpose the Act if –

- The person holds or is suitable to be appointed to a position as an environmental health officer under the *Health Act 1911* or
- The person is designated under section 7 of the *Health Legislation Administration Act 1984*

3.0 CERTIFICATES OF AUTHORITY

In approving an 'authorised officer', an enforcement agency must issue a 'certificate of authority' that meets the conditions of Part 10 section 123 of the Act.

The enforcement agency will be responsible for establishing application processes, verifying qualifications, and appointing an 'authorised officer'.

4.0 ACCOUNTABILITY

Each enforcement agency must prepare and maintain a list of 'authorised officers' appointed by the agency. Maintenance of lists of 'authorised officers' and compliance with appointment guidelines will form part of the annual reporting requirements to the Chief Executive Office of the Department of Health.





5.0 REFERENCES/ RELATED DOCUMENTS

The *Food Act 2008*

http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_3595_homepage.html (external site)

The *Food Regulations 2009*

http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_11233_homepage.html (external site)

SIGNED

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As delegate of the Chief Executive Officer

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