

## SA2: Statutory appointment application form

- for applicants who are not MPI employees
- for any appointment listed on this page



Refer [Documentation requirements for statutory appointments](#).

- The applicant must complete Part A and any additional forms required, and provide these to the manager.
- The manager must complete Part B and email the completed form to [appointments@mpi.govt.nz](mailto:appointments@mpi.govt.nz), ensuring all required documents are scanned and attached. Mark as "Personal: In Confidence".

### Part A: Applicant to complete

#### Reason for application \*

- ☐ New appointment      ☐ Renewal of existing appointment      ☐ Addition to existing appointment

#### 1. Applicant details

Surname *	
First names ( <i>in full</i> ) *	
Job title *	
Email *	
Organisation *	
Previous or existing MPI statutory appointments ( <i>what type, approximate dates</i> )	

#### 2. Statutory appointment requested \* (*tick applicable appointments*)

- ☐ Official assessor (Animal Products Act 1999 section 79(2))
- ☐ Accredited reviewer (Animal Welfare Act 1999 section 109)
- ☐ Auditor (Animal Welfare Act 1999 section 123A)
- ☐ Inspector (Animal Welfare Act 1999 section 124(2))
- ☐ Auxiliary officer (Animal Welfare Act 1999 section 125)
- ☐ Authorised person (Biosecurity Act 1993 section 103(1))
- ☐ Accredited person (Biosecurity Act 1993 section 103(7))
- ☐ Auditor (Biosecurity Act 1993 section 105B)
- ☐ Honorary fishery officer (Fisheries Act 1996 section 197)
- ☐ Examiner (Fisheries Act 1996 section 222)
- ☐ Observer (Fisheries Act 1996 section 223)
- ☐ Food safety officer (Food Act 2014 section 276)
- ☐ Forestry officer (Forests Act 1949 section 11(2))
- ☐ Enforcement officer (Hazardous Substances and New Organisms Act 1996 section 97A)
- ☐ NAIT authorised person (National Animal Identification and Tracing Act 2012 section 52)

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My previous employers over the last 5 years.

*If self-employed, provide clients, customers or other relevant people as referees.*

Employer *	Start date *	Finish date *

### 3. Applicant consent to disclosure of information

I consent to the employers listed above disclosing to the Ministry for Primary Industries (MPI):

- the date I commenced employment with the employer and the date my employment with the employer finished;
- all other information that may be relevant to whether I am a fit and proper person to be appointed to the statutory appointment requested. In particular, this includes information regarding my technical competence, skills, and experience; and my character, integrity and reputation.

I authorise my organisation and MPI to:

- make such enquiries as they consider necessary to enable them to consider my suitability (covering fitness, propriety and competence) for the statutory appointment applied for above.
- disclose to each other on an ongoing basis any matters that may be relevant to my suitability or continued suitability for the statutory appointment/s applied for above, including any matters that may arise in the future.

### 4. Applicant statement

To the best of my knowledge, the information I have supplied is true, correct and complete.

I understand that if any information that I have supplied is found to be false, incorrect or incomplete, this may be grounds for suspension or revocation of my statutory appointment.

Conviction check *(Tick the relevant statement)*

- ☐ I have completed and signed a NZ Police Vet Request & Consent Form (convictions check)
- ☐ I authorise my organisation to attach a copy of the result from a convictions check completed in the last 6 months.

I have provided the manager with evidence of my competency for this statutory appointment, and all other required documentation.

Suitability *(Tick the relevant statement)*

- ☐ I am not aware of anything (covering fitness, propriety and competence) that could affect my suitability for the statutory appointment requested.
- ☐ I have provided the manager with additional information that I am aware of, that could be perceived as affecting my suitability.

I accept that if I am appointed I have a continuing obligation to promptly disclose to my organisation and MPI any matters that may arise in the future which may be relevant to my continued suitability to hold appointment. This includes but is not limited to Police and disciplinary investigations and conflicts of interest relating to, or that may be perceived as relating to, my role as a statutory appointee.

Signature \*

Date \*

### 5. Suitability for appointment

MPI has an obligation to ensure that only suitable people hold statutory appointments. There are two general aspects to suitability:

- Firstly, an applicant must have the appropriate technical competence (qualifications, skills and experience) to perform the role.
- Secondly, the appointee must be a fit and proper person, which takes into account such matters as their integrity, character and reputation. Some criminal convictions or charges may be relevant to the assessment of whether a person is fit and proper to hold the particular statutory appointment applied for.

Note that these are general considerations. Particular criteria may apply depending on the type of statutory appointment applied for. Further, whether these criteria are satisfied will depend on the context and purpose of the specific legislation and role.

MPI has the power to revoke a statutory appointment if it becomes aware of information that is relevant to an appointment but was not disclosed in the application or may have arisen since the appointment was made.

After the Police convictions check has been assessed and a decision made about whether to give the appointee a statutory appointment, the Police convictions check will be destroyed and a note held on the appointees record that the check was received and taken into account in making the appointment decision.

### 6. Collection of personal information

Pursuant to Principle 3 of the Privacy Act 2020, we advise that:

- this information is being collected to enable consideration of an application for statutory appointment under legislation administered by the Ministry for Primary Industries, or under legislation that the Ministry for Primary Industries has delegated authority to appoint persons; and
- the recipient of this information, which is the agency that will collect and hold the information, is the Ministry for Primary Industries, PO Box 2526, Wellington 6140; and
- the collection of information is authorised by the relevant statutory provision; and
- the supply of this information is voluntary; and
- failure to provide the requested information is likely to result in a return of this application form to the applicant, and may ultimately result in the application for statutory appointment being declined; and
- under Principles 6 and 7 of the Privacy Act 2020, you have the right of access to, and correction of, any personal information that you have provided.

### 7. Collection of official information

All information provided to the Ministry for Primary Industries is official information and subject to the Official Information Act 1982. If a request is made under that Act for information you have provided in this application, the Ministry for Primary Industries will consider any such request, taking into account its obligations under the Official Information Act 1982 and any other applicable legislation such as the Privacy Act 2020.

### Notes

- Allow 20 working days after submitting the whole application for processing. This allows sufficient time for Police Vetting to be completed and for MPI to assess the application.
- For re-appointments, the manager is responsible to make all reasonable efforts to retrieve the old card when the new card is issued and return the old card to MPI.
- The manager is also responsible for requesting replacement statutory appointment cards if one is lost or destroyed.

**Part B – Applicant’s manager to complete****8. Manager details**

Manager name *	
Job title *	
Phone *	
Email *	
Organisation ( <i>legal name</i> ) *	
Courier address for appointment documents	

**9. Applicant conditions of appointment**

Applicant name *	
Appointment start date *	
Appointment end date *	
<input type="checkbox"/> 12 months <input type="checkbox"/> Maximum (3 years) <input type="checkbox"/> Other	
Are there any limitations or conditions to be placed on this appointment? ( <i>e.g. for a specific purpose, geographic area or only some clauses of the appointment</i> )	
<input type="checkbox"/> No <input type="checkbox"/> Yes ( <i>State reasons below</i> )	

**10. Manager statement**

<p>I am satisfied that the applicant is competent (has appropriate qualifications, skills, training and practical experience) for the statutory appointment requested in this submission. I undertake to ensure that the competencies are maintained.</p> <p>I am satisfied that the applicant is a fit and proper person to be appointed to this statutory appointment. The photo attached is an accurate likeness of the applicant.</p> <p>Evidence of the applicant’s suitability is attached to this application. (<i>Tick the appropriate option</i>)</p> <p><input type="checkbox"/> I am not aware of any matter that might adversely affect the suitability of the applicant for this statutory appointment.</p> <p><input type="checkbox"/> Additional information is attached about some matters that may be perceived as adversely affecting the suitability of the applicant for this statutory appointment.</p> <p>I will notify MPI without delay if I become aware of any matters that may be relevant to the suitability (covering fitness, propriety and competence) of the applicant to continue to hold this statutory appointment.</p> <p>If the applicant leaves the role for which this statutory appointment is required, I will make all reasonable efforts to retrieve the statutory appointment card and return it to MPI.</p> <p>My organisation holds all copies of the documentation related to this application. This is available for verification/audit if required.</p> <p>I recommend the applicant for appointment to this statutory appointment.</p>	
Signature *	Date *