

Meat Audit Terms of Reference:

The Auditor must use their professional expertise to advise the Department of Immigration and Citizenship (the Department) on the audit matters.

Matter 1: Identify the operational profile of the meat processing establishment and their capacity to employ full-time equivalent¹ slaughterpersons, butchers, supervisor meat tradespersons, smallgoods makers and/or “Skilled Meat Workers”. This matter is relevant to both new and existing sponsors.

The audit must identify the operational profile of the sponsor’s meat processing establishment and the number of full-time equivalent skilled slaughterpersons and/or butchers and/or supervisor meat tradespersons and/or smallgoods makers that would be effective to that operational profile. The Department will consider the results of this aspect of the audit to be ‘fit for purpose’ where the Department is able to assess from the information provided whether the actual or proposed use of the Employer Nomination Scheme (ENS) or Regional Sponsored Migration Scheme (RSMS) is consistent with the operations of the meat processing establishment.

For the purpose of this audit, the occupation of “Skilled Meat Worker”, which is an occupation that is not eligible for the ENS or RSMS, will be the same occupation as defined within the standard Meat Industry Labour Agreements between meat industry employers and the Commonwealth. A “Skilled Meat Worker” is a holder of a Subclass 457 visa, granted through a Meat Industry Labour Agreement, who possesses the following qualifications and work experience, and performs the following tasks under limited supervision and direction:

- Minimum Qualification - Assessed and verified by a MINTRAC registered assessor, or an assessor approved by the Commonwealth and the State, with a Certificate IV in Training and Assessment experienced in meat processing, to be a “Skilled Meat Worker” with a minimum skill level commensurate with the MINTRAC referenced AQF Certificate III in meat processing.
- Minimum Work Experience - A “Skilled Meat Worker” must demonstrate a minimum of 3 years skilled work experience obtained at a quality meat processing establishment as identified by a relevant Meat Industry Labour Agreement between a meat industry employer and the Commonwealth.
- Duties and Tasks - The duties and tasks of a “Skilled Meat Worker” reflect duties and tasks referenced by a MINTRAC Certificate III. A “Skilled Meat Worker” cannot be employed in a labouring position or undertake labouring or unskilled duties.

The Auditor will identify and report on the existing operational profile of the meat processing establishment including:

- the species of animal processed at the establishment;
- the number of each species of animal processed per shift;
- the number of shifts operated at the establishment;
- the number of ordinary hours operated on each shift;
- the number of full-time equivalent meat processing workers employed at the establishment;
- the number of full-time equivalent:

- slaughterpersons;
- butchers;
- supervisor meat tradespersons;
- smallgoods makers; and
- “Skilled Meat Workers”,

employed at the establishment; and

- the number of full-time equivalent Australian:
 - slaughterpersons;
 - butchers;
 - supervisor meat tradespersons; and
 - smallgoods makers; and
 - “Skilled Meat Workers”,

employed at the establishment.

The Auditor will identify and report on the sponsor’s proposed operational profile (where this differs from existing operational profile) for the meat processing establishment including:

- the species of animal to be processed at the establishment;
- the number of each species of animal to be processed per shift;
- the number of shifts to be operated at the establishment;
- the number of ordinary hours to be operated on each shift;
- the number of full-time equivalent meat processing workers to be employed at the establishment;
- the number of full-time equivalent:
 - slaughterpersons;
 - butchers;
 - supervisor meat tradespersons;
 - smallgoods makers; and
 - “Skilled Meat Workers”,
 to be employed at the establishment; and
- the number of full-time equivalent Australian:
 - slaughterpersons;
 - butchers;
 - supervisor meat tradespersons; and
 - smallgoods makers; and
 - “Skilled Meat Workers”,

to be employed at the establishment.

Where the number of full-time equivalent slaughterpersons, butchers, supervisor meat tradespersons, smallgoods makers and/or “Skilled Meat Workers” employed (or proposed to be employed) at the establishment exceeds 10 per cent of the number of full-time equivalent meat processing workers employed (or proposed to be employed) at the meat processing establishment, the Auditor must proffer an opinion on whether the meat processing establishment is capable of providing full-time employment for the workers proposed to be sponsored through the ENS or RSMS in the nominated occupations of slaughterpersons, butchers, supervisor tradespersons and/or smallgoods makers.

Matter 2: Identify whether Subclass 457 visa holders who are currently working at the meat processing establishment are performing in the full-time occupations for

which they were nominated. This matter is relevant to existing sponsors, as well as new sponsors, as part of monitoring after the sponsored workers have arrived.

The Auditor must identify and report on the full-time occupations in which each Subclass 457 visa holder is employed. The Department will consider the results of this part of the audit to be 'fit for purpose' where the Department is able to determine from the information provided whether the full-time occupation in respect of each sponsored worker is the skilled occupation for which they were nominated and as described by the 4511 ASCO description of Slaughterperson, Butcher, Small Goods Maker or Supervisor Meat Tradesperson, or by the Meat Industry Labour Agreement description of "Skilled Meat Worker". The Auditor will also need to identify whether any Subclass 457 visa holders employed in these occupations are working in any other skilled or unskilled occupation.

Matter 3: Identify whether Subclass 457 visa holders who are currently working at the meat processing establishment are skilled to perform the full-time occupations for which they were nominated. This matter is relevant to existing sponsors and to new sponsors as part of monitoring after the sponsored workers have arrived.

The Auditor will identify and report on the following for each Subclass 457 visa holder:

- whether they hold a valid Certificate III in Meat Processing qualification issued by an approved Australian Registered Training Organisation;
- the species of animal against which any Certificate III in Meat Processing was determined;
- whether they hold references that show they have undertaken employment at the same skill level as a Certificate III in Meat Processing, having performed the relevant duties for a minimum of three years;
- the name and address of the meat processing establishment at which their employment experience was attained; and
- the species of animal processed at the meat processing establishment at which their employment experience was attained.

The Department will consider the results of this aspect of the audit to be 'fit for purpose' where the Department is able to determine from the information provided whether the sponsored workers are skilled to effectively perform the full-time occupations to which they were nominated.

Performance of the Audit

Performance of this Audit must include:

- i. an 'on-site' component to verify audit Matters 1 through 3 as applicable. Additionally, the audit must include the selection of a minimum of 10% of all Subclass 457 visa holders for observation of their performance in the full-time skilled occupations for which they were nominated. These workers should be randomly selected by the Auditor on the day of interview and measures put in place to verify each worker's identity; and,
- ii. an 'off-site' component to verify through interviews, with a minimum of 10% of all Subclass 457 visa holders, audit Matters 1 through 3. These workers should be

randomly selected by the Auditor on the day of interview and measures put in place to verify each worker's identity. The assistance of an independent NAATI-accredited interpreter, of a classification higher than a Para-Professional Interpreter must be engaged for the interviews.

Audit Report

The Auditor will provide the Department with a written report, including an Executive Summary and details of the audit methodology and findings within 10 calendar days of the completion of the on-site component of the Assessment.

Notes:

1 "Full-Time Equivalent" in relation to a part-time employee, means the number instances of 38 ordinary hours of work in the occupation specified. For example: 2 part-time slaughterpersons, the first working 20 hours and the second working 15 hours, represents 0.9 equivalent full-time slaughterpersons $[(20 + 15)/38]$.