



20 December 2013

INDUSTRY ADVICE NOTICE NO: 2013/51
Plant Exports – Department of Agriculture Contacts
Christmas & New Year 2013/14

During the Christmas and New Year period of 2013/14, the Department of Agriculture Plant Exports offices will be either closed or manned with reduced staff and hours. Confirmed appointments for inspections over the Christmas and New Year period will be serviced in accordance with arrangements made with the relevant Plant Exports office, and overtime charges will be applied for inspections out of normal business hours. The department's office in Canberra will be closed during the Christmas and New Year period.

The following business hours and contact arrangements have been put in place by the Plant Exports regional offices:

Tuesday, 24 December 2013	Normal office hours	All Plant Exports offices open
Wednesday, 25 December 2013	Public holiday – Christmas day	All Plant Exports offices closed
Thursday, 26 December 2013	Public holiday – Boxing day	All Plant Exports offices closed
Friday, 27 December 2013	APS holiday	Regional office arrangements Overtime will not apply
Monday, 30 December 2013	APS EA day	Regional office arrangements Overtime will not apply
Tuesday, 31 December 2013	APS EA day	Regional office arrangements Overtime will not apply
Wednesday, 1 January 2014	Public holiday – New Year day	All Plant Exports offices closed
Thursday, 2 January 2014	Normal office hours	All Plant Exports offices open

Overtime inspections can be arranged by contacting your Plant Exports office prior to Wednesday, 25 December 2013. Contact the relevant [regional Plant Exports](#) office for specific arrangements relating to cut-off times.

Urgent after hours contacts during the Christmas and New Year period of 2013/14 are:

Canberra Office

Grain & Seed Exports Program: 0407 410 816

Horticulture Exports Program: Contact local regional Plant Exports office

Plant Exports Operations electronic export certification (EXDOC): Regional Plant Exports office contact

Regional Offices

Central East region (New South Wales, excluding the Riverina): 0417 492 639

North East region:

South Queensland – 0408 428 754

Gladstone & Bundaberg – 07 4972 0461

Townsville – 0407 571 347

Mackay – 0427 861 911

Northern Region:

Cairns – 0428 765 507

Darwin – 0407 182 720

South East region (Victoria, SA Riverland & NSW Riverina): 0407 914 561

South West region (Western Australia): 0408 248 377

South West Region (South Australia, excluding the Riverland): 0409 280 521

Tasmania: 03 6165 3777

Russell Cant

A/g Assistant Secretary

Plant Export Operations