



20 February 2020

## Export advisory notice 2020/02

# Changes to departmental mail arrangements

Species: All  
Countries: All

## Attention

- Animals Australia
- Australian Government Accredited Veterinarians
- Australian Livestock Exporters Council
- LiveCorp
- Livestock Exporters
- Meat and Livestock Australia
- Registered Premise Operators
- RSPCA

## Purpose

This notice affects those entities that send items by Australia Post to departmental PO Boxes in the following locations.

LOCATION	PO BOX	CLOSURE DATE
Albany	PO Box 5765	31 March 2020
Port Headland	PO Box 590	31 March 2020
Karratha	PO Box 189	31 March 2020
Mackay	PO Box 1517	31 March 2020
Geraldton	PO Box 2765	31 March 2020
Parramatta	PO Box 4175	31 March 2020
Carrington	PO Box 69	31 March 2020
Mascot	Mascot PO Box 321	31 March 2020
	Mascot PO Box 657	31 March 2020
	Mascot PO Box 3082	31 March 2020
Tullamarine	PO Box 1006	31 March 2020
Port Kembla	PO box 159	31 March 2020
Coolangatta	PO Box 1413	31 March 2020
Bundaberg	PO Box 815	31 March 2020
Townsville	PO Box 1245	31 March 2020
Gladstone	PO Box 1682	31 March 2020
Hamilton	PO Box 222	31 March 2020

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## Key points

The department will be closing a number of PO Boxes around the country. The department's primary mailing address is now General Post Office Box 858 Canberra. Please note the example address shown below.

[EXAMPLE ADDRESS]

Mr Jack Smith

Department of Agriculture, Water and the Environment

Biosecurity Operations Division – Perth office

GPO Box 858

Canberra ACT 2601

The GPO 858 address is currently operational and entities are encouraged to use this new address as soon as possible. All incoming mail and freight for a regional office should include the city or town in the address (as per the above example). Entities should be aware that, after the respective closure dates listed above, items addressed to those PO Boxes will NOT be delivered to the department and will be returned to sender.

## Background

Following a review of its mail and freight handling procedures, the department has been advised that it should consolidate the number of Post Office Boxes in use. A single primary address for the receipt of the department's mail will make it simpler for entities to contact the department by mail.

## Further information

If you have questions regarding this notice please email [Property.Enquiries@agriculture.gov.au](mailto:Property.Enquiries@agriculture.gov.au).

Troy Czabania

Assistant Secretary

Commercial Business Branch

Department of Agriculture, Water and the Environment