



# Application to be reinstated as a plant export authorised officer

Form approved under section 291(4) of the *Export Control Act 2020*

## Appointment under section 291 of the *Export Control Act 2020*

### Important information when filling in this form

- Providing false or misleading information in this application is an offence (see sections 136.1, 137.1 and 137.2 of the Criminal Code and sections 367, 368 and 369 of the *Export Control Act 2020*).
- There is an application fee payable for the processing of this form. Once we receive your application, an invoice will be sent to your chosen email address. You will then need to pay this invoice before we can process your application.
- This form must be accompanied by
  - 100 points of identification—one primary, and one containing a photograph
  - a national police check (NPC) that is no more than 12 months old.
- Incomplete or unpaid applications will not be processed until the missing information or payment is provided.
- If completing this form manually PLEASE PRINT AND USE BLOCK LETTERS.
- Please mark check boxes with 'X'.
- \* denotes information that is mandatory.

1. Personal details	
Title:	
* Surname:	
* First name:	
Preferred name:	
Middle Name/s:	
Previous AO number:	
Previous AO expiry date:	



3. *Contact details			
<b>Postal Address:</b>			
	<b>Town/Suburb</b>		
	<b>State:</b>	<b>Post Code:</b>	
	<b>Phone Number:</b>		
	<b>Mobile Number: #</b>		
<b>Email: ##</b>			
<p><i># Mobile numbers will be used for SMS notifications. It is preferred that you provide your personal mobile number.</i></p> <p><i>## Email will be the main method of communication used to contact AO applicants. Candidates cannot share email addresses. Shared email addresses are not advised as personal information may be emailed to you.</i></p> <p><i>It is your responsibility to notify the department of any changes to your contact details.</i></p>			

4. *Employment details	
<b>Current employment arrangement:</b> <input type="checkbox"/> Employed by a registered establishment <input type="checkbox"/> Employed by an exporter <input type="checkbox"/> Self-employed individual/sole trader <input type="checkbox"/> Department of Agriculture, Water and the Environment employee. Please provide separation date: ____ / ____ / ____	
<b>Current position held:</b>	
<b>Employer / Prospective Employer:</b>	



**5. \*Details of registered establishment (only required for establishment employees)**

Please provide details of the registered establishment where you will conduct the majority of your duties.

**Company Name:**

**Address:**

**Town/Suburb**

**State:**

**Post Code:**

**6. \* Disclosure of conflict of interest**

In accordance with subsection 291(7)(b) of the *Export Control Act 2020*, you must disclose whether or not you have any actual or potential conflicts of interest relevant to your performance as an AO.

**Note:** Disclosing a conflict of interest will NOT automatically deem you unsuitable to become an AO.

Do you have any interests, pecuniary or otherwise, that conflict or could conflict with the proper performance or exercise of powers as an AO?

- Yes (if you have checked this box, please provide further information below)  
 No

What is the nature of your actual or potential conflict of interest?

- Direct or indirect financial interest as owner, director or owner of shares in an establishment or in a similar type of establishment
- Family/emotional relationship to the owners or management of an establishment or in a similar type of establishment.
- Employment with another establishment of the same type as the establishment where the applicant will carry out AO duties.
- Other (**please provide details**)

**Please describe how you will manage this in your role as an AO:**



<b>7. * Job functions you will perform as an AO</b>	
Place an 'X' in the box associated to the job functions you want to be reinstated in.	
<b>Important:</b> You can only apply to become reinstated in the job function/s that you held previously.	
A 'learning and assessment' fee will be charged if you are required to attend facilitated training and assessment. This fee covers up to <b>five job functions</b> , as selected on this application. If at any time you apply to be reinstated in additional job functions that were not included in the original application, a learning and assessment fee may apply per application.	
Further information on the fees and charges can be found on the department's <a href="#">website</a> .	
Some job functions have associated commodity groups and inspection techniques. Please refer to the Reference: <a href="#">Table of authorised officer job functions</a> to determine what you will need.	
<b>BVI3001: Export inspection of empty bulk vessels</b>	
This job function has prerequisites and these are outlined in <a href="#">Attachment 2: BVI3001 prerequisites</a> .	
1. At berth	<input type="checkbox"/>
2. At protected anchorage This job function has a prerequisite of the BVI3001:1 Export inspection of empty bulk vessels – at berth job function and an <a href="#">Authorised Officer declaration of boarding experience</a> .	<input type="checkbox"/>
<b>ECI3001: Export inspection of empty containers</b>	
Export inspection of empty containers	<input type="checkbox"/>
<b>FOP3001: Export inspection of woodchips</b>	
1. Packaged	<input type="checkbox"/>
2. Bulk into containers	<input type="checkbox"/>
3. Bulk into vessels	<input type="checkbox"/>
<b>FOP3002: Export inspection of logs</b>	



1. Bulk into containers	<input type="checkbox"/>
2. Bulk into vessels	<input type="checkbox"/>
3. Packaged	<input type="checkbox"/>
<b>FOP3003: Export inspection of processed forest products</b>	
1. Packaged	<input type="checkbox"/>
2. Bulk into containers	<input type="checkbox"/>
2. Bulk into vessels	<input type="checkbox"/>
<b>HAS3001: Export inspection of hay and straw</b>	
1. Packaged	<input type="checkbox"/>
2. Bulk into containers	<input type="checkbox"/>
<b>HOR3002: Export inspection of fruit and vegetables</b>	
1. Citrus group	<input type="checkbox"/>
2. Grape group	<input type="checkbox"/>
3. Mango group	<input type="checkbox"/>
4. Berries group	<input type="checkbox"/>
5. Stone fruit/pome fruit/tropical fruit group	<input type="checkbox"/>
6. Cucurbit/chilli group	<input type="checkbox"/>
7. Dried fruit group	<input type="checkbox"/>
8. Root vegetable group	<input type="checkbox"/>
9. Leafy vegetable group	<input type="checkbox"/>
10. Bulbs, corms and tubers	<input type="checkbox"/>
11. Cut flowers and foliage	<input type="checkbox"/>



12. Tissue cultures and cuttings	<input type="checkbox"/>
13. Plants and nursery stock	<input type="checkbox"/>

**HEP4001: Export inspection of horticulture protocol markets**

The commodity group attachments within this job function have a prerequisite of the **Export inspection of fruit and vegetables** attachments, for whichever commodity group you plan to inspect.

1. Citrus protocol group	<input type="checkbox"/>
2. Grape protocol group	<input type="checkbox"/>
3. Mango protocol group	<input type="checkbox"/>
4. Berry protocol group	<input type="checkbox"/>
5A. Cherries protocol group	<input type="checkbox"/>
5B. Other stone fruit protocol group	<input type="checkbox"/>
5C. Pome fruit protocol group	<input type="checkbox"/>
5D. Tropical fruit protocol group	<input type="checkbox"/>
6. Cucurbit and chilli protocol group	<input type="checkbox"/>
7. Dried fruit protocol group (Currently not available)	<input type="checkbox"/>
8. Root vegetable protocol group	<input type="checkbox"/>
9. Leafy and other mixed vegetable protocol group	<input type="checkbox"/>

**PGG3001: Export inspection of prescribed grain and plant products**

1. Packaged	<input type="checkbox"/>
2. Bulk into containers	<input type="checkbox"/>
3. Bulk into vessels	<input type="checkbox"/>

**GSEP4001: Export inspection of prescribed grain and plant products protocol**



This job function has a prerequisite of the **Export inspection of prescribed grain and plant products** job function.

1. Packaged	<input type="checkbox"/>
2. Bulk into containers	<input type="checkbox"/>
3. Bulk into vessels	<input type="checkbox"/>

**RBC3001: Export inspection of raw baled cotton**

Export inspection of raw baled cotton	<input type="checkbox"/>
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**TRE3001: Export phytosanitary treatments**

TRE3001:1 and TRE3001:2 have a prerequisite of the **Export inspection of fruit and vegetables** job function. You must be appointed in at least one commodity group attachment from the **Export inspection of fruit and vegetables** job function to be trained in this job function. TRE3001:3 Vapour heat treatment has no prerequisites.

1. In-transit cold treatment	<input type="checkbox"/>
*I will be supervising treatments for USA protocol markets	<input type="checkbox"/>
2. On-shore cold treatment	<input type="checkbox"/>
3. Vapour heat treatment	<input type="checkbox"/>

**8. \*Fit and proper person test**

In accordance with section 372 of the *Export Control Act 2020*, an AO must be a fit and proper person.

As part of the application process, you must provide a National Police Check (NPC) (without fingerprints) that is no more than 12 months old.

This can be done through the [Australian Federal Police](#) or through a number of other [providers](#). (The purpose of the NPC will be code number 30 or 40)

**Note:** A criminal conviction or pending charge will not automatically exclude you from being reinstated as an AO. Nonetheless, the department may consider whether a particular charge or conviction reflects on your fitness to perform the services required or may affect the integrity and reputation of the department.

**9. Pending criminal charges**

Please provide details of any pending criminal charges.  
 If the space below is insufficient, please provide on a separate sheet.



**10. Debt owed to the Commonwealth**

Do you owe the Commonwealth for:

- a fee for service performed at a registered establishment
- a charge or levy
- a penalty for failure to pay a charge or levy?

No

Yes  > Provide details (attached more pages if necessary)

**11. Providing false or misleading information**

Have you ever made a false or misleading statement in any application or notice under the *Export Control Act 2020* or under Regulations, Rules or Orders made under the *Export Control Act 2020* or the *Export Control Act 1982*?

No

Yes  > Provide details (attached more pages if necessary)

**12. License, permit of approval to export prescribed goods**

Have you ever been refused a licence, permit or approval to export prescribed goods?

No

Yes  > Provide details (attached more pages if necessary)





Have you ever had a licence to export prescribed goods suspended, revoked or cancelled?

No

Yes  > Provide details (attached more pages if necessary)

### **13. \* Terms and conditions of appointment**

Your appointment as an AO is conditioned on your acceptance of, and continued compliance with, the following terms and conditions of appointment.

When acting as an AO under section 291 of the *Export Control Act 2020*, you must:

1. behave honestly, with integrity and impartiality
2. act with care and diligence
3. treat everyone with respect, courtesy, and without harassment
4. only exercise powers and functions for which you have been appointed
5. comply with all applicable Australian laws
6. comply with any lawful and reasonable direction given by someone in the Commonwealth who has authority to give the direction
7. comply with all relevant instructional material published by the Commonwealth
8. maintain currency of skills by attending training as directed by the Commonwealth
9. be available for assurance and audit visits by the Commonwealth
10. notify the Commonwealth of any observed fraudulent practices or the provision of false and misleading formation in relation to the export of plants and plant products from Australia
11. notify the Commonwealth of any persons applying undue influence, harassment or offers of bribery
12. ensure the payment of all debts due to the Commonwealth
13. maintain correct contact details and notify the Commonwealth of any change in circumstances, including
  - a. conflicts of interest that may arise or have arisen
  - b. conviction of an offence under Commonwealth, State or Territory law
  - c. an order to pay pecuniary penalty
  - d. the existence of outstanding debts due to the Commonwealth
  - e. a change in the conditions which permit the AO to work in Australia.
14. behave in a way that upholds the integrity and good reputation of the Commonwealth and do not do anything that would cause harm to the Commonwealth's interests or reputation



15. comply with the *Privacy Act 1988*, including protecting and not inappropriately using or disclosing commercial in confidence information of clients and businesses.

#### 14. \* Applicant declaration

I, (clearly state full name) \_\_\_\_\_  
being the applicant, apply for reinstatement as an AO under section 291 of the *Export Control Act 2020* and confirm that:

- I agree to the terms and conditions of appointment
- I understand that I will undergo a fit and proper person test
- the information I have given and the statements that I have made in, or in connection with, this application are true and correct
- I understand that giving false or misleading information is a serious offence.

Signature:

Date:

#### 15. Payment

Once we receive your application, you will be charged an application fee. Your application will not be processed until this payment has been made. This fee is non-refundable.

Further charges may apply. For more information on these charges, please refer to the following information on the department's [website](#).

#### 16. Check your application

Please check that you have completed all mandatory sections of this form and attached all required documents and payment details.

**Please do not provide original copies of any documents – originals will not be returned.**

- All mandatory sections completed
- Indicated proposed job functions (section 7)
- NPC (section 8)
- Signed and dated the Applicant Declaration (section 10)
- 100 point ID check documents provided (section 14)
- (For empty bulk vessel inspection only) Attachment 2: prerequisites

#### 17. Submit your application

**Completed form can be emailed to:**

[PlantExportTraining@awe.gov.au](mailto:PlantExportTraining@awe.gov.au)

Please send the completed form, 100 points of identification and your NPC as separate documents.



Any further questions can be directed to the email above or the AO Hotline 1800 851 305.

**18. Examples of documents to be included for a 100 point identification check**

If a document is not in English it must be accompanied by an official translation of the document from a National Accreditation Authority for Translators & Interpreters (NAATI) accredited provider.

**At least one primary identification document and one document with a photo must be provided for an identification check.**

Point value	Primary identification
<b>70 Points</b>	<b>Document</b> <ul style="list-style-type: none"> <li>• Foreign Passport (current)</li> <li>• Australian Passport (current or expired within last 2 years but not cancelled)</li> <li>• Australian Citizenship Certificate</li> <li>• Full Birth certificate (not birth certificate extract)</li> <li>• Certificate of Identity issued by the Australian Government to refugees and non Australian citizens for entry to Australia</li> </ul>
Point value	Secondary identification
<b>40 Points</b>	<b>Document – must have a photograph and a name</b> <ul style="list-style-type: none"> <li>• Australian Driver Licence/Learner’s Permit</li> <li>• Current (Australian) Tertiary Student Identification Card</li> <li>• Photo identification card issued for Australian regulatory purposes (e.g. Aviation/Maritime Security identification, security industry etc.)</li> <li>• Government employee ID (Australian Federal/State/Territory)</li> <li>• Defence Force Identity Card (with photo or signature)</li> </ul>
<b>25 Points</b>	<b>Document – must have a name and signature</b> <ul style="list-style-type: none"> <li>• Australian Marriage certificate (Australian Registry issue only)</li> <li>• Decree Nisi / Decree Absolute (Australian Registry issue only)</li> <li>• Change of name certificate (Australian Registry issue only)</li> </ul>
<b>25 Points</b>	<b>Document – must have a name and address</b> <ul style="list-style-type: none"> <li>• Bank statement</li> <li>• Property lease agreement - current address</li> <li>• Taxation assessment notice</li> <li>• Australian Mortgage Documents - Current address</li> <li>• Rating Authority - Current address e.g. Land Rates</li> </ul>
<b>25 Points</b>	<b>Document – must have a name</b> <ul style="list-style-type: none"> <li>• Birth Certificate Extract</li> <li>• Birth card (NSW Births, Deaths, Marriages issue only)</li> <li>• Medicare card</li> <li>• Credit card or account card</li> </ul>
<b>20 Points</b>	<ul style="list-style-type: none"> <li>• Utility Bill - electricity, gas, telephone - Current address (less than 12 months old)</li> <li>• Reference from Indigenous Organisation</li> <li>• Documents issued outside Australia (equivalent to Australian documents). Must have official translation attached.</li> </ul>



#### **15. Privacy notice**

'Personal information' is defined in the *Privacy Act 1988* (Privacy Act) and includes information or an opinion about an identified, or reasonably identifiable, individual.

The Department of Agriculture, Water and the Environment collects your personal information (as defined by the Privacy Act) in relation to this form for the purposes of determining your eligibility for appointment as a Plant Export authorised officer and related purposes. If you fail to provide some or all of the personal information requested in this form, we will be unable to process your application.

The department may disclose your personal information to other Australian government agencies, persons or organisations where necessary for the above purposes, provided the disclosure is consistent with relevant laws, in particular the Privacy Act. Your personal information will be used and stored in accordance with the Australian Privacy Principles.

See the departments [Privacy Policy](#) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933.