



Authorised officers application form

Australian plant exports

Appointment under section 20 of the Export Control Act 1982

Important information when filling in this form:

- There is a \$250 Authorised Officer 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 a National Police Check and 100 points of identification
- Incomplete or unpaid applications will not be processed until the missing information or payment is provided
- Use BLOCK LETTERS when filling out the application
- Please mark check boxes with 'X'
- * denotes information that is mandatory

1. Have you previously applied to become Plant Export Authorised Officer?	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	

2. Personal details	
Title:	
* Surname:	
* First Name:	
Middle Name/s:	

3. Contact details				
* Postal Address:				
	*Town/Suburb			
	* State:		* Post Code:	
	Phone Number:			
	* Mobile Number: #			
* Email: ##				
<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.</i></p>				

4. *Employment details	
<p>*Employment arrangement:</p> <p><input type="checkbox"/> Establishment employee</p> <p><input type="checkbox"/> Independent contractor/3rd party</p> <p><input type="checkbox"/> Department of Agriculture and Water Resources employee (please provide separation date)</p>	
Current position held:	
Employer / Prospective Employer:	

5. Details of registered establishment (only required for establishment employees)			
Please provide the 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	
<p>If you have a conflict of interest, please describe how you will manage this in your role as an AO. Please see Attachment 1 – Conflicts of interest for more information.</p> <p>Please note: Disclosing a conflict of interest will NOT deem you unsuitable to become a Plant Export Authorised Officer.</p>	
<p><input type="checkbox"/> Direct or indirect financial interest as owner, director or owner of shares in an establishment or in a similar type of establishment</p> <p><input type="checkbox"/> Family/emotional relationship to the owners or management of an establishment or in a similar type of establishment.</p> <p><input type="checkbox"/> Employment with another establishment of the same type as the establishment where the applicant will carry out AO duties.</p>	
<p>*How will you manage this:</p>	

7. * Job functions you will perform as an AO

Place an 'X' in the box associated to the inspection type and commodities (job functions) you will inspect as an AO.

You will be charged a \$1750 learning and assessment fee upon access to your eLearning programs. This fee covers facilitated training sessions and assessments for up to **5 job functions** (if they are all been selected on the same application). Job functions are in **bold**, while attachments to those job functions are not. Further information on the fees and charges can be found here: <http://www.agriculture.gov.au/fees/transition-fees-levies/authorised-officer>

Please refer to the *Table of authorised officer job functions*, to determine which job functions you will need: <http://www.agriculture.gov.au/SiteCollectionDocuments/biosecurity/export/plants-plant-products/plant-exports-manual/table-inspection-job-functions-required-plants-products-exports.pdf>

Export inspection of horticulture products	
<input type="checkbox"/>	Citrus group
<input type="checkbox"/>	Grape group
<input type="checkbox"/>	Mango group
<input type="checkbox"/>	Berries group
<input type="checkbox"/>	Stone fruit/pome fruit/tropical fruit group
<input type="checkbox"/>	Cucurbit/chilli group
<input type="checkbox"/>	Dried fruit group
<input type="checkbox"/>	Root vegetable group
<input type="checkbox"/>	Leafy vegetable group
<input type="checkbox"/>	Bulbs, corms and tubers
<input type="checkbox"/>	Cut flowers and foliage
<input type="checkbox"/>	Tissue cultures and cuttings
<input type="checkbox"/>	Plants and nursery stock

Export inspection of horticulture protocol markets	
These job functions have a prerequisite of the Inspection of horticulture products job function, for whichever commodity group you plan to inspect. You will also need to undergo mandatory facilitated training .	
<input type="checkbox"/>	Citrus protocol group
<input type="checkbox"/>	Grape protocol group
<input type="checkbox"/>	Mango protocol group
<input type="checkbox"/>	Berry protocol group
<input type="checkbox"/>	Cherries protocol group
<input type="checkbox"/>	Other stone fruit protocol group
<input type="checkbox"/>	Pome fruit protocol group
<input type="checkbox"/>	Tropical fruit protocol group

Export inspection of horticulture protocol markets (cont.)	
<input type="checkbox"/>	Cucurbit and chilli protocol group
<input type="checkbox"/>	Dried fruit protocol group (currently not available)
<input type="checkbox"/>	Root vegetable protocol group
<input type="checkbox"/>	Leafy and other mixed vegetable protocol group (currently not available)

Export phytosanitary treatments	
These job functions have a prerequisite of the Inspection of horticulture products job function, for whichever commodity group you plan to inspect. You will also need to undergo mandatory facilitated training .	
<input type="checkbox"/>	In-transit cold treatment
<input type="checkbox"/>	On-shore cold treatment

Export inspection of empty containers	
<input type="checkbox"/>	Export inspection of empty containers

Export inspection of prescribed grain & plant products	
<input type="checkbox"/>	Packaged
<input type="checkbox"/>	Bulk into containers
<input type="checkbox"/>	Bulk into vessels

Export inspection of woodchips	
<input type="checkbox"/>	Packaged
<input type="checkbox"/>	Bulk into containers
<input type="checkbox"/>	Bulk into vessels

Export inspection of logs	
<input type="checkbox"/>	Bulk into containers
<input type="checkbox"/>	Bulk into vessels
<input type="checkbox"/>	Packaged

Export inspection of processed forest products	
<input type="checkbox"/>	Packaged
<input type="checkbox"/>	Bulk into containers
<input type="checkbox"/>	Bulk into vessels

Export inspection of hay and straw	
<input type="checkbox"/>	Packaged
<input type="checkbox"/>	Bulk into containers

Export inspection of raw baled cotton	
<input type="checkbox"/>	Export inspection of raw baled cotton
Export inspection of empty bulk vessels This job function has prerequisites, these are outlined in <i>Attachment 2: Export inspection of empty bulk vessels</i> . You will also need to undergo mandatory facilitated training .	
<input type="checkbox"/>	At berth
<input type="checkbox"/>	At protected anchorage - This job function has a prerequisite of the Export inspection of empty bulk vessels: at berth job function and an ' Authorised Officer declaration of boarding experience '. This declaration form can be found at: http://www.agriculture.gov.au/export/controlled-goods/plants-plant-products/ao/ao-app-form .

8. *National police check
<p>Appointment as an AO is subject to the Department of Agriculture and Water Resources' satisfaction that the applicant is a suitable person to be appointed as an AO.</p> <p>As part of the application process, you are required to 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 (AFP) or through a number of other providers.</p> <p>The AFP application form is available from their website at: https://www.acic.gov.au/our-services/national-police-checks</p> <p>A list of accredited organisations able to provide NPCs is available from and maintained by CRIMTRAC: www.crimtrac.gov.au/national-police-checks</p> <p>(The purpose of the NPS will be code number 30 or 40)</p> <p>NOTE: A criminal conviction or pending charge will not automatically exclude you from being appointed as an AO. Nonetheless, the Department of Agriculture and Water Resources (the department) may be concerned that a particular charge or conviction reflects on your fitness to perform the services required or may affect the integrity and reputation of the department.</p>

9. Pending criminal charges
<p>Please provide details of any pending criminal charges. If the space below is insufficient, please provide on a separate sheet.</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>

10. * Applicant declaration

I, (clearly print full name) _____
being the applicant, apply for appointment as an AO under section 20 of the *Export Control Act 1982*, and confirm that:

- I understand that a 100 point identity check and other checks will be undertaken as part of the application process by the Department of Agriculture and Water Resources.
- The information that 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:

11. Payment

Once we receive your application, you will be charged a \$250 Authorised Officer Application fee. Your application will not be processed until this payment has been made. This fee cannot be refunded.

Further charges apply. For more information on these charges, please refer to the following <http://www.agriculture.gov.au/fees/transition-fees-levies/authorised-officer>.

12. 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)
- National Police Check (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

13. Submit your application

Completed form can be emailed to:

PlantExportTraining@agriculture.gov.au

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

Any further questions can be directed to the email above.

14. 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 must be provided for an identification check.

Point value	Primary identification
70 Points	<p>Document</p> <ul style="list-style-type: none"> • Full Birth Certificate • Citizenship Certificate • Current Passport • Expired passport which has not been cancelled and was current within the preceding 2 years • Other document of identity having the same characteristics as a passport including diplomatic documents and some documents issued to refugees
Point value	Secondary identification
40 Points	<p>Document – must have a photograph and a name</p> <ul style="list-style-type: none"> • Driver licence issued by an Australian State or Territory • Licence of permit issued under a law of the Commonwealth, a State or Territory Government (e.g. a boat licence) • Identification card issued to a public employee • Identification card issued by the Commonwealth, a State or Territory Government as evidence of the person's entitlement to a financial benefit • An identification card issued to a student at a tertiary education institution
35 Points	<p>Document – must have a name and signature</p> <ul style="list-style-type: none"> • A document held by a cash dealer giving security over your property • A mortgage or other instrument of security held by a financial body • Council rates notice • Document from your current employer or previous employer within the last 2 years • Land Titles Office record • Document from the Credit Reference Association of Australia
25 Points	<p>Document – must have a name and signature</p> <ul style="list-style-type: none"> • Marriage Certificate (for maiden name only) • Credit Card • Foreign Drivers Licence • Medicare Card (signature not required on Medicare card) • Membership to a Registered Club • Membership to a Motoring Organisation (i.e. NRMA, RACQ) • EFTPOS Card
25 Points	<p>Document – must have a name and address</p> <ul style="list-style-type: none"> • Electoral Roll compiled by the Australian Electoral Commission and available for public scrutiny • Records of a public utility (phone, water, gas or electricity bill) • Records of a financial institution • A record held under a law other than a law relating to land titles • Lease / rent agreement • Rent receipt from a licensed real estate agent
25 Points	<p>Document – must have a name and date of birth</p> <ul style="list-style-type: none"> • Record of primary, secondary or tertiary educational institution attended by you within the last 10 years • Record of professional or trade association of which you are a member

15. Privacy notice

Personal information means information or an opinion about an identified individual, or an individual who is reasonably identifiable.

The Department of Agriculture and Water Resources collects your personal information (as defined by the Privacy Act 1988) in relation to this form for the purposes of determining your eligibility for appointment as a Plant Exports authorised officer and related purposes. If you fail to provide some or all of the personal information requested in this form, the department will be unable to assess your eligibility for appointment.

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 1988 (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.