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Exports work instruction

**Paying the authorised officer annual levy using the Plant Exports Management System**

**Direction to authorised officers**

This is official instructional material of the Department of Agriculture, Fisheries and Forestry (the department). Failure to comply with it may result in a breach of relevant legislation and/or the code of conduct under section 13(5) of the *Public Service Act 1999.*

## Purpose of this document

This document details the procedure to pay the annual levy using the Plant Export Management System (PEMS). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## Policy statements

* All AOs who hold a valid appointment on 1 July must pay an annual levy. The annual levy covers costs that are incurred by the AO Program in the administration of the AO model.
* The policy related to this work instruction can be found in the Exports Policy: [Management of third-party plant exports authorised officers](#_Related_material).

## Roles and responsibilities

The following table outlines the roles and responsibilities undertaken when paying the annual levy.

| Role | Responsibility |
| --- | --- |
| Authorised officer | Pay the annual levy. |

## Pay the annual levy

The following table outlines how to pay the annual levy.

| Step | Action | Graphic |
| --- | --- | --- |
| 1. | Go to <https://online.agriculture.gov.au/selfservice>  **Note**: The log in page will display. |  |
| 2. | * Enter your User Login and Password. * Check the ‘I accept the terms of use’ box. * Click ‘Log in’. |  |
| 3. | Click the ‘PEMS’ button to enter the PEMS home page. |  |
| 4. | Select your name in the top right corner.  **Note:** This will take you to your PEMS profile. | Image showing the action for this step. |
| 5. | Select ‘My Application’ next to your *Personal details* section. | Image showing the action for this step. |
| 6. | * Select your ‘Appointment’ tab. * Under the *Annual Levy* section select ‘Pay Now’. | Image showing the action for this step. |
| 7. | * Review the details of the *Service Summary*. * Click ‘Next’. | Image showing the action for this step. |
| 8. | * Select ‘No’ to the question *Do you have an Account Number*? * Click ‘Continue to Payment’. | Image showing the action for this step. |
| 9. | * Enter your credit/debit card details. * Click ‘Pay Now’. | Image showing the action for this step. |
| 10. | * Note the *Payment Confirmation* screen. * Click ‘Continue’.   **Notes:**   * A receipt will be emailed to you from [do-not-reply@aff.gov.au](mailto:do-not-reply@aff.gov.au). * Please check your spam/junk mailbox. * If you do not receive your receipt within 1 business day, please email the [Authorised Officer Program](#_Contact_information). | Image showing the action for this step. |

## Related material

The following related material is available online:

* [Authorised Officer webpage](https://www.agriculture.gov.au/export/controlled-goods/plants-plant-products/ao):
* Exports Policy: *Management of third-party plant exports authorised officers*
* Exports work instruction: *Requesting Authorised Officer training using the Plant Exports Management System*
* Exports work instruction: *Requesting Authorised Officer training using the Plant Exports Management System*
* Exports work instruction: *Requesting an Authorised Officer Instrument of Appointment using the Plant Exports Management System*
* Exports reference: *Requesting additional job functions in the Plant Exports Management System*
* [Plant Exports Management System](https://www.agriculture.gov.au/export/controlled-goods/plants-plant-products/plant-exports-management-system-information)
* [Plant Export Operations Manual:](https://www.agriculture.gov.au/biosecurity-trade/export/controlled-goods/plants-plant-products/plantexportsmanual)
* Exports reference*: Plant Exports Management System Authorised officer user guide*
* Exports reference: *Table of authorised officer job functions*
* [Authorised Officer declaration of boarding experience.](https://www.agriculture.gov.au/biosecurity-trade/export/controlled-goods/plants-plant-products/ao/job-functions/export-inspection-empty-bulk-vessels#prerequisites)
* [Fees and charges](https://www.agriculture.gov.au/fees/charging-guidelines)
* [Privacy Policy](https://www.agriculture.gov.au/about/privacy)

* [Australian Federal Police](https://www.acic.gov.au/our-services/national-police-checks) webpage (police checks)

## Contact information

* Authorised Officer Program: [PlantExportTraining@aff.gov.au](mailto:PlantExportTraining@aff.gov.au)
* Authorised Officer Hotline: 1800 851 305.

## Document information

The following table contains administrative metadata.

| Instructional Material Library document ID | IMLS-9-7946 |
| --- | --- |
| Instructional material owner | Director, Authorised Officer Program |
| Risk rating | [Low] |
| Review period | Due for review within [four] years of the most recent approved date. |

## Version history

The following table details the published date and amendment details for this document.

| Version | Date published | Date last approved | Review type | Summary of review |
| --- | --- | --- | --- | --- |
| 1.0 | 03/11/2022 | 03/11/2022 | New Document | First publication of this work instruction. |
| 2 | 28/02/2024 | 28/02/2024 | Major Change | * Updated department branding and contact information. * Converted to new exports templates. |

## Appendix A: Definitions

The definitions related to this work instruction can be found in the Exports Policy: [Management of third-party plant exports authorised officers](#_Related_material).

## Appendix B: Legislation and related policy frameworks

The legislation related to this work instruction can be found in the Exports Policy: [Management of third-party plant exports authorised officers](#_Related_material).