



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](#).

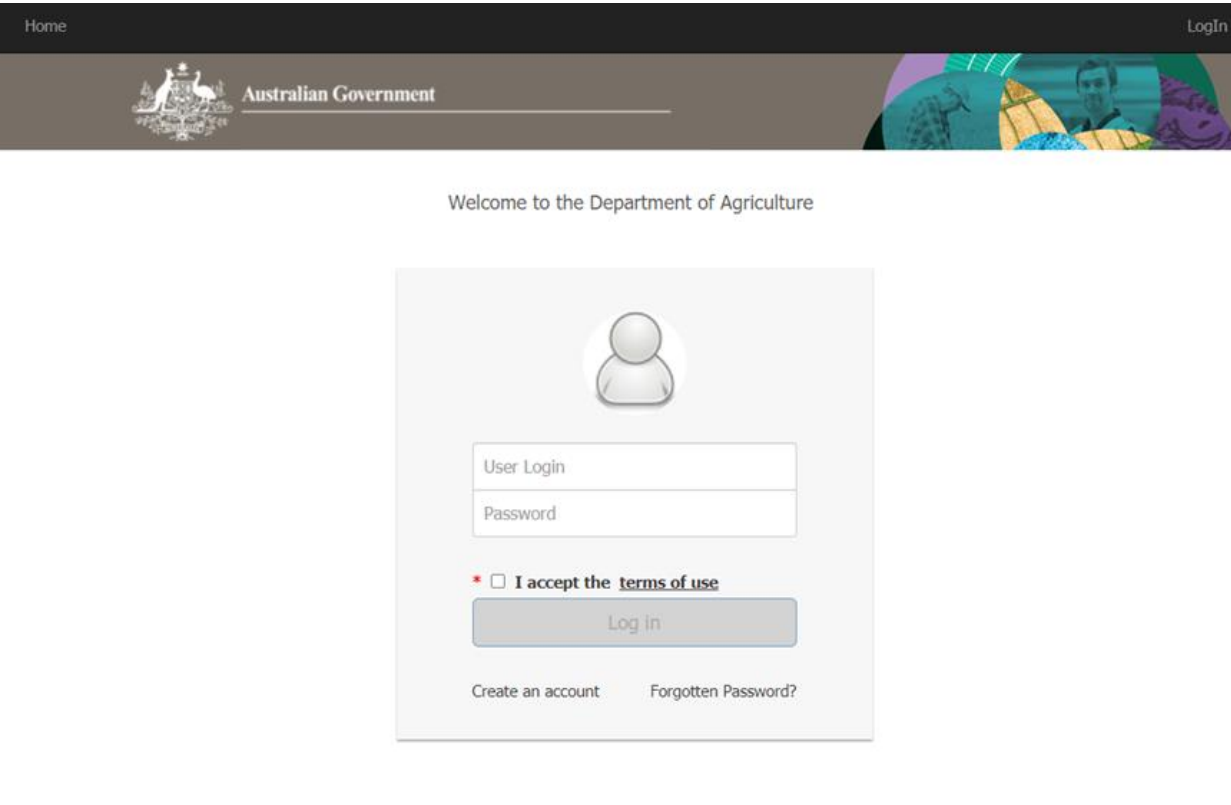
Roles and responsibilities

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

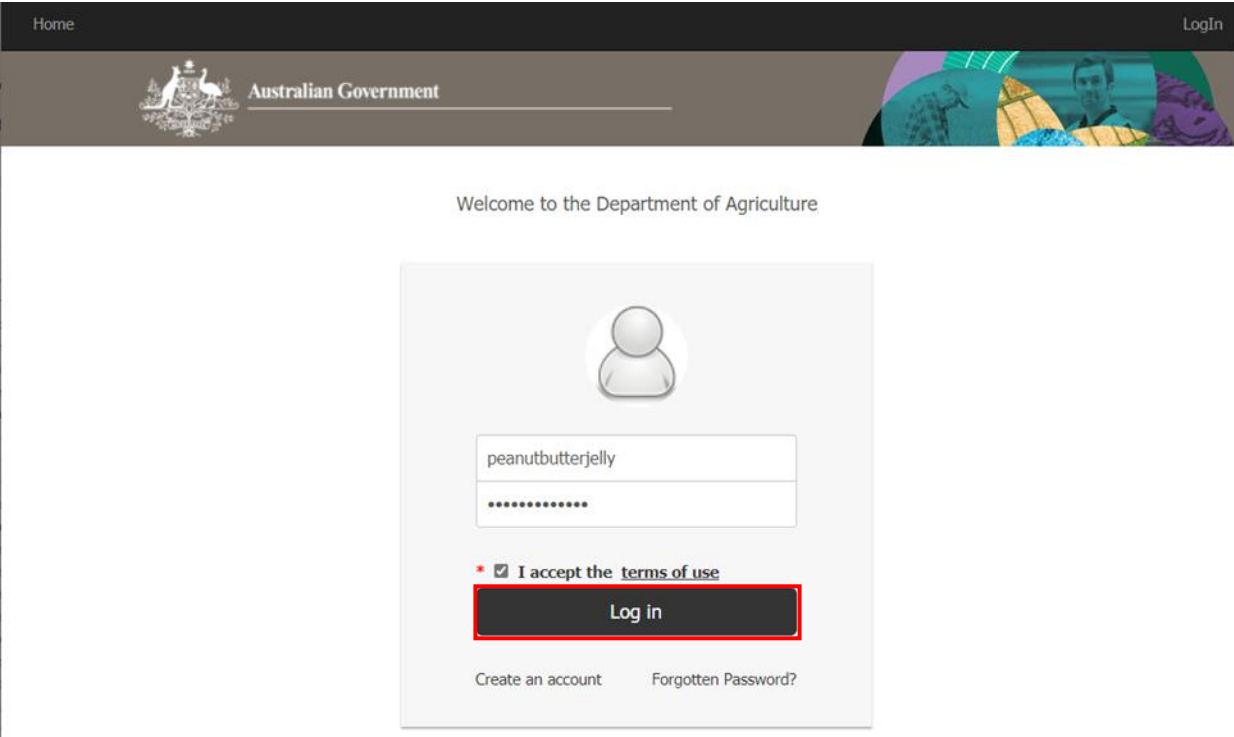
Role	Responsibility
Authorised officer	Pay the annual levy.

Pay the annual levy

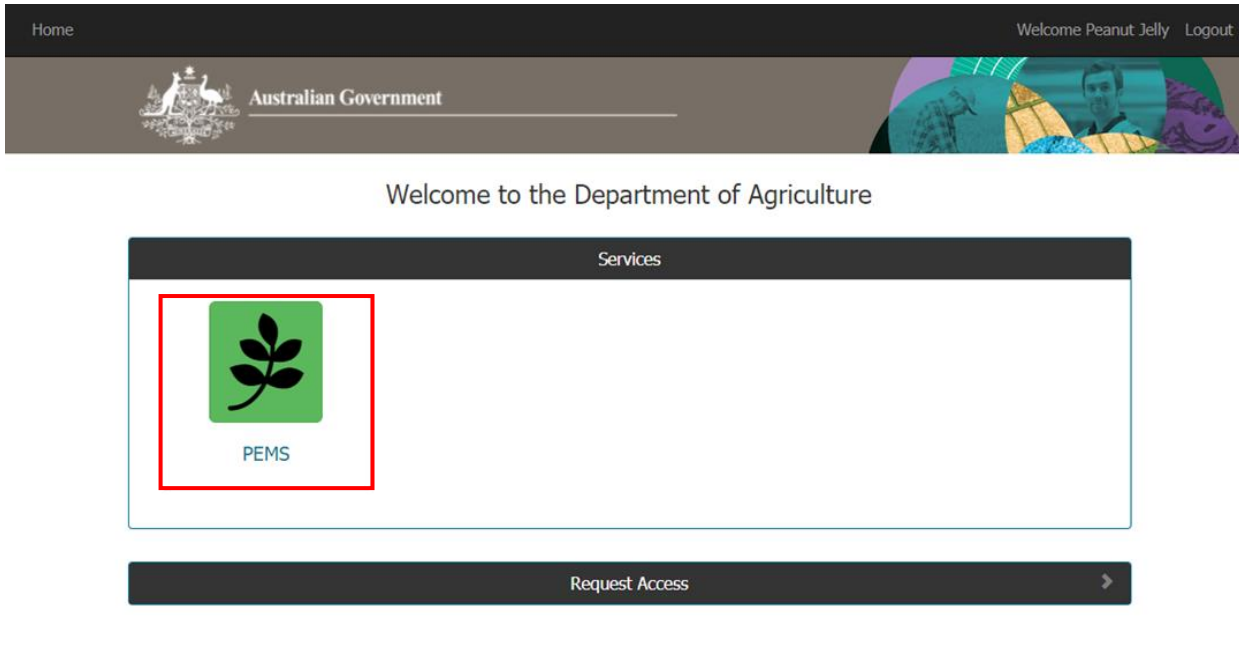
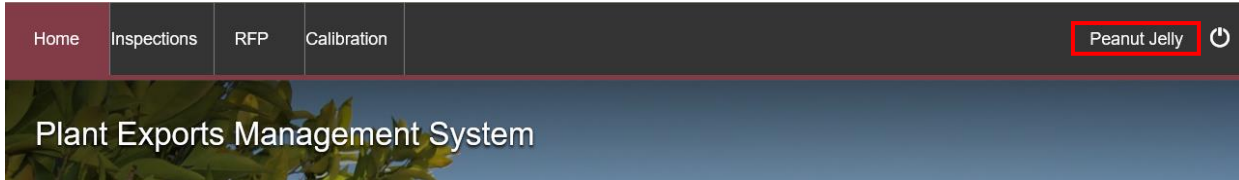
The following table outlines how to pay the annual levy.

Step	Action	Graphic
1.	Go to https://online.agriculture.gov.au/selfservice Note: The log in page will display.	

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Step	Action	Graphic
2.	<ul style="list-style-type: none"> • Enter your User Login and Password. • Check the 'I accept the terms of use' box. • Click 'Log in'. 	

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Step	Action	Graphic
3.	Click the 'PEMS' button to enter the PEMS home page.	 <p>The screenshot shows the Australian Government Department of Agriculture website. At the top, there is a navigation bar with 'Home' on the left and 'Welcome Peanut Jelly Logout' on the right. Below this is the Australian Government crest and the text 'Australian Government'. The main heading reads 'Welcome to the Department of Agriculture'. A 'Services' section contains a button with a green leaf icon and the text 'PEMS', which is highlighted with a red rectangular box. Below the services section is a 'Request Access' button with a right-pointing arrow.</p>
4.	Select your name in the top right corner. Note: This will take you to your PEMS profile.	 <p>The screenshot shows the PEMS user interface. At the top, there is a navigation bar with 'Home', 'Inspections', 'RFP', and 'Calibration' on the left, and the user name 'Peanut Jelly' with a power icon on the right. The 'Peanut Jelly' text is highlighted with a red rectangular box. Below the navigation bar is a banner with the text 'Plant Exports Management System' over a background image of green leaves.</p>

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Step	Action	Graphic
5.	Select 'My Application' next to your <i>Personal details</i> section.	
6.	<ul style="list-style-type: none"> • Select your 'Appointment' tab. • Under the <i>Annual Levy</i> section select 'Pay Now'. 	

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Step	Action	Graphic
7.	<ul style="list-style-type: none"> Review the details of the <i>Service Summary</i>. Click 'Next'. 	

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Step	Action	Graphic
8.	<ul style="list-style-type: none"> Select 'No' to the question <i>Do you have an Account Number?</i> Click 'Continue to Payment'. 	

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Step	Action	Graphic
9.	<ul style="list-style-type: none"> • Enter your credit/debit card details. • Click 'Pay Now'. 	<p>The screenshot displays a 'Make Payment' interface. At the top, it says 'Make Payment'. Below that, a light blue box contains an information icon and text: 'By clicking Pay Now you accept the Privacy Statement and Terms and Conditions of payment. This transaction will appear on your card statement under the name of "Dept of Agriculture".' Below this, it states 'You are paying an amount of \$ 750.00'. A red rectangular box highlights the card details section, which includes: <ul style="list-style-type: none"> Cardholder Name: A text input field. Card Number: A text input field with VISA, MasterCard, and American Express logos below it. Expiry Date: Two dropdown menus for 'Month' and 'Year'. Security Code: A text input field. Below the red box is a blue 'Pay Now' button. At the bottom of the form are an orange 'Cancel' button on the left and a blue 'Continue' button on the right. </p>

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Step	Action	Graphic										
10.	<ul style="list-style-type: none"> Note the <i>Payment Confirmation</i> screen. Click 'Continue'. <p>Notes:</p> <ul style="list-style-type: none"> A receipt will be emailed to you from 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. 	<p>The screenshot shows a 'Make Payment' screen. At the top, there is a dark grey header with the text 'Make Payment'. Below this is a light blue notification box that reads: 'Please note: you must click the 'continue' button to finalise this transaction.' Underneath the notification is a section titled 'Payment Confirmation' with a horizontal line. This section contains a list of transaction details:</p> <table border="0"> <tr> <td>Transaction Date</td> <td>24 Jun 2021 09:45:14 AEST</td> </tr> <tr> <td>Transaction Reference</td> <td>20271920</td> </tr> <tr> <td>Payment Reference Number</td> <td>10001652485</td> </tr> <tr> <td>Payment Amount</td> <td>750.00</td> </tr> <tr> <td>Credit Card Type</td> <td>Visa</td> </tr> </table> <p>At the bottom of the screen, there are two buttons: an orange 'Cancel' button on the left and a blue 'Continue' button on the right. The 'Continue' button is highlighted with a red rectangular box.</p>	Transaction Date	24 Jun 2021 09:45:14 AEST	Transaction Reference	20271920	Payment Reference Number	10001652485	Payment Amount	750.00	Credit Card Type	Visa
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Related material

The following related material is available online:

- [Authorised Officer webpage:](#)
 - 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](#)
- [Plant Export Operations Manual:](#)
 - Exports reference: *Plant Exports Management System Authorised officer user guide*
 - Exports reference: *Table of authorised officer job functions*
- [Authorised Officer declaration of boarding experience.](#)
- [Fees and charges](#)
- [Privacy Policy](#)
- [Australian Federal Police](#) webpage (police checks)

Contact information

- Authorised Officer Program: PlantExportTraining@aff.gov.au
- Authorised Officer Hotline: 1800 851 305.

Document information

The following table contains administrative metadata.

Instructional Material Library document ID	IMLS-12-4918
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	29/02/2024	29/02/2024	Major Change	<ul style="list-style-type: none">• 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](#).

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](#).