



Exports work instruction

Requesting additional job functions in 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 for appointed authorised officer (AO) to add more plant export AO job functions/s to their appointment using the Plant Exports Management System (PEMS).

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Policy statement

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

Roles and responsibilities

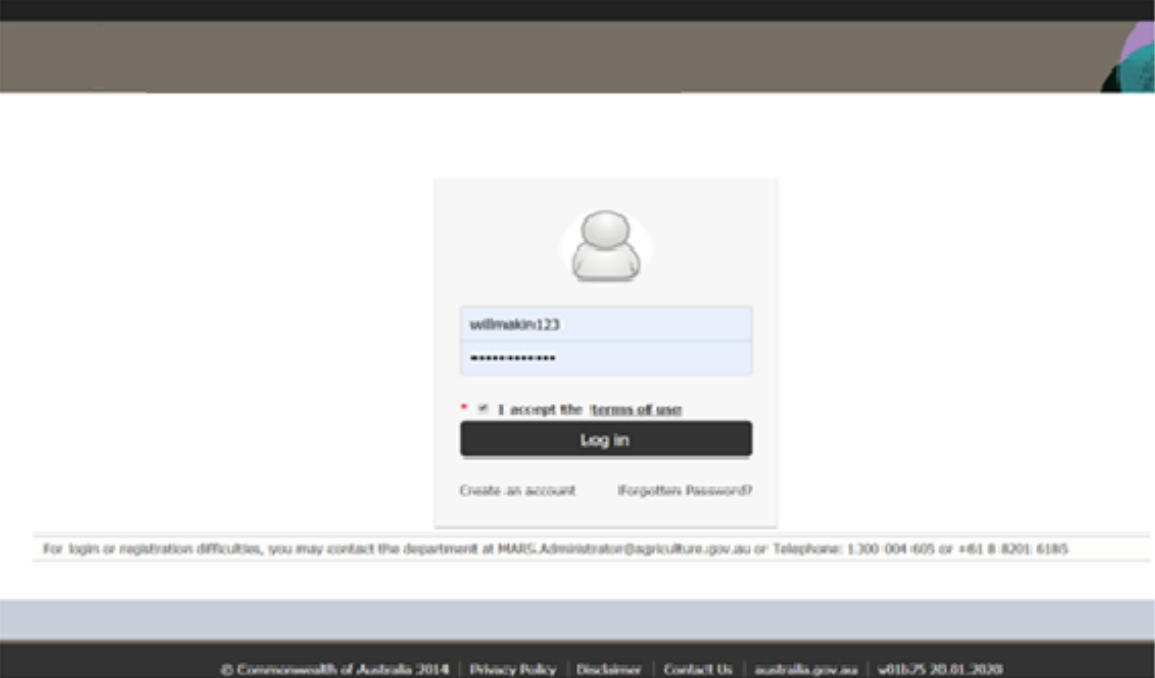
The following table outlines the roles and responsibilities undertaken when requesting additional job functions.

Role	Responsibility
Applicant	Requesting additional job functions through PEMS.

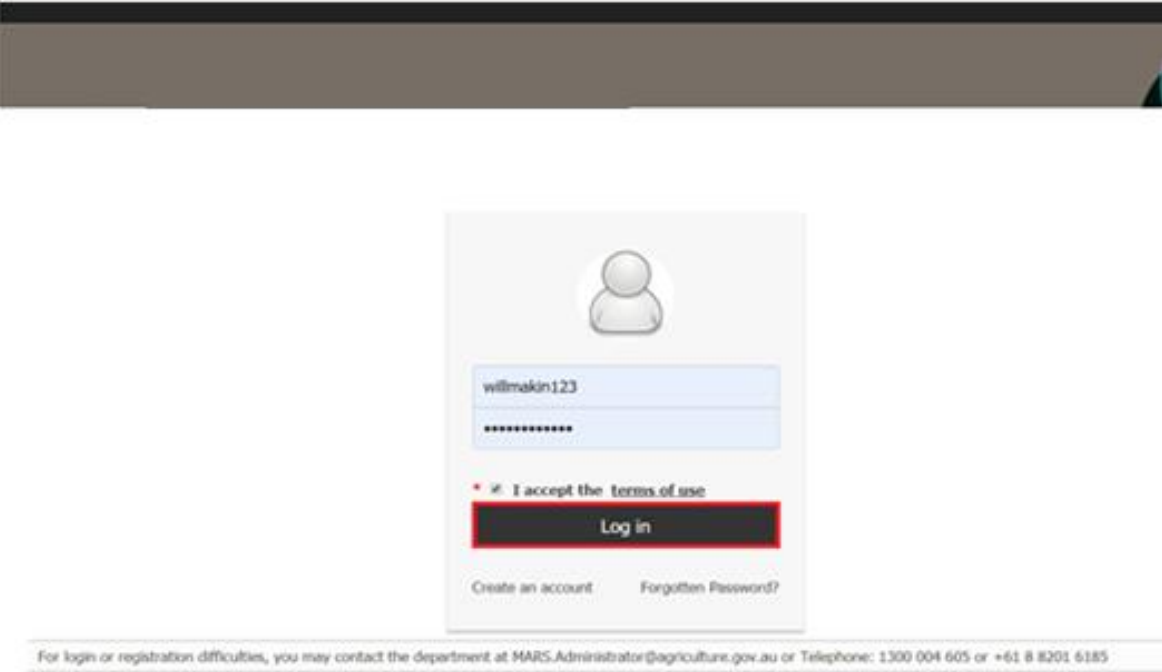
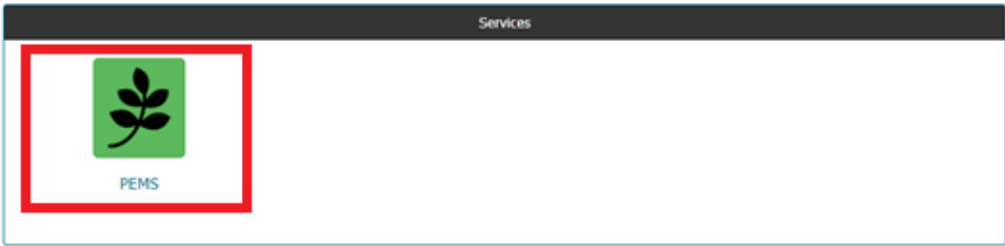
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Request additional job functions

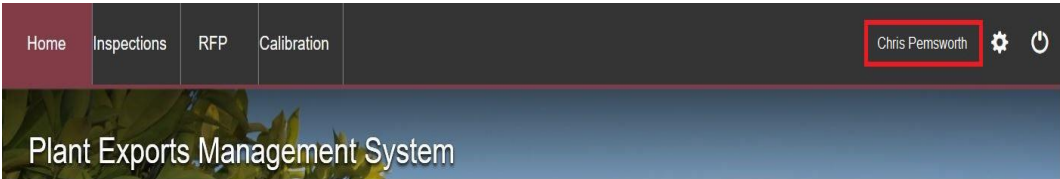

The following table outlines how to request additional job functions.

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

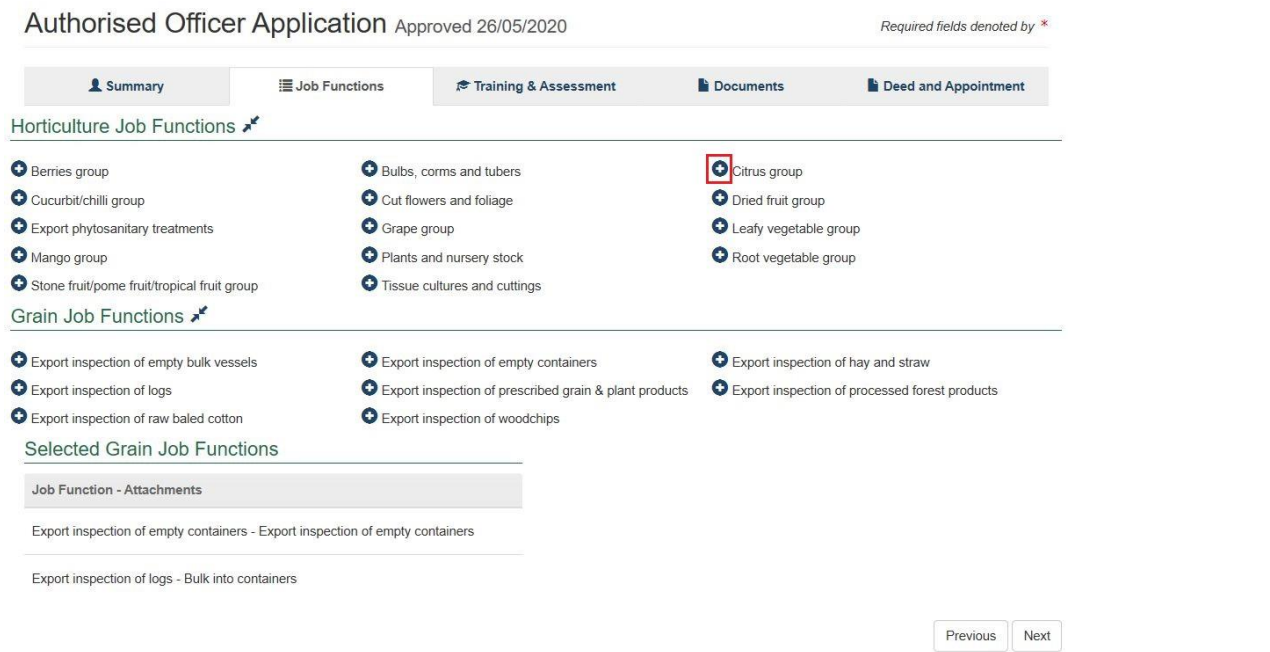
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Step	Action	Graphic
2.	<ul style="list-style-type: none"> • Enter your User Login and Password. • Check the 'I accept the terms of use' box. • Click 'Log in'. 	 <p>The screenshot shows a login interface. At the top, there is a dark header bar. Below it, a white login box contains a user icon, a text input field with the username 'willmakin123', a password input field with masked characters, and a checkbox labeled 'I accept the terms of use'. The 'Log in' button is highlighted with a red rectangular border. Below the login box are links for 'Create an account' and 'Forgotten Password?'. At the bottom of the page, there is a footer with contact information: 'For login or registration difficulties, you may contact the department at MARS.Administrator@agriculture.gov.au or Telephone: 1300 004 605 or +61 8 8201 6185'.</p>
3.	Click the 'PEMS' button to enter the PEMS home page.	 <p>The screenshot shows a 'Services' page with a dark header bar. A large white area contains a green square button with a black leaf icon and the text 'PEMS' below it. The button is enclosed in a red rectangular border.</p>

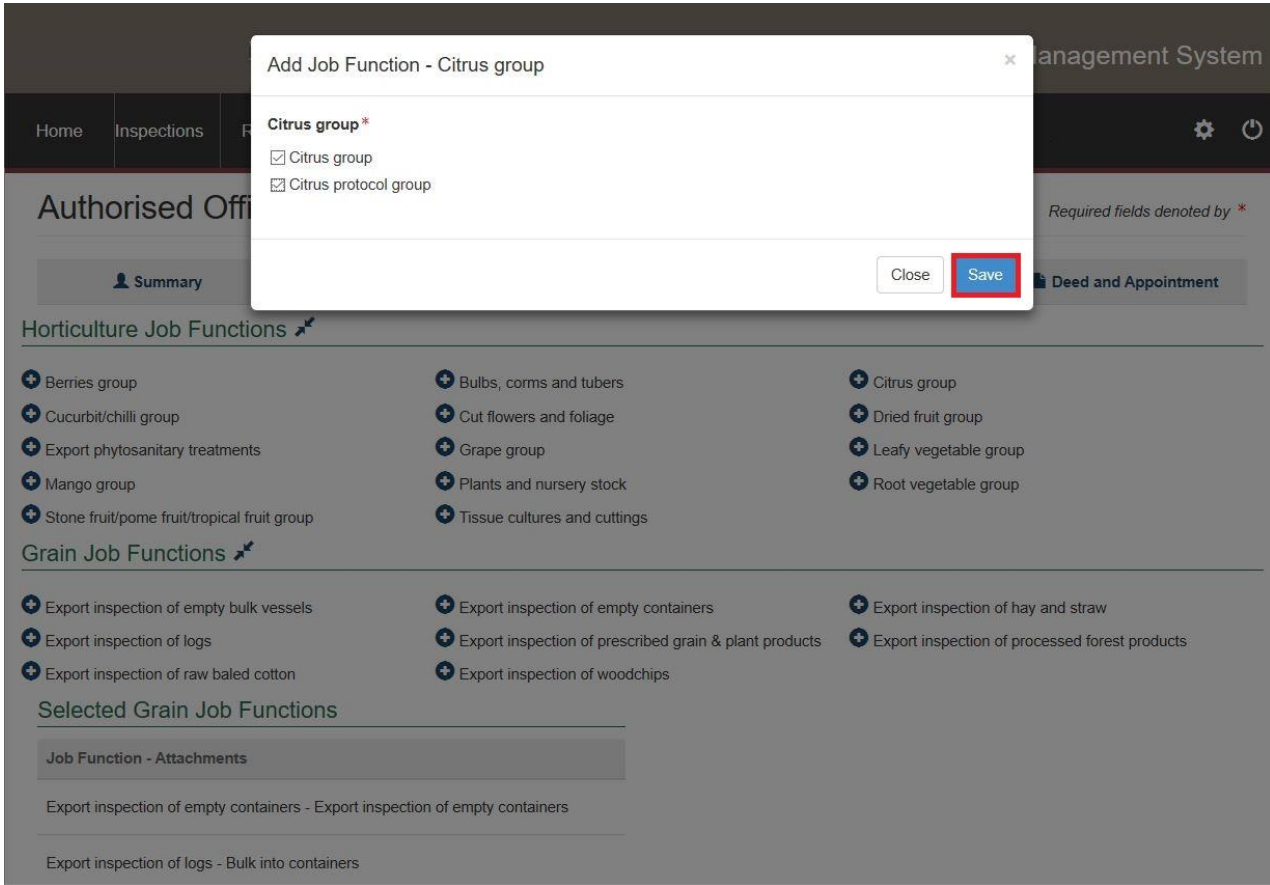
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Step	Action	Graphic
4.	Select your name in the top right corner. Note: This will take you to your PEMS profile.	
5.	Select <i>My Application</i> next to your <i>Personal details</i> section.	

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Step	Action	Graphic
6.	<ul style="list-style-type: none"> Select the <i>Job Functions</i> tab. Select the plus '+' symbol next to the job function/s you wish to add. <p>Note: You can add up to 5 job functions per request. For each of those requests, the learning and assessment fee will apply at the time you request training, regardless of how many job functions you chose in that request.</p> <p>Therefore, we recommend adding all your new job functions in the one request to avoid being charged multiple times.</p> <p>If you have any issues or are unsure which job functions you require, please contact the Authorised Officer Program before adding any job functions within PEMS.</p>	 <p>The screenshot shows the 'Authorised Officer Application' interface with the 'Job Functions' tab selected. It displays two categories of job functions: Horticulture and Grain. Under Horticulture, the 'Citrus group' is highlighted with a red box. Under Grain, 'Export inspection of empty containers' and 'Export inspection of logs' are listed as selected functions in the 'Selected Grain Job Functions' section.</p>

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Step	Action	Graphic
7.	<ul style="list-style-type: none"> Choose a job function 'group' from the options, if applicable. Select 'Save'. 	 <p>The screenshot displays the 'Add Job Function - Citrus group' dialog box in the Plant Exports Management System. The dialog box contains a section for 'Citrus group*' with two checked options: 'Citrus group' and 'Citrus protocol group'. At the bottom right of the dialog, there are 'Close' and 'Save' buttons, with the 'Save' button highlighted by a red rectangle. The background interface shows a navigation menu with 'Home' and 'Inspections', and a main content area with sections for 'Horticulture Job Functions' and 'Grain Job Functions'. The 'Horticulture Job Functions' section includes options like 'Berries group', 'Cucurbit/chilli group', 'Export phytosanitary treatments', 'Mango group', 'Stone fruit/pome fruit/tropical fruit group', 'Bulbs, corms and tubers', 'Cut flowers and foliage', 'Grape group', 'Plants and nursery stock', and 'Tissue cultures and cuttings'. The 'Grain Job Functions' section includes options like 'Export inspection of empty bulk vessels', 'Export inspection of logs', 'Export inspection of raw baled cotton', 'Export inspection of empty containers', 'Export inspection of prescribed grain & plant products', and 'Export inspection of woodchips'. Below these sections, there is a 'Selected Grain Job Functions' section with a 'Job Function - Attachments' table listing 'Export inspection of empty containers - Export inspection of empty containers' and 'Export inspection of logs - Bulk into containers'.</p>

Note: Go to Exports Work Instruction: [Requesting Authorised Officer training using the Plant Exports Management System](#) to request training in your new job function.

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Contact

- Authorised Officer Program: PlantExportTraining@aff.gov.au
- Authorised Officer Hotline: 1800851305

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: *Applying to become an Authorised Officer using the Plant Exports Management System*
 - Exports work instruction: *Requesting Authorised Officer training using the Plant Exports Management System*
 - Exports work instruction: *Requesting Authorised Officer assessment using the Plant Exports Management System*
 - Exports work instruction: *Requesting an Authorised Officer Instrument of Appointment using 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*
- [Fees and charges](#)
- [Privacy Policy](#)

Document information

The following table contains administrative metadata.

Instructional Material Library document ID	IMLS-9-7546
Instructional material owner	Director, Authorised Officer Program
Risk rating	Low
Review period	Due for review within 4 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	24/09/2020	24/09/2020	New Document	First publication of this work instruction.
2.0	25/11/2020	25/11/2020	Major Change	Added text “Go to Work Instruction: Requesting Authorised Officer training using the Plant Export Management System to request training in your new job function” to the end of the document.
3.0	22/04/2021	22/04/2021	Major Change	Updates for the commencement of the <i>Export Control Act 2020</i> and associated Export Control (Plants and Plant Products) Rules 2021.
4.0	03/11/2022	03/11/2022	Major Change	Updated to reflect the current fees and charges.
5.0	28/02/2024	28/02/2024	Major Change	<ul style="list-style-type: none"> Updated department branding and contact information. Converted to new exports templates.
6	19/04/2024	19/04/2024	Major Change	Updated screengrabs.

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