

Exports work instruction

# Requesting reappointment 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 for a plant export Authorised Officer (AO) to follow when requesting reappointment as an AO using the Plant Exports Management System (PEMS).

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## Policy statement

The policy related to this Exports 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 requesting re-appointment.

| Role | Responsibility |
| --- | --- |
| Applicant | * Request reappointment as an AO. * Pay the approval fee. * Request an Instrument of Appointment. |

## Request re-appointment

The following table outlines how to request reappointment.

| 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. | * The PEMS menu bar will display a notification stating, ‘Your appointment is due to expire’. * Click on ‘Appointment’. | Image showing the action for this step. |
| 5. | Select the *Appointment* tab. | Image showing the action for this step. |
| 6. | Click on ‘Request Re-Appointment’. | Image showing the action for this step. |
| 7. | * Read through the *Re-Appointment Request* and tick the appropriate boxes. * Tick the boxes to confirm that you * wish to continue as a plant export AO for another 2 years * agree to comply with the responsibilities of a plant export AO.   **Important:** If you do not agree to comply with the responsibilities you will not be reappointed as an AO.   * Click ‘Initiate’. | Image showing the action for this step. |
| 8. | * Note the status of ‘Requested’. * Go to ‘[Pay the approval fee’.](#_Pay_the_approval) | Image showing the action for this step. |

## Pay the approval fee

This procedure is initiated when the AO receives an email to say that their reappointment request has been approved and that they need to pay the approval fee.

The following table outlines how to pay the approval fee.

| **Step** | **Action** | **Graphic** |
| --- | --- | --- |
| 1. | Select the *Appointment* tab. | Image showing the action for this step. |
| 2. | * Note the status of ‘Awaiting Payment’. * Click ‘Pay Now’. | Image showing the action for this step. |

| **Step** | **Action** | **Graphic** |
| --- | --- | --- |
| 3. | * Review the details of the *Service Summary*. * Click ‘Next’. | Image showing the action for this step. |

| **Step** | **Action** | **Graphic** |
| --- | --- | --- |
| 4. | * Select ‘No’ to the question *Do you have an Account Number*? * Click ‘Continue to Payment’. |  |
| 5. | * Enter your credit/debit card details. * Click ‘Pay Now’. | Image showing the action for this step. |
| 6. | * Note the *Payment Confirmation* screen. * Click ‘Continue’. * Go to ‘[Download the Instrument of Appointment](#_Download_the_Instrument)’. |  |

## Download the Instrument of Appointment

The following table outlines how to download the instrument of appointment.

| Step | Action | Graphic |
| --- | --- | --- |
| 1. | Select the *Appointment* tab. | Image showing the action for this step. |
| 2 | * Click on ‘Download’. * Note your Instrument of Appointment. | 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)

## Document information

The following table contains administrative metadata.

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| --- | --- |
| **Instructional Material Library document ID** | IMLS-9-7945 |
| **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 | 21/11/2022 | 21/11/2022 | New document | First publication of this Exports 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 Exports 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 Exports work instruction can be found in the Exports Policy: [Management of third-party plant exports authorised officers](#_Related_material).