

FISHERIES
& AQUACULTURE
PIRSA

myPIRSA Online Transaction Services

APPLYING FOR AN ONLINE PRODUCTION RETURN SERVICE

JUNE 2018



myPIRSA Online Transaction Services

Information current as of June 2018

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myPIRSA home screen

Once you have successfully logged into myPIRSA you will see the myPIRSA home screen which consists of two tabs:

- The **'My Services'** tab which allows you to:-
 - see and access your approved service(s)
 - apply for a new service
 - view services you have applied for and waiting approval
- The **'My Profile'** tab which allows you to:-
 - update your personal details (e.g. address, phone number etc)
 - change your password

How to apply for a myPIRSA service?

- In the 'My Services' tab under the 'Apply for a New Service' heading, find and select the relevant service you are applying for (eg Shellfish Production Return, Finfish Production Return).

The screenshot displays the myPIRSA home screen for Primary Industries and Regions SA. The user is logged in as Joe Bloggs. The 'My Services' tab is active, showing a table of approved services and a list of links to apply for new services. The link 'Lodge a Shellfish Aquaculture Production Return' is highlighted with a red circle.

Primary Industries and Regions SA

Welcome Joe Bloggs to myPIRSA

My Services | My Profile

Approved Services

Services for My Accounts (9)

Remove Service	Type	Id	Service	Form Status	Delete Form
X	Intertidal Mollusc (Oysters)	AQ00001	Lodge an Intertidal Shellfish Environmental Monitoring Program Report		
X	Intertidal Mollusc (Oysters)	AQ00002	Lodge an Intertidal Shellfish Environmental Monitoring Program Report		
X	Intertidal Mollusc (Oysters)	AQ00004	Lodge an Intertidal Shellfish Environmental Monitoring Program Report		
X	Intertidal Mollusc (Oysters)	AQ00006	Lodge an Intertidal Shellfish Environmental Monitoring Program Report		
X	Intertidal Mollusc (Oysters)	AQ00009	Lodge an Intertidal Shellfish Environmental Monitoring Program Report		

Apply for a New Service

To apply for a new service, click on one of the links below:

I want to

- [Lodge a Shellfish Aquaculture Production Return](#)
- [Lodge a Subtidal Mollusc Environmental Monitoring Program Report](#)
- [Lodge a Tourism Aquaculture Production Return](#)
- [Lodge a Tuna Environmental Monitoring Program Report](#)
- [Lodge an Intertidal Shellfish Environmental Monitoring Program Report](#)

New Service Applications in Progress

You have no service applications in progress.

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- Enter the name of the Registration Holder (e.g. Joe Bloggs)

Tuesday, 22 August 2017

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Primary Industries and Regions SA

Logout

Apply For A Service

Complete process request.
* - indicates required.

Apply For A Service Phase 4

Service Request:

Service Request:

Registration Holder: *

- After you have applied for a service you will automatically return to the myPIRSA home page.
- On the myPIRSA page you will see which service(s) are in the process of being approved

PRIMARY INDUSTRIES & REGIONS SA PIRSA

Primary Industries and Regions SA

Home Logout

Service	Id	Form	Status
<input checked="" type="checkbox"/> Intertidal Mollusc (Oysters)	AQ00001	Lodge an Intertidal Shellfish Environmental Monitoring J	
<input checked="" type="checkbox"/> Intertidal Mollusc (Oysters)	AQ00002	Lodge an Intertidal Shellfish Environmental Monitoring J	
<input checked="" type="checkbox"/> Intertidal Mollusc (Oysters)	AQ00004	Lodge an Intertidal Shellfish Environmental Monitoring J	
<input checked="" type="checkbox"/> Intertidal Mollusc (Oysters)	AQ00006	Lodge an Intertidal Shellfish Environmental Monitoring J	
<input checked="" type="checkbox"/> Intertidal Mollusc (Oysters)	AQ00009	Lodge an Intertidal Shellfish Environmental Monitoring J	

Apply for a New Service

To apply for a new service, click on one of the links below.

I want to . . .

- [Apply for a Livestock PIC](#)
- [Renew or Update a Livestock PIC](#)
- [Apply for an Apiary Registration](#)
- [Renew and Update an Apiary Registration](#)
- [Generate a Quota Balance Statement](#)

New Service Applications in Progress

New Service Applications in Progress (2)

Type	Id	Service	Started
Production Return	Aquaculture	Lodge a Shellfish Aquaculture Production Return	Tue Aug 22 11:13:16 CST 2017
Production Return	Bloggs, Joe	Lodge a Shellfish Aquaculture Production Return	Tue Aug 22 11:13:54 CST 2017

- Your application must be approved by a Leasing & Licensing Officer before the requested service(s) can be accessed.
- Now that the service has been approved, you can now commence the production return.

The screenshot shows the PIRSA website interface. At the top right, it says 'PRIMARY INDUSTRIES & REGIONS SA PIRSA'. The main header is 'Primary Industries and Regions SA'. Below the header, there's a navigation bar with 'Home', 'Logout', and 'Help'. A green banner says 'Welcome Joe Bloggs to myPIRSA'. Underneath, there are tabs for 'My Services' and 'My Profile'. The 'Approved Services' section is active, showing a table of services for the user's accounts. The table has columns for 'Remove Service', 'Type', 'Id', 'Service', 'Form Status', and 'Delete Form'. The 'Production Return' service for 'Bloggs, Joe' is circled in red. Below the table, there's a section for 'Apply for a New Service' with a dropdown menu and several links. At the bottom, there's a section for 'New Service Applications in Progress' which states 'You have no service applications in progress.' The footer includes 'sa.gov.au' and links for 'Copyright', 'Privacy', 'Contact', and 'Disclaimer'.

Remove Service	Type	Id	Service	Form Status	Delete Form
X	Intertidal Mollusc (Oysters)	AQ00009	Lodge an Intertidal Shellfish Environmental Monitoring I		^
X	Landbased Category B	AQ00270	Lodge a Landbased Cat B Environmental Monitoring P		
X	Landbased Category D	AQ00353	Lodge a Landbased Cat D Environmental Monitoring P		
X	Production Return	Aquaculture	Lodge a Shellfish Aquaculture Production Return		
X	Production Return	Bloggs, Joe	Lodge a Shellfish Aquaculture Production Return		v

Lodging a Production Return

- On the myPIRSA home page, select the Production Return service required.

The screenshot shows the myPIRSA website interface. At the top right, it says 'PRIMARY INDUSTRIES & REGIONS SA PIRSA'. The main header is 'Primary Industries and Regions SA'. Below the header, there's a navigation bar with 'Home', 'Logout', and 'Help'. A green banner says 'Welcome Joe Bloggs to myPIRSA'. Underneath, there are tabs for 'My Services' and 'My Profile'. The 'Approved Services' section is active, showing a table of services for the user's accounts. The table has columns for 'Remove Service', 'Type', 'Id', 'Service', 'Form Status', and 'Delete Form'. The service 'Lodge a Shellfish Aquaculture Production Return' is highlighted with a red circle. Below the table, there's a section 'Apply for a New Service' with a list of links. At the bottom right, there's a 'sa.gov.au' logo and a footer with 'Copyright Privacy Contact Disclaimer'.

Remove Service	Type	Id	Service	Form Status	Delete Form
X	Intertidal Mollusc (Oysters)	AQ00009	Lodge an Intertidal Shellfish Environmental Monitoring J		
X	Landbased Category B	AQ00270	Lodge a Landbased Cat B Environmental Monitoring P		
X	Landbased Category D	AQ00353	Lodge a Landbased Cat D Environmental Monitoring P		
X	Production Return	Aquaculture	Lodge a Shellfish Aquaculture Production Return		
X	Production Return	Bloggs, Joe	Lodge a Shellfish Aquaculture Production Return		

- Press continue after you have read the Reporting Obligations.

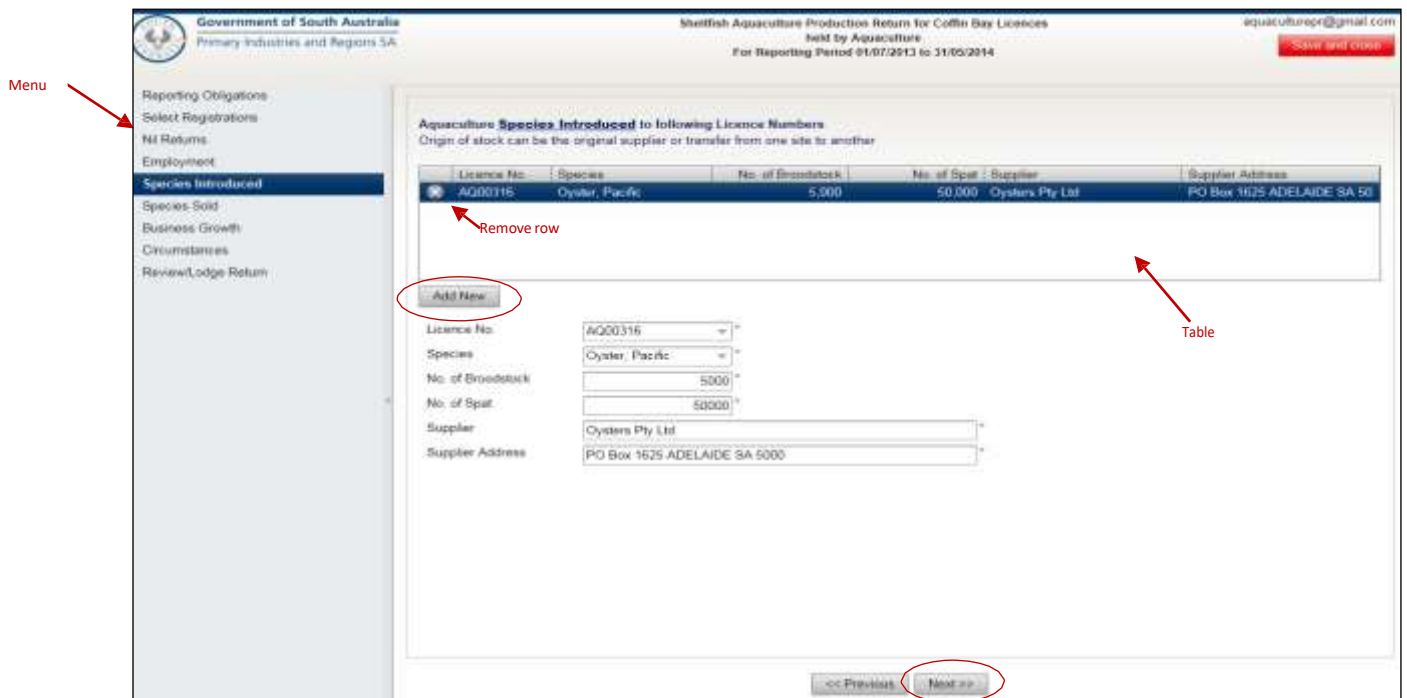
The screenshot shows a dialog box titled 'Reporting Obligations'. The text inside reads: **All holders of an aquaculture licence, regardless of the level of development on their licensed area, are required to complete and lodge a Production Return.** **Due by 31/08/2014**. It is important that your production return contains accurate information. It is an offence under the *Aquaculture Act 2001* and **Regulation 14** of the *Aquaculture regulations 2005* directed by the *Aquaculture Regulations 2005* if you fail to "provide the Minister with a periodic return containing such information as the Minister requires in the manner and form determined by the Minister". Failure to provide this information may result in a maximum penalty of **\$5,000** or an expiation fee of **\$315**. At the bottom right, there are two buttons: 'Exit' and 'Continue'.

- If you have licences in different regions, a separate Production Return will need to be lodged for each region. The 'Reporting Obligations' screen will appear after a region is selected.

Note: employment numbers will need to be separated across regions to avoid duplication.



- You can now begin entering data in the Production Return. You will need to press 'Add New' to enter data into a table.
- Multiple rows of data can be added to the table.
- Enter zero if there is no information to report (e.g. no part time employees).
- To delete a row of data from the table, press the 'x' button.
- Press 'Next' to progress to the next section of the Production Return.
- The menu allows you to navigate to any section of the Production Return.



- Before you can lodge a Production Return, all errors identified in the 'Review/Lodge' section will need to be corrected.

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Shellfish Aquaculture Production Return for Coffin Bay Licences
held by Aquaculture
For Reporting Period 01/07/2013 to 31/05/2014

Save and close

Reporting Obligations
Select Registrations
Nil Returns
Employment
Species Introduced
Species Sold
Business Growth
Circumstances
Review and Lodge Return

There are errors that need to be fixed before lodgement can occur.

Employment has the following errors:

- Full time employment - There must be a valid value.
- Casual employment - There must be a valid value.
- Part time employment - There must be a valid value.

Shellfish Aquaculture Production Return for Coffin Bay Licences
held by Aquaculture
For Reporting Period 01/07/2013 to 31/05/2014

For Licence(s)
4Q00316 - Subtidal Mollusc

Nil Return Declaration
Not Applicable

EMPLOYMENT - indicate number of employees for all licences in Coffin Bay

Full Time	Part Time	Casual

Previous Lodge

To save or print your Production Return go to the "Printer-friendly summary" before lodging.
Once you lodge your return, you will not be able to access this information online.

[Printer-friendly summary](#)

- Print a copy of the Production Return by selecting the 'printer-friendly summary' link **before** you press 'Lodge'.

Note: you will not be able to make any changes or review the Production Return once it is lodged.

- You will receive confirmation when the Production Return has been successfully lodged.

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Primary Industries and Regions SA

Shellfish Aquaculture Production Return for Ceduna Licences
held by Fisheries, Oyster
For Reporting Period 01/07/2013 to 31/05/2014

Save and close

Thank you. Your Production Return has been successfully lodged. If you have any enquiries relating to the Production Return lodged, please contact [PIRSA Fisheries & Aquaculture](#).

Click below to return to myPIRSA home.

Exit