

# AQIS CHARGING GUIDELINES

## Dairy Export Program

1 October 2007

Version 5

## DAIRY EXPORT PROGRAM

### SECTION 1 – PROGRAM OVERVIEW

The AQIS Dairy Export Program provides inspection and certification services to the export dairy industry in Australia.

The performance of these functions may be done by AQIS or the relevant State Regulatory Authority (SRA). The dairy export inspection function is performed by the Dairy Food Safety Victoria (DFSV) in Victoria, by NSW Food Authority in NSW, by Safe Food Queensland in Queensland, the Tasmanian Dairy Industry Authority in Tasmania, Dairy Authority of South Australia in South Australia and the Dairy Safety Program of the Department of Health Western Australia in Western Australia. AQIS provides these services in the Northern Territory. AQIS coordinates the provision of these services and undertakes an audit function to ensure consistent outcomes for dairy export inspection in all States and Territories. Dairy export documentation is generally issued through EXDOC. Electronic intervention occurs through the Dairy Review Unit with manual documents handled by AQIS documentation sections in all states except NSW and Northern Territory where this function is performed by AQIS fish inspection staff.

### SECTION 2 –LEGISLATIVE BASE

#### Operations Legislation

Act	Regulations	Orders/Proclamations
<i>Export Control Act 1982</i>	<i>Export Control (Orders) Regulations 1982</i>	<i>Export Control (Milk and Milk Products) Orders 2005</i> <i>Export Control (Prescribed Goods - General) Orders 2005</i>

#### Charging Legislation

Act	Regulations	Orders
<i>The Export Control Act 1982</i>	<i>Export Control (Orders) Regulations 1982</i>	<i>Export Control (Fees) Orders 2001</i>

### SECTION 3 – FEE EXEMPTIONS

Nil

### SECTION 4 – ADMINISTRATIVE ARRANGEMENTS

#### Section 4.1 - Fee-For-Service (FFS)

Item Record	Program Code	Description	Unit	Fee
SPDF607	123925	FFS – Minimum charge ½ hour	¼ hr	\$67.00
SPDF7	123925	FFS – where the request for service was received before 1 October 2007 – Minimum charge ½ hour	¼ hr	\$30.00

- If an officer has “booked” the client to commence at a given time and is ready to commence at that time but the client is not ready, the client is to be charged from the time booked and not from the time the service actually commenced.
- If the officer arrives before the time “booked” and, with the agreement of the company, commences the service at that time, then the client is to be charged from the time the audit commenced.
- Charging time ceases when activities associated with the particular audit, including paperwork, are completed. If additional work is required to be undertaken at another location to finalise the service, the additional time taken is charged for at the rate applicable, ie time taken to complete the audit report is added to the time taken to conduct the audit.
- When chargeable work is performed off an establishment, the client is to be advised beforehand and is also to be provided with an estimate of the time it will take. This arrangement must be agreed between the individual officer and the client. If an agreement can not be reached such work will be performed on site.
- Where services are broken by time, a charge must be applied for each attendance. For example, if a service is provided over two non-consecutive days and takes 3 hours per day, the charge applicable is six hourly units. Additionally, visits on separate days for different purposes should be charged separately.
- Fee for service charges apply for services provided by AQIS including load-out inspections, audits of approved export permit issuers including export documentation issued, audits of registered establishments, audits of exporters documented systems including export documentation issued, audits of usage of AQIS security paper and seals.

#### Section 4.2 – Documentation Fees

Item Record	Program Code	Description	Unit	Fee
SPDD107	123925	Export Permit or Government Certificate – manual issue to an exporter whether on approved or non approved alternative export clearance procedures	Document	\$113.00
SPDD607	123925	Request for permit – electronic processing for an exporter on approved alternative export clearance procedures	Document	\$6.00
SPDD507	123925	Request for permit – electronic processing for an exporter not on approved alternative export clearance procedures	Document	\$15.00
SPDD407	123925	Replacement certificate	Document	\$301.00
SPDOD07	123925	Any other document (letterhead statements etc)	Document	\$113.00

- Replacement fees are not charged when the date of departure or aircraft/vessel details or importing country requirements for change in relation to the information contained in the Certificate.
- Replacement fees do apply when letters of facilitation are issued to assist consignment entry when known importing country requirements are not met or when milk and milk products are exported without permits.

- Replacement fees apply when reprints are requested for certificates already printed.
- When contingency arrangements are initiated by AQIS, then the relevant request for permit fees apply for export permit and health certificates issued during the period nominated by AQIS.

### Section 4.3 – Registration Fees

The following annual registration fees apply for export registration. Annual registration covers a financial year, 1 July to 30 June. Registration fees are payable prior to the commencement of each financial year for that financial year.

Item Record	Program Code	Description	Unit	Fee
SPDR107	123925	Establishment where milk or milk products are packed for export where in the previous financial year at least 2000 tonnes of milk and milk products were exported.	Year	\$2,654.00
SPDR207	123925	Establishment where milk or milk products are packed for export where in the previous financial year less than 2000 tonnes of milk and milk products were exported.	Year	\$1,468.00
SPDR307	123925	Storage establishment – Dairy	Year	\$625.00
SPDR407	123925	New application or application to transfer registration – Dairy	Application	\$300.00
SPDR2M07	123925	Multi-commodity establishment where milk or milk products are packed for export where in the previous financial year less than 2000 tonnes of milk and milk products were exported.	Year	\$1,468.00
SPDR3M07	123925	Multi-commodity storage establishment where milk or milk products are the primary product stored	Year	\$625.00
SPDR4M07	123925	Multi-commodity establishment where milk or milk products are packed for export where in the previous financial year at least 2000 tonnes of milk and milk products were exported.	Year	\$2,654.00

#### Registration Fees

- The application fee is payable when an Export Registration Form (EX26) is lodged for a new registration. This fee applies in addition to registration fees.
- The registration fee payable by an Establishment is determined on the basis of the Establishment's activity in the previous financial year.
- Registration fees are issued from the DAFF Corporate Finance Division and cover an annual period from 1 July to 30 June. These fees are payable prior to the commencement of the financial year (ie by 1 July)
- When export registration does not commence on 1 July a pro-rata fee will apply. The registration will expire on 30 June of the relevant financial year. The pro-rata fee is calculated using the following formula;

$$\frac{\text{applicable annual fee} \times \text{number of days remaining in the financial year}}{365}$$

- No refunds are paid when registration ceases.

#### Section 4.4 – Miscellaneous/Program Specific Fees

Item Record	Program Code	Description	Unit	Fee
SPDE107	123925	Exemptions – First application – commence 12 months (see fee for service charges for associated processing fees)	Application	\$170.00
SPDE207	123925	Exemptions – Second application – within 12 months (see fee for service charges for associated processing fees)	Application	\$284.00
SPDE307	123925	Exemptions – Third/next application – within 12 months (see fee for service charges for associated processing fees)	Application	\$567.00

#### Exemptions

- These fees apply when exemptions are sought under Order 24 of the *Export Control (Milk and Milk Products) Orders 2005* or Order 3 of the *Export Control (Prescribed Goods – General) Orders 2005*.

### SECTION 5 – COLLECTION ARRANGEMENTS WITHIN THE PROGRAM

#### Overview

##### Fee For Service

- Charges in relation to Fee For Service are generated through the AQIS ELSA system and invoices are issued to clients on a per service event following the provision of the service.

##### Documentation

- Charges relating to Request for Permits and Replacement certificates that have been issued through the AQIS EXDOC system are collated and invoiced on a monthly basis by the DAFF Corporate Finance Division.
- A charge relating to documentation that *has not* been issued through the AQIS EXDOC system is generated through the AQIS ELSA system with an invoice issued to the client following the provision of the document/s.

##### Registration

- Annual registration charges are invoiced by the DAFF Corporate Finance Division on an annual basis in the month preceding the annual registration period. Registration Application charges and any applicable pro-rata charge are invoiced by the DAFF Corporate Finance Division following the approval of such an application.

##### Miscellaneous/Program Specific Fees

- Charges in relation to Exemptions are generated through the AQIS ELSA system and invoices are issued to clients on a per service event following the provision of the service.

#### Collection Arrangements

- Charges may either be payable at the time of service or an invoice may be issued to the client. Where a charge is invoiced AQIS' terms of credit require payment of the invoice within 30 days of the date of invoice.
- A penalty fee at the rate of 20% per annum applies where fees payable for inspection services remain unpaid at any time after the due date. Penalties are applied to all outstanding amounts on a monthly basis. The power to apply penalty fees exists under Order 47(1) of the *Export Control (Fees) Orders 2005*.

### **Withdrawal of Services**

- If fees payable for inspection services or penalty fees remain unpaid 14 days after the due date for payment then inspection services may be withdrawn. The Secretary (or the Secretary's delegate) must give the client 14 days' notice that inspection services are to be withdrawn before withdrawing those services.
- AQIS Export Programmes operate under consistent recovery arrangements and closely monitor outstanding payment. The provisions to apply penalty fees and to withdraw services are strictly applied where charges remain unpaid.