



Australian Government

Australian Quarantine and Inspection Service

# AQIS CHARGING GUIDELINES

1 JULY 2009

## GRAIN AND PLANT PRODUCT EXPORT PROGRAM

The Australian Government Department of Agriculture, Fisheries and Forestry seeks to publish its work to the highest professional standards. The Commonwealth does not warrant the accuracy or currency of the information which comes from third parties. Readers should rely on their own skill and judgement in applying any information to particular issues or circumstances. To the maximum extent permitted by law, the Commonwealth disclaims all liability for any loss, damage, expenses and costs incurred by any person arising out of using or relying on any part of the information provided in this document.

# Contents

<u>Section 1 – Introduction</u>	3
<u>Section 2 – Legislative Base</u>	3
<u>Section 3 – Fee exemptions</u>	3
<u>Section 4 – Administrative Arrangements</u>	4
<u>Section 4.1 Booking fee</u>	5
<i>Notice required by client</i>	5
<u>Section 4.2 Inspection fee</u>	5
<i>Chargable time</i>	6
<u>Section 4.3 Tonnage charge</u>	6
<i>Stoppages</i>	6
<u>Section 4.4 Registered establishments</u>	6
<u>Section 4.5 Approved arrangements</u>	6
<u>Section 4.6 Documentation fees</u>	7
<i>Phytosanitary certificates</i>	7
<i>Replacement certificates</i>	7
<i>Export permits</i>	7
<i>Other government certificates</i>	8
<i>Scenarios related to document charging</i>	8
<u>Section 4.7 Overtime</u>	8
<i>Overtime charges</i>	9
<i>Continuous rate</i>	9
<i>Non-continuous rate</i>	9

## Section 1 – Introduction

AQIS is responsible for managing Australia's export programs in relation to prescribed goods. It aims to achieve consistency and quality of outcomes between goods inspected by AQIS, and goods inspected by approved inspectors under an approved arrangement. This is in accordance with the legislative framework and Australia's international obligations. In administering the export program, AQIS exercises its statutory functions in the national interest. This is achieved by verifying that importing country requirements are met by way of a process based on visual inspection and associated testing in accordance with the IPPC.

## Section 2 – Legislative Base

### Operations legislation

<b>Act</b>	<b>Regulations</b>	<b>Order/Proclamations</b>
<i>Export Control Act 1982</i>	<i>Export Control (Orders) Regulations 1982</i>	<i>Export Control (Prescribed Goods – General) Orders 2005</i>  <i>Export Control (Plants and Plant Products) Orders 2005</i>  <i>Export Control (Hay and Straw) Orders 2005</i>

### Charging legislation

<b>Act</b>	<b>Regulations</b>	<b>Order/Proclamations</b>
<i>Export Control Act 1982</i>  <i>Export Inspection (Quantity Charge) Act 1985</i>	<i>Export Control (Orders) Regulations 1982</i>	<i>Export Control (Prescribed Goods – General) Orders 2005</i>  <i>Export Control (Fees) Orders 2009</i>

## Section 3 – Fee exemptions

Consignments of prescribed grain comprising less than 10kg do not require an export permit and therefore no export permit documentation fee applies. See *Export Control (Prescribed Goods – General) Orders 2005* Order 2.01 (g). If an importing country requires other export certification for the consignment, all fees described below will apply.

## Section 4 – Administrative Arrangements

This fee structure is to be applied to all export commodities covered by the Grain and Plant Product Export Program:

- prescribed grain (any seed or grain of any of the following kinds: barely, canola, chickpeas, dried field peas, faba beans, lentils, lupins, oats, sorghum, soybeans, split vetch, whole vetch and wheat)
- mung beans
- plants or plant products (other than fresh and dried fruits, fresh vegetables) for which a phytosanitary certificate or any other government certificate is required by an importing country authority.

**Table 1.** Grain and Plant Product Export Program fee structure

Charge Description	Unit of charge	Fee	Item code
<b>Booking fee</b>	per booking	18.00	SGBF09
<b>Inspection Fee</b>	¼ hour per person	27.00	SGIF09
<b>Tonnage Charge</b>	tonne	0.20	SGTC09
<b>Registered Establishments</b>			
Registered Establishments	per application	420.00	SGRE09
<b>Approved Arrangements</b>			
Approved arrangement - Full	per application	1,620.00	SGAAF09
Approved arrangement - Sampling	per application	1,350.00	SGAAS09
Approved arrangement - Dry Box	per application	480.00	SGAADB09
<b>Documentation fees</b>			
Phytosanitary certificate - Electronic	per document	65.00	SGPCE09
Phytosanitary certificate - Manual	per document	85.00	SGPCM09
Replacement certificate ( <b>new</b> )	per document	190.00	SGRC09
Other Government certificates	per document	70.00	SGOGC09
<b>Overtime</b>			
Time and half - continuous	¼ hour	12.00	SGO01*
Time and half - non-continuous	minimum	209.00	SGO02*
Double time - continuous	¼ hour	16.00	SGO03*
Double time - non-continuous	minimum	258.00	SGO04*
Double time and a half - continuous	¼ hour	20.00	SGO05*
Double time and a half - non-continuous	minimum	323.00	SGO06*

\*Existing item codes

**NOTE: For out of office inspections, a minimum of two ¼ hour inspection fee charges will apply**

## Section 4.1 Booking fee

The booking fee has been introduced to cost recover previously unrecovered costs of staff taking and processing bookings.

A booking fee will be charged when a client books AQIS to conduct an inspection at a registered establishment or on a vessel. The fee of \$18 will be charged per inspection booking. If a client then contacts AQIS to vary the booking this will incur another booking fee of \$18 for each variation. Clients must also make a booking for inspection of products requiring export inspection and certification taken place in an AQIS office.

The booking fee will be charged at the time the booking is made in the office and will not be refunded if the booking is cancelled, even if prior notice is given. If AQIS makes an error, the booking fee will be refunded. There will be no fee incurred for cancellation of bookings if no subsequent AQIS bookings are made.

**Notice required by client:** AQIS requires 24 hours of notice from an exporter/agent of an intention to load ships or containers; but, after loading has started, AQIS requires 8 hours notice (equivalent to the duration of one shift or 12 hours if it is a midnight shift) of any changes to the loading schedule, so that staff can be informed in advance. AQIS export managers have discretionary power to vary the required notice in particular circumstances.

If an AQIS supervisor books contractor staff to assist with inspections and the booking has to be cancelled without the required 8 hours notification by the exporter/agent (see discretionary power of export manager), then the accrued cost of paying the minimum call-out (3 hours) to the contractors is charged to the client using the inspection fee code (SGIF09).

## Section 4.2 Inspection fee

An inspection fee of \$27.00 per quarter hour per inspector will apply, but not limited to the following activities:

- Sampling activities (non-bulk)
- In-office inspections
- Dry box inspections
- Ship inspections
- Verifying importing country requirements
- Additional activities associated with approved arrangements and registered establishments
- Supervision of treatments (where such treatments are a mandatory requirement of the importing country and require AQIS certification)

The following items will NOT be charged for separately, they are incorporated into the inspection fee:

- travel
- overnight stays

There is a first half hour minimum for each inspection. For example, for two inspectors the minimum inspection fee would be \$108 (\$54 + \$54).

**Chargable time:** The inspection fee will be charged when the authorised officer picks up the phone or arrives at the establishment until the authorised officer hangs up or leaves the establishment. There will be no separate charge for travel to a premise for inspection related activities.

### **Section 4.3 Tonnage charge**

The bulk tonnage fee for consignments inspected by AQIS will be \$0.20 per tonne. The tonnage fee does not apply to approved arrangements.

The tonnage charge will apply to terminals that load at a rate equal to and greater than 400 metric tonnes per hour. Inspection of bulk grains at flow rates of 399 metric tonnes per hour or less will be charged at the quarter hourly inspection fee of \$27. If the terminal is capable of loading at a rate equal to or greater than 400 metric tonnes per hour but decides to load at a slower rate, the quarter hour inspection fee of \$27 will be charged.

**Stoppages:** If after the first 15 minutes of downtime loading has not recommenced, AQIS will consult the industry supervisor and ask them if they wish for AQIS inspectors/contractors to remain on site for loading to recommence. If AQIS inspectors/contractors are not stood down, the quarter hour inspection fee will apply from that point onwards. This applies to all stoppages including weather delays, breakdowns, changes in shift etc.

### **Section 4.4 Registered establishments**

A fee of \$420 will apply to parties who wish to register an establishment and or vary or renew a registered establishment. Registered establishments must be renewed annually. Renewal date will be the anniversary date that is currently recorded in the Establishment Register database.

AQIS activities associated with registering, renewing and varying a registered establishment includes the cost of:

- assessing an application
- conducting site inspections
- auditing
- industry liaison
- travel

### **Section 4.5 Approved arrangements**

The approved arrangement fee schedule recognises the types of approved arrangements and the associated costs in establishing, varying, or renewing an approved arrangement. Approved arrangements must be renewed annually. The fees encompass the costs associated with assessing an application, conducting site inspections, auditing, industry liaison, training, and travel at a regional level.

The fees for approved arrangements are:

- \$1620.00 for sampling and inspection arrangement applications
- \$1350.00 for sampling approved arrangement applications
- \$480.00 for dry box arrangement applications

Approved arrangements still incur the appropriate documentation charges as shown below. This applies for both manually and electronically issued documents.

## Section 4.6 Documentation fees

The issuing of Grain and Plant Product Export Program documentation has been streamlined to incorporate the time spent in issuing documentation into the relevant fee. No inspection fee will be charged for in-office documentation activities.

AQIS activities that are included in the fees for documentation:

- Verifying the importing country requirement(s) - this may include liaising with the importing country's National Plant Protection Organisation, Biosecurity Australia or AQIS national or regional offices
- Liaising with state departments of agriculture and accredited laboratories
- Liaising with the exporter or agent to clarify conditions and tests that may be required to support the certification
- Verifying that any supporting documentation provided by the exporter or agent meets the importing country requirements
- Maintaining internal systems and auditing to ensure phytosanitary statements comply with importing country requirements
- Issuing documentation

### Phytosanitary certificates

All phytosanitary certificates issued will incur the appropriate document fee:

- Electronically issued (EXDOC) phytosanitary certificates - \$65.00 per certificate
- Manually issued phytosanitary certificates (including re-export) - \$85.00 per certificate

This includes phytosanitary certificates that are signed by an AQIS officer (manual signature) and phytosanitary certificates issued electronically through EXDOC (for both AQIS and approved arrangement inspected consignments).

### Replacement certificates

Replacement certificates will cost \$190.00 per certificate. This fee applies for both reissued and replacement certificates.

- **reissued phytosanitary certificate** refers to phytosanitary certificates that are reissued at an exporter or agent's request. No changes are made to the certificate. The replacement endorsement is not printed on the certificate.
- **replacement phytosanitary certificate:** refers to phytosanitary certificates that are issued to replace an issued certificate and includes the replacement endorsement printed on the certificate. This involves the replacement of certification previously issued. The circumstances surrounding the request for replacement certification must be assessed on a case by case basis with considerations given as to why the original certificate has not been used. The replacement process is the most resource intensive of all certification services.

### Export Permits

Export permits (EX028) are required for all prescribed grains. The thirteen prescribed grains are seeds or grains of any of the following kinds: barely, canola, chickpeas, dried

field peas, faba beans, lentils, lupins, oats, sorghum, soybeans, split vetch, whole vetch and wheat.

**Note:** The export of split vetch is prohibited absolutely.

A fee of \$70.00 per EX028 will apply when no phytosanitary certificate is required. The fee for an EX028, when issued together with a phytosanitary certificate is included in the applicable fee for the phytosanitary certificate. For example, a manually issued export permit will be included in the cost of a manually issued phytosanitary certificate.

**Other Government certificates**

Other government certificates (manual and electronic) will cost \$70.00 per certificate. This includes the following certificates:

- Radiation certificates
- Certificate as to condition
- Declaration as to certificate as to condition
- Ships hold inspection certificate

**Scenarios related to documentation charging**

Certificate(s) required	Cost
Phytosanitary certificate (electronic)	\$65
Phytosanitary certificate (manual)	\$85
Export permit	\$70
Export permit + Phytosanitary certificate (electronic)	\$65
Export permit + Phytosanitary certificate (manual)	\$85
Export permit + Export permit	\$140
Certificate as to condition	\$70
Export permit + Certificate as to condition + Phytosanitary certificate (manual)	\$155
Certificate as to condition + Export permit	\$140

**Section 4.7 Overtime**

AQIS standard hours of operation are 0630 to 1830 on weekdays.

Must be within span hours 0630 to 1830 on weekdays. Any work performed within this period (weekdays) as specified by the regional office, does not attract overtime charges unless a period of more than eight hours is worked at one client’s premise by an inspector. Regional offices set standard operating hours in accordance with resources and exporter requirements. Standard hours of operation are set to retain efficiencies in the program. Exporters requesting inspections outside of the standard operating hours are required to pay overtime. Full span of hours may be utilised as standard hours of operating by staggering start times of inspectors so that overtime is not paid during that time, where there is a demand and adequate FTE’s.

Some regions have special arrangements whereby the standard hours of operation commence and finish at different times to those specified above as the span of hours. This is essentially to facilitate export certification for exporter groups whose normal hours of work cannot fit in with AQIS's standard hours of operation.

The regional export managers should be consulted on circumstances where special arrangements apply. The same conditions for charging overtime will apply to these special arrangements however, the standard hours of operation will relate to the actual start and finish times applicable to the special arrangement.

**Overtime Charges:** Overtime charges are to apply to work performed on weekdays after 1830 and before 0630, Saturdays, Sundays and public holidays. In cases where the standard weekday hours of operation have been varied to meet local industry/AQIS needs, then the overtime will only apply to hours worked outside the amended hours of operation.

<b>Overtime</b>		
Time and half - continuous	¼ hour	12.00
Time and half - non-continuous	minimum	209.00
Double time - continuous	¼ hour	16.00
Double time - non-continuous	minimum	258.00
Double time and a half - continuous	¼ hour	20.00
Double time and a half - non-continuous	minimum	323.00

**Continuous Rate:** The continuous overtime fee applies to work that is performed immediately leading up to, or immediately following on from the standard hours of operation. (i.e. leading up to 0630 or following on from 1830) - or the amended hours of operation as described above.

**Non-Continuous Rate:** The non-continuous overtime fee applies to any work performed where the inspector is required to commence and complete duty prior to the standard hours of operation or leaves work at the completion of the standard hours of operation but is required to return to work at a later time (i.e. there is a clear break between duties where the inspector is deemed to be off duty).

- This rate also applies where the inspector is called out on weekends and public holidays.