

# AQIS CHARGING GUIDELINES

1 July 2005

## GRAIN EXPORT PROGRAM

| Document Filename              |          | Author  | Workplace Assessment? |            |            |     |
|--------------------------------|----------|---|-----------------------|------------|------------|-----|
| Charging Guidelines<br>2001-02 |          | RE  |                       | 7          |            |     |
| ISSUE/REV                      | DATE     | REVISION DESCRIPTION                            |                       | BY         | CHK        | APP |
| Issue 9                        | 20/05/05 | Update production areas                         |                       | D Fouracre | R.Elson    |     |
| Issue 8                        | 17/09/04 | Update tonnage fee SGT01                        |                       | D Fouracre | R .Elson   |     |
| Issue 7                        | 1/3/04   | Update documentation fees and new travel charge |                       | R. Stuart  | A. Wicks   |     |
| Issue 6                        | 9/1/03   | Update waiting time information                 |                       | R. Elson   |            |     |
| Issue 5                        | 23/11/02 | Update documentation fees                       |                       | A. Mason   | R. Elson   |     |
| Issue 4                        | 21/6/02  | Update EXDOC manual fees commencement           |                       | M. Pope    | R. Elson   |     |
| Issue 4                        | 21/9/01  | Update fees (40% reduction)                     |                       | R. Elson   | M.Robbins  |     |
| Issue 3                        | 10/06/01 | Update charge codes                             |                       | R. Elson   | M. Robbins |     |
| Issue 2                        | 10/01/01 | Removal of Rebate from Charge base              |                       | M. Robbins | R. Elson   |     |
| Issue 1                        | 21/06/00 | Draft for comment                               |                       | R Elson    | M Robbins  |     |

## INDEX

|  |           |
|--|-----------|
| <b>SECTION 1 - PROGRAM OVERVIEW .....</b>  | <b>3</b>  |
| <b>SECTION 2 – LEGISLATIVE BASE .....</b>  | <b>3</b>  |
| <i>Operations Legislation.....</i>   | <i>3</i>  |
| <i>Charging Legislation.....</i>   | <i>4</i>  |
| <b>SECTION 3 – FEE EXEMPTIONS .....</b>  | <b>4</b>  |
| <b>SECTION 4 – ADMINISTRATIVE ARRANGEMENTS .....</b>                                       | <b>4</b>  |
| <i>Section 4.1 - Fee-For-Service.....</i>  | <i>4</i>  |
| Bulk at ≥ 400 MT per hour (normal belt rating).....  | 5         |
| Bulk at ≥ 400 MT per hour loaded under Approved Arrangement (AA) (normal belt rating)..... | 5         |
| Containerised/bagged and bulk at < 400 tonne per hour under AA .....                       | 5         |
| Bulk at < 400 MT per hour (normal belt rating) and containerised/bagged .....              | 5         |
| Ship Inspections .....   | 6         |
| Audits .....   | 6         |
| Office Inspection .....  | 6         |
| Supervision of Treatments.....   | 6         |
| Aggregation.....   | 6         |
| Daily Rate - Weekly Rate - Monthly Rate (for all fee-for-service situations).....          | 7         |
| <i>Section 4.2 – Travel Charges .....</i>  | <i>7</i>  |
| Determining the Chargeable Distance .....  | 8         |
| Defining an “AQIS base” .....  | 8         |
| Travel Charge Systems.....   | 8         |
| Shared Travel / Group Bookings.....  | 9         |
| Late Cancellations .....   | 10        |
| More than One Vehicle .....  | 10        |
| Other AQIS Travel – Non-Chargeable Activities .....  | 11        |
| <i>Section 4.2 – Documentation Fees .....</i>  | <i>11</i> |
| Definition of “Consignment” .....  | 12        |
| Documentation Costs and Fee-For-Service Charges .....                                      | 12        |
| Manual documents .....   | 12        |
| Electronic documents .....   | 12        |
| Proformas .....  | 12        |
| Radiation Certification .....  | 12        |
| Approved Arrangement Charges.....  | 13        |
| Scenarios Related to Documentation Charging.....   | 13        |
| <i>Section 4.3 – Registration Fees.....</i>  | <i>14</i> |
| Registered Establishments / Silo Inspections .....   | 14        |
| <i>Section 4.4 – Overtime and Shift Fees.....</i>  | <i>14</i> |
| <i>Section 4.5 – Miscellaneous/Program Specific Fees.....</i>                              | <i>15</i> |
| Travel Time .....  | 15        |
| Overnight Costs.....   | 15        |
| <b>SECTION 5 – COLLECTION ARRANGEMENTS WITHIN THE PROGRAM.....</b>                         | <b>15</b> |
| Overview .....   | 15        |

# GRAIN EXPORT PROGRAM

## SECTION 1 - PROGRAM OVERVIEW

The Mission Statement for the Grain Export Program is: -

*To add value to Australia's export grain and plant products and promote both market access and market advantage by providing independent export inspection and certification services to the grain and plant product industry, consistent with Australian export requirements, National obligations under the International Plant Protection Convention of FAO and importing country expectations.*

This is achieved by a tripartite system of inspecting premises, product and transport units to ensure compliance with the requirements of the *Export Control Act 1982*, *Export Control (Prescribed Goods General) Order 2005*, and *Export Control (Plants and Plant products) Orders 2005*.

The AQIS Grain Export Program provides inspection and certification services at 19 export grain terminals and a number of registered export establishments throughout Australia. Commodities covered under this program include grain, seeds, related field crops, plant products, hay and straw and timber products.

*The Review and Evaluation of the Grain Export Program* (QIAC/AQIS, February 1998) provides the major influence on Program direction. The Program was reviewed under the Government's Reform Agenda and revealed strong industry support for continued AQIS regulation to protect markets. This review recommended that the AQIS Grain Export Program:-

- preserve the integrity of Australia's export inspection and certification generally and, in particular, in relation to alternative forms of inspection services; and
- support moves towards co-regulation with industry, based on agreed methods of consultation, a shared vision of the future and clearly defined responsibilities of the parties involved.

## SECTION 2 – LEGISLATIVE BASE

### Operations Legislation

| Act                            | Regulations | Orders/Proclamations  |
|--------------------------------|-------------|---|
| <i>Export Control Act 1982</i> |             | <i>Export Control (Prescribed Goods-General) Order 2005</i><br><i>Export Control (Plants and Plant Products) Orders, 2005.</i><br><i>Export Control (Mung Bean) Orders 1991.</i><br><i>Export Control (Hay and Straw) Orders 2005</i> |

**Charging Legislation**

| <b>Act</b>   | <b>Regulations</b>   | <b>Orders/Determinations</b>                                |
|--|--|---|
| <i>Export Control Act 1982.</i>                      |  | <i>Export Control (Prescribed Goods-General) Order 2005</i> |
| <i>Export Inspection (Quantity Charge) Act 1985.</i> | <i>Export Inspection (Quantity Charge) Regulations 1985.</i> | <i>Export Control (Fees) Orders.</i>                        |

**SECTION 3 – FEE EXEMPTIONS**

| <b>Activity Exempted from AQIS Fees</b> | <b>Relevant Section of Legislation</b> |
|---|--|
| Nil                                     | Nil                                    |

**SECTION 4 – ADMINISTRATIVE ARRANGEMENTS****Section 4.1 - Fee-For-Service**

| <b>Item Record</b>   | <b>Program Code</b> | <b>Description</b>   | <b>Unit</b> | <b>Fee</b>  |
|--|---------------------|--|-------------|-------------|
| <b>Tonnage Charges – Grain &gt; 400 tonnes per hour.</b>                                       |                     |  |             |             |
| SGT01  | 123931              | Grain exports – Bulk = or > 400 tonnes per hour                  | 1 tonne     | \$0.077     |
| <b>Tonnage Charges – Certification Assurance</b>   |                     |  |             |             |
| SGT02  | 123931              | Grain exports – Bulk AA = or > 400 tonnes per hour               | 1 tonnes    | \$0.023     |
| SGT03  | 123931              | Grain Export (ie. containerised and LCL) AA < 400 tonne per hour | 1 tonne     | \$0.26      |
| <b>Fee-for-Service Charges</b>   |                     |  |             |             |
| <b>Bagged/Containerised/Bulk Grain &lt; 400 tonnes per hour/Ship and Container inspection.</b> |                     |  |             |             |
| SGF01  | 123931              | Grain – <b>FFS (Min. 2 in field)</b>                             | ¼ Hour      | \$20.00     |
| SGF02  | 123931              | Grain – <b>Daily Rate</b>  | Day         | \$353.95    |
| SGF03  | 123931              | Grain – <b>Weekly Rate</b>                                       | Week        | \$1,231.20  |
| SGF04  | 123931              | Grain – <b>4 Weekly Rate</b>                                     | 4 Weekly    | \$4,822.20  |
| SGF05  | 123931              | Grain – <b>Annual Rate</b>                                       | Year        | \$55,763.10 |
| SGF06  | 123931              | Office Inspection  | ¼ Hour      | \$20.00     |
| SGF08  | 123931              | Ship Inspection ( <b>OTS invoiced</b> )                          | ¼ Hour      | \$20.00     |
| <b>Audit</b>   |                     |  |             |             |
| SGA01  | 123931              | Audit  | ¼ Hour      | \$20.00     |
| SGA02  | 123931              | Audit – <b>Daily Rate</b>  | Day         | \$353.95    |

## CHARGING

### All Grain, Seeds and Related Products (Prescribed and non-prescribed)

#### [Bulk at \$\geq\$ 400 MT per hour \(normal belt rating\)](#)

There are no fee-for-service charges for time taken, under normal circumstances, to inspect and certify grain and plant products loaded at  $\geq$  400 MT per hour (normal belt rating). These costs are charged for on a tonnage basis, as set out in the schedule of AQIS Charges.

Additional charges are to be applied for overtime, shift-work penalties and overnight costs, where relevant.

In circumstances where extended stoppages occur (e.g. no grain loaded during a shift or delays in starting) and AQIS inspectors/contractors are not stood down, the Terminal/exporter may be charged the accrued costs of paying the inspector/contractor. This is to be charged using the fee-for-service code (SGF01) at the discretion of the Export Manager.

#### [Bulk at \$\geq\$ 400 MT per hour loaded under Approved Arrangement \(AA\) \(normal belt rating\)](#)

Bulk grain and plant products, loaded under CA, at greater than 400 MT per hour are to be charged at the CA overhead tonnage charge rate.

#### [Containerised/bagged and bulk at \$<\$ 400 tonne per hour under AA](#)

All grain and plant products (eg. hay, malt, cottonseed) loaded under an approved arrangement at less than 400 MT per hour are to be charged at the AA overhead tonnage charge rate.

#### [Bulk at \$<\$ 400 MT per hour \(normal belt rating\) and containerised/bagged](#)

All grain and other products (eg. seeds, hay, malt and cotton etc.) loaded at less than 400 MT per hour (normal belt rating) and requiring an export permit, phytosanitary certificate or other documentation are inspected and certified on a fee-for-service basis.

The fee starts when inspectors present themselves to the person in charge of the establishment, whether the product is ready for inspection or not, and ceases when the paperwork needed at that establishment is completed by the inspector.

If an officer arrives before the time "booked" and is able to commence inspection at that time, the client is to be charged from the time inspection commenced.

If product is not available at the time the inspector was asked to attend and the inspector leaves for his next appointment without inspecting, a charge applies for the period the inspector was detained. The quarter hour rate applies (no half-hour minimum).

### NOTE:

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 exporter/agent using the fee-for-service code (SGF01).

### Ship Inspections

Ship inspections, for all prescribed grain and plant products, are charged on a fee-for-service basis.

The chargeable inspection time is the interval from: -

- a) the time of reporting to the ship's master for a ship tied up at the berth, until the completion of paperwork. If the master is not available, or the gangway is not down, chargeable time commences at the time of arrival at the wharf; or
- b) the time of reporting to the ship's agent, at the place where the transport is to take the inspector to a ship at anchor, until the time of return to the point of departure.

### Audits

Chargeable time is the time taken for desk audit (where applicable) and site audits (including audit preparation). Site audit chargeable time commences at the time of reporting to the manager until the completion of reports and exit meeting. If the manager is not available, chargeable time commences at the time of arrival at the premises.

Aggregation of charges for desk audit (where applicable) and site audit is permissible for those companies under an approved arrangement with AQIS.

### Office Inspection

Chargeable time is the time taken to complete the duties requested. If the client is not in attendance at the time allocated chargeable time commences at the arranged time until inspection and paperwork is complete.

If the inspection does not take place and the inspector is required at a later time, a minimum ¼ hour charge is to apply. However, at the Export Manager's discretion this charge may be waived.

### Supervision of Treatments

The supervision of fumigation or any other required treatments is chargeable at the fee-for-service rate. Monitoring of treatments carried out by (i) companies issuing statutory declarations or (ii) companies with an approved arrangement are not chargeable unless a problem is detected.

### Aggregation

Aggregation of inspection times is **not permitted** - ie. each attendance required will be treated as a separate chargeable event, subject to the minimum charge. Where inspectors attend premises in the morning and again in the afternoon, two separate charges (minimum) are required.

Daily Rate - Weekly Rate - Monthly Rate (for all fee-for-service situations)

Daily, weekly or monthly rates (“block rates”) may be applied for inspection. Such rates only apply when booked 24 hours in advance, when the request for inspection is presented. This service is provided subject to the availability of staff.

Only in exceptional circumstances, at the discretion of the Export Manager, shall block rates be applied when the fee-for-service rate is the initial mode of charge. For example, if an inspector is booked on a fee-for-service basis there is generally no provision for this service to swap to a daily rate.

Daily, weekly or monthly charges are still applied if inspections are cancelled at short notice (within 24 hours). However, at the Export Manager’s discretion, this charge may be waived if the inspectors, booked under block rates and subsequently cancelled at short notice, are able to be deployed elsewhere.

Block rates, once contracted, are payable even where the service would have been cheaper if fee-for-service rates had been applied. Industry must provide a minimum of 24 hours notice of a cancellation. If reasonable notice of cancellation is not given, AQIS supervisors should closely consider the situation before providing block rates to that client in future.

Block rates apply when providing inspection services within normal working hours or any block of eight hours eg day, evening, and night shifts of a bulk grain loading. At the Export Manager’s discretion, however, normal hours for block rates may be altered to fit industry requirements. Overtime charges are to be charged for block rate outside normal hours. Fee-for-service is applied to any hours worked beyond the agreed block of hours. Overtime and/or shift allowances are to be charged in addition to the fee-for-service rate.

There is a condition of all block rates: If an inspector completes the job early, he/she will be released for other AQIS duties elsewhere. No credit is given for any unused portion of the block.

Block charges relate to inspection activities and to the provision of certificates when they are issued on site during the appointed period. Charges for other documents, overnight costs and overtime is additional.

AQIS supervisors and exporters/agents are to agree in advance on exactly what services the inspector is to provide and to whom it is to be provided. This is to ensure that there is a clear understanding of (i) who the client is and (ii) the scope of the service. It is important to avoid *ad hoc* use of inspectors to fill in spare time.

## Section 4.2 – Travel Charges

| Item Record | Program Code | Description                        | Unit      | Fee    |
|-------------|--------------|------------------------------------|-----------|--------|
| SGM01       | 123931       | Travel Charge – Per Kilometre Rate | Kilometre | \$0.50 |

The travel charge is based on the costs associated with running the AQIS fleet of vehicles. It is intended to recover the full cost of running vehicles that are used by AQIS to provide services to clients of the Grain Export Program (including inspection services provided by contract staff). The travel fee is charged at a per kilometre rate and does not include any component for salary or time spent travelling to service clients.

The per kilometre rate is charged for travel related to export certification activities (including phytosanitary inspections, mandatory treatment supervision and completion of export documents at locations away from an AQIS base) undertaken by the Grain Export Program. The travel charge will also apply to travel related to scheduled approved arrangement audits and any other travel related to a chargeable Grain Export Program activity.

The per kilometre rate will be applied to:

- travel of all vehicles going to and coming from an inspection location;
- export inspections, even if a fee-for-service rate is also charged;
- multiple trips to and from an inspection location per day or per week (except for travel that is classified as “non-chargeable travel”); and
- bookings that are cancelled late (see below for the definition of “late cancellation.”)

### Determining the Chargeable Distance

The distance that a client is to be charged will be calculated from the client’s designated AQIS base.

### Defining an “AQIS base”

For the purposes of this document, an ‘AQIS base’ has two definitions:

- **AQIS office:** Where there is a manned AQIS office, that office is considered an ‘AQIS base.’ Where more than one AQIS office exists within the one area, the office that is nearest to the client’s premises is considered the ‘AQIS base.’ The AQIS inspector (or AQIS contractor’s) private residence must not be regarded as an AQIS base.
- **Production areas (no permanent AQIS office):** In locations where there is no AQIS office, but where AQIS is required to supply an inspector (or contractor) on a temporary basis to meet seasonal/industry demands, the Post Office in the contractors main regional centre or the closest AQIS office will be considered to be the ‘AQIS base.’ The contractor’s private residence must not be regarded as an AQIS base.

**Note.** ‘AQIS bases’ are subject to change at any time. However, AQIS will endeavour to consult with industry and the AQIS/Grain Industry Consultative Committee on AQIS base locations and closures.

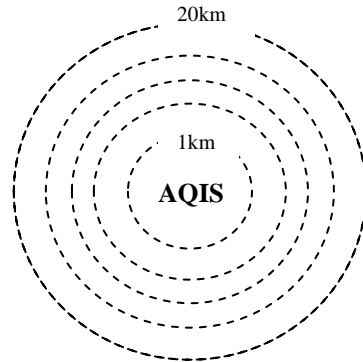
### Travel Charge Systems

The chargeable distance can be determined in accordance with either the “zone system” or “odometer system,” both of which are described below. The system used to calculate the chargeable travel distance is at the discretion of the Regional AQIS office. Regardless of the system employed, the travel charge should be reproducible, consistent and documented.

Each AQIS Regional office should standardise the distance to and from a client’s premises so as to avoid inconsistencies in the application of travel charges. Chargeable distances will be rounded up to the nearest whole number.

### a) Zone System

The zone system is based on a series of concentric circles, centred on the AQIS base and emanating outwards in graduations of 1km, 5km, 10km, 15km and 20km in radius.



The location of each client's premises within the zone system will be determined by the Regional AQIS office.

- **Clients located within the zone system:** The chargeable travel distance will be calculated according to the zone that the client is located within. For example, clients located less than or equal to 1km from the AQIS base will be classified as in the '1km zone.' The fee for travel will be based on a 2km round trip. Clients located 13km from the AQIS base will be classified as in the '15km zone;' clients 16km from the AQIS base will be in the '20km zone,' and so forth.
- **Clients located beyond the 20 km zone:** Clients will be charged the actual distance travelled. The chargeable travel distance will be calculated using the "odometer system," which is described below.

### b) Odometer System

The odometer system is based on the odometer reading of a vehicle after a return trip from the AQIS base to a client's premises. Where possible, the distance will be measured using the shortest driveable route.

#### [Shared Travel / Group Bookings](#)

Clients located beyond the 20km outer zone limit have the option of booking group inspections to reduce their travel charge. A group inspection is defined as a number of client's, located within close proximity to one another, synchronising their inspection times to allow AQIS to service each client in one trip. The resulting chargeable distance of the round trip is then split evenly between each client serviced.

To ensure that shared travel charging is consistent and fair, the following rules apply:

- Clients are responsible for organising their own group bookings. It is not an AQIS function to organise group bookings.
- However, to improve efficiency, AQIS will be proactive in helping clients to arrange the splitting of travel between multiple jobs. When a client books an inspection, the AQIS officer may be able

to supply the client with information that will enable the inspection to be done in conjunction with another booking(s). It is suggested that clients also be proactive in prompting AQIS officers for this information.

- Clients requiring the services of the AQIS Grain Export Program are permitted to participate in a group booking/split travel with clients that are to be serviced by the AQIS Horticulture Export Program.
- Sufficient advance notice must be given by clients when booking group inspections to allow AQIS officers enough time to plan the trip accordingly. Sufficient advance notice is defined as per Notice of Intention requirements (ie. at least 3 clear working days for ship freight and 24 hours for air freight) or at the Plant Export Manager's discretion.
- Any shared travel charge must never be more than the cost of a normal return trip from the AQIS base to the client's premises.
- If a client within a group booking (ie. a group booking that was initially organised by the participating clients themselves) cancels their inspection, it is the responsibility of that client to inform each other member of the group booking that they have cancelled. This is not an AQIS function.
- The travel charge will be split equally across all clients within the group booking. Each client will receive an invoice for his or her own share of the travel charge. The total kilometres, once divided by the number of clients, will be rounded up to the nearest whole number for each client. For example, if the total round trip is 150 kilometres and there are eight clients, each client will be invoiced for 19 kilometres (not 18.75).
- If inspectors are required to visit Horticulture and Grain clients during a shared trip, the kilometres charged to each client are to be calculated as per the above example. Once the chargeable distance is determined for each client, the kilometre rate of the Program that conducted the inspection is charged. For example, a Grain client's travel charge will be calculated using the Grain kilometre unit rate of \$0.50 x 19 kilometres and the travel charge for a Horticulture client will be calculated using the Horticulture kilometre unit rate of \$0.65/km x 19 kilometres.

### Late Cancellations

A job cancellation is considered "late" if the client cancels after an AQIS officer or contractor has commenced the journey to the client's premises. A late cancellation will incur the standard travel charge that would have been applied if the job had been conducted. This also applies for group bookings.

Where an inspector is required to travel to an inspection location (as previously booked) and finds that the inspection has been cancelled without notice, the client will be charged for the distance of the return trip from the AQIS base to the client's premises.

### More than One Vehicle

Where a client books a job that requires the use of more than one vehicle, the client will be charged a travel charge for each vehicle that is required. For example, a client that lives 50km from the AQIS base and requires two vehicles for the job will be charged for the 100km round trip of two vehicles.

Where it is AQIS' decision to take more than one vehicle to a job (eg, for efficiency purposes) the client will only be charged for the travel of the vehicle(s) that were required for their particular job. For

example, a client that lives 50km from the AQIS base and requires only one vehicle for the job (but two AQIS officers arrive for the inspection in two separate vehicles) will be charged for the 100km round trip of one vehicle only.

#### Other AQIS Travel – Non-Chargeable Activities

No travel charge will apply to travel initiated for purposes other than those noted above. Such activities include:

- Provision of relief or support staff to Regional locations;
- Circuitous deviations from the most direct route (ie. that are not related to certification activity);
- Hosting visitors;
- Vehicle maintenance;
- Moving staff or goods from AQIS base to base (ie. head office to airport office, etc);
- Occasional courtesy visits to exporters/packers (ie. inform/advise new or changed procedures etc – as may be required);
- Where an inspector is required to stay overnight, any travel to and from the client's premises and the place of accommodation is classified as non-chargeable travel;
- Non- official audits (ie. courtesy audits. However, if a problem is found during this audit, it immediately becomes an official audit and will incur the appropriate travel charge).

#### **Section 4.2 – Documentation Fees**

| <b>Item Record</b> | <b>Program Code</b> | <b>Description</b>   | <b>Unit</b> | <b>Fee</b> |
|--------------------|---------------------|--|-------------|------------|
| SGD06              | 123931              | Documentation [ie, Phytosanitary Certificate, Export Permit, &/or Other Documents (excluding Certificate as to Condition)] | Consignment | \$10.00    |
| SGD02              | 123931              | Certificate as to Condition  | Certificate | \$58.00    |

The documentation charge is based on the costs associated with producing documents for the purpose of certifying consignments for export. This fee is intended to recover the full cost of producing documents required for export certification.

The documentation charge is a per certificate fee for Certificates as to Condition and a per consignment fee for all other export certification documentation. The documentation fee does not include any component for salary or time spent issuing documents to clients.

### Definition of “Consignment”

Documents issued for export certification (excluding Certificate as to Conditions) will be charged at a per consignment rate. This means that regardless of the number of documents required, the documentation charge will still be \$10 per consignment.

For the purpose of this document, a “consignment” will be defined by the number of Phytosanitary Certificates issued or, where no Phytosanitary Certificates are required, the number of Export Permits issued.

**Consignment** - a quantity of prescribed goods assembled and intended for export at the one time and nominated on (i) a Phytosanitary Certificate E16 or, (ii) where a Phytosanitary Certificate is not required, an Export Permit. A consignment may consist of one or more inspection lots.

### Documentation Costs and Fee-For-Service Charges

The documentation charge applies to any document(s) issued, either manually or electronically, when product is inspected by AQIS staff or approved AQIS officers. Documentation charges are to be charged upon issuance of the final document.

#### Manual documents

For manually issued documents, the time spent issuing a document at an AQIS Regional Office will incur a fee-for-service charge (as outlined in section 4.2) in addition to the documentation charge. This also applies for the re-issuance of manual documents, except where AQIS error is at fault.

#### Electronic documents

For electronically-issued documents, no fee-for-service charge applies. Clients will only be charged the documentation charge.

#### Proformas

There is no documentation charge for Proformas [eg, when the inspection is conducted by officers of one AQIS office/region, but the original Phytosanitary Certificate is to be issued by a different AQIS office/region]. However, a fee-for-service will apply for the time taken to issue the Proforma.

#### Radiation Certification

There is no additional documentation charge for adding a radiation statement onto another document (eg, Certificate as to Condition). The client must only pay the appropriate documentation charge for the issuance of the export certificate that the radiation statement is printed onto. Where a radiation statement is written onto a sheet of paper that is not an AQIS export certification document, the piece of paper will be treated as a standard AQIS export certification document once the statement is issued and charges will be applied accordingly. A fee-for-service will apply for manually-issued documents.

## Approved Arrangement Charges

Where exporters are operating under an approved arrangement and AQIS is not required to inspect produce, the appropriate documentation fees will be applied as well as fee-for-service for time taken to issue documents. This applies for both manually- and electronically-issued documents.

### Scenarios Related to Documentation Charging

|                        |                             |        |   |
|------------------------|-----------------------------|--------|---|
| 1 exporter requires... | Phytosanitary certificate   | = \$10 | 1 Phyto required = 1 consignment            |
| 1 exporter requires... | Export Permit               | +      | Phytosanitary certificate = \$10            |
|                        |                             |        | 1 Phyto required = 1 consignment            |
| 1 exporter requires... | Export Permit               | +      | Phytosanitary certificate                   |
|                        |                             | +      | Phytosanitary certificate = \$20            |
|                        |                             |        | 2 Phytos required = 2 consignments          |
| 1 exporter requires... | Export Permit               | +      | Export Permit                               |
|                        |                             | +      | Phytosanitary certificate = \$10            |
|                        |                             |        | 1 Phyto required = 1 consignment            |
| 1 exporter requires... | Export Permit               | = \$10 | No Phyto, 1 Export Permit = 1 consignment   |
| 1 exporter requires... | Export Permit               | +      | Export Permit = \$20                        |
|                        |                             |        | No Phyto, 2 Export Permits = 2 consignments |
| 1 exporter requires... | Export Permit               | +      | Radiation Statement                         |
|                        |                             | +      | Phytosanitary certificate = \$10            |
|                        |                             |        | 1 Phyto required = 1 consignment            |
| 1 exporter requires... | Certificate as to Condition | = \$58 |   |
| 1 exporter requires... | Export Permit               | +      | Certificate as to Condition = \$68          |
| 1 exporter requires... | Export Permit               | +      | Certificate as to Condition                 |
|                        |                             | +      | Phytosanitary certificate = \$68            |
| 1 exporter requires... | Phytosanitary certificate   | +      | Certificate as to Condition                 |
|                        |                             | +      | Phytosanitary certificate = \$78            |

### Section 4.3 – Registration Fees

| Item Record | Program Code | Description                              | Unit | Fee    |
|-------------|--------------|--|------|--------|
| SGD05       | 123931       | Documentation – Registered establishment | Year | \$0.00 |

#### [Registered Establishments / Silo Inspections](#)

Currently there are **NO** charges for registration of premises. AQIS costs for the registration of premises and for the quarterly flow-path inspections are recouped in the service charge for inspecting and certifying prescribed plant products. However, following a failed inspection, the cost of a re-inspection for either the premises or flow-path is chargeable at the fee-for-service rate. This fee should be charged **only** when a visit to the silo is required specifically for the re-inspection.

### Section 4.4 – Overtime and Shift Fees

| Item Record       | Program Code | Description                             | Unit    | Fee      |
|-------------------|--------------|---|---------|----------|
| <b>Overtime:</b>  |              |   |         |          |
| SGO01             | 123931       | NVO Time and a half - continuous        | ¼ hour  | \$7.00   |
| SGO02             | 123931       | NVO Time and a half - non continuous    | minimum | \$122.00 |
| SGO03             | 123931       | NVO Double time - continuous            | ¼ hour  | \$9.40   |
| SGO04             | 123931       | NVO Double time - non continuous        | minimum | \$150.00 |
| SGO05             | 123931       | NVO Double time and a half - continuous | ¼ hour  | \$11.80  |
| SGO06             | 123931       | NVO Double time & half - non continuous | minimum | \$188.00 |
| <b>Shiftwork:</b> |              |   |         |          |
| SGS01             | 123931       | NVO Shiftloading                        | ¼ hour  | \$0.70   |
| SGS02             | 123931       | NVO Saturday Shiftwork                  | ¼ hour  | \$2.30   |
| SGS03             | 123931       | NVO Sunday Shiftwork                    | ¼ hour  | \$4.70   |
| SGS04             | 123931       | NVO Holiday Shiftwork - Normal Hours    | ¼ hour  | \$7.00   |
| SGS05             | 123931       | NVO Holiday Shift - Out of Normal hour  | ¼ hour  | \$11.80  |

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

Any work performed within this period does not attract overtime charges unless eight-hours of continuous time is accrued by a single client. Where this span of hours cannot be accommodated due to the size of the workforce, an eight-hour time frame is to be worked that best suits industry and AQIS. This eight-hour time frame may shift from day to day to suit particular work practices. Overtime charges apply outside of the eight-hour time frame and/or after eight continuous hours.

Overtime charges are to apply to work performed Saturdays, Sundays, public holidays and on weekdays after 1830 and before 0630 (see exception above).

Shift work fees are to apply to work commenced before 0630 or concluding after 1830 if staff are working an eight-hour shift.

## Section 4.5 – Miscellaneous/Program Specific Fees

| Item Record | Program Code | Description              | Unit  | Fee      |
|-------------|--------------|--------------------------|-------|----------|
| SGO07       | 123931       | Travel - Overnight Costs | night | \$100.00 |

### Travel Time

Travel time is to be negotiated with the Exporter so that wherever possible the travel is undertaken during normal working hours. However, if out-of-hours travel time is accrued it is not charged to the user.

### Overnight Costs

Overnight costs are to be charged where unexpected action by a client requires an officer to remain at a location remote from the officer's normal base. This does not apply to normal overnight stays since these costs are covered under travel in the budget. Export Managers should negotiate the circumstances where costs are charged for overnight stays, which are approved for operational efficiency or Inspector safety/welfare reasons, on a regional basis.

## SECTION 5 – COLLECTION ARRANGEMENTS WITHIN THE PROGRAM

### Overview

Most collection of fees for the Grain Export program is obtained by issuing 'on-the-spot' (OTS) invoices to clients at the time of inspection. Invoices, produced from the OTS, are also forwarded from AQIS Canberra. Documentation fees incurred by clients using EXDOC will be invoiced by the EXDOC Administrator based in Canberra.

Initial ship inspection fees are produced from the VMS program on a monthly basis. A copy of the services performed is forwarded to clients from the VMS program after each service. Where a vessel requires a re-inspection, invoices for service shall be issued on an OTS.