



**Australian Government**  

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**Department of Agriculture,  
Fisheries and Forestry**

**AQIS**  
**Live Animal Exports**  
**Program**

**Charging Guidelines**  
**July 2011**

## 1 PROGRAM OVERVIEW

The Live Animal Exports (LAE) program facilitates the export of livestock (cattle, sheep, goats, buffalo, camelids and deer), live animals (other than livestock) and animal reproductive material (semen and embryos) from Australia by verifying their fitness for export, ensuring compliance with the relevant Australian standards and regulations and confirming that the requirements of the importing countries have been met.

The nature of the services provided is:

- Regulation and administration of the AQIS Accredited Veterinarian (AAV) program.
- Regulation and administration of livestock export licences.
- Regulation and administration of registered premises.
- Processing of Notice of Intentions to Export (NOIs).
- Assessment of Consignment Risk Management Plans (CRMPs) for the export of livestock.
- Inspection of animals and registered premises.
- The provision of export permits and health certification acceptable to Australia's trading partners.
- Audits of licenced livestock exporters, registered premises and AAVs to ensure compliance with the applicable regulations and standards
- Undertaking export preparation services in instances where accredited service providers are unable to provide the service.

## 2 LEGISLATIVE BASE

### 2.1 Operations Legislation

Act	Regulations	Orders/Proclamations
<i>Export Control Act 1982</i>		<i>Export Control (Animals) Order 2004</i>
<i>Australian Meat &amp; Livestock Act 1997</i>		

### 2.2 Charging Legislation

Act	Regulations	Orders/Determinations
<i>Export Control Act 1982</i>		<i>Export Control (Fees) Orders 2001</i>
<i>Australian Meat &amp; Livestock Act 1997</i>	<i>AMLI (Licence Regulations)</i>	

## 3 FEE EXEMPTIONS

Activity Exempted from AQIS Fees	Relevant Section of Legislation
Disability dogs	<i>Order 23A Export Control (Fees) Orders 2001</i>
Exports of animals by an organisation approved by the Secretary that provides aid or assistance in a foreign country.	<i>Order 51 Export Control (Fees) Orders 2001</i>

## ADMINISTRATIVE ARRANGEMENTS

## 3.1 Fee-for-Service Schedule

Cost Centre: 123922

Item Code	Charge Description	Unit	Fee
<b>Companion Animal</b>			
SLF1CZ	Document processing and administration	¼ hour	\$ 70.50
SLF2CZ	Animal inspection	¼ hour	\$ 70.50
SLF4CZ	Dispensation processing	¼ hour	\$ 70.50
SLF5C	Travel Km's	km	\$ 0.65
SLF6C	Travel - Overnight costs	night	\$ 296.00
<b>Horses</b>			
SLF1HZ	Document processing and administration	¼ hour	\$ 101.25
SLF2HZ	Animal inspection	¼ hour	\$ 101.25
SLF4HZ	Dispensation processing	¼ hour	\$ 101.25
SLF5H	Travel Km's	km	\$ 0.65
SLF6H	Travel - Overnight costs	night	\$ 296.00
<b>Other Animals</b>			
SLF1MZ	Document processing and administration	¼ hour	\$ 70.50
SLF2MZ	Animal inspection	¼ hour	\$ 70.50
SLF4MZ	Dispensation processing	¼ hour	\$ 70.50
SLF5M	Travel Km's	km	\$ 0.65
SLF6M	Travel - Overnight costs	night	\$ 296.00
<b>Reproductive Material</b>			
SLF1RZ	Document processing and administration	¼ hour	\$ 70.50
SLF2RZ	Animal inspection	¼ hour	\$ 70.50
SLF4RZ	Dispensation processing	¼ hour	\$ 70.50
SLF5R	Travel kms	km	\$ 0.65
SLF6R	Travel - Overnight costs	night	\$ 296.00
SLF7RZ	Audit	¼ hour	\$70.50
<b>Livestock by Air</b>			
SLF1LAZ	Document processing and administration	¼ hour	\$ 101.25
SLF2LAZ	Animal inspection	¼ hour	\$ 101.25
SLF4LAZ	Dispensation processing	¼ hour	\$ 101.25
SLF5LA	Travel Km's	km	\$ 0.65
SLF6LA	Travel - Overnight costs	night	\$ 296.00
SLF8LAZ	Document processing and administration (ACT 1100)	¼ hour	\$ 101.25
<b>Livestock by Sea</b>			
SLF1LSZ	Document processing and administration	¼ hour	\$ 70.50
SLF2LSZ	Animal inspection	¼ hour	\$ 70.50
SLF4LSZ	Dispensation processing	¼ hour	\$ 70.50
SLF5LS	Travel Km's	km	\$ 0.65
SLF6LS	Travel - Overnight costs (not covered by an outport fee)	night	\$ 296.00
SLF8LSZ	Document processing and administration (ACT 1100)	¼ hour	\$ 70.50
SLFT1CSZ	Tier 1 Cattle/buffalo	Head	\$ 1.55
SLFT2CSZ	Tier 2 Cattle/buffalo	Head	\$ 3.90
SLFT1SSZ	Tier 1 Sheep/goats	Head	\$ 0.20
SLFT2SSZ	Tier 2 Sheep/goats	Head	\$ 0.22
SLFT2BZ	Tier 2 Sheep/goats – breeder	Head	\$0.22
SLFT1CPZ	Penalty Fee (T1 Cattle)	¼ hour	\$ 70.50
SLFT2CPZ	Penalty Fee (T2 Cattle)	¼ hour	\$ 70.50
SLFT1SPZ	Penalty Fee (T1 Sheep/Goats)	¼ hour	\$ 70.50
SLFT2SPZ	Penalty Fee (T2 Sheep/Goats)	¼ hour	\$ 70.50
SLFT2SPBZ	Penalty Feet (T2 Sheep/Goats – Breeder)	¼ hour	\$ 70.50
SLF1VS	AQIS on-board Veterinarian	daily	\$ 1417.00

<b>Outport Fee</b>			
SLT9	Broome – by air	visit	\$663.00
SLT7	Geraldton – by air	visit	\$767.00
SLT8	Geraldton – by land	visit	\$1,176.00
SLT3	Karumba – by air	visit	\$557.00
SLT13	Mackay – by air	visit	\$547.00
SLT14	Mackay – by land	visit	\$1,380.00
SLT15	Mourilyan – by air	visit	\$529.00
SLT16	Mourilyan – by land	visit	\$537.00
SLT6	Port Hedland – by air	visit	\$811.00
SLT4	Portland – by air	visit	\$495.00
SLT5	Portland – by land	visit	\$872.00
SLT2	Townsville – by air	visit	\$529.00
SLT12	Townsville – by land	visit	\$853.00
SLT1	Weipa – by air	visit	\$517.00
SLT10	Wyndham – by air	visit	\$717.00
SLT11	Wyndham – by land	visit	\$1,793.00
<b>Licencing</b>			
SLL1	Livestock Export Licence – Application	application	\$ 300.00
SLL2	Livestock Export Licence – Assessment	¼ hour	\$ 70.50
SLL3Z	Livestock Export Licence – Audit	¼ hour	\$ 70.50
SLL4	Livestock Export Licence – Travel Audit	km	\$ 0.65
<b>Accreditation</b>			
SLC1Z	AQIS Accredited Veterinarian, Livestock	¼ hour	\$ 70.50
SLC3Z	AQIS Accredited Veterinarian, Pets	¼ hour	\$ 70.50
SLC5Z	AQIS Accredited Veterinarian, Embryo transfer	¼ hour	\$ 70.50
SLC7Z	Non-veterinary Service Providers	¼ hour	\$ 70.50
SLC10Z	Audit	¼ hour	\$ 70.50
SLC11Z	Travel	Km	\$ 0.65
<b>Premises Registration</b>			
SLRC1Z	Registration of premises - Companion Animals	¼ hour	\$ 70.50
SLRH2Z	Registration of premises - Horses	¼ hour	\$ 70.50
SLRL1Z	Registration of premises - Livestock – Inspection	¼ hour	\$ 70.50
SLRL2Z	Registration of premises - Livestock (ACT 1100)	¼ hour	\$ 70.50
SLRL3Z	Registration of premises - Livestock (region admin)	¼ hour	\$ 70.50
SLRL4Z	Registration of premises - Livestock - Audit	¼ hour	\$ 70.50
SLRL5	Registration of premises - Livestock - Travel	km	\$ 0.65
SLRR4Z	Registration of premises - Reproductive Material	¼ hour	\$ 70.50
SLRM5Z	Registration of premises - Miscellaneous	¼ hour	\$ 70.50
<b>Miscellaneous</b>			
SLM1	Miscellaneous Cost Recovery	unit	\$ 1.00
<b>Vaccinations</b>			
SLV1Z	Rabies Vaccination - 1st animal	animal	\$ 70.50
SLV2Z	Rabies Vaccination - Additional animals	animal	\$ 35.25
SLV3	Vaccines or other non-reusable material	cost	\$ 1.00

### 3.2 Fee for service – charge per item

Where specified in the schedule service items will be charged according to the actual quantity inspected or used.

#### 3.2.1 Livestock by Sea

Cattle, buffalo, sheep and goats exported by sea will incur a per head charge according to the table below. These charges are commensurate with the level of complexity of the importing country protocol and includes; documentation, inspection and overtime.

Species	Tier	Rate per head	Importing Country
Cattle/Buffalo	Tier 1	\$1.55	Bahrain, Brunei, Egypt, Indonesia, Jordan, Kuwait, Libya, Malaysia, Mauritius, Mexico, Oman, Philippines, Qatar, Saudi Arabia, United Arab Emirates
Cattle/Buffalo	Tier 2	\$3.90	China, Israel, Japan, Korea, Pakistan, Russia and Turkey
Sheep/Goats	Tier 1	\$0.20	Bahrain, Brunei, China, Egypt, Indonesia, Israel, Jordan, Kuwait, Malaysia, Mauritius, Mexico, Oman, Philippines, Qatar and United Arab Emirates
Sheep/Goats	Tier 2	\$0.22	Libya, Pakistan, Russia, Saudi Arabia, Turkey and breeder sheep/goats

Livestock not specifically covered by a tier will be charged on a time based fee for service for documentation and inspection. Travel, accommodation and outport charges will also be charged at the specified rate where applicable on all livestock export consignments.

To ensure that livestock exporters continue to operate efficiently a base rate of the hours necessary to adequately process each tier has been determined. If the amount of time spent on a particular consignment exceeds the base rate by more than 10% then a charge of \$ 70.50 per ¼ hour will be incurred for each additional ¼ hour.

The base rates with 10% allowance are:

Species	Tier	Base rate (hrs)	10% plus base rate (hrs)
Cattle/Buffalo	1	10	11
Cattle/Buffalo	2	20	22
Sheep/Goats	1	25	28
Sheep/Goats	2	34	38

### 3.3 Fee for service – time based fees

All time based fees are per ¼ hour unit. The amount of time taken for each type of service provided is totalled at the time of invoicing and rounded up to next whole unit.

#### 3.3.1 Start time

Chargeable time starts when an officer commences work on a specific consignment or, in the case of activities undertaken at a location other than the AQIS office, when the officer presents themselves to the exporter at the arranged time.

If the officer arrives earlier than arranged and the client agrees that they can commence work then chargeable time starts from the time they begin providing the service.

### **3.3.2 Waiting time**

If an officer has been requested to attend at a specified time and arrives to find that the consignment is not available the client is to be charged from the specified time or from the time the officer arrived, whichever is the later.

If a consignment is not ready the client may request that the officer wait until it is ready providing that the additional time would not adversely affect service to other clients. This would be solely at the officer's discretion. Waiting time is charged at \$ 70.50 per ¼ hour or \$101.25 per ¼ hour for services for livestock by air and all horse consignments.

### **3.3.3 Finish Time**

Chargeable time ceases at the time when the officer is no longer providing the particular service for the consignment.

### **3.3.4 Cancellation**

Where an officer travels to a pre-arranged appointment to provide a service and finds that it has been cancelled without notice the client is to be charged for travel and at least 1 unit of the service requested.

Where a consignment is cancelled subsequent to the receipt of an NOI any services undertaken to process the consignment are to be charged.

### **3.3.5 Interruptions to service delivery**

If service delivery is interrupted for reasons not attributable to the exporter then the chargeable time is to cease and only recommence once service related activities have resumed. Reasons may include rest breaks or phone calls unrelated to the consignment.

The time recorded for an interrupted service should be treated as a continuous period of time when rounding units to ensure that the client is not disadvantaged.

### **3.3.6 Travel and accommodation**

#### **3.3.6.1 Travel – domestic**

If an officer is required to travel to a place other than their usual place of work to provide a service then a charge of \$0.65 per kilometre will be applied.

#### **3.3.6.2 Travel – overseas**

All reasonable costs associated with travel overseas by an officer in the course of providing a service to an exporter will be borne by the exporter and includes accommodation, transfers, airfares etc. The exporter is expected to make the travel arrangements on behalf of the officer and incur the costs directly.

#### **3.3.6.3 Outports**

Where services are required to be provided at a port outside of a metropolitan area an outport charge will apply. The charge includes the costs of accommodation and travel allowance in accordance with government rates. It also includes the kilometre charge if travel is by road but does not include fares if travel is by air. Flights are to be arranged and paid for by the exporter.

#### 3.3.6.4 Accommodation

Where accommodation is required for overnight stays at locations other than those covered by outport fees the costs will be charged back to the client at a rate of \$296/per night. The need for accommodation will be entirely at the discretion of the officer in attendance and will take into account OH&S issues such as not expecting an unreasonable amount of travel in one day.

#### 3.3.6.5 Travel arranged by the exporter

Where travel and/or accommodation is arranged and paid for by the exporter it must be in accordance with the requirements specified by the officer undertaking the travel and align with AQIS operational needs where necessary.

### 3.4 Shared costs

#### 3.4.1 Multiple inspections on a single visit

Where there may be two or more consignments that can be serviced at the same location with a single visit then a separate fee is to be charged against each consignment. Services can only be provided to one consignment at a time.

#### 3.4.2 Travel to a single premises for more than one consignment

When travel is required to a premise to service more than one consignment the kilometre charge is divided equally between the number of consignments involved.

#### 3.4.3 Travel to more than one premises for multiple consignments

If an officer is travelling to more than one location to provide services for different consignments then the kilometre charge is to be shared proportionately between the consignments.

#### 3.4.4 Outports

Where more than one consignment on the same vessel is serviced by a single outport visit then the outport charge is to be shared equally between the consignments involved. If the officer is requested by an exporter to remain at an outport to service a subsequent vessel then an additional outport charge will apply.

### 3.5 Livestock Export Licences

#### 3.5.1 Application Fee

The application fee for new livestock export licences or annual renewals is payable at the time the application is submitted.

#### 3.5.2 Assessment

In addition to the application fee all time taken to assess the livestock export licence application will be charged. If the licence is granted an invoice will be issued with the approval notification. If the licence is not granted then the invoice will be issued with a notice advising the applicant of the reasons why the application was unsuccessful.

#### 3.5.3 Variations

Requests to vary the terms of a livestock export licence can be submitted at any time and do not require an application fee unless the request coincides with the annual renewal. A time based fee will apply.

### 3.6 Audits

All services associated with the conducting of audits on licenced exporters, registered premises and accredited veterinarians are chargeable. Audit preparation, conducting the audit and the preparation of the audit report as well as any travel will be charged.

### 3.7 Dispensation processing

Where AQIS makes an application on behalf of an exporter for a dispensation all time taken process the application is chargeable to the exporter.

### 3.8 Accreditation

Processing of applications for accreditation by third party service providers or variations to existing accreditations are charged as a time based fee.

## 4 COLLECTION ARRANGEMENTS WITHIN THE PROGRAM

### 4.1 Payment at Completion of Service

Where the services provided are to a client that does not have an account with AQIS then the service advice and/or invoice is presented to the client at the completion of all services in relation to the consignment. Payment is required prior to the final issuing of the export documentation.

### 4.2 Invoicing

Clients who hold an account with AQIS will be issued a 28 day invoice at the completion of all services.

### 4.3 Payment History

Clients that do not have a sound payment history may be required to make payment at the time of the provision of services.

### 4.4 Vaccines and Non-Reusable Materials

Payment is required for vaccines and non-reusable materials purchased by officers in the provision of services. This fee is the same as the cost incurred by AQIS in purchasing the materials.

### 4.5 Withdrawal of Services

The power to withdraw services from a client exists under Clause 16A of the *Export Control (Fees) Orders*. The Secretary (or delegate of the Secretary) may withdraw program services where fees payable for services remain unpaid **14 days** after the due date for payment.

The power to apply penalty fees exists under Clause 16AB of the *Export Control (Fees) Orders*. A penalty fee (20% per annum) applies for fees remaining unpaid at any time after the due date of payment. Penalties are applied to all outstanding AQIS debts on a periodic basis.