



SEAPORTS PROGRAM

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SECTION 1 – PROGRAM OVERVIEW

The primary function of the AQIS Seaports Program is to ensure that all vessels arriving in Australia from overseas comply with International Health Regulations and to ensure that all quarantine risks posed by these vessels are adequately managed.

This is achieved by:

- Assessing the quarantine risk of each vessel entering Australian waters; and
- Taking all action necessary to ensure that the vessel does not introduce any exotic pests and diseases as determined by the risk assessment, including the clearance of passengers, crew and their luggage.

The nature of the services provided is:

- Inspections of overseas vessels arriving at their first port of call in Australia to assess the hygiene of food storage / preparation areas and to ensure vessels are not harbouring prohibited animals, quarantine risk material, quarantinable disease, vermin or exotic insects, to enable the granting of pratique.
- Inspection services for the issuance of Ship Sanitation certification.
- Monitoring of ballast water management arrangements, biofouling, waste disposal systems, animals and plants on board vessels and inspections especially for Asian Gypsy Moth, Burnt Pine Longicorn and exotic bees.
- Wharf surveillance activities, quarantine signage on wharves and port environs, onshore waste management.
- Vector monitoring around seaports for the entry of exotic mosquitoes that could be vectors of human disease.
- Follow up inspections at subsequent ports of call.
- Crew change inspections at either first ports or subsequent ports.



SECTION 2 – LEGISLATIVE BASE

Operations Legislation

Act	Regulations	Proclamation
The <i>Quarantine Act 1908</i>	<i>Quarantine Regulations 2000</i>	<i>Quarantine Proclamation 1998</i>

Fees and Charging Legislation

Act	Regulations	Determination
The <i>Quarantine Act 1908</i>	<i>Quarantine Regulations 2000</i>	<i>Quarantine Service Fees Determination 2005</i>

SECTION 3 – FEE EXEMPTIONS

Activities Exempted from AQIS Fees:

- (1) This Determination does not apply to services provided by AQIS under The Quarantine Act 1908 in relation to:
 - (a) the importation of goods:
 - (i) for the official use of a diplomatic mission in Australia; or
 - (ii) for the personal use of a diplomatic agent of the mission; or
 - (iii) for the personal use of a member of the diplomatic agent's family, if the person forms part of the diplomatic agent's household and is not an Australian citizen; or
 - (b) the importation of goods for the personal use of a member of the administrative or technical staff (the *staff member*) of a diplomatic mission at the time the mission at the time of the first installation, if the staff member is neither an Australian citizen nor permanently resident in Australia; or
 - (c) the importation of goods for the personal use of a member of the staff member's family at the time of first installation, if the person forms part of the staff member's household and is neither an Australian citizen nor permanently resident in Australia; or
 - (d) vessels or equipment used by the defence force of a foreign country that is engaged in a joint military operation with the Australian Defence Force if the Australian Defence Force has informed AQIS of the operation; or
 - (e) the importation into Australia of disability assistance dogs.
- (2) In addition, this Determination does not apply in relation to the following services provided by AQIS under the Act:
 - (a) the examination of personal luggage that arrives in Australia aboard the same vessel as the owner or importer of the goods; or
 - (b) the screening or inspection of international postal items that arrive in Australia.
- (3) In paragraph 1 (e):

disability assistance dog, for a dog that is imported, means a dog:

 - (a) that has been professionally trained to assist a person a disability; and
 - (b) that, at the time of importation, is accompanying a person with such a disability who has a certificate from an appropriate medical specialist practitioner in a specialty relevant to the disability, stating that the person requires the assistance of such a dog.



SECTION 4 – ADMINISTRATIVE ARRANGEMENTS

Section 4.1 – Fee for Service

Item Record	Project Code	Description	Service Code	Unit	Fee (\$)
SQSS1	123916	Vessel > 25m – Pratique – 1 st 2 hrs	SPB	2 hrs	\$1050
SQSS2	123916	Vessel > 25m – Pratique – after 1 st 2 hrs	SPC	¼ hr	\$45
SQSV	123916	Documentation Fee	SPA	1 hr	\$800
SQSS3	123916	Daily rate (Monday – Friday during business hours only)	SPW	Day	\$900
SQSSY1	123916	Yacht < 25m – Pratique – 1 st 1 ½ hrs	SPF	1 ½ hr	\$330
SQSSY2	123916	Yacht < 25m – Pratique – after 1 st 1 ½ hrs	SPG	¼ hr	\$45
SQSI1	123916	First ½ hour or part thereof	SPI	½ hr	\$90
SQSI2	123916	After first ½ hour	SPJ	¼ hr	\$45

Fee for Service

Granting pratique and inspection for vessels 25 metres or greater at a proclaimed first port:

- Where a vessel is cleared and inspected at first port of call, a minimum charge is payable, which includes granting pratique, full vessel inspection, ballast water verification, documentation and the first 2 hours of inspection (SQSS1) (SPB). See Section 7 for all components of the pratique charge. Should inspection time exceed 2 hours, additional time shall be charged at the ¼ hour rate (SQSS2) (SPC).
- Follow up inspections are to be charged for each attendance at fee for service rates with a ½ hour minimum (SQSI1) (SPI) and for each additional ¼ hour (SQSI2) (SPJ).
- Where pratique clearance is granted without an inspection (eg. Commercial Vessel Documentation clearance), the minimum charge is \$800.00 1 hour (SQSV) (SPA). All Documentary Clearance’s must seek approval from Central Office.
- Should a Ship Sanitation inspection be performed at the same time as pratique inspection, and the inspection is completed within 2 hours, then no additional charge should be applied for the issuing of a Ship Sanitation certificate. When inspection time exceeds 2 hours, the additional time shall be charged at ¼ hour intervals for fee for service (SQSI2) (SPJ).
- When Ship Sanitation certification is requested at a time other than during the pratique inspection eg by an agent other than the first port of call clearance agent, then the minimum ½ hour fee for service charge will be applied for Ship Sanitation inspection (SQSI1) (SPI) and then by ¼ hour intervals after that (SQSI2) (SPJ).
- When a Ship Sanitation exemption inspection is made and is done separately to the pratique inspection, the fee for service charge the minimum ½ hour fee for service charge should be applied for Ship Sanitation inspection (SQSI1) (SPI) and then by ¼ hour intervals after that (SQSI2) (SPJ) should be applied for the time taken to complete the service, including paperwork.
- **When a vessel is alongside the wharf**, inspection time commences when the quarantine officer (QO) reports to the Port Security gate and ceases when the QO exits the Port Security gate



- **When a vessel is inspected at anchorage**, inspection time commences from the time the QO reports to the ship's agent, at the point of transport to the vessel, and ceases at time of return to the original point of departure.
- The daily rate cannot be used on the same day as a pratique inspection. The daily rate must be pre-negotiated with AQIS and once service has commenced, the daily rate cannot be exchanged for the hourly rate. The daily rate (per person) can only be used Monday to Friday during business hours, outside of this the minimum overtime rate applies.
- Unit fees are charged per unit or part thereof.
- Where an AQIS export inspection (such as for grain vessels) is performed in conjunction with a Pratique inspection, the time taken for the officer to conduct the export inspection component shall be charged to the vessel by the Export Program. The pratique inspection shall be charged by the Seaports Program.

Granting pratique and inspection for vessels at a non-proclaimed first port (20AA port):

- In addition to the standard pratique charges, the vessel is required to provide or meet all transport, accommodation and incidental costs for a quarantine officer to attend the vessel for the duration of the visit. Quarantine services provided by the officer on board, will be charged at fee for service rates. If the officer is required to stay overnight, the overnight charge will be applied for each night – (SQSN) (SPH) unless the accommodation is provided by the vessel / agent (see section 4.3).
- The rates charged for transport, accommodation, shall be agreed upon between the agent and AQIS prior to service.

Subsequent inspections for vessels at a non-proclaimed ports:

- The vessel is required to provide or meet all transport, accommodation and incidental costs for a quarantine officer to attend the vessel for the duration of the visit. If the officer is required to stay on board overnight, the overnight charge will be applied for each night – (SQSN) (SPH) unless the accommodation is provided by the vessel/agent.
- The rates charged for transport, accommodation, shall be agreed upon between the agent and AQIS prior to service.

Granting pratique and inspection for yachts less than 25 metres at a proclaimed first port:

- Where a yacht is cleared and inspected at first port of call, a minimum charge is payable, which includes granting pratique and the first hour & a half of inspection (SQSSY1) (SPF). Should inspection time exceed 1 ½ hours, additional time shall be charged at the ¼ hour rate (SQSSY2) (SPG). See Section 7 for components of yacht Pratique charge.

Passenger clearance and gangway watch for cruise and naval vessels:

- Quarantine clearance and baggage inspection for disembarking passengers shall not be charged as this service is covered by the Passenger Movement Charge.
- Clearance of 'day-tripping' passengers (i.e. those passengers going ashore for sight-seeing only and returning to the vessel) shall be charged, per officer, at the fee for service minimum of ½ hour (PQSI1) (PPI) plus additional fee for service charges, in ¼ hour intervals (PQSI2) (PPJ), for maintaining a gangway watch and supervision of waste removal if applicable.
- Fee for service charges are to start when the boarding quarantine officer gives clearance for disembarkation of the day-trippers.
- The extent (length of time) of gangway watch is dependent upon quarantine compliance. Non-compliance with quarantine requirements will result in increased surveillance – this additional activity will result in charges that will be borne by the vessel.



General Wharf and Vessel Surveillance:

- Wharf surveillance is not chargeable unless there is a detection of a non-compliance. Fee for service shall be initiated upon detection of non-compliance. The minimum applicable charge is for ½ hour (SQSI1) (SPI) and then by ¼ hour intervals after that (SQSI2) (SPJ) until the situation is resolved.

2nd port vessel reinspections:

- 2nd port vessel reinspections are to be conducted as part of wharf surveillance, and as such, are non-chargeable unless there is a detection of non-compliance, at which point fee for service charging shall be initiated, with a ½ hour minimum (SQSI1) (SPI) and for each additional ¼ hour (SQSI2) (SPJ), until the problem is rectified.

Cruise vessels - charges to have an AQIS officer en-route to provide quarantine services during the voyage:

- In addition to the standard pratique charges, the vessel is required to provide or meet all transport, accommodation and incidental costs for a quarantine officer to attend the vessel for the duration of the visits. If the officer is required to stay on board overnight, the overnight charge will be applied for each night – (SQSN) (SPH) unless the accommodation is provided.
- The rates charged for transport, accommodation etc shall be agreed with AQIS prior to service.
- Central Office must pre-approve all instances where an officer is to travel en-route.

Section 4.2 – Overtime Fees

Overtime charges are time based fees that are charged in addition to inspection / fee for service charges for each officer.

Overtime Rates are:

Weekday:

Non-continuous: \$192.00 (SQSO10) (SOTB) for the first 3 hours (or part thereof), then \$16.00 (SQSO9) (SOTA) for each additional ¼ hour.

Continuous: \$16.00 (SQSO9) (SOTA) for each ¼ hour or part thereof.

Weekend/AQIS

Holiday \$288.00 (SQSO12) (SOTD) for the first 3 hours (or part thereof), then

Non-continuous: \$24.00 (SQSO11) (SOTC) for each additional ¼ hour.

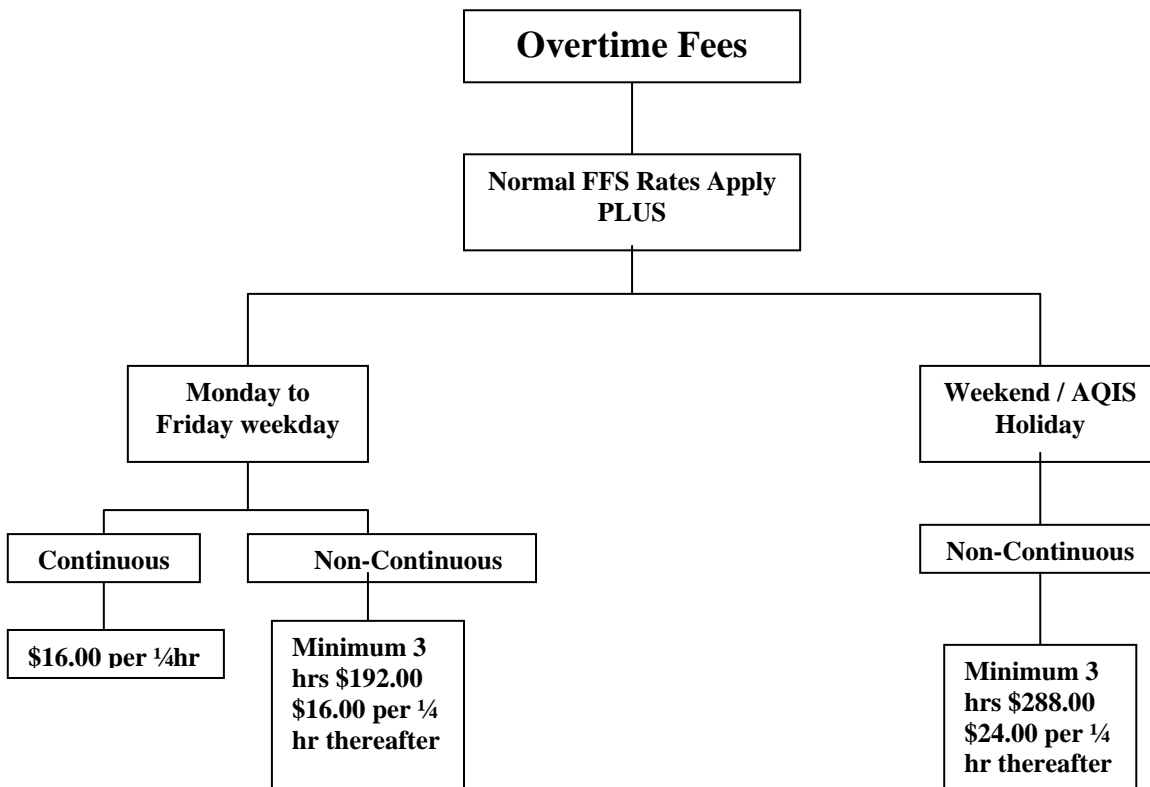
Continuous: \$24.00 (SQSO11) (SOTC) for each ¼ hour or part thereof.

AQIS should be given prior notification if the AQIS service is required outside the normal regional AQIS office hours but within the ordinary hours of duty (0630 – 1830).



AQIS Fees and Charging Guidelines from 1st July 2009

Item Record	Project Code	Description	Service Code	Unit	Fee (\$)
SQSO9	123916	Weekday continuous	SOTA	¼ hr	\$16
SQSO10	123916	Weekday non-continuous	SOTB	min	\$192
SQSO11	123916	Weekend / AQIS holiday continuous	SOTC	¼ hr	\$24
SQSO12	123916	Weekend / AQIS holiday non-continuous	SOTD	min	\$288



Section 4.3 – Miscellaneous/Program Specific Fees/Charges

Item Record	Project Code	Description	Service Code	Unit	Fee (\$)
SQSN	123916	Overnight costs	SPH	Night	\$150

- Overnight costs are chargeable when a quarantine officer must stay overnight to meet operational requirements and the vessel / agent has not provided suitable accommodation.



SECTION 5 - COLLECTION ARRANGEMENTS WITHIN THE PROGRAM

Overview

The DAFF Corporate Finance Branch invoices shipping agents in the first week of each month for services performed in the previous month.

Approximately 7% (i.e. 813 out of 11,091) of vessels entering Australia are yachts. Generally agents are not employed by yachts thus services are charged through on-the-spot invoices and fees can be collected by credit card, cheque or by payment at the AQIS collector of public monies.

Withdrawal of services

Pursuant to s86E (2G) of the *Quarantine Act 1908*, the Director of Quarantine may withdraw the provision of services for failure to make payment for quarantine services.

SECTION 6 - CONTACT DETAILS FOR ANY ISSUES RELATING TO FEES AND CHARGING:

NSW	Ports Manager	02 8334 7655
VIC	Seaports Operations Manager Seaports Supervisor	03 8387 0100 03 8387 0109
South QLD	Operations Coordinator Seaports Manager	07 3895 9700 07 3895 9705
Far Nth QLD	Seaports Operations Manager	07 4789 7813
WA	Seaports Manager	08 9334 1626
NT	Seaport Supervisor – Darwin Seaports Supervisor – Gove Seaport Manager - NT	08 8920 7055 08 8987 1136 08 8920 7019
SA	Quarantine Manager Cargo & Seaports	08 8201 6139
TAS	Regional Shipping Manager – Tasmania	03 6233 9063
Canberra	Seaports enquiry line	02 6272 5557



SECTION 7 – CONSTITUENTS OF PRATIQUE CHARGES:

Pratique inspection charge for vessels 25 metres or greater,

Activity	Time Allocated
Documentation	30 minutes
Inspection, including Ballast Water Verification	2 hours
Return travel to vessel berth	1 hour
Total time	3 hours 30 minutes

Pratique inspection charge for vessels less than 25 metres

Activity	Time Allocated
Documentation and Inspection	1 hour 30 minutes
Total time	1 hour 30 minutes

Commercial vessel Documentary Clearance

Activity	Time Allocated
Documentation (including Ballast Water)	1 hour
Total time	1 hour