

DAFF CHARGING GUIDELINES

Food Inspection Certification Services

1 January 2012

Version 1

FOOD EXPORTS

SECTION 1 – OVERVIEW

DAFF's export certification services are provided to industry under a fully cost recovered arrangement. The fees and charges applied recover the direct and indirect costs associated with management and delivery of those services. In line with government policy, charging arrangements are developed in accordance with the Australian Government Cost Recovery Guidelines and in consultation with the industries to which they apply. This process ensures that costs are allocated across affected industry sectors as fairly and equitably as possible.

The DAFF Food Export Branch has regulatory responsibility for the export of meat, fish, and dairy and egg products from Australia and is the recognised competent authority for the issuance of export certification. Export certification is required by overseas government authorities to ensure Australian products comply with importing countries' requirements. DAFF underpins its export certification services with administrative, inspection and certification services and regular audits of export registered premises to ensure the continuing integrity of Australia's export certification system.

Fees and charges have been specifically developed for the meat, fish, dairy and egg sectors which reflect the specific requirements, processes and costs associated with each of these industries. Separate fees have been developed for the export of non-prescribed goods from Australia which recognise the specific activities and costs associated with providing export certification services to this sector.

Please note: This document serves as a guide only and cannot prescribe the outcome for every arrangement or circumstance. Where the application of charges against these guidelines is ambiguous or in dispute clarification should be sought from the applicable DAFF Regional Senior Manager – Food, Animal and Plant.

SECTION 2 –LEGISLATIVE BASE

Fees and charges collected by the Meat, Fish, Dairy, Egg and Non-Prescribed Goods Export Programs are provided for under the following legislative instruments;

	Act	Regulations	Orders
Fee for Service and Documentation Fees	<i>The Export Control Act 1982</i>	Export Control (Orders) Regulations 1982	Export Control (Fees) Orders 2001
Registration Charges	<i>Export Inspection (Establishment Registration Charges) Act 1985</i>	Export Inspection (Establishment Registration Charges) Regulations 1985	
Meat Licensing	<i>Australian Meat and Live-stock Industry Act 1997</i>	Australian Meat and Live-stock Industry (Export Licensing) Regulations 1998	
Exemptions	<i>Export Inspection (Service Charge) Act 1985</i>	Export Inspection (Service Charge) Regulations 1985	

SECTION 3 – FEES AND CHARGES

Section 3.1.1 Meat Export Program Registration Charges

Fee/Charge Type	Unit	Charge
Registration		
Registration Application	Application	\$600.00
Abattoir (incl. Game, Pork & Tier 1)	Month	\$840.00
Casings	Month	\$840.00
Storage & Transportation	Month	\$840.00
Poultry	Month	\$1,250.00
Further Processing	Month	\$1,250.00
Independent Boning Rooms	Month	\$1,250.00
Through Put – Full Unit (Cattle)	Each	\$0.70
Through Put – Pig	Each	\$0.24
Through Put – Sheep/Goat/Lamb	Each	\$0.18
Through Put – Deer/Game Deer	Each	\$0.14
Through Put – Emu/Ostrich	Each	\$0.10
Through Put – Calf	Each	\$0.07
Through Put – Kangaroo/Wild Boar	Each	\$0.05
Through Put – Rabbit/Possum/Hare	Each	\$0.02

*Item codes are provided in Appendix A

A registration charge is payable for each month that an establishment is registered.

Where an establishment registers mid month the full charge is applicable regardless of the number of days in which the establishment was registered.

Registration charges are broadly categorised into two components;

The Base Registration Charge: This charge applies to all establishments registered to produce, prepare, handle or store meat and meat products for export. The rate of charge is determined by the nature of operations carried out at the establishment.

The Through Put Charge: This charge applies to all establishments that slaughter or dress animals for export including Tier 1 establishments. The throughput charge will be calculated against the number of animals processed through an establishment in the previous calendar month. The rate of charge varies depending on the type/s of animals processed at the establishment.

The Storage & Transportation Establishment fee applies to the following types of establishments seeking export registration:

- Cold Stores
- Cool Stores
- Dry Stores
- Freight Forwarders
- Air container terminals
- Air transfer facilities
- Container depots
- Container terminals

Section 3.1.2 Dairy Export Program Registration Charges

Fee/Charge Type	Unit	Charge
Registration*		
Registration Application	Application	\$600.00
Storage Establishment - Dairy	Annual	\$1,820.00
Corporation / Co-operative Exporting < 2000tne	Annual	\$4,275.00
Corporation / Co-operative Exporting > 2000tne	Annual	\$7,729.00

*Item codes are provided in Appendix A

The registration period for dairy export facilities is aligned to the financial year, i.e. 1 July to 30 June and a registration charge is payable at the beginning of each registration period.

Where a new establishment registration is initiated after 1 July in any financial year a pro-rata rate will be applied using the following formula;

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

The Storage Establishment – Dairy registration fee applies to the following types of establishments seeking export registration:

- Cold Stores
- Cool Stores
- Dry Stores
- Freight Forwarders
- Air container terminals
- Air transfer facilities
- Container depots
- Container terminals

Section 3.1.3 Fish & Egg Export Programs Registration Charges

Fee/Charge Type	Unit	Charge
Registration*		
Registration Application	Application	\$600.00
Storage Establishment - Fish	Annual	\$1,835.00
Vessel (Preparation Not Direct Export)	Annual	\$1,223.00
Vessel (Preparation Direct Export)	Annual	\$2,446.00
Land Establishment - Live Only	Annual	\$1,223.00
Land Establishment - Processing	Annual	\$2,446.00
Egg Establishment	Annual	\$1,835.00

*Item codes are provided in Appendix A

The registration period for fish and egg export facilities is aligned to the financial year i.e. 1 July – 30 June and a registration charge is payable at the beginning of each registration period.

Where a new establishment registration is initiated after 1 July in any financial year a pro-rata rate will be applied using the following formula;

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

The Storage Establishment – Fish registration fee applies to the following types of establishments seeking export registration:

- Cold Stores
- Cool Stores
- Dry Stores
- Freight Forwarders
- Air container terminals
- Air transfer facilities
- Container depots
- Container terminals

Section 3.1.4 Charging Principles

A registration application fee is payable for:

- all new registrations; and
- a request to change the occupier against an existing registration.

An application must be lodged for each establishment seeking export registration. Only one registration application charge is payable per application i.e. if an establishment is registering for fish, meat and dairy operations only one registration application fee applies.

Where a registration involves a number of activities for the same commodity, only one registration rate is to be applied per commodity. The applicable rate will be the greatest of the relevant rates, for example, where an establishment is registered to store and process export products either the storage or processing rates will apply dependent upon which has the greater cost.

Where an establishment is registered for more than one commodity, charges are payable against each commodity applicable to the registration. For example, if a storage establishment is registered for meat, fish and dairy it will incur three separate registration charges - one each for meat, fish and dairy.

Section 3.1.5 Administration (Internal Use Only)

Registration Application

The registration application fee is processed in the relevant DAFF Regional Office prior to the EX26 being sent to the National Establishment Registration Section in the ACT Office for processing.

Application fees apply for new establishments including changes to the occupier and relocation of premises. Both changes to the occupier and relocation of premises are defined within legislation as new establishments. Application fees do not apply for additional operations or changes to persons in management and control.

Establishment Registration Charge

A registration fee is payable for each registration period during which an establishment is registered. Invoices for registration fees are managed centrally by the Finance and Governance Section in the ACT Office.

Item codes for establishment registration charges are provided at **Appendix A**

Section 3.2 - Fees-For-Services (FFS)

The Meat, Dairy and Fish Export Programs provide services to companies or individuals under the following arrangements:

- *Core Inspection Services* – representing the minimum level of inspection activities that must be conducted by AQIS authorised officers at export establishments to ensure compliance with applicable Export Control Orders and importing country requirements.
- *Core Auditing Services* – representing the minimum level of audit activities that must be conducted by AQIS authorised officers at export establishments to ensure compliance with applicable Export Control Orders and importing country requirements.
- *Additional Services* – representing services provided by authorised officers to companies and individuals in addition to any core services that may or may not be provided.

Section 3.2.1 Meat Export Program Fees-For-Services

Audit and inspection services provided by the Meat Export Program are separated into five categories according to class of AQIS officer providing the service. These five categories are:

- *Food Safety Auditor (FSA)*- Audit and itinerant meat inspection services provided by DAFF at export registered establishments on a quarter hourly basis
- *Food Safety Meat Assessor (FSMA)* – Ongoing inspection services allocated by DAFF to export registered abattoirs. Food Safety Meat Assessor services may be allocated on an annual, monthly or quarter hourly basis depending on the requirements of the establishment.
- *Additional Food Safety Meat Assessor*- Ongoing inspection services allocated by DAFF to export registered abattoirs to undertake functions that could otherwise be performed by an AQIS Authorised Officer (AAO). Additional FSMA service may be allocated on an annual or monthly basis depending on the requirements of the establishment.
- *Veterinary Officer (VO)* - Ongoing or itinerant veterinary inspection services provided by DAFF On-Plant Veterinary Officers. Veterinary inspection services may be allocated on an annual, monthly, or quarter hourly basis depending on the requirements of the establishment.
- *Area Technical Manager (ATM)*– Auditing services provided by an Area Technical Manager, including follow through on non-compliance and other services provided at the specific request of a company or individual. ATM services are provided on a quarter hourly basis¹.

Fees-for-service in relation to the Meat Export Program are provided below;

Fee/Charge Type	Unit	Charge
Fees-For-Services		
Food Safety Meat Assessor (FSMA) - Annual	Annual	\$117,489.00
Food Safety Meat Assessor (FSMA) - Monthly	Month	\$10,681.00
Food Safety Meat Assessor (FSMA) – Quarter Hour	Qtr Hour	\$30.00
Additional Food Safety Meat Assessor (FSMA) – Annual	Annual	\$142,119.00
Additional Food Safety Meat Assessor (FSMA) – Monthly	Month	\$12,920.00
Food Safety Auditor (FSA) – Quarter Hour	Qtr Hour	\$30.00
Veterinary Officer - Annual	Annual	\$182,394.00
Veterinary Officer - Monthly	Month	\$16,582.00
Veterinary Officer – Quarter Hour	Qtr Hour	\$39.00
Area Technical Manager – Quarter Hour	Qtr Hour	\$108.00

*Item codes are provided in Appendix A

¹ ATM’s are also required to attend at an establishment to provide supervisor or performance management to on plant staff, charges do not apply to this attendance

Note: *The FSMA - Quarter Hourly rate applies to Food Safety Auditor (FSA) services provided out of the DAFF regional offices*

General Services

Fees for services provided by DAFF FSMA/FSA's, Veterinary Officers and Area Technical Managers are imposed on a quarter hourly basis (unless provided under an arrangement, see below). Services to which these fees apply include, but are not limited to;

- Inspection, surveillance and audit activities at export registered establishments
- Attendance at export registered establishments to address a Corrective Action Request
- Attendance at export load-outs
- Issuance of exemptions from the Export Control Orders
- Assessment and variation of Approved Arrangements
- Audits of export documentation procedures
- Any other service provided by an authorised officer at the request of an individual or company

The rate of charge imposed is dependent on whether an FSMA/FSA, Veterinary Officer or Area Technical Manager is required to provide the service.

Services Provided Under an Arrangement

Annual Services

An establishment may enter into an arrangement with the Department to allocate inspection services to the establishment on an annual basis. Fees are applied in line with the allocation agreed between DAFF and the occupier of the registered establishment. Annual services are provided to a maximum of 40 hours per week for FSMA and veterinary services. Additional charges apply for services provided in excess of these hours.

Fees for services provided on an annual basis are imposed in respect of a financial year, i.e. commencing 1 July and concluding 30 June.

Where an establishment has entered into an arrangement for annual services but does not require services for the entire period charges will be recalculated at the monthly rate for the period in which services were actually provided.

For example, an establishment enters into an arrangement for an annual service and provides sufficient notice that the service is no longer required as at 15 March.

- Annual services have already been billed for the period 1 July – 28 February at a total of \$78,326.
- As the annual arrangement has not been fulfilled services are re-billed at the monthly rate for the period 1 July – 28 February at a total of \$85,448.
- Additional charges of \$7,122 apply for the services provided 1 July – 28 February. A pro-rata monthly rate applies for services provided 1 – 15 March.

Monthly Services

An establishment may enter into an arrangement with the Department to allocate inspection services to an establishment on a monthly basis. Fees are applied in line with the allocation agreed between DAFF and the occupier of the registered establishment. Monthly services are provided to a maximum of 40 hours per week for FSMA and veterinary services. Additional charges apply for services provided in excess of these hours.

Fees for services provided on a monthly basis are imposed in respect of a calendar month commencing on the first day of the month and concluding on the last day of the month in which services were provided.

Arrangements for the allocation of inspection services to a registered establishment should be discussed with the applicable DAFF Regional Office. Once an allocation of services is agreed between the Department and the establishment, notice provisions apply for any requested changes to the agreed allocation. Penalties may be applied where insufficient notice is provided as outlined in **Appendix B**.

Generally, charges for fee-for-service activities are invoiced in arrears on a monthly basis. DAFF reserves the right to request payment prior to the provision of service.

Section 3.2.2 Fish & Egg Export Programs Fese-For-Services

Fees-for-service in relation to the Fish & Egg Export Programs are identified in the table below:

Fee/Charge Type	Unit	Charge
Fees-For-Services		
Fee-For-Service	Qtr Hour	\$50.00

*Item codes are provided in Appendix A

Note: The single rate replaces previous fees that applied to ‘in-office’ and ‘out-of-office’ services

Fees-for-service apply to services performed by authorised officers in respect of fish or fish products and egg or egg products. Services provided include:

- Preparatory work required to conduct an inspection or audit. This work may be conducted off-site.
- Attendance at a registered establishment to undertake an inspection or audit.
- Follow up work required to close out an inspection or audit. This work may be conducted off-site.
- Attendance at export load-outs
- Assessment and variation of Approved Arrangements
- Audits of export documentation procedures
- The provision of advice regarding the export of a consignment or a potential export consignment
- Any other service where the services of an authorised officer are made available for a specific purpose following a written request from an individual or company

Notes:

Where work is conducted off-site the client should be notified prior to commencing the work and should be provided with an estimate of the time necessary to complete the activities

Section 3.2.3 Dairy Export Program Fees-For-Services

Fees-for-services in relation to the Dairy Export Program are identified in the table below:

Fee/Charge Type	Unit	Charge
Fees-For-Services		
Fee-For-Service	Qtr Hour	\$33.00

*Item codes are provided in Appendix A

Fees-for-service apply to services performed by authorised officers in respect of dairy or dairy products.

Services provided include:

- Preparatory work required to conduct an inspection or audit. This work may be conducted off-site.
- Attendance at a registered establishment to undertake an inspection or audit.
- Follow up work required to close out an inspection or audit. This work may be conducted off-site.
- Attendance at export load-outs
- Assessment and variation of Approved Arrangements
- Audits of export documentation procedures
- The provision of advice regarding the export of a consignment or a potential export consignment
- Any other service where the services of an authorised officer are made available for a specific purpose following a written request from an individual or company

Notes:

Where work is conducted off-site the client should be notified prior to commencing the work and should be provided with an estimate of the time necessary to complete the activities

Dairy Export Program Fees-for-service do not apply to services delivered by State Regulatory Authorities.

Section 3.2.4 Non-Prescribed Goods Fees-For-Services

Fees-for-service in relation to the Non-Prescribed Goods Program are identified in the table below:

Fee/Charge Type	Unit	Charge
Fee-For-Service		
Fee-For-Service	Qtr Hour	\$40

*Item codes are provided in Appendix A

Note: The single rate replaces previous fees that applied to ‘in-office’ and ‘out-of-office’ services

Fees-for-service apply to services undertaken by authorised officers in relation to the issuance of certification for Non-Prescribed Goods and validation of compliance to importing country requirements including:

- Attendance to inspect goods for export
- Attendance at export load-outs
- Any other service where the services of an authorised officer are made available for a specific purpose following a written request from an individual or company

Section 3.2.5 Charging Principles

All Commodities

Where an attendance is “booked” to commence at a given time and the officer is ready to commence, charging will commence from that time regardless of whether the client is ready to commence the audit.

Where an attendance is “booked” to commence at a given time and the officer arrives before that time and with the agreement of the company commences the service prior to the time “booked” charging will commence from that time.

All activities associated with a particular fee-for-service activity are chargeable, including preparatory work and completion of reports/paperwork. Where chargeable work is to be performed offsite, an estimate of the time

required to complete the task must be agreed with the client prior to work commencing. If agreement cannot be reached between the DAFF officer and the client, the DAFF officer will perform the chargeable activity onsite.

If a client wishes to cancel a “booking”, the client must notify DAFF no less than one business day (24 hours) prior to the “booked” time that the service is no longer required. Where DAFF is unable to reallocate those services to another booking a failure to provide sufficient notice will result in the client being charged for the cancelled service.

No pro-rata applies to fees and charges referenced in these guidelines unless specifically stated otherwise.

Multi-commodity Establishments

Fees for services are to be applied at the rate applicable to the service provided to each commodity. That is, the components audited or inspected for a specific commodity are subject to fees for services that apply for that commodity. For the elements across all or a number of commodities, then the time should be split equally between the commodities services to the nearest 15 minutes. Where it is not possible to split a 15 minute block the charge should be applied in respect of the most prevalent operation at the establishment. For example:

An inspection for an establishment registered to store fish and dairy takes one hour, the first half is spent on common elements, the next 15 minutes on requirements specific to fish and the last 15 minutes on requirements specific to dairy. Charging applies as follows;

- 1st half hour = 15 minutes fish, 15 minutes dairy
- Next 15 minutes = 15 minutes fish
- Last 15 minutes = 15 minutes dairy

An inspection for an establishment registered to store fish and dairy takes 45 minutes. The entire inspection is spent on common elements for both commodities. The establishment’s most prevalent operation is the storage of dairy products. Charging applies as follows;

- 1st half hour = 15 minutes fish, 15 minutes dairy
- Last 15 minutes = 15 minutes dairy

Fish & Egg Export Programs

Fees-for-service rates are charged in quarter hour units. All fee-for-service charges are rounded up to the nearest quarter hour.

Dairy Export Program

Fees-for-service rates are charged in quarter hour units. All fee-for-service charges are rounded up to the nearest quarter hour.

Non-prescribed Goods Export Program

Fees-for-service rates are charged in quarter hour units. All fee-for-service charges are rounded up to the nearest quarter hour.

Section 3.2.6 – Administration (Internal Use Only)

Annual, monthly and regular ongoing quarter hourly meat export servicing arrangements provided to registered establishments are to be entered into the MFFS application. Recalculations and pro-rata charging is managed manually outside of MFFS and should be emailed to the Food Division Management Accounting unit in ACT Office (exportbusinessservices@daff.gov.au).

All other fee-for-service activities are to be invoiced using the ELSA application

Item Codes – Meat, Fish, Dairy, Egg and Non-Prescribed Goods

Item codes for invoicing fee-for-service activities are provided at **Appendix A**

Section 3.3 – Export Certification Fees

DAFF issues export certification to facilitate the entry of Australian product into overseas markets. Export certification may be issued electronically through the DAFF export documentation system (EXDOC) or manually by DAFF staff within the DAFF Regional Offices. Export certification charges apply to the issuance of the following documents for the export of meat, fish, dairy, egg and non-prescribed goods:

- Export permits – permits of authority for the export of prescribed goods from Australia
- Government certificates – government to government certificates required to certify that products meet an importing country’s requirements
- Any other document – any document other than an export permit or government certificate issued by DAFF to support or facilitate the export of products from Australia

The charging structure is based on the level of manual intervention required to issue certification. Certification services delivered by the DAFF Meat, Dairy, Fish and Egg Export Programs are broadly categorised into the following:

- Electronic certification
- Manual certification
- Replacement certification

This approach is taken to allow charges to reflect the costs associated with the varying degree of effort required in their issuance.

Section 3.3.1 Meat Export Program Certification Fees

Fee/Charge Type	Unit	Charge
Certification		
Electronic Certificate	Certificate	\$49.00
Other Electronic Document	Document	\$49.00
Manual Certificate	Certificate	\$100.00
Other Manual Document	Document	\$100.00
Replacement Certificate	Certificate	\$500.00

*Item codes are provided in Appendix A

EXDOC Certification fees

Apply to each:

- *export permit*
- *government certificate and;*
- *other document*

issued by the EXDOC system

Manual Certification fees:

Apply to each:

- *export permit*

- *government certificate* and;
- *other document*

that are not issued by the EXDOC system

Replacement certificate fees:

- Apply to the replacement of *government certificates* whether issued by EXDOC or manually
- Do not apply to documents that accompanied the original *government certificate* which require reissue. The reissue of these documents will be charged at the relevant EXDOC or Manual certification rate.

Section 3.3.2 Fish & Egg Export Program Certification Fees

Fee/Charge Type	Unit	Charge
Certification		
Electronic Permit	Permit	\$33.00
Electronic Certificate	Certificate	\$33.00
Electronic Other Document	Document	\$33.00
Manual Permit	Permit	\$100.00
Manual Certificate	Certificate	\$100.00
Manual Other Document	Document	\$100.00
Replacement Certificate	Certificate	\$500.00

*Item codes are provided in Appendix A

EXDOC Certification fees

Apply to each:

- *export permit*
- *government certificate* and;
- *other document*

issued by the EXDOC system

Manual Certification fees:

Apply to each:

- *export permit*
- *government certificate* and;
- *other document*

that are not issued by the EXDOC system

Replacement Certificate fees:

- Apply to the replacement of *government certificates* whether issued by EXDOC or manually
- Do not apply to documents that accompanied the original *government certificate* which require reissue. The reissue of these documents will be charged at the relevant EXDOC or Manual certification rate.

Section 3.3.3 Dairy Export Program Certification Fees

Fee/Charge Type	Unit	Charge
Certification		
EXDOC Certificate	Certificate	\$21.00
Manual Certificate	Certificate	\$100.00
Replacement Certificate	Certificate	\$500.00

*Item codes are provided in Appendix A

EXDOC Certification fees

Apply to each:

- *export permit*
- *government certificate* and;
- *other document*

issued by the EXDOC system

Manual Certification fees:

Apply to each:

- *export permit*
- *government certificate* and;
- *other document*

that are not issued by the EXDOC system

Replacement certificates fees:

- Apply to the replacement of *government certificates* whether issued by EXDOC or manually
- Do not apply to documents that accompanied the original government certificate which require reissue. The reissue of these documents will be charged at the relevant EXDOC or Manual certification rate.

Section 3.3.4 Certification Fees for Non-Prescribed Goods

Fee/Charge Type	Unit	Charge
Certification		
General		
EXDOC Certificate	Certificate	\$55.00
Manual Certificate	Certificate	\$76.00
Subject to conditions to meet importing country requirements		
EXDOC Certificate	Certificate	\$112.00
Manual Certificate	Certificate	\$133.00

*Item codes are provided in Appendix A

General Certification

Applies to requests for Export Certification where DAFF is not required to maintain a regular audit program for the export of products to a particular export market.

EXDOC Certification fees:

- Apply to *government certificates* and *any other documents* issued by the EXDOC system

Manual Certification fees:

- Apply to *government certificates* and *any other documents* that are not issued by the EXDOC system

Subject to conditions to meet importing country requirements

Applies to requests for Export Certification where DAFF is required to maintain a regular audit program for the export of products to a particular export market.

EXDOC Certification fees:

- Apply to *government certificates* and *any other documents* issued by the EXDOC system

Manual Certification fees:

- Apply to *government certificates* and *any other documents* that are not issued by the EXDOC system

Replacement fees are not applicable to certificates issued for non-prescribed goods as these certificates cannot be replaced and a new certificate must be issued. Standard charges apply for the new certificates and associated fee for service activity.

Section 3.3.5 Charging Principles

EXDOC Certification fees

All documents issued within a calendar month are compiled and invoiced monthly.

Where a manual certificate is issued as a result of Departmental IT outages, the EXDOC rate will apply to the issuance of manual certification.

Where the development of an electronic solution is planned but not yet available and manual certificates must therefore be issued, the EXDOC rate will apply to the issuance of manual certification. This should only occur as directed by the National Documentation Services Section.

Manual Certification fees

Invoices for manual certification are invoiced as close as practicable to the date of service.

Replacement Certification fees

Do not apply where the certificate is required to be replaced as a result of the absence of a Departmental seal, official mark or officer's signature.

Do not apply where the *government certificate* is replaced as a result of changes to the date of departure, transportation details or where there have been changes to importing country requirements and where these changes could not have been reasonably ascertained by the client prior to the issue of the original *government certificate*.

Invoices for replacement certification are invoiced as close as practicable to the date of service.

Section 3.3.6 Administration (Internal Use Only)

EXDOC Certification fees

Fees for certification issued through the EXDOC system are invoiced via an electronic upload to the Departmental Finance System (QSP) on a monthly basis. This process is managed by the Food Division Management Accounting unit.

Manual certification fees

Fees for manual certification are invoiced through the ELSA application. This process is managed through the relevant Regional Documentation Services Section.

Replacement certificates fees

Fees for replacement certification are invoiced through EXDOC, the ELSA application or through a manual request for invoice. Replacement certificates are managed by the National Documentation Services Section. Appropriate delegations must be exercised where a replacement certificate fee is not to apply.

Item Codes

Item codes for certification fees are provided at **Appendix A**

Section 3.4 – Overtime and Shift Loading Fees

At a client’s request, DAFF may provide services outside normal working hours. The provision of services outside normal working hours requires DAFF to pay overtime and shift penalties which are recovered through the imposition of overtime and shift fees. Where overtime is not continuous with ordinary duty, a minimum charge for the provision of overtime services is applied.

Section 3.4.1 Meat Export Program Overtime and Shift Loading Fees

Fee/Charge Type	Unit	Charge
Overtime and Shift		
Food Safety Meat Assessor		
Overtime - Single time	Qtr Hour	\$10.43
Overtime - Time and half	Qtr Hour	\$15.64
Overtime - Double time	Qtr Hour	\$20.86
Overtime - Double time and half	Qtr Hour	\$26.07
Overtime - Single time (non-continuous)	4hr Min	\$166.88
Overtime - Time and half (non-continuous)	4hr Min	\$250.24
Overtime - Double time (non-continuous)	4hr Min	\$333.76
Overtime - Double time and half (non-continuous)	4hr Min	\$417.12
Shift loading - Weekday	Qtr Hour	\$1.57
Shift loading - Saturday	Qtr Hour	\$5.22
Shift loading - Sunday	Qtr Hour	\$10.43
Shift loading - Public Holiday	Qtr Hour	\$15.65
Veterinary Officer		
Overtime - Time and half	Qtr Hour	\$24.26

Overtime - Double time	Qtr Hour	\$32.34
Overtime - Double time and half	Qtr Hour	\$40.43
Overtime - Time and half (non-continuous)	3hr Min	\$291.12
Overtime - Double time (non-continuous)	3hr Min	\$388.08
Overtime - Double time and half (non-continuous)	3hr Min	\$485.16
Shift loading - Weekday	Qtr Hour	\$2.43
Shift loading - Saturday	Qtr Hour	\$8.09
Shift loading - Sunday	Qtr Hour	\$16.17
Shift loading - Public Holiday	Qtr Hour	\$24.26

*Item codes are provided in Appendix A

Section 3.4.2 Fish and Egg Export Programs Overtime Fees

Fee/Charge Type	Unit	Charge
Overtime		
Time and Half - Continuous	Qtr Hour	\$16.45
Time and Half - Non- Continuous (3hr min)	3hr Min	\$197.40
Double Time - Continuous	Qtr Hour	\$21.93
Double Time - Non- Continuous (3hr min)	3hr Min	\$263.16
Double Time and Half - Continuous	Qtr Hour	\$27.41
Double Time and Half - Non- Continuous (3hr min)	3hr Min	\$328.92

*Item codes are provided in Appendix A

Section 3.4.3 Dairy Export Program Overtime Fees

Fee/Charge Type	Unit	Charge
Overtime		
Time and Half - Continuous	Qtr Hour	\$12.00
Time and Half - Non- Continuous (3hr min)	3hr Min	\$144.00
Double Time - Continuous	Qtr Hour	\$16.00
Double Time - Non- Continuous (3hr min)	3hr Min	\$192.00
Double Time and Half - Continuous	Qtr Hour	\$20.00
Double Time and Half - Non- Continuous (3hr min)	3hr Min	\$240.00

*Item codes are provided in Appendix A

Section 3.4.4 Charging Principles

Overtime and shift loading fees are imposed in addition to relevant fee-for-service and/or certification rates and are applied when they are payable to the officer providing the service. Overtime fees are imposed on a quarter hourly basis.

Minimum overtime charges are payable where the service provided is not continuous with ordinary duty. Minimum charges are set in accordance with the minimum loadings payable to officers.

- FSMA – minimum 4 hour charge (or 16 qtr hour units)

- All other – minimum 3 hour charge (or 12 qtr hour units)

Meat Export Program

Services provided on an overtime or shift basis within a calendar month are compiled and invoiced in arrears on a monthly basis.

Fish, Dairy and Egg Export Programs

Services provided on an overtime basis are invoiced as close as practicable to the date of the service.

Section 3.4.5 Administration (internal use only)

Meat Export Program

Overtime and shift loading fees are invoiced through the Meat Overtime System (MOTS) and are managed centrally via a monthly automated upload.

Fish and Dairy Export Programs

Overtime fees are invoiced through the ELSA application with data entered by relevant Regional Office.

Section 3.5 Miscellaneous charges

Description	Unit	Charge
Meat Export Licence	Annual	\$500
Exemption from Export Control Orders – First Application – Fish or Eggs	Half Hour	\$75 with minimum charge of \$150
Exemption from Export Control Orders – Second Application – Fish or Eggs	Half Hour	\$83.30 with minimum charge of \$250
Exemption from Export Control Orders – Third or Subsequent Application – Fish or Eggs	Half Hour	\$83.30 with minimum charge of \$500

*Item codes are provided in Appendix A

Meat Export License

Exporters of Beef, Sheep or Goat are required to hold a license to export for which a license fee applies.

Exemptions

Exporters may apply for an exemption from the relevant export control orders in respect to the export of products from Australia

Section 3.5.1 Administration (Internal Use Only)

Export License charge may be invoiced through a manual invoice request processed through the National Establishment Registration Section or alternatively payment may be made prior to or at the time of service through QSP cash receipting processes.

Item Codes

Item codes for miscellaneous charges are provided at **Appendix A**

SECTION 4 – COLLECTION ARRANGEMENTS

Section 4.1 – Payment of fees and charges

Where the full cost of the service can be determined prior to the provision of service the fee is payable on the demand of an authorised officer.

In all other cases an invoice will be issued and payment is due in accordance with the terms detailed on the invoice. A penalty fee at the rate of 20% per annum applies where fees payable for services remain unpaid after the due date. Penalties are applied to all outstanding amounts on a monthly basis.

Section 4.2 – Sanctions for non-Payment of Debt

DAFF Export Programs operate under cost-recovery arrangements and closely monitor outstanding debt. Where debt remains outstanding, a range of sanctions are available to DAFF including withdrawal of further services and suspension or revocation of the export registration of an establishment.

Section 4.2.1 – Withdrawal of Services

Where fees for inspection services remain unpaid 14 days after the due date an action for the withdrawal of inspection services will commence. Once inspection services are withdrawn no further inspection services will be provided to the company or individual until the outstanding debt is satisfied in full.

Where fees for certification services remain unpaid 14 days after the due date an action for the withdrawal of certification services will commence. Once certification services are withdrawn no further certification services will be provided to the company or individual until the outstanding debt is satisfied in full.

Clients with an extended history of non-payment of may be required to pay for inspection and/or certification services on an upfront basis.

Section 4.2.2 – Suspension of Registration

Where fees payable under the *Export Control Act 1982*² remain unpaid 30 days after the due date for payment then notice may be given that export registration will be suspended. The Secretary (or their delegate) must give the client eight (8) days' notice that a registration will be suspended prior to suspension taking effect.

Section 4.2.2 – Revocation of Registration

Where fees payable under the *Export Control Act 1982*² remain unpaid 90 days after a registration has been suspended then notice may be given that the registration will be revoked.

² Fees payable under the *Export Control Act 1982* including all registration, inspection, certification or and penalty fees imposed in respect to the export of prescribed and non-prescribed goods from Australia.

Appendix A
Meat Export Program Fees and Charges

Item Code	Project	Description	Charge Unit	Price
Fees For Services - FSMA's				
SMFFAO11	124525	FSMA – Annual (\$117,489)	Monthly	\$9,790.75
SMFFAO11R	124525	FSMA - Annual (Rebate) (-\$70,488)	Monthly	-\$5,874.00
SMFFMO11	124525	FSMA - Monthly	Monthly	\$10,681.00
SMFFMO11R	124525	FSMA - Monthly (Rebate)	Monthly	-\$5,874.00
SMFFQHO11	124525	FSMA - 1/4 Hour	Quarter Hour	\$30.00
SMFFAAO11	124525	FSMA - Annual (additional) (\$142,119)	Monthly	\$11,843.25
SMFFAMO11	124525	FSMA - Monthly (additional)	Monthly	\$12,920.00
Fees For Services - VO's				
SMFVA1O11	124526	VO - Annual (\$182,394)	Monthly	\$15,199.50
SMFVA2O11	124526	VO - Annual (Non-FSMA) (\$182,394)	Monthly	\$15,199.50
SMFVA2O11R	124526	VO - Annual (Non-FSMA) Rebate (-\$35,244)	Monthly	-\$2,937.00
SMFVM1O11	124526	VO - Monthly	Monthly	\$16,582.00
SMFVM2O11	124526	VO - Monthly (Non-FSMA)	Monthly	\$16,582.00
SMFVM2O11R	124526	VO - Monthly (Non-FSMA) Rebate	Monthly	-\$2,937.00
SMFVQHO11	124526	VO - 1/4 Hour	Quarter Hour	\$39.00
Fees For Services - ATM's				
SMFAQHO11	124109	ATM - 1/4 Hour	Quarter Hour	\$108.00
Overtime & Shift - FSMA's				
SMOF1O11	124525	FSMA O/T - Single time	Quarter Hour	\$10.43
SMOF2O11	124525	FSMA O/T - Time & half	Quarter Hour	\$15.64
SMOF3O11	124525	FSMA O/T - Double time	Quarter Hour	\$20.86
SMOF4O11	124525	FSMA O/T - Double time&half	Quarter Hour	\$26.07
SMOF5O11	124525	FSMA O/T - Single time (non-cont)	4 hr Minimum	\$166.88
SMOF6O11	124525	FSMA O/T - Time & half (non-cont)	4 hr Minimum	\$250.24
SMOF7O11	124525	FSMA O/T - Double time (non-cont)	4 hr Minimum	\$333.76
SMOF8O11	124525	FSMA O/T - Double time&half (non-cont)	4 hr Minimum	\$417.12
SMSF1O11	124525	FSMA Shift - Weekday	Quarter Hour	\$1.57
SMSF2O11	124525	FSMA Shift - Saturday	Quarter Hour	\$5.22
SMSF3O11	124525	FSMA Shift - Sunday	Quarter Hour	\$10.43
SMSF4O11	124525	FSMA Shift - Public Holiday (ord)	Quarter Hour	\$15.65
Overtime & Shift - VO's				
SMOV1O11	124526	VO O/T - Time & half	Quarter Hour	\$24.26
SMOV2O11	124526	VO O/T - Double time	Quarter Hour	\$32.34
SMOV3O11	124526	VO O/T - Double time & half	Quarter Hour	\$40.43
SMOV4O11	124526	VO O/T - Time & half (non-cont)	3hr Minimum	\$291.12
SMOV5O11	124526	VO O/T - Double time (non-cont)	3hr Minimum	\$388.08
SMOV6O11	124526	VO O/T - Double time & half (non-cont)	3hr Minimum	\$485.16
SMSV1O11	124526	VO Shift - Weekday	Quarter Hour	\$2.43
SMSV2O11	124526	VO Shift - Saturday	Quarter Hour	\$8.09
SMSV3O11	124526	VO Shift - Sunday	Quarter Hour	\$16.17
SMSV4O11	124526	VO Shift - Public holiday (ord)	Quarter Hour	\$24.26
Registration				
SMR01O11	124104	Registration Application	Application	\$600.00
SMR02O11	124104	Abattoir (inc Game, Pork & Tier1)	Monthly	\$840.00
SMR03O11	124104	Through Put - Full Unit	Each	\$0.70
SMR04O11	124104	Through Put - Pig	Each	\$0.24
SMR05O11	124104	Through Put - Sheep/Goat/Lamb	Each	\$0.18
SMR06O11	124104	Through Put - Deer/Game Deer	Each	\$0.14
SMR07O11	124104	Through Put - Emu/Ostrich	Each	\$0.10
SMR08O11	124104	Through Put - Calf	Each	\$0.07
SMR09O11	124104	Through Put - Kangaroo/Wild Boar	Each	\$0.05
SMR10O11	124104	Through Put - Rabbit/Possum/Hare	Each	\$0.02
SMR11O11	124104	Through Put - Tripe/RTE	Each	\$0.02
SMR12O11	124104	Casings	Monthly	\$840.00
SMR13O11	124104	Storage & Transportation	Monthly	\$840.00
SMR14O11	124104	Poultry	Monthly	\$1,250.00
SMR15O11	124104	Further Processing	Monthly	\$1,250.00

SMR16O11	124104	Independent Boning rooms	Monthly	\$1,250.00
Certification				
SMCEXDO11	124104	Certificate - Electronic	Document	\$49.00
SMCMANO11	124104	Certificate - Manual	Document	\$100.00
SMCREPO11	124104	Certificate - Replacement	Document	\$500.00
SMCOTH011	124104	Certificate - Other	Document	\$100.00
Miscellaneous				
SMEDML	124104	Meat Export License	License	\$500.00

Note: The price shown for the annual rate represents the monthly invoicing value

Fish and Egg Export Programs Fees and Charges

Item Code	Project	Description	Charge Unit	Price
Fee For Service				
SFFFS11	123923	Fee-For-Service	Quarter Hour	\$50.00
Overtime				
SFOTH11	123923	Time & Half - Continuous	Quarter Hour	\$16.45
SFOTHNC11	123923	Time & Half - Non-Cont	3hr Min	\$197.40
SFODT11	123923	Double Time - Continuous	Quarter Hour	\$21.93
SFODTNC11	123923	Double Time - Non-Cont	3hr Min	\$263.16
SFODTH11	123923	Double Time & Half - Continuous	Quarter Hour	\$27.41
SFODTHNC11	123923	Double Time & Half - Non-Cont	3hr Min	\$328.92
Registration				
SFR111	123923	Registration Application	Application	\$600.00
SFR211	123923	Storage Establishment - Fish	Year	\$1,835.00
SFR311	123923	Vessel (Preparation Not Direct Export)	Year	\$1,223.00
SFR411	123923	Vessel (Preparation Direct Export)	Year	\$2,446.00
SFR511	123923	Land Establishment- Live Only	Year	\$1,223.00
SFR611	123923	Land Establishment - Processing	Year	\$2,446.00
SFR711	123923	Egg Establishment	Year	\$1,835.00
Certification				
SFCELP11	123923	Electronic Permit	Permit	\$33.00
SFCELC11	123923	Electronic Certificate	Certificate	\$33.00
SFCELO11	123923	Electronic Other Document	Document	\$33.00
SFCMP11	123923	Manual Permit	Permit	\$100.00
SFCMC11	123923	Manual Certificate	Certificate	\$100.00
SFCMO11	123923	Manual Other Document	Document	\$100.00
SFCREP11	123923	Certificate - Replacement	Certificate	\$500.00
Exemptions				
SPXE1	123923	1st applic/year \$75 ½ Hr-min\$150	Application	\$150.00
SPXE2	123923	2nd applic/year\$83.30 ½ Hr-min\$250	Application	\$250.00
SPXE3	123923	3 rd or subsequent applic/year additional ½ Hr-\$83.30-min\$500	Application	\$500.00

Dairy Export Program Fees and Charges

Item Code	Project	Description	Charge Unit	Price
Fee For Service				
SDFFS09	123925	Fee-For-Service - (1/2 Hr Min)	Quarter Hour	\$33.00
Overtime				
SDODTA09	123925	Double Time - Continuous	Quarter Hour	\$16.00
SDODTB09	123925	Double Time - Non-Cont	3hr Min	\$192.00
SDODTHA09	123925	Double Time & Half - Continuous	Quarter Hour	\$20.00
SDODTHB09	123925	Double Time & Half - Non-Cont	3hr Min	\$240.00
SDOHA09	123925	Time & Half - Continuous	Quarter Hour	\$12.00
SDOTHB09	123925	Time & Half - Non-Cont	3hr Min	\$144.00
Registration				
SDR109	123925	Corp/Co-Op Exporting >2000 Tns	Year	\$7,729.00
SDR209	123925	Corp/Co-Op Exporting <2000 Tns	Year	\$4,275.00
SDR309	123925	Storage Establishment - Dairy	Year	\$1,820.00

SDR409	123925	Registration Application	Year	\$600.00
Certification				
SDCEXD09	123925	Certificate - EXDOC	Document	\$21.00
SDCMAN09	123925	Certificate - Manual	Document	\$100.00
SDCREP09	123925	Certificate - Replacement	Document	\$500.00

Non-Prescribed Goods Program Fees and Charges

Item Code	Project	Description	Charge Unit	Price
Fee For Service				
SNPGFFS09	123920	Fee-For-Service - NPG	Quarter Hour	\$40.00
Certification				
SNPGE09	123920	General Export Cert – EXDOC Issue	Document	\$55.00
SNPGAA09	123920	Export Cert – issued under AA - EXDOC	Document	\$112.00
SNPGM09	123920	General Export Cert – Manual Issue	Document	\$76.00
SNPGMAA9	123920	Export Cert – issued under AA - Manual	Document	\$133.00

Appendix B - Changes to agreed allocation of on-plant services provided by the Meat Export Program

DAFF may supply meat inspection services on a monthly or annual basis. Services supplied in this manner are managed under written agreement between the delegate of the Secretary (typically the Assistant Regional Manager responsible for Exports) and the export registered establishment. The services outlined in such an agreement are referred to as the agreed allocation.

Notice to be provided to the delegate of the Secretary

Notice is to be given to the delegate of the Secretary in writing by the establishment.

Where a delegate of the Secretary becomes aware of a reduction in the required allocation through other means, notice is taken as being received on the day the delegate becomes aware.

Notice provisions for reduction in the agreed allocation of services

Notice provisions apply to a reduction of the agreed allocation

- For services allocated on an annual or monthly basis – four (4) weeks notice must be provided to the delegate of the Secretary for a reduction in the agreed allocation

Reduction in allocation where sufficient notice is provided

Where sufficient notice is provided for a reduction in annual or monthly allocations, a pro-rata calculation is applied to the rate. The payable fee will represent the costs from the first day of the month in which the service ceases to the day on which the services cease.

Reduction in allocation where Insufficient Notice is provided

Where insufficient notice is provided for a reduction in annual or monthly services the fees will continue to be applied for a period of 4 weeks from the day the delegate of the Secretary is made aware of the reduction request.

No pro-rata will be applied to any charges imposed within the 4 week period except where unwanted inspection services are allocated to another establishment.

Recalculation of charges where the agreed allocation of annual services are reduced

Where services allocated on an annual basis are reduced, charging will be recalculated as if the services were allocated on a monthly basis.

Notification of shutdown period

Where services are allocated on a monthly basis and at least two (2) weeks notice is provided in advance of a shutdown period, no fee will be payable for the shutdown period. A pro-rata calculation will be applied to the monthly charges during which DAFF services are not required.

The shutdown provision does not apply to registered establishments that have any inspection services allocated on an annual basis.