



Australian Government

Department of Agriculture,
Fisheries and Forestry

Departmental Charging Guidelines

Biosecurity, Imported Foods and Export Regulatory Functions

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Acknowledgement of Country

We acknowledge the Traditional Custodians of Australia and their continuing connection to land and sea, waters, environment and community. We pay our respects to the Traditional Custodians of the lands we live and work on, their culture, and their Elders past and present.

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Introduction

The Departmental Charging Guidelines provide instruction about the application of the Department of Agriculture, Fisheries and Forestry's biosecurity and export certification fees and charges applicable to biosecurity, imported food, live animal export, plant export and food export programs.

The guidelines provide guidance to industry and the public about the department's charges that apply to biosecurity, imported food or export certification functions. They do not include other charges applied by commercial entities such as custom brokers, freight forwarders, express carriers, cold stores, abattoirs, pack houses, third party authorised officers and other entities in the import and export logistics process.

Learn more about the department's cost recovery legislation and policy authority, and access specific information on the fees and charges that apply to each arrangement in your in our [Cost Recovery Implementation Statements](#) (CRISs).

The department's [service charter](#) outlines the service standards we provide, who our clients are, what our role is, what your rights are and how you can help us improve and deliver our functions.

Email costrecovery@agriculture.gov.au for more information about cost recovery.

This document supersedes all previous versions of the guidelines.

Scenarios and examples are intended to help explain the application of fees and charges. These guidelines and scenarios are indicative examples only and may not reflect the actual time taken to conduct a particular activity or include additional fees that may apply in some circumstances. The details of the specific fees and charges payable, and the exact calculation methodology applicable, are set out in the relevant [legislative instruments](#) listed in the [Biosecurity](#) and [Export](#) CRIS. If you have specific questions about cost recovery charges, email costrecovery@aff.gov.au for detailed advice.

1 General provisions

This document outlines the charges applied by departmental officers undertaking biosecurity, imported food and export regulatory functions. It also provides guidance on the application of charges for each activity performed, noting that the official requirements are set out in the relevant legislation and identified in each CRIS.

Charges apply to activities in Australia and may apply to its external territories. Activities that occur offshore (outside Australia and its external territories) are charged under contractual agreements. Please contact the department for further information relating to any offshore proposals.

1.1 Fee bearing or chargeable services

Where the department directly intervenes in the import or export process for a particular regulated entity, i.e. regulatory functions provided directly to an individual or organisation, charges may apply.

Chargeable services relate to regulatory activities performed in relation to food and may include assessment, issue of approval or other relevant documentation, inspection, treatment, audit, analysis, training or other chargeable service in relation to food.

Fee-bearing activities may include assessment, inspection, husbandry and audit and may be in addition to other regulatory activities the department performs (see [Attachment A](#) for more details).

Fee-bearing **assessment** activities include assessment of:

- applications for import or export permits and certificates
- applications for approved arrangements, food import compliance agreements (FICA) and approved export programs
- applications for registration and licencing
- applications for notices of intention
- applications for accredited properties for plant exports
- applications for exemption under Export Control legislation
- applications for Exporter Supply Chain Assurance System (ESCAS)
- applications for External Authorised Officers including Accredited Veterinarians
- import documentation against import conditions for biosecurity and imported food
- requests received by Biosecurity Industry participant (BIP) to treat, export, and/or dispose of goods
- requests received by BIPs for lapsed direction timeframes without prior notice
- treatment results
- analytical test results

Fee-bearing **inspection** activities include:

- preparatory work required to conduct an inspection
- reviewing the department's or an import country's import conditions and/or permits
- reviewing documents to determine inspection requirements to meet eligibility for export
- travel from the agreed meeting place with the regulated entity to the inspection area
- time waiting for the regulated entity or consignment to be ready
- staff from the regulated entity providing work, health and safety induction
- performing inspection activities, including both physical and virtual examination of a consignment
- giving directions and/or organising follow-up activities, such as treatments required as a result of an inspection
- completing consignment-specific paperwork post inspection
- releasing consignments/goods
- applying departmental seals

Fee-bearing **husbandry** activities include:

- care and maintenance of animals, eggs or plants
- transport, housing, feeding, cleaning of facilities and daily monitoring
- administration of medication
- supervision of on-site visitation at the department's Post Entry Quarantine (PEQ) facility.

Fee-bearing **audit** activities include:

- on-site and off-site meetings with staff from the regulated entity to discuss requirements as part of an application
- providing formal notification of the audit
- pre-audit activities including undertaking trace forward and trace back exercises
- conducting the audit whether in person, remotely or as a desktop audit
- staff from the regulated entity providing work, health and safety induction to the department officers
- audit report writing following audit activities including management of corrective action requests such as issuing of warning letters

Definitions of common chargeable activities and terms are in the [glossary](#).

Additional details on common elements of chargeable activities are at [Attachment A](#). Note this is not exhaustive and charges may apply for other regulatory functions performed for regulated entities across the department's cost recovery arrangements.

1.2 Non-fee bearing activities

The department undertakes a range of activities in support of biosecurity, imported food and export systems that have broad benefits and do not relate to individual consignments or premises. These activities, although not fee-bearing, are cost recovered via cost recovery charges. Further examples are provided in [Attachment A](#).

Program management and administration activities include:

- workforce and business management
- business system administration
- stakeholder engagement
- policy and instructional material
- business improvement.

The department also undertakes a range of activities that direct support our regulatory activities.

These activities, although not fee-bearing, are recovered via charges and may include:

- organising initial appointments
- staff training, assessment or mentoring
- attending general phone and email enquiries.

Additional details about common elements of non-fee bearing activities are in [Attachment A](#) and can also be found in the [Biosecurity CRIS](#) or relevant [Agricultural Export CRIS](#) for each arrangement.

1.3 Administrative arrangements

1.3.1 Multiple staff requirement

In cases where multiple staff are required to provide a pre-arranged activity, the relevant fee is applied for each officer performing the service. The option to have multiple staff is agreed to in consultation with the regulated entity at the time of booking the appointment. Note there are certain circumstances under which the department must deploy at least 2 officers for work health and safety reasons.

1.3.2 Multiple commodity audit

Where a fee-bearing activity is undertaken across multiple export commodities, the rate applied is based on the commodities audited, rather than the commodities for which the establishment is registered. If the establishment prepares more than one export commodity, the export fee is divided across the commodities audited.

Scenario 1 Audit of a multiple commodity premises

An establishment is registered for the storage of meat, dairy and seafood products. The facility is audited quarterly for meat due to importing country requirements. At each quarterly audit, the audit scope includes

elements common to dairy and seafood, as well as meat. The time spent at audit is equally divided across the 3 commodities and is charged at the fee rate applicable to each. For example, if the quarterly audit takes 3 hours, the fee rate charged is one hour at the meat rate, one hour at the dairy rate and one hour at the seafood rate.

The same approach applies for applicable fee-bearing activities associated with the assessment of applications for multi-commodity registrations, variations that affect more than one commodity and site visits.

1.3.3 Multiple purpose activity

Where an audit of a premise/establishment is undertaken for the purposes of satisfying both biosecurity and export legislation (e.g. a storage facility operating under a biosecurity approved arrangement and registered for the export of one or more commodities), biosecurity and export fee rates are applied separately but are not cumulative. Fees are applied once for the audit time, though they are to be split across the biosecurity and export fees. For clarity, fees are to be apportioned across the biosecurity and export charges based on the time dedicated to the arrangement/commodity specific elements audited. This should include elements common to all arrangements/commodities.

Scenario 2 Audit of a multiple purpose premises

The audit of a premise registered to both store food for export and goods subject to biosecurity control under an approved arrangement takes 5 hours. The audit includes an examination of elements common to both systems and elements specific to biosecurity and to exports. The export commodity fee is applied for 2 and a half hours, and the biosecurity fee is applied for the remaining 2 and a half hours.

If the establishment prepares more than one export commodity, the export fee is divided across the commodities audited (see Scenario 1 Multiple Commodity Activity).

1.3.4 Multiple inspection booking

Where a person or organisation has booked the department to undertake consecutive inspections at the one facility, charges apply as follows:

- **Inspections** – all charges specific to an individual inspection will be applied to the respective consignment and invoiced to the importer or their agent. An additional invoice may be applied to the booking requester, i.e. the approved arrangement, where the time booked is greater than the service delivered. [section 1.3.8](#) refers.
- **Booking/Billing Entries (BBE)** including manual entries – all charges specific to the booking will be applied to the BBE and invoiced to the approved arrangement, [section 2.5.1](#).

The department endeavours to provide biosecurity and export certification functions in the most efficient and effective manner to support industry. Invoices will only be split where the time booked for multiple inspections is less than the activities performed.

Scenario 3 Daily 3-hour pre-arranged recurring booking at approved arrangement site

A biosecurity industry participant has an approved arrangement operating close to a large port. It has a daily 3 hour pre-arranged recurring booking for a departmental officer to attend the site and conduct inspections for

multiple importers on various Full Import Declarations (FIDs) or AIMS entries. The officer attends the approved arrangement premises at the booked time of 9:00 am. The officer completes 2 tailgate inspections on separate FIDs, which take 15 minutes each. The officer then inspects a small consignment of personal effects (PE) which takes 30 minutes. The officer is then requested to inspect 4 used vehicles on a single FID, which takes 45 mins in total. The officer is then told that there are no further inspections available on the premises. As the officer has only charged for 1 hour and 45 minutes out of a total of 3 hours for the pre-arranged booking, the officer then generates a record of service issued to the regulated entity for the 1 hour and 15 minutes of unused inspection time. Table 1 shows the cumulative time to be invoiced.

Table 1 Scenario 3 Time taken

Activity charged	Time taken	Total time (cumulative)
Tailgate 1 (FID)	15 minutes	15 minutes
Tailgate 2 (FID)	15 minutes	30 minutes
PE consignment (AIMS Entry)	30 minutes	1 hour
4 used vehicles (FID)	45 minutes	1 hour 45 minutes
Regulated entity approved arrangement	1 hour 15 minutes	3 hours

Scenario 4 Booked and Billing Entry (BBE) appointment time underutilised

An international removals company operating an approved arrangement, has a pre-arranged appointment for a departmental officer to attend the site each Tuesday morning for 4 hours. the company operates under a bond register, a BBE has been set up for them, and each pre-arranged appointment is recorded as a separate inspection line on the BBE.

The departmental officer arrives at site for the appointed time of 8:00 am. There are 4 inspections scheduled for the day. The first 2 jobs take 1 hour each and the other 2 take 30 minutes each. The officer records the appropriate number of units against the inspection line in the BBE. As the total inspection time is 3 hours and the pre-arranged appointment was 4 hours, the officer adds another inspection line to the BBE to charge for the 1 hour of unused inspection time. Table 2 shows the cumulative time to be invoiced.

Table 2 Scenario 4 Time taken

Activity charged	Time taken	Total time (cumulative)
Inspection 1	60 minutes	1 hour
Inspection 2	60 minutes	2 hours
Inspection 3	30 minutes	2 hours 30 minutes
Inspection 4	30 minutes	3 hours
Additional hour booked; regulated entity approved arrangement	60 minutes	4 hours

1.3.5 Remissions

Remissions may be applied to departmental fees and charges in certain circumstances. All remissions are temporary and are closely monitored to ensure their ongoing affordability. Remissions may be adjusted if trade volumes and/or costs change unexpectedly. See details of current remissions available on [the department website](#).

1.3.6 Interruptions to activities

Interruptions attributable to the regulated entity or their representatives that delay the conduct of a fee-bearing activity is part of the chargeable time refer to [section 1.1](#). Examples include delays in access being provided to a vessel or aircraft, unavailability of transport equipment or regulated entity staff to provide work, health and safety briefings. The time recorded for a service interrupted by the regulated entity is treated as a continuous period.

Scenario 5 Regulated entity interruption to a fee bearing activity

A regulated entity operating an approved arrangement requests a 2 hour inspection of cut flowers to be undertaken at a premises inspection room at 10:00 am on Wednesday. The regulated entity representative and half of the cut flowers arrive at 10:00 am. The officer inspects the flowers from 10:00 to 10:55 am. The representative of the regulated entity advises they are unable to retrieve the rest of the consignment stored in the cold room, as the forklift has broken down.

At 11:35 am the forklift is fixed, and the rest of the consignment is moved to the inspection room, and the officer resumes the inspection, finishing at 12:30 pm. The regulated entity is charged a total of 2 hours and 30 minutes, being from 10:00 am until 12:30 pm.

Where a service interruption is due to a departmental officer, the time of the interruption will not:

- be charged to the regulated entity, or
- have any impact on outside ordinary hours of service in regard to applying non-continuous fees.

Examples include interruptions caused by the officer responding to phone calls or taking rest breaks.

Scenario 6 Departmental interruption to a fee-bearing activity during ordinary hours

A fee-bearing activity commences at 9:00 am. At 10:30 am the departmental officer takes a 15-minute phone call that is not related to the fee-bearing activity. The fee bearing activity is completed at 11:30 am. The regulated entity is charged 2 hours and 15 minutes in total, being 2 hours and 30 minutes less the 15-minute interruption for the phone call.

Scenario 7 Departmental interruption to a fee-bearing activity outside ordinary hours

A regulated entity requests an urgent 3-hour inspection of horticultural product on a Saturday at 1:00 pm at an export premises. The officer arrives and commences the inspection at 1:00 pm. After 1 hour of inspection the officer is required to return to the department office, as the container seals he has brought with him are faulty. The officer returns to the premises at 2:30 pm and completes the remaining 2 hours of inspection. The regulated entity is charged a total of 3 hours out of office inspection only, as the interruption to service was caused by the officer and not the regulated entity.

1.3.7 Chargeable time

Chargeable start time in office

For time-based activity fees, such as inspections, audits and assessments, the chargeable time includes both the service and any pre or post activity in support of the service. Pre and post activity

work is included in fees that are applied per activity, such as the fee for assessment of an application for an export permit.

For chargeable activities that are undertaken in-office, the chargeable time starts when the officer commences both the activity and any pre or post support activity.

Chargeable start time out of office

For out-of-office inspections, audits and assessments the chargeable time includes both the activity and any pre or post support activity.

Where an officer travels to a regulated entity's establishment, business or a port, the on-site chargeable time of the service starts when the officer arrives at the agreed meeting place, such as the site entry point or visitor's car park.

Chargeable time includes the time to travel from the agreed meeting place with the regulated entity to the inspection area. It also includes the time to travel between inspection points within the one establishment for the one inspection event.

Charges do not ordinarily apply to surveillance activity. However, where non-compliance is detected, chargeable time starts when the department commences responding to or remediating the non-compliance. This may include additional remedial action or subsequent reinspection by the department.

Departmental officer arrives early

If an officer arrives early and is able to start work, then chargeable time starts from when the regulated entity agrees that the activity can start, even if this is before the agreed booked time.

Departmental officer arrives late

If an officer arrives late to a prearranged and confirmed inspection and is able to start work, the chargeable time starts from when both the officer and the representative of the regulated entity agree that the activity can commence.

Regulated entity delay

For all departmental regulatory activities, if an officer has been requested to attend at a specified time and arrives to find the vessel, establishment, consignment or regulated entity is not ready, the regulated entity is charged from the pre-arranged start time or from when the officer arrived, whichever is later.

The regulated entity may request that the officer wait until the vessel, establishment, consignment or staff from the regulated entity are ready. It is at the discretion of the department whether the officer remains on-site and waits, or the officer is recalled. Key considerations in this include:

- the anticipated delay (i.e. less than 1 to 2 hours, less than a day and greater than a day)
- the location type (e.g. in-office /out-of-office)
- the availability of transportation (e.g. remote locations).

The department may also take into consideration adverse impacts on other regulated entities and the history and circumstances of the regulated entity in previous delays.

Where there is a pattern of delays that occur due to action or inaction by the regulated entity or their agents, the department may consider requiring upfront payment and/or options for the prioritisation of activities based on the likelihood of demand.

Officer remains on-site during a delay

Where the officer remains on-site, the regulated entity is to be charged on a time basis until the vessel, establishment, consignment, or representative of the regulated entity are ready. This includes overtime charges where appropriate. While the officer remains on-site, they are to undertake alternate work where possible in the location (e.g. document assessment or preparation etc.), verification (e.g. surveillance) or program management (e.g. responding to general emails). This is an efficient use of the department's resources.

Officer recalled during a delay

Where the officer is recalled from a fee-bearing activity due to a delay caused by the regulated entity, the activity is to be treated as a 'cancellation with the officer on-site.' Refer to [section 1.3.8](#) on pre-arranged bookings and appointments. The activity would then need to be re booked and the usual timeframes will apply.

Chargeable finish time

For activities that are undertaken in-office, the chargeable time finishes when the activity is complete, including relevant post-service activities.

The chargeable time for an out-of-office service finishes when an officer completes the chargeable activity and returns to the pre-arranged meeting location, such as the site entry point or visitors car park.

The department aims to provide regulatory activities in the most efficient and effective manner. It is at the discretion of the department whether an activity is required to be undertaken on-site or in office. This will largely be determined by the nature of the activity.

Officers may identify, on a case-by-case basis, that some post work activities are more efficiently completed on-site enabling interaction with staff from the regulated entity to ensure the accuracy of details captured. On-site post work activities will be considered at the discretion of the officer.

Additional post inspection, audit or assessment activities may be required to complete an activity. For example, systems entry, reporting and assessing results, finalising the record of work, or releasing the consignment/goods. Such activity is to be charged at the relevant in-office rate.

1.3.8 Pre-arranged bookings and appointments

Pre-arranged booking period – booked time overstated

If an officer has been booked for service by a regulated entity to attend for a specified period of time and finds that the booking made is greater than the amount of time required to complete the task,

then the regulated entity is charged for the entire time booked for the service, regardless of whether the inspection finished earlier.

Cancellation or rescheduling of pre-arranged bookings – more than one business days’ notice

Where a pre-arranged service is cancelled with more than one business days’ notice, no charge is applied. This does not apply to meat export service arrangements where a service is being provided on a monthly basis. Refer to ‘Meat Export Cost Recovery Arrangement, ‘in [section 4.4](#).

Cancellation or rescheduling of pre-arranged bookings – with officer on site

When an officer arrives on site and a regulated entity is not ready and the pre-arranged service does not eventuate, the charge that is to be applied is the greater of:

- a minimum 15 minute fee rate, or
- the time for all preparatory work undertaken to that point and a further 15 minutes for the officer’s time taken to reschedule resources, including where booked outside ordinary hours of duty, or
- the specified period for which the activity was booked, excluding outside ordinary hours of duty.

Cancellations include, where appointments are moved due to vessel delays, establishment, or regulated entity staff delays or consignment unavailability. Where a pre-arranged booking or appointment is cancelled during a multiple consignment inspection, the charge will be applied to the person requesting the service. In the case where an agent is acting on behalf of a number of regulated entities, the agent will be charged for the cancellation.

1.3.9 Activities outside ordinary hours

The department’s ordinary hours of duty are weekdays between 6:30 am and 6:30 pm, except for functions performed in relation to meat and meat products for export, where ordinary hours of duty are weekdays between 5:30 am to 5:30 pm.

Functions performed outside ordinary hours of duty include those provided:

- on a weekday between 6:30 pm and 6:30 am, or, for those in relation to meat and meat products for export, between 5:30 pm and 5:30 am
- on a weekend, or
- on a departmental holiday.

Regulated entities requiring activities outside the ordinary hours of duty will incur the relevant fee in addition to outside ordinary hour’s charges, as detailed in Table 3.

Table 3 Outside ordinary hours fees – departmental officer and veterinarians

Biosecurity – outside ordinary hours fee	Type	OOH applied rate a	Legislated rate	Unit
In-office, continuous (weekday) – departmental officer	Fee	\$18	\$55	Per 15 minutes or part thereof
Out-of-office, continuous (weekday) – departmental officer	Fee	\$18 a	\$80	Per 15 minutes or part thereof

Biosecurity – outside ordinary hours fee	Type	OOH applied rate a	Legislated rate	Unit
In-office, non-continuous (weekday) – departmental officer	Fee	\$36 a	\$110 \$55	First 30 minutes (minimum fee) up to or including. and each additional 15 minutes or part of.
Out-of-office, non-continuous (weekday) – departmental officer	Fee	\$36 a \$18 a	\$160 \$80	First 30 minutes (minimum fee) up to or including. And each additional 15 minutes or part of.
In-office, non-continuous (Weekend or public holiday) – departmental officer	Fee	\$46 a \$23 a	\$120 \$60	First 30 minutes (minimum fee) up to or including. and each additional 15 minutes or part of.
Out-of-office, non-continuous (Weekend or public holiday) – departmental officer	Fee	\$46 a \$23 a	\$170 \$85	First 30 minutes (minimum fee) up to or including. and each additional 15 minutes or part of.
Exports – outside ordinary hours fee	Type	OOH applied rate	Legislated Rate	Units
Continuous (weekday) – veterinarian (exports only)	Fee	Not applicable	\$21	Per 15 minutes or part thereof
Non-continuous (weekday) – veterinarian (exports only)	Fee	Not applicable	\$42 \$21	30 minutes (minimum fee) per 15 minutes or part thereof thereafter
Non-continuous (Weekend or public holiday) – veterinarian (exports only)	Fee	Not applicable	\$58 \$29	30 minutes (minimum fee) per 15 minutes or part thereof thereafter

Note: Functions performed in relation to meat and meat products have separate charging arrangements for outside ordinary hours, refer to section [4.4 Meat Export Cost Recovery Arrangement](#). Out-of-hours fees apply to those functions specified in the relevant fee rule or regulation. For example, out of hours fees do not apply to export functions set out in section 2 to section 5 of the Export Control (Fees and Payments) Rules 2021. **a** Departmental officer OOH rate may appear on invoices as the full legislated rate or an incremental breakdown of this rate (Ordinary hours rate + OOH applied rate **a**).

Continuous service outside ordinary hours

Outside ordinary hours for continuous service is a fee applied where an activity commenced immediately before or immediately after the ordinary hours of duty. The outside ordinary hours continuous fee, as shown in Table 3, is charged in addition to the relevant ordinary hours time-based fees (e.g. inspections and audits) and/or unit-based fees (e.g. certificate assessment)

Non-continuous service outside ordinary hours

Outside ordinary hours fees for non-continuous activities are applied where an activity commences outside (and not immediately before or after) the ordinary hours of duty. It is charged at a minimum of 30 minutes and additional non-continuous service is then charged for each 15 minutes, or part thereof, for service that follows. The outside ordinary hours non-continuous fee is charged in addition to the relevant ordinary hours time based fees (e.g. inspections and audits) and/or unit-based fees (e.g. certificate assessment).

Scenario 8 Outside ordinary hours on a weekday (continuous)

A regulated entity requests an inspection to be undertaken at an approved arrangement beginning at 4:30 pm. The inspection lasts for 4 hours and 30 mins and is finished at 9:00 pm. For 2 hours between 4:30 to 6:30 pm

the inspection falls in the department's ordinary hours of duty. For 2 hours and 30 minutes between 6:30 to 9:00 pm the inspection falls outside ordinary hours. Fees are charged for the total inspection time of 4 hours and 30 minutes. The regulated entity is charged as follows in Table 4.

Table 4 Scenario 8 charging

Activity fee	Units	Total
Out-of-office inspection (2 hours in ordinary hours)	8 x \$62	\$496
Out-of-office inspection (2 hours 30 minutes outside ordinary hours)	10 x \$62	\$620
Outside ordinary hours (2 hours and 30 minutes continuous)	10 x \$18	\$180
Total	–	\$1,296

Scenario 9 Outside ordinary hours on a weekday (non-continuous)

A departmental officer is requested to perform an inspection of imported genetic material at a regional office. The service is requested at 5:00 am on a Wednesday morning for 1 hour. Outside ordinary hours fee is charged in addition to the fee rate for the whole inspection. The importer is charged as follows in Table 5.

Table 5 Scenario 9 charging

Activity fee	Unit	Total
In-office inspection (first 30 minutes)	1 x \$74	\$74
In-office inspection (2 x 15 minute units)	2 x \$37	\$74
Outside ordinary hours (first 30 minutes non-continuous)	1 x \$36	\$36
Outside ordinary hours (2 x 15 minute units)	2 x \$18	\$36
Total	–	\$220

Scenario 10 Outside ordinary hours on a public holiday (non-continuous)

A departmental veterinarian officer is requested to perform an inspection at a premises exporting live birds on a public holiday and the inspection (including preparation and post inspection) takes 2 hours from 6:00 to 8:00 am. Outside ordinary hours fee is charged in addition to the Live Animal Export (LAE) inspection fee rate for the whole inspection. The exporter is charged as follows in Table 6.

Table 6 Scenario 10 charging

Activity fee	Unit	Total
Out-of-office inspection (LAE) (15 minute units)	8 x \$74	\$592
Outside ordinary hours (30 minutes non-continuous)	1 x \$58	\$58
Outside ordinary hours (15 minute units)	6 x \$29	\$174
Total	–	\$824

Scenario 11 Outside ordinary hours on the weekend (non-continuous)

A regulated entity requests a tailgate inspection of their container to be undertaken on the weekend. The inspection lasts for 15 minutes. Both the outside ordinary hours and inspection fees are charged at a minimum of 30 minutes. The regulated entity is charged as follows in Table 7.

Table 7 Scenario 11 charging

Activity fees	Unit	Total
Out-of-office inspection (first 30 minutes)	2 x \$62	\$124
Outside ordinary hours (first 30 minutes non-continuous)	1 x \$46	\$46
Total	–	\$170

1.3.10 Invoice administration

The department will invoice regulated entities as close as practicable to the date of provision of the activity.

In the Meat Export Cost Recovery Arrangement, inspection functions performed within a calendar month are compiled and invoiced monthly in arrears. This includes ordinary hours of duty and outside ordinary hours (overtime) for Food Safety Meat Assessors and On-Plant Veterinarians.

1.3.11 Collection arrangements**Payments of fees and charges**

Where the full cost of the regulatory activity can be determined prior to the provision of the activity, the department may request payment upfront (i.e. before the provision of the activity). Examples of functions where the department may request payment prior to the activity being conducted include:

- import permit application charges and initial assessment fee according to the permit category
- initial assessment inspection fees for import declarations
- application charges
- variation charges
- PEQ charges
- non-HVSO personal effects.

In all other cases, when an invoice is issued payment is due in accordance with the terms detailed on the invoice.

Disputed debt

In instances where debts are queried or disputed by the regulated entity, the department will not progress with any sanctions due to the non-payment of the debt, until the issue is resolved.

Where a debt has occurred due to the regulated entity disputing the invoice and the invoice is correct, the regulated entity is liable for the original debt plus [late payment fees](#). In the same circumstance and where the invoice is incorrect, the invoice will be re-issued citing the correct amounts. Where the regulated entity has already made payment, the amount will be refunded, or credited to the regulated entity.

Sanctions for non-payment of debt

A late payment fee is applied at the rate of 20% per annum to invoices not paid at or before the payment is due per the terms stated in the invoice.

Payment for services upfront

Regulated entities with an extended history of non-payment, or where services cannot be withdrawn such as international aircraft and vessels, may be required to pay for inspection and/or certification services in advance of the service being provided.

Withdrawal of services

Action to withdraw services may commence if invoices or late payment fees are unpaid. Once services are withdrawn, no further services will be provided until the outstanding debt is paid in full or a suitable repayment plan is agreed.

Suspension of registration

Where invoices remain unpaid 30 days after the due date for payment, notice may be given that registrations will be suspended. The Secretary (or their delegate) must give the regulated entity 8 days' notice that a registration will be suspended prior to suspension taking effect.

Revocation of registration

Where invoices remain unpaid 90 days after a registration has been suspended then notice may be given that the registration will be revoked.

2 Biosecurity Cost Recovery Arrangement

Biosecurity activities undertaken by the department involve the assessment and management of the biosecurity risks arising from people, goods, conveyances (sea and aircraft vessels), live animals, plants and birds entering Australia. These activities also include assessing compliance of imported food with relevant food standards and public health and safety requirements.

Key biosecurity and imported food activities provided by the department and the applicable fees and charges are detailed in the current Biosecurity Cost Recovery Arrangement.

The general provisions set out at the beginning of these guidelines apply when determining matters such as start and finish times, chargeable time, outside ordinary hours fees and other charging matters. This chapter adds additional guidance specific to biosecurity regulatory functions undertaken by the department.

2.1 Exemptions from fees and charges

Charges do not apply for regulatory functions performed, or to applications or entries lodged or assessed, in relation to a range of matters under section 107 of the Biosecurity Regulations 2016.

Regulated entities that believe that a service that has been or will be provided by the department should be exempt, should contact the department to discuss this.

2.2 Import declaration charges

Where a Full Import Declaration (FID) for a consignment is lodged, a FID charge will apply. These charges are applied when an entry is lodged in the Department of Home Affairs' Integrated Cargo System (ICS). Import declarations that are referred to the department will incur additional fees as detailed in Table 8.

2.3 In-office and out-of-office fees

The fee or amount payable for a chargeable service for the importation of goods or conveyance activities varies depending on whether the activity is undertaken in-office or out-of-office.

The fees are detailed at Table 8. Regulatory activities include:

- inspection
- examination
- assessment
- analysis
- diagnostic service
- clearance
- treatment

- audit
- supervision
- training, or
- another service

Table 8 Import declaration charges and regulatory activity fees

Charge	Type	Legislated rate	Unit
Full Import Declaration – air	Charge	\$43	Per import declaration
Full Import Declaration – sea	Charge	\$63	Per import
Fee	Type	Legislated rate	Unit
In-office	Fee	\$37	Per 15 minute or part thereof
Out-of-office	Fee	\$62	Per 15 minute or part thereof
Daily rate	Fee	\$1,221	Per working day

Note: Outside ordinary hours fees apply for services undertaken out of hours, on weekends and departmental holidays. See Table 3 Outside ordinary hours fees – departmental officer and veterinarians.

2.4 Assessment fees

When a consignment lodged via ICS is referred to the department's Agriculture Import Management System (AIMS), fees are applied for the time taken to assess the biosecurity or food risk. The department expects most, non-complex biosecurity AIMS entries will only require one 15 minute unit to be charged for the assessment. If an assessment takes longer than 15 minutes or subsequent assessments are required, the regulated entity is charged for each additional 15 minutes or part thereof. Dual biosecurity and imported food entries are an example of an entry that is likely to take longer than 15 minutes.

When further information/documentation is requested from the regulated entity in order to complete the assessment activity, the first chargeable period will stop, and additional chargeable time will apply once the additional information is provided.

Scenario 12 Missing documents extends assessment

A broker lodges import documents for their client who is importing 3 containers of furniture by sea. After lodging and paying for the FID in the ICS, the broker lodges the documents through the Cargo Online Lodgement System (COLS) for assessment. The officer processing the entry spends 7 minutes assessing the entry but is unable to complete it as the treatment certificate is missing. The officer contacts the broker for the missing treatment certificate, which takes an additional 3 minutes. The following day the brokerage lodges the missing paperwork, and an officer spends a further 5 minutes processing the entry and releasing the goods. Charging is applied as follows in Table 9.

Table 9 Scenario 12 charging

Fees and charges	Unit	Total
Full Import Declaration charge – sea	–	\$63
Document assessment fee (15 minute units)	2 x \$37	\$74
Total	–	\$137

Scenario 13 Dual biosecurity and imported food inspection

An inspector attends a dual biosecurity/food inspection at an importer's premises. The importer has requested and booked for 2 hours. The consignment, arriving by air meets biosecurity requirements and samples are taken for testing.

Document assessments takes 45 minutes and the onsite inspection, including sampling and updating the AIMS entry and laboratory forms, takes 1 hour and 12 minutes, the importer is charged for the time booked. The following charging applies Table 10.

Table 10 Scenario 13 charging

Fees and charges	Unit	Total
Full Import Declaration charge – air	–	\$43
Document assessment fee (15 minute units)	3 x \$37	\$111
Out-of-office inspections fees (15 minute units)	8 x \$62	\$496
Total	–	\$650

Time based fees may apply to low value imports that are referred to AIMS for assessment. These consignments are lodged in the ICS as Self-Assessed Clearances (SAC) lodgements or as informal clearance assessments. These consignments include goods such as Unaccompanied Personal Effects (UPEs) and goods purchased online for under \$1,000. Fees are charged per 15 minutes and include the time taken by an officer to manually upgrade the SAC lodgement to AIMS or to create a manual consignment entry in AIMS and assess the documents.

2.5 Inspection fees

Inspection fees apply to regulated entities for the time taken to perform each activity. Inspection fees are typically an out-of-office activity.

The number of 15 minute units to be charged for an out-of-office inspection is applied according to the time booked by the regulated entity or the time taken to complete the inspection, whichever is greater. Noting that if the inspection is not immediately before or immediately after ordinary hours activities a minimum fee of 30 minutes is charged for any period up to 30 minutes.

When requested a daily rate applies for each officer who is required for 1 or more working days. Noting that a working day means a period of 7.5 hours, additional 15 minutes or part thereof after 7.5 hours, will incur an additional fee.

2.5.1 Bulk inspection fees

The department may provide bulk inspections for UPEs and for SAC imports managed by airfreight couriers operating under a bond registered process with the department. The officer will inspect

multiple consignments during the appointment and will charge the importer's representative for the appropriate in-and out-of-office fees.

Scenario 14 Full Import Declaration by sea

Charlene is importing a consignment of new tyres by sea, valued at over \$1,000. She is using a customs broker who is an accredited person permitted to assess her documents under the Class 19.2 Automatic Entry Processing for commodities scheme (AEP COMM approved arrangement). All her documents are in order and the goods do not need inspection. Charlene will pay as follows in Table 11.

Table 11 Scenario 14 charging

Charge	Total
Full Import Declaration charge – sea	\$63
Approved arrangement charge (per AEP entry)	\$20
Total	\$83

Scenario 15 Assessment by a biosecurity officer, inspection required

Kim is importing a container of rice. She submits documents to the department for assessment. It takes 8 minutes for the biosecurity officer to conduct the assessment.

An inspection of the rice is required. Kim books an appointment for an inspection at her warehouse. The inspection takes 25 minutes. Kim is charged as follows in Table 12.

Table 12 Scenario 15 charging

Fees and charges	Units	Total
Full Import Declaration charge – sea	–	\$63
In-office assessment fee (15 minute unit)	1 x \$37	\$37
Out-of-office inspection fee (15 minute units)	2 x \$62	\$124
Total	–	\$224

Scenario 16 Five containers on 1 Full Import Declaration (FID) rural tailgate continuous

Bob is a licensed broker, who is an accredited person under the class 19.1. Non-Commodity for Containerised Cargo Clearance (NCCC) approved arrangement. He lodges a FID for his client's 5 containers of steel pipes to be delivered to a rural destination. Bob assesses the documents as acceptable and enters a concern code to have the rural tailgate inspections performed at a depot by a biosecurity officer. The inspection of the 5 containers commenced at 10:45 am and was completed at 11:40 am. Bob is charged as follows in Table 13.

Table 13 Scenario 16 charging

Fees and charges	Units	Total
Full Import Declaration charge – sea	–	\$63
Out-of-office inspection fee (15-minute units)	4 x \$62	\$248
Total	–	\$311

Scenario 17 Five containers on one Full Import Declaration (FID) rural tailgate individual

Five containers lodged on a single FID require a rural tailgate inspection at a non-departmental depot. Most of the containers were inspected one by one, as they arrived at different times throughout the day. Container inspection details are:

Container 1: 9-minute inspection, no issues (1 out-of-office inspection fee charged)

Container 2: 1st inspection – 20 minutes, external contamination detected, and container directed for cleaning and reinspection (2 out-of-office inspection fees charged). 2nd inspection later that day – 7 minutes, reinspection ok, (one out-of-office fee charged).

Container 3: 10-minute inspection, no issues (1 out-of-office inspection fee charged)

Containers 4 and 5: 15-minute inspection, no issues, the containers arrived and were inspected at the same time (one out-of-office inspection fee charged)

FID and inspection are charged as follows in Table 14.

Table 14 Scenario 17 charging

Fees and charges	Unit	Total
Full Import Declaration charge – sea	–	\$63
Out-of-office inspection fee (15 minute units)	6 x \$62	\$372
Total	–	\$435

Scenario 18 Unaccompanied Personal Effects (UPE) at High Volume Specialised Operator (HVSO) premises

A HVSO contacts the department to pre-arrange a 2 hour inspection of UPE consignments for 10 individual importers at the HVSO's premises. An officer creates a Booking and Billing Entry in AIMS that takes 15 minutes. One officer is assigned to undertake the out-of-office inspection during ordinary hours of duty. It takes the officer 2 hours and 25 minutes to complete all of the inspection. Each nominated responsible party is separately invoiced for the inspection of their individual consignment in AIMS and, a minimum 15 minute fee applies to each inspection. The HVSO is charged as follows in Table 15.

Table 15 Scenario 18 charging

Activity Fees	Unit	Total
In-office assessment fee (15 minute units)	1 x \$37	\$37
Total	–	\$37

Scenario 19 SAC inspections at a bond-registered premises

Two officers are booked to inspect goods imported via air cargo. The inspection booking time is 3 hours. The regulated entity is charged 6 hours of out-of-office inspection fees (3 hours for 2 officers) as follows in Table 13.

Table 16 Scenario 19 charging

Activity Fees	Unit	Total
Out-of-office inspection fee (15 minute units) [12 units per officer x 2]	24 x \$62	\$1,488
Total	–	\$1,488

Scenario 20 Unaccompanied Personal Effects (UPE)

Tony lodges his UPE documentation electronically for decision from the department on whether his goods require inspection. An officer spends 8 minutes assessing the documents and determines an inspection is required. The regulated entity is only charged a 15 minutes in-office fee for assessing the documents. The goods were later inspected at a depot. The inspection took 1 hour and was charged at the out-of-office rate. Tony is charged as follows in Table 17.

Table 17 Scenario 20 charging

Activity Fees	Unit	Total
In-office assessment fee (15 minute units)	1 x \$37	\$37
Out-of-office inspection fee (15 minute units)	4 x \$62	\$248
Total	–	\$285

Scenario 21 Full Import Declaration (FID) and document assessment

A restaurant owner imports a consignment of food by air and is required to lodge and pay for a FID in the ICS. The consignment is referred to AIMS for both biosecurity and imported food requirements. The officer processing the entry is qualified to assess for both imported food and biosecurity risks. The officer takes 15 minutes to assess the biosecurity risks and 30 minutes to assess the imported food documents. The importer is charged as follows in Table 18.

Table 18 Scenario 21 charging

Fees and charges	Units	Total
Full Import Declaration charge – air	–	\$43
In-office assessment fee (15 minute units)	3 x \$37	\$111
Total	–	\$154

2.6 Diagnostics

Diagnostic work is conducted as part of satisfying an import condition for a consignment or conveyance. This work is also undertaken to determine possible biosecurity risks (e.g. pest, weed or disease) identified by the department in the course of conducting a physical or virtual inspection (i.e. items identified for testing or examination as part of a referral for identification), where the diagnostics work relates to deciding if a consignment or conveyance can be released from biosecurity control.

Diagnostic work is charged in units of 15 minutes or part therefore, at the rate set by the location and time (i.e. during ordinary hours or outside ordinary hours) when the diagnostics work is carried out. The total charge that applies is calculated based on the time taken to undertake the diagnostic work plus the cost of any consumable required during the testing process.

Scenario 22 Importing a consignment of cut flowers by air – referred for diagnostic

Simon is importing a consignment of cut flowers from Columbia by airfreight, which have been grown under a department approved systems approach. Cut flowers grown under a systems approach require an import permit. The consignment consists of 3 species of flowers: *Alstroemeria* spp. *Chrysanthemum* spp. and *Rosa* spp. with 20,000, 10,000 and 5000 stems, respectively.

Craig submits documents to the department for assessment. It takes 15 minutes for the biosecurity officer to conduct the in-office assessment. Craig also organises the consignment to be directed to a class 2.4 approved arrangement site where an inspection of the goods can occur. It takes 55 minutes for the biosecurity officer to conduct the inspection and during, this time biosecurity risk material is found. The biosecurity risk material is sent to the department's Science and Surveillance Group for identification. It takes an officer 45 minutes to prepare and identify the sample, which is found to be a biosecurity concern.

The consignment is directed to be either exported, destroyed as biosecurity waste or to undergo unsupervised reconditioning to remove the biosecurity concern.

Simon chooses to recondition the consignment. Reconditioning is conducted by the approved arrangement operator. He books a reinspection of the consignment by a biosecurity officer at the next available time slot which is a Saturday. It takes 45 minutes for the biosecurity officer to conduct the inspection and verify that the goods are free from biosecurity risk material and can be released from biosecurity control. Simon is charged as follow in Table 19.

Note: Any additional fees for storage, reconditioning and other services to be paid directly by the importer to the arrangement operator.

Table 19 Scenario 22 charging

Activity fees	Unit	Total
Import permit application (lodgement)	–	\$122
Assessment of category 2 permit application	–	\$148
Full Import Declaration charge-air	–	\$43
In-office (document assessment)	1 x \$37	\$37
Out-of-office (inspection)	4 x \$62	\$248
In-office (diagnostic inspection)	3 x \$37	\$111
Out-of-office (inspection)	1 x \$170	\$170
Saturday, Sunday or departmental holiday – up to 30 mins		
Out-of-office (inspection)	1 x \$85	\$85
Saturday, Sunday or departmental holiday – for each 15 minutes after the initial 30 minutes		
Total	–	\$964

Note. Any additional fees for storage, reconditioning and other services are to be paid directly by the importer to the operator.

2.7 Import permits

The *Biosecurity Act 2015* describes that certain goods (conditionally non-prohibited goods) may be brought or imported into Australian territory subject to conditions, such as assessment, approval and issuance of an import permit.

An importer is required to apply for a permit to import goods. The department will assess the application and based on that assessment, may approve and issue an import permit. This permit

details for the specific goods the conditions of import deemed necessary to minimise biosecurity risks to an acceptable level. The department charges for these regulatory functions, details are provided at Table 20.

For an application for an import permit to be assessed it must be accompanied by full payment of the permit application and the assessment fee. The assessment fee is a unit price determined by the permit category, as shown in Table 20. If additional assessment time is required, a 15minute fee or part thereof is applied. Applications do not guarantee and import permit will be granted.

Where the regulated entity requests an urgent service, which is outside ordinary hours, the outside ordinary hours charges will apply. The regulated entity will be made aware of these additional charges at the time of booking or prior to the service being provided. The regulated entity is invoiced separately for this fee.

Each product listed on a permit application is usually classified as an assessable item. Multiple products listed on a permit application may be grouped and a single assessment fee charged, where the department determines that a common level of biosecurity risk exists across the product grouping. For example, products with common ingredient lists that are labelled differently, on the basis of different ingredient proportions, may be grouped as 1 assessable item. For the importation of cats and dogs, this does not apply, as permits are issued per each individual animal.

Where the department is required to manually enter details of the permit, because the information has not been provided in the department's automated system, an in-office fee per 15 minutes will be charged to electronically enter the information, as per Table 8.

Table 20 and Table 21 outline the charges for import permit applications and assessment.

Table 20 Import permit application

Charge type	Type	Legislated rate	Unit
Permit application (lodgement)	charge	\$122	Per application

Table 21 Permit category fees

Permit category	Fee
Category 1: Assessment of an application for a permit, or variation of a permit — for standard goods.	\$74
Category 2: Assessment of an application for a permit, or variation of a permit — for any of the following non-standard goods:	\$148
<ul style="list-style-type: none"> A product to which a compliance agreement applies; canned pet food; a cell line derived from laboratory animals; cats or dogs, other than the first cat or dog in a consignment; cosmetics; cut flowers; dried herbs, dried spices; food items for human consumption; fruit; genetically modified plant material; herbarium specimens not infected or infested; hides or skins; human therapeutics (private and commercial); human vaccines; laboratory material (proteins, DNA, animal sera); microbes; natural fibres and fibre products; non organic fertiliser (bulk); plant based stockfeed samples for in vitro use; plant material, grain or seeds, or both, for in vitro use; grain or seeds for processing or human consumption or both; a cell line derived from a non-laboratory animal; a fermented product that is not a veterinary therapeutic product or a stock food product; a parasite; soil samples; vegetables; water. 	
Category 3: Assessment of an application for a permit, or variation of a permit — for any of the following non-standard goods:	\$296

Permit category	Fee
<ul style="list-style-type: none"> Herbal tea: herbarium specimens infected and infested; oversized timber that is not for milling; plant material and grains or seeds for in vitro use (infected or infested); plant pollen for in vivo use; a micro-organism (possible pathogen); aquaculture feed or bait; wood chips or charcoal for cooking or smoking food. 	
Category 4: Assessment of an application for a permit, or variation of a permit — for any of the following non-standard goods: <ul style="list-style-type: none"> Animal reproductive material; biological control agent; bird seed; live animals, including the first cat or dog in a consignment, but not subsequent cats or dogs in a consignment; plant-based stock feed; plant pathogens for in vivo or in vitro use; seed or plant material for processing into pet food; bulk culture (medium); dried pet food; organic fertiliser. 	\$444
Category 5: Assessment of an application for a permit, or variation of a permit — for any of the following non-standard goods: <ul style="list-style-type: none"> Biological material for in vivo use; a single new master seed; an additional new master seed which is part of a live or inactivated veterinary vaccine; a single new veterinary vaccine that is live or inactivated with a single master seed; a single veterinary vaccine renewal that is live or inactivated. 	\$592

Scenario 23 Importing multiple products with similar risks

A veterinary supply business applies for an import permit to import 3 veterinary therapeutic products. All 3 products are similar and contain the same active biological ingredient – moxidectin – that is manufactured identically and by the same manufacturer. The business is charged 1 permit application charge and 1 assessment of a Category 5 permit application fee (as all products are the same) and is charged as follows in Table 22.

Table 22 Scenario 23 charging

Fees and charges	Total
Import permit application (lodgement)	\$122
Assessment of Category 5 permit application (a single new veterinary vaccine)	\$592
Total	\$714

Scenario 24 Importing goods from multiple countries of origin

A seafood importer applies for an import permit to import salmon from 3 different supply chains:

Salmon sourced from Canada, processed and exported from Denmark

Salmon sourced from Canada, processed and exported from Poland

Salmon sourced, processed and exported from Denmark.

The importer is charged as follows in Table 23.

Table 23 Scenario 24 charging

Fees and charges	Unit	Total
Import permit application (lodgement)	–	\$122
Assessment of Category 2 permit application (Biosecurity risks vary based on origin country)	3 x \$148	\$444
Total	–	\$566

Scenario 25 Permit application charging for importing plant based petfood product from Vietnam

A petfood producer has lodged an import permit application for a plant based petfood product from Vietnam. The complexity of the application means that the time taken to assess and approve the permit is a total of 5 hours, which is longer than the expected 3 hours of assessment for a Category 4 permit. The petfood producer is charged as follows in Table 24.

Table 24 Scenario 25 charging

Fees and charges	Unit	Total
Import permit application (lodgement)	–	\$122
Assessment of Category 4 permit application	–	\$444
In-office assessment fee (2 additional hour)	8 x \$37	\$296
Total	–	\$862

Scenario 26 Import and inspection of a consignment of used vehicles

A car dealership imports a consignment of containerised used vehicles with parts and used spare tyres. On arrival, the vehicles are directed to an approved arrangement site for inspection. The assessment of the documents for the entry in AIMS take 6 minutes. The inspection takes 4 hours. One of the vehicles is contaminated and requires treatment at the site. The vehicle is re-inspected after it is cleaned which takes 30 minutes. The officer spends an additional 7 minutes closing the AIMS entry. the dealership is charged as follows in Table 25.

Table 25 Scenario 26 charging

Fees and charges	Units	Total
Full Import Declaration charge – sea	–	\$63
In-office activity fee (AIMS document)	1 x \$37	\$37
Out-of-office Inspection (15 minute units)	16 x \$62	\$992
Out-of-office Inspection – re-inspection of vehicle (15 minute unit)	2 x \$62	\$124
In-office activity fee (closing AIMS entry)	1 X \$37	\$37
Total	–	\$1,253

2.8 Post Entry Quarantine (PEQ)

Importation charges apply for animals and plants using the Australian Government's Post Entry Quarantine (PEQ) facilities, provided in Table 26.

The importation charge for all live animals, including live birds, fertile eggs, horses, cats, dogs, ruminants and other animals is split across; a non-refundable reservation charge (20%) and confirmation of reservation charge (80%), as detailed in Table 26. Plant imports do not have such a split of the importation charge.

Table 26 PEQ fees and charges

PEQ charges	Type	Legislated rate	Unit
Importation charge—horses (Non-refundable reservation)	Charge	\$983	Per animal
Importation charge—horses (Confirmation of reservation)	Charge	\$3,944	Per animal
Importation charge—ruminant (Non-refundable reservation)	Charge	\$1,005	Per animal

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PEQ charges	Type	Legislated rate	Unit
Importation charge—ruminant (Confirmation of reservation)	Charge	\$4,019	Per animal
Importation charge—for any other animal not identified in this table (includes cats or dogs) (Reservation)	Charge	\$253	Per animal
Importation charge—for any other animal not identified in this table (includes cats or dogs) (Confirmation of reservation)	Charge	\$1,012	Per animal
Importation charge—bees (Non-refundable reservation)	Charge	\$837	Per bee consignment
Importation charge—bees (Confirmation of reservation)	Charge	\$3,350	Per bee consignment
Importation charge—avian (fertile eggs) (Non-refundable reservation)	Charge	\$13,109	Per hatching egg consignment (unit)
Importation charge—avian (fertile eggs) (Confirmation of reservation)	Charge	\$52,434	Per hatching egg consignment (unit)
Importation charge—avian (live bird) (Non-refundable reservation)	Charge	\$4,707	Per live bird consignment (unit)
Importation charge—avian (live bird) (Confirmation of reservation)	Charge	\$18,827	Per live bird consignment (unit)
Importation charge—plants	Charge	\$291	Per m ² monthly or part thereof
PEQ fees	Type	Legislated rate	Unit
Husbandry fee – horses that overstay the initial 14 day period	Fee	\$44	Per animal per day or part thereof
Husbandry fee – ruminant	Fee	\$101	Per animal per day or part thereof
Husbandry fee—any other animal not identified in the table (includes cats and dogs)	Fee	\$50	Per animal per day or part thereof
Husbandry fee—bees	Fee	\$469	Per bee consignment monthly or part thereof
Husbandry fee—avian (fertile eggs)	Fee	\$76	Per egg consignment (unit) per day or part thereof
Husbandry fee—avian (live birds)	Fee	\$57	Per live bird consignment (unit)per day or part thereof
Husbandry fee—plants	Fee	\$60	Per m ² monthly or part thereof

2.8.1 Reservations and payment

The reservation charge is payable at the time of booking a place at the PEQ facility and is non-refundable. The payment of the confirmation of reservation charge is invoiced separately when the arrival of the animal is confirmed with the PEQ.

Husbandry fees for the minimum stay (excluding horse), testing and any additional charges may be payable when confirming the reservation or, on release from the PEQ.

2.8.2 Additional charges

Additional charges may apply to regulated entities while their consignment is in the PEQ, where additional activities are provided. All additional charges must be paid prior to consignments leaving the PEQ facility.

Activities that attract additional charges may include, but are not limited to:

- overstays – where an animal or plant stays in post entry quarantine longer than the minimum stay (for example, because of a health issue or any other biosecurity concern)
- diagnostic testing – where officers undertake testing for plant diseases and includes the cost of materials used, as detailed in Table 31.
- additional activities undertaken by a departmental officer such as supervision of a private veterinarian, pollination and grafting of plants
- supervision of a visit by an animal owner at the PEQ facility.

Scenario 27 Importing cats – permit and PEQ cost

Sally is importing her 2 cats from the United Kingdom (Group 3 country) and, an import permit is required for each animal. The cats must undergo all required pre-export checks and vaccinations as part of their import permit application process. These are provided by a third party, who Sally pays directly for this service. The department charges Sally for an application and assessment of 2 separate import permits (first cat and additional cat). She books the cats into the PEQ facility. The cats and their paperwork are assessed at the PEQ facility on arrival, and they remain in PEQ for the scheduled 30 days. Sally is charged as follows in Table 27.

Table 27 Scenario 27 charging

Fees and charges	Units	Total
Import permit application (lodgement)	2 x \$122	\$244
Assessment of category 4 permit application (first cat)	–	\$444
Assessment of category 2 permit application (additional cat)	–	\$148
Importation charge (Non-refundable reservation)	2 x \$253	\$506
Importation charge (Confirmation of reservation)	2 x \$1,012	\$2,024
In-office inspection (cats inspected against permit conditions)	2 x 2 x \$37	\$148
In-office inspection (Veterinary health check)	2 x 2 x \$37	\$148
Husbandry daily fee (30 days)	30 x 2 x \$50	\$3,000
Total	–	\$6,662

Note: From 1 March 2023, cats and dogs arriving from Group 3 countries may need to undergo a minimum 30-day [quarantine isolation period](#)

Scenario 28 Importing strawberries and associated husbandry in PEQ

Damien is importing a strawberry variety and requires 1 m² of space (1 m² of bench per cultivar) at the PEQ facility. The strawberries will need to be in PEQ for a minimum period of 12 months. Damien will need to pay for the lodgement and assessment of a permit in addition to inspection charges, plant monthly space, husbandry charges, and any testing charges. Charges for this import are as follows in Table 28, excluding testing charges required for the import.

Table 28 Scenario 28 charging

Fees and charges	Unit	Total
Import permit application (lodgement)	–	\$122
Assessment of category 2 permit application	–	\$148
Inspection by a biosecurity officer (15 minute units)	2 x \$37	\$74
Plant monthly charge (1 m ² x per month)	1 x 12 x \$291	\$3,492
Husbandry (1 m ² x per month)	1 x 12 x \$60	\$720
Total	–	\$4,556

Scenario 29 Import of a single wheat variety and associated husbandry in PEQ

Sharmin is importing a variety of wheat and requires 1 m² of bench space (1 m² of bench per cultivar) at the PEQ facility. The wheat does not have a minimum quarantine period but must be grown seed to seed which takes a minimum of 9 months. Sharmin will need to pay for the lodgement and assessment of a permit in addition to inspection charges, plant monthly space, husbandry charges, seed harvesting charges and any testing charges. Charges for this import are as follows in Table 29, excluding testing charges required for the import.

Table 29 Scenario 29 charging

Fees and charges	Unit	Total
Import permit application (lodgement)	–	\$122
Assessment of Category 2 permit application	–	\$148
Inspection by a biosecurity officer (15 minute units)	2 x \$37	\$74
Plant monthly charge (1 m ² x per month)	1 x 9 x \$291	\$2,619
Husbandry (1 m ² x per month)	1 x 9 x \$60	\$540
In-office fee (seed harvesting and cleaning by a biosecurity officer)	8 x \$37	\$296
Total	–	\$3,799

Scenario 30 Import of a single variety of peach bud stock and PEQ

Rudi is importing a single variety of peach to the PEQ facility and requires 1 m² of bench space (1 m² of bench per cultivar) for the first 8 months, and 2 m² for the final 8 months. The peach tree will need to be in PEQ for a minimum period of 16 months. Rudi will need to pay for the lodgement and assessment of a permit in addition to inspection charges, plant monthly space, husbandry charges and any testing charges. Charges for this import are as follows in Table 30, excluding testing charges required for the import.

Table 30 Scenario 30 charging

Fees and charges	Unit	Total
Import permit application (lodgement)	–	\$122
Assessment of category 2 permit application	–	\$148
Inspection by a biosecurity officer (15 minute units)	2 x \$37	\$74
Plant monthly charge – First 8 months (1 m ² x per month)	1 x 8 x \$291	\$2,328
Plant monthly charge – Final 8 months (1 m ² x per month)	2 x 8 x \$291	\$4,656
Husbandry (1 m ² x per month)	1 x 8 x \$60	\$480
Husbandry (1 m ² x per month)	2 x 8 x \$60	\$960
Total	–	\$8,768

The department may charge for the provision of consumable materials used in performing a diagnostic activity. The total cost of a diagnostic activity is comprised of a time-based fee for service charge (per 15 minute unit) and the cost of the consumable materials. For ease of billing, typical consumables are listed in Table 31.

Table 31 Operational science diagnostic testing fees for consumables

Test	Consumable costs
Electron Microscopy	\$5
Complex identification (per species, excluding PCR)	\$5
Fungal or bacterial isolation (per species)	\$15
Nematode extraction (multiple species)	\$15
Serological (ELISA) – 1st test	\$20
ELISA – Additional tests (with additional extraction)	\$20
ELISA – Additional tests (with no additional extraction)	\$20
Molecular (PCR) – 1st test	\$25
Molecular (PCR) – additional tests (with additional extraction)	\$25
Molecular (PCR) – additional tests (with no additional extraction)	\$25
Molecular sequencing	\$25
Biological testing – Herbaceous indicators (inoculation and interpretation of results)	\$5
Biological testing – Herbaceous indicators (additional tests)	\$5
Biological testing – Woody indicators (interpretation of results)	\$5
Shoot tip grafting	\$157
Next Generation Sequencing	\$500
High throughput qPCR6 (100 tests per day during non-peak testing period)	\$1,100

Note: Provision of consumable materials used in performing a diagnostic activity, to which any of items 1 to 3 or 12 to 14 applies. Biosecurity Regulation 2016, s106, Item 9. Information in this table is provided as a guide, as consumable costs may change.

Scenario 31 Importing horses – permit and PEQ cost

An international horse transportation company is importing 40 horses from Europe with (3 countries of origin). The importer or their agent will submit an import permit application based on the number of horses arriving from the same country of origin. All horses within the consignment undertake pre-export checks and vaccinations prior to export. The department applies a fee for the assessment of each import permit application. The importer or their agent books the horse consignment into the PEQ facility and at the time booking the non-refundable reservation charge (20%) is invoiced to the importer based on the number of horses provided within the consignment. Approximately 2 business days prior to the consignment's flight arrival an invoice will be issued to the importer for the balance of the importation charge –confirmation of reservation (80%) for each horse in the consignment. Each horse and their paperwork are assessed on arrival, and the consignment remains in post entry quarantine for the minimum 14-day period. The importer is charged as follows in Table 32.

Table 32 Scenario 30 charging

Fees and charge	Unit	Total
Import permit application (lodgement)	3 x \$122	\$366
Assessment of Category 4 permit application	3 x \$444	\$1,332
Importation charge (Non-refundable reservation)	40 x \$983	\$39,320
Importation charge (Confirmation of reservation)	40 x \$3,934	\$157,360
Total	–	\$198,378

Scenario 32 Live pigeon import and PEQ

James applies online for a permit to import 150 live pigeons into Australia. James submits an application to reserve 1 live bird unit at least 6 months prior to his consignment (unit) arriving, to import no more than 150 live pigeons. James is invoiced for the reservation charge when space for the consignment (unit) at the PEQ is confirmed 6 months prior to the consignment (unit) arrival. Three months prior to the consignment (unit) arriving at PEQ, James is invoiced for the confirmation of reservation charge and all daily husbandry fees. James is charged as follows in Table 33.

Table 33 Scenario 32 Charging

Fees and charges	Unit	Total
Import permit application (lodgement)	–	\$122
Assessment category 4 permit application	–	\$444
Importation charge (Non-refundable reservation)	–	\$4,707
Importation charge (Confirmation of reservation)	–	\$18,827
Daily husbandry fee (35 days)	35 x \$57	\$1,995
Total	–	\$26,095

Scenario 33 Hatching eggs import PEQ

A poultry company wanting to import fertile hatching chicken eggs into the PEQ at Mickleham submitted a booking application form in February 2023, to secure 1 hatching egg consignment (unit) in January 2025. If the PEQ facility approves the booking request, the reservation charge will be invoiced. The poultry company applies for an import permit. Six months prior to the consignment (unit) arriving at PEQ, the poultry company is invoiced for the confirmation of reservation charge and all daily husbandry fees.

Charges are as follows in **Error! Reference source not found..**

Note. Additional fees incurred to manage the consignment (unit) while at the PEQ e.g. testing, veterinarians, cleaning, consumables are charged on release of the consignment(unit).

Table 34 Scenario 33 Charging

Fees and charges	Units	Total
Import permit application (lodgement)	–	\$122
Assessment category 4 permit application (minimum fee for fertile eggs)	–	\$444
Importation charge (Non-refundable reservation)	–	\$13,109
Importation charge (Confirmation of reservation)	–	\$52,434
Daily husbandry fees (84 days)	84 x \$76	\$6,384
Total	–	\$72,493

Note. Additional fees incurred to manage the consignment (unit) while at the PEQ e.g. testing, veterinarians, cleaning, consumables are charged on release of the consignment(unit).

2.9 Approved arrangements and Food Import Compliance Agreements (FICA)

Charges relating to approved arrangements are set out in Table 35. Applications for an entity seeking to enter an approved arrangement will pay the application charge for the assessment of each approved arrangement application.

All entities holding a unique ABN and, which operate an approved arrangement will pay an annual charge each financial year:

- Biosecurity industry participants with more than 1 approved arrangement site that is not a class 19 approved arrangement
- Participants who operate a FICA
- Participants who operate an approved arrangement under the class 19.2 AEPCOMM approved arrangement

In addition to the annual charge, AEP brokers will also pay a throughput charge for each Automatic Entry Processing (AEP) entry processed.

The in-office and out-of-office fees detailed in Table 8 apply to the various fee-bearing activities associated with approved arrangements and FICAs, and may include:

- assessment of an approved arrangement application and request (e.g. for suspension of an approved arrangement)
- inspection of a proposed approved arrangement site
- audits of the approved arrangement
- training of entity staff, where provided by the department

Pre-audit activities are chargeable and include the provision of formal notification of an audit and undertaking in-office preparation for the audit. Similarly, post-audit activities including writing the audit report, corrective action request management, updating electronic systems and providing submissions on critical non-conformities, are also chargeable. Assessment of applications for a variation to an approved arrangement are also subject to relevant time-based fees.

Table 35 Approved arrangements charges

Approved arrangement charge	Type	Legislated rate	Unit
Approved arrangement application charge	Charge	\$194	Per application
Approved arrangement – single	Charge	\$2,680	If the arrangement was in force on or before 1 January in the financial year
Approved arrangement – single (part year)	Charge	\$1,340	If the arrangement is first approved after 1 January in the financial year
Approved arrangement – multiple	Charge	\$3,110	If the arrangement was in force on or before 1 January in the financial year
Approved arrangement – multiple (part year)	Charge	\$1,555	If the arrangement is first approved after 1 January in the financial year
Class 19 arrangement	Charge	\$536	If the arrangement was in force on or before 1 January in the financial year

Approved arrangement charge	Type	Legislated rate	Unit
Class 19 arrangement – (part year)	Charge	\$268	If the arrangement is first approved after 1 January in the financial year
Entry of information by a person covered by and approved arrangement (AEP COMM)	Charge	\$20	Per item
Compliance agreement imported foods – single	Charge	\$2,680	If the arrangement was in force on or before 1 January in the financial year
Compliance agreement imported foods – single (part year)	Charge	\$1,340	If the arrangement is first approved after 1 January in the financial year
Compliance agreement imported foods – multiple	Charge	\$3,110	If the arrangement was in force on or before 1 January in the financial year
Compliance agreement imported foods – multiple (part year)	Charge	\$1,555	If the arrangement is first approved after 1 January in the financial year

Scenario 34 Annual charges when a business operates multiple approved arrangement

Each year the business is audited a total of 4 hours for each approved arrangement. This includes 2 hours in-office and 2 hours out-of-office including the work undertaken in preparation for the audit and reporting after the audit is conducted. The business is charged as follows in Table 36.

Table 36 Scenario 34 charging

Fees and charges	Units	Total
Annual charge	–	\$3,110
In-office Audit fee (15 minute units)	8 x \$37	\$296
Out-of-office Audit fee (15 minute units)	8 x \$62	\$496
Total	–	\$3,902

Scenario 35 Annual charges when a business operates a single approved arrangement

Each year the business is audited a total of 2 hours. This includes 1 hour in-office and 1 hour out-of-office, including the work undertaken in preparation for the audit and reporting after the audit is conducted. The business is charged as follows in Table 37.

Table 37 Scenario 35 charging

Fees and charges	Units	Total
Annual charge	–	\$2,680
In-office Audit fee (15 minute units)	4 x \$37	\$148
Out-of-office Audit fee (15 minute units)	4 x \$62	\$248
Total	–	\$3,076

Scenario 36 Processing of a commodity where a business only operates a class 19 AEP approved arrangement

Amy is a licensed customs broker who works exclusively for a business holding a 19.1 NCCC and class 19.2 AEPCOMM approved arrangement. The business has received a shipment of honey. Amy is an accredited person under the arrangement and assesses the documents for the shipment, lodges the FID and enters an AEPCOMM code. The entry successfully processes, and she receives an automated 'release from biosecurity control' direction. Amy is charged as follows in Table 38.

Table 38 Scenario 36 charging

Charge	Total
Approved arrangement charge (per AEP entry)	\$20
Total	\$20

Scenario 37 Annual charges for a business that operates a single approved arrangement and a Class 19 approved arrangement – Non-commodity for Containerised Cargo Clearance (NCCC) and AEPCOMM

Each year the business is audited under their single site approved arrangement, a total of 2 hours. This consists of 1 hour in-office and 1 hour out-of-office and includes the work undertaken in preparation for the audit and reporting after the audit is conducted. The business also processes entries under the class 19 approved arrangement. The business is charged as follows in Table 39.

Table 39 Scenario 37 charging

Fees and charges	Units	Total
Annual charge	–	\$3,110
In-office Audit fee (15 minute units)	4 x \$37	\$148
Out-of-office Audit fee (15 minute units)	4 x \$62	\$248
Total	–	\$3,506

2.10 Vessel entries and inspections

All vessels pay a charge on arrival to Australia. The charge recovers the cost of activities that support the management of biosecurity risks on incoming international vessels (for example, a risk assessment of a vessels pathways), but not activities provided to individual regulated entities. However, costs are dependent on the purpose of the vessel reflecting the different biosecurity risks posed. Vessel arrival charges are provided in Table 40.

The in-office and out-of-office fees detailed in Table 9 apply to the various fee-bearing activities provided to individual regulated entities associated with vessel entries and inspections, such as assessment of documents in relation to a pre-arrival report and ballast water assessment.

Assessments of a vessel's pre-arrival report and compliance, including ballast water compliance assessments, will be charged at the in-office fee rate. Other assessment activities associated with the entry of individual vessels include:

- seasonal pest assessments
- livestock vessel assessments

- ship sanitation certificate assessments
- cruise vessel health reporting assessments
- crew change assessments

When officers are required to inspect vessels at non-first points of entry, the travel involved with delivering these functions may be undertaken through voluntary agreements entered into with the vessel operator.

The examination of personal baggage accompanying a traveller is not subject to charge.

Table 40 Vessel arrival charges

Vessel arrival charge	Type	Legislated rate	Unit
Other than non-commercial	Charge	\$1,354	Per vessel
Non-commercial	Charge	\$155	Per vessel

Scenario 38 Commercial Vessel arrival to discharge and load

A container vessel is arriving in Sydney ex Singapore to discharge and load cargo before to departing. Prior to arrival the agent submitted the Pre-Arrival Report, Ballast Water Report and Crew Change request in the Maritime Arrivals Reporting System (MARS), leading to a Routine Vessel Inspection (RVI) and Crew Change inspection being queued by MARS.

Prior to leaving the office, an appointment was generated in MARS and the crew change request was assessed to determine if the departing crew had declared anything of biosecurity concern. This took 15 minutes. The RVI inspection including the ballast water verification was completed in 75 minutes. A Crew Change inspection was not required. The following charges in Table 41 apply.

Table 41 Scenario 38 charging

Fees and Charges	Units	Total
Vessel, other than a non-commercial arrival charge	–	\$1,354
In-office assessment fee – Documents (15 minute units)	1 x \$37	\$37
Out-of-office inspection fee (15 minute units)	5 x \$62	\$310
Total	–	\$1,701

Scenario 39 Commercial vessel arrival to load

A bulk ore vessel is arriving in Newcastle to load iron ore. The agent has submitted a Pre-Arrival Report and Ballast Water Report in MARS. MARS advises the vessel through the Biosecurity Status Document (BSD) that 3 of the tanks are ineligible for discharge.

The agent contacts the National Maritime Centre (NMC) to assist with rectifying the ballast issues prior to submission of a second ballast water report. This takes 15 minutes and is charged by the NMC. RVI, Crew Change, Human Health and Waste Inspections were automatically created in MARS. The officer prepares for the inspection and creates the appointment in MARS prior to leaving the office. This takes 15 minutes. The RVI inspection including the ballast water verification, human health, crew change, waste surveillance and landing order was completed in 2 hours and 15 minutes. The following charges in Table 42 apply.

Table 42 Scenario 39 charging

Fees and charges	Units	Total
Vessel, other than non-commercial vessel arrival charge	–	\$1,354
In-office assessment fee (15 minute units)	2 x \$37	\$74
Out-of-office inspection fee (15 minute units)	9 x \$62	\$558
Total	–	\$1,986

Scenario 40 Non-commercial vessel

An itinerant recreational yacht arrives in Brisbane ex New Zealand. The vessel reported its pending arrival in Brisbane to the Australian Border Force.

An officer attends the vessel to undertake a Pratique and Timber Vessel inspection. The pratique inspection takes 30 minutes, and the timber vessel inspection takes 1 hour, for a total of 1 hour 30 minutes. The officer issues a Record of Service for charges incurred. The Record of Service is entered into ELSA on return to the office. This takes 15 minutes. The following charges in Table 43 apply.

Table 43 Scenario 37 charging

Fees and charges	Unit	Total
Non-commercial vessel arrival charge	–	\$155
Out-of-office inspection (15 minute units)	6 x \$62	\$372
In-office assessment fee (15 minute units)	1 x \$37	\$37
Total	–	\$564

3 Aircraft, travellers and mail

The department recovers the costs of biosecurity activities for international mail through a biosecurity fee paid by Australia Post. The department also receives appropriation for the management of biosecurity risks associated with international travellers and baggage at airports. As there are some circumstances where charges apply, see [section 3.2](#) Aircraft functions below.

Additional fees may be charged when departmental intervention is required, as detailed at Table 44.

Table 44 Fees for aircraft, travellers and mail

Fee	Type	Legislated rate	Unit
In-office	Fee	\$37	Per 15 minutes or part thereof
Out-of-office	Fee	\$62	Per 15 minutes or part thereof

3.1 Treatments

Where a treatment service, such as fumigation, is arranged by the department but provided by a third party, a fee equivalent to the cost incurred by the department in arranging and paying for the third party to provide the service, including freight and administration costs, will be charged, as per Table 45.

Table 45 Treatment charges for detained goods

International Mail	Type	Rate	Unit
Ethylene oxide treatment	Fee	\$90	Per treatment/item
Fumigation treatment	Fee	\$90	Per treatment/item
Gamma irradiation treatment	Fee	\$90	Per treatment/item
Heat treatment	Fee	\$90	Per treatment/item
Return to sender	Fee	\$120	Per package
Airports and Seaports Travellers	Type	Rate	Unit
Treatment of Goods	Fee	\$124	Per treatment/item

3.2 Aircraft-related activities

Fees apply where officers are required to undertake activities associated with an airline's failure to meet their disinsection requirements, for example, where the disinsection is not performed or not performed adequately. Fees also apply for an officer to supervise the handling and disposal of aircraft and terminal waste, as detailed in Table 45.

International travellers arriving with commercial consignments are subject to in-office assessment and inspection fees, as detailed in Table 45. The examination of personal baggage accompanying a traveller is not subject to charges. However, charges may apply to unaccompanied baggage when departmental intervention is required.

Where an officer, upon the traveller's request, arranges for the traveller's goods to be stored in an area subject to biosecurity controls until the in-transit traveller departs Australia for an international destination, a storage fee per item of baggage is applied, as shown in Table 46. This only applies if the traveller is departing Australia from the same airport they arrived at. Goods under the department's control are not forwarded to another international airport within Australia for the traveller to collect on their way out of the country.

Table 46 Storage of goods in quarantine fees

Fee	Type	Legislated rate	Unit
Temporary storage of baggage at a premise owned or managed by the commonwealth.	Fee	\$45	Per item of baggage, for each period of 30 days, or part of.

3.3 Inspection of cruise day travellers

When cruise ships dock temporarily at various locations in Australia, including at remote locations, and day-trip travellers temporarily leave the cruise vessel, officers may attend and undertake compliance inspections of those travellers and their carry-off baggage. This is an expedited clearance, generally quicker than would be required if the travellers were disembarking for a longer period, given that most of their baggage remains on board the vessel.

Fee-for-service charges apply to the operator of the vessel for intervention activities with day-trip travellers from cruise vessels, where a vessel is docked at a port and has been assessed as requiring intervention.

4 Export certification arrangements

4.1 General Export Provisions

Importing countries impose a number of conditions on the Australian Government and exporters that need to be met to ensure Australian products are eligible for entry into their country and across their borders. To meet these conditions the department undertakes a range of activities related to export certification including government to-government negotiations, management of importing country reviews, monitoring and verification.

This section outlines the common provisions for departmental officers undertaking export certification. Activities undertaken by the department to assess and manage the certification of goods exported from Australia include:

- assessment of applications for approvals — export licence, accredited veterinarian, establishment registration, ESCAS, Approved Arrangements, Approved Export Programs, Notices of Intention
- scheduled audit of approvals — establishment registration, approved arrangements
- assessment of export documentation
- issuing export certificates
- inspection of goods or transport units for export or supervision of treatment as required.

Export certification activities provided by the department are detailed in the relevant [export arrangement CRIS](#).

The general provisions in [section 1](#) of these guidelines apply when determining matters such as start and finish times, chargeable time and other matters.

4.1.1 Exemptions

Charges do not apply to functions performed, or to applications or entries lodged or assessed, in relation to a range of matters under section 2 to section 14 of the Export Control (Fees and Payments) Rules 2021.

Regulated entities that believe a function that has been or will be provided by the department should be exempt, should contact the department to discuss this.

4.1.2 New applications to register an establishment

A charge applies to all new applications seeking to register an export establishment. An application must be lodged for each establishment seeking export registration. Where an applicant is seeking to register multiple commodities, one application charge is applicable. For example, where an exporter is applying to register an export establishment for fish, meat, plant and dairy operations, then only one registration application charge applies. However, if the establishment makes a further application at a later date to register for eggs, then a further application fee applies for the new application.

A site visit by a departmental officer may be required to consider an application to register an establishment or an application to vary an establishment. The applicable fees for consideration of the registered establishment's application are set out in Table 47.

A new application for registration may be refused where the occupier has outstanding debts owing to the Commonwealth. An application may also be refused if there are outstanding debts relating to the establishment owing to the department. For further information see the *Export Control Act 2020*.

Table 47 Application charges and fees

Charge title	Type	Legislated rate (2023–24)	Unit
Application charge (Horticulture & grains)	Charge	\$771	Application
Application charge (Meat)	Charge	\$838	Application
Application charge (Dairy)	Charge	\$675	Application
Application charge (Fish)	Charge	\$675	Application
Application charge (Egg)	Charge	\$675	Application
Activities carried out for an application to register an establishment for plant or plant products	Fee	\$46	Per 15 minutes
Activities carried out for an application to register an establishment for meat or meat products (Vet)	Fee	\$106	Per 15 minutes
Activities carried out for an application to register an establishment for meat or meat products (any other case)	Fee	\$62	Per 15 minutes
Activities carried out for an application to register an establishment for dairy or dairy products	Fee	\$56	Per 15 minutes
Activities carried out for an application to register an establishment for fish or prescribed fish products	Fee	\$56	Per 15 minutes
Activities carried out for an application to register an establishment for egg or prescribed egg products	Fee	\$56	Per 15 minutes

Note The range of activities which may be included in the fee for consideration of an application is listed at [section 1.1](#).

4.1.3 Establishment registration charge

Registration charges

Registration charges are applied to establishments involved in operations associated with the preparation of exportable goods and are detailed in the relevant commodity [section 4.2](#) to [section 4.6](#).

Re-registration for an establishment will not be processed if there is any outstanding debt on the establishment/vessel by the occupier.

For further information regarding payments of fees and charges, including debt and suspension/revocation of registration, refer to the general provisions [section 1.3.11](#) Collection arrangements of these guidelines.

Annual registration (non-meat)

Annual registration charges apply per financial year – that is, 1 July to 30 June. The department endeavours to process annual registrations in advance of the commencement of each annual financial year.

Where a request for a new registration is processed on or before 1 January, the full year charge is to be applied. Where it is processed after 1 January, the part year charge is to be applied.

Monthly registrations

Monthly registration charges are applicable for meat export establishments. See [section 4.4.1](#) for further information.

Multi-commodity registrations

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, dairy, fish and eggs it will incur 4 separate registration charges — one each for meat, dairy, fish and eggs.

4.1.4 Export documents and certificates

Exporters must obtain an export permit prior to the departure of prescribed goods from Australia. Overseas government authorities may require additional government certificates to verify that the exported products comply with their respective import conditions. More information on export documents and certificates fees are set out in each commodity-specific section.

4.1.5 Replacement certificates

Replacement certificate fees apply where:

- documents and/or certificates associated with a consignment have been completed by the department
- new or amended documents and/or certificates are requested and finalised
- the goods have left Australia, or
- the certificate is requested by the importing country.

A fee is chargeable per each replacement document issued. That is, per phytosanitary certificate, export permit, health certificate or other government document.

Examples of when a replacement certificate fee would apply include:

- Part of a consignment being 'rolled' into another vessel once certification has been issued, and the amendments result in a new certificate being issued.
- A request for multiple certificates after a single certificate has been issued. Each newly issued certificate will be a Replacement Certificate and will incur the nominated fee.
- Changing details in an export permit from one country to another.
- Changing details in a permit or health certificate after issuance.
- Requests for additional documents after the initial permit and/or health certificate have been issued.
- Requests relating to lost documentation, or documentation misplaced in transit.

Replacement fees are not charged where the certificate is required to be replaced because of departmental error such as missing a departmental seal, official mark or officer's signature. Replacement fees also do not apply if the certificate was lost or destroyed while in the possession of the department.

If the certificate was collected from the department by, or was otherwise in the possession of, the exporter, their agent or courier, and was then lost or destroyed, a replacement fee applies.

Where a certificate is lost or misplaced, a replacement fee will be incurred. If a certificate is lost or destroyed by a courier, that is between the exporter and the courier. The replacement fee applies to the exporter and the fee may be recovered from the courier or agent as they see fit. It is the responsibility of the exporter to ensure appropriate systems and security is in place to ensure certificates are accounted for at all times.

Replacement fees are not charged 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 determined by the regulated entities. In these cases, the ordinary certificate fee will apply. Certificate fees are re-applied if the certificate is completed, regardless of whether the change is made pre or post issuance.

4.1.6 Organic goods certification – approved certifying bodies

Application for approved arrangement for organic good certification operations

An application charge applies for a proposed arrangement for organic goods certification operations in relation to organic goods, as detailed in Table 48.

Annual charge for an approved arrangement for organic good certification operations

An annual charge applies where an entity approved by the department wants to maintain its approved arrangement for organic goods certification operations as an approved certifying body, as detailed in Table 48.

Audit fees

Audit of the entity is required to maintain its approved arrangement for organic goods certification operations and is charged per 15 minutes or part thereof, as detailed in Table 48.

Table 48 Organic fee and charge

Charge title	Type	Legislated rate (2023–24)	Unit
Application for an approved arrangement for organic good certification operations (approved certifying body)	Charge	\$675	Application
Approved arrangement for organic goods certification operations (approved certifying body)	Charge	\$8,439	Per financial year
Approved arrangement for organic goods certification operations (approved certifying body) (part year)	Charge	\$4,219.50	Registered after 1 January in the financial year
Assessment of applications or approvals	Fee	\$38	Per 15 minutes or part thereof
Audit charge for organic goods certification operations	Fee	\$38	Per 15 minutes or part thereof

Charges for organic certifying bodies are included in the CRIS for each export arrangement in recognition that the commodity arrangement underpins the export of an organic consignment. Commodity arrangements are, therefore, a contributor to some costs of the organic export program and associated market access activities.

4.2 Live Animal Export (LAE) Cost Recovery Arrangement

The export of live animals and reproductive material is a controlled activity and is regulated in accordance with the *Export Control Act 2020*, and *Australian Meat and Livestock Act 1997*. Exporters of live animals and animal reproductive material must obtain an export permit prior to the departure of goods from Australia and additional export certification may be required by overseas government authorities to verify the exported product's compliance with their respective import conditions.

See the [Agricultural Export CRIS](#) for more information.

4.2.1 Application for Approval and Approval Variations

A charge applies to all applications seeking some form of approval or variation to an existing application, as detailed in Table 46 to Table 55. The charges apply irrespective of the outcome of the application. Charges are applied for the following applications:

- Notices of intention
- Registered Establishment registration for the export of livestock
- Veterinarian accreditation
- Livestock export licence
- Approved Arrangements and Approved Export Programs
- Exporter Supply Chain Assurance System (ESCAS) Exemption from Approved Arrangement

Table 49 Charges applying to assessment of Notice of Intention (NOI) to export, IPAR, ESCAO

Charge title	Type	Legislated rate (2023–24)	Unit
Assessment – Livestock Vet FFS	Fee	\$74	Per 15 minutes or part thereof
Assessment – Livestock Non-Vet FFS	Fee	\$48	Per 15 minutes or part thereof
Assessment – Non-Livestock Vet FFS	Fee	\$74	Per 15 minutes or part thereof
Assessment – Non-Livestock Non-Vet FFS	Fee	\$48	Per 15 minutes or part thereof

Table 50 Charges applying to assessment of applications for an Export Permit

Charge title	Type	Legislated rate (2023–24)	Unit
Export Permit – Livestock – vet FFS	Fee	\$74	Per 15 minutes or part thereof
Export Permit – Livestock – non-vet	Fee	\$48	Per 15 minutes or part thereof
Export Permit – Non-Livestock – vet FFS	Fee	\$74	Per 15 minutes or part thereof
Export Permit – Non-Livestock – non-vet FFS	Fee	\$48	Per 15 minutes or part thereof

Table 51 Charges applying to an application, variation, or renewal for registered establishment

Charge title	Type	Legislated rate (2023–24)	Unit
Application – Reg Establishment	Fee	\$48	Per 15 minutes or part thereof
Variation – Reg Establishment	Fee	\$48	Per 15 minutes or part thereof
Renewal – Reg Establishment	Fee	\$48	Per 15 minutes or part thereof

Table 52 Charges applying to an application, variation, or renewal for Veterinarian accreditation

Charge title	Type	Legislated rate (2023–24)	Unit
App Vet Accreditation – 1/4H non-vet	Fee	\$48	Per 15 minutes or part thereof
App Variation Vet Accred – 1/4H non-vet	Fee	\$48	Per 15 minutes or part thereof
App Renew Vet Accred – 1/4H non-vet	Fee	\$48	Per 15 minutes or part thereof

Table 53 Charges applying to an application, variation, renewal, or exemption from Livestock Export Licence

Charge title	Type	Legislated rate (2023–24)	Unit
App Livestock Exp Licence 1/4H non-vet	Fee	\$48	Per 15 minutes or part thereof
NonVet Variation Livestock Licence-1/4H	Fee	\$48	Per 15 minutes or part thereof
NonVet Renew Livestock Licence-1/4H	Fee	\$48	Per 15 minutes or part thereof
NonVet Exemption Livestock Licence Spec-1/4H	Fee	\$48	Per 15 minutes or part thereof

Table 54 Charges applying to an application, variation, or renewal to the Exporter Supply Chain Assurance System (ESCAS)

Charge title	Type	Legislated rate (2023–24)	Unit
Application – ESCAS	Fee	\$48	Per 15 minutes or part thereof
Variation – ESCAS	Fee	\$48	Per 15 minutes or part thereof
Renewal – ESCAS	Fee	\$48	Per 15 minutes or part thereof

Table 55 Charges applying to an application, variation, renewal, or exemption from an Approved Arrangement (AA)

Charge title	Type	Legislated rate (2023–24)	Unit
Application – AA – Livestock	Fee	\$48	Per 15 minutes or part thereof
Variation – AA – Livestock	Fee	\$48	Per 15 minutes or part thereof
Renewal – AA – Livestock	Fee	\$48	Per 15 minutes or part thereof
Exemption – AA – Livestock	Fee	\$48	Per 15 minutes or part thereof

4.2.2 Approved Arrangement Charges

From 1 January 2017, livestock exporters are required to operate under an approved arrangement.

An annual charge is applied for a livestock exporter operating under an approved arrangement. The annual charge varies depending on whether livestock is exported by sea or air. Livestock exporters who export by both air and sea pay the higher rate being the sea rate. Rates are provided in Table 56.

Exporters seeking to operate as a small and infrequent exporter must first apply for an exemption from an approved arrangement. The annual charge applied to exporters approved to operate as a small and infrequent exporter is applicable per financial year and not reduced if commenced post 1 January for that financial year.

Table 56 Livestock licence and approved arrangement charges

Charge title	Type	Legislated rate (2023–24)	Unit
Approved Arrangement livestock exported by sea, or sea and air	Charge	\$48,827	Per financial year
Approved Arrangement livestock exported by sea or sea and air (part year)	Charge	\$24,413.50	Registered after 1 January in the financial year
Approved Arrangement livestock exported by air only	Charge	\$24,413	Per financial year
Approved Arrangement livestock exported by air only (part year)	Charge	\$12,206.50	Register after 1 January in the financial year
Licence – Livestock	Charge	\$9,376	Per financial year

4.2.3 Livestock throughput charges

The throughput charge per head of exported livestock is set out in Table 57. The charges apply for each animal exported irrespective of the export market. The throughput charge is determined by the total number of animals listed on the export certificates for the consignment.

Table 57 Livestock throughput charges

Charge title	Type	Legislated rate (2023–24)	Unit
Throughput – Full Unit (Cattle/Buffalo/Camelids) by sea	Charge	\$5.85	Animal
Throughput – Full Unit (Cattle/Buffalo/Camelids) by air	Charge	\$4.99	Animal
Throughput (Sheep/Goat) – by sea	Charge	\$1.50	Animal
Throughput (Sheep/Goat) – by air	Charge	\$1.28	Animal

4.2.4 Registered establishment charges

An annual charge applies to registered establishments (formally known as registered premises) registered for the assembling and holding of livestock for export, as detailed in Table 58.

Table 58 LAE registered establishment charge

Charge title	Type	Legislated rate (2023–24)	Unit
Livestock Establishment Registration	Charge	\$12,207	Annual

4.2.5 Certificate charges

Export permits are a legislative requirement for each consignment (both livestock and non-livestock) and most importing countries also require health certificates attesting that the consignment meets their requirements. Charges apply for assessment and preparation of each departmental document issued (certificate and/or permit). Each consignment requires at least one export permit and usually at least one health certificate. Table 59 outlines documentation charges for exporters of live animals and animal reproductive material.

A charge is applied per permit for all animal reproductive material and non-livestock live animal export permits. Where an exporter requests multiple export permits for the one consignment, the additional time taken to prepare the extra certificates will be included in the assessment and preparation charges.

Table 59 Live Animal Export Documentation charges

Charge title	Type	Legislated rate (2023–24)	Unit
Export Permit (animal reproductive material or non-livestock live animals)	Charge	\$299	Document
Export Permit – Livestock w/o licence	Charge	\$299	Document
Replacement document	Fee	\$540	Document

4.2.6 Inspection fees

Inspection activities are charged per 15 minutes or part thereof, as shown in Table 60 and Table 61.

Table 60 Charges applying to inspection of applications for an Export Permit

Charge title	Type	Legislated rate (2023–24)	Unit
Inspection – Vet – Livestock	Fee	\$74	Per 15 minutes or part thereof
Inspection – Non-Vet – Livestock	Fee	\$48	Per 15 minutes or part thereof
Inspection – Non-Livestock Vet FFS	Fee	\$74	Per 15 minutes or part thereof
Inspection – Non-Livestock Non-Vet FFS	Fee	\$48	Per 15 minutes or part thereof
Inspection – Premises/Facility LAE	Fee	\$48	Per 15 minutes or part thereof

Table 61 Charges applying to inspections and audits performed out of hours (OOH)

Charge title	Type	Legislated rate (2023–24)	Unit
OOH Vet w.end/P/H non cont.	Fee	\$58	30 minutes (minimum fee)
OOH Vet w.end/ P/H	Fee	\$29	Per 15 minutes or part thereof ^a
OOH Vet w.day non cont.	Fee	\$42	30 minutes (minimum fee)
OOH Vet w.day	Fee	\$21	Per 15 minutes or part thereof ^b
OOH Non-Vet w.day	Fee	\$15	Per 15 minutes or part thereof ^b
OOH Non-Vet w.end/P/H	Fee	\$20	Per 15 minutes or part thereof ^a
OOH Non-Vet w.end/P/H non cont	Fee	\$40	30 minutes (minimum fee)
OOH Non-Vet w.day non cont	Fee	\$30	30 minutes (minimum fee)

a Fee applies for each 15 minutes, or part of a 15 minutes, after the first 30 minutes. **b** Fee for each applies if the activity is carried out immediately before or after a fee-bearing activity carried out during ordinary hours; or each 15 minutes or part of 15 minutes after the first 30 minutes.

4.2.7 Audit fees

Audit activities are charged per 15 minutes or part thereof. Where there is a need or a request for a specialist auditor, such as a veterinarian, to undertake an audit, a higher rate applies as shown in Table 62.

Table 62 Charges applying to audits

Charge title	Type	Legislated rate (2023–24)	Unit
LAE Audit	Fee	\$62	Per 15 minutes or part thereof
Specialist Audit – Vet	Fee	\$106	Per 15 minutes or part thereof

4.2.8 Independent observers (IO)

Standard fees

Independent Observers undertake audit activities on vessels to confirm the arrangements exporters have in place to manage livestock in accordance with Standard 5 of the Australian Standards for the Export of Livestock (ASEL). The existing live animal export audit fee rates will apply to these functions. The following standard fees will apply to each voyage that an IO accompanies:

- Audit per day from the day of arrival on the vessel until and including day of return to Australia (see Table 63)
- Per 15 minutes for audit support from a departmental officer in Australia (note standard audit rates and outside ordinary hours rates apply)
- Travel costs associated with the returning international business class flight.

Table 63 LAE Independent Observer rates

Charge title	Type	Legislated rate (2022–23)	Unit
Independent Observer (IO) LAE	Fee	\$1,810	Per day
Audit – 1/4hr – LAE IO	Fee	\$62	Per 15 minutes or part thereof
OOH w.end/P/H – LAE IO	Fee	\$20	Per 15 minutes or part thereof
OOH w.day – LAE IO	Fee	\$15	Per 15 minutes or part thereof
OOH w.day non cont. – LAE IO	Fee	\$30	30 minutes (minimum fee)
OOH w.end/P/H non-cont. – LAE IO	Fee	\$40	30 minutes (minimum fee)

Multiple Exporters

Where there are multiple exporters and consignments on a voyage, fees and charges will be assigned based on the number of head exported by each exporter. The travel costs will be assigned equally between all exporters.

Scenario 41 Livestock consignment charges

A licensed exporter submits an Assessment Notice of Intent (NOI), to export 2,500 cattle from Townsville to Vietnam by sea. The NOI takes 30 minutes (2 x 15 minute units) to assess and provide advice of approval.

Supporting documents demonstrating compliance with the importing country requirements has also been provided. A veterinary officer (VO) performs an Export permit assessment which takes 1 hour and 15 minutes (5 x 15 minute units).

Immediately following, the VO conducts an inspection of the livestock between the hours of 5.00pm and 7.00pm which takes 2 hours (8 x 15 minute units). As the VO worked after 6.30pm, 30 minutes will be charged for the outside ordinary hours continuous on a weekday rate (2 x 15 minute units).

The VO travels to the departure port in Townsville where they conduct a final inspection of the livestock as they board the vessel. At the port, the VO conducts a final document check, reviews the documentation, and

certifies the export permit and health certificates. The certified documents are then provided to the exporter. These tasks take 1 hour to complete on a weekend (4 x 15 minute units). An outside ordinary hour's non-continuous charge is billed (1 x 30 minute units) and half an hour is billed for outside ordinary hours vet weekend (2 x 15 minute units). Charging is as follows in Table 64.

Table 64 Scenario 41 charging

Fees and charges	Units	Total
Assessment – Non-Vet (NOI)	2 x \$48	\$96
Export permit assessment – Vet	5 x \$62	\$310
Inspection	12 x \$62	\$744
Outside ordinary hours continuous weekday	2 x \$21	\$42
Outside ordinary hours non-continuous weekend	–	\$58
Outside ordinary hours non-continuous weekend	2 x \$29	\$58
Throughput (Cattle \$5.85 per head)	2,500 x \$5.85	\$14,625
Total	–	15,933

Scenario 42 NOI Assessment/ESCAS Assessments/Licence Assessment

An exporter applies for a livestock export licence to export cattle by sea. The application is assessed and approved by a non-vet, which takes a total of 180 minutes (12 x 15 minute units).

The exporter also applies for an Approved Arrangement and Approved Export Program. The application is assessed and approved by a non-vet, which takes a total of 7 hours. The exporter is now liable for the annual charge of \$48,827 to export as a licenced exporter by sea with an Approved Arrangement.

In order to export slaughter cattle to a particular market, the exporter now applies for an ESCAS application. The application is assessed and approved by a non-vet, which takes a total of 25 minutes.

The exporter then applies for a notice of intention to export the consignment. The notice of intention is assessed and approved, which takes a total of 100 minutes. The exporter varies the notice of intention, which takes a further 20 minutes to assess and approve. Charging is as follows in Table 65.

Table 65 Scenario 42 charging

Fees and charges	Units	Total
Assessment of livestock export licence (non-vet)	12 x \$48	\$576
Export Licence	–	\$9,376
Approved Arrangement application (non-vet)	28 x \$48	\$1,344
Approved arrangement charge	–	\$48,827
ESCAS application (non-vet)	2 x \$48	\$96
NOI assessment and variation (non-vet)	9 x \$48	\$432
Total	–	\$60,651

Scenario 43 Exporting one dog to New Zealand (with a variation)

Joe, a resident of Australia, plans to move to New Zealand and take his dog with him. He contacts a pet transport company to assist with the process. A notice of intention to export (NOI) is lodged with the department 10 business days before departure. The NOI takes 15 minutes to assess and advise approval.

Supporting documents to demonstrate compliance with the importing country requirements are provided and assessed by a veterinary officer. A health certificate and export permit is prepared based on the NOI and supporting documents, taking 30 minutes.

Five days before departure Joe notifies the department his travel plans have changed and amends the date of departure. This variation to the NOI requires another assessment and amendments to the documents taking 15 minutes.

It is not an importing country requirement for the dog to be inspected by a department officer before export. The service is provided during ordinary hours. Joe is charged as follows in Table 66.

Table 66 Scenario 43 charging

Fees and charges	Units	Total
Export permit charge	–	\$299
Assessment – Non-Vet (NOI)	–	\$48
Document assessment and preparation	2 x \$74	\$148
Assessment – Non-Vet (NOI variation)	–	\$48
Total	–	\$543

Scenario 44 Approved arrangements

During 2023–24, Fred's Exports, a licensed livestock exporter operating under an approved arrangement for the export of livestock by sea and air, exports 120,000 cattle from Darwin to Indonesia over 12 consignments.

The department spent a total of 10 hours auditing their facility throughout the year. The exporter is charged for the approved arrangement and audit as follows in Table 67.

Table 67 Scenario 44 charging

Fees and charges	Units	Total
Approved arrangement charge	–	\$48,827
Audit	40 x \$62	\$2,480
Total	–	\$51,307

Note: The table above shows the approved arrangement and audit charges. Additional fees and charges (including a per head throughput charge and inspection charge) are also payable for each individual consignment, as shown in Scenario 41 above.

Scenario 45 Exporting 2 dogs to Singapore

Penny, a resident of Australia, plans to move to Singapore and take her 2 dogs with her. She contacts a pet transport company to assist with the process. They coordinate and charge for the required vaccinations and treatment for the 2 dogs. Penny lodges a notice of intention to export (NOI) with the department 10 business days before departure. The NOI takes 12 minutes to assess and advise approval. Supporting documents to demonstrate compliance with the importing country requirements are provided and assessed by a veterinary officer, and a health certificate and export permit is prepared based on the NOI and supporting documents taking 30 minutes. It is an importing country requirement that a departmental officer inspects the animals prior to export. The departmental officer will spend 5 minutes undertaking the inspection of each animal. The service is provided during ordinary hours. Penny is charged as follows in Table 68.

Table 68 Scenario 45 charging

Fees and charges	Units	Total
Export permit charge	–	\$299
Assessment – Non-Vet (NOI)	–	\$48

Document assessment and preparation	2 x \$74	\$148
Inspection – Non-livestock non-Vet	–	\$48
Total	–	\$543

Scenario 46 Exporting one dog to New Zealand (with a rescheduled appointment)

Sally, a resident of Australia, plans to move to New Zealand and take her dog with her. Sally lodges a notice of intention to export (NOI) with the department 10 business days before departure. The NOI takes 15 minutes to assess and advise approval. Documents are prepared for the scheduled appointment. On the day of the appointment, supporting documents to demonstrate compliance with the importing country requirements are provided and assessed by a veterinary officer.

The assessment identifies that Sally's dog does not comply with the importing country requirements because the external parasite treatment has not been completed within the required period. To comply with the importing country requirements Sally must organise the correct treatments and supporting documents from her private veterinarian and reschedules another appointment for the following morning.

Assessment of the initial documents and preparation of the health certificate and export permit takes 30 minutes. Because the appointment is rescheduled with less than one business days' notice a reschedule fee is applied. Assessment of the new documents takes 10 minutes. It is not an importing country requirement for the dog to be inspected by a departmental officer before export. The service is provided during ordinary hours. Sally is charged as follows in Table 69.

Table 69 Scenario 46 charging

Fees and charges	Units	Total
Export permit charge	–	\$299
Assessment – Non-Vet (NOI)	–	\$48
Document assessment and preparation	2 x \$48	\$96
Reschedule appointment fee	–	\$48
Document assessment and preparation	–	\$48
Total	–	\$539

Scenario 47 Exporting one cat to the USA

Joe, a resident of Australia, plans to move to USA and take his cat with him. He contacts a pet transport company to assist with the process. Joe lodges a notice of intention to export (NOI) with the department 10 business days before departure. The NOI takes 15 minutes to assess and advise approval.

Supporting documents to demonstrate compliance with the importing country requirements are provided and assessed by a veterinary officer. A health certificate and export permit are prepared based on the NOI and supporting documents taking 30 minutes.

It is not an importing country requirement for a departmental officer to inspect the cat before export. The service is provided during ordinary hours. Joe is charged as follows in Table 70.

Table 70 Scenario 47 charging

Fees and charges	Units	Total
Export permit charge	–	\$299
Assessment – Non-Vet (NOI)	–	\$48
Document assessment and preparation by a veterinarian.	2 x \$74	\$148
Total	–	\$495

Scenario 48 Exporting 10 horses to UAE

Pegasus, a horse exporter, submits a notice of intention (NOI) to export a consignment of 10 horses to UAE by air, during ordinary hours on a Monday. The NOI takes 15 minutes to assess and advise approval.

It is a condition of importing to the UAE that horses undertake pre-export isolation (PEI) in an appropriate facility. The operations and governance manual for the PEI facility is assessed taking 15 minutes. Some sections of the manual required amendment. A regional officer completes a 30 minute inspection of the PEI facility to assess compliance. It takes an additional 15 minutes to assess the amended operations and governance manual and advise approvals.

Supporting documents to demonstrate compliance with the importing country requirements are submitted. The regional veterinary officer assesses the inspection and laboratory results, vaccinations and verifies declarations before preparing and signing the required certification. Assessment and preparation of documents takes 3 hours and 45 minutes.

The horses are inspected during ordinary hours, between 2.00 and 3.00 pm. The regional veterinary officer takes 15 minutes after the inspection to finalise the inspection record at the regional office.

Pegasus is charged as follows in Table 71.

Table 71 Scenario 48 charging

Fees and charges	Units	Total
Export permit charge	–	\$299
Assessment – Non-Vet (NOI)	–	\$48
Document assessment and preparation	18 x \$74	\$1,332
Inspection (Premises)	2 x \$74	\$148
Inspection	5 x \$74	\$370
Total	–	\$2,197

Scenario 49 Specialist Audit

A facility approved for the collection and storage of animal reproductive material requires regular audits by a departmental veterinary officer. The pre-audit preparation takes 30 minutes. The on-site audit takes 2 hours and post-audit reporting, and finalisation takes 1 hour. A total of 3 hours and 30 minutes is spent on the audit. The facility is charged as follows in Table 72.

Table 72 Scenario 49 charging

Fees and charges	Units	Total
Specialist audit fee	14 x \$106	\$1,484
Total	–	\$1,484

Scenario 50 Six horses to Europe overtime (continuous)

An exporter submits a notice of intention (NOI) to export a consignment of 6 horses to Europe. The NOI takes 15 minutes to assess and advise approval by a non-vet.

Supporting documents to demonstrate compliance with the importing country requirements are submitted. Assessment by a departmental veterinarian officer and preparation of documents takes 2 hours and 45 minutes during business hours.

The inspection occurs on a Wednesday between 6.00pm and 6.45pm. The consignment inspection commences in ordinary hours. The overtime applicable to this case is continuous overtime, so the minimum weekday overtime fee of 15 minutes applies.

The regional veterinary officer undertakes 15 minutes of post-inspection work the next day in the regional office to finalise the inspection record. The regional veterinary officer assesses the inspection results and verifies declarations before preparing and signing the required certification. A single export permit is required, but a health certificate is required for each horse. The exporter is charged as follows in Table 73.

Table 73 Scenario 47 charging

Fees and charges	Units	Total
Export permit charge	–	\$299
Assessment – Non-Vet (NOI)	–	\$48
Document assessment and preparation	12 x \$74	\$888
Inspection	3 x \$74	\$222
Outside ordinary hours – continuous	–	\$21
Total	–	1,478

Scenario 51 Animal reproductive material export to New Zealand

An exporter, Liquid Life, submits a notice of intent (NOI) to export a consignment of animal reproductive material to New Zealand by air. The NOI takes 15 minutes to assess and advise approval by a non-vet.

Supporting documents to demonstrate compliance with the importing country requirements are submitted. Assessment and preparation of documents by a departmental veterinarian officer takes 3 hours and 30 minutes. The consignment inspection takes 30 minutes.

The inspector undertakes 5 minutes post-inspection work in the regional office to close the inspection event and enter the required information into the department's systems.

The inspector assesses the inspection results and verifies declarations before preparing and signing the required certification. Liquid Life is charged as follows in Table 51.

Table 74 Scenario 51 charging

Fees and charges	Units	Total
Export permit charge	–	\$299
Assessment – Non-Vet (NOI)	–	\$48
Document assessment and preparation	15 x \$74	\$1,110
Inspection	2 x \$74	\$148
Total	–	\$1,605

Scenario 52 Independent Observer, Broome to Malaysia, 13 days

An Independent Observer (IO) departs Melbourne and arrives in Broome at 4.00pm on Monday 7 August to accompany a livestock export to Malaysia expected to take 13 days. The voyage is scheduled to depart at 11.00am on Tuesday 8 August and the observer boards the vessel at this time. Due to unforeseen circumstances the voyage departure is delayed until Wednesday 8 August at 10.00am.

The IO provides the standard 7.5 hour audit service each day.

The unloading of stock is not completed until 9.00am on 21 August and the IO departs for Melbourne on the next available flight on 22 August.

The livestock exporter is charged as follows in Table 75.

Table 75 Scenario 52 charging

Timeline and expenses	Fees and charges	Units	Total
Delay at Broome – Tuesday 7 August	Independent Observer rate	–	\$1,810
13-day voyage (8 – 20 August)	Independent Observer rate	13 x \$1,810	\$23,530
13-day voyage (8 – 20 August)	OOH w.end/P/H – LAE IO 1/4 hour	120 x \$20	\$2,400
International flight – Malaysia to Melbourne	Airfares (including GST)	–	\$3,500
Additional day travel to Australia	Independent Observer rate	–	\$1,810
Total		–	\$33,050

4.3 Grain and Horticulture Export Cost Recovery Arrangements

The export of plant and plant products is a controlled activity and is regulated in accordance with the Export Control Act 2020 and the Export Control (Plants and Plant Products) Rules 2021 (Plant Rules). Exporters of prescribed plants and plant products must obtain an export permit prior to the departure of goods from Australia. Additional export certification may be requested where overseas government authorities require evidence to verify the exported products comply with their respective import conditions.

Plant and plant products covered under the grain and seed export cost recovery arrangement are:

- prescribed grain – any seed or grain of any of the following kinds: barley, canola, chickpeas, dried field peas, fava beans, lentils, lupins, mung beans, oats, sorghum, soybeans, whole vetch and wheat
- hay and straw
- nuts, fodder, timber products, cotton, and other plants and plant products not listed above for which a phytosanitary certificate or phytosanitary certificate for re-export is required by an importing country authority.

Plant and plant products covered under the horticulture export cost recovery arrangement are:

- fresh fruit and vegetables, herbs and mushrooms
- nursery stock, tissue cultures, cut flowers, foliage, and dried fruit in circumstances where an importing country requires a phytosanitary certificate or phytosanitary certificate for re-export.

See the [Grain and Plant Products Exports](#) and [Horticulture Exports](#) CRIS' for more information.

4.3.1 Assessment of accredited property applications and pre-season site visits

Applications to accredit farms and packhouses are subject to a fee for the time taken to consider the application, outlined in Table 76 below. Activities covered by this fee include:

- in-office documentation checks
- pre-season site visits
- post-site visit documentation completion.

In-season site visits for properties that are already accredited are charged as audits. For more information, see [section 4.3.4](#) Audit fees, below.

Table 76 Accredited property application and pre-season site visits

Charge title	Type	Legislated rate (2023-24)	Unit
Assessment of applications to accredit farms and packhouses (including pre-season site visits)	Fee	\$46	Per 15 minutes or part thereof

4.3.2 Annual charge for registered establishments

Occupiers applying to register their establishments are liable to pay an application charge and a time-based activity fee for the assessment of the application, as covered in Table 47 in [section 4.1.2](#)

The registration period for plant and plant product is aligned to the financial year. A registration charge, as shown in Table 77 and Table 78 below, is payable at the beginning of each registration period.

For establishments that are newly registered by the department in a financial year:

- where the registration is approved on or before 1 January – the full year charge is applied.
- where the registration is approved after 1 January – the part year is applied.

For establishments that are registered for both horticulture exports and grain and seed exports, only the higher of the charges applies.

The annual charge for a registered establishment will correspond with the export operations carried out within a registration period. An establishment will be charged different annual registration charges in different registration periods where export operations or the export markets change. For example, where the establishment prepares horticulture goods for export to 'protocol markets' in one financial year and then to 'non-protocol markets' only in the following financial year.

Note: new establishments requesting registration are also liable to pay the establishment registration application charge of \$771, per Table 47.

Grain and Seed Registered Establishments

There are 2 categories of grain and seed registered establishments – bulk and non-bulk. A bulk registered establishment loads large, unpackaged quantities of bulk grain directly into a bulk vessel hold for export and is referred to as an ‘Establishment registration – complex.’ A non-bulk registered establishment exports bulk grain into containers, non-bulk grain, and other plant products such as timber, and is referred to as an ‘Establishment registration – simple.’

Where a registered establishment prepares both bulk and non-bulk grain, the higher establishment registration charge applies. See Table 77: Grain and Seed registered establishment charges.

Table 77 Grain and Seed registered establishment charges

Charge title	Type	Legislated rate (2023–24)	Unit
Establishment registration — simple	Charge	\$3,855	Per financial year
Establishment registration — simple (part year)	Charge	\$1,927.50	Registered after 1 January in the financial year
Establishment registration — complex	Charge	\$7,709	Per financial year
Establishment registration — complex (part year)	Charge	\$3,854.50	Registered after 1 January in the financial year

Horticulture Registered Establishments

There are 3 categories of horticulture registered establishments:

- protocol
- non-protocol
- Small Horticultural Products Registered Establishments (SHPREs).

A protocol registered establishment is one that carries out one or more export operations for horticulture products to [‘protocol markets’](#) and is charged as ‘Establishment registration – complex.’

A non-protocol registered establishment carries out export operations for horticulture products to markets other than ‘protocol markets and is charged as ‘Establishment registration – simple.’

A registered establishment that carries out export operations to both protocol and non-protocol markets are referred to as an ‘Establishment registration – complex.’ The charge payable by that establishment is the higher of the 2 charges. See below Table 78: Horticulture registered establishment charges.

The department checks export activity at registered establishments to ensure export operations align with registration charge categories. Establishments will be invoiced at the relevant higher rate where a misalignment is identified. SHPREs may carry out export operations for either or both protocol and non-protocol markets, provided they satisfy all legislative requirements in the Plant Rules 2021 to retain SHPRE status, Small Horticultural Products Registered Establishments (SHPREs) for more information.

Table 78 Horticulture registered establishment charges

Charge title	Type	Legislated Rate (2023–24)	Unit
Establishment registration — Small Horticultural Products	Charge	\$1,157	Per financial year
Establishment registration — simple	Charge	\$5,785	Per financial year
Establishment registration — simple (part year)	Charge	\$2,892.50	Registered after 1 January in the financial year
Establishment registration — complex	Charge	\$11,571	Per financial year
Establishment registration — complex (part year)	Charge	\$5,785.50	Registered after 1 January in the financial year

Small Horticultural Products Registered Establishments (SHPREs)

Small horticulture growers seeking to register an establishment that will enable them to export their own product may be eligible for a reduced establishment charge. To be eligible as a SHPRE, there is a maximum tonnage permitted for the facility for each of the exported products in a financial year. Limits are detailed at Table 79.

To be eligible as a SHPRE (per Part 2, 1-8 of the Plant Rules):

- the establishment must only be used for export operations in relation to one or more of the horticultural products in Table 77 during a financial year, i.e. a SHPRE cannot also carry out any export operations for grain, seed or other plant products.
- the occupier of the SHPRE must not occupy any other registered establishment in the relevant financial year to maintain their SHPRE registration.
- the occupier must be the grower of the relevant horticultural products.

When a SHPRE exceeds the maximum tonnage permitted, the grower will be required to pay the difference between the SHPRE annual charge and the applicable protocol or non-protocol registered establishment charge category. There is no part-year charge for SHPREs where initial registration occurs after 1 January of the relevant financial year. SHPRE status cannot be granted retrospectively for a previous financial year.

The SHPRE is still required to meet all the other requirements for registering an export establishment under the *Export Control Act 2020* and the Plant Rules.

Further detail on [small horticultural products registered establishment](#).

Table 79 Maximum tonnage for small grower/exporter establishment charge

Commodity	Maximum tonnage
Apples or pears (either or both)	400 tonnes
Avocados	5 tonnes
Cherries	30 tonnes
Citrus	400 tonnes
Cut flowers	5 tonnes
Kiwi Fruit	5 tonnes
Leafy vegetables	10 tonnes
Mangoes	100 tonnes

Melons	10 tonnes
Stone fruit (except cherries)	400 tonnes
Strawberries and berries (either or both)	5 tonnes
Table grapes	400 tonnes
Vegetables other than leafy vegetables	100 tonnes
All other kinds of horticulture products	5 tonnes

4.3.3 Tonnage charges

An export volume charge (tonnage charge) is applied per tonne, or part thereof, for all grain, seed, and horticulture exports, see Table 80. The charge is applied to the exporter applying for an export permit and is applied against the quantity recorded on the export permit.

Table 80 Plant Exports tonnage charge rates (Grain and Horticulture)

Charge title	Type	Legislated rate (2023–24)	Unit
Export volume — grain & related products rate	Charge	\$0.14	Per tonne or part thereof
Export volume — horticulture non-protocol rate	Charge	\$1.25	Per tonne or part thereof
Export volume — horticulture protocol rate	Charge	\$2.51	Per tonne or part thereof

For commodities that are certified without weights (e.g. stems, cubic Metres), a conversion factor as shown in Table 81, is to be applied to quantify tonnage.

Table 81 Conversion table for commodities certified without weights

Unit symbol	Unit name	Conversion factor
CU	Cubic metre	0.66
JCM	Japanese Agriculture Standard (JAS) Cubic Metre	0.66
NO	Number	0.00025
SM	Square Metre	0.007
SS	Stems	0.00015

4.3.4 Audit fees

Audit activities are charged per 15 minutes or part thereof, as detailed in Table 82, below. Audits may be undertaken in relation to a range of export activities including:

- Registered establishments and their operations
- Accredited properties and their operations
- Third party authorised officers
- Exemption holders
- Exporters, and export operations associated with plants or plant products for which export permit and government certificates have been issued.

4.3.5 Inspection fees

Inspection activities are charged per 15 minutes or part thereof, as detailed in Table 82.

Inspection activities include activities such as product inspection, treatment supervision, container inspection and bulk vessel inspection.

Where a third party Authorised Officer (AO) is approved to carry out a particular kind of inspection, but an exporter elects to use a Commonwealth departmental officer or State and Territory government officer, the assessment of inspection cost will be at the higher rate per 15 minutes or part thereof. If a job function is available to third party AOs but there has been no uptake by third party AOs, or uptake by third party AOs in the area where an exporter requires that service, then the higher rate still applies.

The department maintains a public register of Australian plant export AOs with contact details and authorised powers of AOs working in the horticulture, and grain and seed industries. Access the Public register of Australian plant exports authorised officers.

Third party authorised officers:

- do not need to be tied to or associated with specific registered establishments
- may provide inspection services for any consignment for which they have approved job functions in any establishment registered for that commodity.

Table 82 Plant Export audit and inspection fees (Grain and Horticulture)

Charge title	Type	Legislated rate (2023–24)	Unit
Audit	Fee	\$46	Per 15 minutes or part thereof
Core inspection	Fee	\$46	Per 15 minutes or part thereof
Inspection completed by Commonwealth department officer or state and territory government officer	Fee	\$96	Per 15 minutes or part thereof

Note: Services provided outside of ordinary hours are subject to associated time-based activity fees, see 1.3.9 and Export Control (Fees and Payments) Rules 2021, Part 2, 2-10. Where an Inspection (Assessment) could have been carried out by a third party authorised officer, a higher fee is paid, further information regarding third party officers is contained in the Export Control (Fees and Payments) Rules 2021, Part 2, 2-3

4.3.6 Documentation fees

Documentation fees are charged to the exporter for each government certificate, export permit or other export document issued by the department. Examples of export documents issued by the department include:

- export permits
- phytosanitary certificates and phytosanitary certificates for re-export
- other government certificates, such as certificates as to condition, USDA 556 and IRADS system certificates.

Applicable documentation fees and charges depend on the size of the consignment. Details of the fees and charges for consignments of grain and seed over 10kg or 10L are provided in Table 83 and Horticulture over 10 kg or 10 L in Table 84. Table 85 provides the fees for consignments of Grain and Seed no more than 10 kg or 10 L are, while Table 86 outlines fees for Horticulture no more than 10 kg or 10 L.

Fees and charges for government certificates apply per certificate issued. For example, where goods from one notice of intention to export are broken down and covered by multiple phytosanitary certificates, each phytosanitary certificate will incur the fee and charge.

To reflect the additional cost incurred in the issue and delivery of manual certification, a separate fee applies to each export permit, each certificate, and each additional document that is issued manually. Certificates issued from the Plant Export Management System (PEMS), such as calibration certificates, incur the manual certificate rate.

Where an importing country mandates manual documentation only and the exporter is using the Export Documentation System (EXDOC) the lesser charge (electronic certificates) applies.

Table 83 Grain and Seed Export document fees and charges for consignments over 10 kg or 10 L

Charge title	Type	Legislated rate (2023–24)	Total charge	Unit
Phytosanitary certificate issued electronically	Charge	\$44	–	Per document
Phytosanitary certificate issued electronically	Fee	\$15	\$59 a	Per document
Electronically issued export document (includes permits and other government certificates)	Fee	\$15	\$15	Per document
Manual document (includes export permits, phytosanitary certificates and other government certificates)	Fee	\$128	\$128	Per document
Replacement certificate, see section 4.1.5	Fee	\$563	\$563	Per document

Note: **a** Phytosanitary certificate issued electronically has a combined fee and charge total per document.

Table 84 Horticulture Export document fees and charges for consignments over 10 kg or 10 L

Charge title	Type	Legislated rate (2023–24)	Total charge	Unit
Phytosanitary certificate issued electronically	Charge	\$73	–	Per document
Phytosanitary certificate issued electronically	Fee	\$23	\$96 a	Per document
Electronically issued export document (includes permits and other government certificates)	Fee	\$23	\$23	Per document
Manual document (includes export permits, phytosanitary certificates and other government certificates)	Fee	\$193	\$193	Per document
Replacement certificate see section 4.1.5	Fee	\$563	\$563	Per document

Note: **a** Phytosanitary certificate issued electronically has a combined fee and charge total per document. Services provided outside of ordinary hours for issuing export documents and other government certificates for plant and plant product exports are not subject to the additional fees. Services provided outside ordinary hours are only associated with time-based activity fees, see [section 1.3.9](#) and section 2-10 of the Export Control (Fees and Payments) Rules 2021. Where an importing country mandates manual documentation only, and the exporter is using the Export Documentation System (EXDOC), the lesser charge (electronic certificates) applies.

Where the horticulture products covered by the notice of intention to export are no more than 10 kg or 10 L, they do not require an export permit and no export permit fee is applied. Manually issued documents, including export permits, are charged at the same fee as for consignments exceeding 10 kg or 10 L.

Documentation charges for government certificates do not apply for consignments equal to or less than 10 kg or 10 L. However, documentation fees do still apply. As consignments equal to or less than 10 kg or 10 L are taken to not be prescribed goods, the non-prescribed fees apply, unless the Tariff Rate Quota applies. Table 86 outlines the document fees and charges for consignments of horticulture products equal to or less than 10 kg or 10 L where non-prescribed fees apply.

Table 85 Grain and Seed Export document fees and charges for consignments equal to or less than 10 kg or 10 L

Charge title	Type	Legislated rate (2023–24)	Total charge	Unit
Phytosanitary certificate or other government certificate issued electronically	Charge	Not applicable	–	Per document
Phytosanitary certificate or other government certificate issued electronically	Fee	\$24	\$24 a	Per document
Electronically issued export permit	Fee	Not applicable	-	Per document
Manual document (includes export permits, phytosanitary certificates and other government certificates)	Fee	\$57	\$57 a	Per document
Replacement certificate, see section 4.1.5	Fee	\$563	\$563	Per document

Note: a These fees/charges (for Grain and Seed consignments equal to or less than 10kg or 10L) are charged at NPG rates

Table 86 Horticulture Export document fees and charges for consignments equal to or less than 10 kg or 10 L

Charge title	Type	Legislated rate (2023–24)	Total charge	Unit
Phytosanitary certificate or other government certificate issued electronically	Charge	Not applicable	–	Per document
Phytosanitary certificate or other government certificate issued electronically	Fee	\$24	\$24 a	Per document
Electronically issued export permits	Fee	Not applicable	-	Per document
Manual document (includes export permits, phytosanitary certificates and other government certificates)	Fee	\$57	\$57 a	Per document
Replacement certificate, see section 4.1.5	Fee	\$563	\$563	Per document

Note: a These fees/charges (for Horticulture consignments equal to or less than 10kg or 10L) are charged at NPG rates. Services provided outside of ordinary hours for issuing export documents and other government certificates for plant and plant product exports are not subject to the additional fees. Services provided outside ordinary hours are only associated with time-based activity fees, see [section 1.3.9](#) and section 2-10 of the Fees and Payments Rules 2021.

Certified copies of phytosanitary certificates

If the regulated entity decides, certified copies of phytosanitary certificates can be obtained through a Justice of the Peace, Commissioner for Declarations, Commissioner for Affidavits or the suitable certifying official for the State involved. The department may still certify true copies. However, this practice incurs the appropriate manual document charge.

To reflect the additional cost incurred in the delivery of manual certification and certified copies, a separate fee applies to each export permit, each certificate and each additional document that is provided.

Scenario 53 Small exporter/grower category

A table grape grower applies to become a registered establishment to export table grapes. He plans to inspect the grapes at his own shed. He anticipates exporting no more than 400 tonnes of grapes per annum in 5 equal consignments of 80 tonnes. He uses an External Authorised Officer employed by a neighbouring farm. The establishment is audited once a year taking around 4 hours. The grower is charged as follows in Table 87.

Table 87 Scenario 53 charging

Fees and charges	Unit	Total
Application charge	–	\$771
SHPRE annual registration charge	–	\$1,157
Phytosanitary certificate	5 x \$96	\$480
Tonnage charge	400 x \$2.51	\$1,004
Audit fee	16 x \$46	\$736
Total	–	\$4,148

4.3.7 Third-party authorised officers

Third-party authorised officer application fees

An application fee applies to new third party authorised officer applicants. The application fee is required at the time of application and applies irrespective of the assessment outcome of the application.

A 'Learning and Assessment' fee applies per package (up to 5 job functions) for all applicants whose application to undertake training is approved. The fee provides for:

- access to the department's LearnHub portal
- one session of facilitated training per job function within the package
- one competency assessment per job function within the package.

Competency assessments are not undertaken until payment of the 'Learning and Assessment' fee is received.

An 'Additional Learning and Assessment' fee applies per package for applicants assessed as not yet competent in any job function within the package and requiring mandatory additional learning and a further competency assessment. The fee applies on submission of an application for the mandatory training. The fee provides for:

- additional administration, including individual learning plan development
- facilitated training
- a further competency assessment.

An 'Approval' fee applies per appointment (approval) to job functions. Where appointments for the same package occur on separate occasions, a separate 'Approval' fee applies on each occasion.

Annual charge

An annual charge applies to each appointed authorised officer. The annual charge is for each financial year or part thereof covered by the appointment of the authorised officer.

Table 88 Third party Authorised Officer (AO) fees and charges

Charge title	Type	Legislated rate (2023–24)	Unit
AO Application (Horticulture and Grain)	Fee	\$321	Per application
AO Learning and Assessment (Horticulture and Grain)	Fee	\$2,248	Per package
AO Additional Learning and Assessment (Horticulture and Grain)	Fee	\$2,570	Per package
AO Instrument of appointment (Horticulture and Grain)	Fee	\$321	Per instrument of appointment
AO Audit, see section 4.3.4	Fee	\$46	Per 15 minutes or part thereof
AO Annual Charge (Horticulture and Grain)	Charge	\$964	Annual per year or part thereof

Scenario 54 Authorised Officer appointment

Chris Pemsworth wants to become a plant export AO. Mr Pemsworth is employed at a grain bulk terminal that prepares grain for export in packages, shipping containers and directly into ship holds. Therefore, Mr Pemsworth applies for the *ECI3001 Export inspection of empty containers*, *BVI3001:1 Export inspection of empty bulk vessels: at berth* and *PGG3001 Export inspection of prescribed grain & plant products* job functions (with PGG3001 attachments 1: packaged; 2: bulk into containers; and 3: bulk into bulk vessels).

During Mr Pemsworth's assessments, he is found not yet competent in one of the 3 job functions for which he has applied. Mr Pemsworth requests to be appointed for the 2 job functions in which he was assessed as competent, so he can begin performing those functions sooner. Mr Pemsworth is appointed in January 2023 with an expiration date set for 2 years' time in January 2025.

Mr Pemsworth later undergoes another round of training and assessment for the remaining job function and is found competent on this second attempt. Mr Pemsworth has a revised instrument of appointment issued to him in March 2023, which includes all 3 job functions. Mr Pemsworth's appointment expiration date remains unchanged for January 2025.

Mr Pemsworth has 2 departmental audits during his appointment, each lasting 2 and a half hours. Mr Pemsworth is charged as follows in Table 89.

Table 89 Scenario 54 charging

Fees and charges	Units	Total
AO Application	–	\$321
AO Learning and Assessment (up to 5 job functions)	–	\$2,248
AO Instrument of appointment	–	\$321
AO Additional Learning and Assessment (up to 5 job functions)	–	\$2,570
AO Instrument of appointment	–	\$321
Audit fee	20 x \$46	\$920
Annual charge (2022-2023 and 2023-2024 financial years)	2 x \$964	\$1,928
Total	–	\$8,629

4.4 Meat Export Cost Recovery Arrangement

The export of meat and meat products is a controlled activity and is regulated in accordance with the *Export Control Act 2020*. Exporters of meat and meat products must obtain an export permit prior to the goods departing Australia and additional export certification may be required by overseas government authorities to verify the exported products comply with their respective import conditions.

See further information provided in the [Meat Exports CRIS](#).

4.4.1 Establishment charges

Once registered, a registration charge is payable for each month 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.

Meat export cost recovery charges are broadly categorised into 2 components, establishment charges and throughput charges. These are detailed in Table 90 and Table 91 below.

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

- cold stores, cool stores and dry stores
- freight forwarders
- air container terminals
- air transfer facilities
- container depots and container terminals.

Table 90 Meat Export establishment charges

Charge title	Type	Legislated rate (2023–24)	Unit
Establishment – Abattoir	Charge	\$865	Monthly
Establishment – Casings	Charge	\$865	Monthly
Establishment – Storage & Transportation	Charge	\$865	Monthly
Establishment – Poultry	Charge	\$1,287	Monthly
Establishment – Further Processing	Charge	\$1,287	Monthly
Establishment – Independent Boning rooms	Charge	\$1,287	Monthly
Meat export license ^a	Charge	\$339	Annual

^a There is no charge for a meat export licence if you have a registered establishment

4.4.2 Throughput charges

Table 91 Meat Export throughput charges

Charge title	Type	Legislated rate (2023–24)	Unit
Throughput – Full Unit (Cow, Bull, Steer, Heifer, Buffalo, Camel, Donkey, Horse)	Charge	\$0.45	Animal
Throughput – Pig	Charge	\$0.15	Animal
Throughput – Sheep/Goat/Lamb	Charge	\$0.12	Animal
Throughput – Deer/Game Deer	Charge	\$0.09	Animal
Throughput – Emu/Ostrich	Charge	\$0.06	Animal
Throughput – Calf	Charge	\$0.05	Animal
Throughput – Kangaroo/Wild Boar	Charge	\$0.03	Animal
Throughput – Rabbit/Possum/Hare	Charge	\$0.01	Animal

4.4.3 Documentation

Export certificates issued for meat exports include a charge component and a fee component. The charges applicable for meat export certification, including tariff rate quota certificates, are outlined in Table 92.

Table 92 Meat Export documentation charges

Charge title	Type	Legislated rate (2023–24)	Total	Unit
Electronic certificate	Charge	\$31	–	Document
Electronic certificate	Fee	\$5	\$36 ^a	Document
Manual certificate	Fee	\$42	\$42	Document
Replacement certificate	Fee	\$540	\$540	Document

Note: ^a Electronic certificates have a combined fee and charge total per document

Tariff Rate Quota (TRQ) certificates

TRQ certificates are currently invoiced as a total (combination) of a fee and charge components. The department invoice is for the combined total of these 2 components.

The total amount for a TRQ certificate for prescribed meat, prescribed meat products, prescribed milk or prescribed milk products is the same amount as the consignment's other export document (such as health certificate). At the time of publication, an application for this TRQ certificate is made through EXDOC.

The total amount for a TRQ certificate for all other goods (whether prescribed or non-prescribed) is captured through a separate charge. At the time of publication, an application for these types TRQ certificate is made through various manual application forms.

The fees and charges for TRQ certificates are as follows:

Table 93 Tariff Rate Quota (TRQ) certificate pricing table for prescribed meat and meat products

Type	Cost recovery Charge	Unit	Price 2021–22	Price 2022–23	Price 2023–24	Price 2024–25
Charge	TRQ certificate – meat	Per document	\$27	\$30	\$31	\$32
Fee	TRQ certificate – meat	Per document	\$5	\$5	\$5	\$5
Total	TRQ certificate – meat	Per document	\$32	\$35	\$36	\$37

Table 94 Tariff Rate Quota (TRQ) certificate pricing table for prescribed milk and milk products

Type	Cost recovery Charge	Unit	Price 2021–22	Price 2022–23	Price 2023–24	Price 2024–25
Charge	TRQ certificate – dairy	Per document	\$22	\$26	\$30	\$30
Fee	TRQ certificate – dairy	Per document	\$9	\$10	\$12	\$12
Total	TRQ certificate – dairy	Per document	\$31	\$36	\$42	\$42

4.4.4 Audit fees

Audit activities are charged per 15 minutes or part thereof. Where there is a need or a request for a specialist auditor (such as a veterinarian) to undertake an audit, a higher rate applies as detailed in Table 95.

Table 95 Meat Export audit fees

Charge title	Type	Legislated rate (2023–24)	Unit
Audit	Fee	\$62	Per 15 minute or part thereof
Veterinary Audit	Fee	\$106	Per 15 minute or part thereof

4.4.5 Inspection fees

Meat inspections are charged at either the Food Safety Meat Assessor (FSMA) rate, or the higher On Plant Veterinarian (OPV) rate when veterinary competencies are required. Inspection fees in the meat export programme can also be agreed on an annual basis where an establishment operates under an agreed arrangement with the department, as detailed at Table 96.

Table 96 Meat Export Inspection fees

Charge title	Type	Legislated rate (2023–24)	Unit
FSMA	Fee	\$18,375	Monthly
FSMA planned audit	Fee	\$27	Per 15 minutes or part thereof
FSMA unplanned audit	Fee	\$38	Per 15 minutes or part thereof
OPV	Fee	\$24,517	Monthly
OPV planned audit	Fee	\$35	Per 15 minutes or part thereof
OPV unplanned audit	Fee	\$51	Per 15 minutes or part thereof

Scenario 55 FSMA unplanned

John's establishment operates under a written arrangement with the department and is allocated an FSMA and OPV on a monthly basis. In addition, and as part of this arrangement the establishment requires additional planned 15 minute service (4 x 15 minutes unit) and is charged the 15 minute planned rate. During the course of the month the establishment requests an additional two 15 minute services but fails to provide sufficient notification to alter their current arrangement. This additional service request will be deemed unplanned and charged at the 15 minute unplanned rate. John's establishment is charged as follows in Table 97 for the month.

Table 97 Scenario 55 charging

Fees	Units	Total
FSMA Planned	4 x \$27	\$108
FSMA Unplanned	2 x \$38	\$76
OPV – Monthly fee	–	\$24,517
FSMA – Monthly fee	–	\$18,375
Total	–	\$43,076

4.4.6 Services outside ordinary hours (Overtime)

For regulatory functions performed in relation to meat and meat products, the ordinary hours of duty are between 5:30 am and 5:30 pm on a weekday.

Functions undertaken outside ordinary hours of duty include those provided:

- on a weekday between 5:30 pm and 5:30 am
- on a weekend
- on a departmental holiday, defined in 1.3.9 Overtime rates are applicable for regulatory functions performed outside of the ordinary hours of duty. If the authorised officer is entitled to be paid overtime for performing the service during the period, the fee for providing the service, based on the overtime rate paid, is set out in Table 98 Meat Export overtime fees.

Table 98 Meat Export non-continuous overtime fees, non-veterinarian

Overtime (<4hrs)	Type	Legislated rate (2023–24)	Unit
Where the officer performing the service is entitled to single time overtime	Fee	\$166.88	Per-occurrence
Where the officer performing the service is entitled to time and a half overtime	Fee	\$250.24	Per-occurrence
where the officer performing the service is entitled to double time overtime	Fee	\$333.76	Per-occurrence
where the officer performing the service is entitled to double time and a half overtime	Fee	\$417.12	Per-occurrence

Table 99 Meat Export continuous overtime fees, non-veterinarian

Overtime (>4hrs)	Type	Legislated rate (2023–24)	Unit
Where the officer performing the service is entitled to single time overtime	Fee	\$10.43	Per 15 minutes or part thereof

Where the officer performing the service is entitled to time and a half overtime	Fee	\$15.64	Per 15 minutes or part thereof
Where the officer performing the service is entitled to double time overtime	Fee	\$20.86	Per 15 minutes or part thereof
Where the officer performing the service is entitled to double time and a half overtime	Fee	\$26.07	Per 15 minutes or part thereof

Table 100 Meat Export non-continuous overtime fees, veterinarian

Overtime (<3hrs)	Type	Legislated rate (2023–24)	Unit
Where the officer performing the service is entitled to time and a half overtime	Fee	\$291.12	Per occurrence
Where the officer performing the service is entitled to double time overtime	Fee	\$388.08	Per occurrence
Where the officer performing the service is entitled to double time and a half overtime	Fee	\$485.16	Per occurrence

Table 101 Meat Export continuous Overtime fees, veterinarian

Overtime (>3hrs)	Type	Legislated rate (2023–24)	Unit
Where the officer performing the service is entitled to time and a half overtime	Fee	\$24.26	Per 15 minutes or part thereof
Where the officer performing the service is entitled to double time overtime	Fee	\$32.34	Per 15 minutes or part thereof
Where the officer performing the service is entitled to double time and a half overtime	Fee	\$40.43	Per 15 minutes or part thereof

Note: The fee imposed in this section is in addition to any fees imposed under section [4.4.3 Documentation](#), section [4.4.4 Audit](#) and [4.4.5 Inspection Fees](#).

4.4.7 Regulatory functions provided under an arrangement

An establishment may enter into an arrangement with the department to allocate inspection staff to the establishment on an annual/monthly basis. Inspectors are provided for a maximum of 40 hours per week for FSMA and veterinary services. Additional fees apply for functions provided in excess of these hours.

Functions supplied on an annual/monthly basis are managed under written agreement between the delegate of the Secretary and the export registered establishment. The matters outlined in such an agreement are referred to as the agreed allocation.

The department reserves the right to request payment prior to the provision of service.

Changes to agreed allocation of on-plant functions

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

Four weeks' notice is required to alter monthly/annual arrangements. Where a delegate of the Secretary becomes aware of a reduction in the required allocation through other means, notice may be taken as being received on the day the delegate becomes aware.

Where sufficient notice is provided, a pro rata reduction in the monthly charges to the day on which the functions cease or vary is to be applied.

Where insufficient notice is provided, functions will continue to be charged at the pre-existing rate for the 4 weeks' notice period. No reduction in charges will be made within the 4 week period unless the department is able to redeploy the resource to another establishment.

Where functions are allocated on a monthly/annual basis and at least 2 weeks' notice is provided in advance of a shutdown period, no fee will be payable for the shutdown period. A pro rata reduction in the monthly charges will be applied for the period of shutdown.

Scenario 56 Meat Export Establishments

John's Establishment is registered as an Abattoir with the Department of Agriculture and is required to meet certain conditions under the *Export Control Act 2020* to export meat and meat products from Australia. John's establishment is not charged separately for a meat export license as it pays a monthly registration fee.

The establishment operates under a written arrangement with the department and is allocated an FSMA and OPV on a monthly basis. In the month of June, the establishment slaughtered 8,000 head of cattle. Throughput charges apply and are calculated per animal processed in the previous calendar month. The establishment also applied for 200 electronic certificates to facilitate the export of products out of Australia and into the importing country. John's establishment is charged as follows in Table 102 for the month of June.

Table 102 Scenario 56 charging

Fee and Charges	Units	Total
Establishment – Abattoir	–	\$865
Throughput – (cow, bull, steer, heifer, buffalo, camel, donkey, horse)	8,000 x \$0.45	\$3,600
Electronic Certificate	200 x \$36	\$7,200
OPV – monthly fee	–	\$24,517
FSMA – monthly fee	–	\$18,375
Total	–	\$54,557

4.5 Dairy Export Cost Recovery Arrangement

The export of dairy products is a controlled activity regulated in accordance with the *Export Control Act 2020*. Exporters of dairy products must obtain an export permit prior to the departure of goods from Australia, additional export certification may be required by overseas government authorities to verify the exported products comply with their import conditions. The department regulates and provides oversight at various points throughout the export supply chain. This includes registering establishments that manufacture, store, handle and load milk and milk products for export. The department also has controls and regulations in place to issue government export certificates.

See further information provided in the [Dairy Export CRIS](#).

4.5.1 Establishment charges

The registration period for dairy export establishments is per financial year. A registration charge is payable at the beginning of each registration period, the details of these charges are outlined in Table 103.

Where a request for a new registration is processed on or before 1 January, the full year charge is to be applied. Where it is processed after 1 January, the part year charge is to be applied.

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

- Cold stores, cool stores and dry stores
- Freight forwarders
- Air container terminals
- Air transfer facilities
- Container depots and container terminals

Table 103 Dairy Export Establishment charges

Charge title	Type	Legislated rate (2023–24)	Unit
Corporation/Co-operative exporting ≥ 2,000 tonnes	Charge	\$15,308	Per financial year
Corporation/Co-operative exporting ≥ 2,000 tonnes (part year)	Charge	\$7,654	Registered after 1 January in the financial year
Corporation/Co-operative exporting < 2,000 tonnes	Charge	\$8,467	Per financial year
Corporation/Co-operative exporting < 2,000 tonnes (part year)	Charge	\$4,233.50	Registered after 1 January in the financial year
Storage establishment – Dairy	Charge	\$3,605	Per financial year
Storage establishment – Dairy (part year)	Charge	\$1,802.50	Registered after 1 January in the financial year

4.5.2 Inspection and audit fees

Inspection and audit activities are charged per 15 minutes or part thereof, as detailed in Table 104. The general provisions set out in [section 1](#) of these guidelines apply when determining matters such as start and finish times, chargeable time and other matters.

Table 104 Dairy Export audit, inspection and assessment fees

Charge title	Type	Legislated rate (2023–24)	Unit
Audit	Fee	\$65	Per 15 minutes or part thereof
Inspection	Fee	\$56	Per 15 minutes or part thereof

4.5.3 Documentation charges

Export certificates issued for dairy exports include a charge component and a fee component. The charges applicable for dairy export certification, including dairy tariff rate quota certificates, are outlined in Table 105.

Table 105 Dairy Export documentation charges and fees

Charge title	Type	Legislated rate (2023–24)	Total	Unit
Document – Electronic	Charge	\$30	–	Document
Document – Electronic	Fee	\$12	\$42 a	Document
Document – Manual	Fee	\$198	\$198	Document
Replacement Certificate	Fee	\$563	\$563	Document

Note: **a** Document – Electronic have a combined fee and charge total per document

4.6 Fish and Egg Export Cost Recovery Arrangement

The export of fish and egg products is a controlled activity and is regulated in accordance with the *Export Control Act 2020*. Exporters of fish and egg products must obtain an export permit prior to the departure of goods from Australia, additional export certification may be required by overseas government authorities to verify the exported products comply with their respective import conditions.

See further information provided in the [Fish and Egg Export CRIS](#).

4.6.1 Establishment charges

The registration period for fish and egg export establishment is per financial year. A registration charge, as detailed in Table 106, is payable at the beginning of each new registration period. Where a request for a new registration is processed on or before 1 January, the full year charge is to be applied. Where it is processed after 1 January, the part year charge is to be applied.

The Storage Establishment registration charge applies to the following types of establishments seeking export registration:

- Cold stores, cool stores and dry stores
- Freight forwarders
- Air container terminals
- Air transfer facilities
- Container depots and container terminals

Table 106 Fish and egg Export establishment charges

Charge title	Type	Legislated rate (2023–24)	Unit
Storage establishment	Charge	\$2,065	Per financial year
Storage establishment (part year)	Charge	\$1,032.50	Registered after 1 January in the financial year
Vessel (Preparation Not Direct Export)	Charge	\$1,376	Per financial year
Vessel (Preparation Not Direct Export) (part year)	Charge	\$688	Registered after 1 January in the financial year
Vessel (Preparation Direct Export)	Change	\$2,752	Per financial year
Vessel (Preparation Direct Export) (part year)	Change	\$1,376	Registered after 1 January in the financial year
Land establishment – Live Only	Change	\$1,376	Per financial year
Land establishment – Live Only (part year)	Change	\$688	Registered after 1 January in the financial year
Land establishment – Processing	Change	\$2,752	Per financial year
Land establishment – Processing (part year)	Change	\$1,376	Registered after 1 January in the financial year
Egg establishment	Change	\$2,065	Per financial year
Egg establishment (part year)	Change	\$1,032.50	Registered after 1 January in the financial year

4.6.2 Inspection and audit fee

Inspection and audit activities are charged per 15 minutes or part thereof, see Table 107.

Table 107 Fish and Egg Export audit and inspection fees

Charge title	Type	Legislated rate (2023–24)	Unit
Audit	Fee	\$56	Per 15 minutes or part thereof
Inspection	Fee	\$56	Per 15 minutes or part thereof

4.6.3 Documentation charges

Certificates issued for fish and egg exports include a charge component and a fee component. The charges applicable for fish and egg export certification are outlined in Table 108.

Table 108 Fish and Egg Export documentation charges and fees

Charge title	Type	Legislated rate (2023–24)	Total	Unit
Electronic certificate/permit	Charge	\$30	–	Document
Electronic certificate/permit	Fee	\$7	\$37 a	Document
Manual certificate/permit/other document	Fee	\$113	\$113	Document
Replacement certificate	Fee	\$563	\$563	Document

Note: **a** Electronic Certificate / Permit has a combined fee and charge total per document.

4.7 Non-Prescribed Goods (NPG) Export Cost Recovery Arrangement

Australian export legislation allows the department to issue government certification for the export of non-prescribed goods. This certification is based on the importing country requirements. Further information is provided in the [Non-prescribed Goods Exports CRIS](#). Learn more about fees and charges on [the department's website](#) at Department of Agriculture, Fisheries and Forestry.

4.7.1 Audit and inspection fees for NPG

The costs of inspection and audit activities of goods to which an application for a government certificate has been made under subsection 65(1) of the *Export Control Act 2020*, are recovered through documentation charges. See Table 109 Document Charges for NPG.

4.7.2 Documentation charges for NPG

Certificates issued for non-prescribed goods include a charge component and a fee component. The fees and charges applicable for non-prescribed goods export certification are outlined in Table 109.

Table 109 Non-Prescribed Goods (NPG) documentation charges and fees

Non-Prescribed Goods (NPG) Documentation	Type	Legislated rate (2023-24)	Total Charge	Unit
General Export Certificate — Electronic	Charge	\$63	—	—
General Export Certificate — Electronic	Fee	\$24	\$87 b	Document
Certificate issued under arrangement a — Electronic	Charge	\$153	—	—
Certificate issued under arrangement a — Electronic	Fee	\$24	\$177 b	Document
General Export Certificate — Manual	Charge	\$63	—	—
General Export Certificate — Manual	Fee	\$57	\$120 b	Document
Certificate issued under arrangement a — Manual	Charge	\$153	—	—
Certificate issued under arrangement a — Manual	Fee	\$57	\$210 b	Document
Replacement certificate	Fee	\$563	\$563	Document

a A higher charge is applied where the Department carries out regular audits in relation to the goods for the purpose of assisting the Secretary to decide whether to issue a government certificate under section 67 of the *Export Control Act 2020*. **b** Combined fee and charge total per document.

Tariff Rate Quota documentation charges

Where relevant, these fees and charges apply in the same way across all agricultural exports and are documented in the CRIS for each arrangement.

Table 110 Tariff Rate Quota documentation charges and fees

Quota documentation	Type	Legislated rate (2023-24)	Total Charge	Unit
NPG Quota Certificate	Charge	\$45	—	—
NPG Quota Certificate	Fee	\$41	\$86 ^a	Document
Replacement certificate	Fee	\$563	\$563	Document

^a Combined fee and charge total per document

Glossary

The glossary defines some of the terms used in this document. Additional definitions are in the relevant legislation and legislative instruments which set out the specific fees and charges for each regulatory activity undertaken by the department. Many terms can also be found on the department's website.

Term	Definition
AIMS	Agriculture Import Management System (AIMS). A system used to manage biosecurity and food safety risks associated with imported cargo. Includes functionality to trace and record imported cargo in addition to assigning and collecting many of the department's import charges.
Assessment	Involves assessing goods, information, facilities, premises, approved arrangements, establishments, or products to determine if it meets biosecurity requirements for import, or legislative requirements for export. This includes all preparatory work (such as confirming importing country or export requirements) and post work (such as assessment report preparation), in addition to aiding the regulated entity with the assessment. Examples include assessments of licenses, permits, registrations, accreditations and exemptions.
Audit	A regulatory function performed by an auditor to systematically assess and determine whether activities and related results comply with legislative or documented requirements. This includes all pre and post work and follow up in relation to the audit. Examples may include audit compliance of a location, establishment, arrangement or external authorised officer; audit report writing and identifying corrective actions.
Charge	A cost recovery measure imposed when activities are provided to a group of individuals or organisations (e.g. an industry sector) rather than to a specific individual or organisation. A charge is imposed under separate charging legislation, in compliance with constitutional requirements. A cost recovery charge funds activities provided to the group being charged, which differs from general taxation.
Department	Department of Agriculture, Fisheries and Forestry.
Departmental officer	A public service officer employed in the department.
Departmental holiday	A departmental holiday in relation to a fee-bearing or chargeable activity means a Monday, Tuesday, Wednesday, Thursday or Friday that is a day observed as a public holiday in the place where the fee-bearing or chargeable activity is performed.
EXDOC	The Export Documentation System, which has been designed to electronically process notices of intention to export and where required provide certification for meat, dairy, grain, horticulture, fish, skins and hides, wool and inedible meat products.
Export document	An export permit, government certificate or any other document that confirms eligibility of goods for export and facilitates the exit of these goods from Australia or the import of goods into a destination country.

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Fee	A cost recovery measure imposed when activities are provided directly to a specific individual or organisation.
FID (Full Import Declarations)	Information required by the Australian Government to process imported goods with a value exceeding AUD\$1,000. All importers lodging a FID must pay a charge to assess biosecurity risk of imported goods.
Financial Year	For these Guidelines, the period from 1 July to 30 June.
Husbandry	In relation to an animal, eggs or a plant in a post-entry quarantine facility. Includes activities relating to the care and maintenance of the animal, eggs, or plant such as transport, housing, daily monitoring, feeding, cleaning of facilities and administration of medication.
In-office activity – biosecurity and imported food	A fee-bearing activity or chargeable service carried out at a departmental office, post-entry quarantine facility or a location agreed between the person carrying out the service and the department, under a flexible work arrangement
Inspection	Involves the physical examination or supervision of a physical examination, of goods, animals, plants, conveyances (like containers and vessels) and treatments to determine compliance with biosecurity and food safety requirements (imports), and export legislation and importing country requirements (exports).
LAE	Live Animal Exports
Livestock	livestock means cattle, sheep, goats, deer, buffalo or camelids, and includes the young of any of those animals.” -Export Control (Animals) Rules 2021 s1-6.
Non-continuous (Non cont.)	Please refer to section 1.3.9 . Continuous service outside ordinary hours
NEXDOC	Next Export Documentation System (NEXDOC) is an automated export documentation management system which automates the manual certification and export documentation process.
Ordinary hours of duty	The department’s ordinary hours of duty for all regulatory functions, other than functions performed in relation to meat or meat products, are weekdays between 6:30 am and 6:30 pm, excluding departmental holidays. For functions performed in relation to meat or meat products the ordinary hours of duty are weekdays from 5:30 am to 5:30 pm, excluding departmental holidays.
Out of office activity -biosecurity and imported food	A fee bearing activity or chargeable service carried out where a departmental officer is required to travel to a site other than a departmental office, post-entry quarantine facility or a location agreed between the person carrying out the service and the department, under a flexible work arrangement
Outside ordinary hours (OOH)	For all functions performed, other than those in relation to meat or meat products, functions outside ordinary hours include 6:30 pm to 6:30 am, Saturday, Sunday and public holidays. For functions performed in relation to meat or meat products for export, functions outside ordinary hours include 5:30 pm to 5:30 am, Saturday, Sunday and public holidays.
Third Party authorised officer	An authorised officer who is not an employee of a Commonwealth, State or Territory body. Also referred to as an external or industry authorised officer.

Departmental Charging Guidelines

Weekday (w.day)	A Monday, Tuesday, Wednesday, Thursday or Friday that is not a departmental holiday in the place where a fee-bearing activity or chargeable service is carried out.
Weekend (w.end)	A Saturday or Sunday that is not a departmental holiday in the place where a fee-bearing activity or chargeable service is carried out.
Working day	<p>Means a period of 7.5 hours where a departmental officer provides a regulatory function during the ordinary hours of duty on a weekday.</p> <p>For functions performed under the meat export arrangement a working day is 8 hours.</p>

Version history

Version	Date	Amendment details
1.0	1 January 2020	New Departmental Charging guidelines replacing previous versions.
2.0	28 March 2021	<p>New Departmental Charging guidelines replacing previous versions. Updates addressed the new <i>Export Control Act 2020</i> legislation framework.</p> <p>All export sections of the guidelines were updated to reflect the transition to the new legislation. Minor terminology amendments and clarifications were also made to the general provisions and definitions at the beginning of the document.</p>
3.0	30 June 2021	New Departmental Charging guidelines replacing previous versions to reflect new Exports Cost Recovery Implementation Statements that commence 1 July 2021.
4.0	30 June 2022	New Departmental Charging guidelines replacing previous versions to reflect 1 July 2022 increases to fees and charges described in the Exports Cost Recovery Implementation Statements that commenced 1 July 2022. Live animal exports scenarios updated.
5.0	29 February 2023	<p>New Departmental Charging guidelines replacing previous versions to reflect the 16 January 2023 increase to Sea FID Charge described in the Biosecurity Cost Recovery Implementation Statement.</p> <p>Amendment to export prices to reflect 2022-23 legislated prices, published in the Export Control (Fees and Payments) Rules 2021 and the Export Cost Recovery Implementation Statements that commenced 1 July 2022.</p> <p>Additional Scenario added to section 4.8, Post entry quarantine (PEQ) to reflect operational practice and policy change.</p>
6.0	1 July 2023	<p>New Departmental Charging Guidelines replacing previous version to reflect the legislated price changes from 1 July 2023, described in the 2023–24 Cost Recovery Implementation Statement and export prices to reflect 2022–23 legislated prices, published in the Export Control (Fees and Payments) Rules 2021 and the Export Cost Recovery Implementation Statements that commenced 1 July 2023</p> <p>Additional scenario added to section 2.8 to demonstrate new charging structure for PEQ and the application of non-refundable reservation charge amendments.</p> <p>Update have been made to the following sections to a line with legislated change described in the 2023-24 Biosecurity Cost Recovery Statement.</p> <ul style="list-style-type: none"> - Section 2.9 updated with approved arrangement annual charges. - Section 2.10 update classification of vessels for the ‘vessel arrival’ charge. - Glossary – update to application of the in-office and out-of-office fees for Biosecurity.
6.1	14 July 2023	<p>Update to Departmental Charging Guidelines include.</p> <p>Expansion of Fee bearing or chargeable services to include imported foods specific activities.</p> <p>Amendment to price in Table 45 Treatment charges for detained goods – Treatment of goods.</p> <p>Amendments to wording related to replacement and manual documentation and Certificate issued under arrangement and General Export Certificate, see Table 92 Meat Export documentation charges and Table 109 Non-Prescribed Goods (NPG) documentation charges and fees.</p>

5 Attachment A

5.1 Additional detail on fee bearing and chargeable services and non-fee bearing activities

5.1.1 Chargeable services

Chargeable services relate to regulatory activities performed in relation to food and may include assessment, issue of approval or other relevant documentation, inspection, treatment, audit, analysis, training or other chargeable service in relation to food.

5.1.2 Fee-bearing activities for inspections

Fee-bearing activities associated with inspections may be undertaken at the inspection site and/or in the office before/after attending the inspection site. Fee-bearing activities may also arise due to non-compliance identified in surveillance activities. The following sections outline some common fee-bearing inspection activities.

5.1.3 Pre-inspection

Fee-bearing activities associated with inspections may be undertaken at the inspection site and/or in the office before/after attending the inspection site. Fee-bearing activities may also arise due to non-compliance identified in surveillance activities. The following sections outline some common fee-bearing inspection activities.

Fee-bearing pre-inspection activities may include:

- assessing information in the declaration/documentation in preparation for the inspection
- reviewing the department's import conditions and/or permits
- verifying importing country requirements for exports
- assessing biosecurity directions or Food Control Certificates relating to a consignment
- viewing information in the Maritime Arrivals Reporting System (MARS) regarding the risks associated with the vessel including its compliance history
- requesting clarification or additional material from the regulated entity in order to assess and manage a consignment
- preparing paperwork required for an inspection
- any other preparatory work required to conduct an inspection.

5.1.4 Inspection

Fee-bearing inspection activities may include:

- travel from the agreed meeting place with the regulated entity to the inspection area
- time waiting for representatives of the regulated entity from the agreed time
- time waiting for a consignment to be ready for inspection
- conducting the inspection
- attendance at export loadouts
- issuing directions/organising follow up activities required as a result of an inspection
- supervision of treatments including travel from the inspection area to the treatment area
- analysing treatment results and verifying completion of follow up activities,
- activity directly related to responding to and remediating non-compliance identified during a surveillance direction
- examining relevant documents in preparation for the inspection.

Travel includes any driving or walking required from arrival at a facility to move from the premise entrance/agreed meeting place to and from the designated inspection area.

5.1.5 Post inspection

Fee bearing post inspection activities may include:

- finalising and recording inspections including systems entry
- completing post inspection paperwork
- releasing consignments/goods.

5.1.6 Other requested services

Any other activity where an authorised officer is made available for a specific purpose following a written request from an individual or company, such as a food export inspections.

5.1.7 Non-fee bearing activities for inspections

Non-fee bearing inspection activities may include:

- organising initial inspection appointments
- workforce and business management
- surveillance activities including wharf and vessel surveillance and CCV
- staff attending inspections that are undergoing training, assessment or mentoring
- attendance of visiting program experts at inspections
- attendance of management for verification or for stakeholder engagement
- travel to and from department office to the agreed meeting place for the inspection
- statistical reporting

- developing or providing input into policy and instructional material
- working directly with policy programs to manage biosecurity and imported food risks related to an inspection including risk profiling and assessment, reporting, analysis and intelligence
- managing incidents, coordinating and managing any incident including post border detections and biosecurity and imported food incidents
- supporting enforcement investigations
- attending to general phone and email enquiries.

5.1.8 Surveillance

Charges do not apply to the conduct of surveillance (direction). If during the surveillance, non-compliance is detected, all activity directly related to responding to and remediating the non-compliance is chargeable and department fees will be applied. This includes additional remedial action or reinspection by the department at a later time such as responding to remedial activities to address non-compliance identified in a cargo compliance verification (CCV).

5.1.9 Fee bearing activities for audits

Chargeable activities may be undertaken in association with auditing of establishments, approved arrangements and undertaking audit or training of external parties. Chargeable activities associated with audits may be undertaken on-site and/or in the office before/after attending the audit site. Audit charges will also apply when the department undertakes a remote audit (i.e. using video conference facilities and/or photographic evidence). The following sections outline some common chargeable audit activities.

5.1.10 Pre-audit

Chargeable pre-audit activities may include:

- on-site and off-site meetings with regulated entities to discuss requirements as part of an application providing formal notification of the audit
- undertaking trace forward and trace back exercises
- examining relevant documents in preparation for audit
- reviewing previous audit reports and/or corrective action requests.

5.1.11 Audit

Chargeable audit activities may include:

- travel from the agreed meeting place with the regulated entity to the audit areas
- time waiting for the regulated entity at the agreed meeting place from the agreed time
- conducting the audit
- audit report writing

- time waiting for the vessel, establishment, consignment or regulated entity to be ready
- reviewing corrective actions undertaken in respect of a corrective action request, (i.e. the issuing of warning letters), and
- other audit functions requested by an exporter or as required under legislation or importing country requirements.

5.1.12 Post audit

Chargeable post audit activities may include:

- revising protocol and work plans
- corrective action request management
- updating departmental audit result systems such as AMS, QPR, etc, and
- non-conformity and critical non-conformity reporting.

5.1.13 Non-chargeable activities for audits

Non-chargeable audit activities may include:

- organising initial audit appointments
- department staff undergoing training, assessment of staff or mentoring
- attendance of visiting program experts or observers at audits
- attendance of management staff for verification or for stakeholder engagement
- travel to and from the agreed location for the audit
- statistical reporting, and
- attending general phone and email enquiries.

5.1.14 Conduct of audit on-site or in-office

It is at the discretion of the department or their representative (the officer) whether an activity is undertaken on-site or in office. The conduct of the audit on-site will be discussed with the regulated entity at the time of booking the appointment.

On a case-by-case basis, officers may identify that some post-audit activities are most efficiently completed on-site enabling interaction with staff from the regulated entity to ensure the accuracy of details captured. This activity is to be undertaken on-site at the discretion of the officer.

5.1.15 Chargeable activities for Post Entry Quarantine

Importers of animals or plants that must enter a post entry quarantine (PEQ) facility are charged:

- a charge for all plants and animals for entry to the PEQ facility, and

- a daily or monthly fee as applicable.

The charge covers the cost of activities provided to all importers. These activities include recovering the cost of maintaining service delivery capability at the PEQ including, among other things, maintaining the facility and equipment, operational policies/instructions and associated corporate and program overheads.

The daily rate covers the cost of husbandry functions, such as:

- cleaning of the quarantine facilities
- treatment/disposal of waste material from the quarantine facilities
- provision and cleaning of husbandry equipment
- daily monitoring of animals and plants
- supervision of the conduct of husbandry activities undertaken by importers or their agents (approval for non-departmental officer to provide husbandry functions is at the sole discretion of the department)
- feeding of animals and plants (where appropriate and as per departmental policy) and
- administration of medication.

Additional functions may be provided and may incur time-based charges, such as outside ordinary hours fees. Examples include:

- the conduct or supervision of the cleaning of personal equipment and effects
- organisation and supervision of external veterinarian services, and
- organisation and supervision of external parties to interact with animals or plants in the facilities.

Post inspection

- Fee bearing post inspection activities may include:
- finalising and recording inspections including systems entry
- completing post inspection paperwork
- releasing consignments/goods

Other requested services

- Any other activity where an authorised officer is made available for a specific purpose following a written request from an individual or company, such as a food export inspections.

Non-fee bearing activities for inspections

Non-fee bearing inspection activities may include:

- organising initial inspection appointments
- workforce and business management
- surveillance activities including wharf and vessel surveillance and CCV

- staff attending inspections that are undergoing training, assessment or mentoring
- attendance of visiting program experts at inspections
- attendance of management for verification or for stakeholder engagement
- travel to and from department office to the agreed meeting place for the inspection
- statistical reporting
- developing or providing input into policy and instructional material
- working directly with policy programs to manage biosecurity and imported food risks related to an inspection including risk profiling and assessment, reporting, analysis and intelligence
- managing incidents, coordinating and managing any incident including post border detections and biosecurity and imported food incidents
- supporting enforcement investigations
- attending to general phone and email enquiries

Surveillance

Charges do not apply to the conduct of surveillance (direction). If during the surveillance, non-compliance is detected, all activity directly related to responding to and remediating the non-compliance is chargeable and department fees will be applied. This includes additional remedial action or reinspection by the department at a later time such as responding to remedial activities to address non-compliance identified in a cargo compliance verification (CCV).

Fee bearing activities for audits

Chargeable activities may be undertaken in association with auditing of establishments, approved arrangements and undertaking audit or training of external parties. Chargeable activities associated with audits may be undertaken on-site and/or in the office before/after attending the audit site. Audit charges will also apply when the department undertakes a remote audit (i.e. using video conference facilities and/or photographic evidence). The following sections outline some common chargeable audit activities.

Pre-audit

Chargeable pre-audit activities may include:

- on-site and off-site meetings with regulated entities to discuss requirements as part of an application providing formal notification of the audit
- undertaking trace forward and trace back exercises
- examining relevant documents in preparation for audit
- reviewing previous audit reports and/or corrective action requests.

Audit

Chargeable audit activities may include:

- travel from the agreed meeting place with the regulated entity to the audit areas

- time waiting for the regulated entity at the agreed meeting place from the agreed time
- conducting the audit
- audit report writing
- time waiting for the vessel, establishment, consignment or regulated entity to be ready
- reviewing corrective actions undertaken in respect of a corrective action request (i.e. the issuing of warning letters), and
- other audit functions requested by an exporter or as required under legislation or importing country requirements.

Post audit

Chargeable post audit activities may include:

- revising protocol and work plans
- corrective action request management
- updating departmental audit result systems such as AMS, QPR, etc, and
- non-conformity and critical non-conformity reporting.

Non-chargeable activities for audits

Non-chargeable audit activities may include:

- organising initial audit appointments
- department staff undergoing training, assessment of staff or mentoring
- attendance of visiting program experts or observers at audits
- attendance of management staff for verification or for stakeholder engagement
- travel to and from the agreed location for the audit
- statistical reporting, and
- attending general phone and email enquiries.

Conduct of audit on-site or in-office

It is at the discretion of the department or their representative (the officer) whether an activity is undertaken on-site or in office. The conduct of the audit on-site will be discussed with the regulated entity at the time of booking the appointment.

On a case-by-case basis, officers may identify that some post-audit activities are most efficiently completed on-site enabling interaction with staff from the regulated entity to ensure the accuracy of details captured. This activity is to be undertaken on-site at the discretion of the officer.

Chargeable activities for Post Entry Quarantine

Importers of animals or plants that must enter a post entry quarantine (PEQ) facility are charged:

- a charge for all plants and animals for entry to the PEQ facility, and

- a daily or monthly fee as applicable.

The charge covers the cost of activities provided to all importers. These activities include recovering the cost of maintaining service delivery capability at the PEQ including, among other things, maintaining the facility and equipment, operational policies/instructions and associated corporate and program overheads.

The daily rate covers the cost of husbandry functions, such as:

- cleaning of the quarantine facilities
- treatment/disposal of waste material from the quarantine facilities
- provision and cleaning of husbandry equipment
- daily monitoring of animals and plants
- supervision of the conduct of husbandry activities undertaken by importers or their agents (approval for non-departmental officer to provide husbandry functions is at the sole discretion of the department)
- feeding of animals and plants (where appropriate and as per departmental policy) and
- administration of medication

Additional functions may be provided and may incur time-based charges, such as outside ordinary hours fees. Examples include:

- the conduct or supervision of the cleaning of personal equipment and effects
- organisation and supervision of external veterinarian services, and
- organisation and supervision of external parties to interact with animals or plants in the facilities.