



Australian Government
**Department of Agriculture,
Water and the Environment**

DEPARTMENTAL CHARGING GUIDELINES – Biosecurity and Export Regulatory Functions

MARCH 2021

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Cataloguing data

This publication (and any material sourced from it) should be attributed as: DAWE 2021, *Charging Guidelines 2021* Department of Agriculture, Water and the Environment, Canberra, March 2021.

ISBN 978-1-76003-112-1 (online)

This publication is available at awe.gov.au/publications.

Department of Agriculture, Water and the Environment

Postal address GPO Box 858 Canberra ACT 2601

Telephone 1800 900 090

Web agriculture.gov.au

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1 Glossary

Table 1 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 function undertaken by the department.

Table 1: Glossary

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 assign and collect many of the departments import charges.
Assessment	Involves assessing goods, information, facilities, premises, 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 providing assistance to the regulated entity in relation to 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, Water and the Environment.
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.

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. Means activities relating to the care and maintenance of the animal, eggs, or plant (for example, transport, housing, daily monitoring, feeding, cleaning of facilities and administration of medication).
In-office activity	A fee-bearing activity that is carried out at a location where departmental officers are available to carry out the activity on an ongoing basis.
Inspection	Involves the physical examination (and 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).
Ordinary hours of duty	<p>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.</p> <p>For functions performed in relation to meat or meat products the ordinary hours of duty are weekdays from 5:30am to 5:30pm, excluding departmental holidays.</p>
Out-of-office activity	Means a fee bearing activity that is carried out at a location where the provision of departmental staff are not available on an ongoing basis.
Outside ordinary hours	<p>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.</p> <p>For functions performed in relation to meat or meat products, functions outside ordinary hours include 5.30 pm to 5.30 am, Saturday, Sunday and public holidays.</p>
Third Party authorised officer	An authorised officer who is not an employee of a Commonwealth body or a State or Territory body. Also referred to as an external or industry authorised officer.
Weekday	For the carrying out of a fee-bearing activity, means a Monday, Tuesday, Wednesday, Thursday or Friday that is not a departmental holiday in the place where the activity is carried out.
Working day	Means a period of 7.5 hours for which a departmental officer provides a regulatory function during the ordinary hours of duty on a weekday. For functions performed under the meat export arrangement a working day is 8 hours.

2 Introduction

The Departmental Charging Guidelines (the guidelines) provide instruction about the application of the Department of Agriculture, Water and the Environment's (the department) biosecurity and export certification fees and charges applicable to biosecurity, live animal export, plant export and food export programs.

The guidelines provide guidance on the department's charges to industry and the public when using biosecurity or export certification functions. They do not include any 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.

Information about the department's cost recovery legislation and policy authority, as well as information on the department's cost recovery policy and Cost Recovery Implementation Statement (CRIS) documents is available at <https://www.agriculture.gov.au/fees>

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.

A copy of the Service Charter is available on the department's website at:

<https://www.awe.gov.au/about/commitment/client-service-charter>

If you have questions or need more information about cost recovery, please contact the department at costrecovery@awe.gov.au

These guidelines supersede all other earlier versions of charging guidelines.

Examples and scenarios to help explain the application of the charging guidelines are shown in blue boxes. These guidelines and scenarios are indicative examples only – the details of the specific fees and charges payable (and the exact calculation methodology applicable) are set out in the relevant legislative instruments, as listed in the CRISs. If you have specific questions about particular cost recovery charges, please contact the department for further detailed advice.

3 General Provisions

This document outlines the charges applicable for departmental officers undertaking biosecurity and export regulatory functions. It also provides guidance on the application of charges for each activity performed, noting that the formal requirements are set out in the relevant legislation and regulations 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.

3.1 Fee bearing activities

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

Fee bearing activities may include assessment, inspection, husbandry and audit; in addition to other regulatory functions 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
- applications for registration

- 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 Australian Government Accredited Veterinarians.

Fee bearing inspection activities include:

- preparatory work required to conduct an inspection
- reviewing the department's or 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 (such as physical examination of a consignment)
- issuing 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.

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, remote or desktop
- staff from the regulated entity providing work, health and safety induction
- audit report writing
- post audit activities including management of corrective action requests.

Definitions of some common chargeable activities and terms are in the Glossary.

Additional details on common elements of chargeable activities are at **Attachment A**. Note these lists are not exhaustive and charges may apply for other regulatory functions performed for regulated entities across the department's cost recovery arrangements.

3.2 Non Fee bearing activities

The department undertakes a range of activities in support of biosecurity and/or export systems that have broad benefits (i.e. 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 at 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 are required to support direct service delivery. 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 detail on common elements of non-fee bearing activities are at **Attachment A**.

3.3 Administrative arrangements

3.3.1 Multiple Staff requirement

In cases where multiple staff are required to provide a pre-arranged service, 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. Noting there are certain circumstances for which the department must deploy at least two officers due to work, health and safety reasons.

3.3.2 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 three 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.

3.3.3 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 receive quarantine product under a biosecurity approved arrangement takes five hours. The audit includes an examination of elements common to both systems and elements specific to biosecurity and exports. The export commodity

fee is applied for two and a half hours, and the biosecurity fee is applied for the remaining two and a half hours.

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

3.3.4 Multiple inspection booking

Where a person or organisation has booked the department to undertake multiple inspections following each other at the one facility, charges are to be applied as follows:

- Full Import Declarations (FID) – all charges specific to an individual inspection will be applied to the respective FID 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 3.3.8.1 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 4.5.1 refers.

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

Scenario 3 – Daily three hour pre-arranged permanent booking at Approved Arrangement Site

ABC Bond is a category 1.1 Approved Arrangement operating close to a large port. It has a daily three hour pre-arranged permanent booking for a departmental officer to attend the site and conduct inspections for multiple importers on various FIDs or manual AIMS entries. The officer attends ABC Bond at the booked time of 9.00 am. The officer completes two tailgate inspections on separate FIDs, which take 15 minutes each. The officer then inspects a small consignment of PEs that takes 30 minutes. The officer is then requested to inspect four 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 mins out of a total of 3 hours for the pre-arranged booking, the officer then generates a record service issued to the regulated entity for the 1 hour and 15 minutes of unused inspection time.

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
Four 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 under utilised

Easy Removals is an international removals company operating a category 1.3 Approved Arrangement. It has a pre-arranged appointment for a departmental officer to attend the site each Tuesday morning for 4 hours. As Easy Removals operates under a bond register, a Booking and Billing Entry (BBE) has been set up for them, each pre-arranged appointment is recorded as a separate inspection line on the BBE.

The departmental officer arrives at Easy Removals at the appointed time of 8.00 am. There are four inspections scheduled for the day. Two jobs take 1 hour each and the other two 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 actual 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.

Activity Charged	Time taken	Total Time (cumulative)
Inspection One	60 minutes	1 hour
Inspection Two	60 minutes	2 hours
Inspection Three	30 minutes	2 hours 30 minutes
Inspection Four	30 minutes	3 hours
Additional hour booked	60 minutes	4 hours

3.3.5 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. Details of current remissions are available via the department website at <https://www.agriculture.gov.au/fees>.

3.3.6 Interruptions to service

Interruptions attributable to the regulated entity or their representatives that delay the conduct of a fee bearing activity (Section 3.1 refers) is part of the chargeable time. Examples include delays in access being provided to a vessel or plane and unavailability of regulated entity staff to provide work, health and safety briefings, etc. 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 requests a two hour inspection of cut flowers to be undertaken at a department 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 – 10.55 am. The representative of the regulated entity advises the rest of the consignment has been delayed and will not arrive for another 45 minutes.

At 11:35 am the rest of the consignment arrives, and the officer resumes the inspection, finishing at 12.30 pm. The regulated entity is charged at 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
 - 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 and/or 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 ¼ hours in total, being 2 ½ hours less the 15 minute departmental interruption.

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 one hour of inspection the officer is required to return to the department office, as the seals he has brought with him are faulty. The officer returns to the premises at 2.30 pm and completes the remaining two hours of inspection. The regulated entity is charged a total of 3 hours out of office inspection only, as the interruption to service was departmental and not the fault of the regulated entity.

3.3.7 Chargeable time

3.3.7.1 *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 covered in fees and charges 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 service and any pre or post activity in support of the service.

3.3.7.2 *Chargeable start time out of office*

For inspections, audits and assessments the chargeable time includes both the service and any pre or post activity in support of the service.

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', 'visitors car park' etc.

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

Charges do not ordinarily apply to surveillance activity. Where non-compliance is detected, chargeable time starts for all activities directly related to responding to and remediating the non-compliance is chargeable. This may include additional remedial action or reinspection by the department later.

3.3.7.3 *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.

3.3.7.4 *Departmental officer arrives late*

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

3.3.7.5 *Regulated entity delay*

For all departmental regulatory functions, including inspection, audit and assessment, 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 1-2 hours, less than a day and greater than a day)

- the location type (e.g. manned/unmanned)
- 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 services based on the likelihood of demand.

Officer Remains On-Site

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 be undertaking alternate work far as is 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 and provides benefits to the biosecurity and export system.

Officer Recalled

Where the officer is recalled from a fee bearing activity due to delay by the regulated entity, the activity is to be treated as a 'cancellation with the officer on-site', refer to the section on Pre-arranged booking and appointments at Section 3.3.9. The service would then need to be re-booked and placed in the queue for service prioritisation within the usual timeframes.

3.3.7.6 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', 'visitors car park' etc.

The department aims to provide services in the most efficient and effective manner. It is at the discretion of the department or their representative (the officer) whether some activities are undertaken on-site or in-office.

On a case-by-case basis, officers will identify that some post service 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.

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

3.3.8 Pre-arranged bookings and appointments

3.3.8.1 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 booked for service time, regardless of whether the inspection finished earlier.

3.3.8.2 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', section 6.4 below.

3.3.8.3 *Cancellation or rescheduling of pre-arranged bookings – With less than one business days' notice*

Where a pre-arranged service is cancelled with less than one business days' notice, the charge that is to be applied is the greater of:

- all preparatory work undertaken to that point and a quarter hour for the officer's time taken to reschedule resources, including where booked outside ordinary hours of duty, or
- the specified period the service was booked for (excluding outside ordinary hours of duty).

3.3.8.4 *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 will reflect the greater of:

- a minimum 15 minute fee rate
- all preparatory work undertaken to that point and a further quarter hour for the officer's time taken to reschedule resources, including where booked outside ordinary hours of duty, or
- the specified period the service was booked for (excluding outside ordinary hours of duty).

Cancellations include scenarios where appointments are moved due to vessel, establishment, 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.

3.3.9 Services outside ordinary hours

The department's ordinary hours of duty are on a weekday between 6.30 am and 6.30 pm, except for functions performed in relation to meat and meat products where ordinary hours of duty are 5:30 am – 5:30 pm on a weekday.

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, 5:30pm and 5:30am);
- on a weekend; and
- on a departmental holiday.

Regulated entities requiring services outside the ordinary hours of duty will incur the relevant fee in addition to outside ordinary hour's charges, which include:

- time based activities such as inspection and audit
- unit based activities such as export documents.

Outside ordinary hours fees are detailed in Table 2. These charges apply for each departmental officer performing the function in addition to the relevant fee.

3.3.9.1 *Continuous service outside ordinary hours*

Outside ordinary hours, continuous service is a fee applied where a service commenced immediately before or immediately after the ordinary hours of duty. The outside ordinary hours continuous fee, as shown in Table 2, is charged in addition to the relevant time-based fees (e.g. inspections and audits) and/or unit based fees (e.g. certificate assessment).

3.3.9.2 *Non-continuous service outside ordinary hours*

Outside ordinary hours' fees for non-continuous service are applied where a service commences outside (and not immediately before or after) the ordinary hours of duty. It is charged at a minimum

of half an hour fee, and additional non-continuous service is then charged for each 15 minutes, or part thereof, of service that follows. The outside ordinary hours non-continuous fee is charged in addition to the relevant time-based fees (e.g. inspections and audits) and/or unit based fees (e.g. certificate assessment).

Table 2: Outside Ordinary hours fees - Departmental Officers and Veterinarians

Outside Ordinary hours Fee	Type	Legislated Rate	Unit
Continuous (weekday) – Departmental Officer	Fee	\$15	Per 15 minutes or part thereof
Non-continuous (weekday) - Departmental Officer	Fee	\$30	30 minutes (minimum fee) per 15 minutes (or part thereof) thereafter
		\$15	
Non-continuous (weekend or public holiday) - Departmental Officer	Fee	\$40	30 minutes (minimum fee) per 15 minutes (or part thereof) thereafter
		\$20	
Continuous (weekday) - Veterinarian	Fee	\$21	Per 15 minutes or part thereof
Non-continuous (weekday)- Veterinarian	Fee	\$42	30 minutes (minimum fee) per 15 minutes (or part thereof) thereafter
		\$21	
Non-continuous (weekend or public holiday) - Veterinarian	Fee	\$58	30 minutes (minimum fee) per 15 minutes (or part thereof) thereafter
		\$29	

Note: Functions performed in relation to meat and meat products have separate charging arrangements for shift and outside ordinary hours, refer to section 6.4 Meat Export Cost Recovery Arrangement.

Note: 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 2-5 of the *Export Control (Fees and Payments) Rules 2021*.

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 4½ hours, 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 2½ hours between 6.30 to 9.00 pm the inspection falls outside ordinary hours. Fees are charged for the total inspection time of 4½ hours. The regulated entity is charged as follows:

Out-of-office Inspection (2 hours in ordinary hours) (8 x 15 minute)	8 x \$50	\$400
Out-of-office inspection (2 ½ hours outside ordinary hours) (10 x 15 minutes)	10 x \$50	\$500
Outside ordinary hours (2 ½ hours continuous) (10 x 15 minutes)	10 x \$15	\$150
Total		\$1,050

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 one hour. Outside

ordinary hours fee is charged in addition to the fee rate for the whole inspection. The importer is charged as follows:

In-office inspection (first 30 minutes)	1 x \$60	\$120
In-office inspection (2 x 15 minutes)	2 x \$30	
Outside ordinary hours (30 minutes non-continuous and 2 x 15 minutes)	1 x \$30 2 x \$15	\$60
Total		\$180

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 two 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:

Out-of-office inspection (LAE) (8 x 15 minutes)	8 x \$55	\$440
Outside ordinary hours (30 minutes non-continuous and 6 x 15 minutes)	1 x \$40 6 x \$20	\$160
Total		\$600

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 outside ordinary hours and inspection fees are charged at a minimum of 30 minutes. The regulated entity is charged as follows:

Out-of-office inspection (first 30 minutes)	2 x \$50	\$100
Outside ordinary hours (30 minutes non-continuous)	1 x \$40	\$40
Total		\$140

3.3.10 Invoice administration

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

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

3.3.11 Collection arrangements

3.3.11.1 *Payment of fees and charges*

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

- import permit application charges and the 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, an invoice is issued, and payment is due in accordance with the terms detailed on the invoice.

3.3.11.2 *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, 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 to the regulated entity.

3.3.11.3 *Sanctions for non-payment of debt*

Where a debt remains outstanding, a range of sanctions are available to the department, these include:

Late Payment Fees

A late payment fee is applied at the rate of 20 per cent per annum to invoices not paid within 30 days.

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, then notice may be given that registrations will be suspended. The Secretary (or their delegate) must give the regulated entity eight 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.

4 Biosecurity Cost Recovery Arrangement

Biosecurity activities undertaken by the department involve activity to assess and manage the biosecurity risks arising from people, goods, vessels (sea and aircraft), live animals 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 activities provided by the department are detailed in the relevant CRIS, which is available at <https://www.agriculture.gov.au/fees>

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 and other matters.

4.1 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.

4.2 Import declaration charges

Where a full import declaration (FID) for a consignment is lodged, a FID charge will apply. These charges are generally 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 3.

4.3 In-office and out-of-office fees

The fee for the importation of goods or conveyance activities varies depending on whether the activity is performed in-office or out-of-office. The fees are detailed at Table 3. Importation of goods or conveyance activities include:

- inspection
- examination
- assessment
- analysis
- diagnostic service
- clearance
- treatment
- audit
- supervision
- training, or
- another service.

Table 3: Import declaration fees and charges

Importer charge	Type	Legislated Rate	Unit
Full Import Declaration - air	Charge	\$38	Per import declaration
Full Import Declaration - sea	Charge	\$49	Per import declaration
Import Fee	Type	Legislated Rate	Unit
In-office fee	Fee	\$30	Per 15 minutes or part thereof
Out-of-office fee	Fee	\$50	Per 15 minutes or part thereof
Daily rate	Fee	\$1,000	Per working day

Note: Outside ordinary hours, charges apply for each departmental officer performing the service in addition to the relevant fee, see Table 2.

4.4 Assessment fees

When a FID is referred to the department's Agriculture Import Management System (AIMS) from the ICS or a manual entry is created in AIMS, fees are applied for the time taken for assessing the biosecurity or food risk. The department expects most biosecurity AIMS entries will only require one 15 minute or part thereof 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 there-of. 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 that information is provided.

Scenario 12 - Missing documents extends assessment

Bonza Brokers lodge import documents for their client who is importing three containers of furniture by sea. After lodging and paying for the FID in the ICS, Bonza Brokers lodge the documents through the Cargo Online Lodgement System (COLS) for assessment. The officer processing the entry spends seven minutes assessing the entry but is unable to complete it as the treatment certificate is missing. The officer contacts Bonza Brokers in regard to the missing treatment certificate, which takes an additional three minutes. The following day Bonza Brokers lodges the missing paperwork, and an officer spends a further five minutes processing the entry and releasing the goods. Bonza Brokers is charged as follows:

Full import declaration charge - sea		\$49
Document assessment fee (2 x units at 15 minutes or part thereof)	2 x \$30	\$60
Total		\$109

Dual biosecurity and imported food entries are an example of an entry that is likely to take longer than 15 minutes.

Scenario 13 – Dual biosecurity and imported food inspection

Inspector attends a dual Biosecurity/Food inspection at an importers premises, booked for 2 hours. The consignment meets biosecurity requirements and samples are taken for testing. The inspection, including sampling and updating the AIMS entry and lab forms takes 1 hour and 12 minutes.

Full import declaration charge - air		\$38
Document assessment fee (2 x quarter hour units) thereof)	2 x \$30	\$60
Out-of-office inspections fees (8 x quarter hour units)	8 x \$50	\$400
Total		\$498

Time based fees may apply to low value imports that are referred to AIMS for assessment. These consignments are lodged on 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. Consignments cleared in the department's SAC (ICT) system and not referred to AIMS do not incur any fees.

4.5 Inspection fees

Standard charges apply to inspections and applied to regulated entities for the time taken to perform each service regardless of whichever inspection service is undertaken.

The number of 15 minute units to be charged for an out-of-office inspection would be 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 a minimum of 30 minutes fee is charged for any period up to 30 minutes.

When requested a daily rate, as detailed in Table 3, applies for each officer who is required for one or more working days. Noting that a working day means a period of 7.5 hours and each additional quarter hour or part thereof after 7.5 hours will incur the additional fee.

4.5.1 Bulk inspection fees

The department may provide bulk inspections for unaccompanied personal effects (UPE) 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 fee. The in-office fee is applied for releasing up to five consignments in the ICS as well as the time taken to create the manual entry in AIMS.

Scenario 14 - Full import declaration by sea

Charlene is importing a consignment of new tyres by sea, valued over \$1,000. She is using a departmental accredited broker who is able to assess her documents under the Automatic Entry Processing for commodities scheme (AEP COMM). All her documents are in order and the goods do not need inspection. Charlene will pay a full import declaration charge as follows:

Full import declaration charge - sea	\$49
Total	\$49

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. There is no officer permanently stationed there. The inspection takes 25 minutes. Kim is charged as follows:

Full import declaration charge - sea		\$49
In-office assessment fee	1 x \$30	\$30
Out-of-office inspection fee (2 x ¼ hour units)	2 x \$50	\$100
Total		\$179

Scenario 16 – Five containers on one FID rural tailgate continuous

Bob is a broker accredited under the Non-Commodity for Containerised Cargo Clearance (NCCC) scheme. He lodges a FID for his client's five containers of steel pipes to be delivered to a rural destination. Bob assesses the documents as acceptable and enters an AEP COMM code to have the rural tailgate inspections performed at a depot where an officer is permanently located. The inspection of the five containers commenced at 10:45 am and was completed at 11:40 am. Bob is charged as follows:

Full import declaration charge - sea		\$49
In-office inspection fee (4 x ¼ hour units)	4 x \$30	\$120
Total		\$169

Scenario 17 – Five containers on one FID rural tailgate individual

Five containers lodged on a single FID require a rural tailgate inspection at a manned 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 in office inspection fee charged)

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

Container 3: 10 minute inspection, no issues (1 in office inspection fee charged)

Container 4 and 5: 15 minute inspection, no issues, the containers arrived and were inspected at the same time (1 in office inspection fee charged)

Full import declaration charge - sea		\$49
In-office inspection fee (6 x ¼ hour units)	6 x \$30	\$180
Total		\$229

Scenario 18 - Unaccompanied Personal Effects (UPE) at High Volume Specialised Operator (HVS0) premises

A HVS0 contacts the department to inspect UPE from 11 individual importers at their premises. An officer creates an entry in AIMS that takes 25 minutes. One officer is assigned to undertake the out-of-office inspection during ordinary hours of duty. It takes the officer 2½ hours to complete the inspection. The HVS0 is charged as follows:

In-office assessment fee	2 x \$30	\$60
Out-of-office inspection fee (2 ½ hours x ¼ hour units)	10 x \$50	\$500
Total		\$560

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. An officer creates a manual AIMS entry for the consignment. The regulated entity is charged an in-office fee for creating the entry and six hours of out-of-office inspection fees (3 hours for two officers) as follows:

In-office assessment fee	1 x \$30	\$30
Out-of-office inspection fee (6 hours x ¼ hour units)	24 x \$50	\$1,200
Total		\$1,230

Scenario 20 - Unaccompanied Personal Effects (UPE)

Tony brings his UPE documents to the service front counter for decision from the department on whether his goods require inspection. An officer spends 5 minutes assessing the documents and determines an inspection is required. The officer spends another 10 minutes creating a manual AIMS entry for the goods. The regulated entity is charged 15 minutes in office fee for creating the AIMS entry and assessing the documents. When the goods were inspected, it occurred at a small depot

where officers are not permanently located. The inspection took one hour and was charged at the out-of-office rate. Tony is charged as follows:

In-office assessment fee	1 x \$30	\$30
Out-of-office inspection fee (1 hour x ¼ hour units)	4 x \$50	\$200
Total		\$230

Scenario 21 - Full Import Declaration (FID) and document assessment

Deli Foods import 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 reasons. The officer processing the entry is qualified to assess it 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. Deli Foods is charged as follows:

Full import declaration charge - air		\$38
In-office assessment fee (3 x ¼ hr units)	3 x \$30	\$90
Total		\$128

4.6 Diagnostics

A time based fee at a rate of \$30 per 15 minutes or part thereof will apply to:

- diagnostics conducted as part of satisfying an import condition for a consignment or conveyance, and
- diagnostics of possible biosecurity risks (e.g. pest, weed or disease) identified by the department in the course of conducting an inspection (i.e. items identified for testing or examination as part of a referral for identification), where the diagnostics relates to making a decision to clear or not clear a consignment or conveyance.

Scenario 22 – Imported consignment referred for diagnosis

Commercially imported goods with cut flowers were found infested with pests and disease symptoms by a departmental officer during an inspection which took 10 minutes. The officer collected samples and accompanying paperwork for each supplier and referred them on to another officer for identification and diagnosis. On receiving the individual samples with the accompanying paperwork, the second officer takes 40 minutes to unpack, inspect, prepare and complete diagnosis. The regulated entity is charged as follows:

Out-of-office inspection fee (1 x ¼ hour units)	1 x \$50	\$50
In-office diagnostic fee (3 x ¼ hr units)	3 x \$30	\$90
Total		\$140

4.7 Import permits

The *Biosecurity Act 2015*, outlines 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 submit an application for a permit to import goods to the department. The department will assess the application and, based on that assessment, may approve and issue an import permit. This permit details the conditions of import for that specific goods deemed necessary to minimise biosecurity risks to an acceptable level. The department charges fees for these regulatory functions, which are provided at Table 4.

The application for an import permit must be accompanied by full payment for the permit application and the assessment fee. The assessment fee is a unit price determined by which category the goods belong, see Table 5. Applications are not assessed until full payment is received. If additional assessment time is required, a 15 minute or part thereof fee is applied. 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. Applications do not guarantee an import permit will be granted.

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 able to be grouped as one assessable item. In the case of importing animals, this does not apply to more than one animal on the same application form.

Where the department is required to manually enter details of the permit, because the information is not provided by the department's automated system, an in-office fee per 15 minutes will be charged to electronically enter the information, as per Table 3.

Tables 4 and 5 outline the charges for import permit application and assessment.

Table 4: Import permit application

Charge type	Type	Legislated rate	Unit
Permit application (lodgement)	charge	\$120	Per application

Table 5: Permit category fees

Permit Category	Fee
Category 1: Assessment of an application for a permit, or variation of a permit —for standard goods.	\$60
Category 2: Assessment of an application for a permit, or variation of a permit —for any of the following non-standard goods: 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.	\$120
Category 3: Assessment of an application for a permit, or variation of a permit —for any of the following non-standard goods: Herbal teas; 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.	\$240
Category 4: Assessment of an application for a permit, or variation of a permit —for any of the following non-standard goods: 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;	\$360

Permit Category	Fee
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.	
Category 5: Assessment of an application for a permit, or variation of a permit —for any of the following non-standard goods: 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.	\$480

Scenario 23 - Importing multiple products with similar risks

VetPro applies for an import permit to import three veterinary therapeutic products. All three products are similar and contain the same active biological ingredient –moxidectin– that is manufactured identically and by the same manufacturer. VetPro is charged one permit application charge and one assessment of a Category 5 permit application fee (as all products are essentially the same). VetPro is charged as follows:

Import permit application (lodgement)	\$120
Assessment of Category 5 permit application	\$480
Total	\$600

Scenario 24 - Importing goods from multiple countries of origin

SalmonPlus applies for an import permit to import salmon from three 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.

SalmonPlus is charged as follows:

Import permit application (lodgement)	\$120
Assessment of Category 2 permit application	3 x \$120
Total	\$480

Scenario 25 - Plant based stockfeed product from the Solomon Islands

A stock feed producer has lodged an import permit application for a plant based stockfeed product from the Solomon Islands to be used in animal feed.

The complexity of the application means that the time taken to assess and approve the permit is a total of 4 hours, which is longer than the expected 3 hours of assessment for a Category 4 permit.

The stock feed producer is charged as follows:

Import permit application (lodgement)	\$120
Assessment of Category 4 permit application	3 x \$120
In-office assessment fee (one additional hour)	4 x \$30
Total	\$600

Scenario 26 - Consignment of used vehicles

RefurbAuto imports a consignment of containerised used vehicles with parts and used spare tyres. The importer applies for an import permit for the used tyres before the vehicles are imported. On arrival, the vehicles are directed to an Approved Arrangement site for inspection that 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. RefurbAuto is charged as follows:

Import permit application (lodgement)		\$120
Assessment of Category 1 permit application		\$60
FID		\$49
In-office assessment fee (AIMS document)	1 x \$30	\$30
Out-of-office Inspection (4 hours x ¼ hour units)	16 x \$50	\$800
Out-of-office Inspection (Re-inspection of vehicle)	2 x \$50	\$100
In-office assessment fee (closing AIMS entry)	1 x \$30	\$30
Total		\$1,189

4.8 Post Entry Quarantine (PEQ)

Charges apply for animals and plants using the Australian Government's Post Entry Quarantine (PEQ) facilities, these are provided in Table 6.

Table 6: Post entry quarantine charges

Post Entry Quarantine Importer Charge	Type	Legislated rate	Unit
PEQ importation charge—horses or ruminants or animal (other than a cat or dog) > 25 kg	charge	\$3,000	Per animal
PEQ importation charge—cats or dogs or animals ≤ 25 kg	charge	\$1,200	Per animal
PEQ importation charge—bees	charge	\$2,500	Per bees consignment
PEQ importation charge—avian (fertile eggs)	charge	\$39,130 (includes \$7,826 reservation charge)	Per hatching egg consignment
PEQ importation charge—avian (live bird)	charge	\$14,050 (includes \$2,810 reservation charge)	Per live bird consignment
PEQ importation charge—plants	charge	\$110	Per m ² monthly (or part thereof)
Post Entry Quarantine fees - husbandry	Type	Rate	Unit
PEQ husbandry activities—horses or ruminants or animals (other than a cat or dog) > 25 kg	Fee	\$60	Per animal per day (or part thereof)
PEQ husbandry fee—cats or dogs or animals ≤ 25 kg	Fee	\$29	Per animal per day (or part thereof)
PEQ husbandry fee—bees	Fee	\$280	Per bee consignment monthly (or part thereof)
PEQ husbandry fee—avian (fertile eggs)	Fee	\$200	Per egg consignment per day (or part thereof)
PEQ husbandry fee—avian (live birds)	Fee	\$150	Per live bird consignment per day (or part thereof)
PEQ husbandry fee—plants	Fee	\$20	Per m ² monthly (or part thereof)

4.8.1 Reservations and payment

Importers of live birds and eggs must pay a reservation charge, as detailed in Table 6, at the time of reserving a place at the PEQ facility. The remainder of the charge and the husbandry fees for the minimum stay are payable when the booking is confirmed. The reservation charge forms part of the entry charge where applied.

For other animals (e.g. ruminants, livestock etc.) the charge and husbandry fees for the minimum stay, as determined by the animal and origin, must be paid when confirming the reservation.

4.8.2 Additional charges

A number of additional charges could apply to regulated entities while their consignment is in post entry quarantine where additional activities are provided. All additional charges must be paid prior to consignments leaving post entry quarantine.

Activities that attract additional charges include:

- overstays – where an animal/s or plant/s stays in post entry quarantine longer than the minimum stay (because of a health concern or any other reason)
- diagnostic testing – where officers undertake testing for plant diseases and includes the cost of materials used as detailed in Table 7
- additional activities undertaken by a departmental officer (such as supervision of a private veterinarian, pollination and grafting of plants)
- use of a house by an importer at the Torrens Island Quarantine Facility
- supervision of visitation by an animal owner at PEQ facility

Scenario 27 - Importing cats

Sally is importing her two cats from the United Kingdom (Group 3 country) in a single consignment, which requires an import permit for each animal. They must undertake all required pre-export checks and vaccinations as part of their import permit application, these are provided by a third party and Sally pays them directly for this service. The department charges Sally for an application and assessment of two 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 post entry quarantine for the scheduled 10 days. Sally is charged as follows:

Import permit application (lodgement)	2 x \$120	\$240
Pre-export checks and vaccinations	As charged by third party provider	
Assessment of Category 4 permit application (first cat)		\$360
Assessment of Category 2 permit application (additional cat)		\$120
PEQ charge	2 x \$1,200	\$2,400
In-office inspection (Cats against permit conditions)	2 x 2 x \$30	\$120
In-office inspection (Veterinary health check)	2 x 2 x \$30	\$120
Husbandry daily fee (10 days x two cats)	10 x 2 x \$29	\$580
Total		\$3,940

Scenario 28 - Cost of husbandry for strawberries in PEQ

Damien is importing strawberries and requires 5 m² of space (1 m² of bench and 4 m² indexing / test plants) at the PEQ facility. The strawberries will need to be in PEQ for a minimum period of 18 months. Damien will need to pay for the lodgement and assessment of a permit in addition to plant PEQ charge and plant monthly husbandry charges. Damien is charged as follows:

Import permit application (lodgement)	\$120	\$120
Assessment of Category 2 permit application	\$120	\$120
PEQ Plant monthly charge (5 m ² x 18 months)	5 x 18 x \$110	\$9,900
Plant husbandry (5 m ² x 18 months x \$20)	5 x 18 x \$20	\$1,800
Total		\$11,940

Table 7: Operational science diagnostic testing fees

Test	Consumable costs
Visual examination	\$0
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)	\$10
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)	\$0
Shoot tip grafting	\$157
Next Generation Sequencing	\$500

Test	Consumable costs
High throughput qPCR6 (100 tests per day during non-peak testing period)	\$1,100

4.9 Approved arrangements and Food Import Compliance Agreements (FICA)

Charges relating to approved arrangements are set out in Table 8. Applications for an entity seeking to enter into their first approved arrangement will pay a one-off application charge. This charge will not apply for any entity that already holds an approved arrangement.

All entities, holding a unique ABN, that operate an approved arrangement will pay an annual charge:

- Biosecurity industry participants with more than one approved arrangement site
- Biosecurity industry participants with one approved arrangement site that is not under the AEP scheme
- Participants who operate an approved arrangement under the Automatic Entry Processing (AEP) scheme

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 3 apply to the various fee bearing activities associated with approved arrangements and FICAs. These apply according to whether the service is provided in or out of office and may include:

- assessment of an approved arrangement application
- inspection of approved arrangements physical structure
- audits of the arrangements
- training of entity staff (where provided by the department).

Pre-audit activities including providing formal notification of the audit, undertaking 'trace forward' and 'trace back' exercises in preparation for the audit are chargeable. Similarly, activities undertaken at the conclusion of an audit such as writing the audit report, corrective action request management, updating electronic systems and providing submissions on critical non-conformities are also chargeable. Any variation to an approved arrangement would also be subject to the relevant time-based fees.

Table 8: Approved arrangements charges

Approved arrangement Charge	Type	Legislated Rate	Unit
Approved arrangement application charge	charge	\$180	Per new application
Biosecurity industry participants with more than one approved arrangement site	charge	\$2,900	if the arrangement was in force on or before 1 January in the financial year
Biosecurity industry participants with more than one approved arrangement site (part year)	charge	\$1,450	if the arrangement is first approved after 1 January in the financial year

Scenario 29 - A business operates two premises under an Approved Arrangement

Each year it is audited a total of 4 hours for each arrangements. 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:

Annual charge		\$2,900
In-office Audit fee (8 x 15 minutes)	8 X \$30	\$240
Out-of-office Audit fee (8 x 15 minutes)	8 X \$50	\$400
Total		\$3,540

Scenario 30 - A business operates a single premise under an Approved Arrangement

Each year it is audited a total of 4 hours. 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:

Annual charge		\$2,500
In-office Audit fee (4 x 15 minutes)	4 X \$30	\$120
Out-of-office Audit fee (4 x 15 minutes)	4 X \$50	\$200
Total		\$2,820

Scenario 31 - A business operates Approved Arrangement/s under the AEP

Each year it is audited a total of 4 hours for both arrangements. 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:

Annual charge		\$500
In-office Audit fee (8 x 15 minutes)	8 X \$30	\$240
Out-of-office Audit fee (8 x 15 minutes)	8 X \$50	\$400
Total		\$1,140

Scenario 32 - A business operates Approved Arrangement/s under the AEP and process entries under AEP for commodities (AEPCOMM)

Each year it is audited a total of 4 hours for both arrangements. 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:

Annual charge		\$2,900
In-office Audit fee (8 x 15 minutes)	8 X \$30	\$240
Out-of-office Audit fee (8 x 15 minutes)	8 X \$50	\$400
Total		\$3,540

4.10 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, risk assessment of pathways), not activities provided to individual regulated entities. However, costs are dependent on vessel size reflecting the different biosecurity risks posed. Vessel arrival charges are provided in Table 9.

The in-office and out-of-office fees detailed in Table 3 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 in-office fees. 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-proclaimed ports, the travel involved with delivering these functions may be undertaken through contractual arrangements.

Table 9: Vessel charges

Vessel operator Charge	Type	Legislated rate	Unit
Vessel (≥25m) arrival charge	charge	\$1,054	Per vessel
Vessel (<25m) arrival charge	charge	\$120	Per vessel

Scenario 33 – Commercial Vessel arrival to discharge and load

A container vessel, (greater than 25m in length) is arriving in Sydney ex Singapore to discharge and load cargo prior to departing. Prior to arrival the agent submitted the Pre-Arrival Report, Ballast Water Report and Crew Change request in MARS, leading to a Routine Vessel Inspection 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 inspection 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 apply:

Vessel (≥25m) arrival charge	1 X \$1,054	\$1,054
In-office assessment fee (Documents)	1 X \$30	\$30
Out-of-office inspection fee (5 x ¼ hour units)	5 X \$50	\$250
Total		\$1,334

Scenario 34 – Commercial vessel arrival to load

A bulk ore vessel, (greater than 25m in length) 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 BSD that three of the tanks are ineligible for discharge.

The agent contacts the MNCC 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 MNCC. A RVI, Crew Change, Human Health and Waste Inspections were automatically created in MARS.

The officers 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 apply:

Vessel (≥25m) arrival charge	1 X \$1,054	\$1,054
In-office assessment fee (2 x 15 minutes)	2 X \$30	\$60
Out-of-office inspection fee (9 x 15 minutes)	9 x \$50	\$450
Total		\$1,564

Scenario 35 – Non-commercial vessel

An itinerant yacht, (less than 25m in length) arrives in Brisbane ex New Zealand. The vessel reported its pending arrival in Brisbane to the Australian Border Force.

An officer attends the vessel in order to undertake a Pratique and Timber Vessel inspection. The pratique inspection takes 30 minutes, and the timber vessel inspection takes 60 minutes. (Total 90 mins) The officer issues a Record of Service for charges incurred. The Record of Service is entered into ELSA on return to the office. This take 15 minutes. The following charges apply:

Vessel (<25m) arrival charge	\$120	\$120
Out-of-office inspection (6 x 15 minutes)	6 x \$50	\$300
In-office assessment fee (1 x 15 minutes)	1 X \$30	\$30
Total		\$450

5 Aircraft, travellers and mail

The department recovers the costs for biosecurity activities on international mail, through a biosecurity service fee paid by Australia Post. The department also receives appropriation for the management of biosecurity risks associated with international travellers and luggage at airports. There are some circumstances where charges apply, see Section 5.2 Aircraft functions below.

Additional fees may be charged when departmental intervention is required these are detailed at Table 10.

Table 10: Fees for Aircraft, travellers and mail

Fee	Type	Legislated rate	Unit
In-office	Fee	\$30	Per 15 minutes or part thereof
Out-of-office	Fee	\$50	Per 15 minutes or part thereof

5.1 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 11.

Table 11: Treatment charges for detained goods

International Mail	Type	Rate	Unit
Ethylene oxide treatment	Fee	\$75	Per treatment/item
Fumigation treatment	Fee	\$75	Per treatment/item
Gamma irradiation treatment	Fee	\$75	Per treatment/item

International Mail	Type	Rate	Unit
Heat treatment	Fee	\$75	Per treatment/item
Return to sender	Fee	\$95	Per package
Airports and Seaports Travellers	Type	Rate	Unit
Treatment of Goods	Fee	\$100	Per treatment/item

5.2 Aircraft services

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 10.

International travellers arriving with commercial consignments are subject to in-office assessment and inspection fees, as detailed in Table 10. The examination of personal luggage accompanying a traveller is not subject to charges.

Where an officer (upon the traveller's request) arranges for their 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 luggage is applied, as shown in Table 12. This only applies if the traveller is departing Australia from the same airport as they arrived in. 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 12: Storage of goods in quarantine fees

Fee	Type	Legislated rate	Unit
Storage of goods in quarantine	Fee	\$30	Per luggage

5.3 Inspection of cruise day travellers

When cruise ships dock temporarily at various locations in Australia (including at remote locations) and travellers disembark temporarily for 'shore excursions', officers may attend and undertake compliance inspections of those travellers. 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 luggage remains on board the vessel. The examination of personal luggage accompanying a traveller is not subject to charges. Fees are charged at the in-office rate for locations where officers are available on an ongoing basis and out of office rates for other locations.

6 Export Certification Arrangements

6.1 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 (establishment registration, ESCAS, Approved Arrangements, etc.);
- scheduled audit of approvals (establishment registration, approved arrangements, etc.);
- assessment of export documentation;
- issuing export certificates; and
- inspection of goods or transport units for export or supervision of treatment as required.

Key export certification activities provided by the department are detailed in the relevant CRIS, which is available at <https://www.agriculture.gov.au/fees>

The general provisions set out at the beginning of these guidelines apply when determining matters such as start and finish times, chargeable time and other matters.

6.1.1 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 2-14 of the Export Control (Fees and Payments) Rules 2021.

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

6.1.2 New applications to register an establishment

A charge applies to all new applications seeking to register an export establishment; these are detailed in Table 13.

An application must be lodged for each establishment seeking export registration. Only one registration application charge is payable per application. That is, if an establishment is registering for fish, meat, plant and dairy operations only one registration application charge applies. If the establishment makes a further application at a later date to register for eggs - another application fee applies to the new application.

A site visit by a departmental officer may be required to appropriately consider an application to register an establishment or application to vary an establishment. The applicable fees for the consideration of the registered establishment application are set out in Table 13.

A new application for registration will not be processed where the occupier has previous outstanding debts owed to the department. The department will make all attempts to recover debt from the previous occupier. However, if this debt is unpaid by the previous occupier, the debt becomes the responsibility of the new applicant.

Table 13: Application charge

Charge title	Type	Legislated rate	Unit
Export registered establishment application	charge	\$600	Application
Activities carried out for an application to register an establishment for plant or plant products	fee	\$36	Per 15 minutes
Activities carried out for an application to register an establishment for meat or meat products	fee	\$108 vet / \$30 other	Per 15 minutes
Activities carried out for an application to register an establishment for dairy or dairy products	fee	\$33	Per 15 minutes
Activities carried out for an application to register an establishment for fish or prescribed fish products	fee	\$50	Per 15 minutes
Activities carried out for an application to register an establishment for egg or prescribed egg products	fee	\$50	Per 15 minutes

Note: the range of activities which may be included in the fee for consideration of applications is listed at Section 3.1 above.

6.1.3 Establishment registration Charge

6.1.3.1 *Registration Charges*

Annual or monthly registration charge are applied to establishments involved in the operation associated with the preparation of exportable goods. Registration charges for the various commodities are detailed in the relevant commodity section, see sections 6.2 to 6.6.

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

6.1.3.2 *Annual registrations (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.

6.1.3.3 *Monthly registrations*

Monthly registration charges are applicable for meat export establishments; further information is provided in Section 6.4.1

6.1.3.4 *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 four separate registration charges - one each for meat, dairy, fish and eggs.

6.1.4 Export documents and certificates

Exporters must obtain an export permit prior to the departure of prescribed goods from Australia. Additional government certificates may be required by overseas government authorities to verify that the exported products comply with their respective import conditions. More information on export documents and certificates fees are set out below in the specific commodity cost recovery arrangements below.

6.1.5 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
- the goods have left Australia, or the certificate is requested by the importing country.

This fee is chargeable per each replacement document issued (i.e. 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 a request for permit (RFP) 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.

If the certificate was lost or destroyed while in the possession for responsibility of the department, no fee applies for replacement.

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, the fee applies for replacement.

Losing a certificate is not considered an unforeseeable circumstance. The exporter must have systems and security in place to ensure certs are accounted for at all times. For example, if the certificate is lost or destroyed by a courier, that is between the exporter and the courier. The \$500 fee applies to the exporter, but they may recover that from the courier or agent as they see fit.

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; however ordinary certificate fees are reapplied. The re-application of certificate fees is applied if the certificate is completed, regardless of pre or post issuance.

6.1.6 Organic goods certification—approved certifying bodies

6.1.6.1 *Application for an 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 14.

6.1.6.2 *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 as an approved certifying body. Table 14 provides details of the fees.

6.1.6.3 Audit Fees

Audit of the entity required to maintain its approved arrangement for organic goods certification operations is charged per 15 minutes or part thereof. Table 14 provides details of the fees.

Table 14: Organics fee and charge

Charge title	Type	Legislated rate	Unit
Application for an approved arrangement for organic good certification operations (approved certifying body)	charge	\$600	Application
Approved arrangement for organic goods certification operations (approved certifying body)	charge	\$7,500	Per financial year
Approved arrangement for organic goods certification operations (approved certifying body) (part year)	charge	\$3,750	Registered after 1 January in the financial year
Audit	Fee	\$33	Per 15 minutes or part thereof

6.2 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. Further information is provided in the relevant CRIS, which is available at <https://www.agriculture.gov.au/fees>

6.2.1 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 15. The charges apply irrespective of the outcome of the application. Charges are applied for the following applications:

- Registered Establishment registration for the export of livestock
- Veterinarian's accreditation
- Livestock export licence
- Approved arrangements
- Exporter Supply Chain Assurance System (ESCAS)
- Exemption from Approved Arrangement.

Table 15: Charges applying for new applications or variation to existing approvals - LAE

Charge title	Type	Legislated rate	Unit
Application - New	charge	\$600	Application
Application – Variation	charge	\$300	Application

6.2.2 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 sea. Rates are provided in Table 16.

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 16: Livestock licence and approved arrangement charges

Charge title	Type	Legislated rate	Unit
Application - Approval	charge	\$600	Application
Application – Approval Variation	Charge	\$300	Application
Approved Arrangement livestock exported by sea, or sea and air	Charge	\$20,000	Per financial year
Approved Arrangement livestock exported by sea or sea and air (part year)	Charge	\$10,000	Registered after 1 January in the financial year
Approved Arrangement livestock exported by air only	Charge	\$10,000	Per financial year
Approved Arrangement livestock exported by air only (part year)	Charge	\$5,000	Registered after 1 January in the financial year
Small and infrequent livestock export	Charge	\$5,000	Per financial year

6.2.3 Livestock throughput charges

The throughput charge per head of exported livestock is set out in Table 17. 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 17: Livestock throughput charges

Charge title	Type	Legislated rate	Unit
Throughput - Full Unit (Cattle/Buffalo/Camelids)	Charge	\$1.21	Animal
Throughput (Sheep/Goat)	Charge	\$ 0.31	Animal

6.2.4 Registered Establishment charges

An annual charge applies to registered establishments (formally known as registered premises) registered for the holding and assembling livestock for export, as detailed in Table 18.

Table 18 LAE registered establishment charge

Charge title	Type	Legislated rate	Unit
Application - Approval	charge	\$600	Application
Application – Approval Variation	Charge	\$300	Application
Livestock (Registered Establishment) Registration	Charge	\$5,000	Annual

6.2.5 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 each departmental document (certificate and/or permit) issued (each consignment requires at least one export permit and usually at least one health certificate). Table 19 outlines documentation charges for exporters of live animals and animal reproductive material.

A documentation fee is applied to the exporter for each permit and health certificate issued by the department. The document fees cover the cost of preparing and issuing these documents. It does not include time examining health documentation to assess whether animals should be inspected, or issued export permits.

Where an exporter requests multiple permits or health certificates for the one consignment, a separate fee applies to each permit and health certificate that is provided.

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, a separate charge is applied to each permit that is provided.

Table 19: LAE Documentation charges

Document Charges	Type	Legislated rate	Unit
Export Permit (animal reproductive material or non-livestock live animals)	charge	\$130	Document
Export permit or health certificate	Fee	\$60	Document
Replacement Export document	Fee	\$500	Document

6.2.6 Inspections fees

Inspection activities are charged per 15 minutes or part thereof, as shown in Table 20. Where the inspection activity could be performed by an external authorised officer, but an exporter elects to use a departmental officer, the inspection cost will be at the higher rate per 15 minutes, or part thereof.

6.2.7 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 at Table 20.

Table 20: LAE audit and inspection fees

Fee	Type	Legislated rate	Unit
Inspection	Fee	\$55	per 15 minutes or part thereof
Audit	Fee	\$43	per 15 minutes or part thereof
Specialised Audit – such as veterinarian	Fee	\$103	per 15 minutes or part thereof

6.2.8 Independent Observers (IO)

6.2.8.1 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:

- 7.5 hours audit per day from the day of arrival on the vessel until and including day of return to Australia (See Table 21)
- Per 15 minutes for audit support from Departmental officer in Australia (note standard audit rates and outside ordinary hours rates apply)
- All costs associated with the returning international business class flight and any domestic flights to transport the IO to the nearest capital city to their home.

Table 21: LAE Independent Observer standard daily audit rates

Fee	15 minute units	Legislated rate	Daily workings	Daily Total
Weekday 7 ½ hr audit	7.5 hours x 4 = 30	\$43	30 x \$43 = \$1,290	\$1,290
Weekend or public holiday 7 ½ hr audit	7.5 hours x 4 = 30	\$43	30 x \$43 = \$1,290	\$1,890
		\$20	30 x \$20 = \$600	

6.2.8.2 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.

6.2.9 Non-reusable materials

Payment is required for non-reusable materials purchased by officers in the provision of regulatory functions. This fee is the same as the cost incurred by the department in purchasing the materials.

Scenario 36A – Livestock consignment charges

A licensed livestock exporter, submitted a Notice of Intent to export 2,500 cattle from Townsville to Vietnam by sea. The consignment will be entering the registered establishment on Saturday 8 May and departing Townsville on Saturday 15 May. The cattle are being exported to three individual importers.

A departmental veterinary officer (VO) conducts a pre-export assessment of documentation and importing country requirements on Monday 10 and Tuesday 11 May for a total of 1 hour and 15 minutes during ordinary hours. The VO then travels to the registered establishment on Thursday 13 May to conduct an inspection of the livestock, the inspection takes 2 hours, not including travel time. The inspection takes place between 5:00pm to 7:00pm which means 30 minutes will be charged at the outside ordinary hours continuous on a weekday rate.

On Saturday 15 May the VO travels to the departure port in Townsville and conducts a final inspection of the livestock as they board the vessel. At the port the VO conducts a final document check, certifies the export permit and health certificates and hands these over to the exporter, these tasks take 1 hour to complete. The VO returns to the regional officer to conduct final administrative tasks and record keeping, which takes a further 30 minutes. Both the inspection at the port and the administration and record keeping will be at the outside ordinary hours, non-continuous on a weekend rate.

Document assessment	9 x 15 minute units	\$495
Inspection	8 x 15 minute units	\$440
Outside ordinary hours continuous weekday	1 x 30 minute unit	\$21

Outside ordinary hours non-continuous weekend	1 x 30 minute unit 4 x 15 minute units	\$29 \$232
Export permit fee (1 consignments x 3 importer)	3 x \$60	\$180
Health certificate fee (1 consignments x 3 importers)	3 x \$60	\$180
Throughput (Cattle \$1.21)	2,500 x \$1.21	\$3,025
Total		\$4,602

Scenario 36B - Approved arrangements

During 2017–18, 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:

Approved arrangement charge	\$20,000	\$20,000
Out-of-office Audit fee (10 x 4 ¼ hour units)	40 x \$43	\$1,720
Total		\$21,720

Note: the table above shows the approved arrangement and audit charges. Additional fees and charges (including a per head throughput charge and inspection charges) are also payable for each individual consignment, as shown in Scenario 36A above.

Scenario 37 - Small infrequent exporter – Approved Arrangement exemption

A company, Jane’s Movers, approaches the department and wishes to export a single consignment of cattle of no more than 400 cattle. The exporter applies for an export licence and an exemption from the requirement to operate under an approved arrangement. The application for export licence is first assessed and approved, the exemption from holding an approved arrangement is subsequently assessed and approved. The company is now liable for the annual charge of \$5,000 to export as a small and infrequent exporter, and charged as follows:

Approval of livestock export application	\$600
Livestock exemption from approved arrangement application	\$600
Livestock export licence per financial year (small and infrequent)	\$5,000
Total	\$6,200

Scenario 38 - Exporting two dogs to Singapore

Penny, a resident of Australia, plans to move to Singapore and take her two 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 two dogs. It is an importing country requirement that the department officer inspects the animals prior to export. The department officer will spend five minutes undertaking the inspection of each animal. Five minutes is also spent on pre-inspection and post-inspection (ten minutes in total). As the two dogs are part of the one consignment and in this case the importing country allows more than one animal on export permit and health certificate, the department is required to issue one export permit and one health certificate covering both animals. The service is provided during ordinary hours. Penny is charged as follows:

Export permit charge	1 x \$130	\$130
Export permit fee	1 x \$60	\$60
Health certificate fee	1 x \$60	\$60
Inspection (including pre and post inspection)	1 x \$55	\$55
Total		\$305

Scenario 39 - 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. The department is not required to inspect the animal. The department is required to issue one export permit and one health certificate for the cat. The service is provided during ordinary hours. Joe is charged as follows:

Export permit charge	1 x \$130	\$130
Export permit fee	1 x \$60	\$60
Health certificate fee	1 x \$60	\$60
Total		\$250

Scenario 40 - Exporting 10 horses to UAE

Pegasus, a horse exporter, submits a notice of intent to export a consignment of 10 horses to UAE by air, during ordinary hours on a Monday. The consignment is inspected during ordinary hours, between 2.00 and 3.00 pm. Only one export permit is required for the consignment, but a health certificate is required for each animal.

Document assessment is undertaken by the regional officer in advance of the scheduled departure. The inspector undertakes 15 minutes additional pre-inspection preparation in the regional office the day the consignment is scheduled for departure.

The inspector takes 15 minutes after the inspection, at 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. Pegasus is charged as follows:

Export permit charge	1 x \$130	\$130
Export permit fee	1 x \$60	\$60
Health certificate fee (10 horses)	10 x \$60	\$600
Pre inspection (1 x 15 minutes)	1 x \$55	\$55
Inspection (4 x 15 minutes)	4 x \$55	\$220
Post inspection (1 x 15 minutes)	1 x \$55	\$55
Total		\$1,120

Scenario 41 - Specialist Audit

A facility approved for the collection and storage of animal reproductive material requires regular audits by a department veterinary officer in order to comply with importing country requirements. 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 ½ hours is spent on the audit. The facility is charged as follows:

Specialist audit fee (14 x 15 minutes)	14 x \$103	\$1,442
Total		\$1,442

Scenario 42 - Six horses to Europe overtime (continuous)

An exporter submits a notice of intent to export a consignment of six horses to Europe by air on a Wednesday between 6.00 pm and 6.45 pm. The consignment inspection commences in ordinary hours. A single export permit is required, but a health certificate is required for each horse.

Document assessment is undertaken by the regional officer in advance of the scheduled departure. The inspector undertakes 15 minutes additional pre-inspection preparation in the regional office the day the consignment is scheduled for departure. The inspection takes place on a Wednesday between 6.00 pm and 6.45 pm. The minimum weekday overtime fee of half an hour applies.

The inspector undertakes 15 minutes post-inspection work the next day 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. The exporter is charged as follows:

Export permit charge	1 x \$130	\$130
Export permit fee	1 x \$60	\$60
Health certificate fee (six horses)	6 x \$60	\$360
Pre inspection (1 x 15 minutes)	1 x \$55	\$55
Inspection (3 x 15 minutes)	3 x \$55	\$165
Post inspection (1 x 15 minutes)	1 x \$55	\$55
Inspection outside ordinary hours continuous	1 x \$60	\$60
Total		\$885

Scenario 43 – Animal reproductive material export to New Zealand

An exporter, Liquid Life, submits a notice of intent to export a consignment of animal reproductive material to New Zealand by air. The consignment inspection commences in ordinary hours. A single export permit and health certificate is required for the consignment. The exporter cancels their inspection appointment with less than 24 hours' notice.

A cancellation fee will apply for the late notice of cancelling their inspection appointment. The original assessment of the pre inspection documentation took 10 minutes.

The exporter reschedules their inspection appointment for 2 days later. Due to the delay, the pre inspection documents need to be reassessed taking 7 minutes. The inspection takes place on a Wednesday between 1.00 pm and 1.30 pm and takes 23 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:

Short notice cancellation fee	1 x \$55	\$55
Export permit charge	1 x \$130	\$130
Export permit fee	1 x \$60	\$60
Health certificate fee	1 x \$60	\$60
Pre inspection- original	1 x \$55	\$55
Pre inspection - rescheduled	1 x \$55	\$55
Inspection	1 x \$55	\$55
Post inspection	1 x \$55	\$55
Total		\$525

Scenario 44 – Independent Observer 13 day Broome to Malaysia

An IO departs Melbourne and arrives at Broome at 4.00pm on Monday 6 August for a 13 day livestock export to Malaysia. The voyage is estimated to depart at 11.00am on Tuesday 7 August. Due to unforeseen circumstances the voyage departure is delayed until Wednesday 8 August at 10.00am.

The IO provides the standard 7 ½ hour audit service each day.

The IO obtains audit support from Australia for a total 18 x ¼ hours throughout the audit, this includes 10 x ¼ hour units on weekdays and 4 x 30 minute units on weekends.

The unloading of stock is not completed until 10.00pm on 20 August and the IO departs for Melbourne on the next available flight at midday on 21 August. The IO returns to the capital city closest to their home on 23 August.

The livestock exporter is charged as follows:

Delay at Broome – Tuesday 7 August	1 x Weekday Audit rate (\$1,290)	\$1,290
13 day voyage 8 – 20 August	11 x weekday audit rate (\$1,290)	\$14,190

	6 x weekend audit rate (\$1,890)	\$11,340
Audit support from Australia	10 x weekday ¼ hour (\$43)	\$430
	4 x weekend 30 minutes (\$86 + \$40)	\$504
International flight – Malaysia to Melbourne	Airfares \$3,500 (including GST)	\$3,500
Additional day travel to Australia	1 x weekday Audit rate (\$1,290)	\$1,290
Total		\$32,544

6.3 Plant 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 it is required by overseas government authorities to verify that 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, faba 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 certificates 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 (includes 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.

Further information is provided in the relevant CRIS, which is available at

<https://www.agriculture.gov.au/fees>

6.3.1 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 at table 21A 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 6.3.4 Audit fees.

Table 21A: Accredited property application and pre-season site visits

Charge title	Type	Legislated rate	Unit
Assessment of applications to accredit farms and packhouses (including pre-season site visits)	Fee	\$36	Per 15 minutes or part thereof

6.3.2 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 at table 13 in section 6.1.2

The registration period for plant and plant product registered is aligned to the financial year. A registration charge, as shown in Table 22 and Table 23, 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’ 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 \$600 outlined at Table 13.

6.3.2.1 Grain and Seed Registered Establishments

There are two 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. A non-bulk registered establishment exports bulk grain into containers, non-bulk grain, and other plant products such as timber.

Where a registered establishment prepares both bulk and non-bulk grain, the higher amount applies.

Table 22: Grain and Seed Registered establishment charges

Charge title	Type	Legislated rate	Unit
Establishment registration—non-bulk	Charge	\$3,000	Per financial year
Establishment registration—non-bulk (part year)	Charge	\$1,500	Registered after 1 January in the financial year
Establishment registration—bulk	Charge	\$6,000	Per financial year
Establishment registration—bulk (part year)	Charge	\$3,000	Registered after 1 January in the financial year

6.3.2.2 Horticulture Registered Establishments

There are three categories of horticulture registered establishments:

- protocol,
- non-protocol; and
- 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. A non-protocol registered establishment carries out export operations for horticulture products to markets other than ‘protocol’ markets only. A list of

protocol markets is available in the Reference: Table of plant export protocol markets, via the link below

<https://www.agriculture.gov.au/export/controlled-goods/plants-plant-products/plantexportsmanual>

Where a registered establishment carries out export operations to both protocol and non-protocol markets, the charge payable by that establishment is the higher charge (protocol market).

The department checks export activity at registered establishments to ensure that export operations align with registrations 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 that they satisfy all legislative requirements in the Plant Rules 2021 to retain SHPRE status (see below for more information).

Table 23: Horticulture Registered establishment charges

Charge title	Type	Legislated rate	Unit
Establishment registration – Small Horticulture Products	Charge	\$600	Per financial year
Establishment registration—non-protocol	Charge	\$3,000	Per financial year
Establishment registration—non-protocol (part year)	Charge	\$1,500	Registered after 1 January in the financial year
Establishment registration—protocol	Charge	\$6,000	Per financial year
Establishment registration—protocol (part year)	Charge	\$3,000	Registered after 1 January in the financial year

6.3.2.3 *Small Horticulture 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 of \$600 per annum. 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; these are detailed at Table 24.

To be eligible as a SHPRE (per s 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 outlined in Table 24 during the relevant 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 this establishment registration category is available at [Registering as a small horticultural products registered establishment](#).

Further details on Package Assisting Small Exporters (PASE) is available at [Assisting Small Exporters - Department of Agriculture](#)

Table 24: 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

6.3.3 Tonnage charges

An export volume charge (tonnage charge) is applied per tonne, or part thereof, for all grain, seed, and horticulture exports (see Table 25). The charge is applied to the exporter applying for an export permit and is applied against the quantity recorded on the export permit.

Table 25: Plant Exports tonnage charge rates

Charge title	Type	Rate	Unit
Export volume—grain and related products rate	Charge	\$0.11	Per tonne or part thereof
Export volume— horticulture non-protocol rate	Charge	\$0.65	Per tonne or part thereof
Export volume— horticulture protocol rate	Charge	\$1.30	Per tonne or part thereof

For commodities that are certified without weights (e.g. Stems, Cubic Metres), a conversion factor as shown at Table 26, is to be applied to quantify tonnage.

Table 26: Conversion table for commodities certified without weights

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

6.3.4 Audit fees

Audit activities are charged per 15 minutes, or part thereof as detailed at Table 27.

Audits may be undertaken in relation to a range of export activities including:

- Registered establishments and its operations
- Accredited properties and its 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.

6.3.5 Inspection fees

Inspection activities are charged per 15 minutes, or part thereof as detailed at Table 27. Inspection activities include activities such as product inspection, treatment supervision, container inspection and bulk vessel inspection.

Where an approved job function is available to third party authorised officers (**AOs**), but an exporter elects to use a Commonwealth department 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. The register can be accessed at the link below:

<https://www.agriculture.gov.au/export/controlled-goods/plants-plant-products/ao/register>

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 27: Plant Export audit and inspection fees

Charge title	Type	Legislated rate	Unit
Audit	Fee	\$36	Per 15 minutes or part thereof
Core inspection	Fee	\$36	Per 15 minutes or part thereof
Departmental Inspection where third party AO available	Fee	\$75	Per 15 minutes or part thereof

6.3.6 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 plants and plant products over 10kg or 10L are provided at Table 28, and the fees for consignments of plants and plant products no more than 10kg or 10L is captured in Table 28A.

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 28 Plant Export document fees and charges for consignments over 10kg or 10L

Charge title	Type	Legislated rate	Total Charge	Unit
Phytosanitary certificate issued electronically	Charge	\$38	\$50	Per document
	Fee	\$12		
Electronically issued export document (includes permits and other government certificates)	Fee	\$12	\$12	Per document
Manual document (includes export permits, phytosanitary certificates and other government certificates)	Fee	\$100	\$100	Per document
Replacement certificate (see 6.1.5)	Fee	\$500	\$500	Per document

Note: 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 3.3.9 and section 2-10 of the Fees and Payments Rules 2021).

Note: 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 plants and plant products covered by the notice of intention to export are no more than 10kg or 10L, 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 10kg or 10L.

Documentation charges for government certificates do not apply for consignments equal to or less than 10kg or 10L. However documentation fees do still apply. As consignments equal to or less than 10kg or 10L are taken to not be prescribed goods, the non-prescribed fees apply. Table 28A outlines the document fees and charges for consignments of plants and plant products equal to or less than 10kg or 10L.

Table 28A Plant Export document fees and charges for consignments equal to or less than 10kg or 10L

Charge title	Type	Legislated rate	Total Charge	Unit
Phytosanitary certificate or other government certificate issued electronically	Charge	Not applicable	\$15	Per document
	Fee	\$15		
Electronically issued export permits	Fee	Not applicable	\$0	Per document
Manual document (includes export permits, phytosanitary certificates and other government certificates)	Fee	\$36	\$36	Per document
Replacement certificate (see 6.1.5)	Fee	\$500	\$500	Per document

Note: 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 3.3.9 and section 2-10 of the Fees and Payments Rules 2021).

6.3.6.1 Certified copies of Phytosanitary Certificates

If the regulated entity wishes, 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 45 - New small exporter/ grower category

A table grape grower applies to become registered to export table grapes. He anticipates exporting no more than 400 tonnes of grapes per annum in five 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:

Application charge		\$600
SHPRE annual registration charge		\$600
Phytosanitary certificate	5 x \$50	\$250
Export permit	5 x \$12	\$60
Tonnage charge	400 x \$1.30	\$520
Audit fee (4 hours x 4 ¼ units)	16 x \$36	\$576
Total		\$2,606

6.3.7 Third Party Authorised Officers

6.3.7.1 *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 five 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; and
- 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; and
- 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.

6.3.7.2 *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 29: Third party Authorised Officer (AO) fees and charges

Charge title	Type	Legislated rate	Unit
AO Application	Fee	\$250	Per Application
AO Learning and Assessment	Fee	\$1,750	Per Package
AO Additional Learning and Assessment	Fee	\$2,000	Per Package
AO Instrument of appointment	Fee	\$250	Per Instrument of Appointment
Audit (see 6.3.4)	Fee	\$36	Per 15 minutes or part thereof
AO Annual Charge	Charge	\$750	Annual per year or part thereof

Scenario 45A – 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 three job functions that he has applied for. Mr Pemsworth requests to be appointed for the two job functions in which he was assessed as competent, so that he can begin performing those functions sooner. Mr Pemsworth is appointed in January 2021 with an expiration date set for two years’ time in January 2023.

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 then has a revised instrument of appointment issued to him which includes all three job functions in March 2021. Mr Pemsworth’s appointment expiration date remains unchanged for January 2023.

Mr Pemsworth has two departmental audits during his appointment, each lasting two and a half hours. Mr Pemsworth is charged as follows:

AO Application		\$250
AO Learning and Assessment (up to 5 job functions)		\$1,750
AO Instrument of appointment		\$250
AO Additional Learning and Assessment (up to 5 job functions)		\$2,000
AO Instrument of appointment		\$250
Audit fee (5 hours x \$36 per 15 minutes or part thereof)	20 x \$36	\$720
Annual charge (2020-21, 2021-2022 and 2022-2023 financial years)	2 x \$750	\$1,500
Total		\$6,720

6.4 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 that the exported products comply with their respective import conditions.

Further information is provided in the relevant CRIS, which is available at <https://www.agriculture.gov.au/fees>

6.4.1 Establishment charges

Once registered a registration charge is payable for each month that an establishment is registered. Where an establishment registers mid-month the full charge is applicable regardless of the number of days in which the establishment was registered.

Meat export cost recovery charges are broadly categorised into two components, establishment charges and throughput charges. These are detailed at Tables 30 and 31.

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 30: Meat Export establishment charges

Charge title	Type	Legislated rate	Unit
Establishment-Abattoir	Charge	\$840	Monthly
Establishment-Casings	Charge	\$840	Monthly
Establishment-Storage & Transportation	Charge	\$840	Monthly
Establishment-Poultry	Charge	\$1,250	Monthly
Establishment-Further Processing	Charge	\$1,250	Monthly
Establishment-Independent Boning rooms	Charge	\$1,250	Monthly
Meat export license*	Charge	\$500	Annual

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

6.4.2 Throughput charges

Throughput charges apply to all establishments that slaughter or dress animals for export. Throughput charges are calculated using the number of animals processed through an establishment in the previous calendar month. The rate of charge, as provided in Table 31, depends on the type of animals processed at the establishment.

Table 31: Meat Export throughput charges

Charge title	Type	Legislated rate	Unit
Throughput – Full Unit (cow, bull, steer, heifer, buffalo, camel, donkey, horse)	Charge	\$0.70	Animal
Throughput – Pig	Charge	\$0.24	Animal
Throughput – Sheep/Goat/lamb	Charge	\$0.18	Animal
Throughput – Deer/Game Deer	Charge	\$0.14	Animal
Throughput – Emu/Ostrich	Charge	\$0.10	Animal
Throughput – Calf	Charge	\$0.07	Animal
Throughput – Kangaroo/Wild Boar	Charge	\$0.05	Animal
Throughput – Rabbit/Possum/Hare	Charge	\$0.02	Animal

6.4.3 Documentation

Export certificates issued for meat exports include a charge component and a fee component. The charges applicable for meat export certification as outlined in Table 32.

Table 32: Meat Export documentation charges

Charge title	Type	Legislated rate	Total	Unit
Electronic certificate	Charge	\$46	\$49	Document
	Fee	\$3		
Manual certificate	Fee	\$100	\$100	Document
Replacement certificate	Fee	\$500	\$500	Document

6.4.4 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 33.

Table 33: Meat Export audit fees

Charge title	Type	Legislated rate	Unit
Audit	Fee	\$30	Per 15 minutes or part thereof
Veterinary Audit	Fee	\$108	Per 15 minutes or part thereof

6.4.5 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 34.

Table 34: Meat Export Inspection fees

Charge title	Type	Legislated rate	Unit
FSMA	Fee	\$9,790.75	Monthly
FSMA Additional i.e. services could be provided by External AO	Fee	\$11,843.25	Monthly
FSMA - Quarter Hr	Fee	\$30	Per 15 minutes or part thereof
OPV	Fee	\$15,199.50	Monthly
OPV - Quarter Hr	Fee	\$39	Per 15 minutes or part thereof

6.4.6 Services outside ordinary hours (Shift and Overtime)

For regulatory functions performed in relation to meat and meat products, the ordinary hours of duty are between 5:30am and 5:30pm 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 section 3.3.9).

Shift and overtime rates are applicable for regulatory functions performed outside of the ordinary hours of duty. If the authorised officer is entitled to be paid a shift loading or overtime for performing the service during the period, the fee in connection with providing the service are set out in Table 35 Meat Export shift fees and Table 36 Meat Export overtime fees.

Table 35: Meat Export Shift fees

Shift Fee	Type	Legislated Rate	Unit
Weekday – authorised officer who is not a veterinarian	Fee	\$1.57	Per hour or part thereof
Saturday – authorised officer who is not a veterinarian	Fee	\$5.22	Per hour or part thereof
Sunday - authorised officer who is not a veterinarian	Fee	\$10.43	Per hour or part thereof
Public Holiday - authorised officer who is not a veterinarian	Fee	\$15.65	Per hour or part thereof
Weekday – veterinarian	Fee	\$2.43	Per hour or part thereof
Saturday – veterinarian	Fee	\$8.09	Per hour or part thereof
Sunday - veterinarian	Fee	\$16.17	Per hour or part thereof
Public Holiday - veterinarian	Fee	\$24.26	Per hour or part thereof

The fee imposed in this section is in addition to the fees imposed under section 6.4.3 Documentation, 6.4.4 Audit and 6.4.5 Inspection Fees. Table 36 sets out Meat Export Inspection Overtime fees which are payable by the establishment.

Table 36: Meat Export Overtime fees

Overtime Fee	Type	Legislated Rate	Unit
Service performed by an authorised officer who is not a veterinarian during a period that: (a) does not end immediately before, or start immediately after, a service performed by the officer during ordinary hours of duty; and (b) is less than 4 hours			
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
Service performed by an authorised officer who is not a veterinarian where (a) and (b) do not apply			
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
Service performed by an authorised officer who is a veterinarian during a period that: (c) does not end immediately before, or start immediately after, a service performed by the officer during ordinary hours of duty; and (d) is less than 3 hours			
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
Service performed by an authorised officer who is a veterinarian where (c) and (d) do not apply			
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 the fees imposed under section 6.4.3 Documentation, 6.4.4 Audit and 6.4.5 Inspection Fees.

6.4.7 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 to 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.

6.4.7.1 *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 four weeks' notice period. No reduction in charges will be made within the four-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 two 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 46 - 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. This charge varies depending on the animal. 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 for the month of June:

Establishment - Abattoir charge	1 x \$840	\$840
Throughput – Full unit (cow, bull, steer, heifer, buffalo, camel, donkey, horse) charge	8 000 x \$0.70	\$5 600
Electronic Certificate charge	200 x \$49	\$9 800
OPV – monthly fee	1 x \$15 199.50	\$15 199.50
FSMA – monthly fee	1 x \$9 790.75	\$9 790.75
Total		\$41 230.25

6.5 Dairy Export Cost Recovery Arrangement

The export of dairy products is a controlled activity and is 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 and additional export certification may be required by overseas government authorities to verify that 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 for the issuance of government export certification.

Further information is provided in the relevant CRIS, which is available at <https://www.agriculture.gov.au/fees>

6.5.1 Establishment charges

The registration period for dairy export facilities is the financial year and a registration charge is payable at the beginning of each registration period. Table 37 provides details of the charges.

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 37: Dairy Export Establishment charges

Cost recovery charges - establishment	Type	Legislated rate	Unit
Corporation/Co-operative exporting ≥ 2000 tonnes	Charge	\$7,729	Per financial year
Corporation/Co-operative exporting ≥ 2000 tonnes (part year)	Charge	\$3,864.50	Registered after 1 January in the financial year
Corporation/Co-operative exporting < 2000 tonnes	Charge	\$4,275	Per financial year
Corporation/Co-operative exporting < 2000 tonnes (part year)	Charge	\$2,137.50	Registered after 1 January in the financial year
Storage establishment - Dairy	Charge	\$1,820	Per financial year
Storage establishment – Dairy (part year)	Charge	\$910	Registered after 1 January in the financial year

6.5.2 Inspection and audit fees

Inspection and audit activities are charged per 15 minutes, or part thereof as detailed in Table 38. The general provisions set out at the beginning of these guidelines apply when determining matters such as start and finish times, chargeable time and other matters.

Table 38: Dairy Export audit, inspection and assessment fees

Charge type	Type	Legislated rate	Unit
Audit	Fee	\$33	Per 15 minutes or part thereof
Inspection	Fee	\$33	Per 15 minutes or part thereof

6.5.3 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 quota certificates, are outlined in Tables 39.

Table 39: Dairy Export documentation charges and fees

Cost recovery Charges - Documentation	Type	Legislated rate	Total	Unit
Document - Electronic	Charge	\$15	\$21	Document
	Fee	\$6		Document
Document - Manual	Fee	\$100	\$100	Document
Replacement Certificate	Fee	\$500	\$500	Document

6.6 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 and additional export certification may be required by overseas government authorities to verify that the exported products comply with their respective import conditions. Further information is provided in the relevant CRIS, which is available at <https://www.agriculture.gov.au/fees>

6.6.1 Establishment charges

The registration period for fish and egg export facilities to the financial year. A registration charge, as detailed in Table 40 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 – Fish 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 40: Fish and Egg Export establishment charges

Cost recovery charges - establishment	Type	Legislated rate	Unit
Storage establishment	Charge	\$1,835	Per financial year
Storage establishment (part year)	Charge	\$917.50	Registered after 1 January in the financial year
Vessel (Preparation Not Direct Export)	Charge	\$1,223	Per financial year
Vessel (Preparation Not Direct Export) (part year)	Charge	\$611.50	Registered after 1 January in the financial year
Vessel (Preparation Direct Export)	Charge	\$2,446	Per financial year
Vessel (Preparation Direct Export) (part year)	Charge	\$1,223	Registered after 1 January in the financial year
Land establishment - Live Only	Charge	\$1,223	Per financial year
Land establishment - Live Only (part year)	Charge	\$611.50	Registered after 1 January in the financial year
Land establishment - Processing	Charge	\$2,446	Per financial year
Land establishment – Processing (part year)	Charge	\$1,223	Registered after 1 January in the financial year
Egg establishment	Charge	\$1,835	Per financial year
Egg establishment (part year)	Charge	\$917.50	Registered after 1 January in the financial year

6.6.2 Inspection and audit fees

Inspection and audit activities are charged per 15 minutes or part thereof, charges are provided in Table 41.

Table 41: Fish and Egg Export audit and inspection fees

Cost recovery fees Fish and Egg	Type	Legislated rate	Unit
Audit	Fee	\$50	Per 15 minutes or part thereof
Inspection	Fee	\$50	Per 15 minutes or part thereof

6.6.3 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 42.

Table 42: Fish and Egg Export documentation charges

Cost recovery charges - Documentation	Type	Legislated rate	Total	Unit
Electronic Document	Charge	\$27	\$33	Document
Electronic permit	Fee	\$6		Document
Manual permit	Fee	\$100	\$100	Document
Electronic health certificate	Fee	\$6	\$6	Document
Manual health certificate	Fee	\$100	\$100	Document
Replacement certificate	Fee	\$500	\$500	Document

6.7 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 relevant CRIS, which is available at <https://www.agriculture.gov.au/fees>

6.7.1 Audit and inspection fees for NPG

Inspection and audit activities of goods in relation to which an application for a government certificate has been made under subsection 65(1) of the *Export Control Act 2020* are charged per 15 minutes or part thereof. The fees are provided at Table 43.

Table 43: Non Prescribed Goods (NPG) Audit and inspection fees

Cost recovery fees — Audit	Type	Legislated Rate	Unit
Audit	Fee	\$40	Per 15 minutes or part thereof
Inspection	Fee	\$40	Per 15 minutes or part thereof

6.7.2 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 44.

Table 44: Non Prescribed Goods (NPG) documentation charges

Charge type	Type	Legislated rate	Total Charge	Unit
General Export Certificate – Electronic	Charge	\$40	\$55	Document
	Fee	\$15		
Certificate issued under arrangement*	Charge	\$97	\$112	Document
	Fee	\$15		
General Export Certificate – Manual	Charge	\$40	\$76	Document
	Fee	\$36		
Certificate issued under arrangement Manual	Charge	\$97	\$133	Document
	Fee	\$36		
Replacement certificate	Fee	\$500	\$500	Document

* 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*.

7 Version history

Table 45 details the published date and amendment details for this document.

Table 45: Version history of departmental charging guidelines

Version	Date	Amendment details
1.0	1 January 2020	New Departmental Charging guidelines replacing previous versions.
2.0	28 March 2021	New Departmental Charging guidelines replacing previous versions. Updates addressed the new <i>Export Control Act 2020</i> legislation framework. 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.

Attachment A - Additional detail on fee bearing and non-fee bearing activities

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 issues or non-compliance identified in surveillance activities. The following sections outline some common fee bearing inspection activities.

Pre-inspection

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 (exports)
- assessing biosecurity directions or Food Control Certificates relating to the 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 the consignment
- preparing paperwork required for an inspection
- any other preparatory work required to conduct an inspection.

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 at the agreed meeting place from the agreed time
- time waiting for the consignment to be ready for inspection
- conducting the inspection
- attendance at export load-outs
- 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 a non-compliance identified during a surveillance direction
- examining relevant documents in preparation for the inspection.

Note: 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.

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 service where the services of an authorised officer are made available for a specific purpose following a written request from an individual or company (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 includes 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 and 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, 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 service 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 to be charged:

- a charge for all plants and animals on arrival to 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.