

Note. This data is included in AFFA's Part I.

PART I

ALL PORTFOLIOS ARE REQUESTED TO COMPLETE PART I.

If you cannot answer a question, please indicate whether the question is NOT APPLICABLE or if INFORMATION IS NOT AVAILABLE.

Section 1: Contact details

1.1 Portfolio

1.2 Reporting and financial arrangements are governed by:
(Please indicate with a 'X' whether one or more of the following Acts apply)

Financial Management and Accountability Act 1997

YES	NO
X	

Commonwealth Authorities and Companies Act 1997

YES	NO

Other

1.3 Contact Officer

Position

Phone

Fax

Email

Address

This section asks about your portfolio’s total revenues, charges and expenses (but not including the revenues, charges and expenses of agencies that will be completing separate responses to this questionnaire - see Attachment A). All portfolios should complete this section, whether or not you consider you undertake cost recovery.

Section 2: Portfolio revenues, charges and expenses

(Please indicate with a 'X' which response applies)

2.1 Has your portfolio charged any cost recovery fees, levies or other charges in the last five financial years?

YES	NO
X	

Relevant charges include any fees, levies, taxes (including some customs and excise duties earmarked for specific purposes) or other charges which arise from the services, programs or business activities of your portfolio, and which are collected by your portfolio, or by another agency on your behalf. For example, application fees, processing charges, consultancy fees, publication sales, special industry duties, excises or levies other than general taxation.

2.2 Were any of the appropriations allocated to your portfolio in the last five financial years linked (hypothecated) to revenue collected from fees, levies or charges (for example, levies paid to the Consolidated Revenue Fund but earmarked for allocation to your portfolio)? (Whether the revenue was collected by your portfolio or by another agency on your behalf).

YES	NO
	X

2.3 Has your portfolio considered introducing any cost recovery arrangements in the past that were not implemented?
(Please attach any relevant reviews, analysis or other information.)

YES	NO
	X

2.4 Is your portfolio considering introducing any cost recovery arrangements in the future?
(Please attach any relevant reviews, analysis or other information.)

YES	NO
	X

If you answered NO to questions 2.1 and 2.2, you need not answer any further questions. Thank you for your cooperation. Please return the questionnaire to the Commission (see front sheet for instructions).

If you answered YES to EITHER question 2.1 OR question 2.2 OR both, please complete section 3 below, and Part II on the following worksheet.

Section 3: Portfolio revenues and expenses

Please do not include the revenues and expenses in this section of agencies that will be completing separate responses to this questionnaire (see Attachment A).

3.1 Does your portfolio classify revenues and expenses as agency and administered?

Agency revenues and expenses are those controlled by the department/agency (for example, employee and administrative expenses). Administered revenues and expenses are those which are controlled by Government and managed or oversighted by the department/agency on behalf of the Government (for example, social security payments).

YES	NO
	X

If your portfolio classifies revenues and expenses as 'agency' and 'administered' then please fill in both tables below. If your portfolio does not classify revenues and expenses as 'agency' and 'administered' then please put all revenues and expenses in the 'agency' table below.

AGENCY portfolio revenues and expenses (Please use \$'000)					
	1995-96	1996-97	1997-98	1998-99	1999-2000
Agency revenue from cost recovery (a)					
3.2 Cost recovery revenue retained by your portfolio					
3.3 Cost recovery revenue paid to CRF and appropriated to your portfolio (or another agency for a specific purpose (ie. annotated, hypothecated or earmarked revenues)	3.185	3.502	4.242	6.237	7.632
3.4 Cost recovery revenue paid to CRF and not specifically appropriated to your portfolio (or another agency)					
3.5 Total agency revenue from cost recovery	3.185	3.502	4.242	6.237	7.632
Agency revenue from other sources					
3.6 Other appropriations	14.618	13.934	14.92	13.966	10.23
3.7 Other sources (eg. asset sales, dividends, interest, funding from other government agencies)					3.977
3.8 Total agency revenue from other sources	14.618	13.934	14.92	13.966	14.207
3.9 Total portfolio agency revenue	17.803	17.436	19.162	20.203	21.839
3.10 Total agency expenses	17.731	17.329	19.388	17.525	25.285
CRF Consolidated Revenue Fund					
(a) Include all revenue from fees, levies, excises and other charges which arise from the services or activities of your portfolio, and which is paid to your portfolio, to another agency or to the Consolidated Revenue Fund.					

ADMINISTERED portfolio revenues and expenses (Please use \$'000)

	1995-96	1996-97	1997-98	1998-99	1999-2000
Administered revenue from cost recovery (a)					
3.11 Cost recovery revenue retained by your portfolio					
3.12 Cost recovery revenue paid to CRF and appropriated to your portfolio (or another agency for a specific purpose (ie. annotated,					
3.13 Cost recovery revenue paid to CRF and not specifically appropriated to your portfolio (or another agency)					
3.14 Total administered revenue from cost recovery	0	0	0	0	0
Administered revenue from other sources					
3.15 Other appropriations					
3.16 Other sources (eg. asset sales, dividends, interest, funding from other government agencies)					
3.17 Total administered revenue from other sources	0	0	0	0	0
3.18 Total portfolio administered revenue	0	0	0	0	0
3.19 Total administered expenses					

CRF Consolidated Revenue Fund

(a) Include all revenue from fees, levies, excises and other charges which arise from the services or activities of your portfolio, and which is paid to your portfolio, to another agency or to the Consolidated Revenue Fund.

End of Part I. Please complete Part II, which is on a separate worksheet.

PART II

If your portfolio operated any cost recovery arrangements in 1999-2000, please complete this part. Please fill out a separate form for each sub-unit, cost recovery program or activity, or output or outcome for which you are reporting. Similar cost recovery arrangements may be reported in groups.

PART II(a)

Name of sub-unit, agency, program or activity, output or outcome Bureau of Rural Sciences

Section 4: Cost recovery arrangements in 1999-2000

Descriptive material	
4.1	Nature of cost recovery arrangement (eg. licence fee, service charge, hypothecated excise tax or levy etc) Service charge for provision of Scientific assessments, analysis and advice
4.2	Basic description of arrangements: (Please attach any relevant documents.) Arrangements differ according to client but normally done through Contracts based on standard Commonwealth format but modified to reflect different needs eg IP arrangements
4.3	Who pays the cost recovery charges? External clients such as other Commonwealth Government Departments, Research Development Corporations and Research funds
4.4	Who benefits from the program or activity, output or outcome? All cost-recovered work is aligned to AFFA outputs and objectives. Contracted work meets requirements of providers identified at 4.2
4.5	Do you attempt to measure these benefits? If YES, how? Yes, benefits are measured against performance indicators and are based on regular client surveys for all major projects
4.6	Are there alternate providers or substitutes for this program or activity, output or outcome? (Please describe) BRS often competes against other science providers for cost-recovered projects. However, BRS has a competitive advantage its capacity to deliver integrated policy relevant scientific advice on fisheries, forestry and agriculture.
4.7	When was this cost recovery arrangement introduced? 1-Jul-93

PART II(b)

Name of sub-unit, agency, program or activity, output or outcome Bureau of Rural Sciences

Program or activity, output or outcome cost recovery arrangements in 1999-2000 (continued)
(Please use \$'000)

Program or activity, output or outcome revenues			
4.8	Cost recovery revenue paid to CRF earmarked for appropriation to same portfolio	\$	5.322
4.9	Cost recovery revenue paid to CRF earmarked for appropriation to a third party	\$	2.31
4.10	Cost recovery revenue paid to CRF and not earmarked for particular appropriation	\$	
4.11	Cost recovery revenue paid to CRF (subtotal)	\$	7.632
4.12	Cost recovery not paid into CRF	\$	
4.13	Total cost recovery revenue	\$	7.632
4.14	Appropriations not related to cost recovery	\$	
4.15	Other sources (please specify)	\$	
4.16	Total program or activity, output or outcome revenues	\$	7.632
Program or activity, output or outcome expenses			
4.17	Direct expenses	\$	4.529
4.18	Indirect expenses (including corporate overheads)	\$	3.103
4.19	Third party expenses (a)	\$	
4.20	Total program or activity, output or outcome expenses	\$	7.632
Administration costs			
4.21	What costs are associated with administering the cost recovery arrangements?	\$	N/a

CRF Consolidated Revenue Fund. Direct costs are those directly related to a particular program. Indirect costs include indirect agency overheads and general running costs. (a) Include third party costs where third parties are involved in a program or activity a their costs are being recovered as part of the cost recovery arrangements.

PART II(c)

Name of sub-unit, agency, program or activity, output or outcome Bureau of Rural Sciences

Section 5: Institutional arrangements

5.1 What was the rationale for introducing these cost recovery arrangements? (Please attach sources, eg. legislative objects clauses, press releases, second reading speeches.) From 1 July 1993 BRS adopted a strategy of taking up front cuts in its appropriation base and to make up any shortfall through A87 increased cost - recovery increases and efficiency improvements

5.2 What was the legal basis for establishing these cost recovery arrangements: (Please name and attach relevant documents.)

Legislation (eg. s.31 of the Financial Management and Accountability Act, tax or levy acts)	s31 of the Financial Management and Accountability Act 1997
Subordinate legislation (eg. regulations, standards)	
Co-regulation or quasi-regulation	
Commonwealth/State/Territory agreement	
Voluntary arrangements (eg. codes of practice)	
Other	

5.3 Who was consulted about introducing these cost recovery arrangements? (Please name relevant bodies and describe the consultation arrangements.)

Commonwealth government (DOFA etc)	Department of Finance and Administration
Other governments (state, territory, local)	
Industry	
Consumers	
Other	

<p>5.4 What guidelines were consulted when establishing these cost recovery arrangements? (Please attach source of information, guidelines etc.)</p>	<p>Agreement between delegates for the Minister for Finance and the Minister for agriculture, Fisheries and forestry Australia</p>					
<p>5.5 Which agency is responsible for the following activities? (Please name relevant agency)</p> <p>Policy setting</p> <p>Price setting</p> <p>Administration</p> <p>Revenue collection</p>	<table border="1"> <tr> <td data-bbox="907 611 1798 643">Department of Agriculture Fisheries and Forestry - Australia</td> </tr> <tr> <td data-bbox="907 643 1798 675">Bureau of Rural Sciences</td> </tr> <tr> <td data-bbox="907 675 1798 707">Bureau of Rural Sciences</td> </tr> <tr> <td data-bbox="907 707 1798 735">Bureau of Rural Sciences</td> </tr> </table>	Department of Agriculture Fisheries and Forestry - Australia	Bureau of Rural Sciences	Bureau of Rural Sciences	Bureau of Rural Sciences	
Department of Agriculture Fisheries and Forestry - Australia						
Bureau of Rural Sciences						
Bureau of Rural Sciences						
Bureau of Rural Sciences						
<p>5.6 Is there any ongoing consultation about these cost recovery arrangements? With whom? (Please name relevant bodies.)</p> <p>Commonwealth government (DOFA etc)</p> <p>Other governments (state, territory, local)</p> <p>Industry</p> <p>Consumers</p> <p>Other</p>	<table border="1"> <tr> <td data-bbox="907 802 1798 834">no</td> </tr> <tr> <td data-bbox="907 834 1798 866"></td> </tr> <tr> <td data-bbox="907 866 1798 898"></td> </tr> <tr> <td data-bbox="907 898 1798 930"></td> </tr> <tr> <td data-bbox="907 930 1798 962"></td> </tr> </table>	no				
no						
<p>5.7 Please describe these consultation arrangements.</p>	<div style="border: 1px solid black; height: 45px;"></div>					
<p>5.8 Have the cost recovery arrangements been formally reviewed? What was the outcome? (Please attach copy of review)</p>	<p>The Bureau of Rural Sciences annually reviews its cost recovery arrangements and charges</p>					

PART II(d)

Name of sub-unit, agency, program or activity, output or outcome

Bureau of Rural Sciences

Section 6: Price setting arrangements

6.1 How are these cost recovery charges determined? (Please attach any relevant documents)

- | | |
|--|---|
| (i) How are charges set? (eg. by formula in legislation or based on 'market prices') | All projects are costed according to a standard BRS costing policy. The price negotiated for any project, however, is based on market prices and pricing policies of the client (eg R&D Corporations) |
| (ii) Are charges directly related to the costs of particular activities, outcomes or outputs, or charged on some other basis? (eg. levies on users' turnover, profits or assets) | Costs are based on salary costs, indirect overhead costs and direct project costs (eg travel) |

6.2 If charges are directly related to the costs of particular activities, outputs or outcomes:

- | | |
|--|---|
| (i) What costs do charges aim to recover? (eg. only direct costs or indirect costs such as overheads) | Full costs are generally sought. However, BRS may provide a significant "in-kind" contribution where projects contribute to AFFA outputs. |
| (ii) What proportion of these costs do charges aim to recover? (%) | Depends on the client. Can range from as little as 50% of the actual costs to 100%. Some clients eg Rural Research & Development Corporations, ACIAR, |
| (iii) Does the charging regime require assets to be valued? (eg. to allow the calculation of user cost of capital or return on assets) | No |
| (iv) If 'YES' to (iii), on what basis are assets valued? (eg. historic, replacement, deprival or replacement cost) | |
| (v) Do charges include a user cost of capital? | Yes |
| (vi) If 'YES' to (iv), how is it calculated? | |
| (vii) Do charges include return on assets? (eg. profit) | No |
| (viii) If 'YES' to (vii), on what basis? | |
| (ix) Do charges discriminate between types of users? | Yes |
| (x) If 'YES' to (ix), on what basis? | As stated above, BRS 'In-kind' contribution varies across projects depending o |

(xi) Do charges allow for access and equity considerations (eg. waivers, discounts)?	No
(xii) If 'YES' to (xi), on what basis?	
(xiii) Other (Please describe other significant features)	
6.3 How are indirect costs allocated for cost recovery arrangements? (eg. activity based costing, according to share of direct costs or other rule.)	Based on salary estimates for the project
6.4 Are there any price controls on these charges?	Standard costing is used but price differs across clients
6.5 How often is the level of charges changed?	Each project is taken on a case-by-case basis
6.6 What happens if revenue recovered is greater than costs incurred?	N/A (no profits)

End of Part II. Thank you for your cooperation. Please return the questionnaire and attachments to the Commission (see front sheet for instructions)