

PART I

ALL AGENCIES 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 Agency

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 agency's total revenues, charges and expenses. All agencies should complete this section, whether or not you consider you undertake cost recovery.

Section 2: Agency revenues, charges and expenses

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

2.1 Has your agency 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 agency, and which are collected by your agency 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 agency 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 agency or by another agency on your behalf).

YES	NO
x	

2.3 Has your agency 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 agency 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: Agency revenues and expenses

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

AGENCY 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 agency	0	0	0	0	0
3.3 Cost recovery revenue paid to CRF and appropriated to your agency (or another agency for a specific purpose (ie. annotated, hypothecated or earmarked revenues)	1356	1468	1644	1639	1756
3.4 Cost recovery revenue paid to CRF and not specifically appropriated to your agency (or another agency)	0	0	0	0	0
3.5 Total agency revenue from cost recovery	1356	1468	1644	1639	1756
Agency revenue from other sources					
3.6 Other appropriations	10695	12654	12685	12452	40615
3.7 Other sources (eg. asset sales, dividends, interest, funding from other government agencies)	3	284	203	359	6271
3.8 Total agency revenue from other sources	10698	12938	12888	12811	46886
3.9 Total agency revenue	12054	14406	14532	14450	48642
3.10 Total agency expenses	12252	13355	13309	15429	47490
CRF Consolidated Revenue Fund					
(a) Include all revenue from fees, levies, excises and other charges which arise from the services or activities of your agency and which is paid to your agency to another agency or to the Consolidated Revenue Fund.					

ADMINISTERED 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 agency					
3.12 Cost recovery revenue paid to CRF and appropriated to your agency (or another agency for a specific purpose (ie. annotated,					
3.13 Cost recovery revenue paid to CRF and not specifically appropriated to your agency (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 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 agency and which is paid to your agency 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 agency 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

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)	Fees for service, licence fees, product sales, copying costs; fees for public program activities.
4.2	Basic description of arrangements: (Please attach any relevant documents.)	Fees for services including copy of film, video and audio materials for the public and production companies; sale of video and audio products (produced by ScreenSound) to educational institutions, the public and wholesaled to retailers. Fees for copying and preserving a/v material for other organisations; fees for screenings and presentations to school groups and others.
4.3	Who pays the cost recovery charges?	The purchaser of the products or services or those attending public program activities.
4.4	Who benefits from the program or activity, output or outcome?	The Australian people through ScreenSound collecting, preserving and making available to the public, Australia's, screen and sound heritage.
4.5	Do you attempt to measure these benefits? If YES, how?	Yes. Customer surveys, market research, benchmarking against comparable Australian and international archives
4.6	Are there alternate providers or substitutes for this program or activity, output or outcome? (Please describe)	No readily available suppliers of product material as often the only copy is stored in the National Collection. Most film copying and preservation services provided are specialised and not easily obtained in the market. Other Federal and State Government funded organisations have audiovisual collections.

4.7 When was this cost recovery arrangement introduced?

This cost recovery arrangement was introduced during 1983. Charges and revenue have expanded over time

PART II(b)

Name of sub-unit, agency, program or activity, output or outcome ScreenSound Australia, the National Screen and Sound Archive.

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 agency	\$	1,756,000
4.9	Cost recovery revenue paid to CRF earmarked for appropriation to a third party	\$	0
4.10	Cost recovery revenue paid to CRF and not earmarked for particular appropriation	\$	0
4.11	Cost recovery revenue paid to CRF (subtotal)	\$	1756000
4.12	Cost recovery not paid into CRF	\$	0
4.13	Total cost recovery revenue	\$	1756000
4.14	Appropriations not related to cost recovery	\$	40615000
4.15	Other sources (please specify)	\$	6271000
4.16	Total program or activity, output or outcome revenues	\$	48642000
Program or activity, output or outcome expenses			
4.17	Direct expenses	\$	47490000
4.18	Indirect expenses (including corporate overheads)	\$	n/a
4.19	Third party expenses (a)	\$	n/a
4.20	Total program or activity, output or outcome expenses	\$	47490000
Administration costs			
4.21	What costs are associated with administering the cost recovery arrangements?	\$	10,000

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 and 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	ScreenSound Australia, the National Screen and Sound Archive.
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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.)	Our products and services increase access to the national screen and sound collection by the Australian community. Revenue raised allows an expansion of these services. Film preservation and copying services were introduced to meet requests and to ensure that our cultural heritage is preserved. This is a commercial opportunity but but also makes heritage protection available to collections other than our own
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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)	FMA Section 31.
Subordinate legislation (eg. regulations, standards)	Nil
Co-regulation or quasi-regulation	Nil
Commonwealth/State/Territory agreement	Nil
Voluntary arrangements (eg. codes of practice)	Nil
Other	Nil

5.3 Who was consulted about introducing these cost recovery arrangements? (Please name relevant bodies and describe the consultation arrangements.)	
Commonwealth government (DOFA etc)	DoCITA (or predecessor), DOFA
Other governments (state, territory, local)	Nil
Industry	Yes - through market research
Consumers	Yes - through market research
Other	Nil

5.4	What guidelines were consulted when establishing these cost recovery arrangements? (Please attach source of information, guidelines etc.)	No guidelines were consulted.										
5.5	Which agency is responsible for the following activities? (Please name relevant agency)	<table border="1"> <tr> <td data-bbox="380 574 884 606">Policy setting</td> <td data-bbox="891 574 1809 606">ScreenSound Australia</td> </tr> <tr> <td data-bbox="380 606 884 638">Price setting</td> <td data-bbox="891 606 1809 638">ScreenSound Australia</td> </tr> <tr> <td data-bbox="380 638 884 670">Administration</td> <td data-bbox="891 638 1809 670">ScreenSound Australia</td> </tr> <tr> <td data-bbox="380 670 884 702">Revenue collection</td> <td data-bbox="891 670 1809 702">ScreenSound Australia</td> </tr> </table>	Policy setting	ScreenSound Australia	Price setting	ScreenSound Australia	Administration	ScreenSound Australia	Revenue collection	ScreenSound Australia		
Policy setting	ScreenSound Australia											
Price setting	ScreenSound Australia											
Administration	ScreenSound Australia											
Revenue collection	ScreenSound Australia											
5.6	Is there any ongoing consultation about these cost recovery arrangements? With whom? (Please name relevant bodies.)	<table border="1"> <tr> <td data-bbox="380 766 884 798">Commonwealth government (DOFA etc)</td> <td data-bbox="891 766 1809 798">DOFA (in the context of pricing reviews)</td> </tr> <tr> <td data-bbox="380 798 884 829">Other governments (state, territory, local)</td> <td data-bbox="891 798 1809 829">Nil</td> </tr> <tr> <td data-bbox="380 829 884 861">Industry</td> <td data-bbox="891 829 1809 861">Yes - through market research</td> </tr> <tr> <td data-bbox="380 861 884 893">Consumers</td> <td data-bbox="891 861 1809 893">Yes - through market research</td> </tr> <tr> <td data-bbox="380 893 884 925">Other</td> <td data-bbox="891 893 1809 925">Nil</td> </tr> </table>	Commonwealth government (DOFA etc)	DOFA (in the context of pricing reviews)	Other governments (state, territory, local)	Nil	Industry	Yes - through market research	Consumers	Yes - through market research	Other	Nil
Commonwealth government (DOFA etc)	DOFA (in the context of pricing reviews)											
Other governments (state, territory, local)	Nil											
Industry	Yes - through market research											
Consumers	Yes - through market research											
Other	Nil											
5.7	Please describe these consultation arrangements.	Joint DOFA- ScreenSound Australia consultation on pricing reviews. Extensive market research and customer surveys including specific research components of pricing of services/product.										
5.8	Have the cost recovery arrangements been formally reviewed? What was the outcome? (Please attach copy of review)	Yes in 2000 as part of a pricing review. The review concluded that ScreenSound was successfully exploiting its revenue and sponsorship opportunities. The relevant section is attached.										

PART II(d)

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

ScreenSound Australia, the National Screen and Sound Archive.

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')

Market prices.

(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)

Charges aim to recover the costs of production, including a profit margin, where products are delivered as a commercial service, but most charges for core services reflect only partial cost recovery.

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)

Direct and Indirect costs

(ii) What proportion of these costs do charges aim to recover? (%)

100% where products are delivered as a commercial service. Otherwise no set target.

(iii) Does the charging regime require assets to be valued? (eg. to allow the calculation of user cost of capital or return on assets)

The charging regime does not require that assets be valued. However all ScreenSound Australia's assets are valued every three years in accordance with Australian Accounting Standards.

(iv) If 'YES' to (iii), on what basis are assets valued? (eg. historic, replacement, deprival or replacement cost)

Replacement.

(v) Do charges include a user cost of capital?

Charges are based on market prices but where commercial services are charged on full cost recovery, the cost of capital is included.

(vi) If 'YES' to (iv), how is it calculated?

Depreciation costs plus a notional 12% (ie DOFA Capital Use Charge)

(vii) Do charges include return on assets? (eg. profit)

Charges are based on market prices, but commercial services seek to make a profit.

(viii) If 'YES' to (vii), on what basis?

Profit margins are small based on market pressures.

(ix) Do charges discriminate between types of users?	Yes.
(x) If 'YES' to (ix), on what basis?	Refer to ScreenSound's submission to the Productivity Commission of 15
(xi) Do charges allow for access and equity considerations (eg. waivers, discounts)?	Yes.
(xii) If 'YES' to (xi), on what basis?	Refer to ScreenSound's submission to the Productivity Commission of 15 November 2000.
(xiii) Other (Please describe other significant features)	N/a
6.3 How are indirect costs allocated for cost recovery arrangements? (eg. activity based costing, according to share of direct costs or other rule.)	Property Costs - square metres occupied. Finance Overhead - Total budgeted \$ transacted. Info Technology Overhead - No of personal computers. Director's Office, Cultural Policy, Personnel, Access, Collection and Preservation Executive overheads - number of employees in each of the sections. Public Affairs - time
6.4 Are there any price controls on these charges?	No.
6.5 How often is the level of charges changed?	No formal timing. Market prices are examined on a periodic basis and charges adjusted as necessary.
6.6 What happens if revenue recovered is greater than costs incurred?	ScreenSound Australia retains the profit.

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