

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)

<i>Financial Management and Accountability Act 1997</i>	YES	NO	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<i>Commonwealth Authorities and Companies Act 1997</i>	YES	NO	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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	83	90	96	142	142
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)	0	0	0	0	0
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	83	90	96	142	142
Agency revenue from other sources					
3.6 Other appropriations	14113	11779	10359	10504	10757
3.7 Other sources (eg. asset sales, dividends, interest, funding from other government agencies)	282	212	85	144	14613
3.8 Total agency revenue from other sources	14395	11991	10444	10648	25370
3.9 Total agency revenue	14478	12081	10540	10790	25512
3.10 Total agency expenses	15817	11387	11229	10813	18155
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	0	0	0	0	0
3.12 Cost recovery revenue paid to CRF and appropriated to your agency (or another agency for a specific purpose (ie. annotated,	0	0	0	0	0
3.13 Cost recovery revenue paid to CRF and not specifically appropriated to your agency (or another agency)	0	0	0	0	0
3.14 Total administered revenue from cost recovery	0	0	0	0	0
Administered revenue from other sources					
3.15 Other appropriations	856747	946754	976946	927594	1473333
3.16 Other sources (eg. asset sales, dividends, interest, funding from other government agencies)	4329	3689	4115	3845	692
3.17 Total administered revenue from other sources	861076	950443	981061	931439	1474025
3.18 Total administered revenue	861076	950443	981061	931439	1474025
3.19 Total administered expenses	888375	972874	974146	932749	1416732

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	ANTA : Outcome 1 ; Output 1 To ensure that the skills of the Australian labour force are sufficient to support internationally competitive commerce and industry and to provide
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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 the provision of payroll and other services to a separate entity and for the recovery of the cost of rent.
4.2	Basic description of arrangements: (Please attach any relevant documents.)	ANTA charges Australian Training Products (ATP) a monthly administration fee to partly cover the cost of providing payroll and personnel services. In addition, ANTA recovers the cost of rent for that share of ANTA rented premises occupied by ATP. The basis of the
4.3	Who pays the cost recovery charges?	Australian Training Products (ATP) - a separate legal entity.
4.4	Who benefits from the program or activity, output or outcome?	Arrangement is mutually beneficial. Provides ANTA with an additional income stream to partly offset the cost of payroll and personnel services and provides ATP with ANTA staff on secondment and alleviates the need for ATP to secure separate accommodation.
4.5	Do you attempt to measure these benefits? If YES, how?	Benefits measured in terms of 'returns' to ANTA and career development for ANTA staff on secondment to ATP.
4.6	Are there alternate providers or substitutes for this program or activity, output or outcome? (Please describe)	Alternate service providers may exist. Current arrangement with ATP is based on sound business practice which meets the needs of both agencies.
4.7	When was this cost recovery arrangement introduced?	Operated since 1996.

PART II(b)

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

ANTA : Outcome 1 ; Output 1 To ensure that the skills of the Australian labour force are sufficient to support internationally competitive commerce and industry and to provide

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	\$	0	
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)	\$	0	
4.12	Cost recovery not paid into CRF	\$	142	
4.13	Total cost recovery revenue	\$	142	
4.14	Appropriations not related to cost recovery	\$		10757
4.15	Other sources (please specify)	\$		14613
4.16	Total program or activity, output or outcome revenues	\$		25512

Program or activity, output or outcome expenses

4.17	Direct expenses	\$	10486
4.18	Indirect expenses (including corporate overheads)	\$	562
4.19	Third party expenses (a)	\$	7107
4.20	Total program or activity, output or outcome expenses	\$	18155

Administration costs

4.21	What costs are associated with administering the cost recovery arrangements?	\$	132
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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	ANTA : Outcome 1 ; Output 1 To ensure that the skills of the Australian labour force are sufficient to support internationally competitive commerce and industry and to provide
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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.)	Sound business practice which provides a 'return' to ANTA and career development opportunities for ANTA staff on secondment to ATP.
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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 Act
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)	DOFA and established practice within the public sector.
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>Established practice within the public sector. ANAO best practice guides.</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>	<p>DOFA</p> <p>ANTA - in consultation with ATP</p> <p>ANTA - part cost of which is recovered as part of the administration fee.</p> <p>ANTA</p>
<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>	<p>DOFA - on whole-of-government developments</p> <p>ANTA and ATP - service agreement is renegotiated annually.</p> <p></p> <p></p> <p></p>
<p>5.7 Please describe these consultation arrangements.</p>	<p>Confirmation of current practice and any updates. Revised draft agreement developed by ANTA and negotiated with ATP.</p>
<p>5.8 Have the cost recovery arrangements been formally reviewed? What was the outcome? (Please attach copy of review)</p>	<p>Service agreement with ATP is reviewed and renegotiated annually.</p>

PART II(d)

Name of sub-unit, agency, program or activity, output or outcome ANTA : Outcome 1 ; Output 1 To ensure that the skills of the Australian labour force are sufficient to support internationally competitive commerce and industry and to provide

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')	Administration fee based on a fixed percentage of the value of the monthly ATP payroll. Cost of rent recovered on the basis of share of floor space occupied and rate charged by landlord. Recovery of actual cost - no premium included in
(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)	Cost of rent - based on share of actual cost incurred by ANTA and subsequently 'recovered' from ATP.
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)	Actual cost
(ii) What proportion of these costs do charges aim to recover? (%)	100% of the share of total rent for office space occupied by ATP.
(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)	Not applicable
(v) Do charges include a user cost of capital?	Not applicable
(vi) If 'YES' to (iv), how is it calculated?	Not applicable
(vii) Do charges include return on assets? (eg. profit)	Not applicable
(viii) If 'YES' to (vii), on what basis?	Not applicable
(ix) Do charges discriminate between types of users?	Not applicable
(x) If 'YES' to (ix), on what basis?	Not applicable

(xi)	Do charges allow for access and equity considerations (eg. waivers, discounts)?	Monthly charge based on agreed basis as stated in the service agreement between ANTA and ATP. Agreement provides ANTA with the right to waive all
(xii)	If 'YES' to (xi), on what basis?	ANTA has the right to waive all or part of the standard charge.
(xiii)	Other (Please describe other significant features)	None
6.3	How are indirect costs allocated for cost recovery arrangements? (eg. activity based costing, according to share of direct costs or other rule.)	Cost recovery based on an agreed formulae as stated in the service agreement. Administration fee is based on a fixed percentage of the value of ATP payroll - which is 'deemed' adequate to recover the direct and indirect costs of providing this service. The cost of rent is recovered on the basis of a
6.4	Are there any price controls on these charges?	Cost recovery limited to receipt of the agreed administration fee and recovery of actual rent incurred - no premium added to the cost of rent.
6.5	How often is the level of charges changed?	Service agreement is reviewed and renegotiated annually.
6.6	What happens if revenue recovered is greater than costs incurred?	Administration fee is 'deemed' to be appropriate as evidenced by both parties signing the service agreement. Contingency can not eventuate with regard to

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