

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
<input type="checkbox"/>	<input checked="" type="checkbox"/>

Commonwealth Authorities and Companies Act 1997

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	671	1021	742	1223	743
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)					
3.4 Cost recovery revenue paid to CRF and not specifically appropriated to your agency (or another agency)					
3.5 Total agency revenue from cost recovery	671	1021	742	1223	743
Agency revenue from other sources					
3.6 Other appropriations	3157	3291	3240	3236	3444
3.7 Other sources (eg. asset sales, dividends, interest, funding from other government agencies)	90	74	103	130	112
3.8 Total agency revenue from other sources	3247	3365	3343	3366	3556
3.9 Total agency revenue	3918	4386	4085	4589	4299
3.10 Total agency expenses	3967	4177	4190	4684	4326

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)	Contract Research and related projects. A contractual arrangement between AIFS and contractor to perform specified research and related tasks for a specified fee. Most of the work emanates from the Commonwealth Government sector.
4.2	Basic description of arrangements: (Please attach any relevant documents.)	Work comprising fee for service. May be based on tender application, or request from another agency. Not possible to forecast on annual basis as work is not fixed, and is normally obtained in a short time frame
4.3	Who pays the cost recovery charges?	AIFS
4.4	Who benefits from the program or activity, output or outcome?	Both parties to the contract. For AIFS the contract work will complement the core research conducted, and lead to additional research and dissemination of information.
4.5	Do you attempt to measure these benefits? If YES, how?	A number of the benefits are not quantifiable, eg knowledge and information from contract for use in other research. .
4.6	Are there alternate providers or substitutes for this program or activity, output or outcome? (Please describe)	Some contract work is obtained from competitive tender process. In some cases AIFS will be the only organisation with specialist expertise to perform contract work.
4.7	When was this cost recovery arrangement introduced?	AIFS commenced in 1980, and has performed this activity from early in its operation.

PART II(b)

Name of sub-unit, agency, program or activity, output or outcome Australian Institute of Family Studies (AIFS)

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	\$	<input type="text"/>
4.9	Cost recovery revenue paid to CRF earmarked for appropriation to a third party	\$	<input type="text"/>
4.10	Cost recovery revenue paid to CRF and not earmarked for particular appropriation	\$	<input type="text"/>
4.11	Cost recovery revenue paid to CRF (subtotal)	\$	0
4.12	Cost recovery not paid into CRF	\$	573
4.13	Total cost recovery revenue	\$	573
4.14	Appropriations not related to cost recovery	\$	<input type="text"/>
4.15	Other sources (please specify)	\$	<input type="text"/>
4.16	Total program or activity, output or outcome revenues	\$	573
Program or activity, output or outcome expenses			
4.17	Direct expenses	\$	324
4.18	Indirect expenses (including corporate overheads)	\$	229
4.19	Third party expenses (a)	\$	<input type="text"/>
4.20	Total program or activity, output or outcome expenses	\$	553
Administration costs			
4.21	What costs are associated with administering the cost recovery arrangements?	\$	<input type="text"/>

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 Australian Institute of Family Studies (AIFS)

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.) Not available

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)	Family Law Act 1975 Section 114BB.
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)	Not applicable
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>Department of Finance guidelines</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>AIFS</p> <p>AIFS</p> <p>AIFS</p> <p>AIFS</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>At the time of the cost review</p> <p>At the time of the cost review</p> <p>At the time of the cost review</p> <p></p> <p></p>
<p>5.7 Please describe these consultation arrangements.</p>	<p>Contact with other agencies as part of formal review process</p>
<p>5.8 Have the cost recovery arrangements been formally reviewed? What was the outcome? (Please attach copy of review)</p>	<p>last review conducted in October 1999.</p>

PART II(d)

Name of sub-unit, agency, program or activity, output or outcome Australian Institute of Family Studies (AIFS)

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') | Policy as set by AIFS Board of Management |
| (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 are directly related to costs of projects and activities. However some contract research is undertaken where strategic and policy issues are paramount, and the client only has a fixed some of money to conduct the work. In this situation AIFS is still aware of its costs. |

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) | Aim to recover both direct and indirect costs |
| (ii) What proportion of these costs do charges aim to recover? (%) | 100% of direct costs and overheads as a % ranging to 70% of salaries |
| (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, deprivation or replacement cost) | Not applicable |
| (v) Do charges include a user cost of capital? | Yes |
| (vi) If 'YES' to (iv), how is it calculated? | Linked to depreciation, capital replacement costs |
| (vii) Do charges include return on assets? (eg. profit) | Only for some contracts where commercial principles dictate |
| (viii) If 'YES' to (vii), on what basis? | 10% return to cover opportunity cost associated with investment performance, |
| (ix) Do charges discriminate between types of users? | Yes |
| (x) If 'YES' to (ix), on what basis? | Type of agency -Commonwealth Government v Other |

(xi)	Do charges allow for access and equity considerations (eg. waivers, discounts)?	Yes
(xii)	If 'YES' to (xi), on what basis?	Nature of agency and relationship with AIFS
(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.)	As a proportion of the salary costs of the project.
6.4	Are there any price controls on these charges?	Dependant on costing and contractual guidelines
6.5	How often is the level of charges changed?	Dependant on formal review
6.6	What happens if revenue recovered is greater than costs incurred?	Depends on the rate of return set for the individual project, and the treatment of indirect costs and overheads

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

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 Australian Institute of Family Studies (AIFS)

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) Sale of Publications, Magazine Subscriptions and Royalties
4.2	Basic description of arrangements: (Please attach any relevant documents.) Books and magazine subscriptions sold at set prices. Family Matters magazine based on annual subscription price for three issues per year. Institute also sells a range of books at prices which are determined internally. Electronic royalties are based on arrangements with
4.3	Who pays the cost recovery charges? AIFS
4.4	Who benefits from the program or activity, output or outcome? AIFS as a provider of information will benefit in performing its dissemination function. This is a core statutory requirement. Clients will also benefit through the purchase information which they need.
4.5	Do you attempt to measure these benefits? If YES, how? A number of the benefits are not quantifiable, however performance indicators do measure aspects of the dissemination function
4.6	Are there alternate providers or substitutes for this program or activity, output or outcome? (Please describe) AIFS needs to maintain a healthy dissemination program with regular publications but is looking at alternate cost effective means of delivering products. The Family Matters magazine is a specialist publication with critical input from AIFS research staff, and there is not considered to be an alternate product. This is also the case with most books produced
4.7	When was this cost recovery arrangement introduced? AIFS commenced in 1980, and has performed this activity from early in its operation. Family Matters has been charged for since 1992. Previously it was free

PART II(b)

Name of sub-unit, agency, program or activity, output or outcome Australian Institute of Family Studies (AIFS)

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	\$	<input type="text"/>
4.9	Cost recovery revenue paid to CRF earmarked for appropriation to a third party	\$	<input type="text"/>
4.10	Cost recovery revenue paid to CRF and not earmarked for particular appropriation	\$	<input type="text"/>
4.11	Cost recovery revenue paid to CRF (subtotal)	\$	0
4.12	Cost recovery not paid into CRF	\$	141
4.13	Total cost recovery revenue	\$	141
4.14	Appropriations not related to cost recovery	\$	<input type="text"/>
4.15	Other sources (please specify)	\$	<input type="text"/>
4.16	Total program or activity, output or outcome revenues	\$	141
Program or activity, output or outcome expenses			
4.17	Direct expenses	\$	92
4.18	Indirect expenses (including corporate overheads)	\$	152
4.19	Third party expenses (a)	\$	<input type="text"/>
4.20	Total program or activity, output or outcome expenses	\$	244
Administration costs			
4.21	What costs are associated with administering the cost recovery arrangements?	\$	<input type="text"/>

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 acti

PART II(c)

Name of sub-unit, agency, program or activity, output or outcome Australian Institute of Family Studies (AIFS)

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.) Decision of Board of Management and Director at the time.

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)	Family Law Act 1975 Section 114BB.
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)	Not applicable
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>Department of Finance guidelines</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>AIFS</p> <p>AIFS</p> <p>AIFS</p> <p>AIFS</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></p> <p></p> <p></p> <p></p> <p></p>
<p>5.7 Please describe these consultation arrangements.</p>	<p></p>
<p>5.8 Have the cost recovery arrangements been formally reviewed? What was the outcome? (Please attach copy of review)</p>	<p>Prices of products reviewed internally on annual basis.</p>

PART II(d)

Name of sub-unit, agency, program or activity, output or outcome Australian Institute of Family Studies (AIFS)

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') | Charges set by Internal Committee which takes account of both costs and market prices. Prices are based, both, on cost recovery of production costs, and market competitiveness. |
| (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) | Where possible, charges are directly related to costs of products |

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) | Aim to recover both direct and a proportion of indirect costs. Salaries engaged in the publishing activity are considered an indirect cost. |
| (ii) What proportion of these costs do charges aim to recover? (%) | 100% of direct publishing, marketing and distribution costs and a % of salaries and overheads. |
| (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, deprivation or replacement cost) | Not applicable |
| (v) Do charges include a user cost of capital? | No |
| (vi) If 'YES' to (iv), how is it calculated? | Not applicable |
| (vii) Do charges include return on assets? (eg. profit) | No |
| (viii) If 'YES' to (vii), on what basis? | Not applicable |
| (ix) Do charges discriminate between types of users? | Yes |
| (x) If 'YES' to (ix), on what basis? | Corporate v Individual |

(xi)	Do charges allow for access and equity considerations (eg. waivers, discounts)?	Yes
(xii)	If 'YES' to (xi), on what basis?	Type of agency for eg Welfare based
(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.)	As a proportion of the salary costs of the activity
6.4	Are there any price controls on these charges?	Linked to costs. Also takes account of market considerations and past sales
6.5	How often is the level of charges changed?	Dependant on formal review
6.6	What happens if revenue recovered is greater than costs incurred?	Does not occur when full costs are allowed for. Foor eg Salaries as an indirect cost

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