

## 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
	*

*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
*	

*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
*	

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
	*

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
*	

**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
*	

**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.**

<b>AGENCY revenues and expenses (Please use \$'000)</b>					
	1995-96	1996-97	1997-98	1998-99	1999-2000
<b>Agency revenue from cost recovery (a)</b>					
3.2 Cost recovery revenue retained by your agency	27096	25698	25921	21671	24,650
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)	-	1000	2000	3,045	4,100
<b>3.5 Total agency revenue from cost recovery</b>	<b>27096</b>	<b>26698</b>	<b>27921</b>	<b>24716</b>	<b>28750</b>
<b>Agency revenue from other sources</b>					
3.6 Other appropriations	152165	75779	113774	138234	151126
3.7 Other sources (eg. asset sales, dividends, interest, funding from other government agencies)	17454	11611	5208	8413	9077
<b>3.8 Total agency revenue from other sources</b>	<b>169619</b>	<b>87390</b>	<b>118982</b>	<b>146647</b>	<b>160203</b>
<b>3.9 Total agency revenue</b>	<b>196715</b>	<b>114088</b>	<b>146903</b>	<b>171363</b>	<b>188953</b>
<b>3.10 Total agency expenses</b>	<b>185354</b>	<b>163002</b>	<b>157469</b>	<b>163540</b>	<b>186358</b>

**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
<b>Administered revenue from cost recovery (a)</b>					
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)					
<b>3.14 Total administered revenue from cost recovery</b>	0	0	0	0	0
<b>Administered revenue from other sources</b>					
3.15 Other appropriations	219512	187560	146523	152356	143227
3.16 Other sources (eg. asset sales, dividends, interest, funding from other government agencies)	2839	3104	6583	3901	2743
<b>3.17 Total administered revenue from other sources</b>	222351	190664	153106	156257	145970
<b>3.18 Total administered revenue</b>	222351	190664	153106	156257	145970
<b>3.19 Total administered expenses</b>	226847	181712	137531	154832	142447

**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: Trade Promotion Activities

#### **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)	Attendance fees
4.2	Basic description of arrangements: (Please attach any relevant documents.)	Cost recovery for seminars, workshops, trade displays and other events
4.3	Who pays the cost recovery charges?	Attendees at above - Australian companies which are exporters or potential exporters
4.4	Who benefits from the program or activity, output or outcome?	Australian business and ultimately, all Australians
4.5	Do you attempt to measure these benefits? If YES, how?	Yes - formal feedback from participants
4.6	Are there alternate providers or substitutes for this program or activity, output or outcome? (Please describe)	There are alternative providers in some areas, but in the main there is no practical alternative.

4.7 When was this cost recovery arrangement introduced?

1986

**PART II(b)**

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

Trade Promotion Activities

**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	\$		
4.9	Cost recovery revenue paid to CRF earmarked for appropriation to a third party	\$		
4.10	Cost recovery revenue paid to CRF and not earmarked for particular appropriation	\$		
4.11	Cost recovery revenue paid to CRF (subtotal)	\$	0	
4.12	Cost recovery not paid into CRF	\$	4466	
4.13	Total cost recovery revenue	\$	4466	
4.14	Appropriations not related to cost recovery	\$		
4.15	Other sources (please specify)	\$		
<b>4.16</b>	<b>Total program or activity, output or outcome revenues</b>	\$		4466

**Program or activity, output or outcome expenses**

4.17	Direct expenses	\$	3630.894
4.18	Indirect expenses (including corporate overheads)	\$	835.1057
4.19	Third party expenses (a)	\$	
4.20	<b>Total program or activity, output or outcome expenses</b>	\$	4466

**Administration costs**

4.21 What costs are associated with administering the cost recovery arrangements? \$ incl in O/H

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

Trade Promotion Activities

**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.)

These arrangements are dedicated to covering outlays.

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)

Australian Trade Commission Act 1985 - Section 28 C

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

Other governments (state, territory, local)

Industry

Consumers

Other



5.4	What guidelines were consulted when establishing these cost recovery arrangements? (Please attach source of information, guidelines etc.)	Relevant DOFA Guidelines
5.5	Which agency is responsible for the following activities? (Please name relevant agency)	
	Policy setting	Austrade - DFAT
	Price setting	Austrade
	Administration	Austrade
	Revenue collection	Austrade
5.6	Is there any ongoing consultation about these cost recovery arrangements? With whom? (Please name relevant bodies.)	
	Commonwealth government (DOFA etc)	
	Other governments (state, territory, local)	
	Industry	Ongoing negotiations with clients
	Consumers	Ongoing negotiations with clients
	Other	
5.7	Please describe these consultation arrangements.	Ongoing annual negotiations with clients, series of events are occasionally negotiated with Government bodies
5.8	Have the cost recovery arrangements been formally reviewed? What was the outcome? (Please attach copy of review)	Reviewed last in 1996, no further reviews are planned for the immediate future

### **PART II(d)**

Name of sub-unit, agency, program or activity, output or outcome	Trade Promotion Activities
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#### **Section 6: Price setting arrangements**

6.1	How are these cost recovery charges determined? (Please attach any relevant documents)
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(i) How are charges set? (eg. by formula in legislation or based on 'market prices')	Exhibitions are 100% cost recovered Events are only partially cost recovered
(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)	Exhibitions are calculated using the total direct and indirect costs divided by the amount of space and determined by the number of exhibitors. Events are only partially costs recovered on the basis of ticket price, a two hour seminar may cost \$75 per ticket, half day with lunch costs \$150. Additional shortfalls are often met through sponsorship.
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 associated with staff time and any hiring charges.
(ii) What proportion of these costs do charges aim to recover? (%)	Exhibitions - 100% Events - partial, depends on costs associated with the actual event
(iii) Does the charging regime require assets to be valued? (eg. to allow the calculation of user cost of capital or return on assets)	Not applicable - all assets for these activities are leased
(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?	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 - sponsors may attain discounts, this is purely on a case by case basis
(x) If 'YES' to (ix), on what basis?	Sponsors - may receive a number of free or discounted tickets
(xi) Do charges allow for access and equity considerations (eg. waivers, discounts)?	Yes - discounts for sponsors
(xii) If 'YES' to (xi), on what basis?	As above

(xiii) Other (Please describe other significant features)	Nil
6.3 How are indirect costs allocated for cost recovery arrangements? (eg. activity based costing, according to share of direct costs or other rule.)	Activity based costing
6.4 Are there any price controls on these charges?	No
6.5 How often is the level of charges changed?	Levels can vary on each event dependent on circumstances
6.6 What happens if revenue recovered is greater than costs incurred?	Retained by Austrade.

**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

**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) <input type="text" value="Service Charge"/>
4.2	Basic description of arrangements: (Please attach any relevant documents.) <input type="text" value="Hourly rate charged for certain services provided to exporters by overseas posts"/>
4.3	Who pays the cost recovery charges? <input type="text" value="Australian companies which are exporters or potential exporters"/>
4.4	Who benefits from the program or activity, output or outcome? <input type="text" value="Australian business and ultimately, all Australians"/>
4.5	Do you attempt to measure these benefits? If YES, how? <input type="text" value="Yes - an independent survey of exporters is conducted annually. This measures export impact (\$) etc"/>
4.6	Are there alternate providers or substitutes for this program or activity, output or outcome? (Please describe) <input type="text" value="There are alternative providers in some areas, but in the main there is no practical alternative."/>
4.7	When was this cost recovery arrangement introduced? <input type="text" value="1986, current arrangements from 1998"/>

**PART II(b)**

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

**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	\$		
4.9	Cost recovery revenue paid to CRF earmarked for appropriation to a third party	\$		
4.10	Cost recovery revenue paid to CRF and not earmarked for particular appropriation	\$	4100	
4.11	Cost recovery revenue paid to CRF (subtotal)	\$	4100	
4.12	Cost recovery not paid into CRF	\$		4396
4.13	Total cost recovery revenue	\$		8496
4.14	Appropriations not related to cost recovery			\$ 95042
4.15	Other sources (please specify)			\$
<b>4.16</b>	<b>Total program or activity, output or outcome revenues</b>			<b>\$ 103538</b>

**Program or activity, output or outcome expenses**

4.17	Direct expenses	\$	84177.24
4.18	Indirect expenses (including corporate overheads)	\$	19360.76
4.19	Third party expenses (a)	\$	
4.20	<b>Total program or activity, output or outcome expenses</b>	\$	<b>103538</b>

**Administration costs**

4.21 What costs are associated with administering the cost recovery arrangements? \$ incl in corp O/H

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

Client Service Policy

**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.)

Government directive on establishment of Austrade in 1986 - these arrangements in 1985 were deemed as partial cost recovery on a user pays basis.

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)  
 Subordinate legislation (eg. regulations, standards)  
 Co-regulation or quasi-regulation  
 Commonwealth/State/Territory agreement  
 Voluntary arrangements (eg. codes of practice)  
 Other

Australian Trade Commission Act 1985

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

Commonwealth government (DOFA etc)  
 Other governments (state, territory, local)  
 Industry  
 Consumers  
 Other

DOFA, PM&C and Treasury

5.4 What guidelines were consulted when establishing these cost recovery arrangements? (Please attach source of information, guidelines etc.)	Relevant Finance Ministers Orders and Government Policy Documents.										
5.5 Which agency is responsible for the following activities? (Please name relevant agency)	<table border="1"> <tr> <td data-bbox="412 608 891 639">Policy setting</td> <td data-bbox="902 608 1796 639">Austrade and DFAT</td> </tr> <tr> <td data-bbox="412 639 891 671">Price setting</td> <td data-bbox="902 639 1796 671">Austrade</td> </tr> <tr> <td data-bbox="412 671 891 703">Administration</td> <td data-bbox="902 671 1796 703">Austrade</td> </tr> <tr> <td data-bbox="412 703 891 735">Revenue collection</td> <td data-bbox="902 703 1796 735">Austrade</td> </tr> </table>	Policy setting	Austrade and DFAT	Price setting	Austrade	Administration	Austrade	Revenue collection	Austrade		
Policy setting	Austrade and DFAT										
Price setting	Austrade										
Administration	Austrade										
Revenue collection	Austrade										
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="412 799 891 831">Commonwealth government (DOFA etc)</td> <td data-bbox="902 799 1796 831">Yes - DOFA - periodic consultation process on revenue dividend</td> </tr> <tr> <td data-bbox="412 831 891 863">Other governments (state, territory, local)</td> <td data-bbox="902 831 1796 863">Yes - Annual Trade Minister's Forum</td> </tr> <tr> <td data-bbox="412 863 891 895">Industry</td> <td data-bbox="902 863 1796 895">Yes - client feedback</td> </tr> <tr> <td data-bbox="412 895 891 927">Consumers</td> <td data-bbox="902 895 1796 927">Yes - client feedback</td> </tr> <tr> <td data-bbox="412 927 891 959">Other</td> <td data-bbox="902 927 1796 959"></td> </tr> </table>	Commonwealth government (DOFA etc)	Yes - DOFA - periodic consultation process on revenue dividend	Other governments (state, territory, local)	Yes - Annual Trade Minister's Forum	Industry	Yes - client feedback	Consumers	Yes - client feedback	Other	
Commonwealth government (DOFA etc)	Yes - DOFA - periodic consultation process on revenue dividend										
Other governments (state, territory, local)	Yes - Annual Trade Minister's Forum										
Industry	Yes - client feedback										
Consumers	Yes - client feedback										
Other											
5.7 Please describe these consultation arrangements.	Widespread consultation with industry groups, individual clients and customers, allies and other Governments.										
5.8 Have the cost recovery arrangements been formally reviewed? What was the outcome? (Please attach copy of review)	Yes, last review in September 1998, another review is intended in the near future										

**PART II(d)**

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

Client Service Policy

**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')	Initially by formula - direct and indirect costs of overseas staff time and then adjusted against market consulting rates.
(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)	Yes, as above

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)	Partial recovery of costs - 20%
(ii) What proportion of these costs do charges aim to recover? (%)	Not applicable - no longer calculated using a percentage method
(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?	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?	1st time users are charged at a lower rate for first 10 hours.



(xi)	Do charges allow for access and equity considerations (eg. waivers, discounts)?	Yes - 1st time users of tier two services are charged a lower rate for first 10 hours.
(xii)	If 'YES' to (xi), on what basis?	As above
(xiii)	Other (Please describe other significant features)	Calculation of hourly charge was adjusted against what the market could reasonable bear.
6.3	How are indirect costs allocated for cost recovery arrangements? (eg. activity based costing, according to share of direct costs or other rule.)	Not applicable - indirect costs are no longer used to calculate costs
6.4	Are there any price controls on these charges?	Prices are fixed
6.5	How often is the level of charges changed?	Level of charges is reviewed periodically, however, charges have not risen since 1991.
6.6	What happens if revenue recovered is greater than costs incurred?	Retained by the agency

**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: Programs funded by external organisations

#### **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
4.2	Basic description of arrangements: (Please attach any relevant documents.)	Cost recovery for activities funded by other government agencies
4.3	Who pays the cost recovery charges?	Other government agencies
4.4	Who benefits from the program or activity, output or outcome?	Australian business and ultimately, all Australians
4.5	Do you attempt to measure these benefits? If YES, how?	Yes - various performance indicators depending on nature of activity
4.6	Are there alternate providers or substitutes for this program or activity, output or outcome? (Please describe)	There are alternative providers in some areas, but in the main there is no practical alternative.

4.7 When was this cost recovery arrangement introduced?

1986

**PART II(b)**

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

Programs funded by external organisations

**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	\$			
4.9	Cost recovery revenue paid to CRF earmarked for appropriation to a third party	\$			
4.10	Cost recovery revenue paid to CRF and not earmarked for particular appropriation	\$			
4.11	Cost recovery revenue paid to CRF (subtotal)	\$	0		
4.12	Cost recovery not paid into CRF		\$	15788	
4.13	Total cost recovery revenue		\$	15788	
4.14	Appropriations not related to cost recovery			\$	
4.15	Other sources (please specify)			\$	
<b>4.16</b>	<b>Total program or activity, output or outcome revenues</b>			\$	15788

**Program or activity, output or outcome expenses**

4.17	Direct expenses	\$	12835.77		
4.18	Indirect expenses (including corporate overheads)	\$	2952.228		
4.19	Third party expenses (a)	\$			
4.20	<b>Total program or activity, output or outcome expenses</b>	\$	15788		

**Administration costs**

4.21 What costs are associated with administering the cost recovery arrangements? \$ incl in O/H

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

Programs funded by external organisations

**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.)

Additional tasks not funded by direct Government appropriation to Austrade.
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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)  
Subordinate legislation (eg. regulations, standards)  
Co-regulation or quasi-regulation  
Commonwealth/State/Territory agreement  
Voluntary arrangements (eg. codes of practice)  
Other

Australian Trade Commission Act 1985

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

Commonwealth government (DOFA etc)  
Other governments (state, territory, local)  
Industry  
Consumers  
Other

DoFA

5.4	What guidelines were consulted when establishing these cost recovery arrangements? (Please attach source of information, guidelines etc.)	DOFA Purchaser/Provider Guidelines
5.5	Which agency is responsible for the following activities? (Please name relevant agency)	
	Policy setting	Austrade and DOFA
	Price setting	Austrade
	Administration	Austrade
	Revenue collection	Austrade
5.6	Is there any ongoing consultation about these cost recovery arrangements? With whom? (Please name relevant bodies.)	
	Commonwealth government (DOFA etc)	No
	Other governments (state, territory, local)	No
	Industry	Yes - with clients
	Consumers	Yes - with clients
	Other	No
5.7	Please describe these consultation arrangements.	Individual contract negotiation
5.8	Have the cost recovery arrangements been formally reviewed? What was the outcome? (Please attach copy of review)	Yes, on an individual basis and during revision of Austrade's purchaser/provider guidelines

### **PART II(d)**

Name of sub-unit, agency, program or activity, output or outcome	Programs funded by external organisations
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#### **Section 6: Price setting arrangements**

6.1	How are these cost recovery charges determined? (Please attach any relevant documents)
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(i)	How are charges set? (eg. by formula in legislation or based on 'market prices')	100% recovery of direct, indirect and network support costs
(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)	Yes, they are activity based
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)	All direct and indirect costs - staff, utilities, management and support costs
(ii)	What proportion of these costs do charges aim to recover? (%)	100%
(iii)	Does the charging regime require assets to be valued? (eg. to allow the calculation of user cost of capital or return on assets)	Yes
(iv)	If 'YES' to (iii), on what basis are assets valued? (eg. historic, replacement, deprival or replacement cost)	Deprival
(v)	Do charges include a user cost of capital?	Yes
(vi)	If 'YES' to (iv), how is it calculated?	DoFA - 12% of Capital Usage Charge
(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?	No
(x)	If 'YES' to (ix), on what basis?	Not Applicable
(xi)	Do charges allow for access and equity considerations (eg. waivers, discounts)?	Yes
(xii)	If 'YES' to (xi), on what basis?	Discounts are restricted to executive decision

(xiii) Other (Please describe other significant features)	Nil
6.3 How are indirect costs allocated for cost recovery arrangements? (eg. activity based costing, according to share of direct costs or other rule.)	Activity based using a costing model prepared in conjunction with KLA consulting
6.4 Are there any price controls on these charges?	No
6.5 How often is the level of charges changed?	Dependent on each individual task and contract
6.6 What happens if revenue recovered is greater than costs incurred?	Retained by agency

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