

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

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

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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)					
3.4 Cost recovery revenue paid to CRF and not specifically appropriated to your portfolio (or another agency)	1202	1101	1230	1148	1248
3.5 Total agency revenue from cost recovery	1202	1101	1230	1148	1248
Agency revenue from other sources					
3.6 Other appropriations					
3.7 Other sources (eg. asset sales, dividends, interest, funding from other government agencies)					
3.8 Total agency revenue from other sources	0	0	0	0	0
3.9 Total portfolio agency revenue	1202	1101	1230	1148	1248
3.10 Total agency 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.					

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

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) Partial cost recovery - fee for services. Fee for performance of consular acts according to Consular Fees Act 1955 (Amendment Regulations 2000 - 1 July)
4.2	Basic description of arrangements: (Please attach any relevant documents.) Fees for notarial acts performed on documents both domestically and at overseas missions.
4.3	Who pays the cost recovery charges? All users requesting the service.
4.4	Who benefits from the program or activity, output or outcome? Users requesting the service.
4.5	Do you attempt to measure these benefits? If YES, how? No
4.6	Are there alternate providers or substitutes for this program or activity, output or outcome? (Please describe) Domestically - Justice of the Peace, Courts, Legal Practicioners etc. Internationally - dependant on the local legislation. However for some documents to be legally recognised in a variety of countries they must have DFAT (Government Rep.) certification.
4.7	When was this cost recovery arrangement introduced? <input type="text" value="1955"/>

PART II(b)

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

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	\$	<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	\$	1248	
4.11	Cost recovery revenue paid to CRF (subtotal)	\$	1248	
4.12	Cost recovery not paid into CRF	\$	<input type="text"/>	
4.13	Total cost recovery revenue	\$	1248	
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			\$ 1248

Program or activity, output or outcome expenses

4.17	Direct expenses	\$	<input type="text"/>
4.18	Indirect expenses (including corporate overheads)	\$	<input type="text"/>
4.19	Third party expenses (a)	\$	<input type="text"/>
4.20	Total program or activity, output or outcome expenses	\$	0

Administration costs

4.21	What costs are associated with administering the cost recovery arrangements?	\$	<input type="text"/>
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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 Consular Fees

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.) Consular Act 1955

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)	Consular Act 1955
Subordinate legislation (eg. regulations, standards)	Consular Fees Act 1955 (Amendment Regulations 2000 - 1 July)
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)	Federal Legislation
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>Unknown</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 1368 643">Department of Foreign Affairs and Trade</td> </tr> <tr> <td data-bbox="907 643 1417 675">Governer General - Amendment Regulations</td> </tr> <tr> <td data-bbox="907 675 1368 707">Department of Foreign Affairs and Trade</td> </tr> <tr> <td data-bbox="907 707 1368 738">Department of Foreign Affairs and Trade</td> </tr> </table>	Department of Foreign Affairs and Trade	Governer General - Amendment Regulations	Department of Foreign Affairs and Trade	Department of Foreign Affairs and Trade	
Department of Foreign Affairs and Trade						
Governer General - Amendment Regulations						
Department of Foreign Affairs and Trade						
Department of Foreign Affairs and Trade						
<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="907 807 1711 839">DOFA, Parliament - Standing Committee on Regulations & Ordinances</td> </tr> <tr> <td data-bbox="907 839 1796 871"> </td> </tr> <tr> <td data-bbox="907 871 1796 903"> </td> </tr> <tr> <td data-bbox="907 903 1796 935"> </td> </tr> <tr> <td data-bbox="907 935 1796 967"> </td> </tr> </table>	DOFA, Parliament - Standing Committee on Regulations & Ordinances				
DOFA, Parliament - Standing Committee on Regulations & Ordinances						
<p>5.7 Please describe these consultation arrangements.</p>	<p>Review of comparison Fees (other nations). Recent review by - Outputs Pricing Review (DOFA)</p>					
<p>5.8 Have the cost recovery arrangements been formally reviewed? What was the outcome? (Please attach copy of review)</p>	<p>Date review - 1990 and then 2000. Increase in fees.</p>					

PART II(d)

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

Consular Fees

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')	Price comparison - UK, USA, Canada etc. (Market Price)
(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 specified in Consular Fees Amendment Regulations

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)	Small percentage of costs - purpose to mainly to limit vexatious, frivolous or excessive use of service.
(ii) What proportion of these costs do charges aim to recover? (%)	Not specified
(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?	No
(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?	No
(x) If 'YES' to (ix), on what basis?	

(xi) Do charges allow for access and equity considerations (eg. waivers, discounts)?	Yes
(xii) If 'YES' to (xi), on what basis?	Under Consular Instructions - case basis - delegate to approve
(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.)	Not specified
6.4 Are there any price controls on these charges?	Legislative ammendment required. (Governor-General)
6.5 How often is the level of charges changed?	10 years
6.6 What happens if revenue recovered is greater than costs incurred?	Cost recovery is absolutely minimal - could not envisage that situation.

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