

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
	X

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
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: 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
X	

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					14,641
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)					0
3.4 Cost recovery revenue paid to CRF and not specifically appropriated to your portfolio (or another agency)					0
3.5 Total agency revenue from cost recovery	0	0	0	0	14641
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	0	0	0	0	14641
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 Finance Management Branch - CAS Agreement / Cost Recovery Items

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) Common Administrative Services (CAS) Agreement and other cost recovery expenses at overseas posts.
4.2	Basic description of arrangements: (Please attach any relevant documents.) Provision of Common Services at Overseas Posts, services which are provided outside the agreement are recovered on a user-pays basis.
4.3	Who pays the cost recovery charges? Attached and UnAttached Agencies at Posts
4.4	Who benefits from the program or activity, output or outcome? Whole of Government
4.5	Do you attempt to measure these benefits? If YES, how? By performance indicators set out in the agreement.
4.6	Are there alternate providers or substitutes for this program or activity, output or outcome? (Please describe) No
4.7	When was this cost recovery arrangement introduced? 1998

PART II(b)

Name of sub-unit, agency, program or activity, output or outcome Finance Management Branch - CAS Agreement / Cost Recovery Items

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	\$	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	\$	14641	
4.13	Total cost recovery revenue	\$	14641	
4.14	Appropriations not related to cost recovery			\$
4.15	Other sources (please specify)			0
4.16	Total program or activity, output or outcome revenues			14641

Program or activity, output or outcome expenses

4.17	Direct expenses	\$	0
4.18	Indirect expenses (including corporate overheads)	\$	0
4.19	Third party expenses (a)	\$	0
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?	\$	0
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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 Finance Management Branch - CAS Agreement / Cost Recovery Items

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.) The cost of providing a common service to all agencies at post. (eg: providing Personnel and Financial Services to each agency at post, including DFAT).

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)	The Prime Minister issued a Directive in 1985.
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)	All Agencies which are represented overseas
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>All agencies represented overseas were consulted.</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="902 608 1796 639">DFAT</td> </tr> <tr> <td data-bbox="902 639 1796 671">DFAT (with the use of Consultants / KMPG)</td> </tr> <tr> <td data-bbox="902 671 1796 703">DFAT</td> </tr> <tr> <td data-bbox="902 703 1796 735">DFAT</td> </tr> </table>	DFAT	DFAT (with the use of Consultants / KMPG)	DFAT	DFAT	
DFAT						
DFAT (with the use of Consultants / KMPG)						
DFAT						
DFAT						
<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="902 804 1796 836">all agencies within the agreement</td> </tr> <tr> <td data-bbox="902 836 1796 868"> </td> </tr> <tr> <td data-bbox="902 868 1796 900"> </td> </tr> <tr> <td data-bbox="902 900 1796 932"> </td> </tr> <tr> <td data-bbox="902 932 1796 963"> </td> </tr> </table>	all agencies within the agreement				
all agencies within the agreement						
<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>The CAS Agreement will be reviewed in 2000/01</p>					

PART II(d)

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

Finance Management Branch - CAS Agreement / Cost Recovery Items

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')	By Formula
(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)	The Actual costs of Local Engaged Staff (LES) Salaries at each Post.

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)	LES salary costs
(ii) What proportion of these costs do charges aim to recover? (%)	
(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)	n/a
(v) Do charges include a user cost of capital?	no
(vi) If 'YES' to (iv), how is it calculated?	n/a
(vii) Do charges include return on assets? (eg. profit)	no
(viii) If 'YES' to (vii), on what basis?	n/a
(ix) Do charges discriminate between types of users?	no
(x) If 'YES' to (ix), on what basis?	n/a

(xi) Do charges allow for access and equity considerations (eg. waivers, discounts)?	n/a
(xii) If 'YES' to (xi), on what basis?	n/a
(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.)	n/a
6.4 Are there any price controls on these charges?	n/a
6.5 How often is the level of charges changed?	every six motnhs
6.6 What happens if revenue recovered is greater than costs incurred?	n/a

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