

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
	x

Commonwealth Authorities and Companies Act 1997

YES	NO
x	

Other

1.3 Contact Officer

Position

Phone

Fax

Email

Address

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 Australia New Zealand Food Authority

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)	Royalties (sale of publications) subscriptions to publications in place in 1999-00. The ANZFA Act was amended in Dec 1999 to allow cost recovery for standards applications. Cost recovery commenced on 1 July 2000 following the approval of regulations.
4.2	Basic description of arrangements: (Please attach any relevant documents.)	ANZFA publishes a number of documents including the Food Standards Code which was available to the public and industry through government bookshops or direct from ANZFA. Royalties varied depending on the number of publications available in a particular year and
4.3	Who pays the cost recovery charges?	Industry, public, professional organisations.
4.4	Who benefits from the program or activity, output or outcome?	As for 4.3
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)	No
4.7	When was this cost recovery arrangement introduced?	Various times

PART II(b)

Name of sub-unit, agency, program or activity, output or outcome Australia New Zealand Food Authority

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	\$	764
4.13	Total cost recovery revenue	\$	764
4.14	Appropriations not related to cost recovery	\$	12408
4.15	Other sources (please specify)	\$	447
4.16	Total program or activity, output or outcome revenues	\$	13619
Program or activity, output or outcome expenses			
4.17	Direct expenses	\$	13129
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	\$	13129
Administration costs			
4.21	What costs are associated with administering the cost recovery arrangements?	\$	Unavailable

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 Australia New Zealand Food Authority

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.) Cost recovery for certain applications to vary or introduce a food standard commenced on 1 July 2000. The following comments relate to this area of cost recovery and are not covered in Part II (a) or (b). The rationale was to allow better management of both ANZFA's scarce resources and its workload.

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)	Australia New Zealand Food Authority Act 1991
Subordinate legislation (eg. regulations, standards)	ANZFA Regulations 1994
Co-regulation or quasi-regulation	n.a.
Commonwealth/State/Territory agreement	Commonwealth/State/Territory Agreement 1991 and Australia NZ Treaty on a
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)	A draft consultation paper was distributed to a wide range of government and
Other governments (state, territory, local)	State and Territory and New Zealand government agencies and non-
Industry	government organisations including Australian Food and Grocery Council; Food
Consumers	Australian Consumers Association; Consumer Food Network, New Zealand
Other	Public Health Association of Australia

5.4 What guidelines were consulted when establishing these cost recovery arrangements? (Please attach source of information, guidelines etc.)	DOFA Guidelines on Commercialisation. New Zealand Government guidelines for setting charges in the public sector. (Hard copy will be sent separately)										
5.5 Which agency is responsible for the following activities? (Please name relevant agency)	<table border="1"> <tr> <td data-bbox="416 612 891 639">Policy setting</td> <td data-bbox="902 612 1794 639">ANZFA</td> </tr> <tr> <td data-bbox="416 644 891 671">Price setting</td> <td data-bbox="902 644 1794 671">ANZFA</td> </tr> <tr> <td data-bbox="416 676 891 703">Administration</td> <td data-bbox="902 676 1794 703">ANZFA</td> </tr> <tr> <td data-bbox="416 708 891 735">Revenue collection</td> <td data-bbox="902 708 1794 735">ANZFA</td> </tr> </table>	Policy setting	ANZFA	Price setting	ANZFA	Administration	ANZFA	Revenue collection	ANZFA		
Policy setting	ANZFA										
Price setting	ANZFA										
Administration	ANZFA										
Revenue collection	ANZFA										
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="416 805 891 833">Commonwealth government (DOFA etc)</td> <td data-bbox="902 805 1794 833"></td> </tr> <tr> <td data-bbox="416 837 891 865">Other governments (state, territory, local)</td> <td data-bbox="902 837 1794 865"></td> </tr> <tr> <td data-bbox="416 869 891 896">Industry</td> <td data-bbox="902 869 1794 896">A range of industry organisations including the AFGC and ACCI</td> </tr> <tr> <td data-bbox="416 901 891 928">Consumers</td> <td data-bbox="902 901 1794 928">A range of consumer organisations including the ACA</td> </tr> <tr> <td data-bbox="416 933 891 960">Other</td> <td data-bbox="902 933 1794 960"></td> </tr> </table>	Commonwealth government (DOFA etc)		Other governments (state, territory, local)		Industry	A range of industry organisations including the AFGC and ACCI	Consumers	A range of consumer organisations including the ACA	Other	
Commonwealth government (DOFA etc)											
Other governments (state, territory, local)											
Industry	A range of industry organisations including the AFGC and ACCI										
Consumers	A range of consumer organisations including the ACA										
Other											
5.7 Please describe these consultation arrangements.	ANZFA regulations require that ANZFA consults annually when preparing its workplan										
5.8 Have the cost recovery arrangements been formally reviewed? What was the outcome? (Please attach copy of review)	Not yet. First review due in June 2001										

PART II(d)

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

Australia New Zealand Food Authority

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')	Five tier scale which covers the full range of applications expected. The tiers were set based on historical experience of the complexity and amount of work that would be required to complete an application.
(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 related to the full cost of providing that service and include all staff costs (including superannuation) and all administrative 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)	All direct and indirect costs associated with providing that service.
(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)	Not directly. See (v) and (vi) below.
(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?	The only asset costs incurred are normal office costs such as accommodation fitout and computer equipment. Depreciation for the use of these assets is
(vi) If 'YES' to (iv), how is it calculated?	An average hourly cost for ANZFA staff is calculated and then included in the
(vii) Do charges include return on assets? (eg. profit)	No. The aim is only to recover costs and not to make a profit.
(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)?	No
(xii) If 'YES' to (xi), on what basis?	
(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.)	According to the share of direct costs.
6.4 Are there any price controls on these charges?	Prices set by regulation
6.5 How often is the level of charges changed?	To be reviewed annually
6.6 What happens if revenue recovered is greater than costs incurred?	The fee can be partly refunded where an application is withdrawn during the process.

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

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	338	341	295	716	764
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	338	341	295	716	764
Agency revenue from other sources					
3.6 Other appropriations	7649	7769	8473	9195	12408
3.7 Other sources (eg. asset sales, dividends, interest, funding from other government agencies)	673	244	826	668	447
3.8 Total agency revenue from other sources	8322	8013	9299	9863	12855
3.9 Total agency revenue	8660	8354	9594	10579	13619
3.10 Total agency expenses	8667	8940	10233	12038	13129
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.