

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

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	\$535	\$814	\$454	\$482	\$564
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)	na	na	na	na	na
3.4 Cost recovery revenue paid to CRF and not specifically appropriated to your agency (or another agency)	na	na	na	na	na
3.5 Total agency revenue from cost recovery	534.546	813.67	454.158	481.617	564.085
Agency revenue from other sources					
3.6 Other appropriations	na	na	na	na	na
3.7 Other sources (eg. asset sales, dividends, interest, funding from other government agencies)	712	714	1,751	1,758	1,833
3.8 Total agency revenue from other sources	712.421	713.708	1751	1757.562	1832.833
3.9 Total agency revenue	1246.967	1527.378	2205.158	2239.179	2396.918
3.10 Total agency expenses	3182.931	2788.341	4078.8	4135.738	4271.953
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

Bureau of Tourism Research, Activity 1.2.16, Undertake tourism research, Output 1.2 , Industry policy development and implementation, Outcome 1, a stronger, sustainable and internationally competitive Australian industry, comprising the manufacturing, resources and services sectors.

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 charges.
4.2 Basic description of arrangements: (Please attach any relevant documents.)	BTR sells tourism research to the general public.
4.3 Who pays the cost recovery charges?	Users.
4.4 Who benefits from the program or activity, output or outcome?	The Australian community, the tourism industry and BTR funding bodies.
4.5 Do you attempt to measure these benefits? If YES, how?	Yes, but only in terms of the dollars paid by funding bodies (Commonwealth and all State/Territory governments) and sales revenue from the public.

4.6 Are there alternate providers or substitutes for this program or activity, output or outcome? (Please describe)	BTR core activities (syndicated market surveys of Australian tourism) have no existing alternative providers or substitutes, although these services could be purchased from commercial/academic research organisations. Large parts of the work (field work and data-processing) are sub-contracted to commercial market research companies. Some of our clients use a range of sources for related/similar data. Prior to BTR's establishment in 1987, similar work was carried out by some of BTR's current government clients.
4.7 When was this cost recovery arrangement introduced?	1987

PART II(b)

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

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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	\$	564085	
4.13	Total cost recovery revenue	\$	564085	
4.14	Appropriations not related to cost recovery	\$		1457458
4.15	Other sources (please specify)	\$		2342699
4.16	Total program or activity, output or outcome revenues	\$		4364242

Program or activity, output or outcome expenses

4.17	Direct expenses	\$	3762087
4.18	Indirect expenses (including corporate overheads)	\$	509866
4.19	Third party expenses (a)	\$	
4.20	Total program or activity, output or outcome expenses	\$	4271953

Administration costs

4.21	What costs are associated with administering the cost recovery arrangements?	\$	
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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

Bureau of Tourism Research, Activity 1.2.16, Undertake tourism research, Output 1.2 , Industry policy development and implementation, Outcome 1, a stronger, sustainable and internationally competitive Australian industry, comprising the manufacturing, resources and services sectors.

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 has been an integral part of BTR's operations and funding since was established in 1987 in accordance with the recommendations of a Government Inquiry into Tourism (the Kennedy report) and a related proposal agreed to at the 30th meeting of the Australian Standing Committee on Tourism (ASCOT) and subsequently endorsed by the Tourism Ministers Council (TMC).

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)	On 10 May 1988 the BTR established a Group 2 Trust Account within the Commonwealth Department of the Arts, Sport, the Environment, Tourism and Territories. The BTR was granted a section 41D determination from the Dept of Finance from 1 July 1989.
Subordinate legislation (eg. regulations, standards)	
Co-regulation or quasi-regulation	
Commonwealth/State/Territory agreement	
Voluntary arrangements (eg. codes of practice)	
Other	See 5.1

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

Commonwealth government (DOFA etc)	see 5.1
Other governments (state, territory, local)	see 5.1
Industry	see 5.1
Consumers	see 5.1
Other	see 5.1

5.4	What guidelines were consulted when establishing these cost recovery arrangements? (Please attach source of information, guidelines etc.)	ABS guidelines					
5.5	Which agency is responsible for the following activities? (Please name relevant agency) Policy setting Price setting Administration Revenue collection	<table border="1"> <tr> <td data-bbox="907 611 1155 639">TMC through ASCOT</td> </tr> <tr> <td data-bbox="907 643 965 671">BTR</td> </tr> <tr> <td data-bbox="907 675 1391 703">BTR (which is administered through DISR)</td> </tr> <tr> <td data-bbox="907 707 1357 735">BTR (through an ISR 'Special Account')</td> </tr> </table>	TMC through ASCOT	BTR	BTR (which is administered through DISR)	BTR (through an ISR 'Special Account')	
TMC through ASCOT							
BTR							
BTR (which is administered through DISR)							
BTR (through an ISR 'Special Account')							
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 Consumers Other	<table border="1"> <tr> <td data-bbox="907 802 972 831">DISR</td> </tr> <tr> <td data-bbox="907 834 1189 863">All States and Territories</td> </tr> <tr> <td data-bbox="907 866 1234 895">publication 'feedback' forms</td> </tr> <tr> <td data-bbox="907 898 1234 927">publication 'feedback' forms</td> </tr> <tr> <td data-bbox="907 930 1151 959">periodic user surveys</td> </tr> </table>	DISR	All States and Territories	publication 'feedback' forms	publication 'feedback' forms	periodic user surveys
DISR							
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periodic user surveys							
5.7	Please describe these consultation arrangements.	Meetings of ASCOT (2 per year) and TMC (once per year).					
5.8	Have the cost recovery arrangements been formally reviewed? What was the outcome? (Please attach copy of review)	No. (They are reviewed regularly on an informal/operational basis).					

PART II(d)

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

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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')	Market pricing balanced with 'public good' or information dissemination objectives.
(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 aim to recover, over all products & services, at least the direct costs incurred after the 'clean data' stage (publishing, sales and distribution 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)	see 6.1(ii)
(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)	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?	Yes
(x) If 'YES' to (ix), on what basis?	Commonwealth, State and Territory governments fund BTR operating costs in advance to gain access to research, while the general public pays only a small fraction of the cost of production. Some commercial discounts can apply (eg for wholesalers, back-issues, bulk purchases and for promotional purposes).
(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.)	As market factors restrict cost recovery on products and services to only a small fraction of costs, allocation of indirect cost is not undertaken. Consultancy work is undertaken on a fully costed basis, with labour being the main cost and indirect costs attributed in proportion.
6.4 Are there any price controls on these charges?	No, just market forces.
6.5 How often is the level of charges changed?	Reviewed annually but changed as costs and markets dictate.
6.6 What happens if revenue recovered is greater than costs incurred?	Has not happened to date.

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