

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)	Information not available				12043
3.2 Cost recovery revenue retained by your agency	Information not available				12043
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	0	0	0	0	12043
Agency revenue from other sources					
3.6 Other appropriations	89373	92791	286559	243541	149866
3.7 Other sources (eg. asset sales, dividends, interest, funding from other government agencies)	10566	5484	149756	441496	541581
3.8 Total agency revenue from other sources	99939	98275	436315	685037	691447
3.9 Total agency revenue	99939	98275	436315	685037	703490
3.10 Total agency expenses	108662	94901	406601	636392	446990

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	0	0	0	0	0
3.12 Cost recovery revenue paid to CRF and appropriated to your agency (or another agency for a specific purpose (ie. annotated,	0	0	0	0	0
3.13 Cost recovery revenue paid to CRF and not specifically appropriated to your agency (or another agency)	0	0	0	0	0
3.14 Total administered revenue from cost recovery	0	0	0	0	0
Administered revenue from other sources					
3.15 Other appropriations	0	0	0	0	0
3.16 Other sources (eg. asset sales, dividends, interest, funding from other government agencies)	175687	1560755	538462	1574080	1602969
3.17 Total administered revenue from other sources	175687	1560755	538462	1574080	1602969
3.18 Total administered revenue	175687	1560755	538462	1574080	1602969
3.19 Total administered expenses	238582	-863770	1274906	3833562	4956130

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 Outcome 2.3.1 Access to Government Information

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)
	1. Price per publication or subscription service retailed through the Government Info Network 2. Administrative fee per notice lodged for publication in the Commonwealth of Australia Gazette 3. Licence fee for commercial use of Commonwealth copyright material in significantly unaltered form
4.2	Basic description of arrangements: (Please attach any relevant documents.)
	Cost recovery arrangements apply to certain activities where there are significant costs that can be attributed to the activities of AND recovered from, individual users. Activities of broader community benefit are funded from appropriations.
4.3	Who pays the cost recovery charges?
	The individual consumer or end user.
4.4	Who benefits from the program or activity, output or outcome?
	Benefits flow to Australian and other users of Government information
4.5	Do you attempt to measure these benefits? If YES, how?
	Program outcomes are measured in terms of * availability of information through DOFA-maintained access points (including websites and
4.6	Are there alternate providers or substitutes for this program or activity, output or outcome? (Please describe)
	This outcome provides a single point for access to information about Government in various mediums, including both printed and electronic information produced by many other Commonwealth agencies. Direct provision of information from individual agencies is possible, however, costs associated with the discovery of this information and its source
4.7	When was this cost recovery arrangement introduced?
	Cost recovery was a matter of long-standing practice by the former AGPS. Current cost recovery arrangements generally date from about 1995

PART II(b)

Name of sub-unit, agency, program or activity, output or outcome Outcome 2.3.1 Access to Government Information

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	\$	<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	\$	<input type="text"/>
4.11	Cost recovery revenue paid to CRF (subtotal)	\$	0
4.12	Cost recovery not paid into CRF	\$	12043.42
4.13	Total cost recovery revenue	\$	12043.42
4.14	Appropriations not related to cost recovery	\$	0
4.15	Other sources (please specify)	\$	<input type="text"/>
4.16	Total program or activity, output or outcome revenues	\$	12043.42
Program or activity, output or outcome expenses			
4.17	Direct expenses	\$	11524.01
4.18	Indirect expenses (including corporate overheads)	\$	1648.544
4.19	Third party expenses (a)	\$	0
4.20	Total program or activity, output or outcome expenses	\$	13172.55
Administration costs			
4.21	What costs are associated with administering the cost recovery arrangements?	\$	<input type="text"/>

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 Outcome 2.3.1 Access to Government Information

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.) Longstanding government policy on cost recovery. The service delivery arrangements associated with cost recovery are currently under review - see 5.8 below.

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)	Copyright Act 1968 in the case of copyright licence fees
Subordinate legislation (eg. regulations, standards)	
Co-regulation or quasi-regulation	
Commonwealth/State/Territory agreement	
Voluntary arrangements (eg. codes of practice)	The AGPS Charter as endorsed by the Joint Committee on Publications
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)	Parliament of the Commonwealth
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.)	Copyright arrangements are administered under guidelines issued by the Attorney-General's Department.					
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 1621 643">DOFA except in respect of copyright (Attorney-General's Dept)</td> </tr> <tr> <td data-bbox="907 643 1621 675">DOFA except in respect of copyright (Attorney-General's Dept)</td> </tr> <tr> <td data-bbox="907 675 987 707">DOFA</td> </tr> <tr> <td data-bbox="907 707 987 738">DOFA</td> </tr> </table>	DOFA except in respect of copyright (Attorney-General's Dept)	DOFA except in respect of copyright (Attorney-General's Dept)	DOFA	DOFA	
DOFA except in respect of copyright (Attorney-General's Dept)						
DOFA except in respect of copyright (Attorney-General's Dept)						
DOFA						
DOFA						
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 1464 834">In respect of copyright - Attorney-General's Dept</td> </tr> <tr> <td data-bbox="907 834 1077 866">See 5.7 below.</td> </tr> <tr> <td data-bbox="907 866 1077 898">See 5.7 below.</td> </tr> <tr> <td data-bbox="907 898 1077 930">See 5.7 below.</td> </tr> <tr> <td data-bbox="907 930 1077 962">See 5.7 below.</td> </tr> </table>	In respect of copyright - Attorney-General's Dept	See 5.7 below.	See 5.7 below.	See 5.7 below.	See 5.7 below.
In respect of copyright - Attorney-General's Dept						
See 5.7 below.						
See 5.7 below.						
See 5.7 below.						
See 5.7 below.						
5.7 Please describe these consultation arrangements.	The consultation has primarily been in relation to service delivery (and associated impact on cost recovery issues). This has involved a range of					
5.8 Have the cost recovery arrangements been formally reviewed? What was the outcome? (Please attach copy of review)	Service delivery reviews are currently being undertaken. The reviews cover a range of issues recognising factors including the divestment of some historical/commercial roles and the move within Government to provide greater					

PART II(d)

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

Outcome 2.3.1 Access to Government Information

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')	Where an author agency decides to retail a publication, a retail price is negotiated based on the unit cost of producing the item and the estimated cost of distribution through the Government Info Network. Copyright fees, where
(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)	See 6.1(i) 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)	See 6.1(i) above.
(ii) What proportion of these costs do charges aim to recover? (%)	Where an agency decides to retail a publication, the retail price will aim to recover up to 100% of costs.
(iii) Does the charging regime require assets to be valued? (eg. to allow the calculation of user cost of capital or return on assets)	Copyright fees, where applicable, are generally based on the retail price for a publication.
(iv) If 'YES' to (iii), on what basis are assets valued? (eg. historic, replacement, deprival or replacement cost)	See 6.2(iii) above.
(v) Do charges include a user cost of capital?	
(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. Many author agencies distribute publications free of charge to some or all stakeholders and all publications are available through the Library Deposit
(xii)	If 'YES' to (xi), on what basis?	
(xiii)	Other (Please describe other significant features)	Discounts are available to bulk buyers and students purchasing publications through the Government Info Network. Student discounts are broadly
6.3	How are indirect costs allocated for cost recovery arrangements? (eg. activity based costing, according to share of direct costs or other rule.)	Indirect costs are considered in cost recovery arrangements but are also being examined as part of activity-based costing (see 5.8 above) components of the service delivery reviews.
6.4	Are there any price controls on these charges?	No direct price controls.
6.5	How often is the level of charges changed?	Prices are generally reviewed when publications are acquired for distribution through the Network and when publications reach a significant age. With the
6.6	What happens if revenue recovered is greater than costs incurred?	Current evidence suggests that overall revenue recovered from users is significantly less than costs incurred, and that revenue will decrease further with

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