

## 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.**

<b>AGENCY revenues and expenses (Please use \$'000)</b>					
	1995-96	1996-97	1997-98	1998-99	1999-2000
<b>Agency revenue from cost recovery (a)</b>					
3.2 Cost recovery revenue retained by your agency	2980321	2406502	1124313	1442395	990390
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)					
3.4 Cost recovery revenue paid to CRF and not specifically appropriated to your agency (or another agency)					
<b>3.5 Total agency revenue from cost recovery</b>	<b>2980321</b>	<b>2406502</b>	<b>1124313</b>	<b>1442395</b>	<b>990390</b>
<b>Agency revenue from other sources</b>					
3.6 Other appropriations	6094392	7406452	4072280	6026000	15996000
3.7 Other sources (eg. asset sales, dividends, interest, funding from other government agencies)	43860	44942	79189	484820	40000
<b>3.8 Total agency revenue from other sources</b>	<b>6138252</b>	<b>7451394</b>	<b>4151469</b>	<b>6510820</b>	<b>16036000</b>
<b>3.9 Total agency revenue</b>	<b>9118573</b>	<b>9857896</b>	<b>5275782</b>	<b>7953215</b>	<b>17026390</b>
<b>3.10 Total agency expenses</b>	<b>9132784</b>	<b>7945619</b>	<b>7065431</b>	<b>8489894</b>	<b>15332406</b>
<b>CRF Consolidated Revenue Fund</b>					
(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
<b>Administered revenue from cost recovery (a)</b>					
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)	505520	611028	615575	1071269	5454687
<b>3.14 Total administered revenue from cost recovery</b>	<b>505520</b>	<b>611028</b>	<b>615575</b>	<b>1071269</b>	<b>5454687</b>
<b>Administered revenue from other sources</b>					
3.15 Other appropriations	16525768	13195000	17390095	10578991	6988579
3.16 Other sources (eg. asset sales, dividends, interest, funding from other government agencies)					
<b>3.17 Total administered revenue from other sources</b>	<b>16525768</b>	<b>13195000</b>	<b>17390095</b>	<b>10578991</b>	<b>6988579</b>
<b>3.18 Total administered revenue</b>	<b>17031288</b>	<b>13806028</b>	<b>18005670</b>	<b>11650260</b>	<b>12443266</b>
<b>3.19 Total administered expenses</b>	<b>18956082</b>	<b>13660696</b>	<b>15545739</b>	<b>13849030</b>	<b>6988579</b>

**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 1 - Linking Australia through transport and regional services

**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) <span style="border: 1px solid black; padding: 2px;">Statutory Fees for Works approvals; and a fee based on market price for sales of goods and services at National Capital Exhibition Bookshop (NCEB) and asset management services and statutory fees for Diplomatic Rents and Sales, licence agreements for other licences</span>
4.2	Basic description of arrangements: (Please attach any relevant documents.) <span style="border: 1px solid black; padding: 2px;">For processing works approval applications there is a fee charged based on ACT (Planning &amp; Land Management) Regulations2 Amendment 1992, No. 256. Diplomatic Leases - Leases (Special Purposes) Ordinance 1925. Licences to operate a power boat - Lakes Ordinance</span>
4.3	Who pays the cost recovery charges? <span style="border: 1px solid black; padding: 2px;">Works Approval Fees (WAF) - any person, incl organisations undertaking temporary or permanent works in the Designated Areas as set out in the National Capital Plan. Diplomatic</span>
4.4	Who benefits from the program or activity, output or outcome? <span style="border: 1px solid black; padding: 2px;">Diplomatic Leases - Diplomatic Community and Australian Government &amp; International relations. Others- public and the Commonwealth</span>
4.5	Do you attempt to measure these benefits? If YES, how? <span style="border: 1px solid black; padding: 2px;">WAF - yes - comparative assessment to other jurisdictions. Diplomatic leases - No.</span>
4.6	Are there alternate providers or substitutes for this program or activity, output or outcome? (Please describe) <span style="border: 1px solid black; padding: 2px;">WAF - no. Diplomatic Leases - no, but International community could negotiate privately for property. For other goods and services - there are a number of Government Institutions in the Parliamentary Zone specialised in their own services, but as NCEB, they are quite specific and unique.</span>
4.7	When was this cost recovery arrangement introduced? <span style="border: 1px solid black; padding: 2px;">WAF - 1992, Diplomatic Leases started in 1925, but National Capital Authority responsibility started in 1993.</span>

**PART II(b)**

Name of sub-unit, agency, program or activity, output or outcome Outcome 1 - Linking Australia through transport and regional services

**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	\$	990390	
4.9 Cost recovery revenue paid to CRF earmarked for appropriation to a third party	\$		
4.10 Cost recovery revenue paid to CRF and not earmarked for particular appropriation	\$		
4.11 Cost recovery revenue paid to CRF (subtotal)	\$	990390	
4.12 Cost recovery not paid into CRF	\$		
4.13 Total cost recovery revenue	\$	990390	
4.14 Appropriations not related to cost recovery	\$		15996000
4.15 Other sources (please specify)	\$		40000 resources receiv
<b>4.16 Total program or activity, output or outcome revenues</b>	\$	<b>16986390</b>	

**Program or activity, output or outcome expenses**

4.17 Direct expenses	\$	15332406	
4.18 Indirect expenses (including corporate overheads)	\$		
4.19 Third party expenses (a)	\$		
4.20 <b>Total program or activity, output or outcome expenses</b>	\$	<b>15332406</b>	

**Administration costs**

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

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 and 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 1 - Linking Australia through transport and regional services
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**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.)	WAF - specified in the Authority's enabling legislation. Diplomatic Leases - not really related to cost recovery but produce more revenue than costs of running them.
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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)	S31 of the FMA Act for WAF, licences, and sales of goods and services. Also Legislation and Regulations (ACT P&LM Act) for WAF. Diplomatic Leases - set out in the Act. Licences - set out in the licence agreements.
	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)	WAF- Commonwealth approved, based on existing schedule of charges of State
	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>WAF - ACT Schedule of fees. Others - historical</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="891 544 1792 608">National Capital Authority</td> </tr> <tr> <td data-bbox="891 608 1792 671">National Capital Authority</td> </tr> <tr> <td data-bbox="891 671 1792 735">National Capital Authority</td> </tr> <tr> <td data-bbox="891 735 1792 738">National Capital Authority</td> </tr> </table>	National Capital Authority	National Capital Authority	National Capital Authority	National Capital Authority
National Capital Authority					
National Capital Authority					
National Capital Authority					
National Capital Authority					
<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="891 738 1792 802">WAF - not at this stage, but will form a part of the study which will consult major</td> </tr> <tr> <td data-bbox="891 802 1792 866"></td> </tr> <tr> <td data-bbox="891 866 1792 930"></td> </tr> <tr> <td data-bbox="891 930 1792 962"></td> </tr> </table>	WAF - not at this stage, but will form a part of the study which will consult major			
WAF - not at this stage, but will form a part of the study which will consult major					
<p>5.7 Please describe these consultation arrangements.</p>	<p>Constant consultation with licencees. WAF - as above</p>				
<p>5.8 Have the cost recovery arrangements been formally reviewed? What was the outcome? (Please attach copy of review)</p>	<p>WAF - yes by the Authority in march 1999, which resulted in no change. Diplomatic Leases reviewed every 20 years.</p>				

**PART II(d)**

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

Outcome 1 - Linking Australia through transport and regional services

**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')	WAF - set in the regulation, schedule based on the value of work undertaken. Diplomatic Leases - the Act. Licences - licence agreements. Other sales of goods and services - market based.
(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)	WAF - not related, based on a sliding scale. Diplomatic Leases - not, as more revenue generated that it costs to administer. Sales of goods at NCEB related to recovery of costs of sales.

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)	Not applicable
(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)	
(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?	
(vi) If 'YES' to (iv), how is it calculated?	
(vii) Do charges include return on assets? (eg. profit)	
(viii) If 'YES' to (vii), on what basis?	
(ix) Do charges discriminate between types of users?	
(x) If 'YES' to (ix), on what basis?	

(xi)	Do charges allow for access and equity considerations (eg. waivers, discounts)?	
(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.)	Not applicable
6.4	Are there any price controls on these charges?	No - set out in the regulation and Act.
6.5	How often is the level of charges changed?	WAF - has not changed since 1992. Diplomatic Leases - as determined by the legislation. Licences - as determined by the licence agreement.
6.6	What happens if revenue recovered is greater than costs incurred?	Has not been except for Diplomatic Leases, where the revenue goes directly to the Official Public Account.

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