

## 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 Image Sales and Education Programs

**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;">Sale of images, photocopies of records held in the national collection and provision of education material and services - partial recovery of costs via fee for service or product to offset the cost of production.</span>
4.2	Basic description of arrangements: (Please attach any relevant documents.) <span style="border: 1px solid black; padding: 2px;">The Memorial develops products/services and makes these available for purchase.</span>
4.3	Who pays the cost recovery charges? <span style="border: 1px solid black; padding: 2px;">Users - General public/schools/businesses/other government agencies.</span>
4.4	Who benefits from the program or activity, output or outcome? <span style="border: 1px solid black; padding: 2px;">Primarily the general public and school students.</span>
4.5	Do you attempt to measure these benefits? If YES, how? <span style="border: 1px solid black; padding: 2px;">Image sales and photocopy sales are recorded and reported on a monthly basis to management. Benefits to users are measured to a degree by surveys and feedback.</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;">No as these products and services are based upon the Memorial's collection and interpretations.</span>
4.7	When was this cost recovery arrangement introduced? <span style="border: 1px solid black; padding: 2px;">The Memorial has charged for products and services of this kind since its inception. Funds raised in the early years contributed to the construction of the Memorial building itse</span>

**PART II(b)**

Name of sub-unit, agency, program or activity, output or outcome Image Sales and Education Programs

**Program or activity, output or outcome cost recovery arrangements in 1999-2000 (continued)**  
**(Please use \$'000)**

<b>Program or activity, output or outcome revenues</b>		
4.8	Cost recovery revenue paid to CRF earmarked for appropriation to same agency	\$ <span style="border: 1px solid black; padding: 2px;">0</span>
4.9	Cost recovery revenue paid to CRF earmarked for appropriation to a third party	\$ <span style="border: 1px solid black; padding: 2px;">0</span>
4.10	Cost recovery revenue paid to CRF and not earmarked for particular appropriation	\$ <span style="border: 1px solid black; padding: 2px;">0</span>
4.11	Cost recovery revenue paid to CRF (subtotal)	\$ <span style="border: 1px solid black; padding: 2px;">0</span>
4.12	Cost recovery not paid into CRF	\$ <span style="border: 1px solid black; padding: 2px;">379,891</span>
4.13	Total cost recovery revenue	\$ <span style="border: 1px solid black; padding: 2px;">379891</span>
4.14	Appropriations not related to cost recovery	\$ <span style="border: 1px solid black; padding: 2px;">91227000</span>
4.15	Other sources (please specify)	\$ <span style="border: 1px solid black; padding: 2px;">64217128</span>
<b>4.16</b>	<b>Total program or activity, output or outcome revenues</b>	\$ <span style="border: 1px solid black; padding: 2px;">1.56E+08</span>
<b>Program or activity, output or outcome expenses</b>		
4.17	Direct expenses	\$ <span style="border: 1px solid black; padding: 2px;">Not avail</span>
4.18	Indirect expenses (including corporate overheads)	\$ <span style="border: 1px solid black; padding: 2px;">Not avail</span>
4.19	Third party expenses (a)	\$ <span style="border: 1px solid black; padding: 2px;">0</span>
4.20	<b>Total program or activity, output or outcome expenses</b>	\$ <span style="border: 1px solid black; padding: 2px;">0</span>
<b>Administration costs</b>		
4.21	What costs are associated with administering the cost recovery arrangements?	\$ <span style="border: 1px solid black; padding: 2px;">Not avail</span>

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 Image Sales and Education Programs

**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.) Furthering the Memorial's Corporate Outcome by disseminating information relating to Australian military history.

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)	Sub-section 6 (2) of the Australian War Memorial Act 1980.
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)	N/A
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>N/A</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 1350 639">Council of the Australian War Memorial</td> </tr> <tr> <td data-bbox="902 639 1189 671">Australian War Memorial</td> </tr> <tr> <td data-bbox="902 671 1189 703">Australian War Memorial</td> </tr> <tr> <td data-bbox="902 703 1189 735">Australian War Memorial</td> </tr> </table>	Council of the Australian War Memorial	Australian War Memorial	Australian War Memorial	Australian War Memorial	
Council of the Australian War Memorial						
Australian War Memorial						
Australian War Memorial						
Australian War Memorial						
<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="902 802 947 834">No</td> </tr> <tr> <td data-bbox="902 834 947 866">No</td> </tr> <tr> <td data-bbox="902 866 947 898">No</td> </tr> <tr> <td data-bbox="902 898 947 930">No</td> </tr> <tr> <td data-bbox="902 930 947 962"></td> </tr> </table>	No	No	No	No	
No						
No						
No						
No						
<p>5.7 Please describe these consultation arrangements.</p>	<p>N/A</p>					
<p>5.8 Have the cost recovery arrangements been formally reviewed? What was the outcome? (Please attach copy of review)</p>	<p>No</p>					

**PART II(d)**

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

Image Sales and Education Programs

**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')	Direct costs + overheads and margin return to the Memorial.
(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 cost of producing the product or service but not if the price is too high for what the market will bear.

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)	Direct costs + overheads (partial only).
(ii) What proportion of these costs do charges aim to recover? (%)	100% of margin cost to produce for sale
(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?	Include in overhead rate.
(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?	There is no charge for images used for TV news, current affairs, commemorative purposes or newspaper articles
(x) If 'YES' to (ix), on what basis?	Public interest

(xi) Do charges allow for access and equity considerations (eg. waivers, discounts)?	Discounts and waivers may be applied to Veterans, Defence organisations, schools and other government agencies.
(xii) If 'YES' to (xi), on what basis?	Public interest.
(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.)	General formula used for overheads.
6.4 Are there any price controls on these charges?	AWM Directors' Instructions (Financial)
6.5 How often is the level of charges changed?	5 yearly approx.
6.6 What happens if revenue recovered is greater than costs incurred?	Has not yet occurred however any surplus funds would be contributed towards the activities of the Memorial in the interests of the public.

**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.**

<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	173,519	159,728	194,237	114,221	379,891
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)	Nil	Nil	Nil	Nil	Nil
3.4 Cost recovery revenue paid to CRF and not specifically appropriated to your agency (or another agency)	Nil	Nil	Nil	Nil	Nil
<b>3.5 Total agency revenue from cost recovery</b>	<b>173519</b>	<b>159728</b>	<b>194237</b>	<b>114221</b>	<b>379891</b>
<b>Agency revenue from other sources</b>					
3.6 Other appropriations	16984000	21311000	23278000	22338000	91227000
3.7 Other sources (eg. asset sales, dividends, interest, funding from other government agencies)	5,525,462	3,009,838	2,991,522	9,717,314	6,427,128
<b>3.8 Total agency revenue from other sources</b>	<b>22509462</b>	<b>24320838</b>	<b>26269522</b>	<b>32055314</b>	<b>97654128</b>
<b>3.9 Total agency revenue</b>	<b>22682981</b>	<b>24480566</b>	<b>26463759</b>	<b>32169535</b>	<b>98034019</b>
<b>3.10 Total agency expenses</b>	<b>18915072</b>	<b>19808550</b>	<b>24465403</b>	<b>23216663</b>	<b>95720928</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	N/A				
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)					
<b>3.14 Total administered revenue from cost recovery</b>	0	0	0	0	0
<b>Administered revenue from other sources</b>					
3.15 Other appropriations					
3.16 Other sources (eg. asset sales, dividends, interest, funding from other government agencies)					
<b>3.17 Total administered revenue from other sources</b>	0	0	0	0	0
<b>3.18 Total administered revenue</b>	0	0	0	0	0
<b>3.19 Total administered expenses</b>	0	0	0	0	0

**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.**