

## 1. OVERVIEW

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### 1.1 Purpose

The purpose of a Cost Recovery Implementation Statement (CRIS) is to describe the design and operation of the cost recovery model used by [insert entity name] for [insert title of a cost recovered activity].

### 1.2 Background *(provide some background on the cost recovered activity)*

### 1.3 Australian Government Cost Recovery Policy

## 2. POLICY AND LEGAL AUTHORITY TO COST RECOVER

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2.1 Policy authority to cost recover *(when did the Government provide authority to cost recover the activity and were there any conditions?)*

2.2 Statutory basis to cost recovery *(list the legislation and legislative instruments that provide the authority to cost recover)*

**2.3 TIMING – WHEN HAVE STAKEHOLDERS BEEN ADVISED**

2.4 STAKEHOLDER EDUCATION & ABILITY TO PROVIDE INFORMED ADVICE ON CR PROCESS *EG DEPT FIANCE WORKSHOPS ETC.*

**2.5 ABILITY AND RESULTS OF STAKEHOLDERS TO NEGOTIATE WITH POLICY AUTHORITY BEFORE THE FORMAL CONSULTATION PROCESS BEGINS.**

**3 SUMMARY OF CONSULTATION**

Premise of Consultation:

Restrictions on the Terms of References:

ITEM NO	TYPE OF CONSULTATION	NUMBER OF RESPONSES	ISSUES RAISED FROM GOVT. ENTITY PERSPECTIVE	ISSUES RAISED FROM GOVT. ENTITY PERSPECTIVE	

**4. OBJECTIVES OF COST RECOVERY SERVICES**

OBJECTIVES	EVIDENCE OF NEED	PROPOSED GOVT SERVICES (P)	PROPOSED FEES (P)	ALTERNATE SERVICES (A)	PROPOSED FEES (A)	ROLE OF GOVT ENTITY IF ALTERNATIVE SERVICES CHOSEN

## 5. PUBLIC INTEREST, FAIR COMPETITION AND CONSUMER ISSUES

PUBLIC INTEREST ISSUES	DISCRIMINATION/ UNFAIR COMPETITION CONSEQUENCES / REDUCING PARITY WITH OTHER PROVIDERS OF SAME –SIMILAR SERVICES/ OTHER LEGISLATIVE ISSUES In principle as well as legislation	CONFLICT OF INTEREST ISSUES – GOVT ENTITY	STAKEHOLDERS VIEW OF GOVT. CONFLICT OF INTEREST ISSUES	CONFLICT OF INTEREST ISSUES – STAKEHOLDERS	GOVT ENTITY VIEW OF STAKEHOLDERS CONFLICT OF INTEREST ISSUES	IMPACT ON THE PUBLIC

## 6 PROPOSED SERVICE FEE ELEMENTS & THEIR IMPACTS

PROPOSED SERVICES (P)	PROPOSED FEES (P)	INDUSTRY FEEDBACK	IMPACTS ON PROPOSED FEES	JUSTIFICATION

## 7. (REVISED 3)

**4. COST RECOVERY MODEL**

4.1 Key components to identify the key components and business processes for the activity (e.g. annual registration fees, which involves the receipt of an application, assessment and decision-making process)

4.2 Key drivers document the key cost drivers and assumptions about demand

4.3 Efficient Costs detail the costs associated with each activity, component and/or process

- direct costs
- indirect costs
- capital costs (e.g. depreciation costs)
- overhead costs
- other relevant costs

### 7.3 (REVISED 3.3) COST RECOVERY MODEL

EFFICIENT COSTS	SHORT-TERM	LONG-TERM	STAKEHOLDERS VIEW OF CONFLICT OF INTEREST ISSUES
Direct Costs			
Indirect Costs			
Capital costs ( <i>include depreciation</i> )			
Third Party Costs			
Other relevant costs			
COSTS PROVED BY STAKEHOLDERS			

### 7.4. (REVISED 3.4)

**3.4 Charges and revenue** (*outline why a fee or levy is being used, how it has been calculated, including details of variability*)

Cost recovery fees

Cost recovery levies

FINES or EXCESS FEES FOR LONGER TIME TAKEN WITH CERTAIN SERVICES INSTEAD OF LEVIES

COST RECOVERY MECHANISMS – ALTERNATIVE MECHANISMS TO COLLECT \$\$ TO KEEP COLLECTION COSTS DOWN.

- BY OTHER BODIES?

- OVER MORE THAN ONE YEAR EG 3 YEAR OR 5 YEAR LIENCES.

7.5 SUMMARY OF CONFLICT RESOLUTIONS PROCESSES UTILISED eg Dept Finance hosted CR Forum or Seminar on Issues raised.

8 (RENUMBERED 4)

**4. COST RECOVERY IMPLEMENTATION ASSESSMENT**

*(Provide the outcome of the Cost Recovery Implementation Assessment and how it has been addressed)*

2013

**9 (REVISED 5) STAKEHOLDER ENAGEMENT SUMMARY & FEEDBACK ON SUMMARY.**

5. STAKEHOLDER ENGAGEMENT	FEEDBACK	STAKEHOLDERS VIEW OF FEEDBACK
HOW STATKEHOLDERS ENGAGED		
WHAT COMMENTS RECEIVED		
HOW HAVE THEY BEEN CONSIDERED		

CONCLUSION:

10 (RENUMBERED 6)

**6. FINANCIAL FORECAST**

*Forecasts (using the forward estimates prepared for the Budget papers provide estimated expenses and revenue for the activity)*

	A	B	C	D	E
	Budget [Insert current budget year]	Budget [Insert current budget year]	[Insert forward year 1]	[Insert forward year 2]	[Insert forward year 3]
Expenses X					
Revenue Y					
Balance = Y - X					
Cumulative balance					

11 (RENUMBERED 7A)

**7A. FINANCIAL PERFORMANCE**

**Financial performance** *(provide actual expenses and revenue for the activity each year)*

**Table: Historical expenses and cost recovery revenue at the [activity/component] level**

	[Insert historical year 1]	[Insert historical year 2]	[Insert historical year 3]
<b>Expenses</b>			
<b>Revenue</b>			
<b>Balance</b>			
<b>Comment on material variation* between actual expenses and revenue</b>			
<b>Cumulative balance</b>			

*\*as defined by AASB 1031 and Division 12 – Materiality and Disclosure of the Finance Ministers Orders*

**12 (REVISED 7B) NON-FINANCIAL PERFORMANCE**

PERFORMANCE INDICATORS / MEASURES	CURRENT STATS	LONG-TERM AIMS	STAKEHOLDERS COMMENTAS

**13 (RENUMBERED 8)**

**8. KEY FORWARD DATES**

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*(Provide key forward dates for the cost recovered activity)*

14. STAKEHOLDERS “SIGN-OFF” / FINAL COMMENTS & RECOMMENDATIONS

15 (RENUMBERED 9)

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**9. CRIS APPROVAL**

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*(State when approvals were received for the CRIS)*



15 (RENUMBERED 10) 6

**10. CHANGE REGISTER**

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*(Provide details of major changes to the cost recovered activity)*

Date	Description of change	Approved by	Comments