

STATEMENT OF FORECAST SERVICE PERFORMANCE

Performance standards (quality, quantity and timeliness) are:

- Advice meets the department's quality criteria for advice (see box).
- The Prime Minister and the Governor-General are satisfied with the quality, appropriateness and timeliness of the advice provided.
- Other key clients are satisfied with the advice and co-ordination services provided.
- Advice is prepared within the timeframe required by the Prime Minister.

Performance measures are:

- formal feedback sought from the Prime Minister and the Governor-General in the course of the year on the range of formal advice and support received, and on specific issues as they arise.

Quality criteria for DPMC advice

Advice provided to our key clients will:

- be based on a full and impartial analysis of all information from all relevant sources
- relate, where appropriate, to the priorities and key goals of the government
- be of high quality (the purpose of the advice is clear, the assumptions used are explicit, and the arguments followed are logical; the facts are accurate, and adequate consultation with interested parties has been undertaken when appropriate; the advice is practical, is presented effectively, and is concisely summarised in plain English)
- be presented within specific and agreed deadlines or within an agreed timeframe.

Secretariat services to Cabinet and Executive Council

1: Provide impartial and effective advice to the Governor-General, the Prime Minister and ministers:

- to support the proper and effective operation of the key institutions of executive government
- to ensure the constitutional processes involving the Governor-General, the Prime Minister and ministers are appropriately facilitated and supported.

Performance standards are:

- Advice meets the department's quality criteria for advice (see box).
- Advice meets the requirements of the Prime Minister and the Governor-General.
- Advice is provided as required by the Prime Minister and the Governor-General.
- Advice is provided within the timeframe required.

Performance measures are:

- formal feedback sought from the Prime Minister and the Governor-General during the course of the year.

2: Provide impartial, efficient and effective secretariat services to Cabinet and Cabinet committees to ensure they operate smoothly and within Cabinet's rules.

Performance standards are:

- Minutes are recorded accurately and impartially (at least 98 per cent of minutes will not require amendment).
- Well-judged summaries are prepared of submissions to Cabinet and Cabinet committees.
- Advice meets the department's quality criteria for advice (see box).
- Agendas and summaries are distributed in a timely manner to ministers (with most delivered two days before Cabinet and Cabinet committees).
- Minutes are timely (at least 80 per cent of minutes are distributed within two days of the meeting; and 95 per cent of minutes are distributed within three days).

Performance measures are:

- statistics on level of timeliness and accuracy
- formal feedback sought from the Prime Minister during the course of the year, and from other ministers from time to time.

3: Provide impartial and effective advice to the Prime Minister and ministers to support the proper operation of Cabinet and Cabinet committees.

Performance standards are:

- Advice meets the department's quality criteria for advice (see box).
- Advice meets the requirements of the Prime Minister.



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- Policies and procedures relating to the central processes of executive government are reviewed as required and reflect, as appropriate, the best practices in countries with systems similar to that of New Zealand.
- Ministers and officials are informed of ongoing and new Cabinet guidelines and procedures.
- Advice is provided in the timeframe required.
- The Prime Minister, ministers, officials, and government agencies are informed of Cabinet and Cabinet committee procedures and changes in a timely manner.

Performance measures are:

- formal feedback sought from the Prime Minister during the course of the year, and from other ministers from time to time.

Cost

Policy advice, secretariat and co-ordination services will be provided within the sum of \$7.010 million to be funded by revenue: Crown. The department will also administer an appropriation of \$30,000 under permanent legislative authority (the NZSIS Amendment Act [No 2] 1999) for the Commissioner of Security Warrants.

OUTPUT CLASS 2 SERVICE PERFORMANCE:

Support services to the Governor-General and maintenance of the two Government Houses

Description

This class of outputs involves:

- the provision of financial, administrative, communications, travel, and advisory services to the Office of the Governor-General; and the provision of domestic and personal services to the Governor-General
- the conducting of a range of official functions, investitures and receptions at Government House, and the hosting of state and other dignitaries
- the general upkeep and security of the Government Houses and grounds in Wellington and Auckland
- the maintenance of the other residences and buildings associated with the two Government Houses.

Support services to the Governor-General

1: Provide efficient and effective support to the Governor-General to facilitate the ceremonial and community roles of the Governor-General.

Performance standards are:

- Events are well organised to a high standard agreed with the Governor-General, efficient, and cost effective.
- The Governor-General's programme is well balanced.
- The Governor-General is highly satisfied with all services and functions.

Performance measures are:

- three-monthly formal feedback sought from the Governor-General on the range of services provided
- formal feedback and evaluation sought from the Governor-General and staff on specific events (such as the state welcome and dinner, investitures, credentials, and regional visits within New Zealand).

2: Provide services to the Governor-General to ensure the efficient and effective running of the official programme and the household. These services include advisory, administrative and household activities, and the organising of functions.

Performance standards are:

- All correspondence is registered and actioned appropriately within one week of receipt.
- All speech material is timely, co-ordinated with contributing agencies, and of a high standard acceptable to the Governor-General.
- All services meet the requirements of the official programme, including overseas travel, that has been agreed with the Governor-General.

Performance measures are:

- formal feedback sought from the Governor-General on a three-monthly basis
- formal feedback and evaluation sought from the Governor-General and staff on specific events (for example, after every overseas trip)
- peer review by outside agencies from time to time.

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Maintenance of the two Government Houses

1: *Preserve, secure, and enhance the buildings and grounds of both Government Houses as appropriate residences for the Head of State and as historic places.*

Performance standards are:

- Maintenance programmes are designed and implemented to meet the requirements of government policies on the management of historic heritage buildings, and health and safety.
- Routine maintenance, rolling programmes, and development projects are carried out in a timely, cost-effective, and satisfactory way.
- An annual security survey will review existing and changing security requirements; and all security systems, external doors, perimeter fencing, and lighting systems are regularly inspected and maintained.

Performance measures are:

- the Governor-General fully informed on Government House property matters, on an ongoing basis
- the Governor-General's views on priorities sought, on a regular basis
- peer review by an external expert, on an annual basis.

Cost

Support services to the Governor-General and maintenance of the two Government Houses will be produced within the sum of \$3.337 million, to be funded from revenue: Crown.

OUTPUT CLASS 3 SERVICE PERFORMANCE:

Intelligence assessments on developments overseas

Description

This class of outputs involves :

- the provision of information and reports on events and trends overseas affecting New Zealand's interests
- the collection, collation, evaluation and analysis of information on topics likely to affect New Zealand's foreign relations and external interests

- the preparation of intelligence assessments and reports on political, economic, environmental, biographic, strategic, military, and scientific subjects as required.

Intelligence assessments

1: *Ensure the effective provision of high-quality, accurate and succinct assessments of overseas developments that are of policy relevance to New Zealand.*

Performance standards are:

- All assessments and reports are factually correct, comprehensive (they take into account all available information), concise (they are no longer than necessary for conveying the information), and pertinent and informative (they reflect national priorities and address topics requested by readers).
- Feedback from the readers of assessments and reports is positive (no more than five per cent of readers make substantive complaints about correctness, comprehensiveness, conciseness, pertinence, and informativeness).
- Ninety per cent of assessments submitted to the National Assessments Committee require no more than minor revision.
- Assessments and reports are appropriate to the Prime Minister's requirements.
- All assessments and reports are delivered in a timeframe useful to policy makers.

Performance measures are:

- regular feedback sought from the Prime Minister
- weekly documenting, by EAB management, of the National Assessments Committee's consideration of assessments
- an annual report on work output (including the number of assessments and their nature and comparative historical data) provided to senior officials.

Cost

Intelligence assessments on developments overseas will be produced within the appropriated sum of \$3.097 million, to be funded by revenue: Crown.



equity,
assets, funds



Forecast financial statements

- 20 : Statement of Forecast Financial Performance for the year ending 30 June 2007
- 21 : Statement of Estimated Financial Position as at 30 June 2006 and Forecast Financial Position to 30 June 2007
- 22 : Statement of Cash Flows as at 30 June 2006 and Forecast Cash Flows to 30 June 2007
- 23 : Forecast Reconciliation of Net Cash Flows from Operating Activities to Net Surplus/(Deficit) in the Statement of Forecast Financial Performance for the year ending 30 June 2007
- 24 : Statement of Forecast Movements in Taxpayers' Funds (Equity) as at 30 June 2007
- 25 : Departmental Capital Expenditure (to be incurred in accordance with section 24 of the Public Finance Act 1989)
- 25 : Forecast Details of Fixed Assets by Category as at 30 June 2007
- 26 : Statement of Forecast Service Performance specifying the financial performance forecast for the department for the year ending 30 June 2007
- 27 : Statement of Significant Underlying Assumptions
- 27 : Statement of Significant Accounting Policies

STATEMENT OF FORECAST FINANCIAL PERFORMANCE

for the year ending 30 June 2007

	2005/06		2006/07
	Budgeted \$000	Estimated Actual \$000	Forecast \$000
REVENUE			
Crown	13,733	13,733	14,417
Other	58	58	58
TOTAL REVENUE	13,791	13,791	14,475
EXPENSES			
Personnel	9,730	9,730	10,562
Operating	3,661	3,781	3,482
Depreciation	305	305	340
Capital charge	67	67	63
TOTAL EXPENSES	13,763	13,883	14,447
NET SURPLUS/(DEFICIT)	28	(92)	28



STATEMENT OF ESTIMATED FINANCIAL POSITION

as at 30 June 2006 and Forecast Financial Position to 30 June 2007

	Actual Financial Position	Estimated Financial Position	Forecast Financial Position
	as at 30 June 2005 \$000	as at 30 June 2006 \$000	as at 30 June 2007 \$000
CURRENT ASSETS			
Cash and bank balances	1,661	1,367	1,042
Debtor – Crown	1,454	–	–
Receivables and prepayments	78	13	13
Inventory	372	492	485
TOTAL CURRENT ASSETS	3,565	1,872	1,540
PHYSICAL ASSETS	1,035	1,030	1,390
TOTAL ASSETS	4,600	2,902	2,930
CURRENT LIABILITIES			
Creditors, payables and provisions	1,786	1,180	1,180
Provision for payment of surplus	1,000	–	28
PROVISION FOR EMPLOYEE ENTITLEMENTS	465	465	465
TOTAL CURRENT LIABILITIES	3,251	1,645	1,673
NON-CURRENT LIABILITIES	509	509	509
TOTAL LIABILITIES	3,760	2,154	2,182
TAXPAYERS' FUNDS			
General funds	840	748	748
TOTAL TAXPAYERS' FUNDS	840	748	748
TOTAL LIABILITIES AND TAXPAYERS' FUNDS	4,600	2,902	2,930