

Statement of Intent

2004/05





Statement of Intent 2004/05

*Presented to the
House of Representatives
Pursuant to section 34A
of the Public Finance Act 1989*

C.14

ISSN 1176-4295

This document can be found at the following URL:

http://www.linz.govt.nz/docs/supporting_info/aims_objectives/soi_2004.pdf

CONTENTS

| | |
|---|-----------|
| MINISTER'S MESSAGE | 3 |
| CHIEF EXECUTIVE'S OVERVIEW | 4 |
| PART A – STRATEGIC FRAMEWORK | 5 |
| Main Characteristics of the Operating Environment | 5 |
| <i>Government Goals</i> | 5 |
| <i>LINZ's Vision and Purpose</i> | 5 |
| <i>Operating Environment</i> | 5 |
| <i>Risk Management</i> | 6 |
| LINZ's Outcomes Contribution | 7 |
| <i>End Outcomes</i> | 7 |
| <i>Intermediate Outcomes</i> | 8 |
| Achieving Our Outcomes | 9 |
| <i>One Page Strategy</i> | 10-11 |
| <i>Strategic Goals</i> | 12 |
| <i>Links to Output Classes and Outputs</i> | 17 |
| <i>Capability</i> | 18 |
| PART B – FORECAST FINANCIAL STATEMENTS | 22 |
| Statement of Responsibility | 22 |
| <i>Statement of Forecast Financial Performance for the year ending 30 June 2005</i> | 23 |
| <i>Statement of Forecast Financial Position as at 30 June 2005</i> | 24 |
| <i>Statement of Forecast Cash Flows for the year ending 30 June 2005</i> | 25 |
| <i>Reconciliation of Forecast Net Surplus to Net Cash Flows from Operating Activities for the year ending 30 June 2005</i> | 26 |
| <i>Statement of Forecast Movements in Taxpayers' Funds (equity) for the year ending 30 June 2005</i> | 27 |
| <i>Forecast Details of Fixed Assets by Category as at 30 June 2005</i> | 27 |
| <i>Forecast of Memorandum Account Balance for the year ending 30 June 2005</i> | 28 |
| <i>Notes to and Forming Part of the Forecast Financial Statements</i> | 29 |
| Statement of Service Performance | 33 |
| <i>Summary of Departmental Output Classes</i> | 33 |
| <i>Statement of Objectives Specifying the Performance Forecast for Each Class of Outputs for the year ending 30 June 2005</i> | 34 |
| <i>Statement of Objectives Specifying Forecast Financial Performance for the year ending 30 June 2005</i> | 47 |
| PART C – OTHER INFORMATION | 48 |
| Non-Departmental Appropriations: | 48 |
| <i>Non-Departmental Multi-Year Appropriation (MYA)</i> | 49 |
| <i>Non-Departmental Revenue and Receipts</i> | 49 |
| Additional Information | 50 |
| <i>LINZ's Responsibilities</i> | 50 |
| <i>Contact Details</i> | 52 |
| <i>Legal Responsibilities</i> | 53 |
| Terms and Definitions Used | 54 |
| Appendix A: Policy Advice/Ministerial Servicing Standards | 55 |

Minister's Message

Tēna koutou katoa

Welcome to Land Information New Zealand's Statement of Intent for the 2004/05 financial year. LINZ plans some exciting initiatives in the coming year.



LINZ will:

- implement a strategy to achieve the Government's objectives for the South Island high country – LINZ will work with the Department of Conservation and the Ministry of Agriculture and Forestry, and with farming and environmental groups, to achieve a balance of conservation, economic and social outcomes for the high country;
- increase the uptake of electronic lodgement of routine title documents and survey datasets via Landonline to deliver the benefits of instantaneous online registration for New Zealanders; and
- remove barriers to the development of Māori land – specifically working with the Ministry of Justice to register more Māori Land Court Orders in the Land Transfer system so that partitions are more easily recognised; and developing (with Te Puni Kōkiri and the Ministry of Justice) a comprehensive Māori land strategy to consolidate and focus a number of title and ownership improvements.

LINZ will also continue to add value to Government decision-making through the provision of comprehensive land information databases, and the expertise of its staff. I am confident that LINZ, as *Government's Centre of Land Information and Expertise*, will continue to enable land information to be used in ways that improve the delivery of government services, and which facilitate economic activity and development into the future.

Heoi anō

A handwritten signature in black ink that reads "John" followed by a stylized flourish.

Hon John Tamihere
Minister for Land Information

Chief Executive's Overview



This is the second Statement of Intent (SOI) for Land Information New Zealand. It presents the Department's plans for the next three years, 2004-2007, and builds on our first SOI. We will update this document every year as part of the Budget planning process.

The Statement of Intent links the management of LINZ more strongly to the outcomes the Government wants to achieve. Last year, LINZ clarified the outcomes we contribute to, and developed a strategy for how our outputs will help achieve them. This year, responding to changes in our operating environment, we have further developed our strategy to better reflect what we intend to do and why.

In this SOI, we also include:

- an explanation of the major risks that affect LINZ's ability to deliver its outputs and how LINZ will mitigate their potential impact; and
- current and future capability issues for LINZ and how we will address them.

Over the next year we will determine the key indicators that we will use to measure the progress made towards achieving our outcomes, and develop joint outcomes with the government departments we work with.

A stylized, handwritten signature in black ink, consisting of a large, flowing 'B' followed by a smaller 'oyle'.

Brendan Boyle
Chief Executive

PART A – STRATEGIC FRAMEWORK

Main Characteristics of the Operating Environment

Government Goals

The Government Goals are to:

- Strengthen national identity and uphold the principles of the Treaty of Waitangi
- Grow an inclusive, innovative economy for the benefit of all
- Maintain trust in Government and provide strong social services
- Improve New Zealanders' skills
- Reduce inequalities in health, education, employment and housing
- Protect and enhance the environment.

LINZ's Vision and Purpose

Vision: Government's Centre of Land Information and Expertise.

Purpose: LINZ is responsible for providing New Zealand's authoritative land information. It facilitates the effective use of land information across government to improve the delivery of services that rely on such information. It also aims to continually improve access for primary¹ customers to government-held land information.

Our vision has been refined from
"Trusted land and seabed information made easy" to
"*Government's Centre of Land Information and Expertise*".

The change describes the type of organisation we need to become, so we can fully contribute to achieving the Government's outcomes. LINZ will continue to deliver and improve our core business functions. At the same time, we will use our expertise and authoritative land information to work effectively with other government agencies and get visible results.

Operating Environment

LINZ adopts a proactive approach to resolving challenging issues in its operating environment. This environment is one where there is:

- **an increasing adoption of digital information and communication technologies** – both business and individuals are adopting digital technologies. (In 2001, 88% of New Zealand businesses regularly used a computer, while 47% of New Zealand households had a computer and

¹ Refer to p.14.

37% of households had Internet access.²) The challenge for LINZ, as a proactive e-organisation, is to meet the increasing demand for better and more accessible services;

- **a lower than expected customer uptake of electronic lodgement services in Landonline** – research conducted in late 2003 indicates that there are improvements LINZ can make to its system and the support it provides to assist customers to move to e-lodgement;
- **a greater need for all-of-government initiatives** – today’s social issues require that government agencies work better together to get positive outcomes. Government agencies need to overcome some barriers to achieve this, as illustrated by the Managing for Outcomes framework. Stronger relationships are needed to manage competing priorities within and between agencies, along with joint outcome agreements supported by robust governance arrangements.

Risk Management

LINZ has a well-developed risk management framework, an integral part of our strategic and business planning. Risk management enhances decision-making, and helps ensure our outputs are high-quality and delivered on time.

In developing this SOI, LINZ has identified key risks that could impact on our ability to deliver, together with strategies to mitigate those risks. These are listed under each strategic goal.

² *A Changing New Zealand*, Statistics New Zealand, 2002.

LINZ's Outcomes Contribution

Diagram 1 shows the outcomes LINZ wants to achieve, and the strategic goals that will help us achieve them.

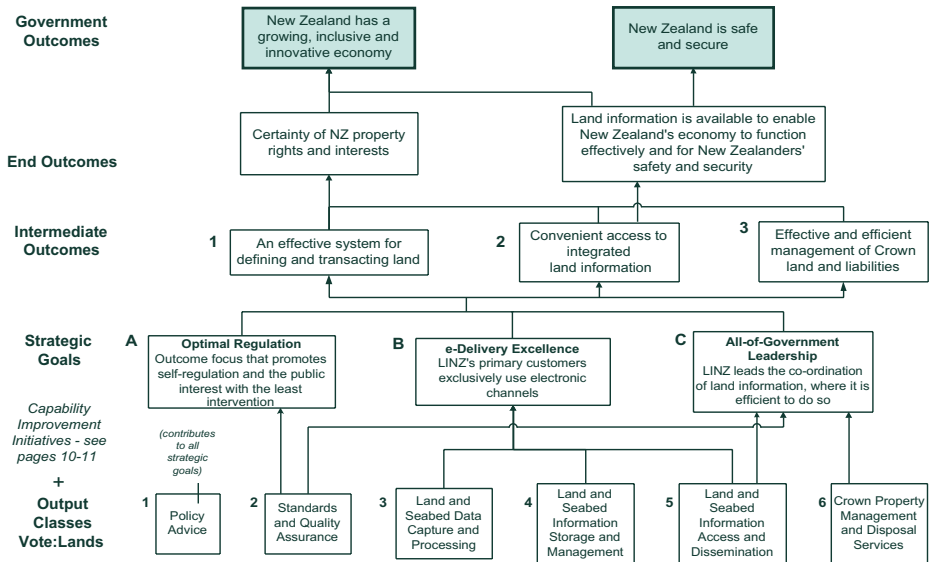


DIAGRAM 1

End Outcomes

The end outcomes LINZ aims to achieve are:

- Certainty of New Zealand property rights and interests; and
- Land information is available:
 - to enable New Zealand's economy to function effectively; and
 - for New Zealanders' safety and security.

Both outcomes contribute to the Government Goal – to “*Grow an inclusive, innovative economy for the benefit of all*”. The Government takes a major role in invigorating a sound economic environment, enabling New Zealand to prosper and grow. LINZ's land information services form part of New Zealand's economic infrastructure – LINZ enables the effective specification and protection of property rights, and the efficient management of Crown assets. LINZ's specific contribution is:

- maintaining the land rights registration, geodetic and cadastral³ survey systems;
- managing, acquiring and disposing of the Crown's interest in land and property on LINZ's balance sheet;

³ The geodetic and cadastral systems include a physical network of survey marks.

- protecting property rights in the management, acquisition and disposal of Crown-owned land by other agencies;
- providing a consistent rating valuation system for local government;
- providing a regulatory environment for land-related matters that promotes the public interest for the least compliance cost;
- supporting New Zealand’s constitution through the definition of electoral and territorial boundaries;
- providing land information that:
 - supports the defence and safeguarding of New Zealand;
 - enhances the emergency services’ ability to locate incidents quickly;
 - assists with managing national emergency responses;
 - contributes to safe navigation at sea for shipping (export/import and tourism); and
 - supports land- and air-based transport infrastructure.

The second end outcome also contributes to a broader government outcome – that “*New Zealand is safe and secure*”. The defence of New Zealand’s territory and the safety of New Zealanders is a fundamental responsibility of government. It underpins confidence in the economy and contributes to New Zealanders’ wellbeing. The land information provided by LINZ is used for defence and emergency services purposes. New Zealanders also rely on it for their recreational activities, on sea or land.

Intermediate Outcomes

LINZ’s three intermediate outcomes help us achieve our end outcomes:

- An effective system for defining and transacting land;
- Convenient access to integrated land information; and
- Effective and efficient management of Crown land and liabilities.

All three help to give New Zealanders “*Certainty of New Zealand property rights and interests*”. The ‘system’ includes the regulatory environment for defining and transacting land and the delivery of related services. To be effective, the system needs to protect the public interest for a reasonable cost.

New Zealanders and government need convenient access to integrated land information so they can make better decisions about such things as future land use, sound investments, where they can go to enjoy recreational activities, and what activities are permitted where.

Through ensuring Crown land and liabilities are managed effectively on behalf of New Zealanders, LINZ also provides ‘certainty’. LINZ administers three million hectares of Crown land or 11% of New Zealand’s land area, including riverbeds and high country pastoral leases. New Zealanders will continue to take a keen interest in the future use and ownership of this land.

Intermediate Outcome 2 – “*Convenient access to integrated land information*” – also contributes directly to the End Outcome: “*Land Information is available to enable New Zealand’s economy to function effectively and for New Zealanders’ safety and security*”. And so, land information must be accessible to New Zealanders, and as useful as possible to help with decision-making and to grow innovation. Integrating government-held information through common data standards and linking core datasets helps to do this.

Achieving Our Outcomes

LINZ has developed a strategy for achieving our outcomes, including strategic goals and capability improvement initiatives for the next three years.

The one-page strategy on the next two pages (Diagram 2), depicts the logic that links our strategic goals to initiatives that will improve our capability. Links to output classes are described on page 17.

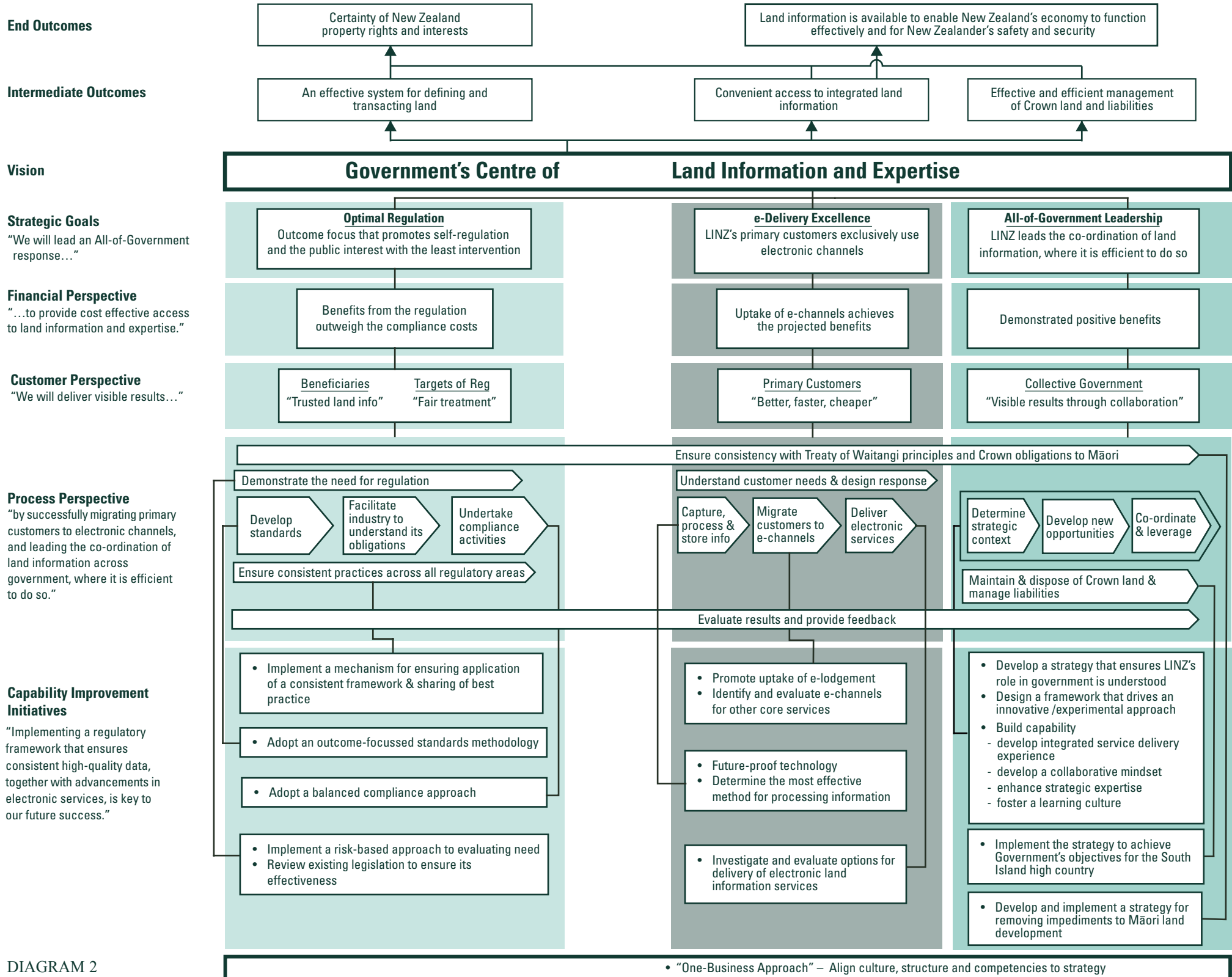


DIAGRAM 2

Strategic Goals

- A Optimal Regulation
- B e-Delivery Excellence
- C All-of-Government Leadership

Strategic Goal A

Optimal Regulation

An outcome focus that promotes self-regulation and the public interest with the least intervention

LINZ's Strategic Goal A is to optimise its regulatory framework. That is, we want an outcome focus that promotes the public interest with the least intervention required. LINZ administers legislation, sets standards and ensures compliance for:

- the delivery of Crown property management, acquisition and disposal services;
- property valuation for rating purposes; and
- the collection, authorisation, management and dissemination of information associated with the:
 - land rights registration system;
 - geodetic and cadastral survey reference systems; and
 - topographic and hydrographic information systems.

Customers

The customers here are:

- the public, as beneficiaries of the regulatory framework; and
- those who transact with LINZ or operate in the regulatory environment we manage, including (in alphabetical order):
 - cadastral surveyors
 - conveyancers
 - Crown lessees
 - Crown property service providers
 - geodetic, topographic and hydrographic contractors
 - local authorities
 - valuers.

LINZ will implement a regulatory framework ensuring consistent practices across regulatory regimes as appropriate. We will make sure we demonstrate the need for regulation by continually assessing the public interest and ensuring that the regulatory regimes remain relevant.

To raise the level of first-time compliance with standards, we will engage more with the people who transact with LINZ – the 'targets of regulation' – to ensure they understand and accept their obligations. Where appropriate, LINZ will promote self-regulation. Our challenge is ensuring the type of regulation is

appropriate to the risk, that we design the regime to have minimum compliance costs, and that people transacting with us are treated fairly.

Risks

LINZ must develop and implement an outcome-focussed regulatory framework if we want to achieve this goal. Risks around the successful implementation of this framework need to be managed, including the key risk; customer resistance to changes in LINZ's regulatory approach.

Mitigation strategies include:

- engaging and communicating with customers at all stages of regulatory review; and
- more education about existing customer obligations.

Strategic Goal B

e-Delivery Excellence

LINZ's primary customers exclusively use electronic channels

Strategic Goal B, “*e-Delivery Excellence*”, reflects the Department's main priority for the next three years. Customer-focussed services are a key to getting our primary customers exclusively using electronic channels. Achieving this goal will provide positive benefits in efficiency, cost-savings and access for our primary customers, and to New Zealand citizens.

Over the last five years, LINZ has moved to the forefront of electronic land information delivery. As more businesses and individuals adopt digital technologies, there is an increasing demand for electronic delivery of services and products. At the same time, we recognise that some people will continue to prefer manual options.

Over the past three years, LINZ has successfully implemented Landonline, a system that automates New Zealand's survey and title transactions. Customers have adopted the *e-search* service, although uptake of the e-lodgement services has been slower than anticipated. A key initiative over the next three years is to encourage the migration of as many title and survey customers as possible from the manual system to electronic lodgement. This will fully realise the benefits of Landonline.

LINZ will provide more support to customers, and minimise barriers to uptake where possible, while we continue to maintain the security and integrity of the system.

Exploring ways to future-proof the technology we use and continuing to streamline our processes will ensure we use the most effective and relevant systems in the long term.

Another initiative is to identify and evaluate e-channels for our other core services. LINZ will continue to look at options for delivery of electronic land information to our primary customers.

Primary Customers

Primary customers are those for whom LINZ has responsibilities mandated by statute or by Cabinet. They are (in alphabetical order)⁴:

- cadastral surveyors
- conveyancers
- Crown lessees
- defence forces
- emergency services, including Civil Defence and Emergency Management
- local authorities
- mariners.

Risks

The key risks are:

- customer resistance and lack of buy-in to e-Delivery;
- lack of customer readiness to make the changes in a timely way; and
- lack of a clear direction for the delivery of other core geospatial systems.

Mitigation strategies include:

- customer management;
- customer training and support; and
- strategy development.

Strategic Goal C

All-of-Government Leadership

LINZ leads the co-ordination of land information, where it is efficient to do so

Strategic Goal C, “*All-of-Government Leadership*”, defines LINZ’s contribution of land information and expertise to achieving cross-government outcomes.

The customer here is collective government, on behalf of New Zealanders.

LINZ will actively promote the “All-of-Government” interest; we will use our expertise to lead the co-ordination of land information for the benefit of New Zealanders, where it is efficient to do so. We will work with central and local government agencies to get visible results.

LINZ has specialist expertise on the regulation of land information. Also as part of our business, we collect, maintain and hold the following ‘base layer’ land information:

- a physical network of survey marks and their positions to support the land rights registration, cadastral survey, topographic and hydrographic information systems;

⁴ Ref: LINZ Customer Services Strategy 2004 on www.linz.govt.nz

- title and cadastral survey information generated through the operation of the land rights registration system (titles, survey plans, land parcel framework);
- topographic and hydrographic data for a number of purposes such as charts for navigation at sea and mapping for defence and emergency services uses; and
- electoral information (street addresses, meshblocks, place names) and territorial boundaries generated from a mixture of the above data.

The information itself is useful to other government agencies wanting to overlay their data on a geographic base, or individuals and companies looking to create innovative, tailored mapping products, such as 3D scenario modeling programmes. LINZ is well-placed to leverage our land information for a variety of government purposes. A recent example is the research we provided to help government decision-making on foreshore and seabed and public access.

Our strategy includes:

- raising awareness and understanding of LINZ's role and expertise;
- developing an internal framework to drive an innovative approach to problem-solving; and
- building the capability we need to work strategically with central and local government on integrated solutions.

Note: In accordance with government information access and pricing principles, third parties are able to access LINZ information at the cost of dissemination, to leverage and develop into innovative new products.

Risks

The achievement of this goal depends on the successful development and implementation of a new internal framework, and our ability to work strategically with other agencies. The key risks are:

- other agencies' conflicting priorities; and
- discontinuity between government objectives and funding commitments.

Mitigation strategies include:

- relationship management with, and clear communication between, government agencies; and
- robust governance and risk management of cross-government projects.

Some key initiatives in this stream are:

Crown Land Management

LINZ oversees the management and disposal of the Crown's interest in land and property (outside the conservation estate). The Department is also responsible for managing Crown liabilities in land and property and administering Crown forest licences under the Crown Forest Assets Act 1989. LINZ controls pest plants and animals on its lands and on Crown-owned river and lake beds.

Crown property comprises land and buildings owned in the name of Her Majesty the Queen. LINZ administers three million hectares of Crown land – 11% of New Zealand's land area. This land is either Crown land administered under the Land Act 1948 and the Crown Pastoral Land Act 1998, or falls into the category of 'lands of the Crown' (a collective term to describe land administered by LINZ usually under the Public Works Act 1981, New Zealand Railways Corporation Restructuring Act 1990 and the Crown Forests Assets Act 1989).

Government's Objectives for the South Island High Country

A key initiative for LINZ in the next three years, with the Department of Conservation and the Ministry of Agriculture and Forestry, is implementing a strategy to achieve the Government's objectives for the South Island high country. The Government announced its objectives in August 2003 – these are available on the LINZ website: www.linz.govt.nz

Work is underway now to develop a strategy that determines how best to achieve these objectives. It will include:

- applying the New Zealand Biodiversity Strategy to the high country;
- protecting significant inherent values;
- the economic and social impacts of land use change on rural communities; and
- how best to achieve a network of high country parks and reserves.

One of the tools available to the Government for achieving its objectives is Tenure Review under the Crown Pastoral Land Act 1998. LINZ administers this process. Tenure Review allows high country properties currently in pastoral leases to be divided into land for protection as public conservation land, and land to be freeholded for greater productive use.

Removing Impediments to Māori Land Development

Title to Māori land is mostly held in shared ownership. It is not always surveyed to a standard that would enable it to be registered under the Land Transfer system administered by LINZ. Lending institutions have been reluctant to provide development loans without security of title.

LINZ, Te Puni Kōkiri and the Ministry of Justice are exploring the options for

removing these barriers to developing Māori land. The aim is to develop and implement a government strategy for removing impediments.

One Business Approach

A key initiative that traverses all streams of the SOI is to take a ‘one business approach’ – proactive work to reduce silos, both internal to LINZ and between agencies. LINZ will align our culture and structure with the strategic direction outlined in the SOI.

Links to Output Classes and Outputs

Diagram 3 shows the links between the output classes for Vote:Lands, LINZ’s intermediate outcomes and strategic goals.

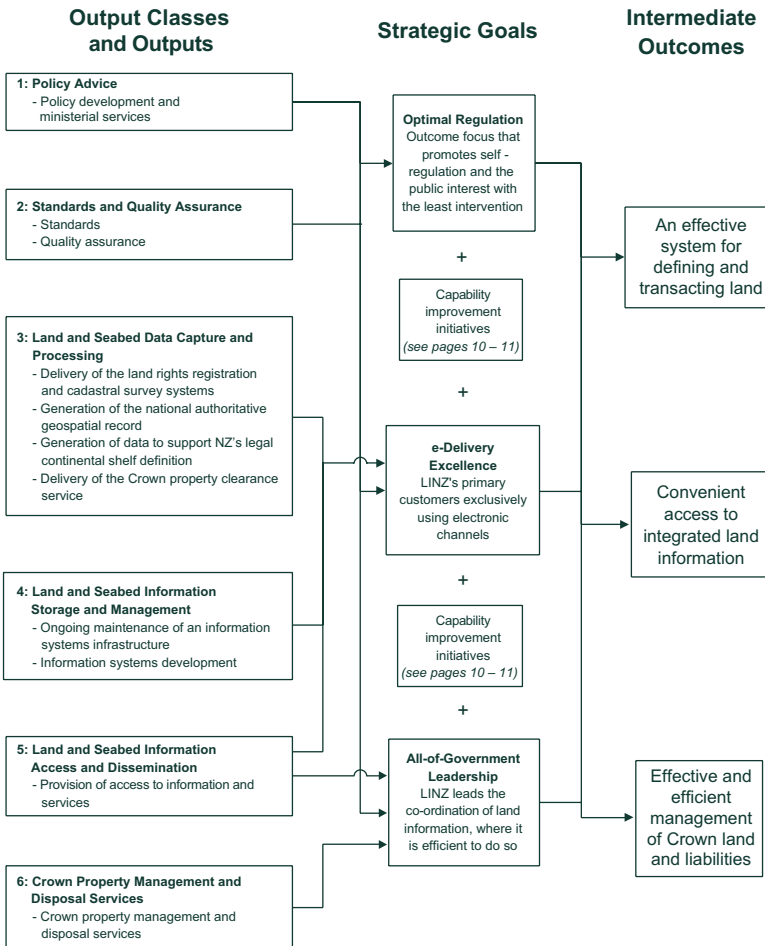


DIAGRAM 3

There are six classes of outputs in Vote:Lands. For a description of LINZ's outputs and performance measures for 2004/05, see pages 34 – 46.

Output Class 1: *Policy Advice* contributes to all strategic goals because policy advice is provided across the whole of LINZ's business.

All regulatory activities are consolidated in Output Class 2: *Standards and Quality Assurance*, to maximise the use of skills and key competencies across regulatory areas, and to encourage a cross-functional working environment. The outputs in this class contribute directly to Strategic Goal A, "*Optimal regulation*". They also contribute to Strategic Goals B and C by ensuring that standards enable the e-environment, and by developing standards that enable data to be freely exchanged.

Three of the six output classes contain information outputs – 3: *Land and Seabed Data Capture and Processing*, 4: *Land and Seabed Information Storage and Management*, and 5: *Land and Seabed Information Access and Dissemination*. These outputs contribute to Strategic Goal B – "*e-Delivery Excellence*" – by ensuring the way we collect, authorise, manage and make our information available, is geared to enable our primary customers to increasingly use electronic delivery channels.

Output Class 5: *Land and Seabed Information Access and Dissemination* also contributes to Strategic Goal C – "*All-of-Government Leadership*" – by LINZ working with other government agencies to integrate information, thereby improving the delivery of government services to citizens.

Output Class 6: *Crown Property Management and Disposal Services* contains outputs related to the delivery of Crown property services. This output class contributes to Strategic Goal C – "*All-of-Government Leadership*" – because successful delivery of these outputs requires LINZ to work with other government agencies in a co-ordinated way. It also contributes directly to Intermediate Outcome 3: "*Effective and efficient management of Crown land and liabilities*".

Capability

Capability is about LINZ being able to combine people, resources, systems, and structures to deliver our outputs and outcomes.

LINZ's vision is to be "*Government's Centre of Land Information and Expertise*". Our challenges to achieving this vision are to:

- attract and retain capable staff, ensuring LINZ has the skills and competencies to deliver its outputs with changing technology;
- build capability so we work strategically with other government agencies;
- take a consistent risk-based approach to regulation;
- strengthen our customer focus on delivering services electronically;
- align our culture to ensure we deliver the strategy outlined in the SOI; and

- ensure LINZ chooses technology that gives us stability of service, and lets us continue growing and enhancing our services.

We have brought in a number of strategies for meeting our strategic goals, while meeting demand for current services.

Developing our People Capability

Employees' knowledge, skills, and qualities are the most important part of an organisation's overall capability. The Capability Strategy we developed in 2001 looks at the people capability we need to achieve our future goals. Implementing the Strategy's milestones will ensure LINZ has skilled, knowledgeable and adaptable people to help us meet government and customer expectations.

The Strategy's key initiatives include:

- continuing to build our leadership and management capability through a variety of programmes, including our work with the Leadership Development Centre, the Public Sector Training Organisation, and various learning institutions in New Zealand and overseas;
- developing and implementing a framework for succession planning so we develop key skills, competencies and knowledge;
- fostering innovation by bringing in a programme to develop people and encourage a culture of innovation; and
- attracting, recruiting, developing and retaining high-performing staff through fostering a 'talent pool' and other such programmes.

LINZ has also established a centralised Training Enabler; it promotes career development and learning, and ensures training enhances our ability to meet strategic business objectives.

The LINZ performance management process ties in human resources management with our strategic direction. Staff are key to achieving our goals. Our performance management system and reward and recognition system articulate clearly the results we expect and appropriately reward exceptional performance. In 2004, we will work to ensure the linkages between organisational strategy and performance planning are clearly identified, and that staff capabilities are aligned to achieve LINZ's strategic goals. LINZ will continue to work with the PSA under the Partnership for Quality Agreement.

Māori Responsiveness

As an agency of the Crown, LINZ has a responsibility to recognise, and give effect to, the principles of the Treaty of Waitangi, and to acknowledge the special relationship that Māori have to the land. LINZ is obliged to comply with requirements in statutes that we administer, and to meet Treaty settlement obligations in statutes administered by other agencies where LINZ statutory officers have been given responsibilities.

LINZ has administrative responsibilities for providing land information and for related statutory processes. LINZ also administers Crown-owned land outside the conservation estate. Both of these elements may be important to Iwi Māori because most Treaty claims relate to land, and redress for claims frequently results in the transfer of Crown-owned land to claimants. There is also a cultural dimension to land and land information for Iwi Māori. Land is regarded as *papatuanuku* (earthmother), *taonga tuku iho* (inherited treasures) and *whenua* (man's umbilical connection with the land).

To fulfil our responsibilities, LINZ considers it important to build and maintain capacity to meet our obligations to Māori, and to deliver services that meet Māori needs and aspirations, while being consistent with our statutory and policy obligations.

A number of initiatives to improve LINZ's responsiveness to Māori are planned for next year, including the implementation of a LINZ Māori Language Plan, and further *Te Reo* training for staff.

LINZ takes part in the *Mauriora ki te Ao* Scholarship programme, a joint initiative between six government agencies to attract Māori scholars into public service policy and decision-making roles.

Information Technology

In moving to the electronic delivery of service, LINZ relies heavily on information technology. The selection of a platform and management of the supporting hardware and software are critically important for our service delivery. The key challenges for meeting the e-Delivery Strategic Goal involve managing increasing demand and rapidly changing technology and, ultimately, managing all services electronically. And so, stability and scalability of the technology are important to meeting our intermediate outcomes.

The existing facilities management and software maintenance contracts are up for renewal in 2005, and a Landonline Application Architecture review project is underway to ensure LINZ makes the best technology choices for future sustainability.

Developing a robust disaster recovery programme that ensures Landonline recovers from a significant event in a reasonable timeframe is vital to the title and survey business. A disaster recovery project is underway; it will test the recovery procedures and help manage this risk.

LINZ holds and creates a large number of records, both paper and electronic. A review of our document management in 2003 identified the need for an improved system, particularly in the growing e-environment. In 2004/05, LINZ intends to implement a new electronic document management system (EDMS) that significantly changes how we manage information. The EDMS will provide a single integrated system for managing documents (from creation to disposal), searching, indexing, version control and workflow. The system will integrate information created in a number of different source applications, e.g. email, MS

Word, images, etc.

LINZ's Information Systems Strategic Plan (ISSP) outlines all projects with a significant technology component planned over the next five years.

Key long-term goals in the ISSP include:

- reducing the number of separate databases, and therefore duplication of data stores throughout LINZ;
- providing better descriptions of LINZ data and its characteristics, and more integrated access to that data; and
- sharing LINZ information with other government agencies, and making relevant data available to external customers via the Internet.

Customer Initiatives

Historically, LINZ has dealt with our customers face-to-face or through simple technology such as the fax machine. Providing services electronically means we will mostly interact with our customers via a computer or over the phone.

In 2003, LINZ established a call centre that channels all enquiries through either an 0800 freephone number or the LINZ web site. LINZ will implement recommended improvements from a recent review of the call centre service in 2004.

In January 2004, LINZ established a Customer Initiatives Programme for Landonline, aiming to smooth our customers' transition to electronic title and survey plan lodgement. So far we have developed:

- a better understanding of our customers and the training to help them;
- a strong sales programme along with new sales support;
- a new sharper brand including a new logo; and
- a refreshed 'shop front' website to help people find the right information.

Eventually, electronic lodgement systems will become compulsory. Managing the transition to electronic systems will be a key management issue. Making systems easy to use and ensuring stakeholders and customer groups have effective input are key parts of the LINZ Customer Strategy. The Strategy identifies those key customer groups and goals to ensure that customers understand LINZ's services and how to access and use them.

PART B – FORECAST FINANCIAL STATEMENTS

Statement of Responsibility

The forecast financial statements for Land Information New Zealand for the year ending 30 June 2005 contained in this report have been prepared in accordance with section 34A of the Public Finance Act 1989.

The Chief Executive of Land Information New Zealand acknowledges, in signing this statement that he is responsible for the financial statements contained in this report.

The financial performance forecast to be achieved by the Department for the year ending 30 June 2005 that is specified in the Statement of Objectives is as agreed with the Minister for Land Information.

The performance for each class of outputs forecast to be achieved by the Department for the year ending 30 June 2005 that is specified in the Statement of Objectives is as agreed with the Minister who is responsible for the Vote administered by the Department.

We certify that the information contained in this report is consistent with the appropriations contained in the Estimates for the year ending 30 June 2005 that are being laid before the House of Representatives under section 9 of the Public Finance Act 1989.

Signed



Brendan Boyle
Chief Executive
29 April 2004

Countersigned



Brian Usherwood
Chief Financial Officer
29 April 2004

Statement of Forecast Financial Performance for the year ending 30 June 2005

| | 2003/04 | | 2004/05 |
|------------------------------|--------------------------------|---|-------------------|
| | Budgeted ⁵ \$000 | Estimated ⁶ Actual \$000 | Forecast \$000 |
| Revenue | | | |
| Crown | 47,920 | 47,920 | 46,940 |
| Other | 63,699 | 63,699 | 51,072 |
| Total revenue | 111,619 | 111,619 | 98,012 |
| Expenses | | | |
| Personnel | 35,346 | 35,346 | 34,876 |
| Rental & leasing | 6,698 | 6,698 | 3,772 |
| Audit fees | 121 | 121 | 121 |
| Other operating | 56,162 | 54,735 | 53,738 |
| Depreciation | 9,027 | 9,027 | 10,349 |
| Debts write-off | 0 | 1 | 0 |
| Capital charge | 4,358 | 4,358 | 4,492 |
| Total expenses | 111,712 | 110,286 | 107,348 |
| Net surplus/(deficit) | (93) | 1,333 | (9,336) |

This Statement of Forecast Financial Performance is to be read in conjunction with the notes to and forming part of the financial statements set out on pages 29 – 32.

⁵ This column incorporates both Main and Supplementary Estimates appropriations (excluding GST) for 2003/04.

⁶ This column reflects actual results to 29 February 2004 and the forecast results for the remaining four months to 30 June 2004.

Statement of Forecast Financial Position as at 30 June 2005

| | Actual 30/06/03 \$000 | Estimated Actual 30/06/04 \$000 | Forecast 30/06/05 \$000 |
|--------------------------------------|--------------------------------------|--|--|
| Taxpayers' funds | 51,259 | 56,259 | 62,588 |
| Total taxpayers' funds | 51,259 | 56,259 | 62,588 |
| <i>Represented by:</i> | | | |
| Assets | | | |
| Current assets | | | |
| Cash and bank balances | 3,936 | 3,594 | 13,659 |
| Prepayments | 340 | 600 | 600 |
| Debtor Crown | 3,798 | 0 | 0 |
| Debtors and receivables | 4,214 | 4,092 | 4,095 |
| Total current assets | 12,288 | 8,286 | 18,354 |
| Non-current assets | | | |
| Fixed assets | 78,288 | 77,200 | 71,851 |
| Total non-current assets | 78,288 | 77,200 | 71,851 |
| Total assets | 90,576 | 85,486 | 90,205 |
| Less: Liabilities | | | |
| Current liabilities | | | |
| Creditors and payables | 13,201 | 12,220 | 12,120 |
| Provisions | 3,175 | 5,669 | 5,492 |
| Provision for payment of surplus | 12,870 | 1,333 | 0 |
| Employee entitlements | 3,880 | 4,000 | 4,000 |
| Deferred revenue | 1,987 | 2,000 | 2,000 |
| Total current liabilities | 35,113 | 25,222 | 23,612 |
| Non-current liabilities | | | |
| Employee entitlements | 4,199 | 4,000 | 4,000 |
| Other term liabilities | 5 | 5 | 5 |
| Total non-current liabilities | 4,204 | 4,005 | 4,005 |
| Total liabilities | 39,317 | 29,227 | 27,617 |
| Net assets | 51,259 | 56,259 | 62,588 |

This Statement of Forecast Financial Position is to be read in conjunction with the notes to and forming part of the financial statements set out on pages 29 – 32.

Statement of Forecast Cash Flows for the year ending 30 June 2005

| | 2003/04 | | 2004/05 |
|---|-------------------|------------------------------|-------------------|
| | Budgeted \$000 | Estimated Actual \$000 | Forecast \$000 |
| <i>Cash flows from operating activities</i> | | | |
| Cash provided from: | | | |
| Supply of outputs to: | | | |
| Crown | 51,718 | 51,718 | 46,940 |
| Customers | 63,834 | 63,834 | 51,069 |
| Cash disbursed to: | | | |
| Produce outputs: | | | |
| Personnel | (34,987) | (34,987) | (34,876) |
| Operating | (62,178) | (60,752) | (57,908) |
| Capital charge | (4,358) | (4,358) | (4,492) |
| <i>Net cash flows from operating activities</i> | 14,029 | 15,455 | 733 |
| <i>Cash flows from investing activities</i> | | | |
| Cash provided from: | | | |
| Sale of fixed assets | 33 | 33 | 0 |
| Cash disbursed to: | | | |
| Purchase of fixed assets | (7,960) | (7,960) | (5,000) |
| <i>Net cash flows from investing activities</i> | (7,927) | (7,927) | (5,000) |
| <i>Cash flows from financing activities</i> | | | |
| Cash provided from: | | | |
| Capital contributions | 5,000 | 5,000 | 15,665 |
| Cash disbursed to: | | | |
| Repayment of surplus to the Crown | (12,870) | (12,870) | (1,333) |
| <i>Net cash flows from financing activities</i> | (7,870) | (7,870) | 14,332 |
| <i>Net increase/(decrease) in cash held</i> | (1,768) | (342) | 10,065 |
| Opening total cash balances at 1 July | 3,936 | 3,936 | 3,594 |
| Closing total cash balances at 30 June projected | 2,168 | 3,594 | 13,659 |

This Statement of Forecast Cash Flows is to be read in conjunction with the notes to and forming part of the financial statements set out on pages 29 – 32.

Reconciliation of Forecast Net Surplus to Net Cash Flows from Operating Activities for the year ending 30 June 2005

| | 2003/04 | | 2004/05 |
|---|-------------------|------------------------------|-------------------|
| | Budgeted \$000 | Estimated Actual \$000 | Forecast \$000 |
| Net surplus/(deficit) | (93) | 1,333 | (9,336) |
| Add/(deduct) non-cash items: | | | |
| Depreciation | 9,027 | 9,027 | 10,349 |
| Total non-cash items | 9,027 | 9,027 | 10,349 |
| Add/(deduct) movements in working capital items: | | | |
| (Increase)/decrease in debtors and receivables | 122 | 122 | (3) |
| (Increase)/decrease in debtor Crown | 3,798 | 3,798 | 0 |
| (Increase)/decrease in prepayment | (260) | (260) | 0 |
| Increase/(decrease) in creditors and payables | (981) | (981) | (100) |
| Increase/(decrease) in provisions | 2,494 | 2,494 | (177) |
| Increase/(decrease) in current employee entitlements | (79) | (79) | 0 |
| Other items | 13 | 13 | 0 |
| Working capital movements – net | 5,107 | 5,107 | (280) |
| Add/(deduct) investing activity items: | | | |
| Net loss/(gain) on sale of fixed assets | (12) | (12) | 0 |
| Total investing activity items | (12) | (12) | 0 |
| Net cash flows from operating activities | 14,029 | 15,455 | 733 |

Statement of Forecast Movements in Taxpayers' Funds (equity) for the year ending 30 June 2005

| | 2003/04 | | 2004/05 |
|--|-----------------|------------------------------|-------------------|
| | Budget \$000 | Estimated Actual \$000 | Forecast \$000 |
| <i>Taxpayers' funds as at 1 July:</i> | 51,259 | 51,259 | 56,259 |
| <i>Movements during the year</i> | | | |
| Net surplus/(deficit) | (93) | 1,333 | (9,336) |
| <i>Total recognised revenue and expenses for the year</i> | (93) | 1,333 | (9,336) |
| Capital contributions | 5,000 | 5,000 | 15,665 |
| Provision for repayment of surplus to the Crown | (12) | (1,333) | 0 |
| Taxpayers' funds as at 30 June | 56,154 | 56,259 | 62,588 |

Forecast Details of Fixed Assets by Category as at 30 June 2005

| Asset type | Estimated Actual Net Book Value 30/06/04 \$000 | Forecast Cost 30/06/05 \$000 | Forecast Accumulated Depreciation 30/06/05 \$000 | Forecast Net Book Value 30/06/05 \$000 |
|------------------------|---|---------------------------------------|--|--|
| Leasehold improvements | 1,417 | 4,811 | 3,908 | 903 |
| Plant & equipment | 75,694 | 106,974 | 36,097 | 70,877 |
| Furniture & fittings | 77 | 682 | 611 | 71 |
| Motor vehicles | 12 | 414 | 414 | 0 |
| Total | 77,200 | 112,881 | 41,030 | 71,851 |

Forecast of Memorandum Account Balance for the year ending 30 June 2005

The Memorandum Account is a notional account to record the accumulated balance of surpluses and deficits incurred for outputs operating on a full cost recovery basis. It is intended to provide a long-run perspective to the pricing of outputs.

Landonline (Land Titles and Survey Automation)

| | \$000 |
|--|---------------|
| Opening balance 1 July 2003 | 41,417 |
| Estimated Actual during 2003/04 | 1,333 |
| Projected movement during 2004/05 | (9,336) |
| Forecast closing balance 30 June 2005 | 33,414 |

Action Taken to Address Surpluses in the Memorandum Account

This account was set up to recognise the accumulated surpluses from the automation surcharge since 1998/99 to fund the Landonline project. Fee reductions have been in place from 1 July 2003 to coincide with the rollout of the *e-dealing* and *e-survey* facilities. Fees were set at a level to under-recover costs until 2007/08, thereby drawing down balances in the account to gradually reduce it to zero. In spite of this, higher volumes of transactions as well as more manual (more expensive) transactions in 2003/04 have resulted in an estimated surplus for the period of \$1.333 million. Drawing down of the account should begin in 2004/05 with an expected drop in transaction volumes.

Notes to and Forming Part of the Forecast Financial Statements

1. Statement of Significant Underlying Assumptions

- a) These forecast financial statements have been prepared in accordance with section 34A of the Public Finance Act 1989.
- b) These statements have been compiled on the basis of government policies and the Output Plan agreed between the Chief Executive of Land Information New Zealand and the Minister for Land Information at the time the statements were finalised.

2. Statement of Significant Accounting Policies

The Reporting Entity

Land Information New Zealand is a government department as defined by section 2 of the Public Finance Act 1989. In addition, the Department also reports on the Crown activities that it administers.

Measurement Base

The generally accepted accounting practice recognised as appropriate for the measurement and reporting of forecast financial performance, and forecast financial position on a modified historical cost basis, has been followed by the Department.

Accounting Policies

Revenue

The Department derives revenue through the provision of outputs to the Crown and for services to third parties. Third party revenue is recognised when earned while Crown revenue is recognised where it can be reliably measured. The revenue is reported in the financial period to which it relates. Cash receipts for incomplete services are recognised as deferred revenue.

Cost Allocation

The Department determines the cost of outputs using a cost allocation system, which is outlined below:

- Costs that are directly related to an output are allocated directly to that output.
- Costs that are not directly related to a single output class are allocated to Direct Output Producing Cost Centres (DOPCC) using, as a proxy for consumption, cost drivers such as full-time equivalent staff (FTEs), floor area and estimated usage.
- DOPCC costs are allocated to outputs using drivers appropriate to the source of the cost such as FTEs, estimated usage, and direct costs.

Debtors and Receivables

Debtors and receivables are stated at estimated realisable value after providing for doubtful and uncollectable debts. A provision for doubtful debts is raised where doubt as to collection exists, and debts which are known to be uncollectable are written off.

Leases

The Department leases office premises, office equipment and motor vehicles. As all the risks and benefits of ownership are substantially retained by the lessor, these leases are classified as operating leases.

Payments made under operating leases are charged as period expense, in equal instalments over accounting periods covered by the lease term, except in those circumstances where an alternative basis would be more representative of the pattern of benefits to be derived from the leased property.

Surplus Leased Accommodation

The provision for surplus leased accommodation represents the Department's liability under lease agreements for surplus leased space. The provision is calculated on the net present value of the rental payable. The liability created is then amortised over the term of the lease.

Statement of Cash Flows

For the purposes of the Statement of Forecast Cash Flows, cash includes cash balances on hand and held in bank accounts.

Operating activities include cash received from all income sources of Land Information New Zealand, and record the cash payments made for the supply of goods and services.

Investing activities are those relating to the acquisition and disposal of non-current assets.

Financing activities comprise capital injections by, or repayment of, capital to the Crown.

Work in Progress

The value of non-current work in progress is the capitalised direct costs of incomplete capital projects.

Research Costs

Research cost is expensed in the period incurred.

Plant, Property and Equipment

Acquisition

All individual assets or groups of assets forming part of a network or which are material in aggregate, costing more than \$3,000, are capitalised and recorded at cost.

Depreciation

Depreciation is provided on a straight-line basis on all plant, property and equipment, other than non-current work in progress. The depreciation period reflects the expected useful economic lives of the assets and is used to allocate the assets' costs or valuation less estimated residual value. The useful lives of the major classes of assets have been estimated as follows:

| | |
|-----------------------------------|--------------------|
| Motor vehicles | 5 years |
| EDP equipment (including network) | 3 to 20 years |
| Plant and equipment | 4 to 10 years |
| Furniture and fittings | 4 to 10 years |
| Leasehold property improvements | Over term of lease |

The cost of leasehold improvements is capitalised and depreciated over the unexpired period of the lease or the estimated remaining useful lives of the improvements, whichever is shorter.

Impairment

If the estimated recoverable amount of an asset is less than its carrying amount, the asset is written down to its estimated recoverable amount and an impairment loss is recognised as an expense in the Statement of Forecast Financial Performance.

Provision for Employee Entitlements

Annual Leave

The provision for annual leave represents the amount which the Department has a present obligation to pay, resulting from employees' services provided up to balance date. The provision is calculated at current wage and salary rates.

Long Service Leave and Retirement Leave

The provision for long service leave and retirement leave represents the Department's long-term vested and unvested obligation calculated using the present value of the estimated future cash outflows (future salaries). Obligations payable within 12 months of reporting date are based on current wages and salary rates.

Foreign Currency

Foreign currency transactions are translated to New Zealand dollars at the exchange rates prevailing at the dates of the transactions.

Where a forward foreign exchange contract has been used to establish the price of a transaction, the forward rate specified in that foreign exchange contract is used to translate that transaction to New Zealand dollars. Consequently, no exchange gain or loss resulting from the difference between the forward rate and the spot rate on date of settlement is recognised.

Any exchange gains or losses, whether realised or unrealised, are recognised in

the Statement of Financial Performance in the period to which they relate.

Financial Instruments

Revenue and expenses in relation to all financial instruments are recognised in the Statement of Forecast Financial Performance. The Department enters into forward foreign exchange contracts to hedge foreign currency transactions. Any exposure to gains and losses on these contracts is generally offset by a related loss or gain on the item being hedged.

Apart from the forward foreign exchange contracts, all financial instruments are recognised in the Statement of Forecast Financial Position.

Taxation

Income Tax

Land Information New Zealand, as a government department, is exempt from the payment of income tax under section CB3 (a) of the Income Tax Act 1994. Accordingly, no charge for income tax has been provided for.

Fringe Benefit Tax

Fringe benefit tax is paid on all liable benefits, subject to both general and specific exemptions, provided to employees.

Goods and Services Tax (GST)

The Statement of Forecast Financial Performance and Statement of Forecast Cash Flows are exclusive of GST. The Statement of Forecast Financial Position is also exclusive of GST except for creditors, payables, debtors and receivables which are GST inclusive. The amount of GST owing to or from the Inland Revenue Department at balance date, being the difference between Output GST and Input GST, is included in the Statement of Forecast Financial Position.

3. Changes in Accounting Policies

There have been no changes in accounting policies since the date of the last audited financial statements. All policies have been applied on a basis consistent with other years.

Statement of Service Performance

Summary of Departmental Output Classes

Departmental output classes to be delivered by Land Information New Zealand, and their associated revenue, expenses and surplus or deficit are summarised below:

FORECAST OUTPUT OPERATING STATEMENTS: 2004/2005

| Departmental Output Classes | | Description |
|-----------------------------|--|---|
| 1 | Policy Advice | Policy advice to the Government and Minister, relating to land, property and seabed information and providing support to the Minister. |
| 2 | Standards and Quality Assurance | Ensuring that the standards that regulate Crown property management, rating valuation, and the land and seabed information LINZ is responsible for, are maintained, and that delivery against the standards is quality assured. |
| 3 | Land and Seabed Data Capture and Processing | The collection and authorisation of land and seabed data and information. |
| 4 | Land and Seabed Information Storage and Management | Ensuring that the security and management of LINZ's databases and systems for land and seabed information are managed effectively and efficiently. |
| 5 | Land and Seabed Information Access and Dissemination | The provision of access to, and dissemination, of information held by LINZ. |
| 6 | Crown Property Management and Disposal Services | The management and disposal of the Crown's interest in land and property (outside of the conservation estate), and management, acquisition and disposal of land and property administered by the Department on behalf of the Crown. |

| Output Classes | Revenue: Crown \$000 | Revenue: Depts \$000 | Revenue: Other \$000 | Total Exp \$000 | Surplus/ (deficit) \$000 | Total GST \$000 | Appropriation \$000 |
|----------------|----------------------|----------------------|----------------------|-----------------|--------------------------|-----------------|---------------------|
| 1 | 2,093 | 0 | 0 | 2,093 | 0 | 262 | 2,355 |
| 2 | 4,685 | 0 | 5,777 | 10,289 | 173 | 1,308 | 11,597 |
| 3 | 19,166 | 393 | 12,521 | 41,441 | (9,361) | 4,011 | 45,452 |
| 4 | 2,891 | 0 | 27,443 | 30,825 | (491) | 3,791 | 34,616 |
| 5 | 821 | 0 | 4,938 | 5,417 | 342 | 720 | 6,137 |
| 6 | 17,284 | 0 | 0 | 17,283 | 1 | 2,161 | 19,444 |
| Total | 46,940 | 393 | 50,679 | 107,348 | (9,336) | 12,253 | 119,601 |

Statement of Objectives Specifying the Performance Forecast for Each Class of Outputs for the year ending 30 June 2005

Performance Objectives

Output Class 1 – Policy Advice

This class of outputs includes the provision of policy advice to the Government and to the Minister relating to land, property and seabed information, as well as the provision of ministerial support.

Output 110 – Policy Development and Ministerial Services

Description

This output involves the provision of policy advice, briefings and support on matters relating to the following departmental functions:

- land rights register;
- property valuation for rating purposes;
- geodetic and cadastral survey reference systems;
- topographic and hydrographic information systems; and
- management, acquisition and disposal of Crown land and Crown land-related liabilities and responsibilities (outside the conservation estate);

and the provision of support to the Minister, which includes:

- draft replies to ministerial correspondence (including Official Information Act and Ombudsmen requests);
- answers to Parliamentary questions;
- draft speech notes;
- draft communication releases;
- briefing notes; and
- the production of the Department's accountability documents (i.e. *Estimates, Statement of Intent, Annual Report, Output Plan*).

The policy advice function encompasses new policy proposals, reviews of legislation, proposed new legislation, reports to Cabinet, Cabinet committees and Parliamentary select committees, and consultation with, and advice to, other departments on policy matters relating to departmental functions.

| Performance Measures | | |
|--|--|--|
| Quantity | Quality | Timeliness |
| All milestones in the Output Plan completed. | All policy advice and other reports will be to the policy advice quality standards at Appendix A. | All milestones in the Output Plan will be completed by the dates specified in the plan or as negotiated with the Minister. |
| Policy advice, briefings and support on matters relating to departmental functions provided to the Minister as required. | <p>The Department will achieve a minimum rating of 'good' from six monthly assessments by the Minister on its performance against the policy advice quality standard.</p> <p>95% of the Department's Cabinet papers will be acceptable to the Minister's office or Cabinet Office, without amendment.</p> <p>An independent person will undertake annually a quality assessment of a selection of the Cabinet papers prepared by the Department during the year.</p> | All policy advice, briefings, and support on matters relating to departmental functions will be delivered within agreed or statutory timeframes. |
| 240 (est) ministerials processed. (Range is 220 – 260) | <p>95% of responses to ministerial correspondence will be acceptable for the Minister's signature, without amendment.</p> <p>All responses will be to the ministerial communication quality standard attached at Appendix A.</p> <p>The Department will achieve a rating of 'good' from six monthly assessments by the Minister on its performance against the ministerial communication quality standard.</p> | All replies to ministerial correspondence will be provided to the Minister's office within 10 working days or by a date agreed with the Minister's office. |
| 60 (est) Parliamentary questions answered. (Range is 40 – 80) | All base data in responses to Parliamentary questions will be accurate. | All responses to questions will be provided by the date specified by the Minister's office. |
| Accountability documents (as indicated in the description) completed. | Accountability documents will meet the advised standards and specifications. | All accountability documents will be completed by the specified deadlines. |

| Cost | | | | | |
|-------------|---------------------------|---------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| Year | Cost GST incl \$000 | Cost GST excl \$000 | Total Revenue GST excl \$000 | Revenue Crown GST excl \$000 | Revenue Other GST excl \$000 |
| 2004/05 | 2,355 | 2,093 | 2,093 | 2,093 | 0 |

Output Class 2 – Standards and Quality Assurance

Description

This output class includes the regulatory activities that the Department is responsible for. It encompasses standard-setting and quality assurance for:

- the delivery of Crown property management, acquisition and disposal services;
- property valuation for rating purposes; and
- the collection, authorisation, management and dissemination of information associated with the:
 - land rights registration system;
 - geodetic and cadastral survey reference systems; and the
 - topographic and hydrographic information systems.

There are two outputs in this output class.

Output 210 – Standards

Description

This output includes the development, review and implementation of standards for the quality and functionality of the national systems for which LINZ is responsible.

In addition, this output involves:

- the provision of technical advice to the Government and stakeholders;
- statutory delegations for registration and survey functions;
- support to the Valuers Registration Board and the New Zealand Geographic Board;
- support to the electoral system, dealing with claims for compensation made under the Land Transfer Act;
- appeals from decisions of delegated staff; and
- liaison and exchanges of information internationally and with national advisory groups on standards.

| Performance Measures | | |
|--|--|--|
| Quantity | Quality | Timeliness |
| All milestones in the Output Plan completed. | <p>All reports for milestones in the Output Plan will meet the policy advice quality standard attached as Appendix A.</p> <p>All implementation projects in the Output Plan will meet the quality standards defined in the project work programme.</p> | All milestones in the Output Plan will be completed by the dates specified in the plan or as negotiated with the Minister. |
| <p>10 (est) standards and supporting documentation developed and implemented as new government policy, legislation, case law, audit findings, risk analysis and technology changes require in the following regulatory areas:</p> <ul style="list-style-type: none"> • land rights register • survey system • valuation for rating purposes • topographic/hydrographic information • Crown property. <p>(range 5 - 15)</p> <p>50 documents related to standards reviewed in the above regulatory areas (year 1 of 3-year review). (range 40 – 60)</p> | <p>All new and reviewed standards and supporting documentation will be in accordance with the LINZ risk-based standards development framework.</p> <p>All standards will be cleared by the LINZ Standards Review Committee and signed off by the responsible regulatory chief.</p> | All standards will be developed, reviewed and implemented in accordance with the timeframes specified in the business group's annual plan. |

Output 220 – Quality Assurance

Description

This output involves ongoing monitoring and auditing of compliance to ensure that standards are met.

| Performance Measures | | |
|--|--|--|
| Quantity | Quality | Timeliness |
| An annual QA monitoring plan will be completed. | The annual QA monitoring plan will include: <ul style="list-style-type: none"> • areas identified by 'high risk area' reports • follow-up of previous audit recommendations • relevant standards to be complied with. | All timeframes specified in the annual business plan will be met. |
| 15 audit programmes will be completed in the following regulatory areas: <ul style="list-style-type: none"> • land rights register • survey system • valuation for rating purposes • topographic/hydrographic information • Crown property. | All audits conducted under these programmes will meet the criteria specified in the terms of reference for each audit. | All audits conducted under these programmes will meet the timeframes specified in the terms of reference for each audit. |

| Cost | | | | | |
|---------|---------------------------|---------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| Year | Cost GST incl \$000 | Cost GST excl \$000 | Total Revenue GST excl \$000 | Revenue Crown GST excl \$000 | Revenue Other GST excl \$000 |
| 2004/05 | 11,597 | 10,289 | 10,462 | 4,685 | 5,777 |

Output Class 3 – Land and Seabed Data Capture and Processing

Output Class 3 involves the collection of data for specific public policy, operational business, or legislative purposes. It includes the capture and processing (receipt, validation, authorisation, manipulation, updating) of hydrographic, topographic, land title and survey information (cadastral and geodetic). There are four outputs in this output class.

Output 310 – Delivery of the Land Rights Registration and Cadastral Survey Systems

Description

The delivery of accurate and timely services in relation to the land rights registration and cadastral survey systems, including:

- registration of land title transactions;
- issue of new land titles;
- authorisation of cadastral survey datasets; and
- updating of the cadastral survey reference system.

Work in this output is defined in the annual service delivery work programmes of the Registrar-General of Land and the Surveyor-General in LINZ.

| Performance Measures | | |
|--|---|--|
| Quantity | Quality | Timeliness |
| 124,000 (est) ⁷ titles documents processed from electronic lodgement. | A minimum rating of 'good' is achieved in the quality category of monthly independent telephone surveys of randomly selected regular customers. | A minimum rating of 'good' is achieved in the timeliness category of monthly independent telephone surveys of randomly selected regular customers. |
| 780,000 (est) titles documents processed from paper lodgement or return from requisition. | All titles documents processed according to standards set by the Registrar-General of Land. | Landonline system available 98.75% of the time between 7am and 7pm on working days. |
| 3,300 (est) ⁷ cadastral survey datasets processed from electronic lodgement. | Error ratings recorded against titles will be 0.2% or less as recorded in the Corrections Register. | 95% of titles documents processed from paper lodgement or return from requisition within 15 working days. ⁸ |
| 10,000 (est) cadastral survey datasets processed from paper lodgement or return from requisition. | All cadastral survey datasets processed and integrated into Landonline according to standards set by the Surveyor-General. | 90% of cadastral survey datasets processed from electronic lodgement or return from requisition within 10 working days. 90% of cadastral survey datasets processed from paper lodgement or return from requisition within 20 working days. 90% of cadastral survey datasets integrated into Landonline within 20 working days from approval/ deposit. ⁹ |

Output 320 – Generation of the National Authoritative Geospatial Record

Description

This output involves the delivery of those services necessary to meet the requirements set out in the annual work programme of the LINZ regulatory group for the generation of the national authoritative geospatial record, i.e. the geodetic reference system, topographic and hydrographic information and the electoral spatial reference dataset.

⁷ Based on Landonline e-lodgement targets – 23% of routine title documents lodged and processed electronically from 1 July 2004 – 30 June 2005; & 25% of cadastral survey datasets lodged electronically from 1 July 2004 – 30 June 2005.

⁸ Electronically lodged titles documents are processed immediately online.

⁹ 20 working days from deposit of Land Transfer cadastral datasets, or from approval of Māori Land or Survey Office cadastral datasets.

The work programme aims to ensure that the data generated is relevant and necessary for the customer and meets the required quality standards.

| Performance Measures | | |
|--|--|---|
| Quantity | Quality | Timeliness |
| Data on 22 (est) topographic mapsheet areas revised. (range 15 – 22) | All data generated will meet the standards of the Chief Topographer /Hydrographer as assessed by QA audit. | 95% of new data, maps or charts available in the databases or for dissemination within 20 working days after acceptance. |
| 69 (est) topographic maps printed. (range 55 – 69) | | 95% of notified critical changes, errors or omissions to topographic data available on NZTopo <i>Online</i> within four working days of acceptance for individual features. |
| Data on 13 (est) hydrographic chartsheet areas revised. (range 9 – 13) | All data generated will meet the quality standards of the Surveyor-General as assessed by QA audit. | 95% of new geodetic data available in the databases or for dissemination within 20 working days after receipt. |
| 8,000 (est) surveyed and/or maintained geodetic control marks. (range 7,000 – 9,000) | | |
| <i>Electoral Spatial Reference Dataset actions</i> | All actions will meet the quality standards in the SLAs with Statistics New Zealand, the Electoral Enrolment Centre, the Chief Electoral Office and the Surveyor-General, as assessed by QA audit. | 90% of address location requests processed within 20 working days from receipt. |
| <ul style="list-style-type: none"> • 2,000 (est) address location requests processed. (range 1,500 – 2,500) • 10,000 (est) actions arising from new cadastral datasets processed. (range 8,000 – 12,000) | | 90% of actions arising from new cadastral datasets processed within 10 working days of approval/ deposit. ¹⁰ |

Output 330 – Generation of Data to Support New Zealand’s Legal Continental Shelf Definition

Description

This output involves the delivery of data collection and analysis services necessary to meet the requirements of the work programme for the definition of New Zealand’s Continental Shelf. The Ministry of Foreign Affairs and Trade (MFAT) is the agency responsible for the submission to the United Nations Commission on the Continental Shelf.

¹⁰ 20 working days from deposit of Land Transfer cadastral datasets, or from approval of Māori Land or Survey Office cadastral datasets.

| Performance Measures | | |
|---|--|---|
| Quantity | Quality | Timeliness |
| Resolution Ridge and Campbell Plateau submission report. Hikurangi Plateau and Chatham Rise submission report. | Reports will be completed in terms of the contract specifications and standards. | Reports accepted by MFAT by 30 June 2005. |

Output 340 – Delivery of the Crown Property Clearance Service

Description

This output is the provision of a property clearance service for work undertaken by accredited providers. This work involves ensuring that all relevant information has been researched and assessed for relevance to the specific property, that the conclusions reached are in line with the facts and the legislative provisions, and that the recommendation is consistent with those conclusions.

| Performance Measures | | |
|---|---|---|
| Quantity | Quality | Timeliness |
| 3,000 (est) property reports will be cleared and a statutory decision made. (range 2,500 – 3,500) | The service will be provided in accordance with the Crown property standards as assessed by QA audit. | 95% of statutory reports and recommendations received will be cleared, or responded to, within five working days. |

| Cost | | | | | |
|---------|---------------------------|---------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| Year | Cost GST incl \$000 | Cost GST excl \$000 | Total Revenue GST excl \$000 | Revenue Crown GST excl \$000 | Revenue Other GST excl \$000 |
| 2004/05 | 45,452 | 41,441 | 32,080 | 19,166 | 12,914 |

Output Class 4 – Land And Seabed Information Storage and Management

This output class includes the efficient and secure management of LINZ's databases and systems for storing and managing data, including enhancements to relevant processes and systems. Protection of the Government's ownership interest in terms of maintaining capability and future-proofing is an important aspect of this output class.

There are two outputs in this output class.

Output 410 – Ongoing Maintenance of an Information Systems Infrastructure that Protects the Integrity and Security of Authoritative Databases.

Description

This output ensures the ongoing maintenance of an information systems infrastructure protecting the integrity and security of LINZ's authoritative databases (including the land rights register, the geodetic and cadastral survey reference system, topographic, hydrographic and Crown land databases, and the electoral spatial reference dataset). It includes database management, disaster recovery systems, protection of intellectual property rights, and protection against physical damage, corruption, illegal alteration, deterioration, and obsolescence.

| Performance Measures | | |
|---|---|--|
| Main Items | Quality | Timeliness |
| Electronic facilities management for Landonline | Managed in accordance with the quality standards in the contract. | Landonline available 98.75% of the time between 7am and 7pm on working days. |
| Maintenance of information systems infrastructure | Managed in accordance with the code of practice and specifications for Information Security Management systems and consistent with the New Zealand e-Government interoperability framework. ¹¹ | All LINZ network systems available 98.75% of the time between 7am and 7pm on working days. |

Output 420 – Information Systems Development

Description

This output involves developing and implementing enhancements to the information systems infrastructure – as distinct from the routine or programmed maintenance covered in Output 410. Because of their one-off nature and probable scale in terms of time and money, these developments will be prioritised and generated on a project basis.

¹¹ The NZ e-Government interoperability framework enhances the capability of agencies to integrate information/services across agency boundaries and provide easy electronic access to government information/services for individuals and businesses.

| Performance Measures | | |
|--|--|---|
| Quantity | Quality | Timeliness |
| 12 projects as determined by the LINZ strategic project approval process and aligned with the Government's objectives and funding priorities. (range 10 - 15) | <p>Managed in accordance with the LINZ project framework which includes:</p> <ul style="list-style-type: none"> • risk management • robust governance arrangements • evaluation and review. <p>Project deliverables will meet the quality standards defined in the relevant project plan.</p> | To timelines set in the project plans for each development project. |

| Cost | | | | | |
|---------|---------------------------|---------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| Year | Cost GST incl \$000 | Cost GST excl \$000 | Total Revenue GST excl \$000 | Revenue Crown GST excl \$000 | Revenue Other GST excl \$000 |
| 2004/05 | 34,616 | 30,825 | 30,334 | 2,891 | 27,443 |

Output Class 5 – Land and Seabed Information Access and Dissemination

Description

This output class involves the provision of easy, widely available and equitable access to, and dissemination of, information (both electronic and paper) held by LINZ. Access means, amongst other things: choice of means of service delivery (paper or electronic); affordability; accessibility by Māori; and the ability of deaf, blind and English second language speakers to access the information they need in a usable form.

Output 510 – Provision of Access to Information and Services

Description

This output involves providing access and a dissemination service for the public to the following:

- land title, and cadastral and geodetic survey information;
- topographic information; and
- hydrographic information.

| Performance Measures | | |
|--|---|---|
| Quantity | Quality | Timeliness |
| <p><i>Land title, and cadastral and geodetic survey information</i></p> <p>1,600,000 electronic title records supplied. (range 1,400,000 – 1,800,000)</p> <p>55,000 paper title records supplied. (range 45,000 – 65,000)</p> <p>175,000 electronic survey records supplied. (range 125,000 – 225,000)</p> <p>6,500 paper survey records supplied. (range 5,000 – 8,000)</p> | <p>Achieve a minimum rating of 'good' in the quality category of monthly independent telephone surveys of randomly selected regular customers.</p> | <p>Landonline system available 98.75% of the time between 7am – 7pm on working days.</p> <p>90% of requests for copies or originals of paper records ready for customer collection, viewing or dispatched in two working days.¹²</p> <p>Achieve a minimum rating of 'good' in the timeliness category of monthly independent telephone surveys of randomly selected regular customers.</p> |
| <p><i>Topographic and hydrographic information</i> (maps, charts and information)</p> | <p>Maintain a full inventory of topographic and hydrographic information.</p> <p>Achieve in an annual survey a minimum rating of 'good' from 90% of regular customers who use topographic and hydrographic information products and services. The survey will include the following attributes:</p> <ul style="list-style-type: none"> • fitness-for-purpose • accessibility • availability of goods and services. | <p>NZTopo<i>Online</i> information available 95% of the time via the Internet.</p> <p>NZ Mariner and updates dispatched to the customer within two working days of order received or update due.</p> <p>Topographic maps/hydrographic charts dispatched to the retailer within two working days of order received.</p> |

| Cost | | | | | |
|---------|---------------------------|---------------------------|------------------------------------|---------------------------------------|---------------------------------------|
| Year | Cost GST incl \$000 | Cost GST excl \$000 | Total Revenue GST excl \$000 | Revenue Crown GST excl \$000 | Revenue Other GST excl \$000 |
| 2004/05 | 6,137 | 5,417 | 5,759 | 821 | 4,938 |

¹² LINZ public counters are open 9am–4pm on standard working days. Copies will be dispatched when payment is received by LINZ.

Output Class 6 – Crown Property Management and Disposal Services

Description

The management and disposal of the Crown's interest in land and property (outside of the conservation estate) and acquisition, management and disposal of land and property administered by the Department on behalf of the Crown.

Output 610 – Crown Property Management and Disposal Services

This output involves providing services necessary for the efficient management of Crown land and land-related liabilities. The services include:

- Crown property management; (*Note: LINZ administers 4,500 properties on behalf of the Crown: of these 2,500 properties are in two property management contracts. The minimum criterion for a property to be included in a property management contract is that rates are levied against that property.*)
- Crown property disposal;
- Crown property acquisition;
- Crown Pastoral Lease Land Tenure Reform;
- Crown forest management; and
- Management of land-related liabilities.

| Performance Measures | | |
|---|---|--|
| Quantity | Quality | Timeliness |
| 780 properties are leased or licensed. (Range is 750 - 900) | Services delivered will meet the specifications in the contract. | Services will be delivered in accordance with the timeframes in the contract. |
| Revenue sales of \$370,000 (\pm 10%) from the properties available for disposal. | All properties disposed of will have the necessary statutory clearances. | Revenue target reached by year end. |
| Properties purchased (undertaken on an 'as required' basis). | Purchased in accordance with statutory requirements. | Purchases will be completed within timeframes agreed with stakeholders. |
| 12 substantive Tenure Review proposals put to leaseholders. (range 10 – 18) | Substantive proposals will meet the LINZ Crown Pastoral Land Standards. | Substantive proposals will be put to the leaseholder within 15 working days of being signed on behalf of the Crown. |
| 73 Crown Forest Licences managed. (range is 70 – 80) | Managed in accordance with the specifications in Part 2 of the Crown Forest Licence Management Agreement. | Timeframes in Part 2 of the Crown Forest Licence Management Agreement will be met. |
| 600 land-related liabilities managed. (Range is 550 – 700) | Managed in accordance with the requirements in the LINZ "Operating framework for the Investigation and Management of Land-Related Crown Liabilities". | Timeframes in the LINZ "Operating framework for the Investigation and Management of Land-Related Crown Liabilities" will be met. |

| Cost | | | | | |
|-------------|---------------------------|---------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| Year | Cost GST incl \$000 | Cost GST excl \$000 | Total Revenue GST excl \$000 | Revenue Crown GST excl \$000 | Revenue Other GST excl \$000 |
| 2004/05 | 19,444 | 17,283 | 17,284 | 17,284 | 0 |

Statement of Objectives Specifying Forecast Financial Performance for the year ending 30 June 2005

Financial Performance Indicators

| | Unit | 2003/04 | | 2004/05 |
|--|-------|-----------|------------------|----------|
| | | Budget | Estimated Actual | Forecast |
| Operating results | | | | |
| Revenue – other | \$000 | 63,699 | 63,699 | 51,072 |
| Net surplus/(deficit) | \$000 | (93) | 1,333 | (9,336) |
| Cash disbursed to producing outputs | \$000 | (101,523) | (100,097) | (97,276) |
| Working capital | | | | |
| Current ratio | % | 29 | 35 | 78 |
| Working capital to total taxpayers funds | % | (30) | (28) | (8) |
| Average trade debtors outstanding | days | 29 | 29 | 30 |
| Average trade creditors outstanding | days | 26 | 26 | 31 |
| Resource utilisation | | | | |
| Fixed assets: | | | | |
| Fixed assets as a % of total assets | % | 92 | 90 | 80 |
| Current assets as a % of total assets | % | 8 | 10 | 20 |
| Taxpayers' funds at year end | \$000 | 56,154 | 56,259 | 62,588 |
| Forecast net cash flows | | | | |
| Net increase/(decrease) in cash held | \$000 | (1,768) | (342) | 10,065 |

PART C – OTHER INFORMATION

Non-Departmental Appropriations:¹³

| | 2003/04 | | 2004/05 |
|--|---------------|-----------------|---------------|
| | Budgeted | Estimated | Forecast |
| | \$000 | Actual \$000 | \$000 |
| <i>For Output Classes:</i> | | | |
| 01 : Contaminated sites | 563 | 263 | 563 |
| <i>Total</i> | 563 | 263 | 563 |
| <i>For Crown Financial Expenses</i> | | | |
| Coalcorp House mortgage interest | 474 | 474 | 0 |
| <i>Total</i> | 474 | 474 | 0 |
| <i>For Other Expenses</i> | | | |
| Crown forest management | 1,615 | 1,076 | 563 |
| Crown obligations – loss on disposal | 1,988 | 1,888 | 850 |
| Crown rates | 1,245 | 1,245 | 1,245 |
| Land liabilities | 2,799 | 1,829 | 1,088 |
| Proceeds from sales of Transit NZ properties | 16,574 | 16,574 | 8,000 |
| Residual Crown leasehold rents | 2,947 | 2,654 | 265 |
| <i>Total</i> | 27,168 | 25,266 | 12,011 |
| <i>For Purchase of Crown Capital Assets</i> | | | |
| Crown acquisitions – Huntly East | 88 | 87 | 500 |
| Crown obligatory acquisitions | 2,188 | 2,112 | 300 |
| <i>Total</i> | 2,276 | 2,199 | 800 |
| <i>For Repayment of Loans</i> | | | |
| Coalcorp House mortgage principal | 5,329 | 5,329 | 0 |
| <i>Total</i> | 5,329 | 5,329 | 0 |
| Total Non-Departmental Expenditure | 35,810 | 33,531 | 13,374 |

¹³ These appropriations are GST inclusive. The descriptions and explanations for these appropriations are available from the Main Estimates 2004/05.

Non-Departmental Multi-Year Appropriation (MYA)

| Appropriations | Current Appropriation \$000 | Description of Appropriations |
|--|--------------------------------|--|
| <i>Purchase or Development of Capital Assets by the Crown: Land Tenure Reform Acquisitions</i> | | |
| Term | 2002/03 to 2004/05 | Acquisition, including outright purchase, of lessees' interest in pastoral lease land that is deemed to have high conservation values. |
| Original Appropriation | 10,621 | |
| Adjustments | 46,209 | |
| Total Appropriation | 56,830 | |
| Estimated Actual 2003/04 | 14,142 | |
| Forecast 2004/05 | 56,830 | |
| Remaining | 0 | |
| Expected Outcome | 56,830 | |

Non-Departmental Revenue and Receipts¹⁴

| | 2003/04 | | 2004/05 |
|--|-----------------------------|--|-------------------------------|
| | Budget 30/06/04 \$000 | Estimated Actual 30/06/04 \$000 | Forecast 30/06/05 \$000 |
| <i>Current non-tax revenue</i> | | | |
| Database fees | 1,305 | 1,305 | 1,305 |
| Pastoral lease rentals | 1,460 | 1,542 | 1,460 |
| Properties – rents | 2,617 | 2,617 | 2,617 |
| Sundry operating revenue | 1,951 | 1,951 | 67 |
| Transit sales | 22,000 | 22,488 | 8,000 |
| <i>Total non-tax current revenue</i> | 29,333 | 29,903 | 13,449 |
| <i>Capital receipts</i> | | | |
| Property mortgages – principal | 4 | 4 | 4 |
| Properties sales | 4,370 | 16,306 | 370 |
| Land tenure reform sales | 2,971 | 2,971 | 9,798 |
| <i>Total capital receipts</i> | 7,345 | 19,281 | 10,172 |
| Total Non-Departmental Revenue and Receipts | 36,678 | 49,184 | 23,621 |

¹⁴ The descriptions for these revenues and receipts are available in the Main Estimates 2004/05. The figures quoted are GST exclusive.

Additional Information

LINZ's Responsibilities

Land Titles

LINZ authorises and records changes in rights to land. This includes creating new titles, recording changes of ownership and interests in land (e.g. mortgages) and providing public access to these records. The system LINZ maintains provides an accurate and up-to-date picture of legal ownership of land in New Zealand. Titles products and services are provided via the Internet (for Landonline subscribers) and through LINZ's five Processing Centres. Bulk digital title data is also made available through resellers.

Geodetic and Cadastral Survey Systems

LINZ maintains the geodetic and cadastral systems, which work together to provide the parcel-based framework for recording rights in land. Electoral information (e.g. street addresses and meshblocks) is generated from this framework.

Geodetic Reference System

The geodetic reference system provides the underlying spatial reference system for New Zealand. It involves a network of primary survey marks in the ground. The positions of these marks are recorded in terms of a New Zealand datum, which is compatible with the international global positioning system.

The geodetic reference system provides the spatial referencing framework for the cadastral survey system. It enables the compatible positioning of all other spatial information, such as topographic and geological mapping. Geodetic information is available via the Internet.

Cadastral Survey System

The cadastral survey system consists of a framework which includes all survey reference points, land surveys and boundary marks, and the spatial definition of cadastral records provided by LINZ-approved survey plans. This information enables the identification and definition of land parcels for registration and recording of interests under the Torrens land title, Māori land and Crown land systems. It also provides the national property framework for use in geographic information systems operated by local authorities and utility companies.

Cadastral survey products and services are provided via the Internet (for Landonline subscribers) and through LINZ's five Processing Centres. Bulk digital survey data is also made available through resellers.

Topographic Information

LINZ is responsible for national topographic mapping at 1:50,000 and broader scales. It undertakes this mapping for defence and emergency services and

national constitutional purposes. LINZ makes its topographic data and mapping available via the Internet and in printed form through retailers. It also makes its bulk digital topographic data available directly from LINZ or through resellers.

Hydrographic Information

LINZ is responsible for providing authoritative hydrographic information for navigational purposes. It produces this information, which includes charts, nautical almanacs and notices to mariners, in accordance with the standards of the International Hydrographic Organisation. LINZ's hydrographic products are supplied to users via the Internet and through chart retailers.

Rating Valuation

LINZ ensures that property valuations for rating purposes are provided to a consistent standard. It sets standards for rating valuations and undertakes compliance audits of local authorities.

Crown Property

LINZ oversees the management and disposal of the Crown's interest in land and property (outside the conservation estate). It undertakes the management and disposal (and acquisition where requested by Government) of land and property administered by the Department on behalf of the Crown. It is also responsible for managing Crown liabilities in land and property, and administering Crown forest licences under the Crown Forest Assets Act 1989.

In addition, LINZ provides oversight of the surplus property disposal and property purchase activities of other government agencies by certifying that the activities comply with statutory requirements and government policy.

Continental Shelf

LINZ is responsible for obtaining seabed data, determining the furthest extent of the legal continental shelf and assisting with developing New Zealand's submission to the United Nations' Commission on the Continental Shelf. This will enable the Government to lodge New Zealand's submission by 2009.

Geographic Board

LINZ provides administrative support to the New Zealand Geographic Board. The Board is responsible for place naming in New Zealand including the Kermadec, Chatham, Auckland and Campbell Islands and within the territorial waters of New Zealand.

Contact Details

CHIEF EXECUTIVE

National Office

Lambton House
160 Lambton Quay
WELLINGTON

Postal Address

Private Box 5501
WELLINGTON
NEW ZEALAND

Tel 64-4-460 0110

Fax 64-4-472 2244

Email: info@linz.govt.nz

Internet: <http://www.linz.govt.nz>

<http://www.govt.nz>

PROCESSING CENTRES

Auckland Processing Centre

Private Bag 92016
Auckland 1
Oracle Tower
56 Wakefield Street
Auckland
Ph 0800 Online (0800 665 463)
Fax 0-9-358-5072
DX CP22017

Hamilton Processing Centre

Cnr Victoria & Rostrevor Streets
Private Bag 3028
Hamilton
Ph 0800 Online (0800 665 463)
Fax 0-7-834-6788
DX GX10069

Wellington Processing Centre

Mayfair House
44-52 The Terrace
PO Box 5014
Wellington
Ph 0800 Online (0800 665 463)
Fax 0-4-496-9420

Christchurch Processing Centre

Torrens House
195 Hereford Street
Private Bag 4721
Christchurch
Ph 0800 Online (0800 665 463)
Fax 0-3-366-6422
DX WP20033

Dunedin Processing Centre

John Wickliffe House
Princes Street
Private Bag 1929
Dunedin
Ph 0800 Online (0800 665 463)
Fax 0-3-477-3547
DX YP 80001

Legal Responsibilities

Legislation administered by Land Information New Zealand as at 31 March 2004

- Cadastral Survey Act 2002
- Crown Grants Act 1908
- Crown Pastoral Land Act 1998
- Deeds Registration Act 1908 *
- Hunter Gift for the Settlement of Discharged Soldiers Act 1921
- Land Act 1948
- Land Transfer Act 1952 *
- Land Transfer (Computer Registers and Electronic Lodgement) Amendment Act 2002
- New Zealand Geographic Board Act 1946
- Public Works Act 1981, Parts II – VI, and Part VIII
- Rating Valuations Act 1998
- Reserves and Other Lands Disposal Acts
- Unit Titles Act 1972 *
- Valuation Department (Restructuring) Act 1998
- Valuers Act 1948.

(* Administered jointly with Ministry of Justice.)

source: www.dpmc.govt.nz/cabinet

The Chief Executive has statutory functions under the Public Works Act relating to the disposal of surplus land.

Land Information New Zealand also has functions under a number of other Acts including:

- Airport Authorities Act 1966 (relating to disposal of land)
- Crown Research Institutes Act 1992 (relating to disposal of land)
- Electoral Act 1993 (relating to Electoral boundaries)
- Geographical Indications Act 1994 (relating to Geographical Names)
- Health Reforms (Transitional Provisions) Act 1993 (relating to disposal of land)
- New Zealand Railways Corporation Act 1981 (relating to disposal of land)
- Resource Management Act 1991 (relating to network utility operators and acquisition of land)
- State Owned Enterprises Act 1986 (relating to disposal of land)
- Te Ture Whenua Māori Act 1993 (relating to Māori land)
- Treaty of Waitangi (State Enterprises) Act 1988 (relating to disposal of land)

- Treaty of Waitangi Act 1975 (relating to disposal of land)
- Treaty of Waitangi Claims Settlement Acts (various).

Land Information New Zealand has a number of statutory officers with functions under the Acts administered by the Department:

- Commissioner of Crown Lands
- Registrar-General of Land
- Surveyor-General
- Valuer-General.

In addition, LINZ, particularly the Registrar-General of Land and the Surveyor-General, has special responsibilities relating to land transactions under more than fifty other statutes.

The Department acts in a secretarial and administrative support capacity for the New Zealand Geographic Board and the Valuers Registration Board. The Surveyor-General is the Chairperson of the Geographic Board and the Valuer-General is Chairperson of the Valuers Registration Board.

Terms and Definitions Used

| | |
|---------------------------|---|
| Output Plan | Contains the milestones and outputs agreed with the Minister for Land Information for the 2004/05 financial year |
| Cadastral survey | Determines and describes the spatial extent (including boundaries) of interests under a land tenure system |
| Geodetic reference system | A system that describes the position of points on the Earth by reference to a mathematical model of the Earth |
| Hydrography | Refers to the science of surveying and charting seas, lakes, rivers etc. |
| Landonline | An automated survey and title system that enables more efficient processing of dealings in land ownership and provides improved nationwide access to land information |
| LINZ | Land Information New Zealand |
| NZDMO | New Zealand Debt Management Office |
| NZ Mariner | NZ hydrographic information available on CD-ROM |
| NZTopoOnline | NZ topographic information available via the Internet |
| QA | Quality Assurance |
| SLA | Service Level Agreement |
| Topography | A two-dimensional representation of the natural features of land |

Appendix A: Policy Advice/Ministerial Servicing Standards

Quantity

Completion or advancement of policy projects/ministerial communication estimated targets as agreed between the Minister and the Chief Executive in the course of the year. Assessed by comparison against agreed milestones and agreed timelines.

Coverage

Provision of a comprehensive service: the capacity to react urgently, the regular evaluation of government policy impacts on outcomes and timely and relevant briefings on significant issues; support for the Minister as required in cabinet committees, select committees, in the House and in the execution of his duties. Assessed by the Minister's satisfaction as reported in the half-yearly response sheet.

Quality

All policy advice/ministerial communications must be in accordance with the following quality standards:

- The aims of the papers have been clearly stated and they answer the questions that have been set.
- Assumptions behind the advice will be clear, and the argument logical and supported by accurate facts.
- Expenditure forecasts will be based on logical and clear assumptions.
- Sales forecasts will be based on the mid-point of known market demands and best projections.
- All material facts will be included.
- An adequate range of options will be presented and assessed for benefits, costs and consequences to the economy.
- Evidence will exist of adequate consultation with interested parties, where applicable, and possible objections to proposals will be identified.
- Problems of implementation, technical feasibility, timing and consistency with other policies will be considered.
- Material presented will be effectively summarised, concise, in plain English, and free of spelling and grammatical error, and will meet ministerial and Cabinet Office requirements.

Where appropriate, written and verbal advice tendered to the Minister will accurately reflect:

- economic implications;

- revenue and expense implications (quantified where possible); and
- administrative implications and costs (quantified where possible).

Quality Management

Product quality will be supported by a quality management process including:

- external review of scope and methodology for major analytical work;
- internal peer review and quality assurance (QA) procedures;
- circulation of drafts for comment by other government agencies and other parties as appropriate;
- sign-offs by senior managers; and
- a six-monthly assessment being sought from the Minister.

Timeliness

Specified reporting deadlines will be met. Assessed by comparison against deadlines set, agreed and modified in the course of the year.

Cost

The outturn is within budget. Assessed by comparison of outturn with the Estimates of Appropriations.