

PART 2

FORECAST FINANCIAL STATEMENTS

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STATEMENT OF RESPONSIBILITY

The forecast financial statements of the Department of Corrections presented in this report for the year ended 30 June 2003 have been prepared in accordance with section 34A of the Public Finance Act 1989.

In terms of this provision, I am responsible for the preparation and contents of this report. I accept responsibility for the integrity of the statements, including the forecast financial statements, contained in this report.

The forecast statement of objectives for output performance and the service performance objectives for output performance, the statement of objectives for financial performance and the forecast financial statements are as agreed with the Minister of Corrections as Minister responsible for the Department of Corrections.

I certify that this information is consistent with the appropriations contained in the Estimates of Appropriations for 2002/03, which are being laid before the House of Representatives under section 9 of the Public Finance Act 1989.

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STATEMENT
OF
RESPONSIBILITY



Signed
Mark Byers
Chief Executive

22 April 2002



Countersigned
Richard Morris
Chief Financial Officer

22 April 2002

FINANCIAL SUMMARY

Financial Highlights

The following financial highlights for the Department of Corrections present a forecast of performance for the year ending 30 June 2003.

In 2002/03 the Department of Corrections expects to earn income of:

- \$435.207 million in revenue from the Crown
- \$23.498 million in revenue from other sources.

Expenses of \$458.705 million are expected in purchasing services that will be supplied and administered under the 10 departmental output classes. The distribution of this expenditure is intended as follows:

- \$24.095 million (5.25 percent of the Vote) on psychological reports, remand pre-sentence reports, reparation reports, same-day reports, home detention reports and assessments, oral information reports and the preparation of home leave reports to prisons, and reports to the New Zealand Parole Board
- \$52.33 million (11.41 percent of the Vote) on management and delivery of community-based sentences and orders through sentence management and sentence compliance services
- \$45.612 million (9.94 percent of the Vote) on custodial remand services and provision of facilities to hold people charged with offences, and offenders convicted but not yet sentenced
- \$5.924 million (1.29 percent of the Vote) on the transportation of inmates to and from court and their custody while at court
- \$246.278 million (53.7 percent of the Vote) on custodial services, the provision of facilities, and administering sentences of imprisonment
- \$34.453 million (7.51 percent of the Vote) on inmate employment, including the provision and administration of constructive activity and training opportunities

designed to help address the underlying causes of criminal re-offending

- \$40.078 million (8.74 percent of the Vote) on prison and community-based rehabilitative and reintegrative programmes, psychological services designed to address the underlying causes of criminal re-offending, and on the administration of support services for inmates serving custodial sentences
- \$3 million (0.65 percent of the Vote) on services to the New Zealand Parole Board relating to the provision of administrative, financial and secretariat services
- \$3.721 million (0.81 percent of the Vote) on development of policies, and Ministerial servicing relating to the reduction of re-offending, the effective management of corrective services, and the review, evaluation and development of service standards
- \$3.214 million (0.7 percent of the Vote) on contract management, national systems, inspectorate services and custodial assurance.

The Department will also receive a capital contribution of \$84.339 million to construct corrections facilities at Rimutaka, Otago, Auckland and Northland, a pilot Day Reporting Centre, deferred maintenance and prison security.

More details of how each of the output classes will be spent are given in tables contained in pages 58 to 113.

The Department of Corrections manages a Government investment (through taxpayers' funds) of \$637.768 million and expects a negative net cash flow from operations and investment of \$104.472 million.

The financial information in pages 39 to 57 consists of forecasts. The actual results achieved for the periods covered are likely to vary from the information presented, and the variations may be material.

Financial Highlights

Financial highlights for the financial years ending 30 June 2002 and 30 June 2003

	2001/02 Budgeted \$000	2001/02 Estimated Actual \$000	2002/03 Budget \$000
Revenue: Crown	424,178	424,178	435,207
Revenue: other	30,433	30,433	23,498
Interest	-	-	-
Output expenses	454,611	454,611	458,705
Net surplus/(deficit)	(18,000)	(18,000)	-
Taxpayers' funds	553,429	553,429	637,768
Net cash flows from operating and investing activities	(56,098)	(56,098)	(104,472)

Statement of Financial Performance

Statement of financial performance for the financial years ending 30 June 2002 and 30 June 2003

	2001/02 Budgeted \$000	2001/02 Estimated Actual \$000	2002/03 Budget \$000
Revenue:			
Crown	424,178	424,178	435,207
Departments	-	-	-
Other	30,433	30,433	23,498
Interest	-	-	-
Total Revenue	454,611	454,611	458,705
Output expenses			
Personnel	215,676	215,676	216,143
Operating	146,337	146,337	146,936
Depreciation	42,500	42,500	45,000
Provisions	-	-	-
Loss arising from revaluation of land and buildings	-	-	-
Other output expenses	-	-	-
Capital charge	50,098	50,098	50,626
Total output expenses	454,611	454,611	458,705
Surplus/(deficit) from operations	-	-	-
Profit/(loss) on sale of physical assets	-	-	-
Other (non-output) expenses	18,000	18,000	-
Net surplus/(deficit)	(18,000)	(18,000)	-

Statement of Financial Position

Statement of financial position as at 30 June 2001, 30 June 2002 and 30 June 2003

	Actual Position as at 30 June 2001 \$000	Estimated Actual Position as at 30 June 2002 \$000	Projected Position as at 30 June 2003 \$000
Assets			
Current assets			
Cash and bank balances	55,040	25,837	5,704
Short-term deposits with the Crown	-	-	-
Pre-payments	655	650	650
Debtors and receivable	3,978	3,900	3,900
Inventory	3,028	3,500	3,500
Debtor Crown	-	-	-
Total current assets	62,701	33,887	13,754
Non-current assets			
Livestock	7,717	8,517	9,317
Investments	1,844	1,470	1,470
Long-term deposits with the Crown	-	-	-
Receivables and advances	-	-	-
Physical assets	538,005	572,055	675,727
Intangible assets	-	-	-
Total non-current assets	547,566	582,042	686,514
Total assets	610,267	615,929	700,268
Liabilities			
Current liabilities			
Creditors and payables	34,050	31,500	31,500
Capital charge payable	-	-	-
Provision for repayment of surplus	3,105	-	-
Provision for employee entitlements	22,289	22,000	22,000
Other current liabilities	-	-	-
Other output expenses	-	-	-
Total current liabilities	59,444	53,500	53,500

Statement of Financial Position (continued)

	Actual Position as at 30 June 2001 \$000	Estimated Actual Position as at 30 June 2002 \$000	Projected Position as at 30 June 2003 \$000
Term liabilities			
Payables and provision	-	-	-
Provision for employee entitlements	8,964	9,000	9,000
Other term liabilities	-	-	-
Total term liabilities	8,964	9,000	9,000
Total liabilities	68,408	62,500	62,500
Taxpayers' funds			
General funds	537,393	549,393	633,732
Revaluation reserves	4,466	4,036	4,036
Total taxpayers' funds	541,859	553,429	637,768
Total liabilities and taxpayers' funds	610,267	615,929	700,268

Statement of Cash Flows

Statement of cash flows for the financial years ending 30 June 2002 and 30 June 2003

	2001/02 Budgeted \$000	2001/02 Estimated Actual \$000	2002/03 Budget \$000
Cash flows from operating activities			
Cash provided from:			
Supply of outputs to:			
Crown	424,178	424,178	435,207
Departments	-	-	-
Other	30,551	30,551	23,498
Interest	-	-	-
Cash disbursed to:			
Output expenses	(365,339)	(365,339)	(363,079)
Capital charge	(50,098)	(50,098)	(50,626)
Other expenses	-	-	-
Extraordinary items	-	-	-
Net cash flows from operating activities	39,252	39,252	45,000
Cash flows from investing activities			
Cash provided from:			
Sale of investments	-	-	-
Sale of physical assets	3,000	3,000	2,000
Cash disbursed to:			
Purchase of investments	-	-	-
Purchase of physical assets	(98,350)	(98,350)	(151,472)
Net cash flows from investing activities	(95,350)	(95,350)	(149,472)
Cash flows from financing activities			
Cash provided from:			
Capital contribution from the Crown	30,000	30,000	84,339
Cash disbursed to:			
Payment of surplus to the Crown	(3,105)	(3,105)	-
Repayment of capital to the Crown	-	-	-
Net cash flows from financing activities	26,895	26,895	84,339
Net increase/(decrease) in cash held	(29,203)	(29,203)	(20,133)
Opening total cash balances at 1 July	55,040	55,040	25,837
Closing cash balances as of 30 June	25,837	25,837	5,704

Reconciliation of Net Operating Cash Flows

Reconciliation of net surplus to net operating cash flows for the years ending 30 June 2002 and 30 June 2003

	2001/02 Budgeted \$000	2001/02 Estimated Actual \$000	2002/03 Budget \$000
Operating surplus/(deficit)	(18,000)	(18,000)	-
Add/(deduct) non-cash expenses/(revenues)			
Loss arising from the devaluation of land and buildings	18,000	18,000	-
Loss on sale of a fixed asset	-	-	-
Pension expenses	-	-	-
Unrealised foreign currency exchange (gain)/loss	-	-	-
Depreciation and amortisation	42,500	42,500	45,000
Other non-cash items	-	-	-
Add/(deduct) Working Capital movements reductions/(increases) from balance sheet			
(Increase)/decrease in inventories	(472)	(472)	-
(Increase)/decrease in debtors and receivables	78	78	-
(Increase)/decrease in debtor Crown	-	-	-
(Increase)/decrease in pre-payments	5	5	-
(Increase)/decrease in creditors and payables	(2,550)	(2,550)	-
(Increase)/decrease in capital charge payable	-	-	-
(Increase)/decrease in other accrued liabilities	-	-	-
(Increase)/decrease in employee entitlements	(253)	(253)	-
Other items	(56)	(56)	-
Net Working Capital movements	(3,248)	(3,248)	-
Net cash flows from operating activities	39,252	39,252	45,000

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Reconciliation
of Net Operating
Cash Flows

Statement of Movement in Taxpayers' Funds (Equity)

Statement of movements in taxpayers' funds (equity) for the year ending 30 June 2002 and 30 June 2003

	Estimated Position as at 30 June 2002 \$000	Estimated Position as at 30 June 2003 \$000
Taxpayers' funds at start of period	541,859	553,429
Add/(deduct) fundamental errors	-	-
Amended taxpayers' funds at start of period	541,859	553,429
Movements during the year (other than flows to and from the Crown)		
Add/(deduct) net surplus/(deficit)	(18,000)	-
Increase/(decrease) valuation reserves	(430)	-
Add/(deduct) currency translation difference	-	-
Other	-	-
Total recognised revenues and expenses for the period	-	-
Adjustment for flows to and from the Crown		
Add capital contributions from the Crown during the period	30,000	84,339
(Deduct) distributions to the Crown during the period	-	-
Capital withdrawals	-	-
Provision for payment of surplus to the Crown	-	-
Other	-	-
Add/(deduct)		
Asset/liability transfers between the Department and the Crown	-	-
Asset/liability transfers between departments	-	-
Total adjustments for flow to and from the Crown	-	-
Taxpayers' funds at end of period	553,429	637,768

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Statement of
Movement in
Taxpayers'
Funds (Equity)

Details of Fixed Assets

Details of fixed assets, by category as at 30 June 2002 and 30 June 2003

30 June 2002 Projected Position **30 June 2003 Projected Position**

	30 June 2002 Projected Position		30 June 2003 Projected Position		30 June 2003 Projected Position	
	Cost	Accumulated Depreciation	Net Book Value	Cost	Accumulated Depreciation	Net Book Value
	\$000	\$000	\$000	\$000	\$000	\$000
Land	65,269	-	65,269	66,969	-	66,969
Forests	37,479	-	37,479	37,979	-	37,979
Buildings	405,811	-	405,811	534,583	26,600	507,983
Plant and equipment	26,646	16,848	9,798	27,146	19,448	7,698
Leasehold improvements	8,221	5,283	2,938	8,621	5,483	3,138
Furniture and fittings	5,514	4,689	825	7,714	5,589	2,125
Motor vehicles	27,565	14,030	13,535	28,565	15,830	12,735
Computer equipment	71,982	35,582	36,400	81,482	44,382	37,100
Total	648,487	76,432	572,055	793,059	117,332	675,727

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Details of Fixed Assets

STATEMENT OF OBJECTIVES

Financial performance indicators for the year ending 30 June 2002 and 30 June 2003

Financial Performance				
	Unit	2001/02 Budgeted	2001/02 Estimated	2002/03 Budget
Operating results				
Revenue other	\$000	30,443	30,433	23,498
Revenue interest	\$000	-	-	-
Output expenses	\$000	454,611	454,611	458,705
Other expenses	\$000	18,000	18,000	-
Operating surplus before capital charge	\$000	50,098	50,098	50,626
Net surplus/(deficit)	\$000	(18,000)	(18,000)	-
Working capital				
Liquid ratio		1 : 1.04	1 : 1.04	1 : 3.07
Net current assets	\$000	(19,613)	(19,613)	(39,746)
Current ratio		1 : 1.58	1 : 1.58	1 : 3.89
Average debtors outstanding	days	47	47	61
Average creditors outstanding	days	32	32	32
Working capital as % of total taxpayers' funds	%	(3.5)	(3.5)	(6.2)
Resource utilisation				
Total physical assets at year-end	\$000	572,055	572,055	675,727
Additions as % of physical assets	%	17.2	17.2	22.4
Current assets as a % of total assets	%	5.9	5.9	2.0
Taxpayers' funds:				
Level at year-end	\$000	553,429	553,429	637,768
Forecast net cash flows				
Surplus/(deficit) operating activities	\$000	39,252	39,252	45,000
Surplus/(deficit) investing activities	\$000	(95,350)	(95,350)	(149,472)
Surplus/(deficit) financing activities	\$000	26,895	26,895	84,339
Net increase/(decrease) in cash held	\$000	(29,203)	(29,203)	(20,133)

Output Operating Statements

The Department of Corrections is committed to providing output classes in 2002/03 that meet the requirements of the Minister of Corrections and other stakeholders in terms of each class' nature, quantity, quality, timeliness and cost.

Departmental output classes to be delivered by the Department of Corrections for the year ending 30 June 2003, and their associated revenue, expenses and surplus or deficit, are summarised in the table below.

Output operating statements for the financial year ending 30 June 2003

Departmental Output Class	Description	Revenue Crown \$000	Revenue Depts \$000	Revenue Other \$000	Total Expenses \$000	Surplus/ (deficit) \$000
Vote Corrections Output Class 1 Information Services	Provision of psychological, pre-sentence, reparation, home leave and pre-release reports to courts and parole boards	24,095	-	-	24,095	-
Output Class 2 Community- based Sentences and Orders	Management and delivery of community-based sentences and orders through case management and sentence compliance services	52,330	-	-	52,330	-
Output Class 3 Custody of Remand Inmates	Provision of facilities to hold people charged with offences, and people convicted for offences, but not yet sentenced	45,612	-	-	45,612	-
Output Class 4 Escorts and Custodial Supervision	Transportation of inmates and their custody while at court	5,924	-	-	5,924	-

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Output
Operating
Statements

Output Operating Statements

Continued

Departmental Output Class	Description	Revenue Crown \$000	Revenue Depts \$000	Revenue Other \$000	Total Expenses \$000	Surplus/ (deficit) \$000
Output Class 5 Custodial Services	Provision of facilities and administering sentences of imprisonment	246,278	-	-	246,278	-
Output Class 6 Inmate Employment	Provision and administration of employment and related training activities	10,955	-	23,498	34,453	-
Output Class 7 Rehabilitative Programmes and Reintegrative Services	Provision of prison and community-based rehabilitative and reintegrative programmes	40,078	-	-	40,078	-
Output Class 8 Services to the New Zealand Parole Board	Provision of administrative, financial and secretariat services	3,000	-	-	3,000	-
Output Class 9 Policy Advice and Development	Development of policies, and Ministerial servicing	3,721	-	-	3,721	-
Output Class 10 Service Purchase and Monitoring	Contract management, national systems, inspectorate services and custodial assurance	3,214	-	-	3,214	-

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Output
Operating
Statements

SUPPORTING STATEMENTS

Statement of Accounting Policies for the Year Ending 30 June 2003

Reporting Entity

The Department of Corrections is a government department as defined by section 2 of the Public Finance Act (1989).

These are the financial statements of the Department of Corrections prepared pursuant to section 35 of the Public Finance Act (1989).

Reporting Period

The reporting period covers the 12 months from 1 July 2002 to 30 June 2003. Comparative projected figures for the year ended 30 June 2002 are provided.

Measurement System

These financial statements have been prepared on the basis of modified historical cost.

ACCOUNTING POLICIES

Principles of Consolidation

Interdivisional transactions and internal charges have been eliminated on consolidation.

Revenue

The Department derives revenue through the provision of outputs to the Crown, from the sale of goods and services to third parties. Such revenue is recognised when earned and is reported in the financial period to which it relates.

Cost Allocation to Outputs

Salaries and related costs of service delivery divisions are charged to outputs on the basis of activity analysis.

Activities which are directly related to individual outputs are regarded as direct costs and charged accordingly.

All other costs of service delivery divisions and total costs of support groups are regarded as indirect costs to outputs and are allocated to outputs on the basis of measurement of resource consumption or activity analysis.

Receivables

Receivables are valued at net realisable value, after making allowance for amounts considered to be doubtful.

Operating Leases

Leases where the lessor effectively retains substantially all the risks and benefits of ownership of the leased items are classified as operating leases. Payments under these leases are charged as expenses in the periods in which they are incurred.

Fixed Assets

The initial cost of a fixed asset is the value of the consideration given to acquire or create the asset and any directly attributable costs of bringing the asset to working condition for its intended use.

Land and buildings are revalued every three years:

- prison buildings on the basis of an optimised depreciated replacement cost
- community work centres on the basis of market value.

Valuations are conducted by independent valuers and are in accordance with the New Zealand Institute of Valuers' standards.

Land and buildings were last revalued as at 30 June 2002.

All other fixed assets costing more than \$3,000 are capitalised and recorded at historical cost.

Forests

The tree crop is valued at market value on the basis that the Department retains the forests to maturity. The market value is based on a three-year rolling average of prices published by the Ministry of Agriculture and Forestry.

Depreciation

Depreciation of fixed assets, other than freehold land, is provided on a straight-line basis over their estimated economic useful lives. There is no allowance for residual values, except for “Motor vehicles – other”, which have a residual value of 20 percent of cost. Revalued assets are depreciated on their revalued amount on a straight-line basis over their remaining useful lives. The estimated economic useful lives are:

Buildings – structure	50 years
Buildings – fit-outs	various
Buildings – services	5-8 years
Hut complexes	25 years
Hut fit-outs	various
Plant and machinery	10 years
Leasehold improvements	10 years
Motor vehicles – heavy duty	8 years
Motor vehicles – other	5 years
Furniture and fittings – office	5 years
Office equipment	5 years
Tools and equipment	5 years
Information technology – network	5 years
Information technology – specialised	various
Information technology – PC based	various
Furniture and fittings – inmate	3 years

The useful life of buildings is reassessed following any revaluation. Where the fixed term of a lease is for less than 10 years, excluding rights of renewal, the useful life for leasehold improvements is set at that lesser period.

Depreciation is not provided on capital work in progress, land or forests.

Inventory

Finished goods, raw materials and work in progress are valued at the lower of cost or net realisable value. Costs have been assigned to inventory quantities on hand at balance date using the first-in first-out basis for finished goods and work in progress, and the weighted-average basis for raw materials. Cost comprises direct material and direct labour together with an appropriate portion of fixed and variable production overheads.

Employee Entitlements

Provision is made in respect of the Department's liability for annual, long service and retirement leave. Annual leave owed has been calculated on an actual entitlement basis at current rates of payment while the other provisions have been calculated on an actuarial basis based on the present value of expected future entitlements.

Statement of Cash Flows

Cash means cash balances on hand, and held in bank accounts.

Operating activities include cash received from all income sources of the Department and the cash payments made for the supply of goods and services.

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

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

Livestock

Livestock is valued using Inland Revenue's national average market values. Gains due to changes in the per head value of the livestock herd at balance date are taken to the Revaluation Reserve. Losses due to changes in the per head value are applied against the Revaluation Reserve to the extent that there are sufficient reserves; otherwise they are taken to the Statement of Financial Performance. Gains and losses due to changes in livestock numbers are taken directly to the Statement of Financial Performance.

Investments

Investments are valued at the lower of cost or net realisable value. Investments arise from the Department's dealings with companies in the farming industry.

Financial Instruments

The Department is party to financial instruments as part of its normal operations. These financial instruments include bank accounts, short-term deposits, debtors and creditors. All financial instruments are recognised in the Statement of Financial Position, and all revenues and expenses in relation to financial instruments are recognised in the Statement of Financial Performance.

Goods and Services Tax (GST)

The Statement of Financial Performance, Statement of Movements in Taxpayers' Funds and Statement of Cashflows are exclusive of GST. The Statement of Financial Position is also exclusive of GST except for "Creditors and payables" and "Debtors and receivables" which are GST inclusive. All other statements are GST inclusive. The amount of GST owing to the Inland Revenue Department at balance date, being the difference between Output GST and Input GST, is included in creditors and payables.

Taxation

Government departments are exempt from the payment of income tax in terms of the Income Tax Act 1976.

Accordingly, no charge for income tax has been provided for.

Foreign Currency

Foreign currency transactions are converted into New Zealand dollars at the exchange rate at the date of the transaction. Where a forward exchange contract has been used to establish the price of a transaction, the forward rate specified in that foreign exchange contract is used to convert the transaction to New Zealand dollars.

Consequently, no exchange gain or loss resulting from the difference between the forward exchange contract rate and the spot exchange rate on date of settlement is recognised.

Taxpayers' Funds

This is the Crown's net investment in the Department.

Changes in Accounting Policies

There have been no changes in accounting policies, including cost allocation accounting policies, since the date of the last audited financial statements.

All other policies have been applied on a basis consistent with other years.

GST Status of Departmental Output Classes

The forecast financial statements in this Report present expenses (and revenue) exclusive of GST, in accordance with generally accepted accounting practice. When appropriated by Parliament, these expenses are inclusive of GST, in accordance with legislation.

- The GST-exclusive amounts for each departmental output class correspond to “total expenses” for 2002/03 appearing in the Output Operating Statements in this report (Statement of Intent). The aggregate amount for all 10 output classes corresponds to “total output expenses” for 2002/03 in the Statement of Forecast Financial Performance table.
- The GST-inclusive amounts for each departmental output class correspond to the annual appropriations (in bold) for 2002/03 appearing in Part C1 of Estimates of Appropriations: Vote Corrections.

This information is summarised in the table below.

Summary of the departmental output classes for the financial year ending 30 June 2003

GST Status of Departmental Output Classes			
Departmental Output Classes	GST-exclusive (SOI) \$000	GST \$000	GST-inclusive (Vote) \$000
Information Services	24,095	3,012	27,107
Community-based			
Sentences and Orders	52,330	6,542	58,872
Custody of Remand Inmates	45,612	5,702	51,314
Escorts and Custodial			
Supervision	5,924	741	6,665
Custodial Services	246,278	30,785	277,063
Inmate Employment	34,453	4,307	38,760
Rehabilitative Programmes and Reintegrative Services	40,078	5,010	45,088
New Zealand			
Parole Board Services	3,000	375	3,375
Policy Advice and Development	3,721	465	4,186
Service Purchase and Monitoring	3,214	402	3,616
Total Departmental Output Classes	458,705	57,341	516,046

SERVICE PERFORMANCE OBJECTIVES – OUTPUT PERFORMANCE

OUTPUT CLASS 1: INFORMATION SERVICES

This output class covers the provision of information as requested by the courts and the New Zealand Parole Board to inform their respective decision-making processes. It includes the provision of psychological reports, remand pre-sentence reports (level 2 assessment reports), reparation reports, same-day reports (level 1 assessment reports), home detention reports and assessments, oral information reports, home leave reports for prisons and pre-release reports. Special purpose reports, emotional harm reports and advice are prepared for other entities. Also included is the time Probation Officers spend attending court and status court hearings.

Sentencing Information and Advice to Courts

This output entails the preparation of reports (relating to remand pre-sentence (level 2), reparation, same-day (level 1), special purpose reports and oral information that provide the sentencing judge with information on offenders, to assist with the sentencing process. Also included is the time a Probation Officer spends attending court. This service includes attendance at court, prosecutions, and attendance at sentencing resulting from Community Probation Service initiated proceedings; and the time spent at courts, and preparation of reports including emotional harm.

2INFORMATION
SERVICES

OUTPUT	Sentencing Information and Advice to Courts	
	Performance Standard	
	2002/03	2001/02
Quantity		
The number of reports to courts ³ :	30,000-34,000 ⁴	33,964-37,538
The number of hours for attendance at courts:	50,000-55,000	49,545-54,761
Quality		
The percentage of reports provided to the standards contained in the relevant service descriptions and Community Probation Service Manual to be no less than:	95%	95%
<ul style="list-style-type: none"> • reports to specified formats and in writing • verification process specified/or rationale for the lack of verification • concise, logical and grammatically correct • clear statement of recommendation consistent with the law. 		
The number of written complaints from judges to be no more than:	15	15
Timeliness		
The percentage of reports to courts provided to a timetable set through service level agreements to be no less than:	98%	98%

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Sentencing Information and Advice to Courts

³ Reports include pre-sentence (level 1 and level 2), reparation, oral information reports.

⁴ The Department anticipates that the overall mix of services required of the Community Probation Service will change.

Parole Information and Advice to the New Zealand Parole Board

This output entails the preparation of pre-release reports that provide information to the New Zealand Parole Board about an inmate's proposed residence and work, and the potential programmes that the inmate should undertake on release from prison. Included is the time spent investigating release options and reporting on those and appropriate conditions.

OUTPUT Parole Information and Advice to the New Zealand Parole Board

	Performance Standard	
	2002/03	2001/02
Quantity		
The number of New Zealand Parole Board reports:	4,181-4,619	4,181-4,619
Quality		
The percentage of New Zealand Parole Board reports provided to the standards contained in relevant service descriptions, Public Prisons Service Manual and Public Prisons Service Sentence Management Manual:		
	100%	100%
<ul style="list-style-type: none"> the reports are clear and concise, identifying major points to enable the Board to make a decision on the inmate's release the reports must identify whether statements are fact or opinion; findings are to be derived from the body of the report; recommendations are to address issues, be capable of being implemented and demonstrate that they will achieve the results required each inmate is involved in the development of his or her report reports for the New Zealand Parole Board are provided at least one month before the Board sits. 		
Timeliness		
The percentage of New Zealand Parole Board and reports provided within deadlines set by the boards:	100%	100%

2

Parole Information and Advice to the New Zealand Parole Board

Home Leave Reports

This output entails the provision of home leave reports including investigating the suitability of the sponsor and residence. The Public Prisons Service has the delegated authority to consider and approve home leave proposals. Community reaction to the planned home leave and the suitability of the proposed accommodation by an inmate is also assessed.

OUTPUT	Home Leave Reports	
	Performance Standard	
	2002/03	2001/02
Quantity		
The number of home leave reports:	1,300-1,500 ⁵	1,267-1,339
Quality		
The percentage of home leave reports provided to the standards contained in the relevant service descriptions and Community Probation Service Manual to be no less than:		
	98%	98%
<ul style="list-style-type: none"> • reports completed and all questions addressed • concise, logical and grammatically correct. 		
Timeliness		
The percentage of home leave reports provided within two weeks of request to be no less than:		
	98%	98%

2
Home Leave
Reports

⁵ The Department anticipates that the overall mix of services required of the Community Probation Service will change.

Home Detention Assessments to the New Zealand Parole Board

This output entails the preparation of reports and assessments to the New Zealand Parole Board. The reports are to meet the application criteria including an assessment of the rehabilitative needs of the offender and the suitability to serve their sentence under home detention.

OUTPUT	Home Detention Assessments to the New Zealand Parole Board	
	Performance Standard	
	2002/03	2001/02
Quantity		
The number of home detention specialist reports:	2,200-2,400	2,200-2,400
Quality		
The percentage of home detention specialist reports provided to the standards contained in the relevant service descriptions and Community Probation Service Manual to be no less than:	98%	98%
<ul style="list-style-type: none"> • written reports in a specified format • verification process specified or reason for no verification • concise, logical and grammatically correct • statement of recommendations consistent with the law. 		
Timeliness		
The percentage of home detention specialist reports provided within two weeks of request to be no less than:	98%	98%

2

Home Detention Assessments to the New Zealand Parole Board

Psychological Service Information and Advice to Courts and the New Zealand Parole Board

This output entails the preparation of reports that provide the sentencing judge with information on offenders and also entails the assessment, analysis and reporting on offenders who are to appear before the New Zealand Parole Board.

OUTPUT	Psychological Service Information and Advice to Courts and the New Zealand Parole Board	
	Performance Standard	
	2002/03	2001/02
Quantity		
The number of New Zealand Parole Board reports:		
	500	440-486
The number of reports to courts:		
	100	114-126
Quality		
The percentage of New Zealand Parole Board reports provided to the standards contained in service descriptions and Psychological Service Manual to be no less than:		
	98%	98%
The percentage of reports to courts provided to the standards contained in the service descriptions and Psychological Service Manual to be no less than:		
	98%	98%
<ul style="list-style-type: none"> • completed to a specified format and in writing • concise, logical and grammatically correct • source and reason for referral are clearly stated • all relevant and appropriate information included • sources of information well documented and verified • clear statement of recommendations for further intervention • complies with the Code of Ethics of the NZ Psychological Society 1986. 		
Timeliness		
The percentage of reports to courts provided to a timetable set through service level agreements to be:		
	100%	100%
The percentage of New Zealand Parole Board reports provided within deadlines set by the Board to be:		
	100%	100%

2

Psychological Service Information and Advice to Courts and the New Zealand Parole Board

Cost for Output Class 1

Outputs in this class will be provided within the appropriated sum of \$27.107 million (inclusive of GST).

Year	Cost	Cost	Total	Revenue	Revenue
	GST	GST	Revenue	Crown	Other
	-inclusive	-exclusive	-exclusive	-exclusive	-exclusive
	(\$000)	(\$000)	(\$000)	(\$000)	(\$000)
2002/03	27,107	24,095	24,095	24,095	-
2001/02	29,072	25,842	25,842	25,842	-

2

Cost for
Output Class 1

OUTPUT CLASS 2: COMMUNITY-BASED SENTENCES AND ORDERS

This output class provides for the management and delivery of community-based sentences and orders through sentence management and sentence compliance services. Included as part of these are the sentences of supervision and community work as identified in the new Sentencing Act 2002. This supercedes previous sentences of community programmes, community service and periodic detention although there will be a transitional period during 2002/03. Orders include home detention, parole and orders for post-release conditions, under the new Parole Act 2002.

The service provided meets the terms of judicial decisions on sentences in each case, and also provides opportunities for offenders to acknowledge their responsibilities and address offending behaviour.

It provides for an estimated throughput of 38,920 new sentences and orders⁶.

Outcome

The following outcome measures will be used to determine the effectiveness of the Department's initiatives in this output class to reduce re-offending with the percentage of offenders:

- not re-imprisoned within 12 months of their release from prison
- not re-imprisoned within 24 months of their release from prison
- conviction-free 12 months after the completion of their sentence/order
- conviction-free 24 months after the completion of their sentence/order.

2
COMMUNITY-
BASED
SENTENCES
AND ORDERS

⁶ With the new provisions of the Sentencing Act 2002 and Parole Act 2002, the muster is not able to be calculated with any accuracy as there are a number of unquantifiable variables in the legislation, eg, provision to discharge community work hours at up to 40 a week.

The outcomes will be reported on in the Department's 2002/03 Annual Report⁷. This also relates to Output Class 5 and Output Class 7.

Supervision

This output ensures that offenders sentenced to supervision⁸ report regularly to their Probation Officer and, if ordered by the court, fulfil special conditions that will address the reasons for their offending. Supervision may include in-depth, focused interventions such as rehabilitation or reintegration programmes or counselling.

OUTPUT	Supervision	
	Performance Standard 2002/03	2001/02
Quantity		
The number of supervision sentences:	7,300-8,300 ⁹	8,783-9,707
Quality		
The percentage of offenders who comply with the special conditions imposed as part of their sentence to be no less than:	68%	68%

2

Supervision

⁷ It is intended that information reporting progress made towards the achievement of this outcome measure will be available by ethnicity and gender. This comment relates to all outcomes in this output class.

⁸ The sentence of supervision incorporates elements of the community programme sentence, which is being phased out in line with the Sentencing Act 2002.

⁹ This figure includes any residual new starts on the old sentence of supervision eg, cumulative on imprisonment. Decrease reflects an expected transfer of cumulative supervision sentences to release on conditions.

Community Work

This output ensures that an offender sentenced to community work¹⁰ completes the sentenced number of hours work within the community. It provides for reparation to the community. The type of community work that can be performed is specified in the Sentencing Act 2002.

Output	Community Work	Performance Standard	
		2002/03	2001/02
Quantity			
	The number of community work sentences:	24,000- 26,000 ¹¹	27,547- 31,041 ¹²
Quality			
	The percentage of offenders who successfully complete a community work sentence to be no less than:	70%	new standard

2

Community
Work

¹⁰ The sentence of community work is a new sentence combining elements of the community service and periodic detention sentences, which are being phased out in line with the new Sentencing Act 2002.

¹¹ Volumes (based on Ministry of Justice forecast) indicate that community work will be 15 percent less than the combined volumes of periodic detention and community service. This forecast is based on an increased use of fines.

This figure includes any residual new starts on periodic detention eg, as a result of periodic detention cumulative on imprisonment.

¹² This figure represents the total number of community service and periodic detention sentences imposed last year.

Home Detention Orders

This output entails the administering of home detention orders imposed by the New Zealand Parole Board. Under the conditions of these orders, the offender resides at home under strict conditions and with strict monitoring of those conditions. Offenders may be required to undertake a rehabilitation or reintegration programme, or counselling that addresses their offending.

OUTPUT	Home Detention Orders	
	Performance Standard	
	2002/03	2001/02
Quantity		
The number of offenders directed to complete a home detention order:	800-820	803-887
Quality		
The percentage of offenders on programmes which address their rehabilitative needs, or are in employment, is no less than:	95%	95%

2

Home Detention Orders

Parole Orders

This output entails the administering of an order imposed by the New Zealand Parole Board, which is administered by a Probation Officer. The degree of offender management received by parolees is intense and undertaken by the Community Probation Service. It includes a Probation Officer meeting regularly and working closely with an offender subject to a parole order, and ensuring that special conditions imposed by the Board are fulfilled.

OUTPUT	Parole Orders	
	Performance Standard	
	2002/03	2001/02
Quantity		
The number of inmates directed to complete a parole order ¹³ :	1,200-1,400 ¹⁴	2,374-2,622 ¹⁵
Quality		
The percentage of offenders who comply with the special conditions imposed as part of their order to be no less than:	65%	65%

2

Parole Orders

¹³ This includes inmates released by the New Zealand Parole Board at their discretion or on compassionate grounds, and those released at their statutory release date.

¹⁴ Decrease reflects an expected transfer of parole orders to release on conditions.

¹⁵ This represents the total number of orders imposed by the Parole Board and District Prisons Boards.

Orders for Post-release Conditions

This output entails administering post-release conditions for inmates with short sentences, as imposed by the judiciary at the time of sentencing, and administered by a Probation Officer.

OUTPUT	Orders for Post-release Conditions	
	Performance Standard 2002/03	Performance Standard 2001/02
Quantity		
The number of inmates directed to complete post-release conditions imposed by the court:	2,200-2,400 ¹⁶	new standard
Quality		
The percentage of offenders who comply with the conditions imposed as part of their order to be no less than:	65%	new standard

2

Orders for
Post-release
Conditions

Cost for Output Class 2

Outputs in this class will be provided within the appropriated sum of \$58.872 million (inclusive of GST).

Year	Cost	Cost	Total	Revenue	Revenue
	GST	GST	Revenue	Crown	Other
	-inclusive	-exclusive	-exclusive	-exclusive	-exclusive
	(\$000)	(\$000)	(\$000)	(\$000)	(\$000)
2002/03	58,872	52,330	52,330	52,330	-
2001/02	60,731	53,983	53,983	53,983	-

¹⁶ This is a new category arising from the Sentencing Act 2002. As these conditions are after a term of imprisonment, this forecast volume is unlikely in year one.

OUTPUT CLASS 3: CUSTODY OF REMAND INMATES

This output class provides for safe, secure and humane services and facilities to hold people charged with offences, and offenders convicted but not yet sentenced, and to enable their appearance before the courts as required.

It provides for an estimated throughput of 8,519 new remand inmates, representing an average muster of 929 remand inmates¹⁷. This demand is met by approximately 1002 beds across 15 remand facilities with any overflow accommodated in segregated custodial facilities.

Custody of Remand Inmates

This output entails the administration of custodial remands in a custodial environment. It incorporates the costs of accommodation, security, transport, food and medical care, but not the cost of employment or specific reintegrative interventions.

OUTPUT	Custody of Remand Inmates	
	Performance Standard	
	2002/03	2001/02
Quantity		
The average number of remand inmates held by the		
• Auckland Central Remand Prison:	257	267
• Public Prisons Service:	672	690
Quality		
The number of breakouts per annum to be no more than:		
	2	2
The number of all other escapes per annum to be no more than:		
	1	1

2
CUSTODY
OF REMAND
INMATES

¹⁷ Figures based on results of Ministry of Justice forecast (Nov 2001), and Department projections.

Cost for Output Class 3

Outputs in this class will be provided within the appropriated sum of \$51.314 million (inclusive of GST).

Year	Cost	Cost	Total	Revenue	Revenue
	GST	GST	Revenue	Crown	Other
	-inclusive	-exclusive	-exclusive	-exclusive	-exclusive
	(\$000)	(\$000)	(\$000)	(\$000)	(\$000)
2002/03	51,314	45,612	45,612	45,612	-
2001/02	51,235	45,542	45,542	45,542	-

2

Cost for
Output Class 3

OUTPUT CLASS 4: ESCORTS AND CUSTODIAL SUPERVISION

This output class provides for safe, secure and humane services and facilities for transportation of inmates to and from court and their safe and humane custody while at court.

Escort Services

This output entails the safe, secure and humane transportation of remand inmates and sentenced inmates to and from court.

OUTPUT	Escort Services	Performance Standard	
		2002/03	2001/02
Quantity			
The number of inmates escorted to and from a court in			
• Northland/Auckland			
	(including Police escorts):	23,305-25,525	21,085-23,305
• remainder of New Zealand			
	(excluding Police escorts):	7,835-8,648	7,122-7,862
Quality			
The number of escapes by remand inmates and sentenced inmates during escort to and from court to be no more than:			
		1	1

Courtroom Custodial Supervision Services

This output entails the safe, secure and humane custody of remand and sentenced inmates while they are at court.

OUTPUT	Courtroom Custodial Supervision Services	Performance Standard	
		2002/03	2001/02
Quantity			
The number of inmates supervised in courts in			
• Northland/Auckland:			
		5,230-5,770	4,755-5,255
• remainder of New Zealand:			
		8,512-9,388	8,451-9,327
Quality			
The number of escapes by remand inmates and sentenced inmates while they are held in custody at court to be:			
		0	0

2

ESCORTS AND
CUSTODIAL
SUPERVISION

Cost for Output Class 4

Outputs in this class will be provided within the appropriated sum of \$6.665 million (inclusive of GST).

Year	Cost	Cost	Total	Revenue	Revenue
	GST	GST	Revenue	Crown	Other
	-inclusive	-exclusive	-exclusive	-exclusive	-exclusive
	(\$000)	(\$000)	(\$000)	(\$000)	(\$000)
2002/03	6,665	5,924	5,924	5,924	-
2001/02	6,594	5,861	5,861	5,861	-

2

Cost for
Output Class 4

OUTPUT CLASS 5: CUSTODIAL SERVICES

This output class covers the provision of custodial services and the administration of custodial sentences in safe, secure and humane conditions for both male and female inmates classified as maximum, medium and minimum security. Youth under 17 years of age and vulnerable 17-to-19-year-olds will be housed in specialist youth units. Also included are the management of specialist facilities and drug reduction initiatives.

It provides for an estimated throughput of 7,527 new inmates, representing an average muster of 5,034 inmates.¹⁸ This requires the provision of approximately 5,332 beds and associated facilities at 19 sites to meet security, gender, age and other inmate needs 24 hours a day.

Outcome

The following outcome measure will be used to determine the effectiveness of the Department's initiatives in this output class to reduce re-offending with the percentage of offenders:

- not re-imprisoned within 12 months of their release from prison
- not re-imprisoned within 24 months of their release from prison
- conviction-free 12 months after the completion of their sentence/order
- conviction-free 24 months after the completion of their sentence/order.

These outcomes relate to sentenced inmates (men and women).



¹⁸ Figures based on results of Ministry of Justice forecast (Nov 2001), and Department projections.

Custodial Services – Maximum Security Men

This output provides for the safe, secure and humane containment of inmates classified as maximum security. It incorporates the costs of accommodation, security, sentence management (including assessment), food and medical care.

OUTPUT	Custodial Services – Maximum Security Men	
	Performance Standard 2002/03	2001/02
Quantity		
The average number of maximum security sentenced inmates:	172 ¹⁹	155
Quality		
The percentage of sentenced inmates with inmate management plans prepared and managed to the standards in the relevant service description, Public Prisons Service Manual and Public Prisons Service Sentence Management Manual:	100%	100%
<ul style="list-style-type: none"> on induction, each inmate is provided verbally and in writing with accurate and timely information on the operation and rules of the institution and the entitlements of inmates. Inmates are informed of their obligations, rights, privileges and their access to services in a way they can understand. The inmate's immediate needs are addressed or referred for prompt action assessment interviews include prison staff and the inmate and take into account any pre-sentence reports that are available the inmate is placed into the appropriate work/programme the inmate attends the allocated work/programme allocated all information is recorded and filed on the inmate's file case management plans are reviewed as per the plan. 		
The number of breakouts per annum:	0	0
The number of non-returns from temporary release per annum:	0	0
The number of all other escapes per annum:	0	0

¹⁹ Figures based on results of Ministry of Justice forecast (Nov 2001), and Department projections

Custodial Services – Medium Security Men

This output provides for the safe, secure and humane confinement of inmates classified as medium security. It incorporates the costs of accommodation, security, sentence management (including assessment), food and medical care.

OUTPUT	Custodial Services – Medium Security Men	
	Performance Standard	
	2002/03	2001/02
Quantity		
The average number of medium security sentenced inmates:	2,425 ²⁰	2,380
Quality		
The percentage of sentenced inmates with inmate management plans prepared and managed to the standards in the relevant service description, Public Prisons Service Manual and Public Prisons Service Sentence Management Manual:		
	100%	100%
<ul style="list-style-type: none"> on induction, each inmate is provided verbally and in writing with accurate and timely information on the operation and rules of the institution and the entitlements of inmates. Inmates are informed of their obligations, rights, privileges and their access to services in a way they can understand. The inmate's immediate needs are addressed or referred for prompt action assessment interviews include prison staff and the inmate and take into account any pre-sentence reports that are available the inmate is placed into the appropriate work/programme the inmate attends the allocated work/programme all information is recorded and filed on the inmate's file case management plans are reviewed as per the plan. 		
The number of breakouts per annum to be no more than:	4	5
The number of non-returns from temporary release per annum to be no more than:	2	2
The number of all other escapes per annum to be no more than:	14	16

²⁰ Figures based on results of Ministry of Justice forecast (Nov 2001), and Department projections.

Custodial Services – Minimum Security Men

This output provides for the safe, secure and humane confinement of inmates classified as minimum security. It incorporates the costs of accommodation, security, sentence management (including assessment), food and medical care.

OUTPUT	Custodial Services – Minimum Security Men	
	Performance Standard 2002/03	2001/02
Quantity		
The average number of minimum security sentenced inmates:	2,033 ²¹	2,160
Quality		
The percentage of sentenced inmates with inmate management plans prepared and managed to the standards in the relevant service description, Public Prisons Service Manual and Public Prisons Service Sentence Management Manual:	100%	100%
<ul style="list-style-type: none"> on induction, each inmate is provided verbally and in writing with accurate and timely information on the operation and rules of the institution and the entitlements of inmates. Inmates are informed of their obligations, rights, privileges and their access to services in a way they can understand. The inmate's immediate needs are addressed or referred for prompt action assessment interviews include prison staff and the inmate and take into account any pre-sentence reports that are available the inmate is placed into the appropriate work/programme the inmate attends the allocated work/programme all information is recorded and filed on the inmate's file case management plans are reviewed as per the plan. 		
The number of breakouts per annum to be no more than:	1	2
The number of non-returns from temporary release per annum to be no more than:	16	16
The number of all other escapes per annum to be no more than:	16	16

²¹ Figures based on results of Ministry of Justice forecast (Nov 2001), and Department projections.

Custodial Services – Women

This output provides for the safe, secure and humane confinement of inmates classified in women's security. It incorporates the costs of accommodation, security, sentence management (including assessment), food and medical care.

OUTPUT	Custodial Services – Women	
	Performance Standard	
	2002/03	2001/02
Quantity		
The average number of maximum security sentenced inmates:	4 ²²	6
The average number of medium security sentenced inmates:	102 ²²	140
The average number of minimum security sentenced inmates:	139 ²²	155
Quality		
The percentage of sentenced inmates with inmate management plans prepared and managed to the standards in the relevant service description, Public Prisons Service Manual and Public Prisons Service Sentence Management Manual:		
	100%	100%
<ul style="list-style-type: none"> on induction, each inmate is provided verbally and in writing with accurate and timely information on the operation and rules of the institution and the entitlements of inmates. Inmates are informed of their obligations, rights, privileges and their access to services in a way they can understand. The inmate's immediate needs are addressed or referred for prompt action assessment interviews include prison staff and the inmate and take into account any pre-sentence reports that are available the inmate is placed into the appropriate work/programme the inmate attends the allocated work/programme all information is recorded and filed on the inmate's file case management plans are reviewed as per the plan. 		
The number of break-outs per annum to be no more than:	1	2
The number of non-returns from temporary release per annum to be no more than:	2	2
The number of all other escapes per annum to be no more than:	2	2

²² Figures based on results of Ministry of Justice forecast (Nov 2001), and Department projections.

Custodial Services – Male Youth

This output provides for the safe and secure confinement of males under 17 years of age and vulnerable 17-to-19-year-olds, either sentenced (except those classified maximum security) or remanded. It incorporates the costs of accommodation, security, sentence management (including assessment), food and medical care²³.

OUTPUT	Custodial Services – Male Youth	
	Performance Standard 2002/03	2001/02
Quantity		
The average number of male sentenced and remand inmates held in Youth Units ²⁴ :	129	129
Quality		
The percentage of Youth with inmate management plans prepared and implemented to the criteria contained in the Policy and Procedures Manual:	100%	100%
<ul style="list-style-type: none"> • on induction, each inmate is provided verbally and in writing with accurate and timely information on the operation and rules of the institution and the entitlements of inmates. Inmates are informed of their obligations, rights, privileges and their access to services in a way they can understand. The inmate's immediate needs are addressed or referred for prompt action • assessment interviews include prison staff and the inmate and take into account any pre-sentence reports that are available • the inmate is placed into the appropriate work/programme • the inmate attends the allocated work/programme • all information is recorded and filed on the inmate's file • case management plans are reviewed as per the plan. 		
Quality		
The number of breakouts per annum to be:	0	0
The number of all other escapes to be:	0	0

²³ Consistent with the United Nations Convention on the Rights of the Child, the Department will progressively locate all male offenders under the age of 18 (unless such placement is not in an offender's best interests) as well as vulnerable 18 and 19 year old male inmates in specialist youth units as planned dedicated facilities become available.

²⁴ The sentence of Corrective Training is being phased out in line with the Sentencing Act 2002.

Custodial Services - Drug Reduction

This output entails the identification of drug users in prisons through the administration of three random testing programmes and other drug screening tests. It includes the costs of checkpoint drug control activities, drug dog services, and other activities undertaken alone or with other agencies.

OUTPUT	Custodial Services – Drug Reduction	
	Performance Standard	
	2002/03	2001/02
Quantity		
The number of general random programme drug screening tests carried out:	2,470-2,700	2,470-2,700
The number of random drug screening tests carried out on inmates returning from temporary release:	365-408	365-408
The number of random drug screening tests carried out on identified drug users:	1,584-1,750	1,584-1,750
The number of other drug screening tests carried out ²⁵ :	3,991-4,442	3,991-4,442
Quality		
The annual average percentage of general random programme drug screening tests producing a positive result to be no more than:	17%	19%
The annual average percentage of random drug screening tests of inmates returning from temporary release producing a positive result:	to be reported ²⁶	to be reported
The annual average percentage of random drug screening tests of identified drug users producing a positive result:	to be reported ²⁶	to be reported

²⁵ Other drug screening tests are defined as those undertaken on either "reasonable grounds" or on a voluntary basis.

²⁶ The effectiveness of these two measures showing the average annual percentage of positive tests returned will be reported in both the Department's 2001/2002 and 2002/2003 Annual Reports. These two measures do not lend themselves to setting of performance standards to be achieved.

Cost for Output Class 5

Outputs in this class will be provided within the appropriated sum of \$277.063 million (inclusive of GST).

Year	Cost	Cost	Total	Revenue	Revenue
	GST	GST	Revenue	Crown	Other
	-inclusive	-exclusive	-exclusive	-exclusive	-exclusive
	(\$000)	(\$000)	(\$000)	(\$000)	(\$000)
2002/03	277,063	246,278	246,278	246,278	-
2001/02	262,995	233,773	233,773	233,773	-

2

Cost for
Output Class 5

OUTPUT CLASS 6: INMATE EMPLOYMENT

Inmate Employment contributes to reducing re-offending by providing inmates with the opportunity to gain work experience and improve their work habits and work skills, thereby improving their chances of obtaining sustainable post-release employment.

Over time, Inmate Employment aims to provide all inmates, other than those on remand or serving a short sentence, with 1,410 hours of employment (six hours a day, five days a week and 47 weeks per year). This years target of 5.7 million hours represent a 90 percent achievement of that goal.

Inmate Employment – Land-based Activities

The output provides inmate employment and training opportunities in farming, forestry, horticulture and other activities.

OUTPUT	Inmate Employment – Land-based activities	
	Performance 2002/03	Standard 2001/02
Quantity		
The number of hours worked by inmates:	1,449,250 ²⁷	1,463,250
Area farmed on a commercial basis	ha	ha
• Dairy:	1,063	1,063
• Sheep, beef and deer:	3,503	3,503
Area utilised for commercial forestry:	4,510	4,510
Quality		
The percentages of inmates undertaking inmate employment who receive an externally recognised qualification ²⁸ :	40%	40%
Economic farm surplus per hectare	EFS/ha	EFS/ha
• Dairy:	\$700-\$800	\$700-\$800
• Sheep, beef and deer:	\$130-\$200	\$130-\$200
Economic forest surplus per hectare:	\$750-\$800	\$750-\$800

²⁷ The Department anticipates that the overall mix of Inmate Employment activities will change.

²⁸ An externally recognised qualification is an NZQA or, where no NZQA exists, one that is a recognised equivalent qualification.

Inmate Employment – Manufacturing Activities

This output entails inmate employment and training opportunities in manufacturing, construction and labour-only services.

OUTPUT Inmate Employment – Manufacturing Activities

	Performance Standard	
	2002/03	2001/02
Quantity		
The number of hours worked by inmates:	1,130,820 ²⁹	1,038,050
Quality		
The percentage of inmates undertaking inmate employment who receive an externally recognised qualification ³⁰ :	40%	New standard

2

Inmate Employment – Manufacturing Activities

²⁹ The Department anticipates that the overall mix of Inmate Employment activities will change.

³⁰ An externally recognised qualification is an NZQA or, where no NZQA exists, one that is a recognised equivalent qualification.

Inmate Employment – Internal Service Self-sufficiency Activities

This output provides inmate employment and training opportunities in internal self-sufficiency including:

- kitchens
- laundry and cleaning
- asset maintenance.

OUTPUT	Inmate Employment – Internal Service Self-sufficiency Activities	
	Performance Standard	
	2002/03	2001/02
Quantity		
The number of hours worked by inmates:	3,000,000	3,000,000
Quality		
The percentages of inmates undertaking inmate employment who receive an externally industry qualification ³¹ :	40%	New standard

2

Inmate Employment – Internal Service Self-sufficiency Activities

³¹ An externally recognised qualification is an NZQA or, where no NZQA exists, one that is a recognised equivalent qualification.

Inmate Employment – Release-to-Work and Community Services

This output entails work undertaken by minimum security inmates outside the prison boundaries. These are inmates nearing release who are on Release-to-Work or supervised work parties undertaking community work.

OUTPUT	Inmate Employment – Release-to-Work and Community Services	
	Performance Standard	
	2002/03	2001/02
Quantity		
The number of hours worked by inmates on Release-to-Work and community services:	164,600 ³²	225,100
Quality		
The percentage of inmates undertaking release-to-work employment who receive an externally recognised qualification ³³ :	40%	40%

2

Inmate Employment – Release-to-Work and Community Services

³² Community Service hours have reduced due to staff involved in delivering this service being transferred from the Public Prisons Service to Corrections Inmate Employment.

³³ An externally recognised qualification is an NZQA or, where no NZQA exists, one that is a recognised equivalent qualification.

Inmate Employment – Vocational Training Services

This output provides training activities to inmates that relate directly to the acquisition of employment-related skills, and includes courses to assist in getting driver licences and computer skills.

OUTPUT	Inmate Employment – Vocational Training Services	
	Performance Standard	
	2002/03	2001/02
Quantity		
The number who commence training towards the achievement of an externally recognised qualification:	1,125	1,125
Quality		
The percentage of inmates who receive an externally recognised qualification:	40%	40%

2

Inmate
Employment –
Vocational
Training
Services

Cost for Output Class 6

Outputs in this class will be provided within the appropriated sum of \$38.760 million (inclusive of GST).

Year	Cost	Cost	Total	Revenue	Revenue
	GST	GST	Revenue	Crown	Other
	-inclusive	-exclusive	-exclusive	-exclusive	-exclusive
	(\$000)	(\$000)	(\$000)	(\$000)	(\$000)
2002/03	38,760	34,453	34,453	10,955	23,498
2001/02	46,545	41,373	41,373	10,940	30,433

OUTPUT CLASS 7: REHABILITATIVE PROGRAMMES AND REINTEGRATIVE SERVICES

This output class provides:

- rehabilitative programmes to improve an offender's motivation to address the causes of their criminal offending. These programmes are designed to increase an offender's responsivity to undertake a specific programme that seeks to address an identified criminogenic need;
- rehabilitative programmes to address the causes of criminal offending. Integrated Offender Management has introduced a new suite of nationally defined rehabilitation programmes. Assessment tools determine programme eligibility according to an offender's criminogenic needs, responsivity and risk of re-offending;
- reintegrative services to prepare for an offender's release into the community, including support for families/whānau. Emphasis is placed on the targeted provision of reintegrative services to reinforce and sustain behavioural changes by building up basic skills (for example, budgeting and relationship management) which support reintegration into the community;
- specialist psychological services, including counselling of offenders, professional staff training, and supervision in the use of assessment tools, to monitor and support programme delivery.

Outcome

The following outcome measures will determine the effectiveness of the Department's initiatives to reduce re-offending. The measures provide information on the percentage of offenders who return to the Department's care and how much of a reduction in reconviction has occurred due to the Department's interventions.

The change in the reconviction rate for the treatment group receiving an intervention, compared to a matched, untreated group, measured in two ways:

2

REHABILITATIVE
PROGRAMMES
AND
REINTEGRATIVE
SERVICES

- reconvicted for an offence committed within 12 months of completion of sentence, and given a sentence administered by the Department
- reimprisoned for an offence committed within 12 months following release from prison.

These outcomes relate to the following rehabilitative programmes and reintegrative services:

- Straight Thinking
- Tikanga Māori
- Sex Offender Treatment (for this the outcome relates to 12, 24 and 60 months)
- Violence Prevention
- Alcohol and Drug Treatment
- EQUIP
- other rehabilitative programmes:
 - Making Our Drivers Safe
 - M-PRO (generic programme)
 - Māori Therapeutic Programmes
- provision of Psychological Services.

The utility of the outcome measure is affected by several factors:

- the lead time between an offender receiving an intervention and when that offender could be deemed as not having re-offended;
- a statistically valid sample size can take a long time to achieve when re-offending occurs at a low rate as is the case for child sex offenders;
- the nature of the intervention, if generic, relates more appropriately to the re-imprisonment index. Where a specific intervention occurs, then the focus needs to be on re-imprisonment or reconviction for that specific kind of offence.

These issues particularly relate to the following programmes:

- Sex Offender Treatment
- Violence Prevention
- Making Our Drivers Safe.

Rehabilitative Programmes – Responsivity/Motivational

This output entails the delivery of Straight Thinking and Tikanga Māori programmes. Attendance at these programmes improves an offender's responsivity or motivation to address identified criminogenic needs. For example:

- Straight Thinking aims to improve the critical reasoning required for effective social integration;
- delivery of Tikanga Māori programmes to offenders on community-based sentences and orders with a focus of improving motivation to address other aspects of offending;
- the delivery of Tikanga Māori programmes to remand and sentenced youth in specialist male Youth Units. The programmes are designed to develop cognitive behavioural reasoning for effective social integration;
- the use of Māori philosophy, values, knowledge and practices to emphasise the relationship of the individual with their social-cultural environment and to foster the regeneration of Māori identity and values. Completion of a Tikanga Māori programme is a prerequisite for entry to a Māori focus unit.

OUTPUT Rehabilitative Programmes – Responsivity/Motivational

	Performance Standard	
	2002/03	2001/02
Quantity		
The number of hours offenders spend attending a Straight Thinking programme		
• Public Prisons Service:	69,300 ³⁴	82,000
• Community Probation Service:	82,880	70,448
The number of offenders who start a Straight Thinking programme		
• Public Prisons Service:	990 ³⁴	1,306
• Community Probation Service:	1,184	1,184

³⁴ Reduction reflects that programme is available to inmates once per life time.

	Performance Standard	
	2002/03	2001/02
Quantity		
The number of offenders who start a Tikanga Māori programme		
• Public Prisons Service:	943	943
• Community Probation Service:	523	368
Quality		
The percentage of offenders who start and complete a Straight Thinking programme to be no less than		
• Public Prisons Service:	80%	80%
• Community Probation Service:	65%	65%
The percentage of offenders who start and complete a Tikanga Māori programme to be no less than		
• Public Prisons Service:	75%	75%
• Community Probation Service:	65%	65%

2

Rehabilitative
Programmes –
Responsivity/
Motivational

Rehabilitative Programmes – Criminogenic

This output delivers programmes to address an offender's criminogenic needs, either in prison or the community. For example:

- EQUIP, a youth offender programme, designed to develop cognitive behavioural reasoning for effective social interaction;
- sex offender treatment programmes, for inmates convicted of sex offending against children. The programmes include special treatment units (at Kia Marama and Te Piriti);
- violence prevention programmes, including the delivery of group-based treatment to violent offenders in the male Violence Prevention Special Treatment Unit at Rimutaka Prison;
- He Tete Kura Mana Tangata programme, violence programme based on tikanga Māori values and beliefs;
- substance abuse programmes to highly recidivist offenders with identified alcohol- and drug-related needs. The output includes the delivery of alcohol and drug treatment programmes within Special Treatment Units;
- generic criminogenic programmes, such as the Mixed Programmes to Reduce Re-offending (MPRO), Structured Individual Programmes (SIP);
- Māori Therapeutic Programmes (delivered in Māori Focus Units) involving alcohol and drug, and violence prevention;
- Making our Drivers Safe (MODS). A programme delivered within the community to reduce re-offending by addressing high risk, recidivist traffic offenders.

2

Rehabilitative
Programmes –
Criminogenic

OUTPUT	Rehabilitative Programmes – Criminogenic	
	Performance Standard	
	2002/03	2001/02
Quantity		
The number of hours offenders spend attending a criminogenic programme ³⁵		
• Public Prisons Service:	119,800 ³⁶	132,050
• Community Probation Service:	77,125	58,614
The number of offenders who start a criminogenic programme		
• Public Prisons Service:	700	230
• Community Probation Service:	835	722
The number of hours inmates spend attending a programme at		
• Kia Marama:	12,500	12,500
• Te Piriti:	12,500	12,500
The number of inmates who start a programme at		
• Kia Marama:	40	40
• Te Piriti:	40	40
The number of inmates who start and complete the programme at		
• Kia Marama to be no less than:	38	38
• Te Piriti to be no less than:	38	38
The number of hours inmates spend attending a violence prevention programme at Rimutaka Prison:	7,700	7,700
The number of inmates who start a violence prevention programme at Rimutaka Prison:	30	30
The number of hours inmates spend attending an EQUIP programme:	32,400	45,360
The number of inmates who start an EQUIP programme:	129	129
The number of hours inmates spend attending Māori Therapeutic programmes:	14,400 ³⁷	19,200
The number of inmates who start a Māori Therapeutic programme:	200	new standard

³⁵ The Department will provide information in its 2002/03 Annual Report on each of the Criminogenic Programmes delivered during the year.

³⁶ The reduction reflects the implementation of fewer, new, higher quality IOM criminogenic programmes.

³⁷ Excludes Māori Therapeutic Programmes on relationships (now a reintegrative service).

	Performance Standard	
	2002/03	2001/02
Quality		
The percentage of offenders who start and complete a criminogenic programme		
• Public Prisons Service:	75%	75%
• Community Probation Service:	65%	65%
The percentage of programmes completed at Kia Marama and Te Piriti where all the components described in the service description were completed:	100%	100%
• norm building		
• construction of offence chain incorporating challenging cognitive distortions		
• sexual arousal reconditioning		
• victim impact and empathy		
• social skills, relationship skills and sex education		
• mood, anger and stress management and problem solving		
• relapse prevention		
• release planning.		
The number of violence prevention programmes completed at Rimutaka Prison per year:	3	3
The percentage of offenders who start and complete a violence prevention programme at Rimutaka Prison:	100%	100%
The percentage of inmates who start and completed an EQUIP programme:	70%	70%
The number of inmates who start and complete Māori Therapeutic programmes to be no less than:	75%	75%

2

Rehabilitative
Programmes –
Criminogenic

Rehabilitative Programmes – Other Rehabilitative Programmes and Activities

This output entails the provision and administration of other criminogenic and special programmes which are designed to address the underlying causes of criminal re-offending.

This includes:

- community-based sex offender treatment programmes delivered by third parties;
- community-based domestic violence and alcohol and drug programmes delivered by third parties;
- community-based violence prevention programmes delivered by third parties.

OUTPUT Other Rehabilitative Programmes and Activities

	Performance Standard	
	2002/03	2001/02
Quantity		
The number of hours offenders spend attending other rehabilitative programmes funded by the Community Probation Service:	90,000-115,000	new standard
Quality		
The percentage of offenders who start and complete other rehabilitative programmes funded by the Community Probation Service to be no less than:	65%	new standard

2
Rehabilitative
Programmes –
Other
Rehabilitative
Programmes
and Activities

Education and Training

This output seeks to raise the basic literacy and numeracy levels of inmates with deficiencies (through the provision of basic literacy and numeracy programmes, National Certificate in Employment Skills and other general education activities) to ensure they are better equipped to cope in the community following their release from prison.

	Performance Standard	
	2002/03	2001/02
OUTPUT Education and Training		
Quantity		
The number of hours inmates spend attending a module under the NCES:	236,560	New standard
Quality		
The percentage of inmates who start and complete a module under NCES to be no less than:	80%	80%

2

Education and Training

Reintegrative Services

This output entails the provision and administration of reintegrative services. This includes the delivery of programmes and activities to meet the reintegrative needs such as:

- family functioning/social attitudes and life skills
- the provision of services to support the reintegration of offenders into their families/whānau, the community and the workforce
- social worker services to assist with reintegration
- tattoo removal
- offenders as victims of crime
- Māori Therapeutic programmes on relationships
- the use of chaplaincy and religious activities to assist the regeneration of pro-social values and behaviour.

OUTPUT Reintegrative Services

	Performance Standard	
	2002/03	2001/02
Quantity		
The number of offenders and their families/whānau receiving the Whānau Liaison Service will be no less than:	206	new standard
The number of hours delivered by the Public Prisons Service for reintegrative services:	38,200 ³⁸	80,000-120,000
The number of support service hours to be provided will not be more than ³⁹ :	40,098	38,850

2
Reintegrative
Services

³⁸ The reduction in the number of hours delivered by the Public Prisons Service for reintegrative services is due to programmes transferring to other output classes, and the delivery of higher quality programmes targeted at inmates based on need.

³⁹ The New Zealand Prisoners' Aid and Rehabilitation Society (NZPARS) are currently contracted by the Department to provide these services

OUTPUT Reintegrative Services

	Performance Standard	
	2002/03	2001/02
The number of offenders and their families/whānau receiving the service will be no more than ⁴⁰ :	120	120
The number of hours offenders spend attending Māori Therapeutic programmes:	7,200	new standard
The number of offenders who start a Māori Therapeutic programme:	100	new standard
Quality		
The percentage of referrals (urgent or otherwise) to the Whānau Liaison Worker acknowledges within 5 working days of receipt:	95%	new standard
The percentage of reintegrative services provided by the Public Prisons Service in accordance with an offender's plan to be no less than:	90%	90%
The percentage of referrals (urgent or otherwise) to NZPARS per month acknowledged within 5 working days of receipt:	95%	95%
The percentage of offenders and their families/whānau receiving the service for which an action plan is developed to be:	100%	100%
The percentage of offenders who start and complete a Māori Therapeutic programme to be no less than:	75%	new standard

⁴⁰ The provision of Reintegrative Support Services to offenders and their families/whānau is being undertaken as a pilot at two sites. One site in Christchurch operated by PILLARS and the other in Auckland, jointly operated by Presbyterian Support Services (Northern) and PARS Auckland District. The pilots are funded until 30 June 2003. The aim of this pilot is to increase wellbeing and self-reliance of offenders and their families/whānau by providing intensive, integrated family/whānau support for offenders returning to the community to parent children.

Habilitation Centres and the Day Reporting Centre

This output entails an offender's attendance at residential habilitation centres⁴¹ to address reintegrative and rehabilitative needs and the piloting of a day reporting centre.

OUTPUT Habilitation Centres and the Day Reporting Centre

	Performance Standard	
	2002/03	2001/02
Quantity		
The number of psychologist hours provided to Montgomery House:	740	740
The number of offenders who start a violence prevention programme at Montgomery House:	32	32
The number of offenders directed to attend a residential habilitation centre:	40-60	40-60
The number of hours youth spend attending a day reporting centre:	to be developed ⁴²	New standard
The number of youth who are directed to attend a day reporting centre:	to be developed ⁴²	New standard
Quality		
The percentage of assessments for Montgomery house programmes for which all of the information elements were assessed:	100%	100%
The percentage of post-programme assessments for Montgomery House programme completed by a psychologist:	100%	100%
The percentage of clinical monitoring reports for Montgomery house programmes that adhere to the standards:	100%	100%
The percentage of clinical monitoring reports for Montgomery House programmes provided within agreement timeframes to be:	100%	100%
The percentage of offenders who successfully undertake their habilitation centre order to be no less than:	60%	60%

⁴¹ Te Ihi Tu, Salisbury Street and Montgomery House.

⁴² This measure is to be developed as the day reporting centre is being piloted this year.

	Performance Standard	
	2002/03	2001/02
The percentage of youth who successfully undertake their day reporting centre order to be no less than:	to be developed ⁴³	New standard
The percentage of youth conviction free 12 months after completion of their sentence:	to be developed ⁴³	New standard
The percentage of youth conviction free 24 months after completion of their sentence:	to be developed ⁴³	New standard

2

Habilitation Centres and the Day Reporting Centre

⁴³ The day reporting centre is planned to be operational with a full complement of youth by June 2003. As this is a pilot the actual completion rate is unknown and will be developed once experience with the day reporting centre develops.

Provision of Psychological Services

This output entails the provision of specialist psychological treatment services to offenders serving both custodial and community-based sentences. It includes the provision of reports resulting from the referral, assessment and treatment of offenders serving custodial sentences and of professional training and supervision relating to the delivery of rehabilitative programmes and reintegrative services.

OUTPUT Provision of Psychological Services

	Performance Standard	
	2002/03	2001/02
Quantity		
The number of psychological consultation hours provided to the		
• Community Probation Service:	12,000 ⁴⁴	15,645-17,295
• Public Prisons Service:	9,834 ⁴⁴	10,005-11,005
The number of psychological reports provided to the		
• Community Probation Service:	1,020-1,060	850-940
• Public Prisons Service:	840-900	795-880
The number of consultation hours provided by Māori service providers under the bicultural therapy model:	4,000	3,750 – 4,250
Quality		
The percentage of psychological consultations which meet the following standards to be no less than:	95%	95%
• a structured offender assessment interview is conducted		
• confidentially and consent issues are explained		
• relevant history is obtained		
• assessment measures are used (as appropriate)		
• problems are presented clearly formulated		
• treatment goals are specified (addressing assessed problems)		
• appropriate interventions are used (based on current literature)		
• adequate case notes are recorded for all sessions		
• records are kept of ongoing measures or observations to monitor interventions		
• assessment and treatment reports are completed and delivered.		

2
Provision of
Psychological
Services

⁴⁴ Decrease reflects a return to consultation delivery only. Previous target included IOM project support.

The percentage of psychological reports which meet the following standards outlined below to be no less than:

95% 95%

- concise, logical and grammatically correct
- source and reason for referral are clearly stated
- all relevant and appropriate information is included
- sources of information are well documented and verified
- clear statements of recommendations for further interventions
- complies with the Psychologists' Code of Ethics.

The percentage of Māori Service Providers who comply with the following standards when delivering consultation hours under the

Bicultural Therapy Model: 100% 100%

- all referrals follow locally agreed referral processes
- provider has received induction from the Psychological Service
- provider has signed a contract for services
- treatment provided is centred around Māori values and beliefs using the principles of Kaupapa Māori and Nga Tikanga Māori
- provider is mandated by the relevant Oversight Committee, comprising representatives of local iwi and the Psychological Service
- a report is provided to the Psychological Service at the end of each referral.

2

Provision of Psychological Services

Cost for Output Class 7

Outputs in this class will be provided within the appropriated sum of \$45.088 million (inclusive of GST).

Year	Cost		Total	Revenue	Revenue
	GST	GST	Revenue	Crown	Other
	-inclusive	-exclusive	-exclusive	-exclusive	-exclusive
	(\$000)	(\$000)	(\$000)	(\$000)	(\$000)
2002/03	45,088	40,078	40,078	40,078	-
2001/02	43,225	38,422	38,422	38,422	-

OUTPUT CLASS 8: SERVICES TO THE NEW ZEALAND PAROLE BOARD

This output class involves the provision of funding for, and administrative, financial and secretariat services to, the New Zealand Parole Board. This will assist the New Zealand Parole Board to meet its independent statutory responsibilities under the new Sentencing Act 2002 and Parole Act 2002.

Services to the New Zealand Parole Board

This output involves the provision of administrative, financial and secretariat services to the New Zealand Parole Board.

OUTPUT	Services to the New Zealand Parole Board	
	Performance Standard	
	2002/03	2001/02
Quantity		
The number of cases considered by the New Zealand Parole Board to be:	3,500	new standard
Quality		
The percentage of offenders or victims requiring to be notified and able to be notified of an impending hearing within 10 working days to be:	90%	new standard
The percentage of offenders or victims requiring to be notified following a Board decision within 10 working days to be:	90%	new standard
The percentage of papers for each case provided to the Board within 10 working days of a hearing to be:	90%	new standard
The scheduling of cases to be heard by the Board to be within the timeframe specified in the Parole Act to be:	100%	new standard

2
SERVICES TO
THE NEW
ZEALAND
PAROLE BOARD

Cost for Output Class 8

Outputs in this class will be provided within the appropriated sum of \$3.375 million (inclusive of GST).

Year	Cost	Cost	Total	Revenue	Revenue
	GST	GST	Revenue	Crown	Other
	-inclusive	-exclusive	-exclusive	-exclusive	-exclusive
	(\$000)	(\$000)	(\$000)	(\$000)	(\$000)
2002/03	3,375	3,000	3,000	3,000	-
2001/02	-	-	-	-	-

2

Cost for
Output Class 8

OUTPUT CLASS 9: POLICY ADVICE AND DEVELOPMENT

This output class involves the provision of advice, development of policies, and Ministerial servicing relating to reducing re-offending, the effective management of corrections services, and the review, evaluation and development of service standards.

Policy Advice and Development Services

This output involves the provision of policy advice and development services.

OUTPUT	Policy Advice and Development Services	
	Performance Standard 2002/03	2001/02
Quantity		
Advice will be delivered according to a work programme agreed with the Minister of Corrections	100%	100%
Quality		
The Minister of Corrections will expect advice to be delivered according to the quality standards as outlined below:	100%	100%
<ul style="list-style-type: none"> • the aims of the paper have been clearly stated and they answer the questions that have been set • the assumptions behind the advice are explicit, and the argument is logical and supported by the facts • the facts in the paper are accurate and all material facts have been included • an adequate range of options has been presented and each has been assessed for benefits, costs and consequences to the government and the community • there is evidence of adequate consultation with interested parties and possible objections to proposals have been identified • the problems of implementation, technical feasibility, timing and consistency with other policies have been considered • the format meets Cabinet Office requirements, the material is effectively and concisely summarised, has short sentences in plain English and is free of spelling or grammatical errors. 		
Timeliness		
Policy advice purchased will be delivered within the specific reporting reporting deadlines agreed with the Minister of Corrections:	100%	100%



Ministerial Servicing

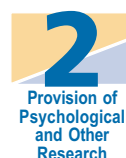
This output involves the purchase of analysis, research and drafting of responses to Ministerial correspondence and to Parliamentary questions received by the Minister of Corrections.

OUTPUT	Ministerial Servicing	
	2002/03	2001/02
Quantity		
The number of responses to be prepared to Ministerial correspondence is estimated to be:	600	600
The number of responses to Parliamentary questions is estimated to be:	500	500
Quality		
The percentage of replies returned for redrafting to not exceed:	10%	10%
All responses are signed out by either a General Manager or, in his or her absence, an appropriate manager:	100%	100%
Timeliness		
The percentage of responses to Ministerial correspondence completed within the timeframes agreed with the Minister's office to be no less than:	90%	90%
The percentage of responses to Parliamentary questions completed within the timeframes set by the Minister's office:	100%	100%

Provision of Psychological and Other Research

This output involves the provision of psychological research and other approved projects of a psychological nature.

OUTPUT	Provision of Psychological and Other Research	
	Performance Standard	
	2002/03	2001/02
Quantity		
The percentage of research and evaluation delivered to agreed project milestones:	100%	100%
Quality		
The percentage of psychological and other research that will be provided to the criteria contained in the Psychological Service Manual:	100%	100%
<ul style="list-style-type: none"> the hypothesis/aim of the research is clearly stated; capable of being tested; uses minimal variables; is resourced appropriately data collection is to meet appropriate standards of research design, and appropriate analysis tools are to be used the results are accurately and clearly described there is concise and thorough explanation of the implications of the results for the issues investigated the research should be peer reviewed both internally and externally the report is written in a format appropriate to the audience the aims of the paper are accurate and all material facts have been included the material is free of spelling or grammatical errors and an executive summary is provided if the report exceeds five pages when possible the material is published within internationally recognised journals. 		



Cost for Output Class 9

Outputs in this class will be provided within the appropriated sum of \$4.186 million (inclusive of GST).

Year	Cost	Cost	Total	Revenue	Revenue
	GST	GST	Revenue	Crown	Other
	inclusive	exclusive	exclusive	exclusive	exclusive
	(\$000)	(\$000)	(\$000)	(\$000)	(\$000)
2002/03	4,186	3,721	3,721	3,721	-
2001/02	4,190	3,724	3,724	3,724	-

OUTPUT CLASS 10: SERVICE PURCHASE AND MONITORING

This output class involves the development, management and monitoring of agreements for the purchase of services entered into with both internal and external providers. Also included in this output class are the provision of custodial assurance, inspectorate services and national system services.

Purchase and Monitoring of Service Delivery

This output involves the development, management and monitoring of:

- Internal Purchase Agreements with the four internal providers of corrections services (Public Prisons Service, Community Probation Service, Psychological Service and Corrections Inmate Employment)
- services purchased from external providers, in particular with Australasian Correctional Management Limited and New Zealand Prisoners' Aid and Rehabilitation Society
- interagency agreements, in particular the agreements with the Child, Youth and Family Service and the Department for Courts, and memoranda of understanding with New Zealand Police, Ministry of Social Development, ACC, Ministry of Health, Inland Revenue Department, Ministry of Housing, New Zealand Housing Corporation, Career Services and Fresh Start.

Service delivery is monitored in terms of quantity and quality, and remedial action is taken if service delivery is unsatisfactory.

2

SERVICE
PURCHASE AND
MONITORING

OUTPUT	Purchase and Monitoring of Service Delivery	
	Performance Standard 2002/03	2001/02
Quantity		
The number of Internal Purchase Agreements with internal providers:	4	4
The number of contracts for services with external providers negotiated and managed by Service Purchasing and Monitoring:	2	3
The number of interagency agreements managed by Service Purchase and Monitoring:	11	11
The number of Community Funding contracts to be negotiated with external providers:	138	63-77
The number of contracts between the Community Probation Service and Habilitation Centres and Montgomery House:	3 ⁴⁵	4
Quality		
The percentage of contracts for services with external providers and of Internal Purchase Agreements that meet the following standards:	100%	100%
<ul style="list-style-type: none"> • services are clearly described • performance measures and standards are specified • price and payment regime (including incentives as appropriate) • format and dates of reporting requirements are specified. 		
The percentage of contracts for services with external providers and of Internal Purchase Agreements that are regularly reviewed and reported on in terms of:	100%	100%
<ul style="list-style-type: none"> • the procedures are being followed • service delivery and performance volumes are as specified • the quality of service delivery and performance are as specified • the manner, timing and form of reporting is as laid down. 		
The percentage of interagency agreements managed in accordance with the review and reporting provisions:	100%	100%

2

Purchase and Monitoring of Service Delivery

⁴⁵ The Department did not renew the contract with Te Whānau O Waipareira Trust Habilitation Centre in the 2001/02 Financial Year. The Department's three remaining contracts are with Montgomery House, the Salisbury Street Foundation and the Te Ihi Tu Trust.

	Performance Standard	
	2002/03	2001/02
The percentage of Community Funding contracts with a value of \$20,000 (or over) that have performance measures and standards to the criteria outlined below:	100%	100%
<ul style="list-style-type: none"> • the correct parties to the contract are specifically identified and the parties have legal power to contract and are a legal entity • the term of the contract has been identified • the price is identified in the schedule of the contract • the payment regime is specified • the format and dates of reporting requirements are stated • the mechanism for resolving disputes is stated • the programme is clearly described (including programme aims, content and delivery process) • the contract is legal. 		
Timeliness		
The percentage of inter-agency agreements that are renegotiated and/or reviewed by the date specified:	100%	100%
The percentage of Community Funding contracts with value of \$20,000 (or over) agreed and in place by the agreed date:	95%	95%

2

Purchase and
Monitoring of
Service Delivery

Provision of Inspectorate Services

This output involves the provision of an inspection service that monitors systems and standards in relation to sentence management, investigates incidents, investigates complaints received from offenders and ensures that the complaints system within prisons is working as intended. The inspectorate also provides reports to the Assurance Board and is independent of the service groups that it inspects.

OUTPUT	Provision of Inspectorate Services	
	Performance Standard	
	2002/03	2001/02
Quantity		
Number of inspections in the inspectorate work programme as approved by the Assurance Board will be as follows		
• routine visits:	80 - 120	80 - 120
• special investigations:	10 - 30	10 - 30
Quality		
The percentage of inspections that are carried out to the following criteria:		
	100%	100%
• to a quality which satisfies the Assurance Board		
• according to the guidelines and standards of the New Zealand Institute of Internal Auditors.		
Timeliness		
All reports on routine inspection visits will be finished within one month of the visit. All special reports will be finished within the time period agreed in the terms of reference for the investigation:		
	100%	100%

Provision of National Systems Services

This output involves:

- the development and maintenance of service specifications and national systems
- the administration of the Victims Notification Register
- the provision of offender records services
- the administration of statutory appointments and delegations affecting offender management.

OUTPUT	Provision of National Systems Services	
	Performance Standard	
	2002/03	2001/02
Quantity		
The number of information transactions with external agencies:	8,000-10,000	new standard
Quality		
The percentage accuracy of the statutory appointment and delegations registers affecting the operational management of inmates:	100%	100%
Timeliness		
The percentage of national systems transactions to be completed within seven working days of applications being received:	100%	100%
The percentage of applications for victims' registration processed within 10 working days of being received:	100%	100%
The percentage of personal records established for inmates imprisoned for six months or more within 10 working days of reception:	100%	100%

2

Provision of
National Systems
Services

Cost for Output Class 10

Outputs in this class will be provided within the appropriated sum of \$3.616 million (inclusive of GST).

Year	Cost	Cost	Total	Revenue	Revenue
	GST	GST	Revenue	Crown	Other
	inclusive	exclusive	exclusive	exclusive	exclusive
	(\$000)	(\$000)	(\$000)	(\$000)	(\$000)
2002/03	3,616	3,214	3,214	3,214	-
2001/02	6,852	6,091	6,091	6,091	-

2

Cost for
Output Class 10

