

VOTE *Culture and Heritage (Internal Affairs)*

Terms and Definitions

ANZAC	Australia New Zealand Army Corps
DNZB	Dictionary of New Zealand Biography.

Footnotes

Note 1	Appropriations are stated GST inclusive (where applicable).
Note 2	This takes into account the possibility for equipment failure rather than allowing for procedural failure.
Note 3	Gallery exhibitions are defined as exhibitions that open during the reporting period.
Note 4	These figures are for 10 months only. Vote Culture and Heritage (Internal Affairs) was established on 1 September 1999.
Note 5	These figures are for 10 months only for comparative purposes. In 1998/99 this output class was under Vote Internal Affairs.
Note 6	Documents are considered to be 100% complete when they have been sent for typesetting.
Note 7	These figures are for 10 months only for comparative purposes. In 1998/99 these outputs were under Vote Internal Affairs output classes D2 Official, Legal and Historical Publications and D3 Administrative and Advisory Support Services.
Note 8	These figures are for 10 months only for comparative purposes. In 1998/99 this output was under Vote Internal Affairs output class D5 Property Management.

Culture and Heritage (Internal Affairs)

VOTE MINISTER: Minister for Arts, Culture and Heritage

ADMINISTERING DEPARTMENT: Department of Internal Affairs

The Minister of Internal Affairs is the Responsible Minister for the Department of Internal Affairs

Introduction

Vote Culture and Heritage (Internal Affairs) was established from 1 September 1999 following a review of the culture and heritage sector.

This vote contains appropriations that were transferred from Vote Internal Affairs on 1 September 1999.

Part B - Statement of Appropriations (see note 1)

Summary of 1999/2000 Appropriations

Types of Appropriation	Appropriations to be Used				Total Appropriations \$000
	By the Department Administering the Vote		For Non-Departmental Transactions		
	Annual \$000	Other \$000	Annual \$000	Other \$000	
Operating Flows					
Classes of Outputs to be Supplied	12,174	-	-	-	12,174
Benefits and Other Unrequited Expenses	-	-	-	-	-
Borrowing Expenses	-	-	-	-	-
Other Expenses	-	-	224	-	224
Capital Flows					
Capital Contributions	-	-	-	-	-
Purchase or Development of Capital Assets	-	-	336	-	336
Repayment of Debt	-	-	-	-	-
Total Appropriations for 1999/2000	12,174	-	560	-	12,734
Total 1999/2000 Main Estimates Appropriations	-	-	-	-	-

Part B1 - Details of 1999/2000 Appropriations

Appropriations	1999/2000						Purpose of and Reasons for Change in 1999/2000 Appropriations
	Main Estimates		Supplementary Estimates		Cumulative Vote		
	Annual \$000	Other \$000	Annual \$000	Other \$000	Annual \$000	Other \$000	
Departmental Output Classes (Mode B Gross)							
D1 National Archival Services	-	-	9,709	-	9,709	-	The Collection, storage and treatment (remedial and preventative) of official records including written documents, film footage and other items. It also includes the description and making available of these items to government departments, other organisations and individuals; and providing operational policy and standard setting and archival advice. The Supplementary Estimates adjustments provide for the transfer of appropriation for the establishment of Vote Culture and Heritage (Internal Affairs) from Vote Internal Affairs (\$9,371,000), the refinement of costs between output classes (\$57,000), increased activity in archival services (\$35,000) and costs to set up National Archives as a stand alone Department from 1 October 2000 (\$246,000).
D2 Historical Publications and Administrative Services	-	-	1,850	-	1,850	-	The research, writing, translation, editing and other work involved in publishing historical works, including DNZB and New Zealand written history, and the provision of clerical, advisory, monitoring, accounting and support services on New Zealand History. The Supplementary Estimates adjustments provide for the transfer of appropriation for the establishment of Vote Culture and Heritage (Internal Affairs) from Vote Internal Affairs (\$1,701,000), refinement of costs between output classes (-\$6,000), increased activity in the written history service (\$54,000) and transfer of funding from Vote Ministerial Services for provision of redundancy costs (\$101,000).
D3 Heritage Property Management	-	-	615	-	615	-	The provision of services relating to the management and maintenance of war graves, historic graves and national monuments. The Supplementary Estimates adjustments provide for the transfer of appropriation for the establishment of Vote Culture and Heritage (Internal Affairs) from Vote Internal Affairs (\$618,000) and refinement of costs between output classes (-\$3,000).

Part B1 - Details of 1999/2000 Appropriations (continued)

Appropriations	1999/2000						Purpose of and Reasons for Change in 1999/2000 Appropriations
	Main Estimates		Supplementary Estimates		Cumulative Vote		
	Annual \$000	Other \$000	Annual \$000	Other \$000	Annual \$000	Other \$000	
Total Appropriations for Departmental Output Classes (Mode B Gross)	-	-	12,174	-	12,174	-	
Other Expenses to be Incurred by the Crown							
Commonwealth War Graves	-	-	41	-	41	-	Payment to Commonwealth War Graves Commission covering direct maintenance of New Zealand war graves overseas and includes New Zealand's direct administration of Bourail Cemetery, New Caledonia for the Commission. The Supplementary Estimates adjustment provides for the transfer of appropriation for the establishment of Vote Culture and Heritage (Internal Affairs) from Vote Internal Affairs.
Development and Maintenance of War Graves, Historic Graves and Monuments	-	-	183	-	183	-	Development and maintenance of war graves and historic graves within New Zealand, and monuments and memorials in New Zealand and overseas. The Supplementary Estimates adjustments provides for the transfer of appropriation for the establishment of Vote Culture and Heritage (Internal Affairs) from Vote Internal Affairs (\$246,000) and reduction of funding to contribute to the ANZAC Commemorative Park (-\$63,000).
Total Appropriations for Other Expenses to be Incurred by the Crown	-	-	224	-	224	-	
Purchase or Development of Capital Assets by the Crown							

ANZAC Commemorative Park, Gallipoli	-	-	313	-	313	-	To contribute towards the cost of construction of the new ANZAC Commemorative Park, Gallipoli. The Supplementary Estimates adjustment provides for the establishment of the new appropriation for the ANZAC Commemorative Park.
New Zealand Memorial in Canberra	-	-	23	-	23	-	For the design and construction of the New Zealand Memorial in Canberra. The Supplementary Estimates adjustments provide for the transfer of appropriation for the establishment of Vote Culture and Heritage (Internal Affairs) from Vote Internal Affairs (\$686,000) and an expense transfer from 1999/2000 to 2000/01 following a delay in obtaining the necessary approvals (- \$663,000).
Total Appropriations for Purchase or Development of Capital Assets by the Crown	-	-	336	-	336	-	
Total Appropriations	-	-	12,734	-	12,734	-	

Part C - Explanation of Appropriations for Output Classes

Part C1 - Departmental Output Classes

Output Class D1 - National Archival Services

Description

The Minister for Arts, Culture and Heritage will purchase the collection, storage and treatment (remedial and preventative) of official records including written documents, film footage and other items; description and making available of official records to government departments, other organisations and individuals; provision of advice on archives, records and information management issues; and the development of operational policy and setting of standards.

Quantity, quality, coverage and timeliness

The Minister will expect the following to be achieved:

Reference services

Making public archives available to inquirers in person, by mail, telephone, fax and email. Lending of archives to authorised departments and agencies.

- Approximately 6,000 hours reading room services available to the public across four locations in Auckland, Wellington, Christchurch and Dunedin.
- 20,000 to 25,000 hours allocated for delivery of the reference services including advice on use of the finding aids, retrieval of archives, supervised access to the archives, written enquiries, reprographics, other advice to the public on access to the archives and loans of records to government departments.
- 80% of respondents rate services at 7 or greater in a client satisfaction survey on a scale of 1 to 9, where 1 is “very poor” and 9 is “outstanding”.
- 85% of on-site reference service items delivered within 30 minutes of published delivery times.

Selection and description

Disposal of the records of central government with approval of the Chief Archivist under the Archives Act 1957; assessing long term value of public records; where such value is found, the depositing of such records in National Archives and providing necessary descriptive work so that public access is possible.

- 3,333 to 4,583 hours allocated for delivery of appraisal services to government departments and agencies on request.
- 7,500 to 9,583 hours allocated for delivery of transfer and documentation services.
- 85% of draft appraisal reports delivered within contracted timeframe.
- 100% of linear metres transferred and processed within 12 months to standards: as set out in the Purchase Agreement with the Minister.
- 80% of respondents rate services at 7 or greater in a client satisfaction survey on a scale of 1 to 9, where 1 is “very poor” and 9 is “outstanding”.

Physical preservation and storage

Management of facilities to provide adequate security and environmental controls that ensure the physical survival of archives, developing systems for handling and packaging of archives and repository management of the archives.

- 125 to 167 hours allocated for conducting condition surveys of archives.
- 90% of targets in the annual Preservation Management Plan completed.
- Storage environments monitored to standards 95% of the time (see note 2), to standards specified in the Preservation Management Plan.
- 95% of requests for treatment in accordance with agreed standards based on the Code of Ethics of the New Zealand Professional Conservators' Group
- 100% of repository location guides updated within 3 days.

Archives education

Promotion of archives through outreach including exhibition of archives, media contact and publications. Archives training.

- 38 to 46 public events completed including book launches, gallery exhibitions (see note 3), touring exhibitions, public tours and talks.
- 80% of respondents rate services at 7 or greater in a client satisfaction survey on a scale of 1 to 9, where 1 is "very poor" and 9 is "outstanding".

Provision of record keeping advice

Expert advice on record-keeping (including the management of records, archives and related information) to government agencies, local authorities, those providing services to them, and other bodies as required in order to support the administration of the Archives Act 1957 and provisions in the Local Government Act 1974 relating to local archives.

- 667 to 1,000 hours allocated for formulation and delivery of recordkeeping advice.
- 95 % of advice provided within agreed deadlines and to standards acceptable to the Chief Archivist.
- 95% of appraisal reports processed within 10 working days.

Formulation of policies and setting of record keeping standards

Formulation of policies and setting of standards on recordkeeping (including the management of records, archives and related information) to government agencies, local authorities, those providing services to them, and other bodies as required in order to support the administration of the Archives Act 1957 and provisions in the Local Government Act 1974 relating to local archives.

- 667 to 1,000 hours allocated for formulation of policies and setting of standards as set out in the Annual Business Plan.
- 95% of policies and standards formulated within agreed deadlines and criteria acceptable to the Chief Archivist as set out in the Purchase Agreement with the Minister.

Cost

This output class will be provided within the appropriated sum of \$9.709 million (inclusive of GST).

Year	Cost GST incl \$000	Cost GST excl \$000	Total Revenue GST excl \$000	Revenue Crown GST excl \$000	Revenue Other GST excl \$000
1999/00 (see note 4)	9,709	8,630	8,630	8,033	597
1998/99 (see note 5)	9,168	8,153	8,124	7,441	683

The GST-inclusive costs of outputs to be supplied within this output class in 1999/2000 are:

Reference services	\$3.985 m
Selection and description	\$2.301m
Physical preservation and storage	\$3.133m
Provision of record keeping advice	\$145,000
Formulation of policies and setting of record keeping standards	\$145,000

Output Class D2 - Historical publications and Administrative services**Description**

The Minister for Arts, Culture and Heritage will purchase services for research, writing, translation, editing, and other work involved in publishing historical works including the Dictionary of New Zealand Biography and war history publications. These services include administrative services such as clerical, advisory, monitoring, accounting and support services, including advice on New Zealand history to the Minister, other Government departments and the New Zealand public.

Quantity, quality, timeliness and cost

The Minister will expect the following to be achieved:

Dictionary of New Zealand Biography

Commissioning, editing, checking and publication of volumes in the DBNZ. Translation for the Māori language volumes, production and publication of subsidiary volumes, and creation of a database of information on candidates for possible inclusion in the Dictionary

Publication of the volumes in the DNZB.

- Volumes I, II, III and IV (English and Māori) to be kept in print.
- Volume V English to be 100% complete (see note 6) by 30 June 2000.
- Volume V Māori to be 100% complete (see note 6) by 30 June 2000.

All volumes of the DNZB completed to factual and reference standards as endorsed by the Dictionary's Policy Committee and set out in the Purchase Agreement with the Minister.

New Zealand Written History

Researching, writing and publishing of histories of government activity and policy, histories of New Zealand service in war, and histories important to the national identity.

- Research and write eleven historical publications/projects.
- Four historical publications/projects expected to be published during the year.
- Historical publications written to time and content criteria specified by the Historical Branch Advisory Committee. Criteria to be specified and documented for each project.
- 80% of historical publications meet time criteria as specified by the Historical Branch Advisory Committee.
- 100% of historical publications meet content criteria as specified by the Historical Branch Advisory Committee and documented for each project.

Historical Advice and Administrative Services

Advice on New Zealand history to the Minister, other government departments, and the New Zealand public. Administration of grants to assist New Zealanders to research, write and publish New Zealand history.

- 417 (the estimated range is 208 to 625) staff hours spent on advice in response to historical enquiries.
- 1667 (the expected range is 1,458 to 1,875) staff hours spent on processing applications for three grant schemes (Awards in History, Awards in Oral History, and Grants to Publishers).
- 98 % of advice on historical enquiries provided in accordance with the criteria as set out in the Purchase Agreement with the Minister.
- 98% of applications for grant schemes processed to standards as set out in the Purchase Agreement with the Minister.

Cost

This output class will be provided within the appropriated sum of \$1.850 million (inclusive of GST).

Year	Cost GST incl \$000	Cost GST excl \$000	Total Revenue GST excl \$000	Revenue Crown GST excl \$000	Revenue Other GST excl \$000
1999/00 (see note 4)	1,850	1,644	1,645	1,353	292
1998/99 (see note 7)	1,704	1,519	1,482	1,197	285

The GST-inclusive costs of outputs to be supplied within this output class in 1999/2000 are:

- Dictionary of New Zealand Biography \$519,000
- New Zealand Written History \$1.164m
- Historical Advice and Administrative Services \$167,000

Output Class D3 - Heritage property management**Description**

The Minister for Arts, Culture and Heritage will purchase services for the management of monuments and memorials owned by the Crown, including the management of new memorial projects, including the maintenance cost associated with the upkeep of the National War Memorial, and the maintenance of war graves, historic graves and national monuments.

Quantity, quality, timeliness and cost

The Minister will expect the following to be achieved:

Development and Maintenance of War Graves, Historic Graves and Monuments

- 4,188 war graves, 70 historic graves and 16 national monuments maintained in accordance with agreed programme.
- The National War Memorial and five overseas war memorials managed and maintained in accordance with agreed programme.
- All inspections undertaken in accordance with an agreed schedule and cycle time.
- All sites are managed and maintained in a good state of repair at conclusion of scheduled maintenance (inscriptions are legible and stonework intact).
- 90% of contracts over \$1,000 for capital works and maintenance within New Zealand comply with agreed criteria as set out in the Purchase Agreement with the Minister.

Cost

This output class will be provided within the appropriated sum of \$0.615 million (inclusive of GST).

Year	Cost GST incl \$000	Cost GST excl \$000	Total Revenue GST excl \$000	Revenue Crown GST excl \$000	Revenue Other GST excl \$000
1999/00 (note 4)	615	547	547	547	0
1998/99 (note 8)	545	486	468	467	1

Part D - Explanation of Appropriations for Other Operating Flows

Part D1 - Benefits and Other Unrequited Expenses

There are no appropriations for Part D1.

Part D2 - Borrowing Expenses

There are no appropriations for Part D2.

Part D3 - Other Expenses

There is no additional information to that provided in Part B1.

Part E - Explanation of Appropriations for Capital Flows

Part E1 - Capital Contributions

There are no appropriations for Part E1.

Part E2 - Purchase or Development of Capital Assets by the Crown

There is no additional information to that provided in Part B1

Part E3 - Repayment of Debt

There are no appropriations for Part E3.