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**AN ANALYSIS OF THE  
INFORMATION REQUIREMENTS  
OF THE  
DEPARTMENT OF CONSERVATION**

**PART ONE:- AN INFORMATION MAP**

by

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## CONTENTS

<b>ABSTRACT</b>	<b>1</b>
<b>1. INTRODUCTION</b>	<b>1</b>
<b>2. INFORMATION AND ITS ANALYSIS</b>	<b>2</b>
<b>2.1 The Importance of Information to DOC</b>	<b>2</b>
<b>2.2 The Need for DOC to Understand its Information</b>	<b>3</b>
<b>3. METHODS</b>	<b>4</b>
<b>3.1 information Analysis and Data Modelling</b>	<b>4</b>
<b>3.2 The Advantages of Using Information Analysis</b>	<b>4</b>
3.2.1 Better forward planning	4
3.2.2 Minimised duplication of information and effort	4
3.2.3 Enhanced ability to respond to change	4
3.2.4 Reduced maintenance costs of information systems	4
3.2.5 Better management control of information	4
<b>3.3 The Fundamentals of Data Modelling</b>	<b>4</b>
3.3.1 Entities	4
3.3.2 Relationships	5
3.3.3 Entity definitions	6
3.3.4 Extending the example	6
<b>4. THE DOC OVERVIEW INFORMATION MAP</b>	<b>8</b>
<b>4.1 General</b>	<b>8</b>
<b>4.2 Scope of the Present Overview Model</b>	<b>8</b>
<b>4.3 Detailed Discussion</b>	<b>8</b>
4.3.1 A straightforward example - law enforcement	8
4.3.2 Keeping options open - staff positions and their work	9
4.3.3 Adapting to change - payment by cheque	9
4.3.4 Adding to the systems - relating tasks to geographic areas	9
<b>5. CONCLUSION</b>	<b>10</b>
<b>6. ACKNOWLEDGEMENTS</b>	<b>11</b>
<b>APPENDIX1. DEFINITIONS OF ENTITIES</b>	<b>17</b>



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**ABSTRACT**

An overview of the information requirements of the Department of Conservation is presented as an information map together with a brief explanation of the method that was used to derive it and the advantages that the method offers the Department. The method used and the example given are both recommended for adoption by the Department of Conservation as a means to allow it to integrate its information systems not only with each other but also with its corporate planning.

**1. INTRODUCTION**

DOC depends on information. It is the essential basis of all management and policy decisions. The department already collects and uses a great variety of information in many different formats and much of it duplicates or overlaps other information yet this is just the beginning. DOC will be collecting and using more and more information in the years to come.

The importance of information lies in its use rather than its possession. It is the ability to appropriately associate and recall information that is the key to getting the value from information. Information is nothing but an expensive liability - until it is used. The more it is used the more valuable it becomes.

DOC's information requirements are enormous by any standards. If DOC is to meet its information requirements with minimum expense then its databases will have to be pruned to hold only essential information, in the correct form and free of duplication.

DOC must design an efficient database - one which can meet its requirements for essential information with the minimum of expense. Two issues are fundamental to meeting these design criteria. Firstly there is a need to understand what DOC considers is essential information from the point of view of what it is doing. Secondly there is a need to understand what are the bare essential components of that information and what form they should take to maximise the efficiency of the database.

This report aims to provide a reference point for information systems development in DOC. An information map (known as a data model by information engineers) is presented. This encompasses an overview of all the major activities which stem directly or indirectly from the Conservation Act. The relationships between the information requirements of each of the activities can be seen in the map. With thoughtful use of the map the development of particular parts of the DOC database can proceed with knowledge of what other parts will be affected and in what way.

The map, as presented, is intended to enable DOC to proceed with urgent or stop-gap system development while DOCnet and DOC's information strategy are being established. Responsible use of it should ensure, as far as possible, that systems developed during the establishment phase contribute to the future overall DOC information system while completely fulfilling their particular immediate requirements.

The map is also intended to help focus discussion on the development of standards by showing which parts of DOC's information are related to each other. When standards are being discussed and set, the activities which are affected can be seen from the map and therefore the relevant consequences can be considered.

The map can provide a focus for information development.

It will be developed and modified as more knowledge is gained. System developers should work closely with the people responsible for maintaining the map for two good reasons. Firstly, developers can gain a reference to the overall DOC information system and the documentation of parts already developed, and so maintain perspective and compatibility when developing sub-systems. Secondly, by recording authoritative and thorough documentation of developed systems and modifications, developers show what has already been developed, what information is currently available and how it can be accessed.

It is common nowadays for any mention of the word "information" to bring to mind the idea of computers. While this discussion does have computerisation as one of its main purposes it is not fundamentally about computerisation. Instead, it is about managing DOC's information resource. Deciding what information should be on computer and when it should be put on computer is only a part of information management. Of far more importance is establishing what information is necessary to carry out the Conservation Act and ensuring the availability of that information in a suitable form when it is required.

## **2. INFORMATION AND ITS ANALYSIS.**

### **2.1 The importance of information to DOC.**

Information is a major resource that DOC requires to carry out its responsibilities under the Conservation Act. It is estimated that as much as 80-90% of DOC's expenses are information related. Apart from the purchase of some materials and supplies and most of the expense of construction and maintenance, all other expenses are information related. Every phone call, radio call, letter, conversation, most travel and a fair proportion of "real conservation work" is an information related

expense. DOC staff spend most of their time processing information; all of Head Office and S&R all the time, most conservancy staff all the time and others most of the time. Even field centre staff spend some of their time either passing on information or obtaining it. If the above estimate is correct then DOC spends most of its budget on information acquisition, handling and dissemination.

## **2.2 The need for DOC to understand its information.**

Such a complex resource that is so fundamental to DOC's business plans and success, and which dominates its budget, must be managed effectively. Before it can be managed DOC must understand and define two things.

First it must understand and define its information needs to carry out its functions. It must know exactly what information it needs, what it is for and when it will be required.

Second DOC must understand the structure of the information it needs so it can be made available in the correct form with maximum efficiency.

Both of these points merge into one because rigorous definition of information needs is, in part, best expressed in terms of information structure yet information structure is considerably influenced by the use to which the information will be put.

To manage DOC's information it is necessary to plan information systems, both computerised and manual, so that they provide the information requirements of the corporate plan and more specifically for all the business plans.

It is all very well to say "provide systems to support the information needs of all the business plans" but it is quite another thing to actually do it. After all, it would seem unreasonable to expect that all the necessary information to carry out the corporate plan can be made available immediately. So what are the options and what are the consequences of those options on DOC's achievement?

To answer these questions, it will be necessary to have sufficient understanding of our information requirements to be able to readily associate specific details of our information structure with specific corporate goals. The consequences of information management are far reaching because corporate goals can not be properly met without suitable information being made available to support them. Information management and corporate planning have to go hand in hand but to do that successfully DOC must understand its information requirements. When the Department has an overview of the structure of its information requirements it will be able to assess the relative importance of the different pieces of information used to meet its objectives.

## **3. METHODS**

### **3.1 Information analysis and data modelling.**

One technique that allows an organisation to come to an understanding of its overall information needs is Information Analysis.

Information analysis is a process of examining information to identify its structure. It is a critical appraisal of those parts of information which are static rather than dynamic. If a record were to be examined then the record structure would be of interest rather than the actual record content. For example, a person's name consists of forenames and a surname. This structure with a two part form is static. The dynamic part, the actual record content of forenames and surname (such as Janet or

John and Citizen), changes from instance to instance. The information map is a diagrammatic summary of the results of information analysis. It shows basic information units and how they interrelate.

### **3.2 The advantages of using information analysis.**

#### **3.2.1 Better forward planning.**

An outline plan of the whole corporate information structure allows for more accurate assessment of hardware and software requirements, costing of extended or additional applications and sizing. It also enables an easy means to keep a record the growth rates of various parts of the corporate database and so contributes to planning for increased hardware and/or software requirements. It is a valuable tool of strategic planning.

#### **3.2.2 Minimised duplication of information and effort.**

Data models show clearly and simply what information is available and how it may be accessed. When information is properly structured many applications may share, not only the same data files, but also much of the same software programs. By reducing "data redundancy" (where the same information is stored many times for different applications) database management will be more efficient, data will take less storage and overall costs will be reduced.

#### **3.2.3 Enhanced ability to respond to change.**

A clearly described outline of existing and intended information structures allows for knowledgeable and efficient additions to databases, and/or programming steps to process new applications.

#### **3.2.4 Reduced maintenance costs of information systems.**

In a properly designed system it may only be necessary to correct and update a single file in order to maintain many different applications.

#### **3.2.5 Better management control of information.**

A clearly set out information structure makes it easier to recognise which files require maintenance and what applications those files would affect. It is also easier to delegate file maintenance responsibilities to specific staff positions and to make known who has those responsibilities.

When the structure is understood and defined then it can be used as the basis for planning information storage, retrieval and transfer. It also provides a basis for setting information standards of language and data formats. It will also help to precisely identify those parts of DOC's information which can be efficiently and effectively handled by computer.

The role that computers can play will constantly change according to the information needs of the Department, the resources available to the Department, and the performance expectations of the public. A clear understanding of information structure will enable DOC to adapt to change efficiently.



### 3.3 The fundamentals of data modelling.

#### 3.3.1 Entities.

At the core of the structure of information are groups of associated information called ENTITIES. An entity is shown diagrammatically as a box with the name of the entity inside. To explain this idea and how the entity concept can be used let us consider an example which is familiar to everyone in DOC, the idea of books and libraries.

Depending on the application, a **book** may be considered to be an ENTITY. (Entity names are given in **bold** type.) Another ENTITY might be a **library**. These two entities who be shown in a diagram as:-



Entities are always referred to in the singular.

#### 3.2.2 Relationships.

Entities have RELATIONSHIPS with other entities. There is a RELATIONSHIP between a book and a library, since books are found in libraries. A relationship is shown in a diagram as a single line between related entities:-



There are three types of relationship, one-to-one, one-to-many and many-to-many. A "one" relationship is indicated by a single short bar across the relationship line next to the appropriate entity. The relationship shown below indicates that a book is found in a single library.



A "many" relationship is shown as a "crows foot" symbol on the appropriate end of the relationship line. To show that a library has many books a "many" symbol is put on the **book** end of the relationship line:-



Some books may not be found in libraries. An "optional" relationship is shown as a small circle on the appropriate end of a relationship line:-



The above diagram shows that a book may or may not be found in a library but a library has many books.

### 3.3.3 Entity definitions.

The type of relationship between any two ENTITIES depends on the definition of the entities involved. Entities must be clearly and carefully defined otherwise a data model may become meaningless. For example, if **book** is defined as a title it may be found in many libraries and **library** contains many books.

This many-to-many relationship would be modelled like this:-



If **book** is re-defined as "a particular book held in a library" the relationship would change to a one-to-many and the model would look like this:-

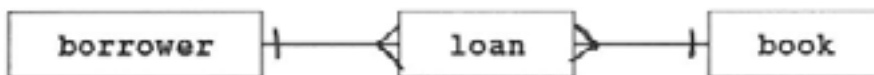


### 3.3.4 Extending the example.

Another entity associated with **library** is **borrower** which could be defined as a person registered with a particular library and authorised to borrow from that library. Again, the definition of **borrower** is critical especially when considering interloans and borrowers who are members of more than one library.

The main function of libraries is to lend books which brings to mind another entity which could be called **loan**. (Note that in this context **loan** has a special meaning peculiar to the library business and is different from the meaning that "loan" might have in the banking industry. Entities are often peculiar to specific types of business especially so in the case of DOC.)

The relationship between the entities **loan**, **book**, and **borrower** looks like this:-



If we now look at the information that is associated with each entity we can see how efficiently the information is used. Each entity represents information. In the case of **borrower** it is likely to be personal identification details and contact address plus a membership number. **Book** would have identification details of the book - title, author etc. and an acquisition number. From the diagram we can see that **loan** associates a borrower with a book so the only information required to be able to make this association is the membership number, and the acquisition number. Additional information to complete the loan details are issue date and due date. It is here that the efficiency can be seen of a system based on our little model.

Most borrowers return their books on time so for most loans the borrower and book details are not required and is not recorded directly against a loan. However, such detailed information is available by association if it is required.

Membership additions, cancellations, and changed addresses are all made in **borrower** without affecting any other areas of the model not even if the member has books on loan while the changes are made.

If **loan** is searched for overdues and some are found it can provide the link with both **member** and all associated details as well as provide a link with **book** and all its details so the transgression can be followed up with all relevant details.

Instead of recording each loan with the name and address of the borrower, the title and author of the book, and the issue and return dates a loan only needs membership number, acquisition number, date of issue and due date representing a massive saving in recorded information. Repeated records of the same information is called data redundancy.

A relationship of many-to-many is undesirable in data modelling so once it is "modelled out" by either introducing new entities or, in the manner of our book and library example, an existing one was re-defined, the relational structure of information can be said to be defined.

Entities have been defined as groups of related information. The information items within these groups are called the ATTRIBUTES of an entity. **Book**, for example, has various attributes such as a publisher, an author, an ISBN number etc.

A KEY ATTRIBUTE is an attribute which allows a particular instance of an entity to be uniquely identified. In our example we used acquisition number as a KEY ATTRIBUTE of **book** and membership number as a KEY ATTRIBUTE of **borrower** and showed them as KEY ATTRIBUTES by the convention of underlining them.

A process called normalisation is used to minimise the number of occurrences of each attribute within the data model and thus avoid unnecessary duplication (data redundancy).

Attributes represent the basic factual information and entities are natural groups of attributes. Relationships describe the association of entities. The importance of these roles is in the referencing of information that lies within different entities. Once the structure of information has been analysed, then related information can be accessed logically as shown in our example when looking up **loan** to find out details of both the member who borrowed and the book(s) which were borrowed.

Information which has been analysed and modelled can be readily computerised. Entities are represented as files in a computer system. The attributes of entities are represented as fields within those files and the relationships between entities show what programming is required to extract relevant information from the various files.

The choice of attributes included in each entity depends on the interests of the user. Some entities in a corporate computer system may include more attributes than any single application has need for. With proper programming a corporate computer system should use only those attributes required for any particular application and so it would appear to be tailored specifically to the particular requirements of every user.

This example has been given to allow intelligent study of the overview model. Even though the overview model does not go into the level of detail of attributes, the basic symbols of data modelling have been described and explained and some insight into the logic of establishing relationships between associated groups of information has been demonstrated. Also, it is not a flow diagram, but a map showing how information is structured and how its components are interrelated.

## **4. THE DOC OVERVIEW INFORMATION MAP**

### **4.1 General.**

The main purpose of the map is to provide an underlying structure for information management in DOC. While every effort has been made to model the various DOC activities correctly, parts of it are untried. It is only the first step towards a corporate data model and its function is to serve as a focus for discussion and development.

**Its existence and purpose should be understood and considered by all staff involved in the establishment of databases.**

The DOC overview model will evolve and grow as more applications are developed and the need for more entities and attributes is recognised. The model is set out in Fig.1 and definitions of its entities are listed in the appendix.

### **4.2 Scope of the present overview model.**

This map has identified more than a hundred entities of DOC administration and conservation information. It encompasses all the general subject areas of the Conservation Act, although some of them may not be obvious at first glance. The level of detail has been varied to allow discussion of some aspects but all areas require some additional detailed modelling particularly involving attributes. The map can be used to identify where specific applications would fit into the overall information system and how they would relate to, or affect, other applications. Some parts which appear simple cover large areas of DOC responsibilities.

### **4.3 Detailed discussion.**

Following are examples which show how parts of DOC's information system, whether functioning or proposed, can be discussed in the full knowledge of what other parts of the system (functioning or proposed) would be affected.

#### **4.3.1 A straightforward section - law enforcement**

Fig.2. (top left corner Fig.1).

This was relatively simple to model and has been shown in virtually full detail. Law enforcement is the basis of the authority of the Department and has great importance constitutionally. Every activity on the DOC estate, proposed and actual, and every "conservation" item or value involved in these activities, has a legal category. The law enforcement section describes the information that distinguishes an illegal action from a legal one, and the information involved in making such a distinction.

#### 4.3.2 Getting more information from the system - staff positions and their work.

Fig.3. (bottom right corner Fig.1)

Another aspect of the overview map where some detail has been shown is the **position - task** part. The detail has been added here to demonstrate a use of an overview model in adapting to change in the future. Sometime in the future, when DOC is fully up and running, it is likely that management will attempt some fine tuning to get even more efficiency from the Department. Perhaps management might like to know who has been managing various tasks, or who has contributed in various ways to specified tasks. The map shows where that information may be found, what is involved in getting it and what information is available. The entities involved are:- **position** , **task contribution** , **task** , and **task contribution type**. Financial managers are only interested in identifying the position that manages a task, but, by using the entity **task contribution type** , any manager may identify any type of contribution to any task provided relevant details are recorded- a specific requirement has been widened without fundamental changes to the system.

A single staff member (=position) may make more than one type of contribution to a task such as one person being involved with both designing and constructing a hut. In the map, the **task contribution type** of "designer" and "builder" would be associated with the same "position" under **task contribution**. In a more complex situation where many "positions" are involved in many "tasks" the associations of **position** with **task contribution** and **contribution type** are made in exactly the same way except a different "position" is linked with each "task contribution".

#### (C) Adapting to change - payment by cheque

Fig.4. (top right corner Fig.1)

This part can be used to demonstrate how the model can help DOC adapt to change.

A change in regulation meant that the Department had to write its own cheques instead of having Treasury do it. The changes to DOC's information system needed to cope with this change involve the entity **tsy transaction** being replaced with another entity (or other entities). According to the model little else needs to be affected. This is a simple example of how a modelled information system can enable easy adaption to change by showing which files are affected and which are not.

**An organisation that uses data models can more easily respond to change and therefore be more willing to respond to change.**

#### 4.3.4 Adding to the system - relating tasks to geographic areas

Fig.5. (middle section Fig.1)

A further use of a data model can be demonstrated by considering a need to change a fundamental component of a report routine.

Consider the need to relate tasks to geographic areas as well as to DOC administrative areas. Already a link exists on the model between **DOC location** via **financial project** to **task**. A DOC location is an administrative zone rather than a geographic region because DOC administrators are more interested in knowing that a certain task took place in the Bay of Plenty Regional Conservancy than at the precise geographic position of 38.08'S,176.15'E.

There are two ways of establishing the relationship between tasks and locations. One is to link **task** directly to **site** (see Appendix for a definition of **site**) so that any location where a task is carried out becomes a **site**. This relationship has not been shown on the map (Fig.1) but it may be easily drawn in if required. Since a **site** has the associated entity **geographic location**, its geographic location becomes available to associate with **task**. The other way is to add a new entity **territorial project** linking a project (and therefore the associated tasks) to a **conservation unit**.(see Appendix for definition) This option is included in the map (Fig.1) and demonstrates how the model provides for clearly defined options and makes obvious the results of the various options. In this case, if the **conservation area** is the only geographic area of interest under which projects should be grouped, then the efficient option would be to add **territorial project**. If, however, the areas of interest extend beyond the DOC estate, and therefore lie outside conservation units, then a link to **sites** is a better option.

## 5. CONCLUSION

The overview data model is a valuable management tool for systems development. Because entities are rigorously defined, discussion can be objective and efficient and, because related entities are obvious, the welfare of all other parts of DOC's information systems can be safeguarded when existing systems are modified or extended.

The overview model provides an excellent means of mapping progress and priorities for information systems development as well as mapping file sizes, frequency of file use and file security requirements.

If DOC is to have a well coordinated information system then information systems development must have a focus. The overview map is proposed as the object of that focus but, in order to ensure that it is always worthy of being the object of focus four recommendations are made:-

1. That DOC maintain this information map.
2. That DOC establish and maintain a dictionary of DOC-recognised definitions of entities and attributes, with DOC-recognised formats of the attributes.
3. That procedures are established to ensure that any applications which are intended to run as part of DOCnet are approved before development and again before commissioning and the overview data model is updated with the approved applications .
4. That a set of standards and criteria be established by which applications submitted for approval can be judged.

The overview map is an outline plan of existing and proposed applications. Such a plan assists the work of considering how additional applications may be fitted in with existing ones, or, how those already developed may be extended or modified. What it does not show is how to ensure that information processing resources are apportioned fairly and realistically across the functions and through the hierarchy of DOC so that the the Department's ability to meet its corporate objectives is optimised. That task is the province of a strategic information plan.

## **6. ACKNOWLEDGEMENTS**

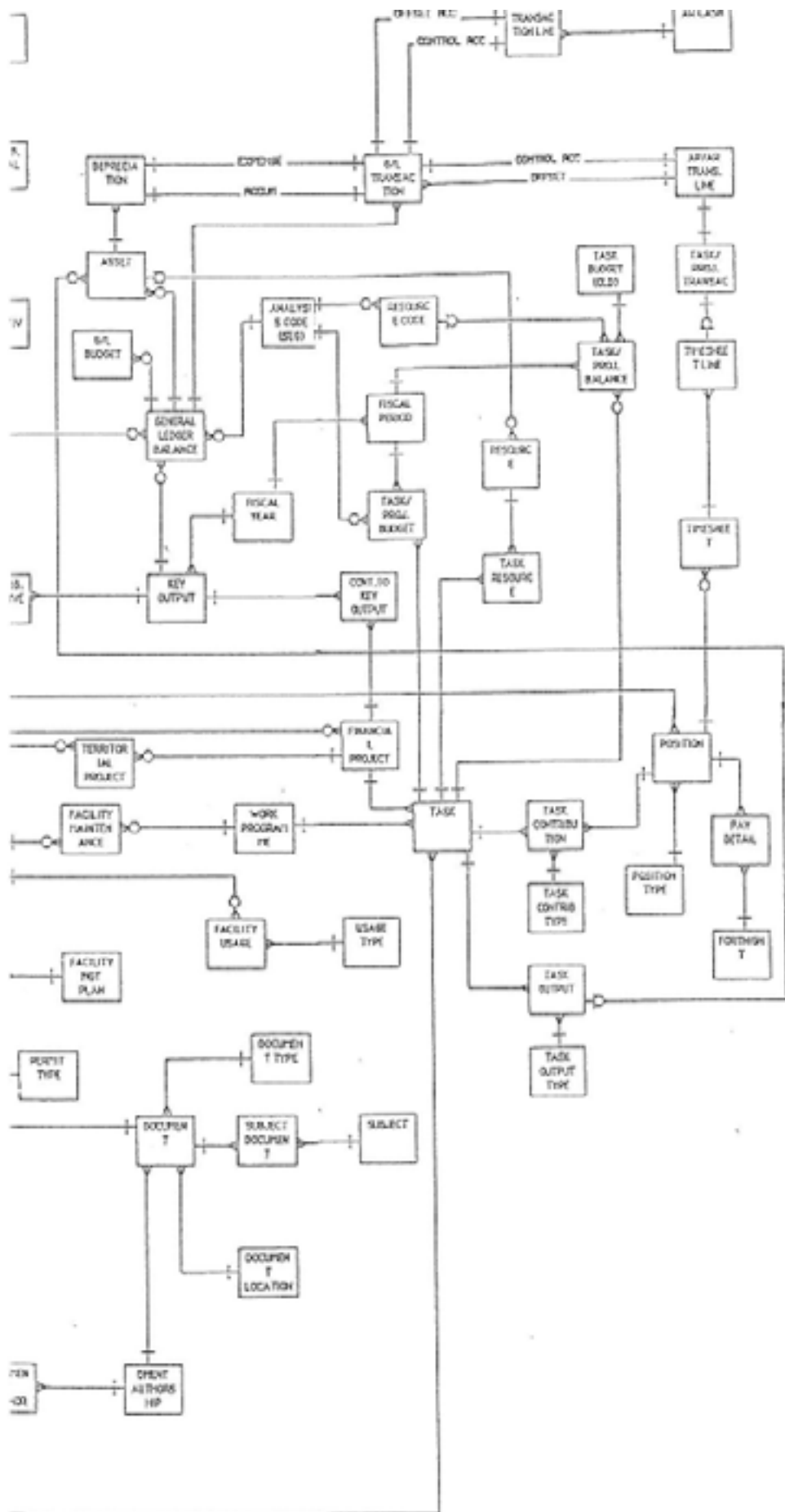
I would like to thank many people for their contribution to this report and the data model. Rod Corlett, Declan Shea, Simon Hayward and Les Jones for discussion of the data model. Mary McEwan, Rob McColl, Ewan Nicol and Les Jones for comment on the text. Many other people were approached for information which they readily supplied.







Fig. 1 OVERVIEW (CONT.)



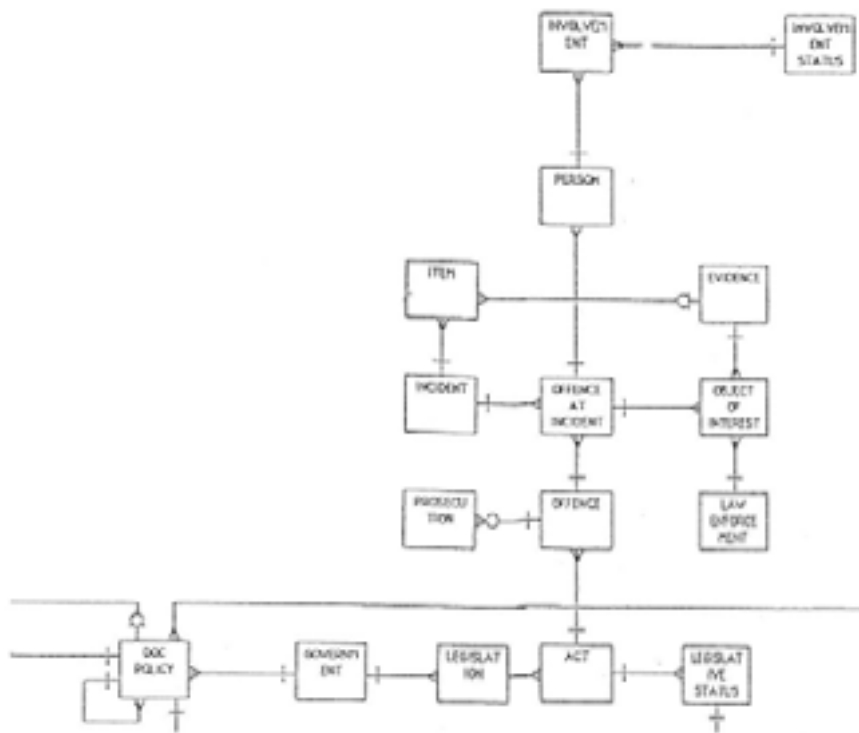


Fig.2 LEGAL COMPLIANCE - a straight forward example.

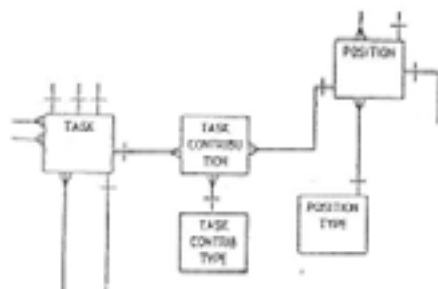


Fig.3 STAFF POSITIONS - keeping options open.

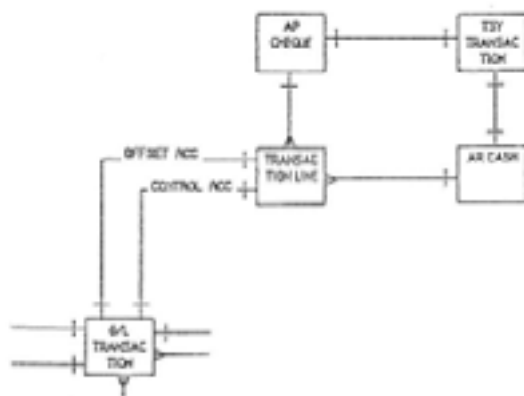


Fig.4 PAYMENT BY CHEQUE - adapting to change.

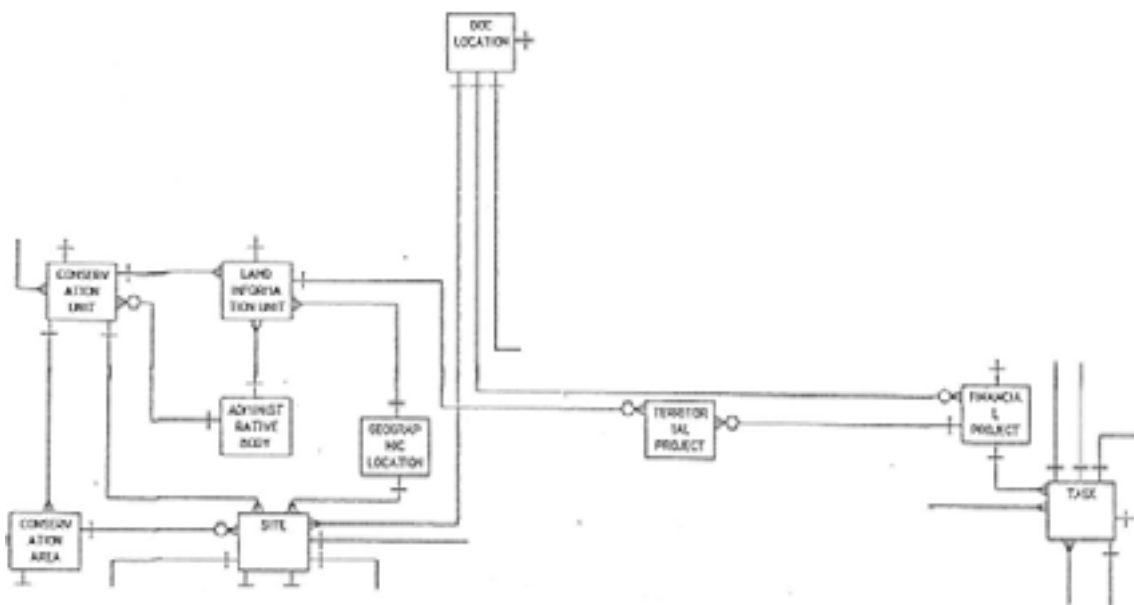


Fig.5 ADDING TO THE SYSTEM. - relating tasks to geographic areas

## **APPENDIX I**

### **DEFINITION OF ENTITIES.**

#### **ACCOUNT CODE**

Analysis of revenue or expenditure into category.

#### **ACT**

The Conservation Act or any other specific act of NZ Parliament which is associated with the Conservation Act.

#### **ADMINISTRATIVE BODY.**

The body, other than DOC, which has management responsibility over any specified area in N.Z., such as a Regional Government.

#### **AP CHEQUE.**

Account paid by the Department.

#### **AP/AR TRANS LINE**

A single item of an account payable or account receivable transaction.

#### **AR CASH**

An account receivable receipt.

#### **ASSET**

Fixed asset. An item of value greater than \$3,000 which should last longer than one year and which is used by the Department to produce an output.

#### **C.A.DRAFT M.PLAN**

A Conservation Area draft management plan. c.f.Conservation Act Part III section 11

#### **C.A.M.P AMDMENT**

A Conservation Area management plan ammendment which results from a review of a management plan. c.f. Conservation Act Part III section 11.

#### **C.A.M.P REVIEW**

Conservation Area management plan review c.f. Conservation Act Part III section 11.

#### **COMMUNICATION**

Any recorded communication received by the Department or the Minister from any outside organisation or person including the Minister of Conservation.

#### **COMMUNICATION ACTION**

The action that the Department may take as the result of a communication, such as the development of a policy, which is distinct from a response. c.f.Response.

#### **COMMUNICATION TYPE**

The type of communication such as a letter requesting information or a written or oral submission to a management plan. 'Type' refers to a Departmental classification, in this case communications, such as written, telephoned and recorded, personal communication noted, etc.

#### **CONS AREA TYPE**

Conservation Area type classifies conservation areas according to management needs such as recreational waterway, heavy public use etc.

#### **CONS AREA MGMNT PLAN**

Conservation Area management plan c.f.Conservation Act Part III section 10 & 11.

#### **CONSERVATION AREA**

Conservation Area as described in the Conservation Act Part III.

**CONSERVATION UNIT**

An area of the conservation estate which has been identified by conservation management by name and which has a single legislative status.

**CONT.TO KEY OUTPUT**

Contribution to a key output that comes from a specific task or project .c.f. Key Output and Financial Project.

**CONTRIB.TO GOAL**

Contribution to a corporate goal. c.f. Corporate Goal and Corporate objective..

**CONTRIB.TO OBJVE**

Contribution to a corporate objective. c.f. Corporate objective and Key output.

**CURRENT DOC ASSIGNEE**

The DOC staff member currently responsible for responding to or actioning a communication.

**DEPRECIATION**

The cost of an asset over time.

**DMENT AUTHORSHIP**

The catalogued author of a document.

**DOC ASSIGNEE**

The DOC staff member assigned overall responsibility for having a communication actioned.

**DOC LOCATION**

A location identified by and referred to by DoC administration. e.g. a DOC conservancy.

**DOC OBJECTIVE**

A corporate objective of the Department.

**DOC PCY STMNT TYPE**

DOC Policy Statement type classifies policy statements such as conflicting use or standards of dress for staff.

**DOC POLICY**

A policy of the Department which may or may not be stated.

**DOC POLICY STATEMENT**

A stated policy of the Department.

**DOCUMENT**

Any published or unpublished written material, photograph, map, diagram, chart, graphic work or painting.

**DOCUMENT AUTHOR**

The author or joint author of a document.

**DOCUMENT LOCATION**

The location where a document is usually to be found, or, when on loan, is to be returned.

**DOCUMENT TYPE**

The classification of a document such as a map, aerial photograph etc.

**EVIDENCE**

An item, statement, or recorded statement submitted to a court of law.

**EXTERNAL SUBMISSION/RESPONSE**

The response from an organisation or person outside DOC from whom a request to contribute to DOC's response to a communication has been sought.

**FACILITY**

A structure or construction for the use of people, such as a hut, road or visitors centre.

**FACILITY MAINTENANCE**

Effort and resource used to maintain the full long-term function of a facility.

**FACILITY MANAGEMENT**

The use made of a facility such that the benefit to users is maximised.

**FACILITY MANAGEMENT PLAN**

A written account of how a facility will be managed for a specified period of time.

**FACILITY TYPE**

A classification of a facility such as a bridge, walking track etc.

**FACILITY USAGE**

A description of the use made of a facility.

**FINANCIAL PROJECT**

A specifically identified task or group of tasks which contributes to a specific key output.

**FISCAL PERIOD**

Any nominated period for which a summarised financial statement may be required.

**FISCAL YEAR**

A specific period of approximately 12 months for which financial summaries are identified.

**FORTNIGHT**

A two week pay period.

**G/L BUDGET**

General ledger budget - sum of budgets allocated to specific projects and specific resources.

**G/L TRANSACTION**

General ledger transaction - a record or adjustment of a record within the general ledger.

**GENERAL LEDGER BALANCE**

A summary of transactions in the G/L within DOC and which may include balance sheet items.

**GEOGRAPHIC LOCATION**

The geographic location of a specific point or area identified by national grid reference or latitude and longitude.

**GOAL**

Corporate goal as established by DOC senior management.

**GOVERNMENT**

The N.Z. Government of the day.

**INCIDENT**

An event involving people which is of interest to DOC.

**INTEREST TYPE**

The type of interest the Department may have in a person such as their knowledge of a specific subject or that they are a neighbour of the DOC estate.

**INVOLVEMENT**

The role played by a specific person of interest to DOC in an incident of specific interest to DOC.

**INVOLVEMENT STATUS**

Specifies whether a person has been convicted of an offence, is being tried for an offence, or has been acquitted of an offence.

**ITEM AT AN INCIDENT**

An artifact or a specimen of a plant or animal which is associated with an offence at an incident.

**ITEM IN SITE**

A species or artifact which is recorded present at a site of interest to DOC.

**ITEM TYPE**

A classification of an item. e.g. "endangered", "prehistoric/Maori".

**KEY OUTPUT**

A collection of outputs from a project or projects which contributes to a corporate objective.

**LAND DISTRICT**

The largest unit of specified and defined area within the land survey system of NZ

**LAND INFORMATION UNIT**

A parcel or group of parcels with the same legislative status that together have the same DOC identity.

**LAW ENFORCEMENT TASK**

The investigation and subsequent action that result from DOC becoming aware of, or suspecting that, an offence may have been committed under the Conservation or an associated Act.

**LEGISLATION**

The process by which an act is made into law.

**LEGISLATIVE AUTHORITY**

The legal authority over a parcel of land.

**LEGISLATIVE STATUS**

The gazetted status of a parcel, or group of parcels, which make up a conservation unit. c.f.Conservation Unit.

**MGMNT PLAN SUBMISSION**

A management plan submission written or recorded as received by DOC according to the Act Part III section 11.

**MGMT PLAN OPINION**

Management plan opinion as described in the Act Part III section 11(b).

**OBJECT OF INTEREST**

The specimen or artifact for which DOC has a statutory responsibility to protect or administer and which DOC suspects may be involved in illegality.

**OFFENCE**

A specific offence under the Conservation or an associated act.

**OFFENCE AT INCIDENT**

A particular offence committed at a particular incident with likely relevance to DOC.

**PARCEL**

An area of land registered by the Surveyor General and which has a single legislative status and appellation (legal description).

**PAY DETAIL**

A record of hours spent on specific projects by a salaried position (VA1).

**PERMIT**

Written permission from DOC, properly authorised, for a specified person or office to carry out specified processes in specified locations for a specified period which would otherwise be illegal under the Conservation or associated acts.

**PERMIT LINE**

That part of a permit which includes a single combination of species or artifact, location and date.

**PERMIT TYPE**

Classification of permit according to DOC functions.

**PERSON AT AN OFFENCE**

Individual identifiable person with knowledge of an incident at which DOC suspects an offence was committed.



**PERSON OF INTEREST**

A person of interest to DOC because he has communicated with DOC.

**POSITION**

A designated position in DOC.

**POSITION TYPE**

The classification of a designated position in DOC. e.g. "Deputy Director-General".

**PROSECUTION**

Court proceedings brought about by DOC.

**RESOURCE**

Person or item of equipment available to carry out a DOC task.

**RESOURCE CODE**

A classification of the type of resource upon which revenue or expenditure was made.

**RESPONSE**

DOC's response to an external submission.

**SITE**

A place of interest to DOC.

**SITE COMMUNICATION**

A communication about a specific site.

**SITE DESCRIPTION**

A recorded description of some aspect of a site.

**SITE DESCRIPTION TYPE**

The classification of a description of a site. e.g. "semi-quantitative botanical" or "general".

**SITE DOCUMENT**

A document or parts of a document with relevance to a particular DOC site.

**SITE SURVEY**

A survey of a DOC site for a specific purpose.

**SPECIES**

A taxonomically identified species of plant or animal.

**SUBJECT**

A defined topic of interest. e.g. landscape architecture, chemistry or religion.

**SUBJECT DOCUMENT**

A document which contains information on a specific subject.

**TASK**

The smallest specified unit of work, recognised under DOCFIN, that contributes to a specific project.

**TASK BUDGET**

A sum of money allocated for a specific task.

**TASK CONTRIB TYPE**

A classification of the role a person may play in contributing to a task.

**TASK CONTRIBUTION**

The contribution role of a person in a task. e.g. manager.

**TASK OUTPUT**

The measured output that results from the completion of a task.

**TASK OUTPUT TYPE**

A classification of the output of a task. e.g. a facility.

**TASK RESOURCE**

A resource which has been allocated or used for a specific task.

**TASK/PROJ.BALANCE**

The current summarised balance of revenue and expenditure on a specific task or project.

**TASK/PROJ.BUDGET**

A sum of money allocated to a specific task or project.

**TASK/PROJ.TRANSACTION**

A debiting or crediting to a task/proj.balance.

**TERRITORIAL PROJECT**

The geographic or DOC location of a project (or part of a project) which is carried out in a specified location.

**TIMESHEET**

A fortnightly diary of time worked for a specific position in DOC.

**TIMESHEET LINE**

A single line of a timesheet that details the time spent on different projects by a specific position on a single day.

**TRANSACTION LINE**

That part of a transaction that involves a single item.

**USAGE TYPE**

A classification of the type of usage made of a facility. e.g. staff training, public accommodation.

**VALUATION REFERENCE**

Reference number used by the Valuation Department.

**WORK PROGRAMME**

An ongoing routine procedure which is identifiable and budgeted.