

ATTACHMENT A

Reviews of Lapsing Programmes/Measures - Generic Terms of Reference for Major Reviews

Date of Review:

Name of Review:

Appropriateness

(An appropriate programme/measure is one for which there is an identified need in the community, government decides that addressing the need is consistent with its desired outcomes and of priority given competing demands on resources, *and for which there is a strong causal link between the strategies chosen* [i.e. the initiatives, activities and processes taken which form part of the programme's/measure's approach] *and the desired outcomes.*)

Describe the community need and/or objectives identified and agreed by the Government at the time of the programme's/measure's initiation and establish:

- The extent to which the programme/measure is currently consistent with Government priorities (provide evidence of the Government's initial and any recent announcements).
- The nature and extent of any continuing community need or problem that needs to be addressed.
- Alternative strategies available to address the need or problem, and any implications for future delivery of the programme/measure.
- The likely consequences of not addressing the need or problem.

Effectiveness

(Effectiveness describes the extent to which outputs and/or administered items make positive contributions to the specified outcome. Effectiveness indicators are used to assess the degree of success in achieving outcomes.)

Identify the Government outcome(s) to which the programme/measure contributes, how this links to the objectives specifically defined for the programme/measure at its inception, and address:

- The programme's/measure's achievements against current performance indicators.
- The extent to which the programme/measure achieved desired impacts (objectives) for the community (whether the programme/measure addresses the need or problem).
- Any unintended consequences (positive or negative).
- Linkages between the lapsing programme/measure and other programmes/measures both within and outside the portfolio, their relative

effectiveness in addressing the need or problem, and the scope for rationalisation or greater integration.

- Adequacy of the existing performance indicators relating to the effectiveness of the programme/measure.
- Where these indicators need to be improved if the programme/measure is to continue.

Efficiency

(Efficiency is defined as the extent to which the use of inputs is minimised for a given level of outputs, or outputs are maximised for the given level of inputs.)

Provide evidence of the programme's/measure's efficiency, namely:

- The extent to which departmental and programme/measure inputs have been minimised, or outputs maximised, in achieving the programme's/measure's intended products and services.
- The impact of the programme/measure on costs borne by the community, clients and other Governments.
- Trends over time in the ratio of administrative to programme/measure costs.
- Instances where there have been delays in implementation of the programme/measure and reasons for those delays. Explain under or overspends in the years to date. Indicate how this experience has been factored into estimates of future spending.

If the review recommends that the programme/measure continue, the review should indicate where it could be improved and/or simplified to increase its efficiency and effectiveness.

Future Evaluation strategy

If the review recommends that the programme/measure continue, it should propose the timing of and main issues to be addressed by the next evaluation of the programme/measure. The proposed strategy should include an assessment of action taken to implement any recommendations from the present review.

ATTACHMENT B

Reviews of Lapsing Measures - Departmental Report Proforma

Title of Measure:

Affected Agencies:

Resourcing:

	2002-03	2003-04	2004-05	2005-06
Impact on underlying cash balance (\$ million)				
Impact on fiscal balance (\$ million)				

Outline of the Measure

Provide a brief description of the measure, policy objectives, consistency with Government priorities, impact on the community, and measure achievements/deliverables. Provide evidence of the Government's initial and any recent announcements.

Outline of the Review

Provide a brief description of the review that was conducted of the measure including who conducted the review, the date of review, who was consulted, and key findings.

Appropriateness

Provide a brief overview of the measure's appropriateness by addressing:

- Which Government priorities is the measure consistent with?
- What is the nature of the community need/problem to be addressed, are there any alternative strategies to address the need/problem, and are there any likely consequences of not addressing the need/problem?

Effectiveness

Provide a brief overview of the measure's effectiveness, focusing on how the measure could be improved and/or simplified to improve its effectiveness, by addressing:

- How the measure has met its original objectives and whether the original objectives are still appropriate or need to be reviewed?

- What outcomes the measure has achieved against current performance indicators and whether the current performance indicators are still appropriate or need to be reviewed?
- Any unintended consequences (positive or negative) of the measure.

Efficiency

Provide a brief overview of the measure's efficiency, focusing on how the measure could be improved and/or simplified to increase its efficiency, by addressing:

- To what extent have measure inputs been minimised or outputs maximised, in achieving the measure's intended products and services?
- The impact of the measure on costs borne by the community, clients and other Governments.
- Explain instances where there have been delays in implementation of the measure. Explain under or overspends in the years to date. Indicate how this experience has been factored into estimates of future spending.

Future Evaluation Strategy

Provide a brief description of the measure's future evaluation strategy by addressing:

- What are the policy grounds on which an extension is sought?
- What outcomes will be achieved in the next four years and how will they be managed?