

VOTE *Office of the Clerk*

Office of the Clerk

Overview

Appropriations sought for Vote Office of the Clerk in 2006/07 total \$14.279 million. This is intended to be spent as follows:

- \$13.098 million (91.7% of the Vote) on services and advice provided to the House of Representatives and its committees.
- \$1.181 million (8.3% of the Vote) on inter-parliamentary relations and travel, and two annual subscriptions of the New Zealand Parliament.

Details of how the appropriations are to be applied appear in Parts B and C of this Vote.

Minister Portfolio Table

78

Speaker of the House

Office of the Clerk

VOTE MINISTER: The Speaker of the House

ADMINISTERING DEPARTMENT: Office of the Clerk

The Speaker of the House is the Responsible Minister for the Office of the Clerk

Part A - Statement of Objectives and Trends

Part A1 - Objectives for Vote

The appropriations sought for Vote Office of the Clerk will contribute to a functioning legislature in which members of Parliament are able to discharge their constitutional duties in respect of the consideration of legislation and other parliamentary business.

To this end, the appropriations will purchase the:

- administrative and support services for the House of Representatives and its select committees, the provision of advice on parliamentary law and procedures, the scrutiny of material prepared for the House and its committees to ensure its conformity with the House's rules, the recording of all proceedings of the House, administration of certain matters relating to indicative referendum petitions, and arrangement of the printing of parliamentary publications, administration of the agreements for the broadcasting of the proceedings of the House of Representatives and the parliamentary information programme, and
- policy advice and administration of the inter-parliamentary relations programme.

These outputs are reflected in the two output classes forming Vote Office of the Clerk (refer to Part C).

Part A2 - Trends in Vote

Significant changes to Vote Office of the Clerk during the period 2002/03 to 2006/07 were a result of:

- an increasing need for Māori interpretation and translation services
- increases in the volume and range of work undertaken by select committees
- the transfer of funding for printing legislation to the Parliamentary Counsel Office in 2003
- enhancements to parliamentary publications to enable more timely publishing to the internet
- enhancements to Parliament's legal services capability.

New Policy Initiatives by Appropriation

| Initiative | Appropriation as shown in Part B | \$000 increase/(decrease) | | | | |
|--|--|---------------------------|------------|------------|------------|---------------------|
| | | 2005/06 | 2006/07 | 2007/08 | 2008/09 | 2009/10 & out years |
| Enhanced computer storage and network infrastructure | Departmental Output Expenses - Secretariat Services for the House of Representatives | - | 275 | 493 | 523 | 523 |
| Register of Members' financial interests | Departmental Output Expenses - Secretariat Services for the House of Representatives | - | 85 | 85 | 85 | 85 |
| Extend AM radio coverage to Waikato, Bay of Plenty and Southland | Departmental Output Expenses - Secretariat Services for the House of Representatives | 142 | 285 | 285 | 285 | 285 |
| Inter-Parliamentary Relations | Departmental Output Expenses - Inter-Parliamentary Relations | - | 175 | - | - | - |
| Total Initiatives | | 142 | 820 | 863 | 893 | 893 |

Part B - Statement of Appropriations

Summary of Financial Activity

| | 2001/02 | 2002/03 | 2003/04 | 2004/05 | 2005/06 | | 2006/07 Appropriations to be Used | | | | 2007/08 | 2008/09 | 2009/10 | |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|------------------------------|---|----------------|--------------------------------------|----------------|----------------|--------------------|--------------------|--------------------|
| | Actual \$000 | Actual \$000 | Actual \$000 | Actual \$000 | Budget \$000 | Estimated Actual \$000 | By the Department Administering the Vote | | For Non-Departmental Transactions | | Total \$000 | Estimated \$000 | Estimated \$000 | Estimated \$000 |
| | | | | | | | Annual \$000 | Other \$000 | Annual \$000 | Other \$000 | | | | |
| Appropriations | | | | | | | | | | | | | | |
| Output Expenses | 11,639 | 12,067 | 11,986 | 12,127 | 13,913 | 13,913 | 14,279 | - | - | - | 14,279 | 14,322 | 14,352 | 14,352 |
| Benefits and Other Unrequited Expenses | - | - | - | - | - | - | N/A | N/A | - | - | - | - | - | - |
| Borrowing Expenses | - | - | - | - | - | - | N/A | N/A | - | - | - | - | - | - |
| Other Expenses | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Capital Expenditure | - | - | - | - | - | - | N/A | N/A | - | - | - | - | - | - |
| Intelligence and Security Department Expenses and Capital Expenditure | - | - | - | - | - | - | - | - | N/A | N/A | - | - | - | - |
| Total Appropriations | 11,639 | 12,067 | 11,986 | 12,127 | 13,913 | 13,913 | 14,279 | - | - | - | 14,279 | 14,322 | 14,352 | 14,352 |
| Crown Revenue and Receipts | | | | | | | | | | | | | | |
| Tax Revenue | - | - | - | - | - | - | N/A | N/A | N/A | N/A | - | - | - | - |
| Non-Tax Revenue | - | - | - | - | - | - | N/A | N/A | N/A | N/A | - | - | - | - |
| Capital Receipts | - | - | - | - | - | - | N/A | N/A | N/A | N/A | - | - | - | - |
| Total Crown Revenue and Receipts | - | - | - | - | - | - | N/A | N/A | N/A | N/A | - | - | - | - |

Part B1 - Details of Appropriations

| Appropriations | 2005/06 | | | | 2006/07 | | Scope of 2006/07 Appropriations |
|---|-----------------|----------------|------------------|----------------|-----------------|----------------|---|
| | Budget | | Estimated Actual | | Vote | | |
| | Annual \$000 | Other \$000 | Annual \$000 | Other \$000 | Annual \$000 | Other \$000 | |
| Departmental Output Expenses (General) | | | | | | | |
| Inter-Parliamentary Relations (M78) | 1,114 | - | 1,114 | - | 1,181 | - | <p>Provision of policy advice about Parliament's inter-parliamentary relations objectives. Arrangement of programmes for incoming parliamentary delegations and administration of travel for New Zealand parliamentarians on official business at inter-parliamentary conferences and seminars and the payment of two annual subscriptions of the New Zealand Parliament.</p> <p>Reason for Change: Additional funding is provided for the Commonwealth Parliamentary Association Regional conference.</p> |
| Secretariat Services for the House of Representatives (M78) | 12,799 | - | 12,799 | - | 13,098 | - | <p>Specialist legal and procedural advice to the Speaker, members and committees, making arrangements for and recording the proceedings of Parliament, promulgating the proceedings of Parliament via print, internet and broadcasting media and administration of certain referendum petition matters.</p> <p>Reason for Change: Additional funding is provided for enhancing the office's computer infrastructure and storage capability, the operation of the register of members pecuniary interests and the extension of radio coverage of Parliament to Waikato, Bay of Plenty and Southland.</p> |
| Total Departmental Output Expenses (General) | 13,913 | - | 13,913 | - | 14,279 | - | |
| Total Appropriations | 13,913 | - | 13,913 | - | 14,279 | - | |

Part C - Explanation of Appropriations for Output Expenses

Part C1 - Departmental Output Expenses

Output Class - Secretariat Services for the House of Representatives

This output class involves provision to the House of Representatives of professional and legal advice and services designed to assist the House in the fulfilment of its constitutional functions. Officers assist with the transaction of parliamentary business on the floor of the House and in select committees. The output class includes:

- providing timely and authoritative advice on all aspects of parliamentary law and the rules and customs of parliamentary procedure
- preparation of order papers and related documents for the House, and the provision of all services necessary for sittings of the House
- preparation of the record of the House's decisions, debates in the House and some select committee proceedings
- development and monitoring of committee programmes to advance select committee business and provision of the necessary operational and administrative assistance for a select committee to operate and have its decisions recorded
- provision and brokering of subject information relevant and necessary for the business of committees and the preparation of reports for select committees
- custody and safekeeping of the records of the House and its committees, general and by-election ballot papers and referendum papers
- provision of parliamentary information to the public and to interested agencies in New Zealand and overseas
- administration, as required by statute, of certain matters relating to indicative referendum petitions
- processing and printing, in accordance with the parliamentary timetable, of select committee reports, parliamentary papers generated by or presented to the House of Representatives and the official report of parliamentary debates (*Hansard*)
- provision for the broadcasting of the proceedings of the House of Representatives to ensure that the public is better informed about the processes relating to Parliament, the decisions that Parliament has made and the reasons for those decisions, and has a wider understanding of the performance of its representatives in Parliament, and
- interpretation and translation services as required by the House and committees.

Output Class - Inter-Parliamentary Relations

This output class involves the provision of policy advice about Parliament's inter-parliamentary relations objectives, and the arrangement of programmes, transport and administrative support for New Zealand parliamentarians travelling overseas on official parliamentary business and incoming parliamentary delegations. The Parliament's subscriptions to the Commonwealth Parliamentary Association and the Inter-Parliamentary Union are provided for.

Part E - Explanation of Capital Flows

Part E1 - Explanation of Movements in Departmental Net Asset Schedules

| Details of Net Asset Schedule for Office of the Clerk of the House of Representatives | Estimated Actual 2005/06 \$000 | Projected 2006/07 \$000 | Explanation of Projected Movements in 2006/07 |
|---|--------------------------------|-------------------------|--|
| Opening Balance | 2,417 | 3,167 | |
| Capital Injections | 750 | 490 | Enhanced computer storage and Infrastructure. Further development of parliamentary publication systems. |
| Capital Withdrawals | - | - | |
| Surplus to be Retained (Deficit Incurred) | - | - | |
| Other Movements | - | - | |
| Closing Balance | 3,167 | 3,657 | |