

VOTE *Office of the Clerk*

Office of the Clerk

Overview

Appropriations sought for Vote Office of the Clerk in 2002/03 total \$13,020 million. This is intended to be spent as follows:

- \$5,492 million (42% of the Vote) on services and advice provided to the House of Representatives and its committees.
- \$5,754 million (44% of the Vote) on parliamentary printing.
- \$859,000 (7% of the Vote) on inter-parliamentary relations and travel, and two annual subscriptions of the New Zealand Parliament.
- \$915,000 (7% of the Vote) on broadcasting the proceedings of the House of Representatives and parliamentary information programmes.

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

Office of the Clerk

VOTE MINISTER: The Speaker

ADMINISTERING DEPARTMENT: Office of the Clerk

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

Part A - Statement of Objectives and Trends

Part A1 - Objectives for Vote Office of the Clerk

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, and the administration of certain matters relating to indicative referendum petitions
- administration of the parliamentary printing contract and arrangement of the printing of parliamentary publications
- administration of the inter-parliamentary relations programme
- administration of the agreements for the broadcasting of the proceedings of the House of Representatives and the parliamentary information programme.

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

Part A2 - Trends in Vote Office of the Clerk

Significant changes to Vote Office of the Clerk during the period 1996/97 to 2002/03 were a result of:

- the introduction of new Standing Orders in 1996, which made changes to the procedures and processes of the House and select committees and increased the workload of committees in particular
- the move to an MMP-elected Parliament and an increase of 21 members of Parliament in October 1996
- the organisation of the Commonwealth Parliamentary Association Conference held in Wellington in October 1998
- the increased need for Maori interpretation and translation services from 2000
- increases in the volume of legislation referred to select committees in 2001/02 and 2002/03
- a significant increase in the cost of paper resulting in an increase in the cost of parliamentary printing in 2000/01.

Trends in Vote Office of the Clerk - Summary of Appropriations and Crown Revenue

Types of Appropriation	1997/98	1998/99	1999/2000	2000/01	2001/02		2002/03 Appropriations to be Used				2003/04	2004/05	2005/06	
	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				
Operating Flows														
Classes of Outputs to be Supplied	11,606	13,158	11,929	13,298	13,385	13,385	13,020	-	-	-	13,020	12,822	12,775	12,775
Benefits and Other Unrequited Expenses	-	-	-	-	-	-	N/A	N/A	-	-	-	-	-	-
Borrowing Expenses	-	-	-	-	-	-	N/A	N/A	-	-	-	-	-	-
Other Expenses	107	242	-	-	-	-	-	-	-	-	-	-	-	-
Capital Flows														
Capital Contributions	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Purchase or Development of Capital Assets	-	-	-	-	-	-	N/A	N/A	-	-	-	-	-	-
Repayment of Debt	-	-	-	-	-	-	N/A	N/A	-	-	-	-	-	-
Total Appropriations	11,713	13,400	11,929	13,298	13,385	13,385	13,020	-	-	-	13,020	12,822	12,775	12,775
Total Crown Revenue and Receipts	-	-	-	-	-	-	N/A	N/A	N/A	N/A	-	-	-	-

Part B - Statement of Appropriations

Part B1 - Details of Appropriations

	2001/02				2002/03		Description of 2002/03 Appropriations
	Vote		Estimated Actual		Vote		
Appropriations	Annual \$000	Other \$000	Annual \$000	Other \$000	Annual \$000	Other \$000	
Departmental Output Classes (Mode B Gross)							
D1 Administrative and Support Services for the House of Representatives	5,819	-	5,819	-	5,492	-	- Purchase of professional parliamentary services and specialist legal and procedural advice to the Speaker, members and committees, and the noting and maintenance of the records of the House and its committees. Administration of certain indicative referendum petition matters.
D2 Parliamentary Printing	6,001	-	6,001	-	5,754	-	- Processing and printing, in accordance with the parliamentary timetable, of legislation, parliamentary papers, and the official report of parliamentary debates.
D3 Inter-Parliamentary Relations	669	-	669	-	859	-	- 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.
D4 Broadcasting of Parliament	896	-	896	-	915	-	- Broadcasting of the proceedings of and information programme on the House of Representatives.
Total Appropriations for Departmental Output Classes (Mode B Gross)	13,385	-	13,385	-	13,020	-	
Total Appropriations	13,385	-	13,385	-	13,020	-	

Part C - Explanation of Appropriations for Output Classes

Part C1 - Departmental Output Classes

Output Class D1 - Administrative and Support 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 professional 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, the debate in the House and some select committee evidence
- 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.

Output Class D2 - Parliamentary Printing

This output class involves the processing and printing, in accordance with the parliamentary timetable, of legislation, select committee reports, parliamentary papers generated by or presented to the House of Representatives and the official report of parliamentary debates (*Hansard*).

The Office will hand the responsibility for printing legislation over to the Parliamentary Counsel Office in January 2003.

Output Class D3 - Inter-Parliamentary Relations

This output class involves the arrangement of programmes for visiting parliamentarians and officials, the provision of administrative support for New Zealand parliamentarians attending international parliamentary conferences, and the arrangement of travel and programmes for New Zealand parliamentarians travelling overseas on official parliamentary business. The Parliament's subscriptions to the Commonwealth Parliamentary Association and the Inter-Parliamentary Union are provided for.

Output Class D4 - Broadcasting of Parliament

This output class involves 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.

Part E - Explanation of Appropriations for Capital Flows

Net Worth of Entities Owned

Statement of Estimated and Forecast Net Worth

	Balance Date	Estimated Net Worth 2002 \$ million	Forecast Net Worth 2003 \$ million
Office of the Clerk	30 June	0.292	0.292