

# *Performance Information for Appropriations*

## *Vote Office of the Clerk*

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MINISTER(S) RESPONSIBLE FOR APPROPRIATIONS: Speaker of the House of Representatives  
(M78)

ADMINISTERING DEPARTMENT: Office of the Clerk of the House of Representatives

MINISTER RESPONSIBLE FOR OFFICE OF THE CLERK OF THE HOUSE OF REPRESENTATIVES:  
Speaker of the House of Representatives

## Part 1 - Summary of the Vote

### Part 1.1 - Overview of the Vote

The Speaker of the House of Representatives is responsible for appropriations in the Vote for the 2009/10 financial year covering the following:

- A total of just over \$17 million to assist the Clerk of the House to provide specialist advice on parliamentary procedure and parliamentary law, and administrative services to the Speaker and members of the House of Representatives in the performance of their duties as members of the House.
- A total of just over \$1 million to assist the Clerk of the House to provide advice on inter-parliamentary relations to the Speaker and members, establish an annual programme of incoming and outgoing visits, develop and implement individual visit programmes, build the capacity of the Pacific Island parliaments, support the New Zealand Parliament's contribution on global issues at international parliamentary organisations and host international parliamentary conferences.

The Clerk of the House of Representatives is the principal permanent officer of the House and carries out the functions required under section 3 of the Clerk of the House of Representatives Act 1988.

The functions of the Clerk of the House of Representatives shall be:

- (a) to note all proceedings of the House of Representatives and of any committee of the House
- (b) to carry out such duties and exercise such powers as may be conferred on the Clerk of the House of Representatives by law or by the Standing Orders and practice of the House of Representatives
- (c) to act as the principal officer of the Office of the Clerk of the House of Representatives and, in that capacity, to manage that office efficiently, effectively, and economically
- (d) to ensure that the members of the staff of the Office of the Clerk of the House of Representatives carry out their duties (including duties imposed on them by law or by the Standing Orders or practice of the House of Representatives) and maintain:
  - (i) proper standards of integrity and conduct, and
  - (ii) concern for the public interest.
- (e) to be responsible, under the direction of the Speaker of the House of Representatives, for the official report of the proceedings of the House of Representatives and its committees.

The Office of the Clerk, established under section 14 of the Act, assists the Clerk in carrying out these functions.

Details of these appropriations are set out in Parts 2-6 below.

### Part 1.2 - High-Level Objectives of the Vote

#### **Government Priorities and Outcomes - Links to Appropriations**

The outcome of the Office of the Clerk is a legislature in which members of Parliament are able to discharge their constitutional duties in respect of the consideration of legislation and other parliamentary business, and interested parties are informed and able to participate.

## Part 1.3 - Trends in the Vote

### Summary of Financial Activity

	2004/05	2005/06	2006/07	2007/08	2008/09		2009/10			2010/11	2011/12	2012/13
	Actual \$000	Actual \$000	Actual \$000	Actual \$000	Budgeted \$000	Estimated Actual \$000	Departmental Transactions Budget \$000	Non- Departmental Transactions Budget \$000	Total Budget \$000	Estimated \$000	Estimated \$000	Estimated \$000
<b>Appropriations</b>												
Output Expenses	12,127	13,196	14,455	17,172	20,287	20,287	18,115	-	18,115	18,222	18,238	18,238
Benefits and Other Unrequited Expenses	-	-	-	-	-	-	N/A	-	-	-	-	-
Borrowing Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditure	440	669	482	687	2,617	2,617	1,160	-	1,160	1,045	650	900
Intelligence and Security Department Expenses and Capital Expenditure	-	-	-	-	-	-	-	N/A	-	-	-	-
<b>Total Appropriations</b>	<b>12,567</b>	<b>13,865</b>	<b>14,937</b>	<b>17,859</b>	<b>22,904</b>	<b>22,904</b>	<b>19,275</b>	<b>-</b>	<b>19,275</b>	<b>19,267</b>	<b>18,888</b>	<b>19,138</b>
<b>Crown Revenue and Capital Receipts</b>												
Tax Revenue	-	-	-	-	-	-	N/A	-	-	-	-	-
Non-Tax Revenue	-	-	-	-	-	-	N/A	-	-	-	-	-
Capital Receipts	-	-	-	-	-	-	N/A	-	-	-	-	-
<b>Total Crown Revenue and Capital Receipts</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## New Policy Initiatives

Policy Initiative	Appropriation	2008/09 Budgeted \$000	2009/10 Budget \$000	2010/11 Estimated \$000	2011/12 Estimated \$000	2012/13 Estimated \$000
Simultaneous interpretation of Māori into English.	Secretariat services for the House of Representatives.	-	30	120	120	120
Rebroadcasting of question time.	Secretariat services for the House of Representatives	-	45	45	45	45
Cost reductions in printing.	Secretariat services for the House of Representatives	-	(320)	(320)	(320)	(320)

## Analysis of Significant Trends

Operating expenses increased over the years 2004/05 to 2009/10 to fund a number of functions of the Office of the Clerk. The major ongoing items are:

- extensions to the AM radio broadcasting network and operating costs
- set-up and ongoing costs of in-house legal advisory services
- improvements to the publishing systems for parliamentary publications
- enhancements to the Office of the Clerk information technology
- the set-up and ongoing operating costs of the televising of Parliament
- implementation of the e-Committee system to all select committees.

There was a \$2.400 million one-off appropriation in 2007/08 to fund the Asia-Pacific Parliamentary Forum meeting in Auckland in January 2008.

The Office identified \$320,000 ongoing savings for the 2009 Budget from cost reductions in printing of parliamentary publications and deferment of plans to televise select committees.

This is partially offset by the implementation of simultaneous interpretation of Māori into English and costs associated with rebroadcasting of Parliament's question time later in the day. These costs are shown in the budget policy initiatives table.

## Part 2 - Details and Expected Performance for Output Expenses

### Part 2.1 - Departmental Output Expenses

#### Intended Impacts, Outcomes and Objectives

Intended Impacts, Outcomes or Objectives of Appropriations	Appropriations
<p><b>Objective:</b> The New Zealand Parliament's obligations as a member of the International parliamentary community are fulfilled.</p> <p><b>Impact:</b> The capacity of the New Zealand Parliament is enhanced by member's engagement with other parliaments and inter-parliamentary organisations.</p>	Inter-Parliamentary Relations.
<p><b>Objective:</b> A well supported legislature that meets its constitutional requirements for the consideration of legislation, the scrutiny of executive government, and other parliamentary business.</p> <p><b>Impact:</b> To contribute value to the legislature by supporting the consideration of legislation, scrutiny of executive government and other parliamentary business, and to facilitate participation in and understanding of parliamentary democracy.</p>	Secretariat services for the House of Representatives.

#### Inter-Parliamentary Relations (M78)

##### *Scope of Appropriation*

This appropriation is limited to services to improve relations between the New Zealand Parliament and other parliaments, including providing advice on inter-parliamentary relations to the Speaker and members, establishing and implementing an annual programme of incoming and outgoing visits, developing and implementing individual visit programmes, assisting to build the capacity of the Pacific Island parliaments, supporting (including through travel to meetings overseas) the New Zealand Parliament's contribution on global issues at international parliamentary organisations and hosting international parliamentary conferences.

##### *Expenses and Revenue*

	2008/09		2009/10
	Budgeted \$000	Estimated Actual \$000	Budget \$000
Total Appropriation	1,196	1,196	1,006
Revenue from Crown	1,190	1,190	1,000
Revenue from Other	6	6	6

##### *Reasons for Change in Appropriation*

The decrease in this appropriation is due to termination of funding from expenses carried forward into the 2008/09 year.

### Output Performance Measures and Standards

Performance Measures	2008/09		2009/10
	Budgeted Standard	Estimated Actual Standard	Budget Standard
<b>Advice on Inter-parliamentary Relations</b>			
Advice to Speaker and members on issues relating to inter-parliamentary relations is accurate, informed, and politically sustainable.	100%	100%	100%
<b>Annual Programme of Visits</b>			
Timeliness and quality of the programme meets the expectations of the Speaker.	100%	100%	100%
<b>Servicing Visits</b>			
Advice and services meet the satisfaction of the Speaker, members and select committees.	100%	100%	100%
Visits are completed within approved budget.	100%	100%	100%
<b>Engagement with Pacific Parliaments</b>			
Advice and services meet the satisfaction of the Commonwealth Parliamentary Association Pacific Branches and Regional Representatives.	100%	100%	100%
<b>New Zealand's Engagement with Inter-parliamentary Organisations</b>			
Advice and services meet the satisfaction of the Speaker, members and delegates.	100%	100%	100%
Secretariat services meet the satisfaction of the New Zealand Commonwealth Parliamentary Association Branch Inter-Parliamentary Union group Executive Committee.	100%	100%	100%
<b>Hosting Parliamentary Conferences</b>			
Planning, advice and services meet the satisfaction of the Speaker, members and delegates.	100%	100%	100%
Completed within approved budget.	100%	100%	100%

### Current and Past Policy Initiatives

Policy Initiative	Year of First Impact	2008/09 Budgeted \$000	2009/10 Budget \$000	2010/11 Estimated \$000	2011/12 Estimated \$000	2012/13 Estimated \$000
Hosting the 16th Asia-Pacific Parliamentary Forum Meeting.	2006/07	2,400	-	-	-	-

### Secretariat Services for the House of Representatives (M78)

#### Scope of Appropriation

This appropriation is limited to the provision to the House of Representatives of professional advice and services designed to assist the House in the fulfilment of its constitutional functions. This comprises assisting with the transaction of parliamentary business on the floor of the House and in select committees.

## Expenses and Revenue

	2008/09		2009/10
	Budgeted \$000	Estimated Actual \$000	Budget \$000
Total Appropriation	19,091	19,091	17,109
Revenue from Crown	18,796	18,792	16,880
Revenue from Other	295	299	229

## Reasons for Change in Appropriation

The decrease in the appropriation compared to the previous financial year is due to:

- Termination of funding for fixed-term initiatives in prior years.
- Termination of funding from expenses carried forward into the 2008/09 year.
- Savings identified as part of the December 2008 value for money review.

## Output Performance Measures and Standards

Performance Measures	2008/09		2009/10
	Budgeted Standard	Estimated Actual Standard	Budget Standard
<b>Services to the House and Committees of the Whole House</b>			
All procedural advice and advice on the operation of the House accords with the Standing Orders, Speakers' rulings and established practice.	100%	100%	100%
An order paper listing all business available for consideration is published for each sitting day.	100%	100%	100%
At introduction, all bills comply with Standing Orders.	100%	100%	100%
All subsequent iterations of bills are prepared and accurately reflect the decisions of the House and its committees.	100%	100%	100%
Royal assent is obtained without delay and in the order passed by the House.	100%	100%	100%
All the decisions and the business transacted by the House are recorded accurately and published in the <i>Journals of the House of Representatives</i> .	100%	100%	100%
Information about the business of the House is posted on the Parliament website each sitting day and published weekly in the <i>Parliamentary Bulletin</i> .	100%	100%	100%
Parliamentary papers are posted on the website within 30 minutes of presentation.	100%	100%	100%
Presiding officers are informed in advance of the nature of questions to be put in the House and in the committee of the whole House.	100%	100%	100%
House's intentions are communicated to the Parliamentary Counsel Office in accordance with the memorandum of understanding.	N/A	100%	100%

Performance Measures	2008/09		2009/10
	Budgeted Standard	Estimated Actual Standard	Budget Standard
<b>Services to the House and Committees of the Whole House - cont'd</b>			
Amendments to bills are drafted, and where time permits, printed for the committee of the whole House.	100%	100%	100%
The ballot for Members' bills is conducted whenever a place becomes available on the Order Paper.	100%	100%	100%
Petitions and notices of motion are scrutinised for compliance with Standing Orders and allocated or published accordingly.	100%	100%	100%
Questions for oral and written answer are vetted and questions and replies published.	100%	100%	100%
Administrative and procedural services are provided to the Business Committee on time and accurately.	N/A	100%	100%
House records are maintained in accordance with standards set by statute and Standing Orders.	100%	100%	100%
<b>Select Committee Support</b>			
Procedural advice accords with Standing Orders and Speaker's rulings.	100%	100%	100%
Reports prepared for committees comply with SCO report writing standards.	100%	100%	100%
Administrative deadlines for circulating the notice of meeting and committee papers, advertising for submissions, publishing to the website and presentation of reports are met.	N/A	100%	100%
Records of select committee proceedings are maintained in accordance with standards set by statute and Standing Orders.	N/A	100%	100%
Facilities for select committees are arranged to support select committee meetings.	N/A	100%	100%
<b>Reporting Services</b>			
<i>Hansard</i> provides a readable verbatim record of debate within the following times: <ul style="list-style-type: none"> <li>Members' speeches (yellows) produced within two hours of being recorded in the House.</li> <li><i>Hansard</i> advance to website and printer within four working days after the sitting, except after periods of urgency.</li> <li>Weekly <i>Hansard</i> (pinks) to website and printer within 10 working days after the last sitting day of the week.</li> </ul>	100%	100%	100%
An uncorrected transcript of oral questions is available in electronic form within two and a half hours of the end of question time.	100%	100%	100%
Te Reo Māori Interpreter is available at all sitting times of the House.	100%	100%	100%
An audio engineer is provided for all sittings of the House.	N/A	100%	100%
Where Te Reo Māori is used in debate, the <i>Hansard</i> translation is accurate and meets the members' time expectations.	100%	100%	100%
Transcription services to select committees are provided every time they are requested, the service is accurate and meets committees' time expectations.	N/A	100%	100%
Te Reo Māori interpreter is available at committee business and presentations of oral evidence in Te Reo Māori when requested.	N/A	100%	100%



Performance Measures	2008/09		2009/10
	Budgeted Standard	Estimated Actual Standard	Budget Standard
Te Reo Māori translation services are provided every time they are requested, the service is accurate and meets agree time standards.	N/A	100%	100%
All sitting days of the House of Representatives will be broadcast live on radio.	100%	100%	100%
All sittings of the House of Representatives will be covered by parliamentary television cameras.	No gaps in coverage.	No gaps in coverage.	No gaps in coverage.
Coverage will be broadcast live on the Parliament TV channel.	Uninterrupted broadcast.	Uninterrupted broadcast.	Uninterrupted broadcast.
Clean feeds of all sittings of the House are available to broadcasters.	No loss of feed reported.	No loss of feed reported.	No loss of feed reported.
Coverage of the proceedings of Parliament is made available for streaming live on the Parliament website.	Available for streaming for all sitting hours.	Available for streaming for all sitting hours.	Available for streaming for all sitting hours.
Television coverage of the proceedings of the House will be archived in a broadcast quality form.	All live coverage is archived.	All live coverage is archived.	All live coverage is archived.
Information programmes will be produced and broadcast, and the information provided about the proceedings will be accurate.	Contractual arrangements for programme television are adhered to.	Contractual arrangements for programme television are adhered to.	Contractual arrangements for programme television are adhered to.
<b>Specialist Procedural and Legal Services</b>			
Specialist and high level procedural advice accords with Standing Orders and Speakers' rulings, and is politically sustainable.	100%	100%	100%
Parliamentary policy development and advice is legally correct and reflects high level of specialist knowledge.	N/A	100%	100%
Specialist legal advice on constitutional and parliamentary law is legally correct and reflects high level of specialist knowledge.	N/A	100%	100%
Provision of parliamentary education services is accessible, accurate, useable and up-to-date.	100%	100%	100%
Legislative drafting service meets technical requirements and reflects the intention of the originator.	N/A	100%	100%
Specialist advice and administrative support to the Regulations Review Committee meets the requirements of Standing Orders, Speakers' rulings, practices and timetables of the House.	100%	100%	100%
Administration of statutory functions under the Citizens Initiated Referenda Act 1993 and the Electoral Act 1993 complies with statutory requirements.	100%	100%	100%
Administration of the Register of Pecuniary Interests of Members of Parliament meets the requirements of Standing Orders, and a summary of information contained in the Register is published before 31 May each year.	N/A	100%	100%

### *Current and Past Policy Initiatives*

Policy Initiative	Year of First Impact	2008/09 Budgeted \$000	2009/10 Budget \$000	2010/11 Estimated \$000	2011/12 Estimated \$000	2012/13 Estimated \$000
eCommittee system	2006/07	1303	1072	1,072	1,072	1,072
Televising of Parliament	2006/07	1752	1,752	1,752	1,752	1,752

## Part 6 - Details and Expected Results for Capital Expenditure

### Part 6.1 - Departmental Capital Expenditure

#### Intended Impacts, Outcomes and Objectives

Intended Impacts, Outcomes or Objectives of Appropriations	Appropriations
To maintain and upgrade capability through routine replacement of the Office of the Clerk's information technology.	Office of the Clerk - Capital Expenditure.

#### Office of the Clerk of the House of Representatives - Capital Expenditure PLA (M78)

##### *Scope of Appropriation*

This appropriation is limited to the purchase or development of assets by and for the use of the Office of the Clerk of the House of Representatives, as authorised by section 24(1) of the Public Finance Act 1989.

##### *Capital Expenditure*

	2008/09		2009/10
	Budgeted \$000	Estimated Actual \$000	Budget \$000
Forests/Agricultural	-	-	-
Land	-	-	-
Property, Plant and Equipment	998	998	560
Intangibles	1,619	1,619	600
Other	-	-	-
<b>Total Appropriation</b>	<b>2,617</b>	<b>2,617</b>	<b>1,160</b>

##### *Reasons for Change in Appropriation*

There is no change to the capital contribution. The change to the capital expenditure reflects the changes to internally funded capital expenditure plans for computer hardware and software to support business processes.

##### *Expected Results*

	2008/09		2009/10
	Budgeted Standard	Estimated Actual Standard	Budget Standard
eCommittee system utilised by all select committees.	-	-	100%