

VOTE Office of the Clerk

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OVERVIEW

Appropriations sought for Vote Office of the Clerk in 1998/99 total \$14,402 million. This is intended to be spent as follows:

- \$4.967 million (34% of the Vote) on services and advice provided to the House of Representatives and its committees.
- \$5.886 million (41% of the Vote) on parliamentary printing.
- \$2.592 million (18% of the Vote) on inter-parliamentary relations and travel and on the Commonwealth Parliamentary Association Conference.
- \$822,000 (6% of the Vote) on broadcasting the proceedings of the House of Representatives and parliamentary information programmes.
- \$135,000 (1% of the Vote) on annual subscriptions of the New Zealand Parliament.

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

Footnotes

| | |
|--------|---|
| Note 1 | <i>Not applicable as Crown revenue is not appropriated.</i> |
| Note 2 | <i>Appropriations are stated GST inclusive (where applicable).</i> |
| Note 3 | <i>All reports on Estimates are printed as one document, as are financial reviews of departments, of Crown entities and public organisations, and of State-owned enterprises.</i> |

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 fund 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 including organisation of the 1998 Commonwealth Parliamentary Association Conference
- 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).

In addition, funding is included in this Vote for subscriptions to two international organisations of which the New Zealand Parliament is a member - the Commonwealth Parliamentary Association and the Inter-Parliamentary Union.

Part A2 - Trends in Vote Office of the Clerk

Significant changes to Vote Office of the Clerk during the period 1993/94 to 1998/99 were a result of:

- the transfer from the Department of Internal Affairs of financial and management responsibilities for the Office of the Clerk computer systems. Capital assets, depreciation and certain maintenance contract items were transferred in the 1993/94 financial year, and general operating costs, including costs for maintenance of the POLI network, were transferred in the 1994/95 financial year

- the renegotiation of the Parliamentary Printing Agreement in the 1993/94 financial year, with implementation from 1 February 1994
- the administration, from 1994, of certain matters relating to indicative referendum petitions as required by the Citizens Initiated Referenda Act 1993
- the Broadcasting of Parliament costs which had been shown as an “Other Expense” becoming output D4 of the Office of the Clerk in the 1994/95 year
- 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 to be held in Wellington in October 1998.

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

| Types of Appropriation | 1993/94 | 1994/95 | 1995/96 | 1996/97 | 1997/98 | | 1998/99 Appropriations to be Used | | | | Total |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|------------------------------|---|----------------|--------------------------------------|----------------|--------|
| | Actual \$000 | Actual \$000 | Actual \$000 | Actual \$000 | Budget \$000 | Estimated Actual \$000 | By the Department Administering the Vote | | For Non-Departmental Transactions | | |
| | | | | | | | Annual \$000 | Other \$000 | Annual \$000 | Other \$000 | |
| Operating Flows | | | | | | | | | | | |
| Classes of Outputs to be Supplied | 9,725 | 10,523 | 10,933 | 11,083 | 12,295 | 11,789 | 14,267 | - | - | - | 14,267 |
| Benefits and Other Unrequited Expenses | - | - | - | - | - | - | N/A | N/A | - | - | - |
| Borrowing Expenses | - | - | - | - | - | - | N/A | N/A | - | - | - |
| Other Expenses | 763 | 124 | 120 | 110 | 132 | 107 | - | - | 135 | - | 135 |
| Capital Flows | | | | | | | | | | | |
| Capital Contributions | 219 | - | - | - | - | - | - | - | - | - | - |
| Purchase or Development of Capital Assets | - | - | - | - | - | - | N/A | N/A | - | - | - |
| Repayment of Debt | - | - | - | - | - | - | N/A | N/A | - | - | - |
| Total Appropriations | 10,707 | 10,647 | 11,053 | 11,193 | 12,427 | 11,896 | 14,267 | - | 135 | - | 14,402 |
| Total Crown Revenue and Receipts (see note 1) | - | - | - | - | - | - | N/A | N/A | N/A | N/A | - |

Part B - Statement of Appropriations

Part B1 - Details of 1998/99 Appropriations (see note 2)

| Appropriations | 1997/98 | | | | 1998/99 | | Description of 1998/99 Appropriations |
|--|-----------------|----------------|------------------|----------------|-----------------|----------------|--|
| | Vote | | Estimated Actual | | Vote | | |
| | 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 | 4,967 | - | 4,917 | - | 4,967 | - | 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 | 5,766 | - | 5,320 | - | 5,886 | - | Processing and printing, in accordance with the parliamentary timetable, of legislation, parliamentary papers, and the official report of parliamentary debates. |
| D3 Inter-Parliamentary Relations | 729 | - | 724 | - | 2,592 | - | 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 preliminary organisation for the 1998 Commonwealth Parliamentary Association Conference. |
| D4 Broadcasting of Parliament | 833 | - | 828 | - | 822 | - | Broadcasting of the proceedings of and information programme on the House of Representatives. |
| Total Appropriations for Departmental Output Classes (Mode B Gross) | 12,295 | - | 11,789 | - | 14,267 | - | Refer to Part C1 for a full description. |

| | | | | | | | |
|--|--------|---|--------|---|-----------|---|---|
| Other Expenses to be Incurred by the Crown | | | | | | | |
| Commonwealth Parliamentary Association | 76 | - | 65 | - | 80 | - | Commonwealth Parliamentary Association - annual subscription of the New Zealand Parliament. |
| Inter-Parliamentary Union | 56 | - | 42 | - | 55 | - | Inter-Parliamentary Union - annual subscription of the New Zealand Parliament. |
| Total Appropriations for Other Expenses to be Incurred by the Crown | 132 | - | 107 | - | 135 | - | |
| Total Appropriations | 12,427 | - | 11,896 | - | 14,402 | - | |

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

Description

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:

- 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 preparation of agendas and related documents for select committee meetings
- services to ensure that sittings of the House and meetings of select committees efficiently and effectively progress and that decisions taken are properly recorded
- custody and safekeeping of the records of the House and its committees, general and by-election ballot papers and referendum papers
- providing parliamentary information to the public and to interested agencies in New Zealand and overseas
- the administration, as required by statute, of certain matters relating to indicative referendum petitions.

Quantity

The output class is demand driven by the Standing Orders of the House, decisions of the House and its committees, the Speaker, members, the Government, and the public. The Speaker expects to purchase the following quantity of services, based on the House sitting for 90 days during the financial year and services anticipated to be required for an MMP-elected Parliament.

| | |
|---|---------|
| Calendar days of the House serviced | 90 |
| Sitting days of the House serviced | 90 |
| Order papers produced | 90 |
| Parliamentary bulletins produced | 30 |
| Parliamentary papers processed | 900 |
| Copies of documents handled by Bills Office | 250,000 |

| | |
|---|--------|
| Petitions scrutinised | 200 |
| Notices of motion lodged | 100 |
| Questions lodged | |
| Oral | 1,080 |
| Written | 10,000 |
| Notice papers produced | 210 |
| Question answer papers produced | 45 |
| Members' bills drafted | 20 |
| Bills processed (private and public) | 70 |
| Assents processed | 200 |
| Select committees serviced | 18 |
| Select committee meetings serviced | 600 |
| Select committee reports processed | 400 |
| Bills considered by select committees | 100 |
| Hansard "dailies" produced | 90 |
| Hansard "pinks" produced | 30 |
| Hansard "greens" produced | 6 |
| Hansard bound volumes (debate and questions) produced | 7 |
| Hansard index pamphlets produced | 7 |
| Citizens-initiated petition questions determined | 3 |
| Referenda petitions checked | 3 |

Quality

The Speaker will expect that:

- all procedural advice will conform to the Standing Orders, Speakers' rulings and practices of the House and its committees and will be provided to meet the priorities and timetables of the House and its committees, and within timeframes agreed with members
- preparation necessary for the House and its committees to meet and carry out their programmed business will be made to enable them to meet as scheduled, with the necessary papers, and will be to the requirements of the Standing Orders, Speakers' rulings and practices of the House and its committees
- servicing of sittings of the House and select committee meetings will comply with the requirements of the Standing Orders, Speakers' rulings and practices of the House and the timetables of the House and its committees
- records safekeeping will comply with the requirements of the Standing Orders and Electoral Act 1993 as appropriate, and procedures will be developed for implementing these
- all information provided to other agencies and individuals will be accurate and provided in a timely and clear manner
- the administration of certain matters relating to indicative referendum petitions will be efficiently and effectively carried out to meet the requirements of the Citizens Initiated Referenda Act 1993.

Cost

This output class will be provided within the appropriated sum of \$4.967 million (inclusive of GST).

| Year | Cost GST incl \$000 | Cost GST excl \$000 | Total Revenue GST excl \$000 | Revenue Crown GST excl \$000 | Revenue Other GST excl \$000 |
|---------|---------------------------|---------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 1998/99 | 4,967 | 4,415 | 4,415 | 4,415 | 0 |
| 1997/98 | 4,967 | 4,415 | 4,415 | 4,415 | 0 |

Output Class D2 - Parliamentary Printing

Description

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

Quantity

The services are demand driven by the House, its committees and the Government. The Speaker expects to purchase the following quantity of printing:

| | |
|----------------------------------|-----------------|
| Order papers printed | 90 |
| Parliamentary bulletins printed | 30 |
| Notice papers printed | 210 |
| Question answer papers printed | 45 |
| Bills printed | 160 |
| Assents printed | 200 |
| Statutes printed | 200 |
| Select committee reports printed | (see note 3) 30 |
| Hansard publications printed | 140 |

Quality

The Speaker will expect that:

- all processing and printing will be efficiently and effectively managed to ensure accurately printed copies of legislation and reports are made available in a timely manner for the House, its committees and the public
- the Parliamentary Printing Agreement will be monitored to ensure standards and processes in the Agreement are met
- advice will meet the requirements of the Standing Orders.

Cost

This output class will be provided within the appropriated sum of \$5.886 million (inclusive of GST).

| Year | Cost GST incl \$000 | Cost GST excl \$000 | Total Revenue GST excl \$000 | Revenue Crown GST excl \$000 | Revenue Other GST excl \$000 |
|---------|---------------------------|---------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 1998/99 | 5,886 | 5,232 | 5,232 | 5,232 | 0 |
| 1997/98 | 5,766 | 5,125 | 5,125 | 5,125 | 0 |

Output Class D3 - Inter-Parliamentary Relations*Description*

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. It will also provide for the preliminary organisation of the Commonwealth Parliamentary Association Conference to be held in October 1998.

Quantity

Official incoming and outgoing travel is programmed annually, and the Speaker will expect that this will be fully serviced. The Office expects to organise up to 14 outgoing parliamentary delegations and visits and up to 20 incoming delegations. The Commonwealth Parliamentary Association Conference will be attended by up to 550 delegates, observers and partners with meetings and functions held from 14 to 23 October 1998.

Quality

The Speaker will expect the Office to provide the support services in a manner that contributes to the fulfilment by members of New Zealand's obligations of membership of the Commonwealth Parliamentary Association and the Inter-Parliamentary Union, the promotion of goodwill by ensuring that all incoming and outgoing travel programmes are organised as required and on time and services are provided to the satisfaction of the Speaker, members and incoming delegations. The Speaker will expect the Commonwealth Parliamentary Association Conference to be efficiently organised and in a manner that enhances relationships between the countries represented at the Conference.

Cost

This output class will be provided within the appropriated sum of \$2.592 million (inclusive of GST).

| Year | Cost GST incl \$000 | Cost GST excl \$000 | Total Revenue GST excl \$000 | Revenue Crown GST excl \$000 | Revenue Other GST excl \$000 |
|---------|---------------------------|---------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 1998/99 | 2,592 | 2,304 | 2,304 | 1,797 | 507 |
| 1997/98 | 729 | 648 | 648 | 648 | 0 |

Output Class D4 - Broadcasting of Parliament*Description*

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, together with a wider understanding of the performance of its representatives in Parliament.

Quantity

All sitting days of the House of Representatives will be broadcast on radio and up to 210 information programmes produced.

Quality

The Speaker will expect that the broadcasts will cover all sitting hours of the House and that the information provided in relation to the proceedings is accurate.

Cost

This output class will be provided within the appropriated sum of \$822,000 (inclusive of GST).

| Year | Cost GST incl \$000 | Cost GST excl \$000 | Total Revenue GST excl \$000 | Revenue Crown GST excl \$000 | Revenue Other GST excl \$000 |
|---------|---------------------------|---------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 1998/99 | 822 | 731 | 731 | 731 | 0 |
| 1997/98 | 833 | 741 | 741 | 741 | 0 |

Part D - Explanation of Appropriations for Other Operating Flows

Part D1 - Benefits and Other Unrequited Expenses

There is no appropriation for Part D1.

Part D2 - Borrowing Expenses

There is no appropriation for Part D2.

Part D3 - Other Expenses

Commonwealth Parliamentary Association

The annual subscription of the New Zealand Parliament to the Commonwealth Parliamentary Association.

Inter-Parliamentary Union

The annual subscription of the New Zealand Parliament to the Inter-Parliamentary Union.

Part E - Explanation of Appropriations for Capital Flows

Part E1 - Capital Contributions

There is no appropriation for Part E1.

Net Worth of Entities Owned

Statement of Estimated and Forecast Net Worth

| | Balance Date | Estimated Net Worth 1998 \$ million | Forecast Net Worth 1999 \$ million |
|---------------------|--------------|--|---------------------------------------|
| Office of the Clerk | 30 June | 0.407 | 0.407 |

Part E2 - Purchase or Development of Capital Assets by the Crown

There is no appropriation for Part E2.

Part E3 - Repayment of Debt

There is no appropriation for Part E3.