

Vote Office of the Clerk

APPROPRIATION MINISTER(S): Speaker of the House of Representatives (M78)

APPROPRIATION ADMINISTRATOR: Office of the Clerk of the House of Representatives

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

Overview of the Vote

The Speaker of the House of Representatives is responsible for appropriations in Vote Office of the Clerk for the 2016/17 financial year. The Clerk of the House of Representatives is the principal permanent officer of the House and carries out the functions required of the Clerk specified in section 3 of the Clerk of the House of Representatives Act 1988 (the Act). While the Office of the Clerk of the House of Representatives is responsible for administering the Vote, the Office's primary purpose is to assist the Clerk in carrying out those functions specified in section 3 of the Act.

Total appropriations in Vote Office of the Clerk for 2016/17 cover the following:

- a total of just over \$19 million for the provision of secretariat services for the House of Representatives, including professional advice and services designed to assist the House in the fulfilment of its constitutional functions and to enable participation in, and an understanding of, parliamentary proceedings
- a total of just over \$3.500 million for capital expenditure
- a total of just over \$3 million over three years for Inter-parliamentary Relations. This appropriations is limited to delivering services to improve relations between the New Zealand Parliament and other parliaments, including establishing and implementing an annual programme of incoming and outgoing visits, assisting to build the capacity of the Pacific Island parliaments, supporting the New Zealand parliament's contribution on global issues at international parliamentary organisations and hosting international parliamentary conferences.

Details of these appropriations are set out in Parts 2-4.

Details of Appropriations and Capital Injections

Annual and Permanent Appropriations

Titles and Scopes of Appropriations by Appropriation Type	2015/16		2016/17
	Final Budgeted \$000	Estimated Actual \$000	Budget \$000
Departmental Output Expenses			
Secretariat Services for the House of Representatives (M78) 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, and enabling participation in, and understanding of, parliamentary proceedings.	18,245	18,245	19,356
Total Departmental Output Expenses	18,245	18,245	19,356
Departmental Capital Expenditure			
Office of the Clerk of the House of Representatives - Capital Expenditure PLA (M78) 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.	1,283	1,283	3,563
Total Departmental Capital Expenditure	1,283	1,283	3,563
Total Annual and Permanent Appropriations	19,528	19,528	22,919

Multi-Year Appropriations

Type, Title, Scope and Period of Appropriations	Appropriations, Adjustments and Use	\$000
Departmental Output Expenses		
Inter-parliamentary Relations (M78) 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. Commences: 01 July 2014 Expires: 30 June 2017	Original Appropriation Adjustments to 2014/15 Adjustments for 2015/16 Adjusted Appropriation Actual to 2014/15 Year End Estimated Actual for 2015/16 Estimated Actual for 2016/17 Estimated Appropriation Remaining	2,955 - 140 3,095 903 1,129 1,063 -

Total Annual, Permanent and Multi-Year Appropriations

	2015/16		2016/17
	Final Budgeted \$000	Estimated Actual \$000	Budget \$000
Total Annual and Permanent Appropriations	19,528	19,528	22,919
Total MYA Departmental Output Expenses Forecasts	1,129	1,129	1,063
Total Annual and Permanent Appropriations and Multi-Year Appropriation Forecasts	20,657	20,657	23,982

Capital Injection Authorisations

	2015/16		2016/17
	Final Budgeted \$000	Estimated Actual \$000	Budget \$000
Office of the Clerk of the House of Representatives - Capital Injection (M78)	-	-	2,323

Supporting Information

Part 1 - Vote as a Whole

1.1 - New Policy Initiatives

Policy Initiative	Appropriation	2015/16 Final Budgeted \$000	2016/17 Budget \$000	2017/18 Estimated \$000	2018/19 Estimated \$000	2019/20 Estimated \$000
Office of the Clerk - Higher Capability Workforce	Secretariat Services for the House of Representatives Departmental Output Expense	-	290	602	930	1272
Parliament Website - Emergency Continuity and Upgrading Publishing Systems	Secretariat Services for the House of Representatives Departmental Output Expense	-	542	650	650	650
	Departmental Capital Injection	-	2323	-	-	-
Total Initiatives		-	3155	1252	1580	1922

1.2 - Trends in the Vote

Summary of Financial Activity

	2011/12	2012/13	2013/14	2014/15	2015/16		2016/17			2017/18	2018/19	2019/20
	Actual \$000	Actual \$000	Actual \$000	Actual \$000	Final Budgeted \$000	Estimated Actual \$000	Departmental Transactions Budget \$000	Non- Departmental Transactions Budget \$000	Total Budget \$000	Estimated \$000	Estimated \$000	Estimated \$000
Appropriations												
Output Expenses	16,565	17,551	19,034	18,242	19,374	19,374	20,419	-	20,419	20,381	20,709	21,051
Benefits or Related Expenses	-	-	-	-	-	-	N/A	-	-	-	-	-
Borrowing Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditure	868	672	3,093	1,822	1,283	1,283	3,563	-	3,563	1,180	1,390	1,290
Intelligence and Security Department Expenses and Capital Expenditure	-	-	-	-	-	-	-	N/A	-	-	-	-
Multi-Category Expenses and Capital Expenditure (MCA)												
<i>Output Expenses</i>	-	-	-	-	-	-	-	-	-	-	-	-
<i>Other Expenses</i>	-	-	-	-	-	-	-	-	-	-	-	-
<i>Capital Expenditure</i>	-	-	-	-	-	-	N/A	-	-	-	-	-
Total Appropriations	17,433	18,223	22,127	20,064	20,657	20,657	23,982	-	23,982	21,561	22,099	22,341
Crown Revenue and Capital Receipts												
Tax Revenue	-	-	-	-	-	-	N/A	-	-	-	-	-
Non-Tax Revenue	-	-	-	-	-	-	N/A	-	-	-	-	-
Capital Receipts	-	-	-	-	-	-	N/A	-	-	-	-	-
Total Crown Revenue and Capital Receipts	-	-	-	-	-	-	N/A	-	-	-	-	-

Note - where restructuring of the vote has occurred then, to the extent practicable, prior years information has been restated as if the restructuring had occurred before the beginning of the period covered. In this instance Total Appropriations for the Budgeted and Estimated Actual year may not equal Total Appropriations in the Details of Appropriations and Capital Injections.

Adjustments to the Summary of Financial Activity Table Due to Vote Restructuring

There have been no restructuring adjustments to prior year information in the Summary of Financial Activity table.

1.3 - Analysis of Significant Trends

Operating expenses were lower in 2014/15 due to:

- staff reductions through resignations and restructuring
- the rescheduling or cancellation of inter-parliamentary conferences
- delay in the publication of Parliamentary Practice in New Zealand, and
- delay in finding a suitable supplier for the provision of closed captioning of Parliament TV.

Operating expenses are higher in 2015/16 and out years due to:

- increases in ICT service levels
- higher capital expenditure incurred in 2013/14 has increased depreciation and amortisation costs, and
- increased operating costs relating to Organisational capability and Parliament web accessibility.

The higher capital expenditure in 2013/14 and 2014/15 was for software development of Hansard Production System (HPS), Core Parliamentary Data System (CPD), e-committee system, Parliament website and upgrades to the Office's document management system.

Part 2 - Details of Departmental Appropriations

2.1 - Departmental Output Expenses

Inter-parliamentary Relations (M78)

Scope of Appropriation and Expenses

Type, Title, Scope and Period of Appropriations	Appropriations, Adjustments and Use	\$000
Inter-parliamentary Relations (M78) 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. Commences: 01 July 2014 Expires: 30 June 2017	Original Appropriation	2,955
	Adjustments to 2014/15	-
	Adjustments for 2015/16	140
	Adjusted Appropriation	3,095
	Actual to 2014/15 Year End	903
	Estimated Actual for 2015/16	1,129
	Estimated Actual for 2016/17	1,063
	Estimated Appropriation Remaining	-

Revenue

	Budget \$000
Revenue from the Crown to end of 2016/17	3,095
Revenue from Others to end of 2016/17	-
Total Revenue	3,095

What is Intended to be Achieved with this Appropriation

This appropriation is intended to achieve the fulfilment of the New Zealand Parliament's obligations as a member of the international parliamentary community, and facilitate members' engagement with other parliaments and inter-parliamentary organisations.

How Performance will be Assessed and End of Year Reporting Requirements

Assessment of Performance	2015/16		2016/17
	Final Budgeted Standard	Estimated Actual	Budget Standard
All advice to the Speaker and members about inter-parliamentary relations is accurate and politically sustainable	100%	100%	100%
The CPA and IPU Executive Committee and CPA and IPU Groups have all the information required to make decisions supporting engagement with inter-parliamentary organisations	100%	100%	100%
The Commonwealth Parliamentary Association (CPA) Pacific Regional Meetings have the information required to make decisions affecting the region	100%	100%	100%
The Speaker approves the annual inter-parliamentary programme and it is executed to the satisfaction of the Speaker and members (see Note 1)	-	-	100%

Standards for Inter-parliamentary Relations

Note 1 - Meets expectations means that the Speaker approves the inter-parliamentary programme and is satisfied that the programme is executed as intended.

End of Year Performance Reporting

Performance information for this appropriation will be reported by the Office of the Clerk in its Annual Report to be presented to the House.

Reasons for Change in Appropriation

The increase in this appropriation by \$140,000 is due to:

- A fiscally neutral adjustment transferring \$140,000 from the Secretariat appropriation for 2016/17 and out years to allow for a change in the apportionment of personnel costs.

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, and enabling participation in, and understanding of, parliamentary proceedings.

Expenses and Revenue

	2015/16		2016/17
	Final Budgeted \$000	Estimated Actual \$000	Budget \$000
Total Appropriation	18,245	18,245	19,356
Revenue from the Crown	18,107	18,107	19,239
Revenue from Others	138	138	117

What is Intended to be Achieved with this Appropriation

This appropriation is intended to achieve a well-supported legislature that meets constitutional requirements for the consideration of legislation, the scrutiny of executive government, and other parliamentary business, and a well-informed public that participates in the legislature's proceedings.

How Performance will be Assessed and End of Year Reporting Requirements

	2015/16		2016/17
	Final Budgeted Standard	Estimated Actual	Budget Standard
<i>Assessment of Performance</i>			
<i>Services to the House and committees</i>			
All procedural advice to presiding officers, committee chairpersons and members is accurate and politically sustainable (see Note 1)	100%	100%	100%
Members have the information and services they require to perform their legislative and scrutiny functions at each sitting of the House and meetings of a select committee (see Note 2)	100%	100%	100%
All resolutions of the House and committees, debates in the House and select committee evidence (if requested by committee) are accurately recorded, published and maintained in accordance with the Standing Orders and practices of the House (see Note 3)	100%	100%	100%
All written and oral questions are scrutinised to the Speaker's satisfaction	100%	100%	100%
All bills are certified as being printed as passed by the House and bills are prepared for assent in a timely basis and in the order passed by the House	100%	100%	100%
All committee reports are accurate and reflect the views of the committee	100%	100%	100%
<i>Public information</i>			
All sittings of the House of Representatives are broadcast on radio and TV and in accordance with Standing Orders, Speakers' rulings, established practice, and professional standards	100%	100%	100%
<i>Specialist procedural and legal advice</i>			
All legal advice complies with quality standards and is timely	100%	100%	100%
All policy developments that significantly affect Parliament have the Clerk's input	100%	100%	100%
<i>Law drafting services</i>			
Proportion of members' bills, prepared with the assistance of the OOC, drafted and printed are peer reviewed	80%	80%	80%
Proportion of members' proposed amendments to bills, prepared with the assistance of the OOC, drafted and printed on supplementary order papers are proof read	80%	80%	80%
The proportion of instructing members we survey that indicate satisfaction with the quality and timeliness (see Note 4)	90%	90%	90%
<i>Pecuniary interests</i>			
The Registrar is satisfied with all advice on registration of pecuniary interests and that all requests for significant advice are peer reviewed (see Note 5)	-	-	100%

Standards for services to the House and committees

Note 1 - Accurate means that the advice accords with Standing Orders, Speakers' Rulings, and established practice.

Note 2 - Information and services required by the House for sittings include:

- preparation of Order Paper for each sitting day
- scrutiny of questions for oral and written answer
- scrutiny of notices of motions
- checking of petitions for compliance with the Standing Orders
- arrangement of presentation of papers
- scrutiny of bills and supplementary order papers for compliance with the Standing Orders, and
- Te Reo Māori and sign language interpreters.

Information and services required by committees include:

- preparation of notices of meetings, agendas and minutes
- arrangement of hearings of evidence and brokering of advice for legislative and financial scrutiny and select committee inquiries
- management of committee papers
- preparation of draft reports and arrange for their presentation to the House, and
- Te Reo Māori and sign language interpretation and translation.

Note 3 - Recording, publishing and maintenance of records means:

- Hansard
- decisions and business of House are recorded accurately and published to the Journals of the House of Representatives
- committee proceedings are published to the Parliament website, and
- all records accord with the Standing Orders, Speakers' Rulings, and established practice.

Standards for drafting legislation

Note 4 - The standards of quality in drafting legislation are that the member is satisfied with the final product to the extent that achieving the members' satisfaction with the final product allows the following:

- the legislation produced gives effect to the member's intentions
- the legislation produced is drafted as clearly and simply as possible, and
- the legislation produced is in accordance with the Standing Orders (and is legally sound).

Standards for pecuniary interests

Note 5 - Satisfaction means that the Registrar of Pecuniary Interests of Members of Parliament is satisfied that all advice provided by the Office to the Registrar accords with the Standing Orders and practices of the House of Representatives and that all responses to requests for significant advice were peer reviewed.

End of Year Performance Reporting

Performance information for this appropriation will be reported by Office of the Clerk in its Annual Report to be presented to the House.

Current and Past Policy Initiatives

Policy Initiative	Year of First Impact	2015/16 Final Budgeted \$000	2016/17 Budget \$000	2017/18 Estimated \$000	2018/19 Estimated \$000	2019/20 Estimated \$000
Office of the Clerk - Higher Capability Workforce	2016/17	-	290	602	930	1272
Parliament Website - Emergency Continuity and Upgrading Publishing Systems	2016/17	-	542	650	650	650
Parliament TV Webcasting	2015/16	180	180	180	180	180
Capital Planning	2015/16	500	500	500	500	500
Closed Captioning Parliament TV	2013/14	600	600	600	600	600

Reasons for Change in Appropriation

The increase in this appropriation by \$1.111 million is due to:

- expense transfer of \$120,000 from 2015/16 to 2016/17 for Parliamentary Practice in New Zealand
- retention of underspends of \$400,000 from 2015/16 to 2016/17
- net impact of revenue reduction of \$14,000 in 2016/17 and out years
- a fiscally neutral adjustment transferring \$140,000 to the Inter-parliamentary Relations Appropriation in 2016/17 to allow for a change in the apportionment of personnel costs
- new budget initiatives for Organisational capability \$290,000 and Parliament web accessibility \$542,000, and
- the impact on 2015/16 of a \$600,000 expense transfer from 2014/15.

2.3 - Departmental Capital Expenditure and Capital Injections

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

	2015/16		2016/17
	Final Budgeted \$000	Estimated Actual \$000	Budget \$000
Forests/Agricultural	-	-	-
Land	-	-	-
Property, Plant and Equipment	50	50	50
Intangibles	1,233	1,233	3,513
Other	-	-	-
Total Appropriation	1,283	1,283	3,563

What is Intended to be Achieved with this Appropriation

This appropriation is intended to achieve the maintenance and upgrade of the Office of the Clerk's information technology, publishing and broadcasting applications through development and routine replacement.

How Performance will be Assessed and End of Year Reporting Requirements

Expenditure is in accordance with Office of the Clerk's long term capital expenditure plan.

End of Year Performance Reporting

Performance information for this appropriation will be reported by the Office of the Clerk in its Annual Report to be presented to the House.

Reasons for Change in Appropriation

The increase in this appropriation by \$2.280 million is due to:

- a new budget initiative for Parliament Web Accessibility.

*Capital Injections and Movements in Departmental Net Assets***Office of the Clerk of the House of Representatives**

Details of Net Asset Schedule	2015/16 Estimated Actual \$000	2016/17 Projected \$000	Explanation of Projected Movements in 2016/17
Opening Balance	7,132	7,132	
Capital Injections	-	2,323	Parliament Website - Emergency Continuity and Upgrading Publishing Systems
Capital Withdrawals	-	-	
Surplus to be Retained (Deficit Incurred)	-	-	
Other Movements	-	-	
Closing Balance	7,132	9,455	