

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 2018/19 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 2018/19 cover the following:

- a total of nearly \$20 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 under \$2 million for capital expenditure, and
- a total of nearly \$4 million over three years for Inter-Parliamentary Relations. This appropriation is limited to engagement with international parliamentary organisations and other parliaments, and Speaker-led diplomacy.

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	2017/18		2018/19
	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.	19,174	19,174	19,502
Total Departmental Output Expenses	19,174	19,174	19,502
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.	3,280	3,280	1,940
Total Departmental Capital Expenditure	3,280	3,280	1,940
Total Annual and Permanent Appropriations	22,454	22,454	21,442

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 engagement with international parliamentary organisations and other parliaments, and Speaker-led diplomacy. Commences: 01 July 2017 Expires: 30 June 2020	Original Appropriation	3,555
	Adjustments to 2016/17	-
	Adjustments for 2017/18	-
	Adjusted Appropriation	3,555
	Actual to 2016/17 Year End	-
	Estimated Actual for 2017/18	1,185
	Estimated Actual for 2018/19	1,185
	Estimated Appropriation Remaining	1,185

Total Annual and Permanent Appropriations and Multi-Year Appropriation Forecasts

	2017/18		2018/19
	Final Budgeted \$000	Estimated Actual \$000	Budget \$000
Total Annual and Permanent Appropriations	22,454	22,454	21,442
Total MYA Departmental Output Expenses Forecasts	1,185	1,185	1,185
Total Annual and Permanent Appropriations and Multi-Year Appropriation Forecasts	23,639	23,639	22,627

Capital Injection Authorisations

	2017/18		2018/19
	Final Budgeted \$000	Estimated Actual \$000	Budget \$000
Office of the Clerk of the House of Representatives - Capital Injection (M78)	-	-	-

Supporting Information

Part 1 - Vote as a Whole

This part provides trend information for the vote.

1.2 - Trends in the Vote

Summary of Financial Activity

	2013/14	2014/15	2015/16	2016/17	2017/18		2018/19			2019/20	2020/21	2021/22
	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	19,034	18,242	19,017	19,967	20,359	20,359	20,687	-	20,687	21,029	21,029	21,029
Benefits or Related Expenses	-	-	-	-	-	-	N/A	-	-	-	-	-
Borrowing Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditure	3,093	1,822	1,296	2,920	3,280	3,280	1,940	-	1,940	2,040	2,550	2,550
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	22,127	20,064	20,313	22,887	23,639	23,639	22,627	-	22,627	23,069	23,579	23,579
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 reported in last year's 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 were 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.

The additional funding in Output Expenses from the 2018/19 year largely relates to higher Capability Workforce funding. Capital Expenditure from 2018/19 falls back to standard spend levels, the 2016/17 and 2017/18 year included major capital projects that have now been completed.

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 engagement with international parliamentary organisations and other parliaments, and Speaker-led diplomacy. Commences: 01 July 2017 Expires: 30 June 2020	Original Appropriation	3,555
	Adjustments to 2016/17	-
	Adjustments for 2017/18	-
	Adjusted Appropriation	3,555
	Actual to 2016/17 Year End	-
	Estimated Actual for 2017/18	1,185
	Estimated Actual for 2018/19	1,185
	Estimated Appropriation Remaining	1,185

Revenue

	Budget \$000
Revenue from the Crown to end of 2018/19	2,370
Revenue from Others to end of 2018/19	-
Total Revenue	2,370

What is Intended to be Achieved with this Appropriation

This appropriation is intended to build the capability of the New Zealand Parliament and its elected members and advance New Zealand's collective interest through engagement with international parliamentary organisations and other parliaments, contributing to parliamentary strengthening in the Pacific, and Speaker-led diplomacy.

How Performance will be Assessed and End of Year Reporting Requirements

Assessment of Performance	2017/18		2018/19
	Final Budgeted Standard	Estimated Actual	Budget Standard
All advice to the Speaker and members about inter-parliamentary relations is accurate, practical, and politically aware (see Note 1 under Secretariat Services for the House of Representatives)	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%

	2017/18		2018/19
	Final Budgeted Standard	Estimated Actual	Budget Standard
Assessment of Performance			
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	100%	100%	100%

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.

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

	2017/18		2018/19
	Final Budgeted \$000	Estimated Actual \$000	Budget \$000
Total Appropriation	19,174	19,174	19,502
Revenue from the Crown	19,115	19,115	19,443
Revenue from Others	59	59	59

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

	2017/18		2018/19
	Final Budgeted Standard	Estimated Actual	Budget Standard
Assessment of Performance			
Services to the House and committees			
All procedural advice to presiding officers, committee chairpersons and members is accurate, practical, and politically aware (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%
Public information			
Sittings of the House of Representatives are broadcast in accordance with Standing Orders	100%	100%	100%
Specialist procedural and legal advice			
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%
Law drafting services			
Proportion of members' bills, prepared with the assistance of the OOC, drafted and printed are peer reviewed	80%	80%	90%
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%
Pecuniary interests			
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%	100%	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.

Practical: advice is solution focused, suggesting a clear way forward, has considered technical feasibility, timing, cost, and includes a range of solutions.

Politically aware: advice demonstrates awareness of the wider political environment.

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 and Other Specified 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	2017/18 Final Budgeted \$000	2018/19 Budget \$000	2019/20 Estimated \$000	2020/21 Estimated \$000	2021/22 Estimated \$000
Office of the Clerk - Higher Capability Workforce	2016/17	602	930	1272	1272	1272
Parliament Website - Emergency Continuity and Upgrading Publishing Systems	2016/17	650	650	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 Closed	2013/14	600	600	600	600	600

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

	2017/18		2018/19
	Final Budgeted \$000	Estimated Actual \$000	Budget \$000
Forests/Agricultural	-	-	-
Land	-	-	-
Property, Plant and Equipment	1,000	1,000	-
Intangibles	2,280	2,280	1,940
Other	-	-	-
Total Appropriation	3,280	3,280	1,940

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 and equipment 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 decrease in this appropriation for 2018/19 is mainly due to a change in expected capital expenditure in accordance with the Capital Plan for the Office.

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

Details of Net Asset Schedule	2017/18 Estimated Actual \$000	2018/19 Projected \$000	Explanation of Projected Movements in 2018/19
Opening Balance	9,455	9,455	
Capital Injections	-	-	
Capital Withdrawals	-	-	
Surplus to be Retained (Deficit Incurred)	-	-	
Other Movements	-	-	
Closing Balance	9,455	9,455	