

# *Vote Office of the Clerk*

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

DEPARTMENT ADMINISTERING THE VOTE: Office of the Clerk of the House of Representatives (A30)

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 2021/22 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 2021/22 cover the following:

- a total of just over \$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 nearly \$3 million for capital expenditure, and
- a total of just over \$1 million for Inter-Parliamentary Relations. This appropriation is limited to engagement with international parliamentary organisations and other parliaments, as well as Speaker-led diplomacy.

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

# Details of Appropriations and Capital Injections

## Annual Appropriations and Forecast Permanent Appropriations

| Titles and Scopes of Appropriations by Appropriation Type  | 2020/21              |                        | 2021/22       |
|--|----------------------|------------------------|---------------|
|  | Final Budgeted \$000 | Estimated Actual \$000 | Budget \$000  |
| <b>Departmental Output Expenses</b>  |                      |                        |               |
| <b>Secretariat Services for the House of Representatives (M78) (A30)</b><br>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. | 20,667               | 20,667                 | <b>20,444</b> |
| <b>Total Departmental Output Expenses</b>  | 20,667               | 20,667                 | 20,444        |
| <b>Departmental Capital Expenditure</b>  |                      |                        |               |
| <b>Office of the Clerk of the House of Representatives - Capital Expenditure PLA (M78) (A30)</b><br>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.                                       | 1,800                | 1,800                  | 2,550         |
| <b>Total Departmental Capital Expenditure</b>  | 1,800                | 1,800                  | 2,550         |
| <b>Total Annual Appropriations and Forecast Permanent Appropriations</b>   | <b>22,467</b>        | <b>22,467</b>          | <b>22,994</b> |

## Multi-Year Appropriations

| Type, Title, Scope and Period of Appropriations  | Appropriations, Adjustments and Use  | \$000  |
|--|--|--|
| <b>Departmental Output Expenses</b>  |  |  |
| <b>Inter-parliamentary Relations (M78) (A30)</b><br>This appropriation is limited to engagement with other parliaments and international parliamentary organisations, building parliamentary capacity, and Speaker-approved parliamentary diplomacy.<br><br>Commences: 01 July 2020<br><br>Expires: 30 June 2023 | Original Appropriation<br>Adjustments to 2019/20<br>Adjustments for 2020/21<br>Adjusted Appropriation<br><br>Actual to 2019/20 Year End<br>Estimated Actual for 2020/21<br>Estimate for 2021/22<br>Estimated Appropriation Remaining | 3,555<br>-<br>750<br>4,305<br><br>-<br>1,935<br>1,185<br>1,185 |

## Total Annual Appropriations and Forecast Permanent Appropriations and Multi-Year Appropriations

|  | 2020/21              |                        | 2021/22       |
|--|----------------------|------------------------|---------------|
|  | Final Budgeted \$000 | Estimated Actual \$000 | Budget \$000  |
| Total Annual Appropriations and Forecast Permanent Appropriations                                      | 22,467               | 22,467                 | 22,994        |
| Total Forecast MYA Departmental Output Expenses  | 1,935                | 1,935                  | 1,185         |
| <b>Total Annual Appropriations and Forecast Permanent Appropriations and Multi-Year Appropriations</b> | <b>24,402</b>        | <b>24,402</b>          | <b>24,179</b> |

## Capital Injection Authorisations

|   | 2020/21              |                        | 2021/22      |
|---|----------------------|------------------------|--------------|
|   | Final Budgeted \$000 | Estimated Actual \$000 | Budget \$000 |
| Office of the Clerk of the House of Representatives - Capital Injection (M78) (A30) | -                    | -                      | -            |

# *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

|  | 2016/17         | 2017/18         | 2018/19         | 2019/20         | 2020/21                    |                              | 2021/22   |   |                          | 2022/23            | 2023/24            | 2024/25            |
|--|-----------------|-----------------|-----------------|-----------------|----------------------------|------------------------------|---|---|--------------------------|--------------------|--------------------|--------------------|
|  | Actual<br>\$000 | Actual<br>\$000 | Actual<br>\$000 | Actual<br>\$000 | Final<br>Budgeted<br>\$000 | Estimated<br>Actual<br>\$000 | Departmental<br>Transactions<br>Budget<br>\$000 | Non-<br>Departmental<br>Transactions<br>Budget<br>\$000 | Total<br>Budget<br>\$000 | Estimated<br>\$000 | Estimated<br>\$000 | Estimated<br>\$000 |
| <b>Appropriations</b>  |                 |                 |                 |                 |                            |                              |   |   |                          |                    |                    |                    |
| Output Expenses  | 19,967          | 20,183          | 20,163          | 20,426          | 22,602                     | 22,602                       | 21,629  | -   | 21,629                   | 21,639             | 21,639             | 21,639             |
| Benefits or Related Expenses   | -               | -               | -               | -               | -                          | -                            | N/A   | -   | -                        | -                  | -                  | -                  |
| Borrowing Expenses   | -               | -               | -               | -               | -                          | -                            | -   | -   | -                        | -                  | -                  | -                  |
| Other Expenses   | -               | -               | -               | -               | -                          | -                            | -   | -   | -                        | -                  | -                  | -                  |
| Capital Expenditure  | 2,920           | 1,774           | 1,653           | 808             | 1,800                      | 1,800                        | 2,550   | -   | 2,550                    | 2,550              | 2,550              | 2,550              |
| Intelligence and Security Department Expenses<br>and Capital Expenditure | -               | -               | -               | -               | -                          | -                            | -   | N/A   | -                        | -                  | -                  | -                  |
| Multi-Category Expenses and Capital<br>Expenditure (MCA)                 |                 |                 |                 |                 |                            |                              |   |   |                          |                    |                    |                    |
| <i>Output Expenses</i>   | -               | -               | -               | -               | -                          | -                            | -   | -   | -                        | -                  | -                  | -                  |
| <i>Other Expenses</i>  | -               | -               | -               | -               | -                          | -                            | -   | -   | -                        | -                  | -                  | -                  |
| <i>Capital Expenditure</i>   | -               | -               | -               | -               | -                          | -                            | N/A   | -   | -                        | -                  | -                  | -                  |
| <b>Total Appropriations</b>  | <b>22,887</b>   | <b>21,957</b>   | <b>21,816</b>   | <b>21,234</b>   | <b>24,402</b>              | <b>24,402</b>                | <b>24,179</b>                                   | <b>-</b>  | <b>24,179</b>            | <b>24,189</b>      | <b>24,189</b>      | <b>24,189</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>           |

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 Annual Appropriations and Forecast Permanent Appropriations and Multi-Year 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

Analysis of key movements in operating expenses:

- 2018/19 - higher due to higher capability workforce funding being received to alleviate cost pressures and increase the capability of the Office.
- 2019/20 - higher due to funding carried forward for the sign language interpretation for PTV and Inter-Parliamentary Relations funded by third parties.
- 2020/21 - higher due to additional Inter-Parliamentary Relations funding provided to Parliamentary Education Trust.

Analysis of key movements in capital expenditure:

- 2016/17 - higher spend due to increased number of projects.
- 2017/18 and 2018/19 - are generally in line with the average spend.
- 2019/20 - lower due to the re-alignment of the internal capital expenditure plan.
- 2020/21 - generally in line with average spend.

## Part 2 - Details of Departmental Appropriations

### 2.1 - Departmental Output Expenses

#### Inter-parliamentary Relations (M78) (A30)

##### *Scope of Appropriation and Expenses*

| Type, Title, Scope and Period of Appropriations  | Appropriations, Adjustments and Use | \$000 |
|--|-------------------------------------|-------|
| <b>Inter-parliamentary Relations (M78) (A30)</b><br>This appropriation is limited to engagement with other parliaments and international parliamentary organisations, building parliamentary capacity, and Speaker-approved parliamentary diplomacy.<br><br>Commences: 01 July 2020<br><br>Expires: 30 June 2023 | Original Appropriation              | 3,555 |
|  | Adjustments to 2019/20              | -     |
|  | Adjustments for 2020/21             | 750   |
|  | Adjusted Appropriation              | 4,305 |
|  | Actual to 2019/20 Year End          | -     |
|  | Estimated Actual for 2020/21        | 1,935 |
|  | Estimate for 2021/22                | 1,185 |
|  | Estimated Appropriation Remaining   | 1,185 |

##### *Revenue*

|  | Budget<br>\$000 |
|--|-----------------|
| Revenue from the Crown to end of 2021/22 | 2,820           |
| Revenue from Others to end of 2021/22    | 300             |
| <b>Total Revenue</b>                     | <b>3,120</b>    |

##### *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*

|  | 2020/21                 |                  | 2021/22         |
|--|-------------------------|------------------|-----------------|
|  | Final Budgeted Standard | Estimated Actual | Budget Standard |
| Assessment of Performance  |                         |                  |                 |
| 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 Commonwealth Parliamentary Association (CPA) and Inter-Parliamentary Union (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  | 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) (A30)**

### *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*

|                        | 2020/21              |                        | 2021/22      |
|------------------------|----------------------|------------------------|--------------|
|                        | Final Budgeted \$000 | Estimated Actual \$000 | Budget \$000 |
| Total Appropriation    | 20,667               | 20,667                 | 20,444       |
| Revenue from the Crown | 20,376               | 20,376                 | 20,385       |
| Revenue from Others    | 291                  | 291                    | 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*

|  | 2020/21                 |                  | 2021/22         |
|--|-------------------------|------------------|-----------------|
|  | Final Budgeted Standard | Estimated Actual | Budget Standard |
| Assessment of Performance  |                         |                  |                 |
| <b>Services to the House and committees</b>  |                         |                  |                 |
| 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%            |
| <b>Public information</b>  |                         |                  |                 |
| Sittings of the House of Representatives are broadcast in accordance with Standing Orders  | 100%                    | 100%             | 100%            |
| <b>Specialist procedural and legal advice</b>  |                         |                  |                 |
| 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%            |
| <b>Law drafting services</b>   |                         |                  |                 |
| Proportion of members' bills, prepared with the assistance of the OOC, drafted and printed are peer reviewed   | 90%                     | 90%              | 90%             |
| Proportion of members' proposed amendments to bills, prepared with the assistance of the OOC, drafted and printed on supplementary order papers are proofread  | 80%                     | 80%              | 80%             |
| The proportion of instructing members we survey that indicate satisfaction with the quality and timeliness (see Note 4)  | 90%                     | 90%              | 90%             |
| <b>Pecuniary interests</b>   |                         |                  |                 |
| 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 | 2020/21 Final Budgeted \$000 | 2021/22 Budget \$000 | 2022/23 Estimated \$000 | 2023/24 Estimated \$000 | 2024/25 Estimated \$000 |
|---|----------------------|------------------------------|----------------------|-------------------------|-------------------------|-------------------------|
| Maintaining Core Services to the House of Representatives | 2019/20              | 611                          | 620                  | 630                     | 630                     | 630                     |

## 2.3 - Departmental Capital Expenditure and Capital Injections

### Office of the Clerk of the House of Representatives - Capital Expenditure PLA (M78) (A30)

#### *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*

|                               | 2020/21                 |                           | 2021/22         |
|-------------------------------|-------------------------|---------------------------|-----------------|
|                               | Final Budgeted<br>\$000 | Estimated Actual<br>\$000 | Budget<br>\$000 |
| Forests/Agricultural          | -                       | -                         | -               |
| Land                          | -                       | -                         | -               |
| Property, Plant and Equipment | -                       | -                         | -               |
| Intangibles                   | 1,800                   | 1,800                     | 2,550           |
| Other                         | -                       | -                         | -               |
| <b>Total Appropriation</b>    | <b>1,800</b>            | <b>1,800</b>              | <b>2,550</b>    |

#### *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 increase in this appropriation for 2021/22 is mainly due to an alignment to expected capital expenditure in accordance with the Capital Asset Management 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             | 2020/21<br>Estimated<br>Actual<br>\$000 | 2021/22<br>Projected<br>\$000 | Explanation of Projected Movements in 2021/22 |
|---|---|-------------------------------|---|
| Opening Balance                           | 9,455                                   | 9,455                         |   |
| Capital Injections                        | -                                       | -                             |   |
| Capital Withdrawals                       | -                                       | -                             |   |
| Surplus to be Retained (Deficit Incurred) | -                                       | -                             |   |
| Other Movements                           | -                                       | -                             |   |
| <b>Closing Balance</b>                    | 9,455                                   | 9,455                         |   |