

IN CONFIDENCE



Te Tari Taiwhenua
Internal Affairs

Briefing to the Incoming Minister Responsible for Ministerial Services



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Introduction

Welcome to the Ministerial Services portfolio.

New Zealand society benefits when its Executive government is able to operate efficiently, effectively and transparently. As Minister Responsible for Ministerial Services, you will ensure Ministers have the right resources, support and advice to enable them to carry out their duties in this way. You will also oversee arrangements for official Guest of Government visits and national commemorative events. These opportunities promote New Zealand's interests, overseas relationships and national identity.

The Department of Internal Affairs (the Department) will support you in your role. The Department has a diverse range of functions, with an overarching purpose of serving and connecting people, communities and government to build a safe, prosperous and respected nation. The Ministerial Services portfolio contributes to this by giving New Zealanders confidence that Ministers are well supported to undertake their role, in a way that maintains trust in the integrity of the Executive.

Our role is to support you to deliver your priorities. We will work with you to understand the direction you wish to take. This includes key pieces of work, and how you wish to engage with your ministerial colleagues about matters within the portfolio.

You will find further information on your responsibilities and the opportunities within your portfolio in this briefing.

We look forward to working with you, to support the delivery of your priorities.



Part One: Roles and responsibilities

Your role as Minister Responsible for Ministerial Services

1. As Minister Responsible for Ministerial Services you have oversight of the support services and resources which enable Ministers (and Parliamentary Under-Secretaries) to perform their duties as members of the Executive.
2. Your oversight includes:
 - recognising the need for public understanding of the work of Ministers and the resources they require to undertake their role and functions;
 - ensuring services to Ministers are efficient and effective, recognising the need to be fair to the taxpayer;
 - promoting transparency in the way public resources are allocated and used, to maintain confidence in the integrity and the operation of the Executive; and
 - ensuring support services and resources are simple to administer and have clearly defined eligibility rules.
3. Typically, the Minister Responsible for Ministerial Services works with senior Departmental staff to:
 - monitor the expenditure of ministerial offices, including travel expenses, to ensure any expenditure is incurred according to relevant legislation, determinations and directions;
 - ensure Ministers understand the role and responsibilities of ministerial office staff as public servants; and
 - allocate ministerial office suites and staff numbers in Ministers' offices.
4. As part of your role, you have oversight of the maintenance and use of three Crown-owned properties. These are Premier House, Premier Cottage and the Bolton Street residence.

5. The Department's Visits and Ceremonial Office will support you to work closely with the Prime Minister to arrange visits by Heads of State and other high level delegations to New Zealand, and national commemorative events.

Ministers' Travel Services within New Zealand Determination

6. One of your key responsibilities is to issue the Ministers' Travel Services within New Zealand Determination. This Determination sets the entitlements of Ministers to travel services that are additional or alternative to the entitlements for Members of Parliament. This includes the entitlement to VIP transport services.
7. Under the Members of Parliament (Remuneration and Services) Act 2013, you are required to issue a Determination on travel services once in each term of Parliament. The current Determination came into effect in September 2017. The Department will work with you on the timing of the next Determination and to identify any potential changes to the existing entitlements.

Portfolio funding within Vote Internal Affairs

8. As Minister Responsible for Ministerial Services, you are responsible for \$67.8 million of expenditure within appropriations relevant to the Ministerial Services portfolio. See **Appendix B** for details of the appropriations. The briefing *Welcome to the Department of Internal Affairs* provides you with more information about:
 - Vote Internal Affairs;
 - the Minister of Internal Affairs' role as Vote Minister and the Minister Responsible for the Department; and
 - coordinating budget planning.



The Department of Internal Affairs' role

9. The Department¹ has a dedicated Ministerial and Secretariat Services group that provides operational support and advice to you in your role as Minister Responsible for Ministerial Services. It also delivers a range of services directly to members of the Executive.
10. Ministerial and Secretariat Services is located within the Parliamentary precinct and works collaboratively with the other agencies on the precinct.² It works particularly closely with the Parliamentary Service to provide seamless services to members of the Executive.
11. Ministerial and Secretariat Services has a role alongside other agencies in providing assurance that Ministers can carry out their duties safely and securely. Ministerial and Secretariat Services provides advice and guidance to Ministers and their offices so they, and the New Zealand public, can be confident that:
 - Ministers are meeting their obligations under relevant legislation, determinations and directions, such as public record keeping obligations;
 - staff have appropriate national security clearances to work in Ministers' offices and classified information is managed according to security requirements; and
 - Ministers and official residences have appropriate security measures in place.

¹ Please refer to the attached briefing *Welcome to the Department of Internal Affairs* for more information about the Department and the other portfolios it supports.

² The Department of the Prime Minister and Cabinet, the Office of the Clerk, the Parliamentary Counsel Office and the Parliamentary Service.

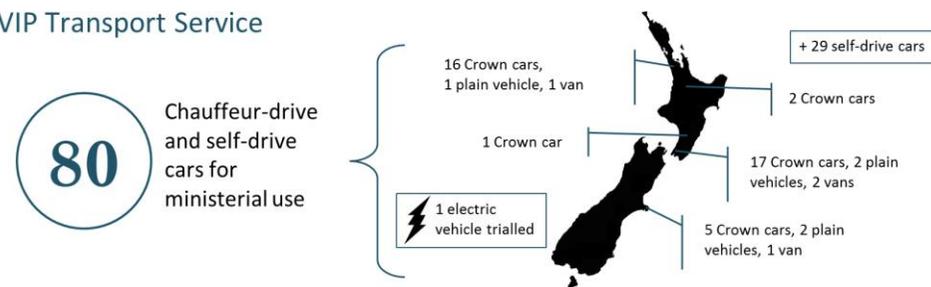
12. Ministerial and Secretariat Services supports you to ensure Ministers get the support they need, including:
- providing professional office management and support to Ministers, so they have the right staff and resources in place to efficiently and effectively perform their role;
 - administering a range of services, payments and reimbursements for Ministers, including travel expenses, and residential security assessments and measures;
 - providing a safe and secure, on-call chauffeur-drive service for Ministers and other entitled VIPs, and managing a fleet of self-drive vehicles;
 - organising, coordinating and funding official visits, state functions and ceremonies, and commemorative events, which promote New Zealand’s interests, overseas relationships and national identity;
 - providing a facilitation service through international airports for arriving and departing dignitaries and VIPs, including Ministers and the Governor-General;
 - managing three Crown-owned properties, including Premier House; and
 - drafting replies to public correspondence, Official Information Act requests, parliamentary questions, and media enquiries relating to your portfolio.

Ministerial Services portfolio snapshot (2016/17)

Ministerial Resourcing



VIP Transport Service



Visits and Ceremonial Office



Part Two: Strategic opportunities and challenges

13. Below is an outline of the key opportunities and challenges currently facing the Ministerial Services portfolio. Some of these have financial implications. We look forward to discussing your views on these matters, and any further priorities you have for the portfolio.

Promoting trust and confidence in the support provided to the Executive

14. Ministerial office staff have an important role, advising and supporting Ministers as they carry out their work. Maintaining high standards of quality and conduct among these staff has a positive influence on the way New Zealanders perceive the transparency, accountability and integrity of government.
15. The State Services Commission recently issued standards of integrity and conduct for ministerial staff. These clarify expectations for public servants who work in Ministers' offices. We will work with you to build on these standards to facilitate high quality support to Ministers and to promote trust and confidence in the operation of government.
16. This could include investigating options to better define, structure and support ministerial office roles within the public sector. For example, exploring different employment arrangements could support greater continuity and consistency across offices. This would complement existing work to better integrate ministerial office staff into the wider public sector professional development and talent management system.



Developing a long-term strategy for the use of Premier House

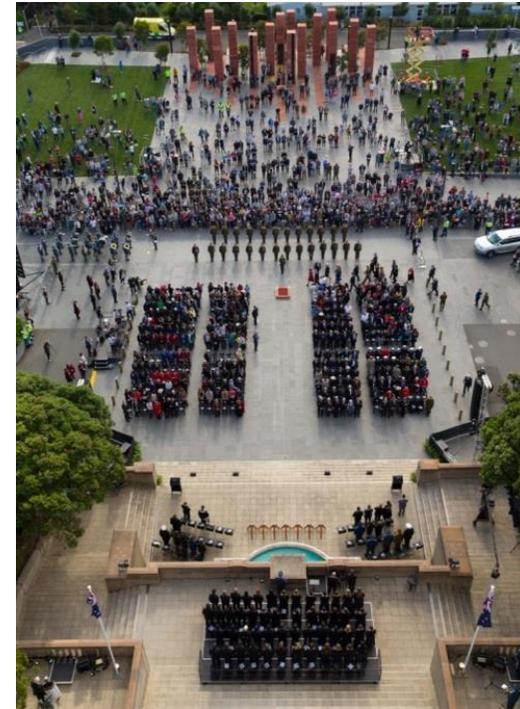
17. A recent determination by the Remuneration Authority confirmed the status of Premier House as the official residence of the Prime Minister. Work is underway on a strategy for implementing improvements to Premier House so it is appropriate for use in this capacity.
18. We will consult with you and the Prime Minister to develop the strategy, including the potential financial implications, and seek your guidance on options for undertaking improvements. We will brief you on progress in late 2017.

Reviewing the operation of the Members of Parliament (Remuneration and Services) Act 2013

19. The Department and the Parliamentary Service are required to complete a review of the Members of Parliament (Remuneration and Services) Act 2013 during this Parliamentary term.
20. The Act sets out the scope for this review, which will focus on the operation of the Act in relation to:
 - services for members of Parliament, Ministers, qualifying electoral candidates, and family members of those persons; and
 - the determination of salaries and allowances of members of Parliament.
21. We will work with you to review the applicable provisions for ministerial entitlements and with the Parliamentary Service on the wider review. The review will inform recommendations to you, and to the Speaker, on whether any amendments to the Act are necessary or desirable.
22. See **Appendix A** for an overview of the Act.

Reviewing the level of support provided to official Guests of Government

23. Government, through the Visits and Ceremonial Office, meets the cost of hosting visitors to New Zealand who are accorded Guest of Government status. The support provided is based on a set of entitlements for visitors and delegations approved by the Prime Minister.
24. The Visits and Ceremonial Office periodically reviews these entitlements, including making comparisons with the support provided by other countries. The most recent review in 2013 found no significant differences between New Zealand and comparator countries. One area where New Zealand's support was found to be comparatively generous was in the provision of internal VIP transport. No changes to entitlements were made at this time.
25. An updated review is underway. We expect to discuss the findings with you by the end of 2017. This may include options for adjusting New Zealand's approach for you to consider.



Part Three: Briefings and decisions

26. The following table is a list of briefings relevant to your portfolio that, subject to your approval, we will provide you in the coming months. We will work with your office on the delivery of these briefings.

Date with Minister	Title	Detail	Priority
November 2017	Approval and Confirmation of Arrangements for Support Services to Ministers	A briefing seeking approval and confirmation of arrangements for a range of support services to Ministers so they can discharge their role <i>For decision</i>	High
November 2017	Overview of the budget process	Overview of the budget process and your role as portfolio Minister <i>For noting</i>	High
November 2017	2017 October Baseline Update for Vote Internal Affairs (Ministerial Services)	Update on any financial changes since the budget <i>For noting</i>	Medium
December 2017	VIP Transport Service Petrol hybrid electronic vehicle trial findings	Results of a trial of an electronic vehicle in the Crown fleet <i>For noting</i>	Medium
December 2017	Review of the support provided to official Guests of Government	Findings of a comparative review of support provided to official Guests of Government <i>For noting</i>	Medium
December 2017	Premier House Strategy	Provides an update on development of a long term strategy for Premier House <i>For noting</i>	Medium

Appendix A: Key legislation we administer

The Members of Parliament (Remuneration and Services) Act 2013

Purpose: The Act provides for the remuneration of, and services for, Members of Parliament, qualifying electoral candidates and certain family members, and establishes the system for determining these. This includes services for Ministers that are additional or alternative to the services for Members of Parliament.

The Act sets out the respective responsibilities of the Minister Responsible for Ministerial Services, the Remuneration Authority, and the Speaker, to issue determinations on the various entitlements and services. Determinations have the status of secondary legislation, and set the legal constraints on ministerial expenditure.

The Act is administered by the Parliamentary Service and the Department of Internal Affairs.

Minister's responsibilities: The Minister Responsible for Ministerial Services is responsible for setting and issuing the Ministers' Travel Services within New Zealand Determination. Before making this Determination, the Minister must consult with the Speaker, the Remuneration Authority, and the Commissioner of Inland Revenue (about taxation consequences). The Act also requires the Speaker and the Remuneration Authority to consult with the Minister on changes to determinations for which they are responsible.

The Department will support you to issue the Determination on Ministers' travel services and to review any changes to Determinations made by the Remuneration Authority and the Speaker. The Act also requires a quarterly public disclosure by the Department of all accommodation and travel expenses incurred by each Minister under the relevant Determination.

Appendix B: Appropriations

Vote Internal Affairs

Funding for the Ministerial Services portfolio is appropriated within Vote Internal Affairs. More information about the Vote and appropriations can be found in the *Welcome to the Department of Internal Affairs* briefing.

Ministerial Services portfolio funding

As Minister for Ministerial Services, you are responsible for all expenditure and services received under appropriations relevant to the Ministerial Services portfolio. The Ministerial Services portfolio appropriations are \$67.8 million (\$43.3 million departmental operating and \$24.5 million non-departmental).³ The tables on the following pages outline these appropriations based on Main Estimates of Appropriations 2017/18.

These appropriations set the upper limit on expenditure for services supporting Ministers and other eligible people. Limits for day to day expenditure (including the purpose and amounts) are set by the relevant determination, as provided for in the Members of Parliament (Remuneration and Services) Act 2013 (see **Appendix A**).

In November 2017, you will receive the October Baseline Update briefing, which provides you with more detailed information about the appropriations for your portfolio and any financial changes since the Main Estimates of Appropriations 2017/18.

³ Departmental operating appropriations are outputs, other expenses, or expenditure incurred by the Department. The Department is responsible to the Minister for what is achieved with departmental appropriations. Non-departmental appropriations are where Ministers have decided to use a supplier other than a department to provide an output.

Departmental operating

You are responsible for \$43.3 million of departmental operating appropriations.

\$million	Departmental appropriations based on Main Estimates of Appropriations 2017/18
28.143	Providing support services for members of the Executive, including in their capacity as a member of Parliament, primarily through office personnel and administrative services, information and communication technology, and the provision and management of residential and office accommodation*
9.000	Providing chauffeur-driven and self-drive vehicle services for parties specified in legislation, as authorised by members of the Executive, or who otherwise meet qualifying criteria*
5.923	Managing programmes for visiting guests of Government, State and ministerial functions, coordinating a range of services in support of ceremonial and commemorative events and facilitating passage of New Zealand and foreign dignitaries and others authorised by the Crown into and out of New Zealand*
0.192	Provision of services to Ministers to enable them to discharge their portfolio (other than policy decision-making) responsibilities relating to Ministerial Services*
43.258	Total Departmental Operating

* Denotes a multi-category appropriation (MCA), which is a single appropriation made up of multiple categories (which can be different types of expenditure including output expenses, other expenses, and non-departmental capital expenditure) that all contribute to the same overarching purpose.

Non-departmental operating

You are also responsible for \$24.5 million of non-departmental operating appropriations.

\$million	Non-departmental appropriations based on Main Estimates of Appropriations 2017/18
0.253	Depreciation on official residences owned by the Crown
10.360	Cost of salaries and allowances for the Executive Council and members of the Executive, as authorised by section 8(4) of the Members of Parliament (Remuneration and Services) Act 2013 ⁺
0.576	Annuities and payments in respect of other benefits and privileges to former Governors-General and their surviving spouses or partners, as authorised by section 12 of the Governor-General Act 2010 ⁺
0.224	Annuities for former Prime Ministers and their surviving spouses or partners, as authorised by section 43(6) of the Members of Parliament (Remuneration and Services) Act 2013 ⁺
0.270	Costs of domestic travel by former Prime Ministers and their spouses or partners, as authorised by Section 44(4) of the Members of Parliament (Remuneration and Services) Act 2013 ⁺
12.480	Domestic and international travel by members of the Executive and approved accompanying parties in accordance with the Members of Parliament (Remuneration and Services) Act 2013
0.376	Costs for maintaining official residences owned by the Crown
24.539	Total Non-Departmental Appropriations

⁺ Denotes a Permanent Legislative Authority (PLA) where an express authority is given by or under an Act to spend public money without further authority.

Appendix C: Key contacts in the Department of Internal Affairs

Chief Executive of Internal Affairs

Colin MacDonald

Chief Executive
Secretary for Internal Affairs
Secretary for Local Government
Government Chief Digital Officer
04 495 9396
027 498 3515



Shared Services

Morag Woodley

Deputy Chief Executive
04 494 0599
027 437 7909



Andrew McConnell

General Manager, Ministerial and
Secretariat Services
04 817 8915
027 809 3699

