



Contents | Rārangi Kōrero

Introduction	2
Part One: Roles and responsibilities	3
Part Two: Strategic opportunities and challenges	9
Part Three: Upcoming briefings and decisions	17
Appendix A: Legislation we administer	20
Appendix B: Appropriations	21
Appendix C: Key contacts at the Department of Internal Affairs	24

Introduction | Korero Whakataki

Kia ora and welcome to the Ministerial Services portfolio.

Trust and confidence in the way Executive Government operates is a cornerstone of a well-functioning democracy. The Ministerial Services portfolio has a key role in promoting this among New Zealanders, by ensuring Ministers are well supported by services and staff to carry out their roles efficiently, effectively and transparently.

As Minister Responsible for Ministerial Services, you will ensure that members of the Executive have access to the services and support they need to discharge their Ministerial responsibilities, and that Ministers understand their obligations for the use of public resources. You will oversee arrangements for official visits and national commemorative events – opportunities which promote New Zealand's interests, overseas relationships, and national identity.

The Department of Internal Affairs, through the Ministerial Services Group, will support you to deliver on your role and priorities for the portfolio. We will work with you to understand opportunities and issues, and to implement the direction you wish to take. This includes how you may wish to engage with your Ministerial colleagues on matters within and relating to 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 once more.

Part One: Roles and responsibilities | Wāhanga Tuatahi: Ngā mahi me ngā kawenga

Your role as Minister Responsible for Ministerial Services

- As Minister Responsible for Ministerial Services you have oversight of the delivery of support
 services and resources available to Ministers (and Parliamentary Under-Secretaries) to perform
 their duties as Members of the Executive. This includes Ministerial office staffing arrangements,
 entitlements (such as VIP transport and Crown-owned Ministerial residences), and the use and
 disclosure of Ministerial expenses and allowances.
- 2. Your role includes:
 - supporting public understanding of the work of Ministers and the resources they require to discharge their roles and responsibilities
 - ensuring services provided to Ministers are efficient and effective, and represent good value for New Zealanders
 - promoting transparency in the way that public resources (including staff and funds) are allocated and utilised, to maintain confidence in the integrity and the operation of the Executive
 - ensuring support services and resources are simple to administer and have clearly defined eligibility rules
 - determining the nature and level of some of the entitlements and services available to Ministers.
- 3. Generally, the Minister Responsible for Ministerial Services works with senior officials from the Department of Internal Affairs (the Department) to:

- monitor the expenditure of Ministerial offices, including operating and travel expenses, ensuring any expenditure is incurred according to relevant legislation, determinations and policies governing the use of public funds by Ministers
- ensure Ministers understand the role and responsibilities of Ministerial office staff as public servants
- allocate Ministerial office suites and staff in Ministers' offices
- promote a safe, supportive, professional and high performing culture within Ministerial offices
- actively manage and prioritise portfolio funding.

Crown-owned Ministerial residences

- 4. As part of your role, you are the relevant decision-making Minister for the maintenance and use of two Crown-owned properties in Wellington. These are Te Whare Pirimia Premier House (including the apartment, function areas, and Premier Cottage) and the Bolton Street Ministerial residence.
- 5. Your role includes responsibility for establishing and setting the overarching direction for the Premier House Board, which advises you on the long-term stewardship of Premier House as a national heritage asset. Further information about the Board is provided in **Part Two** of this briefing.

Official visits and events

6. The Department's Visits and Ceremonial Office, which is part of the Ministerial Services Group, will work closely with you, your office, and other Ministerial offices on arrangements and programmes for visits by Guests of Government and other high-level delegations to New Zealand, and for national commemorative events such as Anzac Day.



7. We will work with you and your office to facilitate collaboration with other relevant agencies, such as the Ministry of Foreign Affairs and Trade, NZ Police, and the Department of the Prime Minister and Cabinet, to ensure the forward programme of official visits is well coordinated, with a focus on supporting the Government's objectives and priorities, and delivering good value for money for New Zealanders.

Ministers' travel services within New Zealand

- 8. One of your key responsibilities is to issue the *Ministers' Travel Services within New Zealand Determination*. This Determination sets out the entitlements of Ministers to travel services that are additional or alternative to their entitlements as Members of Parliament. This includes the entitlement to VIP transport services.
- 9. Under the Members of Parliament (Remuneration and Services) Act 2013 (the Act), the Minister Responsible for Ministerial Services is required to issue a Determination on travel services once in each term of Parliament. See **Appendix A** for an overview of the Act.
- 10. The current Determination came into effect in October 2020. The Department will work with you in the early part 2023 on the process and timing for reviewing existing entitlements and issuing the next Determination.

Portfolio funding within Vote Internal Affairs

- 11. As Minister Responsible for Ministerial Services, you are responsible for \$73.356 million of expenditure within appropriations relevant to the Ministerial Services portfolio (see **Appendix B** for further details). Ministerial Services portfolio appropriations sit within Vote Internal Affairs.
- 12. The briefing *Welcome to the Department of Internal Affairs*¹ provides you with more information about:

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.

- Vote Internal Affairs
- The Minister of Internal Affairs' role as Vote Minister and the Responsible Minister for the Department
- Coordinated budget planning within the Vote.

The Department of Internal Affairs' role

- 13. The Department's Ministerial Services Group provides operational support and advice to you in your role as Minister Responsible for Ministerial Services and delivers a range of services directly to members of the Executive.
- 14. The Ministerial Services Group supports you to ensure Ministers have access to the support they need to perform their role efficiently and effectively. The Ministerial Services Group is responsible for:
 - recruiting, employing and onboarding all Ministerial office staff, and discharging employer obligations for performance management, health, safety and wellbeing, and professional development
 - managing portfolio Private Secretaries (who are seconded to the Department for the duration of their time in a Ministerial office)
 - administering a range of expenses, entitlements and allowances for Ministers and their offices, including travel expenses and residential security assessments, and managing the disclosure of expense information as required under legislation
 - operating the Crown fleet and providing safe, secure, on-call chauffeur-driven surface travel for Ministers and other entitled users, and managing the fleet of Ministerial selfdrive vehicles
 - managing and maintaining Crown-owned properties used as Ministerial residences, including providing secretariat support to the Premier House Board

- organising, coordinating and funding official visits, national commemorative events, and national ceremonies, including official funerals and the closing and opening of Parliament
- providing a personalised facilitation service through New Zealand's international airports for arriving and departing dignitaries and VIPs, including Ministers and the Governor-General
- drafting replies to public correspondence, Official Information Act requests, parliamentary questions, and media enquiries relating to your portfolio.
- 15. As the agency responsible for resourcing Ministers' offices, we ensure employment and procurement arrangements comply with relevant legislation and public service requirements, while being tailored appropriately for the unique Ministerial office environment.
- 16. The Ministerial Services Group has a permanent presence on the Parliamentary precinct and works collaboratively with the other agencies on site.² We work particularly closely with Parliamentary Service, which is a critical supplier of services that directly enable members of the Executive to carry out their roles, including accommodation and ICT services to Ministers and staff in their offices.
- 17. The Ministerial Services Group has a supporting role alongside other agencies such as NZ Police and Parliamentary Service in providing assurance that Ministers can carry out their duties safely and securely. We provide advice and guidance to Ministers and their offices so they, and the New Zealand public, can be confident that:

Ministerial Services portfolio snapshot January 2023

Ministerial Office Staff

c.160

Ministerial office staff (employed by DIA)

Public Service Code of Conduct for Ministerial Staff

DIA Code of Conduct Behavioural Statements of Pāremata Aotearoa c.180

Portfolio Private Secretaries

(seconded to DIA for duration of time in office)

Public Service Standards of Integrity and Conduct

DIA Code of Conduct Behavioural Statements of Pāremata Aotearoa

VIP Transport

71

Chauffeur-drive and self-drive

vehicles available for Ministerial use

 5
 5
 5
 5
 5

 5
 7
 7
 7
 7

65% are electric capable vehicles



Visits and Ceremonial Office

250+







Official visits and national events delivered (2017-2023)

40+ heads of State, Government or Foreign Ministers

Official visitors from over 50 countries Over 1000 international airport facilitations

National events include

QEII State Memorial Service ANZAC Day National Service

Māori Language Petition 50th anniversary He Whenua Taurikura Hui – NZ's Hui Countering Terrorism and Extreme Violence Commemorations for WWI, WWII, Malaya-Malaysia, Vietnam

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

- staff have appropriate national security clearances to work in Ministers' offices and that classified information is managed according to security requirements
- Ministers' residences, including Premier House, have appropriate security measures in place
- Ministers are meeting their obligations under the relevant legislation, determinations and directions, such as the Public Record Act and Official Information Act requirements.

Part Two: Strategic opportunities and challenges | Wāhanga Tuarua: Ngā whai wāhitanga rautaki me ngā whakapātaritari

- 18. Below is an outline of current priorities, opportunities and challenges within the Ministerial Services portfolio. We look forward to discussing your views on these matters, and any further priorities you have for the portfolio.
- 19. Many of these opportunities and challenges have financial implications. The Ministerial Services portfolio regularly faces costs pressures in meeting demand for core services while remaining responsive to emerging and urgent requirements. Current portfolio baselines are under pressure from increasing costs to recruit, retain and support high quality, experienced Ministerial office staff; higher travel costs which are impacting on both departmental operating expenses and Ministerial travel expenses; and additional investment required to ensure Ministerial office ICT maintains equivalency with the wider Parliamentary precinct and public sector agencies.
- 20. In the short term, additional unbudgeted costs this year include delivering services to recognise the passing of Her Majesty Queen Elizabeth II and the ascension of His Majesty King Charles III, and costs associated with changes to the Executive triggered in January 2023. 9(2)(9)(i)

Preparing for the 2023 General Election

- 21. Following a General Election, the Department is responsible for managing the transition of staff, resources, technology and accommodation for incoming and outgoing Ministers. This support is critical to maintaining continuity in the operation of Executive Government and ensuring incoming Ministers can function as quickly as possible following obtaining their warrants.
- 22. The outcome of a General Election can result in a significant change process affecting a large number of people, and detailed preparation is required to ensure a smooth and efficient transition for incoming and outgoing Ministers and staff.
- 23. Planning and preparations are underway for providing transition support following the 2023 General Election. A programme team will be established to lead and coordinate preparations and delivery, building on the experience and lessons learned from previous election and Cabinet change processes. This work will be overseen by a cross agency governance group which will include representatives of the Department of the Prime Minister and Cabinet and Parliamentary Service.

24. 9(2)(j)

25. We will keep you informed of progress regarding preparations and will look to engage with you on our intentions for engaging with Ministers and other political parties to inform Election 23 transition support planning.

Promoting a positive and supportive culture on the Parliamentary precinct

26. Staff working in Ministerial offices have an important and demanding role, and they are better able to perform this role when they feel safe, respected, and supported in their work.

- 27. The Department is committed to fulfilling its health, safety, and wellbeing obligations for its staff on the Parliamentary precinct. An immediate priority is supporting staff impacted by the current changes to Cabinet and Ministerial responsibilities, and ensuring people transitioning to new offices can become quickly operational in their new roles and portfolios. This includes engaging with the home agencies of portfolio private secretaries to maintain continuity of support to Members of the Executive and Ministerial office colleagues.
- 28. The Department supported the Francis Review into bullying and harassment on the Parliamentary precinct, undertaken in 2019. Since then, we have worked with staff, unions, the Parliamentary Service and other partner agencies to implement improvements to the information, tools and systems available to support Ministerial office staff.
- 29. In October 2022 the Speaker commissioned a follow up review of progress and improvements to the parliamentary workplace culture over the past three years, with a follow up report expected in February 2023. While the Department considers that good progress is being made to better support Ministerial staff to operate safely and effectively in the Parliamentary environment, implementing enduring cultural change takes time and this work is ongoing. We will consider any further recommendations to ensure work programmes and resources are directed to areas that have the greatest impact on providing a safe and productive working environment. This includes aligning with precinct partners where this makes sense to do so, noting that there are differences in the roles and responsibilities of Ministerial office staff compared with wider precinct staff, for example obligations under the Public Records Act and Official Information Act.
- 30. Some of the key improvements made to date include increasing the pool of roving staff available to provide leave and surge support to Ministerial offices; strengthening the programme of learning and development offerings to Ministerial office staff; and increasing access for Ministerial office staff to wellbeing support and resources available within the Department, including channels for speaking up regarding unacceptable behaviour. We worked with Parliamentary Service, unions and political party representatives to establish the Behavioural Statements for the Pāremata Aotearoa, and the Department is supporting the establishment of an independent commissioner to investigate behaviour contrary to the standards outlined in the statements.

31. Other areas we will continue to progress over the next year include addressing gender and ethnic pay gap issues in offices; strengthening learning and career development opportunities; and improving tools and systems that support staff to better manage information and workflows. The Department is committed to its role as an effective Treaty partner, and we are investing resources in enhancing the guidance and training provided to Ministerial office staff to support them to work in a way that is consistent with Te Ao Māori and that builds broader capacity to work in culturally diverse ways.

Developing a professional and capable Ministerial workforce

- 32. Ministerial office staff are public servants who have a critical role in facilitating the flow of information and advice to the Executive. 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.
- 33. While some Ministerial office staff are excluded from the political neutrality provisions of the Department's code of conduct due to the nature of their work, they are required to comply with the Public Service Commission's *Standards of Integrity and Conduct for Ministerial Staff*. This requires Ministerial office staff to be fair, professional, responsible and trustworthy.
- 34. A programme of non-political learning and development offerings is in place to build the capability of staff to understand their position and work effectively in a Ministerial office. The programme includes a mix of longer-term leadership development courses for critical senior roles such as senior private secretaries; general training sessions to build core skills in areas such as the Official Information Act; and targeted training sessions for specific staff, for example de-escalation training for those who regularly deal directly with the public. External facilitators and experts are used to provide high quality and impartial training. Alongside this, regular advice and guidance is provided to ensure staff maintain an understanding and awareness of their role and obligations as public servants.

35. Within the current economic environment there is a highly competitive market for people who have the right capability and experience to work effectively in Ministerial offices. We have recently worked with Chiefs of Staff and unions to develop and begin implementing a career pathway policy for Ministerial office staff. This is intended to recognise and support the retention of high quality staff within the Ministerial office workforce, and enables the promotion of these roles as an attractive public service career option.

Modernising tools and systems supporting the Executive

36. Ministers are better able to operate effectively when supporting systems are efficient, reliable, and modern. There is an ongoing need to invest in infrastructure supporting the Executive to ensure service levels are maintained and increased, and that underlying systems and tools keep pace with evolving needs, regulations and developments in technology.

Strengthening stewardship of Premier House as a national heritage asset

- 37. The Department has stewardship obligations for the two Crown-owned properties used as Ministerial residences. Te Whare Pirimia Premier House in particular, as a heritage listed building and the official residence of the Prime Minister, is an important national asset. A second property in Bolton Street, Wellington is maintained by the Department and is available for you to allocate as a Ministerial residence. The Department has responsibilities for ensuring these properties are well maintained for their purpose and meet all relevant building and health and safety regulations.
- 38. As the Prime Minister's official residence, Premier House has traditionally served two functions: as private accommodation for the Prime Minister and their immediate family and guests; and as a venue for meetings and official functions at the discretion of the Prime Minister.
- 39. Premier House by its nature reflects New Zealand to both New Zealanders and overseas visitors. Premier House should be maintained at a level appropriate for its various roles, while ensuring the safety and security of residents and guests, and the long-term preservation of this national asset.

- 40. In 2022, the previous Minister established the Premier House Board to provide independent oversight of the long-term stewardship of Premier House as a national heritage asset, so that it remains appropriate for its purpose over time. The Board includes members with expertise in the management of heritage properties, as well as members appointed by the Government and Opposition of the day. The Board has an advisory role, and does not have decision-making authority regarding Premier House.
- 41. The Board's initial task is to consider and recommend to you, as Minister Responsible for Ministerial Services, the appropriate expectations and standards for the property, and related remedial, medium and long-term maintenance, repair and investment priorities. Options and recommendations regarding future plans and investment will aim to balance the day to day use of the property with conservation needs as a heritage asset. Initial advice is due to be delivered to you by the Board by September 2023.
- 42. The Department is funded annually to undertake routine maintenance of Crown-owned properties. However, it is reliant on securing additional funding through Budget or Cabinet processes to carry out any significant capital works or improvements. We will seek to work with you on options and priorities for addressing the advice provided by the Board in due course.

Electrifying the Crown fleet

- 43. The Department is implementing a plan to have an emissions-free Crown fleet and is modernising and diversifying the Crown fleet in order to achieve this goal.
- 44. A programme is in place to progressively replace the petrol and diesel vehicles in both the chauffeur-driven and Ministerial self-drive fleets with suitable electric vehicles by 2025/26. This strategy is aligned with the Government's goal for the Public Sector to be carbon neutral by 2025. Over the past three years, the proportion of electric vehicles in the Crown fleet has increased from 40% in June 2020 to 65% in January 2023.
- 45. As part of this strategy the Department is moving to a more flexible procurement approach for Crown fleet vehicles. This allows the Department to respond more quickly to developments in the electric vehicle market and the needs of Ministers and other customers, and to provide a more diverse mix of vehicles in the Crown fleet.

46. The initial focus of this strategy has been on transitioning the fleet of Ministerial self-drive vehicles, which is now fully electric. Attention has since moved to replacing the Crown plated sedans with electric options. The assessment of suitable replacement vehicles is currently underway, with evaluation and operational testing due to be completed in February 2023. Alongside these assessments, any investment decisions will consider upgrades required to charging infrastructure to support a fully electric fleet across the VIPT depots; global supply chain constraints; and maintaining the overall operational capability and resilience of the fleet. We will keep you informed of the outcome of assessments as they are completed, and subsequent intentions and timeframes for replacing the remaining diesel and petrol powered vehicles in the Crown Fleet with suitable electric options.

Enhancing tools and systems to support ministerial information management

- 47. Ministers work in a complex, fast paced and increasingly digital information environment and require modern tools and support to manage their information efficiently and securely. Good information management is an essential safeguard for the integrity and transparency of government there is high public interest in the records of Executive Government, and ensuring Ministers and their staff are managing information well is critical to maintaining trust and confidence in the transparency and accountability of the Executive.
- 48. The Department has completed a review of information management in Ministers' offices to better understand the challenges and issues faced by Ministers and office staff. This includes identifying areas where uplift is required to ensure Ministers can manage increasingly complex information requirements efficiently and securely, including meeting their legal information management obligations.
- 49. Over the past year, the Department has invested in foundational capability to better support Ministers' information management processes and practices, including establishing a dedicated Director Information Management role, and working alongside Parliamentary Service to begin implementing Microsoft365 into Ministerial offices. We will work with you on options and priorities for further investment to ensure information and workflow management tools are fit for purpose within the Ministerial office environment.

Security arrangements for current and former Members of the Executive

- 50. While the Department has limited responsibilities regarding the physical security of Ministers, the Ministerial Services Group works with relevant agencies such as Parliamentary Service, NZ Police, and the Department of the Prime Minister and Cabinet, to ensure Ministers are aware of and can access entitlements related to security. We also ensure that security advice and guidance is incorporated into arrangements for VIP transport and the delivery of official visits and events.
- 51. In recent years there have been a range of incidents that indicate an increase in personal security risks to politicians. In New Zealand, the serving Prime Minister, Members of the Executive (including Parliamentary Under-Secretaries), Members of Parliament and the Governor General are all entitled to some support to mitigate physical security risks inherent in their roles. 9(2)(ba)(i), 9(2)(ba)(ii)

Part Three: Upcoming briefings and decisions | Wāhanga Tuatoru: Ngā whakamārama me ngā whakataunga e heke iho

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
February 2023	Arrangements for support services to members of the Executive	Sets out the arrangements for members of the Executive to access entitlements and support services For noting
February 2023	Allocation of Crown-owned Ministerial Residences	Provides information about the Crown-owned Ministerial residences managed by the Department of Internal Affairs, and your responsibility for allocating these For decision
February 2023	2023 March Baseline Update for Vote Internal Affairs – Ministerial Services Appropriations	Seeks approval to changes to Ministerial Services portfolio appropriations as part of the March Baseline Update For decision
February 2023	Ministerial Services Portfolio Status Report	Provides an update on operational issues in the Ministerial Services portfolio For noting
March 2023	Ministers' Travel Services within New Zealand Determination 2023	Provides advice on process and timelines for reviewing and consulting with stakeholders on the <i>Ministers' Travel Services</i> within New Zealand Determination For decision

March 2023	Quarterly report on expenditure in the Ministerial travel appropriation	Provides an update on current and forecast expenditure on Ministerial travel and any upcoming appropriation risks and options to address For noting
March 2023	Quarterly report on the visits and events budget	Provides an update on current and forecast expenditure on official visits and events and any upcoming appropriation risks and options to address For noting
March 2023	Budget 2023 Draft Documentation for Vote Internal Affairs – Ministerial Services Appropriations	Provides for review the draft Budget 2023 documents relating to the Ministerial Services portfolio For decision
March 2023	Crown Fleet Replacement Project	Provides an update on progress for transitioning to a fully electric Crown Fleet, and upcoming decisions regarding the replacement of Class 1 Crown plated sedans in the Crown Fleet For noting
March 2023	Update on Kauri Lounge refurbishment project	Provides a status update on intentions for addressing heath, safety and security upgrades at the Kauri Lounge For noting
March 2023	Ministerial Services Portfolio Status Report	Provides an update on operational issues in the Ministerial Services portfolio For noting
April 2023	Premier House Board	Provides an overview of the Premier House Board and update on discussions to date, ahead of a meeting with the Chair For noting
April 2023	Response to the follow up review of progress and improvements to the parliamentary workplace culture	Provides an update on the findings of the follow up review of progress and improvements to the parliamentary workplace culture over the past three years For noting

April 2023	Budget 2023 Final Estimates Documentation for Vote Internal Affairs – Ministerial Services Appropriations	Provides final Budget 2023 documents relating to the Ministerial Services portfolio For decision
April 2023	Ministerial Services Portfolio Status Report	Provides an update on operational issues in the Ministerial Services portfolio For noting
May 2023	Budget Day Briefing – Ministerial Services portfolio	Provides a summary of Ministerial Services portfolio appropriations and changes ahead of Budget 23 announcements For noting
May 2023	Ministerial Services Portfolio Status Report	Provides an update on operational issues in the ministerial Services portfolio
		For noting

Appendix A: Legislation we administer | Āpitihanga A: Te ture e whakahaerehia ana e tātau

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.

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 Parliamentary Service and the Department of Internal Affairs.

Minister's responsibilities: Under the Act the Minister Responsible for Ministerial Services is responsible for setting and issuing the *Ministers' Travel Services within New Zealand Determination*, that is travel services for Ministers that are additional or alternative to travel services for Members of Parliament.

Before making this Determination, the Minister must consult with the Remuneration Authority, the Speaker and the Commissioner of Inland Revenue (about taxation consequences). The Act also requires the Remuneration Authority and the Speaker to consult with the Minister on changes to the Determinations they are responsible for.

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 | Āpitihanga B: Ngā pūtea tauwhāiti

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 Responsible for Ministerial Services, you are responsible for all expenditure and services received under appropriations relevant to the Ministerial Services portfolio. Ministerial Services portfolio appropriations are \$73.356 million (\$47.385 million departmental operating and \$25.971 million non-departmental (operating and capital)) in 2022/23.

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.

Annual funding does not include provision for large scale ad hoc events (e.g. the recent State Memorial Service for Queen Elizabeth II), changes to the Executive (e.g. Cabinet reshuffles), and capital investment in Crown-owned residences, and additional funding may be required to deliver these.

The tables on the following pages outline these appropriations as per the 2022 October Baseline Update.

Departmental operating

You are responsible for \$47.385 million of departmental operating appropriations.

\$million	Departmental appropriations based on OBU 2022 ³
31.867	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. ⁴
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. ⁴
6.015	Managing programmes for visiting Guests of Government, visiting Guests of Parliament, 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. ⁴
0.503	Provision of policy advice and services to support Ministers to discharge their portfolio responsibilities relating to Ministerial Services. ⁵
47.385	Total departmental operating

³ These lines represent an output expense and a category within a Multi-Category Appropriation. Multi-Category Appropriations are appropriations that are made up of multiple categories (which can be different types of expenditure, including output expenses, non-departmental other expenses, and non-departmental capital expenditure) that all contribute to the same overarching purpose.

⁴ Part of Multi-Category Appropriation – Services Supporting the Executive.

⁵ Part of Multi-Category Appropriation – Policy and Related Services.

Non-departmental operating (operating and capital)

You are also responsible for \$25.971 million of non-departmental appropriations.

\$million	Non-departmental operating appropriations based on OBU 2022
12.397	Domestic and international travel by Members of the Executive and approved accompanying parties. 6
11.360	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. ⁷
0.707	Costs for maintaining official residences owned by the Crown. ⁶
0.596	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. ⁷
0.297	Depreciation of official residences owned by the Crown. ⁶
0.386	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. ⁷
0.228	Annuities to 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. ⁷
25.971	Total non-departmental operating

\$million	Non-departmental capital appropriations based on OBU 2022
0.000	Capital improvements at official residences. ⁶
0.000	Total non-departmental capital

⁶ Part of Multi-Category Appropriation – Services Supporting the Executive.

⁷ Represents 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 at the Department of Internal Affairs | Āpitihanga C: Ngā tino whakapā i Te Tari Taiwhenua

Paul James

Chief Executive Secretary for Internal Affairs Secretary for Local Government Government Chief Digital Officer



Hoani Lambert

Deputy Chief Executive Enterprise Partnerships | Te Haumi

9(2)(g)(i)



Briget Ridden

General Manager Ministerial Services

9(2)(g)(i)



9(2)(a

Manager Ministerial Resourcing 9(2)(g)(ii) Manager Ministerial Entitlements and Assurance 9(2)(a

Manager VIP Transport

Manager Visits and Ceremonial Office Director Information Management Manager Strategy and Business Support

9(2)(g)(ii)