



Ministerial Services briefing

Rt Hon Jacinda Ardern

Minister Responsible for Ministerial Services

Title: Arrangements for Support Services to Members of the Executive

Date: 6 November 2020

Key issues

It is established practice, at the start of each Parliament, to reconfirm the arrangements for members of the Executive to access certain services and entitlements.

This cover briefing provides you with a suite of three further briefings seeking your approval and confirmation of certain arrangements so that Ministers can appropriately access their full entitlements.

Action sought

Note three briefings attached seeking your approval on arrangements for support services to members of the Executive

Timeframe

By 11 November 2020

Contact for telephone discussions (if required)

Name	Position	Direct phone line	After hours phone	Suggested 1 st contact
Morag Ingram	General Manager, Ministerial and Secretariat Services	027 886 4844	027 886 4844	✓
Anna McKenzie	Manager, Strategy and Business Support	s9(2)(a)	s9(2)(a)	

Return electronic document to:	Ministerial and Secretariat Services, Level 18 Bowen House
Cohesion reference	https://dia.cohesion.net.nz/Sites/SEG/OMAB/OperationalAdviceandBriefings2020
Ministerial database reference	MS202000089

Purpose

1. This cover briefing provides you with three further briefings that seek your confirmation and approval of certain arrangements for members of the Executive to access entitlements and support services.

Background

2. Ministerial Services is part of the Department of Internal Affairs (the Department). Ministerial Services' primary role is to provide operational advice and support to the Minister Responsible for Ministerial Services to ensure members of the Executive have access to the resources and support they need in their role. This includes administering entitlements and delivering a range of services directly to Ministers and Parliamentary Under-Secretaries.
3. Entitlements and services are set out in the *Members of Parliament (Remuneration and Services) Act 2013* (the Act) and the various determinations issued under the Act.

Approval of arrangements for support services to members of the Executive

4. Clarity on expectations and responsibilities for Ministers' use of public resources helps to maintain trust and confidence in the transparency and integrity of the Executive and the operation of government.
5. It is established practice, at the commencement of each Parliamentary term, to reconfirm the arrangements and expectations for members of the Executive to access entitlements and certain services under the Act. This ensures Ministers can efficiently access the full range of services to which they are entitled, while meeting statutory obligations for the use of public resources.
6. The three briefings attached seek your approval of arrangements for support services to members of the Executive:
 - a) ***Instruction to Members of the Executive on Ministerial Expenditure Responsibilities*** – provides a letter of instruction from you to members of the Executive and their offices. The letter sets out the role, expectations and obligations for the authority to approve, and administration of, Ministerial expenditure.
 - b) ***Ministerial Self-drive Vehicle Selection Policy and Standards*** – seeks your confirmation of, or feedback on, the current policy and standards relating to members of the Executive accessing their entitlement to a self-drive vehicle.
 - c) ***Allocation of Crown-owned Ministerial residences*** – seeks your confirmation on the allocation of the Bolton Street property as a Ministerial residence.

Recommendations

7. We recommend that you:
- a) **note** three briefings attached seeking your approval on arrangements for support services to members of the Executive



Morag Ingram
General Manager
Ministerial and Secretariat Services



Rt Hon Jacinda Ardern
Minister Responsible for Ministerial Services

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Priority **Routine**



**Te Tari Taiwhenua
Internal Affairs**

Ministerial Services briefing

s9(2)(a)

*Can I please
get a amt to
the letter*

**Rt Hon Jacinda Ardern
Minister Responsible for Ministerial Services**

Title: Instruction to Members of the Executive on Ministerial Expenditure Responsibilities

Date: 6 November 2020

Key issues
Attached for your review and approval is a draft letter of instruction from you, as Minister Responsible for Ministerial Services, to members of the Executive, outlining the responsibilities and expectations for authorising and managing Ministerial expenditure. Following your approval of the draft letter, Ministerial Services will work with your office to distribute the letter to all members of the Executive.

Action sought	Timeframe
Approve the attached letter of instruction to members of the Executive on Ministerial expenditure responsibilities.	By 13 November 2020

Contact for telephone discussions (if required)

Name	Position	Direct phone line	After hours phone	Suggested 1 st contact
Morag Ingram	General Manager, Ministerial and Secretariat Services	027 886 4844	027 886 4844	✓
s9(2)(a)	Manager, Ministerial Entitlements and Assurance	s9(2)(a)	s9(2)(a)	

Return electronic document to:	Ministerial and Secretariat Services, Level 18 Bowen House
Cohesion reference	https://dia.cohesion.net.nz/Sites/SEG/OMAB/OperationalAdviceandBriefings2020
Ministerial database reference	MS20200000

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*De amt support
would be
useful to include
a reference to
the info about
guidance that I available
to SPS's to assist
Ministers to work
this style*

Purpose

1. This briefing seeks your approval of a draft letter of instruction from you to all members of the Executive outlining the responsibilities and expectations of those involved in managing expenditure in Ministerial offices.

Background

Responsibilities under the Members of Parliament (Remuneration and Services) Act 2013

2. The Members of Parliament (Remuneration and Services) Act 2013 (the Act) sets out the legal framework for services and support to members of the Executive, including salaries, travel, and accommodation. These services and entitlements are further set in the various determinations issued under the Act. Determinations have the status of secondary legislation and set the legal constraints on Ministerial expenditure.
3. Under these instruments, there are expectations on members of the Executive that must be met for the use of public resources to undertake their Ministerial roles. To assist Ministers to understand and meet their legal obligations, and promote trust and confidence in the transparency and integrity the Executive, the Minister Responsible for Ministerial Services has previously issued a letter of instruction to all members of the Executive and staff in their office.

Contents of the letter of instruction to members of the Executive and Ministerial office staff

4. A draft letter of expectations is attached for your review and approval in **Appendix A**.
5. Broadly, the letter sets out the responsibilities for those involved in the administration and delegation of authority to approve Ministerial expenditure, and the principles to which you expect members of the Executive to adhere.
6. More specifically, the letter covers the following areas:
 - that expenditure for entitlements and support services must be in accordance with the Public Finance Act, Parliamentary Determinations, Speakers Directions, and the principles of public sector financial management;
 - the role of the Department of Internal Affairs;
 - the authority for approving expenditure;
 - the role of Senior Private Secretaries;
 - the role and limitations of Ministers; and
 - the importance of accurate record keeping to withstand scrutiny.

Next steps

7. Following your approval of the attached letter of instruction, we will work with your office to prepare and provide the letter to all members of the Executive.

Recommendations

8. We recommend that you:

- a) **approve** the attached letter of instruction to members of the Executive on Ministerial expenditure responsibilities (**Appendix A**); and
- b) **note** Ministerial Services will work with your office to prepare and provide the letter of instruction to all members of the Executive.

Yes/No

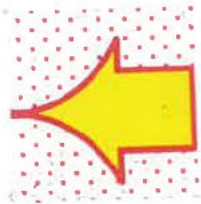


Morag Ingram
General Manager
Ministerial and Secretariat Services



Rt Hon Jacinda Ardern
Minister Responsible for Ministerial Services

19 / 11 / 20



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Hon

Minister of / for
Parliament Buildings
Wellington

Dear Minister

Responsibilities for Expenditure by Ministers and Ministerial office Staff

I am issuing this instruction to make clear the responsibilities of all those involved in the administration of expenditure by members of the Executive.

This letter outlines the framework for expenditure on Ministerial entitlements and support services. It is important that all Ministers are familiar with the context within which the funding is administered and their responsibilities and obligations in that regard.

Ministers are personally responsible for the way they use the public resources entrusted to them. This personal responsibility cannot be avoided even though delegations may exist for others to incur costs on a Minister's behalf.

All members of the Executive and staff in their offices are expected to adhere by the following principles:

1. Ministerial expenditure and entitlements must be in accordance with the law

All use of public resources will be in accordance with the law and the principles of public sector financial management. This includes adhering by the:

- Public Finance Act 1989;
- Members of Parliament (Accommodation Services for Members and Travel Services for Family Members) Determination 2020;
- Ministers' Travel Services within New Zealand Determination 2020; and
- Directions by the Speaker of the House of Representatives 2020 where relevant.

2. Role of the Department of Internal Affairs

Appropriations for Ministerial support services and entitlements are administered by the Department of Internal Affairs (the Department). The Department provides interpretation, guidance and rulings on the appropriateness of decisions that will result in expenditure on support services and entitlements being incurred, and is responsible for approving all expenditure for payment.

I expect members of the Executive and Ministerial office staff to fully support the Department in its work and to follow any policies and procedures set out for the administration of the funds appropriated for Ministerial support services and entitlements.

Specifically, members of the Executive and Ministerial office staff are expected to:

- work within the detailed rules and processes;
- exercise individual responsibility for judgements about reasonableness and appropriateness;
- recognise the importance of accountability and transparency by maintaining clear records of what was spent and why; and
- maintain a distinction between work-related and personal expenditure.

3. Authority for approving expenditure

The Chief Executive of the Department of Internal Affairs is responsible for the legal and efficient administration of support services and entitlements for members of the Executive, and accountable for all spending within the appropriation. The Chief Executive delegates this authority to managers within Ministerial Services who are responsible for approving day to day Ministerial expenditure within their delegation.

All expenditure relating to support services and entitlements for members of the Executive must be approved by the relevant Ministerial Services manager. This includes expenditure relating to Ministerial office staffing and administration, hospitality, travel, and the like.

Within this framework, managers within Ministerial Services may sub-delegate certain authority and responsibility to Senior Private Secretaries in order to facilitate the efficient financial administration of each Ministerial office.

4. Role of Senior Private Secretaries

Senior Private Secretaries are:

- authorised to commit expenditure up to designated limits without prior approval;
- responsible for ensuring that detailed supporting documentation and explanations are provided for all expenditure;
- responsible for:
 - verifying that invoices, expense claims and reconciliations are appropriate and correct;
 - verifying that expenditure is consistent with the rules and guidelines governing Ministerial expenditure, and
 - ensuring the timeliness of approval and reconciliation processes.

Where particular arrangements are required to support Ministerial business or intentions which deviate from standing policies or arrangements, Senior Private Secretaries must consult and seek approval from the relevant Ministerial Services manager prior to expenses being incurred.

The Department provides guidance to Senior Private Secretaries to assist members of the Executive to meet their obligations. Reference documentation relating to the relevant legislation, determinations and policies governing the use of public funds is available to Senior Private Secretaries through a range of channels, including in hardcopy and on the Parliament Intranet.

5. Role and limitations of Ministers

Irrespective of their position, members of the Executive are not empowered to incur expenses against any appropriation for Ministerial Services in their own right, except where a clear entitlement exists under a Determination or The Speaker's Directions, and must follow any authorisation or certification procedures set by the Department with respect to such expenditure.

In particular, members of the Executive are not legally able to employ contractors or to make any other employment or general contractual or expenditure arrangements except through the relevant manager within Ministerial Services.

Members of the Executive are not issued credit cards for Ministerial expenditure. Members of the Executive must use their Senior Private Secretaries for the efficient financial management of their respective offices.

6. Record keeping and public scrutiny

Records about a Minister's use of public resources should be kept to facilitate scrutiny if required. Ministers and Ministerial office staff must provide appropriate supporting information and documentation for all expenditure.

Ministerial expenditure is released quarterly on the Department's website. This includes information on credit card expenses, international and domestic travel (including any spousal international travel or surface travel costs), and accommodation costs for Ministers entitled to a Wellington accommodation allowance. Ministers can expect that media will undertake detailed scrutiny of the quarterly releases. It is imperative that Ministers and Ministerial office staff take particular care to ensure that no personal expenditure items appear on these releases.

Yours sincerely

Rt Hon Jacinda Ardern

Minister Responsible for Ministerial Services



Ministerial Services briefing

Rt Hon Jacinda Ardern

Minister Responsible for Ministerial Services

Title: **Allocation of Crown-owned Ministerial residences**

Date: 6 November 2020

Key issues

The Department of Internal Affairs manages two Crown-owned properties as Ministerial residences, Premier House and a residence on Bolton Street, Wellington. Premier House is the official Wellington residence of the Prime Minister, while the Minister Responsible for Ministerial Services has discretion to allocate the remaining property.

Action sought

Confirm with officials your preference for allocating the Bolton Street property as a Ministerial residence.

Timeframe

At your convenience

Contact for telephone discussions (if required)

Name	Position	Direct phone line	After hours phone	Suggested 1 st contact
Morag Ingram	General Manager, Ministerial and Secretariat Services	027 886 4844	027 886 4844	✓
s9(2)(a)	Manager, Ministerial Entitlements and Assurance	s9(2)(a)	s9(2)(a)	

Return electronic document to:	Ministerial and Secretariat Services, Level 18 Bowen House
Cohesion reference	https://dia.cohesion.net.nz/Sites/SEG/OMAB/OperationalAdviceandBriefings2020
Ministerial database reference	MS202000092

Purpose

1. This briefing seeks your direction on the allocation of the Crown-owned Ministerial residence at s6(c) Bolton Street, Wellington.

Background

Determinations setting out accommodation support for Ministers of the Executive

2. The Members of Parliament (Accommodation Services for Members and Travel Services for Family Members) Determination 2020¹ (the Determination) provides for accommodation support for Ministers.
3. Under Clause 16 (2) of the Determination, Premier House Te Whare Piriimia is the official Wellington residence of the Prime Minister. Under Clause 26 (1) of the Determination, the Minister Responsible for Ministerial Services has discretion to allocate any other available Ministerial residences.
4. In the past, the Department managed a number of official residences on behalf of the Crown. In 2009, Ministers decided to move away from the provision of Ministerial residences in favour of an accommodation payment to cover the cost of housing in Wellington. The majority of Ministers moved onto the accommodation payment and the Department disposed of most of the properties it held as Ministerial residences.
5. The Department now manages and maintains two Crown-owned properties in Wellington as Ministerial residences. These are:
 - Premier House, which includes the Prime Minister's private apartment on the first floor and Premier Cottage in the grounds, and
 - a residence at s6(d) Bolton Street, Wellington.

Premier House Te Whare Piriimia – the Prime Minister's official residence

6. The property in Tinakori Road, now known as Premier House, was acquired by the Crown in 1865 with a view that it would be suitable as the official residence of the Premier. Premier House is listed as a Category 1 on the New Zealand Heritage List which is applied to historic places of special or outstanding historical or cultural significance or value.
7. As the Prime Minister's official residence, Premier House serves two functions:
 - private accommodation for the Prime Minister and their immediate family;
 - a secure venue for meetings, functions and official engagements at the discretion of the Prime Minister.
8. The Department has a small number of staff working on site at Premier House. These staff include an Operations Manager who manages the daily operations across the Crown-owned Ministerial properties portfolio; a Household and Functions Advisor who provides domestic and hospitality services to the Prime Minister (as per the entitlement in the Determination); and rostered security guards based at the gatehouse.

¹ This Determination is made under the Members of Parliament (Remuneration and Services) Act 2013.

Premier Cottage

9. Premier Cottage is an ancillary residence on the Premier House property. It is a three-bedroom, two-storey dwelling which was purpose built as a Ministerial residence in 1935.
10. It is not currently available to be allocated as it does not meet suitable standards for long-term accommodation. However, it is used from time to time on an ad hoc basis, for example to house New Zealand Police Protective Services staff (who provide close protection services to the Prime Minister). Our intention is to undertake necessary repairs to the property in 2021 to make it more suitable for continuous occupation and potential allocation as a Ministerial residence.

Bolton Street residence

11. The Bolton Street property is an eight-bedroom, three-storey dwelling constructed in the early 1900s. This property was gifted to the Crown for use as a Ministerial residence by the Tripe family in 1950, although unlike Premier House it does not have a heritage listing.
12. This property has been occupied by a series of long-term residents (Ministers) for the past 20 years, and since late 2017 has been occupied by the former Deputy Prime Minister and members of his family.
13. The property is available for you to allocate, and will be available for occupancy from 30 November 2020. This timeframe is based on the departing resident's entitlement to the property for 14 days following his departure from the Executive, and the further week the Department will need to prepare the property for new occupants. We have prepared a separate handbook for the residents which provides further detail regarding the services available.
14. We are currently undertaking work to bring this property up to recently introduced healthy homes standards, however, condition assessments indicate that a range of work is required at the property to remediate other structural issues and facilities which are at or near the end of their life. It is likely that these further works will be required on the property in the near future. Although we anticipate the majority of the works will be able to be carried out while the residents remain in the property, we will engage with the residents as our planning for this work progresses.

The Department's role and responsibilities in managing the Crown-owned Ministerial residences

15. The Department has obligations to ensure these properties are maintained to reasonable standards, including the healthy homes standards introduced under the Residential Tenancies Act 2019, and Determinations made under the Members of Parliament (Remuneration and Services) Act 2013, including security requirements.
16. The Department is guided by a set of principles for the management and oversight of Crown-owned Ministerial properties which are outlined further in **Appendix A**.
17. The Department is funded annually for the maintenance, rates, insurance, and upkeep costs of the properties. However, it does not receive capital funding for improvements and structural upgrades. As such, to undertake any large scale works at the Ministerial residences, the Department is reliant on securing additional capital funding through Cabinet or Budget processes.

18. As noted in the *Briefing to the Incoming Minister Responsible for Ministerial Services 2020*, further investment will be required over the medium to long-term to enhance the condition and functionality of these properties as residences and, for Premier House, as a venue for public and official functions. As this work progresses, we will discuss our intentions with you further.

Next steps

19. Following confirmation of your preference for allocating the Bolton Street property, we will work with the relevant Ministerial offices on the timing and process for moving in, and that there is potential for work to be carried out on the property.

Recommendations

20. We recommend that you:

- a) **note** that, under the Members of Parliament (Accommodation Services for Members and Travel Services for Family Members) Determination 2020 you have discretion to allocate official residences;
- b) **note** the Determination provides that Premier House is the official Wellington residence of the Prime Minister;
- c) **note** that the Bolton Street property is available for allocation as a Ministerial residence, and will be available for occupation from 30 November 2020;
- d) **confirm** with officials your preference to allocate the Bolton Street property as a Ministerial residence; and
- e) **note** officials will discuss with you intentions for long term investment in Crown-owned Ministerial residences as this work progresses.

Yes/No



Morag Ingram
General Manager
Ministerial and Secretariat Services



Rt Hon Jacinda Ardern
Minister Responsible for Ministerial Services

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Appendix A: Principles for managing Crown-owned Ministerial residences

Long-term stewardship of national assets

Premier House Te Whare Piriimia is listed as an Historic Place and contains significant Crown-owned furniture and artworks. The Bolton Street residence was gifted to the nation for specific use as an official Ministerial residence.

In discharging its stewardship responsibilities for these assets, the Department of Internal Affairs recognises the historic and heritage importance of these properties and the importance of maintaining public confidence in the long term, cost effective management of national assets.

The Department also recognises the role and interest of mana whenua under the Treaty of Waitangi in the long-term management of historically significant properties.

Alongside this, the Department has a responsibility to ensure the properties are fit for purpose to support successive governments of the day.

Legislative and regulatory compliance

The Department must ensure that it fulfils all relevant legal and regulatory requirements and obligations relating to the management of Ministerial properties, including under the:

- Residential Tenancies Act 1986;
- Building Act 2004;
- Members of Parliament (Remuneration and Services) Act 2013, and relevant directions and determinations under the Act; and
- Health and Safety at Work Act 2015.

Meeting the needs of the resident of the day

The Department seeks to act as a model landlord and aims to cater to the preferences of residents of the properties during their occupancy. This includes undertaking consultation with residents on how their entitlements to specified services are delivered and any maintenance and renovation activity during their occupancy.