

Briefing for Incoming Minister

MINISTERIAL SERVICES

October 2005

THE DEPARTMENT OF INTERNAL AFFAIRS



Te Tari Taiwhenua

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Introduction: Ministerial Services

Introduction to Internal Affairs

The Department of Internal Affairs' purpose is to serve and connect citizens, communities and government to build a strong, safe nation. The Department's vision is to be a recognised leader in public service – known for innovation, essential to New Zealand, and trusted to deliver.

In 2005, the Department administered six votes:

- Internal Affairs
- Ministerial Services
- Local Government
- Community and Voluntary Sector
- Civil Defence
- Racing

(Ethnic Affairs is a separate portfolio within Vote Internal Affairs.)

The Department administers approximately 80 Acts and sets of Regulations, and approximately 1500 'local' Acts.

The Department employs around 1,100 people in 17 centres in New Zealand, plus small offices in Sydney and London. It has revenues of almost \$150 million per year from both Crown and external sources. It is the responsible department for many Crown entities and other statutory bodies.

Introduction to Ministerial Role

STATUTORY POWERS OF THE MINISTER

The Minister Responsible for Ministerial Services is responsible for determining services in respect of Executive travel, accommodation, attendance and communications in accordance with S20A of the Civil List Act 1979.

FUNCTIONS OF DEPARTMENT OF INTERNAL AFFAIRS

The Department's function under the Ministerial Services portfolio focuses on providing operational support primarily to the Executive but also in some areas to former Prime Ministers, former Governors-General and members of the judiciary.

CROWN ENTITIES AND OTHER STATUTORY BODIES

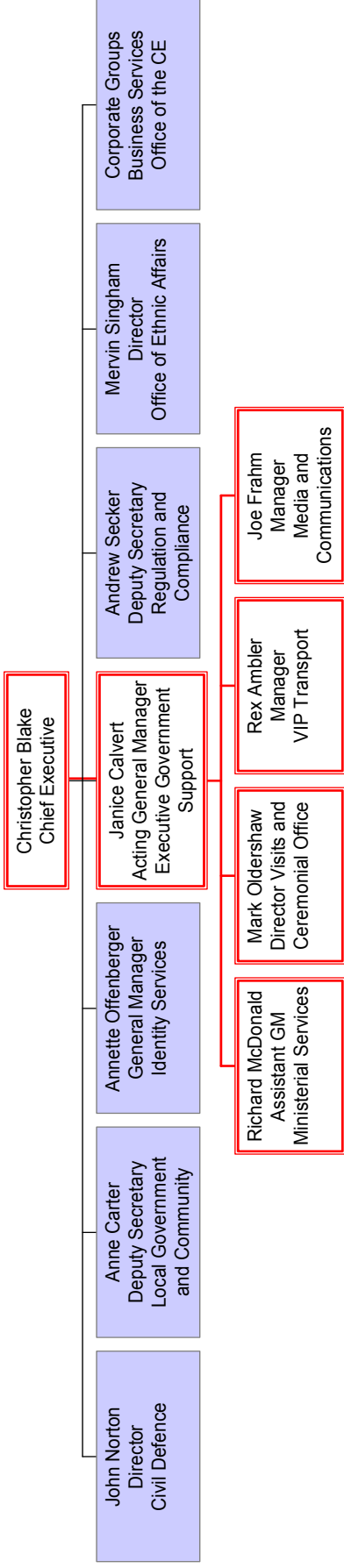
There are no Crown entities or other statutory bodies associated with the portfolio.

KEY STAKEHOLDERS

Key stakeholders include the Executive, government agencies, members of the judiciary, former Governors General and their spouses, former Prime Ministers and their spouses

Minister responsible for Ministerial Services Department of Internal Affairs Accountability Arrangements

This chart shows the areas and people of the Department of Internal Affairs (in red) who report to you as Minister responsible for Ministerial Services.



1. Sector Overview: Ministerial Services

The Executive Government Support (EGS) group within the Department of Internal Affairs provides operational support and strategic advice to the Minister Responsible for Ministerial Services. The portfolio encompasses responsibilities for:

- ministers' office and domestic accommodation
- ministerial office staffing
- the provision of self-drive and chauffeured transport
- budget management for ministers' offices and travel arrangements (both internal and overseas)
- the provision of information technology and media services to ministers
- management of guest of government visits, ministerial and state functions
- state funerals.

2. Strategic and Legislative Framework: Ministerial Services

We work collaboratively with the other agencies represented on the Parliamentary campus towards ensuring that executive government is well supported. During periods of transition our focus is on providing new ministers with staff support to guide them through unfamiliar systems and protocols associated with the Parliamentary and Cabinet environment and managing the transition of travel, residential accommodation, staffing, communications and remuneration arrangements for new and departing ministers. On a longer-term basis we are working with the other parliamentary agencies to improve the interoperability of the information and communications systems that support ministers and their staff to function effectively anywhere and at any time.

In May 2005 a joint working group representing all five parliamentary agencies developed a joint information systems strategy for the campus.

Several key areas were identified and during 2005/06 we will be working with the other agencies to define and implement, if appropriate, projects or initiatives under this strategy. As well as planning collaborative actions to provide Ministers with access to enhanced information technology we will be working with Parliamentary Service to identify initiatives to better align terms and conditions for employees of our two agencies.

Strategically, we are mindful of the potential for international political tensions to impact on the safety and security of executive government. Accordingly with support from government security agencies, we have recently assessed the security requirements for residential accommodation and transportation services and have taken steps considered prudent at the current low threat level. We will continue to review security requirements and will take any necessary actions in the light of emergent risks.

We make a valuable contribution to New Zealand's foreign affairs and economic objectives via our management of the visit programmes of official guests of government. Within the strategic objectives set for each visit by the Prime Minister, we collaborate with the Ministry of Foreign Affairs and Trade and other agencies as appropriate, to develop and implement visit programmes that position New Zealand to have a distinctive profile in the international arena, and to provide guests with enhanced understanding of the opportunities for engagement.

We work with the Ministry of Foreign Affairs and Trade, the Ministry of Culture and Heritage and other agencies to support access to and understanding of New Zealand's culture and heritage via our management of commemorative and ceremonial events. Over time we have seen a gradual upsurge of public interest in marking and acknowledging significant occasions, particularly where these have a link to the development of a sense of nationhood. We expect

this trend to continue to impact on the turnout at events such as the annual ANZAC commemorations, and potentially to generate public demand for more commemorative and ceremonial markers of important events in the future.

3. Minister's Role: Ministerial Services

It is usual for the Minister Responsible for Ministerial Services to take a close interest in the services provided to ministers. In practice, this oversight may be delegated to a senior member of the Minister's staff. Oversight functions may include:

- monitoring the expenditure of ministerial offices and ministers' internal and external travel
- approving increases in staff numbers in ministerial offices, including any proposals by ministers to appoint contract staff
- allocating ministerial office suites
- allocating ministerial housing
- overseeing the administration of entitlements to ministerial vehicles.

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4. Department's Role: Ministerial Services

Operational support and strategic advice are provided to the Minister Responsible for Ministerial Services by the Department of Internal Affairs' Executive Government Support Group (EGS).

SUPPORT SERVICES TO MINISTERS

- Personnel management and advice – including appointment of staff to ministers' offices, security clearances, payroll, performance management and other employment matters. The Department is the employer of Ministers' staff with each Minister being legally the agent of the employer.
- Administrative and advisory services – including accounting and general financial services, office accommodation, travel facilitation and payments, communications, and a wide range of general advice and support to offices
- Provision of ministerial housing – including property policy, portfolio management, lease negotiations, building maintenance and refurbishment, provision of household items, security, account payments, advisory and support services
- Provision of information and communications technology (ICT) to Ministers and their offices – including mobile communication devices. Provision of IT support is currently contracted to Unisys which has a number of staff based on the parliamentary site.
- Provision of media and communications services – including press clippings from daily, business, Sunday and selected community newspapers, and provision of selected other media services including the Beehive website.

VIP TRANSPORT SERVICE

- Provision of land transport primarily for Ministers of the Crown, the Leader of the Opposition, former Governors-General and Prime Ministers, Supreme Court, Court of Appeal and High Court judges and for official guests of government. These services are provided on a 24-hour, seven-day basis and include chauffeur-driven cars and self-drive cars.

VISITS AND CEREMONIAL OFFICE

- Management of guest of government visits in conjunction with the Ministry of Foreign Affairs and Trade, the Prime Minister's Office (Heads of Government visits), Government House (Heads of State and Royalty) and the Office of the Clerk (Parliamentary Delegations) to manage the logistics of visits and develop programmes and itineraries
- Management of commemorative events, state and ceremonial occasions in conjunction with the Ministry of Culture and Heritage, the Ministry of Defence and the Office of Veterans Affairs
- Administration of congratulatory telegrams.

5. Key Issues and Themes: Ministerial Services

PRIORITY ISSUE

Management of any changes arising from the Election

The prime concern for Executive Government Support on the announcement of ministerial portfolios is to establish ministers as quickly as possible in their working environment to enable them to discharge their responsibilities through effective management of the logistics around office accommodation, staffing, and equipment, domestic accommodation and transport. The allocation of offices, office funding, staffing, Ministerial housing and other services are determined after consultation with the Minister Responsible for Ministerial Services.

MEDIUM TERM ISSUES

Enhancing Service Delivery

EGS has reviewed processes and strategies within the group. Three main areas for enhancing delivery identified were:

- Improved security measures for housing and transport over the coming year will include enhanced communications features in chauffeur driven cars facilitating improved mobile communications when working with Police.
- Implementation of recommendations from the review of the Visits and Ceremonial Office. This includes enhanced liaison with other agencies to link visit programmes more closely to visit policy objectives and increased capability to deal with the increasing number of visits.
- Improvement of IT support and improving alignment of IT systems with those used by other parliamentary agencies. This will include migration of Ministerial office users from the current Lotus Notes email system to the same system as used by Members of Parliament.

6. Key Stakeholders: Ministerial Services

- Prime Minister
- Governor-General
- Ministers of the Crown
- The Speaker
- Former Prime Ministers and their spouses
- Former Governors-General and their spouses
- Department of Prime Minister and Cabinet, Office of The Clerk, The Parliamentary Service
- Supreme Court judges, Court of Appeal judges and High Court judges
- Diplomats, consular and official representatives of overseas governments
- Ministry of Foreign Affairs and Trade
- NZ Defence Force
- NZ Police
- Office of Veterans Affairs
- Ministry of Culture and Heritage