**Ministers’ Travel Services within New Zealand**

**Determination 2014**

Pursuant to section 27 of the Members of Parliament (Remuneration and Services) Act 2013, the Minister Responsible for Ministerial Services, after complying with section 28 of the Members of Parliament (Remuneration and Services) Act 2013, makes the following determination.

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**Determination**

1. **Title**

This determination is the Ministers’ Travel Services within New Zealand Determination 2014.

1. **Commencement**

This determination comes into force on 21 September 2014.

**Part 1**

**Preliminary matters**

**1.1 Where this Determination fits into the scheme of things**

(1) These directions are made under section 27 of the Members of Parliament (Remuneration and Services) Act 2013.

(2) Section 27 provides for the Minister Responsible for Ministerial Services to determine travel services for Ministers that are additional or alternative to the entitlements to travel services for members of Parliament set out in the directions issued by the Speaker under section 23 of that Act.

Under the provisions of the Members of Parliament (Remuneration and Services) Act 2013, services for Ministers are determined variously by the Remuneration Authority, the Speaker and the Minister Responsible for Ministerial Services. Where no additional or alternate provision is made for Ministers under the Remuneration Authority’s or the Minister Responsible for Ministerial Services’ determinations, Ministers’ entitlements are as for those of members of Parliament who are not also ministers.

Services determined by the Remuneration Authority

The Remuneration Authority determines entitlements to accommodation services within New Zealand, including any entitlement of Ministers to accommodation services within New Zealand that are additional or alternative to the accommodation services determined for members of Parliament, and travel services within New Zealand for Ministers’ family members.

Services and funding subject to Speaker’s Directions

The Speaker’s Directions include entitlements to travel services within New Zealand, administrative and support services to support members’ parliamentary operations and communications services.

Services determined by the Minister Responsible for Ministerial Services

The Minister Responsible for Ministerial Services determines the entitlement of Ministers to all travel services within New Zealand that are additional or alternative to the travel services for members of Parliament set out in the Speaker’s Directions.

For the avoidance of doubt, travel services for members of the Executive travelling within New Zealand are provided by virtue of the Speaker’s Directions, with costs being met from Vote Internal Affairs.

**1.2 Who this document applies to**

This document applies to a person who is a member of the Executive Council while this document is in force.

**1.3 What period this document applies to**

(1) This document applies to travel that takes place on or after 21 September 2014.

(2) This document continues in force until a new document is issued by the Minister Responsible for Ministerial Services that sets out the travel services available to Ministers.

**1.4 Legal nature of this document**

This document is a specification of entitlements under section 27 of the Members of Parliament (Remuneration and Services) Act 2013.

**1.5 Interpretation**

In this document, unless the context otherwise requires, -

**Minister** means a person who is currently a member of the Executive Council.

**ministerial business** includes carrying out any of the functions of a Minister as set out in the New Zealand Cabinet Manual.

**parliamentary business** has the meaning given to it in the Speaker’s Directions

**Speaker** means the Speaker of the House of Representatives

**Speaker’s Directions** means a document issued by the Speaker pursuant to section 23 of the Members of Parliament (Remuneration and Services) Act 2013

**1.6 Where costs to be met from**

The cost of any entitlement in this document is met fully from Vote Internal Affairs.

**1.7 Members required to manage potential conflicts of interest**

(1) This clause applies if a member of the Executive proposes to—

(a) obtain any goods or services from a related party and to pay for the goods or services by means of an entitlement under these directions:

(2) If this clause applies, the Minister must—

(a) disclose to the Department of Internal Affairs the Minister’s connection to the related party; and

(b) ensure the Minister is obtaining value for money for the money proposed to be expended; and

(c) obtain comparative quotes from other suppliers that demonstrate the proposed transaction will be the most cost-effective option.

(3) A related party includes any of the following:

(a) the Minister’s spouse, partner, or other family member;

(b) a dependent of the Minister;

(c) a trust, company, or organisation with which the Minister, or any of the persons referred to in paragraphs (a) or (b), is connected;

(d) the Minister’s political party, or association affiliated with the political party, such as a local electoral committee

**Part 2**

**Travel Services within New Zealand**

**2.1 Chauffeur-driven cars**

A Minister may use a chauffeur-driven car arranged by VIP Transport at any time for any purpose, at the Minister’s discretion.

**2.2 Taxis**

A Minister may use a taxi for any purpose at the Minister’s discretion.

**2.3 Self-drive car**

(1) A Minister is entitled to one self-drive car for use at the Minister’s discretion.

(2) The self-drive car will be provided up to a maximum value as agreed from time to time with the Minister Responsible for Ministerial Services and may be required to meet minimum standards for fuel economy, environmental sustainability, safety and whole-of-life cost.

**2.4 Rental cars**

A Minister may, where necessary, use any self-drive rental car for travelling on ministerial business or parliamentary business for a specific period.

**Part 3**

**Travel expenses within New Zealand**

**3.1 Purpose**

Ministers travel frequently outside Wellington on ministerial business and their meal costs incurred as a consequence of their ministerial travel are accordingly higher than is intended to be met by the parliamentary expenses allowance.

**3.2 Principles to be applied in the use of publicly funded resources**

Ministers must apply the following principles in the use of publicly funded resources for the services noted in this Part.

(1) The principle of appropriateness, including that expenditure must only be incurred in respect of ministerial purposes.

(2) The principle of openness, including that parties must be open in the use of public resources and disclose any conflict of interest in utilising entitlements, whether that conflict is pecuniary, personal, familial, or as a result of any association.

(3) The principle of transparency, including that—

(a) the reasons for, and the circumstances surrounding, the use of public resources by individual ministers should be available; and

(b) the process by which funds are expended should be publicly known.

(4) The principle of value for money, including that, when using public resources entrusted to them to perform their official duties, Ministers must seek the appropriate value for money in the circumstances.

(5) The principle of cost-effectiveness, including that Ministers should, wherever reasonably practicable, use the most cost effective alternative available.

**3.3 Non-Wellington meal expense payment**

(1) This clause applies if a Minister, while on Ministerial business, incurs expenses in respect of an evening meal outside the Wellington commuting area and those expenses are incurred in circumstances where—

(a) the Minister is at least 80 km from his or her home base; and

(b) the Minister could not reasonably be expected to travel to his or her home base by conventional methods or safely.

(2) If this clause applies, the Minister may be paid the actual and reasonable expenses of the meal (inclusive of alcohol) up to $80 per meal (GST inclusive).

**3.4 Other travel-associated expenses**

(1) This clause applies if a Minister, while on Ministerial business, incurs travel-related expenses such as parking and toll charges.

(2) If this clause applies, the Minister may be paid the cost of such expenses.

Dated at Wellington this day of 2014.

Rt Hon John Key

Minister Responsible for Ministerial Services