



## Executive Travel, Accommodation, Attendance, and Communications Services Determination 2003

Pursuant to section 20A of the Civil List Act 1979, the Minister Responsible for Ministerial Services makes the following determination.

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### Determination

- 1 Title**  
 This determination is the Executive Travel, Accommodation, Attendance, and Communications Services Determination 2003.
- 2 Commencement**  
 This determination comes into force on 1 November 2003.
- 3 Determination**  
 The additional travel, accommodation, attendance, and communications services in respect of members of the Executive are those set out in the document entitled "Travel, Accommodation, Attendance, and Communications Services Available to Members of Executive" and signed by the Minister Responsible for Ministerial Services on 23 October 2003.

Dated at Wellington this 23rd day of October 2003.

Rt Hon Helen Clark,  
Minister Responsible for Ministerial Services.

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**Explanatory note**

*This note is not part of the determination, but is intended to indicate its general effect.*

This determination, which comes into force on 1 November 2003, determines that the travel, accommodation, attendance, and communications services in respect of members of the Executive are those set out in the document entitled "Travel, Accommodation, Attendance, and Communications Services Available to Members of Executive" and signed by the Minister Responsible for Ministerial Services on 23 October 2003.

Those services are additional to those set out in the document issued by the Speaker of the House of Representatives that sets out the travel, accommodation, attendance, and communications services available to members of Parliament and their families.

The Speaker of the House of Representatives is required, by section 20B(3) of the Civil List Act 1979, to ensure that a copy of those documents—

- are available for inspection free of charge, or for purchase at a reasonable price, at Parliament House in Wellington and at any other place or places that he or she appoints; and
  - are published on the Internet.
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Issued under the authority of the Acts and Regulations Publication Act 1989.

Date of notification in *Gazette*: 30 October 2003.

This determination is administered in the Department of Internal Affairs.

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Date of issue: 01 November 2003

**TRAVEL, ACCOMMODATION, ATTENDANCE AND COMMUNICATIONS  
SERVICES AVAILABLE TO MEMBERS OF EXECUTIVE**

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**Part 1**  
**Introduction and principles**

**1 What does this document do?**

- (1) This document sets out the travel, accommodation, attendance and communications services available to members of the Executive and their families.
- (2) The entitlements set out in this document are additional to the entitlements set out in the document issued by the Speaker that sets out the travel, accommodation, attendance and communications services available to members of the Parliament and their families.

**2 Who does this document apply to?**

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

**3 What period does this document apply to?**

- (1) This document applies to travel, accommodation, attendance and communications that takes place on or after the date of issue of the document.
- (2) This document continues in force until a new document is issued by the Minister Responsible for Ministerial Services that sets out the travel, accommodation, attendance, and communications services available to members of the Executive and their families.

**4 Legal nature of this document**

This document is a specification of some of the services to which section 25 of the Civil List Act 1979 applies.

**5 Definitions used in this document**

In this document, unless the context otherwise requires, -

**day** means a period of 24 hours

**family member** includes a wife, husband, partner, or issue of a member of the Executive

**member of the Executive** means a person who is currently a member of the Executive Council or a Parliamentary Under-Secretary

**ministerial business** means—

- (a) attending meetings of Cabinet and Cabinet committees:
- (b) determining policy and exercising relevant statutory powers and functions within the ambit of their portfolios:
- (c) considering and making decisions on reports from departments.

**official place of residence** means a residence owned by the Crown or owned or rented by the Department of Internal Affairs for a Minister to reside in Wellington. An official residence may be a house, an apartment or a town house

**primary place of residence** means the place of residence that the Speaker determines (in accordance with the document issued by the Speaker that sets out the travel, accommodation, attendance, and communications services available to members of the Parliament and their families) to be the member's primary place of residence in New Zealand

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

**Wellington commuting area** means the cities of Wellington, Lower Hutt, Upper Hutt, and Porirua and the Paraparaumu Ward of the Kapiti Coast District.

#### **6 Cost-effective principle**

- (1) Wherever reasonably practicable, members of the Executive should endeavour to use the most cost-effective alternative available.
- (2) This will need to be balanced with the need for expediency.

#### **7 Cost to be met from Vote**

The cost of any entitlement in this document is met fully from Vote: Ministerial Services.

### **Part 2**

#### **Travel**

#### **8 International travel on ministerial business**

- (1) A member of the Executive may travel internationally with travelling expenses paid if: -
  - (a) the travel is for the purpose of undertaking ministerial business; and
  - (b) the trip has been approved by the Prime Minister; and
  - (c) the trip has been approved by Cabinet, if it is for purposes other than attendance at Australian Standing Council Meetings
- (2) Executive members' overseas travel should usually be for 1 or more of the following purposes:
  - (a) to attend specific conferences or meetings:
  - (b) to familiarise themselves with specific issues:
  - (c) to comply with treaty or other specific international obligations.
- (3) A member of the Executive may be accompanied by:
  - (a) those authorised in the trip approval as per section 8(1)

**9 Travel expenses in New Zealand**

- (1) A member of the Executive is entitled to have their travelling expenses in New Zealand paid in respect of each occasion on which the member is, in the course of travelling within New Zealand on ministerial business or parliamentary business, absent both—
  - (a) from the Wellington commuting area; and
  - (b) at least 100 kilometres from his or her primary place of residence and could not reasonably be expected to get home by conventional methods or safely.
- (2) The rate of the travelling expenses payable in respect of each occasion is a sum equal to the actual and reasonable cost of the expenses incurred, with a maximum of —
  - (a) \$350 per day or part of a day; or
  - (b) \$500 per day or part of a day, if the occasion involves the attendance of the person entitled and the spouse or partner of that person at an official function—
    - (i) that the person entitled attends by reason of the duties of his or her office; and
    - (ii) that the person entitled is invited to attend, or is required to attend, primarily because of the office that the person entitled holds; and
    - (iii) that the spouse or partner of the person entitled necessarily attends.

**10 Chauffeur driven cars**

A member of the Executive, and his or her spouse or partner, may use a VIP Transport Service chauffeur-driven car at any time at the member's discretion.

**11 Taxis and Subcontractors**

A member of the Executive, and his or her spouse or partner, may, when necessary, use any other car or taxi that is arranged for the person through VIP Transport Service.

**12 Self-drive car**

A member of the Executive is entitled to one self-drive car based at the member's primary place of residence for use at the member's discretion.

**13 Rental cars**

A member of the Executive, may where necessary use any self-drive rental car that is arranged through VIP Transport Service for travelling on ministerial business or parliamentary business for a specific period.

**Part 3**  
**Accommodation**

**14 Official residence**

Ministers are entitled to be provided with the use of an official residence in Wellington at the public expense if their primary place of residence is outside the Wellington commuting area.

**15 Security System**

All official residences, Wellington residences, and primary places of residence for members of the Executive may be provided with security measures to the level recommended by official risk and security assessments.

**Part 4**  
**Communications**

**16 Landlines**

Ministerial Services will meet the telephone costs for –

- (a) official residences - 2 lines, being for telephone and facsimile;
- (b) the Wellington residence of a member of the Executive – 2 lines, being for telephone and facsimile;
- (c) primary place of residence of a member of the Executive – 2 lines, being for telephone and facsimile.

**17 Cellular services**

Each member of the Executive is entitled to a cell phone and/or pager, and all associated costs.

**18 Equipment**

- (1) All official residences and Wellington residences, for members of the Executive will be provided with a facsimile machine, television, recording and playback technology.
- (2) If a member of the Executive's primary place of residence is outside the Wellington commuting area a facsimile machine will be provided.

**Part 5**  
**Attendance**

- 19** Nothing additional is determined for attendance for members of the Executive.

**Part 6**  
**Operational Resources**

**20 Use of operational resources**

- (1) A member of the Executive is entitled to use operational resources for the purpose of undertaking ministerial business.
- (2) **Operational resources** means resources that are provided to assist members of the Executive in-
  - (a) discharging their responsibilities as members of the Executive, legislators, and elected representatives;
  - (b) determining policy and exercising statutory powers and functions within their portfolios; and
  - (c) establishing and operating a Ministerial office.
- (3) Operational resources are not provided and may not be used—
  - (a) for personal or private benefit; or
  - (b) in circumstances where provision has already been made by way of remuneration of the member pursuant to a determination applicable to members of Parliament under the Remuneration Authority Act 1977 or under any determination under section 20A of the Civil List Act 1979 (other than this clause); or
  - (c) soliciting subscriptions or other financial support for a political party; or
  - (d) producing or distributing promotional or electioneering material by mail or other means of communication for the purpose of supporting the election of any person or the casting of a party vote for any political party; or
  - (e) any work directly related to the administration or management of a political party.

Dated at Wellington this 23rd day of October 2003.

Rt Hon Helen Clark  
Minister Responsible for Ministerial Services.

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### **Explanatory note**

This document sets out the travel, accommodation, attendance, and communications services available to members of the Executive and their families.

The principal changes between the entitlements in this document and the entitlements that previously applied to members of the Executive are as follows:

1. *House and Grounds Allowance Abolished*

The house and grounds allowance has been abolished. A \$1,500 allowance was paid to each member of the Executive to assist in the maintenance of his or her primary place of residence

The remuneration component lost by abolishing this allowance is a matter for the Remuneration Authority to consider in setting salary.

2. *House Allowance Abolished*

The house allowance has been abolished. A \$2,000 allowance was paid to members of the Executive who live in Wellington but are not provided with an official residence at public cost.

The remuneration component lost by abolishing this allowance is a matter for the Remuneration Authority to consider in setting salary.