

Appendix A

20951 (2024) - Table of memos, briefings, aides memoire and status reports received during the period 27 November 2023 to 28 May 2024.

Agency	Title	Date on briefing
DIA – Ministerial Services	Briefing - Final In Principle Expense Transfer for Vote IA - MS Portfolio	27 May 2024
DIA – Ministerial Services	Briefing - Estimates 2024/25 – Draft responses to supplementary questions from Governance and Administration Committee	23 May 2024
DIA – Ministerial Services	Briefing - Further Request for Exemption to the Ministerial Self-drive Vehicle Selection Policy and Standards	21 May 2024
DIA – Ministerial Services	Briefing - FY202324 Report on the Services Supporting the Executive Travel	20 May 2024
DIA – Ministerial Services	Monthly Update on Ministerial office workforce costs forecast	15 May 2024
DIA – Ministerial Services	Monthly update to Chief of Staff on the Financial Position of the Services Supporting the Executive – Travel Appropriation	15 May 2024
DIA – Ministerial Services	Briefing - 2024/25 Examination of Estimates: Draft responses to Standard Estimates Questionnaire	15 May 2024
DIA – Ministerial Services	Briefing – Budget Day Briefing – Ministerial Services Portfolio	10 May 2024

Agency	Title	Date on briefing
DIA – Ministerial Services	Report - MRMS Status Report 3 May 2024	3 May 2024
DIA – Ministerial Services	Memo – Recommendation for the re-allocation of Ministerial Office Suites	29 April 2024
DIA – Ministerial Services	Briefing – Budget 2024 Final Estimates Documentation for Vote Internal Affairs – Ministerial Services Appropriations	26 April 2024
DIA – Ministerial Services	Briefing - Budget 2024: Budget Ministers’ decisions – Ministerial Services portfolio	23 April 2024
DIA – Ministerial Services	Monthly Update on Ministerial office workforce costs forecast	15 April 2024
DIA – Ministerial Services	Monthly update to Chief of Staff on the Financial Position of the Services Supporting the Executive – Travel Appropriation	15 April 2024
DIA – Ministerial Services	Briefing - Baseline Reduction: Organisational Change Proposals	5 April 2024
DIA – Ministerial Services	Report - MRMS Status Report 5 April 2024	5 April 2024
DIA – Ministerial Services	Briefing - Further Request for Exemption to the Min Self-drive Vehicle Selection Policy and Standards	3 April 2024
DIA	Joint Briefing - Budget 2024 – Urgent Treasury Information Request	26 March 2024
DIA – Ministerial Services	Monthly Update on Ministerial office workforce costs forecast	22 March 2024

Agency	Title	Date on briefing
DIA – Ministerial Services	Monthly update to Chief of Staff on the Financial Position of the Services Supporting the Executive – Travel Appropriation	19 March 2024
DIA – Ministerial Services	Briefing - FY 23-24 Report on the Services Supporting the Executive - Travel Appropriation	19 March 2024
DIA – Ministerial Services	Briefing - Visits and Events Budget Progress Report 1 Oct 2023 to 29 Feb 2024	19 March 2024
DIA – Ministerial Services	Briefing - Ministerial Services Satisfaction Survey	14 March 2024
DIA – Ministerial Services	Briefing - Budget 2024 Draft Documentation for Vote Internal Affairs – Ministerial Services Appropriations	12 March 2024
DIA – Ministerial Services	Briefing - Premier House Priorities	12 March 2024
DIA – Ministerial Services	Report - MRMS Status Report 8 March 2024	8 March 2024
DIA – Ministerial Services	Briefing - Ministerial Reporting for the period 1 July 2023 to 31 December 2023	29 February 2024
DIA – Ministerial Services	Briefing - Proposed Approach to Replacing the Class 1 Vehicles in the Crown Fleet	28 February 2024

Agency	Title	Date on briefing
DIA – Ministerial Services	Briefing - Requests for exemption to the Min Self-drive Vehicle Selection Policy and Standards	26 February 2024
DIA – Ministerial Services	Briefing - Consultation on Proposed Amendment to Rem Authority Determination 2023	23 February 2024
DIA – Ministerial Services	Briefing - 2024 March Baseline Update for Vote IA Ministerial Services Appropriations	20 February 2024
DIA – Ministerial Services	A3 Options for Premier House	16 February 2024
DIA – Ministerial Services	Briefing - Budget 2024 Baseline Reduction Exercise - Additional Baseline and FTE information and proposed Baseline Reduction Package	9 February 2024
DIA – Ministerial Services	Aide Memoire - Physical Security Arrangements for Members of the Executive	9 February 2024
DIA – Ministerial Services	Briefing - Final responses to pre-hearing questions for 2022/23 Annual Review	8 February 2024
DIA	Joint Briefing - Drawdown of Contingency Funding for Election 2023 Executive Transition Support Costs.	5 February 2024
DIA – Ministerial Services	Report - MRMS Status Report 2 February 2024	2 February 2024

Agency	Title	Date on briefing
DIA – Ministerial Services	Aide Memoire – Updated Ministerial Self-drive Vehicle Selection Policy and Standards	1 February 2024
DIA – Ministerial Services	Briefing - Proactive release of the Briefing to the Incoming Minister Responsible for Ministerial Services	25 January 2024
DIA	Briefing - Budget 2024 Baseline Reduction Exercise for Vote Internal Affairs	24 January 2024
DIA – Ministerial Services	Briefing - Budget 2024 Baseline Reduction Exercise for Vote Internal Affairs – Ministerial Services portfolio	18 January 2024
DIA – Ministerial Services	Briefing - Review of Remuneration for Members of Parliament	16 January 2024
DIA – Ministerial Services	Report - MRMS Status Report - 15 January 2024.pdf	15 January 2024
DIA – Ministerial Services	Briefing - Visits and Events FY202324 Budget Progress Report Q1	20 December 2023
DIA – Ministerial Services	Briefing - Long-term conservation of Te Whare Piriāia – Premier House	18 December 2023
DIA – Ministerial Services	Briefing - Official Visits and Ceremonial Events	7 December 2023
DIA – Ministerial Services	Briefing - IM and Technology Support for Ministers	6 December 2023
DIA – Ministerial Services	Briefing - Overview of MS Portfolio Funding and Expenditure	29 November 2023

Agency	Title	Date on briefing
DIA – Ministerial Services	Aide Memoire – Ministerial Office Staffing Budgets	27 November 2023
DIA – Ministerial Services	Briefing - Self-Drive Vehicle Selection Policy and Standards	27 November 2023
DIA – Ministerial Services	Briefing - Allocation of Crown Owned Ministerial Residences	27 November 2023
DIA – Ministerial Services	Briefing - Instructions to Members of the Executive on Ministerial Expenditure Responsibilities	27 November 2023
DIA – Ministerial Services	Briefing to the Incoming Minister Responsible for Ministerial Service	27 November 2023
DIA	Briefing to the Incoming Minister –Welcome to the Department of Internal Affairs	27 November 2023