

Note this tab can / should be deleted prior to uploading onto the agency website

The following is a summary from "Chief Executive Expense Disclosures: A Guide for Agency Staff". Please read that in full first.

Purpose

The purpose of regular public disclosure of Chief Executive's (CE) expenses is to provide transparency and accountability for discretionary expenditure by CEs of Public Service departments and statutory Crown entities.

The disclosures help CEs to demonstrate the values and behaviours expected of all public servants.

They make transparent the standards of probity expected of the CEs and ensure their expenses are open to public scrutiny.

This assists public understanding of, and confidence in, the purpose and appropriateness of expenditure.

What is covered?

All expenses for items experienced or used by CEs in performing their role are required to be disclosed, whether paid by credit card or invoiced.

This includes expenses for more personal undertakings, such as professional development expenditure, in addition to outgoings for the likes of travel and entertainment.

CE expenses are not generally regarded as personal or commercially sensitive. Refer to the Ombudsman Guide to Chief Executive Expenses for guidance.

Business or corporate expenses for the organisation that are met from the CE's budget or paid by his /her credit card are excluded.

Expense disclosures cover the full period of the report, and are completed by each CE, including Acting CEs.

How does it work?

CEs disclose the expenses, gifts & hospitality they have expended or been offered using this SSC Excel workbook.

The completed Excel workbooks are posted on agency websites and linked to www.data.govt.nz. See <https://www.data.govt.nz/toolkit/how-do-i-add-or-update-our-chief-executive-expenses/>

Questions can be directed to ceexpenses@ssc.govt.nz. For help with publishing contact info@data.govt.nz.

When and how often are disclosures made?

Disclosures cover the June 30 year and are expected to be published by July 31.

Disclosed Information

This workbook includes a tab for each of the following categories

Travel - All expenses incurred by CEs during international, national and local travel are disclosed. Expenditure relating to each overseas trip is grouped, but the nature of the items of expenditure are disclosed separately, with individual lines for the likes of airfares, accommodation, meals, and taxis.

Hospitality - All work-related hospitality expenses provided by the CE to people external to Public Service departments and statutory Crown entities.

Gifts and benefits - All gifts, invitations to events and other hospitality, of \$50 or more in total value per year, accepted by the CE from people external to the organisation are disclosed. A brief explanation of what the CE did with the gifts and benefits can be supplied. Declined gifts and benefits do not need to be disclosed.

Usually gifts and benefits that have more than a token value are also declared on an open register within agencies, as well as on the expenses disclosure. Please note that anything offered is official information and is covered by the Official Information Act.

In rare cases where the cost of a gift cannot be reasonably estimated or disclosing the estimated value might cause offence, its value can be described as "value unknown".

All other expenses incurred by the CE that are not captured under the definition of travel, hospitality or gifts and benefits are disclosed in this section. This includes items such as cell phone and data costs, subscriptions, membership fees, conference fees, and professional development fees.

If in doubt, the principles of transparency and accountability apply and therefore all items are disclosed, unless there is a very good reason not to. The Ombudsman's view is that "because this expenditure is incurred by very senior employees acting in an official capacity and for a business purpose, the privacy interests of the chief executives who incurred the expenditure are low".

How to present information

Provide information using this SSC Excel workbook.

Complete separate tables for each category using the tabs provided in this Excel workbook: Travel, Hospitality, Gifts and Benefits, All other expenses.

Complete all fields. The header (organisation name, CE name and reporting period) will pre-populate if you enter it on first tab.

Whether costs are GST exclusive or inclusive needs to be consistent. You have the option to use GST exclusive or inclusive as it may depend how you get your source information.

Mark clearly if no information to disclose - where there is no information to disclose, record this clearly on the spreadsheet with a suitable description such as "no travel expenses to disclose for this period"; "no gifts received" or "no hospitality provided". Please do not leave the page blank.

Ensure the disclosure is for the full reporting period. Include disclosures for Acting CEs.

Provide sufficient detail for each item in the spreadsheet. Agencies are encouraged to take a why, what, who, where and how approach to describing individual items. A good description that outlines the nature of the item and its purpose improves understanding of why expenses have been incurred or why gifts and hospitality have been given or received.

The sub totals and totals should appear automatically, once you add information to the rows above. Insert more rows as you need.

Uploading the workbook - please ensure it is easy to find on your website.

The Disclosures webpage could be headed with a statement such as: "(This agency) is disclosing the Chief Executive's expenses, gifts and hospitality as part of its commitment to transparency and accountability".

If you have any questions, contact the team at ceexpenses@ssc.govt.nz

For help with publishing on [data.govt](http://data.govt.nz) contact info@data.govt.nz.

Chief Executive Expense Disclosure

Organisation Name	Name of Organisation*
Chief Executive	Name of CE*
Disclosure period	1 July 2016 to 30 June 2017 (or specify applicable part year)*

International, domestic and local travel expenses

All expenses incurred by CE during international, domestic and local travel. For international travel, group expenses relating to each trip.

International Travel (including travel within NZ at beginning and end of overseas trip)**

Date(s)	Cost (NZ\$) (exc GST / inc GST)***	Purpose of trip (eg attending XYZ conference for 3 days)****	Nature (eg hotel, airfares, taxis, meals & for how many people, other costs)
<i>Insert additional rows as needed</i>			
Sub total	\$0.00		

Domestic Travel (within NZ, including travel to and from local airport)

Date(s)	Cost (\$) (exc GST / inc GST)***	Purpose (eg visiting district office for two days...) ****	Nature (eg hotel, airfare, meals & for how many people, other costs)
	NIL		
Sub total	\$0.00		

Local Travel (within City, excluding travel to airport)

Date	Cost (\$) (exc GST / inc GST)***	Purpose (eg meeting with Minister) ****	Nature (eg taxi, parking, bus)
	NIL		
Sub total	\$0.00		
Total travel expenses	\$0.00		
Notes			
* Headings on following tabs will pre populate with what you enter on this tab			
** Group expenditure relating to each overseas trip			
*** Delete what's inapplicable. Be consistent - all GST exclusive or all GST inclusive			
**** Please include sufficient information to explain the trip and its costs including destination and duration.			
Sub totals and totals will appear automatically once you put information in rows above.			
Mark clearly if there is no information to disclose.			

Chief Executive Expense Disclosure

Organisation Name	Name of Organisation*
Chief Executive	Name of CE*
Disclosure period	1 July 2016 to 30 June 2017 (or specify applicable part year)*

Hospitality

All hospitality expenses provided by the CE in the context of his/her job to anyone external to the Public Service or statutory Crown entities.

Hospitality Offered to Third Parties

Date	Cost (\$) (exc GST / inc GST)**	Purpose (eg, hosting delegation from China)	Nature (what and for how many eg dinner for 5)	Reason (eg building relationships, team building)	Location/s
	NIL				

Total expenses	\$0.00
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Third parties include people and organisations external to the public service or statutory Crown entities.

* Headings on this tab will be pre populated with what you enter on the Travel tab

** Delete what's inapplicable. Be consistent - all GST exclusive or all GST inclusive

Total cost will appear automatically once you put information in rows above.

Mark clearly if there is no information to disclose.

Chief Executive Expense Disclosure				
Organisation Name	Name of Organisation*			
Chief Executive	Name of CE*			
Disclosure period	1 July 2016 to 30 June 2017 (or specify applicable part year)*			
Gifts and Benefits over \$50 annual value** <i>All gifts, invitations to events and other hospitality, of \$50 or more in total value per year, offered to the CE by people external to the organisation</i>				
Gifts and hospitality				
Date	Description ** (e.g. event tickets, etc)	Offered by (who made the offer?)	Estimated value (NZ\$) (exc GST / inc GST)***	Comments
	NIL			
Total gifts & benefits		No. of items =	\$0.00	
Notes				
* Headings on this tab will be pre populated with what you enter on the Travel tab				
** All gifts, invitations to events and other hospitality, of \$50 or more in total value per year, offered to the CE by people external to the organisation				
A one-off offer of something worth \$25 is not included, but if the offer is made more than once a year, it should be disclosed.				
Include items such as invitations to functions and events, event tickets, gifts from overseas counterparts and commercial organisations (including that accepted by immediate family members).				
*** Mark clearly if cost include GST or not. Be consistent - all GST exclusive or all GST inclusive				
Estimated total value will appear automatically once you put information in rows above.				
Mark clearly if there is no information to disclose.				

Chief Executive Expense Disclosure

Organisation Name	Name of Organisation*
Chief Executive	Name of CE*
Disclosure period	1 July 2016 to 30 June 2017 (or specify applicable part year)*

All Other Expenses**

All other expenditure incurred by the chief executive that is not travel, hospitality or gifts

All Other Expenses

Date	Cost (\$)**** (exc GST / inc GST)	Nature ***	Comment / explanation ***	Location
1/7/2016 to 30/6/2017	493.00	Cell phone and data costs	Annual costs - cellphone/data	Wellington
October 3, 2016	413.04	Subscription	Institute of Directors Annual Subscription	Wellington
December 1, 2016	351.30	Membership Renewal	Koru Club Membership	Wellington
April 3rd 2017	1434.78	Organisational Development - Corporate	"Communicate for Impact & Influence Seminar"	Wellington

Total other expenses **\$2,692.12 All items GST exclusive**

Notes				
* Headings on this tab will be pre populated with what you enter on the Travel tab				
** Include eg phone and data costs, subscriptions, membership fees, conference fees, professional development costs, books and anything else				
*** Delete what's inapplicable. Be consistent - all GST exclusive or all GST inclusive				
*** e.g. subscription part of employment agreement, development as agreed with SSC				
Total cost will appear automatically once you put information in rows above.				
Mark clearly if there is no information to disclose.				

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