

Chief Executive Expense Disclosures: A Guide for Agency Staff

The following is a summary from "Chief Executive Expense Disclosures: A Guide for Agency Staff": <http://www.ssc.govt.nz/sites/all/files/ce-expense-disclosures-guide-agency-staff-2017.docx>
Please read that in full first.

In the following worksheets, cells shaded light blue require input. All other cells are locked to prevent change.

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. Publishing clear and detailed disclosures is integral to building and maintaining the public's trust and confidence in the State services.

What is covered?

All expenses for items experienced, used or declined 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. CEs formally approve completed Excel workbooks and an appropriate person reviews them. They are posted on agency websites and linked to [www.data.govt.nz](https://www.data.govt.nz/toolkit/how-do-i-add-or-update-our-chief-executive-expenses/). See: <https://www.data.govt.nz/toolkit/how-do-i-add-or-update-our-chief-executive-expenses/>

When and how often are disclosures made?

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

Disclosed Information - this workbook includes a tab for each of the following categories:

Summary and sign-off

This tab contains a summary of the information presented: it includes a single place to update entity information, running totals of the different types of expenses and gifts/benefits, and records the required checks and sign-offs before publication.

Travel

All expenses incurred by CEs during international, national and local travel are disclosed. Expenditure relating to each trip is grouped (particularly for overseas trips), 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.

All other expenses

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".

Gifts and benefits

All gifts, invitations to events and other hospitality, of \$50 or more in total value per year, accepted or declined by the CE from people external to the organisation are disclosed. A brief explanation of what the CE did with the gifts and benefits is supplied, which includes whether the offer was declined.

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.

The value of each gift or benefit should be provided/estimated where possible. If an estimate is approximate, valuation 'ranges' can be submitted. It should be recorded where the cost of a gift cannot be reasonably estimated, or where an estimate is inappropriate (e.g. because of the nature of the item or because disclosing an estimated value might cause offence).

How to present information

Provide information using this SSC Excel workbook: <http://www.ssc.govt.nz/ce-expenses-disclosure>

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 once you enter it on the 'Summary and sign-off' tab.

Whether costs are GST exclusive or inclusive needs to be consistent on each sheet, and ideally should be consistent across all sheets. 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 separate disclosures for each CE, including 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.

Provide full information for every entry. The alert "Some records may be incomplete" will show in the 'Total' line if any expense has 'Cost' or 'Type of expense' missing, or, any gift has 'Accepted/Declined', 'Description' or 'Estimated value' missing.

The subtotals and totals should appear and update automatically, once you add information to the rows above. Insert more rows as you need - right click on the row number (at the left of screen) and select 'Insert' - new row will insert above.

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".

Further assistance

The above is a summary from "Chief Executive Expense Disclosures: A Guide for Agency Staff": <http://www.ssc.govt.nz/sites/all/files/ce-expense-disclosures-guide-agency-staff-2017.docx>
Please read that in full first.

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

For help with publishing on data.govt contact info@data.govt.nz.

Expenses should be 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/>

Provide information using this SSC Excel workbook: <http://www.ssc.govt.nz/ce-expenses-disclosure>

Chief Executive Expenses, Gifts and Benefits Disclosure - summary & sign-off*

Organisation Name	Ministry for Women
Chief Executive**	Helen Potiki - Acting CE from 1 October 2018 - 31 January 2019
Disclosure period start***	1 July 2018
Disclosure period end***	30 June 2019
Agency totals check	Data and totals checked on all sheets
Chief Executive approval****	This disclosure has been approved by the Chief Executive
Other sign-off****	Peter Noble - Director Corporate Services

This summary page updates automatically from the 'Travel', 'Hospitality', 'All other expenses', and 'Gifts and benefits' tabs.

Throughout this workbook, input cells are shaded light blue.

Summary of expenses	Cost in NZ\$	GST inc / exc	Gifts and benefits	Count
Travel expenses	\$3,671.01	Figures exclude GST	Number offered	14
Hospitality	\$0.00	Figures exclude GST	Number accepted	12
Other expenses	\$149.29	Figures exclude GST	Number declined	2
International Travel	\$0.00	Figures exclude GST		
Domestic Travel	\$3,659.27	Figures exclude GST		
Local Travel	\$11.74	Figures exclude GST		
Notes	* Headings on following tabs will pre populate with what you enter on this tab ** Create a new workbook for a new Chief Executive *** Update if a shorter or different period is covered **** This disclosure must be approved by the Chief Executive and another appropriate party, e.g. Board Chair, Chief Financial Officer or Audit and Risk Committee member			

Chief Executive Expense Disclosure

Organisation Name	Ministry for Women
Chief Executive	Helen Potiki - Acting CE from 1 October 2018 - 31 January 2019
Disclosure period start	1 July 2018
Disclosure period end	30 June 2019
GST on costs	Figures exclude GST
Agency totals check	Data and totals on this worksheet checked and confirmed

International, domestic and local travel expenses

All expenses incurred by chief executive during international, domestic and local travel. Group expenses relating to each trip.

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

Date(s)*	Cost in NZ\$**	Purpose of travel (e.g. attending XYZ conference for 3 days)***	Type of expense (e.g. hotel, airfares, taxis, meals & for how many people)	Location(s)
		No International travel undertaken during this period		
Subtotal - international travel	\$0.00	Check - there are no hidden rows with data	Check - each entry provides sufficient information	

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

Date(s)*	Cost in NZ\$	Purpose of travel (e.g. visiting district office for two days...)***	Type of expense (e.g. hotel, airfares, taxis, meals & for how many people)	Location(s)
29 October 2018	\$296.37	Presentation - Gender Tick Initiative	Airfares	Auckland
7-8 November 2018	\$1,203.08	Presentation - Equal Pay Awards	Airfares and accommodation	Auckland
19 November 2018	\$677.97	Presentation - Diverse Thinking Governance summit	Airfares	Auckland
22-23 November 2018	\$1,010.21	Presentation & attendance at the WEPs forum on flexible work	Airfares, taxi charges and accommodation	Auckland
18 January 2019	\$471.64	Speaking engagement and government's representation for gender pay gap work programme	Airfares	Auckland
Subtotal - domestic travel	\$3,659.27	Check - there are no hidden rows with data	Check - each entry provides sufficient information	

Local Travel (within City, excluding travel to airport)

Date(s)*	Cost in NZ\$	Purpose of travel (e.g. meeting with Minister)***	Type of expense (e.g. taxi, parking, bus)	Location(s)
Jan 19	\$11.74	Stakeholder meeting	Taxi fares	Wellington

Subtotal - local travel	\$11.74	Check - there are no hidden rows with data	Check - each entry provides sufficient information
Total travel expenses	\$3,671.01		

Notes

* Any non-standard date format or date outside 1 July 2018 - 30 June 2019 will raise an alert. Check entry and select 'Yes' to accept/continue.

** Note that GST may not apply to overseas purchases.

*** Please include sufficient information to explain the trip and its costs including destination and duration.

Insert additional rows as needed: right click on a row number (left of screen) and select Insert - this will insert a row above selected row.

Group expenditure relating to each overseas trip.

Subtotals and totals will appear automatically once you put information in rows above.

Mark clearly if there is no information to disclose - provide a note to this effect in the 'Date' column (column A) for each travel category (local, domestic and international).

Chief Executive Expense Disclosure

Organisation Name	Ministry for Women
Chief Executive	Helen Potiki - Acting CE from 1 October 2018 - 31 January 2019
Disclosure period start	1 July 2018
Disclosure period end	30 June 2019
GST on costs	Figures exclude GST
Agency totals check	Data and totals on this worksheet checked and confirmed

Hospitality Offered to Third Parties*

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

Date(s)**	Cost in NZ\$	Purpose of hospitality (e.g. hosting delegation from China, building relationships, team building)	Type of expense (what and for how many e.g. dinner for 5)	Location(s)
	\$0.00	No hospitality expenses for this period.		

Total hospitality expenses	\$0.00	Check - there are no hidden rows with data	Not all lines have an entry for "Cost in NZ\$" and "Type of expense"
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Notes

* Third parties include people and organisations external to the public service or statutory Crown entities.

** Any non-standard date format or date outside 1 July 2018 - 30 June 2019 will raise an alert. Check entry and select 'Yes' to accept/continue.

Insert additional rows as needed: right click on a row number (left of screen) and select Insert - this will insert a row above selected row.

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

Mark clearly if there is no information to disclose - provide a note to this effect in the 'Date' column (column A).

Chief Executive Expense Disclosure

Organisation Name	Ministry for Women
Chief Executive	Helen Potiki - Acting CE from 1 October 2018 - 31 January 2019
Disclosure period start	1 July 2018
Disclosure period end	30 June 2019
GST on costs	Figures exclude GST
Agency totals check	Data and totals on this worksheet checked and confirmed

All Other Expenses

*All other expenditure incurred by the chief executive that is not travel, hospitality or gifts.
Include e.g. phone and data costs, subscriptions, membership fees, conference fees, professional development costs, books and anything else.*

Date(s)*	Cost in NZ\$	Purpose of expense <small>(e.g. subscription part of employment agreement, development as agreed with SSC)</small>	Type of expense <small>(e.g. phone and data costs, membership fees)</small>	Location(s)
21 Aug 2018 - 23 Jan 2019	\$149.29	Mobile telephone and data usage charges	Mobile phone	Wellington

Total other expenses	\$149.29	Check - there are no hidden rows with data	Check - each entry provides sufficient information
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Notes			
	* Any non-standard date format or date outside 1 July 2018 - 30 June 2019 will raise an alert. Check entry and select 'Yes' to accept/continue.		
	Insert additional rows as needed: right click on a row number (left of screen) and select Insert - this will insert a row above selected row.		
	Total cost will appear automatically once you put information in rows above.		
	Mark clearly if there is no information to disclose - provide a note to this effect in the 'Date' column (column A).		

Chief Executive Gifts and Benefits Disclosure

Organisation Name	Ministry for Women
Chief Executive	Helen Potiki - Acting CE from 1 October 2018 - 31 January 2019
Disclosure period start	1 July 2018
Disclosure period end	30 June 2019
GST on values	Figures exclude GST
Agency totals check	Data and totals on this worksheet checked and confirmed

Gifts and Benefits over \$50 annual value

*Include all gifts, invitations to events and other hospitality, of \$50 or more in total value per year, offered to the chief executive by people external to the organisation.
Include all gifts, invitations or other hospitality **whether accepted or declined**.*

Date(s)*	Description (e.g. event tickets, etc.)	Was the gift accepted? (drop-down list in cell)	Offered by (who made the offer?)	Estimated value in NZ\$ (drop-down list in cell but provide specific value if possible)	Other comments (e.g. if given to others, whom?)
25 October 2018	Champions for Change October Summit	Accepted	Champions for Change	Unknown	N/A
29 October 2018	Tree Gift	Accepted	YWCA - Gender Tick Launch	\$69.00	Ministry staff
5 November 2018	Invitation to 2018 Public Service Day Ceremony	Accepted	SSC	Unknown	N/A
7 November 2018	Invitation to attend YWCA Equal Pay Awards	Accepted	YWCA	Unknown	Presenter and guest at awards
7 November 2018	Book: Women Equality Power	Accepted	YWCA - Equal Pay Awards	\$40.00	Ministry for Women- Office Library
11 November 2018	Invitation to attend Superdiverse Summit, Auckland	Accepted	Superdiverse	Unknown	N/A
19 November 2018	Ticket to Wellington Phoenix Vs Adelaide United game	Declined	National Council of Women	\$60.00	N/A
28 November 2018	Invitation to attend Voting day breakfast	Accepted	Hon Carmel Sepuloni	Unknown	N/A
28 November 2018	Invitation to the Ministry to Morning tea at Government House	Accepted	Governor General	Unknown	Post Suffrage 125 event
28 November 2018	Invitation to attend Parliamentary Diwali Celebration	Accepted	Hon Jenny Salesa	Unknown	N/A
29 November 2018	Invitation to attend SSC's end of year celebration	Accepted	SSC	Unknown	N/A
31 November 2018	Tickets to opening - guest of Chief Executive, MCH	Accepted	Ministry of Culture and Heritage	\$90.00	Helen Potiki -Acting CE
24 January 2019	Invitation to attend powhiri for Paul Hunt, CC HRD	Declined	N/A	Unknown	Unable to attend
6 April 2019	Book: Woman Kind: NZ Women Making a Difference	Accepted	BPW Conference	\$65.00	Ministry for Women- Office Library

Total count of gift/benefit entries:	Offered	14	Check - there are no hidden rows with data	Check - each entry provides sufficient information
	Accepted	12		
	Declined	2		

Notes

* Any non-standard date format or date outside 1 July 2018 - 30 June 2019 will raise an alert. Check entry and select 'Yes' to accept/continue.

Insert additional rows as needed: right click on a row number (left of screen) and select Insert - this will insert a row above selected row.

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).

Include gifts and benefits that are declined.

Number of gifts/benefits will update automatically once you put information in rows above.				
Mark clearly if there is no information to disclose - provide a note to this effect in the 'Date' column (column A).				