

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**	Renee Graham
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	\$24,333.37	Figures exclude GST	Number offered	19
Hospitality	\$67.02	Figures exclude GST	Number accepted	13
Other expenses	\$2,094.11	Figures exclude GST	Number declined	6
International Travel	\$19,145.16	Figures exclude GST		
Domestic Travel	\$5,188.21	Figures exclude GST		
Local Travel	\$0.00	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	Renee Graham
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)
3 July 2018	\$11,817.99	International Obligations: Attending the United Nations Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) in Geneva. Side trips to Ministries of Gender Equality in UK and Iceland.	Includes airfares (\$6,141.30), accommodation in Iceland/London/Geneva (\$4,767.08), taxi fares, meals & miscellaneous (\$909.61)	Geneva, UK, Iceland
9 March 2019	\$7,327.17	International Obligations: Attending the United Nations Commission on the Status of Women (CSW).	Includes airfares Wgtn-Auck-NY-Auck-Wgtn (\$4,178.56), accommodation (\$2,880.06), taxi fares, meals & miscellaneous (\$268.55)	New York
Subtotal - international travel	\$19,145.16	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)
26 July 2018	\$712.04	Attending Gender Pay Gap (GPG) Action Plan launch in Auckland	Airfares, accommodation, meals, airport parking fees and taxi fares	Auckland
22 August 2018	\$353.19	Attending 2018 Super Diverse Women launch in Auckland	Airfares, airport parking fees and taxi fares	Auckland
29-30 August 2018	\$526.74	Attending Diversity Awards in Auckland	Airfares, accommodation, meals, airport parking fees and taxi fares	Auckland
8-9 September 2018	\$578.20	Speaking engagement at Soroptimists event in Auckland	Airfares, accommodation, meals and rental car hire	Auckland
12 September 2018	\$307.81	Participation in filming of What Women want documentary	Airfares and taxi charge	Auckland
17-19 September 2018	\$639.09	Attending 2018 Women of Influence conference and Awards	Airfares, accommodation and meals	Auckland
25-26 September 2018	\$616.74	Attending 2018 Maori Women's Welfare League conference	Airfares, accommodation, meals, rental car hire and meals	Gisborne
6-7 May 2019	\$498.42	Stakeholder meetings & event	Includes cost of function (women in Sports), Airfares, accommodation, meals, airport parking fees and taxi fares	Auckland
21 June 2019	\$955.98	Attending Women in Governance Awards as a judge.	Airfares, accommodation, meals, airport parking fees and taxi fares	Auckland

Subtotal - domestic travel	\$5,188.21	Check - there are no hidden rows with data	Check - each entry provides sufficient information
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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)
		No expenses to disclose for this period.	
Subtotal - local travel	\$0.00	Check - there are no hidden rows with data	Check - each entry provides sufficient information

Total travel expenses	\$24,333.37
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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.
 ** 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	Renee Graham
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 <small>(e.g. hosting delegation from China, building relationships, team building)</small>	Type of expense <small>(what and for how many e.g. dinner for 5)</small>	Location(s)
1 May 2019	\$67.02	Meeting with Youth Australia Advocates	Coffee for the meeting with Youth Australia Advocates	New York

Total hospitality expenses	\$67.02	Check - there are no hidden rows with data	Check - each entry provides sufficient information
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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	Renee Graham
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)
6 August 2018	\$100.00	Auckland Museum - 'Are We There Yet' : Koha	Admission fees	Auckland
7 May 2019	\$300.00	Attending Trans-Tasman business circle event - Women in Sports	Admission fees	Auckland
2 July 2019	\$939.13	Professional development - "Governance Essentials": Institute of Directors	Training fees	Auckland
1 July 18 - 30 June 2019	\$754.98	Mobile telephone and data usage charges	Mobile phone	Wellington

Total other expenses	\$2,094.11	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	Renee Graham
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 July 2018	IPANZ Awards (nominated agency)	Accepted	IPANZ	\$50.00	
14 August 2018	Wellington on A plate Lunch	Declined	Moxie	\$50.00	
29 August 2018	Diversity Awards	Accepted	SSC	\$50.00	
9 September 2018	Soroptimist Auckland High Tea (presenter)	Accepted	Soroptimist Auckland	unknown	
9 September 2018	Gift card	Declined	Soroptimist Auckland	\$50.00	Given back to Soroptimist Auckland
12 September 2018	Gift card	Declined	Diva Productions	\$50.00	Given back to Diva Productions
17 September 2018	Rotary Club of Wellington Lunch (presenter)	Accepted	Rotary Club	\$50.00	
17 September 2018	Voucher for Presenting	Accepted	Rotary Club	\$46.00	Given to St Benedict's School, Wellington as part of Suffrage 125
18 September 2018	Women of Influence Awards (part of Sponsorship)	Accepted	MFW (sponsorship)		
26 September 2018	Maori Women's Welfare League AGM	Accepted	MWWL	unknown	
22 February 2019	Matatini	Accepted	Ministry for Culture and Heritage	\$50.00	
7 March 2019	Wonder Women Cocktails International Womens Day	Declined	British High Commissioner	unknown	
8 March 2019	Wellington Pride Festival Launch	Accepted	Mayor of Wellington	unknown	
29 March 2019	Premiere of "The Children" Circa Theatre	Declined	British High Commissioner	\$50.00	Given to Ministry Communications Director
4 April 2019	Gift box of food	Accepted	DHBs Employment Relations Conference 2019	\$50.00	Ministry staff as part of Easter celebration
9 May 2019	Reception 25th Anniversay of Safrica's Freedom	Declined	Safrican High Commissioner	unknown	Given to Ministry Communications Director
29 May 2019	Govt Women's Network Celebration	Accepted	GWN	unknown	
25 June 2019	Women in Public Sector Summitt (Steering Committee)	Accepted	Auaha	\$300.00	
13 June 2019	Farewell for Secretary of the Treasury	Accepted	Treasury	unknown	
Total count of gift/benefit entries:	Offered	19	Check - there are no hidden rows with data	Not all lines have an entry for "Description", "Was the gift accepted?" and "Estimated value in NZ\$"	
	Accepted	13			

	Declined	6			
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).					