# **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/assets/Legacy/resources/Chief-Executive-Expense-Disclosure-Guide.pdf

Please read that in full first

In the following worksheets, cells shaded light green 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  $\epsilon$  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

This includes expenses for more personal undertakings, such as professional development expenditure, in addition to outgoings for the likes CE expenses are not generally regarded as personal or commercially sensitive. Refer to the Ombudsman Guide to Chief Executive Expense 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.

rney are posicio on agency websites and linked to www.data.govt.nz. See: <a href="https://www.data.govt.nz/toolkit/now-do-i-add-or-update-our-chief-executive-expenses/">https://www.data.govt.nz/toolkit/now-do-i-add-or-update-our-chief-executive-expenses/</a>

## 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, nospitality 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 feed of 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 girts, invitations to events and other nospitality, or \$50 or more in total value per year, accepted or declined by the CE trom 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.

Ine value of each gift or penerit 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

Complete all rields. The neader (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.

wark clearly it 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

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 now 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 diffs 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 wedpage could be neaded with a statement such as: (This agency) is disclosing the Unier Executive's expenses, girts and hospitality as part of its commitment to transparency and accountability"

### Further assistance

http://www.ssc.govt.nz/assets/Legacy/resources/Chief-Executive-Expense-Disclosure-Guide.pdf

Please read that in full first.

If you have any questions, contact the team at <a href="mailto:ceexpenses@ssc.govt.nz">ceexpenses@ssc.govt.nz</a>

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

Expenses snould be posted on agency websites and linked to www.data.govt.nz. See: <a href="https://www.data.govt.nz/tooikit/now-do-i-add-or-undata-our-chief-executive-expenses/">https://www.data.govt.nz/tooikit/now-do-i-add-or-undata-our-chief-executive-expenses/</a>

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 Canterbury DHB

Chief Executive\*\* Peter Bramley

Disclosure period start\*\*\* 1 July 2021

Disclosure period end\*\*\* 30 June 2022

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\*\*\*\* Interim Deputy Chief Financial Officer

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 green.

Summary of expenses	nmary of expenses Cost in NZ\$ GST inc / exc Gifts and benefit		Gifts and benefits	cs Count	
Travel expenses	\$17,084.83	Figures include GST (where applicable)		Number offered	0
Hospitality	\$1,995.50	Figures include GST (where applicable)		Number accepted	0
Other expenses	\$264.00	Figures include GST (where applicable)		Number declined	0
International Travel	\$0.00	Figures include GST (where applicable)			
Domestic Travel	\$14,572.33	Figures include GST (where applicable)			
Local Travel	\$2,512.50	Figures include GST (where applicable)			
Notes					
* Headings on following tabs will pre populate	with what you enter on this	tab			
** Create a new workbook for a new Chief Exe	ecutive				
*** Update if a shorter or different period is cov	vered				
**** This disclosure must be approved by the 0	Chief Executive and anothe	r appropriate party, e.g. Board Chair, Chief	Fina	ncial Officer or Audit and Risk Comm	ittee member

Chief Executive Expense Disclosure				
Organisation Name	Canterbury DHB			
Chief Executive	Peter Bramley			
Disclosure period start	1 July 2021			
Disclosure period end	30 June 2022			
GST on costs	Figures include GST (where applicable)			
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 INFORMATION TO DISCLOSE					
Subtotal - international travel	\$0.00	Check - there are no hidden rows with data	Check - each entry provides sufficient is	nformation	

			Domestic Travel (within NZ, including travel to and from	n local airport)	
ate(s)*	c	ost 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)
	7 July 2021	\$457.5	Attend National DHB Chief Executives Meeting and DHB Transition Workshop	Airfare (return)	Wellington
	7 July 2021	\$526.0	Attend National DHB Chief Executives Meeting and DHB Transition Workshop	Hotel (2 nights)	Wellington
	11 August 2021	\$482.5	7 Attend National DHB Chief Executives and Chairs Meeting	Airfare (return)	Wellington
	11 August 2021	\$291.5	Attend National DHB Chief Executives and Chairs Meeting	Hotel (1 night)	Wellington
	30 September 2021	\$145.0	Attend Enhancing Leadership Programme	Hotel (1 night)	Hanmer Springs
	10 November 2021		Travel from Nelson to Christchurch	Airfare (one way)	Christchurch
	30 November 2021	\$1,114.0	Visiting Chatham Islands facilities and stakeholders	Airfare (return)	Chatham Islands
	30 November 2021	\$850.0	Visiting Chatham Islands facilities and stakeholders	Hotel (3 nights)	Chatham Islands
	30 November 2021		Visiting Chatham Islands facilities and stakeholders	Meal (3 nights)	Chatham Islands
	8 December 2021		7 Attend National DHB Chief Executives Meeting	Airfare (return)	Wellington
	8 December 2021	\$440.0	Attend National DHB Chief Executives Meeting	Hotel (2 nights)	Wellington
	21 December 2021	\$17.7	Coffee with Ombudsman and others	Coffee (4 people)	Christchurch
	24 December 2021	\$332.7	1 Travel from Christchurch to Nelson	Airfare (one way)	Nelson
	20 January 2022	\$13.4	Coffee with CEO Nurse Maude	Coffee (2 people)	Christchurch
	27 January 2022	\$590.4	7 Attend Pharmac Board Meeting	Airfare (return)	Wellington
	27 January 2022	\$215.0	Attend Pharmac Board Meeting	Hotel (1 night)	Wellington
	3 February 2022	\$313.4	7 Attend various meetings Wellington	Airfare (return)	Wellington
	3 February 2022		Attend various meetings Wellington	Hotel (1 night)	Wellington
	3 February 2022	\$103.0	1 Attend various meetings Wellington	Meal (2 people)	Wellington
	15 February 2022	\$18.2	Coffee with Christchurch PHO Team	Coffee (4 people)	Christchurch
	16 February 2022	\$419.3	7 Attend National DHB Chief Executives and Chairs Meeting	Airfare (return)	Wellington
	16 February 2022	\$369.0	Attend National DHB Chief Executives and Chairs Meeting	Hotel (2 nights)	Wellington
	16 February 2022	\$83.0	Attend National DHB Chief Executives and Chairs Meeting	Meal (2 nights)	Wellington
	24 February 2022	\$212.4	2 Travel from Christchurch to Nelson	Airfare (one way)	Nelson
	17 March 2022	\$535.2	7 Attend National DHB Chief Executives Meeting	Airfare (return)	Wellington
	17 March 2022	\$333.9	Attend National DHB Chief Executives Meeting	Hotel (2 nights)	Wellington
	17 March 2022	\$98.9	Attend National DHB Chief Executives Meeting	Meal (2 nights)	Wellington

CE Expense Disclosure Workbook 2018

Worksheet - Travel

31 March 2022	\$605.11 Attend interviews for recruitment of Director Procurement and Supply Chain role	Airfare (return)	Wellington
31 March 2022	\$199.00 Attend interviews for recruitment of Director Procurement and Supply Chain role	Hotel (1 night)	Wellington
31 March 2022	\$86.99 Attend interviews for recruitment of Director Procurement and Supply Chain role	Meal	Wellington
13 April 2022	\$514.86 Attend National DHB Chief Executives Meeting	Airfare (return)	Wellington
13 April 2022	\$199.00 Attend National DHB Chief Executives Meeting	Hotel (1 night)	Wellington
13 April 2022	\$61.50 Attend National DHB Chief Executives Meeting	Meal	Wellington
28 April 2022	\$401.91 Attend various meetings in Wellington including Pharmac Board meeting	Airfare (return)	Wellington
28 April 2022	\$215.00 Attend various meetings in Wellington including Pharmac Board meeting	Hotel (1 night)	Wellington
10 May 2022	\$251.10 Attend National DHB Chief Executives and Chairs Meeting	Airfare (Westport to Wellington)	Wellington
10 May 2022	\$460.00 Attend National DHB Chief Executives and Chairs Meeting	Hotel (2 nights)	Wellington
10 May 2022	\$36.50 Attend National DHB Chief Executives and Chairs Meeting	Meal	Wellington
12 May 2022	\$198.85 Attend National DHB Chief Executives and Chairs Meeting	Airfare (Wellington to Nelson)	Nelson
19 May 2022	\$274.49 Travel from Christchurch to Nelson	Airfare (one way)	Nelson
26 May 2022	\$247.00 Attend Pharmac Board Meeting	Hotel (1 night)	Wellington
26 May 2022	\$32.00 Attend Pharmac Board Meeting	Meal	Wellington
2 June 2022	\$292.93 Travel from Christchurch to Nelson	Airfare (one way)	Nelson
7 June 2022	\$391.68 Attend Virtual Health Knowledge Share event	Airfare (return)	Wellington
7 June 2022	\$200.00 Attend Virtual Health Knowledge Share event	Hotel (1 night)	Wellington
9 June 2022	\$289.40 Attend final National DHB Chief Executives meeting	Airfare (return)	Wellington
9 June 2022	\$168.27 Attend final National DHB Chief Executives meeting	Rental car	Wellington
19 June 2022	\$332.71 Travel from Nelson to Christchurch	Airfare (one way)	Christchurch
btotal - domestic travel	\$14.572.33 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)	
	1 July 2021	\$30.00	Travel to Princess Margaret Hospital for Maia Board Meeting	Taxi (return)	Christchurch	
	2 July 2021		Travel from Christchurch to Nelson	Taxi (Airport)	Christchurch	
	5 July 2021		Travel from Nelson to Christchurch	Taxi (Airport)	Christchurch	
	5 July 2021		Travel to ECAN offices for meeting	Taxi	Christchurch	
	7 July 2021		Attend National DHB Chief Executives Meeting and DHB Transition Workshop	Taxi (Airport)	Christchurch	
	7 July 2021		Attend National DHB Chief Executives Meeting and DHB Transition Workshop	Taxi (Airport return)	Wellington	
	16 July 2021		Travel to Airport	Taxi (Airport return)	Christchurch	
	17 July 2021		Travel to Airport	Taxi (Airport return)	Christchurch	
	23 July 2021		Travel from Nelson to Christchurch	Taxi (Airport)	Christchurch	
	26 July 2021		Travel from Christchurch to Nelson	Taxi (Airport)	Christchurch	
	30 July 2021		Travel from Nelson to Christchurch	Taxi (Airport)	Christchurch	
	2 August 2021		Travel from Christchurch to Nelson	Taxi (Airport)	Christchurch	
	11 August 2021		Attend National DHB Chief Executives and Chairs Meeting	Taxi (Airport)	Christchurch	
	11 August 2021		Attend National DHB Chief Executives and Chairs Meeting	Taxi (Airport return)	Wellington	
	13 August 2021		Travel from Christchurch to Nelson	Taxi (Airport)	Christchurch	
	16 August 2021		Travel Nelson to Christchurch	Taxi (Airport)	Christchurch	
	10 September 2021		Travel to Princess Margaret Hospital for meeting with vaccination teams	Taxi (return)	Christchurch	
	10 September 2021		Travel from Christchurch to Nelson	Taxi (Airport)	Christchurch	
	17 September 2021		Travel to Burwood Hospital	Taxi (return)	Christchurch	
	17 September 2021		Travel from Christchurch to Nelson	Taxi (Airport)	Christchurch	
	28 September 2021		Travel from Nelson to Christchurch	Taxi (Airport)	Christchurch	
	1 October 2021		Travel from Christchurch to Nelson	Taxi (Airport)	Christchurch	
	5 October 2021	\$36.40	Travel to University of Canterbury as guest speaker at Careers nights	Taxi (return)	Christchurch	
	11 October 2021		Travel to Ngai Tahu offices for meeting	Taxi (return)	Christchurch	
	21 October 2021		Travel from Christchurch to Nelson	Taxi (Airport)	Christchurch	
	11 November 2021		Travel from Christchurch to Nelson	Taxi (Airport)	Christchurch	
	19 November 2021	\$28.60	Travel to Design Lab for System Flow Workshop	Taxi	Christchurch	
	19 November 2021		Travel to Actis Aranui Community Trust for PM visit	Taxi	Christchurch	
	22 November 2021		Travel from Nelson to Christchurch	Taxi (Airport)	Christchurch	
	6 December 2021		Travel to Hillmorton Hospital	Taxi (return)	Christchurch	
	7 December 2021		Travel to Covid Hub for blessing	Taxi	Christchurch	
	8 December 2021		Attend National DHB Chief Executives Meeting	Taxi (Airport)	Christchurch	
	8 December 2021		Attend National DHB Chief Executives Meeting	Taxi (Airport return)	Wellington	

CE Expense Disclosure Workbook 2018

Worksheet - Travel

\$42.00 Travel from Nelson to Christchurch \$32.50 Travel from Christchurch to Nelson \$32.50 Attend Pharmac Board Meeting \$41.10 Attend various meetings Wellington	Taxi (Airport) Taxi (Airport) Taxi (Airport)	Christchurch Christchurch
\$32.50 Attend Pharmac Board Meeting		Christchurch
	Taxi (Airport)	
\$41.10 Attend various meetings Wellington	Take (7 til port)	Christchurch
	Taxi (Airport)	Christchurch
\$38.00 Attend National DHB Chief Executives and Chairs Meeting	Taxi (Airport)	Christchurch
\$40.20 Attend National DHB Chief Executives and Chairs Meeting	Taxi (Airport)	Wellington
\$26.00 Travel to Hillmorton Hospital for Minister visit	Taxi (return)	Christchurch
\$32.50 Travel from Christchurch to Nelson	Taxi (Airport)	Christchurch
\$31.10 Travel to Charity Hospital for meeting	Taxi	Christchurch
\$32.50 Travel from Christchurch to Nelson	Taxi (Airport)	Christchurch
\$64.00 Travel to Supply Department at Airport	Taxi (return)	Christchurch
\$32.50 Attend National DHB Chief Executives Meeting	Taxi (Airport)	Christchurch
\$34.10 Attend National DHB Chief Executives Meeting	Taxi (Airport)	Wellington
\$40.00 Travel Nelson to Christchurch	Taxi (Airport)	Christchurch
\$41.60 Travel Nelson to Christchurch	Taxi (Airport)	Christchurch
\$37.70 Attend interviews for recruitment of Director Procurement and Supply Chain role	Taxi (Airport)	Christchurch
\$87.40 Attend interviews for recruitment of Director Procurement and Supply Chain role	Taxi (Airport return)	Wellington
\$32.50 Travel Christchurch to Nelson	Taxi (Airport)	Christchurch
\$44.30 Travel to Nga Hau E Wha National Marae	Taxi	Christchurch
\$32.50 Attend National DHB Chief Executives Meeting	Taxi (Airport)	Christchurch
\$46.60 Travel Nelson to Christchurch	Taxi (Airport)	Christchurch
\$45.40 Travel Nelson to Christchurch	Taxi (Airport)	Christchurch
\$45.30 Travel Christchurch to Nelson	Taxi (Airport)	Christchurch
\$46.20 Travel Nelson to Christchurch	Taxi (Airport)	Christchurch
\$44.30 Travel Nelson to Christchurch	Taxi (Airport)	Christchurch
\$31.50 Attend Virtual Health Knowledge Share event	Taxi (Airport)	Christchurch
\$46.70 Travel Nelson to Christchurch	Taxi (Airport)	Christchurch
	\$40.20 Attend National DHB Chief Executives and Chairs Meeting \$26.00 Travel to Hillmorton Hospital for Minister visit \$32.50 Travel from Christchurch to Nelson \$31.10 Travel to Charity Hospital for meeting \$32.50 Travel from Christchurch to Nelson \$64.00 Travel to Supply Department at Airport \$32.50 Attend National DHB Chief Executives Meeting \$34.10 Attend National DHB Chief Executives Meeting \$40.00 Travel Nelson to Christchurch \$41.60 Travel Nelson to Christchurch \$37.70 Attend interviews for recruitment of Director Procurement and Supply Chain role \$87.40 Attend interviews for recruitment of Director Procurement and Supply Chain role \$32.50 Travel Christchurch to Nelson \$44.30 Travel to Nga Hau E Wha National Marae \$32.50 Attend National DHB Chief Executives Meeting \$46.60 Travel Nelson to Christchurch \$45.30 Travel Nelson to Christchurch \$45.30 Travel Nelson to Christchurch \$44.30 Travel Nelson to Christchurch \$44.30 Travel Nelson to Christchurch \$45.30 Travel Nelson to Christchurch \$45.30 Travel Nelson to Christchurch \$44.30 Travel Nelson to Christchurch \$44.30 Travel Nelson to Christchurch \$45.30 Travel Nelson to Christchurch	\$40.20 Attend National DHB Chief Executives and Chairs Meeting \$26.00 Travel to Hillmorton Hospital for Minister visit \$32.50 Travel from Christchurch to Nelson \$31.10 Travel to Charity Hospital for meeting \$31.10 Travel to Charity Hospital for meeting \$32.50 Travel from Christchurch to Nelson \$32.50 Travel from Christchurch to Nelson \$32.50 Travel from Christchurch to Nelson \$32.50 Attend National DHB Chief Executives Meeting \$32.50 Attend National DHB Chief Executives Meeting \$34.10 Attend National DHB Chief Executives Meeting \$34.10 Attend National DHB Chief Executives Meeting \$34.10 Attend National DHB Chief Executives Meeting \$37.70 Attend interviews for recruitment of Director Procurement and Supply Chain role \$37.70 Attend interviews for recruitment of Director Procurement and Supply Chain role \$32.50 Travel Christchurch to Nelson \$32.50 Attend National DHB Chief Executives Meeting \$32.50 Travel Nelson to Christchurch \$46.60 Travel Nelson to Christchurch \$34.5.30 Travel Nelson to Christchurch \$34.5.40 Travel Nelson to Christchurch \$34.5.30 Travel Nelson to Chri

#### Notes

Total travel expenses

\$17,084.83

\*\*\* 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).

CE Expense Disclosure Workbook 2018 Worksheet - Travel

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

<sup>\*\*</sup> Note that GST may not apply to overseas purchases.

		Chief Executive Expense Disclo	sure					
Organisation Name	Canterbury DHB							
Chief Executive	Peter Bramle	eter Bramley						
isclosure period start	1 July 2021	July 2021						
Disclosure period end	30 June 2022	•						
SST on costs	Figures include	de GST (where applicable)						
		ls on this worksheet checked and confirmed						
gency totals check	Data and tota	is off this worksheet checked and committed						
		Hospitality Offered to Third Parties*						
	All hospitality expe	enses provided by the chief executive in the context of his/her job to anyone exte	rnal to the Public Service or statutory Crown entities	S.				
ate(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)				
15 June 20	\$1,400.00	Leaving gifts for Canterbury DHB Board and Committee members	Gifts for 23 people	Christchurch				
19 June 20 20 June 20		Final dinner for South Island Chairs and Chief Executives Final dinner for South Island Chief Executives	Dinner for 8 people Dinner for 4 people	Christchurch Christchurch				
20 Julie 20	JZZ \$201.50	Final diffier for South Island Chief Executives	Diffier for 4 people	Christenuren				
otal hospitality expenses	\$1,995.50	Check - there are no hidden rows with data						
otes								
	nisations external to	the public service or statutory Crown entities.						
Any non-standard date format or date	outside 1 July - 30	June will raise an alert. Check entry and select 'Yes' to accept/continue.						
ert additional rows as needed: right o	click on a row number	er (left of screen) and select Insert - this will insert a row above selected row.						
al cost will appear automatically once	e vou put informatio	n in rows above.						

CE Expense Disclosure Workbook 2018

Worksheet - Hospitality

	Chief Executive Expense Disclosure	9	
Organisation Name	Canterbury DHB		
Chief Executive	Peter Bramley		
Disclosure period start	1 July 2021		
Disclosure period end	30 June 2022		
GST on costs	Figures include GST (where applicable)		
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, hos Include e.g. phone and data costs, subscriptions, membership fees, conference fees, professional de	, , ,	
Pate(s)*	Cost in NZ\$ Purpose of expense (e.g. subscription part of employment agreement, development as agreed with SSC)	Type of expense (e.g. phone and data costs, membership fees)	Location(s)
1 July 202		Phone and data costs	Christchurch
1 August 202	1 \$22.00 Monthly Vodafone charge	Phone and data costs	Christchurch
1 September 202	1 \$22.00 Monthly Vodafone charge	Phone and data costs	Christchurch
1 October 202		Phone and data costs	Christchurch
1 November 202	+=====================================	Phone and data costs	Christchurch
1 December 202		Phone and data costs	Christchurch
1 January 202	2 \$22.00 Monthly Vodafone charge	Phone and data costs	Christchurch
1 February 202		Phone and data costs	Christchurch
1 March 202		Phone and data costs	Christchurch
1 April 202		Phone and data costs	Christchurch
1 May 202		Phone and data costs	Christchurch
1 June 202	2 \$22.00 Monthly Vodafone charge	Phone and data costs	Christchurch
otal other expenses	\$264.00 Check - there are no hidden rows with data		
otes			
	utside 1 July - 30 June will raise an alert. Check entry and select 'Yes' to accept/continue.		
	ck on a row number (left of screen) and select Insert - this will insert a row above selected row.		
otal cost will appear automatically once			
ark clearly if there is no information to d	isclose - provide a note to this effect in the 'Date' column (column A).		

CE Expense Disclosure Workbook 2018

Worksheet - All other expenses

Chief Executive Gifts and Benefits Disclosure								
Organisation Name	Canterbury DHB							
Chief Executive	Peter Bramley							
Disclosure period start	1 July 2021							
Disclosure period end	30 June 2022							
GST on values								
Agency totals check	Data and totals on this worksheet checked and co	nfirmed						
	Gi	fts and Benefits over	\$50 annual value					
II.	nclude all gifts, invitations to events and other hospitality, Include all gifts,		ne per year, offered to the chief ity whether accepted or declin		ion.			
Date(s)*	Description Was the gift accepted? Offered by (drop-down list in cell of the comments of the centre							
NO INFORMATION TO DISCLOSE								
Total count of gift/benefit entries:	Offered	0	Check - there are no hidden rows with data	Check - each entry prov	ides sufficient information			
	Accepted							
	Declined							
Notes	ide 4 labe 20 large will reign an elect Observe artered elect							
	side 1 July - 30 June will raise an alert. Check entry and select on a row number (left of screen) and select Insert - this will							
A one-off offer of something worth \$25 is no	ot included, but if the offer is made more than once a year, it	should be disclosed.						
	ns and events, event tickets, gifts from overseas counterparts	and commercial organisa	tions (including that accepted b	y immediate family members).				
Include gifts and benefits that are declined.	atically once you put information in rows above.							
	close - provide a note to this effect in the 'Date' column (colu	ımn A).						

CE Expense Disclosure Workbook 2018

Worksheet - Gifts and benefits