

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	Canterbury DHB
Chief Executive**	David Meates
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****	Chief Financial Officer and Board Chair

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	\$19,807.55	Figures include GST (where applicable)	Number offered	12
Hospitality	\$0.00	Figures include GST (where applicable)	Number accepted	7
Other expenses	\$513.56	Figures exclude GST	Number declined	5
International Travel	\$297.76	Figures include GST (where applicable)		
Domestic Travel	\$18,998.81	Figures include GST (where applicable)		
Local Travel	\$510.98	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 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	Canterbury DHB
Chief Executive	David Meates
Disclosure period start	1 July 2018
Disclosure period end	30 June 2019
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)
25 October 2018	\$140.00	Visa costs related to invitation to attend Abbott CEO Healthcare Excellence Forum in Shanghai (Abbott sponsored all travel costs) (two days) - The Abbott invitation was discussed with the CDHB Chair in advance of acceptance and approved by the CDHB Chair	Consulate-General of the People's Republic of China visa	China
28 October 2018	\$157.76	Day room hire pre return flight related to invitation to attend Abbott CEO Healthcare Excellence Forum in Shanghai (Abbott sponsored all travel costs) (two days) - The Abbott invitation was discussed with the CDHB Chair in advance of acceptance and approved by the CDHB Chair	Room hire for one day	Sydney
Subtotal - international travel		\$297.76	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)
5 July 2018	\$339.94	Attend Workshop with Ministry of Health to discuss development of 2018/19 annual plan	Airfare (return)	Wellington
5 July 2018	\$91.40	Attend Workshop with Ministry of Health to discuss development of 2018/19 annual plan	Taxi (return Airport to MoH)	Wellington
5 July 2018	\$49.00	Attend Workshop with Ministry of Health to discuss development of 2018/19 annual plan	Airport parking	Christchurch
16 July 2018	\$636.97	Attend meeting with Chair of Way Forward process	Airfare (return)	Wellington
16 July 2018	\$49.00	Attend meeting with Chair of Way Forward process	Airport parking	Christchurch
25 July 2018	\$597.84	Attend meeting with Director-General of Health and National Oracle System Executive Steering Committee	Airfare (return)	Wellington
25 July 2018	\$80.22	Attend meeting with Director-General of Health and National Oracle System Executive Steering Committee	Taxi (return Airport to MoH)	Wellington
25 July 2018	\$49.00	Attend meeting with Director-General of Health and National Oracle System Executive Steering Committee	Airport parking	Christchurch
8 August 2018	\$492.37	Attend meeting with National DHB Chief Executives and attend Medicines Parliamentary Dinner	Airfare (return)	Wellington
8 August 2018	\$70.60	Attend meeting with National DHB Chief Executives and attend Medicines Parliamentary Dinner	Taxi (return Airport to Hotel)	Wellington
8 August 2018	\$279.00	Meeting with National DHB Chief Executives and attending Medicines Parliamentary Dinner	Hotel (one night)	Wellington

8 August 2018	\$88.00	Attend meeting with National DHB Chief Executives and attend Medicines Parliamentary Dinner	Airport parking	Christchurch
10 September 2018	\$577.82	Attend meeting with Treasury and Ministry of Health re Investment Management Review for Facilities Projects	Airfare (return)	Wellington
10 September 2018	\$36.90	Attend meeting with Treasury and Ministry of Health re Investment Management Review for Facilities Projects	Taxi (Airport to MoH)	Wellington
10 September 2018	\$49.00	Attend meeting with Treasury and Ministry of Health re Investment Management Review for Facilities Projects	Airport parking	Christchurch
12 September 2018	\$449.51	Attend meeting with National DHB Chief Executives (2 days) and launch of The Federation of Primary Health Aotearoa New Zealand	Airfare (return)	Wellington
12 September 2018	\$242.10	Attend meeting with National DHB Chief Executives (2 days) and launch of The Federation of Primary Health Aotearoa New Zealand	Hotel (one night)	Wellington
12 September 2018	\$92.60	Attend meeting with National DHB Chief Executives (2 days) and launch of The Federation of Primary Health Aotearoa New Zealand	Taxis (return Airport to MoH)	Wellington
13 September 2018	\$88.00	Attend meeting with National DHB Chief Executives (2 days) and launch of The Federation of Primary Health Aotearoa New Zealand	Airport parking	Christchurch
4 October 2018	\$739.79	Attend meeting with Health System Performance Insights Governance Group	Airfare (return)	Wellington
4 October 2018	\$96.60	Attend meeting with Health System Performance Insights Governance Group	Taxi (return Airport to Front & Centre and MoH)	Wellington
4 October 2018	\$49.00	Attend meeting with Health System Performance Insights Governance Group	Airport parking	Christchurch
11 October 2018	\$613.31	Attend meeting with National DHB Chief Executives (one day)	Airfare (return)	Wellington
11 October 2018	\$91.80	Attend meeting with National DHB Chief Executives (one day)	Taxi (return Airport to Front & Centre and MoH)	Wellington
11 October 2018	\$49.00	Attend meeting with National DHB Chief Executives (one day)	Airport parking	Christchurch
29 October 2018	\$41.00	Invited to attend Abbott CEO Healthcare Excellence Forum in Shanghai (travel and accommodation paid by Abbott) (two days)	Taxi (return home to Airport)	Christchurch
5 November 2018	\$739.80	Attend meeting with Minister of Health	Airfare (return)	Wellington
5 November 2018	\$75.50	Attend meeting with Minister of Health	Taxi (return Airport to Parliament)	Wellington
5 November 2018	\$59.00	Attend meeting with Minister of Health	Airport parking	Christchurch
7 November 2018	\$201.10	Attend Workshop with National DHB Chief Executives (half day) and National DHB Chief Executives meeting (1 day)	Airfare (one way)	Wellington
7 November 2018	\$314.10	Attend Workshop with National DHB Chief Executives (half day) and National DHB Chief Executives meeting (1 day)	Hotel (one night)	Wellington
7 November 2018	\$56.40	Attend Workshop with National DHB Chief Executives (half day) and National DHB Chief Executives meeting (1 day)	Taxi (return Airport to Front & Centre)	Wellington
10 November 2018	\$137.00	Attend Workshop with National DHB Chief Executives (half day) and National DHB Chief Executives meeting (1 day)	Airport parking	Christchurch
21 November 2018	\$690.67	Attend Asia-Oceanian Conference of Physical & Rehabilitation Medicine Executive Dinner	Airfares (return)	Auckland
21 November 2018	\$245.00	Attend Asia-Oceanian Conference of Physical & Rehabilitation Medicine Executive Dinner	Hotel (one night)	Auckland
22 November 2018	\$72.00	Attend Asia-Oceanian Conference of Physical & Rehabilitation Medicine Executive Dinner	Taxi (Hotel to Airport)	Auckland
22 November 2018	\$59.00	Attend Asia-Oceanian Conference of Physical & Rehabilitation Medicine Executive Dinner	Airport parking	Christchurch
28 November 2018	\$591.47	Attend State Services Commission Workshop with DHB Chairs and Chief Executives (one day)	Airfare (return)	Wellington
28 November 2018	\$69.40	Attend State Services Commission Workshop with DHB Chairs and Chief Executives (one day)	Taxi (return Airport to Te Papa)	Wellington
28 November 2018	\$59.00	Attend State Services Commission Workshop with DHB Chairs and Chief Executives (one day)	Airport parking	Christchurch
4 December 2018	\$489.00	Attend Net Zero Emissions Workshop to join leaders panel as speaker	Airfare (return)	Wellington
4 December 2018	\$43.70	Attend Net Zero Emissions Workshop to join leaders panel as speaker	Taxi (Airport to Hotel)	Wellington
4 December 2018	\$359.00	Attend Net Zero Emissions Workshop to join leaders panel as speaker	Hotel (one night)	Wellington
5 December 2018	\$59.00	Attend Net Zero Emissions Workshop to join leaders panel as speaker	Airport parking	Christchurch
12 December 2018	\$380.00	Attend meeting with National DHB Chief Executives (one day)	Airfare (one way)	Wellington
12 December 2018	\$296.19	Attend meeting with National DHB Chairs and Chief Executives (one day)	Airfare (one way)	Wellington
12 December 2018	\$70.30	Attend meeting with National DHB Chairs and Chief Executives (one day)	Taxi (return Airport to Front & Centre)	Wellington
12 December 2018	\$59.00	Attend meeting with National DHB Chairs and Chief Executives (one day)	Airport parking	Christchurch

13 February 2019	\$489.54	Attend meeting with National DHB Chief Executives (2 days)	Airfare (return)	Wellington
13 February 2019	\$242.10	Attend meeting with National DHB Chief Executives (2 days)	Hotel (one night)	Wellington
13 February 2019	\$62.10	Attend meeting with National DHB Chief Executives (2 days)	Taxi (return Airport to Front & Centre)	Wellington
14 February 2019	\$108.00	Attend meeting with National DHB Chief Executives (2 days)	Airport parking	Christchurch
20 February 2019	\$435.19	Attend Health Select Committee hearing	Airfare (return)	Wellington
20 February 2019	\$87.50	Attend Health Select Committee hearing	Taxi (return Airport to Parliament)	Wellington
20 February 2019	\$59.00	Attend Health Select Committee hearing	Airport parking	Christchurch
4 March 2019	\$671.55	Attend discussion/decisions workshop re RDA MECA and next steps with bargaining team	Airfare (return)	Wellington
4 March 2019	\$62.00	Attend discussion/decisions workshop re RDA MECA and next steps with bargaining team	Taxi (return Airport to Front & Centre)	Wellington
4 March 2019	\$59.00	Attend discussion/decisions workshop re RDA MECA and next steps with bargaining team	Airport parking	Christchurch
14 March 2019	\$698.85	Attend meeting with National DHB Chief Executives (one day)	Airfare (return)	Wellington
14 March 2019	\$63.30	Attend meeting with National DHB Chief Executives (one day)	Taxi (return Airport to Front & Centre)	Wellington
14 March 2019	\$59.00	Attend meeting with National DHB Chief Executives (one day)	Airport parking	Christchurch
25 March 2019	\$298.45	Attend meeting with NZ Police re Christchurch mosque attack (one day)	Airfare (return)	Wellington
25 March 2019	\$59.00	Attend meeting with NZ Police re Christchurch mosque attack (one day)	Airport parking	Christchurch
10 April 2019	\$507.75	Attend meeting with Minister of Health, National DHB Chairs and Chief Executives meeting (two days) and meeting with Ministry of Health and Ernst Young	Airfare (return)	Wellington
10 April 2019	\$322.67	Attend meeting with Minister of Health, National DHB Chairs and Chief Executives meeting (two days) and meeting with Ministry of Health and Ernst Young	Hotel (one night)	Wellington
10 April 2019	\$89.50	Attend meeting with Minister of Health, National DHB Chairs and Chief Executives meeting (two days) and meeting with Ministry of Health and Ernst Young	Taxi (return Airport to Front & Centre and MoH)	Wellington
11 April 2019	\$108.00	Attend meeting with Minister of Health, National DHB Chairs and Chief Executives meeting (two days) and meeting with Ministry of Health and Ernst Young	Airport parking	Christchurch
8 May 2019	\$726.15	Attend meeting with National DHB Chief Executives (2 days)	Airfare (return)	Wellington
8 May 2019	\$229.51	Attend meeting with National DHB Chief Executives (2 days)	Hotel (one night)	Wellington
8 May 2019	\$29.30	Attend meeting with National DHB Chief Executives (2 days)	Taxi (Airport to Front & Centre)	Wellington
9 May 2019	\$108.00	Attend meeting with National DHB Chief Executives (2 days)	Airport parking	Christchurch
23 May 2019	\$471.35	Attend meeting with Ministry of Health regarding 2019/20 strategic conversation (one day)	Airfare (return)	Wellington
23 May 2019	\$49.30	Attend meeting with Ministry of Health regarding 2019/20 strategic conversation (one day)	Taxi (Airport to MoH)	Wellington
23 May 2019	\$59.00	Attend meeting with Ministry of Health regarding 2019/20 strategic conversation (one day)	Airport parking	Christchurch
21 June 2019	\$535.06	Attend Precision Driven Health Governance Board Meeting (one day)	Airfare (return)	Auckland
21 June 2019	\$59.00	Attend Precision Driven Health Governance Board Meeting (one day)	Airport parking	Christchurch
21 June 2019	\$166.00	Attend Precision Driven Health Governance Board Meeting (one day)	Taxi (Airport to meeting and return)	Auckland
25 June 2019	\$624.24	Attend meeting with Ministry of Health and Ernst Young re Operational Plan and Work Programme	Airfare (return)	Wellington
25 June 2019	\$235.00	Attend meeting with Ministry of Health and Ernst Young re Operational Plan and Work Programme	Hotel (one night)	Wellington
26 June 2019	\$59.00	Attend meeting with Ministry of Health and Ernst Young re Operational Plan and Work Programme	Airport parking	Christchurch
Subtotal - domestic travel		\$18,998.81	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)
3 July 2018	\$42.90	Meeting with Minister at Community & Public Health and return to Corporate Office	Taxi (return)	Christchurch
29 August 2018	\$51.50	Meeting with Canterbury DHB and Ministry of Health re Way Forward process at University of Canterbury	Taxi (return)	Christchurch
7 December 2018	\$34.90	CEO meeting with Mental Health staff at Hillmorton Hospital	Taxi (return)	Christchurch

11 December 2018	\$19.30	CEO Interview at Newstalk ZB	Taxi	Christchurch
17 December 2018	\$13.00	CEO meeting with Mental Health staff at Hillmorton Hospital	Taxi	Christchurch
1 February 2019	\$28.00	Attend Canterbury Clinical Network Strategic Planning at Design Lab	Taxi (return)	Christchurch
26 February 2019	\$28.00	Attend presentation at Design Lab	Taxi (return)	Christchurch
28 February 2019	\$13.00	Attend announcemnt from Prime Minister and Minister of Health for mental health at Hillmorton Hopsital	Taxi	Christchurch
3 April 2019	\$32.00	CEO Interview at Newstalk ZB	Taxi (return)	Christchurch
29 April 2019	\$9.00	Attend HealthOne Fusion Leadership meeting at Pegasus Health	Taxi	Christchurch
15 May 2019	\$14.00	Attend Mana Ake event at Design Lab	Taxi	Christchurch
21 May 2019	\$18.00	Attend HealthOne Fusion Leadership meeting at Pegasus Health	Taxi (return)	Christchurch
6 June 2019	\$34.10	Attend meeting with Chair of QFARC re Christchurch Hospital Master Programme	Taxi (return)	Christchurch
30 June 2019	\$173.28	Own car used on DHB business July 2018 to June 2019 (IRD rate)	Mileage reimbursement	Christchurch
Subtotal - local travel		\$510.98	Check - there are no hidden rows with data	Check - each entry provides sufficient information

Total travel expenses **\$19,807.55**

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	Canterbury DHB
Chief Executive	David Meates
Disclosure period start	1 July 2018
Disclosure period end	30 June 2019
GST on costs	Figures include GST (where applicable)
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)
NO INFORMATION TO DISCLOSE				

Total hospitality expenses	\$0.00	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	Canterbury DHB
Chief Executive	David Meates
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 (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 2018	\$65.71	Monthly Vodafone charge	Phone and data costs	Christchurch
1 August 2018	\$44.60	Monthly Vodafone charge	Phone and data costs	Christchurch
1 September 2018	\$52.24	Monthly Vodafone charge	Phone and data costs	Christchurch
1 October 2018	\$64.52	Monthly Vodafone charge	Phone and data costs	Christchurch
1 November 2018	\$63.90	Monthly Vodafone charge	Phone and data costs	Christchurch
1 December 2018	\$37.00	Monthly Vodafone charge	Phone and data costs	Christchurch
1 January 2019	\$22.44	Monthly Vodafone charge	Phone and data costs	Christchurch
1 February 2019	\$23.05	Monthly Vodafone charge	Phone and data costs	Christchurch
1 March 2019	\$23.76	Monthly Vodafone charge	Phone and data costs	Christchurch
1 April 2019	\$22.00	Monthly Vodafone charge	Phone and data costs	Christchurch
1 May 2019	\$72.00	Monthly Vodafone charge	Phone and data costs	Christchurch
1 June 2019	\$22.34	Monthly Vodafone charge	Phone and data costs	Christchurch

Total other expenses	\$513.56	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	Canterbury DHB
Chief Executive	David Meates
Disclosure period start	1 July 2018
Disclosure period end	30 June 2019
GST on values	Figures include GST (where applicable)
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?)
2 August 2018	Invitation to attend annual client function	Accepted	Ernst & Young	Under \$100	
8 August 2018	Invitation to attend Parliamentary Dinner with Medicines NZ	Accepted	Minister of Health	\$100 - \$500	
11 August 2018	Invitation to attend Maia Health Foundation Feast	Accepted	Maia Health Foundation	\$100 - \$500	
7 September 2018	Attend Pegasus 25 Year Celebration Awards Presentation	Accepted	Pegasus Health (Charitable) Ltd	\$100 - \$500	
19 September 2018	Invitation to attend Champion Canterbury Business Awards	Accepted	Rata Foundation	\$100 - \$500	
12 November 2018	Invitation to attend dinner with Dr Doug Eby, Vice-President of Medical Services, Southcentral Foundation, Alaska	Accepted	Pasifika Medical Association	Under \$100	
28 November 2018	Invitation to attend Jesus Christ Superstar musical	Declined	Deloitte	\$100 - \$500	
30 March 2019	Invitation to be guest at Manly Sea Eagles v Warriors game	Declined	Downer NZ	\$100 - \$500	
3 April 2019	Invitation to attend We Will Rock You musical	Declined	Deloitte	\$100 - \$500	
6 April 2019	Invitation to Crusaders v Brumbies match with other city leaders and representatives from emergency services following 15 March event	Accepted	CEO and Board of Crusaders	\$100 - \$500	
5 June 2019	Invitation to dinner with Siemens Healthineers (CEO Exchange Evening)	Declined	Siemens Healthcare Ltd	\$100 - \$500	
12 June 2019	Invitation to Christchurch Business Leaders' Dinner	Declined	BNZ Board and CEO	\$100 - \$500	

Total count of gift/benefit entries:	Offered	12	Check - there are no hidden rows with data	Check - each entry provides sufficient information
	Accepted	7		
	Declined	5		

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).				