

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

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

**Purpose**

The purpose of regular public disclosure of Chief Executive's (CE) expenses is to provide transparency and accountability for discretionary expenditure by CEs of Public Service departments and statutory Crown entities. The disclosures help CEs to demonstrate the values and behaviours expected of all public servants. They make transparent the standards of probity expected of the CEs and ensure their expenses are open to public scrutiny. This assists public understanding of, and confidence in, the purpose and appropriateness of expenditure.

**What is covered?**

All expenses for items experienced or used by CEs in performing their role are required to be disclosed, whether paid by credit card or invoiced. This includes expenses for more personal undertakings, such as professional development expenditure, in addition to outgoings for the likes of travel and entertainment. CE expenses are not generally regarded as personal or commercially sensitive. Refer to the Ombudsman Guide to Chief Executive Expenses for guidance. Business or corporate expenses for the organisation that are met from the CE's budget or paid by his /her credit card are excluded. Expense disclosures cover the full period of the report, and are completed by each CE, including Acting CEs.

**How does it work?**

CEs disclose the expenses, gifts & hospitality they have expended or been offered using this SSC Excel workbook. The completed Excel workbooks are posted on agency websites and linked to [www.data.govt.nz](http://www.data.govt.nz). See <https://www.data.govt.nz/toolkit/how-do-i-add-or-update-our-chief-executive-expenses/> Questions can be directed to [ceexpenses@ssc.govt.nz](mailto:ceexpenses@ssc.govt.nz). For help with publishing contact [info@data.govt.nz](mailto:info@data.govt.nz).

**When and how often are disclosures made?**

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

**Disclosed Information**

**This workbook includes a tab for each of the following categories**

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

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

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

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

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

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

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

**How to present information**

Provide information using this SSC Excel workbook.

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

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

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

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

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

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

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

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

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

If you have any questions, contact the team at [ceexpenses@ssc.govt.nz](mailto:ceexpenses@ssc.govt.nz)

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

## Chief Executive Expense Disclosure

<b>Organisation Name</b>	Takeovers Panel
<b>Chief Executive</b>	Andrew Hudson
<b>Disclosure period</b>	27 October 2017 to 30 June 2018

### International, domestic and local travel expenses

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

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

Date(s)	Cost (NZ\$) (exc GST)***	Purpose of trip (eg attending XYZ conference for 3 days)****	Nature (eg hotel, airfares, taxis, meals & for how many people, other costs)
11/6/18-12/6/18	6,957.03	Attending Takeovers Conference in Stockholm for 2 days	Return airfares (one person)
	1,377.09		Accommodation
	54.20		Taxi transfer between home and Wellington airport
	87.37		Taxi transfer between airport and conference
	36.63		Taxi transfer between hotel and conference
	67.21		Meal
	95.23		Taxi transfer between conference and hotel
	25.51		Taxi transfer between hotel and conference
	38.61		Taxi transfer between conference and hotel
	5.11		water

	94.07		Taxi transfer between hotel and airport
<b>Sub total</b>	<b>\$8,838.06</b>		
<b>Domestic Travel (within NZ, including travel to and from local airport)</b>			
<b>Date(s)</b>	<b>Cost (\$) (exc GST)**</b>	<b>Purpose (eg visiting district office for two days...) ****</b>	<b>Nature (eg hotel, airfare, meals &amp; for how many people, other costs)</b>
20/02/2018	497.13	Panel meeting and stakeholder engagement in Auckland	Return airfares (one person)
	322.54		Accommodation
	35.74		Taxi transfer between Wellington CBD and airport
	30.26		Taxi transfer between Wellington airport and CBD
	69.74		Taxi transfer between Auckland airport and accommodation
	70.09		Taxi transfer between Auckland CBD and airport
	19.04		Meal
	12.17		Meal
	9.57		Meal
	23.48		Meal
	3.04		coffee
27/03/2018	537.65	Meetings with stakeholders in Auckland	Return airfares (one person)
	221.43		Accommodation
	50.00		Taxi transfer between Wellington airport and home
	44.26		Taxi transfer between home and Wellington airport
	13.74		Taxi transfer between feedback meetings in Auckland
	82.09		Taxi transfer between Auckland airport and CBD

	89.04		Taxi transfer between Auckland CBD and airport
	24.26		Meal
	52.18		Meal
6/04/2018	507.22	Meet the Minister in Auckland	Return airfares (one person)
	60.87		Taxi transfer between Wellington airport and home
	46.96		Taxi transfer between home and Wellington airport
	80.70		Taxi transfer between Auckland airport and CBD
	85.57		Taxi transfer between Auckland CBD and airport
	7.39		Coffee
24/04/2018	347.22	Panel meeting in Auckland	Return airfares (one person)
	233.17		Accommodation
	75.65		Taxi transfer between Auckland airport and accommodation
	47.39		Taxi transfer between home and Wellington airport
	88.70		Taxi transfer between Auckland CBD and airport
	64.87		Taxi transfer between Wellington airport and home
	12.17		Meal
	6.87		Coffee
26/06/2018	93.65	Panel meeting in Auckland	Return airfares (one person)
	163.52		Accommodation
	37.00		Taxi transfer between work and airport
	113.60		Taxi transfer between Auckland airport and accommodation
	53.80		Taxi transfer between Wellington airport and home

	13.50		Meal
<b>Sub total</b>	<b>\$4,347.27</b>		
<b>Local Travel (within City, excluding travel to airport)</b>			
<b>Date</b>	<b>Cost (\$) (exc GST / inc GST)***</b>	<b>Purpose (eg meeting with Minister) ****</b>	<b>Nature (eg taxi, parking, bus)</b>
13/03/2018	15.74	Presentation given to NZX	taxi
<b>Sub total</b>	<b>\$15.74</b>		
<b>Total travel expenses \$13,201.07</b>			
<b>Notes</b>			
* Headings on following tabs will pre populate with what you enter on this tab			
** Group expenditure relating to each overseas trip			
*** Delete what's inapplicable. Be consistent - all GST exclusive or all GST inclusive			
**** Please include sufficient information to explain the trip and its costs including destination and duration.			
Sub totals and totals will appear automatically once you put information in rows above.			
Mark clearly if there is no information to disclose.			

## Chief Executive Expense Disclosure

<b>Organisation Name</b>	Takeovers Panel
<b>Chief Executive</b>	Andrew Hudson
<b>Disclosure period</b>	27 October 2017 to 30 June 2018

### Hospitality

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

#### Hospitality Offered to Third Parties

Date	Cost (\$) (exc GST / inc GST)**	Purpose (eg, hosting delegation from China)	Nature (what and for how many eg dinner for 5)	Reason (eg building relationships, team building)	Location/s
	Nothing to report				

<b>Total expenses</b>	<b>\$0.00</b>
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<b>Notes</b>	
Third parties include people and organisations external to the public service or statutory Crown entities.	
* Headings on this tab will be pre populated with what you enter on the Travel tab	
** Delete what's inapplicable. Be consistent - all GST exclusive or all GST inclusive	
Total cost will appear automatically once you put information in rows above.	
Mark clearly if there is no information to disclose.	

## Chief Executive Expense Disclosure

<b>Organisation Name</b>	Takeovers Panel
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### Gifts and Benefits over \$50 annual value\*\*

*All gifts, invitations to events and other hospitality, of \$50 or more in total value per year, offered to the CE by people external to the organisation*

#### Gifts and hospitality

Date	Description ** (e.g. event tickets, etc)	Offered by (who made the offer?)	Estimated value (NZ\$) (exc GST / inc GST)***	Comments
	Nothing to report			

<b>Total gifts &amp; benefits</b>	<b>No. of items =</b>	<b>\$0.00</b>
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<b>Notes</b>				
* Headings on this tab will be pre populated with what you enter on the Travel tab				
** All gifts, invitations to events and other hospitality, of \$50 or more in total value per year, offered to the CE by people external to the organisation				
A one-off offer of something worth \$25 is not included, but if the offer is made more than once a year, it should be disclosed.				
Include items such as invitations to functions and events, event tickets, gifts from overseas counterparts and commercial organisations (including that accepted by immediate family members).				
*** Mark clearly if cost include GST or not. Be consistent - all GST exclusive or all GST inclusive				
Estimated total value will appear automatically once you put information in rows above.				
Mark clearly if there is no information to disclose.				

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### All Other Expenses\*\*

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

### All Other Expenses

Date	Cost (\$)**** (exc GST)	Nature ***	Comment / explanation ***	Location
3/07/2017	281.16	Membership fees	Institute of Directors	Wellington
Annual	3,466.67	Carpark		Wellington
16/04/2018	39.13	Professional development	Institute of Directors	Wellington
Annual	417.28	Cell phone and data charges	Cell phone and data charges	Wellington
Annual	858.00	Membership fees	New Zealand Law Society	Wellington

<b>Total other expenses</b>	<b>\$5,062.24</b>
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<b>Notes</b>	
* Headings on this tab will be pre populated with what you enter on the Travel tab	
** Include eg phone and data costs, subscriptions, membership fees, conference fees, professional development costs, books and anything else	
*** Delete what's inapplicable. Be consistent - all GST exclusive or all GST inclusive	
*** e.g. subscription part of employment agreement, development as agreed with SSC	
Total cost will appear automatically once you put information in rows above.	
Mark clearly if there is no information to disclose.	