Secretary and Chief Executive Expense Disclosures: A Guide for Agency Staff

The following is a summary from "Public Service Secretaries and Chief Executive Expense Disclosures: A Guide for Agency Staff" 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 secretaries and/or chief executive's expenses is to provide transparency and accountability for discretionary expenditure by Public Service agencies and statutory Crown entities. Publishing clear and detailed disclosures is integral to building and maintaining the public's trust and confidence in the Public service.

What is covered?

All expenses for items offered, accepted or declined by secretaries or chief executives 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.

Secretary and chief executive 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 secretaries or chief executive's budget or paid by their credit card are excluded.

Expense disclosures cover the full period of the report, and are completed by each secretary or chief executive, including in Acting roles - Complete a separate workbook for each.

How does it work?

Secretaries or chief executives disclose the expenses, gifts & hospitality they have expended or been offered using this Excel workbook.

Secretaries or chief executives formally approve completed Excel workbooks and an appropriate person reviews them (see guidance).

They are 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/

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 secretaries or chief executives 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 secretary or chief executive to people external to Public Service agenices and statutory Crown entities.

All other expenses

All other expenses incurred by the secretary or chief executive 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, offered, accepted or declined by the secretary or chief executive from people external to Public Service agencies and statutory Crown entities are disclosed. A brief explanation of what the secretary or chief executive did with the gifts and benefits is supplied, which includes whether the offer was declined.

CE Expense Disclosure Workbook 2018
Worksheet - Guidance

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 such as a cultural gift).

How to present information

Provide information using this Excel workbook: https://www.publicservice.govt.nz/resources/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, secretary or chief executive 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 secretary or chief executive, including those in Acting roles.

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.

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Further assistance

The above is a summary from "Secretary or Chief Executive Expense Disclosures: A Guide for Agency Staff": https://www.publicservice.govt.nz/assets/Legacy/resources/Chief-Executive-Expense-Disclosure-Guide.pdf Please read that in full first.

If you have any questions please contact ceexpenses@publicservice.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 the Commissions Excel workbook - Click Here

Secretary or Chief Executive Expenses, Gifts and Benefits Disclosure - summary & sign-off*			
Organisation Name*	Children and Young People's Commission		
Secretary or Chief Executive**	Judge Frances Eivers		
Disclosure period start***	1 July 2023		
Disclosure period end***	31 October 2023		
Agency totals check	Data and totals checked on all sheets		
Secretary or Chief Executive approval****	This disclosure has been approved by the Departmental Secretary or Chief Executive		
Other sign-off****	Corporate Services Manager		

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.

Cost in NZ\$	GST inc / exc	Gifts and benefits	Count
\$34,783.95	Figures include GST (where applicable)	Number offered	0
\$0.00	Figures include GST (where applicable)	Number accepted	0
\$8,827.46	Figures include GST (where applicable)	Number declined	0
\$18,192.10	Figures include GST (where applicable)		
\$15,206.20	Figures include GST (where applicable)		
\$1,385.65	Figures include GST (where applicable)		
ed		a Paged Chair Chief Financial Off	in an Audit and Diak C
	\$34,783.95 \$0.00 \$8,827.46 \$18,192.10 \$15,206.20 \$1,385.65	\$34,783.95 Figures include GST (where applicable) \$0.00 Figures include GST (where applicable) \$8,827.46 Figures include GST (where applicable) \$18,192.10 Figures include GST (where applicable) \$15,206.20 Figures include GST (where applicable) \$1,385.65 Figures include GST (where applicable)	\$34,783.95 Figures include GST (where applicable) \$0.00 Figures include GST (where applicable) \$8,827.46 Figures include GST (where applicable) \$18,192.10 Figures include GST (where applicable) \$15,206.20 Figures include GST (where applicable) \$1,385.65 Figures include GST (where applicable) what you enter on this tab partmental secretary or Chief Executive

CE Expense Disclosure Workbook 2018

	Public Service Secretary or Chief Executive Expense Disclosure					
Organisation Name	Children and Young People's Commission					
Public Service Secretary or Chief Executive	Judge Frances Eivers					
Disclosure period start	1 July 2023					
Disclosure period end	31 October 2023					
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 Public Service secretary or chief executive during international, domestic and local travel. Group expenses relating to each trip.

e(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)
16 July 20	23 \$103.8	3 Attending Geneva UN conference	Meals for Judge Eivers and Lania Paul	Geneva, Switzerlan
17 July 20		9 Attending Geneva UN conference	Meals for Judge Eivers and Lania Paul	Geneva, Switzerlan
18 July 20	23 \$90.6	6 Attending Geneva UN conference	Meals for Judge Eivers and Lania Paul	Geneva, Switzerlan
18 July 20	23 \$87.2	8 Attending Geneva UN conference	Meal hosted by Ministry of Justice	Geneva, Switzerlan
19 July 20	23 \$48.4	9 Attending Geneva UN conference	Meals for Judge Eivers and Lania Paul	Geneva, Switzerlan
19 July 20	23 \$40.3	4 Attending Geneva UN conference	Meals for Judge Eivers and Lania Paul	Geneva, Switzerlan
19 July 20	23 \$38.1	4 Attending Geneva UN conference	Uber from hotel to State delegation dinner	Geneva, Switzerlan
19 July 20	23 \$153.1	6 Attending Geneva UN conference	Dinner for two people	Geneva, Switzerlan
20 July 20	23 \$21.0	5 Attending Geneva UN conference	Meals for Judge Eivers and Lania Paul	Geneva, Switzerlan
20 July 20	23 \$25.6	5 Attending Geneva UN conference	Meals for Judge Eivers and Lania Paul	Geneva, Switzerlan
20 July 20	23 \$30.5	2 Attending Geneva UN conference	Uber transport for 2 people	Geneva, Switzerlan
23 July 20	23 \$3,191.7	8 Attending Geneva UN conference	Accommodation Novotel Geneva x 2 pax	Geneva, Switzerlan
31 July 20	23 \$13,649.0	0 Attending Geneva UN conference	Airfares Auckland Geneva return x 2 pax	Geneva, Switzerlan
31 July 20	23 \$349.0	Bon Voyage Travel Insurance - June Invoice - July Flights	Travel Insurance	Wellington
4 August 20	23 \$200.0	0 ANZOG Conference in Darwin	Bon Voyage Cruises and Travel fees x 2 pax	Darwin, Australia
4 August 20	23 \$126.0	0 ANZOG Conference in Darwin	Travel Insurance x 2pax	Darwin, Australia
4 August 20	23 \$3,482.0	0 ANZOG Conference in Darwin	Airfares x 2 pax ANZOG conference	Darwin, Australia
8 August 20	23 (\$3,808.0	ANZOG Conference in Darwin - Reimbursement	Reimbursement of travel to Darwin conference	Darwin, Australia
4 September 20	23 \$49.8	9 Home to airport for SNAICC conference Darwin	Uber	Auckland
5 September 20	23 \$15.2	5 Darwin airport to Casuarina	Taxi	Darwin, Australia
8 September 20	23 \$31.9	2 Hotel to Darwin airport	Taxi	Darwin, Australia
25 September 20	23 \$163.2	Aotearoa New Zealand Association of Social Workers - ANZASW Social Wo Conference - Flight changes	rk airfares	Darwin, Australia

CE Expense Disclosure Workbook 2018

Worksheet - Travel

ate(s)*		st in NZ\$ Purpose of travel	Type of expense	Location(s)
ate(s)"	Co	(e.g. visiting district office for two days)***	(e.g. hotel, airfares, taxis, meals & for how many people)	Location(s)
	2 July 2023	\$44.67 Auckland airport to home	Uber	Auckland
	2 July 2023	\$24.41 Office to Wellington airport	Uber for 2 people	Wellington
	3 July 2023	\$193.04 Wellington accommodation	Hotel	Wellington
	3 July 2023	\$100.00 Wellington accommodation 2 nights	Private accommodation	Wellington
	3 July 2023	\$101.53 Wellington airport to accommodation	Taxi	Wellington
	4 July 2023	\$51.29 Home to Auckland airport	Uber	Auckland
	4 July 2023	\$26.14 Wellington airport to Wharewaka	Uber for 2 people	Wellington
	6 July 2023	\$28.88 Office to Wellington airport	Uber for 2 people	Wellington
	6 July 2023	\$47.54 Auckland airport to home	Uber	Auckland
	9 July 2023	\$100.00 Wellington accommodation 2 nights	Private accommodation	Wellington
	10 July 2023	\$47.89 Wellington airport to accommodation	Uber	Wellington
	13 July 2023	\$50.12 Home to Auckland airport	Uber	Auckland
	13 July 2023	\$30.86 Wellington airport to office	Uber for 2 people	Wellington
	13 July 2023	\$51.35 Office to Wellington airport	Uber for 2 people	Wellington
	14 July 2023	\$42.79 Auckland airport to home	Uber	Auckland
	25 July 2023	\$150.00 Wellington accommodation 3 nights	Private accommodation	Wellington
	26 July 2023	\$39.64 Auckland airport to home	Uber	Auckland
	27 July 2023	\$97.55 Wellington airport to accommodation	Uber	Wellington
	29 July 2023	\$25.97 Office to Wellington airport	Uber	Wellington
	30 July 2023	\$100.00 Wellington accommodation 2 nights	Private accommodation	Wellington
	31 July 2023	\$39.19 Lania Paul office to airport	Uber	Wellington
	31 July 2023	\$1 282 80 Air NZ Domestic Travel from AKL to WLG and DLID return for engagements	Δirfares	AKL/WLG/DUD
	31 July 2023	\$2,734.96 WLG for engagements.	to Airfares	WLG/AKL/ROT
	1 August 2023	\$61.39 Wellington airport to accommodation	Uber	Wellington
	4 August 2023	\$39.45 Office to Wellington airport	Uber	Wellington
	4 August 2023	\$45.45 Auckland airport to home	Uber	Auckland
	8 August 2023	\$32.57 Wellington airport to office	Uber	Wellington
	8 August 2023	\$50.08 Auckland airport to home	Uber	Auckland
	9 August 2023	\$235.93 Accommodation Wellington 2 nights	Hotel	Wellington
1	11 August 2023	\$34.00 Office to Wellington airport	Uber	Wellington
1	18 August 2023	\$25.48 Office to Wellington airport	Uber	Wellington
1	18 August 2023	\$47.25 Auckland airport to home	Uber	Auckland
2	21 August 2023	\$133.91 Dinner Charley Nobel - planning	Dinner for 2 people	Wellington
2	22 August 2023	\$41.54 Home to Auckland airport	Uber	Auckland
2	24 August 2023	\$21.64 Office to Wellington airport	Uber	Wellington
3	30 August 2023	\$44.80 Home to Auckland airport	Uber	Auckland
	30 August 2023	\$24.89 Wellington airport to office	Uber	Wellington
	31 August 2023	\$101.22 Flights - Commissioner 3813 - May Inv - Travel in August 2023	Airfares	WLG/AKL
1 S	eptember 2023	\$34.04 Pravda -breakfast meeting with Deputy Chairperson	Meal for 2 people	Wellington
	eptember 2023	\$29.12 Office to Wellington airport	Uber	Wellington
	eptember 2023	\$46.83 Auckland airport to home	Uber	Auckland
	eptember 2023	\$639.18 Partners on Booking BV - accommodation for Board meeting	Hotel	Wellington
	eptember 2023	\$49.72 Home to Auckland airport	Uber	Auckland
20 S	eptember 2023	\$21.72 Conference centre to Christchurch airport	Uber	Christchurch
	eptember 2023	\$29.62 Office to Wellington airport	Uber	Wellington
	eptember 2023	\$10.00 Cancelled Uber trip in Christchurch	Uber	Christchurch
	eptember 2023	\$25.76 Conference centre to Christchurch airport	Uber	Christchurch
	eptember 2023	\$25.79 Office to Wellington airport	Uber	Wellington
	eptember 2023	\$48.87 Auckland airport to home	Uber	Auckland
25 S	eptember 2023	\$141.96 Flight changes for ANZASW Conference in Christchurch	airfares	Christchurch

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Worksheet - Travel

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26 September 2023	\$49.71 Ho	ome to Auckland airport	Uber	Auckland
26 September 2023		ellington airport to office	Uber	Wellington
29 September 2023		fice to Wellington airport	Uber	Wellington
29 September 2023		uckland airport to home	Uber	Wellington
30 September 2023		ome to Kotahi te Whakaaro engagement	Uber	Auckland
30 September 2023		eturn home from Kotahi te Whakaaro engagement	Uber	Auckland
30 September 2023	\$45.15 Ke	nanges to flight booking September 11 - AKL to WLG	Airfares	AKL/WLG
30 September 2023	Ф40.09 СП	evel from Sent 11 11 AV AV AV C return 19 21 AV AV AV C return 25 29 AV AV AV C	Alliales	ARL/WLG
30 September 2023	\$1,363.65 retu	avel from Sept 11-14 AKL/WLG return, 18 - 21 AKL/WLG return, 25-28 AKL/WLG turn for office meetings and engagements	Airfares	AKL/WLG return
3 October 2023		ome to Auckland airport - tip	Uber tip (Refunded 27 October 2023)	Auckland
4 October 2023	\$65.78 We	ellington airport to accommodation	Uber	Wellington
6 October 2023		uckland airport to home	Uber	Auckland
11 October 2023	\$51.67 Ho	ome to Auckland airport	Uber	Auckland
11 October 2023	\$33.83 We	ellington airport to Office	Uber	Auckland
13 October 2023		fice to Wellington airport	Uber	Wellington
13 October 2023		uckland airport to home	Uber	Auckland
18 October 2023		mano - board meeting lunch	Meal for board memebers	Wellington
18 October 2023	\$49.05 Ho	ome to Auckland airport	Uber	Auckland
19 October 2023	\$700.00 Acc Se	commodation Wellington - 14 nights 1,2,7,8,14,15,16,21,22,29,30 Aug - 25,26,27	Private accommodation	Wellington
19 October 2023		ellington airport to office	Uber	Wellington
19 October 2023		eimbursement for accommodation for Maori Law Conference	Hotel accommodation reimbursement	Hamilton
19 October 2023		ome to Auckland airport	Uber	Auckland
19 October 2023		onte lo Adokiano amport otel Te Hunga Roia conference	Maori Law conference accommodation	Hamilton
20 October 2023		ickland airport to home	Uber	Auckland
			Uber	Auckland
23 October 2023		ome to Auckland airport		
24 October 2023		ellington airport to office	Uber	Wellington
23 October 2023		ome to Auckland airport	Uber	Auckland
26 October 2023		uckland airport to home	Uber	Auckland
27 October 2023		eimbursement for Uber tip	Uber tip	Auckland
29 October 2023		ome to Auckland airport	Uber	Auckland
30 October 2023		commodation Wellington - 10 nights 2,3,4,10,11,18,24,25,30,31 October	Private accommodation	Wellington
30 October 2023		fce to Accommodation on 30 October	Uber	Wellington
31 October 2023	\$34.86 We	ellesley Boutique Hotel meal with Chappie Te Kani	Meal for 2 people	Wellington
31 October 2023	\$663.13 Tra	avel in October 24-31 - AKL to WLG return for office meetings and engagements.	Airfares	AKL/WLG return
31 October 2023	\$668.17 Tra	avel in October 02-05 - AKL to WLG return for office meetings and engagements plus xi flight fees of \$116.40.	Airfares	AKL/WLG return
31 October 2023		ghts - Travel on 31 October 2023 - Farewell/Powhiri	Airfares	AKL/WLG return
31 October 2023		ome to Auckland airport - 31 October 2023 - Farewell	Uber	Auckland
31 October 2023		uckland Airport tot home - 31 October 2023 - Farewell	Uber	Auckland
total - domestic travel	\$15,206.20	Check - there are no hidden rows with data	Not all lines have an entry for "Cost in NZ\$	' and "Type of expense"

			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)
	4 July 2023	\$33.73	Office to accommodation	Uber	Wellington
	28 July 2023	\$37.93	Office to accommodation	Uber	Wellington
	29 July 2023	\$9.60	Office to Oaks Hotel for Board meeting	Uber	Wellington
	29 July 2023	\$11.50	Oaks Hotel Board meeting back to office	Uber	Wellington

		1	
2 August 2023	\$33.54 Office to accommodation	Uber	Wellington
2 August 2023	\$33.21 Accommodation to office	Uber	Wellington
9 August 2023	\$33.56 Office to accommodation	Uber	Wellington
10 August 2023	\$33.46 Office to accommodation	Uber	Wellington
18 August 2023	\$55.47 Office to accommodation	Uber	Wellington
19 August 2023	\$21.56 Home to Auckland office	Uber	Auckland
27 August 2023	\$457.78 Hertz rental vehicle picked up airport and returned downtown Auckland	Rental vehicle	Auckland
28 August 2023	\$21.96 Hertz car rental drop off - to home	Uber	Auckland
28 August 2023	\$9.80 Hotel to event function	Uber	Welllington
28 August 2023	\$16.81 Event function to hotel	Uber	Wellington
31 August 2023	\$35.81 Office to accommodation	Uber	Wellington
31 August 2023	\$180.29 TaxiCharge New Zealand Limited - Judge Francis Eivers - Commissioner	Taxi	Hamilton
26 September 2023	\$34.17 Office to accommodation	Uber	Wellington
27 September 2023	\$33.62 Office to accommodation	Uber	Wellington
30 September 2023	\$43.15 From engagement to Home	Uber	Auckland
12 October 2023	\$33.93 Office to accommodation	Uber	Wellington
18 October 2023	\$22.94 Home to Auckland office	Uber	Auckland
25 October 2023	\$33.62 Accommodation to office	Uber	Wellington
25 October 2023	\$40.25 Office to accommodation	Uber	Wellington
26 October 2023	\$30.03 Accommodation to office	Uber	Wellington
30 October 2023	\$33.99 Office to accommodation	Uber	Wellington
31 October 2023	\$53.94 Auckland airport to home	Uber	Auckland
		The state of the s	

	l expenses	\$34.783.95

Notes

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).

^{*} Any non-standard date format or date outside 1 July - 30 June 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.

Organisation Name Public Service Secretary or Chief Executive Expense Disclosure Children and Young People's Commission Public Service secretary or Chief Executive Disclosure period start Disclosure period end GST on costs Public Service Secretary or Chief Children and Young People's Commission Judge Frances Eivers 1 July 2023 31 October 2023 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 Public Service secretary or 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	Type of expense	Location(s)
		(e.g. subscription part of employment agreement, development as agreed with PSC)	(e.g. phone and data costs, membership fees)	
1 July 20		Rent car park	Parking	Wellington
6 July 20	23 \$26.0	Sharpie pens for Judge's farewell book	stationery	Wellington
7 July 20		Te Ara Life coaching	Executive coaching	Wellington
8 July 20		Apple Pty Ltd	Herald subscription	N/A
13 July 20		Le Cloche Central - Lunch with Deputy Chair of Board Dr Claire Achmad	Meal for two	Wellington
19 July 20		Apple Pty Ltd	iPhone storage	N/A
24 July 20		Rent car park	Parking	Wellington
7 August 20	23 \$24.99	Apple Pty Ltd	Herald subscription	N/A
8 August 20		Te Ara Life coaching	Executive coaching	Wellington
19 August 20		Apple Pty Ltd	iPhone storage	N/A
21 August 20		Te Hunga Roia conference	Maori Law conference	Hamilton
31 August 20		Iti Kopera governance training	Governance training	Wellington
1 September 20	23 \$476.67	7 Rent car park	Parking	Wellington
17 September 20	23 \$24.99	Apple Pty Ltd	Herald subscription	N/A
19 September 20		Apple Pty Ltd	iPhone storage	N/A
1 October 20	23 \$476.67	7 Rent car park	Parking	Wellington
13 October 20		Te Ara Life coaching	Executive coaching	Wellington
29 October 20	23 \$355.30	Factory Frames	Framing Commissioner certificates	Wellington

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Worksheet - All other expenses

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Total other expenses	\$8,827.46	Check - there are no hidden rows with data	Check - each entry provides sufficient info	ormation
Notes				
* Any non-standard date format or date	outside 1 July - 30 June will rais	e an alert. Check entry and select 'Yes' to accept/continue.		
Insert additional rows as needed: right c	lick on a row number (left of scr	een) and select Insert - this will insert a row above selected row.		
Total cost will appear automatically once				
Mark clearly if there is no information to	disclose - provide a note to this	effect in the 'Date' column (column A)		

CE Expense Disclosure Workbook 2018

Worksheet - All other expenses

		Public Service Secretary or Chief Executive E	xpense Disclosure	
Organisation Name	Children and	Young People's Commission		
ublic Service Secretary or Ch xecutive				
isclosure period start	1 July 2023			
Disclosure period end	31 October 2	023		
SST on costs	Figures include	de GST (where applicable)		
Agency totals check	Data and tota	ls on this worksheet checked and confirmed		
		Hospitality Offered to Third Parties*		
All hoo	nitality avnance pray	ded by the Public Service secretary or chief executive in the context of their job to	private external to the Public Service or statutory Crown anti-	Wood
All Hos	pitality expenses provi	·	· · · · · · · · · · · · · · · · · · ·	ies.
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)
otal hospitality expenses	\$0.00	Check - there are no hidden rows with data	Check - each entry provides suffi	
otes	nications outernal to t	an public convice or statutory Crown entities		
		ne public service or statutory Crown entities. une will raise an alert. Check entry and select 'Yes' to accept/continue.		
		(left of screen) and select Insert - this will insert a row above selected row.		
otal cost will appear automatically on				
ark clearly if there is no information to	o disclose - provide a	note to this effect in the 'Date' column (column A).		

CE Expense Disclosure Workbook 2018

Worksheet - Hospitality

Public Service Secretary or Chief Executive Gifts and Benefits Disclosure					
Organisation Name	Children and Young People's Commission				
Public Service Secretary or Chief Executive	Judge Frances Eivers				
Disclosure period start	1 July 2023				
Disclosure period end	31 October 2023				
GST on values					
Agency totals check	Data and totals on this worksheet checked and confirmed				
Ciffe and Denefite area 650 annual value					
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 Public Service secretary or chief executive by people external to the Public Service.					
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?)
Total count of gift/benefit entries:	Offered	0	Check - there are no hidder rows with data	Check - each entry provi	ides sufficient information
	Accepted				
	Declined				
Notes					
* Any non-standard date format or date outside 1 July - 30 June 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.	and orone, orone donote, gine from oronoods obdinerpar	Lo aa commorcial organise	and the transfer of the transf	s,saato idiniiy momboroj.	
	tically 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 A).					

CE Expense Disclosure Workbook 2018

Worksheet - Gifts and benefits