

## Chief Executive Expenses, Gifts and Benefits Disclosure - summary & sign-off\*

<b>Organisation Name</b>	New Zealand Security Intelligence Service
<b>Chief Executive**</b>	Rebecca Kitteridge
<b>Disclosure period start****</b>	1 July 2022
<b>Disclosure period end***</b>	12 February 2023
<b>Agency totals check</b>	Data and totals checked on all sheets
<b>Chief Executive approval****</b>	This disclosure has been approved by the Chief Executive
<b>Other sign-off****</b>	This disclosure has been approved by the 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	Cost in NZ\$	GST inc / exc	Gifts and benefits	Count
<b>Travel expenses</b>	<b>\$11,696.45</b>	Figures exclude GST	<b>Number offered</b>	<b>25</b>
<b>Hospitality</b>	<b>\$1,404.75</b>	Figures exclude GST	<b>Number accepted</b>	<b>14</b>
<b>Other expenses</b>	<b>\$3,146.77</b>	Figures exclude GST	<b>Number declined</b>	<b>11</b>
<b>International Travel</b>	<b>\$4,802.77</b>	Figures exclude GST		
<b>Domestic Travel</b>	<b>\$6,842.46</b>	Figures exclude GST		
<b>Local Travel</b>	<b>\$51.22</b>	Figures exclude GST		

<b>Notes</b>				
* 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	New Zealand Security Intelligence Service
Chief Executive	Rebecca Kitteridge
Disclosure period start	1 July 2022
Disclosure period end	12 February 2023
GST on costs	Figures exclude GST
Agency totals check	Data and totals on this worksheet checked and confirmed

### International, domestic and local travel expenses

*All expenses incurred by chief executive during international, domestic and local travel. Group expenses relating to each trip.*

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

Date(s)*	Cost in NZ\$**	Purpose of travel (e.g. attending XYZ conference for 3 days)***	Type of expense (e.g. hotel, airfares, taxis, meals & for how many people)	Location(s)
	\$1,803.51	Trip 1	Full Breakdown & Location are not disclosed	
	\$2,999.26	Trip 2	Full Breakdown & Location are not disclosed	
Subtotal - international travel		\$4,802.77	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)
	\$2,478.71	Trip 1	Full Breakdown & Location are not disclosed	
	\$265.48	Trip 2	Full Breakdown & Location are not disclosed	
	\$794.27	Trip 3	Full Breakdown & Location are not disclosed	
	\$925.91	Trip 4	Full Breakdown & Location are not disclosed	
	\$527.39	Trip 5	Full Breakdown & Location are not disclosed	
	\$622.59	Trip 6	Full Breakdown & Location are not disclosed	
	\$1,046.43	Trip 7	Full Breakdown & Location are not disclosed	
	\$181.68	Trip 8	Full Breakdown & Location are not disclosed	
Subtotal - domestic travel		\$6,842.46	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)
	\$13.48	Trip 1	Full Breakdown & Location are not disclosed	
	\$20.52	Trip 2	Full Breakdown & Location are not disclosed	
	\$17.22	Trip 3	Full Breakdown & Location are not disclosed	
Subtotal - local travel		\$51.22	Check - there are no hidden rows with data	Check - each entry provides sufficient information

<b>Total travel expenses</b>	<b>\$11,696.45</b>
------------------------------	--------------------

**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.

\*\* 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

<b>Organisation Name</b>	New Zealand Security Intelligence Service
<b>Chief Executive</b>	Rebecca Kitteridge
<b>Disclosure period start</b>	1 July 2022
<b>Disclosure period end</b>	12 February 2023
<b>GST on costs</b>	Figures exclude GST
<b>Agency totals check</b>	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)
	\$52.61	Full Breakdown & Location are not disclosed	Dinner with overseas academic	
	\$330.43	Full Breakdown & Location are not disclosed	Retirement Gift for international counterpart	
	\$437.49	Full Breakdown & Location are not disclosed	Dinner for international delegation	
	\$584.22	Full Breakdown & Location are not disclosed	Food for community meeting	
<b>Total hospitality expenses</b>	<b>\$1,404.75</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>	

**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 - 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.

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

<b>Organisation Name</b>	New Zealand Security Intelligence Service
<b>Chief Executive</b>	Rebecca Kitteridge
<b>Disclosure period start</b>	1 July 2022
<b>Disclosure period end</b>	12 February 2023
<b>GST on costs</b>	Figures exclude GST
<b>Agency totals check</b>	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)
Annual	\$1,200.00	Professional Development	Full Breakdown & Location are not disclosed	
Annual	\$442.44	Annual Rental Charges	Cell phone rental charges	
Annual	\$430.00	Yearly Subscription	The Economist	
Annual	\$346.94	Subscription	NZ Herald - Online	
Annual	\$727.39	Other Expenditure by CE that is not travel, hospitality or gifts	Full Breakdown & Location are not disclosed	
<b>Total other expenses</b>	<b>\$3,146.77</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>	

<b>Notes</b>				
* 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.				
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** New Zealand Security Intelligence Service  
**Chief Executive** Rebecca Kitteridge  
**Disclosure period start** 1 July 2022  
**Disclosure period end** 12 February 2023  
**GST on values** Figures exclude GST  
**Agency totals check** Data and totals on this worksheet checked and confirmed

### Gifts and Benefits over \$50 annual value

*Include all gifts, invitations to events and other hospitality, of \$50 or more in total value per year, offered to the chief executive by people external to the organisation.*

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?)
7 July 2022	246th Anniversary of the Independence of the United States of America	Declined	Ambassador of the United States of America	Estimate not possible	
25 July 2022	Parliamentary Celebration for Eid al-Adha	Accepted	Minister for Diversity, Inclusion and Ethnic Communities	Estimate not possible	
24 August 2022	Opening of Art in Embassies exhibition of contemporary Native American art	Declined	Ambassador of the United States of America	Estimate not possible	
25 August 2022	Dinner with Home Office Permanent Secretary	Accepted	The British High Commissioner	Estimate not possible	
14 September 2022	Reception with Kapuaia - Members only dining room, Beehive	Declined	Arihia Bennett, Chair, Kapuaia	Estimate not possible	
14 September 2022	Leaders Integrity Forum - Co-Governance: Getting it Right	Accepted	Transparency International NZ	Estimate not possible	
15 September 2022	Te Hapai Hapori   Spirit of Service Awards 2022	Accepted	Public Service Commissioner	Estimate not possible	
5 October 2022	PPTA Annual Conference - Dinner Invitation	Declined	PPTA	Estimate not possible	
12 October 2022	Celebrate 60 Years of the Ombudsman of Aotearoa	Accepted	The Hon Chris Hipkins - Minister for the Public Service	Estimate not possible	
13 October 2022	Farewell Celebration for Secretary for Pacific Peoples	Declined	Ministry for Pacific Peoples	Estimate not possible	
27 October 2022	Parliamentary Diwali Celebration	Declined	Minister for Diversity, Inclusion and Ethnic Communities	Estimate not possible	
4 November 2022	United States Marine Corps Ball	Declined	Ambassador of the United States of America	Estimate not possible	
10 November 2022	Attend the NZ Security Sector Professional Development programme dinner	Declined	Victoria University of Wellington	Estimate not possible	
11 November 2022	Reception on board HMNZS Te Mana	Accepted	Dame Annette King, High Commissioner for NZ	Estimate not possible	
23 November 2022	Day of German unity	Declined	The German Ambassador to New Zealand	Estimate not possible	
30 November 2022	Rule of Law in the Indo-Pacific Reception	Declined	Ambassador of the United States of America	Estimate not possible	
30 November 2022	End of year celebration for PS Chief Executives - Reserve Bank	Accepted	Public Service Commissioner	Estimate not possible	
8 December 2022	The Homewood Christmas Ball	Declined	British High Commission	Estimate not possible	
14 December 2022	Press Gallery Christmas party - Parliament	Accepted	Parliamentary Press Gallery	Estimate not possible	
	<i>GIFTS Received</i>				
19 September 2022	Whiskey Glasses x 2	Accepted	External Counterpart	Under \$100	Distributed to staff member
19 September 2022	Piece of Pounamu	Accepted	Conference Gift	Under \$100	
28 September 2022	Gift pack of cosmetics	Accepted	External Counterpart	\$100 - \$500	Distributed to staff
8 December 2022	Gift box of food	Accepted	External Counterpart	\$100 - \$500	Distributed to staff
9 February 2023	Leaving Gifts	Accepted		\$665.95	
9 February 2023	Leaving Function	Accepted		\$1,586.31	

<b>Total count of gift/benefit entries:</b>	<b>Offered</b>	<b>25</b>	<b>Check - there are no hidden rows with data</b>	<b>Not all lines have an entry for "Description", "Was the gift accepted?" and</b>
	<b>Accepted</b>	<b>14</b>		
	<b>Declined</b>	<b>11</b>		

**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.  
 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).