

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

Organisation Name	New Zealand Security Intelligence Service
Chief Executive**	Rebecca Kitteridge
Disclosure period start***	1 July 2020
Disclosure period end***	30 June 2021
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****	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
Travel expenses	\$11,430.55	Figures exclude GST		Number offered	29
Hospitality	\$174.79	Figures exclude GST		Number accepted	12
Other expenses	\$13,699.36	Figures exclude GST		Number declined	17
International Travel	\$1,796.59	Figures exclude GST			
Domestic Travel	\$9,547.09	Figures exclude GST			
Local Travel	\$86.87	Figures exclude GST			
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	New Zealand Security Intelligence Service			
Chief Executive	Rebecca Kitteridge			
Disclosure period start	1 July 2020			
Disclosure period end	30 June 2021			
GST on costs	Figures exclude GST			
Agency totals check	Data and totals on this worksheet checked and confirmed			
International, domestic and local travel expenses				
<i>All expenses incurred by chief executive during international, domestic and local travel. Group expenses relating to each trip.</i>				
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)
	\$1,796.59	Trip 1	Full Breakdown & Location are not disclosed	
Subtotal - international travel				
	\$1,796.59	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)
	\$336.53	Trip 1	Full Breakdown & Location are not disclosed	
	\$66.87	Trip 2	Full Breakdown & Location are not disclosed	
	\$544.44	Trip 3	Full Breakdown & Location are not disclosed	
	\$918.39	Trip 4	Full Breakdown & Location are not disclosed	
	\$791.14	Trip 5	Full Breakdown & Location are not disclosed	
	\$910.43	Trip 6	Full Breakdown & Location are not disclosed	
	\$1,016.27	Trip 7	Full Breakdown & Location are not disclosed	
	\$473.22	Trip 8	Full Breakdown & Location are not disclosed	
	\$577.91	Trip 9	Full Breakdown & Location are not disclosed	
	\$674.10	Trip 10	Full Breakdown & Location are not disclosed	
	\$905.22	Trip 11	Full Breakdown & Location are not disclosed	
	\$652.87	Trip 12	Full Breakdown & Location are not disclosed	
	\$831.56	Trip 13	Full Breakdown & Location are not disclosed	
	\$688.82	Trip 14	Full Breakdown & Location are not disclosed	
	\$259.32	Trip 15	Full Breakdown & Location are not disclosed	
Subtotal - domestic travel				
	\$9,547.09	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)
	\$20.43	Trip 1	Full Breakdown & Location are not disclosed	
	\$23.05	Trip 2	Full Breakdown & Location are not disclosed	
	\$17.48	Trip 3	Full Breakdown & Location are not disclosed	
	\$18.95	Trip 4	Full Breakdown & Location are not disclosed	
	\$6.96	Trip 5	Full Breakdown & Location are not disclosed	
Subtotal - local travel				
	\$86.87	Check - there are no hidden rows with data	Check - each entry provides sufficient information	
Total travel expenses				
	\$11,430.55			
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

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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, building relationships, team building)	Type of expense (what and for how many e.g. dinner for 5)	Location(s)
	\$174.79	Full Breakdown & Location are not disclosed		
Total hospitality expenses	\$174.79	Check - there are no hidden rows with data	Not all lines have an entry for "Cost in NZ\$" and "Type of expense"	
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

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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	\$11,850.00	Professional Development and Coaching	Full Breakdown & Location are not disclosed	
Annual	\$699.25	Annual Rental Charges	Cellphone rental charges	
Annual	\$439.00	Yearly Subscription	The Economist	
Annual	\$226.07	Subscription	NZ Herald - Online	
Annual	\$485.04	Other Expenditure by CE that is not travel, hospitality or gifts	Full Breakdown & Location are not disclosed	
Total other expenses	\$13,699.36	Check - there are no hidden rows with data	Check - each entry provides sufficient information	
Notes				
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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 2020
Disclosure period end 30 June 2021
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?)
Dec 20	Christmas Hamper	Accepted	Not disclosed		\$170.00 Distributed to Staff
Dec 20	Book "The Residents" by Lucy Revill	Accepted	Not disclosed		\$60.00 Kept by recipient
9 July 2020	New Zealand Security Sector Professional Development programme Dinner	Declined	Victoria University of Wellington	Estimate not possible	
21 July 2020	Farewell reception for High Commissioner to the UK	Accepted	Ministry of Foreign Affairs and Trade	Estimate not possible	
23 July 2020	Independence Day 2020	Declined	The US Ambassador	Estimate not possible	
29 July 2020	Farewell dinner for the High Commissioner to the UK	Accepted	The British High Commissioner	Estimate not possible	
6 August 2020	Lunch	Accepted	Unable to be disclosed	Estimate not possible	
10 September 2020	Te Wero: Partnership under pressure	Accepted	Transparency International New Zealand	Estimate not possible	
11 October 2020	All Blacks vs Wallabies	Declined	US Embassy	Estimate not possible	
18 October 2020	Second match of the Bledisloe Cup	Declined	The Australian High Commissioner	Estimate not possible	
3 November 2020	In conversation with Elizabeth Knox	Declined	Victoria University of Wellington	Estimate not possible	
3 November 2020	Dinner to discuss International Security	Declined	Unable to be disclosed	Estimate not possible	
5 November 2020	New Zealand Security Sector Professional Development programme Dinner	Declined	Victoria University of Wellington	Estimate not possible	
9 November 2020	Te Hapai Hapori Spirit of Service Awards 2020	Accepted	Public Service Commission	Estimate not possible	
25 November 2020	2020 Aspire Alumni Function	Accepted	Victoria University of Wellington	Estimate not possible	
2 December 2020	NZDF Wahine Toa	Declined	NZDF	Estimate not possible	
2 December 2020	Working together in the spirit of service	Accepted	Public Service Commission	Estimate not possible	
8 December 2020	Speakers Reception	Declined	Speaker of the New Zealand House of Representatives	Estimate not possible	
10 December 2020	Homewood Christmas Ball	Declined	Foreign, Commonwealth & Development Office	Estimate not possible	
26 February 2021	Reception to welcome the Australian Men's T20 Cricket Team to Wellington	Declined	The Australian High Commissioner	Estimate not possible	
8 March 2021	Wonder Women Cocktails to celebrate International Women's Day	Declined	The Australian High Commissioner	Estimate not possible	
11 March 2021	2020 Minister of Defence Awards of Excellence to Industry	Declined	NZDF	Estimate not possible	
7 April 2021	Join a discussion of the UK's Integrated Review	Accepted	Foreign, Commonwealth & Development Office	Estimate not possible	
13 April 2021	Dinner for Public Sector Chief Executives	Accepted	The Governor-General of New Zealand	Estimate not possible	
6 May 2021	2021 Taituara Gala Dinner	Declined	Taituara	Estimate not possible	
6 May 2021	Celebrate Ramadan 2021 Iftar Dinner Event	Declined	The Federation of Islamic Associations of New Zealand (inc)	Estimate not possible	
11 May 2021	2021 Europe Day reception	Declined	Minister of Climate Change	Estimate not possible	
13 May 2021	Dinner	Declined	Unable to be disclosed	Estimate not possible	
17 May 2021	Parliamentary celebration for Eid ul-Fitr	Accepted	Hon Priyanka Radhakrishnan	Estimate not possible	
Total count of gift/benefit entries	Offered	29	Check - there are no hidden rows with data	Check - each entry provides sufficient information	
	Accepted	12			
	Declined	17			
Notes	<p>* Any non-standard date format or date outside 1 July - 30 June will raise an alert. Check entry and select 'Yes' to accept/continue.</p> <p>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.</p> <p>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.</p> <p>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).</p> <p>Include gifts and benefits that are declined.</p> <p>Number of gifts/benefits will update automatically once you put information in rows above.</p> <p>Mark clearly if there is no information to disclose - provide a note to this effect in the 'Date' column (column A).</p>				