

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 2021
Disclosure period end***	30 June 2022
Agency totals check	Data and totals have not yet been checked and confirmed for any sheet
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	\$42,839.31	Figures exclude GST		Number offered	17
Hospitality	\$1,101.39	Figures exclude GST		Number accepted	6
Other expenses	\$2,782.71	Figures exclude GST		Number declined	11
International Travel	\$41,432.33	Figures exclude GST			
Domestic Travel	\$1,374.37	Figures exclude GST			
Local Travel	\$32.61	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 2021
Disclosure period end	30 June 2022
GST on costs	Figures exclude GST
Agency totals check	

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)
	\$21,801.72	Trip 1	Full Breakdown & Location are not disclosed	
	\$1,658.94	Trip 2	Full Breakdown & Location are not disclosed	
	\$17,971.67	Trip 3	Full Breakdown & Location are not disclosed	
Subtotal - International travel	\$41,432.33	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)
	\$353.43	Trip 1	Full Breakdown & Location are not disclosed	
	\$541.29	Trip 2	Full Breakdown & Location are not disclosed	
	\$479.65	Trip 3	Full Breakdown & Location are not disclosed	
Subtotal - domestic travel	\$1,374.37	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)
	\$32.61	Trip 1	Full Breakdown & Location are not disclosed	
Subtotal - local travel	\$32.61	Check - there are no hidden rows with data		Check - each entry provides sufficient information

Total travel expenses	\$42,839.31
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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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GST on costs	Figures exclude GST
Agency totals check	

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)
	\$1,101.39	Full Breakdown & Location are not disclosed		

Total hospitality expenses	\$1,101.39	Check - there are no hidden rows with data	Not all lines have an entry for "Cost in NZ\$" and "Type of expense"
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Notes

* Third parties include people and organisations external to the public service or statutory Crown entities.

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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 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	\$82.61	Professional Development and Coaching	Full Breakdown & Location are not disclosed	
Annual	\$984.78	Annual Rental Charges	Cellphone rental charges	
Annual	\$440.00	Yearly Subscription	The Economist	
Annual	\$415.42	Subscription	NZ Herald - Online	
Annual	\$859.90	Other Expenditure by CE that is not travel, hospitality or gifts	Full Breakdown & Location are not disclosed	
Total other expenses	\$2,782.71	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 2021
Disclosure period end	30 June 2022
GST on values	Figures exclude GST
Agency totals check	

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?)
23 June 2022	Matariki Farewell Ball	Declined	HE Laura Clarke OBE	Estimate not possible	
28 May 2022	Platinum Jubilee of Her Majesty the Queen	Declined	Department of Internal Affairs	Estimate not possible	
15 December 2021	Annual Press Gallery Party	Accepted	Parliamentary Press Gallery	Estimate not possible	
14 December 2021	End of Year Function	Declined	Institute of International Affairs	Estimate not possible	
10 December 2021	Inaugural Reception in New Zealand	Accepted	Ambassador of the United States of America	Estimate not possible	
24 November 2021	Reception on USS Howard	Declined	The Commanding Officer	Estimate not possible	
15 November 2021	Launch of Te Orowaru and Kia Toipoto, the Public Service Pay Gaps Action Plan	Accepted	Public Service Commission	Estimate not possible	
8 November 2021	Acknowledgement of Department of Conservations DG	Declined	Minister of Conservation	Estimate not possible	
18 October 2021	Private Film Screening	Accepted	British High Commissioner	Estimate not possible	
23 September 2021	FST Gov New Zealand Summit	Declined	FST Government New Zealand	Estimate not possible	
28 July 2021	GHSL Chief Executive Breakfast Forum	Accepted	Ministry for Primary Industries	Estimate not possible	
28 August 2021	All Blacks Game	Declined	US Embassy	Estimate not possible	
12 July 2021	Mihi Whakatau and Launch Event for the Ethnic Communities Graduate Programme	Declined	Minister for Diversity, Inclusion and Ethnic Communities	Estimate not possible	
12 July 2021	European Football Championship Finale Viewing	Declined	British High Commissioner	Estimate not possible	
8 July 2021	245th Anniversary of American Independence Day	Accepted	Ambassador of the United States of America	Estimate not possible	
6 July 2021	England vs Denmark Football Viewing	Declined	British High Commissioner	Estimate not possible	
1 July 2021	Launch of the new Ministry for Ethnic Communities	Declined	Minister for Diversity, Inclusion and Ethnic Communities	Estimate not possible	

Total count of gift/benefit entries:	Offered	17	Check - there are no hidden rows with data	Check - each entry provides sufficient information
	Accepted	6		
	Declined	11		

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.

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).