

**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>	Margaret Bearsley
<b>Disclosure period</b>	1 July 2016 to 30 June 2017

### 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)
<i>No international travel taken</i>			
<b>Sub total</b>		<b>\$0.00</b>	

#### Domestic Travel (within NZ, including travel to and from local airport)

Date(s)	Cost (\$) (exc GST)***	Purpose (eg visiting district office for two days...) ****	Nature (eg hotel, airfare, meals & for how many people, other costs)
23/08/2016	252.52	August Panel meeting in Auckland	Return flights
	152.17		Accommodation
	17.91		Taxi fare
	12.52		Taxi fare
	65.91		Taxi fare
	59.13		Taxi fare
21/09/2016	133.04	Farewell function for departing Chairman - Auckland	Return flights
	56.52		Taxi fare
	30.98		Airport parking
11/10/2016	133.91	October Panel meeting in Auckland	Return flights
	172.96		Accommodation
	70.96		Taxi fare
	13.57		Taxi fare
	57.22		Taxi fare
	27.04		Taxi fare
23/11/2016	227.83	Dinner with Panel and Minister in Auckland	Return flights
	146.96		Accommodation one night
	\$4.78		Taxi fare
	\$5.65		Taxi fare
	\$34.78		Taxi fare
	\$68.34		Taxi fare
	\$30.98		Airport parking
14/02/2017	167.3	February Panel meeting and stakeholders meetings in Auckland	Return flights
	211.1		Accommodation
	65.22		Taxi fare
	82.61		Taxi fare
	10.61		Taxi fare
	14.7		Taxi fare
	16.7		Taxi fare
	41.04		Taxi fare
8/03/2017	133.74	Trip to assess potential venues to hold Panel meetings in	Return flights
	16.96		Taxi fare
	15.91		Taxi fare
	58.96		Taxi fare
	65.22		Taxi fare
11/04/2017	384.35	April Panel meeting in Auckland	Return flights
	176.5		Accommodation
	16.1		Taxi fare
	59.39		Taxi fare
	16.17		Taxi fare
	74.43		Taxi fare
3/05/2017	301.74	IOD conference in Auckland	Return flights
	173.04		Accommodation one night

	1039.13		conference
	16.26		Taxi fare
	67.39		Taxi fare
	16		Taxi fare
6/06/2017	213.04	Presentation given to NZ Corporate Governance Forum in Auckland	Return flights
	16.52		Taxi fare
	57.57		Taxi fare
	17.39		Taxi fare
<b>Sub total</b>	<b>\$5,320.77</b>		
<b>Local Travel (within City, excluding travel to airport)</b>			
<b>Date</b>	<b>Cost (\$) (exc GST)***</b>	<b>Purpose (eg meeting with Minister) ****</b>	<b>Nature (eg taxi, parking, bus)</b>
<i>No local travel taken</i>			
<b>Sub total</b>	<b>\$0.00</b>		
<b>Total travel expenses</b>	<b>\$5,320.77</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>	Margaret Bearsley
<b>Disclosure period</b>	1 July 2016 to 30 June 2017

### 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)**	Purpose (eg, hosting delegation from China)	Nature (what and for how many eg dinner for 5)	Reason (eg building relationships, team building)	Location/s
No hospitality over \$50 provided					
<b>Total expenses</b>	<b>\$0.00</b>				
<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
<b>Chief Executive</b>	Margaret Bearsley
<b>Disclosure period</b>	1 July 2016 to 30 June 2017

### 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 )***	Comments
There have been no gifts or benefits received over \$50				

<b>Total gifts &amp; benefits</b>	No. of items =	<b>\$0.00</b>
-----------------------------------	----------------	---------------

#### Notes

\* 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.

## Chief Executive Expense Disclosure

<b>Organisation Name</b>	Takeovers Panel
<b>Chief Executive</b>	Margaret Bearsley
<b>Disclosure period</b>	1 July 2016 to 30 June 2017

### 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
annual	5200	carpark		Wellington
annual	1287	Law Society membership		
annual	421.74	IOD membership		
annual	617.39	mobile phone calls and data		Wellington
23/09/2016	520.87	Koru Club membership		Wellington
15/02/2017	421.74	professional development	Law Society course	Wellington
10/05/2017	255	professional development	Law Society course	Wellington
21/05/2017	151.5	Company Financial Law Handbook		
		IOD conference - refer to travel tab		
<b>Total other expenses</b>	<b>\$8,875.24</b>			

#### Notes

\* 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.