

## Chief Executive Expense Disclosures: A Guide for Agency Staff

The following is a summary from "Chief Executive Expense Disclosures: A Guide for Agency Staff": <http://www.ssc.govt.nz/assets/Legacy/resources/Chief-Executive-Expense-Disclosure-Guide.pdf>  
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 Chief Executive's (CE) expenses is to provide transparency and accountability for discretionary expenditure by CEs of Public Service departments and statutory Crown entities. Publishing clear and detailed disclosures is integral to building and maintaining the public's trust and confidence in the State services.

### What is covered?

All expenses for items experienced, used or declined 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.

CEs formally approve completed Excel workbooks and an appropriate person reviews them.

They are posted on agency websites and linked to [www.data.govt.nz](https://www.data.govt.nz/toolkit/how-do-i-add-or-update-our-chief-executive-expenses/). 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 CEs 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 CE to people external to Public Service departments and statutory Crown entities.

#### All other expenses

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".

#### Gifts and benefits

All gifts, invitations to events and other hospitality, of \$50 or more in total value per year, accepted or declined by the CE from people external to the organisation are disclosed. A brief explanation of what the CE did with the gifts and benefits is supplied, which includes whether the offer was declined.

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).

## How to present information

Provide information using this SSC Excel workbook: <http://www.ssc.govt.nz/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, CE 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 CE, including 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.

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.

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".

## Further assistance

The above is a summary from "Chief Executive Expense Disclosures: A Guide for Agency Staff": <http://www.ssc.govt.nz/assets/Legacy/resources/Chief-Executive-Expense-Disclosure-Guide.pdf>

Please read that in full first.

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 contact [info@data.govt.nz](mailto:info@data.govt.nz).

Expenses should be 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/>

Provide information using this SSC Excel workbook: <http://www.ssc.govt.nz/ce-expenses-disclosure>

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

<b>Organisation Name</b>	Kāinga Ora - Homes and Communities
<b>Chief Executive**</b>	Andrew McKenzie
<b>Disclosure period start****</b>	1 July 2020
<b>Disclosure period end***</b>	30 June 2021
<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>	Board Chair

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>\$41,494.63</b>	Figures exclude GST		<b>Number offered</b>	<b>46</b>
<b>Hospitality</b>	<b>\$0.00</b>	Figures exclude GST		<b>Number accepted</b>	<b>3</b>
<b>Other expenses</b>	<b>\$2,191.10</b>	Figures exclude GST		<b>Number declined</b>	<b>43</b>
<b>International Travel</b>	<b>\$0.00</b>	Figures exclude GST			
<b>Domestic Travel</b>	<b>\$41,366.84</b>	Figures exclude GST			
<b>Local Travel</b>	<b>\$127.79</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					



16 July 2020	\$56.52	Air NZ carparking (Staff regional Q&A session-Dunedin)	Parking	Auckland
16 July 2020	\$56.33	Visiting offices and business meetings (Staff regional Q&A session)	Rental car - petrol	Napier
18 July 2020	\$107.83	Air NZ carparking (Staff regional Q&A session)	Parking	Auckland
20 July 2020	\$41.91	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
20 July 2020	\$29.57	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
20 July 2020	\$402.86	Visiting offices and business meetings (Wellington Business)	Air Ticket	Wellington
20 July 2020	\$77.48	Visiting offices and business meetings (Wellington Business)	Air Ticket	Wellington
21 July 2020	\$56.52	Air NZ carparking (Wellington business)	Parking	Auckland
23 July 2020	\$41.04	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
23 July 2020	\$14.09	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
23 July 2020	\$42.43	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
23 July 2020	\$402.86	Visiting offices and business meetings (Wellington Business)	Air Ticket	Wellington
24 July 2020	\$56.52	Air NZ carparking (Wellington business)	Parking	Auckland
27 July 2020	\$41.91	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
27 July 2020	\$37.30	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
27 July 2020	\$402.86	Visiting offices and business meetings (Wellington Business)	Air Ticket	Wellington
28 July 2020	\$23.13	Air NZ carparking (Wellington business)	Parking	Auckland
30 July 2020	\$23.13	Carparking (Piritahi Leaders Day)	Parking	Auckland
10 August 2020	\$77.48	Visiting offices and business meetings (Wellington Business)	Air Ticket	Wellington
10 August 2020	\$10.43	Visiting offices and business meetings (Wellington Business)	Meals	Wellington
10 August 2020	\$43.48	Visiting offices and business meetings (Wellington Business)	Meals	Wellington
10 August 2020	\$176.20	Visiting offices and business meetings (Wellington Business)	Hotel	Wellington
11 August 2020	\$37.23	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
12 August 2020	\$56.52	Air NZ carparking (Wellington business)	Parking	Auckland
10 September 2020	\$52.10	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
10 September 2020	\$506.17	Visiting offices and business meetings (Wellington Business)	Air Ticket	Wellington
11 September 2020	\$24.79	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
14 September 2020	\$150.43	Air NZ carparking (Wellington business)	Parking	Auckland
17 September 2020	\$48.37	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
17 September 2020	\$16.43	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
17 September 2020	\$105.10	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
17 September 2020	\$532.86	Visiting offices and business meetings (Wellington Business)	Air Ticket	Wellington
18 September 2020	\$56.52	Air NZ carparking (Wellington business)	Parking	Auckland
22 September 2020	\$33.91	Air NZ carparking (Wellington business)	Parking	Auckland
23 September 2020	\$553.52	Visiting offices and business meetings (Wellington Business/ PSLT retreat)	Air Ticket	Wellington
23-25 September 2020	\$196.29	Visiting offices and business meetings (Wellington Business/ PSLT retreat)	Rental car	Wellington
25 September 2020	\$40.19	Visiting offices and business meetings (Wellington Business/ PSLT retreat)	Rental car - petrol	Wellington
26 September 2020	\$150.43	Air NZ carparking (Wellington business)	Parking	Auckland
2 October 2020	\$39.26	Visiting offices and business meetings (Staff regional Q&A session)	Taxi	Christchurch
2 October 2020	\$506.18	Visiting offices and business meetings (Staff regional Q&A session)	Air Ticket	Christchurch
3 October 2020	\$56.52	Air NZ carparking (Staff regional Q&A session)	Parking	Auckland
5 October 2020	\$47.49	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
5 October 2020	\$82.63	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
5 October 2020	\$73.85	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
5 October 2020	\$18.96	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
6 October 2020	\$49.08	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
6 October 2020	\$290.96	Visiting offices and business meetings (Wellington Business)	Air Ticket	Wellington
7 October 2020	\$107.83	Air NZ carparking (Wellington business)	Parking	Auckland
19 October 2020	\$44.41	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
19 October 2020	\$527.70	Visiting offices and business meetings (Wellington Business)	Air Ticket	Wellington
20 October 2020	\$56.52	Visiting offices and business meetings (Wellington Business)	Parking	Auckland
22 October 2020	\$51.23	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
22 October 2020	\$53.10	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
22 October 2020	\$458.83	Visiting offices and business meetings (Wellington Business)	Air Ticket	Wellington
23 October 2020	\$56.52	Air NZ carparking (Wellington business)	Parking	Auckland
9 November 2020	\$48.05	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
9 November 2020	\$60.49	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington

9 November 2020	\$668.88	Visiting offices and business meetings (Wellington Business)	Air Ticket	Wellington
10 November 2020	\$56.52	Visiting offices and business meetings (Wellington Business)	Parking	Auckland
16 November 2020	\$47.58	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
16 November 2020	\$59.83	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
16 November 2020	\$643.06	Visiting offices and business meetings (Wellington Business)	Air Ticket	Wellington
17 November 2020	\$56.52	Air NZ carparking (Wellington business)	Parking	Auckland
19 November 2020	\$8.35	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
19 November 2020	\$40.01	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
19 November 2020	\$162.71	Visiting offices and business meetings (Wellington Business)	Air Ticket	Wellington
19 November 2020	\$180.54	Visiting offices and business meetings (Wellington Business)	Hotel	Wellington
20 November 2020	\$12.17	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
20 November 2020	\$39.26	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
21 November 2020	\$107.83	Air NZ carparking (Wellington business)	Parking	Auckland
23 November 2020	\$18.17	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
23 November 2020	\$55.53	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
23 November 2020	\$716.23	Visiting offices and business meetings (Wellington Business)	Air Ticket	Wellington
24 November 2020	\$30.76	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
24 November 2020	\$58.70	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
25 November 2020	\$107.83	Air NZ carparking (Wellington business)	Parking	Auckland
30 November 2020	\$24.01	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
30 November 2020	\$46.93	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
30 November 2020	\$690.41	Visiting offices and business meetings (Wellington Business)	Air Ticket	Wellington
1 December 2020	\$30.66	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
1 December 2020	\$44.50	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
2 December 2020	\$53.47	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
2 December 2020	\$565.57	Visiting offices and business meetings (Wellington Business)	Air Ticket	Wellington
2 December 2020	\$107.83	Air NZ carparking (Wellington business)	Parking	Auckland
3 December 2020	\$463.14	Visiting offices and business meetings (Staff regional Q&A session)	Air Ticket	New Plymouth
3 December 2020	\$56.52	Air NZ carparking (Wellington Business)	Parking	Auckland
4 December 2020	\$56.52	Air NZ carparking (Staff regional Q&A session)	Parking	Auckland
7 December 2020	\$46.93	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
7 December 2020	\$52.91	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
7 December 2020	\$579.35	Visiting offices and business meetings (Wellington Business)	Air Ticket	Wellington
8 December 2020	\$5.30	Visiting offices and business meetings (Housing & Wellbeing hui)	Parking	Whangarei
8 December 2020	\$56.52	Air NZ carparking (Wellington Business)	Parking	Auckland
14 December 2020	\$47.86	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
14 December 2020	\$480.34	Visiting offices and business meetings (Wellington Business)	Air Ticket	Wellington
14 December 2020	\$180.54	Visiting offices and business meetings (Wellington Business)	Hotel	Wellington
15 December 2020	\$44.31	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
16 December 2020	\$107.83	Air NZ carparking (Wellington Business)	Parking	Auckland
17 December 2020	\$49.08	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
17 December 2020	\$202.30	Visiting offices and business meetings (Wellington Business)	Air Ticket	Wellington
17 December 2020	\$51.30	Visiting offices and business meetings (Wellington Business)	Meals	Wellington
17 December 2020	\$360.55	Visiting offices and business meetings (Wellington Business)	Hotel	Wellington
18 December 2020	\$273.74	Visiting offices and business meetings (Wellington Business)	Air Ticket	Wellington
19 December 2020	\$41.42	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
20 December 2020	\$107.83	Air NZ carparking (Wellington Business)	Parking	Auckland
11 January 2021	\$384.54	Visiting offices and business meetings (Wellington Business)	Air Ticket	Wellington
12 February 2021	\$100.04	Visiting offices and business meetings (Staff regional Q&A session)	Mileage Claim	Hamilton
14 February 2021	\$469.86	Tawhiri Toa Tangi	Mileage Claim	Taupō
16 February 2021	\$411.48	Visiting offices and business meetings (Wellington Business)	Air Ticket	Wellington
16 February 2021	\$17.21	Visiting offices and business meetings (Wellington Business)	Air Ticket	Wellington
22 February 2021	\$75.44	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
22 February 2021	\$28.23	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
22 February 2021	\$351.21	Visiting offices and business meetings (Social Services & Community Select Committee and Wellington Business)	Air Ticket	Wellington

22 February 2021	\$33.04	Visiting offices and business meetings (Social Services & Community Select Committee and Wellington Business)	Meals	Wellington
23 February 2021	\$30.01	Visiting offices and business meetings (Social Services & Community Select Committee and Wellington Business)	Taxi	Wellington
23 February 2021	\$60.49	Visiting offices and business meetings (Social Services & Community Select Committee and Wellington Business)	Taxi	Wellington
24 February 2021	\$56.52	Air NZ carparking (Wellington Business)	Parking	Auckland
25 February 2021	\$520.82	Visiting offices and business meetings (National Maori Housing Conference)	Air Ticket	Napier
25 February 2021	\$62.76	Visiting offices and business meetings (National Maori Housing Conference)	Rental car	Napier
26 February 2021	\$56.52	Air NZ carparking (National Maori Housing Conference)	Parking	Auckland
8 March 2021	\$17.57	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
8 March 2021	\$46.64	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
8 March 2021	\$805.74	Visiting offices and business meetings (Wellington Business)	Air Ticket	Wellington
8 March 2021	\$61.12	Visiting offices and business meetings (Wellington Business)	Air Ticket	Wellington
8 March 2021	\$36.17	Visiting offices and business meetings (Wellington Business)	Air Ticket	Wellington
8 March 2021	\$36.96	Visiting offices and business meetings (Wellington Business)	Meals	Wellington
8 March 2021	\$34.78	Visiting offices and business meetings (Wellington Business)	Meals	Wellington
8 March 2021	\$139.52	Visiting offices and business meetings (Wellington Business)	Hotel	Wellington
9 March 2021	\$24.61	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
9 March 2021	\$29.91	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
10 March 2021	\$28.70	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
10 March 2021	\$67.50	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
11 March 2021	\$27.67	Visiting offices and business meetings (Christchurch Business)	Taxi	Christchurch
12 March 2021	\$184.35	Air NZ carparking (Wellington Business)	Parking	Christchurch
15 March 2021	\$46.64	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
15 March 2021	\$67.87	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
15 March 2021	\$501.87	Visiting offices and business meetings (Wellington Business)	Air Ticket	Wellington
16 March 2021	\$56.52	Air NZ carparking (Wellington Business)	Parking	Auckland
19 March 2021	\$463.14	Visiting offices and business meetings (Staff regional Q&A session)	Air Ticket	Dunedin
20 March 2021	\$56.52	Air NZ carparking (Staff regional Q&A session -Dunedin)	Parking	Auckland
22 March 2021	\$8.00	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
22 March 2021	\$48.98	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
22 March 2021	\$626.70	Visiting offices and business meetings (Wellington Business)	Air Ticket	Wellington
22 March 2021	\$63.71	Visiting offices and business meetings (Wellington Business)	Air Ticket	Wellington
22 March 2021	\$221.41	Visiting offices and business meetings (Wellington Business)	Hotel	Wellington
23 March 2021	\$9.04	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
23 March 2021	\$45.71	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
22 March 2021	\$49.57	Visiting offices and business meetings (Wellington Business)	Meals	Wellington
24 March 2021	\$189.56	Visiting offices and business meetings (Staff regional Q&A session)	Air Ticket	Gisborne
24 March 2021	\$23.48	Visiting offices and business meetings (Staff regional Q&A session)	Meals	Napier
24 March 2021	\$194.15	Visiting offices and business meetings (Staff regional Q&A session)	Hotel	Napier
24 March 2021	\$200.43	Visiting offices and business meetings (Staff regional Q&A session)	Rental car	Napier
24 March 2021	\$60.00	Visiting offices and business meetings (Staff regional Q&A session)	Meals	Napier
24 March 2021	\$107.83	Air NZ carparking (Staff regional Q&A session)	Parking	Auckland
25 March 2021	\$37.09	Visiting offices and business meetings (Staff regional Q&A session)	Rental car - petrol	Napier
26 March 2021	\$56.52	Air NZ carparking (Staff regional Q&A session)	Parking	Auckland
29 March 2021	\$45.34	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
29 March 2021	\$55.62	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
29 March 2021	\$485.53	Visiting offices and business meetings (Wellington Business)	Air Ticket	Wellington
30 March 2021	\$56.52	Air NZ carparking (Wellington Business)	Parking	Auckland
6 April 2021	\$46.64	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
6 April 2021	\$60.21	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
6 April 2021	\$569.89	Visiting offices and business meetings (Wellington Business)	Air Ticket	Wellington
7 April 2021	\$56.52	Air NZ carparking (Wellington Business)	Parking	Auckland
12 April 2021	\$48.33	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
12 April 2021	\$60.02	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
12 April 2021	\$598.01	Visiting offices and business meetings (Wellington Business)	Air Ticket	Wellington

13 April 2021	\$63.84	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
13 April 2021	\$72.63	Visiting offices and business meetings (Leaders forum-Christchurch)	Taxi	Christchurch
13 April 2021	\$874.92	Visiting offices and business meetings (Leaders forum)	Air Ticket	Auckland, Christchurch, Wellington
13 April 2021	\$56.52	Air NZ carparking (Wellington Business)	Parking	Auckland
14 April 2021	\$29.54	Visiting offices and business meetings (Puriri Park Select Committee and Wellington Business)	Taxi	Wellington
14 April 2021	\$521.23	Visiting offices and business meetings (Puriri Park Select Committee and Wellington Business)	Air Ticket	Wellington
14 April 2021	\$160.27	Visiting offices and business meetings (Puriri Park Select Committee and Wellington Business)	Air Ticket	Wellington
15 April 2021	\$107.83	Air NZ carparking (Puriri Park Select Committee + Wellington Business)	Parking	Auckland
16 April 2021	\$52.07	Visiting offices and business meetings (Wellington leaders forum)	Taxi	Wellington
16 April 2021	\$52.44	Visiting offices and business meetings (Wellington leaders forum)	Taxi	Wellington
16 April 2021	\$458.83	Visiting offices and business meetings (Wellington leaders forum)	Air Ticket	Wellington
17 April 2021	\$25.70	Visiting offices and business meetings (Wellington leaders forum)	Taxi	Wellington
17 April 2021	\$37.02	Visiting offices and business meetings (Wellington leaders forum)	Taxi	Wellington
17 April 2021	\$56.52	Air NZ carparking (Wellington leaders forum)	Parking	Auckland
20 April 2021	\$10.09	Parking - DIA Carlaw Park Office	Parking	Auckland
21 April 2021	\$47.04	Visiting offices and business meetings (Christchurch meetings)	Taxi	Christchurch
21 April 2021	\$44.78	Visiting offices and business meetings (Wellington meetings)	Taxi	Wellington
21 April 2021	\$41.04	Visiting offices and business meetings (Wellington meetings)	Taxi	Wellington
21 April 2021	\$41.74	Visiting offices and business meetings (Wellington and Christchurch meetings)	Taxi	Wellington
21 April 2021	\$655.06	Visiting offices and business meetings (Wellington and Christchurch meetings)	Air Ticket	Wellington
21 April 2021	\$272.60	Visiting offices and business meetings (Wellington and Christchurch meetings)	Air Ticket	Wellington
21 April 2021	\$353.59	Visiting offices and business meetings (Wellington and Christchurch meetings)	Hotel	Wellington
23 April 2021	\$47.02	Visiting offices and business meetings (Wellington and Christchurch meetings)	Taxi	Wellington
24 April 2021	\$150.43	Visiting offices and business meetings (Wellington and Christchurch meetings)	Parking	Auckland
28 April 2021	\$465.89	Visiting offices and business meetings (leadership retreat, Wairarapa)	Air Ticket	Wellington
28 April 2021	\$125.86	Visiting offices and business meetings (leadership retreat, Wairarapa)	Rental car	Wellington
30 April 2021	\$4.10	Visiting offices and business meetings (leadership retreat, Wairarapa)	Taxi	Wellington
30 April 2021	\$27.12	Visiting offices and business meetings (leadership retreat, Wairarapa)	Rental car - petrol	Wellington
1 May 2021	\$107.83	Air NZ carparking (leadership retreat, Wairarapa)	Parking	Wellington
3 May 2021	\$607.15	Visiting offices and business meetings (Wellington Business)	Air Ticket	Wellington
6 May 2021	\$37.74	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
6 May 2021	\$681.50	Visiting offices and business meetings (Wellington Business)	Air Ticket	Wellington
7 May 2021	\$56.52	Air NZ carparking (Wellington Business)	Parking	Auckland
10 May 2021	\$46.64	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
10 May 2021	\$31.17	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
10 May 2021	\$34.67	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
10 May 2021	\$386.58	Visiting offices and business meetings (Wellington Business)	Air Ticket	Wellington
11 May 2021	\$56.52	Air NZ carparking (Wellington Business)	Parking	Auckland
13 May 2021	\$46.64	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
13 May 2021	\$35.62	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
13 May 2021	\$629.45	Visiting offices and business meetings (Wellington Business)	Air Ticket	Wellington
14 May 2021	\$56.52	Air NZ carparking (Wellington Business)	Parking	Auckland
16 May 2021	\$59.55	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
16 May 2021	\$493.98	Visiting offices and business meetings (Wellington Business)	Air Ticket	Wellington
17 May 2021	\$25.70	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
17 May 2021	\$37.02	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
17 May 2021	\$16.61	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
18 May 2021	\$56.52	Air NZ carparking (Wellington Business)	Parking	Auckland
31 May 2021	\$5.43	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
31 May 2021	\$48.98	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
31 May 2021	\$51.79	Visiting offices and business meetings (Wellington Business)	Taxi	Wellington
31 May 2021	\$493.98	Visiting offices and business meetings (Wellington Business)	Air Ticket	Wellington
1 June 2021	\$56.52	Air NZ carparking (Wellington Business)	Parking	Auckland



Total travel expenses

\$41,494.63

**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>	Kāinga Ora - Homes and Communities
<b>Chief Executive</b>	Andrew McKenzie
<b>Disclosure period start</b>	1 July 2020
<b>Disclosure period end</b>	30 June 2021
<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)

<b>Total hospitality expenses</b>	<b>\$0.00</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 Gifts and Benefits Disclosure

Organisation Name	Kāinga Ora - Homes and Communities
Chief Executive	Andrew McKenzie
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.  
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?)
3 July 2020	Tiwaitiwa Lane Opening	Declined	Ōtautahi Community Trust	Estimate not possible	
23 July 2020	Urban Development Bill celebration with Minister Twyford	Declined	Office of Minister Twyford	Estimate not possible	
30 July 2020	Dinner event	Declined	Bank of New Zealand	Estimate not possible	
30 July 2020	End of term celebration	Declined	Office of Minister Twyford	Estimate not possible	
31 July 2020	Te Kāinga ora papakainga development	Declined	Te Mahurehure Marae	Estimate not possible	
31 July 2020	NZ Police Commissioners Powhiri	Accepted	NZ Police	Estimate not possible	Greg Groufsky accepted as acting CE
11 August 2020	Launch of Te Maihi o te Whare Māori	Declined	Ministry of Housing and Urban Development	Estimate not possible	
20 August 2020	Breakfast with Dr Ceri Evans and Richard McCaw	Declined	Westpac events	Estimate not possible	
6-7 October 2020	Climate Change and Business Conference - Panel invitation	Declined	ClimateandBusiness.com	Estimate not possible	
2 November 2020	Public Service Day Awards Ceremony	Declined	Te Kawa Mataaho	Estimate not possible	
4 November 2020	Invitation to talk about the future and change	Declined	Callaghan Innovation	Estimate not possible	
5 November 2020	Invite to the Prime Minister's update	Declined	BECA / Business NZ	Estimate not possible	
16 November 2020	2020-21 Tapu Tai Pasifika Public Sector Powhiri	Declined	MBIE	Estimate not possible	
18 November 2020	ReBuilding National Gala Dinner 2020	Accepted	Infrastructure NZ	Estimate not possible	
19 November 2020	Stonewood Capital launch event	Declined	Stonewood Group	Estimate not possible	
23 November 2020	Opening of the Wellington office	Declined	Greater Wellington	Estimate not possible	
26 November 2020	End of year celebration	Declined	Tawera Group	Estimate not possible	
27 November 2020	Reg Stillwell Place opening	Declined	Ōtautahi Community Trust	Estimate not possible	
2 December 2020	End of year get together	Declined	Office of Hon Poto Williams	Estimate not possible	
2 December 2020	Christmas celebration	Declined	Bank of New Zealand	Estimate not possible	
2 December 2021	End of year celebration	Declined	Te Kawa Mataaho	Estimate not possible	
5 December 2020	Rydges Wellington Captain Cook Stakes (Trentham Racecourse)	Declined	Rydges Wellington	Estimate not possible	
10 December 2020	Dinner event	Declined	Westpac events	Estimate not possible	
11 December 2020	Launch of Housing First and Hokai Rangī	Declined	He Korowai Trust	Estimate not possible	
28 January 2021	Invitation to How to capture the next wave of opportunity	Declined	Momentum	Estimate not possible	
29 January 2021	2020 Tapu Tai closing ceremony	Declined	MBIE	Estimate not possible	
10 February 2021	Brougham Street community housing development opening	Declined	Ōtautahi Community Trust	Estimate not possible	
10 February 2021	Back to business cocktail party	Declined	Business NZ	Estimate not possible	
16 February 2021	Future focus for litigation	Declined	MinterEllisonRuddWatts	Estimate not possible	
20 February 2021	Prada Cup day	Declined	BECA	Estimate not possible	
3 March 2021	Launch event for Mental Health and Wellbeing Commission	Declined	Mental Health and Wellbeing Commission	Estimate not possible	This event was postponed to 14 April and then declined a second time

3-4 March 2021	Third annual mixed-use development and lifestyle precincts	Declined	Client Like Crowd Network	Estimate not possible	
11 March 2021	Infrastructure NZ Delegation reunion dinner	Declined	Infrastructure NZ	Estimate not possible	
11 March 2021	Te Pūtea Matua Board function	Declined	Reserve Bank of New Zealand	Estimate not possible	
26 March 2021	Cross Agency Rainbow Network Conference CE Breakfast	Declined	MBIE	Estimate not possible	
14 April 2021	Annual clients function	Declined	Icon	Estimate not possible	
28 April 2021	Dr Rod Carr's address, Climate Action for Aotearoa	Declined	IPANZ	Estimate not possible	
6 May 2021	Networking event function	Declined	Iron Duke Partners	Estimate not possible	
6 May 2021	Executive drinks and canapes	Declined	Westpac events	Estimate not possible	
8 May 2021	Opening of the Urban Papakāinga name Tū Ara Ake	Declined	Te Tihi o Ruahine Whānau Ora Alliance	Estimate not possible	
2 June 2021	KangaNews NZ Capital Markets forum	Declined	ANZ	Estimate not possible	
20 June 2021	Roundtable lunch	Accepted	FSTGov	Estimate not possible	Rowan Macrae attended on Andrew's behalf)
21 June 2021	Drinks with ANZ Board	Declined	ANZ	Estimate not possible	
22 June 2021	2021 NZ CFO Summit and Gala dinner	Declined	Conferenz	Estimate not possible	
24 June 2021	Fulton Hogan Board and client cocktail function	Declined	Fulton Hogan	Estimate not possible	
29 June 2021	Leadership event	Declined	Inside Recruitment	Estimate not possible	
<b>Total count of gift/benefit entries:</b>	<b>Offered</b>	<b>46</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>	
	<b>Accepted</b>	<b>3</b>			
	<b>Declined</b>	<b>43</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.					
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).					

