



NZ On Air CE Expenses for 2019 – 2020 Financial year

Note

Due to the reappointment of CE over the course of the financial year. Expenses are recorded on a sperate worksheet for each CE, for their periods in office as below:

- 1 July 2019 – 31 January 2020: Jane Wrightson, pg 2 – 8
- 1 February 2020 – 16 March 2020: Clare Helm (Acting CE), pg 9-13
- 17 March 2020 – 30 June 2020: Cameron Harland, pg 14 - 18

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

Organisation Name	NZ On Air
Chief Executive**	Jane Wrightson (01/07/19-31/01/20)
Disclosure period start****	1 July 2019
Disclosure period end***	30 June 2020
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****	Hui-Ping Wu, Associate Head of Corporate Services

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	\$10,062.92	Figures include GST (where applicable)	Number offered	3
Hospitality	\$930.49	Figures include GST (where applicable)	Number accepted	2
Other expenses	\$719.25	Figures include GST (where applicable)	Number declined	1
International Travel	\$228.18	Figures include GST (where applicable)		
Domestic Travel	\$9,713.94	Figures include GST (where applicable)		
Local Travel	\$120.80	Figures include GST (where applicable)		
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	NZ On Air
Chief Executive	Jane Wrightson (01/07/19-31/01/20)
Disclosure period start	1 July 2019
Disclosure period end	30 June 2020
GST on costs	Figures include GST (where applicable)
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)
5 - 6 November 2019	\$0.00	Industry conference (guest speaker) - paid for by symposium	Flights	WLG - AUS - AKL
5 November 2019	\$0.00	Industry conference (guest speaker) - paid for by symposium	Accommodation	Wagga Wagga, Australia
5 November 2019	\$31.90	Industry conference (guest speaker)	Taxi, home to airport	Wellington
5 November 2019	\$45.53	Industry conference (guest speaker)	Taxi, airport to hotel	Wagga Wagga, Australia
5 November 2019	\$135.34	Industry conference (guest speaker)	Industry meeting dinner	Wagga Wagga, Australia
6 November 2019	\$15.41	Industry conference (guest speaker)	Breakfast	Wagga Wagga, Australia
Subtotal - international travel	\$228.18	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)
2-3 July 2019	\$253.40	Stakeholder meetings	Flights	WLG - AKL - WLG
2 July 2019	\$179.00	Stakeholder meetings	Accommodation 1 night	Auckland
2 July 2019	\$33.30	Stakeholder meetings	Taxi, home to airport	Wellington
2 July 2019	\$96.00	Stakeholder meetings	Taxi, airport to hotel	Auckland
3 July 2019	\$7.60	Stakeholder meetings	Taxi, Hotel to Auckland office	Auckland
3 July 2019	\$101.00	Stakeholder meetings	Taxi, office to airport	Auckland
3 July 2019	\$30.70	Stakeholder meetings	Taxi, airport to home	Wellington
15-17 July 2019	\$245.30	Board meeting and NZ On Air event	Flights	WLG - AKL - WLG
15 - 16 July 2019	\$418.00	Board meeting and NZ On Air event	Accommodation 2 nights	Auckland
15 July 2019	\$11.13	Board meeting and NZ On Air event	Uber, home to office with suitcase	Wellington
15 July 2019	\$52.50	Board meeting and NZ On Air event	Taxi, office to airport	Wellington
15 July 2019	\$63.40	Board meeting and NZ On Air event	Taxi, airport to hotel	Auckland
16 July 2019	\$52.00	Board meeting and NZ On Air event	Taxi, NZ On Air event to Board dinner (shared)	Auckland
17 July 2019	\$97.40	Board meeting and NZ On Air event	Taxi, Board meeting to airport (shared)	Auckland
17 July 2019	\$30.30	Board meeting and NZ On Air event	Taxi, airport to home	Wellington
22 July 2019	\$255.00	Stakeholder meetings	Flights	WLG - AKL - WLG
22 July 2019	\$30.60	Stakeholder meetings	Taxi, home to airport	Wellington
22 July 2019	\$32.50	Stakeholder meetings	Taxi, airport to meeting (shared)	Auckland
22 July 2019	\$58.00	Stakeholder meetings	Taxi, meeting to meeting (shared)	Auckland
22 July 2019	\$13.00	Stakeholder meetings	Taxi, meeting to meeting (shared)	Auckland
22 July 2019	\$77.20	Stakeholder meetings	Taxi, meeting to airport (shared)	Auckland
26 July 2019	\$364.40	NZ On Air event	Flights	WLG - AKL - WLG
26 July 2019	\$69.60	NZ On Air event	Taxi, airport to event	Auckland
26 July 2019	\$34.20	NZ On Air event	Taxi, home to airport	Wellington
31 July -1 August 2019	\$463.40	Industry event	Flights	WLG - AKL - WLG
31 July 2019	\$186.00	Industry event	Accommodation 1 night	Auckland
31 July 2019	\$31.80	Industry event	Taxi, office to airport	Wellington
31 July 2019	\$94.00	Industry event	Taxi, airport to hotel	Auckland
1 August 2019	\$54.04	Industry event	Zoomy, meeting to airport	Auckland

22 - 23 August 2019		\$325.00	Industry event	Flights	WLG - CHC - WLG
	22 August 2019	\$0.00	Industry event	Accommodation - Sourced own room	Christchurch
	22 August 2019	\$33.90	Industry event	Taxi, home to airport	Wellington
	22 August 2019	\$55.40	Industry event	Taxi, airport to hotel	Christchurch
	23 August 2019	\$55.70	Industry event	Taxi, event to airport	Christchurch
	23 August 2019	\$31.40	Industry event	Taxi, airport to home	Wellington
02 - 04 October 2019		\$354.20	Industry events and meetings	Flights	WLG - AKL - WLG
02 - 04 October 2019		\$380.00	Industry events and meetings	Accommodation 2 nights	Auckland
	2 October 2019	\$16.68	Industry events and meetings	Zoomy, home to airport	Wellington
	2 October 2019	\$17.00	Industry events and meetings	Skybus, airport to hotel	Auckland
	2 October 2019	\$6.17	Industry events and meetings	Taxi, hotel to event	Auckland
	2 October 2019	\$15.60	Industry events and meetings	Taxi, event to hotel	Auckland
	4 October 2019	\$31.20	Industry events and meetings	Taxi, airport to home	Wellington
24-25 October 2019		\$597.20	Industry event and Industry meetings	Flights	WLG - AKL - WLG
	24 October 2019	\$205.00	Industry event and Industry meetings	Accommodation 1 night	Auckland
	24 October 2019	\$33.30	Industry event and Industry meetings	Taxi, home to airport	Wellington
	24 October 2019	\$76.30	Industry event and Industry meetings	Taxi, airport to hotel	Auckland
	24 October 2019	\$18.40	Industry event and Industry meetings	Taxi, hotel to meeting	Auckland
	24 October 2019	\$16.60	Industry event and Industry meetings	Taxi, meeting to hotel	Auckland
	24 October 2019	\$12.36	Industry event and Industry meetings	Zoomy, hotel to event	Auckland
	24 October 2019	\$19.90	Industry event and Industry meetings	Taxi, event to hotel	Auckland
	25 October 2019	\$15.40	Industry event and Industry meetings	Taxi, hotel to meeting	Auckland
		\$83.20	Industry event and Industry meetings	Taxi, meeting to airport	Auckland
	25 October 2019	\$31.70	Industry event and Industry meetings	Taxi, airport to office	Wellington
07 - 09 November 2019		\$543.20	NZ On Air event, Industry event and Industry meetings	Flights	WLG - AKL - WLG
07 - 09 November 2019		\$380.00	NZ On Air event, Industry event and Industry meetings	Accommodation 2 nights	Auckland
	7 November 2019	\$77.00	NZ On Air event, Industry event and Industry meetings	Taxi, airport to hotel	Auckland
	7 November 2019	\$7.78	NZ On Air event, Industry event and Industry meetings	Uber, hotel to media interview	Auckland
	7 November 2019	\$9.67	NZ On Air event, Industry event and Industry meetings	Zoomy, media Interview to NZ On Air event	Auckland
	7 November 2019	\$17.00	NZ On Air event, Industry event and Industry meetings	Taxi, hotel to industry event	Auckland
	7 November 2019	\$17.39	NZ On Air event, Industry event and Industry meetings	Taxi, industry event to hotel	Auckland
	8 November 2019	\$11.40	NZ On Air event, Industry event and Industry meetings	Taxi, meeting to Auckland office	Auckland
	8 November 2019	\$11.00	NZ On Air event, Industry event and Industry meetings	Taxi, meeting to hotel	Auckland
	8 November 2019	\$18.99	NZ On Air event, Industry event and Industry meetings	Uber, hotel to meeting	Auckland
	8 November 2019	\$16.42	NZ On Air event, Industry event and Industry meetings	Uber, industry event to hotel	Auckland
	9 November 2019	\$101.40	NZ On Air event, Industry event and Industry meetings	Taxi to airport	Auckland
	9 November 2019	\$31.30	NZ On Air event, Industry event and Industry meetings	Taxi from airport	Wellington
14 - 15 November 2019		\$215.20	Industry event and Industry meetings	Flights	WLG - AKL - WLG
	14 November 2019	\$190.00	Industry event and Industry meetings	Accommodation 1 night	Auckland
	15 November 2019	\$33.10	Industry event and Industry meetings	Taxi, airport to home	Wellington
20 - 23 November 2019		\$235.20	Industry event and Industry meetings	Flights	WLG - AKL - WLG
20 - 23 November 2019		\$660.00	Industry event and Industry meetings	Accommodation 3 nights	Auckland
	20 November 2019	\$32.50	Industry event and Industry meetings	Taxi, home to airport	Wellington
	20 November 2019	\$82.30	Industry event and Industry meetings	Taxi, airport to event	Auckland
	21 November 2019	\$10.82	Industry event and Industry meetings	Zoomy, event to hotel	Auckland
	23 November 2019	\$102.20	Industry event and Industry meetings	Taxi, event to airport	Auckland
	23 November 2019	\$30.90	Industry event and Industry meetings	Taxi, airport to home	Wellington
28 - 29 November 2019		\$245.20	Industry event(Guest Speaker) and Industry meeting	Flights	WLG - AKL - WLG
	28 November 2019	\$0.00	Industry event(Guest Speaker) and Industry meeting	Accommodation 1 night (provided)	Auckland
	28 November 2019	\$32.00	Industry event(Guest Speaker) and Industry meeting	Taxi, home to airport	Wellington
	28 November 2019	\$59.80	Industry event(Guest Speaker) and Industry meeting	Taxi, airport to meeting	Auckland
	28 November 2019	\$19.60	Industry event(Guest Speaker) and Industry meeting	Taxi, hotel to event	Auckland
	28 November 2019	\$25.19	Industry event(Guest Speaker) and Industry meeting	Taxi, event to hotel	Auckland
	29 November 2019	\$80.00	Industry event(Guest Speaker) and Industry meeting	Taxi, meeting to airport	Auckland
	29 November 2019	\$39.60	Industry event(Guest Speaker) and Industry meeting	Taxi, airport to home	Wellington
	2 December 2019	\$255.60	Industry event	Flights	WLG - AKL - WLG
	2 December 2019	\$32.30	Industry event	Taxi, home to airport	Wellington
	2 December 2019	\$57.50	Industry event	Taxi, airport to event	Christchurch
	2 December 2019	\$48.90	Industry event	Taxi, event to airport	Christchurch
	2 December 2019	\$29.80	Industry event	Taxi, airport to home	Wellington
	6 December 2019	\$0.00	Ministry meeting	Flights, paid for by ministry	WLG - AKL - WLG
	6 December 2019	\$31.70	Ministry meeting	Taxi, home to airport	Wellington
	6 December 2019	\$24.50	Ministry meeting	Taxi, airport to meeting	Auckland
	6 December 2019	\$31.10	Ministry meeting	Taxi, airport to home	Wellington
Subtotal - domestic travel		\$9,713.94	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)
1 July 2019	\$10.40	Office to industry hui	Taxi	Wellington
1 July 2019	\$12.70	Industry hui to industry event	Taxi	Wellington
15 July 2019	\$10.20	Office to SSC meeting	Taxi	Wellington
31 July 2019	\$10.50	Office to SSC meeting	Taxi	Wellington
16 August 2019	\$18.50	Office to presentation	Taxi	Wellington
5 September 2019	\$10.00	Industry event	Parking	Wellington
18 September 2019	\$13.70	Ministry meeting to home	Taxi	Wellington
18 September 2019	\$22.70	Meeting to home	Taxi	Wellington
11 October 2019	\$12.10	Office to Ministry meeting	Taxi	Wellington
Subtotal - local travel	\$120.80	Check - there are no hidden rows with data	Check - each entry provides sufficient information	
Total travel expenses	\$10,062.92			

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				
Organisation Name	NZ On Air			
Chief Executive	Jane Wrightson (01/07/19-31/01/20)			
Disclosure period start	1 July 2019			
Disclosure period end	30 June 2020			
GST on costs	Figures include GST (where applicable)			
Agency totals check	Data and totals on this worksheet checked and confirmed			
Hospitality Offered to Third Parties*				
<i>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.</i>				
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)
2 July 2019	\$24.20	Industry Meeting - Business Discussion	Drinks 2 pax	Auckland
3 July 2019	\$46.00	Industry Meeting - Business Discussion	Breakfast 2 pax	Auckland
3 July 2019	\$38.00	Industry Meeting - Business Discussion	Lunch 2 pax	Auckland
3 July 2019	\$10.00	Industry Meeting - Business Discussion	Coffee 2 pax	Auckland
12 July 2019	\$9.50	Industry Meeting - Business Discussion	Coffee 2 pax	Wellington
16 July 2019	\$81.36	Industry Meeting - Business Discussion	Lunch 2 pax	Auckland
22 July 2019	\$59.50	Industry Meeting - Business Discussion	Lunch 3 pax	Auckland
1 August 2019	\$68.13	Industry Meeting - Business Discussion	Lunch 2 pax	Auckland
13 August 2019	\$11.00	Industry Meeting - Business Discussion	Coffee 2 pax	Wellington
16 August 2019	\$90.30	Industry Meeting - Business Discussion	Lunch 3 pax	Wellington
18 September 2019	\$21.50	Industry Meeting - Business Discussion	Drinks 2 pax	Wellington
25 September 2019	\$153.50	Industry Meeting - Business Discussion	Dinner 4 pax (bill split)	Wellington
26 September 2019	\$119.00	Industry Meeting - Business Discussion	Dinner 4 pax	Wellington
25 October 2019	\$39.50	Industry Meeting - Business Discussion	Breakfast 2 pax	Auckland
7 October 2019	\$125.00	Industry Meeting - Business Discussion	Lunch 2 Pax	Auckland
7 October 2019	\$34.00	Industry Meeting - Business Discussion	Drinks 2 pax	Auckland
Total hospitality expenses	\$930.49	Check - there are no hidden rows with data	Check - each entry provides sufficient information	
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				
Organisation Name	NZ On Air			
Chief Executive	Jane Wrightson (01/07/19-31/01/20)			
Disclosure period start	1 July 2019			
Disclosure period end	30 June 2020			
GST on costs	Figures include GST (where applicable)			
Agency totals check	Data and totals on this worksheet checked and confirmed			
All Other Expenses				
<i>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.</i>				
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)
26 September 2019	\$569.25	Personal Development	WIFT seminar - Power of Inclusion	Auckland
9 September 2019	\$150.00	Personal Development	Institute of Director's Webinar	Online
Total other expenses	\$719.25	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	NZ On Air				
Chief Executive	Jane Wrightson (01/07/19-31/01/20)				
Disclosure period start	1 July 2019				
Disclosure period end	30 June 2020				
GST on values	Figures include GST (where applicable)				
Agency totals check	Data and totals on this worksheet checked and confirmed				
Gifts and Benefits over \$50 annual value					
<i>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.</i>					
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 September 2019	NZIER AGM & Dinner with Guest speaker Dr Alan Bollard	Declined	NZIER	\$50.00	
12 December 2019	Moet et Chandon Imperial	Accepted	Heritage hotels	\$80.00	Gifted to staff in lucky draw
12 December 2019	Moleskin notebook pack	Accepted	Heritage hotels	\$60.00	Gifted to staff in lucky draw
Total count of gift/benefit entries:	Offered	3	Check - there are no hidden rows with data	Check - each entry provides sufficient information	
	Accepted	2			
	Declined	1			
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).					

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

Organisation Name	NZ On Air
Chief Executive**	Clare Helm (01/02/20-16/03/20)
Disclosure period start***	1 July 2019
Disclosure period end***	30 June 2020
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****	Hui-Ping Wu, Associate Head of Corporate Services

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	\$728.90	Figures include GST (where applicable)	Number offered	1
Hospitality	\$0.00	Figures include GST (where applicable)	Number accepted	1
Other expenses	\$0.00	Figures include GST (where applicable)	Number declined	0
International Travel	\$0.00	Figures include GST (where applicable)		
Domestic Travel	\$703.10	Figures include GST (where applicable)		
Local Travel	\$25.80	Figures include GST (where applicable)		

Notes	
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** 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	NZ On Air
Chief Executive	Clare Helm (01/02/20-16/03/20)
Disclosure period start	1 July 2019
Disclosure period end	30 June 2020
GST on costs	Figures include GST (where applicable)
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)
No international travel expenses to declare for this period				
Subtotal - international travel	\$0.00	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)
20 - 21 February 2020	\$488.00	Industry event	Flights	WLG - AKL - WLG
20 - 21 February 2020	\$70.00	Industry event	Amended Flights	WLG - AKL - WLG
20 February 2020	\$36.30	Industry event	Taxi, office to airport	Wellington
20 February 2020	\$17.00	Industry event	Bus, airport to hotel	Auckland
20 February 2020	\$9.40	Industry event	Taxi, event to hotel	Auckland
21 February 2020	\$82.40	Industry event	Taxi, hotel to airport	Auckland
Subtotal - domestic travel	\$703.10	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)
24 February 2020	\$13.00	Office to Ministry meeting	Taxi	Wellington
5 March 2020	\$12.80	Office to Ministry meeting	Taxi	Wellington
Subtotal - local travel	\$25.80	Check - there are no hidden rows with data		Check - each entry provides sufficient information

Total travel expenses \$728.90

Notes

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** 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				
Organisation Name	NZ On Air			
Chief Executive	Clare Helm (01/02/20-16/03/20)			
Disclosure period start	1 July 2019			
Disclosure period end	30 June 2020			
GST on costs	Figures include GST (where applicable)			
Agency totals check	Data and totals on this worksheet checked and confirmed			
Hospitality Offered to Third Parties*				
<i>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.</i>				
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)
		No hospitality provided for this period		
Total hospitality expenses	\$0.00	Check - there are no hidden rows with data	Check - each entry provides sufficient information	
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				
Organisation Name	NZ On Air			
Chief Executive	Clare Helm (01/02/20-16/03/20)			
Disclosure period start	1 July 2019			
Disclosure period end	30 June 2020			
GST on costs	Figures include GST (where applicable)			
Agency totals check	Data and totals on this worksheet checked and confirmed			
All Other Expenses				
<i>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.</i>				
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)
		No expenses to declare for this period		
Total other expenses		\$0.00	Check - there are no hidden rows with data	Check - each entry provides sufficient information
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.				
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Total cost will appear automatically once you put information in rows above.				
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Chief Executive Gifts and Benefits Disclosure					
Organisation Name	NZ On Air				
Chief Executive	Clare Helm (01/02/20-16/03/20)				
Disclosure period start	1 July 2019				
Disclosure period end	30 June 2020				
GST on values	Figures include GST (where applicable)				
Agency totals check	Data and totals on this worksheet checked and confirmed				
Gifts and Benefits over \$50 annual value					
<i>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.</i>					
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?)
20 February 2020	NZ of the Year Award Gala tickets	Accepted	TVNZ	\$195.00	Attended event
Total count of gift/benefit entries:	Offered	1	Check - there are no hidden rows with data		Check - each entry provides sufficient information
	Accepted	1			
	Declined	0			
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).					

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

Organisation Name	NZ On Air
Chief Executive**	Cameron Harland (17/03/20 - 30/06/20)
Disclosure period start***	1 July 2019
Disclosure period end***	30 June 2020
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****	Hui-Ping Wu, Associate Head of Corporate Services

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	\$0.00	Figures include GST (where applicable)		Number offered	0
Hospitality	\$0.00	Figures include GST (where applicable)		Number accepted	0
Other expenses	\$0.00	Figures include GST (where applicable)		Number declined	0
International Travel	\$0.00	Figures include GST (where applicable)			
Domestic Travel	\$0.00	Figures include GST (where applicable)			
Local Travel	\$0.00	Figures include GST (where applicable)			
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	NZ On Air
Chief Executive	Cameron Harland (17/03/20 - 30/06/20)
Disclosure period start	1 July 2019
Disclosure period end	30 June 2020
GST on costs	Figures include GST (where applicable)
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)
		No international travel expenses to declare for this period		
Subtotal - international travel	\$0.00	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)
		No domestic travel expenses to declare for this period		
Subtotal - domestic travel	\$0.00	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)
		No local travel expenses to declare for this period		
Subtotal - local travel	\$0.00	Check - there are no hidden rows with data	Check - each entry provides sufficient information	

Total travel expenses	\$0.00			
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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				
Organisation Name	NZ On Air			
Chief Executive	Cameron Harland (17/03/20 - 30/06/20)			
Disclosure period start	1 July 2019			
Disclosure period end	30 June 2020			
GST on costs	Figures include GST (where applicable)			
Agency totals check	Data and totals on this worksheet checked and confirmed			
Hospitality Offered to Third Parties*				
<i>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.</i>				
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)
		No hospitality provided for this period		
Total hospitality expenses	\$0.00	Check - there are no hidden rows with data	Check - each entry provides sufficient information	
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				
Organisation Name	NZ On Air			
Chief Executive	Cameron Harland (17/03/20 - 30/06/20)			
Disclosure period start	1 July 2019			
Disclosure period end	30 June 2020			
GST on costs	Figures include GST (where applicable)			
Agency totals check	Data and totals on this worksheet checked and confirmed			
All Other Expenses				
<i>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.</i>				
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)
		No expenses to declare for this period		
Total other expenses		\$0.00	Check - there are no hidden rows with data	
			Check - each entry provides sufficient information	
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.				
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	NZ On Air				
Chief Executive	Cameron Harland (17/03/20 - 30/06/20)				
Disclosure period start	1 July 2019				
Disclosure period end	30 June 2020				
GST on values	Figures include GST (where applicable)				
Agency totals check	Data and totals on this worksheet checked and confirmed				
Gifts and Benefits over \$50 annual value					
<i>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.</i>					
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?)
No gifts or benefits to declare for this period					
Total count of gift/benefit entries:	Offered	0	Check - there are no hidden rows with data	Not all lines have an entry for "Description", "Was the gift accepted?" and "Estimated value in NZ\$"	
	Accepted	0			
	Declined	0			
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).					