

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

<b>Organisation Name</b>	South Canterbury DHB
<b>Chief Executive**</b>	Nigel Trainor
<b>Disclosure period start***</b>	1 July 2020
<b>Disclosure period end***</b>	30 April 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 blue.**

Summary of expenses	Cost in NZ\$	GST inc / exc	Gifts and benefits	Count
<b>Travel expenses</b>	<b>\$920.50</b>	Figures include GST (where applicable)	<b>Number offered</b>	<b>0</b>
<b>Hospitality</b>	<b>\$0.00</b>	Not yet indicated	<b>Number accepted</b>	<b>0</b>
<b>Other expenses</b>	<b>\$196.40</b>	Figures include GST (where applicable)	<b>Number declined</b>	<b>0</b>
<b>International Travel</b>	<b>\$0.00</b>	Figures include GST (where applicable)		
<b>Domestic Travel</b>	<b>\$920.50</b>	Figures include GST (where applicable)		
<b>Local Travel</b>	<b>\$0.00</b>	Figures include GST (where applicable)		

<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	

## Chief Executive Expense Disclosure

<b>Organisation Name</b>	South Canterbury DHB
<b>Chief Executive</b>	Nigel Trainor
<b>Disclosure period start</b>	1 July 2020
<b>Disclosure period end</b>	30 April 2021
<b>GST on costs</b>	Figures include GST (where applicable)
<b>Agency totals check</b>	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)
<b>Subtotal - international travel</b>	<b>\$0.00</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>	

#### 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)
3-Feb-21	276.00	Attend a National Bi-partite meeting	Airfares	Wellington
9-Feb-21	276.00	Attend a National Chief Executive and Chair meeting	Airfares	Wellington
9-Feb-21	180.00	Attend a National Chief Executive and Chair meeting	Accommodation	Wellington
10-Feb-21	180.00	Attend a National Chief Executive and Chair meeting	Accommodation	Wellington
14-Apr-21	8.50	Attend meeting in Dunedin	Parking	Dunedin



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GST on costs	
Agency totals check	Data and totals on this worksheet checked and confirmed

### Hospitality Offered to Third Parties\*

*All hospitality expenses provided by the chief executive in the context of his/her job to anyone external to the Public Service or statutory Crown entities.*

Date(s)**	Cost in NZ\$	Purpose of hospitality (e.g. hosting delegation 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 2018 - 30 June 2019 will raise an alert. Check entry and select 'Yes' to accept/continue.

Insert additional rows as needed: right click on a row number (left of screen) and select Insert - this will insert a row above selected row.

Total cost will appear automatically once you put information in rows above.

Mark clearly if there is no information to disclose - provide a note to this effect in the 'Date' column (column A).

## Chief Executive Expense Disclosure

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<b>GST on costs</b>	Figures include GST (where applicable)
<b>Agency totals check</b>	Data and totals on this worksheet checked and confirmed

### All Other Expenses

*All other expenditure incurred by the chief executive that is not travel, hospitality or gifts.  
Include e.g. phone and data costs, subscriptions, membership fees, conference fees, professional development costs, books and anything else.*

Date(s)*	Cost in NZ\$	Purpose of expense (e.g. subscription part of employment agreement, development as agreed with SSC)	Type of expense (e.g. phone and data costs, membership fees)	Location(s)
28-Apr-21	196.40	Team farewell lunch	Meal	Timaru
<b>Total other expenses</b>	<b>\$196.40</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>	

<b>Notes</b>	

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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	South Canterbury DHB
Chief Executive	Nigel Trainor
Disclosure period start	1 July 2020
Disclosure period end	30 April 2021
GST on values	
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?)

<b>Total count of gift/benefit entries:</b>	<b>Offered</b>	<b>0</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>
	Accepted	0		
	Declined	0		

**Notes**

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 Insert additional rows as needed: right click on a row number (left of screen) and select Insert - this will insert a row above selected row.  
 A one-off offer of something worth \$25 is not included, but if the offer is made more than once a year, it should be disclosed.  
 Include items such as invitations to functions and events, event tickets, gifts from overseas counterparts and commercial organisations (including that accepted by immediate family members).  
 Include gifts and benefits that are declined.  
 Number of gifts/benefits will update automatically once you put information in rows above.  
 Mark clearly if there is no information to disclose - provide a note to this effect in the 'Date' column (column A).