

## 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 2019
<b>Disclosure period end***</b>	30 June 2020
<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>\$3,016.91</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>\$1,353.99</b>	Figures include GST (where applicable)	<b>Number declined</b>	<b>0</b>
<b>International Travel</b>	<b>\$768.55</b>	Figures include GST (where applicable)		
<b>Domestic Travel</b>	<b>\$2,248.36</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 2019
<b>Disclosure period end</b>	30 June 2020
<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)
25-Nov-19	62.16	HardyGroup Executive Leadership Workshop (professional development)	Taxi	Brisbane
28-Nov-19	706.39	HardyGroup Executive Leadership Workshop	Accommodation	Brisbane
<b>Subtotal - international travel</b>	<b>\$768.55</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)
17-Jul-19	50.20	National CE meeting in Wellington	Taxi	Wellington
18-Jul-19	47.70	National CE meeting in Wellington	Taxi	Wellington
18-Jul-19	5.00	National CE meeting in Wellington	Airport Parking	Timaru
7-Aug-19	139.13	National CE meeting in Wellington	Accommodation	Wellington
7-Aug-19	51.20	National CE meeting in Wellington	Taxi	Wellington
9-Aug-19	35.00	National CE meeting in Wellington	Lunch	Wellington
9-Aug-19	44.10	National CE meeting in Wellington	Taxi	Wellington
9-Aug-19	53.00	National CE meeting in Wellington	Dinner	Wellington
9-Aug-19	10.00	National CE meeting in Wellington	Airport Parking	Timaru
12-Sep-19	42.60	National CE meeting in Wellington	Taxi	Wellington
13-Sep-19	51.40	National CE meeting in Wellington	Taxi	Wellington
13-Sep-19	152.17	National CE meeting in Wellington	Accommodation	Wellington
13-Sep-19	10.00	National CE meeting in Wellington	Airport Parking	Timaru
4-Oct-19	33.00	Meeting with Ministry in Wellington	Taxi	Wellington
29-Oct-19	52.70	National CE meeting in Wellington	Taxi	Wellington
30-Oct-19	202.70	National CE meeting in Wellington	Accommodation	Wellington
30-Oct-19	44.90	National CE meeting in Wellington	Taxi	Wellington
30-Oct-19	10.00	National CE meeting in Wellington	Airport Parking	Timaru
6-Nov-19	218.26	National CE meeting in Wellington	Accommodation	Wellington
6-Nov-19	49.80	Meeting with Ministry of Health	Taxi	Wellington
8-Nov-19	49.10	Meeting with Ministry of Health	Taxi	Wellington

19-Nov-19	59.00	HardyGroup Executive Leadership Workshop	Airport Parking	Christchurch
28-Nov-19	45.30	National CE meeting in Wellington	Taxi	Wellington
29-Nov-19	234.00	National CE meeting in Wellington	Accommodation	Wellington
29-Nov-19	32.30	National CE meeting in Wellington	Taxi	Wellington
29-Nov-19	5.00	National CE meeting in Wellington	Airport Parking	Timaru
10-Feb-20	329.00	National CE meeting in Wellington	Accommodation	Wellington
12-Feb-20	56.80	National CE meeting in Wellington	Taxi	Wellington
13-Feb-20	86.80	National CE meeting in Wellington	Taxi	Wellington
14-Feb-20	38.20	National CE meeting in Wellington	Taxi	Wellington
14-Feb-20	10.00	National CE meeting in Wellington	Airport Parking	Timaru

Subtotal - domestic travel                      \$2,248.36                      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 disclosure to note				

Subtotal - local travel                      \$0.00                      Check - there are no hidden rows with data                      Check - each entry provides sufficient information

**Total travel expenses                      \$3,016.91**

**Notes**  
\* 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.  
\*\* 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>	South Canterbury DHB
<b>Chief Executive</b>	Nigel Trainor
<b>Disclosure period start</b>	1 July 2019
<b>Disclosure period end</b>	30 June 2020
<b>GST on costs</b>	
<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.

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

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

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

## Chief Executive Expense Disclosure

<b>Organisation Name</b>	South Canterbury DHB
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<b>Disclosure period start</b>	1 July 2019
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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)
22-Jul-19	497.00	Staff recognition	Food	Timaru
10-Sep-19	791.70	Whanganui DHB team visit - Team dinner expense	Hospitality within Public Service	Timaru
19-Feb-20	65.29	Dinner - late staff mtg (7 pax approx)	Food	Timaru
<b>Total other expenses</b>	<b>\$1,353.99</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 2019
Disclosure period end	30 June 2020
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?)

Total count of gift/benefit entries:	Offered	0	<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).