

Secretary and Chief Executive Expense Disclosures: A Guide for Agency Staff

[The following is a summary from "Public Service Secretaries and Chief Executive Expense Disclosures: A Guide for Agency Staff"](#)
[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 secretaries and/or chief executive's expenses is to provide transparency and accountability for discretionary expenditure by Public Service agencies and statutory Crown entities. Publishing clear and detailed disclosures is integral to building and maintaining the public's trust and confidence in the Public service.

What is covered?

All expenses for items offered, accepted or declined by secretaries or chief executives 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. Secretary and chief executive 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 secretaries or chief executive's budget or paid by their credit card are excluded. Expense disclosures cover the full period of the report, and are completed by each secretary or chief executive, including in Acting roles - Complete a separate workbook for each.

How does it work?

Secretaries or chief executives disclose the expenses, gifts & hospitality they have expended or been offered using this Excel workbook. Secretaries or chief executives formally approve completed Excel workbooks and an appropriate person reviews them (see guidance). 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 secretaries or chief executives 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 secretary or chief executive to people external to Public Service agencies and statutory Crown entities.

All other expenses

All other expenses incurred by the secretary or chief executive 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, offered, accepted or declined by the secretary or chief executive from people external to Public Service agencies and statutory Crown entities are disclosed. A brief explanation of what the secretary or chief executive 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 such as a cultural gift).

How to present information

Provide information using this Excel workbook: <https://www.publicservice.govt.nz/resources/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, secretary or chief executive 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 secretary or chief executive, including those in Acting roles.

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 disclosure webpage could be headed with a statement such as: (this agency) is disclosing the Secretary or Chief Executive's expenses, gifts and hospitality as part of its commitment to transparency and accountability.

Further assistance

The above is a summary from "Secretary or Chief Executive Expense Disclosures: A Guide for Agency Staff": <https://www.publicservice.govt.nz/assets/Legacy/resources/Chief-Executive-Expense-Disclosure-Guide.pdf>
Please read that in full first.

If you have any questions please contact ceexpenses@publicservice.govt.nz

For help with publishing on data.govt contact info@data.govt.nz.

Expenses should be posted on agency websites and linked to www.data.govt.nz. See: <https://www.data.govt.nz/toolkit/how-do-i-add-or-update-our-chief-executive-expenses/>

[Provide information using the Commissions Excel workbook - Click Here](#)

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

Organisation Name*	Kāinga Ora - Homes and Communities
Secretary or Chief Executive**	Andrew McKenzie
Disclosure period start***	1 July 2023
Disclosure period end***	30 June 2024
Agency totals check	Data and totals checked on all sheets
Secretary or Chief Executive approval****	This disclosure has been approved by the Departmental Secretary or Chief Executive
Other sign-off****	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
Travel expenses	\$46,951.18	Figures include GST (where applicable)		Number offered	35
Hospitality	\$165.70	Figures include GST (where applicable)		Number accepted	4
Other expenses	\$1,678.36	Figures include GST (where applicable)		Number declined	31
International Travel	\$4,786.55	Figures include GST (where applicable)			
Domestic Travel	\$41,613.77	Figures include GST (where applicable)			
Local Travel	\$550.86	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 or Acting Departmental secretary or Chief Executive					
*** Update if a shorter or different period is covered					
**** This disclosure must be approved by the Departmental secretary or Chief Executive and another appropriate party, e.g. Board Chair, Chief Financial Officer or Audit and Risk					

Public Service Secretary or Chief Executive Expense Disclosure

Organisation Name	Kāinga Ora - Homes and Communities
Public Service Secretary or Chief Executive	Andrew McKenzie
Disclosure period start	1 July 2023
Disclosure period end	30 June 2024
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 Public Service secretary or 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)
15 November 2023	\$476.61	Government Land Organisations Conference (GLO Conference)	Airfare	Auckland (via Melbourne) to Launceston
28 November 2023	\$814.55	GLO Conference	Airfare	Hobart to Melbourne (return)
28 November 2023	\$45.00	GLO Conference	After hours fee	
28 November 2023	\$22.40	GLO Conference	Offline short haul fee	
28 November 2023	\$38.45	GLO Conference	Offline domestic fee	
4 December 2023	\$324.00	GLO Conference	Airport parking - 6 days	Auckland
4 December 2023	\$42.95	Extra baggage allocation	Extra baggage charge	Australia
18 March 2024	\$122.13	Taxi from Melbourne Airport - Urban Development Insitute of Australia (UDIA) National Congress	Taxi	Melbourne
19 March 2024	\$20.89	Melbourne transport - UDIA National Congress	Transport	Melbourne
19 March 2024	\$25.81	Transport while in Melbourne - UDIA National Congress	Transport	Melbourne
20 March 2024	\$41.35	Melbourne transport - UDIA National Congress	Transport	Melbourne
20 March 2024	\$40.62	Transport in Melbourne - UDIA National Congress	Transport	Melbourne
21 March 2024	\$410.63	Presenter at UDIA National Congress	Hotel and meals	Melbourne
21 March 2024	\$69.73	Accommodation to Melbourne Airport	Transport	Melbourne
22 March 2024	\$279.00	Wellington business / Melbourne UDIA National Congress	Airport parking - 5 days	Auckland
7 June 2024	\$2,012.43	GLO Conference attendance 29 Nov-1 Dec 2023	Combined hotel, meals and transport	Tasmania
Subtotal - international travel	\$4,786.55	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)
1 July 2023	\$24.72	Wellington business	Airfare	Wellington
1 July 2023	\$163.00	Wellington business	Hotel	Wellington
1 July 2023	\$69.56	Wellington business	Meal	Wellington
1 July 2023	\$65.47	Wellington Airport - Central Wellington	Taxi	Wellington
1 July 2023	\$61.28	Central Wellington - Wellington Airport	Taxi	Wellington
3 July 2023	\$67.00	Wellington business	Airport parking - 1 day	Auckland
3 July 2023	\$11.73	Wellington business	Meal	Wellington
3 July 2023	\$27.03	Wellington business	Meal	Wellington
13 July 2023	\$35.91	Attend Local Government New Zealand (LGNZ) Regeneration Kaiapoi tour	Registration fee	Christchurch

16 July 2023	\$50.35	Wellington business	Airfare	Wellington
16 July 2023	\$84.28	Wellington Airport to accommodation	Taxi	Wellington
17 July 2023	\$69.00	Wellington business	Airport parking - 1 day	Auckland
17 July 2023	\$4.60	P Card Account Fee	Card fees	
17 July 2023	\$11.73	Wellington business	Meal	Wellington
17 July 2023	\$61.28	Central Wellington - Wellington Airport	Taxi	Wellington
17 July 2023	\$38.59	Wellington business	Taxi	Wellington
20 July 2023	\$121.60	Hamilton business	Mileage	Auckland - Hamilton
20 July 2023	\$491.15	Wellington business/en route to Christchurch (via ferry)	Mileage	Hamilton - Wellington
21 July 2023	\$232.00	Christchurch business / LGNZ Conference	Ferry	Wellington to Picton
21 July 2023	\$6.12	Wellington business	Meal	Wellington
21 July 2023	\$320.15	Christchurch business/ LGNZ Conference	Mileage	Picton - Christchurch
23 July 2023	\$10.00	Christchurch business / LGNZ Conference	Beverage	Christchurch
23 July 2023	\$224.10	Christchurch business	Hotel	Christchurch
23 July 2023	\$76.00	Christchurch business / LGNZ Conference	Meal	Christchurch
23 July 2023	\$36.35	Christchurch business / LGNZ Conference	Meal	Christchurch
24 July 2023	\$69.34	Wellington business	Airfare	Wellington
24 July 2023	\$76.01	Wellington business	Airfare	Wellington
24 July 2023	\$563.34	Wellington business	Airfare	Wellington
24 July 2023	\$73.96	Wellington Airport - Central Wellington	Taxi	Wellington
24 July 2023	\$69.45	Central Wellington - Wellington Airport	Taxi	Wellington
25 July 2023	\$573.60	Christchurch business / LGNZ Conference	Hotel - 3 nights	Christchurch
25 July 2023	\$83.64	Christchurch stay / business	Meal	Christchurch
26 July 2023	\$31.90	Christchurch stay / business	Meal	Christchurch
26 July 2023	\$74.46	Christchurch stay / business	Meal	Christchurch
26 July 2023	\$14.60	Christchurch stay / business	Parking	Christchurch
27 July 2023	\$82.74	Christchurch stay / business	Meal	Christchurch
27 July 2023	\$14.60	Christchurch stay / business	Parking	Christchurch
28 July 2023	\$56.30	Christchurch stay / business	Meal	Christchurch
28 July 2023	\$14.60	Christchurch stay / business	Parking	Christchurch
3 August 2023	\$321.10	Return from Christchurch via Picton ferry to Wellington/Auckland	Mileage	Christchurch to Picton
4 August 2023	\$255.00	Return from Christchurch business / LGNZ Conference	Ferry	Picton to Wellington
4 August 2023	\$608.95	Return to Auckland following Christchurch business	Mileage	Wellington to Auckland
9 August 2023	\$605.15	Wellington business / Public Service Leadership Team Retreat	Airfare	Wellington
9 August 2023	\$137.78	Wellington business / Public Service Leadership Team Retreat	Car hire	Wellington
11 August 2023	\$134.00	Public Service Leadership Team Retreat	Airport parking - 2 days	Auckland
11 August 2023	\$32.88	Rental car fuel	Car hire	Christchurch
15 August 2023	\$4.60	P Card Account Fee	Fees	
30 August 2023	\$344.33	Rotorua business	Airfare	Rotorua
30 August 2023	\$7.75	Rotorua business	Airfare	Rotorua
30 August 2023	\$394.20	CE Leadership Group Workshop	Hotel	Rotorua
30 August 2023	\$59.00	CE Leadership Group Workshop	Meal	Rotorua
30 August 2023	\$45.00	CE Leadership Group Workshop	Parking	Rotorua
30 August 2023	\$44.88	Rotorua Airport - City Centre	Taxi	Rotorua
31 August 2023	\$197.10	CE Leadership Group Workshop	Hotel	Rotorua
1 September 2023	\$189.00	Rotorua meetings/CE Leadership Group Workshop	Airport parking - 3 days	Auckland
13 September 2023	\$742.89	Public Service Leadership Team Retreat	Airfare	Wellington
14 September 2023	\$134.00	Public Service Leadership Team Retreat	Airport parking - 2 days	Auckland
15 September 2023	\$4.60	P Card Account Fee	Card fees	
18 September 2023	\$546.24	Wellington business	Airfare	Wellington
18 September 2023	\$77.08	Wellington Airport - accommodation	Taxi	Wellington
19 September 2023	\$69.00	Wellington meetings	Airport parking - 1 day	Auckland
19 September 2023	\$6.12	Wellington business	Meal	Wellington
19 September 2023	\$60.85	Wellington Central - Wellington Airport	Taxi	Wellington
19 September 2023	\$39.24	Wellington business	Taxi	Wellington
21 September 2023	\$12.00	Meeting	Meal	Auckland
28 September 2023	\$612.74	Wellington business	Airfare	Wellington
29 September 2023	\$61.71	Central Wellington - Wellington Airport	Taxi	Wellington

29 September 2023	\$40.85	Wellington business	Taxi	Wellington
2 October 2023	\$33.00	Napier business	Taxi	Napier
3 October 2023	\$685.69	Board Napier Regional visit	Airfare	Napier to Christchurch
3 October 2023	\$185.00	Board Napier Regional visit	Hotel	Napier
3 October 2023	\$73.53	Christchurch Airport - Central Christchurch	Taxi	Christchurch
4 October 2023	\$587.80	Board Napier Regional visit	Airfare	Christchurch to Auckland
4 October 2023	\$32.90	Christchurch business	Meal	Christchurch
4 October 2023	\$53.43	Christchurch - Christchurch Airport	Taxi	Christchurch
4 October 2023	\$38.70	Christchurch business	Taxi	Christchurch
15 October 2023	\$207.09	Wellington business	Airfare	Wellington
15 October 2023	\$485.45	Wellington business	Airfare	Wellington
15 October 2023	\$64.29	Wellington Airport - Wellington	Taxi	Wellington
16 October 2023	\$134.00	Wellington business	Airport parking - 2 days	Auckland
16 October 2023	\$4.60	P Card Account Fee	Card fees	
16 October 2023	\$68.37	Central Wellington - Wellington Airport	Taxi	Wellington
16 October 2023	\$39.24	Wellington business	Taxi	Wellington
26 October 2023	\$742.89	Wellington business	Airfare	Wellington
26 October 2023	\$66.87	Wellington Airport - Central Wellington	Taxi	Wellington
26 October 2023	\$33.35	Wellington business	Taxi	Wellington
27 October 2023	\$39.24	Wellington business	Taxi	Wellington
29 October 2023	\$234.00	Wellington business	Airport parking - 4 days	Auckland
6 November 2023	\$171.94	Wellington business	Airfare	Auckland
6 November 2023	\$535.80	Wellington business	Airfare	Wellington
6 November 2023	\$66.87	Wellington Airport - Central Wellington	Taxi	Wellington
6 November 2023	\$29.37	Wellington business	Taxi	Wellington
7 November 2023	\$134.00	Wellington business	Airport parking - 2 days	Auckland
7 November 2023	\$68.37	Central Wellington - Wellington Airport	Taxi	Wellington
7 November 2023	\$39.24	Wellington business	Taxi	Wellington
15 November 2023	\$742.89	CE Leadership Group Workshop	Airfare	Wellington
15 November 2023	\$69.00	Internal Workshop - Wellington	Airport parking - 1 day	Auckland
15 November 2023	\$4.60	P Card Account Fee	Card fees	
6 December 2023	\$847.39	Wellington Business	Airfare	Wellington
6 December 2023	\$69.00	Wellington business	Airport parking - 1 day	Auckland
6 December 2023	\$66.01	Wellington Airport - Central Wellington	Taxi	Wellington
6 December 2023	\$61.71	Central Wellington - Wellington Airport	Taxi	Wellington
10 December 2023	\$717.24	Wellington business	Airfare	Wellington
14 December 2023	\$35.96	Napier Airport - Napier City Centre	Taxi	Napier
15 December 2023	\$4.60	P Card Account Fee	Card fees	
18 December 2023	\$27.40	Wellington business	Taxi	Wellington
18 December 2023	\$42.57	Wellington business	Taxi	Wellington

19 December 2023	\$33.25	Return from Board/Committee meetings	Airfare	Auckland
19 December 2023	\$319.19	Return from Board/Committee meetings	Airfare	Auckland
19 December 2023	\$6.12	Wellington business	Meal	Wellington
19 December 2023	\$61.71	Central Wellington - Wellington Airport	Taxi	Wellington
19 December 2023	\$122.77	Auckland Auckland airport - home	Taxi	Auckland
19 December 2023	\$39.24	Wellington business	Taxi	Wellington
15 January 2024	\$4.60	P Card Account Fee	Card fees	
19 January 2024	\$682.86	Review Meeting - Auckland	Airfare	Taupo - Auckland (return)
19 January 2024	\$122.66	Auckland Airport - Grey's Avenue Auckland	Taxi	Auckland
19 January 2024	\$120.72	Home - Auckland Airport	Taxi	Auckland
24 January 2024	\$350.14	HDS meeting	Airfare	Auckland
24 January 2024	\$97.93	Auckland Airport - Newmarket	Taxi	Auckland
25 January 2024	\$121.48	Home - Auckland Airport	Taxi	Auckland
5 February 2024	\$195.00	Attend Waitangi Visit	Hotel	Whangarei
5 February 2024	\$86.00	Whangarei-attend Waitangi events	Meal	Waitangi
5 February 2024	\$15.50	Industry Event, Waitangi	Parking	Waitangi
5 February 2024	\$21.07	EV charging-travel Auckland to Waitangi Day events	Transport	Waitangi
11 February 2024	\$640.30	Wellington business	Airfare	Wellington
11 February 2024	\$25.63	Wellington business	Airfare	Wellington
11 February 2024	\$117.82	Home - Auckland Airport	Taxi	Auckland
11 February 2024	\$79.12	Wellington Airport - accommodation	Taxi	Wellington
12 February 2024	\$76.00	Wellington Central - Wellington Airport	Taxi	Wellington
12 February 2024	\$146.74	Auckland Airport - Hillcrest	Taxi	Auckland
12 February 2024	\$40.42	Wellington business	Taxi	Wellington
15 February 2024	\$4.60	P Card Account Fee	Card fees	
20 February 2024	\$657.40	Wellington business / Public Service Leadership Team Retreat	Airfare	Wellington
20 February 2024	\$115.08	Wellington business / Public Service Leadership Team Retreat	Car hire	Wellington
22 February 2024	\$134.00	Wellington business	Airport parking - 2 days	Auckland
22 February 2024	\$19.27	Rental car fuel	Car hire	Wellington
3 March 2024	\$742.89	Select Committee Hearing	Airfare	Wellington
3 March 2024	\$104.50	Select Committee Hearing	Airfare	Wellington
3 March 2024	\$90.61	Wellington Airport - accommodation	Taxi	Wellington
4 March 2024	\$230.00	Select Committee Hearing	Hotel	Wellington
4 March 2024	\$131.00	Select Committee Hearing	Meal for Chief Executive and Acting Board Chair	Wellington
4 March 2024	\$6.12	Wellington business	Meal	Wellington
4 March 2024	\$40.42	Wellington business	Taxi	Wellington
5 March 2024	\$134.00	Wellington business	Airport parking - 2 days	Auckland

5 March 2024	\$69.02	Wellington Central - Wellington Airport	Taxi	Wellington
7 March 2024	\$931.00	Christchurch business	Airfare	Christchurch
7 March 2024	\$200.00	Christchurch business	Hotel	Christchurch
7 March 2024	\$69.77	Christchurch business	Taxi	Christchurch
7 March 2024	\$31.05	Christchurch trip	Transport	Christchurch
8 March 2024	\$69.00	Christchurch business	Airport parking - 1 day	Auckland
8 March 2024	\$33.90	Christchurch business	Meal	Christchurch
15 March 2024	\$4.60	P Card Account Fee	Card fees	
17 March 2024	\$393.84	Wellington business	Airfare	Wellington
17 March 2024	\$79.12	Wellington business	Taxi	Wellington
18 March 2024	\$74.61	Wellington business	Taxi	Wellington
18 March 2024	\$40.42	Wellington business	Taxi	Wellington
24 March 2024	\$751.97	Minister's meeting / Wellington business	Airfare	Wellington
24 March 2024	\$79.12	Wellington business	Taxi	Wellington
25 March 2024	\$6.12	Wellington business	Meal	Wellington
25 March 2024	\$70.63	Wellington business	Taxi	Wellington
25 March 2024	\$34.08	Wellington business	Taxi	Wellington
26 March 2024	\$69.00	Wellington business	Airport parking - 1 day	Auckland
2 April 2024	\$26.33	Wellington business	Airfare	Wellington
2 April 2024	\$524.50	Wellington business	Airfare	Wellington
2 April 2024	\$628.00	Wellington business	Hotel	Wellington
2 April 2024	\$7.60	Wellington business	Meal	Wellington
2 April 2024	\$35.00	Wellington business	Meal	Wellington
2 April 2024	\$71.10	Wellington business	Meal	Wellington
2 April 2024	\$68.69	Wellington business	Taxi	Wellington
5 April 2024	\$29.48	Wellington business	Taxi	Wellington
8 April 2024	\$324.00	Wellington business	Airport parking - 6 days	Auckland
10 April 2024	\$836.59	Christchurch business	Airfare	Christchurch
10 April 2024	\$180.00	Christchurch business	Hotel	Christchurch
10 April 2024	\$22.00	Christchurch business	Meal	Christchurch
10 April 2024	\$6.50	Christchurch business	Meal	Christchurch
10 April 2024	\$71.49	Christchurch business	Taxi	Christchurch
11 April 2024	\$65.58	Christchurch business	Taxi	Christchurch
11 April 2024	\$39.35	Christchurch business	Taxi	Christchurch
12 April 2024	\$69.00	Christchurch business	Airport parking - 1 day	Auckland
15 April 2024	\$4.60	P Card Account Fee	Card fees	
22 April 2024	\$16.77	Kāinga Ora Board Dinner (Auckland)	Transport	Auckland
23 April 2024	\$524.50	Wellington business	Airfare	Wellington

23 April 2024	\$144.75	Wellington business	Airfare	Wellington
23 April 2024	\$17.44	Wellington business/Road Controlling Authorities Forum (RCAF)	Meal	Wellington
23 April 2024	\$38.70	Wellington business	Taxi	Wellington
23 April 2024	\$42.14	Wellington business	Taxi	Wellington
24 April 2024	\$69.00	Wellington business/presenting to RCAF	Airport parking - 1 day	Auckland
29 April 2024	\$669.25	Wellington business	Airfare	Wellington
29 April 2024	\$70.20	Wellington business	Taxi	Wellington
29 April 2024	\$72.24	Wellington business	Taxi	Wellington
30 April 2024	\$69.00	Wellington business	Airport parking - 1 day	Auckland
1 May 2024	\$689.95	Wellington business	Airfare	Wellington
1 May 2024	\$69.54	Wellington business	Airfare	Wellington
1 May 2024	\$27.63	Wellington business	Meal	Wellington
1 May 2024	\$63.53	Wellington business	Taxi	Wellington
1 May 2024	\$72.24	Wellington business	Taxi	Wellington
2 May 2024	\$69.00	Wellington business	Airport parking - 1 day	Auckland
2 May 2024	\$42.60	Wellington business	Meal	Wellington
2 May 2024	\$71.10	Wellington business	Meal	Wellington
4 May 2024	\$483.14	Wellington business	Airfare	Wellington
4 May 2024	\$72.78	Wellington business	Taxi	Wellington
6 May 2024	\$78.37	Wellington business	Taxi	Wellington
6 May 2024	\$46.87	Wellington business	Taxi	Wellington
7 May 2024	\$134.00	Wellington business	Airport parking - 2 days	Auckland
10 May 2024	\$11.73	Wellington business	Meal	Wellington
13 May 2024	\$254.73	Return from Wellington business	Airfare	Auckland
13 May 2024	\$11.42	Wellington business	Meal	Wellington
13 May 2024	\$6.12	Wellington business	Meal	Wellington
13 May 2024	\$11.73	Wellington business	Meal	Wellington
13 May 2024	\$78.37	Wellington business	Taxi	Wellington
13 May 2024	\$155.02	Auckland Airport - Home	Taxi	Auckland
13 May 2024	\$46.87	Wellington business	Taxi	Wellington
15 May 2024	\$4.60	P Card Account Fee	Card fees	
16 May 2024	\$689.95	Public Service Leadership Team Retreat	Airfare	Wellington
16 May 2024	\$91.37	Public Service Leadership Team Retreat	Car hire	Wellington
16 May 2024	\$119.97	Home - Auckland Airport	Taxi	Auckland
16 May 2024	\$122.66	Auckland Airport - Home	Taxi	Auckland
19 May 2024	\$599.70	Wellington business	Airfare	Wellington
5 June 2024	\$539.52	Kanohi Kitea sessions	Airfare	Wellington

5 June 2024	\$94.17	Wellington business	Taxi	Wellington
5 June 2024	\$33.33	Wellington business	Taxi	Wellington
6 June 2024	\$34.37	Wellington meetings	Meal	Wellington
6 June 2024	\$8.03	Wellington meetings	Meal	Wellington
6 June 2024	\$15.95	Wellington meetings	Transport	Wellington
6 June 2024	\$47.30	Wellington business	Taxi	Wellington
8 June 2024	\$134.00	Wellington meetings	Airport parking - 2 days	Auckland
14 June 2024	\$4.60	P Card Account Fee	Card fees	
19 June 2024	\$586.53	GLO Conference	Airfare	Queenstown
19 June 2024	\$290.00	GLO Conference	Hotel	Christchurch
20 June 2024	\$426.15	GLO Conference	Hotel	Queenstown
21 June 2024	\$311.00	GLO Conference	Hotel	Queenstown
24 June 2024	\$287.63	Return from GLO Conference	Airfare	Auckland
25 June 2024	\$145.00	Airport parking - GLO Conference Christchurch/Queenstown	Airport parking - 5 days	Auckland
26 June 2024	\$104.61	Wellington business	Taxi	Wellington
27 June 2024	\$78.80	Wellington business	Taxi	Wellington
28 June 2024	\$69.00	Wellington business	Airport parking	Auckland
	\$3,098.60	160 Orbit fees	Fees	
Subtotal - domestic travel		\$41,613.77	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)
9 August 2023	\$4.50	Presentation to Kāinga Ora HSM Induction Workshop	Parking	Auckland
15 August 2023	\$36.01	Auckland business	Taxi	Auckland
17 October 2023	\$32.50	Meeting with direct reports	Beverage	Auckland
1 November 2023	\$9.50	Auckland Transport meeting	Parking	Auckland
2 November 2023	\$30.00	Meeting with direct reports	Beverage	Auckland
3 November 2023	\$24.60	Meeting with Auckland Council	Parking	Auckland
8 November 2023	\$15.00	Auckland Council/Kāinga Ora Executive Leaders meeting	Parking	Auckland
10 November 2023	\$10.00	Meeting with Auckland Mayor	Parking	Auckland
6 December 2023	\$14.40	Deloitte Top 200 Awards event	Taxi	Auckland
6 December 2023	\$37.60	Deloitte Top 200 Awards event	Taxi	Auckland
19 January 2024	\$14.63	Board meeting with Kāinga Ora Reviewers	Transport	Auckland
24 January 2024	\$48.91	Auckland business	Taxi	Auckland
12 February 2024	\$18.20	Auckland business	Transport	Auckland
14 February 2024	\$15.00	Auckland Transport/Auckland Council Group session	Parking	Auckland
28 March 2024	\$32.00	Breakfast meeting	Meal	Auckland
9 April 2024	\$68.34	Meeting with direct report	Meal	Auckland

2 May 2024	\$14.70	Auckland business	Transport	Auckland
2 May 2024	\$16.58	Auckland business	Transport	Auckland
14 May 2024	\$31.93	Auckland business	Taxi	Auckland
14 May 2024	\$7.22	Deloitte NextGen CIO Academy presentation	Transport	Auckland
27 May 2024	\$11.03	Transport from Kāinga Ora Board dinner	Transport	Auckland
27 May 2024	\$14.07	Transport to Kāinga Ora Board dinner	Transport	Auckland
13 June 2024	\$10.60	Auckland Infrastructure CE meeting	Parking	Auckland
24 June 2024	\$14.75	Kāinga Ora Board dinner - home to Auckland city	Transport	Auckland
24 June 2024	\$18.79	Kāinga Ora Board dinner - Auckland city to home	Transport	Auckland
Subtotal - local travel				
	\$550.86	Check - there are no hidden rows with data		Not all lines have an entry for "Cost in NZ\$" and "Type of expense"
Total travel expenses				
	\$46,951.18			

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).

Public Service Secretary or Chief Executive Expense Disclosure

Organisation Name	Kāinga Ora - Homes and Communities
Public Service Secretary or Chief Executive	Andrew McKenzie
Disclosure period start	1 July 2023
Disclosure period end	30 June 2024
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*

All hospitality expenses provided by the Public Service secretary or chief executive in the context of their 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)
4 July 2023	\$70.00	Meeting with external party	Meal	Auckland
6 September 2023	\$65.00	Meeting with external party	Meal	Auckland
11 October 2023	\$30.70	Quarterly catch up with CE TRC	Meal	Auckland
Total hospitality expenses	\$165.70	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).				

Public Service Secretary or Chief Executive Expense Disclosure

Organisation Name	Kāinga Ora - Homes and Communities
Public Service secretary or Chief Executive	Andrew McKenzie
Disclosure period start	1 July 2023
Disclosure period end	30 June 2024
GST on costs	Figures include GST (where applicable)
Agency totals check	Data and totals on this worksheet checked and confirmed

All Other Expenses

*All other expenditure incurred by the Public Service secretary or 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 PSC)	Type of expense (e.g. phone and data costs, membership fees)	Location(s)
10 July 2023	\$92.98	Phone bill 11 June 2023 to 10 July 2023	Phone and Data Costs	
10 August 2023	\$92.98	Phone bill 11 July 2023 to 10 August 2023	Phone and Data Costs	
10 September 2023	\$92.98	Phone bill 11 August 2023 to 10 September 2023	Phone and Data Costs	
10 October 2023	\$92.98	Phone bill 11 September 2023 to 10 October 2023	Phone and Data Costs	
10 November 2023	\$92.98	Phone bill 11 October 2023 - 10 November 2023	Phone and Data Costs	
28 November 2023	\$1,027.50	Chartered accountant - annual subscription fee 2023-2024	Professional Development	
10 December 2023	\$92.98	Phone bill 11 Nov 2023 to 10 Dec 2023	Phone and Data Costs	
10 January 2024	\$92.98	Phone bill 11 Dec 2023 to 10 Jan 2024	Phone and Data Costs	
Total other expenses				
	\$1,678.36	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).				

Public Service Secretary or Chief Executive Gifts and Benefits Disclosure

Organisation Name	Kāinga Ora - Homes and Communities
Public Service Secretary or Chief Executive	Andrew McKenzie
Disclosure period start	1 July 2023
Disclosure period end	30 June 2024
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

*Include all gifts, invitations to events and other hospitality, of \$50 or more in total value per year, offered to the Public Service secretary or chief executive by people external to the Public Service.
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?)
1/08/2023	Networking event	Declined	JacksonStone & Partners	Estimate not possible	
10/08/2023	The State of the City - Benchmarking Tāmaki Makaurau Auckland's international performance	Declined	Deloitte	Estimate not possible	
16/08/2023	Te Hāpa Hapori Spirit of Service Awards	Declined	Te Kawa Mataaho Public Service Commission	Estimate not possible	
22/08/2023	Convera Connect: Sydney	Declined	Smart Cities Council	Estimate not possible	
24/08/2023	Annual infrastructure dinner	Declined	MinterEllisonRuddWatts	Estimate not possible	
24/08/2023	Aurecon's new Tāmaki Makaurau Auckland office opening	Declined	Aurecon	Estimate not possible	
4/09/2023	The Business Insider - An Exclusive C-Suite event	Declined	CodeHQ	Estimate not possible	
12/09/2023	Election special panel	Declined	Bell Gully Events	Estimate not possible	
13/09/2023	Lunch with BNZ CEO and other industry leaders	Declined	BNZ	Estimate not possible	
28/09/2023	Te Pā Maru Official Opening	Declined	Wellington City Mission	Estimate not possible	
6/11/2023	Te Rā Ratonga Tūmatanui Public Service Day Awards	Declined	Public Service Commission	Estimate not possible	
13/11/2023	Tribe Leadership Event	Declined	Tribe Recruit	Estimate not possible	
30/11/2023	An Evening of Gothic Glamour - end of year celebration	Declined	Westpac	Estimate not possible	
6/12/2023	Deloitte Top 200 Awards	Accepted	Deloitte	Under \$100	
2/02/2024	Bottle of wine	Accepted	Craig Invesment Partners	Under \$100	Advised gifts couldn't be accepted but sent anyway. Regifted or donated.
8/02/2024	Celebrate opening of new office in Te Whanganui-a-Tara	Declined	Datacom NZ	Estimate not possible	
20/02/2024	Public Service Commissioner's retirement event	Accepted	Hon Nicola Willis	Under \$100	
22/02/2024	Leading Through Change	Declined	Inside Recruitment	Estimate not possible	
7/03/2024	Westpac Directors Lunch	Accepted	Events at Westpac	Estimate not possible	
26/03/2024	Grand Opening of Sky Window Construction Ltd's Wellington office and showroom	Declined	Sky Window Construction	Estimate not possible	
27/03/2024	Walking the Talk: Sustainable Business in NZ	Declined	Trans - Tasman Business Circle	Estimate not possible	
29/05/2024 & 6/6/24	JLL's The Future of Real Estate 2024	Declined	TLL	Estimate not possible	
1/05/2024	Public/Private Sector Auckland Leaders Networking Evening	Declined	Beca	Estimate not possible	
9/05/2024	Checkpoint's Private Breakfast Session	Declined	Brightstar	Estimate not possible	
29/5/2024 & 4/5 June 2024	Westpac Quarterly Economic Overview	Declined	Events at Westpac	Estimate not possible	
4/06/2024	Economic Infrastructure Roundtable	Declined	Westpac	Estimate not possible	
Date tba	Wellington Chamber of Commerce Pre-Budget 2024 address by Minister of Finance	Declined	Deloitte	Estimate not possible	
13/06/2024	Luncheon with Hon Christopher Bishop	Declined	Trans - Tasman Business Circle	Estimate not possible	
14/06/2024	Partner CEO Breakfast	Declined	The Aotearoa Circle	Estimate not possible	
14/06/2024	Property Industry Awards	Declined	Property Council	Estimate not possible	

18/06/2024	Networking and lively conversations with the Downer Board, Executive Leadership Team, customers, industry professionals and senior leaders	Declined	Downer	Estimate not possible	
19/06/2024	Hei Manaaki Ngā Kaumātua: Launch of Innovative Resources for Housing, Social Enterprise and Wellbeing	Declined	Hon Casey Costello	Estimate not possible	
21/06/2024	Partner CEO Breakfast	Declined	The Aotearoa Circle	Estimate not possible	
26/06/2024	Transpower's 30th anniversary as an SOE	Declined	Transpower Events	Estimate not possible	
26/06/2024	Bridging the Infrastructure Gap Funding and Financing - Helen Clark Foundation and WSP	Declined	WSP NZ	Estimate not possible	
21 March 2024	Presenter at UDIA National Congress	Accepted	UDIA National Congress	\$2,200.00	Cost covered in lieu of speakers fee
Total count of gift/benefit entries:	Offered	35	Check - there are no hidden rows with data	Check - each entry provides sufficient information	
	Accepted	4			
	Declined	31			
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).					