

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

<b>Organisation Name</b>	Hutt Valley District Health Board
<b>Chief Executive**</b>	Dale Oliff
<b>Disclosure period start***</b>	1 July 2018
<b>Disclosure period end***</b>	30 June 2019
<b>Agency totals check</b>	Data and totals checked on all sheets
<b>Chief Executive approval****</b>	This disclosure has not yet 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>\$26.61</b>	Figures exclude GST	<b>Number offered</b>	<b>0</b>
<b>Hospitality</b>	<b>\$0.00</b>	Figures exclude GST	<b>Number accepted</b>	<b>0</b>
<b>Other expenses</b>	<b>\$3,558.34</b>	Figures exclude GST	<b>Number declined</b>	<b>0</b>
<b>International Travel</b>	<b>\$0.00</b>	Figures exclude GST		
<b>Domestic Travel</b>	<b>\$0.00</b>	Figures exclude GST		
<b>Local Travel</b>	<b>\$26.61</b>	Figures exclude GST		

<b>Notes</b>	
* Headings on following tabs will pre populate with what you enter on this tab	
** Create a new workbook for a new Chief Executive	
*** Update if a shorter or different period is covered	
**** This disclosure must be approved by the Chief Executive and another appropriate party, e.g. Board Chair, Chief Financial Officer or Audit and Risk Committee member	

## Chief Executive Expense Disclosure

<b>Organisation Name</b>	Hutt Valley District Health Board
<b>Chief Executive</b>	Dale Oliff
<b>Disclosure period start</b>	1 July 2018
<b>Disclosure period end</b>	30 June 2019
<b>GST on costs</b>	Figures exclude GST
<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)
No information to disclose				
<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)
No information to disclose				
<b>Subtotal - domestic travel</b>		<b>\$0.00</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>

#### 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)
31/01/2019	26.61	Car parking during joint HVDHB & CCDHB Boards' workshop	Car parking	Wellington
<b>Subtotal - local travel</b>		<b>\$26.61</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>

<b>Total travel expenses</b>	<b>\$26.61</b>
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#### 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

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<b>GST on costs</b>	Figures exclude GST
<b>Agency totals check</b>	Data and totals on this worksheet checked and confirmed

### Hospitality Offered to Third Parties\*

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

Date(s)**	Cost in NZ\$	Purpose of hospitality (e.g. hosting delegation from China, building relationships, team building)	Type of expense (what and for how many e.g. dinner for 5)	Location(s)
No information to disclose				
<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>
<b>Notes</b>				
* 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

<b>Organisation Name</b>	Hutt Valley District Health Board
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<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)
10 August 2018	\$29.34	Cellphone usage July 2018	Phone and data costs - D Oliff	Wellington
10 August 2018	\$525.00	August 2018 coaching with Alan Woodside	Professional Development	Wellington
9 June 2018	\$29.00	Cellphone usage August 2018	Phone and data costs - D Oliff	Wellington
14 September 2018	\$350.00	September 2018 coaching with Alan Woodside	Professional Development	Wellington
15 October 2018	\$525.00	October 2018 coaching with Alan Woodside	Professional Development	Wellington
16 October 2018	\$29.00	Cellphone usage September 2018	Phone and data costs - D Oliff	Wellington
11 August 2018	\$29.00	Cellphone usage October 2018	Phone and data costs - D Oliff	Wellington
19 November 2018	\$350.00	November 2018 coaching with Alan Woodside	Professional Development	Wellington
13 December 2018	\$29.00	Cellphone usage November 2018	Phone and data costs - D Oliff	Wellington
1 September 2019	\$29.00	Cellphone usage December 2018	Phone and data costs - D Oliff	Wellington
15 February 2019	\$29.00	Cellphone usage January 2019	Phone and data costs - D Oliff	Wellington
25 February 2019	\$350.00	February 2019 coaching with Alan Woodside	Professional Development	Wellington
25 March 2019	\$29.00	Cellphone usage February 2019	Phone and data costs - D Oliff	Wellington
16 April 2019	\$29.00	Cellphone usage March 2019	Phone and data costs - D Oliff	Wellington
15 May 2019	\$29.00	Cellphone usage April 2019	Phone and data costs - D Oliff	Wellington
1 April 2019	\$350.00	April 2019 coaching with Alan Woodside	Professional Development	Wellington
7 May 2019	\$350.00	May 2019 coaching with Alan Woodside	Professional Development	Wellington
21 June 2019	\$49.00	Cellphone usage May 2019	Phone and data costs - D Oliff	Wellington
24 June 2019	\$350.00	June 2019 coaching with Alan Woodside	Professional Development	Wellington
5 July 2019	\$69.00	Cellphone usage June 2019	Phone and data costs - D Oliff	Wellington

<b>Total other expenses</b>	<b>\$3,558.34</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>
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**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	Hutt Valley District Health Board
Chief Executive	Dale Oliff
Disclosure period start	1 July 2018
Disclosure period end	30 June 2019
GST on values	Figures exclude GST
Agency totals check	Data and totals on this worksheet checked and confirmed

### Gifts and Benefits over \$50 annual value

*Include all gifts, invitations to events and other hospitality, of \$50 or more in total value per year, offered to the chief executive by people external to the organisation.  
Include all gifts, invitations or other hospitality **whether accepted or declined**.*

Date(s)*	Description (e.g. event tickets, etc.)	Was the gift accepted? (drop-down list in cell)	Offered by (who made the offer?)	Estimated value in NZ\$ (drop-down list in cell but provide specific value if possible)	Other comments (e.g. if given to others, whom?)
No information to disclose					
<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			
<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.					
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).					