

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*	Children and Young People's Commission
Secretary or Chief Executive**	Dr Claire Achmad
Disclosure period start***	1 November 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****	Corporate Services Manager

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	\$15,063.44	Figures include GST (where applicable)		Number offered	4
Hospitality	\$0.00	Figures include GST (where applicable)		Number accepted	4
Other expenses	\$12,155.51	Figures include GST (where applicable)		Number declined	0
International Travel	\$385.42	Figures include GST (where applicable)			
Domestic Travel	\$13,612.94	Figures include GST (where applicable)			
Local Travel	\$1,065.08	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 Comm

Public Service Secretary or Chief Executive Expense Disclosure

Organisation Name	Children and Young People's Commission
Public Service Secretary or Chief Executive	Dr Claire Achmad
Disclosure period start	1 November 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)
19 February 2024	\$49.80	Home to airport for Hobart trip	Taxi	Wellington
20 February 2024	\$38.67	T42 - Meeting in Hobart	Meal	Hobart
20 February 2024	\$11.69	Nirvana Hobart Cafe	Meal	Hobart
21 February 2024	\$45.30	Kosaten Battery Point	Meal	Hobart
22 February 2024	\$51.70	Travel to ANZCCGA conference	Taxi	Hobart
26 February 2024	\$92.26	Ibis Hotel	Accommodation	Hobart
26 February 2024	\$79.30	From Auckland airport after ANZCCGA conference	Taxi	Auckland
26 February 2024	\$16.70	Wellington airport to home after ANZCCGA conference	Taxi	Wellington
Subtotal - international travel	\$385.42	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)
15 November 2023	\$1,572.80	Travel 20-21 Nov - CHC/WLG return, 25-29 WLG/AKL return for engagements	Airfares	CHC/WLG/AKL return
20 November 2023	\$15.00	Dinner YMCA opening	Meal	Christchurch
20 November 2023	\$23.50	Perch cafe - VOYCE Whakarongo Mai AGM	Meal	Auckland
20 November 2023	\$44.90	Home to airport for trip to Christchurch to open Kind Foundation new building	Taxi	Wellington
20 November 2023	\$18.47	Bakermans Cafe - Morning Tea hui with Board members, Donna and Josiah	Meals for 3	Christchurch
21 November 2023	\$51.40	Taxi to Christchurch airport	Taxi	Christchurch
21 November 2023	\$17.00	Foundation Cafe	Meal	Christchurch
21 November 2023	\$245.68	Flight diverted to PMR - Claire needed to be in WLG for keynote address at Cross Govt Stakeholder conference on 22/11/23 - 296 km (return trip)	Mileage	WLG/PMR/WLG
22 November 2023	\$111.19	Petrol for personal vehicle - flight diverted to Palmerston North	Personal vehicle Palmerston North to Wellington	Wellington
25 November 2023	\$279.00	Accommodation Sebel Hotel - Mihi Whakataua Judge Eivers	Hotel 1 night	Auckland
28 November 2023	\$321.30	Accommodation Heritage Hotel - Last minute interview TVNZ	Hotel 1 night	Auckland
28 November 2023	\$21.74	Sebel Bistro	Meal	Auckland
29 November 2023	\$44.60	To focus group hui with NGO, Child Poverty Audit	Taxi	Auckland
29 November 2023	\$12.30	Mediaworks Studio - Interview Duncan Garner	Taxi	Auckland

6 December 2023	\$64.20	To Wellington airport for ACART sector presentation	Taxi	Wellington
6 December 2023	\$6.00	Parking International airport - pick up YVG group hui	Parking Auckland airport	Auckland
8 December 2023	\$47.90	Ariport to office	Taxi	Wellington
9 January 2024	\$1,875.48	Waitangi Accommodation for 5 staff - Booking.com	Accommodation	Paihia
1 February 2024	\$60.50	Lunch Waitangi - Cafe Malaahi	Meals for 4	Waitangi
1 February 2024	\$21.00	Morning tea Waitangi - Cafe Malaahi	Meals for 4	Waitangi
3 February 2024	\$54.50	Lunch Waitangi Treaty grounds	Meals for 4	Waitangi
5 February 2024	\$116.79	Charlotte's kitchen - Meals for 2 with Office of the Ombudsman and Mana Mokopuna staff.	Meals for 2	Paihia
6 February 2024	\$47.30	Airport to home after Waitangi trip	Taxi	Wellington
6 February 2024	\$64.40	Third Wheel coffee with team	Meals for 4	Paihia
12 February 2024	(\$19.55)	Refund adjustment to flights	Airfares	Wellington
29 February 2024	\$198.00	Auckland to Wellington Feb 26 - return from engagement	Airfares	AKL/WLG
29 February 2024	\$1,609.73	Reversal: Travel and accommodation in February 2024 - January Invoice - February 3-7 AKL/KKE return, Feb 22-23 AKL/WLG, 19 Feb AKL-HBA and MEL, Feb 6, AKL/WLG/KKE return	Airfares	AKL/KKE/WLG/MELL/HB A/WLG/AKL
21 March 2024	\$128.75	Taxi to and from Polyfest	Taxi	Auckland
23 March 2024	\$95.00	Taxi to and from Polyfest	Taxi	Auckland
23 March 2024	\$36.30	Taxi to and from Polyfest	Taxi	Auckland
24 March 2024	\$31.90	Taxi to and from Polyfest	Taxi	Auckland
24 March 2024	\$214.20	Quest Highbrook - Polyfest	Accommodation	Auckland
24 March 2024	\$751.80	Auckland to Wellington return for engagements	Airfares	AKL/WLG
25 March 2024	\$49.70	Airport to home after Polyfest	Taxi	Wellington
31 March 2024	\$751.80	Travel March 22-24 - WLG/AKL return for Auckland engagement	Airfares	WLG/AKL return
10 April 2024	\$41.40	To Better Start National Science Challenge symposium - keynote	Taxi	Wellington
10 April 2024	\$15.81	Sushi Platter - National Science Challenge symposium	Meal	Auckland
12 April 2024	\$45.30	To National Science Challenge speaking symposium	Taxi	Auckland
12 April 2024	\$94.50	Visiting youth facilities with Australian Children's Commissioner	Taxi	Auckland
12 April 2024	\$114.40	Visiting youth facilities with Australian Children's Commissioner	Taxi	Auckland
13 April 2024	\$15.38	Cordis Hotel - Symposium	Meal	Auckland
20 April 2024	\$11.50	Subway Otahuhu - Halberg Games	Meal	Auckland
22 April 2024	\$11.50	Tank Auckland airport - Halberg Games	Meal	Auckland
22 April 2024	\$27.00	TJ Katsu - Airport - Halberg Games	Meal	Auckland
30 April 2024	\$284.79	TaxiCharge travel in AKL and WLG from 19/04/24 to 21/04/24 for engagements	Taxi	WLG & AKL
30 April 2024	\$170.90	Travel on April 9 WLG to AKL for Auckland engagement	Airfares	Auckland
30 April 2024	\$999.70	Travel on April 14 AKL/WLG return, April 19, WLG/AKL return, April 21, WLG/AKL return for Auckland engagements	Airfares	Auckland
5 May 2024	\$53.70	Travel to Race Unity Speech Awards	Taxi	Auckland
5 May 2024	\$51.60	Travel from Race Unity Speech Awards	Taxi	Auckland
31 May 2024	\$1037.70	Travel from WLG to AKL return from May 03-05 and May 23 WLG/AKL	Airfares	AKL/WLG return
24 May 2024	\$15.81	Sushi Platter - Starship hospital visit	Meal	Auckland
25 May 2024	\$7.00	Parking Auckland airport - Starship hospital visit	Parking Auckland airport	Auckland
19 June 2024	\$144.01	Stripe Cafe - team lunch - Tamaki Makaurau engagements	Meal for 5	Titirangi
20 June 2024	\$21.60	Kerikeri Bakehouse - regarding engagement with Ngapuhi Iwi Social Services	Meal for 3	Kerikeri
22 June 2024	\$37.50	Northern Base Cafe - regarding engagement with Ngapuhi Iwi Social Services	Meal for 3	Kerikeri
30 June 2024	\$128.26	TaxiCharge travel in AKL and WLG from 17/06/24 to 26/06/24 for engagements	Taxi	WLG & AKL
30 June 2024	\$1,299.00	Travel June 17-20 - WLG/AKL/KKE and return to WLG for KKE engagement	Airfares	WLG/AKL/KKE return
Subtotal - domestic travel \$13,612.94 Check - there are no hidden rows with data Not all lines have an entry for "Cost in NZ\$" and "Type of expense"				

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)
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9 August 2023	\$13.80	Hui with Judge Frances Eivers on 9 August	Taxi	Wellington
20 September 2023	\$19.60	Hui with kaimahi - project kick off hui	Taxi	Wellington
8 November 2023	\$28.70	Travel from Board dinner at Brentwood	Taxi	Wellington
9 November 2023	\$29.00	Travel to Board wananga	Taxi	Wellington
30 November 2023	\$14.50	CEO Interviews	Taxi	Wellington
5 December 2023	\$18.00	Nikau Cafe - hui with Crown Entity Partner Org Chair	Meal	Wellington
8 December 2023	\$14.10	Office to ICM hui at Aroturuki Tamariki	Taxi	Wellington
11 December 2023	\$222.50	Ernestos Restaurant	Meals 5 people - Board end of year lunch	Wellington
18 December 2023	\$19.50	Anita's - snacks for team engagement at the tari	Meal	Wellington
19 December 2023	\$11.00	Lab cafe - Briefing legal advisor	Meal	Wellington
11 January 2024	\$29.94	CEO recruitment	Meal 2 people	Wellington
17 January 2024	\$15.80	Home to hui with ICM	Taxi	Wellington
18 January 2024	\$15.60	To hui with Oranga Tamariki	Taxi	Wellington
23 January 2024	\$19.60	Travel to Beehive to hui with Minister	Taxi	Wellington
25 January 2024	\$17.60	Hui with youth court	Taxi	Wellington
7 February 2024	\$13.70	Hui with Crown entity Board Chair	Taxi	Wellington
7 February 2024	\$13.30	Hui with Police	Taxi	Wellington
12 February 2024	\$34.17	Hui with Board Deputy Chair	Meal 2 people	Wellington
13 February 2024	\$12.70	Hui with German MPs	Taxi	Wellington
13 February 2024	\$12.24	Hui with German MPs	Taxi	Wellington
15 February 2024	\$12.24	Hui with Independent RAF Committee member	Meal	Wellington
16 February 2024	\$11.00	Hui with RAF Committee and MSD	Taxi	Wellington
20 February 2024	(\$111.19)	Overpayment of Expense Claim dated 18 December 2023 - Z Vivian Street - Petrol personal vehicle - WGTN-PMR return, flight diverted to PMR	Mileage	PMR/WLG
21 March 2024	\$10.40	La Cloche - Hui with Oranga Tamariki	Meal	Wellington
4 April 2024	\$10.40	La Cloche - Hui with ICM	Meal	Wellington
6 April 2024	\$15.80	Travel to media interview	Taxi	Wellington
9 April 2024	\$13.77	To Government House for book launch	Taxi	Wellington
10 April 2024	\$17.54	From Government House for book launch	Taxi	Wellington
16 April 2024	\$12.55	Gold Lining Cafe - Hui with Oranga Tamariki	Meal	Wellington
17 April 2024	\$28.75	Urban Hub Ltd conference all day tea and coffee	All day tea and coffee	Wellington
19 April 2024	\$29.40	Kakariki Coffee - FASD reps meeting	Meal	Wellington
25 April 2024	\$15.60	To Commemoration Service ANZAC day	Taxi	Wellington
6 May 2024	\$39.79	To Ngati Toa Rangatira hui - Porirua	Taxi	Wellington
7 May 2024	\$49.23	Peppermill Cafe - Ngati Toa Rangatira hui	Meal	Wellington
17 May 2024	\$17.00	Saloon Eatery - hui with ICM	Meal	Wellington
31 May 2024	\$105.05	5/10/2024 - Porirua - Lambton Quay	Taxi	Wellington
31 May 2024	\$21.99	5/20/2024 - Dixon - Lambton Quay	Taxi	Wellington
31 May 2024	\$54.12	5/23/2024 - Dixon - Mirimar area	Taxi	Wellington
31 May 2024	\$118.58	5/10/2024 - Lambton Quay - Porirua	Taxi	Wellington
31 May 2024	\$17.71	5/17/2024 - Dixon - The Terrace	Taxi	Wellington
Subtotal - local travel				
	\$1,065.08	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				
	\$15,063.44			

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	Children and Young People's Commission				
Public Service secretary or Chief Executive	Dr Claire Achmad				
Disclosure period start	1 November 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					
<i>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.</i>					
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)	
1 November 2023	\$548.17	Car park rental	Carparking	Wellington	
1 December 2023	\$548.17	Car park rental	Carparking	Wellington	
7 December 2023	\$4,312.50	Media Training Dr Claire Achmad	Media training	Wellington	
18 December 2023	\$249.99	Webcam for interviews	Webcam media	Wellington	
18 December 2023	\$189.00	Tripod for Communications Team	Tripod for media	Wellington	
18 December 2023	\$49.99	Relay Wellington Domestic Terminal	Stationery	Wellington	
18 December 2023	\$48.00	Gift for outgoing EA to Children's Commissioner	Gift - (Under \$50)	Wellington	
1 January 2024	\$548.17	Car park rental	Carparking	Wellington	
9 January 2024	\$1.69	Apple Pty Ltd	Cloud fee	Wellington	
11 January 2024	\$1,311.00	Three 1 hour coaching sessions (11 Sept, 8 Nov, 14 Dec)	Staff training - personal development	Wellington	
22 January 2024	\$10.00	Daiso Japan	Stationery	Wellington	
1 February 2024	\$548.17	Car park rental	Carparking	Wellington	
9 February 2024	\$1.69	Apple Pty Ltd	Cloud fee	Wellington	
19 February 2024	\$36.00	Gifts for Australian Hosts for the ANZCCGA Hobart meeting.	Gifts - (Under \$50)	Wellington	
19 February 2024	\$24.95	Relay Wellington Domestic Terminal	Stationery	Wellington	
19 February 2024	\$23.28	Airport retail	Stationery	Wellington	
20 February 2024	\$548.17	Car park rental	Carparking	Wellington	
27 March 2024	\$548.17	Car park rental	Carparking	Wellington	
6 April 2024	\$23.97	New World Metro	Hooks for office	Wellington	
10 April 2024	\$1.69	Apple Pty Ltd	Cloud fee	Wellington	
17 April 2024	\$517.50	Urban Hub Ltd - Board room hire	Board room hire	Wellington	
23 April 2024	\$49.98	Whitcoulls	Stationery	Wellington	
30 April 2024	\$205.00	Juliette florist	Wreath for ANZAC day	Wellington	
13 May 2024	\$23.23	PB Technologies Wellington	Mobile phone cover	Wellington	
20 May 2024	\$548.17	Car park rental	Carparking	Wellington	
23 May 2024	\$689.00	Koru Club Air NZ	Koru club membership	Wellington	
10 June 2024	\$1.69	Apple Pty Ltd	Cloud fee	Wellington	
20 June 2024	\$548.17	Car park rental	Carparking	Wellington	

Total other expenses	\$12,155.51	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 Expense Disclosure				
Organisation Name	Children and Young People's Commission			
Public Service Secretary or Chief Executive	Dr Claire Achmad			
Disclosure period start	1 November 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*				
<i>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.</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)
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).				

Public Service Secretary or Chief Executive Gifts and Benefits Disclosure

Organisation Name	Children and Young People's Commission
Public Service Secretary or Chief Executive	Dr Claire Achmad
Disclosure period start	1 November 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?)
20 November 2023	Hotel Give - One night accommodation provided by Kind Foundation for the official opening of their new premises. Approximate room rate \$145.	Accepted	Kind Foundation	\$145.00	Dr Claire Achmad
18 December 2023	Gift for outgoing Children's Commissioner	Accepted	Dr Claire Achmad	\$60.00	Judge Frances Eivers
9 April 2024	Cordis Auckland Hotel - Two nights accommodation provided by Better Start National Science Challenge. Approximate room rate for 2 nights Deluxe King \$460.	Accepted	Better Start National Science Challenge	\$460.00	Dr Claire Achmad
18 June 2024	Whitcoulls - Koha for visit with Te Whanau Manihera Northland	Accepted	Dr Claire Achmad	\$139.98	Te Whanau Manihera Northland

Total count of gift/benefit entries:	Offered	4	Check - there are no hidden rows with data	Check - each entry provides sufficient information
	Accepted	4		
	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).