

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

Organisation Name	Government Communication Security Bureau
Chief Executive**	Bridget White
Disclosure period start***	17 April 2023
Disclosure period end***	30 June 2023
Agency totals check	Data and totals checked on all sheets
Chief Executive approval****	This disclosure has been approved by the Chief Executive
Other sign-off****	This disclosure has been approved by the Chief Financial Officer

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	\$19,681.06	Figures exclude GST		Number offered	13
Hospitality	\$0.00	Figures exclude GST		Number accepted	5
Other expenses	\$265.75	Figures exclude GST		Number declined	8
International Travel	\$19,681.06	Figures exclude GST			
Domestic Travel	\$0.00	Figures exclude GST			
Local Travel	\$0.00	Figures exclude GST			

Notes

* 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

Organisation Name	Government Communication Security Bureau
Chief Executive	Bridget White
Disclosure period start	17 April 2023
Disclosure period end	30 June 2023
GST on costs	Figures exclude GST
Agency totals check	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)
	\$8,652.14	Trip 1	Full Breakdown & Location are not disclosed	
	\$11,028.92	Trip 2	Full Breakdown & Location are not disclosed	
Subtotal - international travel		\$19,681.06	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)
Subtotal - domestic travel		\$0.00	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)
Subtotal - local travel		\$0.00	Check - there are no hidden rows with data	Check - each entry provides sufficient information

Total travel expenses **\$19,681.06**

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).

Chief Executive Expense Disclosure

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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, 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	
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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).			

Chief Executive Expense Disclosure

Organisation Name	Government Communication Security Bureau
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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 <small>(e.g. subscription part of employment agreement, development as agreed with SSC)</small>	Type of expense <small>(e.g. phone and data costs, membership fees)</small>	Location(s)
17Apr to 30 June 23	\$265.75	Cell phone rental and charges	Cell phone	

Total other expenses	\$265.75	Check - there are no hidden rows with data	Check - each entry provides sufficient information
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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	Government Communication Security Bureau
Chief Executive	Bridget White
Disclosure period start	17 April 2023
Disclosure period end	30 June 2023
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?)
17 May 2023	Public Service Leaders Group (PSLG) virtual event	Declined	Peter Hughes - PSC	Estimate not possible	
23 May 2023	Executive Space Course 2023	Declined	NZDF	Estimate not possible	
25-26 May 2023	Public Service Leadership Team Retreat	Accepted	Peter Hughes - PSC	Estimate not possible	
30 May 2023	ODESC NZ Strategic Crisis Management Arrangements	Declined	DPMC	Estimate not possible	
7 -8 June 2023	Maihi Karauna Symposium	Declined	Ngahiwi Apanui - Te Taura Whiri	Estimate not possible	
17 June 2023	State Memorial Service for Dame Catherine Tizard	Declined	VCO RSVP (MIN)	Estimate not possible	
20 June 2023	Senior Leaders Breakfast event on results focussed government	Declined	MBIE	Estimate not possible	
22 June 2023	Standing Cttee on Procedure and House Affairs	Declined	Procedure & House Affairs Canada	Estimate not possible	
27 June 2023	Five Country Ministerial Meeting	Accepted	Five Country Ministerial NZ - DPMC	Estimate not possible	
28 June 2023	Five Country Ministerial Cyber Security Plenary Session	Declined	Five Country Ministerial NZ - DPMC	Estimate not possible	
29 June 2023	US Independence Day Reception	Accepted	The Ambassador of the United States of America	Estimate not possible	
	<i>Gifts Received</i>				
	Box of small welcome gifts	Accepted	Overseas Counterpart	Under \$100	
	Glass Paperweight	Accepted	Overseas Counterpart	Under \$100	

Total count of gift/benefit entries:	Offered	13	Check - there are no hidden rows with data	Not all lines have an entry for "Description", "Was the gift accepted?" and "Estimated value in NZ\$"	
	Accepted	5			
	Declined	8			

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).