

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

<b>Organisation Name</b>	Public Trust
<b>Chief Executive**</b>	Glenys Talivai
<b>Disclosure period start***</b>	18 March 2019
<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>	

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>\$4,642.70</b>	Figures exclude GST	<b>Number offered</b>	<b>4</b>
<b>Hospitality</b>	<b>\$702.00</b>	Figures exclude GST	<b>Number accepted</b>	<b>3</b>
<b>Other expenses</b>	<b>\$1,390.96</b>	Figures exclude GST	<b>Number declined</b>	<b>1</b>
<b>International Travel</b>	<b>\$0.00</b>	Figures exclude GST		
<b>Domestic Travel</b>	<b>\$4,583.01</b>	Figures exclude GST		
<b>Local Travel</b>	<b>\$59.69</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>	Public Trust
<b>Chief Executive</b>	Glenys Talivai
<b>Disclosure period start</b>	18 March 2019
<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)
<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)
19 March 2019	\$43.26	Christchurch Customer Centre and Service Centre visit	Airport Parking	Auckland
	\$334.02		Airfares	AKL/CHC/AKL
2 April 2019	\$445.94	Wellington and Lower Hutt Public Trust office visits	Airfares	AKL/WLG/AKL
	\$38.96		Meal - Dinner 1 person	Wellington
	\$181.74		Hotel	Wellington
3 April 2019	\$86.09		Airport Parking	Auckland
	\$39.48		Taxi	Wellington
9 May 2019	\$74.57	Parsons Farm and Smedley Station visits - New Plymouth	Airport Parking	Auckland
	\$368.45		Airfares	AKL/NPE/AKL
	\$332.05		Hotel	New Plymouth
15 May 2019	\$43.26	Wellington - Treasury meeting	Airport Parking	Auckland
	\$661.15		Airfares	AKL/WLG/AKL
	\$43.74		Taxi	Wellington
30 May 2019	\$74.57	Wellington, Kapiti and Lower Hutt office visits	Airport Parking	Auckland
	\$172.20		Airfares	AKL/WLG
	\$131.22		Car Hire	Wellington
	\$7.39		Parking	Wellington
	\$7.39		Parking	Wellington
	\$1.74		Parking	Wellington

	\$7.48		Parking	Wellington
	\$40.00		Meal - Dinner 1 person	Wellington
31 May 2019	\$5.65		Parking	Wellington
	\$7.39		Parking	Wellington
	\$18.70		Meal - Breakfast 1 person	Wellington
	\$420.11		Airfares	WLG/AKL
6 June 2019	\$43.26	Tauranga Customer Centre visit	Airport Parking	Auckland
	\$247.94		Airfares	AKL/TRG/AKL
	\$42.63		Car Hire	Tauranga
17 June 2019	\$95.00	Hamilton Customer Centre visit	Mileage	Hamilton
27 June 2019	\$74.57	Wellington and Lower Hutt office visits	Airport Parking	Auckland
	\$247.93		Airfares	AKL/WLG/AKL
	\$34.61		Taxi to Molesworth Street Office	Wellington
	\$210.52		Hotel	Wellington

Subtotal - domestic travel      \$4,583.01      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)
29 March 2019	\$4.87	Retail Leadership Team Meeting at Highbrook	Parking	Auckland
16 May 2019	\$2.39	Takapuna Customer Centre Visit	Parking	Auckland
18 May 2019	\$13.57	Dementia NZ Tea Party	Parking	Auckland
22 May 2019	\$14.35	Uber to INFINZ Dinner from Home	Taxi	Auckland
	\$21.38	Taxi Home after INFINZ Awards	Taxi	Auckland
23 May 2019	\$3.13	Retail Leadership Team Meeting at Highbrook	Parking	Auckland

Subtotal - local travel      \$59.69      Check - there are no hidden rows with data      Check - each entry provides sufficient information

**Total travel expenses      \$4,642.70**

**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)
24 April 2019	\$8.70	Meeting with Deloitte (strategy work)	Coffee - 2 people	Pavilion café, Auckland
6 May 2019	\$59.57	Lunch with NZ Post - Integrated Reporting	Meal - 3 people	Pilkingtons, Auckland
16 May 2019	\$336.78	CTS clients (building relationships/business development)	Lunch - 9 people (4 client; 5 PT)	Amano, Auckland
17 May 2019	\$86.08	Meeting with Divergent & Co (Leaders Day event management meeting)	Lunch - 3 people (2 PT; 1 Guest)	Pilkingtons, Auckland
22 May 2019	\$173.91	INFINZ awards (industry event, building relationships/business development)	Public Trust hosted 5 CTS clients (1 table)	Cordis Hotel, Auckland
14 June 2019	\$36.96	Lunch with new GM People & Culture - Pre-start catch up	Lunch meeting prior to role commencement	Melba café, Auckland

<b>Total hospitality expenses</b>	<b>\$702.00</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>
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<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

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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 (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)
19 March 2019	\$17.75	New Booking Fee	Travel Booking Fees	Auckland
	\$12.64	New Booking Fee	Travel Booking Fees	Auckland
	\$17.74	Change Fee	Travel Booking Fees	Auckland
	\$3.00	Invoice Chargeback	Travel Booking Fees	Auckland
31 March 2019	\$38.00	Phone and data costs	Cellphone and tablet data charges* [*Public Trust cellphone and mobile data charges are invoiced under a entity wide plan. These charges are allocated to Public Trust staff based on mobile sim cards in use.]	Auckland
31 March 2019	\$4.37	Monthly Account Fee	Business purchasing card fee	Auckland
2 April 2019	\$3.00	Invoice Chargeback	Travel Booking Fees	Auckland
30 April 2019	\$38.00	Phone and data costs	Cellphone and tablet data charges*	Auckland
30 April 2019	\$4.37	Monthly Account Fee	Business purchasing card fee	Auckland
9 May 2019	\$17.75	New Booking Fee	Travel Booking Fees	Auckland
	\$3.00	Invoice Chargeback	Travel Booking Fees	Auckland
	\$3.00	Chargeback Handling	Travel Booking Fees	Auckland
15 May 2019	\$17.75	New Booking Fee	Travel Booking Fees	Auckland
	\$3.00	Invoice Chargeback	Travel Booking Fees	Auckland
23 May 2019	\$130.43	Professional development	Institute of Directors Membership joining fee	Auckland
	\$456.53	Professional development	Institute of Directors Membership annual subscription fee	Auckland
	\$443.48	Professional development	Institute of Directors Reporting to the Board course	Auckland
30 May 2019	\$15.43	New Booking Fee	Travel Booking Fees	Auckland
	\$17.75	Change Fee	Travel Booking Fees	Auckland
	\$17.75	Change Fee	Travel Booking Fees	Auckland
	\$3.00	Invoice Chargeback	Travel Booking Fees	Auckland
	\$3.00	Invoice Chargeback	Travel Booking Fees	Auckland
31 May 2019	\$38.00	Phone and data costs	Cellphone and tablet data charges*	Auckland
31 May 2019	\$4.37	Monthly Account Fee	Business purchasing card fee	Auckland
6 June 2019	\$17.74	New Booking Fee	Travel Booking Fees	Auckland
27 June 2019	\$17.74	New Booking Fee	Travel Booking Fees	Auckland
30 June 2019	\$38.00	Phone and data costs	Cellphone and tablet data charges*	Auckland
30 June 2019	\$4.37	Monthly Account Fee	Business purchasing card fee	Auckland



## Chief Executive Gifts and Benefits Disclosure

Organisation Name	Public Trust
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Disclosure period start	18 March 2019
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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 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?)
1 April 2019	World of Wearable Art	Declined	BNZ	\$100 - \$500	
9 April 2019	CEO dinner networking event	Accepted	Inside Recruitment	\$100	Dinner with 10 other CEO's
24 April 2019	Lunch prior to Board meeting	Accepted	CTS client	\$40	CTS client where Public Trust presented to the Board. Lunch provided
18 May 2019	Dementia Auckland Magnolia tea party	Accepted	Dementia Auckland	\$110	Business partner fundraising event
<b>Other items offered to CE on behalf of the organisation:</b>					

<b>Total count of gift/benefit entries:</b>	<b>Offered</b>	<b>4</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>
	<b>Accepted</b>	<b>3</b>		
	<b>Declined</b>	<b>1</b>		

**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).