

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

|                                      |  |
|--------------------------------------|--|
| <b>Organisation Name</b>             | MidCentral District Health Board                         |
| <b>Chief Executive**</b>             | Kathryn Cook   |
| <b>Disclosure period start****</b>   | 1 July 2021  |
| <b>Disclosure period end***</b>      | 30 June 2022   |
| <b>Agency totals check</b>           | Data and totals checked on all sheets                    |
| <b>Chief Executive approval*****</b> | This disclosure has 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 green.

| Summary of expenses  | Cost in NZ\$ | GST inc / exc       | Gifts and benefits | Count |
|--|--------------|---------------------|--------------------|-------|
| Travel expenses  | \$4,785.74   | Figures exclude GST | Number offered     | 0     |
| Hospitality  | \$0.00       | Figures exclude GST | Number accepted    | 0     |
| Other expenses   | \$839.50     | Figures exclude GST | Number declined    | 0     |
|  |              |                     |                    |       |
| International Travel   | \$2,111.98   | Figures exclude GST |                    |       |
| Domestic Travel  | \$2,673.76   | Figures exclude GST |                    |       |
| Local Travel   | \$0.00       | 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>       | MidCentral District Health Board                        |
| <b>Chief Executive</b>         | Kathryn Cook  |
| <b>Disclosure period start</b> | 1 July 2021   |
| <b>Disclosure period end</b>   | 30 June 2022  |
| <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<br>(e.g. attending XYZ conference for 3 days)*** | Type of expense<br>(e.g. hotel, airfares, taxis, meals & for how many people) | Location(s) |
|--|-------------------|--|---|-------------|
| 24 May 2022                            | \$2,111.98        | Attend HardyGroup Executive Learning Set - three days              | Airfares, accommodation, taxi, COVID-19 test                                  | Brisbane    |
|  |                   |  |   |             |
|  |                   |  |   |             |
|  |                   |  |   |             |
|  |                   |  |   |             |
| <b>Subtotal - international travel</b> | <b>\$2,111.98</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<br>(e.g. visiting district office for two days...)*** | Type of expense<br>(e.g. hotel, airfares, taxis, meals & for how many people) | Location(s)   |
|-----------------------------------|-------------------|---|---|---------------|
| 21 July 2021                      | \$329.91          | Attend National Chief Executives meeting                                | Accommodation   | Wellington    |
| 11 August 2021                    | \$132.85          | Attend National Chief Executives meeting                                | Accommodation   | Wellington    |
| 2 December 2021                   | \$13.56           | Attend Central Region Chief Executives meeting                          | Car parking   | Wellington    |
| 9 December 2021                   | \$817.35          | Attend HardyGroup Learning Set - three days                             | Accommodation, flights, taxi, car parking                                     | Queenstown    |
| 16 February 2022                  | \$249.22          | Attend National Chief Executives meeting                                | Accommodation, mileage  | Wellington    |
| 18 February 2022                  | \$18.17           | Meet with Kapiti Coast Mayor and Chief Executive                        | Mileage   | Levin         |
| 11 March 2022                     | \$168.07          | Attend HardyGroup Learning Set - two days                               | Accommodation, taxi   | Wellington    |
| 16 March 2022                     | \$110.22          | Attend National Chief Executives meeting                                | Accommodation   | Wellington    |
| 21 April 2022                     | \$67.15           | Attend Localities announcement  | Mileage   | Levin         |
| 2 May 2022                        | \$101.91          | Attend Central Region Chief Executives meeting                          | Mileage   | Wellington    |
| 6 May 2022                        | \$192.20          | Speaking engagement - Change Collaborative Immersive Reunion            | Airport car parking, taxis  | Auckland      |
| 12 May 2022                       | \$161.10          | Attend National Chairs and Chief Executives meeting                     | Accommodation   | Wellington    |
| 10 June 2022                      | \$97.96           | National Chief Executives final dinner                                  | Mileage   | Martinborough |
| 12 June 2022                      | \$112.18          | Francis Health Leadership Executive                                     | Mileage   | Wellington    |
| 21 June 2022                      | \$101.91          | TAS Board - farewell dinner   | Mileage   | Wellington    |
| <b>Subtotal - domestic travel</b> | <b>\$2,673.76</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<br>(e.g. meeting with Minister)*** | Type of expense<br>(e.g. taxi, parking, bus)       | Location(s) |
|---|-------------------|--|--|-------------|
| No local travel to disclose for this period |                   |  |  |             |
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|   |                   |  |  |             |
| <b>Subtotal - local travel</b>              | <b>\$0.00</b>     | Check - there are no hidden rows with data           | Check - each entry provides sufficient information |             |
| <b>Total travel expenses</b>                | <b>\$4,785.74</b> |  |  |             |

**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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| <b>Disclosure period end</b>   | 30 June 2022  |
| <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<br>(e.g. hosting delegation from China, building relationships, team building) | Type of expense<br>(what and for how many e.g. dinner for 5) | Location(s)   |
|--|--------------|---|--|---|
| No hospitality to disclose for this period |              |   |  |   |
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|  |              |   |  |   |
| <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> |

**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

|                                |   |
|--------------------------------|---|
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| <b>Disclosure period end</b>   | 30 June 2022  |
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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<br>(e.g. subscription part of employment agreement, development as agreed with SSC) | Type of expense<br>(e.g. phone and data costs, membership fees) | Location(s)      |
|-----------------|--------------|--|---|------------------|
| 1 November 2021 | \$473.91     | NZ Institute of Directors  | Membership fee for 2021/22                                      | NZ               |
| 30 June 2022    | \$365.59     | Mobile phone   | Mobile phone and data costs - 12 month period                   | Palmerston North |
|                 |              |  |   |                  |
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|                             |                 |   |   |
|-----------------------------|-----------------|---|---|
| <b>Total other expenses</b> | <b>\$839.50</b> | <b>Check - there are no hidden rows with data</b> | <b>Check - each entry provides sufficient information</b> |
|-----------------------------|-----------------|---|---|

|   |  |
|---|--|
| <b>Notes</b>  |  |
| * 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 Gifts and Benefits Disclosure

|                         |   |
|-------------------------|---|
| Organisation Name       | MidCentral District Health Board                        |
| Chief Executive         | Kathryn Cook  |
| Disclosure period start | 1 July 2021   |
| Disclosure period end   | 30 June 2022  |
| 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<br>(e.g. event tickets, etc.) | Was the gift accepted?<br>(drop-down list in cell) | Offered by<br>(who made the offer?) | Estimated value in NZ\$<br>(drop-down list in cell but provide specific value if possible) | Other comments<br>(e.g. if given to others, whom?) |
|-------------------------------------|---|--|-------------------------------------|--|--|
| Nothing to disclose for this period |   |  |                                     |  |  |
|                                     |   |  |                                     |  |  |
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|                                      |          |   |  |  |
|--------------------------------------|----------|---|--|--|
| Total count of gift/benefit entries: | Offered  | 0 | Check - there are no hidden rows with data | Check - each entry provides sufficient information |
|                                      | Accepted | 0 |  |  |
|                                      | 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).