

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

Organisation Name	Health Research Council of New Zealand
Chief Executive**	Professor Catherine Collings
Disclosure period start***	1 January 2021
Disclosure period end***	30 June 2021
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****	Lynne Bjarnesen, CFO; Prof Lester Levy, 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
Travel expenses	\$4,109.60	Figures include GST (where applicable)	Number offered	0
Hospitality	\$0.00	Figures include GST (where applicable)	Number accepted	0
Other expenses	\$60.00	Figures include GST (where applicable)	Number declined	0
International Travel	\$0.00	Figures include GST (where applicable)		
Domestic Travel	\$3,487.50	Figures include GST (where applicable)		
Local Travel	\$622.10	Figures include GST (where applicable)		
	note refunds for \$15,999.21 international travel			

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	Health Research Council of New Zealand
Chief Executive	Professor Catherine Collings
Disclosure period start	1 January 2021
Disclosure period end	30 June 2021
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 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)
Subtotal - international travel	\$0.00	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)
2 February 2021	\$30.30	Working from HRC Office based in Auckland, 110 Stanley Street, Grafton 2-4 February 2021	Taxi from Wellington home office to Wellington Airport	Wellington
2 February 2021	\$129.15	Working from HRC Office based in Auckland, 110 Stanley Street, Grafton 2-4 February 2021	Taxi from Auckland airport domestic terminal to HRC Auckland Office	Auckland
4 February 2021	\$120.51	Working from HRC Office based in Auckland, 110 Stanley Street, Grafton 2-4 February 2021	Taxi from HRC Auckland Office to Auckland airport domestic terminal	Auckland
23 February 2021	\$35.80	Working from HRC Office based in Auckland, 110 Stanley Street, Grafton 23-26 February 2021	Taxi from Wellington home office to Wellington Airport	Wellington
23 February 2021	\$92.02	Working from HRC Office based in Auckland, 110 Stanley Street, Grafton 23-26 February 2021	Taxi from Auckland airport domestic terminal to HRC Auckland Office	Auckland
15 March 2021	\$338.00	Working from HRC office based in Auckland, 110 Stanley Street, Grafton 15-18 March 2021	Airfare - Wellington to Auckland and return	Auckland/Wellington
15 March 2021	\$89.01	Working from HRC office based in Auckland, 110 Stanley Street, Grafton 15-18 March 2021	Taxi Auckland Airport to HRC Office	Auckland
18 March 2021	\$118.25	Working from HRC office based in Auckland, 110 Stanley Street, Grafton 15-18 March 2021	Taxi HRC Office/Accommodation to Auckland Airport	Auckland
18 March 2021	\$37.00	Working from HRC office based in Auckland, 110 Stanley Street, Grafton 15-18 March 2021	Taxi Wellington Airport to Home Office	Wellington
22 March 2021	\$338.00	Working from HRC office based in Auckland, 110 Stanley Street, Grafton 22-24 March 2021	Airfare - Wellington to Auckland and return	Auckland/Wellington
22 March 2021	\$110.51	Working from HRC office based in Auckland, 110 Stanley Street, Grafton 22-24 March 2021	Taxi Auckland Airport to HRC Office	Auckland
24 March 2021	\$100.73	Working from HRC office based in Auckland, 110 Stanley Street, Grafton 22-24 March 2021	HRC Office/Accommodation to Auckland Airport	Auckland
24 March 2021	\$36.00	Working from HRC office based in Auckland, 110 Stanley Street, Grafton 22-24 March 2021	Wellington Airport to Home Office	Wellington
12 April 2021	\$111.05	Working from HRC office based in Auckland, 110 Stanley Street, Grafton 12-15 April 2021	Auckland Airport to HRC Office/Accommodation	Auckland
15 April 2021	\$89.66	Working from HRC office based in Auckland, 110 Stanley Street, Grafton 12-15 April 2021	HRC Office/Accommodation to Auckland Airport	Auckland
27 April 2021	\$443.00	Working from HRC office based in Auckland, 110 Stanley Street, Grafton 21-30 April 2021	Airfare - Wellington to Auckland return	Auckland/Wellington

30 April 2021	\$84.71	Working from HRC office based in Auckland, 110 Stanley Street, Grafton 21-30 April 2021	HRC Office/Accommodation to Auckland Airport	Auckland
30 April 2021	\$36.20	Working from HRC office based in Auckland, 110 Stanley Street, Grafton 21-30 April 2021	Wellington Airport to Home Office	Wellington
10 May 2021	\$330.00	Working from HRC office based in Auckland, 110 Stanley Street, Grafton 10-20 May 2021	Airfare - Wellington to Auckland return	Wellington/Auckland
10 May 2021	\$98.79	Working from HRC office based in Auckland, 110 Stanley Street, Grafton 10-20 May 2021	Taxi - Auckland Airport to HRC Office	Auckland
21 June 2021	\$209.01	Working from HRC office based in Auckland, 110 Stanley Street Grafton 21-24 June 2021	Airfare - Wellington to Auckland return	Auckland
21 June 2021	\$89.01	Working from HRC office based in Auckland, 110 Stanley Street Grafton 21-24 June 2021	Taxi - Auckland Airport to HRC Office	Auckland
24 June 2021	\$98.01	Flight change to Wellington - due to Wellington Covid restrictions to level 2	Airfare - Wellington to Auckland return	Wellington
24 June 2021	\$91.48	Working from HRC office based in Auckland, 110 Stanley Street Grafton 21-24 June 2021	Taxi - HRC Office/Accommodation to Auckland Airport	Auckland
6 July 2021	\$35.20	Working from HRC office based in Auckland, 110 Stanley Street Grafton 6 -9 July 2021	Taxi - Wellington home office to Wellington Airport	Wellington
6 July 2021	\$87.00	Working from HRC office based in Auckland, 110 Stanley Street Grafton 6 -9 July 2021	Taxi - Auckland Airport to HRC Office	Auckland
9 July 2021	\$33.70	Working from HRC office based in Auckland, 110 Stanley Street Grafton 6 -9 July 2021	Taxi - Wellington Airport to Wellington Home office	Wellington
20 July 2021	\$39.50	Working from HRC office based in Auckland, 110 Stanley Street Grafton 20 -23 July 2021	Taxi - Wellington home office to Wellington Airport	Wellington
23 July 2021	\$35.90	Working from HRC office based in Auckland, 110 Stanley Street Grafton 20 -23 July 2021	Taxi - Wellington Airport to Wellington Home office	Wellington

Subtotal - domestic travel \$3,487.50 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)
17 March 2021	\$28.80	Team building with Executive Leadership Team	Taxi fare	Auckland
17 March 2021	\$25.00	Team building with Executive Leadership Team	Taxi fare	Auckland
24 March 2021	\$28.30	Launch of Ngā Kete Mātauranga: Māori scholars at the research interface	Taxi fare	Wellington
24 March 2021	\$25.20	Launch of Ngā Kete Mātauranga: Māori scholars at the research interface	Taxi fare	Wellington
14 April 2021	\$31.80	Meeting with Tama Davis, Whai Maia Office, Ōrākei	Taxi fare	Auckland
14 April 2021	\$30.60	Meeting with Tama Davis, Whai Maia Office, Ōrākei	Taxi fare	Auckland
21 April 2021	\$32.50	Minister of Health Announcement on the future of the Health and Disability System	Taxi fare	Wellington
21 April 2021	\$26.90	Minister of Health Announcement on the future of the Health and Disability System	Taxi fare	Wellington
30 April 2021	\$45.00	Meeting with Ropata Paora - Ngati Whatua Orakei	Taxi fare	Wellington
30 April 2021	\$24.00	Meeting with Ropata Paora - Ngati Whatua Orakei	Taxi fare	Auckland
5 May 2021	\$38.00	Meeting with Mr Arran Culver, Ministry of Health, Annemarie Jutel, Victoria University of Wellington	Taxi fare	Wellington
5 May 2021	\$23.80	Cambridge/MTVIC Area to Wellington Home office - Meeting with Mr Arran Culver, Ministry of Health, Annemarie Jutel, Victoria University of Wellington	Taxi fare	Wellington
19 May 2021	\$17.40	Prof Linda Nikora, Ngā Pai o te Maramatanga, University of Auckland office	Taxi fare	Auckland
19 May 2021	\$22.80	Prof Linda Nikora, Ngā Pai o te Maramatanga, University of Auckland office	Taxi fare	Auckland
10 June 2021	\$21.20	Meeting with France Bengé CEO Curekids	Taxi fare	Auckland
10 June 2021	\$16.20	Newton to HRC Office - meeting with France Bengé - CEO Curekids	Taxi fare	Auckland
15 June 2021	\$35.40	Meeting with Willy-John Martain - MBIE	Taxi Fare	Wellington
2 July 2021	\$28.90	Meeting with Minister Verrall Science & Innovation	Taxi fare	Wellington
13 July 2021	\$35.20	CEO of MBIE, Carolyn Teamain; Dame Cindy Kiro - Royal Society; Dr Janice Wilson CEO HQSC; Dr Peter Lennox CEO ESR (Institute of Environmental Science and Research Ltd)	Taxi fare	Wellington
13 July 2021	\$47.50	CEO of MBIE, Carolyn Teamain; Dame Cindy Kiro - Royal Society; Dr Janice Wilson CEO HQSC; Dr Peter Lennox CEO ESR (Institute of Environmental Science and Research Ltd)	Taxi fare	Wellington
14 July 2021	\$37.60	Meeting with Ms Sarah Turner - DDG Ministry of Health	Taxi fare	Wellington

Subtotal - local travel \$622.10 Check - there are no hidden rows with data Check - each entry provides sufficient information

Total travel expenses \$4,109.60

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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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)
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 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).

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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)
22 January 2021	\$60.00	Purchase of Nga Kete Mataruanga: Scholars At the Research Interface	Book for staff	Christchurch
Total other expenses	\$60.00	Check - there are no hidden rows with data	Check - each entry provides sufficient information	

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	Health Research Council of New Zealand
Chief Executive	Professor Catherine Collings
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GST on values	Figures include GST (where applicable)
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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?)
	Not applicable.				
Total count of gift/benefit entries:	Offered	0	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	0			
	Declined	0			
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.					
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).					