

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

<b>Organisation Name</b>	Te Aka Matua o te Ture   Law Commission
<b>Chief Executive**</b>	Helen McQueen, Tumu Whakarae Tuarua   Deputy President
<b>Disclosure period start***</b>	1 July 2019
<b>Disclosure period end***</b>	10 May 2020
<b>Agency totals check</b>	Data and totals have not yet been checked and confirmed for any sheet
<b>Chief Executive approval****</b>	This disclosure has been approved by the Chief Executive
<b>Other sign-off****</b>	Kate Thomson, Pou Whakahaere Matua   General 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
<b>Travel expenses</b>	\$ 1,022.59	Figures include GST (where applicable)		<b>Number offered</b>	<b>2</b>
<b>Hospitality</b>	\$ -	Figures include GST (where applicable)		<b>Number accepted</b>	<b>2</b>
<b>Other expenses</b>	\$ 1,764.96	Figures include GST (where applicable)		<b>Number declined</b>	<b>0</b>
<b>International Travel</b>	\$ -	Figures include GST (where applicable)			
<b>Domestic Travel</b>	\$ 1,008.51	Figures include GST (where applicable)			
<b>Local Travel</b>	\$ 14.08	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 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>	Te Aka Matua o te Ture   Law Commission
<b>Chief Executive</b>	Helen McQueen, Tumu Whakarae Tuarua   Deputy President
<b>Disclosure period start</b>	1 July 2019
<b>Disclosure period end</b>	10 May 2020
<b>GST on costs</b>	Figures include GST (where applicable)
<b>Agency totals check</b>	

### 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)
No International travel expenses to disclose				
<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)
13 November 2019	\$ 348.48	Auckland District Law Society Trusts Wills & Estates Seminar	Airfare	Auckland
13 November 2019	\$ 98.78	Auckland District Law Society Trusts Wills & Estates Seminar	Taxi	Auckland Domestic to Downtown area
14 November 2019	\$ 99.22	Auckland District Law Society Trusts Wills & Estates Seminar	Taxi	Fort Street area to Auckland Domestic Terminal
22 November 2019	\$ 235.20	Pacific Lawyers Conference	Airfare	Auckland
22 November 2019	\$ 53.46	Pacific Lawyers Conference	Taxi	Karori to Wellington Airport
22 November 2019	\$ 37.84	Pacific Lawyers Conference	Taxi	Auckland Airport to Manukau Central
22 November 2019	\$ 73.01	Pacific Lawyers Conference Uber Taxi	Uber Taxi	Manukau to Accomodation
23 November 2019	\$ 37.95	Pacific Lawyers Conference Uber Taxi	Uber Taxi	Accomodation to Conference
23 November 2019	\$ 24.57	Pacific Lawyers Conference Uber Taxi	Uber Taxi	Manukau to Airport
<b>Subtotal - domestic travel</b>		<b>\$1,008.51</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 (e.g. meeting with Minister)***	Type of expense (e.g. taxi, parking, bus)	Location(s)
17 March 2020	\$ 14.08	Meeting	Taxi	Terrace to Dixon Street
Subtotal - local travel		\$14.08	Check - there are no hidden rows with data	Check - each entry provides sufficient information
Total travel expenses		\$1,022.59		

**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 Gifts and Benefits Disclosure

Organisation Name	Te Aka Matua o te Ture   Law Commission
Chief Executive	Helen McQueen, Tumu Whakarae Tuarua   Deputy President
Disclosure period start	1 July 2019
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GST on values	Figures include GST (where applicable)
Agency totals check	

### 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?)
3 December 2019	Wine for presenting at NZLS Family Law Conference	Accepted	NZ Law Society	\$ 100.00	Regifted to staff (Social Club)
12 July 2019	Wine for presenting at NZLS Trusts Conference	Accepted	NZ Law Society	\$ 100.00	Regifted to staff (Social Club)

Total count of gift/benefit entries:	Offered	2	Check - there are no hidden rows with data	Check - each entry provides sufficient information
	Accepted	2		
	Declined	0		

**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).

## Chief Executive Expense Disclosure

<b>Organisation Name</b>	Te Aka Matua o te Ture   Law Commission
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<b>Agency totals check</b>	

### 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)
27 July 2019	\$ 23.90	Vodafone	Phone and Data costs	New Zealand
16 August 2019	\$ 700.00	Pacific Lawyers Association	Registration Fee	New Zealand
27 August 2019	\$ 26.47	Vodafone	Phone and Data costs	New Zealand
24 September 2019	\$ 615.00	Auckland District Law Society Trusts, Wills, and Estates Seminar	Registration Fee	Auckland
27 September 2019	\$ 26.47	Vodafone	Phone and Data costs	New Zealand
27 October 2019	\$ 25.25	Vodafone	Phone and Data costs	New Zealand
27 November 2019	\$ 26.00	Vodafone	Phone and Data costs	New Zealand
27 December 2019	\$ 26.98	Vodafone	Phone and Data costs	New Zealand
27 January 2020	\$ 30.40	Vodafone	Phone and Data costs	New Zealand
27 February 2020	\$ 39.81	Vodafone	Phone and Data costs	New Zealand
27 February 2020	\$ 159.00	St John	First Aid Refresher course	Wellington
27 March 2020	\$ 26.74	Vodafone	Phone and Data costs	New Zealand
27 April 2020	\$ 27.08	Vodafone	Phone and Data costs	New Zealand
10 May 2020	\$ 11.86	Vodafone	Phone and Data costs	New Zealand

<b>Total other expenses</b>	<b>\$1,764.96</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>			
* 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).			