

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

Organisation Name	Maritime New Zealand
Chief Executive**	Kirstie Hewlett
Disclosure period start***	1 July 2022
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****	MNZ Board Chair and MNZ 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	\$28,833.35	Figures exclude GST		Number offered	16
Hospitality	\$905.87	Figures exclude GST		Number accepted	8
Other expenses	\$5,357.76	Figures exclude GST		Number declined	8
International Travel	\$18,727.16	Figures exclude GST			
Domestic Travel	\$10,007.76	Figures exclude GST			
Local Travel	\$98.43	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	Maritime New Zealand
Chief Executive	Kirstie Hewlett
Disclosure period start	1 July 2022
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)
15 May - 2 June 2023	\$9,782.09	IMO meetings	Airfares	NZ-Singapore-London-NZ
	\$815.00	Singapore (Park Regis)	Accommodation	Singapore
	\$6,574.60	IMO	Accommodation (two and a half weeks)	London
	\$46.36	IMO	Train (Airport-CBD)	London
	\$41.21	IMO	Train (CBD-Airport)	
	\$46.35		Taxi	Home-Airport
	\$31.16		Meal	Singapore
	\$164.44		Meal (3 staff)	London
	\$59.94		Taxi	London
	\$33.68		Taxi	London
	\$90.04	Park Regis	Meal	Singapore
	\$200.30		Meal (3 staff)	London
	\$51.69		Meal	London
	\$48.71		Meal	London
	\$37.95		Taxi	London
	\$14.22		Meal	London
	\$22.45		Taxi	London
	\$13.90		Taxi	London
	\$28.01		Meal	London
	\$59.08		Meal	London
	\$39.48		Taxi	London
	\$19.74		Taxi	London
	\$14.07		Meal	London
	\$354.67		Meal (6 staff)	London
	\$59.56		Meal	London
	\$7.82		Meal	London
	\$70.64		Taxi	London
Subtotal - international travel	\$18,727.16	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)
12 July 2022	\$303.35	Tauranga Union Stakeholder Workshop	Flights	Tauranga
	\$173.35		Accommodation	Tauranga
	\$22.61		Breakfast	Tauranga
	\$126.09		Dinner with staff	Tauranga
	\$76.52		Airport parking	Wellington
1 August 2022	\$26.00	Auckland External Stakeholder visit	Flights (Napier cancellation)	
	\$574.19		Flights	Auckland
	\$44.17		Taxi	Wellington
	\$82.87		Taxi	Auckland
	\$151.96		Accommodation	Auckland
	\$27.37		Breakfast	Auckland
	\$14.78		Meal	Auckland
	\$40.78		Taxi	Wellington
14-16 August 2022	\$523.78	August Queenstown Board Meeting	Flights	Queenstown
	\$643.48		Accommodation	Queenstown
	\$51.57		Taxi	Wellington
	\$46.35		Taxi	Wellington
17-18 August 2022	\$253.75	Auckland External Stakeholder visit	Flights	Wellington
	\$173.04		Accommodation	Auckland
	\$43.39		Taxi	Wellington
	\$73.89		Taxi	Auckland
	\$25.30		Taxi	Auckland
	\$76.52		Taxi	Auckland
	\$43.22		Taxi	Wellington
20-21 September 2022	\$500.14	Auckland External Stakeholder visit incl Safer Boating Forum	Flights	Auckland
	\$195.65		Accommodation	Auckland
	\$46.17		Taxi	Wellington
	\$78.26		Taxi	Auckland
	\$18.96		Taxi	Auckland
	\$83.48		Taxi	Auckland
	\$42.78		Taxi	Wellington
25-30 September 2022	\$706.20	IoD Company Directors Course	Flights	Taupo
	\$46.09		Taxi	Wellington
	\$17.39		Taxi	Taupo
	\$42.43		Taxi	Wellington
	\$115.75		Meals (across 3 days)	Taupo
16-17 November 2022	\$558.36	NZ Marine Pilots Association Conference	Flights	Auckland
	\$234.78		Accommodation	Auckland
	\$85.44		Taxi	Auckland
	\$73.62		Breakfast (x2 staff)	Auckland
	\$82.61		Taxi	Auckland
	\$40.87		Parking	Wellington
20-22 March 2023	\$858.58	Auckland External Stakeholder visit	Flights	Auckland/Whangarei
	\$604.61		Accommodation	Auckland

	\$84.68		Taxi	Wellington
	\$38.96		Taxi	Auckland
	\$118.26		Taxi	Auckland
	\$35.48		Meal	Auckland
	\$53.57		Taxi	Wellington
3-4 April 2023	\$397.82	Tauranga External Stakeholder visit	Flights	Tauranga
	\$222.39		Accommodation	Tauranga
	\$23.30		Taxi	Tauranga
	\$21.57		Taxi	Tauranga
	\$63.91		Parking	Wellington
17-18 April 2023	\$178.91	April Board meeting (Whanganui)	Accommodation	Whanganui
19-20 June 2023	\$320.19	June Board meeting (New Plymouth) Devon	Flights	Wellington
	\$342.39		Accommodation	New Plymouth
	\$55.83		Taxi	Wellington

Subtotal - domestic travel \$10,007.76 **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)
11 October 2022	\$16.17	Maritime Inspectors First Team connection	Parking	Wellington
12 October 2022	\$13.91	Institute of Director's "Fireside" chat	Taxi	Wellington
9 March 2023	\$68.35	RCCNZ visit	Taxi	Lower Hutt

Subtotal - local travel \$98.43 **Check - there are no hidden rows with data** **Check - each entry provides sufficient information**

Total travel expenses \$28,833.35

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

Organisation Name	Maritime New Zealand
Chief Executive	Kirstie Hewlett
Disclosure period start	1 July 2022
Disclosure period end	30 June 2023
GST on costs	Figures exclude GST
Agency totals check	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)
8 July 2022	\$25.57	Hosting Port Health & Safety Leadership Group meeting	Coffees for the Group	Wellington
8 July 2022	\$71.00	Hosting Port Health & Safety Leadership Group meeting	Morning tea for the Group (incl delivery)	Wellington
8 July 2022	\$193.00	Hosting Port Health & Safety Leadership Group meeting	Lunch for the Group	Wellington
27 September 2022	\$315.00	Hosting Port Health & Safety Leadership Group meeting	Afternoon tea for the Group	Wellington
30 November 2023	\$301.30	Hosting session on shipping issues	Shipping issues discussion (MNZ & externals)	Wellington

Total hospitality expenses	\$905.87	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.			
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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).			

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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)
1 September 2022	\$482.61	Insitute of Directors	Annual Subscription fee	Wellington
15 September 2022	\$1,500.00	Coaching costs (Gavin Lockwood)	Coaching July, August, September 2022	Wellington
1 November 2022	\$750.00	Coaching costs (Gavin Lockwood)	Coaching October, November 2022	Wellington
7 November 2002	\$160.87	Ask Your Team / Armstrong Thomson	Not MNZ staff (balance of bill picked up)	Wellington
31 March 2023	\$390.00	Coaching costs (Gavin Lockwood)	Coaching February 2023	Wellington
1 May 2023	\$82.17	Anne Greenwood	ELT farewell gift (T2 voucher)	Wellington
1 May 2023	\$39.91	Anne Greenwood	ELT farewell cake	Wellington
28 June 2023	\$1,170.00	Coaching costs (Gavin Lockwood)	Coaching (April, May, June 2023)	Wellington
28 June 2023	\$232.17	Dinner with Shipping Federation (CE & 2 staff)	Shipping Federation	Wellington
Phone and Data charges				
31 July 2022	\$33.63	Kirstie Hewlett - Spark charge July	Mobile phone	N/A
	\$5.00	Kirstie Hewlett - Data for laptop July	Data cost	N/A
31 August 2022	\$37.84	Kirstie Hewlett - Spark charge August	Mobile phone	N/A
	\$5.00	Kirstie Hewlett - Data for laptop August	Data cost	N/A
30 September 2022	\$33.46	Kirstie Hewlett - Spark charges September	Mobile phone	N/A
	\$5.00	Kirstie Hewlett - Data for laptop September	Data cost	N/A
31 October 2022	\$34.32	Kirstie Hewlett - Spark charges October	Mobile phone	N/A
	\$5.00	Kirstie Hewlett - Data for laptop October	Data cost	N/A
30 November 2022	\$32.77	Kirstie Hewlett - Spark charges November	Mobile phone	N/A
	\$5.00	Kirstie Hewlett - Data for laptop November	Data cost	N/A
31 December 2022	\$33.97	Kirstie Hewlett - Spark charges December	Mobile phone	N/A
	\$5.00	Kirstie Hewlett - Data for laptop December	Data cost	N/A
31 January 2023	\$36.81	Kirstie Hewlett - Spark charges January		
	\$5.00	Kirstie Hewlett - Data for laptop January		
28 February 2023	\$32.17	Kirstie Hewlett - Spark charges February		
	\$5.00	Kirstie Hewlett - Data for laptop February		

1 March 2023	\$33.80	Kirstie Hewlett - Spark charges March		
	\$5.00	Kirstie Hewlett - Data for laptop March		
30 April 2023	\$32.17	Kirstie Hewlett - Spark charges April		
	\$5.00	Kirstie Hewlett - Data for laptop April		
1 May 2023	\$86.58	Kirstie Hewlett - Spark charges May		
	\$35.00	Kirstie Hewlett - Data for laptop May		
1 June 2023	\$32.51	Kirstie Hewlett - Spark charges June		
	\$5.00	Kirstie Hewlett - Data for laptop June		
Total other expenses	\$5,357.76	Check - there are no hidden rows with data	Not all lines have an entry for "Cost in NZ\$" and "Type of expense"	
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	Maritime New Zealand
Chief Executive	Kirstie Hewlett
Disclosure period start	1 July 2022
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GST on values	Figures exclude GST
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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?)
1 April 2022	1x small desk clock + 1x small glass globe	Accepted	Maritime Security	\$50.00	In MNZ gift raffle
22 July 2022	Napier Port's Wharf 6 Official Opening Ceremony	Declined	Napier Port	Under \$100	
2 August 2022	MIT Maritime School Auckland - Lifeboat Simulator Launch	Accepted	MIT Maritime School	Under \$100	Kirstie spoke / officially launched simulator
12 August 2022	Return of Cruise - Pacific Explorer cruise ship tour!	Declined	Carnival Australia & NZ and P&O Cruises Australia	\$100 - \$500	In Auckland - unable to attend
13 September 2022	Dinner event - Energy Resources Aotearoa (50 year celebration)	Declined	Taranaki Energy Forum	\$100 - \$500	In New Plymouth
20 September 2022	Worksafe Board Chair Farewell function	Declined	Worksafe	\$100.00	In Auckland
30 September 2022	2022 Coastguard Volunteer Conference	Declined	Coastguard NZ	\$100 - \$500	Sharyn Forsyth also invited
12 October 2022	Speaker at IoD "Fireside chat" session with a CE	Accepted	Institute of Directors	\$300.00	Donated to KidsCan charity
29 October 2022	Official opening of the 2022-2023 Season	Declined	Mana Cruising Club	\$100 - \$500	
17 November 2022	Cocktail function to celebrate Golden Jubilee of International Accrediation NZ @ Parliament	Declined	Hon Dr David Clark, Min of Commerce & Consumer Affairs	\$50.00	Andrew Saunderson also received an invite
13 December 2022	P8 Poseidon Aircraft Arrival Ceremony	Declined	Hon Peeni Henare	\$100.00	At RNZAF Base Ohakea
14 December 2022	Welcome event for new CE at Te Manatu Waka	Accepted	Bryn Gandy, Te Manatu Waka	Under \$50	
21 December 2022	Gift card for donation to charity	Accepted	Verve Consulting	\$40.00	
22 February 2023	British High Commissioner - South West Pacific Hydrographic Commission	Accepted	HE Ms Iona Thomas (British High Commissioner) & Rear Admiral Rhett Hatcher	Under \$100	Accepted but did not attend
29 March 2023	Infrastructure Commission Breakfast	Accepted	NZ Infrastructure Commission	Under \$100	
16 May 2023	China Blue Porcelain Plate	Accepted	Singapore Maritime Authority	\$50.00	When visiting Singapore in MNZ gift raffle

Total count of gift/benefit entries:	Offered	16	Check - there are no hidden rows with data	Check - each entry provides sufficient information
	Accepted	8		
	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).			