# Chief Executive Expense Disclosures: A Guide for Agency Staff

The following is a summary from "Chief Executive Expense Disclosures: A Guide for Agency Staff": <a href="http://www.ssc.govt.nz/assets/Legacy/resources/Chief-Executive-Expense-Disclosure-Guide.pdf">http://www.ssc.govt.nz/assets/Legacy/resources/Chief-Executive-Expense-Disclosure-Guide.pdf</a> Please read that in full first.

In the following worksheets, cells shaded light green require input. All other cells are locked to prevent change.

# **Purpose**

The purpose of regular public disclosure of Chief Executive's (CE) expenses is to provide transparency and accountability for discretionary expenditure by CEs of Public Service departments and statutory Crown entities. Publishing clear and detailed disclosures is integral to building and maintaining the public's trust and confidence in the State services.

#### What is covered?

All expenses for items experienced, used or declined by CEs in performing their role are required to be disclosed, whether paid by credit card or invoiced.

This includes expenses for more personal undertakings, such as professional development expenditure, in addition to outgoings for the likes of travel and entertainment.

CE expenses are not generally regarded as personal or commercially sensitive. Refer to the Ombudsman Guide to Chief Executive Expenses for guidance.

Business or corporate expenses for the organisation that are met from the CE's budget or paid by his /her credit card are excluded.

Expense disclosures cover the full period of the report, and are completed by each CE, including Acting CEs.

#### How does it work?

CEs disclose the expenses, gifts & hospitality they have expended or been offered using this SSC Excel workbook.

CEs formally approve completed Excel workbooks and an appropriate person reviews them.

They are posted on agency websites and linked to www.data.govt.nz. See: <a href="https://www.data.govt.nz/toolkit/how-do-i-add-or-update-our-chief-executive-expenses/">https://www.data.govt.nz/toolkit/how-do-i-add-or-update-our-chief-executive-expenses/</a>

# When and how often are disclosures made?

Disclosures cover the year to 30 June and are expected to be published by 31 July.

## Disclosed Information - this workbook includes a tab for each of the following categories:

# Summary and sign-off

This tab contains a summary of the information presented: it includes a single place to update entity information, running totals of the different types of expenses and gifts/benefits, and records the required checks and sign-offs before publication.

# Travel

All expenses incurred by CEs during international, national and local travel are disclosed. Expenditure relating to each trip is grouped (particularly for overseas trips), but the nature of the items of expenditure are disclosed separately, with individual lines for the likes of airfares, accommodation, meals, and taxis.

#### Hospitality

All work-related hospitality expenses provided by the CE to people external to Public Service departments and statutory Crown entities.

## All other expenses

All other expenses incurred by the CE that are not captured under the definition of travel, hospitality or gifts and benefits are disclosed in this section. This includes items such as cell phone and data costs, subscriptions, membership fees, conference fees, and professional development fees.

If in doubt, the principles of transparency and accountability apply and therefore all items are disclosed, unless there is a very good reason not to. The Ombudsman's view is that "because this expenditure is incurred by very senior employees acting in an official capacity and for a business purpose, the privacy interests of the chief executives who incurred the expenditure are low".

# Gifts and benefits

All gifts, invitations to events and other hospitality, of \$50 or more in total value per year, accepted or declined by the CE from people external to the organisation are disclosed. A brief explanation of what the CE did with the gifts and benefits is supplied, which includes whether the offer was declined.

Usually gifts and benefits that have more than a token value are also declared on an open register within agencies, as well as on the expenses disclosure. Please note that anything offered is official information and is covered by the Official Information Act.

The value of each gift or benefit should be provided/estimated where possible. If an estimate is approximate, valuation 'ranges' can be submitted. It should be recorded where the cost of a gift cannot be reasonably estimated, or where an estimate is inappropriate (e.g. because of the nature of the item or because disclosing an estimated value might cause offence).

# How to present information

Provide information using this SSC Excel workbook: <a href="http://www.ssc.govt.nz/ce-expenses-disclosure">http://www.ssc.govt.nz/ce-expenses-disclosure</a>

Complete separate tables for each category using the tabs provided in this Excel workbook: Travel, Hospitality, Gifts and Benefits, All other expenses.

Complete all fields. The header (organisation name, CE name and reporting period) will pre-populate once you enter it on the 'Summary and sign-off' tab.

Whether costs are GST exclusive or inclusive needs to be consistent on each sheet, and ideally should be consistent across all sheets. You have the option to use GST exclusive or inclusive as it may depend how you get your source information.

Mark clearly if no information to disclose - where there is no information to disclose, record this clearly on the spreadsheet with a suitable description such as "no travel expenses to disclose for this period"; "no gifts received" or "no hospitality provided". Please do not leave the page blank.

Ensure the disclosure is for the full reporting period. Include separate disclosures for each CE, including Acting CEs.

Provide sufficient detail for each item in the spreadsheet. Agencies are encouraged to take a why, what, who, where and how approach to describing individual items. A good description that outlines the nature of the item and its purpose improves understanding of why expenses have been incurred or why gifts and hospitality have been given or received.

Provide full information for every entry. The alert "Some records may be incomplete" will show in the 'Total' line if any expense has 'Cost' or 'Type of expense' missing, or, any gift has 'Accepted/Declined', 'Description' or 'Estimated value' missing.

The subtotals and totals should appear and update automatically, once you add information to the rows above. Insert more rows as you need - right click on the row number (at the left of screen) and select 'Insert' - new row will insert above.

Uploading the workbook - please ensure it is easy to find on your website.

The Disclosures webpage could be headed with a statement such as: "(This agency) is disclosing the Chief Executive's expenses, gifts and hospitality as part of its commitment to transparency and accountability".

### Further assistance

The above is a summary from "Chief Executive Expense Disclosures: A Guide for Agency Staff": <a href="http://www.ssc.govt.nz/assets/Legacy/resources/Chief-Executive-Expense-Disclosure-Guide.pdf">http://www.ssc.govt.nz/assets/Legacy/resources/Chief-Executive-Expense-Disclosure-Guide.pdf</a>
Please read that in full first.

If you have any questions, contact the team at ceexpenses@ssc.govt.nz

For help with publishing on data.govt contact info@data.govt.nz.

Expenses should be posted on agency websites and linked to www.data.govt.nz. See: https://www.data.govt.nz/toolkit/how-do-i-add-or-update-our-chief-executive-expenses/

Provide information using this SSC Excel workbook: http://www.ssc.govt.nz/ce-expenses-disclosure

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

New Zealand Symphony Orchestra **Organisation Name** 

Chief Executive\*\* Peter Biggs

Disclosure period start\*\*\* 1 July 2022

30 June 2023 Disclosure period end\*\*\*

Data and totals checked on all sheets Agency totals check

Chief Executive approval\*\*\*\* This disclosure has been approved by the Chief Executive

I his disclosure has been signed our by the INZSO Board Chair and the INZSO'S Director Finance & Corporate Other sign-off\*\*\*\*

Services

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	\$36,810.22	Figures include GST (where applicable)		Number offered	22
Hospitality	\$7,787.05	Figures include GST (where applicable)		Number accepted	7
Other expenses	\$4,032.19	Figures exclude GST		Number declined	15
International Travel	\$715.17	Figures include GST (where applicable)			
Domestic Travel	\$30,952.06	Figures include GST (where applicable)			
Local Travel	\$5,142.99	Figures include GST (where applicable)			
Notes					
* Headings on following tabs will pre populate	e with what you enter on thi	s tab			
** Create a new workbook for a new Chief Ex	recutive				
*** Update if a shorter or different period is c					
**** This disclosure must be approved by the	Chief Executive and anoth	er appropriate party, e.g. Board Chair, Chi	ef Fi	nancial Officer or Audit and Risk Com	mittee member

Chief Executive Expense Disclosure					
Organisation Name	New Zealand Symphony Orchestra				
Chief Executive	Peter Biggs				
Disclosure period start	1 July 2022				
Disclosure period end	30 June 2023				
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)	
3 May 2023	\$627.71	Accommodation 2 nights Melbourne for Symphony Services International Meeting and London Symphony Orchestra concert. (Airfares paid personally)	Accommodation	Melbourne	
3 May 2023	\$50.40	Taxi	Taxi	Melbourne	
3 May 2023	\$37.06	Dinner	Meal x 1	Melbourne	
Subtotal - international travel	\$715.17				

		Domestic Travel (within NZ, including travel to and from loc	al airport)	
Date(s)*	Cost in NZ\$		Type of expense (e.g. hotel, airfares, taxis, meals & for how many people)	Location(s)
9 July 202		concert and NZS() Members Event	Airfares	Christchurch
	\$430.09	Return Flights: Wellington to Auckland (5-6 August) to attend NZSO Truth & Beauty concert and NZSO Donor event	Airfares	Auckland
12 August 202	2 (\$784.31)	Flights WGN - AKL - WGN for Reverence, Trust & Beauty, Love Triumphant	Refunded.	
25 August 202	2 \$1,220.17	Return Flights: Wellington - Christchurch - Auckland (25-28 August) to attend NZSO Extravaganza concerts (Christchurch and Auckland), various Arts industry meetings and NZSO Donor meetings	Airfares	Christchurch and Auckland
13 September 202	2 \$396.50	Return Flights: Wellington to Auckland to attend NZSO 2023 Pre-Season Reveal and Sponsor Lunch	Airfares	Auckland
21 September 202	2 \$451.98	N7SO Members Event	Airfares	Christchurch
27 September 202	2 \$664.32	Return Flights: Wellington to Auckland 27 September - 1 October) to attend NZSO Legacy concert, NZSO Development Event and various NZSO Donor meetings	Airfares	Auckland
6 October 202		Return Flights: Wellington to Christchurch (6-9 October) to attend NZSO Legacy, Bright Sparks and Fantastic Voyage concerts, NZSO Artist Hosting, NZSO Member event and NZSO Donor events		Christchurch
14 October 202	2 \$856.32	Bright Sparks concerts and NZSO Artist Hosting	Airfares	Dunedin
3 November 202	2 \$715.21	Return Flights: Wellington to Auckland (3-4 November) to attend NZSO Heavenly concert, NZSO Artist Hosting and NZSO Donor Hosting	Airfares	Auckland
19 November 202		Artist Hesting and NZSO Davidenment Event	Airfares	Auckland, Nelson and Christchurch
21 November 202	2 \$547.19	Nelson - Christchurch - Wellington to attend NZSO Donor meeting and NZSO Development Event	Airfares	Christchurch
21 November 202	2 \$12.56	Nelson - Christchurch to attend NZSO Donor meeting and NZSO Development Event	Airfares	Christchurch
1 March 202			Airfares	Auckland
14 March 202		3 3 -	Airfares	Christchurch
1 April 202	3 \$359.87	Return flights Wellington - Auckland for Mahler concert	Airfares	Auckland

18 April 2023	\$756.60 Return flights Wellington - Auckland for donor and sponsorship engagements Airfares	Auckland
17 May 2023	\$273.00 Return flights Wellington - Auckland for Ockham Book Awards Airfares	Auckland
12 May 2023	\$722.26 Return flights Wellington - Tauranga for Orpheus, Reverance and Emperor concerts Airfares	Tauranga
21 May 2023	\$328.83 Return flights Wellington - Christchurch for Orpheus, Reverance and Emperor concerts Airfares	Christchurch
23 May 2023	\$421.39 Return flights Wellington - Tauranga - Auckland (and personal flight on to Melbourne) for Te Ahi Tahutahu Board Hui  Airfares	Whakatane
8 June 2023	\$132.30 Napier to Wellington (one-way) after attending Setting Up Camp concert in Hawke's Bay  Airfares	Napier
12 June 2023	\$322.02 Return flights Wellington Christchurch for APOA meeting Airfares	Christchurch
28 June 2023	\$369.45 Return flights Wellington - Nelson to attend donor dinner Airfares	Nelson
ACCOMMODATION		
1 July 2022	\$195.01 Accommodation P Biggs 30 June - 1 July 22 - approved by the Board Chair 1 July 22 Accommodation	Wellington
9 July 2022	\$343.00 Accommodation (x1 night) to attend NZSO NYO Titan concert and NZSO Members Event Accommodation	Christchurch
28 July 2022	\$220.10 Accommodation following working dinner with Creative NZ as agreed by NZSO Board Chair - IHG POINTS AND CASH 888-2119874 GA	Wellington
1 August 2022	\$390.00 Accommodation for Peter Biggs following: NZSO Board Meeting, Farewell function for two Board members, Early flight to CHC on 9 July for NZSO NYO concert July 22  Accommodation	Wellington
1 August 2022	\$195.01 Accommodation for Peter Biggs for potential dinner with Creative NZ CE (moved last minute due to illness, therefore couldn't cancel) 14-15 July 2022  Accommodation  Accommodation	Wellington
1 August 2022	\$195.01 Accommodation for Peter Biggs following working dinner with Music Director Emeritus and Fortissimo donor) 19-20 July 2022  Accommodation  Accommodation	Wellington
1 August 2022	\$225.00 Accommodation for Peter Biggs following attendance to the Lexus Song Quest 23-24 July 2022 Accommodation	Wellington
1 August 2022	\$195.01 Accommodation for Peter Biggs following working dinner with Fortissimo donor and potential donor) 28-29 July 2022  Accommodation  Accommodation	Wellington
1 August 2022	\$225.00 Accommodation for Peter Biggs following working dinner with NZSO NMC Consultant 21-22 July 22 Accommodation	Wellington
2 August 2022	\$526.00 Accommodation (2 nights) to attend NZSO table at WN Club Talks; RNZB perf. Accommodation	Wellington
4 August 2022	\$195.01 Accommodation for Peter Biggs following NZSO Truth and Beauty concert Aug 22 Accommodation	Wellington
5 August 2022	\$190.00 Accommodation (x1 night) to attend NZSO Truth & Beauty concert and NZSO Donor event	Auckland
6 August 2022	\$225.00 Accommodation for Peter Biggs following NZSO Style and Substance concert Aug 22 Accommodation	Wellington
8 August 2022	\$225.00 Accommodation for Peter Biggs following working dinner with NZSO Artistic Advisor and Principal Conductor Aug 22	Wellington
11 August 2022	\$225.00 Accommodation for Peter Biggs following the NZSO members event with NZSO Artistic Advisor and Principal Conductor Aug 22	Wellington
15 August 2022	Advisor and Principal Conductor Aug 22  \$225.00 Accommodation for Peter Biggs following NZSO working dinner with Creative NZ Aug 22  Accommodation  Accommodation	Wellington
17 August 2022	\$225.00 Accommodation for Peter Biggs following NZSO Young Artists Showcase Aug 22 Accommodation	Wellington
20 August 2022	\$195.01 Accommodation for Peter Biggs following NZSO Extravaganza concert Aug 22 Accommodation	Wellington
25 August 2022	\$708.00 Accommodation (x2 nights) to attend NZSO Extravaganza concert, various Arts industry meetings and NZSO Donor meeting	Christchurch
29 August 2022	\$225.00 Accommodation for Peter Riggs following NZSO Extravaganza concert Aug 22	Wellington
31 August 2022	\$390.00 Accommodation for Peter Biggs to attend Mayoral debate and working dinner with Fortissimo donor 31 Aug, 1 Sep 22	Wellington
5 September 2022	Accommodation for Peter Biggs to attend Working Dinner with CreativeNZ (5 Sep), to attent Life - o Le Olaga by Black Grace (future collaboration partner with NZSO) (6 Sep)  Accommodation  Accommodation	Wellington
8 September 2022	\$379.00 Accommodation - after Board meeting dinner Accommodation	Wellington
9 September 2022	\$279.40 Accommodation for to enable an 'Original' NZSO player to attend the 75th Anniversary concert  Accommodation  Accommodation	Wellington
9 September 2022	\$225.00 Accommodation for Peter Biggs following Board Dinner and before Board Meeting on 9 September 22	Wellington
13 September 2022	\$190.00 Accommodation to attend NZSO 2023 Pre-Season Reveal and Sponsor Lunch	Auckland
20 September 2022	\$225.00   Accommodation for Peter Biggs following Working Dinner with ReadNZ Ce and Chair regarding collaboration opportunities with NZSO 20 September 2022   Accommodation Accommodation	Wellington
21 September 2022	\$389.00 Accommodation to attend NZSO NYO Titan concert and NZSO Members Event Accommodation	Christchurch

	27 September 2022	\$790.00	Accommodation (x4 nights) to attend NZSO Legacy concert, NZSO Development E and various NZSO Donor meetings	Event	accommodation	Auckland
	6 October 2022	\$1,336.41	Accommodation (x3 nights) to attend NZSO Legacy, Bright Sparks and Fantastic Voyage concerts, NZSO Artist Hosting, NZSO Member event and NZSO Donor events.	ents	ccommodation	Christchurch
	14 October 2022	\$400.00	Accommodation (x2 nights) to attend NZSO Legacy and Bright Sparks concerts an NZSO Artist Hosting	nd A	ccommodation	Dunedin
	3 November 2022	\$247.00		A	occommodation	Auckland
	19 November 2022	\$352.50	Accommodation (x1 night) to attend NZSO Requiem concert, NZSO Members Evel NZSO Donor Hosting and NZSO Artist Hosting	ent, A	ccommodation	Auckland
	20 November 2022	\$257.50	Accommodation (x1 night) to attend NZSO Donor meeting	A	ccommodation	Nelson
	21 November 2022	\$348.23	Accommodation (x1 night) to attend NZSO Donor meeting and NZSO Developmen Event	nt A	ccommodation	Christchurch
	1 March 2023	\$429.00	Accommodation (2 nights) for Late Summer Fiesta donor event and concert		ccommodation	Auckland
	14 March 2023	\$348.23	Accommodation (1 night) Christchurch for Brandenburg concert	Α	ccommodation	Christchurch
	1 April 2023	\$315.00	Accommodation (1 night) Auckland for Mahler concert	Α	ccommodation	Auckland
	18 April 2023	\$631.50	Accommodation (2 nights) for donor and sponsorship engagements	Α	ccommodation	Auckland
	17 May 2023	\$279.90	Accommodation 2 nights - Ockham Book Awards		ccommodation	Auckland
	23 May 2023		Accommodation 1 night Whakatane for Te Ahi Tahutahu board Hui		ccommodation	Whakatane
	28 June 2023		Accommodation 1 night Nelson for donor dinner		ccommodation	Nelson
	29 June 2023	\$10.01	Rutherford Hotel Nelson NIZ - Coffee. Staying in Nelson to have dinner with donors		ccommodation	Nelson
	6 June 2023	\$511.36	Porters Boutique Hotel Hastings NZ - Accommodation in Hastings for meeting with potential sponsor (6 Jun) and attending Setting Up Camp concert (7 Jun)	n A	ccommodation	Hastings
	8 June 2023	(\$17.25)	Porters Boutique Hotel Hastings NZ THIS FEE WAS REVERSED	Δ	ccommodation	Hastings
	12 June 2023		Accommodation 1 night Christchurch for APOA meeting		ccommodation	Christchurch
	12 Julio 2020	Ψ201.90	Accommodation i night christonalor for Ar OA meeting	^	accommodation	Christonarch
TAXI						
IANI	26 1010 2022	<b>CO 40</b>	Ub t- N700 Bdti t t t-# 40 M 00			\\/ =
	26 July 2022		Uber to NZSO Board meeting for two staff 13 May 22		<b>NAT</b> 111: 4	Wellington
	31 July 2022		Taxicharge - Peter Biggs 10 July 22		o Wellington airport	Wellington
	1 August 2022		Credit Card 2088 - Uber trip July 22		axi to breakfast with Board member	Melbourne
	31 August 2022	\$588.04	Corporate Cabs - Taxis Peter Biggs August 22		sirport to Hotel - 5 Aug 22	Auckland
					lotel to Airport	Auckland
					irport to Hotel	Christchurch
			28-A	Aug-22 A	irport to Aotea Centre	Auckland
			28-A	Aug-22 A	otea Centre to Airport	Auckland
	1 September 2022	\$116.10	Taxicharge - Peter Biggs Aug 22	to	U.S. Art in Embassies, Woburn, Lower Hutt 24 Aug 22	Wellington
	30 September 2022	\$90.19	Taxicharge - Peter Biggs Sep 22	N	lo details available	
	1 October 2022		2088 Travel and Tours Executive credit card transactions analysis 31-Aug-22	N	lo details available	
	1 October 2022		Corporate Cabs - Taxis Peter Biggs September 22			
		ψου 1.00		Sen-22 A	sirport to Hotel for Pre-Season Reveal	Auckland
					Hotel to Airport	Auckland
					sirport to Hotel meeting with CCC	Christchurch
					Hotel to Airport	Christchurch
						Auckland
			21-5	sep-zz A	sirport to Hotel - Northern Club lecture w. player	Auckianu
	24 0-4-4 0000	<b>654.00</b>	Tarrich CEO 3 C 44 40 O-4-h 2000	_		
	31 October 2022		Taxicharge - CEO 3,6, 14, 19 October 2022	- 1	axis	
	31 October 2022	\$391.62	Corporate Cabs - Taxis Peter Biggs October 22			
					lotel to Airport - Northern Club lecture w.player / NZSO egacy concert	Auckland
					sirport to hotel - NZSO Legacy concert	Dunedin
				Oct-22 H	lotel to Airport NZSO Legacy / Bright Sparks concert	Dunedin
	1 November 2022	\$13.20	Taxi to Victoria University to support NZSO Board member event 11 Aug 22			Wellington
	30 November 2022	\$70.00	Taxicharges - CEO trips November 22	N	lo details available	
	30 November 2022		Corporate Cabs - Taxis Peter Biggs November 22			
				Nov-22 A	sirport to hotel for NZSO Heavenly concert	Auckland
					Hotel to airport after NZSO Heavenly concert	Auckland
					sirport to hotel NZSO Requiem	Auckland
					lotel to airport after Requiem	Auckland
					uirport to hotel for donor hosting  Hotel to airport after donor hosting	Christchurch
			22-N	NOV-22 H	loter to airport after donor nosting	Christchurch
	31 December 2022	000 50	Taxicharges - CEO trips December 22		lo details available	

17 February 2023		UBER *TRIP HELP.UBER.COM NZ (tran date 15/02/23)		No details available	
17 February 2023		UBER *TRIP HELP.UBER.COM NZ (tran date 15/02/23)		No details available	
24 February 2023		UBER *TRIP HELP.UBER.COM NZ (tran date 22/02/23)		No details available	
24 February 2023		UBER *TRIP HELP.UBER.COM NZ (tran date 22/02/23)		No details available	
28 February 2023		UBER *TRIP HELP.UBER.COM NZ (tran date 25/02/23)		No details available	
6 March 2023		Taxicharges - CEO multiple trips Feb 23		No details available	
31 March 2023	\$259.51	Corporate Cabs - Taxis for CEO March 2023			
			1-Mar-23	Airport to hotel 0 NZSO Late Summer Fiesta	Auckland
			3-Mar-23	Hotel to airport	Auckland
			14-Mar-23	Airport to hotel - NZSO Brandenburg	Christchurch
			15-Mar-23	Hotel to airport	Christchurch
31 March 2023	\$16.80	Taxicharges - CEO 07 Mar 23		No details available	
31 March 2023	\$147.71	Travel and Tours Executive Credit Card Uber transactions March 2023		No details available	
30 April 2023	\$657.69	Corporate Cabs - Taxis for CEO April 2023			
			1-Apr-23	Airport to hotel - NZSO Mahler	Auckland
			2-Apr-23	Hotel to airport	Auckland
			18-Apr-23	Airport to hotel - Development meetings	Auckland
			20-Apr-23	Hotel to airport	Auckland
			29-Apr-23	Airport to hotel - NZSO Bloch and Shostakovich	Auckland
			30-Apr-23	Hotel to airport	Auckland
30 April 2023	\$121.41	Taxicharges - CEO 1, 19, 20 April 2023	•		
			1-Apr-23	to and from Auckland Town Hall to accommdoation	Auckland
			19-Apr-23	to three meetings around Auckland	Auckland
				No details available	Auckland
1 May 2023	\$108.50	BUTLER Credit Card Uber transactions April 2023		No details available	
31 May 2023		Credit Card 2088 Travel and Tours Executive - Uber trips May 2023		No details available	
9 June 2023		UBER* TRIP CHRISTCHURCH NZ (tran date 08/06/23)		to VUW for Sir Ronald Syme lecture	Wellington
30 June 2023		Corporate Cabs - Taxis for CEO June 2023		,	J
	,		8-Jun-23	Airport to office - NZSO Setting Up Camp - Napier	Wellington
				Airport to CSO for APOA meeting	Christchurch
				Hotel to Airport	Christchurch
				Office to Airport: NZSO Baroque (Nelson)	Wellington
				Airport to office	Wellington
30 June 2023	\$184.20	Taxicharges June 23		to and from Nelson airport (28 and 29 Jun 23)	Nelson
00 04110 2020	\$ 10 T.EU	Tantonary 900 Carro 20		to and nominious amport (20 and 20 dan 20)	1.0.0011
				I Company of the Comp	

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)
2 August 2022	\$526.00	Accommodation (x2 nights) following NZSO Development event (2 August) and Royal New Zealand Ballet 'Cinderella' Premiere (3 August)	Accommodation x 1	Wellington
4 August 2022	\$195.00	Accommodation (x1 night) following NZSO 'Truth & Beauty' concert	Accommodation x 1	Wellington
6 August 2022	\$225.00	Accommodation (x1 night) following NZSO 'Style & Substance' concert	Accommodation x1	Wellington
8 August 2022	\$225.00	Accommodation (x1 night) following working dinner with NZSO Artistic Advisor and Principal Conductor	Accommodation x1	Wellington
11 August 2022	\$225.00	Accommodation (x1 night) following NZSO Members Event	Accommodation x1	Wellington
15 August 2022	\$225.00	Accommodation (x1 night) following working dinner with Creative NZ	Accommodation x1	Wellington
17 August 2022	\$225.00	Accommodation (x1 night) following the NZSO Young Artist's Showcase	Accommodation x1	Wellington
20 August 2022	\$195.00	Accommodation (x1 night) following the NZSO 'Extravaganza' concert	Accommodation x1	Wellington
29 August 2022		Accommodation (x1 night) to attend an early morning WCC Breakfast event (30 August)	Accommodation x1	Wellington
31 August 2022	\$390.00	Accommodation (x2 nights) following attendance of Wellington Mayoral Debate (31 August) and working dinner with NZSO Fortissimo Donor (1 September)	Accommodation x1	Wellington
5 September 2022	\$450.00	Accommodation (x2 nights) following working dinner with Creative NZ (5 September) and performance of Life - O Le Olaga by Black Grace (future collaboration partner with the NZSO) (6 September)	Accommodation x1	Wellington
8 September 2022	\$379.00	Accommodation (x1 night) following NZSO Board Dinner	Accommodation x1	Wellington
ARKINO				

PARKING

26 July 2022		Wellington Airport parking: AKL trip 20-22 Apr 22	Wellington Airport Parking	Wellington
26 July 2022	\$110.00	Wellington Airport parking: AKL trip 10-12 May 22	Wellington Airport Parking	Wellington
26 July 2022	\$62.00	Wellington Airport parking: AKL trip to attend NZSO Passione concert and member event 15 May 22	Wellington Airport Parking	Wellington
30 September 2022	\$118.00	WELLINGTON INTL AIRP WELLINGTON NZ - Parking at Wellington Airport (24 hrs) following Christchurch trip to attend NZSO NYO Titan concert and NZSO Members Event	Wellington Airport Parking	Wellington
31 October 2022		Parking at Wellington Airport following trip to Christchurch for various meetings and NZSO Extravaganza concert	Wellington Airport Parking	Wellington
31 October 2022		Parking at Wellington Airport following trip to Auckland for the Auckland Writers Festival	Wellington Airport Parking	Wellington
31 October 2022	\$222.00	Parking at Wellington Airport (72 hrs) following trip to AKL to attend NZSO Northern Club Dev. event, NZSO Legacy concert and misc. meetings	Wellington Airport Parking	Wellington
31 October 2022		Parking at Wellington Airport (24 hrs) following AKL trip to attend NZSO 2023 Season launch and Dev. Maison Vauron event	Wellington Airport Parking	Wellington
31 October 2022		Parking at Wellington Airport (24 hrs) following CHCH visit for misc. meetings to discuss NZSO CHCH strategy	Wellington Airport Parking	Wellington
23 November 2022	\$170.00	WELLINGTON INTL AIRP WELLINGTON NZ (tran date 22/11/22) - Parking at Wellington Airport (72 hrs) following travel to Auckland, Nelson and Christchurch to attend NZSO Requiem concert and various NZSO Donor meetings for Development	Wellington Airport Parking	Wellington
6 March 2023	\$118.00	WELLINGTON INTL AIRP WELLINGTON NZ (tran date 03/03/23) - CEO parking	Wellington Airport Parking	Wellington
16 March 2023	\$124.00	WELLINGTON INTL AIRP WELLINGTON NZ (tran date 15/03/23) - CEO parking	Wellington Airport Parking	Wellington
3 April 2023		WELLINGTON INTL AIRP WELLINGTON NZ (tran date 02/04/23) - Parking x 2 days AKL. Mahler concert	Wellington Airport Parking	Wellington
3 April 2023		WELLINGTON INTL AIRP WELLINGTON NZ (tran date 02/04/23) Airport parking - Bloch & Shostakovich AKL concer	Wellington Airport Parking	Wellington
1 May 2023		WELLINGTON INTL AIRP WELLINGTON NZ (tran date 30/04/23) Airport parking - Bloch & Shostakovich AKL concer	Wellington Airport Parking	Wellington
14 June 2023		WELLINGTON INTL AIRP WELLINGTON NZ (tran date 13/06/23) - Parking for travel to APOA meeting in CHC	Wellington Airport Parking	Wellington
Subtotal - local travel	\$5,142.99		Check - each entry provides sufficient inf	

Total travel expenses \$36,810.22

#### Notes

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).

<sup>\*</sup> Any non-standard date format or date outside 1 July - 30 June will raise an alert. Check entry and select 'Yes' to accept/continue.

<sup>\*\*</sup> Note that GST may not apply to overseas purchases.

<sup>\*\*\*</sup> Please include sufficient information to explain the trip and its costs including destination and duration.

Chief	Executive	Expense	Disclosure
			Diodiodalo

Organisation Name New Zealand Symphony Orchestra

Chief Executive Peter Biggs
Disclosure period start 1 July 2022

Disclosure period end 30 June 2023

GST on costs Figures include GST (where applicable)

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.

ate(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)
eals / Coffees			(c.g. nosting delegation from Orlina, building relationships, team building)	what and for flow many e.g. difficilities by	
	July 2022	\$1 479 06	NZSO Wellington Club Annual Membership	Membership Fee	Wellington
	·		Working Junch with NZSO Christohurch Poprocentative regarding NZSO Christohurch		<u> </u>
9	July 2022	\$218.61	Development work with NZSO Principal Advisor: Development	Lunch x 3	Christchurch
4.4	1	\$177.99	Working dinner with The Arts Foundation - Arts Foundation Lead, Arts Foundation	Diament 4	\A/= IIi t
14	July 2022	\$177.99	General Manager and NZSO Principal Advisor: Development	Dinner x 4	Wellington
21	July 2022	\$101.50	Working dinner with NZSO National Music Centre independent advisor	Dinner x 2	Wellington
26	July 2022	\$67.00	Working dinner with APOA members following in-person meeting in Auckland 21 April		Auckland
	•		22		
26	July 2022		Coffee with NZ Opera CE (2pax) 21 April 22		Wellington
26	July 2022	\$183.80	Working lunch to discuss Pasifika strategy partnership with Creative NZ (4pax) 9 May		Wellington
	,		22		11 cg.c
28	July 2022	\$96.00	Working lunch with founding member of Fortissimo Donor Tier and Acting Engagement		Wellington
	. , .		Manager (3pax) - NIKAU 2018 LIMITED WELLINGTON NZ		3
28	July 2022		Breakfast at accommodation (x2) and beverage for meeting with Tim Redmond,		London
	•		composer - Intercontinental Park London GB		
28	July 2022	\$251.40	Working lunch with 2 x London Symphony Orchestra (LSO) Directors - THE JUGGED HARE LONDON GB		London
10 Au	gust 2022		Working lunch with CEO from Wellington NZ Aug 22		Wellington
	igust 2022		Working lunch with recruitment candidate 23 Aug 22		Wellington
	igust 2022		Coffee for meeting with 2 x NZSO staff (3pax)		Wellington
	mber 2022		Room hire and catering for APOA meeting in AKL 21 Apr 22		Auckland
· · · · · · · · · · · · · · · · · · ·			The Wellington Club Wellington NZ - Working dinner with NMC independent advisor		
30 Septen	mber 2022		(2pax)		Wellington
30 Septen	mber 2022		Liberty Restaurant Wellington NZ - Working dinner with The Arts Foundation (4pax)		Wellington
			Francesca's Italian Ki Christchurch NZ - Working lunch to thank those involved in NZSO		
30 Septen	mber 2022	\$218.50	Christchurch Development work (3pax)		Wellington
30 Septen	mber 2022		Working lunch with PR consultant 15 Sep 22		Wellington
	ober 2022		Working dinner with ASB Chief Marketing Officer) 29 Sep 22		Auckland
31 Octo	ober 2022		Coffee for meeting with RNZ to discuss NZSO recording opportunities (3pax)		Wellington
31 Octo	ober 2022		Working dinner with Creative NZ (5pax)		Wellington
31 Octo	ober 2022	\$137.30	Working dinner with NZSO Fortissimo donor (2pax)		Wellington
31 Octo	ober 2022	\$157.00	Working lunch with CEO Christchurch Arts Centre (2pax)		Christchurch
31 Octo	ober 2022	\$287.01	Working lunch (4pax) regarding Kuwaiti partnership for potential NZSO tour		Wellington
31 Octo	ober 2022	\$160.90	Liberty Restaurant Wellington NZ - Working dinner with The Arts Foundation (4pax)		Wellington
1 Novem	mber 2022	\$84.00	Working breakfast with PR consultant regarding media and stakeholder strategy (2pax)		Wellington
		ψ04.00	7 July 22		•
1 Noven	mber 2022	\$17.80	Coffee with Chair of NZSO Foundation (3pax) 20 July 22		Wellington
1 Novem	mber 2022	\$5.50	Coffee for meeting withCEO of WORD Festival CHC regarding NZSO presence in Christchurch 26 Aug 22		Wellington
11404011	2022	ψ3.50	Christchurch 26 Aug 22		VVCIIII I GLOTI

CE Expense Disclosure Workbook 2018

Worksheet - Hospitality

3 November 2022  3 100 FLOWS CARE WILLINSTON X2 (burn date (2911/22). Colline for a meeting with hee  9 November 2022  5 150 5 To Wellington Club Wellington Club Wellington Club Wellington Club Wellington  7 November 2022  5 150 5 To Wellington Club Wellington Club Wellington Club Wellington  19 December 2022  5 150 5 To Wellington  19 September 2022  5 150 5 To Wellington  10 September 2022  5 150 5 To Wellington Club Wellington Club Wellington Club Wellington  10 September 2022  5 150 5 To Wellington Club Wellington Club Wellington Club Wellington  10 September 2022  5 150 5 To Wellington Club Wellington Club Wellington Club Wellington  10 September 2022  5 150 5 To Wellington Club Wellington Club Wellington Club Wellington  10 September 2022  5 150 5 To Wellington Club Wellington Club Wellington  10 September 2022  5 150 5 To Wellington Club Wellington Club Wellington  10 September 2022  5 150 5 To Wellington Club Wellington  10 September 2022  5 150 5 To Wellington Club Wellington  10 September 2022  5 150 5 To Wellington					
25 November 2022 518 00 Construction Colorability Colorab	3 November 2022		FLOWS CAFE WELLINGTON NZ (tran date 02/11/22) - Coffee for a meeting with the NZSO Board Chair 2 Nov 22		Wellington
28 Newment 2022   548-100   ORACIE WELL INITO'N NZ (van diez 424/11/22) - Working uither with Kuhruamig   Welington   20 Devertible 2022   545-50   Vorking lunch with Volume (value of the property of the pr	9 November 2022		Director Emerius (20ax)		Wellington
19 December 2022 350.6 V Working Lunch with US Embassy staff to Secure 2022 250.0 Per Christopharch (Epus) 350.0 V Working Lunch with US Embassy staff to discuss funding for US board artists (2 pax) Wollington 31 January 2023 350.0 V Working Lunch WESO with Arts and Culture partners RDEQ, WCC 25 Jan. 23 Working Lunch WESO with Arts and Culture partners RDEQ, WCC 25 Jan. 23 Working Lunch WESO with Arts and Culture partners RDEQ, WCC 25 Jan. 23 Working Lunch WESO with Arts and Culture partners RDEQ, WCC 25 Jan. 23 Working Lunch WESO with Arts and Culture partners RDEQ, WCC 25 Jan. 23 Working Lunch WESO with Arts and Culture partners RDEQ, WCC 25 Jan. 23 Working Lunch WESO with Arts and Culture partners RDEQ, WCC 25 Jan. 23 Working Lunch WESO with Arts and Culture partners RDEQ, WCC 25 Jan. 23 Working Lunch WESO with Arts and Culture partners RDEQ, WCC 25 Jan. 23 Working Lunch West Lunch Lunch West Lunch Lun	25 November 2022	\$188.00	APACHE WELLINGTON NZ (tran date 24/11/22) - Working lunch with Kahurangi		Wellington
18 January 2023 55.6.1 (Working) Inch Will SE Embassy staff to discuss funding for US board arists (2 pax) (Wellington 13 January 2023 55.6.1 (Working) Inch Will SE Embassy staff to discuss funding for US board arists (2 pax) (Wellington 13 January 2023 57.7.3 (Working) Inch N2 202 57.7.3 (Wellington N2 202 57.7.3 (Well	19 December 2022	\$56.01			Wellington
18 January 2023 \$58.01   Working Inch Net Not Embasy staff to discuss funding for US board arisins (2 parc)   31 January 2023 \$73.73   Working Inch Net Not American Staff to discuss funding for US board arisins (2 parc)   31 March 2023 \$80.00   TSC   March 12023   March 2023 \$80.00   TSC   March 12023   March 2023 \$80.00   TSC   March 2024			PERMIT ROOM CHRISTCHURCH NZ - Working dinner with NZSO Foundation Trustee		
Septiment of the company of the Characteristics of the Characteristi	18 January 2023	\$56.01	Working lunch with US Embassy staff to discuss funding for US board artists (2 pax)		Wellington
16 May 2023 Stop Of The LAST WORD CHRISTICH INCH IN Z (ruan date 14/09/23) Donor hostling Christich Inch 22 April 2023 Stop Of The LAST WORD CHRISTICH INCH IN Z (ruan date 14/09/23) Donor hostling Christich Inch 22 April 2023 Stop Of The LAST WORD CHRISTICH INCH INCH INCH INCH INCH INCH INCH I	31 January 2023	\$73.73	Working lunch NZSO with Arts and Culture partners RNZB, WCC 25 Jan 23		Wellington
Signature (Control of the Control of	13 March 2023	\$65.00			Christchurch
Side All May 2023 Side Comments of the Ministry of the Ministr	16 March 2023	\$30.00	THE LAST WORD CHRISTCHURCH NZ (tran date 14/03/23) Donor hosting		Christchurch
1 May 2023 \$151.00 Chanceling Carlo Evaluation William NZ Discharation (Carlo Milliam Carlo Milliam	28 April 2023	\$39.30	Emma Neas - Reimbursement for catering for APOA meeting 27 Apr 23		Wellington
Mellington   Mel	3 March 2023	\$187.60	TANUKI CAVE AUCKLAND NZ - Saatchi & Saatchi re: potential sponsorship for NZSO's Auckland engagement.		Auckland
17 May 2023   \$149.05   The Wellington Club Wellington (Club Allegington Club Wellington Clu	1 May 2023	\$101.00	Chancellor, CEO WellingtonNZ, to discuss way forward for the NMC and VUW,		Wellington
29 May 2023 \$9.00 Coffee with MFAT Feb 23 Wellington 29 May 2023 \$9.00 Coffee with MFAT Feb 23 Wellington 29 June 2023 \$9.00 Soffee with MFAT Feb 23 Wellington 29 June 2023 \$9.00 Soffee with MFAT Feb 23 Wellington 29 June 2023 \$9.00 Soffee with MFAT Feb 23 Wellington 29 June 2023 \$9.00 Soffee with MFAT Feb 23 Elan N Christothurth MZ (fran date 12/06/23) - Dinner in CHC to farewell 29 June 2023 \$9.00 Soffee with MFAT Feb 23 Elan N Christothurth MZ (fran date 12/06/23) - Dinner in CHC to farewell 29 June 2023 \$9.00 Soffee with MFAT Feb 23 Elan N Christothurth MZ (fran date 12/06/23) - Dinner in CHC to farewell 29 June 2023 \$45.00 Control (fran Leadership) and MAxagement   Advice and Consulting   Governance) 29 June 2023 \$22.51 Thank-you cards to NZSO staff for organising a player's funeral service 22 June 22 30 September 2022 \$9.00 UNITY BOOKS WELLINGTON NZ - Thank-you gift (book) for former NZSO Board Chair 30 July 2022 \$9.00 UNITY BOOKS WELLINGTON NZ - Thank-you gift (book) for former NZSO Board Chair 30 March 2023 \$124.00 Flowers fran NZSO Foundation Trusteels for 80th Birthday Ctt 22 ? 21 Stovember 2022 \$100 Nove 25 Stovens of NZSO Stovens from NZSO to fortissimo donor's family 29 March 2023 \$124.00 Flowers fran MZSO or original NZSO supporter - 1947 - for 90th birthday 29 March 2023 \$124.00 Flowers fran MZSO for original NZSO supporter - 1947 - for 90th birthday 20 MINTY BOOKS WELLINGTON NZ (tran date 28/03/23) for original NZSO supporter - 1947 - for 90th birthday 20 MINTY BOOKS WELLINGTON NZ (tran date 28/03/23) Biggs yreeting cards for sending to NZSO supporters 30 MZ A PAT 2023 \$100 NZ (Vario date 28/03/23) Books as gifts for guest 30 MZ A PAT 2023 \$100 NZ (Vario date 28/03/23) Books as gifts for guest 30 MZ A PAT 2023 \$100 NZ (Vario date 28/03/23) Books as gifts for guest 30 MZ A PAT 2023 \$100 NZ (Vario date 28/03/23) Books as gifts for guest 30 MZ A PAT 2023 \$100 NZ (Vario date 28/03/23) Books as gifts for guest 30 MZ A PAT 2024 \$100 NZ A PAT 202	10 May 2023		Councillor, to discuss National Music Contro and WCC relationship		Wellington
29 May 2023 \$102.01 After Board Strategy Day 16 Feb 23 Wellington 29 May 2023 \$59.0 Coffee with MFAT Feb 23 Wellington 13 June 2023 \$69.5 \$6 Fancesca's Italian Ki Christchurch XI (tran date 12/08/23) - Dinner in CHC to farewell CFC - AFO after APOA meeting. 12 June 2023. 2 pax The Wellington CM - Lunch with former CEO of Melbourne Recital 45.00 Centre, Kirk Leadership and Management I Advice and Consulting I Governance) garding the National Music Centre 31 July 2022 \$15 Thank-you cards to NZSO Stat for or ganaising a player's funeral service 22 June 22 Wellington 31 July 2022 \$15.00 New Feb Centre	17 May 2023	\$149.50	The Wellington Club Wellington NZ (tran date 16/05/23) Dinner with Dame Kerry Prendergast to discuss NMC fundraising and the University's position.		Wellington
September 2022   September 2022   September 2022   September 2023   September 2024   Sept	29 May 2023	\$102.01	After Board Strategy Day 16 Feb 23		Wellington
Total hospitality expenses  29 June 2023  \$45.00 CEO - APO after APOA meeting, 12 June 2023. 2 pax The Wellington Club Wellington No. Luchnow this former CEO of Melbourne Recital Part of the Wellington Club Wellington No. Luchnow this former CEO of Melbourne Recital Wellington  31 July 2022  \$45.00 Centre, (Arts Leadership and Management   Advice and Consulting   Governance) reparting the National Music Centre  Thank-you cards to NZSO staff for organising a player's funeral service 22 June 22  Wellington  Thank-you cards to NZSO staff for organising a player's funeral service 22 June 22  Wellington  Thank-you cards to NZSO staff for organising a player's funeral service 22 June 22  Wellington  Thank-you cards to NZSO staff for organising a player's funeral service 22 June 22  Wellington  Thank-you cards to NZSO staff for organising a player's funeral service 22 June 22  Wellington  Thank-you cards to NZSO story at MEAT Tollowing last day at MCH 22 July 22  Wellington  Wellington  Thank-you cards to NZSO story at MEAT Tollowing last day at MCH 22 July 22  Wellington  Wellington  2 Story at MCH 22 July 22  Thank-you cards to NZSO story at MEAT Tollowing last day at MCH 22 July 22  Wellington  Thank-you cards to NZSO story at MEAT Tollowing last day at MCH 22 July 22  Wellington  2 Story at MCH 22 July 22  Thank-you cards to NZSO story at MEAT Tollowing last day at MCH 22 July 22  Wellington  Thank-you cards to NZSO story at MEAT Tollowing last day at MCH 22 July 22  Wellington  Thank-you cards to NZSO story at MEAT Tollowing last day at MCH 22 July 22  Wellington  Thank-you cards to NZSO story at MEAT Tollowing last day at MCH 22 July 22  Wellington  Thank-you cards to NZSO story at MEAT Tollowing last day at MCH 22 July 22  Wellington  Thank-you cards to NZSO story at MEAT Tollowing last day at MCH 22 July 22  Thank-you cards to NZSO story at MEAT Tollowing last day at MCH 22 July 22  Thank-you cards to NZSO story at MEAT Tollowing last day at MCH 22 July 22  Thank-you cards to NZSO story at MEAT Tollowing last	29 May 2023				Wellington
Sites  Si	13 June 2023	\$69.58	CEO - APO after APOA meeting. 12 June 2023. 2 pax		Christchurch
### Start	29 June 2023	\$45.00	Centre, (Arts Leadership and Management   Advice and Consulting   Governance)		Wellington
State   Stat	Gifts				
September 2022   \$52.00   UNITY BOOKS WELLINGTON NZ - Thank you gift (book) for former NZSO Board Chair   Wellington	26 July 2022	\$22.51	Thank-you cards to NZSO staff for organising a player's funeral service 22 June 22		Wellington
Flowers for NZSO Foundation Trustee\ for 80th Birthday Oct 22   \$15 November 2022   \$107.00	31 July 2022	\$115.00	Flowers for Dep. Sec. of PD Group at MFAT following last day at MCH 22 July 22		Wellington
### Reinbursements of cost of bereavement flowers from NZSO to fortissimo donor's family Nov 22  ### Standard 2023   \$124.00					
Notes  29 March 2023 \$10.0 Nov 22 Wellington  30 March 2023 \$124.00 Flowers (tran date 28/03/23) for original NZSO supporter -1947 - for 90th birthday  30 March 2023 \$135.00 UNITY BOOKS WELLINGTON NZ (tran date 29/03/23) Biggsy greeting cards for sending to NZSO supporters  47 April 2023 \$100.00 UNITY BOOKS Welcome gifts for guest Conductor and Soloist 27 Apr 2023 SYMPHONY SERVICES IN DARLINGHURST AU (tran date 27/04/23) Tix to LSO  57 April 2023 \$228.98 Performance in Melbourne in conjunction with attendance at Symphony Services Intril Meeting  UNITY BOOKS WELLINGTON NZ (tran date 16/05/23) Books as gifts for guest Conductor and soloist . Part of the Immerse - Reverence concert  Total hospitality expenses  \$7,787.05 Onech there are no hidden room with attendance  *Third parties include people and organisations external to the public service or statutory Crown entities.	6 October 2022	\$80.01			?
30 March 2023 \$135.00			Nov 22		
27 April 2023 \$100.00 UNITY BOOKS Welcome gifts for guest Conductor and Soloist 27 Apr 2023 Wellington  1 May 2023 \$228.98 performance in Melbourne in conjunction with attendance at Symphony Services Intr'l Meeting  UNITY BOOKS WELLINGTON NZ (tran date 16/05/23) Books as gifts for guest Conductor and soloist . Part of the Immerse - Reverence concert  Wellington  Total hospitality expenses \$7,787.05 Check there see no hidden rows with data  Notes  *Third parties include people and organisations external to the public service or statutory Crown entities.	29 March 2023	\$124.00	Flowers (tran date 28/03/23) for original NZSO supporter -1947 - for 90th birthday		Christchurch
SYMPHONY SERVICES IN DARLINGHURST AU (tran date 27/04/23) Tix to LSO symphony Services Intr' Meeting UNITY BOOKS WELLINGTON NZ (tran date 16/05/23) Books as gifts for guest Conductor and soloist . Part of the Immerse - Reverence concert  Total hospitality expenses \$7,787.05 Check - titure are no histion rows with date  *Third parties include people and organisations external to the public service or statutory Crown entities.  *Third parties include people and organisations external to the public service or statutory Crown entities.			seriality to N250 supporters		_
1 May 2023 \$228.98 performance in Melbourne in conjunction with attendance at Symphony Services Intn'l Meeting  UNITY BOOKS WELLINGTON NZ (tran date 16/05/23) Books as gifts for guest Conductor and soloist. Part of the Immerse - Reverence concert  Wellington  Total hospitality expenses \$7,787.05 Clack - there are no hidden more with date  Notes  *Third parties include people and organisations external to the public service or statutory Crown entities.	27 April 2023	\$100.00			vvellington
Total hospitality expenses \$7,787.05 Check - there are no hidden rows with data  Notes  * Third parties include people and organisations external to the public service or statutory Crown entities.	1 May 2023	\$228.98	performance in Melbourne in conjunction with attendance at Symphony Services Intn'l Meeting		Melbourne
Notes * Third parties include people and organisations external to the public service or statutory Crown entities.	17 May 2023	\$74.00			Wellington
Notes * Third parties include people and organisations external to the public service or statutory Crown entities.					
Notes * Third parties include people and organisations external to the public service or statutory Crown entities.					
Notes * Third parties include people and organisations external to the public service or statutory Crown entities.					
Notes * Third parties include people and organisations external to the public service or statutory Crown entities.					
Notes * Third parties include people and organisations external to the public service or statutory Crown entities.					
Notes * Third parties include people and organisations external to the public service or statutory Crown entities.					
* Third parties include people and organisations external to the public service or statutory Crown entities.	Total hospitality expenses	\$7,787. <mark>0</mark> 5	Check - there are no hidden rows with data	Not all lines have an entry for "Gost in NZS" and "	Type of expense"
* 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.					
	** Any non-standard date format or date out	side 1 July - 30 Ju	ne will raise an alert. Check entry and select 'Yes' to accept/continue.		

CE Expense Disclosure Workbook 2018

Worksheet - Hospitality

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).	

CE Expense Disclosure Workbook 2018

Worksheet - Hospitality

Chief Executive Expense Disclosure						
Organisation Name	New Zealand Symphony Orchestra					
Chief Executive	Peter Biggs					
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					
All Other Frances						

#### 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)
	28 July 2022	\$68.24	Supervised COVID 10 pro departure test (required to travel) POOTS COVID 10	Covid Test	United Kingdom
	8 December 2022	\$333.19	Wellness benefit - gym membership 2022	reimbursement of membership	Wellington
	1 July 2022		Provision of car park for month	car park	Wellington
	1 August 2022		Provision of car park for month	car park	Wellington
	1 September 2022		Provision of car park for month	car park	Wellington
	1 October 2022		Provision of car park for month	car park	Wellington
	1 November 2022	\$260.00	Provision of car park for month	car park	Wellington
	1 December 2022	\$260.00	Provision of car park for month	car park	Wellington
	1 January 2023	\$260.00	Provision of car park for month	car park	Wellington
	1 February 2023		Provision of car park for month	car park	Wellington
	1 March 2023		Provision of car park for month	car park	Wellington
	1 April 2023		Provision of car park for month	car park	Wellington
	1 May 2023	\$260.00	Provision of car park for month	car park	Wellington
	1 June 2023	\$260.00	Provision of car park for month	car park	Wellington
	6 July 2022	\$82.46	Mobile Phone charges June 2022	Cellphone	
	6 August 2022	\$63.09	Mobile Phone charges July 2022	Cellphone	
	6 September 2022	\$61.53	Mobile Phone charges August 2022	Cellphone	
	6 October 2022	\$61.96	Mobile Phone charges September 2022	Cellphone	
	6 November 2022	\$59.65	Mobile Phone charges October 2022	Cellphone	
	6 December 2022	\$59.95	Mobile Phone charges November 2022	Cellphone	
	6 January 2023	\$59.46	Mobile Phone charges December 2022	Cellphone	
	6 February 2023	\$62.68	Mobile Phone charges January 2023	Cellphone	
	•		,		
Total other ex	penses	\$4,032.19	Check - there are no hidden rows with data	Check - each entry provides suffic	ient information
Mada a					
Notes		11. 4 1.1. 00 1			
			ne will raise an alert. Check entry and select 'Yes' to accept/continue.		
			(left of screen) and select Insert - this will insert a row above selected row.		
	ppear automatically once yo				
<u>lark clearly</u> if th	nere is no information to disc	close - provide a r	ote to this effect in the 'Date' column (column A).		

CE Expense Disclosure Workbook 2018 Worksheet - All other expenses

#### Chief Executive Gifts and Benefits Disclosure New Zealand Symphony Orchestra Organisation Name Peter Biggs Chief Executive 1 July 2022 Disclosure period start 30 June 2023 Disclosure period end **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 Estimated value in NZ\$ Was the gift accepted? Offered by Description (drop-down list in cell **but** provide specific value if possible) Other comments Date(s)\* 27/07/2023 Lightscapes Declined RNZB Under \$100 22/07/2023 Dine with CSO Declined CSO \$100 - \$500 14/06/2023 Cosi fan tutte Declined NZ Opera Under \$100 4/05/2023 Romeo and Juliet Declined RNZB Under \$100 23/03/2023 The Unruly Tourists Declined NZ Opera Under \$100 18/03/2023 Opening Night of Lucia Declined Wellington Opera Under \$100 2/03/2023 Homeland 1 - Songs my mother taught me Declined Under \$100 NZ Trio 25/02/2023 In Bed with Schoenberg at Circa Accepted Armstrong Creative **Under \$100** 11/02/2023 The Tempest - Summer Shakespeare Under \$100 Declined VUW 17/12/2022 Mataaho Collective | Te Puni Aroaro Declined Te Papa Under \$100 9/12/2022 Ihitai 'Avei'a - Star Navigator Declined NZ Opera Under \$100 24/11/2022 Royal New Zealand Ballet Venus Rising Accepted Under \$100 24/11/2022 **Bold Sounds** Declined Stroma New Music Ensemble Under \$100 16/11/2022 TLCC Sydney Leadership Summit Declined Tessitura \$100 - \$500 9/11/2022 Declined NZ Trio Under \$100 Legacy 3 19/10/2022 Melissa Aldana Quartet Declined Wellington Jazz Festival Under \$100 Annual Philanthropy Function at Parliament 19/10/2022 Accepted Bloomsbury / Philanthropy NZ \$100 - \$500 6/10/2022 Dream Architects Declined Stroma New Music Ensemble Under \$100 5/10/2022 Macbeth Accepted NZ Opera Under \$100 6/09/2022 Life - O Le Olaga Accepted Black Grace Under \$100 3/08/2022 Accepted RN7R Under \$100 Cinderella 23/07/2022 Lexus Song Quest Grand Final Gala Accepted Lexus New Zealand Under \$100 22 Total count of gift/benefit entries: Offered 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)

CE Expense Disclosure Workbook 2018

Worksheet - Gifts and benefits