

## Chief Executive Expense Disclosures: A Guide for Agency Staff

The following is a summary from "Chief Executive Expense Disclosures: A Guide for Agency Staff": <http://www.ssc.govt.nz/assets/Legacy/resources/Chief-Executive-Expense-Disclosure-Guide.pdf>  
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](https://www.data.govt.nz/toolkit/how-do-i-add-or-update-our-chief-executive-expenses/). See: <https://www.data.govt.nz/toolkit/how-do-i-add-or-update-our-chief-executive-expenses/>

### 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: <http://www.ssc.govt.nz/ce-expenses-disclosure>

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": <http://www.ssc.govt.nz/assets/Legacy/resources/Chief-Executive-Expense-Disclosure-Guide.pdf>  
Please read that in full first.

If you have any questions, contact the team at [ceexpenses@ssc.govt.nz](mailto:ceexpenses@ssc.govt.nz)

For help with publishing on data.govt contact [info@data.govt.nz](mailto:info@data.govt.nz).

Expenses should be posted on agency websites and linked to [www.data.govt.nz](http://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\*

<b>Organisation Name</b>	New Zealand Symphony Orchestra
<b>Chief Executive**</b>	Peter Biggs
<b>Disclosure period start***</b>	1 July 2022
<b>Disclosure period end***</b>	30 June 2023
<b>Agency totals check</b>	Data and totals checked on all sheets
<b>Chief Executive approval****</b>	This disclosure has been approved by the Chief Executive
<b>Other sign-off****</b>	This disclosure has been signed off by the NZSO Board Chair and the NZSO's Director Finance & Corporate 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
<b>Travel expenses</b>	<b>\$36,810.22</b>	Figures include GST (where applicable)	<b>Number offered</b>	<b>22</b>
<b>Hospitality</b>	<b>\$7,787.05</b>	Figures include GST (where applicable)	<b>Number accepted</b>	<b>7</b>
<b>Other expenses</b>	<b>\$4,032.19</b>	Figures exclude GST	<b>Number declined</b>	<b>15</b>
<b>International Travel</b>	<b>\$715.17</b>	Figures include GST (where applicable)		
<b>Domestic Travel</b>	<b>\$30,952.06</b>	Figures include GST (where applicable)		
<b>Local Travel</b>	<b>\$5,142.99</b>	Figures include GST (where applicable)		
<b>Notes</b>				
* Headings on following tabs will pre populate with what you enter on this tab				
** Create a new workbook for a new Chief Executive				
*** Update if a shorter or different period is covered				
**** This disclosure must be approved by the Chief Executive and another appropriate party, e.g. Board Chair, Chief Financial Officer or Audit and Risk Committee member				

## Chief Executive Expense Disclosure

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
<b>Subtotal - international travel</b>		<b>\$715.17</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)
9 July 2022	\$504.01	Return Flights: Wellington to Christchurch (9-10 July) to attend NZSO NYO Titan concert and NZSO 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 2022	(\$784.31)	Flights WGN - AKL - WGN for Reverence, Trust & Beauty, Love Triumphant	Refunded.	
25 August 2022	\$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 2022	\$396.50	Return Flights: Wellington to Auckland to attend NZSO 2023 Pre-Season Reveal and Sponsor Lunch	Airfares	Auckland
21 September 2022	\$451.98	Return Flights: Wellington to Christchurch to attend NZSO NYO Titan concert and NZSO Members Event	Airfares	Christchurch
27 September 2022	\$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 2022	\$766.08	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	Airfares	Christchurch
14 October 2022	\$856.32	Return Flights: Wellington to Dunedin (14-16 October) to attend NZSO Legacy and Bright Sparks concerts and NZSO Artist Hosting	Airfares	Dunedin
3 November 2022	\$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 2022	\$791.73	Return Flights: Wellington - Auckland - Nelson - Christchurch (19-22 November) to attend NZSO Requiem concert, NZSO Member Event, NZSO Donor Events, NZSO Artist Hosting and NZSO Development Event	Airfares	Auckland, Nelson and Christchurch
21 November 2022	\$547.19	Nelson - Christchurch - Wellington to attend NZSO Donor meeting and NZSO Development Event	Airfares	Christchurch
21 November 2022	\$12.56	Nelson - Christchurch to attend NZSO Donor meeting and NZSO Development Event	Airfares	Christchurch
1 March 2023	\$463.69	Return flights: Wellington - Auckland for Late Summer Fiesta concert	Airfares	Auckland
14 March 2023	\$523.19	Return flights Wellington - Christchurch for Brandenburg concert	Airfares	Christchurch
1 April 2023	\$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
<b>ACCOMMODATION</b>				
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	Accommodation	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	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	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	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	Accommodation	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	Accommodation	Wellington
11 August 2022	\$225.00	Accommodation for Peter Biggs following the NZSO members event with NZSO Artistic Advisor and Principal Conductor Aug 22	Accommodation	Wellington
15 August 2022	\$225.00	Accommodation for Peter Biggs following NZSO working dinner with Creative NZ Aug 22	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	Accommodation	Christchurch
29 August 2022	\$225.00	Accommodation for Peter Biggs following NZSO Extravaganza concert Aug 22	Accommodation	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	Accommodation	Wellington
5 September 2022	\$450.00	Accommodation for Peter Biggs to attend Working Dinner with CreativeNZ (5 Sep), to attend Life - o Le Olaga by Black Grace (future collaboration partner with NZSO) (6 Sep)	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	Wellington
9 September 2022	\$225.00	Accommodation for Peter Biggs following Board Dinner and before Board Meeting on 9 September 22	Accommodation	Wellington
13 September 2022	\$190.00	Accommodation to attend NZSO 2023 Pre-Season Reveal and Sponsor Lunch	Accommodation	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	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 Event and various NZSO Donor meetings	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	Accommodation	Christchurch
14 October 2022	\$400.00	Accommodation (x2 nights) to attend NZSO Legacy and Bright Sparks concerts and NZSO Artist Hosting	Accommodation	Dunedin
3 November 2022	\$247.00	Accommodation (x1 night) to attend NZSO Heavenly concert, NZSO Artist Hosting and NZSO Donor Hosting	Accommodation	Auckland
19 November 2022	\$352.50	Accommodation (x1 night) to attend NZSO Requiem concert, NZSO Members Event, NZSO Donor Hosting and NZSO Artist Hosting	Accommodation	Auckland
20 November 2022	\$257.50	Accommodation (x1 night) to attend NZSO Donor meeting	Accommodation	Nelson
21 November 2022	\$348.23	Accommodation (x1 night) to attend NZSO Donor meeting and NZSO Development Event	Accommodation	Christchurch
1 March 2023	\$429.00	Accommodation (2 nights) for Late Summer Fiesta donor event and concert	Accommodation	Auckland
14 March 2023	\$348.23	Accommodation (1 night) Christchurch for Brandenburg concert	Accommodation	Christchurch
1 April 2023	\$315.00	Accommodation (1 night) Auckland for Mahler concert	Accommodation	Auckland
18 April 2023	\$631.50	Accommodation (2 nights) for donor and sponsorship engagements	Accommodation	Auckland
17 May 2023	\$279.90	Accommodation 2 nights - Ockham Book Awards	Accommodation	Auckland
23 May 2023	\$301.90	Accommodation 1 night Whakatane for Te Ahi Tahutahu board Hui	Accommodation	Whakatane
28 June 2023	\$392.45	Accommodation 1 night Nelson for donor dinner	Accommodation	Nelson
29 June 2023	\$10.01	Rutherford Hotel Nelso Nelson NZ - Coffee. Staying in Nelson to have dinner with donors	Accommodation	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)	Accommodation	Hastings
8 June 2023	(\$17.25)	Porters Boutique Hotel Hastings NZ <b>THIS FEE WAS REVERSED</b>	Accommodation	Hastings
12 June 2023	\$267.98	Accommodation 1 night Christchurch for APOA meeting	Accommodation	Christchurch
<b>TAXI</b>				
26 July 2022	\$8.12	Uber to NZSO Board meeting for two staff 13 May 22		Wellington
31 July 2022	\$47.90	Taxicharge - Peter Biggs 10 July 22		Wellington
1 August 2022	\$132.51	Credit Card 2088 - Uber trip July 22		Melbourne
31 August 2022	\$588.04	Corporate Cabs - Taxis Peter Biggs August 22		Auckland
			6-Aug-22	Auckland
			27-Aug-22	Christchurch
			28-Aug-22	Auckland
			28-Aug-22	Auckland
1 September 2022	\$116.10	Taxicharge - Peter Biggs Aug 22		Wellington
30 September 2022	\$90.19	Taxicharge - Peter Biggs Sep 22		
1 October 2022	\$72.19	2088 Travel and Tours Executive credit card transactions analysis 31-Aug-22		
1 October 2022	\$391.08	Corporate Cabs - Taxis Peter Biggs September 22		
			13-Sep-22	Auckland
			14-Sep-22	Auckland
			21-Sep-22	Christchurch
			22-Sep-22	Christchurch
			27-Sep-22	Auckland
31 October 2022	\$54.60	Taxicharge - CEO 3,6, 14, 19 October 2022		
31 October 2022	\$391.62	Corporate Cabs - Taxis Peter Biggs October 22		
			1-Oct-22	Auckland
			14-Oct-22	Dunedin
			16-Oct-22	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		
30 November 2022	\$463.00	Corporate Cabs - Taxis Peter Biggs November 22		
			3-Nov-22	Auckland
			4-Nov-22	Auckland
			19-Nov-22	Auckland
			20-Nov-22	Auckland
			21-Nov-22	Christchurch
			22-Nov-22	Christchurch
31 December 2022	\$20.50	Taxicharges - CEO trips December 22		

17 February 2023	\$8.48	UBER *TRIP HELP.UBER.COM NZ (tran date 15/02/23)	No details available		
17 February 2023	\$11.58	UBER *TRIP HELP.UBER.COM NZ (tran date 15/02/23)	No details available		
24 February 2023	\$9.79	UBER *TRIP HELP.UBER.COM NZ (tran date 22/02/23)	No details available		
24 February 2023	\$10.67	UBER *TRIP HELP.UBER.COM NZ (tran date 22/02/23)	No details available		
28 February 2023	\$19.76	UBER *TRIP HELP.UBER.COM NZ (tran date 25/02/23)	No details available		
6 March 2023	\$173.80	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
			20-Apr-23	No details available	Auckland
1 May 2023	\$108.50	BUTLER Credit Card Uber transactions April 2023	No details available		
31 May 2023	\$93.98	Credit Card 2088 Travel and Tours Executive - Uber trips May 2023	No details available		
9 June 2023	\$12.87	UBER* TRIP CHRISTCHURCH NZ (tran date 08/06/23)	to VUW for Sir Ronald Syme lecture	Wellington	
30 June 2023	\$335.60	Corporate Cabs - Taxis for CEO June 2023			
			8-Jun-23	Airport to office - NZSO Setting Up Camp - Napier	Wellington
			12-Jun-23	Airport to CSO for APOA meeting	Christchurch
			13-Jun-23	Hotel to Airport	Christchurch
			28-Jun-23	Office to Airport: NZSO Baroque (Nelson)	Wellington
			29-Jun-23	Airport to office	Wellington
30 June 2023	\$184.20	Taxicharges June 23	to and from Nelson airport (28 and 29 Jun 23)	Nelson	
Subtotal - domestic travel		\$30,952.06	Check - there are no hidden rows with data		Not all lines have an entry for "Cost in NZ\$" and "Type of expense"

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	\$225.00	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	

**PARKING**

26 July 2022	\$110.00	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	\$118.00	Parking at Wellington Airport following trip to Christchurch for various meetings and NZSO Extravaganza concert	Wellington Airport Parking	Wellington
31 October 2022	\$62.00	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	\$118.00	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	\$62.00	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	\$66.00	WELLINGTON INTL AIRP WELLINGTON NZ (tran date 02/04/23) - Parking x 2 days AKL. Mahler concert	Wellington Airport Parking	Wellington
3 April 2023	\$66.00	WELLINGTON INTL AIRP WELLINGTON NZ (tran date 02/04/23) Airport parking - Bloch & Shostakovich AKL concer	Wellington Airport Parking	Wellington
1 May 2023	\$66.00	WELLINGTON INTL AIRP WELLINGTON NZ (tran date 30/04/23) Airport parking - Bloch & Shostakovich AKL concer	Wellington Airport Parking	Wellington
14 June 2023	\$66.00	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 - there are no hidden rows with data	Check - each entry provides sufficient information
Total travel expenses		\$36,810.22		

**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

<b>Organisation Name</b>	New Zealand Symphony Orchestra
<b>Chief Executive</b>	Peter Biggs
<b>Disclosure period start</b>	1 July 2022
<b>Disclosure period end</b>	30 June 2023
<b>GST on costs</b>	Figures include GST (where applicable)
<b>Agency totals check</b>	Data and totals on this worksheet checked and confirmed

### Hospitality Offered to Third Parties\*

*All hospitality expenses provided by the chief executive in the context of his/her job to anyone external to the Public Service or statutory Crown entities.*

Date(s)**	Cost in NZ\$	Purpose of hospitality (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)
<b>Meals / Coffees</b>				
1 July 2022	\$1,479.06	NZSO Wellington Club Annual Membership	Membership Fee	Wellington
9 July 2022	\$218.61	Working lunch with NZSO Christchurch Representative regarding NZSO Christchurch Development work with NZSO Principal Advisor: Development	Lunch x 3	Christchurch
14 July 2022	\$177.99	Working dinner with The Arts Foundation - Arts Foundation Lead, Arts Foundation 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 22		Auckland
26 July 2022	\$11.01	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 22		Wellington
28 July 2022	\$96.00	Working lunch with founding member of Fortissimo Donor Tier and Acting Engagement Manager (3pax) - NIKAU 2018 LIMITED WELLINGTON NZ		Wellington
28 July 2022	\$239.04	Breakfast at accommodation (x2) and beverage for meeting with Tim Redmond, composer - Intercontinental Park London GB		London
28 July 2022	\$251.40	Working lunch with 2 x London Symphony Orchestra (LSO) Directors - THE JUGGED HARE LONDON GB		London
10 August 2022	\$109.00	Working lunch with CEO from Wellington NZ Aug 22		Wellington
23 August 2022	\$149.99	Working lunch with recruitment candidate 23 Aug 22		Wellington
25 August 2022	\$16.00	Coffee for meeting with 2 x NZSO staff (3pax)		Wellington
6 September 2022	\$207.03	Room hire and catering for APOA meeting in AKL 21 Apr 22		Auckland
30 September 2022	\$101.50	The Wellington Club Wellington NZ - Working dinner with NMC independent advisor (2pax)		Wellington
30 September 2022	\$178.00	Liberty Restaurant Wellington NZ - Working dinner with The Arts Foundation (4pax)		Wellington
30 September 2022	\$218.50	Francesca's Italian Ki Christchurch NZ - Working lunch to thank those involved in NZSO Christchurch Development work (3pax)		Wellington
30 September 2022	\$27.89	Working lunch with PR consultant 15 Sep 22		Wellington
3 October 2022	\$250.00	Working dinner with ASB Chief Marketing Officer) 29 Sep 22		Auckland
31 October 2022	\$13.80	Coffee for meeting with RNZ to discuss NZSO recording opportunities (3pax)		Wellington
31 October 2022	\$259.20	Working dinner with Creative NZ (5pax)		Wellington
31 October 2022	\$137.30	Working dinner with NZSO Fortissimo donor (2pax)		Wellington
31 October 2022	\$157.00	Working lunch with CEO Christchurch Arts Centre (2pax)		Christchurch
31 October 2022	\$287.01	Working lunch (4pax) regarding Kuwaiti partnership for potential NZSO tour		Wellington
31 October 2022	\$160.90	Liberty Restaurant Wellington NZ - Working dinner with The Arts Foundation (4pax)		Wellington
1 November 2022	\$84.00	Working breakfast with PR consultant regarding media and stakeholder strategy (2pax) 7 July 22		Wellington
1 November 2022	\$17.80	Coffee with Chair of NZSO Foundation (3pax) 20 July 22		Wellington
1 November 2022	\$5.50	Coffee for meeting with CEO of WORD Festival CHC regarding NZSO presence in Christchurch 26 Aug 22		Wellington



Insert additional rows as needed: right click on a row number (left of screen) and select Insert - this will insert a row above selected row.		
Total cost will appear automatically once you put information in rows above.		
Mark clearly if there is no information to disclose - provide a note to this effect in the 'Date' column (column A).		

## Chief Executive Expense Disclosure

<b>Organisation Name</b>	New Zealand Symphony Orchestra
<b>Chief Executive</b>	Peter Biggs
<b>Disclosure period start</b>	1 July 2022
<b>Disclosure period end</b>	30 June 2023
<b>GST on costs</b>	Figures exclude GST
<b>Agency totals check</b>	Data and totals on this worksheet checked and confirmed

### All Other Expenses

*All other expenditure incurred by the chief executive that is not travel, hospitality or gifts.  
Include e.g. phone and data costs, subscriptions, membership fees, conference fees, professional development costs, books and anything else.*

Date(s)*	Cost in NZ\$	Purpose of expense (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-19 pre-departure test (required to travel) - BOOTS COVID-19 TEDDINGTON GB	Covid Test	United Kingdom
8 December 2022	\$333.19	Wellness benefit - gym membership 2022	reimbursement of membership	Wellington
1 July 2022	\$260.00	Provision of car park for month	car park	Wellington
1 August 2022	\$260.00	Provision of car park for month	car park	Wellington
1 September 2022	\$260.00	Provision of car park for month	car park	Wellington
1 October 2022	\$260.00	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	\$260.00	Provision of car park for month	car park	Wellington
1 March 2023	\$260.00	Provision of car park for month	car park	Wellington
1 April 2023	\$260.00	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	

<b>Total other expenses</b>	<b>\$4,032.19</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).	

## Chief Executive Gifts and Benefits Disclosure

<b>Organisation Name</b>	New Zealand Symphony Orchestra
<b>Chief Executive</b>	Peter Biggs
<b>Disclosure period start</b>	1 July 2022
<b>Disclosure period end</b>	30 June 2023
<b>GST on values</b>	Figures exclude GST
<b>Agency totals check</b>	Data and totals on this worksheet checked and confirmed

### Gifts and Benefits over \$50 annual value

*Include all gifts, invitations to events and other hospitality, of \$50 or more in total value per year, offered to the chief executive by people external to the organisation. Include all gifts, invitations or other hospitality whether accepted or declined.*

Date(s)*	Description (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?)
27/07/2023	Lightscares	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	NZ Trio	Under \$100	
25/02/2023	In Bed with Schoenberg at Circa	Accepted	Armstrong Creative	Under \$100	
11/02/2023	The Tempest - Summer Shakespeare	Declined	VUW	Under \$100	
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	Venus Rising	Accepted	Royal New Zealand Ballet	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	Legacy 3	Declined	NZ Trio	Under \$100	
19/10/2022	Melissa Aldana Quartet	Declined	Wellington Jazz Festival	Under \$100	
19/10/2022	Annual Philanthropy Function at Parliament	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	Cinderella	Accepted	RNZB	Under \$100	
23/07/2022	Lexus Song Quest Grand Final Gala	Accepted	Lexus New Zealand	Under \$100	

<b>Total count of gift/benefit entries:</b>	<b>Offered</b>	<b>22</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>
	<b>Accepted</b>	<b>7</b>		
	<b>Declined</b>	<b>15</b>		

**Notes**

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

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).