

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

Organisation Name	New Zealand Symphony Orchestra
Chief Executive**	Peter Biggs (also covers Director Development & Supporter Engagement)
Disclosure period start***	1 July 2023
Disclosure period end***	30 June 2024
Agency totals check	Data and totals checked on all sheets
Chief Executive approval****	This disclosure has been approved by the Chief Executive
Other sign-off****	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
Travel expenses	\$12,218.00	Figures include GST (where applicable)		Number offered	9
Hospitality	\$4,315.98	Figures include GST (where applicable)		Number accepted	9
Other expenses	\$0.00	Figures exclude GST		Number declined	0
International Travel	\$715.17	Figures include GST (where applicable)			
Domestic Travel	\$10,663.98	Figures include GST (where applicable)			
Local Travel	\$838.85	Figures include GST (where applicable)			
Notes					
* Headings on following tabs will pre populate with what you enter on this tab					
** Create a new workbook for a new Chief Executive					
*** Update if a shorter or different period is covered					
**** This disclosure must be approved by the Chief Executive and another appropriate party, e.g. Board Chair, Chief Financial Officer or Audit and Risk Committee member					

Chief Executive Expense Disclosure	
Organisation Name	New Zealand Symphony Orchestra
Chief Executive	Peter Biggs (also covers Director Development & Supporter Engagement)
Disclosure period start	1 July 2023
Disclosure period end	30 June 2024
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)
31 August 2023	\$627.71	Accommodation 2 nights Melbourne for Symphony Services International Meeting and London Symphony Orchestra concert. (Airfares paid personally) - travel May23	Accommodation	Melbourne
31 August 2023	\$50.40	Taxi - May23 (Melbourne for Symphony Services International Meeting)	Taxi	Melbourne
31 August 2023	\$37.06	Dinner - May23 (Melbourne for Symphony Services International Meeting)	Meal x 1	Melbourne
Subtotal - international travel	\$715.17	Check - there are no hidden rows with data		Check - each entry provides sufficient information

Domestic Travel (within NZ, including travel to and from local airport)				
Date(s)*	Cost in NZ\$	Purpose of travel (e.g. visiting district office for two days...)***	Type of expense (e.g. hotel, airfares, taxis, meals & for how many people)	Location(s)
Air Travel				
3 August 2023	\$609.37	Return Flights P Biggs Wgtn/Akld (3 & 6 August) for meeting, Become Ocean & Immerse Festival	Airfares	Auckland
12 August 2023	\$608.19	Return Flights P Biggs Wgtn/Chch (12 & 13 August) for Bluebeard's Castle	Airfares	Christchurch
5 October 2023	\$477.25	Return Flights P Biggs Wgtn/Npe (5 & 6 October) for Bostock Bros Dinner/Symphony	Airfares	Napier
27 October 2023	\$473.36	Return Flights P Biggs Wgtn/Akld (27 & 28 October) for NZSO Festival Concert	Airfares	Auckland
27 October 2023	\$58.80	Return Flights P Biggs Wgtn/Akld (27 & 28 October) for NZSO Festival Concert (part paid by airports)	Airfares	Auckland
13 November 2023	\$9.00	Change of seat on Air NZ Flight	Airfares	Auckland
24 November 2023	\$483.05	Return Flights P Biggs Wgtn/Akld (24 & 25 November) for APOA Mtg/Mana Moana	Airfares	Auckland
6 December 2023	\$215.68	Return Flights P Biggs Wgtn/Rot/Wgtn (6 & 8 December) for Te Ahi Tahu Tahu	Airfares	Rotorua
9 December 2023	\$407.68	Flights P Biggs Wgtn/Akld/Tau/Wgtn (9 & 10 December) for Te Ahi Tahu Tahu	Airfares	Tauranga
31 January 2024	\$359.87	Return flights 06/03/2024 WLG-CHC-WLG TICKET Beyond Words	Airfares	Christchurch
31 January 2024	\$586.85	Return flights 10/03/2024 WLG-AKL-WLG Beyond Words	Airfares	Auckland
31 March 2024	\$619.34	Return flights 13/04/2024 WLG-NSN-WLG Testimony Concert	Airfares	Nelson
1 July 2023	\$281.90	Accommodation P Biggs - 1 July: NYO Concert/Prizegiving	Accommodation	Auckland
3 August 2023	\$660.00	Accommodation P Biggs - 3-5 August: Meeting Become Ocean Immerse Festival	Accommodation	Auckland
12 August 2023	\$200.00	Accommodation P Biggs - 12 August: Bluebeard's Castle	Accommodation	Christchurch
15 September 2023	\$810.00	Accommodation P Biggs 14-16 September: Immerse Festival	Accommodation	Napier
5 October 2023	\$299.00	Accommodation P Biggs - 5 October: Bostock Bros Dinner/Symphony	Accommodation	Hastings
27 October 2023		Accommodation P Biggs - 27 October: NZSO Festival	Accommodation	Auckland
6 December 2023	\$518.00	Accommodation P Biggs - 6-7 December - Te Ahi Tahu Tahu Concert	Accommodation	Rotorua
9 December 2023	\$229.00	Accommodation P Biggs - 9 December - Te Ahi Tahu Tahu Concert	Accommodation	Whakatane
16 December 2023		Accommodation P Briggs - 16 December	Accommodation	Wellington
31 January 2024	\$204.00	28/06/2023 Hotel Nelson - Baroque Innovations	Accommodation	Nelson
13 April 2024	\$267.60	Accommodation Nelson 13 April includes April service fees - Testimony	Accommodation	
26 October 2023	\$62.10	Reimbursement P Biggs 138kms Dinner VUW foundation representative	Mileage	Featherston/Wgtn
5 October 2023	\$133.57	Car Hire P Biggs (5 & 6 October) for Bostock Bros Dinner/Symphony	Rental Car	Hastings

11 December 2023	\$248.91	Travel Rotorua - Whakatane 7 - 9 December 2023 - Collaboration Concert Whakatane	Rental Car	Rotorua
12 December 2023	\$141.71	Travel Tauranga - Whakatane 7 - 9 December collaboration Concert Whakatane	Rental Car	Tauranga
31 July 2023	\$213.39	01Jul23 NYO Concert	Taxi	Auckland
		02Jul23 NYO Concert	Taxi	Auckland
31 July 2023	\$126.30	04Jul23 Meeting to/from NZ School of Music	Taxi	Wellington
		12Jul23 Meeting to/from Hungarian Embassy	Taxi	Wellington
		17Jul23 Meeting to/from Minister Sepuloni	Taxi	Wellington
31 August 2023	\$354.65	03Aug23 Become Ocean/Meetings	Taxi	Auckland
		06Aug23 Become Ocean/Meetings	Taxi	Auckland
		12Aug23 Bluebeard's Castle	Taxi	Christchurch
		13Aug23 Bluebeard's Castle	Taxi	Christchurch
31 August 2023	\$155.80	01Aug23 To/from Music Appreciation Group	Taxi	Wellington
		09Aug23 To/from VUW	Taxi	Wellington
		23Aug23 To/from Gold Awards	Taxi	Wellington
		30Aug23 To/from Artist/Donor Hosting Dinner	Taxi	Wellington
12 September 2023	\$44.19	To/from meeting with donor	Taxi	Wellington
1 October 2023	\$114.20	04Oct23 To/from Chamber Music Concert	Taxi	Wellington
		12Oct23 To/from Day of German Unity	Taxi	Wellington
		18Oct23 To/from US Embassy Reception	Taxi	Wellington
		30Oct23 To/Player/Donor/Sponsor Function	Taxi	Wellington
6 October 2023	\$18.00	5Oct23 Taxi for Bostock Bros meting	Taxi	Hastings
31 October 2023	\$211.03	27Oct23 Immerse Festival	Taxi	Auckland
		28Oct23 Immerse Festival	Taxi	Auckland
1 November 2023	\$127.59	14Nov23 To Lloyd Morrison Trust Function - VUW	Taxi	Wellington
		14Nov23 From VUW - Home	Taxi	Wellington
		15Nov23 From NZSO - external function	Taxi	Wellington
1 December 2023	\$124.50	12Dec23 To/From meeting with Ministry/Cace	Taxi	Wellington
1 December 2023	\$15.00	NMC Mtg 14 Dec (Uber)	Taxi	Wellington
7 February 2024	\$40.50	07Feb24 to Island Bay - delivery to donor	Taxi	Wellington
1 April 2024	\$154.60	Auckland to/from Airport Mahler 3	Taxi	Auckland
Subtotal - domestic travel		\$10,663.98	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)
Parking				
2 July 2023	\$66.00	NYO Concert - Auckland (1 July) Wellington Airport	Parking	Wellington
6 August 2023	\$179.00	Become Ocean Immerse Festival - Auckland (3-5 August) Wellington Airport	Parking	Wellington
14 August 2023	\$66.00	Bluebeard's Castle Concert - Christchurch (12 August) Wellington Airport	Parking	Wellington
9 October 2023	\$124.00	Wellington airport - parking for Bostock meeting	Parking	Wellington
10 October 2023	\$5.85	NZSO Music Appreciation Group	Parking	Wellington
30 October 2023	\$66.00	Wellington airport - Immerse Festival	Parking	Wellington
8 December 2023	\$15.00	Parking P Biggs NovaHotel Rotorua 7 - 9 December collaboration concert Whakatane	Parking	Rotorua
8 December 2023	\$124.00	Parking Wgtn Airport - P Briggs 7 - 9 December - Collaboration concert in Whakatane	Parking	Wellington
11 December 2023	\$124.00	Parking Wgtn Airport - P Briggs 7 - 9 December - Collaboration concert in Whakatane	Parking	Wellington
14 April 2024	\$69.00	Parking Wgtn Airport P Briggs travel to/from Nelson Testimony Concert	Parking	Wellington

Subtotal - local travel	\$838.85	Check - there are no hidden rows with data	Check - each entry provides sufficient information
Total travel expenses	\$12,218.00		

Notes

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

** Note that GST may not apply to overseas purchases.

*** Please include sufficient information to explain the trip and its costs including destination and duration.

Insert additional rows as needed: right click on a row number (left of screen) and select Insert - this will insert a row above selected row.

Group expenditure relating to each overseas trip.

Subtotals and totals will appear automatically once you put information in rows above.

Mark clearly if there is no information to disclose - provide a note to this effect in the 'Date' column (column A) for each travel category (local, domestic and international).

Chief Executive Expense Disclosure				
Organisation Name	New Zealand Symphony Orchestra			
Chief Executive	Peter Biggs (also covers Director Development & Supporter Engagement)			
Disclosure period start	1 July 2023			
Disclosure period end	30 June 2024			
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.				
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)
Meals / Coffees				
4 July 2023	\$10.00	The Wellington Club: School of Music Meeting	Coffee	Wellington
6 July 2023	\$85.50	The Wellington Club: CGG, NMC, NZSM Meeting	Lunch 3 pax	Wellington
11 July 2023	\$15.00	Flows Café: Meeting with Director Orchestra Delivery and external party	Coffee 3 pax	Wellington
18 July 2023	\$109.00	The Wellington Club: NZSO/Creative NZ Collaboration Dinner	Dinner 2 pax	Wellington
19 July 2023	\$71.75	Loretta Café: Lunch meeting with NZ on Air	Lunch 2 pax	Wellington
27 July 2023	\$53.00	The Wellington Club: NZSM	Breakfast 2 pax	Wellington
4 August 2023	\$242.00	Origine - donor dinner	Dinner 4pax	Auckland
23 August 2023	\$12.00	Two Grey: WCC Meeting re NMC	Coffee	Wellington
25 August 2023	\$21.10	Flows Café: NZSO Foundation meeting	Coffee 4 pax	Wellington
29 August 2023	\$12.50	Nikau Café: Meeting with external party	Coffee 2 pax	Wellington
29 August 2023	\$17.00	Karaka Café: Meeting Royal New Zealand Ballet	Coffee 3 pax	Wellington
30 August 2023	\$883.50	The Wellington Club: Dinner	Donor/Artist Hosting Dinner 10pax	Wellington
6 September 2023	\$61.00	Nikau Café: Meeting with external party re donor/external venues	Meeting 2 pax	Wellington
6 September 2023	\$40.00	Flows Café: Workshop	Coffees 5 pax	Wellington
7 September 2023	\$358.00	The Wellington Club: Dinner NMC Dinner meeting	Dinner 3 pax	Wellington
11 September 2023	\$104.00	The Runholder Lunch re: Te Kairanga sponsorship	Lunch 2 pax	Martinborough
19 October 2023	\$172.20	Nikau Café - Lunch re 2024 collaborations	Lunch 4pax	Wellington
8 November 2023	\$331.50	Bistro Havelock North - Bostock Bros	Dinner 4pax	Hastings
17 November 2023	\$0.90	Catering for Minister meeting @ NZSO	Condiment 2 pax	Wellington
17 November 2023	\$21.30	Flows Café: Meeting NZSO Chair, CEO, VUW re NMC	Coffees 5 pax	Wellington
29 November 2023	\$58.80	Nikau Café: Concert Promotion meeting NZSO and Donor	3 pax	Wellington
30 November 2023	\$329.50	The Wellington Club: Chinese Symphony Orchestra	Lunch 5 pax	Wellington
15 September 2023	\$80.48	Tennyson Café Immerse Festival	Breakfast 2 pax	Napier
16 September 2023	\$28.92	Tennyson Café Immerse Festival	Breakfast	Napier
1 November 2023	\$13.00	InterContinental Hotel Afternoon Tea with Gemma New	Afternoon Tea 2 pax	Wellington
29 November 2023	\$71.20	NZSO Futures Perspectives Workshop: Coffees for Support Staff & Players	Coffex >15pax	Wellington
15 December 2023	\$35.00	Flows Café Coffees for Inaurural meeting with NZSO's new Minister	Coffee 5 pax	Wellington
31 January 2024	\$30.46	Onsite catering for meeting with D Battah	Catering	Wellington
27 March 2024	\$140.27	Staff afternoon tea welcome staff	Afternoon Tea >15pax	Wellington
27 March 2024	\$39.90	New World Metro sausages rolls for the above	Afternoon Tea	Wellington
4 April 2024	\$65.50	Deville Nelson breakfast meeting with Donors	Breakfast 5pax	Nelson
24 April 2024	\$250.00	Off site meeting with Board Members James Cook Hotel	Meeting 4 pax	Wellington
Gifts				
17 August 2023	\$111.60	Interflora	Farewell flowers for CEO APO	Auckland
1 October 2023	\$139.10	Petals Network	Welcome flowers for incoming CEO APO	Auckland
16 November 2023	\$120.00	Juliette Florist	Condolence flowers for NZSO donor	Wellington
4 April 2024	\$96.00	Unity Books Gifts for artists	Books	Wellington
17 April 2024	\$85.00	Flowers for NZSO Supporters on the passing of her husband	Flowers	Wellington

Total hospitality expenses \$4,315.98 Check - there are no hidden rows with data Check - each entry provides sufficient information				
Notes				
* Third parties include people and organisations external to the public service or statutory Crown entities.				
** Any non-standard date format or date outside 1 July - 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 Expense Disclosure				
Organisation Name	New Zealand Symphony Orchestra			
Chief Executive	Peter Biggs (also covers Director Development & Supporter Engagement)			
Disclosure period start	1 July 2023			
Disclosure period end	30 June 2024			
GST on costs	Figures exclude GST			
Agency totals check	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)
Total other expenses	\$0.00	Check - there are no hidden rows with data	Check - each entry provides sufficient information	
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.				
Total cost will appear automatically once you put information in rows above.				
Mark clearly if there is no information to disclose - provide a note to this effect in the 'Date' column (column A).				

Chief Executive Gifts and Benefits Disclosure					
Organisation Name	New Zealand Symphony Orchestra				
Chief Executive	Peter Biggs (also covers Director Development & Supporter Engagement)				
Disclosure period start	1 July 2023				
Disclosure period end	30 June 2024				
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 <i>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 .</i>					
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?)
Membership (Benefit):					
31 July 2023	Wellington Club	Accepted	NZSO	\$120.83	
31 August 2023	Wellington Club	Accepted	NZSO	\$120.83	
30 September 2023	Wellington Club	Accepted	NZSO	\$120.83	
31 October 2023	Wellington Club	Accepted	NZSO	\$120.83	
30 November 2023	Wellington Club	Accepted	NZSO	\$120.83	
31 December 2023	Wellington Club	Accepted	NZSO	\$120.83	
31 January 2024	Wellington Club	Accepted	NZSO	\$120.83	
29 February 2024	Wellington Club	Accepted	NZSO	\$120.83	
10 April 2024	Wellington Club	Accepted	NZSO	\$120.83	
Concert Tickets (Benefit):					
Total count of gift/benefit entries:		Offered	9	Check - there are no hidden rows with data	Check - each entry provides sufficient information
	Accepted		9		
	Declined		0		
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).					