

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

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|--------------------------------------|--|
| Organisation Name | Health Research Council of New Zealand |
| Chief Executive** | Professor Catherine Collings |
| Disclosure period start*** | 1 July 2020 |
| Disclosure period end**** | 31 December 2020 |
| 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***** | Lynne Bjarnesen, CFO; Prof Lester Levy, Chair |

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 blue.

| Summary of expenses | Cost in NZ\$ | GST inc / exc | Gifts and benefits | Count |
|-----------------------------|--|--|------------------------|----------|
| Travel expenses | \$7,716.39 | Figures include GST (where applicable) | Number offered | 0 |
| Hospitality | \$9.00 | Figures include GST (where applicable) | Number accepted | 0 |
| Other expenses | \$1,029.50 | Figures include GST (where applicable) | Number declined | 0 |
| International Travel | \$0.00 | Figures include GST (where applicable) | | |
| Domestic Travel | \$7,716.39 | Figures include GST (where applicable) | | |
| Local Travel | \$0.00 | Figures include GST (where applicable) | | |
| | | | | |
| | note refunds for \$15,999.21 international travel | | | |

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 | Health Research Council of New Zealand |
| Chief Executive | Professor Catherine Collings |
| Disclosure period start | 1 July 2020 |
| Disclosure period end | 1 December 2020 |
| 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) |
|---------------------------------|----------------|--|---|-------------|
| | | | | |
| | | | | |
| Subtotal - international travel | \$0.00 | 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) |
|---------------|--------------|--|---|---------------------|
| 8 July 2020 | \$30.50 | Working from HRC office, Level 3, ProCare Building, 110 Stanley Street, Auckland from 8 July to 13 July 2020. | Taxi fare from Wellington home office to Wellington Domestic Terminal. | Wellington |
| 8 July 2020 | \$94.20 | Working from HRC office, Level 3, ProCare Building, 110 Stanley Street, Auckland from 8 July to 13 July 2020. | Taxi fare from Auckland Domestic Terminal to HRC Auckland Office | Auckland |
| 13 July 2020 | \$34.20 | Working from HRC office, Level 3, ProCare Building, 110 Stanley Street, Auckland from 8 July to 13 July 2020. | Taxi fare from Wellington Domestic Terminal to Wellington home office | Wellington |
| 14 July 2020 | \$30.40 | Dr Libby Harrison and colleagues visit to ESR (Institute of Environmental Science and Research Limited) visit to Ongoing Resourcing Scheme (ORS), 34 Kenepuru Drive. Porirua | Taxi fare from train station to Wellington home office (via Ministry of Health) | Wellington |
| 15 July 2020 | \$30.00 | Meeting with Professor Gregor Coster, outgoing Dean of the Wellington Faculty of Health, Victoria University Wellington | Taxi from Victoria University, Wellington to Wellington home office | Wellington |
| 20 July 2020 | \$258.00 | Working from HRC Office based in Auckland, 110 Stanley Street, Grafton from 21 to 23 July 2020. | Return airfares. | Auckland/Wellington |
| 20 July 2020 | \$74.40 | Working from HRC Office based in Auckland, 110 Stanley Street, Grafton from 21 to 23 July 2020. | Taxi fare from Auckland Airport Domestic Terminal to Auckland residence, one passenger. | Auckland |
| 23 July 2020 | \$35.20 | Working from HRC Office based in Auckland, 110 Stanley Street, Grafton from 21 to 23 July 2020. | Taxi fare from Wellington Domestic Airport Terminal to Wellington residence/home office | Wellington |
| 4 August 2020 | \$307.99 | Working from HRC Office based in Auckland, 110 Stanley Street, Grafton from 4 to 6 August 2020. | One-way airfare only. | Auckland/Wellington |
| 4 August 2020 | \$75.20 | Working from HRC Office based in Auckland, 110 Stanley Street, Grafton from 4 to 6 August 2020. | Taxi fare from Auckland Airport Domestic Terminal to Auckland residence | Auckland |
| 6 August 2020 | \$88.91 | Working from HRC Office based in Auckland, 110 Stanley Street, Grafton from 4 to 6 August 2020. | Taxi fare from Auckland residence to Auckland Airport Domestic Terminal | Auckland |

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|-----------------|----------|---|---|---------------------|
| 11 August 2020 | \$40.32 | Meeting with Deputy Director-General, Office of the Director-General, Ministry of Health | Taxi fare from Wellington home office to Wellington Government Offices | Wellington |
| 11 August 2020 | \$129.00 | Flight from Auckland to Wellington. To work from HRC Office based in Auckland, 110 Stanley Street, Grafton from 12 to 13 August 2020. However, on 12 August Auckland was placed at Level 3 Lockdown status by NZ Government due to COVID-19 cases. CE booked own flight on 12 August from Auckland to Wellington. HRC received credit note from travel agent (\$417.99-129 refund). | One way airfare - return cancelled due to Covid lockdown | Auckland/Wellington |
| 11 August 2020 | \$88.91 | Working from HRC office, Level 3, ProCare Building, 110 Stanley Street, Auckland from 11-13 August 2020 | Taxi fare from Auckland Domestic Terminal to Auckland residence | Auckland |
| 12 August 2020 | \$92.13 | Working from HRC office, Level 3, ProCare Building, 110 Stanley Street, Auckland from 11-13 August 2020 (Travelled home early on 12 August due to Covid Lockdown) | Taxi fare from Auckland residence to Auckland Airport Domestic Terminal | Auckland |
| 12 August 2020 | \$44.19 | Working from HRC office, Level 3, ProCare Building, 110 Stanley Street, Auckland from 11-13 August 2020 (Travelled home early on 12 August due to Covid Lockdown) | Taxi fare from Wellington Domestic Airport Terminal to Wellington home office | Wellington |
| 26 August 2020 | \$30.50 | Separate meetings with Professor Gregor Coster and Dr Wendy Lerner in Wellington CBD on afternoon of 26 August 2020. | Taxi fare from Wellington home office to Wellington CBD. | Wellington |
| 7 October 2020 | \$32.60 | Working from HRC Office based in Auckland, 110 Stanley Street, Grafton from 7 to 8 October 2020. | Taxi fare from Wellington home office to Wellington Domestic Terminal. | Wellington |
| 7 October 2020 | \$663.00 | Working from HRC Office based in Auckland, 110 Stanley Street, Grafton from 7 to 8 October 2020. | Return airfares from Wellington to Auckland. | Wellington/Auckland |
| 7 October 2020 | \$118.25 | Working from HRC Office based in Auckland, 110 Stanley Street, Grafton from 7 to 8 October 2020. | Taxi fare from Auckland Domestic Terminal to Auckland residence | Auckland |
| 8 October 2020 | \$121.37 | Working from HRC Office based in Auckland, 110 Stanley Street, Grafton from 7 to 8 October 2020. | Taxi fare from HRC office to Auckland Airport. | Auckland |
| 22 October 2020 | \$31.80 | Working from HRC Office based in Auckland, 110 Stanley Street, Grafton on 22 October 2020. Interviewing for new Director of Operations and Investments. | Taxi fare from Wellington home office to Wellington Airport | Wellington |
| 22 October 2020 | \$565.44 | Working from HRC Office based in Auckland, 110 Stanley Street, Grafton on 22 October 2020. Interviewing for new Director of Operations and Investments. | Return airfares from Wellington to Auckland. | Wellington/Auckland |
| 22 October 2020 | \$93.42 | Working from HRC Office based in Auckland, 110 Stanley Street, Grafton on 22 October 2020. Interviewing for new Director of Operations and Investments. | Taxi fare from Auckland airport domestic terminal to HRC office. | Auckland |
| 22 October 2020 | \$128.90 | Working from HRC Office based in Auckland, 110 Stanley Street, Grafton on 22 October 2020. Interviewing for new Director of Operations and Investments. | Taxi fare from HRC office to Auckland Airport domestic terminal | Auckland |
| 29 October 2020 | \$45.48 | Working from HRC Office based in Auckland, 110 Stanley Street, Grafton from 29 to 30 October 2020 | Taxi fare from Wellington home office to Wellington Airport | Wellington |
| 29 October 2020 | \$654.13 | Working from HRC Office based in Auckland, 110 Stanley Street, Grafton from 29 to 30 October 2020 (return flight booked for 1 November 2020) (original flights were amended to attend an MBIE meeting in Wellington in the morning) | Return airfares from Wellington to Auckland. | Wellington/Auckland |
| 30 October 2020 | \$13.76 | Attended interview on AM Show with Duncan Garner discussing the Health Research Council's 30 Year Anniversary on 30 October 2020 in Mt Eden, Auckland. | Taxi fare from Auckland residence to Mt Eden, Auckland. | Auckland |
| 31 October 2020 | \$395.00 | Working from HRC Office based in Auckland, 110 Stanley Street, Grafton from 29 to 30 October (flight amended from 1 November to return to Wellington 31 October 2020 approved by CFO) | Airfare from Auckland to Wellington | Auckland/Wellington |
| 31 October 2020 | \$34.00 | Working from HRC Office based in Auckland, 110 Stanley Street, Grafton from 29 October to 1 November 2020 (original flights were amended to attend an MBIE meeting in Wellington in the morning) | Taxi fare from Wellington Airport to Wellington home office | Wellington |
| 4 November 2020 | \$32.40 | Working from HRC Office based in Auckland, 110 Stanley Street, Grafton from 4 to 5 November 2020 | Taxi fare from Wellington home office to Wellington Airport | Wellington |
| 4 November 2020 | \$663.00 | Working from HRC Office based in Auckland, 110 Stanley Street, Grafton from 4 to 5 November 2020 | Airfare from Auckland to Wellington Return | Auckland/Wellington |
| 4 November 2020 | \$114.92 | Working from HRC Office based in Auckland, 110 Stanley Street, Grafton from 4 to 5 November 2020 | Taxi fare from Auckland Airport Domestic Terminal to Auckland residence | Auckland |

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|------------------|----------|--|--|-----------------------|
| 5 November 2020 | \$117.18 | Working from HRC Office based in Auckland, 110 Stanley Street, Grafton from 4 to 5 November 2020 | Sunny - Taxi fare from (3 Lamps, Ponsonby Road) Office to Auckland Airport Domestic Terminal | Auckland |
| 10 November 2020 | \$70.20 | Working from HRC Office based in Auckland, 110 Stanley Street, Grafton from 10 to 12 November 2020. | Taxi fare from Auckland airport domestic terminal to Auckland residence | Auckland |
| 10 November 2020 | \$497.39 | Working from HRC Office based in Auckland, 110 Stanley Street, Grafton from 10 to 12 November 2020. | Return airfares from Wellington to Auckland. | Wellington/Auckland |
| 12 November 2020 | \$88.91 | Working from HRC Office based in Auckland, 110 Stanley Street, Grafton from 10 to 12 November 2020. | Taxi fare from Auckland residence to Auckland Airport Domestic Terminal | Auckland |
| 25 November 2020 | \$54.10 | Meeting at the University of Canterbury, Ian Wright (Deputy VC - Research, Uni of Canterbury) regarding Maori Health Advancement | Taxi from Christchurch Airport to University | Christchurch |
| 25 November 2020 | \$24.40 | Meeting at the University of Canterbury, Ian Wright (Deputy VC - Research, Uni of Canterbury) regarding Maori Health Advancement | Taxi from Church Corner to University | Christchurch |
| 25 November 2020 | \$24.00 | Meeting at the University of Canterbury, Ian Wright (Deputy VC - Research, Uni of Canterbury) regarding Maori Health Advancement | Taxi from University to Church Corner | Christchurch |
| 25 November 2020 | \$391.04 | Working from HRC Office based in Auckland, 110 Stanley Street, Grafton from 25 to 26 November 2020 | One way airfare from Christchurch to Auckland | Christchurch/Auckland |
| 25 November 2020 | \$90.41 | Working from HRC Office based in Auckland, 110 Stanley Street, Grafton from 25 to 26 November 2020 | Taxi fare from Auckland airport domestic terminal to Auckland residence | Auckland |
| 1 December 2020 | \$36.30 | Working from HRC Office based in Auckland, 110 Stanley Street, Grafton from 1 to 3 December 2020. | Taxi from Wellington home office to Wellington Airport | Wellington |
| 1 December 2020 | \$90.41 | Working from HRC Office based in Auckland, 110 Stanley Street, Grafton from 1 to 3 December 2020. | Taxi fare from Auckland airport domestic terminal to Auckland residence | Auckland |
| 1 December 2020 | \$358.00 | Working from HRC Office based in Auckland, 110 Stanley Street, Grafton from 1 to 3 December 2020. | Return airfares from Wellington to Auckland. | Wellington/Auckland |
| 1 December 2020 | \$89.00 | Working from HRC Office based in Auckland, 110 Stanley Street, Grafton from 1 to 3 December 2020. | Cost to amend return flight to Wellington from Auckland to a later flight | Auckland |
| 2 December 2020 | \$21.00 | Working from HRC Office based in Auckland, 110 Stanley Street, Grafton from 1 to 3 December 2020. | Taxi from HRC Office to meeting at PWC Quay Street | Auckland |
| 3 December 2020 | \$116.32 | Working from HRC Office based in Auckland, 110 Stanley Street, Grafton from 1 to 3 December 2020. | Taxi from Auckland residence to Auckland Airport Domestic Terminal | Auckland |
| 8 December 2020 | \$258.00 | Working from HRC Office based in Auckland, 110 Stanley Street, Grafton from 8 to 10 December 2020 (staff strategy session 10 December) | Return airfares from Wellington to Auckland | Wellington/Auckland |
| 8 December 2020 | \$90.30 | Working from HRC Office based in Auckland, 110 Stanley Street, Grafton 8-10 December 2020 (Staff Strategy Offsite 10 December) | Taxi fare from Auckland airport domestic terminal to Auckland residence | Auckland |
| 10 December 2020 | \$24.51 | Staff Strategy Session - working from HRC Office based in Auckland, 110 Stanley Street, Grafton from 8-10 December 2020. | Taxi fare from staff strategy offsite to Auckland residence, | Auckland |
| 10 December 2020 | \$83.40 | Working from HRC Office based in Auckland, 110 Stanley Street, Grafton 8-10 December 2020 (Staff Strategy Offsite 10 December) | Taxi from Auckland residence to Auckland Airport Domestic Terminal | Auckland |

Subtotal - domestic travel \$7,716.39 **Check - there are no hidden rows with data** **Check - each entry provides sufficient information**

| Local Travel (within City, excluding travel to airport) | | | | |
|---|--------------|---|---|-------------|
| Date(s)* | Cost in NZ\$ | Purpose of travel (e.g. meeting with Minister)*** | Type of expense (e.g. taxi, parking, bus) | Location(s) |
| | | | | |

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|------------------------------|-------------------|--|--|
| | | | |
| | | | |
| Subtotal - local travel | \$0.00 | Check - there are no hidden rows with data | Check - each entry provides sufficient information |
| Total travel expenses | \$7,716.39 | | |

Notes

* Any non-standard date format or date outside 1 July 2018 - 30 June 2019 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 | Health Research Council of New Zealand |
| Chief Executive | Professor Catherine Collings |
| Disclosure period start | 1 July 2020 |
| Disclosure period end | 31 December 2020 |
| GST on costs | Figures include GST (where applicable) |
| 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) |
|------------------|--------------|--|---|-------------|
| 29 October 2020 | \$875.50 | Medical Practitioner/ Specialist registration | Membership fee | |
| 30 December 2020 | \$154.00 | Purchase of computer equipment, power adaptor for laptop | Office equipment. | for laptop |

| | | | |
|-----------------------------|-------------------|---|---|
| Total other expenses | \$1,029.50 | Check - there are no hidden rows with data | Check - each entry provides sufficient information |
|-----------------------------|-------------------|---|---|

Notes

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

Total cost will appear automatically once you put information in rows above.

Mark clearly if there is no information to disclose - provide a note to this effect in the 'Date' column (column A).

Chief Executive Gifts and Benefits Disclosure

| | |
|--------------------------------|---|
| Organisation Name | Health Research Council of New Zealand |
| Chief Executive | Professor Catherine Collings |
| Disclosure period start | 1 July 2020 |
| Disclosure period end | 31 December 2020 |
| GST on values | Figures include GST (where applicable) |
| 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**.*

| 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?) |
|--|---|--|---|--|--|
| | Not applicable. | | | | |
| Total count of gift/benefit entries: | Offered | 0 | Check - there are no hidden rows with data | Not all lines have an entry for "Description", "Was the gift accepted?" and "Estimated value in NZ\$" | |
| | Accepted | 0 | | | |
| | Declined | 0 | | | |
| Notes | | | | | |
| * Any non-standard date format or date outside 1 July 2018 - 30 June 2019 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). | | | | | |