

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

Organisation Name	Civil Aviation Authority
Chief Executive**	Graeme Harris
Disclosure period start***	1 July 2018
Disclosure period end***	30 June 2019
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 approved by the Chief Financial Officer

This summary page updates automatically from the 'Travel', 'Hospitality', 'All other expenses', and 'Gifts and benefits' tabs.

Throughout this workbook, input cells are shaded light blue.

Summary of expenses	Cost in NZ\$	GST inc / exc	Gifts and benefits	Count
Travel expenses	\$40,866.86	Figures exclude GST	Number offered	30
Hospitality	\$224.74	Figures exclude GST	Number accepted	7
Other expenses	\$927.97	Figures exclude GST	Number declined	23
International Travel	\$33,109.25	Figures exclude GST		
Domestic Travel	\$7,705.95	Figures exclude GST		
Local Travel	\$51.66	Figures exclude GST		

Chief Executive Expense Disclosure

Organisation Name	Civil Aviation Authority
Chief Executive	Graeme Harris
Disclosure period start	1 July 2018
Disclosure period end	30 June 2019
GST on costs	Figures exclude GST
Agency totals check	Data and totals on this worksheet checked and confirmed

International, domestic and local travel expenses

All expenses incurred by chief executive during international, domestic and local travel. Group expenses relating to each trip.

International Travel (including travel within NZ at beginning and end of overseas trip)				
Date(s)*	Cost in NZ\$**	Purpose of travel (e.g. attending XYZ conference for 3 days)***	Type of expense (e.g. hotel, airfares, taxis, meals & for how many people)	Location(s)
4 July 2018	\$250.00	Chair Asia Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) and attend Regional Aviation Safety Group-Asia and Pacific (RASG-APAC) meetings, Bangkok, July and Sept 2018	Multi-entry Thai visa for CE	Visa obtained in Wellington
15 July 2018	\$3,844.58	Attend Asia Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) mid-term review and Regional Aviation Safety Group-Asia and Pacific (RASG-APAC) coordination meetings, Bangkok, 16-19 July 2018	Return airfare for CE	Wellington/Sydney/Bangkok
15 July 2018	\$40.00	Attend Asia Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) mid-term review and Regional Aviation Safety Group-Asia and Pacific (RASG-APAC) coordination meetings, Bangkok, 16-19 July 2018	Taxi from home to airport	Wellington
19 July 2018	\$103.75	Attend Asia Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) mid-term review and Regional Aviation Safety Group-Asia and Pacific (RASG-APAC) coordination meetings, Bangkok, 16-19 July 2018	2 breakfasts for CE	Bangkok
19 July 2018	\$804.24	Attend Asia Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) mid-term review and Regional Aviation Safety Group-Asia and Pacific (RASG-APAC) coordination meetings, Bangkok, 16-19 July 2018	Accommodation for CE for 4 nights	Bangkok
19 July 2018	\$178.21	Attend Asia Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) mid-term review and Regional Aviation Safety Group-Asia and Pacific (RASG-APAC) coordination meetings, Bangkok, 16-19 July 2018	Transfers to and from hotel for CE	Bangkok
20 July 2018	\$42.78	Attend Asia Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) mid-term review and Regional Aviation Safety Group-Asia and Pacific (RASG-APAC) coordination meetings, Bangkok, 16-19 July 2018	Taxi for CE from airport to home	Wellington
1 September 2018	\$3,637.08	Attend Asia Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) meeting, 3-5 Sept 2018 and Regional Aviation Safety Group-Asia and Pacific (RASG-APAC) meeting, Bangkok, 6-7 Sept 2018	Return airfare for CE	Wellington/Sydney/Bangkok
8 September 2018	\$186.07	Chair Asia Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) meeting, 3-5 Sept 2018 and attend Regional Aviation Safety Group-Asia and Pacific (RASG-APAC) meeting, Bangkok, 6-7 Sept 2018	2 breakfasts and 1 dinner for CE	Bangkok
8 September 2018	\$297.91	Chair Asia Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) meeting, 3-5 Sept 2018 and attend Regional Aviation Safety Group-Asia and Pacific (RASG-APAC) meeting, Bangkok, 6-7 Sept 2018	Transfers to and from hotel for CE	Bangkok
8 September 2018	\$1,335.92	Chair Asia Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) meeting, 3-5 Sept 2018 and attend Regional Aviation Safety Group-Asia and Pacific (RASG-APAC) meeting, Bangkok, 6-7 Sept 2018	Accommodation for CE for 7 nights	Bangkok
9 September 2018	\$10.87	Chair Asia Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) meeting, 3-5 Sept 2018 and attend Regional Aviation Safety Group-Asia and Pacific (RASG-APAC) meeting, Bangkok, 6-7 Sept 2018	Taxi for CE from airport to home	Wellington

6 October 2018	\$8,026.78	Attend 13th Air Navigation Meeting, Montreal, 8-19 Oct 2018	Return airfare for CE	Wellington/Melbourne/ San Francisco/Montreal
7 October 2018	\$62.96	Attend 13th Air Navigation Meeting, Montreal, 8-19 Oct 2018	Taxi for CE from airport to hotel	Montreal
8 October 2018	\$45.65	Attend 13th Air Navigation Meeting, Montreal, 8-19 Oct 2018	Lunch for CE	Montreal
15 October 2018	\$188.50	Attend 13th Air Navigation Meeting, Montreal, 8-19 Oct 2018	Dinner for CE and 2 other CAA staff	Montreal
17 October 2018	\$4,260.40	Attend 13th Air Navigation Meeting, Montreal, 8-19 Oct 2018	Accommodation for CE for 11 nights	Montreal
17 October 2018	\$56.82	Attend 13th Air Navigation Meeting, Montreal, 8-19 Oct 2018	Taxi for CE from hotel to airport	Montreal
20 October 2018	\$39.04	Attend 13th Air Navigation Meeting, Montreal, 8-19 Oct 2018	Taxi for CE from airport to home	Wellington
21 October 2018	\$1,782.79	Head of Delegation, 55th Directors General of Civil Aviation conference, Asia-Pacific Region, Fiji, 22-26 Oct 2018	Airfare for CE	Wellington/Fiji/Auckland
21 October 2018	\$1,146.28	Head of Delegation, 55th Directors General of Civil Aviation conference, Asia-Pacific Region, Fiji, 22-26 Oct 2018	Accommodation for CE for 4 nights	Nadi
25 October 2018	\$320.09	Head of Delegation, 55th Directors General of Civil Aviation conference, Asia-Pacific Region, Fiji, 22-26 Oct 2018	Accommodation for CE for 1 night in transit due to flight delay	Auckland
25 October 2018	\$225.39	Head of Delegation, 55th Directors General of Civil Aviation conference, Asia-Pacific Region, Fiji, 22-26 Oct 2018	Airfare for CE	Auckland/Wellington
25 October 2018	\$37.57	Head of Delegation, 55th Directors General of Civil Aviation conference, Asia-Pacific Region, Fiji, 22-26 Oct 2018	Taxi for CE from airport to home	Wellington
10 March 2019	\$1,498.72	Attend World Aviation Chief Executives Forum, Singapore, 8-10 April 2019	Accommodation for CE for 3 nights	Singapore
7 April 2019	\$4,589.28	Attend World Aviation Chief Executives Forum, Singapore, 8-10 April 2019	Return airfare for CE	Wellington/Sydney/ Singapore
7 April 2019	\$40.35	Attend World Aviation Chief Executives Forum, Singapore, 8-10 April 2019	Taxi for CE from home to airport	Wellington
11 April 2019	\$57.22	Attend World Aviation Chief Executives Forum, Singapore, 8-10 April 2019	Taxi for CE from airport to home	Wellington
Subtotal - international travel		\$33,109.25	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)
29 July 2018	\$274.99	Attend annual Aviation New Zealand conference as speaker and awards presenter	Return airfare for CE	Wellington/Nelson
29 July 2018	\$30.44	Attend annual Aviation New Zealand conference as speaker and awards presenter	Taxi for CE from airport to hotel	Nelson
29 July 2018	\$56.52	Attend annual Aviation New Zealand conference as speaker and awards presenter	Dinner for CE	Nelson
30 July 2018	\$253.04	Attend annual Aviation New Zealand conference as speaker and awards presenter	Dinner for CE, 5 CAA staff, and 1 industry rep	Nelson
31 July 2018	\$508.70	Attend annual Aviation New Zealand conference as speaker and awards presenter	Accommodation for CE for 3 nights	Nelson
16 August 2018	\$689.95	Attend Skybase Demonstration, Alexandra	Return airfare for CE	Wellington/Queenstown
16 August 2018	\$36.70	Attend Skybase Demonstration, Alexandra	Taxi for CE from CAA to airport	Wellington
16 August 2018	\$39.74	Attend Skybase Demonstration, Alexandra	Taxi for CE from airport to home	Wellington
13 September 2018	\$435.73	Attend CAA Board meeting and industry function	Return airfare for CE	Wellington/Tauranga
13 September 2018	\$42.09	Attend CAA Board meeting and industry function	Taxi for CE from home to airport	Wellington
13 September 2018	\$25.91	Attend CAA Board meeting and industry function	Taxi for CE from airport to hotel	Tauranga
13 September 2018	\$47.75	Attend CAA Board meeting and industry function	Dinner for CE	Tauranga
13 September 2018	\$226.96	Attend CAA Board meeting and industry function	Accommodation for CE for 1 night	Tauranga
13 September 2018	\$18.35	Attend CAA Board meeting and industry function	Taxi for CE from hotel to airport	Tauranga
28 September 2018	\$541.15	Speaker at India-NZ Business Council Summit - Session 3 - Aviation	Return airfare for CE	Wellington/Auckland
28 September 2018	\$38.61	Speaker at India-NZ Business Council Summit - Session 3 - Aviation	Taxi for CE from CAA to airport	Wellington
28 September 2018	\$76.61	Speaker at India-NZ Business Council Summit - Session 3 - Aviation	Taxi for CE from airport to venue	Auckland
28 September 2018	\$72.44	Speaker at India-NZ Business Council Summit - Session 3 - Aviation	Taxi for CE from venue to airport	Auckland
28 September 2018	\$34.17	Speaker at India-NZ Business Council Summit - Session 3 - Aviation	Taxi for CE from airport to CAA	Wellington
1 October 2018	\$359.35	Attend official opening of Zephyr Airwork's Tekapo hangar	Airfare for CE	Wellington/Timaru/ Christchurch/Wellington
1 October 2018	\$182.91	Attend official opening of Zephyr Airwork's Tekapo hangar	Rental car for CE and 1 staff member	Timaru to Christchurch
1 October 2018	\$38.17	Attend official opening of Zephyr Airwork's Tekapo hangar	Taxi for CE from CAA to airport	Wellington
1 October 2018	\$106.96	Attend official opening of Zephyr Airwork's Tekapo hangar	Dinner for CE and 1 staff member	Timaru
1 October 2018	\$133.04	Attend official opening of Zephyr Airwork's Tekapo hangar	Accommodation for CE for 1 night	Timaru
2 October 2018	\$41.22	Attend official opening of Zephyr Airwork's Tekapo hangar	Taxi for CE from airport to home	Wellington
20 November 2018	\$418.23	View aviation security operations at Auckland Airport with 3 staff	Return airfare for CE	Wellington/Auckland
20 November 2018	\$29.57	View aviation security operations at Auckland Airport with 3 staff	Parking for CE at airport	Wellington
4 December 2018	\$364.68	Open Pacific Aviation Safety Organisation Council meeting	Return airfare for CE	Wellington/Auckland

4 December 2018	\$41.13	Open Pacific Aviation Safety Organisation Council meeting	Taxi for CE from home to airport	Wellington
4 December 2018	\$5.65	Open Pacific Aviation Safety Organisation Council meeting	Bus fare for CE from airport to hotel	Auckland
4 December 2018	\$205.12	Open Pacific Aviation Safety Organisation Council meeting	Accommodation for CE for 1 night	Auckland
5 December 2018	\$46.00	Open Pacific Aviation Safety Organisation Council meeting	Taxi for CE from airport to CAA	Wellington
23 January 2019	\$566.62	Meeting with Auckland Airport CE - CAA CE and 2 staff	Return airfare for CE	Wellington/Auckland
23 January 2019	\$32.44	Meeting with Auckland Airport CE - CAA CE and 2 staff	Taxi from CAA to airport for CE and 2 staff	Wellington
23 January 2019	\$39.48	Meeting with Auckland Airport CE - CAA CE and 2 staff	Taxi for CE from airport to home	Wellington
15 April 2019	\$600.48	Attend 21st Asia-Pacific Federal Aviation Administration Bilateral Partners dialogue meeting	Return airfare for CE	Wellington/Queenstown
15 April 2019	\$33.74	Attend 21st Asia-Pacific Federal Aviation Administration Bilateral Partners dialogue meeting	Taxi for CE from CAA to airport	Wellington
15 April 2019	\$47.83	Attend 21st Asia-Pacific Federal Aviation Administration Bilateral Partners dialogue meeting	Taxi for CE from airport to venue	Queenstown
16 April 2019	\$24.71	Attend 21st Asia-Pacific Federal Aviation Administration Bilateral Partners dialogue meeting	Breakfast for CE	Queenstown
16 April 2019	\$273.91	Attend 21st Asia-Pacific Federal Aviation Administration Bilateral Partners dialogue meeting	Accommodation for CE for 1 night	Queenstown
16 April 2019	\$45.48	Attend 21st Asia-Pacific Federal Aviation Administration Bilateral Partners dialogue meeting	Taxi for CE from venue to airport	Queenstown
16 April 2019	\$38.78	Attend 21st Asia-Pacific Federal Aviation Administration Bilateral Partners dialogue meeting	Taxi for CE from airport to CAA	Wellington
30 April 2019	\$504.16	Meetings with Air New Zealand, then Auckland Airport Chairman and CE (with CAA Chairman)	Return airfare for CE	Wellington/Auckland
30 April 2019	\$33.48	Meetings with Air New Zealand, then Auckland Airport Chairman and CE (with CAA Chairman)	Taxi for CE from CAA to airport	Wellington
30 April 2019	\$42.96	Meetings with Air New Zealand, then Auckland Airport Chairman and CE (with CAA Chairman)	Taxi for CE from airport to home	Wellington
Subtotal - domestic travel		\$7,705.95	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)
20 July 2018	\$21.57	Dinner with Crown Entity Chairs, Chief Executives and Minister of Transport prior to Transport Sector Board Forum hosted by Ministry of Transport	Taxi for CE from venue to home	Wellington
26 March 2019	\$15.39	Dinner for members of the Boards of the CAA and the Civil Aviation Safety Authority of Australia	Taxi for CE from venue to home	Wellington
1 May 2019	\$14.70	Search and Rescue Council awards function	Taxi for CE from venue to home	Wellington
Subtotal - local travel		\$51.66	Check - there are no hidden rows with data	Check - each entry provides sufficient information

Total travel expenses	\$40,866.86
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Disclosure period start	1 July 2018
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GST on costs	Figures exclude GST
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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)
22 August 2018	\$41.74	Hosted dinner for International Civil Aviation Organization Deputy Director Air Navigation Bureau visit	Dinner for 2 people	Wellington
2 April 2019	\$127.00	Gift for Director of Civil Aviation, Singapore at signing ceremony of a Memorandum of Understanding between the Civil Aviation Authority of New Zealand and the Civil Aviation Authority Singapore at World Aviation Chief Executives Forum, 8-10 April 2019	Stylised koru sculpture	Singapore
9 April 2019	\$56.00	Gifts for delegates at World Aviation Chief Executives Forum, 8-10 April 2020	2 New Zealand souvenir business card holders	Singapore
Total hospitality expenses	\$224.74	Check - there are no hidden rows with data	Check - each entry provides sufficient information	

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All Other Expenses

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

Date(s)*	Cost in NZ\$	Purpose of expense (e.g. subscription part of employment agreement, development as agreed with SSC)	Type of expense (e.g. phone and data costs, membership fees)	Location(s)
20 July 2018	\$85.51	Communications	Mobile phone rental/tolls	Wellington
20 August 2018	\$102.31	Communications	Mobile phone rental/tolls	Wellington
20 September 2018	\$72.34	Communications	Mobile phone rental/tolls	Wellington
20 October 2018	\$75.17	Communications	Mobile phone rental/tolls	Wellington
20 November 2018	\$65.00	Communications	Mobile phone rental/tolls	Wellington
20 December 2018	\$94.00	Communications	Mobile phone rental/tolls	Wellington
20 January 2019	\$48.07	Communications	Mobile phone rental/tolls	Wellington
20 February 2019	\$31.00	Communications	Mobile phone rental/tolls	Wellington
20 March 2019	\$31.00	Communications	Mobile phone rental/tolls	Wellington
26 March 2019	\$138.80	Dinner for members of the Boards of the CAA and the Civil Aviation Safety Authority of Australia	Dinner for CE	Wellington
20 April 2019	\$122.77	Communications	Mobile phone rental/tolls	Wellington
20 May 2019	\$31.00	Communications	Mobile phone rental/tolls	Wellington
20 June 2019	\$31.00	Communications	Mobile phone rental/tolls	Wellington
Total other expenses	\$927.97	Check - there are no hidden rows with data	Check - each entry provides sufficient information	

Chief Executive Gifts and Benefits Disclosure

Organisation Name	Civil Aviation Authority
Chief Executive	Graeme Harris
Disclosure period start	1 July 2018
Disclosure period end	30 June 2019
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**.*

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?)
Annual	Koru Club membership	Accepted	Air New Zealand	\$100 - \$500	Complimentary by virtue of Gold/Gold Elite status points
16 August 2018	Co-designing H&S: Wellington Water chief executive Colin Crampton (lunch included)	Declined	Business Leaders' Health and Safety Forum (Zero Harm Workplaces)	Under \$100	
10 September 2018	Invitation to Launch of Chair in Regulatory Practice	Declined	The School of Government and the Government Regulatory Practice Initiative (G-REG)	Under \$100	
11 September 2018	Exploring Safety 2 - a leadership conversation with Dr John Green (light lunch included)	Declined	Business Leaders' Health and Safety Forum (Zero Harm Workplaces)	Under \$100	
20 September 2018	Invitation to cocktail party launch of New Zealand Warbirds at Ardmore	Declined	New Zealand Warbirds Association	Under \$100	
2 October 2018	Official opening of Tekapo hangar	Accepted	Zephyr Airworks	Under \$100	
8 October 2018	Forum: 'Lessons for CEOs from the Grenfell Tower fire' - Catastrophic risks with Ken Rivers (lunch included)	Declined	Business Leaders' Health and Safety Forum (Zero Harm Workplaces)	Under \$100	
16 October 2018	Sustainability Breakfast	Declined	Air New Zealand	Under \$100	
17 October 2018	Invitation to Forum AGM and CEO Summits - Psycho-social risks in the workplace	Declined	Business Leaders' Health and Safety Forum (Zero Harm Workplaces)	Under \$100	
31 October 2018	Invitation to cocktail function	Declined	Master of the Honourable Company of Air Pilots (formerly the Guild of Air Pilots and Air Navigators)	Under \$100	
1 November 2018	Office opening - Navigatus	Declined	Navigatus Consulting	Under \$100	
6 November 2018	Qantas 2018 Melbourne Cup Annual Fundraiser	Declined	Australian High Commission	Under \$100	
22 November 2018	Victoria Business School end-of-year reception	Declined	Pro Vice Chancellor & Dean of Commerce- Victoria University of Wellington	Under \$100	
26 November 2018	School of Government Prize-giving	Declined	Rt. Hon. Winston Peteres, Deputy Prime Minister. (invite sent through Victoria University of Wellington)	Under \$100	
5 December 2018	Invitation to Christmas function	Declined	MARKCREATIVE	Under \$100	
5 December 2018	Invitation to Christmas function	Accepted	Aviation New Zealand	Under \$100	

6 December 2018	School of Government Christmas Function for CE and partner	Declined	Victoria University of Wellington	Under \$100	
19 February 2019	Parliamentary Function	Accepted	Air New Zealand	Under \$100	
22 February 2019	Invitation to Wings Over Wairarapa 2019 - CE and guest	Declined	Wings Over Wairarapa Community Trust Board (WOWCT)	Under \$100	Included entry to VIP hospitality marquee and VIP parking
28 March 2019	Invitation to Royal New Zealand Air Force 82nd Anniversary Commemorative Church Service - CE and partner	Declined	The Chief of Air Force	Under \$100	
28 March 2019	Invitation to the Chief of Air Force Anniversary Reception - CE and partner	Declined	The Hon Ron Mark - Minister of Defence and Minister of Veterans	Under \$100	
1 April 2019	Invitation to "Global Aviation Summit 2019" in Riyadh	Declined	The General Authority of Civil Aviation, Saudi Arabia	Estimate not possible	DCE attended on CE's behalf; included local transport and accomodation
5 April 2019	Invitation to 2019 Search and Rescue Officers' graduation and end of course function	Declined	Maritime NZ (RCCNZ)	Under \$100	
19, 20 or 21 April 2019	Invitation to Peter Yealands Classic Fighters Omaka 2019 Airshow - CE and guest	Declined	AIRBUS	\$100 - \$500	Included 2 complimentary tickets and access to VIP hospitality marquee (food and drink) for one day only
25-26 April 2019	Invitation to EUROCAE Symposium 2019 in Toulouse, France	Declined	EUROCAE	Estimate not possible	Included free registration
1 May 2019	Parliamentary Function - awards presentations	Accepted	Search and Rescue Council	Under \$100	
22 May 2019	Invitation to networking dinner and business update	Declined	Air New Zealand	\$100 - \$500	
22 May 2019	Mental health and wellbeing - Downer NZ CEO Steve Killeen (presentation and lunch)	Declined	Business Leaders' Health and Safety Forum (Zero Harm Workplaces)	Under \$100	
18 June 2019	Cocktail function	Accepted	New Zealand Air Line Pilots' Association	Under \$100	Attendance cancelled due to illness
19 June 2019	Cocktail function	Accepted	Board of Airline Representatives New Zealand	Under \$100	
Total count of gift/benefit entries:		Offered	30	Check - there are no hidden rows with data	Check - each entry provides sufficient information
		Accepted	7		
		Declined	23		
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).					