

Chief Executive Expense Disclosure

Organisation Name	Civil Aviation Authority
Chief Executive	Graeme Harris
Disclosure period	1 July 2016 to 30 June 2017

International, domestic and local travel expenses

All expenses incurred by CE during international, domestic and local travel. For international travel, group expenses relating to each trip.

International Travel (including travel within NZ at beginning and end of overseas trip)**

Date(s)	Cost (NZ\$) (inc GST)	Purpose of trip (eg attending XYZ conference for 3 days)	Nature (eg hotel, airfares, taxis, meals & for how many people, other costs)
5/09/2016	5,729.11	Chair Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) meeting, Bangkok, Thailand	Return airfare for CE Wellington/Bangkok
5/09/2016	91.06	Chair APANPIRG meeting, Bangkok, Thailand	Dinner for CE
8/09/2016	1,332.51	Chair APANPIRG meeting, Bangkok, Thailand	Hotel accommodation for CE for five nights; hotel provided airport transfers
9/09/2016	49.90	Chair APANPIRG meeting, Bangkok, Thailand	Taxi for CE from airport to home
12/09/2016	7.50	Attend International Civil Aviation Organization (ICAO) Assembly, Montreal, Canada as Head of NZ Delegation	Processing fee, Canadian Immigration
24/09/2016	10,086.41	Attend ICAO Assembly, Montreal, Canada	Return airfare for CE Wellington/Montreal
24/09/2016	267.87	Attend ICAO Assembly, Montreal, Canada	Hotel accommodation for CE for one night in Vancouver en route to Montreal
25/09/2016	236.68	Attend ICAO Assembly, Montreal, Canada	Dinner for CE and two other CAA attendees
1/10/2016	153.64	Attend ICAO Assembly, Montreal, Canada	Dinner for CE and one other CAA attendee
2/10/2016	25.79	Attend ICAO Assembly, Montreal, Canada	Lunch for CE
5/10/2016	282.49	Attend ICAO Assembly, Montreal, Canada	Dinner for CE and five other CAA/Ministry of Transport attendees
7/10/2016	4,483.41	Attend ICAO Assembly, Montreal, Canada	Hotel accommodation for CE for 13 nights
9/10/2016	5.00	Attend ICAO Assembly, Montreal, Canada	Short term parking at Wellington airport - pick up on return
8/02/2017	428.87	Meeting of CAA Board and Australian Civil Aviation Safety Authority (CASA) Board, Canberra, Australia	Return airfare for CE Wellington/Canberra
8/02/2017	17.90	Meeting of CAA Board and CASA Board, Canberra, Australia	Taxi for CE from CAA to airport
8/02/2017	51.08	Meeting of CAA Board and CASA Board, Canberra, Australia	Taxi for CE and four CAA Board members from airport to hotel
9/02/2017	463.92	Meeting of CAA Board and CASA Board, Canberra, Australia	Hotel accommodation for CE for two nights
9/02/2017	139.81	Meeting of CAA Board and CASA Board, Canberra, Australia	Breakfast for CE and four CAA Board members
10/02/2017	137.62	Meeting of CAA Board and CASA Board, Canberra, Australia	Breakfast for CE and four CAA Board members
10/02/2017	65.46	Meeting of CAA Board and CASA Board, Canberra, Australia	Taxi for CE and four CAA Board members from hotel to airport
10/02/2017	57.70	Meeting of CAA Board and CASA Board, Canberra, Australia	Taxi for CE from airport to home
Sub total	\$24,113.73		

Domestic Travel (within NZ, including travel to and from local airport for the purpose of catching a flight)

Date(s)	Cost (\$) (inc GST)	Purpose (eg visiting district office for two days...)	Nature (eg hotel, airfare, meals & for how many people, other costs)
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13/07/2016	552.10	Attend Avsec Collective Employment Agreement (CEA) mediation, Auckland	Return airfare for CE Wellington/Auckland
13/07/2016	44.10	Attend Avsec CEA mediation, Auckland	Taxi for CE from home to airport
13/07/2016	14.10	Attend Avsec CEA mediation, Auckland	Lunch for CE
13/07/2016	48.10	Attend Avsec CEA mediation, Auckland	Taxi for CE from airport to home
14/09/2016	289.10	Attend CAA Board meeting and industry function, Christchurch	Return airfare for CE Wellington/Christchurch
14/09/2016	49.40	Attend CAA Board meeting and industry function, Christchurch	Taxi for CE from home to airport
15/09/2016	370.00	Attend CAA Board meeting and industry function, Christchurch	Hotel accommodation for CE for two nights
15/09/2016	26.00	Attend CAA Board meeting and industry function, Christchurch	Breakfast for CE
15/09/2016	38.20	Attend CAA Board meeting and industry function, Christchurch	Taxi for CE from airport to home
19/09/2016	240.28	Attend opening ceremony of new MetService office, Auckland	Return airfare for CE Wellington/Auckland
19/09/2016	35.63	Attend opening ceremony of new MetService office, Auckland	Parking for CE and one other CAA attendee at Wellington Airport
19/09/2017	63.90	Attend opening ceremony of new MetService office, Auckland	Taxi for CE and one other CAA attendee from Auckland Airport to MetService, Auckland
19/09/2016	68.10	Attend opening ceremony of new MetService office, Auckland	Taxi for CE and one other CAA attendee from MetService, Auckland to Auckland Airport
17/10/2016	379.33	Visit to Altitude AIM during COMAC visit, Auckland in support of relationship building with Civil Aviation Administration of China (CAAC) and the NZ aviation industry	Return airfare for CE Wellington/Auckland
17/10/2016	37.50	Visit to Altitude AIM during COMAC visit, Auckland in support of relationship building with CAAC and the NZ aviation industry	Taxi for CE from CAA to airport
17/10/2016	67.00	Visit to Altitude AIM during COMAC visit, Auckland in support of relationship building with CAAC and the NZ aviation industry	Taxi for CE from airport to home
28/11/2016	403.64	Meeting with victims of aircraft accident, Auckland	Return airfare for CE Wellington/Auckland
28/11/2016	20.50	Meeting with victims of aircraft accident, Auckland	Afternoon tea for CE and two other people
28/11/2016	61.26	Meeting with victims of aircraft accident, Auckland	Rental car hire for CE
28/11/2016	30.60	Meeting with victims of aircraft accident, Auckland	Parking at Auckland CBD for CE
28/11/2016	18.60	Meeting with victims of aircraft accident, Auckland	Parking at Auckland CBD for CE (renewed)
28/11/2016	33.00	Meeting with victims of aircraft accident, Auckland	Parking for CE at Wellington Airport
14/03/2017	509.87	Attend CAA Safety Management Systems (SMS) seminar for industry participants, Christchurch Airport	Return airfare for CE Wellington/Christchurch
14/03/2017	34.00	Attend SMS seminar for industry participants, Christchurch Airport	Parking at Wellington Airport
14/03/2017	10.50	Attend SMS seminar for industry participants, Christchurch Airport	Breakfast for CE
30/03/2017	277.88	Visit industry participant in Nelson with one other CAA staff member. Trip cancelled at short notice; rescheduled 30 June 2017	Return airfare for CE Wellington/Nelson (no refund for cancellation)
4/05/2017	262.43	Panellist at Aviation Law Association of Australia and New Zealand (ALAANZ) conference, Auckland	Return airfare for CE Wellington/Auckland
4/05/2017	39.20	Panellist at ALAANZ conference, Auckland	Taxi for CE from CAA to airport
4/05/2017	65.90	Panellist at ALAANZ conference, Auckland	Taxi for CE from airport to Auckland CBD
4/05/2017	94.80	Panellist at ALAANZ conference, Auckland	Taxi for CE from Auckland CBD to airport
4/05/2017	47.00	Panellist at ALAANZ conference, Auckland	Taxi for CE from airport to home
9/05/2017	570.59	Attend Design Delegation Holders seminar, Hamilton	Return airfare for CE Wellington/Hamilton

9/05/2017	39.70	Attend Design Delegation Holders seminar, Hamilton	Taxi for CE from CAA to airport
10/05/2017	145.00	Attend Design Delegation Holders seminar, Hamilton	Hotel accommodation for CE for one night
10/05/2017	12.30	Attend Design Delegation Holders seminar, Hamilton	Breakfast for CE
10/05/2017	48.70	Attend Design Delegation Holders seminar, Hamilton	Taxi for CE from airport to CAA
11/05/2017	576.89	Represent the CAA at retirement function for senior Air New Zealand employee, Auckland	Return airfare for CE Wellington/Auckland
11/05/2017	43.10	Represent the CAA at retirement function for senior Air New Zealand employee, Auckland	Taxi for CE from CAA to airport
11/05/2017	47.90	Represent the CAA at retirement function for senior Air New Zealand employee, Auckland	Taxi for CE from airport to home
15/06/2017	519.54	Attend CAA-organised educational seminar for industry participants ("AvKiwi") in Whangarei	Return airfare for CE Wellington/Whangarei
15/06/2017	36.80	Attend AvKiwi seminar in Whangarei	Taxi for CE from CAA to airport
16/06/2017	207.75	Attend AvKiwi seminar in Whangarei	Hotel accommodation for CE for one night
16/06/2017	25.60	Attend AvKiwi seminar in Whangarei	Taxi for CE from hotel to airport
16/06/2017	38.10	Attend AvKiwi seminar in Whangarei	Taxi for CE from airport to CAA
30/06/2017	419.15	Visit industry participant in Nelson with one other CAA staff member to discuss concerns	Return airfare for CE Wellington/Nelson
30/06/2017	57.03	Visit industry participant in Nelson with one other CAA staff member to discuss concerns	Rental vehicle for CE and one other CAA staff member in Nelson
Sub total		\$7,020.17	
Local Travel (within City, excluding travel to airport for the purpose of catching a flight)			
Date	Cost (\$) (inc GST)	Purpose (eg meeting with Minister)	Nature (eg taxi, parking, bus)
28/06/2016 [NB: Costs not available when previous return completed]	18.80	Attend Aviation New Zealand conference dinner in Wellington to present awards to industry participants	Taxi for CE from Shed A, Wellington Waterfront to home
29/06/2016 [NB: Costs not available when previous return completed]	21.70	Attend Aviation New Zealand conference in Wellington	Taxi for CE from home to TSB Arena, Wellington
6/12/2016	13.00	Visit staff at temporary office, Wellington Airport, while evacuated from Asteron Centre	Parking at Wellington Airport
12/04/2017	28.00	Attend seminar for industry CEs on Safety Management Systems (SMS), Wellington Airport conference centre	Parking at Wellington Airport
Sub total		\$81.50	
Total travel expenses		\$31,215.40	

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Hospitality

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

Hospitality Offered to Third Parties

Date	Cost (\$) (inc GST)	Purpose (eg, hosting delegation from China)	Nature (what and for how many eg dinner for 5)	Reason (eg building relationships, team building)	Location/s
1/03/2017	\$63.58	Hosted delegation from Civil Aviation Administration of China	Afternoon tea for 15 people	Sign Bilateral Technical Agreement	Wellington
27/06/2017	\$408.50	Hosted officials from Australian Civil Aviation Safety Authority (CASA)	Dinner for CE and four others	Regulatory liaison and discussions on areas of mutual interest and cooperation	Wellington
28/06/2017	\$317.40	Hosted officials from CASA	Morning and afternoon tea and lunch for seven people	Regulatory liaison and discussions on areas of mutual interest and cooperation	Wellington

Total expenses	\$789.48
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Chief Executive Expense Disclosure

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Disclosure period	1 July 2016 to 30 June 2017

Gifts and Benefits over \$50 annual value

All gifts, invitations to events and other hospitality, of \$50 or more in total value per year, offered to the CE by people external to the organisation

Gifts and hospitality

Date	Description (e.g. event tickets, etc)	Offered by (who made the offer?)	Estimated value (NZ\$) (inc GST)	Comments
Annual	Koru Club membership	Air New Zealand	\$495.00	Complimentary by virtue of Gold/Gold Elite status points
9/02/2017	Dinner for CE, four CAA Board members and seven CASA officials and Board members	Australian Civil Aviation Safety Authority (CASA)	\$90.00	Estimated cost for CE only, paid by CASA
25/02/2017	Return flight Wellington/ Palmerston North, on ground transport, entrance fees and lunch to attend Ohakea Air Show for CE and partner	Deputy Chief of Air Staff, NZ Defence Force	\$450.00	Commemoration of 75th anniversary of Air Force

Total gifts & benefits

No. of items = 3

\$1,035.00

All Other Expenses

All other expenditure incurred by the chief executive that is not travel, hospitality or gifts

All Other Expenses

Date	Cost (\$) (inc GST)	Nature	Comment / explanation	Location
28/06/2016 [NB: Costs not available when previous return completed]	150.00	Attend Aviation New Zealand conference dinner	Present awards to industry participants	Wellington
20/07/2016	242.40	Mobile phone rental/tolls	Monthly charge	Wellington
20/08/2016	140.96	Mobile phone rental/tolls	Monthly charge	Wellington
20/09/2016	176.92	Mobile phone rental/tolls	Monthly charge	Wellington
20/10/2016	414.40	Mobile phone rental/tolls	Monthly charge	Wellington
20/11/2016	125.25	Mobile phone rental/tolls	Monthly charge	Wellington
20/12/2016	137.02	Mobile phone rental/tolls	Monthly charge	Wellington
20/01/2017	143.45	Mobile phone rental/tolls	Monthly charge	Wellington
20/02/2017	155.73	Mobile phone rental/tolls	Monthly charge	Wellington
20/03/2017	143.45	Mobile phone rental/tolls	Monthly charge	Wellington
20/04/2017	153.49	Mobile phone rental/tolls	Monthly charge	Wellington
20/05/2017	139.11	Mobile phone rental/tolls	Monthly charge	Wellington
20/06/2017	235.50	Mobile phone rental/tolls	Monthly charge	Wellington
15/03/2017	904.00	Media training for CE	One day course	Wellington
28/04/2017	55.00	Discussion with Board Chairman on future planning	Lunch for CE and Chairman	Wellington
Total other expenses	\$3,316.68			