

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

<b>Organisation Name</b>	Heritage New Zealand Pouhere Taonga
<b>Chief Executive**</b>	Andrew Coleman
<b>Disclosure period start***</b>	1 July 2021
<b>Disclosure period end***</b>	30 June 2022
<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>	Heritage New Zealand Pouhere Taonga Board 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 green.

Summary of expenses	Cost in NZ\$	GST inc / exc		Gifts and benefits	Count
<b>Travel expenses</b>	<b>\$5,888.38</b>	Figures include GST (where applicable)		<b>Number offered</b>	<b>0</b>
<b>Hospitality</b>	<b>\$0.00</b>	Not yet indicated		<b>Number accepted</b>	<b>0</b>
<b>Other expenses</b>	<b>\$0.00</b>	Not yet indicated		<b>Number declined</b>	<b>0</b>
<b>International Travel</b>	<b>\$0.00</b>	Figures include GST (where applicable)			
<b>Domestic Travel</b>	<b>\$5,495.27</b>	Figures include GST (where applicable)			
<b>Local Travel</b>	<b>\$393.11</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

<b>Organisation Name</b>	Heritage New Zealand Pouhere Taonga
<b>Chief Executive</b>	Andrew Coleman
<b>Disclosure period start</b>	1 July 2021
<b>Disclosure period end</b>	30 June 2022
<b>GST on costs</b>	Figures include GST (where applicable)
<b>Agency totals check</b>	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)
<b>Subtotal - international travel</b>	<b>\$0.00</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)
11 July 2021	\$434.97	unveiling plaque sponsored by Heritage New Zealand awarded by Whanganui Regional Heritage Trust	Mileage, 1 person	Wellington - Raetihi - Wellington
4 August 2021	\$369.56	attending meeting in Auckland with Mansion House Foundation Trust	Airfares, 1 person	Wellington - Auckland - Wellington
	\$45.00		Airport Carparking, 1 person	Wellington
	\$15.00		Bus fare, 1 person	Auckland Airport - Auckland City
	\$15.00		Bus fare, 1 person	Auckland City - Auckland Airport
11 August 2021	\$34.50	Antarctic Heritage Trust meeting in Auckland - cancelled trip due to covid related reasons	Travel Agency cancellation fee, 1 person	n/a
15 September 2021	\$34.50	Antarctic Heritage Trust meeting in Auckland - cancelled trip due to covid related reasons	Travel Agency cancellation fee, 1 person	n/a
7 October 2021 - 10 October 2021	\$99.00	Heritage Taranaki and ICOMOS meetings in Taranaki/New Plymouth - cancelled trip due to covid related reasons	Travel Agency cancellation fee, 1 person	n/a
23 October 2021 - 24 October 2021	\$600.86	HNZPT managed property and site: Hayes Homestead and Engineering Works Centenary Event and picnic	Airfares, 1 person	Wellington - Dunedin - Wellington
	\$90.00		Airport Carparking, 1 person	Wellington
	\$266.50		Accommodation, 1 person, 1 night	Dunedin
	\$106.50		Taxi, 1 person	Dunedin Airport - Dunedin City
17 December 2021 - 21 December 2021	\$334.14	Attending Listing Celebration event with Board Chair - Unveiling plaque for building Casa Nova	Rental Vehicle, 2 people, 4 days	Invercargill - Dunedin City - Oamaru - Dunedin City - Dunedin Airport
	\$87.51		Petrol for rental car	Dunedin - Oamaru - Dunedin
	\$382.00		Accommodation, 1 person, 2 nights	Dunedin City

	\$204.94		Airfares, 1 person	Dunedin - Christchurch - Wellington
	\$53.40		Lunch, 4 people	Oamaru
	\$39.00		Taxi, 1 person	Wellington Airport - Wellington City/Work
15 February 2022	\$40.25	HNZPT managed property: Totara Estate 140th anniversary celebration - postponed event, cancelled trip due to Covid related reasons	Travel Agency cancellation fee, 1 person	n/a
22 March 2022	\$40.25	Meeting with Ngai Tuahuriri, Regional Office and site visit - postponed meeting, cancelled trip due to Covid related reasons	Travel Agency cancellation fee, 1 person	n/a
5 April 2022 - 7 April 2022	\$132.25	HNZPT managed property and site visits in Northland and Auckland - postponed meeting, cancelled trip due to Covid related reasons	Travel Agency cancellation fee, 1 person	n/a
24 May 2022	\$34.50	Meeting with Ngai Tuahuriri - postponed meeting, cancelled trip due to bereavement	Travel Agency cancellation fee, 1 person	n/a
24 May 2022 - 25 May 2022	\$621.32	Meeting with Clough & Associates, meeting NZ Heritage Trust, and work in Regional Office	Airfares, 1 person	Wellington - Auckland - Wellington
	\$79.00		Airport Carparking, 1 person	Wellington
	\$71.21		Rental Vehicle, 1 person, 1 day	Auckland
	\$174.00		Accommodation, 1 person, 1 day	Auckland
	\$23.20		Morning Tea, 3 people	Auckland
9 June 2022 - 11 June 2022	\$660.52	Meeting with Northland Area office staff, and attending 'voyage discovery' hiko	Airfares, 1 person	Wellington - Auckland - Kerikeri - Auckland - Wellington
	\$94.00		Airport Carparking, 1 person	Wellington
	\$25.00		Afternoon tea, 5 people	Pahia
	\$180.00		Accommodation, 1 person, 1 day	Kerikeri
	\$107.39		Rental Vehicle, 1 person, 2 days	Kerikeri
<b>Subtotal - domestic travel</b>	<b>\$5,495.27</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>	

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)
19 October 2021	\$33.40	HNZPT Board Chair, Council Chair, Board member and CE attending meeting with MCH CE and Meeting with the Speaker/Parliament	Morning Tea, 4 people	Wellington
4 March 2022	\$138.25	Meeting with Board Chair, Audit and Risk Chair, and Board/MHC member	Mileage	Wellington - Wairarapa - Wellington
18 March 2022	\$176.96	Meeting and site visit with Board Chair and Rarangi Korero Committee Chair	Mileage	Wellington - Wairarapa - Wellington
8 April 2022	\$44.50	Meeting - Board Chair and CE	Lunch, 2 people	Wellington
<b>Subtotal - local travel</b>	<b>\$393.11</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>	

<b>Total travel expenses</b>	<b>\$5,888.38</b>			
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#### 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

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<b>Chief Executive</b>	Andrew Coleman
<b>Disclosure period start</b>	1 July 2021
<b>Disclosure period end</b>	30 June 2022
<b>GST on costs</b>	
<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)
		N/A - NIL EXPENSES TO DISCLOSE		
<b>Total hospitality expenses</b>	<b>\$0.00</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>	

<b>Notes</b>				
* 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).				

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<b>GST on costs</b>	
<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)
		N/A NIL EXPENSES TO DISCLOSE		
<b>Total other expenses</b>	<b>\$0.00</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>	
<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

Organisation Name	Heritage New Zealand Pouhere Taonga
Chief Executive	Andrew Coleman
Disclosure period start	1 July 2021
Disclosure period end	30 June 2022
GST on values	
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?)
	NIL TO DISCLOSE				

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 - 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).