

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

Organisation Name	Heritage New Zealand Pouhere Taonga
Chief Executive**	Andrew Coleman
Disclosure period start***	1 July 2020
Disclosure period end***	30 June 2021
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 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
Travel expenses	\$19,939.23	Figures include GST (where applicable)	Number offered	0
Hospitality	\$0.00	Figures include GST (where applicable)	Number accepted	0
Other expenses	\$0.00	Figures include GST (where applicable)	Number declined	0
International Travel	\$0.00	Figures include GST (where applicable)		
Domestic Travel	\$19,864.73	Figures include GST (where applicable)		
Local Travel	\$74.50	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	Heritage New Zealand Pouhere Taonga
Chief Executive	Andrew Coleman
Disclosure period start	1 July 2020
Disclosure period end	30 June 2021
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)
No international travel expenses to disclose for this period				
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)
16 July 2020	\$340.35	attending a Heritage New Zealand Pouhere Taonga dedication event with the Board Chair, a Maori Heritage Council representative, Christchurch regional office staff and Kaihau at the Timeball, in Lyttleton, Christchurch.	airfares, 1 person	Wellington - Christchurch - Wellington
	\$45.00		airport carparking	Wellington
	\$68.00		rental vehicle, 1 vehicle, 4 people	Christchurch
31 July 2020	\$787.00	attending Antarctic Heritage Trust (AHT) event and AHT meeting as a AHT Trustee and attending meeting re: Hokitika Government Buildings	airfares, 1 person	Wellington - Auckland - Wellington
	\$45.00		airport carparking	Wellington
	\$49.00		rental vehicle, 1 vehicle, 1 person	Auckland
	\$16.60		city carparking	Auckland
12 August 2020 - 15 August 2020	\$529.00	attending staff meetings in Dunedin, and Heritage New Zealand property site visits at Ophir Post Office and Hayes Engineering in Central Otago	airfares, 1 person	Wellington - Dunedin - Invercargill - Christchurch - Wellington
	\$180.00		airport carparking	Wellington
12 August 2020	\$180.00		accommodation, 1 night, 1 person	Alexandra, Otago
12 August 2020 - 15 August 2020	\$419.00		rental vehicle, 1 vehicle, 3 days, 4 people	Dunedin - Alexandra - Central Otago - Invercargill
13 August 2020	\$97.08		rental vehicle petrol	Dunedin - Alexandra - Central Otago
23 September 2020 - 24 September 2020	\$755.00	attending meetings in Northland with Hori Parata, manawhenua Taumata, Northland area regional office, and Ngati Wai	airfares, 1 person	Wellington - Auckland - Kerikeri - Auckland - Wellington
	\$81.50		airport carparking	Wellington
	\$82.00		rental vehicle, 1 person	Kerikeri
	\$160.00		accommodation, 1 night, 1 person	Kerikeri

1 October 2020	\$320.72	attending Whanganui Heritage Awards as member of judging panel	Mileage	Wellington - Whanganui - Wellington
2 October 2020	\$46.50		Meal with Awards judge colleague, 2 people	Whanganui
6 October 2020	\$360.00	attending Hokitika Government Building site visit and meeting with regional office staff	airfares, 1 person	Wellington - Christchurch - Hokitika
	\$45.00		airport carparking	Wellington
	\$140.00		rental vehicle, 1 person	Hokitika - Christchurch
	\$356.00		airfares, 1 person	Christchurch - Wellington
8 October 2020	\$420.00	attending Heritage New Zealand event at Totara Estate with regional office and property staff and Board Chair, for a heritage award presentation to external heritage advocates	airfares, 1 person	Wellington - Dunedin - Wellington
	\$77.00		airport carparking	Wellington
	\$115.00		rental vehicle, 2 people	Dunedin/Otago
	\$321.00		accommodation, 1 night, 1 person	Dunedin
	\$18.30		Meal with Board Chair, 2 people	Palmerston
16 October 2020 - 18 October 2020	\$311.60	attending Whanganui Heritage Conference with Board Chair	Mileage	Wellington - Airport - Wellington - Whanganui - Wellington
	\$16.80		Meal with Board Chair, 2 people	Sanson
	\$390.00		accommodation, 2 nights, 1 person	Whanganui
16 October 2020	\$216.40		Meal with Board Chair, Maori Heritage Council Chair, Board member and ICOMOS staff, 6 people	Whanganui
17 October 2020	\$44.00		Breakfast with Board Chair, 2 people	Whanganui
18 October 2020	\$41.00		Breakfast with Board Chair, 2 people	Whanganui
26 November 2020 - 27 November 2020	\$702.00	attending Te Manawa Senior staff meeting in Christchurch, and property visits and meeting with Board member and Heritage Trust	airfares, 1 person	Wellington - Christchurch - Wellington
	\$261.00		accommodation, 1 night, 1 person	Christchurch
	\$90.00		airport carparking	Wellington
15 December 2020	\$304.00	attending launch event of Waiuta as a Tohu Whenua site	airfares, 1 person	Wellington - Christchurch - Hokitika - Christchurch - Wellington
	\$45.00		airport carparking	Wellington
	\$116.00		rental vehicle, 2 people	Hokitika - Waiuta
7 January 2021 - 9 January 2021	\$803.00	attending meeting with Tauranga regional office staff - Area Manager and Board member, and attending Bay of Plenty site visits	airfares, 1 person	Wellington - Tauranga - Wellington
	\$389.00		accommodation, 2 nights, 1 person	Tauranga
	\$117.50		airport carparking	Wellington
7 January 2021	\$37.50		Meal with Board member and Area Manager, 3 people	Whakatane
8 January 2021	\$16.40		Meal, 1 person	Tauranga
8 January 2021	\$26.40		Taxi, 1 person	Tauranga - Tauranga Airport
8 January 2021	\$37.00		Taxi, 1 person (due to flight delay)	Tauranga Airport - Tauranga
9 January 2021	\$27.00		Taxi, 1 person	Tauranga - Tauranga Airport
11 January 2021 - 13 January 2021	\$706.00	attending meetings with Northland staff, site visits and meetings with Board Chair, Maori Heritage Council member, regional staff, and Whangaroa Papa Hapu	airfares, 1 person	Wellington - Auckland - Kerikeri - Auckland - Wellington
	\$358.00		accommodation, 2 nights, 1 person	Kerikeri
	\$135.00		airport carparking	Wellington
	\$271.00		rental vehicle, 2 days, 4 people	Kerikeri
11 January 2021	\$49.50		Meal with staff members, 4 people	Kerikeri
12 January 2021	\$59.00		Meal with Board Chair and staff member, 3 people	Kaikohe
	\$27.00		Ferry, 2 people	Opua - Russell (to visit Pompallier) - Opua
	\$88.50		Meal with Board Chair, 2 people	Kerikeri

20 January 2021	\$354.44	attending meeting for Antarctic Heritage Trust with Executive Director	airfares, 1 person	Wellington - Christchurch - Wellington
25 February 2021	\$196.00	attending meeting and site visit with Rangitane	airfares, 1 person	Wellington - Blenheim - Wellington
	\$45.00		airport carparking	Wellington
7 March 2021	\$199.00	was to attend Kinder House event but this was postponed due to COVID, fare has been paid but flight tickets on hold until another date for the event is confirmed	airfares, 1 person	On hold
21 March 2021	\$387.60	attending meeting with Kaihautū in Rotorua with Ngati Hinemihi	Mileage	Taupo - Rotorua - Wellington
22 March 2021 - 23 March 2021	\$796.00	attending meetings with regional office and property staff for CE briefing and discussions following staff survey results, meeting with Board Chair and Maori Heritage Council Chair and property site visits	airfares, 1 person	Wellington - Christchurch - Dunedin - Wellington
	\$90.00		Airport carparking	Wellington
	\$235.00		accommodation, 1 night, 1 person	Dunedin
	\$47.00		rental vehicle, 2 people	Dunedin
22 March 2021	\$94.30		Taxi, 1 person	Dunedin Airport - Dunedin City
	\$75.00		Meal with Board Chair, 2 people	Dunedin
	\$95.20		Taxi, 1 person	Dunedin City - Dunedin Airport
25 March 2021	\$554.00	attending meetings with regional office staff in Tauranga and property staff in Thames for CE briefing and discussions following staff survey results	airfares, 1 person	Wellington - Tauranga. Auckland - Wellington
	\$45.00		airport carparking	Wellington
	\$147.25		rental vehicle, 2 people	Tauranga - Thames - Auckland
30 March 2021 - 31 March 2021	\$959.00	attending meetings with regional office and property staff in Northland for CE briefing and discussions, and meeting with Ministry for Culture and Heritage CE and Maori Heritage Council member	airfares, 1 person	Wellington - Auckland - Kerikeri - Auckland - Wellington
	\$90.00		airport carparking	Wellington
	\$219.00		accommodation, 1 night, 1 person	Auckland
	\$64.00		rental vehicle	Auckland
	\$24.00		Auckland city carparking for rental, 1 person	Auckland CBD
10 April 2021 - 11 April 2021	\$197.15	attending panel meeting for Canterbury Heritage Awards judging	airfares, 1 person	Wellington - Christchurch - Wellington
	\$90.00		airport carparking	Wellington
	\$113.05		accommodation, 1 night, 1 person	Christchurch
	\$48.00		taxi, 1 person	Christchurch Airport - Christchurch city
	\$60.80		taxi, 1 person	Christchurch city - Christchurch Airport
14 April 2021 - 15 April 2021	\$294.00	attending Hilary House event/meeting and introduction to new/existing Trustees	airfares, 1 person	Wellington - Auckland - Wellington
	\$81.50		airport carparking	Wellington
	\$87.00		rental vehicle, 1 person	Auckland
	\$184.00		accommodation, 1 night, 1 person	Auckland
	\$16.00		Auckland city carparking for rental, 1 person	Auckland
7 May 2021	\$386.07	attending Ewelme Cottage (HNZPT owned property) celebration of 50 years being open to the public	airfares, 1 person	Wellington - Auckland - Wellington
	\$45.00		airport carparking	Wellington
	\$53.69		rental vehicle, 1 person	Auckland
12 May 2021	\$341.00	attending Antarctic Heritage Trust full Board meeting	airfares, 1 person	Wellington - Christchurch - Wellington
	\$45.00		airport carparking	Wellington
	\$52.80		taxi, 1 person	Christchurch Airport - Christchurch City
	\$52.80		taxi, 1 person	Christchurch city - Christchurch Airport

21 May 2021	\$475.76	attending Napier Prison listing Celebration public event	Mileage, 2 people	Wellington - Featherston - Napier - Featherston - Wellington
	\$45.80		Meal with Māori Heritage Council member, 2 people	Napier
4 June 2021 - 5 June 2021	\$340.47	attending meeting and farewell event for (now former) CEO of Waitaki District Council, Fergus Power	airfares, 1 person	Wellington - Dunedin - Wellington
	\$56.50		airport carparking	Wellington
	\$289.00		accommodation, 1 night, 1 person	Dunedin
	\$52.90		rental vehicle, 1 person	Dunedin
Subtotal - domestic travel				
	\$19,864.73	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)
30 April 2021	\$23.90	Archaeology week event at Victoria University of Wellington, Kelburn	Morning tea, 4 people	Wellington
9 June 2021	\$50.60	Meeting with CE of Monitoring Agency	Lunch, 4 people	Wellington
Subtotal - local travel				
	\$74.50	Check - there are no hidden rows with data		Check - each entry provides sufficient information

Total travel expenses	\$19,939.23			
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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

Organisation Name	Heritage New Zealand Pouhere Taonga
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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)
No 'hospitality to third parties' expenses to disclose for this period				
Total hospitality expenses	\$0.00	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

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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)
No expenses to disclose for this period				
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	Heritage New Zealand Pouhere Taonga
Chief Executive	Andrew Coleman
Disclosure period start	1 July 2020
Disclosure period end	30 June 2021
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?)
No 'gifts and benefits' expenses to disclose for this period					

Total count of gift/benefit entries:	Offered	0	Check - there are no hidden rows with data	Check - each entry provides sufficient information
	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).