

## 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 2022  |
| <b>Disclosure period end***</b>     | 30 June 2023   |
| <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>\$16,033.69</b> | Figures include GST (where applicable) | <b>Number offered</b>  | <b>0</b> |
| <b>Hospitality</b>          | <b>\$0.00</b>      | Figures include GST (where applicable) | <b>Number accepted</b> | <b>0</b> |
| <b>Other expenses</b>       | <b>\$0.00</b>      | Figures include GST (where applicable) | <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>\$15,938.19</b> | Figures include GST (where applicable) |                        |          |
| <b>Local Travel</b>         | <b>\$95.50</b>     | 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

|                                |   |
|--------------------------------|---|
| <b>Organisation Name</b>       | Heritage New Zealand Pouhere Taonga                     |
| <b>Chief Executive</b>         | Andrew Coleman  |
| <b>Disclosure period start</b> | 1 July 2022   |
| <b>Disclosure period end</b>   | 30 June 2023  |
| <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<br>(e.g. attending XYZ conference for 3 days)*** | Type of expense<br>(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<br>(e.g. visiting district office for two days...)***   | Type of expense<br>(e.g. hotel, airfares, taxis, meals & for how many people) | Location(s)                         |
|--|--------------|---|---|-------------------------------------|
| 8 July 2022                            | \$35.00      | Listing Event for Ralph Hotere Studio, cancelled trip due to Covid related reasons                                | Travel agency fees  | n/a                                 |
| 20 July 2022 to 22 July 2022           | \$121.50     | Meeting and site visit Tiritiri Matangi - Gulf Harbour  | Airport carparking  | Wellington                          |
| 20 July 2022                           | \$237.00     |   | Airfare   | Wellington - Auckland               |
| 20 July 2022                           | \$174.00     | Accommodation - Citylife  | Hotel, 1 person, 1 day  | Auckland CBD                        |
| 20 July 2022                           | \$89.10      | Taxi  | Taxi, 1 person  | Auckland Airport - Auckland CBD     |
| 21 July 2022                           | \$15.15      | Lunch   | Meal, 1 person  | Auckland                            |
| 21 July 2022                           | \$122.98     | Taxi  | Taxi, 1 person  | Tiritiri Matangi - Auckland Airport |
| 21 July 2022                           | \$83.30      | Return Taxi as all flights cancelled due to weather   | Taxi, 1 person  | Auckland Airport - Auckland CBD     |
|  | \$46.00      |   | Travel agency fees  | n/a                                 |
| 21 July 2022                           | \$368.00     | Accommodation - Sky Hotel (Citylife booked out for 2nd night following cancellation of all flights to Wellington) | Hotel, 1 person, 1 day  | Auckland CBD                        |
| 22 July 2022                           | \$237.00     | Rental Vehicle  | Rental Vehicle, 1 person, 1 day   | Auckland CBD - Wellington Airport   |
| 20 September 2022 to 21 September 2022 | \$94.00      | Meeting with St James Theatre trust and attending Antarctic Heritage Trust meeting                                | Airport carparking  | Wellington                          |
|  | \$733.00     |   | Airfare   | Wellington - Auckland - Wellington  |
| 20 September 2022                      | \$82.40      | Taxi  | Taxi, 1 person  | Auckland Airport - Auckland CBD     |
|  | \$251.00     |   | Accommodation, 1 person, 1 day  | Auckland                            |
| 21 September 2022                      | \$29.70      | Taxi  | Taxi, 1 person  | Auckland CBD                        |
| 21 September 2022                      | \$64.90      | Taxi  | Taxi, 1 person  | Auckland CBD - Auckland Airport     |

|                                     |            |  |   |  |
|-------------------------------------|------------|--|---|--|
| 13 October 2022                     | \$744.00   | Meeting and site visit Hokitika Government Buildings   | Airfare   | Wellington - Christchurch - Hokitika - Christchurch - Wellington |
|                                     | \$91.00    | Rental Vehicle   | Rental Vehicle, 1 person, 1 day                       | Hokitika   |
|                                     | \$47.00    |  | Carparking, 1 day                                     | Hokitika   |
| 19 October 2022                     | \$35.00    | Meeting in Rotorua/Site visits Whakatane - cancelled trip  | Travel agency costs                                   | n/a  |
| 31 October 2022                     | \$543.00   | Meeting in Auckland, and work in Auckland regional office  | Airfare   | Wellington - Auckland - Wellington                               |
|                                     | \$47.00    |  | Airport carparking                                    | Wellington   |
|                                     | \$12.00    |  | City carparking                                       | Auckland CBD   |
|                                     | \$78.00    |  | Rental Vehicle, 3 people, 1 day                       | Auckland   |
| 8 November 2022 to 10 November 2022 | \$141.00   | Meeting with Ngāi Tūāhuriri and HNZPT staff. Working in regional office, attending A&P show, attending Hokitika Steering Group meetings including Hokitika Government Buildings site visit | Airport Carparking                                    | Wellington   |
|                                     | \$700.00   |  | Airfares  | Wellington - Christchurch - Hokitika - Christchurch - Wellington |
|                                     | \$50.90    |  | Taxi  | Christchurch Airport - Whitiara Centre                           |
|                                     | \$469.00   |  | Accommodation, 1 person, 2 days                       | Christchurch   |
|                                     | \$54.40    |  | Taxi  | Christchurch CBD - Christchurch Airport                          |
|                                     | \$74.00    |  | Rental Vehicle, 4 people, 1 day                       | Hokitika   |
|                                     | \$80.30    |  | Lunch, 6 people                                       | Hokitika   |
| 1 December 2022 to 2 December 2022  | \$94.00    | Attending meetings in Northland, site and staff visit at Regional office and Pompallier  | Airport carparking                                    | Wellington   |
|                                     | \$1,090.00 |  | Airfare   | Wellington - Auckland - Kerikeri - Auckland - Wellington         |
|                                     | \$189.00   |  | Accommodation, 1 person, 1 day                        | Kerikeri   |
|                                     | \$57.00    |  | Rental Vehicle, 1 person, 1 day                       | Kerikeri   |
|                                     | \$32.00    |  | Ferry   | Kerikeri - Pompallier/Russell                                    |
| 8 December 2022                     | \$47.00    | Attending meeting to present to Westland District Council and site visit at Hokitika Government Building   | Airport carparking                                    | Wellington   |
|                                     | \$589.00   |  | Airfare   | Wellington - Christchurch - Hokitika - Christchurch - Wellington |
|                                     | \$69.00    |  | Rental Vehicle, 1 person, 1 day                       | Hokitika   |
|                                     | \$44.89    |  | Phone charger   | Hokitika   |
| 13 December 2022 - 14 December 2022 | \$47.00    | Attending Stonehenge exhibition at Auckland museum and give presentation on heritage   | Airport carparking                                    | Wellington   |
|                                     | \$392.00   |  | Airfare   | Wellington - Auckland - Wellington                               |
|                                     | \$71.00    |  | Rental Vehicle, 1 person, 1 day                       | Auckland   |
|                                     | \$310.00   |  | Accommodation, 1 person, 1 day                        | Auckland   |
| 21 January 2023                     | \$47.00    | Attending funeral service for long time Southland heritage advocate in Invercargill  | Airport carparking                                    | Wellington   |
|                                     | \$596.00   |  | Airfare   | Wellington - Invercargill - Wellington                           |
|                                     | \$91.00    |  | Lunch, 2 people                                       | Invercargill   |
| 5 April 2023                        | \$146.00   | Was to attend meeting for Hokitika Government Building but meeting was postponed   | Travel agency fees                                    | n/a  |
|                                     | \$378.00   |  | Airfare, non refundable, so for use for future travel | n/a  |
| 18 April 2023                       | \$237.12   | Meeting with Rangitikei District Council   | Mileage, 1 person, 1 day                              | Wellington - Marton - Wellington                                 |
| 29 April 2023 - 30 April 2023       | \$977.00   | Attending UNESCO Memory of the World Aotearoa NZ Register event for Clendon papers   | Airfare   | Wellington - Auckland - Kerikeri. Auckland - Wellington          |
|                                     | \$86.00    |  | Airport carparking                                    | Wellington   |
|                                     | \$244.00   |  | Rental Vehicle, 3 people, 2 days                      | Rawene - Kerikeri - Auckland                                     |

|                                   |                    |   |   |   |
|-----------------------------------|--------------------|---|---|---|
| 29 April 2023                     | \$37.50            |   | Lunch, 3 people   | Rawene  |
|                                   | \$110.00           |   | Dinner, 3 people  | Kerikeri  |
|                                   | \$215.00           |   | Accommodation, 1 person, 1 day                            | Kerikeri  |
| 30 April 2023                     | \$73.50            |   | Breakfast, 3 people                                       | Waipu   |
| 31 May 2023                       | \$99.60            | Attending meeting with Audit and Risk Kaiwhakaruruhau Committee Chair   | Mileage, 1 person, 1 day                                  | Wellington - Wairarapa - Wellington                                 |
| 6 June 2023                       | \$215.80           | Presentation at Mayoral Forum in Palmerston North   | Mileage, 1 person, 1 day                                  | Wellington - Palmerston North - Wellington                          |
| 8 June 2023                       | \$43.00            | Meeting for Exec team with Auckland staff, site visits and Staff farewell/award presentation                  | Airport carparking  | Wellington  |
|                                   | \$473.36           |   | Airfare   | Wellington - Auckland - Wellington                                  |
|                                   | \$68.89            |   | Rental Vehicle, 3 people, 1 day                           | Auckland  |
|                                   | \$12.00            |   | Carparking in city  | Auckland  |
|                                   | \$184.00           |   | Lunch for 4 people  | Auckland  |
| 13 June 2023 - 14 June 2023       | \$102.00           | Meeting for Exec team with Christchurch and Dunedin staff, meeting and site tour with Christ Church Cathedral | Airport carparking  | Wellington  |
|                                   | \$624.00           |   | Airfare   | Wellington - Christchurch - Dunedin - Christchurch - Wellington     |
|                                   | \$49.00            |   | Lunch for 4 people  | Christchurch  |
|                                   | \$18.50            |   | Carparking in city  | Dunedin   |
|                                   | \$170.00           |   | Accommodation, 1 person, 1 day                            | Dunedin   |
|                                   | \$58.00            |   | Rental Vehicle, 2 people, 2 days                          | Dunedin   |
|                                   | \$13.00            |   | Lunch, 1 person   | Dunedin   |
| 27 June 2023 - 28 June 2023       | \$102.00           | Meeting for Exec team with Northland staff and Tauranga staff   | Airport carparking  | Wellington  |
|                                   | \$1,088.00         |   | Airfare   | Wellington - Auckland - Kerikeri - Auckland - Tauranga - Wellington |
|                                   | \$62.00            |   | Rental Vehicle, 2 people, 1 day                           | Kerikeri  |
|                                   | \$25.00            |   | Taxi, 1 person  | Tauranga Airport to Tauranga City                                   |
|                                   | \$260.00           |   | Accommodation, 1 person, 1 day                            | Tauranga  |
|                                   | \$25.50            |   | Breakfast, 1 person                                       | Tauranga  |
|                                   | \$23.90            |   | Taxi, 1 person  | Tauranga City to Tauranga Airport                                   |
| <b>Subtotal - domestic travel</b> | <b>\$15,938.19</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) |
|--------------------------------|----------------|--|---|-------------|
| 6 January 2023                 | \$48.00        | Turnbull House Steering Group meeting - pre site visit | Lunch, 3 people   | Wellington  |
| 12 January 2023                | \$47.50        | Meeting with CE Kapiti Coast District Council          | Lunch, 2 people   | Paraparaumu |
|                                |                |  |   |             |
|                                |                |  |   |             |
|                                |                |  |   |             |
|                                |                |  |   |             |
| <b>Subtotal - local travel</b> | <b>\$95.50</b> | <b>Check - there are no hidden rows with data</b>      | <b>Check - each entry provides sufficient information</b> |             |

**Total travel expenses \$16,033.69**

#### 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

|                                |   |
|--------------------------------|---|
| <b>Organisation Name</b>       | Heritage New Zealand Pouhere Taonga                     |
| <b>Chief Executive</b>         | Andrew Coleman  |
| <b>Disclosure period start</b> | 1 July 2022   |
| <b>Disclosure period end</b>   | 30 June 2023  |
| <b>GST on costs</b>            | Figures include GST (where applicable)                  |
| <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<br>(e.g. hosting delegation from China, building relationships, team building) | Type of expense<br>(what and for how many e.g. dinner for 5) | Location(s) |
|---|---------------|---|--|-------------|
|   |               | No expenses to disclose   |  |             |
|   |               |   |  |             |
|   |               |   |  |             |
|   |               |   |  |             |
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|   |               |   |  |             |
|   |               |   |  |             |
| <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).                          |               |   |  |             |

## 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 2022   |
| <b>Disclosure period end</b>   | 30 June 2023  |
| <b>GST on costs</b>            | Figures include GST (where applicable)                  |
| <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<br>(e.g. subscription part of employment agreement, development as agreed with SSC) | Type of expense<br>(e.g. phone and data costs, membership fees) | Location(s) |
|---|---------------|--|---|-------------|
|   |               | No expenses to disclose  |   |             |
|   |               |  |   |             |
|   |               |  |   |             |
|   |               |  |   |             |
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|   |               |  |   |             |
|   |               |  |   |             |
|   |               |  |   |             |
| <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 2022   |
| Disclosure period end   | 30 June 2023  |
| 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<br>(e.g. event tickets, etc.) | Was the gift accepted?<br>(drop-down list in cell) | Offered by<br>(who made the offer?) | Estimated value in NZ\$<br>(drop-down list in cell but provide specific value if possible) | Other comments<br>(e.g. if given to others, whom?) |
|----------|---|--|-------------------------------------|--|--|
|          | NIL to disclose                           |  |                                     |  |  |
|          |   |  |                                     |  |  |
|          |   |  |                                     |  |  |
|          |   |  |                                     |  |  |
|          |   |  |                                     |  |  |
|          |   |  |                                     |  |  |
|          |   |  |                                     |  |  |
|          |   |  |                                     |  |  |
|          |   |  |                                     |  |  |
|          |   |  |                                     |  |  |

|   |                |          |   |  |
|---|----------------|----------|---|--|
| <b>Total count of gift/benefit entries:</b> | <b>Offered</b> | <b>0</b> | <b>Check - there are no hidden rows with data</b> | <b>Not all lines have an entry for "Description", "Was the gift accepted?" and "Estimated value in NZ\$"</b> |
|   | Accepted       | 0        |   |  |
|   | Declined       | 0        |   |  |

**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.  
 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).