

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

Organisation Name	Heritage New Zealand Pouhere Toanga
Chief Executive**	Andrew Coleman
Disclosure period start***	1 July 2018
Disclosure period end***	30 June 2019
Agency totals check	Data and totals have not yet been checked and confirmed for any sheet
Chief Executive approval****	This disclosure has been approved by the Chief Executive
Other sign-off****	Audit and Risk Committee member - David Nicoll

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	\$20,321.93	Figures include GST (where applicable)	Number offered	0
Hospitality	\$1,146.75	Not yet indicated	Number accepted	0
Other expenses	\$50.00	Not yet indicated	Number declined	0
International Travel	\$12,079.10	Figures include GST (where applicable)		
Domestic Travel	\$8,156.13	Figures include GST (where applicable)		
Local Travel	\$86.70	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 Toanga
Chief Executive	Andrew Coleman
Disclosure period start	1 July 2018
Disclosure period end	30 June 2019
GST on costs	Figures include GST (where applicable)
Agency totals check	

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)
7 September 2018	\$6,919.80	Meetings with the National Trust in the UK re: repatriation of the Hinemihi carvings.	Airfare	Wellington-London return
8 September 2018	\$1,998.74	The Z Hotel London- Hinemihi repatriation trip- 6 nights/1 person	Accommodation	London
9 September 2018	\$25.47	The Z Hotel Café- Breakfast for 1 person- Hinemihi travel	Meal	London
10 September 2018	\$75.42	Heathrow to London Express- for Hinemihi repatriation meetings	Train	London
10 September 2018	\$40.80	Paddington Station to Victoria Hotel- Hinemihi trip	Taxi	London
10 September 2018	\$85.22	Parking at Wellington Airport for travel to London for Hinemihi repatriation discussions	Vehicle costs	Wellington
10 September 2018	\$115.32	Dinner for 3 people	Meal	London
11 September 2018	\$39.00	The Z hotel Café- Meal for 1 person	Meal	London
11 September 2018	\$39.00	The Z Hotel Café- Meal for 1 person	Meal	London
11 September 2018	\$19.49	The Z Hotel Café- Meal for 1 person	Meal	London
11 September 2018	\$20.93	Taxi from Z Hotel to NZ High Commission for Hinemihi repatriation meeting	Taxi	London
11 September 2018	\$61.87	The Z Hotel- Room upgrade MHC Chair	Accommodation	London
11 September 2018	\$61.60	From NZ Arts Council to Hotel- Hinemihi meetings	Taxi	London
12 September 2018	\$34.77	Wetherspoons- Breakfast for 3 people- Maori Heritage Council Chair Sir John Clarke and wife Lady Kathy, Andrew Coleman	Meal	London
13 September 2018	\$97.97	Breakfast for 3, MHC Chair, Lady Kathy Clarke, Andrew Coleman	Meal	London
14 September 2018	\$97.66	Breakfast for 3, MHC Chair, Lady Kathy Clarke, Andrew Coleman	Meal	London
17 September 2018	\$77.00	Breakfast for 3, DCE Maori Heritage, CE, MHC Chair	Meal	London
7 November 2018	\$858.18	Flights to Sydney for Heritage Chairs and Officials Australia New Zealand conference	Airfares	Wellington-Sydney return
7 November 2018	\$1,024.77	Accommodation- Sydney- Stamford Hotel Circular Quay- 1 person-2 nights	Accommodation	Sydney
7 November 2018	\$89.55	Airport to Sydney CBD Hotel to attend HCOANZ conference	Taxi	Sydney
7 November 2018	\$16.33	Taxi from Stamford Hotel Circular Quay to HCOANZ meeting venue	Taxi	Sydney
7 November 2018	\$25.68	Taxi from HCOANZ meeting venue to Stamford Hotel Circular Quay	Taxi	Sydney
9 November 2018	\$50.62	Taxi- Sydney CBD to Airport after attending HCOANZ conference	Taxi	Sydney
20 May 2019	\$203.91	Accommodation for 1 person, 1 night, attendance at meetings with UK National Trust re: repatriation of Hinemihi.	Accommodation	London
Subtotal - international travel		\$12,079.10	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)
3 July 2018	\$42.00	Parking at Wellington Airport for Cook's Landing site meetings	Vehicle costs	Wellington
3 July 2018	\$204.89	View Cook's Landing Site for Tuia Encounters 250 prep	Airfares	Wellington- Gisborne return
5 August 2018	\$99.60	Taxi from HNZPT Offices to Upper Hutt	Taxi- 1 person	Wellington
6 August 2018	\$13.50	Taxi from Wellington Railway Station to Boulcott Street	Taxi-1 person	Wellington
28 August 2018	\$49.00	Parking- Wellington Airport for meetings in Auckland with Melanesian Mission Trust Board	Vehicle costs	Wellington
28 August 2018	\$66.60	Taxi from Auckland Airport to CBD for Auckland office meetings	Taxi- 1 person	Auckland
28 August 2018	\$10.80	Auckland-Newmarket to Civic Area for Auckland dofficie meetings	Taxi- 1 person	Auckland
28 August 2018	\$84.60	Taxi from Auckland CBD to Auckland airport	Taxi - 1 person	Auckland
28 August 2018	\$388.26	flights to Auckland for Auckland Office meetings	Airfares	Wellington-Auckland return
9 September 2018	\$130.50	Taxi from Upper Hutt to Wellington Airport for travel to UK for meetings with National Trust re: Hinemihi	Taxi- 1 person	Wellington
25 September 2018	\$49.00	Parking at Wellington Airport for Christchurch meetings with Ryman Healthcare	Vehicle costs	Wellington
25 September 2018	\$44.10	Taxi from ChCh airport to ChCh CBD for meetings with Ryman Healthcare	Taxi- 1 person	Christchurch
25 September 2018	\$259.98	Christchurch Office meeting, Ryman Healthcare meetings	Airfares	Wellington-ChCh return
25 September 2018	\$25.50	Taxi from CHCh CBD to ChCh airport	Taxi- 1 person	Christchurch
2 November 2018	\$258.26	Flights to ChCh for Board-MHC meetings- Timeball opening	Airfares	Wellington-ChCh return
2 November 2018	\$47.50	Taxi from ChCh Airport to CHCh CBD for Board-MHC meetings	Taxi- 1 person	Christchurch
2 November 2018	\$51.90	Taxi from CHCh CBD to ChCh airport for attendace at Board-MHC meetings	Taxi- 1 person	Christchurch
5 November 2018	\$49.00	Parking- Wellington Airport for attendance at Board- MHC meetings in Christchurch	Vehicle costs	Wellington
20 November 2018	\$42.61	Parking- Wellington Airport for attendance at meetings with ASB and Melanesian Mission Trust Board		Wellington
20 November 2018	\$591.86	Flights to Auckland for meetings with ASB Bank and Melanesian Mission Trust Board	Airfares	Wellington-Auckland return
20 November 2018	\$57.80	Taxi from Auckland Airport to Auckland CBD for meetings with ASB Bank and Melanesian Mission Trust Board	Taxi- 1 person	Auckland
20 November 2018	\$81.20	Taxi from Auckland CBD to Auckland Airport after meetings with ASB Bank and MMTB	Taxi- 1 person	Auckland
2 November 2018	\$42.61	Parking- Wellington Airport for attendance at Board- Maori Heritage Council meetings in ChCh.	Vehicle costs	Wellington
7 November 2018	\$147.00	Parking- 3 nights at Wellington Airport for attendance at Heritage Chairs and Officials Australia New Zealand meeting in Sydney	Vehicle costs	Wellington
27 November 2018	\$49.00	Parking- Wellington Airport- 1 night- for attendance at Meetings in ChCh with Ryman Healthcare	Vehicle costs	Wellington
27 November 2018	\$82.74	Rental Car- travel in ChCh for meetings with Ryman Healthcare and Southern Regional Office	Rental car	Christchurch
27 November 2018	\$537.19	Flights to ChCh for meetings with Ryman Healthcare re:Karori and Southern Regional office	Airfares	Wellington-ChCh return
28 November 2018	\$42.61	Parking- 1 night- Wellington Airport for attendance at NZAA meeting- Auckland	Vehicle costs	Wellington
28 November 2018	\$65.00	Taxi from Auckland CBD to Auckland Airport after NZAA meeting	Taxi- 1 person	Auckland
28 November 2018	\$82.80	Taxi from Auckland Airport to Auckland CBD for NZAA and Auckland office meetings	Taxi- 1 person	Auckland
28 November 2018	\$535.90	Flights to Auckland for NZAA conference	Airfares	Wellington-Auckland return
30 November 2018	\$525.14	Flights to Gisborne for Historic Places Aotearoa AGM	Airfares	Wellington-Gisborne return
30 November 2018	\$173.04	1 Night accommodation for 1 person- attendance at Historic Places Aotearoa conference	Accommodation	Gisborne
1 December 2018	\$42.61	Parking- Wellington Airport for travel to Gisborne- HPA Conference	Vehicle costs	Wellington

1 December 2018	\$20.26	Taxi in Gisborne for travel to HPA meeting	Taxi	Gisborne
6 December 2018	\$635.32	Flights to Hokitika for lanuch of Tohu Whenua West Coast	Airfares	Wellington- Hokitika return
6 December 2018	\$70.43	Breakfast- 2 people- opening of Tohu Whenua programme- Hokitika	Meals	Hokitika
10 December 2018	\$68.63	Springfield Service Station- Petrol fill up on rental car used for attendance at Tohu Whenua Launch- Hokitika	Vehicle costs	Springfield
12 December 2018	\$299.58	Flights to to Auckland for Senior Management team meeting	Airfares	Wellington- Auckland return
12 December 2018	\$127.83	Parking- Wellington Airport for Attendance at Auckland Senior Mngement meetings and Board- Maori Heritage Council meetings.	Vehicle costs	Wellington
9 January 2019	\$98.00	Parking at Wellington Airport- 2 nights- for travel to Rotrua for Hinemihi meetings	Vehicle costs	Wellington
14 January 2019	\$42.00	Parking at Wellington Airport for travel to Christchurch for office and property meetings	Vehicle costs	Wellington
13 March 2019	\$126.00	Parking at Wellington Airport for travel to ChCh and Dunedin for Southern Regional Offices meetings	Vehicle costs	Wellington
13 March 2019	\$46.30	Taxi from ChCh Airport to ChCh CBD for ChCh Heritage Terust meeting meetings	Taxi- 1 person	ChCh
13 March 2019	\$234.50	Dinner for 3- Christchurch Heritage Trust Awards	Meals	ChCh
14 March 2019	\$72.10	Tea for 4 people- Senior Management team.	Meals	Dunedin
5 April 2019	\$82.40	Taxi from Auckland CBD to Auckland Airport	Taxi	Auckland
5 April 2019	\$163.57	Flights to Auckland for NZ Engineers conference presentation and Auckland office visit	Airfares	Auckland
5 April 2019	\$70.90	Taxi from Auckland Airport to Auckland CBD for presenation at NZ Engineers Conference, Le Quesnoy Trust, and Auckland office	Taxi- 1 person	Auckland
10 April 2019	\$57.30	Taxi to Parnell for meeting with Board members	Taxi- 1 person	Auckland
10 April 2019	\$12.80	Taxi from Parnell to Auckland CBD for meeting with Antarctic Heritage Trust	Taxi- 1 person	Auckland
10 April 2019	\$49.00	Parking at Wellington Airport for travel to Auckland for meeting with Antarctic Heritage Trust	Vehicle costs	Wellington
13 March 2019	\$105.22	Rental car for 2 days travel to Southern HNZPT properties and regional office visit	Rental car	Christchurch
22 April 2019	\$600.89	Flights to Auckland for HCOANZ 2019 conference	Airfares	Wellington-Auckalnd return
23 April 2019	\$199.00	Heritage Hotel Auckland- Accomodation Senior Management (Andrew Coleman) for attendance HCOANZ 2019 conference	Accommodation	Auckland
23 April 2019	\$78.56	Dinner and breakfast for 1 person	Meals	Auckland
25 April 2019	\$270.81	Rental car for 6 days during HCOANZ 2019 meeting	Rental car	Waitangi
30 April 2019	\$26.09	Air New Zealand contact centre fee for flight change	Airfares	Auckland
29 April 2019	\$241.23	Meal costs- 1 person- for 7 days	Meals	Waitangi
23 May 2019	\$49.80	Taxi- 1 person- Wellington Airport to HNZPT office at Boulcott Street	Taxi	Wellington
20 June 2019	\$45.10	ChCh Airport to ChCh CBD Southern office for emetings	Taxi	Christchurch
21 June 2019	\$34.00	Parking at Wellington Airport for travel to Christchurch for Southern team meeting, Antarctic Heritage Trust meeting, Canterbury Museum meeting	Vehicle costs	Wellington

Subtotal - domestic travel \$8,156.13 **Check - there are no hidden rows with data** **Not all lines have an entry for "Cost in NZ\$" and "Type of expense"**

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)
23 August 2018	\$21.70	Taxi to Karori site visit for Board and MHC	Taxi for Board and MHC members	Wellington
23 August 2018	\$21.90	Taxi to Karori site visit for Board and MHC	Taxi for Board and MHC members	Wellington
23 August 2018	\$21.10	Taxi to Karori site visit for Board and MHC	Taxi for Board and MHC members	Wellington
23 August 2018	\$22.00	Taxi to Karori site visit for Board and MHC	Taxi for Board and MHC members	Wellington

Subtotal - local travel \$86.70 **Check - there are no hidden rows with data** **Check - each entry provides sufficient information**

Total travel expenses

\$20,321.93

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.

** 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 Toanga
Chief Executive	Andrew Coleman
Disclosure period start	1 July 2018
Disclosure period end	30 June 2019
GST on costs	
Agency totals check	

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)
26 November 2018	\$134.60	Morning tea for Deloitte auditors and staff	morning tea for approximately 30 people	Wellington
1 January 2019	\$200.00	Ngati Hinemihi Charitable Trust Koha Cheque	gift	Tarawera
7 January 2019	\$76.70	Coffee for 8, Executive Team (4 people) and Ngati Hinemihi (4 people)	morning tea for 8	Rotorua
29 March 2019	\$100.00	Gift ketes for HCOANZ conference attendees	Gifts for 50 conference attendees.	Wellington
3 April 2019	\$212.50	Pounamu offcuts as gifts for HCOANZ conference attendees	Gifts for 50 conference attendees.	Wellington
4 April 2019	\$40.84	Chocolates as gifts for HCOANZ 2019 Conference	Gifts for 50 conference attendees.	Wellington
11 April 2019	\$155.00	Gifts for HCOANZ 2019 Conference Chairs- 1 ceramic huia feather, 2 wooden huia feathers	Gifts for 3 conference guests	Wellington
13 May 2019	\$62.61	Food for Arts, Culture, and Heritage CE's meeting	Food for approximately 10 people	Wellington
12 June 2019	\$114.00	Morning tea for Board Sub-Committee members	Tea for 8 people	Wellington
12 June 2019	\$50.50	Breakfast for Audit and Risk Committee members, CE	Breakfast for 3people	Wellington

Total hospitality expenses	\$1,146.75	Check - there are no hidden rows with data	Check - each entry provides sufficient information
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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 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.	
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

Organisation Name	Heritage New Zealand Pouhere Toanga
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GST on costs	
Agency totals check	

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)
31 October 2018	\$50.00	Book Purchase- Antarctica Heritage Trust	Book for organisation library	Christchurch
Total other expenses	\$50.00	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 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.				
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 Toanga
Chief Executive	Andrew Coleman
Disclosure period start	1 July 2018
Disclosure period end	30 June 2019
GST on values	
Agency totals check	

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?)
	Not applicable. No gifts have been offered or accepted by the CE this financial year.				
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 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).					