

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

Organisation Name*	Te Taura Whiri i te Reo Māori
Secretary or Chief Executive**	Ngahiwi Apanui
Disclosure period start***	1 July 2022
Disclosure period end***	30 June 2023
Agency totals check	Data and totals checked on all sheets
Secretary or Chief Executive approval****	This disclosure has been approved by the Departmental Secretary or Chief Executive
Other sign-off****	Director of Corporate Services

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	\$2,192.94	Figures exclude GST		Number offered	0
Hospitality	\$0.00	Figures exclude GST		Number accepted	0
Other expenses	\$309.62	Figures exclude GST		Number declined	0
International Travel	\$0.00	Figures exclude GST			
Domestic Travel	\$2,054.59	Figures exclude GST			
Local Travel	\$138.35	Figures exclude GST			
Notes					

* Headings on following tabs will pre populate with what you enter on this tab

** Create a new workbook for a new or Acting Departmental secretary or Chief Executive

*** Update if a shorter or different period is covered

**** This disclosure must be approved by the Departmental secretary or Chief Executive and another appropriate party, e.g. Board Chair, Chief Financial Officer or Audit and Risk

Public Service Secretary or Chief Executive Expense Disclosure

Organisation Name	Te Taura Whiri i te Reo Māori
Public Service Secretary or Chief Executive	Ngahiwi Apanui
Disclosure period start	1 July 2022
Disclosure period end	30 June 2023
GST on costs	Figures exclude GST
Agency totals check	Data and totals on this worksheet checked and confirmed

International, domestic and local travel expenses

All expenses incurred by Public Service secretary or 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.		
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)
8 September 2022	\$3.00	Te Petihana	Booking Fees	New Plymouth
8 September 2022	\$3.00	Te Petihana	Booking Fees	New Plymouth
15 September 2022	\$130.43	Te Petihana	Accommodation	New Plymouth
15 September 2022	\$650.20	Te Petihana	Flights	New Plymouth
11 October 2022	\$3.00	Ngā Tohu Reo Māori	Booking Fees	Auckland
20 October 2022	\$7.00	I am Hana Event	Booking Fees	New Plymouth
6 December 2022	\$3.00	Ngā Tohu Reo Māori	Booking Fees	Auckland
9 December 2022	\$528.01	Ngā Tohu Reo Māori	Flights	Auckland
9 December 2022	\$79.50	Ngā Tohu Reo Māori	Rental Car	Auckland
18 December 2022	\$66.25	Ngā Tohu Reo Māori	Booking Fees	Auckland
23 December 2022	\$3.00	Te Matatini	Booking Fees	Auckland
9 February 2023	\$20.00	Te Matatini	Booking Fees	Auckland
9 February 2023	\$3.00	Te Matatini	Booking Fees	Auckland
22 February 2023	\$238.70	Te Matatini	Flights	Auckland
23 February 2023	\$37.11	Te Matatini	Taxi	Auckland
24 February 2023	\$29.17	Te Matatini	Taxi	Auckland
24 May 2023	\$15.00	Koloa Pacific Language Fono	Booking Fees	Auckland
12 June 2023	\$225.22	Koloa Pacific Language Fono	Accommodation	Auckland

13 June 2023	\$3.00	Koloa Pacific Language Fono	Booking Fees	Auckland
23 June 2023	\$7.00	Koloa Pacific Language Fono	Booking Fees	Auckland
Subtotal - domestic travel		\$2,054.59	Check - there are no hidden rows with data	

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)
13 October 2022	\$13.30	Attend staff lunch	Taxi	Wellington
13 October 2022	\$34.43	Attend staff lunch	Taxi	Wellington
2 December 2022	\$11.51	Attend staff lunch	Taxi	Wellington
15 December 2022	\$40.94	Attend poroporoaki.	Taxi	Wellington
15 December 2022	\$25.93	Attend poroporoaki.	Taxi	Wellington
7 June 2023	\$12.24	Attend symposium	Taxi	Wellington
Subtotal - local travel		\$138.35	Check - there are no hidden rows with data	

Total travel expenses	\$2,192.94
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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).

Public Service Secretary or Chief Executive Expense Disclosure

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Public Service Secretary or Chief Executive	Ngahiwi Apanui
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GST on costs	Figures exclude GST
Agency totals check	Data and totals on this worksheet checked and confirmed

Hospitality Offered to Third Parties*

All hospitality expenses provided by the Public Service secretary or chief executive in the context of their 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 expenses.		

Total hospitality expenses	\$0.00	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 - 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).		

Public Service Secretary or Chief Executive Expense Disclosure

Organisation Name	Te Taura Whiri i te Reo Māori
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GST on costs	Figures exclude GST
Agency totals check	Data and totals on this worksheet checked and confirmed

All Other Expenses

*All other expenditure incurred by the Public Service secretary or 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 PSC)	Type of expense (e.g. phone and data costs, membership fees)	Location(s)
1 July 2022	\$1.29	Data costs	Phone and data costs	Wellington
1 July 2022	\$22.00	Phone costs	Phone and data costs	Wellington
1 August 2022	\$0.17	Data costs	Phone and data costs	Wellington
1 August 2022	\$22.00	Phone costs	Phone and data costs	Wellington
30 September 2023	\$15.00	Visa card Fees	Bank Fees	Wellington
31 October 2022	\$19.91	Phone and data costs	Phone and data costs	Wellington
30 November 2022	\$20.78	Phone and data costs	Phone and data costs	Wellington
31 December 2022	\$71.38	Phone and data costs	Phone and data costs	Wellington
31 January 2023	\$19.91	Phone and data costs	Phone and data costs	Wellington
28 February 2023	\$20.78	Phone and data costs	Phone and data costs	Wellington
31 March 2023	\$20.35	Phone and data costs	Phone and data costs	Wellington
1 April 2023	\$15.00	Visa card Fees	Bank Fees	Wellington
30 April 2023	\$19.48	Phone and data costs	Phone and data costs	Wellington
31 May 2023	\$22.09	Phone and data costs	Phone and data costs	Wellington
30 June 2023	\$19.48	Phone and data costs	Phone and data costs	Wellington

Total other expenses	\$309.62	Check - there are no hidden rows with data	Check - each entry provides sufficient information
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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.
 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).

Public Service Secretary or Chief Executive Gifts and Benefits Disclosure

Organisation Name	Te Taura Whiri i te Reo Māori
Public Service Secretary or Chief Executive	Ngahiwi Apanui
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 Public Service secretary or chief executive by people external to the Public Service. 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.				

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

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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).