

Secretary and Chief Executive Expense Disclosures: A Guide for Agency Staff

Please refer to the link below for guidance in helping you to complete the workbook

<https://www.publicservice.govt.nz/assets/DirectoryFile/Chief-executive-gifts-benefits-and-expenses-disclosures-A-guide-for-agency-staff.pdf>

In the following worksheets, cells shaded light green require input. All other cells are locked to prevent change.

Purpose

The purpose of regular public disclosure of secretaries and/or chief executive's expenses is to provide transparency and accountability for discretionary expenditure by Public Service agencies and statutory Crown entities. Publishing clear and detailed disclosures is integral to building and maintaining the public's trust and confidence in the Public service.

What is covered?

All expenses for items offered, accepted or declined by secretaries or chief executives in performing their role are required to be disclosed, whether paid by credit card or invoiced. This includes expenses for more personal undertakings, such as professional development expenditure, in addition to outgoings for the likes of travel and entertainment. Secretary and chief executive expenses are not generally regarded as personal or commercially sensitive. Refer to the Ombudsman Guide to Chief Executive Expenses for guidance. Business or corporate expenses for the organisation that are met from the secretaries or chief executive's budget or paid by their credit card are excluded. Expense disclosures cover the full period of the report, and are completed by each secretary or chief executive, including in Acting roles - Complete a separate workbook for each.

How does it work?

Secretaries or chief executives disclose the expenses, gifts & hospitality they have expended or been offered using this Excel workbook. Secretaries or chief executives formally approve completed Excel workbooks and an appropriate person reviews them (see guidance). They are posted on agency websites and linked to www.data.govt.nz. See: <https://www.data.govt.nz/toolkit/how-do-i-add-or-update-our-chief-executive-expenses/>

When and how often are disclosures made?

Disclosures cover the year to 30 June and are expected to be published by 31 July.

Disclosed Information - this workbook includes a tab for each of the following categories:

Summary and sign-off

This tab contains a summary of the information presented: it includes a single place to update entity information, running totals of the different types of expenses and gifts/benefits, and records the required checks and sign-offs before publication.

Travel

All expenses incurred by secretaries or chief executives during international, national and local travel are disclosed. Expenditure relating to each trip is grouped (particularly for overseas trips), but the nature of the items of expenditure are disclosed separately, with individual lines for the likes of airfares, accommodation, meals, and taxis.

Hospitality

All work-related hospitality expenses provided by the secretary or chief executive to people external to Public Service agencies and statutory Crown entities.

All other expenses

All other expenses incurred by the secretary or chief executive that are not captured under the definition of travel, hospitality or gifts and benefits are disclosed in this section. This includes items such as cell phone and data costs, subscriptions, membership fees, conference fees, and professional development fees.

If in doubt, the principles of transparency and accountability apply and therefore all items are disclosed, unless there is a very good reason not to. The Ombudsman's view is that "because this expenditure is incurred by very senior employees acting in an official capacity and for a business purpose, the privacy interests of the chief executives who incurred the expenditure are low".

Gifts and benefits

All gifts, invitations to events and other hospitality, of \$50 or more in total value per year, offered, accepted or declined by the secretary or chief executive from people external to Public Service agencies and statutory Crown entities are disclosed. A brief explanation of what the secretary or chief executive did with the gifts and benefits is supplied, which includes whether the offer was declined.

Usually gifts and benefits that have more than a token value are also declared on an open register within agencies, as well as on the expenses disclosure. Please note that anything offered is official information and is covered by the Official Information Act.

The value of each gift or benefit should be provided/estimated where possible. If an estimate is approximate, valuation 'ranges' can be submitted. It should be recorded where the cost of a gift cannot be reasonably estimated, or where an estimate is inappropriate (e.g. because of the nature of the item or because disclosing an estimated value might cause offence such as a cultural gift).

How to present information

Please complete this Excel workbook for your Chief Executive's gifts, benefits and expenses.

Complete separate tables for each category using the tabs provided in this Excel workbook: Travel, Hospitality, Gifts and Benefits, All other expenses.

Complete all fields. The header (organisation name, secretary or chief executive name and reporting period) will pre-populate once you enter it on the 'Summary and sign-off' tab.

Whether costs are GST exclusive or inclusive needs to be consistent on each sheet, and ideally should be consistent across all sheets. You have the option to use GST exclusive or inclusive as it may depend how you get your source information.

Mark clearly if no information to disclose - where there is no information to disclose, record this clearly on the spreadsheet with a suitable description such as “no travel expenses to disclose for this period”; “no gifts received” or “no hospitality provided”. Please do not leave the page blank.

Ensure the disclosure is for the full reporting period. Include separate disclosures for each secretary or chief executive, including those in Acting roles.

Provide sufficient detail for each item in the spreadsheet. Agencies are encouraged to take a why, what, who, where and how approach to describing individual items. A good description that outlines the nature of the item and its purpose improves understanding of why expenses have been incurred or why gifts and hospitality have been given or received.

Provide full information for every entry. The alert "Some records may be incomplete" will show in the 'Total' line if any expense has 'Cost' or 'Type of expense' missing, or, any gift has 'Accepted/Declined', 'Description' or 'Estimated value' missing.

The subtotals and totals should appear and update automatically, once you add information to the rows above. Insert more rows as you need - right click on the row number (at the left of screen) and select 'Insert' - new row will insert above.

Uploading the workbook - please ensure it is easy to find on your website.

The Disclosures webpage could be headed with a statement such as: “(This agency) is disclosing the Secretary or Chief Executive’s expenses, gifts and hospitality as part of its commitment to transparency and accountability”.

Further assistance

For help with publishing on data.govt contact info@data.govt.nz.

Expenses should be posted on agency websites and linked to [www.data.govt.nz](https://www.data.govt.nz/toolkit/how-do-i-add-or-update-our-chief-executive-expenses/). See: <https://www.data.govt.nz/toolkit/how-do-i-add-or-update-our-chief-executive-expenses/>

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

| | |
|--|--|
| Organisation Name* | Mana Mokopuna- Children and Young People's Commission |
| Secretary or Chief Executive** | Dr Claire Achmad |
| Disclosure period start*** | 1 July 2024 |
| Disclosure period end*** | 30 June 2025 |
| 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**** | Corporate Services Manager |

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 | \$54,720.25 | Figures include GST (where applicable) | | Number offered | 1 |
| Hospitality | \$963.65 | Figures include GST (where applicable) | | Number accepted | 1 |
| Other expenses | \$10,375.77 | Figures include GST (where applicable) | | Number declined | 0 |
| | | | | | |
| International Travel | \$15,238.56 | Figures include GST (where applicable) | | | |
| Domestic Travel | \$36,549.91 | Figures include GST (where applicable) | | | |
| Local Travel | \$2,931.78 | 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 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 | Mana Mokopuna- Children and Young People's Commission |
| Public Service Secretary or Chief Executive | Dr Claire Achmad |
| Disclosure period start | 1 July 2024 |
| Disclosure period end | 30 June 2025 |
| 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 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) |
| 24 February 2025 | \$697.08 | UNICEF Consultation towards a Global Network of Independent Child Right's Institutions | Accommodation | Budapest |
| 2 March 2025 | \$127.30 | UN Human Rights Council Day of Discussion on the Rights of the Child | Travel insurance | Budapest, Amsterdam, Geneva |
| 5 March 2025 | \$59.67 | UNICEF Consultation towards a Global Network of Independent Child Right's Institutions | Travel insurance | Budapest |
| 5 March 2025 | \$204.62 | UNICEF Consultation towards a Global Network of Independent Child Right's Institutions | Accommodation | Budapest |
| 8 March 2025 | \$1,416.05 | Connecting with Netherlands children's rights organisations and lecturing on children's rights | Accommodation | Amsterdam |
| 9 March 2025 | \$14.23 | Child Law Department University of Leiden - Guest Lecture | Meal | Amsterdam |
| 9 March 2025 | \$53.67 | Child Law Department University of Leiden - Guest Lecture | Meal | Amsterdam |
| 10 March 2025 | \$18.61 | Child Law Department University of Leiden - Guest Lecture | Meal | Amsterdam |
| 10 March 2025 | \$37.24 | Child Law Department University of Leiden - Guest Lecture | Meal | Amsterdam |
| 11 March 2025 | \$22.80 | UNICEF Consultation towards a Global Network of Independent Child Right's Institutions | Meal | Budapest |
| 11 March 2025 | \$10.83 | UNICEF Consultation towards a Global Network of Independent Child Right's Institutions | Bus | Budapest |
| 11 March 2025 | \$556.00 | UNICEF Consultation towards a Global Network of Independent Child Right's Institutions | Accommodation | Budapest |
| 12 March 2025 | \$1,594.49 | Arinex ICTC 2025 - Attendance at International Childhood Trauma Conference | Conference | Melbourne |
| 12 March 2025 | \$23.06 | UNICEF Consultation towards a Global Network of Independent Child Right's Institutions | Meal | Budapest |
| 12 March 2025 | \$12.70 | UNICEF Consultation towards a Global Network of Independent Child Right's Institutions | Meal | Budapest |
| 13 March 2025 | \$35.64 | UNICEF Consultation towards a Global Network of Independent Child Right's Institutions | Meal | Budapest |
| 13 March 2025 | \$23.18 | UNICEF Consultation towards a Global Network of Independent Child Right's Institutions | Meal | Budapest |
| 14 March 2025 | \$38.33 | UNICEF Consultation towards a Global Network of Independent Child Right's Institutions | Meal | Budapest |
| 14 March 2025 | \$10.38 | UNICEF Consultation towards a Global Network of Independent Child Right's Institutions | Meal | Budapest |
| 14 March 2025 | \$275.77 | UNICEF Consultation towards a Global Network of Independent Child Right's Institutions | Accommodation | Budapest |
| 15 March 2025 | \$69.28 | UN Bookshop - Book | Books | Geneva, Switzerland |
| 15 March 2025 | \$78.03 | UNICEF Consultation towards a Global Network of Independent Child Right's Institutions | Taxi | Budapest |
| 15 March 2025 | \$14.02 | UNICEF Consultation towards a Global Network of Independent Child Right's Institutions | Meal | Budapest |
| 15 March 2025 | \$1,362.57 | UN Human Rights Council Day of Discussion on the Rights of the Child and side-meetings | Accommodation | Amsterdam |
| 15 March 2025 | \$24.74 | UN Human Rights Council Day of Discussion on the Rights of the Child and side-meetings | Meal | Geneva |
| 15 March 2025 | \$9.62 | UN Human Rights Council Day of Discussion on the Rights of the Child and side-meetings | Meal | Geneva |
| 15 March 2025 | \$24.59 | UN Human Rights Council Day of Discussion on the Rights of the Child and side-meetings | Meal | Geneva |
| 15 March 2025 | \$23.92 | UN Human Rights Council Day of Discussion on the Rights of the Child and side-meetings | Meal | Geneva |
| 15 March 2025 | \$506.49 | UN Human Rights Council Day of Discussion on the Rights of the Child and side-meetings | Accommodation | Geneva |
| 15 March 2025 | \$56.99 | UN Human Rights Council Day of Discussion on the Rights of the Child and side-meetings | Meal | Geneva |
| 15 March 2025 | \$24.74 | UN Human Rights Council Day of Discussion on the Rights of the Child and side-meetings | Meal | Geneva |

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|---------------|------------|--|------------------|-----------------------------|
| 16 March 2025 | \$13.15 | UN Human Rights Council Day of Discussion on the Rights of the Child | Train | Amsterdam |
| 18 March 2025 | \$53.55 | UN Human Rights Council Day of Discussion on the Rights of the Child | Meal | Amsterdam |
| 18 March 2025 | \$39.31 | UN Human Rights Council Day of Discussion on the Rights of the Child | Train | Amsterdam |
| 19 March 2025 | \$19.65 | UN Human Rights Council Day of Discussion on the Rights of the Child | Train | Amsterdam |
| 31 March 2025 | \$4,559.24 | UN Human Rights Council Day of Discussion on the Rights of the Child | Airfares | Budapest, Amsterdam, Geneva |
| 9 May 2025 | \$22.69 | Child First Forum Conference Australia New Zealand Childrens Commissioners | Travel insurance | Australia |
| 13 May 2025 | \$13.34 | Child First Forum Conference Australia New Zealand Childrens Commissioners | Meal | Canberra |
| 13 May 2025 | \$14.67 | Child First Forum Conference Australia New Zealand Childrens Commissioners | Meal | Canberra |
| 13 May 2025 | \$30.60 | Child First Forum Conference Australia New Zealand Childrens Commissioners | Meal | Canberra |
| 13 May 2025 | \$37.03 | Child First Forum Conference Australia New Zealand Childrens Commissioners | Taxi | Canberra |
| 14 May 2025 | \$29.60 | Child First Forum Conference Australia New Zealand Childrens Commissioners | Taxi | Canberra |
| 14 May 2025 | \$31.05 | Child First Forum Conference Australia New Zealand Childrens Commissioners | Taxi | Canberra |
| 14 May 2025 | \$316.60 | Child First Forum Conference Australia New Zealand Childrens Commissioners | Accommodation | Canberra |
| 15 May 2025 | \$1,033.72 | ANZCCGA conference | Accommodation | Sydney |
| 14 May 2025 | \$21.40 | ANZCCGA conference | Meals | Sydney |
| 15 May 2025 | \$59.60 | ANZCCGA conference | Meals | Sydney |
| 16 May 2025 | \$15.10 | ANZCCGA conference | Meal | Sydney |
| 16 May 2025 | \$70.33 | ANZCCGA conference | Meal for 2 | Sydney |
| 17 May 2025 | \$52.14 | ANZCCGA conference | Meal | Sydney |
| 30 May 2025 | (\$706.68) | Refund from Barcelo hotel in Hungary for double payment of accommodation in Budapest | Accommodation | Budapest |
| 31 May 2025 | \$2,085.83 | ANZCCGA conference and Child First Forum Conference | Airfares | Sydney, Canberra |
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Subtotal - international travel \$15,238.56 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) |
| 04 Jul 2024 | 50.60 | Taxi to WLG airport | Taxi | Wellington |
| 04 Jul 2024 | 59.90 | Taxi from CHC airport | Taxi | Christchurch |
| 05 Jul 2024 | 63.90 | Taxi to CHC airport | Taxi | Christchurch |
| 05 Jul 2024 | 45.70 | Taxi from WLG airport | Taxi | Wellington |
| 05 Jul 2024 | 21.67 | Taxi to WLG airport | Taxi | Wellington |
| 05 Jul 2024 | 733.74 | WLG/CHC/WLG for Christchurch engagement | Airfares | Christchurch |
| 06 Jul 2024 | 8.16 | Airport GoGo - Youth Health Conference | Meals | Christchurch |
| 07 Jul 2024 | 137.35 | SYPHANZ Youth Health Conference | Accommodation | Christchurch |
| 08 Jul 2024 | 55.20 | Taxi to WLG airport | Taxi | Wellington |
| 08 Jul 2024 | 9.23 | Speaking at SYPHANZ Youth Health Conference | Meals | Christchurch |
| 09 Jul 2024 | 53.80 | Taxi engagement to accommodation | Taxi | Auckland |
| 09 Jul 2024 | 93.00 | Taxi to AKL airport | Taxi | Auckland |
| 09 Jul 2024 | 57.20 | Taxi from WLG airport | Taxi | Wellington |
| 10 Jul 2024 | 3.00 | AKL airport parking - Titirangi Primary School Art Exhibition | Parking | Auckland |
| 11 Jul 2024 | 38.76 | Vevo foodstore - Titirangi Primary School Art Exhibition | Meals for 2 | Auckland |
| 20 Aug 2024 | 589.90 | Flight from Wellington to Auckland - 8-9 July to attend Titirangi primary school | Airfares | Auckland |
| 28 Aug 2024 | 783.80 | Wellington to Christchurch flight for Next Generation Conversation Hui | Airfares | Christchurch |
| 28 Aug 2024 | 44.40 | Taxi from CHC airport | Taxi | Christchurch |
| 28 Aug 2024 | 48.80 | CHC hospital to Ferryroad | Taxi | Christchurch |
| 28 Aug 2024 | 35.00 | Ferryroad to City South | Taxi | Christchurch |
| 28 Aug 2024 | 59.80 | City South to CHC airport | Taxi | Christchurch |
| 28 Aug 2024 | 44.00 | Taxi from WLG airport | Taxi | Wellington |
| 28 Aug 2024 | 783.80 | Wellington to Christchurch flight for Next Generation Conversation Hui | Airfares | Christchurch |
| 29 Aug 2024 | 27.40 | Bar Yoku - NGC hui | Meals | Christchurch |

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|--------------|----------|---|-------------------------------|------------------|
| 29 Aug 2024 | 11.66 | Grizzly Baked Goods - NGC hui - Christchurch | Meals | Christchurch |
| 30 Aug 2024 | 47.30 | Taxi to WLG airport | Taxi | Wellington |
| 30 Aug 2024 | 69.00 | Taxi from airport | Taxi | Wellington |
| 31 Aug 2024 | 465.22 | Flight from Wellington to Queenstown - August 30 for Mental Health Conference | Airfares | Queenstown |
| 31 Aug 2024 | 25.40 | Fergburger - Mental Health conference in Queenstown | Meals | Queenstown |
| 01 Sept 2024 | 73.00 | Taxi to Queenstown airport | Taxi | Queenstown |
| 01 Sept 2024 | 804.58 | Rydges Queenstown - Accommodation Rydges Queenstown | Hotel 2 nights | Queenstown |
| 01 Sept 2024 | 47.70 | Taxi from WLG airport | Taxi | Wellington |
| 01 Sept 2024 | 118.09 | Queenstown to Wellington flight adjustment charge | Airfares | Queenstown |
| 02 Sept 2024 | 691.60 | Flight from Hamilton to Wellington returning from Kingi Tuheitia's tangi in Ngaruawahia | Airfares | Hamilton |
| 02 Sept 2024 | 18.79 | Drop Cafe - Mental Health Conference Queenstown visit | Meals | Queenstown |
| 02 Sept 2024 | 41.82 | Odd Saint - Mental health Conference in Queenstown | Meals | Queenstown |
| 03 Sept 2024 | 47.70 | Taxi to WLG airport | Taxi | Wellington |
| 03 Sept 2024 | 379.00 | Booking.com - Kingi Tuheitia tangihanga | Accommodation for 3 people | Hamilton |
| 03 Sept 2024 | 93.40 | Taxi to HLZ airport to Rotuhuna | Taxi | Hamilton |
| 04 Sept 2024 | 355.60 | HLZ/WLG for Kingi Tuheitia tangihanga in Ngaruawahia | Airfares | Hamilton |
| 04 Sept 2024 | 50.80 | Taxi from WLG airport | Taxi | Wellington |
| 05 Sept 2024 | 124.00 | Sentinel Cafe - Kingi Tuheitia tangihanga in Ngaruawahia | Meals for 4 | Hamilton |
| 14 Sept 2024 | 681.80 | WLG/AKL/WLG for CAHRE National Symposium | Airfares | Auckland |
| 14 Sept 2024 | 30.30 | Taxi Starship hospital to Onehunga | Taxi | Auckland |
| 19 Sept 2024 | 857.60 | WLG/AKL/WLG for Suffrage Day Celebrations | Airfares | Hamilton |
| 20 Sept 2024 | 33.00 | Taxi Mt Eden to Oranga | Taxi | Auckland |
| 24 Sept 2024 | 46.90 | Taxi to WLG airport | Taxi | Wellington |
| 24 Sept 2024 | 528.00 | WLG/AKL/WLG for FASD Symposium | Airfares | Auckland |
| 25 Sept 2024 | 36.90 | Taxi Onehunga to Pt Chevalier | Taxi | Auckland |
| 25 Sept 2024 | 49.90 | Taxi from WLG airport | Taxi | Wellington |
| 25 Sept 2024 | 170.11 | WOTIF - Tuscany Villas Whakatane - Engagements | Accommodation | Whakatane |
| 26 Sept 2024 | 19.80 | Be Soul Origin - FASD conference in Auckland | Meals | Auckland |
| 08 Oct 2024 | 59.60 | Taxi to WLG airport | Taxi | Wellington |
| 08 Oct 2024 | 919.80 | WLG/HLZ/WLG for Maori Women's Welfare League National conference | Airfares | Hamilton |
| 09 Oct 2024 | 63.00 | Taxi from WLG airport | Taxi | Wellington |
| 09 Oct 2024 | 538.00 | Ibis Hotel in Tainui. - Māori Women's Welfare League AGM Pōwhiri | Accommodation | Hamilton |
| 14 Oct 2024 | 49.50 | Taxi to WLG airport | Taxi | Wellington |
| 14 Oct 2024 | 610.00 | WLG/ROT/AKL October 14-15 for Kawerau Youth council | Airfares | Rotorua,Auckland |
| 16 Oct 2024 | 19.20 | Sushi Platter Auckland - visiting Niuean mokopuna | Meals | Auckland |
| 17 Oct 2024 | 45.30 | Taxi to AKL airport | Taxi | Auckland |
| 17 Oct 2024 | 60.60 | Taxi from WLG airport | Taxi | Wellington |
| 18 Oct 2024 | 66.10 | Taxi to WLG airport | Taxi | Wellington |
| 18 Oct 2024 | 700.20 | WLG/CHC/WLG for Parents of Vision Impaired Conference | Airfares | Christchurch |
| 21 Oct 2024 | 587.33 | Novotel Christchurch - Parents of Vision Impaired conference | Hotel 1 night including meals | Christchurch |
| 24 Oct 2024 | 446.10 | WLG/AKL for ANZASW 60th Anniversary event speech | Airfares | Auckland |
| 24 Oct 2024 | 32.60 | Taxi from Onehunga to Mangere Bridge | Taxi | Auckland |
| 24 Oct 2024 | 35.60 | Taxi from Airport Oaks to Onehunga | Taxi | Auckland |
| 24 Oct 2024 | 1,063.80 | WOTIF - Dunedin Leisure Lodge for Claire - Visit to Te Kaika on 11 November. Speaking at Paediatric Society Conference and attending child protection satellite day | Hotel 3 nights | Dunedin |
| 25 Oct 2024 | 33.00 | Taxi Onehunga to Meadowbank | Taxi | Auckland |
| 25 Oct 2024 | 54.50 | Taxi Onehunga to Avondale | Taxi | Auckland |
| 29 Oct 2024 | 47.50 | Taxi Avondale to Onehunga | Taxi | Auckland |
| 30 Oct 2024 | 51.20 | Taxi to AKL airport | Taxi | Auckland |
| 30 Oct 2024 | 539.80 | AKL/WLG returning from Auckland engagement | Airfares | Auckland |
| 30 Oct 2024 | 46.20 | Taxi from WLG airport | Taxi | Wellington |
| 31 Oct 2024 | 48.30 | Taxi to WLG airport | Taxi | Wellington |
| 31 Oct 2024 | 571.90 | WLG/CHC/WLG for Triennial Family Court Judges Conference | Airfares | Christchurch |
| 06 Nov 2024 | 577.00 | WLG/AKL/WLG for CURE Kids Adolescent Mental Health lecture | Airfares | Auckland |
| 08 Nov 2024 | 43.80 | Taxi from WLG airport | Taxi | Wellington |

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|-------------|----------|--|---------------|-----------------|
| 09 Nov 2024 | 10.90 | SoulOriginAKLDomesticA - Cure Kids Child and Adolescent Mental Health Chair conference | Meals | Dunedin |
| 11 Nov 2024 | 74.80 | Taxi to WLG airport | Taxi | Wellington |
| 11 Nov 2024 | 143.00 | WLG/DUD for Pediatric Society AGM | Airfares | Dunedin |
| 11 Nov 2024 | 114.70 | Taxi Dunedin airport to Leith Valley | Taxi | Dunedin |
| 11 Nov 2024 | 43.30 | Taxi Leith Valley to Corstorphine | Taxi | Dunedin |
| 11 Nov 2024 | 37.00 | Taxi Corstorphine to Leith Valley | Taxi | Dunedin |
| 12 Nov 2024 | 65.94 | Esplanade - Paediatric Conference | Meals | Dunedin |
| 13 Nov 2024 | 48.80 | Indian Spice Limited - Paediatric Conference | Meals | Dunedin |
| 14 Nov 2024 | 59.30 | Taxi from WLG airport | Taxi | Wellington |
| 15 Nov 2024 | 17.69 | Taco Bell - Paediatric Conference | Meals | Dunedin |
| 16 Nov 2024 | 575.60 | AIRNZ WLG/AKL for interview at an Auckland TV studio | Airfares | WLG/AKL |
| 16 Nov 2024 | 55.00 | Taxi from AKL airport to Onehunga | Taxi | Auckland |
| 16 Nov 2024 | 1,299.60 | WLG/AKL/NPE return for engagment later cancelled | Airfares | WLG/AKL/NPE/WLG |
| 17 Nov 2024 | (446.20) | WLG/AKL/NPE return for engagment cancelled | Airfares | WLG/AKL/NPE/WLG |
| 17 Nov 2024 | 36.60 | Taxi Onehunga to CBD | Taxi | Auckland |
| 17 Nov 2024 | 42.10 | Taxi CBD to Onehunga | Taxi | Auckland |
| 18 Nov 2024 | 48.10 | Taxi from AKL airport | Taxi | Auckland |
| 18 Nov 2024 | 397.84 | Jetstar - AKL/WLG for interview at an Auckland TV studio | Airfares | Auckland |
| 23 Nov 2024 | 62.70 | Taxi Onehunga to Manukau | Taxi | Auckland |
| 23 Nov 2024 | 56.60 | Taxi Manukau to Onehunga | Taxi | Auckland |
| 24 Nov 2024 | 42.90 | Taxi from WLG airport | Taxi | Wellington |
| 03 Dec 2024 | 52.00 | Taxi to WLG airport | Taxi | Wellington |
| 03 Dec 2024 | 616.00 | WLG/AKL/WLG for our VOICES exhibition launch | Airfares | Auckland |
| 03 Dec 2024 | 50.00 | Taxi AKL airport to Onehunga | Taxi | Auckland |
| 04 Dec 2024 | 37.90 | Onehunga to Starship hospital | Taxi | Auckland |
| 04 Dec 2024 | 94.00 | Greenlane to AKL airport | Taxi | Auckland |
| 04 Dec 2024 | 62.70 | Taxi from WLG airport | Taxi | Wellington |
| 04 Dec 2024 | 24.00 | Sushi Platter Auckland - Our Voices launch in Auckland | Meals | Auckland |
| 13 Dec 2024 | 595.80 | WLG/AKL/WLG for launch of Te Aorerekura Action Plan | Airfares | Auckland |
| 15 Dec 2024 | 22.00 | Taxi Te Atatu Peninsula to Te Atatu South | Taxi | Auckland |
| 15 Dec 2024 | 44.40 | Taxi from WLG airport | Taxi | Wellington |
| 29 Jan 2025 | 251.10 | Booking for accommodation in Gisborne | Hotel 1 night | Gisborne |
| 03 Feb 2025 | 1,362.27 | WLG/AKL/WLG attending Waitangi events | Airfares | Auckland |
| 08 Feb 2025 | 96.80 | Kerikeri Bakehouse - Waitangi team breakfast | Meals for 3 | Waitangi |
| 08 Feb 2025 | 39.50 | Copthorn Hotel - Meal in Kerikeri to Waitangi | Meal | Kerikeri |
| 12 Feb 2025 | 57.40 | Taxi to Wlg airport | Taxi | Wellington |
| 12 Feb 2025 | 954.80 | WLG/AKL/WLG for Child Health Research Symposium | Airfares | Auckland |
| 12 Feb 2025 | 53.90 | Taxi Starship hospital to CBD | Taxi | Auckland |
| 13 Feb 2025 | 75.80 | Taxi Onehunga to Northcote | Taxi | Auckland |
| 13 Feb 2025 | 85.50 | Taxi Northcote to Onehunga | Taxi | Auckland |
| 16 Feb 2025 | 51.70 | Taxi to AKL airport | Taxi | Auckland |
| 16 Feb 2025 | 57.00 | Taxi from WLG airport | Taxi | Wellington |
| 27 Feb 2025 | 54.60 | Taxi to WLG airport | Taxi | Wellington |
| 27 Feb 2025 | 671.80 | WLG/AKL/WLG for Bluelight Conference | Airfares | Auckland |
| 27 Feb 2025 | 49.20 | Taxi AKL airport to Onehunga | Taxi | Auckland |
| 28 Feb 2025 | 98.50 | Taxi Onehunga to Papakura | Taxi | Auckland |
| 28 Feb 2025 | 96.30 | Taxi Papakura to Onehunga | Taxi | Auckland |
| 01 Mar 2025 | 48.50 | Taxi Onehunga to AKL airport | Taxi | Auckland |
| 01 Mar 2025 | 47.30 | Taxi from WLG airport | Taxi | Wellington |
| 06 Mar 2025 | 480.14 | Flights to Hamilton for Runanga Remand visit - April 16 | Airfares | Hamilton |
| 18 Mar 2025 | 175.00 | Jade Court Motor Lodge - Accommodation Hokitika | Hotel 1 night | Hokitika |
| 18 Mar 2025 | 201.60 | Ramada Suites CHC | Hotel 1 night | Christchurch |
| 19 Mar 2025 | 61.90 | Taxi from WLG airport | Taxi | Wellington |
| 27 Mar 2025 | 55.80 | Taxi to WLG airport | Taxi | Wellington |

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|-------------|--|----------------|-------------|
| 27 Mar 2025 | 37.90 Taxi Rotorua | Taxi | Rotorua |
| 28 Mar 2025 | 15.80 Taxi Rotorua | Taxi | Rotorua |
| 28 Mar 2025 | 14.50 Taxi Rotorua | Taxi | Rotorua |
| 29 Mar 2025 | 35.60 Taxi Rotorua | Taxi | Rotorua |
| 28 Mar 2025 | 34.53 The Fainting Goat - Community Governance conference | Meals | Rotorua |
| 28 Mar 2025 | 596.25 Ramada Suites by Wyndham - Polyfest | Hotel 3 nights | Auckland |
| 29 Mar 2025 | 13.46 Lime Cafe - Polyfest | Meals | Rotorua |
| 30 Mar 2025 | 33.80 The Thai Restaurant - Polyfest | Meals | Auckland |
| 30 Mar 2025 | 17.50 The Hangar Cafe - Polyfest | Meals | Auckland |
| 31 Mar 2025 | (374.25) WOTIF - refund for cancellation of accommodation for ASB Polyfest | Accommodation | Auckland |
| 31 Mar 2025 | 720.33 Speaking at Empowering Women Conference and visiting with mokopuna - 28 March | Airfares | Rotorua |
| 02 Apr 2025 | 819.00 WLG/AKL/WLG for Polyfest engagement - April 2-6 | Airfares | Auckland |
| 04 Apr 2025 | 103.50 Onehunga to Manukau | Taxi | Auckland |
| 04 Apr 2025 | 80.00 Taxi AKL city | Taxi | Auckland |
| 04 Apr 2025 | 92.50 AKLD CO-OP Taxi - Polyfest | Taxi | Auckland |
| 04 Apr 2025 | 70.90 AKLD CO-OP Taxi - Polyfest | Taxi | Auckland |
| 05 Apr 2025 | 93.60 Taxi Onehunga to Manukau | Taxi | Auckland |
| 05 Apr 2025 | 71.20 Taxi Manukau to Onehunga | Taxi | Auckland |
| 06 Apr 2025 | 46.50 Taxi from WLG airport | Taxi | Wellington |
| 06 Apr 2025 | 10.20 Dim Sum Limited Food at Polyfest Engagement | Meals | Auckland |
| 06 Apr 2025 | 10.00 Blend Bar - Food at Polyfest engagement | Meals | Auckland |
| 07 Apr 2025 | 10.00 Dude Donuts Limited - Polyfest | Meals | Auckland |
| 08 Apr 2025 | 1,038.10 WLG/CHC/HKK return for Te Aorerekura Closing Loop - April 8-11 | Airfares | WLG/CHC/HKK |
| 08 Apr 2025 | 50.60 Taxi from WLG airport | Taxi | Wellington |
| 12 Apr 2025 | 39.31 Stone Oven Bakery Hokitika | Meals | Hokitika |
| 14 Apr 2025 | 61.80 Taxi to WLG airport | Taxi | Wellington |
| 15 Apr 2025 | 73.30 Taxi Dinsdale to HLZ airport | Taxi | Hamilton |
| 16 Apr 2025 | 49.78 Kiwi Cabs- Taxi from airport | Taxi | Auckland |
| 16 Apr 2025 | 34.00 Jet Park Hamilton | Meals | Hamilton |
| 23 Apr 2025 | 807.80 WLG/AKL/WLG for Halberg Games | Airfares | Auckland |
| 24 Apr 2025 | 55.20 Taxi Onehunga to Middlemore Hospital | Taxi | Auckland |
| 24 Apr 2025 | 41.20 Taxi Middlemore Hospital to Onehunga | Taxi | Auckland |
| 25 Apr 2025 | 45.80 Taxi Onehunga to Middlemore Hospital | Taxi | Auckland |
| 25 Apr 2025 | 45.00 Taxi Otahuhu to AKL airport | Taxi | Auckland |
| 24 Apr 2025 | 29.40 TJ Katsu Airport | Meals | Auckland |
| 28 Apr 2025 | 585.80 WLG/AKL/WLG for Te Aorerekura Closing The Loop | Airfares | Auckland |
| 28 Apr 2025 | 58.20 Taxi from WLG airport | Taxi | Wellington |
| 29 Apr 2025 | 72.80 Taxi Onehunga to Western Heights | Taxi | Auckland |
| 29 Apr 2025 | 30.09 Curry Leaf Onehunga - Halberg Games | Meals | Auckland |
| 30 Apr 2025 | 11.00 AKL Airport parking - Halberg Games | Parking | Auckland |
| 02 May 2025 | 471.90 WLG/AKL/WLG for Race Unity Speech Awards | Airfares | Auckland |
| 04 May 2025 | 522.80 AKL/ZQN for Neonatal Nurses Conference | Airfares | Queenstown |
| 06 May 2025 | 30.15 Super Shuttle - Shuttle for Queenstown engagement | Taxi | Queenstown |
| 09 May 2025 | 23.20 Taxi Queenstown to conference | Taxi | Queenstown |
| 12 May 2025 | 44.30 Taxi to WLG airport | Taxi | Wellington |
| 11 May 2025 | 52.00 Taxi Queenstown airport to conference | Taxi | Queenstown |
| 17 May 2025 | 56.60 Taxi from WLG airport | Taxi | Wellington |
| 20 May 2025 | 247.00 Distinction Hotels - Rotorua | Hotel 1 night | Rotorua |
| 21 May 2025 | 335.00 WLG/HLZ/WLG for Mokopuna ORA meeting | Airfares | Hamilton |
| 22 May 2025 | 404.80 WLG/DUD/WLG Speaking at Mirror Services Conference | Airfares | Dunedin |
| 22 May 2025 | 320.30 New World - Kai and Koha for youth leaders - VOYCE and iLead. | Meals | Wellington |
| 22 May 2025 | 53.90 Taxi to WLG airport | Taxi | Wellington |
| 22 May 2025 | 105.30 Taxi Dunedin airport to central Dunedin | Taxi | Dunedin |
| 23 May 2025 | 43.10 Taxi from WLG airport | Taxi | Wellington |

| | | | | |
|-------------|--------|--|-------------|------------|
| 23 May 2025 | 42.63 | Jizo Japanese Cafe | Meals for 2 | Dunedin |
| 23 May 2025 | 40.60 | Wellesley Boutique - Food for Speaking engagement at Mirror Services Dunedin | Meals for 2 | Dunedin |
| 26 May 2025 | 619.20 | WLG/GIS/WLG for Te Aorerekura Closing the Loop | Airfares | Gisborne |
| 27 May 2025 | 45.90 | Taxi for Gisborne trip | Travel | Wellington |
| 27 May 2025 | 7.50 | Darton Field Cafe - Gisborne | Meals | Gisborne |
| 29 May 2025 | 13.40 | Darton Field Cafe - Gisborne | Meals | Gisborne |
| 31 May 2025 | 55.00 | May flight change for Queenstown engagement | Airfares | Queenstown |
| 12 Jun 2025 | 45.20 | Taxi from WLG airport | Taxi | Wellington |
| 26 Jun 2025 | 604.80 | WLG/AKL/WLG for WHAU Schools debate | Airfares | Auckland |
| 26 Jun 2025 | 58.10 | Taxi from Onehunga to Waiaatarua | Taxi | Auckland |
| 28 Jun 2025 | 36.74 | Farro Fresh Mt Eden | Meals | Auckland |

Subtotal - domestic travel \$36,549.91 Check - there are no hidden rows with data Disclosure period start***

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 Jul 2024 | 26.52 | Pandoro Wellington - meeting with Niche Recruitment | Meals 2 people | Wellington |
| 31 Jul 2024 | 294.53 | Local engagements | Taxi | Wellington |
| 01 Aug 2024 | 25.70 | Taxi to Parliament | Taxi | Wellington |
| 28 Aug 2024 | 11.67 | THE LAB - Hui with researcher at the Lab - August 17 | Meals | Wellington |
| 31 Aug 2024 | 76.31 | Local taxi fares Wellington August | Taxi | Wellington |
| 24 Sept 2024 | 62.72 | The dumpling company - Board lunch for 3 people - September 23 | Meals | Wellington |
| 28 Sept 2024 | 92.90 | Taxi city to Porirua | Taxi | Wellington |
| 30 Sept 2024 | 177.57 | Local taxi fares Wellington September | Taxi | Wellington |
| 05 Oct 2024 | 34.34 | Dough Lambton Quay - Meeting with rangatahi and Claire | Meals | Wellington |
| 31 Oct 2024 | 178.75 | Local taxi fares Wellington October | Taxi | Wellington |
| 23 Nov 2024 | 43.76 | AMALGA TAXIS 3-888-000 - Taxi to airport, Domestic travel for speaking at Pillars Conference - 2 | Taxi | Wellington |
| 27 Nov 2024 | 11.90 | Uber delivery for two packages to a member of the Australian Commission. | Uber Travel | Wellington |
| 30 Nov 2024 | 221.29 | Local taxi fares Wellington November | Taxi | Wellington |
| 20 Dec 2024 | 46.72 | LA Cloche Central - Delivery meeting with Wendy and Cam - Dec 20 | Meals | Wellington |
| 31 Dec 2024 | 350.35 | Local taxi fares Wellington December | Taxi | Wellington |
| 15 Jan 2025 | 11.17 | THE LAB - Meeting with Dr Helen Lockett, Strategic Lead, Te Pou. | Meals | Wellington |
| 12 Feb 2025 | 13.00 | Taxi to Parliament | Travel | Wellington |
| 13 Feb 2025 | 48.96 | La Cloche - Hui with Iwi Social Services for Waitangi | Meal | Wellington |
| 28 Feb 2025 | 157.25 | Local taxi fares Wellington February | Taxi | Wellington |
| 01 Mar 2025 | 28.19 | Uber to collect Children's Day stickers | Uber Travel | Wellington |
| 31 Mar 2025 | 183.09 | Local taxi fares Wellington March | Taxi | Wellington |
| 09 Apr 2025 | 16.12 | Taxi Wlgn city | Taxi | Wellington |
| 30 Apr 2025 | 152.68 | Local taxi fares Wellington April | Taxi | Wellington |
| 23 May 2025 | 40.60 | Wellesley Boutique hotel - speaking engagement at Mirror Services Dunedin (2 people) | Meals 2 people | Wellington |
| 22 May 2025 | 46.82 | WGTN TAXI 33888-882 - Taxi | Taxi | Wellington |
| 31 May 2025 | 158.02 | Local taxi fares Wellington May | Taxi | Wellington |
| 30 Jun 2025 | 420.85 | Local taxi fares Wellington June | Taxi | Wellington |

Subtotal - local travel \$2,931.78 Check - there are no hidden rows with data Not all lines have an entry for "Cost in NZ\$" and "Type of expense"

Total travel expenses \$54,720.25

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

| | |
|---|---|
| Organisation Name | Mana Mokopuna- Children and Young People's Commission |
| Public Service Secretary or Chief Executive | Dr Claire Achmad |
| Disclosure period start | 1 July 2024 |
| Disclosure period end | 30 June 2025 |
| 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 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) |
|---|--------------|---|--|-------------|
| 28 November 2024 | \$431.77 | Whitcoulls - Gifts for ANZCCGA meeting guest speakers (mokopuna kaikorero) | Gifts | Wellington |
| 29 November 2024 | \$78.33 | New World - Gifts for ANZCCGA meeting guest speakers (mokopuna kaikorero) | Gifts | Wellington |
| 29 November 2024 | \$133.25 | Dinner with Loretta - ANZCCGA Hui Dinner | Meals for 3 | Wellington |
| 22 May 2025 | \$320.30 | NewWorld - Food and koha for mokopuna attending Youth Week event | Meals for 5 | Wellington |
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| Total hospitality expenses | | \$963.65 | 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). | | | | |

Public Service Secretary or Chief Executive Expense Disclosure

| | |
|---|---|
| Organisation Name | Mana Mokopuna- Children and Young People's Commission |
| Public Service secretary or Chief Executive | Dr Claire Achmad |
| Disclosure period start | 1 July 2024 |
| Disclosure period end | 30 June 2025 |
| GST on costs | Figures include GST (where applicable) |
| 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 2024 | 323.92 | Car park rental | Carpark | Wellington |
| 10 Jul 2024 | \$1.69 | Apple Pty Ltd | Cloud fee | Wellington |
| 24 Jul 2024 | \$49.98 | Whitcoulls | Stationery | Wellington |
| 1 August 2024 | 323.92 | Car park rental | Carpark | Wellington |
| 10 August 2024 | \$1.69 | Apple Pty Ltd | Cloud fee | Wellington |
| 31 August 2024 | \$28.75 | Noel Leeming - USB stick for health conference in Queenstown | USB | Wellington |
| 1 September 2024 | 348.83 | Car park rental | Carpark | Wellington |
| 10 September 2024 | \$1.69 | Apple Pty Ltd | Cloud fee | Wellington |
| 1 October 2024 | 348.83 | Car park rental | Carpark | Wellington |
| 10 October 2024 | \$1.69 | Apple Pty Ltd | Cloud fee | Wellington |
| 15 October 2024 | \$566.89 | PB Technologies - Microphones to record videos | Camera-Video Equipment | Wellington |
| 24 October 2024 | \$24.00 | Noel Leeming - Purchase of USB stick | Computers | Wellington |
| 1 November 2024 | 348.83 | Car park rental | Carpark | Wellington |
| 10 November 2024 | \$1.69 | Apple Pty Ltd | Cloud fee | Wellington |
| 1 December 2024 | 348.83 | Car park rental | Carpark | Wellington |
| 10 December 2024 | \$1.69 | Apple Pty Ltd | Cloud fee | Wellington |
| 17 December 2024 | \$46.69 | Capital Office Supplies | Stationery | Wellington |
| 10 January 2025 | \$1.69 | Apple Pty Ltd | Cloud fee | Wellington |
| 13 January 2025 | 348.83 | Car park rental | Carpark | Wellington |
| 1 February 2025 | 348.83 | Car park rental | Carpark | Wellington |
| 10 February 2025 | \$1.69 | Apple Pty Ltd | Cloud fee | Wellington |
| 27 February 2025 | \$199.00 | Noel Leeming - Apple pencil | iPad | Wellington |
| 1 March 2025 | 348.83 | Car park rental | Carpark | Wellington |
| 10 March 2025 | \$1.69 | Apple Pty Ltd | Cloud fee | Wellington |
| 31 March 2025 | \$4,542.50 | I AM Unlimited Ltd - Sharpen UP Media Training | Training | Wellington |
| 1 April 2025 | 348.83 | Car park rental | Carpark | Wellington |
| 10 April 2025 | \$1.69 | Apple Pty Ltd | Cloud fee | Wellington |
| 27 April 2025 | \$74.19 | Gordon Harris - Project supplies. | Stationery | Wellington |
| 1 May 2025 | 348.83 | Car park rental | Carpark | Wellington |
| 8 May 2025 | \$4.88 | Apple Pty Ltd | Cloud fee | Wellington |
| 11 May 2025 | \$50.00 | Cotton On Body - T-shirts for Pink Shirt Day | Resources | Wellington |
| 15 May 2025 | \$276.00 | two/fiftyseven limited - Accessible venue hire to host mokopuna event for Youth Week | Venue Hire | Wellington |
| 18 May 2025 | \$50.00 | Cotton On Body - T-shirts for Pink Shirt Day | Resources | Wellington |
| 18 May 2025 | \$60.00 | Whitcoulls | Stationery | Wellington |
| 23 May 2025 | \$161.00 | Generator New Zealand Limited | Venue Hire | Wellington |
| 26 May 2025 | \$83.86 | Whitcoulls | Stationery | Wellington |

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|--|--------|-----------------|-----------|------------|
| 1 June 2025 | 348.83 | Car park rental | Carpark | Wellington |
| 8 June 2025 | \$4.99 | Apple Pty Ltd | Cloud fee | Wellington |
| | | | | |
| Total other expenses \$10,375.77 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). | | | | |

| Public Service Secretary or Chief Executive Gifts and Benefits Disclosure | | | | | |
|--|---|--|--|--|--|
| Organisation Name | Mana Mokopuna- Children and Young People's Commission | | | | |
| Public Service Secretary or Chief Executive | Dr Claire Achmad | | | | |
| Disclosure period start | 1 July 2024 | | | | |
| Disclosure period end | 30 June 2025 | | | | |
| 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 | | | | | |
| <p><i>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.</i></p> <p><i>Include all gifts, invitations or other hospitality whether accepted or declined.</i></p> | | | | | |
| 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?) |
| 24 October 2024 | E-Gift card from Rac - the Vault NZ | Accepted | Social Workers in Aotearoa NZ | \$100.00 | |
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| Total count of gift/benefit entries: | Offered | 1 | Check - there are no hidden rows with data | Check - each entry provides sufficient information | |
| | Accepted | 1 | | | |
| | 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). | | | | | |