

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

Organisation Name	Te Kāhui Tātare Ture Criminal Cases Review Commission
Chief Executive**	Parekawhia McLean
Disclosure period start***	9 November 2020
Disclosure period end***	30 June 2021
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****	Chief Commissioner Colin Carruthers, QC

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	\$5,744.19	Not yet indicated	Number offered	1
Hospitality	\$0.00	Not yet indicated	Number accepted	1
Other expenses	\$123.05	Not yet indicated	Number declined	0
International Travel	\$0.00	Not yet indicated		
Domestic Travel	\$5,744.19	Not yet indicated		
Local Travel	\$0.00	Not yet indicated		

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

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GST on costs	
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)
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)
11 November 2020	\$533.03	Stakeholder meetings	Airfare	Wellington
25 November 2020	\$72.00	Stakeholder meetings	Dinner and airport parking	Wellington
30 November 2020	\$891.82	Stakeholder meetings	Airfares and hotel	Christchurch
1 December 2020	\$141.90	Stakeholder meetings	Taxis and airport parking	Christchurch
9 December 2020	\$551.05	Ministry of Justice/Crown Entities function and stakeholder meetings	Airfares, taxis and airport parking	Wellington
16 December 2020	\$131.40	Stakeholder meetings	Taxi and airport parking	Wellington
16 February 2021	\$418.00	Stakeholder meetings	Airfares	Wellington
23 February 2021	\$408.00	Meeting with Commissioners re performance objectives	Airfares	Wellington
1 March 2021	\$547.00	Stakeholder meetings	Airfares and hotel	Christchurch
30 March 2021	\$144.07	Attendance at CIB Conference and stakeholder meetings	Hotel and taxis	Wellington
30 March 2021	\$175.50	Mastercard - March	Taxis and airport parking	Wellington
31 March 2021	\$195.00	Mastercard - March	Dinner with Chief Commissioner Carruthers and Commissioner Hampton	Hamilton
14 -15 April 2021	\$170.00	Stakeholder meetings	Accommodation	Wellington
30 April 2021	\$157.10	Mastercard - April	Taxis and airport parking	Wellington
30 April 2021	\$67.32	Mastercard - April	Dinner - includes 2 staff members	Wellington
16 June 2021	\$152.00	Attendance at stakeholder function and meetings	Accommodation	Wellington
23 June 2021	\$691.00	Attendance at Justice Sector Crown Entities 2 day programme	Accommodation and flights	Wellington
30 June 2021	\$298.00	Mastercard - June	Taxis and meal	Wellington/Auckland
Subtotal - domestic travel		\$5,744.19	Check - there are no hidden rows with data	Check - each entry provides sufficient information

Local Travel (within City, excluding travel to airport)				
Date(s)*	Cost in NZ\$	Purpose of travel (e.g. meeting with Minister)***	Type of expense (e.g. taxi, parking, bus)	Location(s)
Subtotal - local travel		\$0.00	Check - there are no hidden rows with data	
Total travel expenses		\$5,744.19	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.

** 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).

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Hospitality Offered to Third Parties*

All hospitality expenses provided by the chief executive in the context of his/her job to anyone external to the Public Service or statutory Crown entities.

Date(s)**	Cost in NZ\$	Purpose of hospitality (e.g. hosting delegation from China, building relationships, team building)	Type of expense (what and for how many e.g. dinner for 5)	Location(s)
		No information to disclose		
Total hospitality expenses		\$0.00	Check - there are no hidden rows with data	Check - each entry provides sufficient information

Notes

* Third parties include people and organisations external to the public service or statutory Crown entities.

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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).

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All Other Expenses

*All other expenditure incurred by the chief executive that is not travel, hospitality or gifts.
Include e.g. phone and data costs, subscriptions, membership fees, conference fees, professional development costs, books and anything else.*

Date(s)*	Cost in NZ\$	Purpose of expense (e.g. subscription part of employment agreement, development as agreed with SSC)	Type of expense (e.g. phone and data costs, membership fees)	Location(s)
10 December 2020	\$63.05	Staff Xmas function	Catering for approximately 10 staff	Hamilton
24 December 2020	\$10.00	Courier	Courier	Hamilton
3 March 2021	\$50.00	NZ Economics Forum 3-4 March 2021 (free attendance)	Conference Dinner	Hamilton

Total other expenses	\$123.05	Check - there are no hidden rows with data	Check - each entry provides sufficient information
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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).			

Chief Executive Gifts and Benefits Disclosure

Organisation Name	Te Kāhui Tātare Ture Criminal Cases Review Commission
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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?)
1 March 2021	3 small bottles of hand sanitiser	Accepted	Te Rūnana o Ngāi Tahu	Under \$100	

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

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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).