

10 October 2024

REF: OIA 86249

s 9(2)(a)

By email: s 9(2)(a)

Tēnā koe s 9(2)(a)

#### Request for Official Information: Purchase Card expenses

Thank you for your correspondence of 15 August 2024 requesting the following under the Official Information Act 1982 (OIA):

1. *A detailed breakdown of all credit card expenses incurred by the following positions from the months, January, February, March, April, May, June, and July 2024, itemised by employee and job title:*
  - *Chief Executive, Tumu Whakarae*
  - *Deputy Chief Executive, Strategy, Policy and Legal*
  - *Deputy Chief Executive, Treaty Reconciliation and Takutai Moana*
  - *Deputy Chief Executive Māori, Tumu Tikanga*
  - *Regional Director, Te Tira Amokura*
  - *Director, Te Kāhui Whakamana*
  - *Manager, Business Services*
  - *Senior Advisor, Māori Capability*
2. *Copies of all relevant invoices and receipts corresponding to these credit card expenses.*

Further to our letter of 28 August I am providing you with a spreadsheet that details the purchase card expenses requested. You can find the Chief Executive expenses on our website: <https://www.tearawhiti.govt.nz/assets/Publications/Corporate/2023-24-Chief-executive-gifts-benefits-and-expenses>.

You may note that a significant portion of the expenses during the relevant period were incurred outside Wellington. The nature of the work of Te Arawhiti requires that staff occasionally travel around the country:

- Our staff are engaged with representatives of iwi, hapū and whānau across New Zealand in Treaty settlement negotiations and on applications under the Marine and Coastal Area (Takutai Moana) Act 2011, and
- Te Arawhiti is also responsible for coordinating significant Crown/Māori events (e.g. Waitangi Day and Ratana) on behalf of the Crown – organising such events demands that our staff liaise with Māori representatives in the places those events take place.

We have stringent policies to manage travel expenditure responsibly to ensure we are intentional about our interactions, ensuring in-person meetings are necessary and impactful while leveraging virtual efficiency where suitable.

In response to your second request, I am withholding this under 18(f) of the OIA, as doing so would require manually going through each transaction and the estimated time required to find and bring it together would have an impact on Te Arawhiti's other operations. If, however, you need specific receipts or invoices in the spreadsheet we have provided, please advise, and we will do our best to fulfil this request.

When Te Arawhiti acknowledged receipt of your OIA request, we advised we may proactively release your OIA response on our website.

After considering our response to your request, we can advise that it will be published no earlier than 20 working days from the date of this letter at [www.tearawhiti.govt.nz](http://www.tearawhiti.govt.nz). Your personal and other identifying information will be removed.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about this process is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or phone 0800 802 602.

Nāku noa, nā



Warren Fraser

**Deputy Chief Executive, Organisational Services**

## Flexipurchase card transactions

Position Title	Date	Exclusive Amount	GST Amount	Inclusive Amount	Narration
Senior Advisor Maori Capability	21-05-2024	4.00	0.60	4.60	Annual Fee Account Fee
Senior Advisor Maori Capability	22-04-2024	4.00	0.60	4.60	Annual Fee Account Fee
Senior Advisor Maori Capability	15-04-2024	86.96	13.04	100.00	Leaving gift for staff member
Senior Advisor Maori Capability	21-03-2024	4.00	0.60	4.60	Annual Fee Account Fee
Senior Advisor Maori Capability	21-02-2024	4.00	0.60	4.60	Annual Fee Account Fee
Senior Advisor Maori Capability	22-01-2024	4.00	0.60	4.60	Annual Fee Account Fee
Deputy Chief Executive Strategy, Policy & Legal	21-05-2024	4.00	0.60	4.60	Annual Fee Account Fee
Deputy Chief Executive Strategy, Policy & Legal	22-04-2024	4.00	0.60	4.60	Annual Fee Account Fee
Deputy Chief Executive Strategy, Policy & Legal	21-03-2024	4.00	0.60	4.60	Annual Fee Account Fee
Deputy Chief Executive Strategy, Policy & Legal	13-03-2024	187.83	28.17	216.00	Purchase of gift - joint event hosted by Waikato-Tainui/Ngāi Tahu/Te Arawhiti
Deputy Chief Executive Strategy, Policy & Legal	21-02-2024	4.00	0.60	4.60	Annual Fee Account Fee
Deputy Chief Executive Strategy, Policy & Legal	30-01-2024	19.13	2.87	22.00	Constitutional Kaupapa Inquiry wananga attendance (Waitangi) - dinner and travel
Deputy Chief Executive Strategy, Policy & Legal	30-01-2024	43.37	6.51	49.88	Constitutional Kaupapa Inquiry wananga attendance (Waitangi) - dinner and travel
Deputy Chief Executive Strategy, Policy & Legal	29-01-2024	46.92	7.04	53.96	Constitutional Kaupapa Inquiry wananga attendance (Waitangi) - dinner and travel
Deputy Chief Executive Strategy, Policy & Legal	22-01-2024	4.00	0.60	4.60	Annual Fee Account Fee
Manager, Business Services	21-05-2024	4.00	0.60	4.60	Annual Fee Account Fee
Manager, Business Services	06-05-2024	99.00	14.85	113.85	Professional membership fees for Te Ropu Marutau O Aotearoa (Maori Health and Safety Association).
Manager, Business Services	23-04-2024	223.96	33.59	257.55	Professional membership fees for New Zealand Institute of Safety Management
Manager, Business Services	22-04-2024	4.00	0.60	4.60	Annual Fee Account Fee
Manager, Business Services	05-04-2024	576.52	86.48	663.00	Registration fee Te Arawhiti netipōro (Netball) social team
Manager, Business Services	21-03-2024	4.00	0.60	4.60	Annual Fee Account Fee
Manager, Business Services	04-03-2024	592.17	88.83	681.00	Map framing costs
Manager, Business Services	25-02-2024	26.09	3.91	30.00	Dry cleaning of office kitchen linen
Manager, Business Services	21-02-2024	4.00	0.60	4.60	Annual Fee Account Fee
Manager, Business Services	15-02-2024	91.30	13.70	105.00	Subscription for Clifton Strengths
Manager, Business Services	15-02-2024	130.43	19.57	150.00	Conference room hirage - Chief Crown Negotiator meeting

Manager, Business Services	30-01-2024	14.77	2.21	16.98	Greeting cards for internal and external events and acknowledgements
Manager, Business Services	22-01-2024	4.00	0.60	4.60	Annual Fee Account Fee
Manager, Business Services	19-01-2024	4,347.83	652.17	5,000.00	Staff accommodation for Waitangi week
Deputy Chief Executive Treaty Reconciliation and Takutai Moana	21-05-2024	4.00	0.60	4.60	Annual Fee Account Fee
Deputy Chief Executive Treaty Reconciliation and Takutai Moana	22-04-2024	4.00	0.60	4.60	Annual Fee Account Fee
Deputy Chief Executive Treaty Reconciliation and Takutai Moana	21-03-2024	4.00	0.60	4.60	Annual Fee Account Fee
Deputy Chief Executive Treaty Reconciliation and Takutai Moana	12-03-2024	162.11	24.32	186.43	Negotiations meeting - dinner for three staff and the Chief Crown Negotiator
Deputy Chief Executive Treaty Reconciliation and Takutai Moana	13-03-2024	125.22	18.78	144.00	Negotiations meeting - breakfast for six staff
Deputy Chief Executive Treaty Reconciliation and Takutai Moana	01-03-2024	11.07	1.66	12.73	Negotiations meeting - breakfast for one staff member
Deputy Chief Executive Treaty Reconciliation and Takutai Moana	01-03-2024	5.76	0.86	6.62	Iwi meeting - breakfast for one staff member
Deputy Chief Executive Treaty Reconciliation and Takutai Moana	01-03-2024	27.00	4.05	31.05	Negotiations meeting - breakfast for two staff
Deputy Chief Executive Treaty Reconciliation and Takutai Moana	22-02-2024	15.74	2.36	18.10	Attendance at a meeting with the Minister for Maori Crown Relations - meal for one staff member
Deputy Chief Executive Treaty Reconciliation and Takutai Moana	21-02-2024	4.00	0.60	4.60	Annual Fee Account Fee
Deputy Chief Executive Treaty Reconciliation and Takutai Moana	03-02-2024	40.17	0.00	40.17	Dinner for staff member for Waitangi week
Deputy Chief Executive Treaty Reconciliation and Takutai Moana	04-02-2024	1.30	0.20	1.50	Parking while in Kerikeri on visits with Minister
Deputy Chief Executive Treaty Reconciliation and Takutai Moana	03-02-2024	32.13	0.00	32.13	Breakfast for staff member during Waitangi week
Deputy Chief Executive Treaty Reconciliation and Takutai Moana	04-02-2024	21.00	0.00	21.00	Breakfast for staff member during Waitangi week
Deputy Chief Executive Treaty Reconciliation and Takutai Moana	02-02-2024	19.06	0.00	19.06	Dinner for staff member during Waitangi week
Deputy Chief Executive Treaty Reconciliation and Takutai Moana	01-02-2024	6.50	0.00	6.50	Breakfast for staff member during Waitangi week

Deputy Chief Executive Treaty Reconciliation and Takutai Moana	25-01-2024	6.00	0.90	6.90	Breakfast for staff member - regional visit with Maori Crown Relations Minister in New Plymouth/Taranaki
Deputy Chief Executive Treaty Reconciliation and Takutai Moana	25-01-2024	31.40	4.71	36.11	Breakfast for staff member - regional visit with Maori Crown Relations Minister in New Plymouth/Taranaki
Deputy Chief Executive Treaty Reconciliation and Takutai Moana	25-01-2024	18.27	0.00	18.27	Breakfast for staff member - regional visit with Maori Crown Relations Minister in New Plymouth/Taranaki
Deputy Chief Executive Treaty Reconciliation and Takutai Moana	22-01-2024	4.00	0.60	4.60	Annual Fee Account Fee
Deputy Chief Executive Maori - Tumu Tikanga	23-05-2024	182.61	27.39	210.00	Purchase of an ultra HD Projector - office equipment
Deputy Chief Executive Maori - Tumu Tikanga	24-05-2024	68.37	10.25	78.62	Purchase of a wireless presenter with laser pointer - office equipment
Deputy Chief Executive Maori - Tumu Tikanga	21-05-2024	4.00	0.60	4.60	Annual Fee Account Fee
Deputy Chief Executive Maori - Tumu Tikanga	10-05-2024	56.13	8.42	64.55	Kai for staff attending Te Ara Wananga
Deputy Chief Executive Maori - Tumu Tikanga	08-05-2024	64.78	9.72	74.50	Kai for staff attending Te Ara Wananga
Deputy Chief Executive Maori - Tumu Tikanga	07-05-2024	4.61	0.69	5.30	Parking fee - attendance at Te Ara Wananga
Deputy Chief Executive Maori - Tumu Tikanga	03-05-2024	267.43	40.11	307.54	He Maori ahau conference ticket - 1 registration fee
Deputy Chief Executive Maori - Tumu Tikanga	02-05-2024	1,337.13	200.57	1,537.70	He Māori Ahau conference - 5 registration fees
Deputy Chief Executive Maori - Tumu Tikanga	02-05-2024	305.39	45.81	351.20	Te Konohete monthly hui - catering (lunch) for 13 people (Te Konohete committee 2024)
Deputy Chief Executive Maori - Tumu Tikanga	22-04-2024	4.00	0.60	4.60	Annual Fee Account Fee
Deputy Chief Executive Maori - Tumu Tikanga	04-04-2024	18.87	2.83	21.70	Te Tima hui with Mana Whenua - refreshment costs for four people
Deputy Chief Executive Maori - Tumu Tikanga	21-03-2024	8.26	1.24	9.50	Parking fee - attendance at an external Poroporoaki (farewell)
Deputy Chief Executive Maori - Tumu Tikanga	21-03-2024	6.96	1.04	8.00	Parking fee - attendance at Te Matoe o Te Reo
Deputy Chief Executive Maori - Tumu Tikanga	21-03-2024	4.00	0.60	4.60	Annual Fee Account Fee
Deputy Chief Executive Maori - Tumu Tikanga	17-03-2024	500.43	75.07	575.50	Learning resources to support delivery of the Whāinga Amorangi programme
Deputy Chief Executive Maori - Tumu Tikanga	13-03-2024	35.65	5.35	41.00	Te Ara Wānanga 13 March 2024 - Self-catering for 15 people
Deputy Chief Executive Maori - Tumu Tikanga	13-03-2024	71.55	10.73	82.28	Te Ara Wānanga 12-14 March 2024- Self-catering for 15 people
Deputy Chief Executive Maori - Tumu Tikanga	13-03-2024	122.38	18.36	140.74	Te Ara Wānanga 12-14 March 2024- Self-catering for 15 people
Deputy Chief Executive Maori - Tumu Tikanga	12-03-2024	148.11	22.22	170.33	Te Ara Wānanga 12-14 March 2024- Self-catering for 15 people
Deputy Chief Executive Maori - Tumu Tikanga	12-03-2024	9.13	1.37	10.50	Parking fee - attendance at Te Ara Wananga
Deputy Chief Executive Maori - Tumu Tikanga	12-03-2024	631.78	94.77	726.55	Te Ara Wānanga 12-14 March 2024- Self-catering for 15 people
Deputy Chief Executive Maori - Tumu Tikanga	06-03-2024	86.15	12.92	99.07	Team Planning Day - Lunch
Deputy Chief Executive Maori - Tumu Tikanga	26-02-2024	39.13	5.87	45.00	Parking at Wellington Airport - Bereavement travel
Deputy Chief Executive Maori - Tumu Tikanga	21-02-2024	57.57	8.63	66.20	Dinner for two staff members - Ratana 2024
Deputy Chief Executive Maori - Tumu Tikanga	22-02-2024	61.50	9.23	70.73	Breakfast and lunch for two staff - Ratana 2024
Deputy Chief Executive Maori - Tumu Tikanga	21-02-2024	248.87	37.33	286.20	Accommodation for two staff - Ratana 2024

Deputy Chief Executive Maori - Tumu Tikanga	21-02-2024	4.00	0.60	4.60	Annual Fee Account Fee
Deputy Chief Executive Maori - Tumu Tikanga	14-02-2024	39.99	6.00	45.99	Lunch for two staff and facilitator - Māori Language Programme meeting
Deputy Chief Executive Maori - Tumu Tikanga	08-02-2024	9.13	1.37	10.50	Car parking - Waitangi 2024
Deputy Chief Executive Maori - Tumu Tikanga	08-02-2024	10.87	1.63	12.50	Car parking - Waitangi 2024
Deputy Chief Executive Maori - Tumu Tikanga	07-02-2024	70.78	10.62	81.40	Taxi expense from Wellington Airport after attending Waitangi 2024
Deputy Chief Executive Maori - Tumu Tikanga	07-02-2024	33.57	5.03	38.60	Breakfast expense for attendance at Waitangi 2024
Deputy Chief Executive Maori - Tumu Tikanga	07-02-2024	25.28	3.79	29.07	Staff member lunch for Waitangi 2024 attendance
Deputy Chief Executive Maori - Tumu Tikanga	06-02-2024	218.26	32.74	251.00	Waitangi 2024 attendance, breakfast, lunch and Dinner for three staff members
Deputy Chief Executive Maori - Tumu Tikanga	07-02-2024	34.78	5.22	40.00	Fuel for rental car - Waitangi 2024
Deputy Chief Executive Maori - Tumu Tikanga	05-02-2024	26.17	3.92	30.09	Lunch expense for three staff - Waitangi 2024
Deputy Chief Executive Maori - Tumu Tikanga	06-02-2024	22.00	3.30	25.30	Lunch for staff member - Waitangi 2024
Deputy Chief Executive Maori - Tumu Tikanga	04-02-2024	143.37	21.51	164.88	Breakfast and Dinner for three staff members - Waitangi 2024
Deputy Chief Executive Maori - Tumu Tikanga	04-02-2024	18.33	2.75	21.08	Breakfast for three staff members - Waitangi 2024
Deputy Chief Executive Maori - Tumu Tikanga	03-02-2024	10.26	1.54	11.80	Breakfast for one staff member - Waitangi 2024
Deputy Chief Executive Maori - Tumu Tikanga	03-02-2024	41.74	6.26	48.00	Dinner for one staff member - Waitangi 2024
Deputy Chief Executive Maori - Tumu Tikanga	04-02-2024	52.50	7.87	60.37	Fuel for rental car - Waitangi 2024
Deputy Chief Executive Maori - Tumu Tikanga	04-02-2024	42.17	6.33	48.50	Breakfast for one staff member - Waitangi 2024
Deputy Chief Executive Maori - Tumu Tikanga	02-02-2024	34.78	5.22	40.00	Leaving gift for a staff member
Deputy Chief Executive Maori - Tumu Tikanga	29-01-2024	23.33	3.50	26.83	Lunch for one staff member - Ratana 2024
Deputy Chief Executive Maori - Tumu Tikanga	29-01-2024	92.78	13.92	106.70	Breakfast for four staff members - Ratana 2024
Deputy Chief Executive Maori - Tumu Tikanga	29-01-2024	5.79	0.87	6.66	Breakfast for one staff member - Ratana 2024
Deputy Chief Executive Maori - Tumu Tikanga	28-01-2024	105.62	15.84	121.46	Dinner for two staff members - Ratana 2024
Deputy Chief Executive Maori - Tumu Tikanga	25-01-2024	1,030.43	154.57	1,185.00	Accommodation for three staff for four nights - Waitangi 2024
Deputy Chief Executive Maori - Tumu Tikanga	28-01-2024	226.96	34.04	261.00	Accommodation for two staff members for external hui
Deputy Chief Executive Maori - Tumu Tikanga	24-01-2024	12.09	1.81	13.90	Dinner for one staff member - Ratana 2024
Deputy Chief Executive Maori - Tumu Tikanga	24-01-2024	69.65	10.45	80.10	Dinner for two staff members - Ratana 2024
Deputy Chief Executive Maori - Tumu Tikanga	24-01-2024	194.57	29.19	223.76	Lunch for eight staff members - Ratana 2024
Deputy Chief Executive Maori - Tumu Tikanga	25-01-2024	67.77	10.16	77.93	Fuel expense for rental car - Ratana 2024
Deputy Chief Executive Maori - Tumu Tikanga	23-01-2024	173.36	26.00	199.36	Dinner for four staff members - Ratana 2024
Deputy Chief Executive Maori - Tumu Tikanga	24-01-2024	67.84	10.18	78.02	Water, fruit and snacks for nine staff - Ratana 2024
Deputy Chief Executive Maori - Tumu Tikanga	22-01-2024	4.00	0.60	4.60	Annual Fee Account Fee
Deputy Chief Executive Maori - Tumu Tikanga	19-01-2024	373.91	56.09	430.00	Staff accommodation - Waitangi 2024
Whakamana Director	21-05-2024	4.00	0.60	4.60	Annual Fee Account Fee
Whakamana Director	15-05-2024	40.97	6.14	47.11	Dinner for two staff required to work late in order to meet an immovable deadline

Whakamana Director	08-05-2024	3.39	0.51	3.90	Car parking - Rangitane hui
Whakamana Director	08-05-2024	73.69	11.05	84.74	Lunch for five people - following Ngāti Ranginui hui.
Whakamana Director	08-05-2024	13.91	2.09	16.00	Koha for Rangitane o Manawatu hui
Whakamana Director	08-05-2024	42.16	6.32	48.48	Breakfast for five people - prior to Ngāti Ranginui hui
Whakamana Director	22-04-2024	4.00	0.60	4.60	Annual Fee Account Fee
Whakamana Director	21-03-2024	4.00	0.60	4.60	Annual Fee Account Fee
Whakamana Director	21-02-2024	4.00	0.60	4.60	Annual Fee Account Fee
Whakamana Director	22-01-2024	4.00	0.60	4.60	Annual Fee Account Fee
Manager, Business Services	28-05-2024	119.52	17.93	137.45	Cleaning equipment
Manager, Business Services	16-05-2024	14.31	2.14	16.45	Negotiations meeting - morning tea
Manager, Business Services	17-05-2024	151.51	22.73	174.24	New World Thorndon - catering for all staff event
Manager, Business Services	12-06-2024	1,869.57	280.43	2,150.00	51 licenses for Clifton Strengths Top 5 talents
Manager, Business Services	07-06-2024	374.30	56.14	430.44	Scanning of photos for photo archive
Manager, Business Services	25-06-2024	695.00	104.25	799.25	Training cost for staff member
Manager, Business Services	26-06-2024	695.00	104.25	799.25	Training cost for staff member
Manager, Business Services	25-06-2024	175.00	0.00	175.00	Flowers - Bereavement acknowledgement
Deputy Chief Executive Strategy, Policy & Legal	14-06-2024	86.96	13.04	100.00	Registration to attend Governance in Government course
Deputy Chief Executive Strategy, Policy & Legal	05-06-2024	665.22	99.78	765.00	Application for membership of the Institute of Directors
Deputy Chief Executive Strategy, Policy & Legal	20-05-2024	147.83	22.17	170.00	Flowers - Bereavement acknowledgement
Regional Director Te Tira Amokura	15-06-2024	47.83	7.17	55.00	Parking at Wellington Airport - travel to Negotiations hui
Regional Director Te Tira Amokura	18-07-2024	143.48	21.52	165.00	Parking at Wellington Airport - travel to Negotiations hui
Regional Director Te Tira Amokura	18-07-2024	56.96	8.54	65.50	Breakfast for three staff members prior to Negotiations hui
Regional Director Te Tira Amokura	17-07-2024	56.52	8.48	65.00	Breakfast for three staff members prior to Negotiations hui
Regional Director Te Tira Amokura	17-07-2024	109.78	16.47	126.25	Dinner for four staff members following a Negotiations mandate hui
Regional Director Te Tira Amokura	16-07-2024	122.40	18.36	140.76	Dinner for three staff members prior to Negotiations mandate hui
Regional Director Te Tira Amokura	06-08-2024	67.58	10.14	77.72	Breakfast for three staff members prior to Negotiations hui
Regional Director Te Tira Amokura	06-08-2024	95.65	14.35	110.00	Parking at Wellington Airport - travel to Negotiations hui
Deputy Chief Executive Treaty Reconciliation & Takutai Moana	22-06-2024	105.99	15.90	121.89	Dinner for two staff members - attendance at Negotiations hui
Deputy Chief Executive Treaty Reconciliation & Takutai Moana	23-06-2024	81.74	12.26	94.00	Breakfast with Minister and two staff members
Deputy Chief Executive Treaty Reconciliation & Takutai Moana	23-06-2024	50.44	7.56	58.00	Parking at Auckland airport - travel to Negotiations hui
Deputy Chief Executive Maori - Tumu Tikanga	18-06-2024	358.60	53.79	412.39	Farewell lunch attended by nine staff

Deputy Chief Executive Maori - Tumu Tikanga	22-06-2024	26.90	4.03	30.93	International Transaction fee for Business Agility Foundations course for two staff
Deputy Chief Executive Maori - Tumu Tikanga	21-06-2024	1,280.86	192.13	1,472.99	Business Agility Foundations course fee for two staff
Deputy Chief Executive Maori - Tumu Tikanga	27-06-2024	250.44	37.56	288.00	Self catering for all staff event - Matariki
Deputy Chief Executive Maori - Tumu Tikanga	27-06-2024	97.10	14.56	111.66	Self catering for all staff event - Matariki
Deputy Chief Executive Maori - Tumu Tikanga	03-07-2024	751.21	112.68	863.89	Catering for Rongoa Māori all day workshop for 30 staff and two facilitators
Deputy Chief Executive Maori - Tumu Tikanga	04-07-2024	161.14	24.17	185.31	Self catering for all staff event - Matariki
Deputy Chief Executive Maori - Tumu Tikanga	12-07-2024	32.17	4.83	37.00	Dinner for staff member attending the Centenary Celebration for Te Arawa Maori Trust Board, in Rotorua
Deputy Chief Executive Maori - Tumu Tikanga	12-07-2024	72.17	10.83	83.00	Parking at Wellington airport - travel to Rotorua for Centenary Celebration for Te Arawa Maori Trust Board
Deputy Chief Executive Maori - Tumu Tikanga	23-07-2024	347.83	52.17	400.00	Te Ara Wananga movie screening for 11 staff as part of Te Wiki o te Reo Māori
Whakamana Director	17-07-2024	3.48	0.52	4.00	Parking for hui attendance

RELEASED UNDER THE OFFICIAL INFORMATION ACT 1982