

<b>Name of organisation</b>	Civil Aviation Authority			
<b>Name of Chief Executive</b>	Steve Douglas (until 5 April 2012); Graeme Harris (wef 6 April 2012)	<b>Disclosure period</b>	1/1/2012 - 30/6/2012	
<b>International and domestic travel expenses</b>				
<b>International Travel Credit Card expenses</b>				
<b>Date</b>	<b>Amount (NZ\$)*</b>	<b>Purpose (for example attending conference on...)</b>	<b>Nature (such as hotel costs, airfares, and taxis)</b>	<b>Location/s</b>
23-Feb	945.89	Attended ICAO Asia Pacific Regional Aviation Safety Team meeting	Hotel room (5 nights)	Bangkok
<b>International Travel Non-Credit Card expenses</b>				
<b>Date</b>	<b>Amount (NZ\$)*</b>	<b>Purpose (for example attending conference on...)</b>	<b>Nature (such as hotel costs, airfares, and taxis)</b>	<b>Location/s</b>
16-Feb	5,117.22	Attended ICAO Asia Pacific Regional Aviation Safety Team meeting	Return air fare for one person Wellington/Bangkok	Bangkok
24-Feb	308.24	Attended ICAO Asia Pacific Regional Aviation Safety Team meeting	Meals not provided as part of the conference	Bangkok
<b>Domestic Travel Credit Card expenses</b>				
<b>Date</b>	<b>Amount (NZ\$)*</b>	<b>Purpose (eg, visiting district offices ...)</b>	<b>Nature (eg, hotel costs, travel, etc)</b>	<b>Location/s</b>
24-Feb	7.00	Attended ICAO Asia Pacific Regional Aviation Safety Team meeting	Parking - picked up from airport	Wellington Airport

20-Mar	245.00	Attended Aviation Law Association of Australia and New Zealand Conference as speaker at regulatory session	Hotel room deposit	Queenstown
31-Mar	48.45	Attended Aviation Law Association of Australia and New Zealand Conference as speaker at regulatory session	Parking	Wellington Airport
1-Apr	24.00	Attended Aviation Law Association of Australia and New Zealand Conference as speaker at regulatory session	Taxi from Queenstown Airport to hotel	Queenstown
3-Apr	42.00	Attended Aviation Law Association of Australia and New Zealand Conference as speaker at regulatory session	Taxi from hotel to Queenstown Airport	Queenstown
3-Apr	249.79	Attended Aviation Law Association of Australia and New Zealand Conference as speaker at regulatory session	Balance of hotel accommodation (2 nights in total); incl photocopying (\$1.10) and credit card surcharge (\$3.69)	Queenstown
19-Apr	34.50	Accepted invitation to speak at Aviation Federation Meeting held at Wellington Airport	Taxi for one person	Wellington Airport
19-Apr	40.60	Return travel from Aviation Federation Meeting	Taxi for one person	Wellington
27-Apr	37.80	Interview with pilot under investigation held at Wellington Airport	Taxi for two people	Wellington Airport
27-Apr	27.80	Return travel from interview with pilot under investigation	Taxi for two people	Wellington
19-Jun	31.18	Accepted invitation to attend NZ Airports Assn Board Meeting at Wellington Airport	Taxi for one person	Wellington Airport
19-Jun	38.90	Return travel from NZ Airports Assn Board Meeting	Taxi for one person	Wellington

21-Jun	33.80	Travel to attend Aviation Federation Meeting at Wellington Airport to discuss Recreational Pilot Licences	Taxi for two people	Wellington Airport
21-Jun	39.60	Return travel from Aviation Federation Meeting	Taxi for two people	Wellington
<b>Domestic Travel non-Credit Card expenses</b>				
<b>Date</b>	<b>Amount (NZ\$)*</b>	<b>Purpose (eg, visiting district offices ...)</b>	<b>Nature (eg, hotel costs, travel, etc)</b>	<b>Location/s</b>
1-Apr	188.00	Attended Aviation Law Association of Australia and New Zealand Conference as speaker at regulatory session	Air fare for one person Wellington to Queenstown	Queenstown
3-Apr	99.01	Attended Aviation Law Association of Australia and New Zealand Conference as speaker at regulatory session	Air fare for one person Queenstown to Wellington	Wellington
3-Apr	34.00	Attended Aviation Law Association of Australia and New Zealand Conference as speaker at regulatory session	Return mileage allowance from home to airport	Wellington Airport
<b>Total travel expenses for the six months</b>				
	<b>\$7,592.78</b>			
* Provide GST-inclusive figures				

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<b>Hospitality provided</b>				
<b>Hospitality provided Credit Card expenses</b>				
<b>Date</b>	<b>Amount (NZ\$)*</b>	<b>Purpose (eg, hosting delegation from ...)</b>	<b>Nature</b>	<b>Location/s</b>
2-Feb	112.50	Hosted dinner for ICAO Regional Director, Bangkok	Dinner for CE and ICAO Regional Director	Dockside Restaurant, Wellington
22-Jun	100.90	Lunchtime meeting/interview with preferred candidate for manager position (and relevant General Manager) prior to confirming appointment	Lunch for 3 people	Thistle Inn, Wellington
<b>Hospitality provided Non-Credit Card expenses</b>				
<b>Date</b>	<b>Amount (NZ\$)*</b>	<b>Purpose (eg, hosting delegation from ...)</b>	<b>Nature</b>	<b>Location/s</b>
14-Mar	1880.83	Catering for Change Programme staff meeting	Catering for approx 110 CAA and Avsec staff	Wellington Office
14 and 30 March	2143.74	Change Programme staff meeting (14 March) and farewell function for Chief Executive (30 March)	Wine, beer, soft drink and juice for functions on 14 and 30 March	Wellington Office (purchased from supermarket)*
23-Mar	1294.31	Lunch for staff following staff meeting	Lunch for approx 140 staff	Wellington Office (food purchased from supermarket)
30-Mar	6128.83	Farewell function for Chief Executive	Catering for approx 105 staff and 63 external guests	Wellington Office
*NB: Purchases totalled \$3,311.01; Social Club purchased the surplus of \$1,467.27, leaving the balance of \$2143.74				
<b>Total travel expenses for the six months</b>				
	<b>\$11,661.11</b>			

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**Gifts and hospitality\***

**Gifts**

Date	Description	Offered by	Estimated value (NZ\$)	
	No gifts received			

**Hospitality**

Date	Description	Offered by	Estimated value (NZ\$)	
	No hospitality received			

* include items such as meals, tickets to events, gifts from overseas counterparts, travel or accomodation (including that accepted by immediate family members).				

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<b>Other</b>				
<b>Other Credit Card expenses</b>				
<b>Date</b>	<b>Amount (NZ\$)</b>	<b>Purpose (eg, farewell for long-serving staff members)</b>	<b>Nature</b>	<b>Location</b>
9-Mar	314.73	Attended Aviation Law Association of Australia and New Zealand Conference as speaker at regulatory session	Conference Fee	Queenstown
<b>Other Non-Credit Card expenses</b>				
<b>Date</b>	<b>Amount (NZ\$)</b>	<b>Purpose (eg, farewell for long-serving staff members)</b>	<b>Nature</b>	<b>Location</b>
5-Jan	815.35	IPENZ	Professional Membership Fee	Wellington
31-Jan	62.67	Telecom	Office landline and mobile phone rental costs	Wellington
31-Jan	49.20	Telecom and Dimension Data	Office landline and mobile calls and data	Wellington
29-Feb	62.67	Telecom	Office landline and mobile phone rental costs	Wellington
29-Feb	6.03	Telecom and Dimension Data	Office landline and mobile calls and data	Wellington
30-Mar	100.00	Recognition for wife of departing Chief Executive	Flowers presented at farewell function	Wellington
31-Mar	62.67	Telecom	Office landline and mobile phone rental costs	Wellington
31-Mar	29.21	Telecom and Dimension Data	Office landline and mobile calls and data	Wellington

30-Apr	21.00	Telecom	Office landline and mobile phone rental costs	Wellington
30-Apr	11.20	Telecom and Dimension Data	Office landline and mobile calls and data	Wellington
31-May	41.63	Telecom	Office landline and mobile phone rental costs	Wellington
31-May	40.97	Telecom and Dimension Data	Office landline and mobile calls and data	Wellington
30-Jun	25.47	Telecom	Office landline and mobile phone rental costs	Wellington
30-Jun	29.83	Telecom and Dimension Data	Office landline and mobile calls and data	Wellington
<b>Total other expenses for the 6-monthly period</b>				
	<b>1672.63</b>			
* Provide GST-inclusive figures				