

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

[The following is a summary from "Public Service Secretaries and Chief Executive Expense Disclosures: A Guide for Agency Staff"](#)
[Please read that in full first.](#)

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](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/>

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

Provide information using this Excel workbook: <https://www.publicservice.govt.nz/resources/ce-expenses-disclosure/>

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 disclosure 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

The above is a summary from "Secretary or Chief Executive Expense Disclosures: A Guide for Agency Staff": <https://www.publicservice.govt.nz/assets/Legacy/resources/Chief-Executive-Expense-Disclosure-Guide.pdf>
Please read that in full first.

If you have any questions please contact ceexpenses@publicservice.govt.nz

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. See: <https://www.data.govt.nz/toolkit/how-do-i-add-or-update-our-chief-executive-expenses/>

[Provide information using the Commissions Excel workbook - Click Here](#)

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

Organisation Name*	Ministry of Defence
Secretary or Chief Executive**	Andrew Bridgman
Disclosure period start***	1 July 2023
Disclosure period end***	30 June 2024
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****	Chair of Audit and Risk Committee, Chief Financial Officer

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	\$5,323.50	Figures exclude GST		Number offered	63
Hospitality	\$2,427.39	Figures exclude GST		Number accepted	29
Other expenses	\$2,773.71	Figures exclude GST		Number declined	34
International Travel	\$3,009.54	Figures exclude GST			
Domestic Travel	\$1,746.31	Figures exclude GST			
Local Travel	\$567.65	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 Co					

Public Service Secretary or Chief Executive Expense Disclosure

Organisation Name	Ministry of Defence
Public Service Secretary or Chief Executive	Andrew Bridgman
Disclosure period start	1 July 2023
Disclosure period end	30 June 2024
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)
5 September 23 - 6 September 23	\$1,393.55	Attending the Australia New Zealand National Security Dialogue in Sydney	Airfares (WLG/SYD/WLG)	Sydney
5 September 23 - 6 September 23	\$347.68	Attending the Australia New Zealand National Security Dialogue in Sydney	Accommodation & Meals	Sydney
5 September 23 - 6 September 23	\$150.43	Attending the Australia New Zealand National Security Dialogue in Sydney	Taxis	Sydney
5 September 23 - 6 September 23	\$15.61	Attending the Australia New Zealand National Security Dialogue in Sydney	Stationery	Sydney
2 February 2024	\$273.01	Attending the Australia New Zealand 2+2 Defence Ministers Meeting	Cancellation fee for airfares (travelled by Military Air)	Melbourne
31 January 2024 - 01 February 2024	\$657.23	Attending the Australia New Zealand 2+2 Defence Ministers Meeting	Accommodation & Meals	Melbourne
31 January 2024 - 01 February 2024	\$22.03	Attending the Australia New Zealand 2+2 Defence Ministers Meeting	Taxis	Melbourne
18 February 2024	\$150.00	Cancellation of flights to Dehli for Raisina Dialogue	Airfares	
Subtotal - international travel	\$3,009.54	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 August 23 - 9 August 23	\$636.80	Industry Engagement Visits and Nuclear Deterrence and Disarmament Symposium	Airfares (WLG/AKL/WLG)	Auckland
8 August 23 - 9 August 23	\$330.85	Industry Engagement Visits and Nuclear Deterrence and Disarmament Symposium	Accommodation & Meals	Auckland
8 August 23 - 9 August 23	\$54.65	Industry Engagement Visits and Nuclear Deterrence and Disarmament Symposium	Taxis	Auckland
13 May 2024 - 14 May 2024	\$388.41	Technology Dialogue for Industry	Airfares (WLG/AKL/WLG)	Auckland
13 May 2024 - 14 May 2024	\$196.50	Technology Dialogue for Industry	Accommodation & Meals	Auckland
13 May 2024 - 14 May 2024	\$139.10	Technology Dialogue for Industry	Taxis	Auckland
Subtotal - domestic travel	\$1,746.31	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)
17 July 2023	\$8.26	Official dinner hosted by Chief of Defence Force	Parking	Wellington
19 July 2023	\$34.78	Travel post Australia New Zealand Leadership Forum	Taxi	Wellington
20 July 2023	\$54.78	Travel to dinner hosted by the UK High Commissioner	Taxi	Wellington
26 July 2023	\$35.57	Travel post dinner hosted by the Minister of Foreign Affairs	Taxi	Wellington
4 August 2023	\$25.83	Travel to present at the Department of Internal Affairs Executive Leadership Team Away Day	Taxi	Wellington
15 August 2023	\$76.09	Travel post dinner hosted by the Australian High Commissioner	Taxi	Wellington
11 September 2023	\$41.48	Travel post official dinner on the occasion of the Singapore - New Zealand Strategic Defence Dialogue	Taxi	Wellington
21 September 2023	\$45.04	Travel post dinner hosted by Australian High Commissioner	Taxi	Wellington
13 December 2023	\$67.04	Taxi home post farewell dinner for Australian Defence Attaché	Taxi	Wellington
2 February 2024	\$28.00	Taxi from Air Movements post AUS-NZ Defence Ministers' Meeting	Taxi	Wellington
16 February 2024	\$26.26	Travel to/from Maritime Security Oversight Committee Meeting	Taxi	Wellington
13 March 2024	\$76.00	Travel to/from Dinner with Malaysian Secretary General	Taxi	Wellington
11 June 2024	\$48.52	Travel to/from Beca Client Function at Takina	Taxi	Wellington
Subtotal - local travel	\$567.65	Check - there are no hidden rows with data	Check - each entry provides sufficient information	
Total travel expenses	\$5,323.50			

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	Ministry of Defence
Public Service Secretary or Chief Executive	Andrew Bridgman
Disclosure period start	1 July 2023
Disclosure period end	30 June 2024
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)
22 August 2023	\$24.22	Catering for Ministry of Defence Risk and Assurance Committee meeting	Morning Tea for 9	Defence House, Wellington
11 September 2023	\$1,177.95	Hosting counterpart and delegation from Singapore	Dinner for 10	Shed 5, Wellington
13 March 2024	\$1,225.22	Hosting counterpart and delegation from Malaysia	Dinner for 11	Shed 5, Wellington

Total hospitality expenses	\$2,427.39	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	Ministry of Defence
Public Service secretary or Chief Executive	Andrew Bridgman
Disclosure period start	1 July 2023
Disclosure period end	30 June 2024
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 23 - 30 June 24	\$1,840.45	Annual iPhone & iPad data subscriptions (Vodafone)	Cellphone charges	
12 July 2023, 17 January 2024	\$29.44	Business cards	Business Cards	Wellington
6 September 2023	\$135.66	Gift to Singaporean Counterpart	Gifts	
20 September 2023	\$380.92	NZ Herald & Washington Post Annual Subscriptions	Subscriptions	
25 October 2023	\$45.89	OECD Report Drivers of Trust in Public	Report	
1 November 2023	\$60.57	Urgent courier of documents to SecDef residence	Courier charges	
7 March 2024	\$82.00	Farewell gift for Ambassador of Japan	Gifts	
11 March 2024	\$82.00	Gift for Viet Nam Counterpart	Gifts	
14 March 2024	\$82.00	Gift for Malaysia Counterpart	Gifts	
18 April 2024	\$34.78	Vaccination	Medical Costs	

Total other expenses	\$2,773.71	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	Ministry of Defence
Public Service Secretary or Chief Executive	Andrew Bridgman
Disclosure period start	1 July 2023
Disclosure period end	30 June 2024
GST on values	Figures exclude GST
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?)
11 July 2023	French National Day	Accepted	Ambassador of France to New Zealand	Estimate not possible	Attended with five MoD staff
17 July 2023	Dinner in honour of the visit to New Zealand by Chief of the General Staff, Vietnam People's Army and Vice Minister of Defence	Accepted	Chief of Defence Force	Estimate not possible	
20 July 2023	Dinner in honour of the visit to New Zealand by united Kingdom Chief of the General Staff	Accepted	UK High Commissioner	Estimate not possible	
26 July 2023	Dinner in honour of the visit to New Zealand by USA Secretary of State	Accepted	Minister of Foreign Affairs	Estimate not possible	
26 July 2023	Dinner hosted by the Prime Minister	Declined	Visits and Ceremonial Office, Department of Internal Affairs	Estimate not possible	
27 July 2023	Tā i te Kawa, the ceremony to unveil Te Kāhui Mōuri	Declined	Te Arawhiti	Estimate not possible	
31 July 2023	Reception for the 96th Anniversary of the Founding of Chinese People's Liberation Army	Declined	Defence Attaché China	Estimate not possible	
1 August 2023	Jackson Stone and Partners Reception	Declined	Jackson Stone and Partners	Estimate not possible	
2 August 2023	Senate SHJ Reception	Accepted	Senate SHJ and Partners	Estimate not possible	
4 August 2023	Breakfast and public launch of the Defence Policy and Strategy Statement, Future Force Design Principles and National Security Strategy hosted by the Minister of Defence	Accepted	Minister of Defence	Estimate not possible	
15 August 2023	Lunch to celebrate the 56th ASEAN Day	Accepted	ASEAN Heads of Mission in Wellington	Estimate not possible	
15 August 2023	Reception in honour of the visit to New Zealand by the Australian Parliamentary Joint Committee on Intelligence and Security	Accepted	Australian High Commissioner to New Zealand	Estimate not possible	
16 August 2023	Reception to farewell US Deputy Chief of Mission at the US Embassy in Wellington	Declined	The Ambassador of the United States of America to New Zealand	Estimate not possible	
18 August 2023	National Commemoration for Vietnam Veterans Day	Declined	Visits and Ceremonial Office, Department of Internal Affairs	Estimate not possible	
1 September 2023	Reception on board visiting Indian Ship INZ SAHYADRI	Declined	High Commissioner of India to New Zealand and Commanding Officer	Estimate not possible	
3 September 2023	National Commemoration for Merchant Navy Day	Declined	Visits and Ceremonial Office, Department of Internal Affairs	Estimate not possible	
5 September 2023	Welcome Dinner for the Australia New Zealand National Security Dialogue (Sydney)	Accepted	Secretary to the Department of the Prime Minister and Cabinet (Australia)	Estimate not possible	

12 September 2023	Gift of a painting of Dieppe Barracks presented to Secretary Bridgman on the occasion of the New Zealand Singapore Strategic Defence Dialogue (Hosted in NZ) as part of the official gift exchange	Accepted	Permanent Secretary Singapore	Estimate not possible	
13 September 2023	Reception for the 66th National Day, Malaysia Day and Malaysia Armed Forces Day	Declined	High Commissioner of Malaysia	Estimate not possible	
16 September 2023	National Commemoration for Malaya / Malaysia Operations	Declined	Visits and Ceremonial Office, Department of Internal Affairs	Estimate not possible	
18 September 2023	Moon Cakes from Chiense Defence Attache to New Zealand for Mid Autumn Festival	Accepted	Chinese Defence Attaché to New Zealand	Estimate not possible	Consumed with six MoD staff
19 September 2023	Lunch hosted by the Ambassador of France to New Zealand	Accepted	Ambassador of France to New Zealand	Estimate not possible	Attended with Analyst from MoD
19 September 2023	Australian Defence Strategic Studies Course - Alumni Reception	Declined	Australian Defence Adviser to New Zealand	Estimate not possible	
21 September 2023	Address and Reception on the occasion of the visit to New Zealand by Air Chief Marshal Sir Angus Houston AK, AFC (Ret'd)	Accepted	Australian High Commissioner to New Zealand	Estimate not possible	
21 September 2023	Dinner on the occasion of the visit to New Zealand by Air Chief Marshal Sir Angus Houston AK, AFC (Ret'd)	Accepted	Australian High Commissioner to New Zealand	Estimate not possible	
27 September 2023	Reception for Chinese National Day	Declined	Chinese Ambassador to New Zealand	Estimate not possible	Attended with four MoD staff
6 October 2023	Korean National Day Official Ceremony	Declined	Embassy of the Republic of Korea	Estimate not possible	
31 October 2023	Lockheed Martin Dinner	Declined	Chief Executive of Lockheed Martin	Estimate not possible	
2 November 2023	Japan Self-Defence Forces Day Reception hosted by the Ambassador of Japan	Declined	Ambassador of Japan	Estimate not possible	
7 November 2023	Melbourne Cup 2023 - Australian High Commission	Declined	Australian High Commission	Estimate not possible	
7 November 2023	Tohu Awards rewarding the outstanding organisational and support of defence people	Accepted	New Zealand Defence Force	Estimate not possible	
8 November 2023	Te Ra Ratonga Tumatani Public Service Day Awards	Accepted	Public Service Commissioner	Estimate not possible	
25 November 2023	Te Konohete 2023	Declined	Te Tumu Whakararae o Oranga Tamariki	Estimate not possible	
1 December 2023	NZDF Person of the Year Awards	Accepted	Chief of Defence Force	Estimate not possible	
13 December 2023	Farewell Dinner in honour of Colonel Neil Peake, with The Commissioner, Chief Defence Force & Secretary of Defence	Accepted	Australian High Commissioner to New Zealand	Estimate not possible	
14 December 2023	Homewood Christmas Ball 2023 - British High Commission	Declined	UK High Commissioner	Estimate not possible	
15 December 2023	Farewell Reception for Australian Defence Adviser to NZ	Declined	Australian High Commissioner to New Zealand	Estimate not possible	
15 January 2024	Comvita manuka honey Christmas gift	Accepted	China Defence Attaché	Under \$100	
26 January 2024	75th Republic Day of India	Declined	High Commissioner of India	Estimate not possible	
26 January 2024	Retirement Celebration Dep. Commissioner & Sgt. Wayne Panapa	Declined	Police New Zealand	Estimate not possible	
15 February 2024	Chinese Gala Evening	Declined	Chinese Embassy	Estimate not possible	
20 February 2024	Invitation to attend the ninth Singapore Airshow	Declined	Managing Director, Experia Events Pte Ltd	Estimate not possible	Whilst declined, this was attended by two MoD staff in his absence
20 February 2024	Retirement celebration for Public Service Commissioner	Accepted	Minister of Public Service	Estimate not possible	
4 March 2024	Policy Profession & Australia and New Zealand School of Government Roundtable Discussion Event	Declined	Commissioner of IRD	Estimate not possible	
5 March 2024	Emperor's Birthday Reception of His Majesty the Emperor of Japan	Declined	The Ambassador of Japan	Estimate not possible	
11 March 2024	Silk scarf from Viet Nam - New Zealand Strategic Dialogue	Accepted	Vice Minister, Vietnam Ministry of National Defence	Under \$100	
11 March 2024	Coat of arms from Viet Nam - New Zealand Strategic Dialogue	Accepted	Vice Minister, Vietnam Ministry of National Defence	Estimate not possible	

11 March 2024	Wall art from Viet Nam - New Zealand Strategic Dialogue	Accepted	Vice Minister, Vietnam Ministry of National Defence	Estimate not possible	
14 March 2024	Iftar Dinner	Accepted	Malaysian High Commission	Estimate not possible	Attended with two MoD staff
19 March 2024	Reception at the British High Commission	Declined	British High Commissioner	Estimate not possible	
19 March 2024	Organization of Islamic Cooperation (OIC) IFTAR Dinner	Declined	Malaysian High Commission	Estimate not possible	
21 March 2024	New Zealand Defence Industry Association & US Embassy Social Event with NZ Industry	Declined	New Zealand Defence Industry Association & US Embassy	Estimate not possible	
26 March 2024	Rocket Lab Event	Declined	Prime Minister	Estimate not possible	
16 April 2024	State Dinner for Governor-General of Australia	Declined	Government House	Estimate not possible	
24 April 2024	Air Marshal Kevin Short's Farewell Dinner	Accepted	Royal New Zealand Air Force Wellington Officers Mess	Estimate not possible	
24 April 2024	Ambassador of France Cocktail Event	Declined	Residence of France	Estimate not possible	
7 May 2024	Minister of Defence Awards of Excellence to Industry, Cocktail Function	Accepted	Minister of Defence	Estimate not possible	
9 May 2024	NZ Security Sector Professional Development Course Senior Officials Reception	Declined	Security Sector Professional Development Programme & VUW	Estimate not possible	
31 May 2024	NZ Art Show Gala Evening	Accepted	MSH Consulting	Estimate not possible	
5 June 2024	202406 NZL State Secretary ZIMMER ILA BERLIN Visit	Declined	German Secretary of State	Estimate not possible	
6 June 2024	National Day of Italy	Declined	Ambassador of Italy	Estimate not possible	
11 June 2024	Beca Client Function 2024	Accepted	BECA	Estimate not possible	
19 June 2024	Evening Reception onboard HMNZS TE KAHA	Accepted	Acting Chief of Navy and Commanding Officer HMNZS TE KAHA	Estimate not possible	
Total count of gift/benefit entries:					
	Offered	63	Check - there are no hidden rows with data	Check - each entry provides sufficient information	
	Accepted	29			
	Declined	34			
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).					