

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

Organisation Name	Ministry of Defence
Chief Executive**	Andrew Bridgman
Disclosure period start***	1 July 2019
Disclosure period end***	30 June 2020
Agency totals check	Checked
Chief Executive approval****	This disclosure has been approved by the Chief Executive
Other sign-off****	Pasaka Wickremasinghe - Chief Financial Officer MoD

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	\$54,242.64	Figures include GST (where applicable)	Number offered	22
Hospitality	\$0.00	Figures include GST (where applicable)	Number accepted	21
Other expenses	\$2,127.96	Figures include GST (where applicable)	Number declined	1
International Travel	\$51,865.18	Figures include GST (where applicable)		
Domestic Travel	\$2,352.15	Figures include GST (where applicable)		
Local Travel	\$25.31	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 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

Organisation Name	Ministry of Defence
Chief Executive	Andrew Bridgman
Disclosure period start	1 July 2019
Disclosure period end	30 June 2020
GST on costs	Figures include GST (where applicable)
Agency totals check	\$54,242.64

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)
14 August 2019	\$2,085.83	Meeting with Australian Counterpart	Airfares: Wellington - Canberra - Sydney - Wellington	Canberra, Australia
	\$447.17	"	Accommodation	"
	\$186.12	"	Taxis	"
	\$55.79	"	Meals	"
	\$17.39	"	Visa	"
21 August 2019	\$2,230.83	Woman, Peace and Security Summit in Samoa	Airfares: Wellington - Apia - Wellington	Apia, Samoa
	\$698.54	"	Accommodation	"
	\$48.88	"	Meals	"
	\$16.78	"	Taxis	"
18 October 2019	\$750.00	Overseas Operational Tour	Insurance	Middle East
13 October 2019	\$5,477.13	Meeting with Singapore Counterparts - Travel with Minister of Defence	Airfares: Wellington - Auckland - Singapore - Auckland - Wellington	Singapore
	\$51.99	"	Meals	"
	\$18.26	"	Taxis	"
15 December 2019	\$13,670.43	NZ-US Defence Policy Dialouge	Airfares: Wellington - Auckland - Chicago - Washington D.C. - Chicago - Auckland - Wellington	Washington D.C., United States
	\$995.78	"	Accommodation	"
	\$18.44	"	Taxis	"
	\$8.34	"	Visa	"
20 January 2020	\$21,432.57	Travel to United States and Canada to accompany Minister of Defence for bilateral talks	Airfares: Wellington - Auckland - Vancouver - Victoria - Toronto - New York - Washington D.C. - Honolulu - Auckland - Wellington	Canada, and the United States
	\$3,273.02	"	Accommodation	"
	\$50.81	"	Meals	"
	\$331.08	"	Train: New York - Washington D.C.	"
Subtotal - international travel	\$51,865.18			

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)
5 August 2019	\$410.27	Meeting with US Secretary of Defense in Auckland	Airfares - Wellington - Auckland - Wellington	Auckland
12 August 2019	\$184.00	Visit to Ohakea Air Base for P-8A Meeting	Rental Car	Ohakea

26 September 2019	\$545.35	Visit to Devonport Naval Base - Introduction into Maritime Capabilities	Airfares: Wellington - Auckland - Wellington	Auckland
	\$34.53	"	Taxis	Wellington
29 December 2019	\$175.40	Visit to Ohakea Air Base for P-8A Sod Turning Ceremony	Rental Car	Ohakea
3 March 2020	\$298.96	Meetings with Industry Partners (Loop Technologies, Tidd Ross Todd Ltd, Callaghan Innovation, Beca and Marops)	Airfares: Wellington - Hamilton, Auckland - Wellington	Hamilton, Auckland
	\$345.03	"	Accommodation	Auckland
26 June 2020	\$358.61	HMNZS Aotearoa Arrival to NZ	Airfares: Wellington - Auckland - Wellington	Auckland
Subtotal - domestic travel		\$2,352.15		

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)
1 October 2019	\$13.74	Church Service to Commemorate the 78th Anniversary of the Royal New Zealand Navy	Taxi	Wellington
18 February 2020	\$11.57	Presentation to Deloitte	Taxi	Wellington
Subtotal - local travel		\$25.31		

Total travel expenses	\$54,242.64			
------------------------------	--------------------	--	--	--

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).

Chief Executive Expense Disclosure

Organisation Name	Ministry of Defence
Chief Executive	Andrew Bridgman
Disclosure period start	1 July 2019
Disclosure period end	30 June 2020
GST on costs	Figures include GST (where applicable)
Agency totals check	\$0.00

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 hospitality provided during the period	\$0.00			
Total hospitality expenses	\$0.00			
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).				

Chief Executive Expense Disclosure

Organisation Name	Ministry of Defence
Chief Executive	Andrew Bridgman
Disclosure period start	1 July 2019
Disclosure period end	30 June 2020
GST on costs	Figures include GST (where applicable)
Agency totals check	\$2,127.96

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)
20 February 2020	\$452.70	Annual Law Practicing Certificate	Membership Fees	New Zealand
30 June 2020	\$300.00	Annual iPad data subscription	Data	N/A
30 June 2020	\$1,375.26	Annual cell phone and data costs	Phone and Data	N/A
Total other expenses \$2,127.96				
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).				

Chief Executive Gifts and Benefits Disclosure

Organisation Name	Ministry of Defence
Chief Executive	Andrew Bridgman
Disclosure period start	1 July 2019
Disclosure period end	30 June 2020
GST on values	Figures include GST (where applicable)
Agency totals check	22

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?)
15 July 2019	Reception at Residence of France - National Day of the French Republic	Accepted	French Ambassador	Estimate not possible	
22 July 2019	Reception at Te Papa - 92nd Anniversary of the Founding of Chinese People's Liberation Army	Accepted	Chinese Embassy	Estimate not possible	Also attended by Acting Deputy Secretary of Defence, and Deputy Secretary, Governance, People and Executive Services
23 July 2019	Reception at Academy of Fine Arts - Industry Engagement	Declined	SenateSHJ	Estimate not possible	
25 July 2019	Dinner at Residence of Australia - Welcome dinner for the Secretary of Defence	Accepted	Australian High Commissioner	Estimate not possible	Also attended by Acting Deputy Secretary of Defence, Acting Deputy Secretary, Capability Delivery, Deputy Secretary, Governance, People and Executive Services, Chief Financial Officer, Director Policy Branch, Director Development Branch and Head International Branch
31 July 2019	Reception at US Ambassador's Residence - Reception for visiting CAPSTONE delegation	Accepted	US Ambassador	Estimate not possible	
8 August 2019	Lunch at US Ambassador's Residence - Welcome lunch for Secretary of Defence	Accepted	US Ambassador	Estimate not possible	Also attended by Director and Analyst, International Branch
10 August 2019	Air Force Concert & Reception at Michael Fowler Centre	Accepted	Royal New Zealand Air Force	Estimate not possible	Also attended by the Secretary's family
27 August 2019	Reception at Te Papa - To celebrate the 54th National Day of the Republic of Singapore	Accepted	Singaporean High Commissioner	Estimate not possible	
27 August 2019	Dinner at Bolton Hotel - Dinner for the Chief of Defence Force of Malaysia	Accepted	Chief of Defence Force	Estimate not possible	
5 September 2019	Dinner in Executive Wing, Parliament - Dinner for the 2019 AUS-NZ National Security Dialogue	Accepted	Department of the Prime Minister and Cabinet	Estimate not possible	
12 November 2019	TWG Iced Tea Set	Accepted	Singaporean Secretary of Defence	\$100 - \$500	Shared amongst staff
11 December 2019	Bottle of Ballentines Scotch Whisky - Christmas Gift	Accepted	Chinese Embassy	Under \$100	Donated to Social club
16 December 2019	Large Christmas Cake - Christmas Gift	Accepted	Quigg Partners	\$100 - \$500	Shared amongst staff
20 January 2020	Dinner for Minister of Defence visit to Canada	Accepted	Commander Maritime Forces Pacific	Estimate not possible	Also attended by Analyst, International Branch
20 January 2020	Lunch for Minister of Defence visit to Canada	Accepted	Commander Royal Canadian Navy	Estimate not possible	Also attended by Analyst, International Branch
24 January 2020	Lunch for Minister of Defence visit to US	Accepted	Deputy Assistant Secretary of Defense for East Asia	Estimate not possible	Also attended by Analyst, International Branch

24 January 2020	Dinner for Minister of Defence visit to US	Accepted	NZ Ambassador to US Rosemary Banks	Estimate not possible	
27 January 2020	Lunch for Minister of Defence visit to US	Accepted	INDOPACOM Deputy Commander	Estimate not possible	
6 February 2020	Waitangi Day Garden Reception	Accepted	Governor-General of New Zealand	Estimate not possible	
14 February 2020	Dinner at Embassy of Japan	Accepted	Japanese Embassy	Estimate not possible	Also attended by Director and Analyst, International Branch
19 February 2020	Bottle of Red Wine - Christmas Gift	Accepted	Korean Embassy	\$100 - \$500	Shared amongst staff
22 June 2020	Dinner with US Ambassador	Accepted	US Ambassador	Estimate not possible	Also attended by the Secretary's wife
Total count of gift/benefit entries:		Offered	22		
		Accepted	21		
		Declined	1		
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).					