

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 2022
Disclosure period end***	30 June 2023
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****	Chief Financial Officer, Chair of Risk and Audit Committee

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	\$39,811.43	Figures exclude GST		Number offered	47
Hospitality	\$4,428.60	Figures exclude GST		Number accepted	17
Other expenses	\$5,367.77	Figures exclude GST		Number declined	30
International Travel	\$36,061.17	Figures exclude GST			
Domestic Travel	\$3,161.24	Figures exclude GST			
Local Travel	\$589.02	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 2022
Disclosure period end	30 June 2023
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)
25 July 2022	\$275.00	Accompany Minister of Defence to Solomon Islands for 80th Anniversary of Guadalcanal (international travel by NZDF military aircraft)	Pre-trip covid test	Wellington
3 August 2022	\$31.70	Accompany Minister of Defence to Solomon Islands for 80th Anniversary of Guadalcanal (international travel by NZDF military aircraft)	Taxis for pre-trip medical appointment	Wellington
4 August 2022	\$115.00	Accompany Minister of Defence to Solomon Islands for 80th Anniversary of Guadalcanal (international travel by NZDF military aircraft)	Pre-trip medical examination	Solomon Islands
05 August 22 - 09 Aug 22	\$1,764.38	Accompany Minister of Defence to Solomon Islands for 80th Anniversary of Guadalcanal (international travel by NZDF military aircraft)	Accommodation (4 nights) + Meals	Solomon Islands
05 August 22 - 09 Aug 22	\$239.49	Accompany Minister of Defence to Solomon Islands for 80th Anniversary of Guadalcanal (international travel by NZDF military aircraft)	Taxis, shuttles return	Solomon Islands
05 August 22 - 09 Aug 22	\$345.31	Accompany Minister of Defence to Solomon Islands for 80th Anniversary of Guadalcanal (international travel by NZDF military aircraft)	Domestic Airfares (WLG/AKL)	Solomon Islands
31 August 22 - 2 September 22	\$2,945.21	Visit to Fiji to meet with Permanent Secretary Manasa Lesuma	Airfares (WLG/AKL/NAN/AKL/WLG)	Fiji
31 August 22 - 2 September 22	\$810.84	Visit to Fiji to meet with Permanent Secretary Manasa Lesuma	Accommodation (2 nights)	Fiji
31 August 22 - 2 September 22	\$29.23	Visit to Fiji to meet with Permanent Secretary Manasa Lesuma	Covid Entry Test	Fiji
16 October 22 - 19 October 22	\$3,762.06	Australia-New Zealand Defence Ministers Meetings	Airfares (WLG/MEL/WLG)	Melbourne/Canberra
16 October 22 - 19 October 22	\$988.97	Australia-New Zealand Defence Ministers Meetings	Accommodation (3 nights) + Meals	Melbourne/Canberra
16 October 22 - 19 October 22	\$88.70	Australia-New Zealand Defence Ministers Meetings	Taxis	Melbourne/Canberra
21 November 22 - 23 November 22	\$2,183.71	Visit to Canberra to discuss Defence Policy Review and Australian Defence Strategic Review	Airfares (WLG/SYD/CAN/SYD/WLG)	Canberra
21 November 22 - 23 November 22	\$953.20	Visit to Canberra to discuss Defence Policy Review and Australian Defence Strategic Review	Accommodation (2 nights) and meals	Canberra
21 November 22 - 23 November 22	\$30.59	Visit to Canberra to discuss Defence Policy Review and Australian Defence Strategic Review	Taxi	Canberra
26 February 23 - 2 March 23	\$5,402.79	Singapore / New Zealand Strategic Dialogue	Airfares (WLG/AKL/SIN/AKL/WLG)	Singapore
26 February 23 - 2 March 23	\$2,063.97	Singapore / New Zealand Strategic Dialogue	Accommodation (4 nights)	Singapore
19 March 23 - 23 March 23	\$2,314.40	Visit to Solomon Islands to Host Maritime Security Workshop for Solomon Islands	Airfares (WLG/BNE/HR/BNE/WLG)	Solomon Islands
19 March 23 - 23 March 23	\$1,265.54	Visit to Solomon Islands to Host Maritime Security Workshop for Solomon Islands	Accommodation (4 nights)	Solomon Islands
19 March 23 - 23 March 23	\$112.53	Visit to Solomon Islands to Host Maritime Security Workshop for Solomon Islands	Taxis / Shuttles	Solomon Islands
19 March 23 - 23 March 23	\$143.53	Visit to Solomon Islands to Host Maritime Security Workshop for Solomon Islands	Meals	Solomon Islands
31 May 23 - 4 June 23	\$4,687.29	Accompany Minister of Defence to Singapore for Shangri-La Dialogue	Airfares (WLG/CHC/SIN/AKL/WLG)	Singapore
31 May 23 - 4 June 23	\$4,521.85	Accompany Minister of Defence to Singapore for Shangri-La Dialogue	Accommodation (5 nights) + Meals	Singapore
31 May 23 - 4 June 23	\$25.00	Accompany Minister of Defence to Singapore for Shangri-La Dialogue	Taxi	Singapore

13 June 23 - 15 June 23	\$877.45	Accompany Minister of Defence to Fiji for Counterpart Meetings (travel by NZDF military aircraft)	Accommodation (2 nights) + Meals	Fiji
13 June 23 - 15 June 23	\$43.43	Accompany Minister of Defence to Fiji for Counterpart Meetings (travel by NZDF military aircraft)	Uber	Fiji
25 June 23 - 27 June 23	\$40.00	Defence Ministers Meeting (SecDef did not attend)	Cancellation fee for airfare	Adelaide
Subtotal - international travel		\$36,061.17	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)
7 July 22 - 8 July 22	\$277.06	HMNZS Te Mana return to New Zealand welcome ceremony	Airfares	Auckland
7 July 22 - 8 July 22	\$218.00	HMNZS Te Mana return to New Zealand welcome ceremony	Accommodation (1 night)	Auckland
7 July 22 - 8 July 22	\$67.30	HMNZS Te Mana return to New Zealand welcome ceremony	Taxi	Auckland
29 September 22 - 2 October 22	\$835.07	Visit to Auckland for Industry Engagement	Airfares	Auckland
29 September 22 - 2 October 22	\$263.26	Visit to Auckland for Industry Engagement	Accommodation (1 night) & Breakfast	Auckland
29 September 22 - 2 October 22	\$31.33	Visit to Auckland for Industry Engagement	Meals	Auckland
29 September 22 - 2 October 22	\$22.50	Visit to Auckland for Industry Engagement	Taxi	Auckland
4 February 23 - 6 February 23	\$40.25	Waitangi	Cancellation fee for airfare	Kerikeri
20 February 23 - 22 February 23	\$492.18	South Pacific Secretaries of Defence Dialogue	Airfares (WLG/AKL/WLG)	Auckland
20 February 23 - 22 February 23	\$878.00	South Pacific Secretaries of Defence Dialogue	Accommodation (2 nights)	Auckland
20 February 23 - 22 February 23	\$36.29	South Pacific Secretaries of Defence Dialogue	Taxi	Auckland
Subtotal - domestic travel		\$3,161.24	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)
30 June 2022	\$15.70	Public Service Leadership Team Master Class on Treaty History	Taxi	Wellington
18 August 2022	\$12.80	Secretary of Defence Session with new staff offsite for MoD Staff Induction	Taxi	Wellington
18 August 2022	\$133.00	Australian High Commission hosted dinner - home to dinner return	Taxi	Wellington
6 September 2022	\$14.90	Treaty Masterclass at Te Wharewaka	Taxi	Wellington
7 September 2022	\$24.50	Australian High Commission for working lunch	Taxi	Wellington
23 September 2022	\$78.20	Australia New Zealand Chief Executive Meeting dinner return	Taxi	Wellington
11 November 2022	\$17.10	Taxi to Customhouse for meeting with Chief Executive of Customs NZ	Taxi	Wellington
16 December 2022	\$30.00	Te Whatu Ora interviews	Parking	Wellington
21 December 2022	\$12.30	Taxi to external meeting	Taxi	Wellington
24 December 2022	\$11.30	Taxi to HMNZS Te Mana Official Lunch	Taxi	Wellington
10 February 2023	\$51.72	Taxi to attend MoD Wānanga	Uber	Wellington
4 May 2023	\$15.80	Taxi to meeting with Chief Executive of Customs NZ	Taxi	Wellington
4 May 2023	\$18.80	Taxi to meeting with Chief Executive of the Ministry of Transport	Taxi	Wellington
11 May 2023	\$89.10	Australian High Commission for working lunch return	Taxi	Wellington
22 June 2023	\$63.80	Taxi home from dinner hosted by Ambassador of Japan to New Zealand	Taxi	Wellington
Subtotal - local travel		\$589.02	Check - there are no hidden rows with data	Check - each entry provides sufficient information

Total travel expenses	\$39,811.43
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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 2022
Disclosure period end	30 June 2023
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)
1 September 2022	\$978.17	Hosting delegation in Fiji - Fijian Minister of Defence and members of Fiji's Ministry for Defence, National Security and Policing	Dinner for 9	Fiji
20 February 2023	\$3,292.00	South Pacific Secretaries of Defence Dialogue - Official dinner and venue hirage	Dinner for 15	Auckland
13 June 2023	\$158.43	Farewell dinner Fiji Counterpart Permanent Secretary Manasa Lesuma	Dinner for 2	Fiji

Total hospitality expenses	\$4,428.60	Check - there are no hidden rows with data	Check - each entry provides sufficient information
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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 2022
Disclosure period end	30 June 2023
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 2022 to 30 June 2023	\$2,742.05	Annual iPhone & iPad data subscriptions (Vodafone)	Cellphone charges	
11 August 2022	\$35.00	Flu Vaccination	Medical	Wellington
11 August 2022	\$1,437.50	Media Training Course	Training	Wellington
1 July 2022 to 30 June 2023	\$375.60	NZ Herald & Washington Post Annual Subscriptions	Subscription fee	
5 & 25 October 2022 & 27 April 2023	\$402.51	Te Reo uplift sessions	Course fee	Wellington
13 June 2023	\$375.11	Gifts for Fiji Counterpart Visit	Corporate gifts	Fiji

Total other expenses	\$5,367.77	Check - there are no hidden rows with data	Check - each entry provides sufficient information
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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 2022
Disclosure period end	30 June 2023
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?)
7 July 2022	US Independence Day Function	Declined	Ambassador Tom Udall and Ms Jill Cooper	Estimate not possible	
1 August 2022	Meet the Makers networking event (Tasmanian Govt)	Declined	Premier of Tasmania The Hon Jeremy Rockliff MP	Estimate not possible	
2 August 2022	Senior Official Defence Dinner in honour of the visit by Tasmanian Government	Declined	Mr Kim Evans, Secretary, Department of State Growth	Estimate not possible	
5 August 2022	Wellington on a Plate - MSH Consulting Invitation	Declined	Brian Yee, MSH Consulting	Estimate not possible	
8 August 2022	ASEAN Day Dinner Reception at the Royal Thai Embassy	Declined	ASEAN Heads of Mission	Estimate not possible	
9 August 2022	65th Anniversary of Malaysia-NZ Diplomatic Relations	Declined	Her Excellency Ms. Nur Izzah Wong Mee Choo, the High Commissioner of Malaysia	Estimate not possible	
18 August 2022	Dinner at Australian High Commissioner's Residence	Accepted	Australian Defence Attache to NZ, COL Neil Peake, Australian High	Estimate not possible	
1 September 2022	Moon Cakes	Accepted	Chinese Defence Attache Office	Estimate not possible	Consumed by Andrew Bridgman and nine MoD staff
1 September 2022	Framed Kava bowl	Accepted	Permanent Secretary Manias Legume	Under \$100	
7 September 2022	Working Lunch, Australian High Commission	Accepted	Australian High Commissioner	Under \$100	Attended by Andrew Bridgman and Analyst from MoD
11 September 2022	Proclamation of Accession	Declined	The Right Honourable Jacinda Ardern	Estimate not possible	
14 September 2022	65th National Day and Malaysia Day	Declined	Her Excellency Ms. Nur Izzah Wong Mee Choo & Mr. Kamarularifin Ab Gani	Estimate not possible	
20 September 2022	Function for the Australian Defence Strategic Studies Course visit to NZ	Declined	Australian Defence Attache to NZ, COL Neil Peake, Australian High	Estimate not possible	
23 September 2022	Australia New Zealand Chief Executives Meeting Dinner	Accepted	Chief of Defence Force, Air Marshal Kevin Short	Under \$100	Air Marshal Short, Andrew Bridgman, + 2 Australian Counterparts
25 September 2022	Air Force in Concert	Declined	Chief of Air Force	Under \$100	
27 September 2022	Chinese National Day	Declined	Acting Chinese Defence Attache	Estimate not possible	
27 September 2022	Dinner at Australian High Commissioner's Residence	Accepted	Her Excellency Ms Harinder Sidhu	Estimate not possible	Accepted, but cancelled as visit to NZ by CA Australia was cancelled

30 September 2022	Reception at Microsoft House, Auckland (industry engagement)	Accepted	Ariana Paul, Managing Director, Amotai, Dan Te Whenua Walker, Microsoft	Estimate not possible	Attended by Andrew Bridgman, Assistant Secretary Capability Delivery, and Industry Advisor from MoD
4 October 2022	Inaugural Lecture by Professor David Capie	Declined	Victoria University	Estimate not possible	
5 October 2022	Reception to introduce new UK Defence Advisor	Declined	Ms Iona Thomas OBE	Estimate not possible	
8 October 2022	Ukrainian Association of NZ Art Exhibition	Declined	Ukrainian Association of NZ (Wellington)	Estimate not possible	
10 October 2022	Lunch at the Wellington Club (industry engagement)	Accepted	Chief Executive, Hawke Eye Ltd	Estimate not possible	Attended by Andrew Bridgman and Assistant Secretary Capability Delivery from MoD
13 October 2022	Farewell Celebration for Lauu Mac Leauanae, Secretary for Pacific Peoples	Declined	Ministry for Pacific Peoples	Estimate not possible	
16 October 2022	Dinner hosted by Australian Deputy Prime Minister and Minister of Defence Richard Marles	Accepted	Australian Deputy Prime Minister Richard Marles	Estimate not possible	Attended by Andrew Bridgman and Analyst from MoD
17 October 2022	Working lunch during Australia - New Zealand Defence Ministers Meeting	Accepted	Australian Deputy Prime Minister Richard Marles	Estimate not possible	Attended by Andrew Bridgman and Analyst from MoD
18 October 2022	National Australia Bank Group CEO and Managing Director Ross McEwan inperson keynote briefing	Declined	Australian High Commission	Estimate not possible	
18 October 2022	Working Lunch Hosted by Secretary of Defence (Australia) Greg Moriarty	Accepted	Secretary of Defence Australia Greg Moriarty	Estimate not possible	
18 October 2022	Boomerang with Secretary's name engraved	Accepted	Chief of Army, Australia	Estimate not possible	
19 October 2022	Senate SHJ Evening of Conversation and Company	Declined	Senate SHJ	Estimate not possible	
26 October 2022	Cuban Embassy Cigar Night	Declined	HE Edgardo Valdés López, Ambassador of Cuba	Estimate not possible	
26 October 2022	Dinner to Celebrate the commencement of the P8-A Sustainment services Contract	Declined	Scott Carpendale, Managing Director of Boeing Defence Australia	Estimate not possible	
23 November 2022	2022 Sir Frank Holmes Memorial Lecture in Policy Studies	Declined	School of Government, Victoria University of Wellington	Estimate not possible	
12 December 2022	2x bottles of wine	Accepted	Chinese Defence Attache	Estimate not possible	Shared with team
3 February 2023	Governor-General Official Dinner in conjunction with Waitangi	Declined	The Rt Hon Dame Cindy Kiro	Estimate not possible	
4 February 2023	Minister for Foreign Affairs Waitangi Reception	Declined	Ho Nanaia Mahuta	Estimate not possible	
5 February 2023	Waitangi National Trust Reception	Declined	Waitangi National Trust	Estimate not possible	
7 March 2023	Japan Emperor's Birthday	Declined	Japanese Embassy	Estimate not possible	
9 March 2023	NZ Defence Industry Association Post Event Networking Function	Accepted	NZDIA / Ian Harman	Estimate not possible	
3 April 2023	Iftar Dinner from Organisatino of Islamic Cooperation	Declined	Organisation of Islamic Cooperation (OIC)	Estimate not possible	
3 April 2023	Lunch hosted by USA Ambassador to NZ Tom Udall	Accepted	Ambassador Tom Udall	Estimate not possible	
11 May 2023	Lunch hosted by High Commissioner of Australia to NZ	Accepted	Her Excellency Ms Harinder Sidhu	Estimate not possible	Attended by Andrew Bridgman and Analyst from MoD
22 May 2023	His Majesty's Ship SPEY Reception	Declined	Commanding Officer CDR Mike Proudman RN	Estimate not possible	
1 June 2023	NZ Art Gala Show Evening	Declined	MSH Consulting	Estimate not possible	
2 June 2023	Reception: National Day of Italy	Declined	Ambassador of Italy, Francesco Calogero and Mrs Francini Chacon Perez	Estimate not possible	
9 June 2023	Reception in honour of Daniel J. Krittenbrink	Declined	Ambassador Tom Udall and Ms Jill Cooper	Estimate not possible	
21 June 2023	Dinner hosted by Ambassador Ito Koichi (Japanese DA to NZ)	Accepted	Ambassadir Ito Koichi	Estimate not possible	
25 June 2023	Reception to celebrate the Act of Remembrance for the 73rd Anniversary of the Korean War	Declined	His Excellency the Ambassador of the Republic of Korea Changsik Kim	Estimate not possible	

Total count of gift/benefit entries:		Offered	47	Check - there are no hidden rows with data	Check - each entry provides sufficient information
	Accepted		17		
	Declined		30		
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).					