

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

Please refer to the link below for guidance in helping you to complete the workbook

<https://www.publicservice.govt.nz/assets/DirectoryFile/Chief-executive-gifts-benefits-and-expenses-disclosures-A-guide-for-agency-staff.pdf>

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. 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

Please complete this Excel workbook for your Chief Executive's gifts, benefits and expenses.

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 Disclosures 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

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](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/>

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

Organisation Name*	Ministry of Defence
Secretary or Chief Executive**	Brook Barrington
Disclosure period start***	1 July 2025
Disclosure period end***	30 June 2026
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	\$37,644.64	Figures exclude GST		Number offered	41
Hospitality	\$2,247.55	Figures exclude GST		Number accepted	5
Other expenses	\$3,228.07	Figures exclude GST		Number declined	36
International Travel	\$35,289.96	Figures exclude GST			
Domestic Travel	\$2,354.68	Figures exclude GST			
Local Travel	\$0.00	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	Brook Barrington			
Disclosure period start	1 July 2025			
Disclosure period end	30 June 2026			
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)
1 October 2025 - 6 October 2025	\$13,789.07	Bilateral Engagement with US Officials	Airfares	Washington
6 October 2025	\$51.39	Bilateral Engagement with US Officials	Taxi	Wellington
17 November 2025	\$364.51	PNG & Fiji Support of the Government's Defence Capability Plan	Hotel	Brisbane
17 November 2025 - 19 November 2025	\$1,509.10	PNG & Fiji Support of the Government's Defence Capability Plan	Airfares	Papua New Guinea
18 November 2025 - 19 November 2025	\$396.03	PNG & Fiji Support of the Government's Defence Capability Plan	Hotel	Papua New Guinea
19 November 2025 - 21 November 2025	\$918.54	PNG & Fiji Support of the Government's Defence Capability Plan	Hotel	Fiji
19 November 2025 - 21 November 2025	\$1,377.46	PNG & Fiji Support of the Government's Defence Capability Plan	Airfares	Fiji
21 November 2025	\$447.88	PNG & Fiji Support of the Government's Defence Capability Plan	Airfares	Wellington
21 November 2025	\$63.74	PNG & Fiji Support of the Government's Defence Capability Plan	Taxi	Wellington
23 November 2025	\$112.17	New Zealand - Singapore Strategic Dialogue 2+2 (cancelled)	Parking	Wellington
23 November 2025 - 26 November 2025	\$1,007.70	New Zealand - Singapore Strategic Dialogue 2+2 (cancelled)	Airfares	Singapore
23 November 2025 - 26 November 2025	\$1,328.30	New Zealand - Singapore Strategic Dialogue 2+2 (cancelled)	Hotel	Singapore
16 March 2026 - 18 March 2026	\$2,582.00	Australia New Zealand 2+2	Airfares	Canberra
16 March 2026 - 18 March 2026	\$670.18	Australia New Zealand 2+2	Hotel	Canberra
16 March 2026 - 18 March 2026	\$93.04	Australia New Zealand 2+2	Parking	Wellington
27 May 2026	\$51.73	Shangri-la Dialogue	Taxi	Wellington
27 May 2026	\$294.78	Shangri-la Dialogue	Hotel	Auckland
28 May 2026 - 1 June 2026	\$6,625.14	Shangri-la Dialogue	Airfares	Singapore
28 May 2026 - 1 June 2026	\$3,387.51	Shangri-la Dialogue	Hotel	Singapore
28 May 2026 - 1 June 2026	\$176.30	Shangri-la Dialogue	Laundry	Singapore
1 June 2026	\$43.39	Shangri-la Dialogue	Taxi	Wellington
Subtotal - international travel	\$35,289.96	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)
6 August 2025	\$245.65	Introductory visit to Burnham Military Camp	Airport Hotel	Wellington
6 August 2025	\$499.98	Introductory visit to Burnham Military Camp	Airfares	Christchurch
19 August 2025	\$417.25	Introductory visit to Papakura Military Camp	Airfares	Auckland

24 September 2025	\$32.00	Industry Strategy Launch (travel cancelled fee)	Airfares	Auckland
14 November 2025	\$285.22	Industry Visits in Auckland	Airport Hotel	Wellington
14 November 2025	\$674.14	Industry Visits in Auckland	Airfares	Auckland
14 November 2025	\$5.65	Industry Visits in Auckland	Parking	Auckland
14 November 2025	\$194.79	Industry Visits in Auckland	Airport Parking	Wellington
Subtotal - domestic travel		\$2,354.68	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)
Subtotal - local travel		\$0.00	Check - there are no hidden rows with data	Check - each entry provides sufficient information
Total travel expenses		\$37,644.64		
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).				

Public Service Secretary or Chief Executive Expense Disclosure				
Organisation Name	Ministry of Defence			
Public Service Secretary or Chief Executive	Brook Barrington			
Disclosure period start	1 July 2025			
Disclosure period end	30 June 2026			
GST on costs	Figures exclude GST			
Agency totals check	Data and totals on this worksheet checked and confirmed			
Hospitality Offered to Third Parties*				
<i>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.</i>				
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)
12 November 2025	\$90.52	PNG & Fiji Support of the Government's Defence Capability Plan	Framed Paua Twist in MADINZ presentation box	PNG
12 November 2025	\$1,620.71	PNG & Fiji Support of the Government's Defence Capability Plan	50% share of catering for a reception hosted by the High Commission in PNG	PNG
19 February 2026	\$50.00	Interview Panel	Catering: working lunch, 3 people	Wellington
26 February 2026	\$90.52	Philippines & NZ Bilateral Defence Talk	Framed Maori Bone Carving in MADINZ [Made and Designed in New Zealand] presentation box	Wellington
26 February 2026	\$335.00	Philippines & NZ Bilateral Defence Talk	Catering: working lunch, 17 people	Wellington
27 May 2026	\$60.80	Interview Panel	Catering: working lunch, 4 people	Wellington
Total hospitality expenses \$2,247.55 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	Brook Barrington			
Disclosure period start	1 July 2025			
Disclosure period end	30 June 2026			
GST on costs	Figures exclude GST			
Agency totals check	Data and totals on this worksheet checked and confirmed			
All Other Expenses				
<i>All other expenditure incurred by the Public Service secretary or chief executive that is not travel, hospitality or gifts.</i> <i>Include e.g. phone and data costs, subscriptions, membership fees, conference fees, professional development costs, books and anything else.</i>				
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)
31 July 2025	\$19.37	Business cards	Business Cards	NZ
22 September 2025	\$1,045.00	Challenge coins	Gifts	NZ
21 April 2026	\$56.52	Annual flu vaccination	Flu Vaccination	NZ
1 July 25 to 30 Jun 26	\$2,107.18	Annual iPhone & iPad data subscriptions (One NZ)	Cellphone Charges	NZ
Total other expenses	\$3,228.07	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	Brook Barrington					
Disclosure period start	1 July 2025					
Disclosure period end	30 June 2026					
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 2025	Reception	Declined	Diplomatic Representative	Under \$100	Attended by other Ministry Representative	
17 July 2025	Reception	Declined	Diplomatic Representative	Under \$100		
18 July 2025	Dinner	Declined	German Government	\$100 - \$500		
29 July 2025	Reception	Declined	Diplomatic Representative	Under \$100		
11 August 2025	Dinner	Declined	Amazon Web Services	\$100 - \$500		
12 August 2025	Reception	Declined	Diplomatic Representative	Under \$100	Attended by other Ministry Representative	
15 August 2025	WOAP Event	Declined	Australian Government	\$100 - \$500		
19 August 2025	Framed Photo from Papakura Military Camp	Accepted	Commanding Officer	Under \$100		
3 September 2025	Merchant Navy Day 2025	Declined	Visit and Ceremonial Events (VCO)	Under \$100		
10 September 2025	Harkness Fellowships Centenary Celebration	Declined	Harkness Fellowships Trust, the Commonwealth Fund and the Leadership Development Centre	Under \$100		
16 September 2025	Reception	Declined	Diplomatic Representative	Under \$100	Attended by other Ministry Representative	
23 September 2025	Reception	Declined	Diplomatic Representative	Under \$100		
24 September 2025	Reception	Declined	Diplomatic Representative	Under \$100		
8 October 2025	Announcement Event	Declined	Google New Zealand	\$100 - \$500		
10 October 2025	Official Lunch	Declined	Prime Minister	\$100 - \$500		
14 October 2025	Reception	Declined	Diplomatic Representative	Under \$100	Attended by other Ministry Representative	
8 November 2025	Birthday Ball	Declined	United States Government	\$100 - \$500		
9 November 2025	Air Force in Concert	Declined	Air Vice-Marshal, NZDF	Under \$100		
13 November 2025	Reception	Declined	Diplomatic Representative	Under \$100		
18 November 2025	Reception	Declined	Prime Minister and Air New Zealand	Under \$100		
25 November 2025	Reception on board French ship	Declined	French Government	Under \$100		
2 December 2025	Reception	Declined	Diplomatic Representative	Under \$100		
4 December 2025	Christmas Ball	Declined	British Government	\$100 - \$500		
17 December 2025	New Zealand Press Gallery Christmas Function	Declined	New Zealand Press Gallery	Under \$100		
26 January 2026	Reception	Declined	Australian Government	Under \$100		
28 January 2026	Reception	Declined	Diplomatic Representative	Under \$100		
2 - 6 February 2026	International Airshow	Declined	Experia Events Pte Ltd	Over \$1,000		
5 February 2026	Waitangi Day event	Declined	NZ Chief of Navy	Under \$100		
21 February 2026	Royal Edinburgh Military Tattoo	Declined	British Government and Royal Edinburgh Military Tattoo	\$100 - \$500		
24 February 2026	International Trade Exhibition	Declined	Government of Malaysia	Over \$1,000		

26 February 2026	Reception	Declined	Diplomatic Representation	Under \$100	Attended by other Ministry Representative
23 March 2026	Reception on board American ship	Declined	United States Government	Under \$100	Attended by other Ministry Representative
25 March 2026	Farewell Reception	Declined	British Government	Under \$100	
5 May 2026	Reception	Declined	Diplomatic Representation	Under \$100	
11 May 2026	Reception	Accepted	Industry Engagement	Under \$100	Attended by other Ministry Representative
12 May 2026	Reception	Accepted	Diplomatic Representation	Under \$100	
13 May 2026	Reception	Declined	Diplomatic Representation	Under \$100	
29 May 2026	Insulated Travel Mug	Accepted	Philippines Secretary of National Defence	Under \$100	Presented in person
2 June 2026	Reception	Declined	Diplomatic Representation	Under \$100	
18 June 2026	Gift bag - traditional Chinese food	Accepted	Chinese Government	Under \$100	Delivered to office, accepted on arrival
24 June 2026	Dinner	Declined	Australian Government	\$100 - \$500	
Total count of gift/benefit entries:	Offered	41	Check - there are no hidden rows with data	Check - each entry provides sufficient information	
	Accepted	5			
	Declined	36			
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).					