

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 2024
Disclosure period end***	30 June 2025
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	\$80,132.63	Figures exclude GST		Number offered	48
Hospitality	\$2,293.06	Figures exclude GST		Number accepted	5
Other expenses	\$1,929.58	Figures exclude GST		Number declined	43
International Travel	\$75,634.50	Figures exclude GST			
Domestic Travel	\$4,498.13	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 2024
Disclosure period end	30 June 2025
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)
18 September - 20 September 24	\$2,091.11	Australia New Zealand National Security Dialogue	Airfares (WLG/SYD/CDR/SYD/WLG)	Canberra
18 September - 20 September 24	\$624.46	Australia New Zealand National Security Dialogue	Accommodation & meals	Canberra
18 September - 20 September 24	\$97.31	Australia New Zealand National Security Dialogue	Taxis	Canberra
4 May - 16 May 25	\$25,999.73	Briefing to Partners on the Defence Capability Plan	Airfares	Honolulu, Ottawa, London, Singapore
4 May - 16 May 25	\$5,093.99	Briefing to Partners on the Defence Capability Plan	Accommodation & meals	Honolulu, Ottawa, London, Singapore
4 May - 16 May 25	\$343.04	Briefing to Partners on the Defence Capability Plan	Taxis	Honolulu, Ottawa, London, Singapore
25 May - 1 June 25	\$36,278.94	Briefings in Tokyo on the Defence Capability Plan and attendance at the Shangri-La Dialogue in Singapore	Airfares	Tokyo, Singapore
25 May - 1 June 25	\$5,043.82	Briefings in Tokyo on the Defence Capability Plan and attendance at the Shangri-La Dialogue in Singapore	Accommodation & meals	Tokyo, Singapore
25 May - 1 June 25	\$62.10	Briefings in Tokyo on the Defence Capability Plan and attendance at the Shangri-La Dialogue in Singapore	Taxis	Tokyo, Singapore
Subtotal - international travel	\$75,634.50	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)
17 July - 18 July 24	\$786.42	Introductory visit to Devonport Naval Base	Airfares (WLG/AKL/WLG)	Auckland
17 July - 18 July 24	\$250.57	Introductory visit to Devonport Naval Base	Accommodation & meals	Auckland
17 July - 18 July 24	\$96.09	Introductory visit to Devonport Naval Base	Taxis	Auckland
9 September - 10 September 24	\$531.57	C-130J Formal Welcome Ceremony	Airfares (WLG/AKL/WLG)	Auckland
9 September - 10 September 24	\$190.44	C-130J Formal Welcome Ceremony	Accommodation & meals	Auckland
9 September - 10 September 24	\$110.53	C-130J Formal Welcome Ceremony	Taxis	Auckland
30 September - 2 October 24	\$728.02	South Pacific Defence Ministers' Meeting	Airfares (WLG/AKL/WLG)	Auckland
30 September - 2 October 24	\$724.62	South Pacific Defence Ministers' Meeting	Accommodation & meals	Auckland
30 September - 2 October 24	\$105.65	South Pacific Defence Ministers' Meeting	Taxis	Auckland
5 December - 6 December 24	\$500.85	Australia New Zealand Foreign and Defence Ministers (ANZMIN) Meeting	Airfares (WLG/AKL/WLG)	Auckland
5 December - 6 December 24	\$265.16	Australia New Zealand Foreign and Defence Ministers (ANZMIN) Meeting	Accommodation & meals	Auckland

5 December - 6 December 24	\$208.21	Australia New Zealand Foreign and Defence Ministers (ANZMIN) Meeting	Taxis	Auckland		
Subtotal - domestic travel		\$4,498.13	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		\$80,132.63				

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 2024			
Disclosure period end	30 June 2025			
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)
19 November 2024	\$86.96	Gift exchange during official dialogue	Gift - coffee table book	Wellington
25 November 2024	\$816.00	Hosting lunch during official dialogue	Lunch for 10 people	Wellington
26 November 2024	\$62.61	Gift exchange during official dialogue	Gift - green tea and chocolate	Wellington
26 November 2024	\$624.79	Hosting lunch during official dialogue	Lunch for 12 cost shared with MFAT	Wellington
11 February 2025	\$47.83	Gift exchange during official talks	Gift - coffee table book	Wellington
12 February 2025	\$163.50	Hosting lunch during official talks	Working Lunch for 9 people	Wellington
24 February 2025	\$65.22	Gift exchange during official visit to NZ	Gift - coffee table book	Wellington
30 June 2025	\$513.11	Hosting breakfast during official talks	Working Breakfast for 8 people	United Kingdom
Total hospitality expenses	\$2,293.06	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 2024			
Disclosure period end	30 June 2025			
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)
14 April 2025	\$47.83	Vaccination	Medical Costs	Wellington
1 July 20 to 30 Jun 25	\$1,881.75	Annual iPhone & iPad data subscriptions (One NZ)	Cellphone Charges	NZ
Total other expenses	\$1,929.58	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 2024					
Disclosure period end	30 June 2025					
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						
<i>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 .</i>						
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?)	
13 July 2024	Reception	Declined	Diplomatic Representative	Under \$100		
17 July 2024	Reception	Declined	Diplomatic Representative	Under \$100	Attended by other Ministry Representative	
24 July 2024	Dinner	Declined	Diplomatic Representative	\$100 - \$500		
31 July 2024	Reception	Declined	Diplomatic Representative	Under \$100	Attended by other Ministry Representatives	
19 August 2024	Symposium	Declined	FIANZ - The Federation of Islamic Associations of NZ	Under \$100		
26 August 2024	Reception	Declined	Diplomatic Representative	Under \$100	Attended by other Ministry Representative	
9 September 2024	Aircraft arrival Dinner	Accepted	Lockheed Martin	\$100 - \$500		
11 September 2024	Reception	Declined	Diplomatic Representative	Under \$100		
18 September 2024	Dinner	Declined	Australian Government	\$100 - \$500		
18 September 2024	Reception	Declined	Diplomatic Representative	Under \$100		
21 September 2024	Church Service	Declined	Wellington Cathedral of St Paul	Under \$100		
26 September 2024	Reception	Declined	Diplomatic Representative	Under \$100	Attended by other Ministry Representatives	
14 October 2024	Dinner	Declined	Asia New Zealand Foundation	Under \$100		
15 October 2024	Lunch	Accepted	New Zealand Defence Industry Association	Under \$100		
17 October 2024	Reception	Declined	Diplomatic Representative	Under \$100		
29 October 2024	Reception	Declined	Diplomatic Representative	Under \$100		
31 October 2024	Reception	Declined	Diplomatic Representative	Under \$100		
31 October 2024	Dinner	Declined	Diplomatic Representative	Under \$100		
5 November 2024	Reception	Declined	Diplomatic Representative	Under \$100	Attended by other Ministry Representatives	
6 November 2024	Reception at Ambassadors Residence	Declined	Diplomatic Representative	Under \$100		
6 November 2024	Forum	Declined	Business Leaders' Health and Safety Forum	Under \$100		
12 November 2024	Reception	Declined	NZ China Council Chair	Under \$100		
19 November 2024	Reception	Declined	Prime Minister and Air New Zealand	Under \$100		
20 November 2024	Reception	Declined	Diplomatic Representative	Under \$100		
7 December 2024	Festival in Auckland	Declined	Diplomatic Representative	Under \$100		
12 December 2024	Christmas Ball	Declined	British Government	Under \$100	Attended by other Ministry Representative	
17 December 2024	Photography exhibition	Declined	Diplomatic Representative	Under \$100		
18 December 2024	New Zealand Press Gallery Christmas Function	Accepted	New Zealand Press Gallery	Under \$100		

15 January 2025	Reception	Declined	Diplomatic Representative	Under \$100	Attended by other Ministry Representative
19 February 2025	2nd Annual Military UAV Technology Summit	Declined	Senior Business Development	Estimate not possible	
13 March 2025	Reception	Declined	Diplomatic Representative	Under \$100	
28 March 2025	Dinner at Ambassadors Residence	Declined	British Government	\$100 - \$500	
31 March 2025	Book Launch	Declined	Victoria University of Wellington	Under \$100	
30 April 2025	Reception	Declined	Diplomatic Representative	Under \$100	
8 May 2025	NZ Security Sector Professional Development Programme Reception	Declined	Wellington Uni-Professional	Under \$100	
8 May 2025	Church Service	Declined	British Government	Under \$100	
15 May 2025	Reception	Declined	Diplomatic Representative	Under \$100	
15 May 2025	Lunch	Accepted	Singaporean Government	\$100 - \$500	
17 May 2025	Lunch	Declined	US Government	Under \$100	
20 May 2025	Reception	Declined	US Government	Under \$100	
3 June 2025	Reception	Accepted	Prime Minister	Under \$100	
5 June 2025	Reception	Declined	Diplomatic Representative	Under \$100	
5 June 2025	Civic Welcome Ceremony	Declined	Wellington City Council	Under \$100	
6 June 2025	Reception	Declined	Diplomatic Representative	Under \$100	
11 June 2025	Reception	Declined	Beca Group	Under \$100	
12 June 2025	Reception	Declined	Diplomatic Representative	Under \$100	
16 June 2025	Reception	Declined	British Government	Under \$100	
26 June 2025	Reception	Declined	Diplomatic Representative	Under \$100	
Total count of gift/benefit entries:	Offered	48	Check - there are no hidden rows with data	Check - each entry provides sufficient information	
	Accepted	5			
	Declined	43			
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).					