

## Chief Executive Expense Disclosure

<b>Organisation Name</b>	Ministry of Defence
<b>Chief Executive</b>	Helene Quilter
<b>Disclosure period</b>	1 July 2017 to 30 June 2018*

### International, domestic and local travel expenses

*All expenses incurred by CE during international, domestic and local travel. For international travel, group expenses relating to each trip.*

#### International Travel (including travel within NZ at beginning and end of overseas trip)\*\*

Date(s)	Cost (NZ\$) (exc GST / inc GST)***	Purpose of trip (eg attending XYZ conference for 3 days)****	Nature (eg hotel, airfares, taxis, meals & for how many people, other costs)
24/07/2017 - 6/08/2017		<b>Trip to Vietnam for Secretary of Defence counterpart meetings - 13 nights</b>	
	6,161.77		Airfares: Wellington/Hanoi/Wellington
	29.13		Taxi: Home/Wellington Airport
8/10/2017 - 18/10/2017		<b>Attend 100th Anniversary of Battle of Passchendaele in Belgium, plus attend defence international engagement meetings in Paris and London - 10 nights</b>	
	13,880.30		Airfares and Rail pass: Wellington/London/Brussels/Paris/London/Wellington
	582.04		Accommodation and meals: Brussels, Belgium - 1 night
	821.64		Accommodation and meals: Ypres, Belgium - 3 nights
	1,627.17		Accommodation and meals: London, UK - 3 nights
	88.76		Lunch for 3 including Ministry of Defence and NZDF staff members
	31.37		Meals (breakfast and coffee x 2) in London, UK
	28.75		Taxi: Home/Wellington Airport
	28.44		Taxi: Wellington Airport/Home

	Guest of NZ Embassy Unknown value		Lunch hosted by Head of Mission in honour of Director General for International Relations and Strategy, French of Armed Forces
11/11/2017 - 15/11/2017		<b>Trip to Malaysia for Malaysia-New Zealand Senior Executives' Meeting - 4 nights</b>	
	7,820.13		Airfares: Wellington/Kuala Lumpur/Wellington
	943.51		Accommodation and meals: Kuala Lumpur - 2 nights/3 days
	35.04		Taxi: Home/Wellington Airport
	32.96		Taxi: Wellington Airport/Home
21/04/2018 - 29/04/2018		<b>Trip to Canada for defence international engagement meetings including ANZAC Day and handover of HMNZS Te Kaha for frigate system upgrade - 8 nights</b>	
	12,428.00		Airfares: Wellington/Ottawa/Victoria return
	393.31		Accommodation and meals: Canada
	646.70		Accommodation and meals: Canada
	1,485.73		Accommodation and meals: Canada
	31.10		Taxi: Wellington Airport/Home
11/04/2018	138.92		Travel visa for Travel to Canada
1/06/2018		<b>Trip to Singapore for Shangri-La Dialogue - late cancellation and airfares will be refunded - 0 nights</b>	
	215.00		Cost of cancellation of Airfares: Wellington/Singapore/Wellington
<b>Sub total</b>		<b>\$47,449.77</b>	
<b>Domestic Travel (within NZ, including travel to and from local airport)</b>			
<b>Date(s)</b>	<b>Cost (\$) (exc GST / inc GST)***</b>	<b>Purpose (eg visiting district office for two days...) ****</b>	<b>Nature (eg hotel, airfare, meals &amp; for how many people, other costs)</b>
24/08/2017 - 25/08/2018		<b>Visit to Auckland to attend Diversity Works Board Meeting and Annual Awards Dinner - 1 night</b>	
	480.87		Airfare: Wellington/Auckland return
	216.52		Accommodation: Auckland - 1 night
	30.09		Taxi: Home/Wellington Airport
	56.50		Taxi: Auckland Hotel/Auckland Airport
	30.61		Taxi: Wellington Airport/Home

2/11/2017		<b>Attend Britain Australia New Zealand Chief Executive meeting (BRITANZ) in Queenstown - day trip</b>	
	223.05		Airfare: Queenstown/Wellington (one way)
	23.39		Taxi: Home/Rongotai Airfield (NZDF flight)
	39.13		Taxi: Wellington Airport/Home
<b>Sub total</b>	<b>\$1,100.16</b>		
<b>Local Travel (within City, excluding travel to airport)</b>			
<b>Date</b>	<b>Cost (\$) (exc GST / inc GST)***</b>	<b>Purpose (eg meeting with Minister) ****</b>	<b>Nature (eg taxi, parking, bus)</b>
7/08/2017	11.57	Attend Australia New Zealand National Security Dialogue meeting	Taxi: Ministry of Defence /Premier House
16/08/2017	8.44	Attend Farewell Reception for Australian High Commissioner	Taxi: Ministry of Defence/Australian High Commission
30/08/2017	13.31	Attend Investiture Ceremony hosted by Governor-General	Taxi: Ministry of Defence/Government House
30/08/2017	17.31	Attend Investiture Ceremony hosted by Governor-General	Taxi: Government House/Ministry of Defence
11/09/2017	11.22	Attend NZDF Leadership Programme - guest speaker	Taxi: Ministry of Defence/Royal Port Nicholson Yacht Club (speaking venue)
6/11/2017	8.52	Attend dinner with Vietnamese Deputy Minister of Defence and delegation	Taxi: Home/Dockside Restaurant
7/11/2018	13.91	Attend NZ/Vietnam Strategic Defence Dialogue	Taxi: Ministry of Defence/Asia Foundation
7/11/2018	11.31	Attend NZ/Vietnam Strategic Defence Dialogue	Taxi: Asia Foundation/Ministry of Defence
30/01/2018	59.91	Attend introduction meeting to Police Recruit Wing 313	Taxi: Ministry of Defence/Police College Porirua
30/01/2018	64.70	Attend introduction meeting to Police Recruit Wing 313	Taxi: Police College Porirua/Ministry of Defence
2/02/2018	34.00	Attend dinner with Chief of Defence Netherlands	Taxi: Home/Rongotai Airfield (NZDF flight)
26/02/2018	59.39	Attend Class with Police Recruit Wing 313	Taxi: Ministry of Defence/Police College Porirua
27/02/2018	10.44	Attend National Security Workforce Showcase launch	Taxi: Wellington city/Westpac Stadium
9/03/2018	10.26	Attend meeting with Australian Secretary of Defence	Taxi: Home/Breakfast venue
9/03/2018	13.39	Attend meeting with Australian Secretary of Defence	Taxi: Breakfast venue/Ministry of Defence
27/03/2018	12.96	Attend Trans-Tasman Dinner hosted by Australian High	Taxi: Home/Australian High Commission
4/04/2018	11.65	Attend meeting with Canadian High Commissioner	Taxi: Ministry of Defence/Canadian Embassy
1/05/2018	75.20	Attend Police Wing Recruit 313 Attestation	Taxi: Home/Police College Porirua
1/05/2018	76.10	Attend Police Wing Recruit 313 /Graduation dinner	Taxi: Police College Porirua/Home
3/05/2018	75.20	Attend Police Recruit Wing 313 Graduation Parade	Taxi: Ministry of Defence/Police College Porirua
<b>Sub total</b>	<b>\$598.79</b>		

<b>Total travel expenses</b>		<b>\$49,148.72</b>	
<b>Notes</b>			
* Headings on following tabs will pre populate with what you enter on this tab			
** Group expenditure relating to each overseas trip			
*** Delete what's inapplicable. Be consistent - all GST exclusive or all GST inclusive			
**** Please include sufficient information to explain the trip and its costs including destination and duration.			
Sub totals and totals will appear automatically once you put information in rows above.			
Mark clearly if there is no information to disclose.			

## Chief Executive Expense Disclosure

<b>Organisation Name</b>	Ministry of Defence
<b>Chief Executive</b>	Helene Quilter
<b>Disclosure period</b>	1 July 2017 to 30 June 2018*

### Hospitality

*All hospitality expenses provided by the CE in the context of his/her job to anyone external to the Public Service or statutory Crown entities.*

#### Hospitality Offered to Third Parties

Date	Cost (\$) (exc GST)**	Purpose (eg, hosting delegation from China)	Nature (what and for how many eg dinner for 5)	Reason (eg building relationships, team building)	Location/s
31/07/2018	361.96	Hosting United States Defence Attachè	Lunch for seven people including US Defence Attachè plus six Ministry of Defence staff members (Sec Def, DSD, DS-CD, HIB, Director, Desk Officer)	Defence international engagement	Wellington
6/11/2017	726.50	Viet Nam Delegation	Hosted dinner for 13 people including Viet Nam Deputy Minister of National Defence and delegation of eight, plus NZ delegation of five	NZ-Viet Nam Strategic Defence Dialogue	Wellington
1/02/2018	772.60	Papua New Guinea Secretary of Defence, Acting High Commissioner and Defence Attachè and NZ delegation	Hosted dinner for 6 people	Defence international engagement	Wellington
2/03/2018	70.87	Hosting Australian Defence Attachè	Lunch for two people	Defence international engagement	Wellington

#### Gifts Given to Third Parties

Date	Cost (\$) (exc GST)**	Gifted to	Description	Reason (eg building relationships, team building)	Location
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14/07/2017	148.35	US Defence Attachè	Framed Art (Fish Hook)	Farewell gift on departure from New Zealand	Wellington
25/07/2017	119	Minister of National Defence, Viet Nam	Glass Vase (Forest Green)	Gift given at Secretary of Defence counterpart meetings	Viet Nam
26/07/2017	56.50	Viet Nam - various Viet Nam Army officials	MoD Wooden Plaques x 5 - price per each	Gift exchange on official counterpart visits	Viet Nam
25/08/2017	129.95	Deputy Chief of Joint Staff Department, Central Military Commission, People's Liberation Army of China	China Plate (black/red)	8th NZ-China Strategic Defence Dialogue	Wellington
13/10/2017	137.50	Director General for International Relations and Strategy, French Ministry of Defence	All Blacks Rugby Jersey	Gift exchange on official visit to French counterpart	Paris, France
13/10/2017	137.50	Head Regional Issues, Directorate General International Relations and Strategy, French Ministry of Defence	All Blacks Rugby Jersey	Gift exchange on official visit to French counterpart	Paris, France
2/11/2017	199	UK Chief of Defence Staff	Glass Vase (Paua style)	Gift exchange at Britain Australia New Zealand Chief Executives meeting (BRITANZ)	Queenstown
7/11/2017	169	Deputy Minister of Defence, Viet Nam	Glass Vase (Native Bush Orb)	Gift exchange at NZ/Viet Nam Strategic Defence Dialogue	Given
14/11/2017	199	Malaysian Secretary of Defence	Glass Vase (Bush Green)	Malaysia-NZ Secretaries of Defence Meeting (personal gift exchange)	Malaysia
14/11/2017	219	Malaysian Minister of Defence	Glass Vase (Paua)	Malaysia-NZ Secretaries of Defence Meeting (personal gift exchange)	Malaysia
14/11/2017	56.50	Malaysian Secretary of Defence	MoD Wooden Plaque	Malaysia-NZ Secretaries of Defence Meeting (official gift exchange)	Malaysia
14/11/2017	56.50	Malaysian Minister of Defence	MoD Wooden Plaque	Malaysia-NZ Secretaries of Defence Meeting (official gift exchange)	Malaysia
14/11/2017	56.50	Malaysian Chief of Defence Force	MoD Wooden Plaque	Malaysia-NZ Secretaries of Defence Meeting (official gift exchange)	Malaysia
14/11/2017	26	Secretary of Defence's driver	Cufflink set (Koru on black)	Thank you gift (as is customary when on international visit). Malaysia-NZ Secretaries of Defence Meeting	Malaysia
14/11/2017	46	Sec Def's Escort Officer	Silver Fern Brooch	Thank you gift (as is customary when on international visit). Malaysia-NZ Secretaries of Defence Meeting	Malaysia

14/11/2017	125	Malaysian Chief of Defence Force	Framed Artwork (Wooden Tiki)	Malaysia-NZ Secretaries of Defence Meeting (gift exchange)	Malaysia
8/12/2017	56.50	Lewis Machine Tools	MoD Wooden Plaque	Thank you gift to LMT on handover of Individual Weapons project	Trentham
23/04/2018	149	Former Commanding Officer, HMCS VANCOUVER	Framed Wooden Carving (Fish Hook)	Thank you gift for assistance given to New Zealand during the 2016 Kaikoura Earthquake	Canada
23/04/2018	10 each	Canadian recipients	ANZAC commemoration chocolate bars	Thank you gifts (as is customary when on international visit). International engagement meetings, ANZAC day commemorations, and official handover of HMNZS TE KAHA. 10 separate gifts.	Canada
<b>Total expenses</b>		<b>\$1,931.93</b>			
<b>Notes</b>					
Third parties include people and organisations external to the public service or statutory Crown entities.					
* Headings on this tab will be pre populated with what you enter on the Travel tab					
** Delete what's inapplicable. Be consistent - all GST exclusive or all GST inclusive					
Total cost will appear automatically once you put information in rows above.					
Mark clearly if there is no information to disclose.					

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<b>Organisation Name</b>	Ministry of Defence
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<b>Disclosure period</b>	1 July 2017 to 30 June 2018*

### Gifts and Benefits over \$50 annual value\*\*

*All gifts, invitations to events and other hospitality, of \$50 or more in total value per year, offered to the CE by people external to the organisation*

#### Gifts Received

Date	Description ** (e.g. event tickets, etc)	Offered by (who made the offer?)	Estimated value (NZ\$) (exc GST)***	Comments
24/07/2017	Photo in Frame	Viet Nam representative	Unknown	Gift exchange - Viet Nam/NZ Dialogue & retained by the Ministry's Office
24/07/2017	Tapestry/Embroidery	Viet Nam representative	Unknown	Gift exchange - Viet Nam/NZ Dialogue and gifted to a staff member
26/07/2017	Plaque	Deputy Minister of National Defence, Viet Nam	Unknown	Gift exchange - Viet Nam/NZ Dialogue & held by the Ministry's Office
26/07/2017	Scarf	Director General, Department of Foreign Relations, Ministry of National Defence, Viet Nam	Unknown	Gift exchange - Viet Nam/NZ Dialogue & gifted to a staff member
26/07/2017	Plaque	Minister of National Defence, Viet Nam	Unknown	Gift exchange - Viet Nam/NZ Dialogue & retained by the Ministry's Office
26/07/2017	Silk Fabric x 2 types	Deputy Minister of National Defence, Viet Nam	Unknown	Gift exchange - Viet Nam/NZ Dialogue & retained by recipient



27/07/2017	Plaque	Director of Vietnam Peacekeeping Centre, Ministry of National Defense, Viet Nam	Unknown	Gift exchange - Viet Nam/NZ Dialogue & retained by the Ministry's Office
27/07/2017	Plaque	Deputy Director General, Department of Foreign Relations, Ministry of National Defence, Viet Nam	Unknown	Gift exchange - Viet Nam/NZ Dialogue & retained by the Ministry's Office
27/07/2017	Plaque x 2	Peacekeeping Centre, Viet Nam	Unknown	Gift exchange - Viet Nam/NZ Dialogue & retained by the Ministry's Office
13/10/2017	French Rugby Jersey	Director General for International Relations and Strategy, French Ministry of Defence	125 (web search 1/11/2017)	Gift exchange on official visit to French counterpart & gifted to a staff member
13/10/2017	Crest/Plaque	Director General for International Relations and Strategy, French Ministry of Defence	Unknown	Gift exchange on official visit to French counterpart & retained by the Ministry's Office
1/11/2017	China Plate (Fortnum & Mason Fountain Heritage Rec Tray 25 x 12.8cm)	UK Chief of Defence Staff	130 (web search 02/11/2017)	Gift exchange on official visit of UK Chief of Defence Staff & retained by the Ministry's Office
6/11/2017	Porcelain Vase with sailing boat and birds	Deputy Minister of National Defence, Viet Nam	Unknown	NZ-Vietnam Strategic Defence Dialogue (second) & retained by the Ministry's office
14/11/2017	Scarf (burgundy with flowers)	Malaysian Secretary of Defence	30.00 (approx)	Gift exchange - Malaysia/NZ Senior Executives meeting & gifted to a staff member
14/11/2017	Scarf (apricot with flowers)	Malaysian Minister of Defence	Unknown	Gift exchange - Malaysia/NZ Senior Executives meeting & retained by recipient
11/12/2017	1 x Bottle Red Wine: Schubert Block B 2014 Pint Noir	Republic of Korea Defence Attachè	76.99 (from website)	Christmas gift (shared among staff)
12/12/2017	Box of Macaroons	Tregaskis Brown	39.50 (from website)	Christmas gift (shared among staff)
13/12/2017	2 x bottles Wine: Craggy Range Chardonnay 2016 and Craggy Range Pinot Noir 2014	High Commissioner of Republic of Singapore	75.00 (approx from web)	Christmas gift (shared among staff)
14/12/2017	2 x bottles of wine: Pa Road Pinot Gris 2017 and Mt Difficulty Pinot Noir 2015	Chinese Defence Attachè	55 (approx from web)	Christmas gift (shared among staff)

15/12/2017	First Aid Kit (small personal size)	Loop Technologies	25 (approx from web)	Christmas gift & retained by recipient
21/12/2017	2018 Calendar	Ambassador of Japan	Unknown	Christmas gift & gifted to a staff member
23/01/2018	Ceramic Paua Bowl	Australian Defence Attachè	Unknown	Farewell gift from Defence Attachè Australia & retained by the Ministry's office

## Hospitality Received

Date	Description ** (e.g. event tickets, etc)	Offered by (who made the offer?)	Estimated value (NZ\$) (exc GST)***	Comments
13/07/2017	Defence Industry Association Lunch	Defence Industry Association	Unknown	Defence Industry Association lunch for members
25/07/2017	Govt to Govt event: Viet Nam/ NZ Dialogue	Vietnam Nam People's Army	unknown	Including accommodation and meals for 3 nights/days (in accordance with normal practice)
10/08/2017	Reception (and one guest)	Hon Mitchell in association with NZ Defence Industry Advisory Council and NZ Defence Industry Association	unknown	Industry event
16/08/2017	Reception	Australian High Commission	Unknown	Event to farewell the outgoing Australian High Commissioner
24/08/2017	Diversity Awards including meal	Diversity Works NZ	Unknown	The Secretary is a board member of Diversity Works NZ. She attended the Awards event in an official capacity.
2/11/2017	Hosted meeting & lunch	New Zealand Defence Force	Unknown	Britain, Australia, New Zealand Chief Executives Meeting (BRITANZ)
2/02/2018	Hosted dinner	New Zealand Defence Force	Unknown	Dinner in honour of Chief of Defence, Netherlands as part of European Chief of Defence meeting

8/02/2018	Hosted dinner	New Zealand Defence Force	Unknown	Dinner in honour of Chief of the Defence Staff, Spain and Chief of Defence, Belgium as part of the European Chief of Defence meeting
4/03/2018	Hosted dinner	NZ Chief of Defence Force	Unknown	Dinner in honour of Commander, United States Pacific Command
24/03/2018	Hosted dinner	United States Ambassador	Unknown	Bar-B-Que event
27/03/2018	Hosted dinner (and one guest)	Australian High Commission	Unknown	Westpac Trans-Tasman Dinner 2018
5/06/2018	Reception	United States Ambassador	Unknown	Farewell function for NZ Chief of Defence Force
19/06/2018	Reception	Beca	Unknown	Client Function
26/06/2018	Hosted dinner	Australian High Commission	Unknown	Farewell dinner for NZ Chief of Defence Force
<b>Total gifts &amp; benefits</b>				
		<b>No. of items = 37</b>		<b>\$0.00</b>
<b>Notes</b>				
* Headings on this tab will be pre populated with what you enter on the Travel tab				
** All gifts, invitations to events and other hospitality, of \$50 or more in total value per year, offered to the CE by people external to the organisation				
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).				
*** Mark clearly if cost include GST or not. Be consistent - all GST exclusive or all GST inclusive				
Estimated total value will appear automatically once you put information in rows above.				
Mark clearly if there is no information to disclose.				

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<b>Organisation Name</b>	Ministry of Defence
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<b>Disclosure period</b>	1 July 2017 to 30 June 2018*

### All Other Expenses\*\*

*All other expenditure incurred by the chief executive that is not travel, hospitality or gifts*

#### All Other Expenses

Date	Cost (\$)**** (exc GST)	Nature ***	Comment / explanation ***	Location
31/07/2018	129.31	Conference fee	Women Leaders in Public Sector	Wellington
27/07/2017	156.52	Diplomatic Passport renewal		Wellington
27/02/2018	162.73	Conference fee	NZ Institute of International Affairs Conference	Wellington
<b>Total other expenses</b>	<b>\$448.56</b>			