

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

Organisation Name	Ministry of Defence
Chief Executive**	Ms Helene Quilter
Disclosure period start***	1 July 2018
Disclosure period end***	30 June 2019
Agency totals check	Data and totals checked on all sheets
Chief Executive approval****	This disclosure has been approved by the Chief Executive
Other sign-off****	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 blue.

Summary of expenses	Cost in NZ\$	GST inc / exc	Gifts and benefits	Count
Travel expenses	\$33,113.55	Figures include GST (where applicable)	Number offered	46
Hospitality	\$2,370.64	Figures include GST (where applicable)	Number accepted	37
Other expenses	\$3,140.11	Figures include GST (where applicable)	Number declined	9
International Travel	\$28,742.77	Figures include GST (where applicable)		
Domestic Travel	\$3,986.83	Figures include GST (where applicable)		
Local Travel	\$383.95	Figures include GST (where applicable)		
Notes				
* Headings on following tabs will pre populate with what you enter on this tab				
** Create a new workbook for a new Chief Executive				
*** Update if a shorter or different period is covered				
**** This disclosure must be approved by the Chief Executive and another appropriate party, e.g. Board Chair, Chief Financial Officer or Audit and Risk Committee member				

Chief Executive Expense Disclosure

Organisation Name	Ministry of Defence
Chief Executive	Ms Helene Quilter
Disclosure period start	1 July 2018
Disclosure period end	30 June 2019
GST on costs	Figures include GST (where applicable)
Agency totals check	Data and totals on this worksheet checked and confirmed

International, domestic and local travel expenses

All expenses incurred by chief executive during international, domestic and local travel. Group expenses relating to each trip.

International Travel (including travel within NZ at beginning and end of overseas trip)				
Date(s)*	Cost in NZ\$**	Purpose of travel (e.g. attending XYZ conference for 3 days)***	Type of expense (e.g. hotel, airfares, taxis, meals & for how many people)	Location(s)
12/08/2018 to 14/08/2018	\$1,405.29	Defence Strategic Policy Review discussion with Australian Counterparts in Australia	Flights - WLG/AKL AKL/SYD SYD/CAN CAN/SYD SYD/WLG	Australia
12 August 2018	\$34.70	Defence Strategic Policy Review discussion with Australian Counterparts in Australia	Taxi - Home to Wellington Airport	New Zealand
12/08/2018 to 14/08/2018	\$634.92	Defence Strategic Policy Review discussion with Australian Counterparts in Australia	Accom - Hotel Realm, Canberra	Australia
12/08/2018 to 14/08/2018	\$65.53	Defence Strategic Policy Review discussion with Australian Counterparts in Australia	Meals and incidentals, Canberra	Australia
14 August 2018	\$36.20	Defence Strategic Policy Review discussion with Australian Counterparts in Australia	Taxi - Wellington Airport to Home	New Zealand
20 September 2018	\$30.60	Australia/New Zealand - National Security Dialogue in Australia	Taxi - Home to Wellington Airport	New Zealand
20/09/2018 to 21/09/2018	\$2,034.09	Australia/New Zealand - National Security Dialogue in Australia	Flights - WLG/AKL AKL/SYD SYD/WLG	New Zealand
20/09/2018 to 21/09/2018	\$513.12	Australia/New Zealand - National Security Dialogue in Australia	Accom - Intercontinental Hotel, Sydney	Australia
20 September 2018	\$16.77	Australia/New Zealand - National Security Dialogue in Australia	Taxi - Hotel to Sydney Harbour	Australia
21 September 2018	\$20.91	Australia/New Zealand - National Security Dialogue in Australia	Train - Sydney City to Sydney Airport	Australia
21 September 2018	\$33.80	Australia/New Zealand - National Security Dialogue in Australia	Taxi - Wellington Airport to Home	New Zealand
04/12/2018 to 07/12/2018	\$4,455.10	Singapore/New Zealand Strategic Dialogue in Singapore	Flights - WLG/AKL AKL/SIN SIN/AKL AKL/WLG	New Zealand
4 December 2018	\$28.50	Singapore/New Zealand Strategic Dialogue in Singapore	Taxi - Home/Wellington Airport	New Zealand
04/12/2018 to 07/12/2018	\$913.64	Singapore/New Zealand Strategic Dialogue in Singapore	Accom - Park Royal, Singapore	Singapore
7 December 2018	\$37.30	Singapore/New Zealand Strategic Dialogue in Singapore	Taxi - Wellington Airport/Home	New Zealand
27 February 2019	\$34.40	Australia/New Zealand - Defence Talks in Australia	Taxi - Ministry of Defence/Wellington Airport	New Zealand
27/02/2019 to 28/02/2019	\$1,951.99	Australia/New Zealand - Defence Talks in Australia	Flights - WLG/AKL AKL/ADL ADL/SYD SYD/WLG	New Zealand
27/02/2019 to 28/02/2019	\$168.33	Australia/New Zealand - Defence Talks in Australia	Accom - The Playford, Adelaide	Australia
27/02/2019 to 28/02/2019	\$37.17	Australia/New Zealand - Defence Talks in Australia	Meals and incidentals, Adelaide	Australia
19/04/2019 to 02/05/2019	\$11,382.10	To attend ANZAC Day Commemorations in Turkey and Defence Talks in United Arab Emirates	Flights - WLG/AKL AKL/DXB DXB/IST IST/DXB DXB/AKL AKL/WLG	New Zealand
19 April 2019	\$35.00	To attend ANZAC Day Commemorations in Turkey and Defence Talks in United Arab Emirates	Taxi - Home /Wellington Airport	New Zealand
20/04/2019 to 22/04/2019	\$935.59	To attend ANZAC Day Commemorations in Turkey	Accom - Conrad Hotel, Istanbul	Turkey
22/04/2019 to 25/04/2019	\$2,273.99	To attend ANZAC Day Commemorations in Turkey	Accom - Kolin Hotel, Canakkale	Turkey
25/04/2019 to 27/04/2019	\$927.29	To attend ANZAC Day Commemorations in Turkey	Accom - Conrad Hotel, Istanbul	Turkey
19/04/2019 to 27/04/2019	\$278.90	To attend ANZAC Day Commemorations in Turkey	Meals and incidentals, Turkey	Turkey
30/04/2019 to 01/05/2019	\$292.94	Defence Talks with Ministry of Defence in United Arab Emirates	Accom - Intercontinental Hotel, Dubai	United Arab Emirates
29/05/2019 to 03/06/2019	\$164.60	CANCELLED - Singapore/New Zealand Strategic Dialogue in Singapore	Flight Cancellation Fee	New Zealand
Subtotal - international travel \$28,742.77 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)
29/08/2018 to 30/08/2018	\$239.89	To attend Diversity Works NZ Board Meeting - Cancelled	Accom - Cordis Hotel - Paid Hotel Outside Refund Date	Auckland
17/09/2018 to 19/09/2018	\$530.76	To attend Women of Influence Forum and Awards Dinner, SecDef Finalist	Flights WLG/AKL AKL/WLG	Wellington
17 September 2018	\$33.70	To attend Women of Influence Forum and Awards Dinner, SecDef Finalist	Taxi - Home to Wellington Airport	Wellington
17 September 2018	\$77.44	To attend Women of Influence Forum and Awards Dinner, SecDef Finalist	Taxi - Auckland Airport to Skycity Grand Hotel	Auckland
19 September 2018	\$478.77	To attend Women of Influence Forum and Awards Dinner, SecDef Finalist	Accom - Skycity Grand Hotel (including booking fee)	Auckland
19 September 2018	\$53.00	To attend Women of Influence Forum and Awards Dinner, SecDef Finalist	Meals and incidentals	Auckland
19 September 2018	\$87.10	To attend Women of Influence Forum and Awards Dinner, SecDef Finalist	Taxi - SkyCity Hotel to Auckland Airport	Auckland
19 September 2018	\$32.50	To attend Women of Influence Forum and Awards Dinner, SecDef Finalist	Taxi - Wellington Airport to Home	Wellington
30/10/2018 to 2/11/2018	\$578.34	To attend NZ Defence Industry Association Forum	Accom - Copthorne Hotel, Palmerston North	Palmerston North
30 October 2019	\$30.20	To attend NZ Defence Industry Association Forum	Meals and Incidentals, Palmerston North	Palmerston North
22 May 2019	\$719.51	To attend Diversity Works NZ Board Meeting	Flights WLG/AKL AKL/WLG	Wellington
22 May 2019	\$32.90	To attend Diversity Works NZ Board Meeting	Taxi - Home/Wellington Airport	Wellington
22 May 2019	\$69.30	To attend Diversity Works NZ Board Meeting	Taxi - Auckland Airport/Central Auckland	Auckland
22 May 2019	\$86.30	To attend Diversity Works NZ Board Meeting	Taxi - Central Auckland/Auckland Airport	Auckland
22 May 2019	\$34.40	To attend Diversity Works NZ Board Meeting	Taxi - Wellington Airport to Home	Wellington
06/06/2019 to 07/06/2019	\$702.12	To Attend Naming Ceremony HMNZS Manawanui	Flights WLG/AKL AKL/WLG & Booking Fee	Wellington
6 June 2019	\$43.10	To Attend Naming Ceremony HMNZS Manawanui	Taxi - Ministry of Defence/Wellington Airport	Wellington
6 June 2019	\$69.80	To Attend Naming Ceremony HMNZS Manawanui	Taxi - Auckland Airport/Auckland Central	Auckland
7 June 2019	\$87.70	To Attend Naming Ceremony HMNZS Manawanui	Taxi - Auckland Viaduct/Auckland Airport	Auckland
Subtotal - domestic travel \$3,986.83 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)
6 June 2018	\$57.80	Attend Chief Defence Force's farewell - United States Reception	Taxi - Home/US Ambassador Residence	Wellington
6 June 2018	\$54.10	Attend Chief Defence Force's farewell - United States Reception	Taxi - US Ambassadors Residence/Home	Wellington
29 June 2018	\$12.50	Attend Chief Defence Force - Change of Command Ceremony	Taxi - Ministry of Defence/Pukeahu War Memorial	Wellington
24 September 2018	\$13.50	Attend APEC20 CE's meeting	Taxi - Ministry of Defence/Ministry Foreign Affairs	Wellington
26 September 2018	\$54.90	Attend State Services Commission Chief Executives Retreat	Taxi - Ministry of Defence/Ohariu Farm	Wellington
26 September 2018	\$55.40	Attend State Services Commission Chief Executives Retreat	Taxi - Ohariu Farm/Ministry of Defence	Wellington
17 October 2018	\$26.40	Attend British High Commission Dinner for UK Vice Chief of Defence Staff	Taxi - Home/British High Commissioners Residence	Wellington
5 November 2018	\$14.55	Attend Viet Nam Ministry of Defence Dinner	Taxi - Ministry of Defence/Shed 5	Wellington
7 November 2018	\$11.80	Attend Interviews	Taxi - Ministry of Defence/Wellington City	Wellington
26 November 2018	\$11.60	Attend Chief Executives Farewell	Taxi - Ministry of Defence/Wellington City	Wellington
12 February 2019	\$36.90	Attend Australian High Commission Dinner for visiting Australian Counterpart	Taxi - Home/Australian High Commission	Wellington
16 May 2019	\$20.20	Attend the National Commemoration to mark the 75th Anniversary of the Battle of Cassino	Taxi - Ministry of Defence/Pukeahu War Memorial	Wellington
28 May 2019	\$14.30	Attend US Memorial Day Service	Taxi - Ministry of Defence/Pukeahu War Memorial	Wellington
Subtotal - local travel \$383.95 Check - there are no hidden rows with data Check - each entry provides sufficient information				

Total travel expenses	\$33,113.55
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Notes

* Any non-standard date format or date outside 1 July 2018 - 30 June 2019 will raise an alert. Check entry and select 'Yes' to accept/continue.

** Note that GST may not apply to overseas purchases.

*** Please include sufficient information to explain the trip and its costs including destination and duration.

Insert additional rows as needed: right click on a row number (left of screen) and select Insert - this will insert a row above selected row.

Group expenditure relating to each overseas trip.

Subtotals and totals will appear automatically once you put information in rows above.

Mark clearly if there is no information to disclose - provide a note to this effect in the 'Date' column (column A) for each travel category (local, domestic and international).

Chief Executive Expense Disclosure

Organisation Name	Ministry of Defence
Chief Executive	Ms Helene Quilter
Disclosure period start	1 July 2018
Disclosure period end	30 June 2019
GST on costs	Figures include GST (where applicable)
Agency totals check	Data and totals on this worksheet checked and confirmed

Hospitality Offered to Third Parties*

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

Date(s)**	Cost in NZ\$	Purpose of hospitality (e.g. hosting delegation from China, building relationships, team building)	Type of expense (what and for how many e.g. dinner for 5)	Location(s)
28 September 2018	\$98.43	Lunch with the Chair of Security Intelligence Board in Australia	Lunch for 2 people - Attending AUS/NZ National Security Dialogue in Australia	Intercontinental, Sydney
14 November 2018	\$100.59	Afternoon Tea for Chief of Navy Rear Admiral John Martin	Afternoon tea for 16 people - Farewell to Chief of Navy	Ministry of Defence
29 November 2018	\$1,657.50	Dinner for the Under Secretary of Philippines	Dinner for 13 people - New Zealand/Philippines Bilateral Defence Talks	The Wellington Club, Wellington
5 December 2019	\$66.07	Lunch with First Secretary, NZ High Commission Singapore in Singapore	Lunch for 2 people - Business Lunch during Singapore Strategic Dialogue	Paul Bakery, Singapore
27 February 2019	\$344.81	Dinner New Zealand & Australia Counterparts in Adelaide	Dinner for 5 people - Australia/ New Zealand Defence Bilaterals	The Playford Hotel, Adelaide
25 April 2019	\$103.24	Hosted NZ Delegation during ANZAC Commemorations in Turkey	Dinner for 6 people - New Zealand Delegation during Turkey visit	Suvla, Turkey
Total hospitality expenses	\$2,370.64	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.

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Insert additional rows as needed: right click on a row number (left of screen) and select Insert - this will insert a row above selected row.

Total cost will appear automatically once you put information in rows above.

Mark clearly if there is no information to disclose - provide a note to this effect in the 'Date' column (column A).

Chief Executive Expense Disclosure

Organisation Name	Ministry of Defence
Chief Executive	Ms Helene Quilter
Disclosure period start	1 July 2018
Disclosure period end	30 June 2019
GST on costs	Figures include GST (where applicable)
Agency totals check	Data and totals on this worksheet checked and confirmed

All Other Expenses

*All other expenditure incurred by the chief executive that is not travel, hospitality or gifts.
Include e.g. phone and data costs, subscriptions, membership fees, conference fees, professional development costs, books and anything else.*

Date(s)*	Cost in NZ\$	Purpose of expense (e.g. subscription part of employment agreement, development as agreed with SSC)	Type of expense (e.g. phone and data costs, membership fees)	Location(s)
9 August 2018	\$684.25	Professional Development as agreed with SSC	Masterclass Attendance Costs	Wellington
21 August 2018	\$102.50	To attend the Women in Influence Forum in Auckland	Women in Influence Forum ticket	Auckland
29 November 2018	\$217.50	Framed Pounamu Carving - gift exchange New Zealand/Philippines Defence Talks	Gift to Philippines UnderSecretary of National Defence	Wellington
6 December 2018	\$15.00	3 x Kiwiana Pins - Thank you gifts to 2 x Liaison Officers and driver whilst attending Singapore Strategic Dialogue	Gift to 2 x Liaison Officers and 1 x Driver	Singapore
6 March 2019	\$129.00	Glass Koru and MoD Wooden Plaque given to the Executive Chief of Policy and Cooperation during gift exchange New Zealand/United Arab Emirates Defence Talks	Gift to Executive Chief Policy and Cooperation	Wellington
12 March 2019	\$198.00	Framed Wooden Artwork and MoD Wooden Plaque given to the Secretary-General, Ministry of Defence during gift exchange New Zealand/Malaysian Defence Talks	Gift to Secretary-General Ministry of Defence, Malaysia	Wellington
29 April 2019	\$169.00	Framed Pio, Clay Kete and Greenstone in basket during gift exchange with the President of the National Council whilst visiting United Arab Emirates for Defence Engagement	Gift to President of the National Council	United Arab Emirates
29 April 2019	\$69.00	Ministry of Defence Wooden Plaque during gift exchange with the UnderSecretary of Defence for the Minister of State for Defence whilst visiting United Arab Emirates for Defence Engagement	Gift to Undersecretary of Defence	United Arab Emirates
29 April 2019	\$200.00	Glass Waka during gift exchange with the UnderSecretary of Defence for the Minister of State for Defence whilst visiting United Arab Emirates for Defence Engagement	Gift to Undersecretary of Defence	United Arab Emirates
29 April 2019	\$200.00	Glass Waka gift to the Hedayah Centre whilst visiting United Arab Emirates for Defence Engagement	Gift to the Hedayah Centre	United Arab Emirates
29 April 2019	\$20.00	Given - 2 x Kereru Pen Gift Set as a thank you to the two United Arab Emirate Escort Officers whilst visiting United Arab Emirates for Defence Engagement	Gift to 2 x Escort Officers	United Arab Emirates
29 April 2019	\$20.00	Given - New Zealand Fern Coaster Set as a thank you to the Driver whilst visiting United Arab Emirates for Defence Engagement	Gift to Driver	United Arab Emirates
29 April 2019	\$25.00	Given - Kura Turquoise Small Bowl as a thank you to the Escort Officer whilst visiting United Arab Emirates for Defence Engagement	Gift to Escort Officer	United Arab Emirates
29 April 2019	\$14.00	Given - 2 x Kiwiana pins as a thank you to Driver and Escort officer whilst visiting United Arab Emirates for Defence Engagement	Gift to 1 x Driver and 1 x Excort Officer	United Arab Emirates
1 July 2018 to 30 June 2019	\$1,076.86	Phone and Data Costs from 1 July 2018 to 30 June 2019	Phone and Data Costs	Wellington

Total other expenses	\$3,140.11	Check - there are no hidden rows with data	Check - each entry provides sufficient information	
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Notes				
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Insert additional rows as needed: right click on a row number (left of screen) and select Insert - this will insert a row above selected row.		
Total cost will appear automatically once you put information in rows above.		
Mark clearly if there is no information to disclose - provide a note to this effect in the 'Date' column (column A).		

Chief Executive Gifts and Benefits Disclosure

Organisation Name	Ministry of Defence
Chief Executive	Ms Helene Quilter
Disclosure period start	1 July 2018
Disclosure period end	30 June 2019
GST on values	Figures include GST (where applicable)
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 chief executive by people external to the organisation.
Include all gifts, invitations or other hospitality whether accepted or declined.*

Date(s)*	Description (e.g. event tickets, etc.)	Was the gift accepted? (drop-down list in cell)	Offered by (who made the offer?)	Estimated value in NZ\$ (drop-down list in cell but provide specific value if possible)	Other comments (e.g. if given to others, whom?)
13 July 2018	Lunch with Australian Defence Attache	Accepted	Australian Defence Attache	Under \$100	
13 August 2018	Dinner with Australian Secretary of Defence	Accepted	Australian Department of Defence	\$100 - \$500	
15 August 2018	Reception in association with NZ Defence Industry Advisory Council and NZ Defence Industry Association	Accepted	Minister of Defence, Hon Ron Mark	Under \$100	
18 September 2018	Westpac Women of Influence Awards Dinner	Accepted	Sponsor Westpac & Fairfax, NZ	\$100 - \$500	
19 September 2018	Dinner to Celebrate 125th Anniversary of Women's Suffrage	Accepted	Governor-General HE The Rt Hon Patsy Reddy	Under \$100	
20 September 2018	Working Dinner during Australia/New Zealand National Security Dialogue	Accepted	Australia Department of Prime Minister & Cabinet	Under \$100	
6 October 2018	The Air Force Band in Concert	Declined	Chief of Airforce	Estimate not possible	Attended by Executive Assistant to Secretary of Defence
17 October 2018	Dinner for visit of UK Vice Chief of Defence Staff	Accepted	British High Commission	Under \$100	
25 October 2018	Received - 1 x 500ml Bottle Kweichow Moutai	Accepted	Deputy Chief, Joint Staff, Department of the Central Military Commission, China	\$100 - \$500	Held in the Ministry's Office
14 November 2018	Received - Farewell Plaque received from the Chief of Navy on his departure	Accepted	Chief of Navy, NZ Defence Force	Under \$100	Held in the Ministry's Office
28 November 2018	Defence Engagement Reception	Accepted	Australian High Commission	Under \$100	
29 November 2018	Received - Set of 6 - Placemats & Napkins gift exchange during New Zealand/Philippines Defence Talks	Accepted	Philippines Under Secretary of National Defence	Under \$100	Gift to Staff Member
6 December 2018	Received - Scarf during gift exchange while attending Singapore Strategic Dialogue	Accepted	Singapore Permanent Secretary of Defence	Under \$100	Gift to Staff Member
12 December 2018	Received - 2 Tickets to the Terracotta Warriors Exhibition at Te Papa	Accepted	Chinese Defence Attache and Chinese Assistant Attache	Under \$100	Held by Recipient
12 December 2018	Received - Christmas Cake	Accepted	Beca Chief Executive Officer	Under \$100	Shared at Ministry's Christmas Lunch
12 December 2018	Received - Box of Macaroons	Accepted	Tregaskis Brown	Under \$100	Shared with Staff
18 December 2018	Received - 2 x bottles of Wine (White/Red)	Accepted	Singapore High Commission	Under \$100	Shared at Ministry's Christmas Lunch
18 December 2018	Received - 1 x bottle of Red Wine	Accepted	South Korea Defence Attache	Under \$100	Shared at Ministry's Christmas Lunch
12 February 2019	Dinner for Retiring Australian Secretary of Defence	Accepted	Australian High Commission	Under \$100	
14 February 2019	Dinner for Japanese Military Delegation	Accepted	Chief of Defence Force	\$100 - \$500	Attended with Partner
20 February 2019	Reception for first visit of the USCGC Polar Star to Wellington	Declined	United States Embassy		
6 March 2019	Received - Plaque during gift exchange New Zealand/United Arab Emirates Defence Talks	Accepted	Executive Chief of Policy and Cooperation, United Arab Emirates	Under \$100	Held in the Ministry's Office
12 March 2019	Received - Framed Picture during gift exchange New Zealand/Malaysian Defence Talks	Accepted	Secretary-General Ministry of Defence, Malaysia	\$100 - \$500	Held in the Ministry's Office
29 March 2019	Reception on board HMNZS Wellington	Declined	Commodore of HMNZS Wellington, New Zealand Defence Force		
8 April 2019	Presentation 2018/19 Ngarimu VC Awards	Declined	Associate Minister of Education, Hon Kelvin Davis		
12 April 2019	Attend the New Zealand Military Tattoo	Declined	Palmerston North Mayor		
16 April 2019	Received - 5 x Books	Accepted	Andrea Needham Leadership Charitable Trust	\$100 - \$500	Held with the Human Resources team
27 April 2019	Accommodation provided by hosting country during the United Arab Emirates defence engagement talks from 27 to 30/04/2019	Accepted	Ministry of Defence, United Arab Emirates	\$500 - \$1,000	
27 April 2019	Breakfast/Lunch/Dinner provided by hosting country during the United Arab Emirates defence engagement talks from 27 to 01/05/2019	Accepted	Ministry of Defence, United Arab Emirates	\$100 - \$500	
29 April 2019	Received - Silver plated falcon on stand in leather case during gift exchange whilst visiting United Arab Emirates for Defence Engagement	Accepted	United Arab Emirates Federation National Council	Estimate not possible	Held in the Ministry's Office
29 April 2019	Received - Book - during gift exchange whilst visiting United Arab Emirates for Defence Engagement	Accepted	United Arab Emirates Federation National Council	Under \$100	Gifted to Staff Member
29 April 2019	Received - Model of the Al Maqta Tower during gift exchange whilst visiting United Arab Emirates for Defence Engagement	Accepted	Undersecretary of Defence, United Arab Emirates	Estimate not possible	Held in the Ministry's Office
29 April 2019	Received - Book - during gift exchange whilst visiting United Arab Emirates for Defence Engagement	Accepted	Undersecretary of Defence, United Arab Emirates	Under \$100	Gifted to Staff Member
29 April 2019	Received - Compass - during gift exchange with the Hedayah Centre whilst visiting United Arab Emirates for Defence Engagement	Accepted	Hedayah Centre, United Arab Emirates	Under \$100	Retained by Secretary of Defence
8 May 2019	Westpac Trans Tasman Dinner with guest speaker Ian Thorpe	Declined	Australian High Commission		
9 May 2019	NZ Sector Professional Development Programme Dinner	Declined	Victoria University		
22 May 2019	Received - Thank you/Farewell Gift on the departure of the Secretary of Defence from Ministry of Defence	Accepted	Diversity Works NZ Board Members - Personal Gift from the board members	Under \$100	Retained by the Secretary of Defence
28 May 2019	Farewell Lunch with Australian Defence Adviser	Accepted	Australian Defence Adviser	Under \$100	
28 May 2019	Received - 2 x bottles of wine(red/white) as a farewell gift	Accepted	Australian Defence Adviser	Under \$100	Retained by the Secretary of Defence
5 June 2019	Received - Flower Print Scarf - Thank you/Farewell Gift on the departure of the Secretary of Defence from the Ministry of Defence	Accepted	Tregaskis Brown	Under \$100	Retained by Secretary of Defence
10 June 2019	Received - Flowers as a thank you/farewell gift as a member of the New Zealand Defence Force Board on her departure from the Ministry of Defence	Accepted	New Zealand Defence Force Board	Under \$100	Retained by the Secretary of Defence
11 June 2019	Farewell Dinner for Secretary of Defence	Accepted	New Zealand Defence Force Executive Committee	\$100 - \$500	
11 June 2019	Farewell Afternoon Tea on the departure of the Secretary of Defence from the Ministry of Defence	Accepted	New Zealand Defence Force	Under \$100	
11 June 2019	Received - Framed James Cook Map as a farewell gift on the departure of the Secretary of Defence from the Ministry of Defence	Accepted	New Zealand Defence Force	Estimate not possible	Retained by the Secretary of Defence
25 June 2019	Reception to farewell the Ambassador of Singapore	Declined	Singapore High Commission		
28 June 2019	2019 Global Enterprise Experience Award Ceremony	Declined	National Spokesperson for Youth, Chris Bishop MP		

Total count of gift/benefit entries:	Offered	46	Check - there are no hidden rows with data	Not all lines have an entry for "Description", "Was the gift accepted?" and "Estimated value in NZ\$"
	Accepted	37		
	Declined	9		

Notes
 * Any non-standard date format or date outside 1 July 2018 - 30 June 2019 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).				