

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

Organisation Name	Government Communication Security Bureau
Chief Executive**	Andrew Hampton
Disclosure period start***	1 July 2020 to 28 February 2021
Disclosure period end***	and 17 June 2021 till 30 June 2021
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****	This disclosure has been approved by the 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	\$4,056.95	Figures exclude GST		Number offered	33
Hospitality	\$474.70	Figures exclude GST		Number accepted	13
Other expenses	\$4,316.96	Figures exclude GST		Number declined	20
International Travel	\$0.00	Figures exclude GST			
Domestic Travel	\$4,019.47	Figures exclude GST			
Local Travel	\$37.48	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 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	Government Communication Security Bureau
Chief Executive	Andrew Hampton
Disclosure period start	1 July 2020 to 28 February 2021
Disclosure period end	and 17 June 2021 till 30 June 2021
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 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)
		N/A No international Travel		
Subtotal - international travel		\$0.00	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)
	\$644.40	Trip 1	Full Breakdown & Location are not disclosed	
	\$513.03	Trip 2	Full Breakdown & Location are not disclosed	
	\$433.74	Trip 3	Full Breakdown & Location are not disclosed	
	\$504.60	Trip 4	Full Breakdown & Location are not disclosed	
	\$622.52	Trip 5	Full Breakdown & Location are not disclosed	
	\$325.90	Trip 6	Full Breakdown & Location are not disclosed	
	\$975.28	Trip 7	Full Breakdown & Location are not disclosed	
Subtotal - domestic travel		\$4,019.47	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)
	\$18.87	Trip 1	Full Breakdown & Location are not disclosed	
	\$18.61	Trip 2	Full Breakdown & Location are not disclosed	
Subtotal - local travel		\$37.48	Check - there are no hidden rows with data	Check - each entry provides sufficient information

Total travel expenses **\$4,056.95**

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).

Chief Executive Expense Disclosure

Organisation Name	Government Communication Security Bureau
Chief Executive	Andrew Hampton
Disclosure period start	1 July 2020 to 28 February 2021
Disclosure period end	and 17 June 2021 till 30 June 2021
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 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, building relationships, team building)	Type of expense (what and for how many e.g. dinner for 5)	Location(s)
	\$474.70	Scholarships winners - Lunch	Lunch for 8	Thistle Inn
Total hospitality expenses	\$474.70	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).				

Chief Executive Expense Disclosure

Organisation Name	Government Communication Security Bureau
Chief Executive	Andrew Hampton
Disclosure period start	1 July 2020 to 28 February 2021
Disclosure period end	and 17 June 2021 till 30 June 2021
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 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)
Annual	\$2,400.00	Professional Development and Coaching	Full Breakdown & Location are not able to be disclosed	
Annual	\$920.87	Cell phone rental and charges		
June 21	\$210.00	Diplomatic Passport		
Feb 21	\$400.00	New prescription glasses		
Nov 20	\$143.48	Work phone screen replacement		
Annual	\$242.61	NZIIA DG Membership		
Total other expenses	\$4,316.96	Check - there are no hidden rows with data	Not all lines have an entry for "Cost in NZ\$" and "Type of expense"	
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).				

Chief Executive Gifts and Benefits Disclosure

Organisation Name	Government Communication Security Bureau
Chief Executive	Andrew Hampton
Disclosure period start	1 July 2020 to 28 February 2021
Disclosure period end	and 17 June 2021 till 30 June 2021
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 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?)
23 July 2020	U.S. Independence Day 2020 reception	ACCEPTED	U.S. Embassy	Estimate not possible	Spouse Attended
16 September 2020	Diversity Awards NZ 2020	DECLINED	Diversity Works NZ	Estimate not possible	
2 November 2020	Public Service Day Awards Ceremony 2020	DECLINED	Public Service Commission	Estimate not possible	
3 November 2020	Dinner to discuss International Security	ACCEPTED	British High Commission	Estimate not possible	
4 November 2020	Presidential Election 2020	ACCEPTED	U.S. Embassy	Estimate not possible	
9 November 2020	Spirit of Service Awards 2020	ACCEPTED	Public Service Commission	Estimate not possible	
10 November 2020	Liaison event	ACCEPTED	U.S. Embassy	Estimate not possible	
18 November 2020	Microsoft Datacentre Experience	DECLINED	Microsoft	Estimate not possible	
23 November 2020	End of Year Celebration	DECLINED	Superdiversity Institute	Estimate not possible	
24 November 2020	CIO Awards Night and CIO Summit 2020	DECLINED	IDC	Estimate not possible	
2 December 2020	End of Year Celebration	ACCEPTED	PSC	Estimate not possible	
5 December 2020	Farewell event to U.S. Ambassador and Mrs Brown	ACCEPTED	U.S. Embassy	Estimate not possible	Family Attended
8 December 2020	Speaker's reception - Rt Hon Trevor Mallard	DECLINED	Parliament	Estimate not possible	
9 December 2020	Ministry of Education end of year function	DECLINED	Education Events	Estimate not possible	
10 December 2020	Homewood Christmas Function	ACCEPTED	British High Commission	Estimate not possible	Spouse Attended
17 December 2020	End of year drinks	DECLINED	Deloitte	Estimate not possible	
Dec 20	Christmas Hamper	ACCEPTED	Full Breakdown not disclosed	\$170.00	Distributed among staff
21 January 2021	Inauguration of the 46th President of the United States of America	ACCEPTED	U.S. Embassy	Estimate not possible	
10 February 2021	Back to Business Cocktail Party	DECLINED	Business NZ	Estimate not possible	
17 February 2021	Panel discussion with EU Ambassador	DECLINED	Eventbrite	Estimate not possible	
25 February 2021	2020 School of Government Prize-giving	DECLINED	Victoria University	Estimate not possible	
26 February 2021	Welcome to Australian Men's T20 Cricket Team	DECLINED	Australian High Commission	Estimate not possible	
3 March 2021	LGBTTIQ + Workforce Breakfast	DECLINED	Eventbrite	Estimate not possible	
11 March 2021	2020 Minister of Defence Awards of Excellence to Industry	DECLINED	Ministry of Defence	Estimate not possible	
26 March 2021	CARN conference breakfast	DECLINED	MBIE	Estimate not possible	
29 March 2021	Cook Islands Diplomatic Function	DECLINED	Eventbrite	Estimate not possible	
7 April 2021	Discussion of the UK's Integrated review and dinner	DECLINED	British High Commission	Estimate not possible	
13 April 2021	Dinner for Public Sector Chief Executives	ACCEPTED	The Governor-General of New Zealand	Estimate not possible	Spouse Attended
21 April 2021	New Professionals Meet the Chiefs Breakfast speaking engagement	DECLINED	IPANZ	Estimate not possible	
6 May 2021	Gala Dinner Showcasing innovation and excellence in the local government sector	DECLINED	Taituara	Estimate not possible	
11 May 2021	2021 Europe Day reception with Ambassador	DECLINED	Ambassador of the European Union	Estimate not possible	
22 May 2021	British High Commission Function	ACCEPTED	British High Commission	Estimate not possible	Spouse Attended
14 June 2021	Hospitality related to Hui on CT and violent extremism	ACCEPTED	DPMC	Estimate not possible	

Total count of gift/benefit entries	Offered	33	Check - there are no hidden rows with data	Check - each entry provides sufficient information
	Accepted	13		
	Declined	20		

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).