

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

<b>Organisation Name</b>	Government Communication Security Bureau
<b>Chief Executive**</b>	Andrew Hampton
<b>Disclosure period start***</b>	1 July 2021
<b>Disclosure period end***</b>	30 June 2022
<b>Agency totals check</b>	Data and totals checked on all sheets
<b>Chief Executive approval****</b>	This disclosure has been approved by the Chief Executive
<b>Other sign-off****</b>	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
<b>Travel expenses</b>	<b>\$50,797.41</b>	Figures exclude GST		<b>Number offered</b>	<b>16</b>
<b>Hospitality</b>	<b>\$362.04</b>	Figures exclude GST		<b>Number accepted</b>	<b>15</b>
<b>Other expenses</b>	<b>\$9,469.61</b>	Figures exclude GST		<b>Number declined</b>	<b>1</b>
International Travel	\$47,703.00	Figures exclude GST			
Domestic Travel	\$3,081.63	Figures exclude GST			
Local Travel	\$12.78	Figures exclude GST			
<b>Notes</b>					
* 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 2021			
Disclosure period end	30 June 2022			
GST on costs	Figures exclude GST			
Agency totals check	Data and totals on this worksheet checked and confirmed			
<b>International, domestic and local travel expenses</b>				
<i>All expenses incurred by chief executive during international, domestic and local travel. Group expenses relating to each trip.</i>				
<b>International Travel</b> (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)
	\$22,176.53	Trip 1 - Included MIQ Costs	Full Breakdown & Location are not disclosed	
	\$4,967.86	Trip 2	Full Breakdown & Location are not disclosed	
	\$20,558.61	Trip 3	Full Breakdown & Location are not disclosed	
			Full Breakdown & Location are not disclosed	
Subtotal - international travel	\$47,703.00	Check - there are no hidden rows with data		Not all lines have an entry for "Cost in NZ\$" and "Type of expense"
<b>Domestic Travel</b> (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)
	\$517.55	Trip 1	Full Breakdown & Location are not disclosed	
	\$477.90	Trip 2	Full Breakdown & Location are not disclosed	
	\$395.83	Trip 3	Full Breakdown & Location are not disclosed	
	\$269.90	Trip 4	Full Breakdown & Location are not disclosed	
	\$440.38	Trip 5	Full Breakdown & Location are not disclosed	
	\$456.95	Trip 6	Full Breakdown & Location are not disclosed	
	\$331.82	Trip 7	Full Breakdown & Location are not disclosed	
	\$191.30	Trip 8	Full Breakdown & Location are not disclosed	
Subtotal - domestic travel	\$3,081.63	Check - there are no hidden rows with data		Check - each entry provides sufficient information
<b>Local Travel</b> (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)
	\$12.78	Trip 1	Full Breakdown & Location are not disclosed	
Subtotal - local travel	\$12.78	Check - there are no hidden rows with data		Check - each entry provides sufficient information
<b>Total travel expenses</b>	<b>\$50,797.41</b>			
<b>Notes</b>				
* 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

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<b>GST on costs</b>	Figures exclude GST
<b>Agency totals check</b>	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)
	362.04	ASD 75th Anniversary Gift and engraving	Gift	N/A
<b>Total hospitality expenses</b>	<b>\$362.04</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>	
<b>Notes</b>				
* 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

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### 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	\$6,609.78	Professional Development and Coaching	Full Breakdown & Location are not able to be disclosed	
Annual	\$2,194.61	Cell phone rental and charges	Full Breakdown & Location are not able to be disclosed	
Annual	\$395.66	New prescription glasses - inline with work policy	Full Breakdown & Location are not able to be disclosed	
Nov 21 and June 22	\$269.56	Work phone screen replacement	Full Breakdown & Location are not able to be disclosed	
<b>Total other expenses</b>	<b>\$9,469.61</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>	
<b>Notes</b>				
* 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 2021
Disclosure period end	30 June 2022
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.*

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?)
8 July 2021	US Independence Day Reception	Accepted	US Embassy	Estimate not possible	
22 July 2021	US Embassy Mid winter reception	Accepted	US Embassy	Estimate not possible	
5 August 2021	NZDF Support to Military Dinner	Accepted	NZDF	Estimate not possible	
21 October 2021	Digital Council for Aotearoa Networking Event	Declined	Digital Council	Estimate not possible	
21 October 2021	Private screening of new James Bond movie - No time to die	Accepted	British High Commission	Estimate not possible	
15 November 2021	Lunch catch-up with British High Commissioner	Accepted	British High Commission	Estimate not possible	
30 November 2021	Reception on board USS HOWARD	Accepted	Protocol Office	Estimate not possible	
10 December 2021	US Ambassador Inaugural Reception	Accepted	US Embassy	Estimate not possible	
15 December 2021	Press Gallery Christmas Function	Accepted	Press	Estimate not possible	
16 December 2021	2021 Homewood Christmas Function	Accepted	British High Commission	Estimate not possible	
19 May 2022	NZ Institute of International Affairs - Dinner	Accepted	NZIIA	Estimate not possible	
19 May 2022	Gift - NZIIA speaking engagement Bottle of Wine	Accepted	NZIIA	Under \$100	Shared with staff
07 - 09 June 2022	Gift - Bottle of Wine	Accepted	European Counterparts	Under \$100	
23 June 2022	Matariki Ball	Accepted	British High Commission	Estimate not possible	
June 2022	Gift - Salisbury 6 1/2 " Silver Bowl with Chocolates	Accepted	US Embassy	\$100 - \$500	Chocolates shared with Staff
October 2021	Gift - Two bottle of Bourbon	Accepted	US Embassy	Under \$100	

<b>Total count of gift/benefit entries:</b>	<b>Offered</b>	<b>16</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>
	<b>Accepted</b>	<b>15</b>		
	<b>Declined</b>	<b>1</b>		

**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).