



3 November 2017

Bob Johnston
fyi-request-6663-66690572@requests.fyi.org.nz

Dear Mr Johnston

YOUR OFFICIAL INFORMATION ACT REQUEST

Thank you for your email of 9 October 2017, in which you requested, pursuant to the Official Information Act 1982 (the Act), information regarding alcohol purchases made by the Ministry for the last 12 months up to and including August 2017.

I am enclosing information relevant to your request in the attached table. All alcohol purchases were made by credit card. All alcohol purchases are made in accordance with the Ministry's *Sensitive Expenditure and Gifts Policy*. The relevant extract from this policy is provided below:

Expenditure on alcohol

95. *The Secretary, a Deputy Secretary, Deputy Chief Executive, or Chief Financial Officer must pre-approve any expenditure on liquor at any Ministry function.*

96. *When organising a function held on Ministry premises, you must make sure it complies with liquor licensing laws. Further details are set out in the Ministry's Host Responsibility Policy.*

97. *While involved in hospitality given or received on behalf of the Ministry, you must always act as though you are on duty. When consuming alcohol, remember that conduct must always be of a standard that does not, or does not have the potential to, bring the Ministry into disrepute. Breaches of this expectation may constitute serious misconduct that could result in disciplinary action up to and including summary termination of employment.*

What you should exercise judgement about

98. *Any person with delegated authority should exercise caution when pre-approving and approving invoices for Ministry expenditure on alcohol.*

99. *What is reasonable will depend on the situation. Take a conservative approach. Make sure all expenditure on purchases of alcohol is modest.*

As a Ministry, we are committed to spending public money carefully and responsibly. A significant element of the Ministry's work involves engagement with international partners and Defence Industry, which sometimes includes providing hospitality.

I also publicly report my expenditure on hospitality as part of my annual Chief Executive Disclosure of Expenses, which is available from the Ministry's website at <http://defence.govt.nz/publications/>.

Under section 28(3) of the Act you have the right to request the Ombudsman to investigate and review this response.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'HQ', with a large circular flourish on the right side.

Helene Quilter
Secretary of Defence

Encl. Ministry of Defence alcohol expenditure for the 12 months to August 2017

Ministry of Defence alcohol expenditure 12 months to August 2017

Date	Amount Exc. GST	Credit card used	Purchase approved by	Reason for purchase
February 2017	\$427.83	Head of International Branch, Policy and Planning Division	Deputy Secretary of Defence	Hospitality for New Zealand-Japan Defence talks
February 2017	\$337.39	Deputy Secretary, Capability Delivery	Secretary of Defence	Hosting foreign dignitaries from the United States
March 2017	\$301.74	Acquisition Lead, Capability Delivery	Deputy Secretary, Capability Delivery	Hosted senior officials from the United States
April 2017	\$173.04	Deputy Secretary of Defence	Secretary of Defence	Hosting foreign dignitaries from Australia
May 2017	\$333.91	Head of International Branch, Policy and Planning Division	Deputy Secretary of Defence	Hospitality for New Zealand-United Kingdom Defence talks
May 2017	\$437.39	Secretary of Defence	Acting Chief Financial Officer	Hosting foreign dignitaries from Japan
July 2017	\$44.78	Deputy Secretary of Defence	Secretary of Defence	Hosting foreign dignitaries from the United Kingdom
July 2017	\$46.09	Secretary of Defence	Acting Chief Financial Officer	International defence engagement