

3 August 2022

[REDACTED]

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Request for Official Information responded to under the Local Government and Official Information and Meetings Act 1987 (LGOIMA) (the Act) – reference: OIR 2122-316

I refer to your information request we received on 8 July 2022 for the following:

Pursuant to the above could you please supply me with copies of all documented policy statements/rules, that KCDC has, with regard to managing conflicts of interest;

- 1. Between KCDC and its employees.***
- 2. Between KCDC and its sub-contractors/contractors.***

I am unable to find any information relating to this on the KCDC website.

Council response regarding your request

1. Between KCDC and its employees

The Council has a staff code of conduct which contains references to conflict of interest. Conflict of interest is also covered in employment agreements. A copy of this information is included in Appendix 1.

Employment Agreements contain reference to conflict of interest. A copy of this information is included in Appendix 1.

As part of the recruitment and selection process before the interview concludes candidates are asked this question: ***“Do you have any relationship or association either private or professional that may potentially pose a perceived or actual conflict of interest for you as an employee of our Council?”*** This question also appears on the Council’s “Application for Employment” form.

As part of the ‘Acting’ arrangements for staff stepping up to cover the absence of a Group Manager role, this declaration is also included in the Delegation Authority:

“I, <name> confirm that in conjunction with accepting this delegation, I have no declaration or conflict of interest to disclose which may influence my decision making/judgement in my capacity as Acting <role>. Where I have a disclosure in this regard, I will provide this information directly to the Chief Executive”.

A Conflict of Interest Register is held by Human Resources. This register is used for employees and contractors for service, who are undertaking work in the corporate based environment. A blank page of this document is included with this response in Appendix 2.

The Council has the following policies which include reference to conflict of interest. These policies are included with this response in Appendix 3: Procurement Policy - page 5 refers; Mitigation of Fraud Policy - page 3-5 refers; Pre-election Protocol for Council Employees - page 3 refers; Gifting Assets Policy - page 2 refers; Enterprise Risk Management Policy - page 12 refers.

2. *Between KCDC and its sub-contractors/contractors*

The Council's Procurement Policy (in Appendix 3) is used between the Council and sub-contractors/contractors for non-Corporate Office based/major works.

As to the absence on the Councils public website of information relating to conflict of interest, I will be following that matter up with the staff concerned. Thank you for bringing it to my attention.

Ngā mihi



Dianne Andrew
Organisational Development Manager
Te Kaihautū mo te Hunga Mahi