
From: Sharon Bodeker
Sent: Thursday, 15 May 2025 04:20 p.m.
To: [REDACTED]
Subject: RE: LGOIMA request: Deputy CEO leave and executive leadership matters
Attachments: Conflict of Interest Policy.pdf

Kia ora [REDACTED]

I refer to your request for information below.

I advise that in respect of your first three bullet points, I advise that we are withholding answers to your questions under section 7(2)(a), to protect the privacy of natural persons, as the information you are requesting relates to one identifiable staff member. We have considered the public interest in this matter, however, overall, it is considered there is a very strong privacy consideration here to maintain confidentiality and privacy of personal information about the Deputy Chief Executive.

With respect to your request for the "Council's policy or guidance on external employment, personal business ventures, or creative endeavours...", I advise that we do not have a specific formal policy or section in our employment agreements, however we do outline expectations in our conflicts of interest policy. The policy states:

- The DCC acknowledges that all employees have professional and personal interests, roles, and responsibilities, and engage in a wide array of activities both at the DCC and in their personal lives.
- A personal interest, in and of itself is not considered a conflict of interest. An actual, potential, or perceived conflict of interest arises only when an employee's DCC duties or responsibilities may be impacted by these interests, and the impacts are not identified, disclosed, and managed appropriately.
- The DCC follows the four steps process for managing conflicts of interest as recommended by the Office of the Auditor-General New Zealand: identify; disclose; assess and manage. Details on the process for identifying, disclosing, assessing and managing conflict of interest can be found in the Conflict of Interest Guidance document

A copy of this policy is attached for your information.

As we are withholding some of the information requested, I advise that you have the right to have this decision reviewed by the Office of the Ombudsman.

Kind regards

Sharon Bodeker
Special Projects Lead

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From: [REDACTED]
Sent: Tuesday, 15 April 2025 9:23 a.m.
To: Official Information <officialinformation@dcc.govt.nz>
Subject: LGOIMA request: Deputy CEO leave and executive leadership matters

Kia ora,

I hope this email finds you well. I am requesting the following information under the Local Government Official Information and Meetings Act 1987 (LGOIMA):

- The employment status of Deputy Chief Executive Leanne Mash, including: The start date and duration of her current period of leave; Whether this leave has been paid or unpaid; The type of leave (e.g., medical, personal, discretionary, etc.).
- Any correspondence or documentation held by the Dunedin City Council between January 1, 2024, and April 30, 2024, that relates to: Leanne Mash's decision to take leave; Any concerns raised by Leanne Mash regarding her ability or willingness to work with the Chief Executive Officer; Internal discussions regarding executive leadership team dynamics or personnel matters affecting senior council staff.
- The total cost to the council of Leanne Mash's salary and associated employment expenses (if any) during her leave to date.
- A copy of the council's policy or guidance on external employment, personal business ventures, or creative endeavours (e.g., operating a business or selling artwork) while on paid leave.

If any part of this request is likely to be refused under section 7 of the Act (privacy, etc.), I ask that you consider the public interest in transparency regarding the expenditure of public funds and leadership stability within a publicly funded organisation.

Please acknowledge receipt of this request, and let me know if you require any clarification.

Ngā mihi,

[REDACTED]

 The New Zealand Herald **NewstalkZB**  OneRoof

HITS  iHeartRADIO **hokonui**

theCOUNTRY **DRIVEN** **BusinessDesk.**

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CONFLICT OF INTEREST POLICY (COUNCIL OFFICERS)



Approved by:	Council		
Sponsor:	General Manager Corporate Services		
Department responsible:	Corporate Services		
Date approved:	23 May 2016	Reviewed:	May 2024
Next review date:	May 2027	DOC ID:	

1. PURPOSE

- 1.1. The purpose of this policy is to provide guidance to Dunedin City Council (DCC) employees on the identification, disclosure, assessment, and management of conflicts of interest as a part of behaving with integrity, being free from bias, and acting in a way that strengthens and maintains public confidence in the DCC.

2. SCOPE

- 2.1. This Policy applies to:
- 2.1.1. All employees of DCC, including temporary employees and contractors (engaged or contracted under a contract for services to do work for the DCC)
 - 2.1.2. Any person who is involved in the operation of the DCC, including, but not limited to, volunteers and those people with honorary or unpaid staff status.
 - 2.1.3. This Policy does not apply to Elected Members, or any appointed members to Council, Committees, Subcommittees or Community Boards.

3. DEFINITIONS

- 3.1. **"The DCC (the Organisation),"** "we" or "us" refers to the Dunedin City Council.
- 3.2. **"Employee"**, in relation to the DCC means someone who is:
- a) an employee of the DCC volunteers working for the DCC without any expectations of reward for their work
 - b) a secondee to the DCC
 - c) concerned in the management of the DCC
 - d) engaged or contracted under a contract for services to do work for the DCC
- 3.3. **"Associate" of an employee** includes a partner, parent, child, sibling or any close relative, friend or business associate, and any organisation which these people may work for or have an interest in.
- 3.4. **"General Manager"** refers to members of the Executive Leadership Team.

1.1. **"Conflict of Interest"** is a situation (whether actual, potential, or perceived) where an employee's duties or responsibilities to DCC may be impacted or compromised by a personal or professional interest that the employee may have. This includes, but is not limited to, situations where the person (whether actual or perceived):

- a) Will or may derive a material financial benefit or advantage from a transaction or process; or
- b) Has a material financial interest or role in another party to the transaction or process; or
- c) Is an associate of another party or person who will or may derive a material financial benefit or advantage from the transaction or process; or
- d) Has a strongly held opinion or view that may compromise the transaction or processor be advanced through the transaction or process; or
- e) Has been lobbied by an interested party through comments, either formally or informally where the interested party is intending to present a certain point of view; or
- f) Has a relationship, including familial or by marriage with a person involved in the transaction or process; or (g) Is otherwise directly or indirectly materially interested in the transaction.

2. POLICY

- 4.2. The DCC acknowledges that all employees have professional and personal interests, roles, and responsibilities, and engage in a wide array of activities both at the DCC and in their personal lives.
- 4.3. A personal interest, in and of itself is not considered a conflict of interest. An actual, potential, or perceived conflict of interest arises only when an employee's DCC duties or responsibilities may be impacted by these interests, and the impacts are not identified, disclosed, and managed appropriately.
- 4.4. By managing conflicts of interest, the DCC ensures that all decision-making processes and business activities cannot be justifiably challenged based on any actual, potential, or perceived bias, or conflict of interest.

Conflicts of Interest – Prohibited Activities

- 4.5. Employees are not permitted to be involved in:
 - a) Decisions to appoint or employ a person who is an associate of the employee;
 - b) Decisions to conduct business, contract, award tenders, or any other procurement process with an associate of the employee;
 - c) Disposal of Council property to another employee or to an associate of the employee;

- d) Influencing, advising or participating in a decision to award grants or contracts where the employee is an associate of a person or organisation that submitted an application or tender;
 - e) Influencing, advising or participating in regulatory decisions (such as to grant a consent, waiver of an infringement, certificate or licence) where the employee is an associate of the applicant or a person who opposes or supports the application;
 - f) Investigating, advising or participating in resolution of a complaint where the employee is an associate of either the complainant or the person or entity complained about;
 - g) Utilising Council services, information or resources available to the employee to benefit the employee or an associate of the employee;
 - h) Any other decision-making, activity or transaction where the employee has not disclosed the conflict of interest and agreed to a management plan.
- 4.6. The DCC follows the four steps process for managing conflicts of interest as recommended by the Office of the Auditor-General New Zealand: identify; disclose; assess and manage. Details on the process for identifying, disclosing, assessing and managing conflict of interest can be found in the **Conflict of Interest Guidance** document.

Identifying and disclosing a potential conflict of interest

- 4.7. All employees are responsible for identifying and disclosing their own areas of interest at the earliest possible opportunity. This should occur:
- a) At employment, or a change in role/responsibility, and/or
 - b) When the employee is involved in a procurement or contract process, or whilst working on a project, or customer application, and/or
 - c) When the employee's personal situation changes in a manner that might create a conflict of interest.
- 4.8. Employees must disclose in writing to their Wider Leadership Team member, General Manager or to the Chief Executive Officer if they:
- a) Directly or indirectly own shares in private or closely held organisations that have dealings with the DCC.
 - b) Work for any organisations that have dealings with the DCC.

Assessing for a conflict of interest

- 4.9. Employees should discuss their areas of interest with their direct line manager, to assess if there is a potential conflict of interest for disclosure. If in doubt, employees should err on the side of caution and disclose the interest.

- 4.10. Direct line managers are responsible for assessing if the interest has any actual, potential, or perceived conflict and implementing an appropriate management solution. This decision can be escalated if required.
- 4.11. In instances where the Chief Executive Officer has identified an area for an actual, potential or perceived conflict of interest, the assessment and management must be carried out by the Chair of the Audit and Risk Subcommittee.
- 4.12. Any decision as to whether it is appropriate for an employee to participate in a business activity or decision-making process must consider the nature of the employee's interest, the significance of the business activity, and the effectiveness of the actions and oversight put in place to manage the conflict. This includes assessing:
 - a) The proximity of the conflict (i.e., direct/ indirect, personal, or associate); and
 - b) The nature or significance of the employee's interest; and
 - c) Any material value or monetary gain associated with the interest; and
 - d) The nature or significance of the DCC decision or business activity; and
 - e) The nature or extent of the employee's intended involvement in the DCC decision or business activity; and
 - f) The extent to which the employee's interest could specifically affect, or be affected by, DCC's decision or business activity.

Managing an identified conflict of interest

- 4.13. Where an actual, or perceived conflict of interest has been identified, the recommended course of action is for the employee to not take part in the DCC decision-making, business activity or procedure relating to this conflict.
- 4.14. However, in some instances, the conflict may be considered indirect or insignificant, or be able to be managed in such a manner that involvement can continue with due probity and transparency.
- 4.15. In such instances a **Conflict of Interest Management Plan** must be completed and approved by the relevant General Manager, or CEO, and reviewed annually.
- 4.16. Some DCC policies and procedures have specific processes and rules for identifying, managing, and disclosing conflicts of interests. In those instances, the employee is to refer to the appropriate policy and procedure for the activity.
- 4.17. A failure to comply with the Conflict of Interest Policy may result in disciplinary procedures.

Relevant Legislation:	Managing Conflicts of Interest; Guidance for Public Entities (Office of the Auditor-General) Guidelines from LGNZ re. employees making submissions on public processes
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	Protected Disclosures (Protection of Whistleblowers) Act 2022 Employment Relations Act (and Amendments) 2000
Associated Documents:	Conflict of Interest Guidance Procurement and Contract Management Policy Protected Disclosure – Protection of Whistleblower Policy Fraud, Bribery and Corruption Prevention Policy and Procedures Gifts and Hospitality Policy and Procedures Staff Delegations and General Procedures Manual Standards for Staff Conduct Asset Disposal and Write-Off Policy and Procedures