



30 April 2024

Matt Sykes

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Dear Matt Sykes

**Request for Information – Local Government Official Information and Meetings Act (the Act) 1987**

We refer to your request of 17 April 2024 for:

- 1. The number of non-disclosure agreements, confidential settlements/agreements and/or Records of Settlement signed by staff leaving the organisation in each of the years ending 30 June 2023, 2022, 2021 and 2020, and the number of non-disclosure agreements signed in the 2024 financial year to date.*
- 2. The template standard template for non-disclosure agreements signed by exiting staff members. Acknowledging that the requirements for each NDA may vary, what is requested is the base document containing standard clauses, from which individual NDAs are then developed.*

**Response:**

Regarding the first part of your request, we refer to our letter to you of 12 April 2024, which outlined payments and non-disclosure agreements. There is no further Information.

Regarding the second part of your request, our letter of 12 April 2024 stated: 'The Council have a specific template for these kinds of agreements given that the nature of these agreements can vary' which is contradictory. This sentence should have read: 'Council does *not* have a specific template for these kinds of agreements due to their varying nature.' We apologise for any confusion this might have caused.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Please note that this response to your information request may be published on Hutt City Council's website. Please refer to the following link: [www.huttcity.govt.nz/council/contactus/make-an-official-information-act-request/proactive-releases](http://www.huttcity.govt.nz/council/contactus/make-an-official-information-act-request/proactive-releases)

Yours sincerely

Philip Rossiter

Senior Advisor, Official Information and Privacy