

GREATER WELLINGTON'S APPROACH TO THE PROACTIVE RELEASE OF INFORMATION (June 2021)

1. Purpose

This document outlines how Greater Wellington promotes good governance and encourages transparency in decision-making through increasing the availability of its information to the community. This includes making available responses to Local Government Official Information and Meetings Act (LGOIMA) requests, and reports considered in the Public Excluded sessions of Council and committee meetings, that comply with the guidelines below.

2. Proactive release of information

2.1 Proactive release of information not subject to a request:

Greater Wellington will publish information that informs the public on what we do, why we do it, and how we undertake our functions as a local authority. Greater Wellington will consider for publication: corporate information, reports and advice to elected members, project information, and information on our activities.

2.2 Proactive release of LGOIMA responses:

Greater Wellington will consider whether there is public interest in the information we have provided in response to a request under the LGOIMA and we may elect to publish that information if there is determined to be a public interest in it.

2.3 Reports considered in the Public Excluded sessions of Council and committee meetings

Greater Wellington will consider the publication of reports considered in the Public Excluded sessions of Council and committee meetings.

3. Principles for the release of information

3.1 Considerations:

Before information is proactively released Greater Wellington will assess the information to:

- (i) Protect the privacy of individuals
- (ii) Withhold information which could give rise to legal, financial, reputational, or other risks for Greater Wellington or another organisation.

3.2 Decision to proactively release information:

Greater Wellington reserves the right to determine whether and when to publish information, including responses made under the LGOIMA and Public Excluded reports.

3.3 Further redactions:

Greater Wellington may choose to make redactions to information to be released proactively to ensure compliance with legislation and other obligations.

If redactions have been made to documents for proactive release and it is determined at a later date that more information can be made available, we will revise and update our published information.

3.4 Consultation with stakeholders:

Greater Wellington may consult with relevant stakeholders, as appropriate, in advance of any publishing of information. This may include entities such as contractors, other local authorities and organisations or individuals referred to in information.

3.5 Notification of requestors:

We will advise requestors of official information that our response to them and the information we provide may be published on our website. Before publication all personal details will be removed to protect the privacy of the requestor.

3.6 Charges

Where the work involved in responding to a request for official information warrants Greater Wellington affixing a charge under the LGOIMA, we will notify the requestor that payment of the costs incurred does not give the requestor sole rights to the information and that Greater Wellington maintains the right to publish the information.

4. Publishing

The frequency of publishing information which is approved for proactive release is at the discretion of Greater Wellington. Such information will be uploaded to the Greater Wellington website in Accessible PDF format.