



SOUTH WAIRARAPA
DISTRICT COUNCIL

Kia Reretahi Tātau

Proactive Release Policy

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PROACTIVE RELEASE POLICY

Whakatauki

*Mei te tatū o ngā whakaaro ki ngā āhuatanga o te hinengaro,
Mei te ngāwari ake o te ahunga ki nāianeī,
Kua tū nei te tūranga ki runga I ngā pakahiwi o te nehenehe.*

*If I am confident with where we'll be in the future,
Composed with how we are at present.
It is merely because I am standing on the shoulders of the past.*

1. Relevant Legislation

- » [Local Government Official Information and Meetings Act 1987](#)
- » [Privacy Act 2020](#)
- » [Official Information Act 1982](#)

Note: Any legislation referred to should be interpreted as meaning the Act and its amendments

2. Purpose

- 2.1 This policy outlines how South Wairarapa District Council (SWDC) will continue to promote good governance and encourage transparency in decision-making by increasing the availability of official information to the community.
- 2.2 The purpose of this policy is to prompt the proactive release of Local Government Official Information and Meeting Act (1987) (LGOIMA) responses and topical documents and statistics in whole or in part, which comply with the guidelines below.

3. Scope

This policy applies to any LGOIMA response and other documents deemed appropriate to release.

4. Policy Statement

Proactive release of information can be either:

- » The publication of official information that SSWDC deems to be of interest to the wider public; for example, this could include information such as strategic intentions and briefings to elected members; or
- » The publication of information that SWDC has provided in response to a request under the LGOIMA.

4.1. Proactive Release of Information Not Subject to a Request

SWDC will publish information that helps inform the public about how SWDC undertakes its core functions.

The publication of reports and advice to elected members, as well as project information and data analysis, are some examples of what may assist the public in being better informed of SWDC's core functions.

4.2. Proactive release of LGOIMA responses

SWDC will consider the publication of information that has been provided in response to a request under the Local Government Official Information and Meetings Act 1987 in accordance with the principles below.

4.3. Principles for the Release of LGOIMA Responses

Before information is proactively released the following will be considered:

- (i) Requirements of the [Privacy Act 2020](#) in relation to individuals and other entities.
- (ii) LGOIMA requirements regarding the reasons for withholding official information¹.

4.4. Decision to proactively release information

SWDC reserves the right to determine whether and when to publish information including responses made under the LGOIMA.

4.5. Consultation with stakeholders

SWDC will consult with relevant stakeholders as appropriate in advance of publishing of any information. This may include entities such as contractors, other local authorities and organisations or individuals referred to in a LGOIMA response. It may also include SWDC staff.

4.6. Notification of requestors

SWDC will advise requestors of official information that our response to them and the information SWDC provides may be published on our website. Before publication all personal and/or identifiable details will be removed to protect the privacy of the requestor.

4.7. Charges

Where the costs involved in responding to a request for information allow SWDC to affix a charge under the LGOIMA, SWDC will notify the requestor that payment of the costs incurred does not give the requestor sole rights to the information and the SWDC maintains the right to publish the information. Details of these charges can be found in the Fees and Charges section of the Long-Term Plan. Where a charge has been paid the information will not be released onto SWDC's website for at least seven (7) days after the release of information to the requestor.

5. Publishing

Except as outlined in clause 3.6, the frequency of publishing information which is approved for proactive release under these guidelines is at the discretion of SWDC. Such information will be loaded to the Council website.

¹https://legislation.govt.nz/act/public/1987/0174/latest/DLM123005.html?search=sw_096be8ed81ce1b8e_wi%20withholding%20se&p=1&sr=6

6. Reporting

All LGOIMA responses deemed appropriate for release on the South Wairarapa District Council public website will be reported to Council or the delegated responsible committee each quarter.

7. Related Documents

The following South Wairarapa District Council documents relate to this policy:

- » [Privacy Policy](#)

Staff are also referred to:

- » [Local Government Official Information and Meetings Act 1987](#)
- » [The LGOIMA for local government agencies](#) published by the Office of the Ombudsman

8. Definitions

- » **LGOIMA:** Refers to the Local Government Official Information and Meetings Act 1987.
- » **LGOIMA Request:** A request by any person to make available to that person any specified official information. The request may be made in any form and communicated by any means (including orally) and does not need to refer to the LGOIMA.
- » **Official Information:** Any information held by South Wairarapa District Council subject to LGOIMA.
- » **Proactive Release:** Release of official information by South Wairarapa District Council that may or may not be subject to a LGOIMA Request.