

Proactive Release of Official Information Requests Policy

Business unit(s) & Division(s)	Legal
Date adopted	1 April 2026
Date effective	1 April 2026
Review period	3 years
Owner	Chief Legal Officer
Approved by	Chief Executive
Implementation	Senior Advisor – Official Information & Privacy
Monitoring/Evaluation	Chief Legal Officer

Archived Version (of adopted policy)	Author	Date	Description
V 1.0	Bradley Cato, Chief Legal Officer	Date created: 1 April 2026	Original version



Purpose

1. This policy outlines the commitment of Hutt City Council (**Council**) to the proactive release of responses to official information requests. This practice promotes accountability, good government, openness and transparency and fosters public trust and confidence in Council. It also reduces the burden of responding to individual requestors, where information has been previously released.

Policy Principles/Standards

Proactive release

2. Council will proactively release responses to official information responses unless there is a good reason not to.
3. The most common good reason not to proactively release a response is if the request is purely in the personal interest of the requestor. However, Council will assess whether other good reasons apply on a case-by-case basis.

Release Schedule

4. Council will endeavour to proactively release responses at the start of each week. During periods of heavy workload that timeframe may be extended for short periods of time.

Redaction of Sensitive Personal Information

5. Sensitive personal information will be redacted from proactive releases.
6. Council includes the name of the requestor as part of its proactive release process. However, we will consider withholding names of individuals if requested.

7. Council will not typically withhold the names of requestors who are companies, organisations, media, or where requests or requestors are “political” in nature. This is because there is often a strong public interest in knowing the nature of both the information requested and who has requested it for these types of responses.

Notification

8. Requestors will be notified of this policy on the Council website and as part of the official information request process. This includes when a request is acknowledged and when a decision on a request is made.

Implementation

9. The Senior Advisor – Official Information & Privacy is the primary decision-maker on proactive release of official information responses.
10. The Chief Legal Officer has overall responsibility for the process, and decision-making authority in the event of a challenge or complaint under this Policy.

Appendix – Notification provisions

1. **Acknowledgement email:** Council proactively releases responses to official information requests unless there is a good reason not to. We will redact sensitive personal information, but your name will typically be published with the response. If you think there is a good reason not to proactively release any response to this request, or if you wish your name to be withheld as part of any proactive release, please contact me. You can view published responses at: [Proactive releases | Hutt City Council](#).
2. **Response letter:** Council proactively releases responses to official information requests unless there is a good reason not to. We will redact sensitive personal information, but your name will typically be published with the response. If you think there is a good reason not to proactively release the response to this request, or if you wish your name to be withheld as part of any proactive release, please contact me. We endeavour to publish responses at the start of each week. You can view published responses at: [Proactive releases | Hutt City Council](#).
3. **Website:** Council proactively releases responses to official information requests unless there is a good reason not to. We redact sensitive personal information, but names will typically be published with the response. If a requestor believes there is a good reason not to proactively release a response, or if they wish their name to be withheld as part of any proactive release, we do consider this. We endeavour to publish responses at the start of each week.