

From: [Allie Dunn](#)
To: [REDACTED]
Subject: Response to LGOIMA request re Policy on council workshops and briefings
Date: Thursday, 7 November 2024 11:19:00 am
Attachments: [image001.png](#)
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[image004.png](#)
[image005.png](#)
[image006.png](#)

Kia ora

I refer to your official information request dated 11 October 2024 for information on Council's policy on workshops and briefings.

Our response follows.

- What is your council's current policy in relation to whether elected member workshops and briefings are open to the public?

Our Council does not have a policy on whether workshops and briefings are open to the public. The Council's practice however has been to hold workshops that are not open to the public generally. For this triennium, the Council reduced the number of workshops it has held, and instead information provided as updates only (ie not requiring decision), which would previously been presented at a workshop session, have been presented and discussed at committee meetings, which are open to the public, with agendas and minutes published on our website. Since 19 July 2023 video recordings of these meetings have also been published on our website.

- Did your council open up, or is it in the process of opening up, these workshops and briefings to be "open to the public by default" in line with the Ombudsman's recommendations in his "Open for Business" report of October 2023? We note the Ombudsman's recommendations in his "Open for Business" report, which covered a number of other areas as well as considerations for improving transparency of workshops and briefings. Our priority of focus has been on some of the other recommendations from the Ombudsman so far, mainly with the recommendations relating to meetings. These include proactive release of public excluded content once the basis for withholding no longer applies, ensuring minutes contain a clear audit trail of the full decision-making process, and as part of that work, we included proactive release of responses to requests for official information through Council's website, and enabling livestreaming of Council and Committee meetings (currently recorded and published after meeting finished). We have one last project to complete as part of this area of focus, which is improving our report templates for providing advice to Council and Committee meetings to ensure elected members and the public have access to all the information they need for the decisions being considered. Our next area of focus will be in the area of organisation structure, staffing and capability, and looking to how our Council can implement the recommendations made by the Ombudsman in that area. Consideration of the Ombudsman's recommendations for workshops will follow as the next tranche of work after that.

- If you have opened up, or are intending to open up, these workshops and briefings to the public, how are you doing so? (e.g. internet livestreaming, public attendance in person, after the fact video or audio recordings" etc)

Answered above.

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 or freephone 0800 802 602.

Ngā mihi



Allie Dunn | Manager - Democracy Services

**Strategy & Community Wellbeing - Democracy Services |
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From: Allie Dunn

Sent: Friday, October 11, 2024 11:17 AM

To: [REDACTED]

Subject: CM: Response to LGOIMA request re Policy on council workshops and briefings

Kia ora

This email is to acknowledge receipt of your request for information, regarding our policy on workshops and briefings.

We will endeavour to respond to your request as soon as possible and in any event no later than 11 November 2024, being 20 working days after the day your request was received. If we are unable to respond to your request by then, we will notify you of an extension of that timeframe.

As part of our commitment to openness and accountability, we are now proactively publishing copies of requests for information and the responses provided to these requests, on our website. In doing so, we will ensure we comply with the provisions of the Privacy Act 2020 and redact any personal / identifying information from any response published.

If you have any questions about this, please don't hesitate to get in contact with me.

Ngā mihi



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From: [REDACTED]

Sent: Friday, 11 October 2024 10:44 am

Subject: LGOIMA request: Policy on council workshops and briefings

EXTERNAL EMAIL ALERT: Caution advised. This message is from an external sender. Verify the sender's identity and use caution with attachments and links.

Kia ora,

Under LGOIMA, I would like to please ask for the following:

- What is your council's current policy in relation to whether elected member workshops and briefings are open to the public?
- Did your council open up, or is it in the process of opening up, these workshops and briefings to be "open to the public by default" in line with the Ombudsman's recommendations in his "Open for Business" report of October 2023?
- If you have opened up, or are intending to open up, these workshops and briefings to the public, how are you doing so? (e.g. internet livestreaming, public attendance in person, after the fact video or audio recordings" etc)

Ngā mihi,

[REDACTED]