

Regional Policy Statement - Consultation and Hearings Information Statement

What this statement covers

Greater Wellington Regional Council (Greater Wellington) has created this information statement to explain how we manage your information (including personal information) collected through the submissions and hearings process for the Regional Policy Statement (RPS) Change 1 process. Personal information is information about an identifiable individual – you.

Our collection or creation, use, and disclosure of your personal information addresses the requirements of the Resource Management Act 1991 (the RMA) and the Privacy Act 2020. More specifically, Schedule 1 to the RMA directs us to use the processes in:

- Part 1 of that Schedule when preparing, changing, and reviewing policy statements and plans, including the use of prescribed Form 5 and Form 6 (see Schedule 1 to the Resource Management (Forms, Fees and Procedure Regulations 2003)) and any further submissions process.
- Part 4 of that Schedule for a freshwater planning process, including hearings and appeals. Greater Wellington supplements these processes with a range of administrative requirements.

What personal information do we collect and for what purpose(s)?

During the consultation and hearings process, we collect the below information:

- The submitter's full name (*or organisation name, and name of contact person*)
- An address for service (*email address or postal address*)
- A phone number (*not required*)
- Whether the submitter wishes to be heard in support of their submission (an oral presentation)
- Various indicators about the submission (i.e. whether presenting a joint case is a preference (and if so who with), if a submitter represents a relevant aspect of the public interest, if the proposed change directly affects the submitter in relation to effects on the environment; or the effects of trade competition)
- The signature of the submitter (or person authorised to sign on behalf of the submitter) and the date (only required for a written submission)
- All provided submission data. This includes but is not limited to:
 - Original submission
 - Further submission
 - Submitter evidence (technical or legal evidence)
 - Submitters' speaking notes from the hearing
 - PowerPoint presentation provided at the hearing
 - Tabled documents presented at the hearing
 - Audio when speaking to a submission at hearing
 - Transcript of speech when speaking to a submission at hearing

Greater Wellington asks the submitter to confirm that they have permission to provide the information listed above (if they are submitting on behalf of an organisation or other party) and that they have read and understood this Information Statement. If you do not provide a name, and address for service (email address, or postal address) alongside your submission then Greater Wellington cannot accept your submission.

Purposes for collecting, using and sharing your information:

- Original submission, and the associated address for service, is required (and made public) for:
 - Further submitters to serve their submission on an original submitter
 - Greater Wellington Hearings Advisors to contact you:
 - Where you wish to make an oral presentation supporting your written submission
 - To advise you of the results of the consultation process
- Original submissions are gathered during the consultation process to generate a summary report (Summary of Decisions Requested). This report assists the hearings panel and the public to review the submissions made on a proposed change document.
- All submission data is required for the public and the hearings panel to ensure a sound and accurate consultation and hearings process.

Our collection methods:

- Online *Spoken* submissions database, operated by *Kāhu Environmental Ltd* (agent acting on our behalf) – 11 Jellicoe Street, Martinborough 5711
- Emailed submission, or material presented at hearings, sent into our email inbox (regionalplan@gw.govt.nz)
- Hard copy submission delivered to PO Box 11646, Wellington, 6011, ATT: Greater Wellington Hearings Adviser, RPS
- Recorded audio from the hearings - *Vidcom New Zealand Ltd* (agent acting on our behalf) – 15 Jarden Mile, 6035
- Transcript using recorded audio from the hearings - *Audio Transcription & Secretarial Services (ATS)* (agent acting on our behalf). – 6C Halleys Lane, Te Aro, 6011

Using, sharing and accessing your information

We will only use or share the information provided to us:

- For the purposes that we collect the information (see above)
- For other reasons permitted by the Privacy Act 2020 (e.g. with your consent, for a directly related purpose, or where the law permits or requires this use)

Greater Wellington has contracted *Spoken* (operated by *Kāhu Environmental Ltd*), *Vidcom New Zealand Ltd*, and *Audio Transcription & Secretarial Services (ATS)* as providers to temporarily store submission data for the above purposes. As Greater Wellington's agents, they cannot use or share your information for their own purposes.

If you wish to update or correct your name or address for service, you can make this request to regionalplan@gw.govt.nz.

Availability of Information

The consultation and hearing process for a proposed plan change as directed under the RMA is a public process. As such all associated information and data is available on Greater Wellington's [Regional Policy Statement \(RPS\) Proposed Change 1 \(PC1\)](#) and [Regional Policy Statement \(RPS\) Variation 1](#) websites.

Contact us

For further information about this information statement and our related information practices, please contact us at regionalplan@gw.govt.nz.

Complaints

If you feel we have breached your privacy, or there is a privacy matter that we cannot resolve, first make a complaint to our Principal Privacy Officer at privacy@gw.govt.nz.

If you are not satisfied with our response, you can then complain to the Privacy Commissioner at:

Phone 0800 803 909 (Monday to Friday 10am to 3pm)

Email enquiries@privacy.org.nz

Post Office of the Privacy Commissioner, PO Box 10094, Wellington 6143