



14 October 2025

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Tēnā koe Federico,

Request for Information – Local Government Official Information and Meetings Act (LGOIMA) 1987

We refer to your official information request dated 1 October 2025 regarding the use of generative AI tools by Council staff. Specifically, you requested information about the purposes, frequency, governance, and impacts of AI use across a range of Council activities.

Much of the information you have requested is publicly available. You can find it at:

- [AI at Council | Hutt City Council](#)
- [Agenda of Audit and Risk Subcommittee – Tuesday, 26 November 2024](#) | Page 10
- [Agenda of Audit and Risk Subcommittee – Wednesday, 23 April 2025](#) | Page 11

However, for ease of reference, we've responded to each of your questions below.

1. *What purposes council staff have used the AI tools for?*

Answer: Staff have used generative AI tools for a wide range of purposes. Some of these include internal communications, reviewing plans, transcribing meetings, analysing feedback, generating job descriptions and social media content, and processing handwritten submissions. A summary of use cases is available in Council's AI Register, at: [AI at Council | Hutt City Council](#).

2. *How often these tools have been used?*

Answer: AI tools are now part of daily workflows across several teams. Usage varies depending on the nature of the work, but staff are actively using these tools each day.

3. *Have council staff members used generative AI to draft or design policies, long-term plans or any other documentation produced by the council?*

Answer: AI tools may assist with drafting or formatting content, but policy development and statutory planning remain human-led. Council's AI Policy and Guidelines ensure that any AI use in these areas is subject to oversight and review.

4. *Has private information belonging to ratepayers or people living in the area covered by the council been uploaded on these services?*

Answer: Use of generative AI tools involving sensitive or non-anonymised data is restricted to approved platforms. Council has a risk framework in place to manage this, and staff are expected to follow it.

5. *Has the council subscribed to paid premium plans?*

Answer: Yes.

6. *Has the council purchased in-house AI tools or agents?*

Answer: Yes. Council has developed custom AI Assistants for internal use. Please see our website for further details on this.

7. *What sort of AI training is in place for council staff?*

Answer: All staff with AI tools attend a workshop and complete a series of mandatory e-learning modules.

8. *Has any position or role been replaced by AI assistants/agents/tools?*

Answer: AI has not directly replaced staff. However, as teams become more efficient with the use of AI and vacancies arise Council assesses whether roles need to be replaced.

9. *Has the council encouraged its staff to delegate some tasks to AI?*

Answer: Yes, particularly for routine tasks.

10. Does the council have a strategy regarding the use of AI, or a document highlighting guidelines/ethics?

Answer: Yes. Council has an AI Strategy, Policy, and strong usage guidance.

11. Has the council employed external firms using AI to process submissions, draft documents, urban development design, or do any other tasks?

Answer: No. Council's AI work has been internal to date.

You have the right to seek an investigation and review by the Ombudsman of this response. Information about how to make a complaint is available at: [Office of the Ombudsman - Complaints](#), or freephone 0800 802 602.

Please note that this response to your information request may be published on Hutt City Council's website: [Proactive releases - Hutt City Council](#).

Ngā mihi nui



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