



15 September 2025

Al Ross

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Tēnā koe Al,

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

We refer to your official information request dated 18 August 2025, asking for information about the configuration and documentation of AI Assistants used by Hutt City Council. Specifically, you requested:

On the Council's website, there are 13 AI agents listed: HCC Meeting Minute Drafting AI Assistant HCC Project Status Brief AI Assistant HCC Project Brief AI Assistant HCC Project Initiation Document AI Assistant HCC C&E Plan AI Assistant HCC FAQ Drafting AI Assistant HCC Social Media Post Drafter HCC Consultation Analysis AI Assistant (incomplete) HCC Memo/Report Peer Review AI Assistant Traffic Management Plan Review AI Assistant Job Description/Job Advert Drafting AI Assistant Internal Communications AI Assistant Workshop Planning AI Assistant

Please share the configuration details for each one:

- 1. Meta prompts*
- 2. Conversation starters*
- 3. Knowledge files*
- 4. Any configured actions*
- 5. Any other documentation about these agents*

Answer:

Council uses a range of AI Assistants to support internal operations and improve efficiency. These Assistants are designed to assist staff with drafting, reviewing, and planning tasks across various functions, including communications, project management, consenting, and internal reporting. Each Assistant is tailored to a specific use case and typically draws on best practice examples, templates, or relevant standards to guide its outputs.

Please refer to **Table 1** below, which provides a high-level overview of each AI Assistant currently in use at Council, including its name and a brief description of its intended function.

While we are able to provide these descriptions, we are withholding detailed configuration information such as meta prompts, conversation starters, knowledge files, and configured actions under section 7(2)(b)(ii) of the LGOIMA. Releasing this information would likely unreasonably prejudice the commercial position of the organisation that developed these tools.

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: [How to make a complaint | Ombudsman New Zealand](#), 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



Rebekah van der Splinter

Senior Advisor, Official Information and Privacy

Table 1: AI Assistant Names and Descriptions

Assistant name	Description
HCC Resource Consent Respond to Inquiry Assistant	Helps to answer questions related to the district plan by querying the district plan before an officer reviews the AI-generated content
HCC Thematic Analysis Assistant	Generates themed coding of survey data before an officer reviews the AI-generated content
HCC FAQ Drafting Assistant	Takes existing content and generates FAQs based on key messaging before an officer reviews the AI-generated content
HCC Communications & Engagement Plan Assistant	Utilises best practice examples and templates to help generate structured C&E plans before an officer reviews the AI-generated content
HCC Social Media Content Drafting Assistant	Takes existing messaging and generates draft content for specific social media platforms guided by standards for each before an officer reviews the AI-generated content
HCC Project Initiation Document Assistant	Helps inexperienced project managers to develop initiation documents before an officer reviews the AI-generated content
HCC Project Status Report Assistant	Helps project managers to develop content for status reports based on existing reports before an officer reviews the AI-generated content
HCC Project Brief Assistant	Helps project managers to develop content for project briefs before an officer reviews the AI-generated content
HCC Meeting Minutes Assistant	Generates minutes in the style appropriate for formal council meetings before an officer reviews the AI-generated content
HCC Memo/Report Reviewing Assistant	Provides a review of CLT and Committee reports using uploaded best practice examples and other relevant content before an officer reviews the AI-generated content

Assistant name	Description
HCC Traffic Management Plan Assistant	Reviews incoming applications to ensure they adhere to the required standards before an officer reviews the AI-generated content
HCC Job Description & Job Advertising Assistant	Helps to generate job descriptions and adverts based on templates and uploaded content before an officer reviews the AI-generated content
HCC BWoF Renewal Application Vetting Assistant	Helps to review applications based on required standards before an officer reviews the AI-generated content
HCC Workshop Plan Drafting Assistant	Helps to brainstorm and generate workshop material before an officer reviews the AI-generated content
Strategy & Engagement's Panui Drafting Assistant	Helps users to draft internal newsletters before an officer reviews the AI-generated content
HCC Building Consent Vetting Assistant	Reviews applications based on required standards before an officer reviews the AI-generated content
HCC Building Consent Respond to Inquiry	Queries relevant national standards to support customer responses before an officer reviews the AI-generated content
HCC Custom AI Assistant Planner	Helps users to put together their own custom assistants
HCC Council/CLT Presentation Coach	Guides users to develop talking points appropriate for CLT and Council before an officer reviews the AI-generated content
HCC Prompting Method Selection Advisor	Helps users to identify prompting styles and with writing prompts for specific tasks
HCC AI Usage Guidance Assistant	Helps users navigate council's risk matrix and AI usage guidance