

OIR: 2425/1410

9 July 2025



Tēnā koe ,

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

Thank you for your email of **25 June 2025** requesting the following information:

1. Does your council currently have a policy governing the use of generative AI by staff?

No, Kapiti Coast District Council (the Council) does not have a policy specifically addressing Generative AI usage by staff.

2. If so, can I please have a copy of the policy?

Please refer to the answer above.

3. If not, are you in the process of developing such a policy?

The Council has several digitally focused policies encompassing information management, acceptable use and mobile and device technologies. These policies are currently being revised to encompass differing forms of AI, including generative AI.

4. I'd also welcome any examples of innovative uses of generative AI by your council to support the work it does.

At present, designated members of the Council are piloting Generative AI to identify opportunities for improving response times within the resource consent process.

Additionally, Generative AI services are being employed to support local government legal functions.

Please note that any information provided in response to your request may be published on the Council website, with your personal details removed.

The Council is also making use of Microsoft's generative AI capabilities to facilitate summarisation of discussions and meeting notes.

Ngā mihi,



Sheryl Gavin

Acting Group Manager Corporate Services
Te Kaihautū Ratonga Tōpū