Kia ora

I refer to your official information request dated 25 June 2025 relating to policies around the use of generative AI.

In response to your request, we advise that the Tararua District Council does have a policy governing the use of generative AI by staff.

A copy of this policy is attached.

Ngā mihi

Allie Dunn | Manager Democracy Services | Deputy Electoral Officer

Democracy Services | Tararua District Council

📞 Phone: +64 6 3744080 | Mobile: +64 27 3331626

✉ Allie.Dunn@Tararuadc.govt.nz

📍 26 Gordon Street, Dannevirke 4930, PO Box 115

🌐 www.tararuadc.govt.nz

f www.facebook.com/tararuadc

From: Simone Anthony
Sent: Wednesday, 25 June 2025 1:13 pm
To: ▮▮▮▮▮▮▮▮▮▮▮▮▮
Subject: RE: LGOIMA request: Policies around the use of generative AI

Kia ora ▮▮▮▮▮

This email is to acknowledge receipt of your request for information, regarding policies around the use of generative AI.

We will endeavour to respond to your request as soon as possible and in any event no later than 23 July 2025, 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,

Simone Anthony | Democracy Support Officer

Democracy Services | Tararua District Council

📞 | Mobile: +64 27 3125641

✉ Simone.Anthony@Tararuadc.govt.nz

📍 26 Gordon Street, Dannevirke 4930, PO Box 115

🌐 www.tararuadc.govt.nz

CANDIDATE INFORMATION SESSIONS for the 2025 Local Elections — COME ALONG OR WATCH ONLINE

Simone Anthony | Democracy Support Officer

Democracy Services | Tararua District Council

📞 | Mobile: +64 27 3125641

✉ Simone.Anthony@Tararuadc.govt.nz

📍 26 Gordon Street, Dannevirke 4930, PO Box 115

🌐 www.tararuadc.govt.nz

f www.facebook.com/tararuadc

From: ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓
Sent: Wednesday, 25 June 2025 11:29 am
Subject: LGOIMA request: Policies around the use of generative AI

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,

I'm currently working on a story for Local Aotearoa (localaotearoa.substack.com) around how generative AI is being used by councils in Aotearoa with a view to try to highlight the innovative ways the local government sector is using and responding to the availability of generative AI to support its work and how councils are managing the associated risks and transparency concerns that arise.

With that in mind, under the Local Government Official Information and Meetings Act, I would like to please request the following:

- Does your council currently have a policy governing the use of generative AI by staff?
- If so, can I please have a copy of the policy?
- If not, are you in the process of developing such a policy?

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

Ngā mihi,

Artificial Intelligence Policy

TARARUA
DISTRICT COUNCIL

Contents

1. Purpose

The purpose of this policy is to establish a framework and provide guidance for the practical and ethical use of Generative Artificial Intelligence (GenAI) products for work purposes. This policy applies to all employees, contractors, consultants, temporary staff, secondees, volunteers, elected members of Council, with access to GenAI. This includes usage on both Council-owned devices and personal devices (BYOD).

Although this policy addresses AI broadly, its primary focus is on GenAI due to its current availability and use within our Council. Other AI technologies will take time to develop within local government.

While enhanced efficiency through GenAI is compelling, the risks—particularly around bias and data security—require careful management. A well-defined AI policy is crucial to guide ethical usage, mitigate risks, and ensure a balanced integration of these technologies into the workplace.

This policy is designed to ensure that the use of GenAI aligns with all applicable laws, regulations, and Council policies.

2. Alignment

This policy aligns to Council's value Whanake.

3. Context

GenAI products involve computers creating new and unique content, such as text, images, or even music, with a varying amount of input from humans. These products are evolving quickly and the number available is growing.

These products use advanced algorithms and extensive training data to generate creative outputs. It is important to note that the generated output may not always be entirely accurate or contextually appropriate, as the algorithms are based on patterns learned from data.

Those working with GenAI should be aware that human oversight is crucial to ensure the quality, accuracy and appropriateness of the generated content.

As GenAI, and AI in general, are advancing at a very fast rate, this policy will be reviewed regularly.

4. Policy Statements

4.1. Use of GenAI

Employees and those who provide work for Council may use GenAI to assist with work-related tasks such as:

- Ideation: brainstorming to generate new ideas and concepts. This can be particularly useful in creative tasks, problem-solving, and strategic planning.
- Summarising: summarize large volumes of information. This can help in getting a quick understanding of complex documents, identifying key points in a discussion, or condensing information for easy consumption.
- Proof reading: carefully reviewing text to identify and correct errors in grammar, spelling, punctuation, and formatting.
- Improving Efficiency: provide quick answers to common questions.

AI-generated images, sound, or video should not be used without considering copyright or intellectual property issues.

4.2. GenAI Terms and conditions

Any use of GenAI technology should be undertaken with acknowledgement of and in compliance with the policies, terms, and conditions of the GenAI developer/vendor.

4.3. Authentication

As provided in ICT Acceptable Use Policy, work credentials (User ID and/or Password) must not be used with any free, unlicenced, software or service. Using work credentials would be a significant security risk.

4.4. Accuracy and Ownership

Employees and those who provide work for Council are responsible for reviewing GenAI output and are accountable for ensuring the accuracy of GenAI generated output before use/release.

All content generated by GenAI should undergo a sense-checking process to ensure alignment with the organisation's values, standards, and guidelines.

You are the owner of, and responsible for, any information you present in your work.

4.5. Sensitive Information

Due to the complex and not fully transparent nature of GenAI operations, you must not input personal or sensitive information. All applicable data privacy laws, and organisational policies, must be followed when using GenAI. If you have any doubt about the sensitivity of information, you should contact our Information Management Team.

4.6. Ethical Use

GenAI must be used ethically and in compliance with all applicable legislation, regulations, and organisational policies. You must not use GenAI to generate content that is discriminatory, offensive, or inappropriate.

You should consider adding a disclaimer[1] to any report or information substantially generated by GenAI.

4.7. Decision Making

You must ensure that Council processes are followed when making decisions. You must be able to validate and justify any decisions or recommendations you make.

5. Related Internal Policies, Processes and Documents

- Local Government Official Information and Meetings Act 1987
- Privacy Act 2020
- Copyright Act 1994
- Council Code of Conduct
- Council ICT Acceptable Use Policy
- Council Information Management Policy
- Council Retention and Disposal Schedule
- Council Security Policy

6. Definitions

Sensitive Information: Council's definition of sensitive or confidential information aligns with the official government classification of IN-CONFIDENCE[2].

7. Policy Review

This policy may be reviewed from time to time by Council at its sole discretion with a minimum review frequency of 6 monthly. This policy remains valid and in force irrespective of whether the review date has passed. Council will notify users of any changes made and may, at its sole discretion, consult users prior to making changes.

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[1]Example: This document contains AI generated content. AI generated content has been reviewed by the author for accuracy and edited/revised where necessary. The author takes responsibility for this content.

[2]https://www.digital.govt.nz/standards-and-guidance/governance/managing-online-channels/security-and-privacy-for-websites/foundations/classify-information/

TARARUA
DISTRICT COUNCIL

Dannevirke Service Centre
26 Gordon Street, Dannevirke
PO Box 115, Dannevirke 4942
Monday - Friday
8:00am - 5:00pm
Phone: 06 374 4080 (24 hours)
Email: info@tararuadc.govt.nz

Pahiatua Service Centre
136 Main Street, Pahiatua
Monday - Friday
8:00am - 4:30pm
Phone: 06 376 0110 (24 hours)
Email: info@tararuadc.govt.nz

Eketāhuna Service Centre & Library
31 Main Street, Eketāhuna
Monday - Friday
10:30am - 12:30pm & 1:00pm - 4:30pm
Phone: 06 376 0110 (24 hours)
Email: info@tararuadc.govt.nz

Woodville Service Centre & Library
45 Vogel Street, Woodville
Monday - Friday
9:00am - 12:30pm & 1:30pm - 5:00pm
Phone: 06 376 0200 (24 hours)
Email: info@tararuadc.govt.nz