

Reference Number: 2024/1134

17 September 2024

[REDACTED]

Tēnā koe [REDACTED]

Thank you for email of 06/09/2024 requesting under the Local Government Official Information and Meetings Act 1987 (LGOIMA), information relating to the use of AI. Please see outlined below a response to each part of your request.

Is the Council currently using any AI applications/tools? If yes, please list:

- ***The name of the application***
- ***The use of the application***

Horowhenua District Council (the Council) is currently investigating the use of artificial intelligence (AI) systems and alongside this work assessing the guidelines for use, development and management of AI technologies to ensure responsible use and compliance with relevant laws and standards.

Microsoft Copilot is built into many parts of the Microsoft Power Platform, including Power Apps, Power Automate, and Power Automate Desktop. The Council used Power Automate Desktop to bulk create new water meters and make bulk changes to rate codes within modules of our enterprise system. Copilot is a part of the initial process exercise where automation steps are created and sample structured data is mapped to screen parameters. Once the automation has been created, steps are adjusted manually and data is not processed by Copilot. Live data is processed as a part of the created steps, locally on the device, and entered into the enterprise system based on the defined parameters.

In addition, we have utilised the free Chat GPT application for some limited internal communications.

A copy of any policies or procedures Council has relating to the introduction or use of AI applications/tools.

It is expected that we will develop an AI Policy within the current financial year.

You are entitled to seek an investigation and review by the Office of the Ombudsman. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Horowhenua District Council publishes responses to Local Government Official Information and Meetings Act 1987 (LGOIMA) requests that we consider to be of wider public interest, or which relate to a subject that has been widely requested. To protect your privacy, we will not generally publish personal information

about you, or information that identifies you. We will publish the LGOIMA response along with a summary of the request on our website. Requests and responses may be paraphrased.

If you would like to discuss this decision or any of the information provided as part of this request, please contact Jacinta Straker (Group Manager Organisation Performance) on jacintas@horowhenua.govt.nz, or LGOIMAOfficer@horowhenua.govt.nz.

Ngā mihi



Monique Davidson
Chief Executive