(Draft) AI Strategy - Action Plan 2024 –25

July 2024 – June 2025

Pillar/ Workstream	Priority	Action	Owner	Timeline	Metric
Governance & Risk systems	We will develop a robust AI governance framework that aligns with our values, policies, and legal obligations.	Embed the AI governance framework into current Governance and risk systems to oversee and monitor all AI initiatives and projects		Q1	Number of AI initiatives and projects meeting the criteria of the AI Policy
Governance & Risk Systems	We will review and update our policies, procedures, and guidelines to ensure they are relevant and effective for an AI-enabled organisation.	Provide straightforward guidance for AI implementation, develop a clear process incorporating existing frameworks, review Procurement Policy, add AI to Council's risk register, and develop risk tiering for AI use		Q1-Q2	Number of gaps identified and addressed; AI Policy updated and communicated to all staff; Procurement savings through efficiency; Procurement metrics on environmental impact
Governance & Risk Systems	We will identify and improve processes that can benefit from AI solutions and achieve efficiencies and savings.	Identify and improve processes that can benefit from AI to achieve efficiencies and saving		Q1-Q4	

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Governance & Risk Systems	We will align our AI initiatives with our Long Term Plan commitments.				
Governance & Risk Systems	We will track and measure the benefits and costs of our AI projects and ensure they are realised and communicated	Set up a system to monitor the benefits and costs of AI projects			
People and Culture	We will expect that staff will use AI tools responsibly and in line with the expectations outlined in the AI Policy	Create an AI code of conduct and embed it into the staff induction and performance management processes		Q2	Number and percentage of staff who signed and adhered to the AI code of conduct
People and Culture	We will create a community of AI Navigators to ensure no one is left behind	Identify and recruit AI champions from different teams and departments to act as mentors and guides for staff who need support with AI adoption and usage		Q2–Q3	Number and percentage of staff who accessed and benefited from the AI Navigators
People and Culture	We will invest in training and provide our teams with the right tools and skills to use AI effectively and ethically.	Invest in AI training for teams, curate the Go1 Digital AI training and create a community of AI Navigators.		Q1–Q3	Number of staff trained and AI Navigators identified. Number of Use Cases created and shared.
People and Culture	We will foster a culture of transparency, innovation,	Organise regular AI showcases, workshops, and		Q1–Q4	Number and percentage of staff

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	curiosity, and learning, and support our staff to adapt to new ways of working with AI.	seminars to share best practices, lessons learned, and success stories of AI initiatives and projects			who attended and participated in the AI events
Data and Information management	We will know and honour the Whakapapa of our data, ensuring we can always trace its origins, context, and usage	Implement a data lineage system that tracks and records the source, transformation, and destination of all data used for AI purposes		Q2-Q3	Number and percentage of data sets that have complete and accurate data lineage information
Data and Information management	We will begin by automating and digitising our processes, breaking down silos to enable seamless data flow. This will lay the groundwork for future AI integration.	Identify and prioritise the processes that can be automated and digitised using AI tools and technologies; Clean up the 'TRIM Content' in Te Pātaka to remove inactive content (not the archives)		Q1-Q2	Number and percentage of processes that are automated and digitised using AI
Data and Information management	We will establish a continuous data quality management system, using AI to enhance our data analysis and decision-making.	Develop and implement a data quality framework that defines the standards, metrics, and processes for ensuring data quality		Q2-Q3	Number and percentage of data sets that meet the data quality standards

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		Retention labels and policies implemented across Te Pātaka, with potential implementation of sensitivity labels			
Data and Information management	We will create an AI data registry to ensure data quality, accessibility, and security, supporting our evolving AI needs.	Create and maintain a centralised repository of all data sets used for AI purposes, with metadata, documentation, and access controls		Q3–Q4	Number of data sets that are registered and updated in the AI data registry
Partnerships and collaborations	We will share our AI experiences and insights with the local government sector and others and learn from their best practices.	Engage with other local councils, central government agencies, and relevant organisations to exchange knowledge, ideas, and feedback on AI use and development		Q1–Q4	Number and frequency of AI-related interactions and collaborations with external stakeholders>
Partnerships and collaborations	We will develop partnerships with tech providers who can offer us innovative and tailored AI solutions and help us establish our use cases.	Conduct market research and procurement processes to identify and select suitable AI vendors and service providers		Q2–Q3	Number and quality of AI vendor and service provider contracts
Partnerships and Collaborations	We will leverage strategic partnership with PwC, who can provide us with	Support the Strategic Partnership AI Project to identify potential use cases		Q1–Q2	Investment in use cases that results in

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	expert advice and guidance on our AI journey.	for investment e.g revenue collection, regulatory processes			tangible financial benefits