GENERATIVE ARTIFICAL INTELLIGENCE (AI) POLICY

POLICY OBJECTIVE
To provide guidance and establish a framework on the responsible and ethical use of generative Artificial Intelligence (AI), and to ensure privacy and security implications are managed appropriately.

POLICY STATEMENT
This policy applies to all users including Council Members. The policy enables appropriate usage of AI within the organisation, while protecting data from unauthorised exposure.

PROCEDURE

Users including Council Members must follow the following general usage rules:

- The use of generative AI tools on Shire owned devices is restricted to work related purposes and for limited personal use that does not interfere with their work or compromise the organisation
- The usage of all generative AI tools must be explainable and transparent in use
- Users must disclose the use of generative AI in generating information, assisting with decision making or producing communications
- Users must not distribute or click on any links provided or generated by public AI platforms or Bots. These links could lead to phishing sites or malware downloads. Only click on links from trusted sources
- Publicly available generative AI tools must not be used where services will be delivered or decisions will be made
- Any incident related to data leak through AI tools must be reported immediately to the Manager Customer Service and ICT
- In the event of an alleged breach of this policy, or any investigation of misconduct or inappropriate use, the Shire reserves the right to verify compliance with this policy including but not limited to, monitoring usage, reviewing logs, accessing cookie history and engaging internal and external audits.

DEFINITIONS

Artificial Intelligence: Computer Systems able to perform tasks normally requiring human intelligence, such as visual perception, speech recognition, decision-making, and translation between languages.

Bot: Is a software program that operates on the internet and performs repetitive tasks.

Generative Artificial Intelligence (AI): A subset of AI techniques that involve the use of algorithms to generate new, original data. Unlike traditional AI, which is designed to solve specific tasks based on pre-existing data, generative AI algorithms can produce new data that has never been seen before.

Publicly Available Generative AI: These are third-party AI platforms, tools or software that have not been security risk assessed nor entered a commercial contract with the organisation.

"Public" Data Classification: This type of data is freely accessible to the public (i.e., all employees/citizens). It can be freely used, reused and redistributed without repercussions.

Users: Are employees, work experience personnel, volunteers, contractors, consultants, temporary and other category personnel who use the Shire's information and technology resources (including Council Members).

Policy Details			
Original Adoption date:	27 November 2025	**Review Frequency (Annual/Bi-ennial):**	2 years
		Next Review Due:	November 2027
Policy Implementing Officer or Team:	Manager People & Culture	**Policy Reviewer:**	Chief Executive Officer
Legislative Head of Power (Act, Regulation, or Local Law):	*Local Government Act 1995* *Freedom of Information Act 1992* *State Records Act 2000*		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	Code of Conduct (Council Members, Committee Members and Candidates) Policy Code of Conduct (Employees) Recordkeeping Plan		
Version Control Council Meeting Review Details:			
Review #:	**Council Meeting Date:**	**Item/Resolution#:**	
1.	27 November 2025	Item 14.1 Res. 46/25	