



## G27 Use of Artificial Intelligence (AI) Policy

### Policy Objective

To provide guidance for the responsible use of Artificial Intelligence (AI) by the Shire of Ravensthorpe to enhance service delivery, decision-making and community engagement while upholding ethical, transparent and lawful practices.

### Policy

This policy applies to all elected members, staff, contractors and volunteers using AI systems or tools on behalf of the Shire of Ravensthorpe.

AI systems or tools include generative AI (text, image, audio, video/code), machine learning models and automated or semi-automated decision tools.

The Shire supports the ethical adoption of AI technologies to improve efficiency, transparency and accessibility in local government services.

Generative AI tools are to be used as a starting point only and must not replace human decision making.

AI must be used in ways that:

- Support the Shire's strategic objectives and community values
- Maintain compliance with legislation, policies and data governance requirements
- Protect privacy, confidentiality and intellectual property
- Ensure human oversight remains central to AI-supported decisions

### **Permitted uses**

Executive Managers may approve AI for internal use only within their Directorate for:

- Drafting or editing routine internal correspondence, minutes, reports and meeting agendas
- Summarising lengthy documents or legislation for internal briefings
- Data analysis for internal use

The CEO may approve the use of AI for:

- Documents or materials published on the Shire website or in other external communications
- Reports, briefing notes or agendas prepared for councillors
- Documents or materials to be distributed in committee meetings or at community engagement sessions or public meetings

### **Factual responsibility is mandatory**



**VERSION 15.1**

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Each user is responsible for any AI content they create or distribute.

Once the use of AI has been approved by either an Executive Manager or the CEO, the following steps must be taken:

1. Review all AI material for accuracy before using it. Cross-check all facts, figures, dates, names and citations with trusted sources to ensure they are correct. If a reliable source cannot be found to verify the information, it must not be used.
2. Ensure all AI generated content uses standard Australian English, with the most recent edition of the Macquarie Dictionary as the reference.
3. Ensure all content reflects current Shire policies and by-laws as well as all relevant state and national legislation.
4. Log your verification details (sources checked, dates etc.).
5. The use of AI must be disclosed to the public (for example as a footnote on a document)

Anyone using AI on behalf of the Shire should recognise the limitation of generative AI tools and must use their experience and discretion in interpreting the information.

If in any doubt, users should refer to an Executive Manager or the CEO before using it.

The use of AI must be disclosed to the public

### **Privacy**

When using AI only enter the minimum data necessary and do not input personal or confidential information.

The details you enter should not identify people, job titles and project names or locations. For example:

- Use XXX or a generic name such as Joe Bloggs instead of people's names
- Do not refer to job titles, use generic terms instead
- Enter Project X or Town X instead of entering project names or using locations within our region

### **Review**

This policy will be reviewed every two years, or sooner if required due to changes in legislation, technology or community expectations



<b>DOCUMENT CONTROL BOX</b>		
<b>Custodian:</b> Chief Executive Officer		<b>Decision Maker:</b> Council
<b>Compliance Requirements:</b>		
<b>Legislation:</b>	Local Government Act 1995 Local Government (Model Code of Conduct) Regulations 2021 State Records Act 2000 Freedom of Information Act 1992	
<b>Industry:</b>		
<b>Organisational:</b>	Council Policy G1 Code of Conduct for Council Members, Committee Members and Candidates	
<b>Document Management:</b>		
<b>Risk Rating:</b> Medium	<b>Review Frequency:</b> 2 Years	<b>Next Due:</b>
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description:</b>
a	OCM 15/12/2025 Item 12.1.1	New Policy