Artificial Intelligence

Purpose

To outline the acceptable use of artificial intelligence (AI) software tools by the Shire of Plantagenet.

Scope

This policy applies to all council members, employees and contractors of the Shire of Plantagenet

Definitions

artificial intelligence (ai)	An engineered system that generates predictive outputs such as content, forecasts, recommendations or decisions for a given set of human defined objectives or parameters without explicit programming. AI systems are designed to operate with varying levels of automation.
council member	a person elected under the Act as a member of Council. The Shire's council members includes the Shire President, Deputy Shire President and Councillors (as defined by the Act).
Contractor	A person or firm that undertakes a contract to provide materials or labour to perform a service or undertake a job on behalf of the Shire.
executive manager	a senior position in the organisation engaged by and directly responsible to the CEO.
employee	an employee of the Shire including casual or contract employees.

Policy

The Shire recognises the potential for artificial intelligence software tools to generate efficiencies in the organisation but is mindful that the risks of doing so need to be effectively managed and controls established to mitigate these risks.

Use of AI software tools is acceptable subject to adherence to this policy guiding principles and conditions.

1.1. Guiding Principles

The Western Australian Government Artificial Intelligence Policy contains eight principles that guide the use of AI by state government employees.

These principles are:

a) Human, Social and Environmental Wellbeing

The use of AI must be used for outcomes that benefit individuals' society and the environment. The potential positive and negative impacts of AI use must be identified, including external impacts.

b) Human Centred Values

The use of AI systems must enable an equitable and democratic society by respecting, protecting and promoting human rights, enabling diversity, respecting human freedom and the autonomy of individuals and protecting the environment. AI must not undertake actions that undermine the democratic process and actions that threaten individual autonomy.

c) Fairness

AI systems must be designed and used in a way that allows all people to interact with them and to access the related products or services and ensure people receive equitable access and treatment.

d) Privacy Protection and Security

Effective data governance and management controls must be stablished for all AI uses with respect for privacy and data protection paramount to any use. This includes the identification of potential security risks and controls to prevent and ensure resilience to cyber-attacks. All AI systems must undergo a security assessment by the Information Technology team before use.

e) Reliability and Safety

All AI systems must be reliable, and accurate and must not represent unacceptable safety risks

f) Transparency, Explainability and Contestability

The use of AI must be disclosed to all members of the public who are able to seek an independent review of any outcome or decision that may impact them.

g) Accountability

All functions and decisions that use AI systems must be subject to human review and the responsibility for its use and the outcomes derived is that of the AI user or decision maker.

h) Accuracy

The responsibility is with all Shire employees and contractors who use AI to ensure the accuracy of all AI generated information.

These principles are supported and endorsed by the Shire.

1.2. Prohibited Uses of Artificial Intelligence

Unless approved by the Chief Executive Officer (CEO) or relevant Executive Manager, the following activities are prohibited from using AI software tools:

- Undertaking lobbying and advocacy activities;
- Using AI software tools to identify or classify employees and contractors based on types or grounds of discrimination as defined in the Shire of Plantagenet Equal Employment Opportunity and Anti-Bullying Policy.
- As a substitute for professional advice;
- Any activity that requires the use of confidential Shire information, including sensitive data relating to any individual or business, to be inputted into an AI software tool; and

1.3. Artificial Intelligence Content Review

All AI-generated content must be reviewed for accuracy before using it. If a reliable source cannot be found to verify the information, it must not be used for work purposes. Employees and contractors should recognise the limitation of the generative AI tools and must use their experience and discretion in interpreting the information. Additionally, employees and contractors must ensure that the final work is in line with the Shire's style guide. The generative AI tools must be used as a starting point only and must not replace the human decision-making process.

1.4. Artificial Intelligence Accountable Officers

To ensure the use of artificial intelligence complies with this policy, and any associated procedures developed to support this use, the Chief Executive Officer and Executive Managers are appointed as AI Accountable Officers and are responsible for and have oversight of the governance of AI technologies.

1.5. Record Keeping Requirements

All AI outputs, human review notes and any other materials produced using AI, shall be stored in the Shire's record keeping system in accordance with the State Records Act 2000.

Document Control

Owner	**Garry Bird**	**Division**	CEO
Reviewer	Executive	**Approval**	Council
Document Compliance			
Legislation	Local Government Act 1995 Privacy and Responsible Information Sharing Act 2024 State Records Act 2000 Freedom of Information Act 1992		
Other			
Document Management			
Version #	**Effective Date**	**Sections Modified (if applicable)**	
1	October 2026	Adopted	
2	October 2027	Policy reviewed and reformatted	