Council Policy

2.27 USE OF ARTIFICIAL INTELLIGENCE

Responsible Directorate	Corporate Services
Responsible Service Area	Information Technology
Adopted	May 2025 C10.05.25
Procedure Ref	N/A

1. PURPOSE

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

2. SCOPE

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

3. 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.
director	a senior position in the organisation engaged by and directly responsible to the CEO. Classified as a senior employee under the Act.
employee	an employee of the Shire including casual or contract employees.

4. 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.

4.1. 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:

4.1.1　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.

4.1.2　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.

4.1.3　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.

4.1.4　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.

4.1.5　Reliability and Safety

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

4.1.6　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.

4.1.7   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.

4.1.8   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.

4.2. 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

5. RELATED LEGISLATION

Local Government Act 1995

Privacy and Responsible Information Sharing legislation (yet to be enacted by the Western Australian State Government)

State Records Act 2000

Freedom of Information Act 1992

6. RELATED DOCUMENTS

Western Australian Government Artificial Intelligence Policy

Shire of Mundaring Code of Conduct for Employees

Shire of Mundaring Equal Employment Opportunity and Anti-Bullying Policy