



## **AP20 – USE OF ARTIFICIAL INTELLIGENCE (AI) POLICY**

**MANAGEMENT PRACTICE: YES**

**DELEGATION: N/A**

### **OBJECTIVE**

To outline the acceptable use of Artificial Intelligence (AI) software tools by the Shire of Jerramungup.

### **POLICY**

This policy establishes a framework for the responsible, ethical, and transparent use of Artificial Intelligence (AI) technologies within the Shire of Jerramungup. It aligns with the WA Government's AI Policy and Assurance Framework and the Australian Government's principles for safe and responsible AI use in the public sector.

### **SCOPE**

This policy applies to all Shire employees, contractors, and third-party providers involved in the procurement, development, deployment, or use of AI systems, including generative AI and automated decision-making tools.

### **DEFINITIONS**

- Artificial Intelligence (AI): Technologies that enable machines to simulate human intelligence, including learning, reasoning, and self-correction.
- AI Accountable Officer: A designated executive responsible for overseeing AI use and ensuring compliance with this policy.
- AI Assurance Framework: A structured process for assessing the risks, benefits, and controls of AI projects.

### **GUIDING PRINCIPLES**

- Transparency: AI systems must be explainable and their decisions understandable to stakeholders.
- Accountability: Clear responsibility must be assigned for AI decisions and outcomes.
- Privacy and Security: AI systems must comply with privacy laws and protect sensitive data.
- Fairness and Non-Discrimination: AI must be free from bias and promote equitable outcomes.
- Human Oversight: AI must support, not replace, human decision-making in critical functions.

### **IMPLEMENTATION AND RISK MANAGEMENT**

AI systems must be evaluated for:

- Privacy, security, and ethical risks.
- Potential impacts on community trust and service delivery.
- Compliance with relevant legislation and standards.

Risk mitigation strategies must be documented and reviewed regularly.

## TRAINING AND CAPACITY BUILDING

Staff involved in AI projects must receive training on:

- Ethical AI use.
- Data governance and privacy.
- Bias detection and mitigation.

The Chief Executive Officer will ensure employees are informed of this policy.

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| <b>Relevant Legislation:</b> | <i>Local Government Act 1995</i><br><i>Freedom of Information Act 1992</i><br><i>State Records Act 2000</i> |
| <b>Related Documents:</b>    | WA Government – Artificial Intelligence Policy<br>Shire of Jerramungup Code of Conduct                      |
| <b>Related Local Law:</b>    | N/A   |
| <b>Related Policies:</b>     |   |
| <b>Adopted:</b>              | 27 August 2025  |
| <b>Last Reviewed:</b>        | N/A   |
| <b>Next Review Date:</b>     | August 2026   |