DISTRICT COUNCIL OF KIMBA

2.40 USE OF ARTIFICIAL INTELLIGENCE POLICY

District Council of KIMBA
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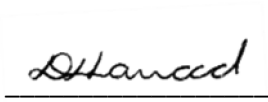
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DOCUMENT APPROVAL

This document has been endorsed and approved for use by:



Deb Larwood
CEO District Council Kimba

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Version	Issue Date	Author	Reasons for Change
1	October 2026	E Maxwell	New Policy

Use of Artificial Intelligence Policy

Purpose

The purpose of this Policy is to provide guidance on the acceptable use of open-source and/or free AI at Council. This policy aims to ensure ethical and responsible implementation of AI, safeguard privacy and data security, and promote transparency and accountability.

Scope

This policy applies to all employees and Council Members. All users of GenAI technologies need to be aware of and mitigate the inherent risks and limitations of these technologies.
This policy is to be read in conjunction with Council's Information Technology and Information Management policies.

Definitions

- Council means District Council of Kimba;
- Council Member means a member of Council elected or appointed in accordance with the Local Government Act 1999 or Local Government (Elections) Act 1999;
- Confidential data means any information that is expressly prevented from public release by Council's orders, or any information that is likely to become subject to Council confidentiality orders, or any information not yet publicly available;
- Employee means any person carrying our duties or performing tasks for and on behalf of Council, whether they are paid or unpaid, including staff, contractors, consultants, trainees, volunteers, students and any other person who has access to Council's electronic systems and services in a full-time, part-time or casual capacity;
- *Electronic Document and Records Management System (EDRMS)* means a system used to manage records across Council;
- *Generative artificial intelligence (GenAI or AI)* means the simulation of human intelligence in machines that are programmed to think and learn like humans. It encompasses a wide range of technologies and techniques that enable machines to perform tasks that typically require human intelligence. These tasks include problem-solving, learning, planning, speech recognition, natural language understanding, perception, and decision-making;
- *GenAI tools* means artificial intelligence tools which are software or systems that use artificial intelligence to perform tasks like analysing data, automating processes, or generating content;
- *Personal data* means a broad range for information that could identify an individual. Personal information will vary, depending on whether a person can be identified or is reasonably identifiable in the circumstances, but may include information such as a person's name, signature, address, phone number, date of birth, photographs, IP addresses, voice print, biometrics and location information;
- *Sensitive data* means personal data that includes information or opinion about an individual's racial or ethnic origin, political opinions or associations, religious or philosophical beliefs, sexual orientation or practices, criminal record, health or genetic information etc.

Our Values

Council's values are the core principles and beliefs that guide the behaviour, decision-making, and culture of the organisation. They reflect what Council stands for and influence how we conduct business, interact with employees, customers, and other stakeholders, and achieve our goals.

INTEGRITY
A commitment to honesty, transparency, and ethical behaviour

INNOVATION
Fostering creativity and adaptability in an ever-evolving landscape

INCLUSION
Creating an environment where every voice is heard, every viewpoint is considered, and individuals feel included and respected.

Responsible Use of AI

Council supports the use of AI tools only in low-risk scenarios, where appropriate risk mitigation strategies, as outlined in this policy, can be effectively applied. Acceptable low risk use cases may include:

- drafting or brainstorming written content (e.g. reports, communications;
- summarising or simplifying general information;
- generating ideas or templates.

The following uses of AI are not permitted, as they present an unacceptable level of risk to Council. This includes, but is not limited to:

- entering any Council data classified as sensitive or confidential;
- no personally identifiable information or sensitive data related to individuals, staff,
- community members, or Council operations are to be entered into or processed by AI tools.
- using AI to directly deliver services or make decisions on behalf of Council.
- generating software code using AI for use within government systems, excluding Microsoft Office formulas.
- AI must not be used for official decision-making, legal interpretation, compliance assessments, or any task requiring access to internal systems or input of confidential data or personal information.

No personal, sensitive or confidential data or information is to be uploaded to Generative AI technologies of any kind. If users become aware of a potential disclosure of confidential and/or personal data, it must be reported to their respective manager immediately.

Users of Generative AI tools need to be aware of and ensure that they consider and where necessary, correct for the inherent risks of Generative AI technologies which include:

i. bias and equity;
ii. data privacy;
iii. misinformation;
iv. malicious use of data by third parties;
v. copyright and plagiarism;

vi. inhuman or inhumane writing; and
vii. erosion of credibility and trust.

Accountability and Human-Centered Decision-Making

Generative AI tools and technologies are not a replacement for critical thinking or decision making and may only be used to provide input to the preparation of information ahead of the decision-making process and that information must be fact checked via other reliable sources prior to decisions being made.

Users must at all times seek to verify the outputs of Generative AI and do not rely on or use AI generated information that cannot be verified. Generative AI may be trained in a way that leads to insufficient, incomplete or biased results, which, if relied upon, could lead to liability, reputation damage or other harm. The tool could, for example, overrepresent negative stereotypes, exclude a particular group of people or draw from data sets that are not relevant to Australian law. Generative AI can also suffer from 'hallucinations' where patterns or objects are perceived that are non-existent, creating nonsensical or inaccurate outputs.

Generative AI outputs may infringe copyright or intellectual property laws. When using Generative AI tools, all users need to consider where that content may have originated from and the need to reference the originating source. Generative AI terms of use usually put the responsibility to identify potential copyright violations in the output on the user. Copyright protected content cannot be uploaded without permission.

Generative AI technologies cannot be used to circumvent legal, ethical, or professional responsibilities. Use of Generative AI must be consistent with duties and obligations under legislation and any contracts to which Council is a party. In addition, liability may attach to Council or individual users in certain circumstances where incorrect information provided by Council to a third party has been relied upon by that third party who then suffers a loss.

Transparency, good governance and management of the risks associated with using Generative AI tools are important principles that employees and Elected Members must uphold to maintain public trust. Therefore, a general AI transparency statement will be included on the Council's website that acknowledges Generative AI may be used by Council in accordance with this Policy. Further, where specific content has been generated using AI tools, a reference disclosing this should be included. For example, where an image has been created using AI, a footnote to the image should disclose it was created by a Generative AI tool.

While not specifically covered by this Policy, all users should be aware that people who interact with Council may use AI technology to generate content which may then be passed on to Council. While this may not always be for nefarious purposes (e.g. phishing emails or attempts to gain access to Council systems, etc.), it is important to consider what information has been provided with the lens of the information being created by GenAI in case further reliance on that information is required through a Council process e.g. complaint management, receiving statutory declarations, community consultation feedback etc.

Record Keeping

Any interaction with AI (including both your prompts and the AI's responses) is considered an official record, if it was a record made or received by Council in the conduct of its business. All Council records, including AI generated records, must be saved into the EDRMS and these records are subject to the *Freedom of Information Act 1991*.

Each time you use AI to assist with your work, you are required to take a screenshot or create a snapshot/extract of the interaction and file it appropriately. This promotes transparency and aligns with best practice and is important to identify if AI technology was used to influence a decision, take the action or generate the content. You will need to specify what the agency has done to mitigate any negative impacts.

References

Freedom of Information Act 1991
State Records Act 1997

Availability of this Policy

The public may inspect a copy of this Policy, without charge, at the principal office of the Council at Cross Street Kimba during normal office hours or on Council's website and may obtain a copy for a fee fixed by the Council. Further enquiries in relation to this policy should be directed to the Chief Executive Officer, telephone 8627 2026.

Review

This policy will be reviewed in accordance with Council's Policy Review Schedule to ensure legislative compliance and its continued relevance to Council's needs, activities and programs. This policy was adopted Wednesday, 14th October 2026 and will be reviewed as required but no less than every four (4) years.

APPENDICES
1. AI Transparency Statement
2. Internal Procedure for Employees/Elected Members