

ARTIFICIAL INTELLIGENCE POLICY

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Classification: Information Management		
Strategic Plan link: A Council that is actively responsive to community needs and delivers financial sustainability, governance and leadership.		
References and related Policies, Procedures and Forms: <i>Local Government Act 1999</i>		

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1. Purpose

The purpose of this Artificial Intelligence (AI) Policy is to establish guidelines and principles for the appropriate use of AI technologies by the employees of the District Council of Streaky Bay. This policy aims to ensure ethical and responsible implementation of AI, safeguard privacy and data security, and promote transparency and accountability.

2. Scope

This policy applies to all employees of the District Council of Streaky Bay who are involved in the development, deployment, or use of AI technologies during their official duties.

3. Definitions

- a) Artificial Intelligence (AI): The development and use of computer systems capable of performing tasks that typically require human intelligence, such as perception, reasoning, learning, and decision-making.
- b) AI Technologies: Technologies and algorithms used for AI purposes, including machine learning, natural language processing, computer vision, and robotics.
- c) Large Language Models: Large language models (LLMs) are recent advances in deep learning models to work on human languages. A large language model is a trained deep-learning model that understands and generates text in a human-like fashion.

4. Ethical Use of AI

- a) Employees shall use AI technologies in a manner that complies with applicable laws, regulations, and ethical standards.
- b) AI systems and applications shall not be used for discriminatory, harmful, or illegal purposes.
- c) Employees shall consider the potential impact of AI on privacy, security, and human rights and take appropriate measures to mitigate any risks.
- d) Employees should be aware of the lack sufficient mechanisms for checking accuracy, fairness, or appropriateness in some AI systems and should check the AI generated content.
- e) Employees should be aware of the inherent risk of plagiarism when generating content using LLMs.

5. Transparency and Accountability

- a) Employees involved in the development or deployment of AI systems shall strive for transparency in how AI technologies are designed, trained, and used.
- b) Clear documentation shall be maintained for AI algorithms, models, and datasets used, including information about data sources, pre-processing steps, and any potential biases or limitations.
- c) Decision-making processes involving AI technologies shall be documented and subject to review and audit to ensure accountability.

6. Privacy and Data Security

- a) Employees shall ensure the privacy and security of data used for AI purposes, including personal and sensitive information.
- b) Proper data governance practices, such as data anonymization and encryption, shall be implemented to protect data confidentiality.
- c) Access to AI-related data shall be restricted to authorized personnel on a need-to-know basis.
- d) Employees shall comply with relevant data protection regulations and policies when collecting, storing, and processing data for AI purposes.

7. Bias and Fairness

- a) Employees shall strive to minimize biases in AI systems and algorithms that could result in unfair or discriminatory outcomes.
- b) Regular monitoring and evaluation of AI systems shall be conducted to identify and address any biases or unintended consequences.
- c) In cases where bias is detected, employees shall take appropriate measures to rectify the issue, such as retraining models or adjusting algorithms.

8. Training and Education

- a) Employees involved in the development or use of AI technologies shall receive appropriate training on the ethical considerations, risks, and best practices related to AI.
- b) Continuous learning and professional development opportunities shall be provided to employees to stay updated on emerging AI technologies and ethical guidelines.

9. Compliance and Reporting

- a) Employees shall comply with this AI Policy and any additional policies, guidelines, or regulations related to AI implemented by the District Council of Streaky Bay.
- b) Suspected violations of this policy or concerns related to AI ethics, privacy, or security shall be promptly reported to the appropriate authority for investigation and resolution.

10. Policy Review and Updates

This AI Policy shall be periodically reviewed and updated to reflect changes in AI technologies, regulations, and best practices. Any proposed revisions shall be reviewed and approved by the designated authority within the District Council of Streaky Bay.

By adhering to this AI Policy, employees of the District Council of Streaky Bay contribute to the responsible and ethical use of AI technologies, fostering public trust and ensuring the well-being of the community.

11. Document History

Version No:	Issue Date:	Description of Change:	Date Endorsed
1.00			

12. Acknowledgment

I, _____ (*print full name*) have read and understood the District Council of Streaky Bay's Artificial Intelligence Policy and I agree to abide by this policy which is outlined above.

Employee Signature: _____ Date Signed: _____