



Policy 2.1.3 – Artificial Intelligence in the Workplace

1. Policy Purpose

This policy aims to ensure that the use of Artificial Intelligence (AI) technology within the Shire of Harvey (the Shire) workplace is conducted in a responsible and ethical manner, in full compliance with applicable State and Commonwealth laws and regulations.

2. Policy Scope

This Policy applies to all Employees, Councillors, Contractors and Volunteers at the Shire.

3. Policy

3.1. Responsibilities

- It is the responsibility of the individual to ensure that AI technology is used in a manner that is consistent with this Policy.
- Output created by an AI system is to be evaluated and validated for accuracy by the creating employee. Any work produced with an AI system is deemed to be the work of the individual using it. This includes any errors or inconsistencies.
- All individuals who use AI technology must maintain awareness and compliance with this Policy.
- The Shire will maintain and publish an Artificial Intelligence Transparency Statement in line with the Federal Government Policy for the responsible use of AI in government September 2024 Version 1.1
- The Shire will appoint an AI Accountable Officer in line with the Western Australian Artificial Intelligence Policy.

3.2. Use of AI in the Workplace

- Appropriate use of AI is permitted to assist people in their work activities; however all outcomes should align with the Shire's values, and Code of Conduct.
- The use of AI is done in a manner that is consistent with all internal policies, organisational directives and procedures of the Shire.
- AI must not be used directly for decision-making, however, may be used to assist an employee to make a decision (e.g. for conducting research).
- Material created through the course of Shire work, that partially or entirely includes outputs generated by AI technology, remains the intellectual property of the Shire.
- AI technology or systems must not be installed or connected to the Shire's Information Technology systems without the express approval of the Manager Information Services.
- All participants must be informed if a meeting may be recorded (including audio or video) and may use AI for transcription and other purposes.

3.3. Confidentiality

- Data, documents or any other information including meeting recordings and transcripts that may contain information that is not publicly available must not be provided to an AI system except for AI functionality in the primary AI tools as defined in the Shire's Artificial Intelligence Strategy 2025.
- All AI systems must be secured with adequate measures to prevent unauthorised access or use (i.e. password protected).
- Personally Identifiable Information (PII) must not be shared with AI platforms except for AI functionality in the primary AI tools as defined in the Shire's Artificial Intelligence Strategy document. This includes data such as names, addresses, tax file numbers, phone numbers, and email addresses.

3.4. Information Security

The Shire takes all reasonable steps to protect the information it holds from misuse and loss, from unauthorised access, modification and disclosure. Security is the prime concern when integrating AI into workflows and it has priority over other considerations such as efficiency gains.

To prevent unauthorised access, maintain data accuracy and ensure the appropriate use of information, physical, electronic, and managerial procedures are in place to protect the information we collect. Any use of AI must comply with these procedures and controls.

3.5. Accountability

- Employees, Councillors, Contractors and Volunteers at the Shire are accountable for any deliberate misuse or unethical use of AI technology within the workplace. Any violations of this directive will be investigated, and appropriate disciplinary action may be taken.
- All employees and contractors must report any violations of this directive to their supervisor or manager.

3.6. Compliance with the *State Records Act 2000*

- All AI-generated records produced or used in the course of conducting Shire business must be maintained and disposed of in accordance with the *State Records Act 2000* (the Act) and the Shire’s Record Keeping Plan 2025.
- All employees and contractors using AI technology must ensure that any records produced or used in the course of their duties are properly managed and preserved in compliance with the Act.
- Failure to comply with the Act may result in legal and financial consequences for the Shire and its employees and contractors.

3.7. Consequences

- Any violation of this Policy is considered a serious matter and may be subject to disciplinary action.
- The Shire reserves the right to consider legal action, including civil and criminal actions, against any employee or contractor who violates this Policy or who misuses AI technology in the workplace.

By adhering to this Policy, the Shire can ensure that AI technology is used in a manner that is consistent with ethical and legal standards while protecting the confidentiality of sensitive information.

3.8. Review and Update

This Policy will undergo regular reviews to ensure it remains up to date and continues to reflect current needs and priorities.

4. Strategic Objective

The Policy aligns with the following strategic objective:

	Performance A representative leadership that is future thinking, transparent and accountable.
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5. Definitions

Artificial Intelligence — the theory and development of computer systems able to perform tasks normally requiring human intelligence, such as visual perception, speech recognition, decision-making, and translation between languages.

Artificial Intelligence Technology – the systems of hardware and/or software that are used to implement artificial intelligence. This includes locally installed software and systems accessible from the Internet such as Microsoft CoPilot and ChatGPT.

Personally Identifiable Information (PII) – means information or an opinion, whether true or not, and whether recorded in a material form or not, that relates to an individual, whether living or dead, whose identity is apparent or can reasonably be ascertained from the information or opinion; and includes

information of the following kinds:

- A name, date of birth or address
- A unique identifier, online identifier or pseudonym
- Contact information
- Information that relates to an individual's location
- Technical or behavioural information in relation to an individual's activities preference or identity
- Inferred information that relates to an individual, including predictions in relation to an individual's behaviour or preferences and profiles generated from aggregated information
- Information that relates to one or more features specific to the physical, physiological, genetic, mental, behavioural, economic, cultural or social identity of an individual.

6. Legislation

- *State Records Act 2000*

7. Related Documents

- Shire of Harvey Artificial Intelligence Strategy 2025
- Shire of Harvey Artificial Intelligence Transparency Statement
- Shire of Harvey Record Keeping Plan 2025
- Western Australian Artificial Intelligence Policy
- Policy for the responsible use of AI in government September 2024 Version 1.1

Responsible officer	Director Corporate Services		
Responsible team	Information Technology		
Responsible area	Information Services		
Version control	Date	Resolution	Number
Version 1	26.08.2025	Resolution	25/173
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Version 3		Resolution	