



## Artificial Intelligence Use

### Policy Objective

This policy sets out how the Shire of Cue employees, contractors and elected members may use Artificial Intelligence (AI) safely, lawfully and responsibly. AI may be used as a practical tool to improve efficiency, support staff and improve services, but it does not replace human judgement or accountability.

### Policy Statement

1. The Shire of Cue supports the responsible use of Artificial Intelligence (AI) by staff, contractors and elected members to improve efficiency, assist with everyday work and support better Shire services.
2. AI is a tool to assist people with their work. It does not replace human judgement, responsibility or accountability.
3. Information produced by AI must be checked for accuracy before it is used, published, relied on or provided to another person.
4. Microsoft Copilot, where provided through the Shire's approved Microsoft 365 environment, may be used for Shire work in accordance with the user's normal access permissions. Users must still take care with sensitive information and check all AI-generated content before using it.
5. ChatGPT and other public or non-approved AI tools may be used for general drafting, ideas, research assistance and similar low-risk tasks, but users must exercise caution. Confidential, personal, commercially sensitive, legal or other protected Shire information must not be entered into these systems unless the Shire has specifically approved the system for that purpose.
6. Users should not assume that information produced by Copilot, ChatGPT or any other AI system is correct. AI can produce inaccurate, incomplete or misleading information and its output must be reviewed before use.
7. AI must not be used to make a final decision about a person, financial matter, regulatory matter, compliance matter or other significant Shire decision without appropriate human review and authority.
8. AI must be used in accordance with the Shire's privacy, records management, information security, confidentiality and other legal requirements.
9. Where AI is used to help prepare a Shire record, the final record must be stored and managed through the Shire's normal recordkeeping systems.
10. The staff member, contractor or elected member using AI remains responsible for the final work and how the information is used.

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