

	<i>Use of Generative Artificial Intelligence</i> <i>Policy No. FINPOL 25</i>	Version No:	1
		Responsible Officer/s:	ICT Coordinator
		Classification:	Council
		Issued:	April 2026
		Next Review:	April 2027

1. Purpose

This Policy provides guidance to staff and Elected Members on the acceptable use of open-source and/or free Generative Artificial Intelligence (GenAI) at District Council of Grant (Council). It does not apply to enterprise-grade tools that have been formally deployed where they have been subject to a rigorous vetting and testing process.

2. Scope

This policy applies to all staff, volunteers, contractors and Elected Members of Council.

3. Definitions

Definitions are to be taken as consistent with relevant legislation as referenced in section 6.

4. Policy

- Council is committed to supporting staff with access to technology that can improve the quality of services we provide and increase productivity in the workplace.
- GenAI has become a highly accessible and rapidly growing technology that can offer many benefits to staff and Elected Members. There are various free and open-source technologies available either as a standalone service (such as ChatGPT, CoPilot and Gemini) or embedded into other tools (such as Adobe Acrobat).
 - o CoPilot is Council's preferred and subscribed platform for work related usage.
- A key feature of GenAI is that its output is not designed to be accurate. It is designed to be similar to content the model has seen before, which can often be true to the original information or can be entirely different (and not factual).
- GenAI is capable of performing the following tasks:
 - o quickly sourcing, synthesizing, or summarising publicly available content;
 - o creating or modifying images or videos;
 - o rewording content in a particular style (for example, simple language, or language aimed at a particular reading age);
 - o creating dynamic presentations;
 - o generating ideas; and
 - o generating alternative versions of work that you have created, to check whether you missed anything or could make improvements.
- While these technologies may increase productivity, they create a range of risks that need to be proactively managed to protect organisational data, credibility and reputation.

4.1. GenAI is not a substitute for critical thinking

- 4.1.1. Staff are encouraged to experiment with GenAI tools to explore the potential benefits for their roles. However, GenAI tools are not a replacement for critical thinking or decision-making.
- 4.1.2. Staff cannot outsource their thinking to any technology. GenAI and other technologies can provide input to the decision-making process, but it cannot be relied upon to make decisions.
- 4.1.3. GenAI content may inform critical thinking and decision-making, but it is important to fact-check the content via other reliable sources.

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- 4.1.4. Where content from GenAI tools is used, staff should consider where that content may have originated and the need to reference the originating source.

4.2. Protecting personal or confidential data

- 4.2.1. No personal or confidential data is to be uploaded to GenAI products of any kind. To do so would effectively be publicly releasing that data.
- 4.2.2. Staff should always be aware that confidentiality can be a matter of timing. For example, a draft report that may become public is confidential until it is approved for release.
- 4.2.3. If staff become aware of a potential disclosure of confidential and/or personal data, it must be reported to their manager immediately.

4.3. Limitations of GenAI

- 4.3.1. GenAI is not a replacement for legal advice or legal interpretation and cannot be relied upon in lieu of same. Please seek further clarification or legal advice where required.
- 4.3.2. Staff who use GenAI technologies need to be aware of and mitigate the inherent risks and limitations of these technologies. The inner workings of GenAI tools are not visible to users. Vendors are not required to show their workings or methods, and peer review is not applied to the output generated.
- 4.3.3. Specific limitations of GenAI include:

4.3.3.1. Misinformation and bias

GenAI 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. GenAI can also suffer from Hallucinations. Always seek to verify the outputs of GenAI and do not ask it a question where the answer cannot be verified.

4.3.3.2. Malicious use of data by third parties

Cybercriminals may use AI chatbots for writing fake reviews, spamming, phishing, and social engineering. Moreover, researchers have found many ways in which some platforms can aid in the development of malware.

4.3.3.3. Copyright, trademarks and plagiarism

GenAI terms of use usually put the responsibility to identify potential copyright violations in the output on the user. Be aware that GenAI outputs may infringe copyright or intellectual property laws.

4.4. Legal considerations

- 4.4.1. At this stage, there is no legislation in Australia that specifically regulates the use of GenAI, the inputting of data into AI systems, and the use of information output from AI systems. However, GenAI activities may be subject to other existing Australian laws, including privacy, consumer affairs, discrimination,

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copyright and intellectual property, defamation, and breach of confidential information, to name but a few.

4.4.2. Staff must ensure that use of GenAI is consistent with their duties and obligations under legislation, any contracts to which Council is a party and their own contracts of employment. Ultimately, any person who relies on a GenAI system is still accountable to Council for their own work.

4.4.3. Elected Members must ensure that use of GenAI is consistent with their duties and obligations under legislation.

4.5. Programs prohibited for Council use

4.5.1. DeepSeek – based on advice from LGITSA ([LGITSA-Guidelines-DeepSeek-Advisory-for-South-Australian-Local-Councils.pdf](#))

5. Responsibilities

All staff and Elected Members are required to abide by this policy.

6. References / Other Documents

This Policy is made to ensure that the permitted use of Council's electronic devices and communications systems is consistent with other relevant laws and policies regulating:

- Copyright, patent materials and other intellectual property
- Anti-discrimination
- Defamation
- Privacy
- Discriminatory speech and the distribution of illicit and offensive materials

References to legislation and/or documents include as amended, supplemented, updated and/or augmented from time to time.

6.1. Legislation

Local Government Act 1999 (SA)

6.2. Council Policies / Procedures

Electronic Use Policy

Mobile Phone Policy

7. Review

This Policy shall be reviewed by the District Council of Grant annually (or on significant change to legislation or other matters which could affect this policy).

Action	Date	Minute Reference
Adopted by Council	20 April 2026	26086