

Responsible Directorate	Office of the CEO
Responsible Business Unit/s	Governance
Responsible Officer	Manager Governance
Affected Business Unit/s	All

Objective

To establish a framework for the City of Stirling ('City') use of Artificial Intelligence (AI) to ensure ethical, privacy and security implications are managed appropriately whilst leveraging the benefits of AI for the City and its community.

Scope

This policy applies to all users including Elected Members. The policy enables appropriate usage of AI within the organisation, whilst protecting data from unauthorised exposure.

Policy

The City will adopt and use AI technologies in a planned manner to ensure:

- The benefits of AI for the City and its community are realised.
- Data and privacy protections are in place to restrict unauthorised disclosure.
- Security protections are in place to alleviate risks to the City's systems and data.
- Copyright and intellectual property considerations have been assessed and approved.
- Ethical risks are identified and managed in accordance with the City's codes of conduct.
- Information prepared by AI is verified before final use.
- Users develop skills and understanding related to the use and implementation of AI.
- The City integrates its approach to AI in Data Governance efforts.

General Usage

- The use of generative AI tools on the City owned devices is restricted to work related purposes and for limited personal use that does not interfere with their work or compromise the organisation.
- Results of all generative AI tools must be explainable and transparent in use.
- Users must appropriately disclose the use of generative AI in generating information, assisting with decision making or producing communications.
- Results of all generative AI tools must be verified by a person before use or communication.

Licensed Generative AI Applications

- The City may approve the use of commercial generative AI tools operating within the City's environment to ensure that the AI application meets the business outcome.
- All commercial AI applications, tools or software must undergo an initial security assessment by the Corporate Information Services (CIS) Information Security team before adoption by the City.
- CIS will maintain and publish a catalogue of all commercial AI applications that are security assessed to help users select the pre-assessed application for any new use case.
- No vendors or tools that enforce "third-party data sharing" may be selected for commercial use.
- The City may, at its discretion, decide to make licensed AI applications available to users.

Publicly available (free) AI Applications

- Users must obtain prior approval from their manager (for Elected Members, the Chief Executive Officer to provide guidance on the use of alternative AI platforms) and the Chief Technology Officer ('CTO') for any business use case that require the use of publicly available (free) AI application. The use case must be documented and contain details of the data type used, expected output from the AI application and process of reviewing results.
- Users must not distribute or click on any links provided or generated by public AI platforms or bots. These links could lead to phishing sites or malware downloads. Only click on links from trusted sources.
- Publicly available generative AI tools must not be used where services will be delivered, or decisions will be made.

Roles and Responsibilities

The table below details the roles and responsibilities:

Roles	Responsibilities
Chief Executive Officer (CEO)	<ul style="list-style-type: none"> • Set the overall vision and strategy for AI adoption and governance within the City. • Approve any exception to this Policy. • To guide Elected Members on the use of alternative AI platforms.
Chief Technology Officer (CTO)	<ul style="list-style-type: none"> • Approve the use of publicly available generative AI platforms for user's use. • Ensure the City's technical infrastructure is aligned with the City's overall AI approach. • Oversees the security of the City's business systems and databases.
Corporate Data Governance Group (CDGG)	<ul style="list-style-type: none"> • Drives positive organisational change with regards to AI. • Approve policies and standards and decision making on key data governance issues, including oversight of incident reports related to data leaks.
Corporate Information Services (CIS)	<ul style="list-style-type: none"> • Manages the security of the City's business systems and databases, including initial AI security assessments and incident management. <p>Maintain and publish a catalogue of all commercial AI applications that are security assessed.</p>
Users	<ul style="list-style-type: none"> • Obtain Business Unit Manager's (for Elected Members, the CEO will guide the use of alternative AI platforms) and CTO approval for any business use case that require the use of publicly available (free) AI application. • Ensure acceptable use of AI, in accordance with this Policy.
Business Unit Managers	<ul style="list-style-type: none"> • Review and approve' user request for the use of any public AI platforms or bots for completion of their official duties prior to approval from the CTO. • Ensure acceptable use of AI, in accordance with this Policy.
Supervisors	<ul style="list-style-type: none"> • Ensure acceptable use of AI within their respective team, in accordance with this Policy.

Incidents Reporting

Any incident related to data leak through AI tools must be reported immediately to the Service Desk. The incident must be handled through the City's Incident Management Process and reported periodically to the Corporate Data Governance Group.

Policy Compliance

In the event of an alleged breach of this policy, or any investigation of misconduct or inappropriate use, the City reserves the right to verify compliance with this policy through various methods. This may include, but not be limited to, monitoring usage, reviewing logs, accessing cookie history, and engaging internal and external audits.

Exceptions

Any exception to this policy must be approved by the CEO in advance.

Definitions

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

Bot: is a software program that operates on the Internet and performs repetitive tasks.

Generative Artificial Intelligence (AI): a subset of AI techniques that involve the use of algorithms to generate new, original data. Unlike traditional AI, which is designed to solve specific tasks based on pre-existing data, generative AI algorithms can produce new data that has never been seen before.

Publicly Available generative AI: These are third-party AI platforms, tools or software that have not been security risk assessed nor entered a commercial contract with the organisation.

"Public" Data Classification: This type of data is freely accessible to the public (i.e., all employees/citizens). It can be freely used, reused, and redistributed without repercussions.

Users: are employees, work experience personnel, volunteers, contractors, consultants, temporary and other category personnel who use the City information and technology resources (including Elected Members).

Relevant management practices/documents

City of Stirling Code of Conduct for Council Members, Committee Members and Candidates
City of Stirling Employees Code of Conduct
City of Stirling Data Strategy
City of Stirling Recordkeeping Plan
City of Stirling Privacy Statement
Information Management Policy
Information and Technology Acceptable Use Policy

Legislation/local law requirements

Freedom of Information Act 1992
Local Government Act 1995
State Records Act 2000

Office use only				
Relevant delegations	Not Applicable			
Initial Council adoption	Date	21 November 2023	Resolution #	1123/023
Last reviewed	Date		Resolution #	
Next review due	Date	2024		