

PURPOSE OF WORKSHOP

At its meeting on 25 June 2024 Council resolved that Administration conduct a workshop for Council members with a view to developing *“a policy, for the approval of the elected body, on the associated risks and opportunities of such transformational [AI] technologies for the City of Adelaide, including but not limited to the potential applications within the City of Adelaide, the ethical framework for their introduction, security considerations, necessary changes or enhancements to governance, the consequences for staff members and employment generally and any recommended associated strategies.”*

To address the request a review of existing policies and guidelines from jurisdictions across the three spheres of government has been conducted. A draft model policy has been developed for discussion (**Attachment A**) which combines relevant recent policy elements identified in the review process. The research underpinning this review and draft policy was informed by a City of Adelaide (CoA) graduate program group project completed in April 2025 (**Attachment B**).

The workshop outlines the key themes of the draft policy and seeks feedback as to gaps and improvements.

The draft model policy has been developed in the context of recent SA Government work, and consultation with the Office of the Chief Information Officer will be conducted on the draft CoA AI Policy following incorporation of Council feedback, to minimise policy inconsistency. The work being conducted by Local Government Information Technology South Australia (LGITSA) on generative AI has also been considered in this process to ensure consistency and alignment.

The draft AI Policy recognises the pace of social, technological and legal change associated with AI, so does not define specific applications or uses. It does however note types of Council activities where AI could potentially have positive impacts – general administration, customer service, content creation, data analysis and risk management, urban planning and community engagement, and workforce support.

Key principles of the draft policy include that any AI generated material used by the CoA will be subject to human oversight which:

- ensures AI tools used to inform documents and decisions do not replace critical thinking and human judgment
- validates and takes ownership of AI-generated content to address inaccuracies and biases.

Draft Guidelines detailing how the policy will be implemented have also been developed, partly as the outcome of a CoA graduate group project during 2025. These are consistent with the draft model policy, but can be modified to reflect any changes Council Members may seek resulting from this workshop discussion. On adoption of a finalised AI Policy (to be presented to Committee for endorsement before the end of 2025) these Guidelines can also be finalised.

KEY QUESTIONS

- Does the draft model policy satisfy the intent of the 25 June 2024 Council resolution?
- Are there other documents which should be referenced or integrated in the policy?
- Are there other matters or applications which should specifically be considered in the policy?

ATTACHMENTS

Attachment A – draft model AI Policy

Attachment B – 2024 CoA Graduate Project Report

- END OF REPORT -

Our Corporation

Draft AI policy

**Presenting a draft model policy for
consideration and discussion**

**Workshop 16 September 2025
City Finance and Governance Committee**

**Anthony Spotalis
Chief Operating Officer**

Key Messages

- A draft model AI Policy has been drafted for Committee consideration.
- It integrates themes from relevant recent policies from other jurisdictions, tailored to City of Adelaide needs.
- Council member consideration of and feedback on the draft policy is sought.

KEY QUESTION

Does the draft model policy satisfy the intent of the 25 June 2024 Council resolution?

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Introduction



The draft model policy outlines principles for the ethical, transparent, and safe use of AI and Generative AI, aiming to promote responsible innovation, mitigate risks, and ensure compliance with laws and policies.

Definitions

Key terms such as AI, Generative AI, bias, personal data, sensitive data, and inhumane writing are defined to establish a clear understanding of concepts used in the policy.

Scope

The policy applies to all Council staff, Council members, volunteers, contractors, and third-party partners using AI technologies in their work with the City of Adelaide.

Ethical principles

Emphasizes human wellbeing, fairness, and respect for human rights, ensuring AI systems are transparent, explainable, and free from bias or discrimination.

Transparency and accountability

Requires disclosure of AI use, explanations for decisions, and mechanisms for external scrutiny and audits to maintain trust and accountability.

Privacy protection and security

Mandates compliance with privacy laws, protection against data breaches, and prohibits entering sensitive or confidential data into public AI platforms.

Reliability and safety

Focuses on curating datasets, conducting pilot studies, and continuous monitoring to ensure the reliability, fairness, and safety of AI systems.

Managing AI-related risks

Highlights the need to address biases, inaccuracies, copyright concerns, and data governance issues in AI usage.

Contestability

Establishes mechanisms for human review of contested AI decisions and provides support to individuals unfairly impacted by such decisions.

Implementation and governance

Promotes awareness, defines roles, encourages innovation, and mandates regular audits to ensure ethical AI practices.

Legislative context

Lists relevant legislation and guidelines, including the *Privacy Act 1988* (Cth) and the Australian Government's AI Ethics Framework, to ensure legal compliance.

Review of the policy

Recognising the pace of change associated with AI technologies, the policy will be reviewed annually or after significant legislative changes to stay aligned with advancements in AI technology and ethics.

Appendices

A broad review of Australian AI policies, state public sector strategies, and local government AI initiatives underpins this policy.

Conclusion

This policy serves as a framework for the City of Adelaide's engagement, implementation, and responsible use of AI, ensuring that AI systems are ethical, transparent, and aligned with the values and needs of the community. It fosters innovation while safeguarding ethical standards, transparency, and community trust.

Detail of specific applications

Because of the pace of technological change specific platforms, systems or software solutions are not considered by this policy.

However relevant activities where application of AI by the City of Adelaide could be beneficial are identified in section 4 of the policy (“Activity in scope for AI applications”), broadly:

- General Administration
- Customer Service
- Content Creation
- Data Analysis and Risk Management
- Urban Planning and Community Engagement
- Workforce Support

Next steps

1. Council member feedback will be incorporated into a final draft policy – to be presented at a Council meeting before the end of 2025.
2. Draft Guidelines to implement the policy are being developed in parallel. These can be finalised at the same time as the Policy.

Draft AI Policy

Questions and discussion

