
Generative AI Policy

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Document control

Responsible GM	Tim Ellis	
Division	Regional City Strategy & Transition	
Last updated (who and when)	NA	NA

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References	Refer to section 8 and 9 of this policy	
Next review date	June 2029	
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1. Background

Generative artificial intelligence (AI) refers to technology that can produce human-like text, images, or other media content using AI algorithms. This is relatively new and developing technology that assists the user to:

- summarise long-form texts;
- answer questions;
- translate text into another language, simple language, etc;
- create draft content; and
- write code.

It is critical that the use of these technologies is undertaken in a safe, respectful manner, and compliant with guidelines and best practices for the responsible and secure use of generative AI within Latrobe City Council's (Council's) legal obligations and ethical standards.

2. Objectives

This policy contains guidelines and best practices for the responsible and secure use of generative AI within Council. This policy is in place to protect the Council's and its customers' and partners' data privacy and ensure generative AI is used in an ethical and responsible manner.

3. Scope

This policy applies to all councillors, employees, contractors, and third-party individuals who have access to publicly available generative AI technologies or are involved in using generative AI tools or platforms on behalf of Council.

4. Principles of management

Council acknowledges the productivity benefits, along with the risks to our operations and customers when using generative AI. Therefore, we are committed to protecting the confidentiality, integrity, and availability of information held by Council. Specifically:

- Users must respect and protect intellectual property (IP) rights, both internally and externally.
- Unauthorised use of copyrighted material or creation of content that infringes on the intellectual property of others is strictly prohibited.
- Users are responsible for ensuring that the content produced using the approved generative AI tools aligns with the organisation's values, ethics, and quality standards.
- Generated content must not be used:
 - for decision making as the content cannot be applied to explain or justify a decision-making process; or
 - if it is misleading, harmful, offensive, discriminatory or breaches Council's policies.

4.1 Using generative AI tools

Users of generative AI tools must adhere to the following.

- 4.1.1 Do not share/copy paste any confidential or sensitive information – it is not kept securely. Users should think of these solutions as if they are posting on a public site (for example, social media). Do not input or post:
 - personally identifiable information (for example, names, email addresses, phone numbers, or physical addresses – for further information, refer to Council's Privacy Policy);
 - Council information;
 - Commercial or financial information; or
 - any information which is not generally available to the public.
- 4.1.2 Do not share/copy paste any information that might be the IP of someone other than Council, whether or not the information is confidential or sensitive.
- 4.1.3 Responses are not substitutes for decision making, professional advice or services.
- 4.1.4 Responses must not be treated as accurate or reliable, the user must make sure they:
 - verify any information generated through multiple sources; and
 - seek professional advice to confirm the output is true and correct.
- 4.1.5 Be transparent by stating that the content was generated using such tools.

4.2 Data Protection

- 4.2.1 Users must handle any personal, sensitive, or confidential data generated or used by generative AI tools in accordance with Council's data protection policies and applicable laws.
- 4.2.2 Encryption and secure transmission must be used whenever necessary.
- 4.2.3 Entering confidential or sensitive organisation data into a generative AI tool is prohibited. Where personal information has been entered, this is considered a privacy breach and must be reported to the Privacy Officer as soon as practicable.
- 4.2.4 Any suspected or confirmed security incidents related to generative AI usage must be reported promptly to the IT ServiceDesk.

If users are unsure about whether information is or is not allowed to be shared/copy pasted into a generative AI, they are encouraged to seek guidance from their immediate supervisor, Governance or IT.

5. Accountability and responsibility

Accountability and responsibility for this policy is outlined below.

5.1 Council

- Responsibility to ensure this Policy is consistent with Council's Strategic Direction and other relevant Council Policy
- Responsibility for the decision to approve this Policy by Council Resolution

5.2 Chief Executive Officer

- Overall responsibility for compliance with this policy
- Overall responsibility for enforcing accountability

- Overall responsibility for providing resources
- Overall responsibility for performance monitoring

5.3 General Manager

- Responsibility for compliance with this policy
- Responsibility for enforcing accountability
- Responsibility for providing resources
- Responsibility for performance monitoring

5.4 Manager

- Develop frameworks and procedures in compliance with this policy
- Enforce responsibilities to achieve compliance with frameworks and procedures
- Provide appropriate resources for the execution of the frameworks and procedures

5.5 Councillors, Employees, Contractors and Volunteers

- Comply with this policy
- Participate where required in the development of frameworks and procedures in compliance with this policy.
- Comply with frameworks and procedures developed to achieve compliance with this policy.

6. Evaluation and Review

This policy will be reviewed on request of Council, in the event of significant change in the Executive team, significant changes to legislation applicable to the subject matter of the policy or, in any other case, during each Council term (generally four years).

Definitions

Reference Term	Definition
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Confidential Information

Information that under section 3 of the *Local Government Act 2020* is

- Council business information, that would prejudice the Council's position in commercial negotiations if prematurely released;
- security information, that if released is likely to endanger the security of Council property or the safety of any person;
- land use planning information, that if prematurely released is likely to encourage speculation in land values;
- law enforcement information, which if released would be reasonably likely to prejudice the investigation into an alleged breach of the law or the fair trial or hearing of any person;
- legal privileged information, to which legal professional privilege or client legal privilege applies;
- personal information, which if released would result in the unreasonable disclosure of information about any person or their personal affairs;
- private commercial information provided by a business, commercial or financial undertaking that—
 - relates to trade secrets; or

Reference Term	Definition
	<ul style="list-style-type: none"> ○ if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage; • confidential meeting information, being the records of meetings closed to the public under section 66(2)(a); • internal arbitration information specified in section 145 of the <i>Local Government Act 2020</i>; • Councillor Conduct Panel confidential information, being information specified in section 169 <i>Local Government Act 2020</i> • information prescribed by the regulations to be confidential information for the purposes of this definition; • information that was confidential information for the purposes of section 77 of the <i>Local Government Act 1989</i>
<i>Council</i>	Latrobe City Council
<i>Councillor</i>	A person holding the office of member of Latrobe City Council (including the Mayor and Deputy Mayor)
<i>Generative artificial intelligence (AI)</i>	Technology that can produce human-like text, images, or other media content using AI algorithms.
<i>Intellectual Property (IP)</i>	Creations of the mind. It could include a brand, logo, invention, design or artistic work, or new plant variety.
<i>Personal Information</i>	<p>Information or an opinion about an individual who can be identified from the information, or whose identity can reasonably be ascertained from the information. The information can be recorded in any form and does not need to be true. This includes information the Council has collected in any format including correspondence, in person, over the phone, and via our various web sites, or information or an opinion that forms part of a database. It does not include health information as defined in the Health Records Act 2001. Where an individual has been deceased for more than 30 years, information about that person is no longer considered to be personal information. Examples of personal information:</p> <ul style="list-style-type: none"> • names; • addresses; • contact details; • work addresses; • signatures; • attendances at meetings; • opinions (particularly where those opinions would identify the person); and • personal information on a public register, in complaints records, in records of telephone calls, on building plans, in meeting minutes and various other types of records held by the Council.
<i>Sensitive Information</i>	<p>Council may also hold sensitive information to provide education, welfare and other services. Sensitive information is personal information that is information or an opinion about an individual's:</p> <ul style="list-style-type: none"> • Race or ethnic origin; • Political opinions; • Membership of a political association;

Reference Term	Definition
	<ul style="list-style-type: none">• Religious beliefs or affiliations;• Philosophical beliefs;• Membership of a professional trade association;• Membership of a trade union;• Sexual preferences or practice; or• Criminal record.

8. Related Documents

Privacy Policy

Records Management Operational policy

Child Safe Policy

Model Councillor Code of Conduct

9. Reference Documents

Commonwealth legislation

Copyright Act 1968

Cybercrime Act 2001

Designs Act 2003

Security Legislation Amendment (Terrorism) Act 2002

Spam Act 2003

Telecommunication Act 1997

State of Victoria legislation

Privacy and Data Protection Act 2014, containing the Information Privacy Principles (IPPs)

Health Records Act 2001, containing the Health Privacy Principles (HPPs)

Freedom of Information Act 1982

Charter of Human Rights and Responsibilities Act 2006

Child Wellbeing and Safety Act 2005

Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015

Guidelines

[Artificial Intelligence – Understanding Privacy Obligations – Office of the Victorian Information Commissioner \(ovic.vic.gov.au\)](#)

[Use of personal information with publicly available Generative AI tools in the Victorian public sector – Office of the Victorian Information Commissioner](#)

[Administrative Guideline for the safe and responsible use of Generative AI in the Victorian Public Sector](#)

[National Framework for the assurance of AI in government](#)