

City of Kalamunda Artificial Intelligence (AI) Council Policy

Guiding ethical and effective AI use

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Overview

Purpose

Provide assurance that AI will be used safely, ethically, and in line with State and Federal requirements.

Decision Sought from Council

Endorse the City of Kalamunda AI Policy.

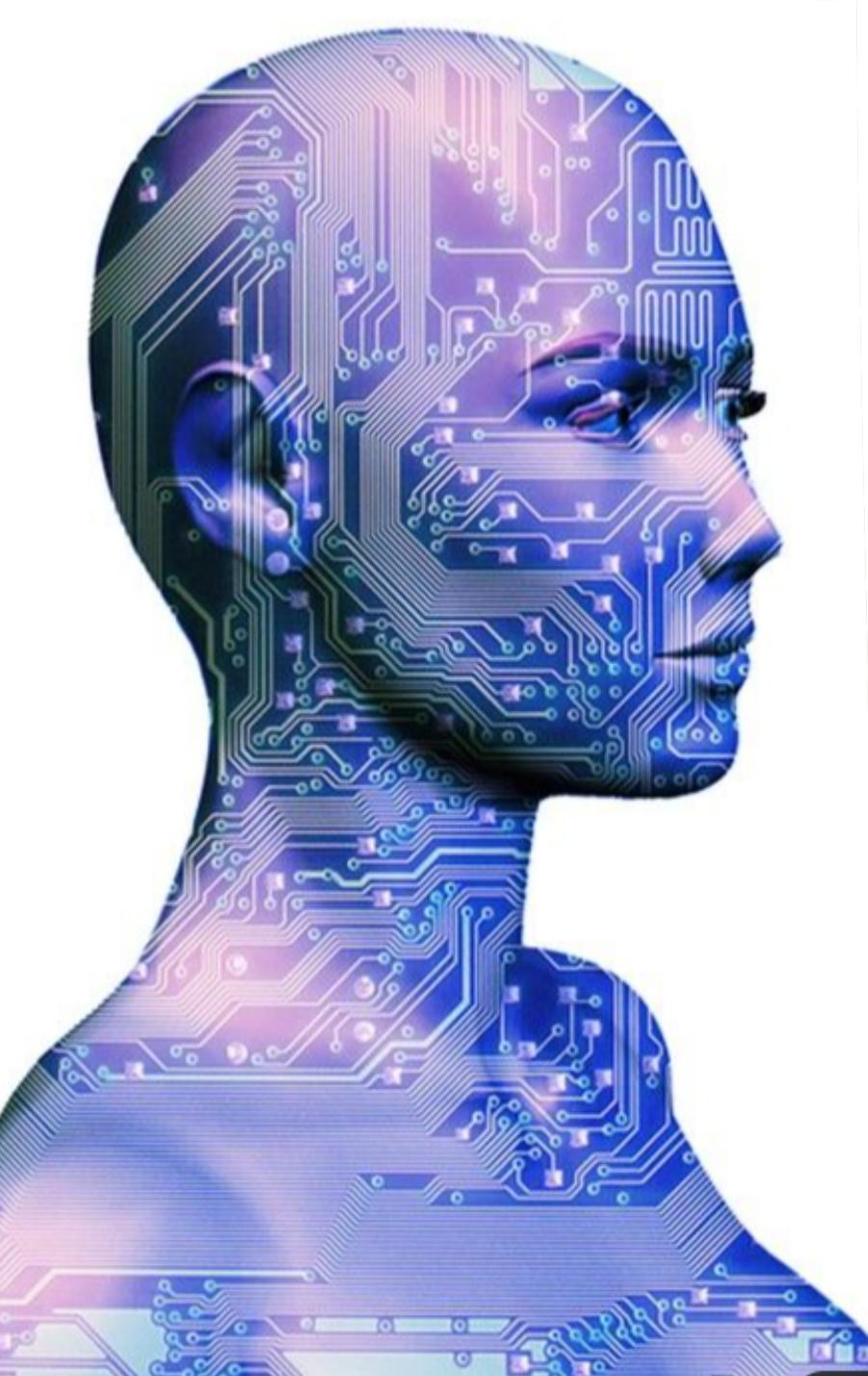


What is Artificial Intelligence (AI)?

AI refers to computer systems that help with tasks such as analysing information, creating text, or supporting decisions.

Generative AI can create content such as written responses or images. AI supports staff – it does not replace decision-makers.





Why AI Matters for Council

AI can help improve efficiency, service delivery, and informed decision-making.

It enables staff to focus on higher value work while keeping accountability.

Embedding core AI principles helps manage risks, build trust, and follow ethical and legal standards.

Governance and Legislation

Local Government Authorities must align with Australian Federal Government and WA State Government AI policies.

These frameworks require accountability, transparency, and risk management.



Executive Accountability

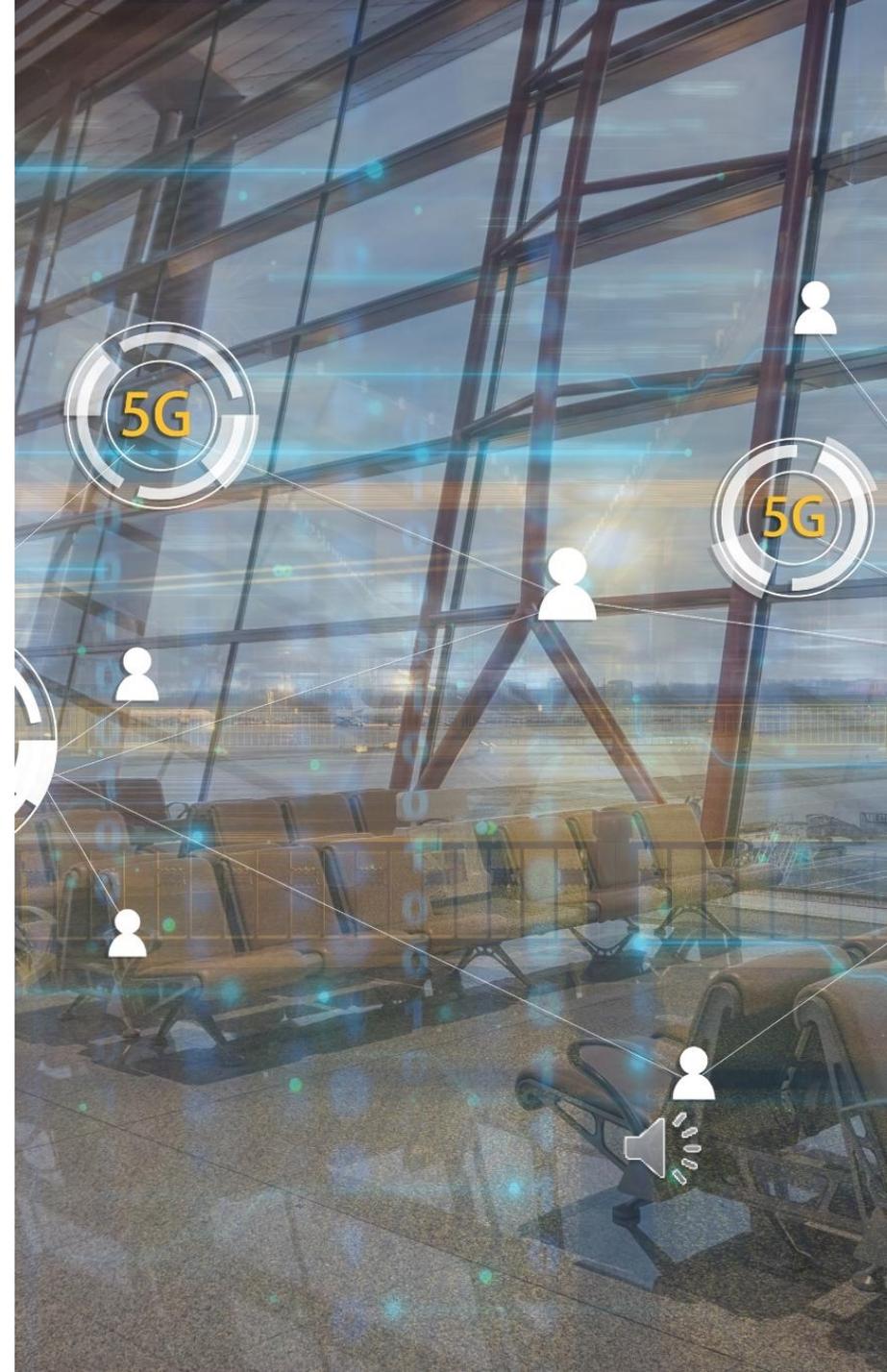
WA State policy requires each organisation to nominate an AI Accountable Officer.

For the City of Kalamunda, this role is held by the Director Corporate Services.

Managing AI Risk

All AI initiatives must undergo a risk assessment.

Higher risk or high cost (\$5m or more) initiatives require more scrutiny and escalation where necessary.



Ethical Principles

AI must be lawful, fair, transparent, secure, and privacy conscious.

Human oversight is mandatory.



Learnings from Other Councils

Other WA councils have adopted AI policies to improve efficiency while ensuring human judgement remains central.

Key focus areas include staff training, transparency, and platform security.



Benefits for Adopting an AI Policy

Strengthens governance and compliance.

Supports innovation responsibly.

Builds community confidence and trust.

Reduces reputational and legal risk.



Risks of Not Acting

Lack of policy increases exposure to data breaches, bias, and non-compliance.

Missed opportunities to use AI safely for community benefit.





Recommended Next Steps

1. Council Approval

Request Council to approve the City of Kalamunda AI policy

2. Training and Understanding

Launch staff training to kickstart AI governance and the effective use of Generative AI tools e.g. Copilot

3. Monitoring and Compliance

Establish monitoring systems, maintain audit trails, and conduct regular reviews to ensure AI compliance.

4. Proactive Risk Management

Adopt a proactive approach to harness AI benefits while mitigating associated risks effectively.