Easy Read:

DRAFT Use of Generative Artificial Intelligence (AI) Policy

Community Consultation

About this document

This document explains the main points of the draft policy in plain language.

Important

This is a summary. It does not replace the full draft policy. Please read the full policy if you need all the details.

You can ask someone you trust to help you read this document or provide feedback.

What is happening?

The District Council of Karoonda East Murray has prepared a draft policy about how generative artificial intelligence (AI) can be used at Council.

Council wants to know what the community thinks about the draft policy before a final decision is made.

What is generative artificial intelligence?

Generative artificial intelligence is often called generative AI or GenAI.

It is technology that can create new content after a person gives it instructions.

The content could be:

- words
- pictures
- video
- audio
- presentations

Examples in the draft policy include ChatGPT, Microsoft Copilot, Gemini and AI tools built into programs such as Adobe Acrobat.

Who would the policy apply to?

The draft policy would apply to:

- Council staff
- Elected Members
- Council contractors
- Council subsidiaries

Why does Council need an AI policy?

AI tools may help Council work more efficiently and improve services.

AI tools also create risks that must be managed carefully.

The draft policy aims to:

- protect personal and confidential information
- make sure AI information is checked before it is used
- keep people responsible for Council work and decisions
- manage legal, copyright, fairness and security risks

What could AI help with?

The draft policy says AI could help users to:

- find and summaries publicly available information
- rewrite information so it is easier to understand
- create or change pictures, video or presentations
- generate ideas
- suggest improvements to work a person has already created

AI can make mistakes

Information created by AI may be:

- wrong
- incomplete
- made up
- out of date
- unfair or biased

Users must check AI information against reliable sources before they use it. AI must not replace critical thinking.

People must make important decisions

AI can provide information to help a person think about a decision.

AI must not be the only basis for decisions about:

- employment
- discipline
- regulation
- procurement assessments
- a person's rights, interests or entitlements

The person using AI is still responsible for their work and decisions.

Protecting personal and confidential information

The draft policy says personal or confidential information must not be uploaded to open or free AI tools.

- **Personal information**
  Information that identifies a person. This can include a name, address, phone number, date of birth, photograph, voice or location.

- **Confidential information**
  Council information that is not allowed to be shared outside Council. A draft document can still be confidential before it is approved for public release.

If staff become aware that personal or confidential information may have been shared, they must report it to their manager immediately.

Which AI tool can Council use?

The draft policy names Microsoft Copilot as Council's preferred and approved AI tool for official work involving Council information.

The policy says Council's Microsoft Copilot operates within Council's Microsoft 365 enterprise environment, with security and data protection controls.

What other risks must Council consider?

Incorrect or unfair information

AI may provide incomplete, false or biased information. Results must be checked.

Cybersecurity

AI may be misused for phishing, spam, fake reviews, social engineering or malware.

Copyright and ownership

AI-created content may use or copy protected material. The user is responsible for checking this.

Australian laws

The use of AI may still be covered by laws about privacy, discrimination, copyright, consumer affairs, defamation and confidential information.

Why is Council asking for feedback?

Council wants to:

- find out if people support the draft policy
- know if the draft policy is clear and easy to understand
- hear about any concerns people may have
- find out if the community thinks more safeguards are needed

What happens next?

12 October 2026:

- Council will ask the community for feedback.

03 November 2026:

- Feedback will close at 5:00pm.

After the consultation closes

- Council will read all the feedback and decide what to do next.

Your feedback is important

Council has not made a final decision about adopting the draft policy.

Council will read the feedback from the community before deciding what happens next.

How can I give feedback?

You can tell Council what you think in different ways.

Option 1:
Complete the online survey

Use your phone camera to scan the QR code below and complete the survey.

Or visit Council's website for the online survey link: www.dckem.sa.gov.au

Option 2:

Send an email

Send an email to: council@dckem.sa.gov.au

Option 3:

Send a letter

Send your letter to:

Chief Executive Officer
PO Box 58
Karoonda SA 5307

Please provide feedback by 5:00pm on Tuesday 03 November 2026.

Need Help?

We can help you:

- complete the survey
- understand the information
- give feedback

Phone (08) 8578 1004

Email council@dckem.sa.gov.au

Visit in person at the Council Office: 11 Railway Terrace, Karoonda.
Open 9:00am to 5:00pm, Monday to Friday.