Council AI policy checklist

Twelve questions. One page.

Run this against your draft or adopted AI policy. If you can't answer a question in the meeting, that's your gap.

Not legal advice. Free to use and share.

Logging

1 ☐ For each AI use that touches a resident, can we show what went in, what came out, which tool and version, and who was involved?

2 ☐ Do we know where those records live, how long we keep them, which are public records, and who can pull them within a day when a councillor, the Ombudsman or a resident asks?

Sign-off

3 ☐ Does each AI use have a named role, not "a human", who reviews the output before it leaves the building?

4 ☐ Does that person know what they're checking for, and do they have the authority to stop it or override it?

5 ☐ Can a resident ask for a human to look again at anything AI helped decide?

Incidents

6 ☐ Is "incident" defined in writing (for example resident data in a public tool, a wrong letter, a chatbot answer that shouldn't have been given), with who must be told and by when?

7 ☐ Are incidents counted and reported upward, so the executive and Council see the pattern, not just the one-off?

Data

8 ☐ Can any staff member find, in under a minute, what must never be entered into a public AI tool?

9 ☐ For each approved tool or vendor: what do they keep, do they train on our data, where is it stored, and what happens to it when the contract ends?

Suppliers and software you already own

10 ☐ Does the policy require suppliers and contractors to tell us when AI is used on our work, with a clear meaning of "used"?

11 ☐ Have we listed AI features already inside software we bought before the policy existed, and does the policy cover them?

Keeping it alive

12 ☐ Does the policy have an owner and a review date, with a trigger to review sooner when a tool, supplier or law changes?

Score yourself: 12 yes is a policy you can defend. Under 8, the gaps are the work. If you'd like a second pair of eyes, RS9 offers a written policy review (rs9.com.au/ai-governance).

Published by RS9, an AI and engineering lab. rs9.com.au/ai-governance