



Policy for the **responsible use of artificial intelligence** in the Tasmanian Government

Part 2 – Requirements for employees

July 2026 | Version 1.0

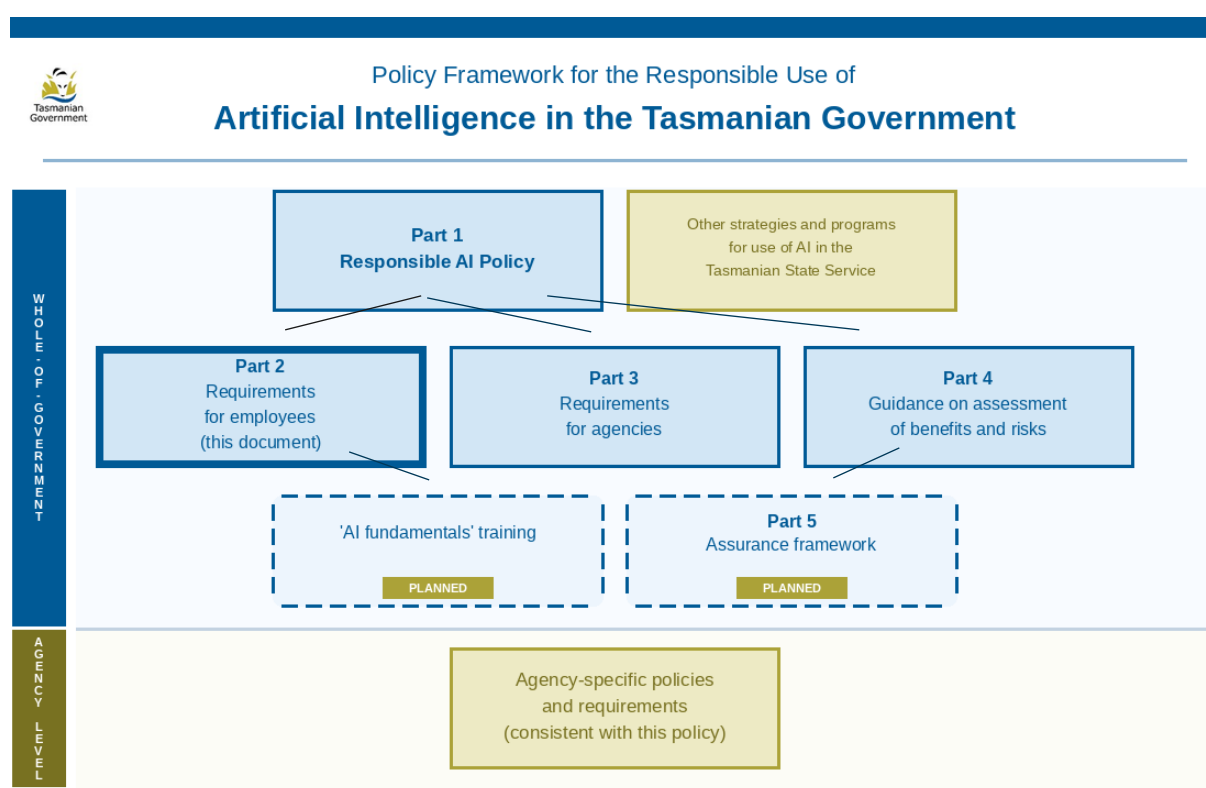
Purpose

This policy establishes a consistent ‘baseline’ approach to the use of AI by the Tasmanian Government, so that agencies can harness its benefits, while ensuring its use is **ethical**, **responsible**, and **safe**. This is essential for public trust in government use of AI.

Each government agency remains responsible for its own oversight, assurance, and implementation.

Elements

The policy framework is set out here:



Part 2 of this Policy (this document) provides practical guidance for Tasmanian Government employees and managers on the use of AI in their work. It includes:

- Mandatory Requirements
- Recommendations, and
- Example scenarios – see [Appendix B](#).

See also Part 4 of this policy - Guidance on assessment of benefits and risks.

Compliance statements

Within twelve months of this policy coming into effect, employees and their managers can demonstrate, as relevant to their role, that they:

- ✓ understand the requirements for using AI in an accountable, explainable and transparent way
- ✓ understand the requirements for protecting privacy and safeguarding public sector information when using AI
- ✓ understand the requirements for fairness and human rights when using AI
- ✓ understand the requirements for reliability and safety when using AI
- ✓ understand the legal requirements that apply when using AI
- ✓ have completed the appropriate AI training and skills development, relevant to their role, when this training is available.

For all Tasmanian Government employees*

Requirements – summary

1. Make sure your use of AI is accountable, explainable and transparent.
2. Protect privacy and safeguard public sector information.
3. Be aware of fairness and human rights.
4. Consider reliability and safety.
5. Consider legal obligations.

Requirements – detail

1. Make sure your use of AI is accountable, explainable and transparent

Why is this important?

AI tools can analyse and combine information, but they do not ‘understand’ real-world context the way people do. Because of this, they may produce material that looks convincing but is incorrect, incomplete or misleading.

Government decisions can be reviewed and challenged, including through formal merit review and judicial review processes.

Many AI tools cannot clearly explain how they created their outputs.

Relying on AI-generated material without being able to explain how conclusions were reached may indicate that duties have not been carried out properly. It can also lead to decisions that are not upheld because they were based on inaccurate or misleading information.

* Material in this Part is adapted from *Guidance for the safe and responsible use of Generative AI in the Victorian Public Sector* (March 2025).¹

Mandatory requirements

Do

- ✓ Remember that, when using AI, you are responsible and accountable for any content you create, share or use in your official work.
- ✓ Check all information against reliable and verifiable sources.
- ✓ For any AI-supported decision-making, ensure that the final judgement is made by an authorised and fully informed human.
- ✓ Use your judgement to decide if you need to attribute your use of AI:
 - ‘Attribution’ means being transparent about your use of AI tools.
 - This is generally not needed for minor edits (such as improving wording, or correcting spelling) when most of the content is created by a human.
 - However, you may need to attribute your use AI if it:
 - forms a significant portion of the content
 - is public-facing
 - is linked to decision-making, or
 - mid-range risk or higher.

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- For guidance in determining whether your use of AI might be a mid-range risk or higher, see Part 4.
- When required, clearly state which Generative AI tool contributed to the content, and how it was used.
- If you are unsure, ask your manager.
Use your judgement to decide whether you need to keep a record of the instructions, questions, or information (prompts) that you enter into an AI tool to generate a response:
- This is generally not needed for low-risk, routine administrative tasks.
- However, you may need to keep a record of your prompts if your use of AI forms part of official decision-making, policy development, compliance, or legal processes.
- When required, maintain a clear record of:
 - the prompt(s) you entered into a Generative AI tool
 - the output(s) you received and used
 - how and where the output was used in your official work.
- A sample form to record your prompts and AI outputs is provided [here](#).
- Again, if you are unsure, ask your manager.

Don't

- × Don't copy and paste content from a Generative AI tool into your work without first:
 - checking that the information is accurate
 - confirming that you are allowed to reuse the content (for example, checking confidentiality or copyright requirements)
 - considering if AI attribution is needed.
- × Don't ask an AI tool to answer a question if you cannot independently verify the accuracy of the answer.
- × Don't use AI tools to make decisions, complete assessments, or carry out administrative actions on their own - especially where the outcome affects individuals, groups or organisations.
- × Don't allow AI tools to make final judgements:
 - These tools can support your work, but all final decisions must be made by an authorised and fully informed person, or delegate.
 - Failing to meet this obligation creates a high risk of errors, reputational harm, and administrative or judicial review.

2. Protect privacy and safeguard public sector information

Why is this important?

You must protect any sensitive, classified, confidential or personal information you use in your work.

Entering this type of information into an AI tool could cause an interference with privacy or confidentiality, particularly in the event of a data breach.

Many publicly available AI tools are run by private companies based overseas.

Information entered into these tools may be stored or processed outside Australia, where Australian privacy and data security laws may not apply.

Public sector agencies may not be able to retrieve or delete information once it has been entered into these tools.

Do

- ✓ Make sure you know which AI tools your agency has approved, what they can be used for, and any confidentiality, privacy or security rules you must follow.
- ✓ Only use AI tools approved by your agency when working with government information. The only exception is when the information is already publicly available.
- ✓ Only enter publicly available information into publicly available AI tools (such as ChatGPT or Gemini).
- ✓ Use privacy-enhancing features in AI tools whenever they are available. For example, some tools allow you to opt out of having your data used to train the model.

Don't

- × Don't use any AI tool unless you have confirmed with your agency that it is approved for government use.
- × Don't enter, upload or share any government information that is not already publicly available into publicly available AI tools (such as ChatGPT or Gemini).
- × Don't enter, upload or share government information even into an agency-approved Generative AI tool if doing so would not comply with the information's permitted purpose, privacy requirements, or security assessments. If your agency uses protective markings* under Tasmania's Protective Security Policy Framework, do not type, upload, or share any government information into a Generative AI tool — even one approved for agency use — when the information has a higher protective marking than the tool is allowed to handle.

* Protective markings include those required under Tasmania's [Protective Security Policy Framework](#), such as 'Official', 'Official: Sensitive', 'Protected', etc.

If you are unsure, speak with your Agency Security Advisor or IT team.

3. Be aware of fairness and human rights

Why is this important?

When using AI, you must make decisions and provide advice that is consistent with human rights recognised Under Tasmanian or Australian law, and in international treaties Australia has agreed to.

The accuracy and usefulness of AI-generated material depends on how the tool was designed and the data it was trained on.

If the training data is incomplete or inaccurate, the AI may produce information that is wrong or harmful. This can lead to outputs that are discriminatory, unfair, unjust, or inconsistent with human rights recognised under Tasmanian or Australian law.

Do

- ✓ Check all information against reliable and verifiable sources.
- ✓ Make sure any use of Generative AI complies with your responsibilities under the [Anti-Discrimination Act 1998 \(Tas\)](#), the [Personal Information Protection Act 2004 \(Tas\)](#) and any other relevant legislation. If you are unsure about your obligations, speak to your manager. If your agency is unsure, it must seek advice from the Office of the Solicitor-General or the Office of the Crown Solicitor in line with established processes.

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- ✓ Be aware of community expectations about the safe use of Generative AI, and consider any reputational risks for the Tasmanian Government when using these tools.

Don't

- × Don't assume that AI-generated outputs are unbiased, accurate, or capable of understanding local context or nuance.
- × Don't rely on Generative AI as the only source for your work. It is only one input and must not replace your own research, analysis, or content development.
- × Don't allow Generative AI to make decisions for the Tasmanian Government.

4. Consider reliability and safety

Why is this important?

A Generative AI tool's output depends on the quality of the prompts and on the data the tool was trained on.

The way you phrase your prompts, and the order in which you ask questions, can change the results. Even identical prompts can produce different answers each time.

Generative AI can also be used to create convincing but harmful content at scale, such as fake images, false information, or sophisticated phishing attempts.

Do

- ✓ Pay close attention to how you word and sequence your prompts to help ensure you get useful and accurate results.
- ✓ Use only agency-approved Generative AI tools.
- ✓ Seek advice from your procurement or legal team, and if needed, the Office of the Crown Solicitor, on whether you can comply with a tool's terms and conditions, and whether you can opt out of any optional data-use settings—especially when the terms and conditions change.
- ✓ Before entering into any contract for products or services that include AI components, obtain advice from the Office of the Crown Solicitor to confirm the supplier complies with this Policy.
- ✓ Refer to Part 3 of this Policy (Requirements for Agencies) for guidance on procuring and contracting AI systems. This includes software products with built-in AI capabilities, and services delivered using AI tools.

Don't

- × Don't try to override or bypass an AI tool's built-in safety features or ethical protections (sometimes referred to as "jailbreaking") to make it produce an inappropriate response.

5. Consider legal obligations

Why is this important?

When using Generative AI, there is a risk of breaching legal requirements that apply to information security, privacy, intellectual property, contractual obligations, and legal professional privilege.

Intellectual property and information security risks include:

- Using AI-generated material that breaches copyright restrictions
- Embedding third party intellectual property into government publications
- Disclosing confidential information into AI systems.

Do

- ✓ Meet all your existing employment obligations. These include:
 - the Tasmanian State Service Principles and Code of Conduct, set out in the [State Service Act 2000 \(Tas\)](#). The Code of Conduct includes requirements that:
 - "an employee must act with care and diligence in the course of State Service employment",
 - "an employee must maintain appropriate confidentiality...", and
 - "an employee must use Tasmanian Government resources in a proper manner".
 - Personal Information Protection Principles in the [Personal Information Protection Act 2004 \(Tas\)](#)
 - [Protective Security Policy Framework](#)
 - [Anti-Discrimination Act 1998 \(Tas\)](#)
 - [Right to Information Act 2009 \(Tas\)](#)
 - [Archives Act 1983 \(Tas\)](#)
 - any relevant administrative arrangements and agency policies

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- ✓ When generating images, videos or audio, make sure the AI provider offers appropriate legal protections, including fair treatment of artists and respect for intellectual property rights.
- ✓ Seek advice from your legal team, and (if needed) the Office of the Solicitor General whenever required, especially if you are unsure about your obligations when using Generative AI tools.

Don't

- × Don't enter any information that could breach someone else's intellectual property rights or legal professional privilege.
- × Don't copy and paste content from a Generative AI tool into your work without considering your obligations, including attribution, intellectual property, and any legal requirements for handling information about a person.

Useful resources

- Australian Government, Digital Transformation Agency – [Artificial Intelligence \(AI\) Model Clauses, 2019, Version 2.0](#)
- Australian Government, Department of Finance - [National framework for the assurance of artificial intelligence in government, June 2024](#)
- Australian Government, Digital Transformation Agency - [Standard for AI transparency statements, 2024, Version 1.1](#)
- New South Wales Government, Digital NSW - [NSW Artificial Intelligence Assessment Framework, July 2024](#)

Appendix A

Australia's AI Ethics Principles²

1. Human, social and environmental wellbeing

Throughout their lifecycle, AI systems should benefit individuals, society and the environment.



2. Human-centred values

Throughout their lifecycle, AI systems should respect human rights, diversity, and the autonomy of individuals.



3. Fairness

Throughout their lifecycle, AI systems should be inclusive and accessible and should not involve or result in unfair discrimination against individuals, communities or groups.



4. Privacy protection and security

Throughout their lifecycle, AI systems should respect and uphold privacy rights and data protection and ensure the security of data.



5. Reliability and safety

Throughout their lifecycle, AI systems should reliably operate in accordance with their intended purpose.



6. Transparency and explainability

There should be transparency and responsible disclosure so people can understand when they are being significantly impacted by AI, and can find out when an AI system is engaging with them.



7. Contestability

When an AI system significantly impacts a person, community, group or environment, there should be a timely process to allow people to challenge the use or outcomes of the AI system.



8. Accountability

Those responsible for the different phases of the AI system lifecycle should be identifiable and accountable for the outcomes of the AI systems, and human oversight of AI systems should be enabled.



Appendix B

Examples of safe and responsible use³

Source: '[Guidance for the safe and responsible use of Generative AI in the Victorian Public Sector](#)'

This section provides example uses of Generative AI tools. These examples are a guide only. They are not a complete list of possible uses, and they should not be read as an endorsement of any specific tool or activity. Whether a use is appropriate will depend on the circumstances, and on the type of content and information involved. If you are unsure, speak with your manager or your ICT team.

Helping to find a venue for an event

The situation	Gen AI use case	Appropriate use?
<p>You have booked a venue for community consultation workshops which members of the public have nominated to attend, but with just one week to go the venue has cancelled your booking.</p> <p>You need to quickly book an alternative venue for your workshop.</p>	<p>You ask the publicly-available Generative AI tool to provide you with a list of venues including contact details, capacity, average price and customer reviews.</p> <p>You call the top three venues recommended by the Generative AI tool to confirm cost and availability before making a booking.</p>	<p>Yes. You used Generative AI to find and summarise publicly-available information.</p> <p>You called the venue to confirm the information was correct before acting on the Generative AI tool's recommendations.</p> <p>Additional consideration</p> <p>If the event being held was confidential or had specific security requirements, event details should not be entered into a publicly available Generative AI tool.</p>

Help with a simple data analysis

The situation	Gen AI use case	Appropriate use?
<p>You are putting together a spreadsheet and would like to analyse the data.</p> <p>The data in the spreadsheet relates to a project you are working on. The data does not include personal, sensitive or health information.</p> <p>Your organisation has an agency-approved Generative AI tool that can be used for official work purposes where no personal, sensitive or health information is present.</p>	<p>You ask the Generative AI tool to analyse the data and provide any relevant insights.</p> <p>You review the analysis provided by the tool and validate the output to ensure accuracy of results, and that it is working as intended.</p>	<p>Yes. Your use complies with the tool's permitted purpose and does not contain any content or information that cannot be used in the tool.</p> <p>You reviewed and validated the output of the Generative AI tool before using it.</p> <p>Don't forget to label the analysis as being created by Generative AI.</p>

Summarising a report

The situation	Gen AI use case	Appropriate use?
<p>A reputable thinktank has just officially released a 500-page report on a topic you are presenting to colleagues next week.</p> <p>You have an incredibly busy week full of other deadlines and will not have the opportunity to read the full 500-page document and update your presentation.</p>	<p>You use a Generative AI tool to summarise key findings of the report and provide you with the references to the pages on which they appear.</p> <p>You review sections of the report that the Generative AI tool has referenced to confirm the summaries provided are accurate (to detect errors).</p> <p>You review the report generally, as the AI tool may have missed important information (to detect omissions).</p> <p>When you give the presentation, you disclose that the summary was generated by Generative AI.</p> <p>You advise your audience to review the report and to not rely on the summary provided by Generative AI.</p>	<p>Yes. The information in the report is public information. You are an expert on the topic so can identify incongruent information if it exists.</p> <p>You also validated the summary back against relevant sections of the report to ensure it accurately reflects the content of the report.</p> <p>You labelled the summary as being created by Generative AI.</p>

Taking notes for a meeting

The situation	Gen AI use case	Appropriate use?
<p>You are hosting an online meeting with your team to discuss a work project. The online meeting software you are using has been approved by your organisation for official work purposes.</p> <p>You need to take minutes for the meeting but there is no one in your team available to help.</p>	<p>You use a feature in the online meeting software to record the meeting and take notes.</p> <p>You confirm with your manager that it is appropriate to use these tools for this type or level of meeting.</p> <p>The software says that the feature is powered by Generative AI, so you ask everyone's permission to turn on the feature.</p> <p>You remind everyone in the meeting not to discuss any sensitive topics.</p> <p>You make sure that any meeting recordings are stored, archived, or deleted according to your agency's record-keeping requirements.</p> <p>You make sure that everyone taking part — including people from outside your agency — knows about these requirements, and you ensure that no one records or transcribes the discussion unless they are allowed to.</p>	<p>Yes. The Generative AI tool has been approved by your organisation for use, and for this type of meeting, and you asked everyone's permission first before using it.</p> <p>Don't forget to disclose to your team that you are recording the meeting.</p> <p>Don't forget to turn off the Generative AI tool if someone no longer consents to the recording.</p> <p>Don't forget to review the Generative AI tool's meeting notes to ensure they are accurate. If you're not sure, review the recording of the meeting.</p> <p>Don't forget to review access to the meeting to ensure that only those who require them have access.</p>

Examples of inappropriate use

Drafting an email

The situation	Gen AI use case	Appropriate use?
<p>You receive an email from a difficult stakeholder with which you have been discussing a sensitive matter.</p> <p>You wish to respond in a firm yet polite way, but you are not sure how to do it.</p>	<p>You copy and paste the email chain into a Generative AI tool that has not been approved by your agency and ask it to draft a response for you.</p>	<p>No. The information you provided is sensitive and not publicly available. An AI tool that has not been approved by your agency may inappropriately share this information with other users.</p>

Taking a group photo

The situation	Gen AI use case	Appropriate use?
<p>You have organised the department's executive board strategic planning retreat. At the end of the last day the participants gather for a group photo to commemorate the occasion.</p> <p>Several executives had to leave earlier in the day, but you have access to their profile photos.</p>	<p>You upload the group photo and the absent executive's individual photos into a Generative tool and ask it to produce a group photo that includes all participants.</p> <p>You use the photo for an all-staff email about the event.</p>	<p>No. The photo is a record of the event, and it is not consistent with the Tasmanian State Service Principles to knowingly produce an incorrect record. It may also be a breach of privacy to use someone's photo without their consent.</p>

Analysing responses to a request for tender

The situation	Gen AI use case	Appropriate use?
<p>You are on a procurement panel and have been provided with several lengthy responses from vendors that detail their proposals, pricing and associated service catalogues.</p> <p>You have been asked to analyse the proposals and rank the proposal to determine the best offer.</p>	<p>You upload all the documents to a publicly available Generative AI tool and ask for them to be compared, and a report generated with a summary and rank for each proposal.</p>	<p>No. Not only do the proposal documents contain confidential information, you also have no way of explaining how the offers were compared and how the Generative AI tool arrived at the ranking for each vendor. It is also unlikely that existing Tasmanian Government procurement and policies would have been adequately applied.</p>

¹ Victorian Government, Government Services (2025). *Guidance for the safe and responsible use of generative artificial intelligence in the Victorian public sector*, March 2025. Accessed 18 September 2025 at <https://www.vic.gov.au/guidance-safe-responsible-use-gen-ai-vps>

² Department of Industry, Sciences and Resources, Australian Government (2019). 'Australia's AI Ethics Principles', accessed 18 September 2025 at <https://www.industry.gov.au/publications/australias-artificial-intelligence-ethics-principles/australias-ai-ethics-principles>, with content based on IEEE (2019). 'Ethically Aligned Design', IEEE Global Initiative on Ethics of Autonomous and Intelligent Systems, accessed 18 September 2025 at https://standards.ieee.org/wp-content/uploads/import/documents/other/ead_v2.pdf

³ Victorian Government, Government Services (2025), above.

AI Use and Readability Disclosure

This policy includes text revised with Microsoft 365 Copilot to about Year 9 readability. The target reflects Australian Government Style Manual guidance to write for lower-secondary readers and supports ISO 24495-1:2023 (Plain language) principles. All revisions underwent human review for accuracy.