



**Mining and
Automotive**
Skills Alliance

Artificial Intelligence (AI) Policy

Version 1.1

Contents

1	Purpose	3
2	Scope	3
3	Minimum Standard (or Requirements)	3
4	Definitions	4
5	Related Policies and Documents	4
6	Document History and Contact Details	5

1 Purpose

The purpose of this policy is to ensure AUSMASA uses Artificial Intelligence (AI) in a safe, responsible, transparent, and ethical manner. AI can support our operations, enhance decision-making, and improve efficiency, while always aligning with Australian Government standards, legal obligations, and the Department of Employment and Workplace Relations (DEWR) guidelines.

2 Scope

This policy applies to:

- All AUSMASA employees, contractors, and consultants.
- Any AI tools, systems, or platforms used in AUSMASA's work, whether developed internally or provided by external vendors. Hereafter referred to as "AI systems".
- All activities involving AI, including research, communications, and reporting.

3 Minimum Standard (or Requirements)

AUSMASA requires that all use of AI complies with the DEWR Third-Party AI Assessment Framework, the Australian Government AI Ethics Principles and National Framework for Assurance of AI in Government. The use of AI for direct service delivery on behalf of DEWR will only occur with formal departmental approval. The following standards apply, with associated actions to guide staff.

1. Approval and Accountability

- 1.1. Approval must be obtained from the Executive Director, Operations and Corporate Services, before adopting or trialling AI systems.
- 1.2. Each AI system use must have a named "*Responsible Person*" for oversight, compliance, and reporting.
- 1.3. All AUSMASA employees, contractors, and consultants remain accountable for outputs, even if AI is used to prepare them.

2. Transparency

- 2.1. A disclosure must be provided when AI is materially used to create or support reports, projects, or communications.
- 2.2. AI must not be used for the delivery of public-facing artefacts or outputs defined within the Stage II Grant Agreement with DEWR. This includes, but is not limited to, Training Products developed or modified, Workforce Plans and Learning or Training Resources developed or modified under the Grant Agreement
- 2.3. All AI applications, programs, systems and tools must be declared and registered in the AI Register.

3. Privacy and Security

- 3.1. Must not enter personal, confidential, or sensitive information into AI systems.
- 3.2. Must adopt AI applications and tools with management and data centres in Australia, the European Union, New Zealand, the United Kingdom or the United States of America.
- 3.3. Ensure AI use complies with the Privacy Act 1988 (Cth).

4. Accuracy, Reliability and Safety

- 4.1. Must treat AI output as a draft or support tool, not a final product.

4.2. Must validate and fact-check AI-generated content before release.

4.3. Keep evidence of testing, validation, and monitoring of AI systems for quality assurance.

5. **Fairness and Ethics**

5.1. Ensure AI is used in ways that are fair, inclusive, and non-discriminatory.

5.2. Apply the Australian Government AI Ethics Principles, including fairness, human oversight, contestability, and social benefit.

6. **Monitoring, Continuous Improvement, and Cybersecurity**

6.1. Must report AI-related misuse, risks, or ethical concerns to the Governance and Risk team to ensure AI systems are secure, resilient, and responsibly managed.

4 Definitions

Term	Definition
Artificial Intelligence (AI)	A system or tool that uses algorithms, data, and computational methods to perform tasks that normally require human intelligence, such as text generation, image recognition, prediction, or decision support.
Transparency	Providing clear information about when, where, and how AI systems are used, so users and stakeholders understand their involvement.
Responsible Person	A designated person responsible for oversight of a particular AI use case within AUSMASA, ensuring compliance with policy, law, and ethical standards.
Ethical AI	AI is to be used in ways that are fair, responsible, inclusive, transparent, and aligned with community values.

5 Related Policies and Documents

AI use at AUSMASA must comply with:

- AUSMASA's Code of Conduct
- AUSMASA's Compliance Policy
- AUSMASA's Risk Management Policy and Procedure
- AUSMASA's Privacy Policy

6 Document History and Contact Details

Version

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Revision History

Revision date	Summary of amendments	Prepared by	Version
February 2026	Amended Purpose regarding AI use in Service Delivery. Revised Minimum Standards to align with the DEWR Third-Party AI Assessment Framework.	Senior Advisor, Governance & Strategy	1.1

Contact Details

Owner	<input type="checkbox"/> Board <input checked="" type="checkbox"/> Chief Executive Officer <input type="checkbox"/> Executive Director, Operations and Corporate Services
Contact officer	<input type="checkbox"/> Head of People and Culture <input checked="" type="checkbox"/> Manager, Governance and Risk <input type="checkbox"/> Finance Business Partner