

Generative Artificial Intelligence (GenAI) Policy

1. Purpose

This policy outlines the principles and guidelines that Alpine Resorts Victoria (ARV) will follow when using Generative Artificial Intelligence (GenAI) applications. This is to ensure potential risks around the use of Generative AI are mitigated, and that we support the safe, ethical, and responsible practices of Generative AI use as a Victorian Government statutory authority.

2. Scope

This policy applies to all workplace participants at ARV.

3. Policy Statements

- Before using any approved Generative AI application in a task, it is important for workplace participants to evaluate the potential benefits and risks for each use case and take appropriate measures to mitigate any potential concerns.
- Workplace participants must be able to explain, justify, and take ownership of their advice and decisions when assisted with drafts by Generative AI applications, if they decide to utilise an approved Generative AI application in a task.
- Only Generative AI applications approved by ARV are to be used. Assume that any information input into publicly available Generative AI applications will become public or will be retained for ongoing use within the application.
- Our ARV branding imagery communicates and builds our reputation and trust as a strategic leader of the Victorian Alpine sector. Generative AI applications must not be used for the creation of marketing photography or similar visual assets.

4. Key Principles

ARV follows *Australia's 8 Artificial Intelligence (AI) Ethics Principles* framework to ensure our use of Generative AI is safe, secure, and reliable.

5. Definitions

Generative AI A type of artificial intelligence that uses generative models to create new data that has similar characteristics to the input training data. Generative AI can generate text, images, code, or other types of content, often in response to a prompt entered by a user.

Workplace participant Any member of the Alpine Resorts Victoria board, executives, managers, employees, contractors, volunteers, students on work-placement, and other personnel at workplaces under the management or control of ARV.

6. References

Department of Industry, Science and Resources (Commonwealth of Australia). (2022). *Australia's 8 Artificial Intelligence (AI) Ethics Principles*. <https://www.industry.gov.au/publications/australias-artificial-intelligence-ethics-framework/australias-ai-ethics-principles>

Department of Industry, Science and Resources (Commonwealth of Australia). (2024). *Safe and responsible AI in Australia consultation*. <https://consult.industry.gov.au/supporting-responsible-ai>

Digital Transformation Agency (Commonwealth of Australia). (2023). *Interim guidance on government use of public generative AI tools*. <https://architecture.digital.gov.au/guidance-generative-ai>

Office of the Victorian Information Commissioner. (2018). *Artificial Intelligence and Privacy – Issues and Challenges*. <https://ovic.vic.gov.au/privacy/resources-for-organisations/artificial-intelligence-and-privacy-issues-and-challenges/>

7. Responsibilities

The **Systems and Security Engineer** is responsible for:

- Reviewing and recommending relevant Generative AI applications in line with Key Principles of this policy.

The **Head of Information and Communication Technology (ICT)** is responsible for:

- Approving Generative AI application recommendations from the Systems and Security Engineer.
- Maintaining a register of approved Generative AI applications which are permitted for ARV workplace participants to use. The [GenAI register](#) is available on the ARV intranet.

Workplace participants are responsible for:

- Only utilising approved Generative AI applications on the [GenAI register](#).
- Adhering to the Policy Statements and Key Principles of this document.

8. Related documents

Code of Conduct for Victorian Public Sector Employees

Privacy and Data Protection Act 2014

9. Regular review of this policy

ARV will review this policy on an annual basis, or more frequently if required, to maintain currency with advice from relevant state and federal government authorities.

10. Authorisation and document parameters

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11. Appendix A

Register of approved Generative Artificial Intelligence (GenAI) applications as at 30/04/2024:

Vendor	Product	Status	Approved on
Microsoft	Copilot	Approved	30/04/2024

After 30/04/2024 the Approved Generative Artificial Intelligence (GenAI) applications register is maintained on the ARV Intranet.