



Data, AI &
Digital Records
Branch

ACT AI Assurance Framework

2025

Mandatory principles

This framework is structured in sections that align to the National AI Ethics Principles defined in the policy.

1. Human, societal, and environmental wellbeing



AI systems should benefit individuals, society, and the environment.

2. Human-centred values



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

3. Fairness



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



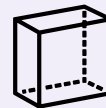
AI systems should respect and uphold privacy rights and data protection and ensure the security of data.

5. Reliability and safety



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



People 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.

You must consider and apply the policy and this framework when designing, implementing or running an AI system.

What is it?

The framework guides responsible and safe AI use in the ACT Government. Its self-assessment tool is designed to help you analyse AI system risks, implement mitigation controls, and establish accountabilities.

The aim of the framework and the self assessment is to support the ACT Government integrate AI effectively and responsibly into our operations, maximising benefits while minimising risks.

Who should use it?

The framework and self-assessment are intended to be used by:

- project teams who are using AI systems in their solutions
- teams who are managing AI systems
- responsible officers who are accountable for the design and use of AI systems
- internal assessors conducting agency self-assessments
- the AI Advisory Group

When should I use the framework?

All AI solutions falling under the remit of the policy must be assessed against the framework throughout all stages of an AI project, from the initial planning to the final delivery. Regular reviews should also be conducted to review services that use AI systems.

Is applying this framework everything I need to do?

The framework (through the self-assessment requirements) is not a complete list of all requirements for AI initiatives. Project teams should comply with their directorate-specific AI processes, policy requirements and governance mechanisms as well.

When you do not need to apply this framework

You do not need to assess your product or service if:

- you are using an AI system that is a widely available commercial application, except for Generative AI solution; and
- you are not using ACT Government data to maintain, train or retrain the AI system's underlying model(s).

Examples: Personal digital assistant, smart phone, smart watch, laptop, QR code reader, satnav system, smart card reader, smoke detector, digital thermometer.

Generative AI solutions in commercial off the shelf products or AI systems developed specifically for the ACT on commercially available software platforms are **not** exempt.

Benefits and risks

The ACT Government has a strong commitment to societal, environmental and institutional wellbeing, human rights and embracing emerging technologies.

This means we need to evaluate the potential risks of harms from deployment and operation of AI, not only its benefits.

Currently, we use AI or data driven tools to:

- deliver insights that improve services and lives
- help directorates work more quickly and accurately

While there are many areas where AI can benefit the work we do, we need to engage with risks early and throughout the lifecycle of the technology.

Cannot answer some questions?

It is important to make a note of questions you cannot answer as you progress through the assessment. It may be because information is not available or can only be answered once a pilot is undertaken.

If the project proceeds, treat these unanswered questions as representing midrange risk, commence with a pilot phase and closely monitor for harms and establish controls.

Understanding the self-assessment process

This AI Assurance self-assessment e-form is structured in sections that align to the National AI Ethics Principles, reflected in the National AI Assurance Framework for Government.

Each section considers the potential risks associated with AI projects. This helps you shape your responses with risk considerations and mitigation in mind.

Refer to the ACT Insurance Agency (ACTIA) risk matrix and guidance for further information on risk frameworks, processes and training.

At the end of the self-assessment, a risk rating will be assigned (highest risk and total number of risks ranked medium or higher) for each of the ethical principles. This form will need to be **submitted to the AI Advisory Group**, for contestability and further advice, before the authorised delegate can approve continuation of AI projects

The balance of benefits and risks

Some projects carry real risk, but are undertaken to improve existing processes, or because of a clear benefit to community.

Identifying and managing of these risks during the life of the project is an essential requirement, as is clarifying the benefits of the project.

The **policy** and **framework** apply to all AI projects that:

- Use generative AI capabilities, even if these capabilities are part of standard commercially available products and are not modified.
- Use AI solutions specifically developed or trained for the ACT Government, internally or by external vendors (excludes configuration).
- Use AI in commercially available products in new and novel ways. For example, creating a tailored solution specifically for the ACT Government. Standard usage of AI functionalities in commercially available solutions are exempt from this policy.

At the end of the self-assessment, a risk rating will be assigned (highest risk and total number of risks ranked medium or higher) for each of the ethical principles. This form will need to be submitted to the AI Advisory Group, for contestability and further advice, before the authorised delegate can approve continuation of AI projects.

Benefits identification

Benefits management goes to the heart of delivering projects successfully. For all AI systems, the benefits of the AI project should be captured in a [Benefits Realisation Plan](#) before its commencement.

The steps to conduct an AI assurance assessment

1. Assess risk factors

Consider and determine the risk factors for your AI and/ or data driven project using the risk metrics in the framework.

2. Answer questions & document reasons

Consider and capture your responses to the questions in the self-assessment. Decide whether your project should:

- continue as-is
- continue with additional treatments
- stop.

Consider that any information you capture may be subject to *Freedom of Information Act 2016* or public disclosure.

3. Self-assess and submit to the AI Advisory Group

Identifying responsible officers

This assessment is to be completed by (or the result confirmed with) the responsible officers defined in the ACT AI Policy: system owner, system administrators, data custodians/ stewards, project managers.

These four roles have independent responsibilities and must not be held by the same person.

The responsible officers should be appropriately senior, skilled and qualified for the role.

In completing the assessment, you are strongly encouraged to engage your business area's Risk Management team.

How to conduct the self-assessment

Main Triggers

Change project stage:
Exploring potential use of AI

Systems update:
Updating systems that include AI or will include AI

Ongoing: Existing AI system, unassessed or requiring periodic review

Scope of applying the framework

Determine whether your system / project falls under the remit of the ACT AI policy and framework.

Self-assessment readiness

Recognise the importance of assessing AI benefits and risks, understand the structured self-assessment process, and identify responsible officers.

Self-assessment and risk summary

Complete the self-assessment (engaging with your Directorate's Risk Management Team) and review the summary risk rating.

Self-assessment mitigation and next steps

Identify mitigations and controls to implement and next steps based on the highest residual risk.

Submit final assessment to the AI Advisory Group.

Primary focus of the framework, the self-assessment against AI Ethics Principles.

AI risk factors exist on a spectrum

The key factor determining risk is how the AI system is used, including whether it adversely impacts a human, business operations, national security, lacks transparency, or is not explainable.

