Policy for the responsible use of AI in government – Office of Parliamentary Counsel's AI Transparency Statement

Introduction

The Office of Parliamentary Counsel (OPC) is trialling the adoption of Artificial Intelligence (AI) as part of the Australian Government's commitment to harness analytical tools and techniques to predict service needs, improve user experience, support evidence-based decisions and gain efficiencies in agency operations. At the time of release, OPC is only beginning to use AI.

OPC is committed to ensuring transparency, accountability, and fairness in its development, deployment, and use of AI systems. This Transparency Statement provides information about the AI systems OPC uses or will use, how they function, and the data they rely on. This aligns with the Australian Government's Policy for the responsible use of AI in government and the requirements for AI transparency and is part of our ongoing commitment to safe and responsible use of AI and responsible innovation.

Scope and Applications

The AI technologies we use or will use include generative AI, machine learning, natural language processing, and speech recognition. These technologies are or will be applied in the following contexts:

- Automating routine administrative tasks
- Assisting with developing routine internal and non-sensitive communications
- Sentiment analysis to understand patterns and trends in large data sets

Data privacy and security

Protecting the privacy and security of individuals' data, sensitive and classified information is of paramount importance to us. We ensure that any data used in AI systems is handled in accordance with the *Privacy Act 1988* (Cth), the Protective Security Policy Framework and other relevant data protection laws. Personal information is only collected, used, and shared where necessary, and in ways that comply with our privacy policies.

AI governance and oversight

We are developing guidance material and implementing rigorous governance processes to monitor and oversee the use of AI within OPC. This includes:

- Appointment of an Accountable Official in accordance with Policy for the responsible use of AI in government.
- Establishing mechanisms for oversight of all AI projects by senior management within OPC.
- Developing policies relating to use of AI and information technology systems by all staff in OPC.
- Availability of AI training for all staff.
- Using the Commonwealth's AI Assurance Framework for new uses of AI.

Usage patterns and domains

The following section identifies OPC's classification of AI use and the domains where they are applied in accordance with the classification system for AI use under the Policy for the responsible use of AI in government:

Usage patterns

The following usage patterns describe possible use of AI in OPC:

- Decision making and administrative action
- Analytics for insights
- Workplace productivity
- Image processing

Domains

The following domains describe the domains where AI tools are applied across OPC:

- Service delivery
- Compliance and fraud detection
- Policy and legal
- Corporate and enabling services.

Continuous improvement

As part of our ongoing commitment to responsible AI, we will regularly review and update our AI policies and practices. This includes staying informed about new developments in AI technology, ethics, and regulatory requirements. We strive to improve the transparency, fairness, and effectiveness of our AI systems through continuous learning and adaptation.

This statement will be reviewed annually, when we make a significant change to our approach to AI, or when new factors impact this statement.

Contact information

We are committed to engaging with stakeholders and providing opportunities for feedback on our use of AI systems. If you have questions, concerns, or would like more information about how OPC uses AI, please contact us at:

• Email: enquiries@opc.gov.au

• Mailing Address: Locked Bag 30, Kingston ACT 2604, AUSTRALIA