



# Parliamentary Workplace Support Service AI Transparency Statement

The Digital Transformation Agency's (DTA) Policy for the responsible use of artificial intelligence (AI) in Government provides mandatory requirements for agencies in relation to the use of AI. This Parliamentary Workplace Support Service (PWSS) AI Transparency Statement details the PWSS implementation of the DTA policy requirements.

## Approach to AI adoption and use

The PWSS is committed to the ethical and responsible use of AI. The Department of Parliamentary Services (DPS) plays a central role managing the adoption of AI technologies within the Australian Parliament, including AI technologies used by the PWSS.

The Parliament's accountable officials have appointed an interorganisational AI working group. The group was established with the purpose of collaborating across the Parliament to meet the DTA policy requirements through a shared responsibility model.

The shared responsibility model recognises:

- each Department or Parliamentary entity is independent but share a common service provider that provides the core ICT services for the Parliament, DPS Information Services Division.
- the use of AI by an individual or group within the Parliament may impact other individuals, groups, agencies or the parliament as a whole; therefore, collaboration is essential, and consistent with the Parliamentary Department's commitments under the Strategic Framework for the Parliamentary Service.

## How the PWSS uses AI

The PWSS uses AI to support analytics for insights and workplace productivity. The PWSS may use AI in the future to support the following areas of PWSS internal business:

- compliance and fraud detection;
- policy and legal;
- corporate; and enabling services.

The PWSS does not use AI in any public facing services and does not use AI to make decisions.

## AI Safety and governance

Under the shared responsibility model, PWSS will partner with DPS to align with the Commonwealth AI assurance framework to support the safe and ethical use of AI. Implementation of any AI system will have a PWSS business owner responsible for:

- reporting new AI use cases or requests to use AI to DPS ICT;

- notifying DPS ICT following internal approval and change management processes before using AI;
- undertaking testing to evaluate whether AI is suitable for the intended use case;
- monitoring and assessing the value and effectiveness of adopted AI solutions against their use case, and adjust as necessary;
- maintaining legal and regulatory compliance;
- reporting unintended outcomes, faults or negative impacts from AI use to DPS; and
- reporting when sensitive information is advertently entered into generative AI tools or services to DPS.

### **Accountable Official**

The PWSS Deputy Chief Executive Officer (Deputy CEO) was appointed as the accountable official on 27 November 2024. The Deputy CEO is accountable for:

- implementation of the DTA policy for the responsible use of AI;
- reporting new high-risk use cases identified by the agency to the DTA;
- acting as the agency point of contact for whole of government coordination;
- engaging with whole of government AI forums and processes;
- keeping up to date with changing requirements; and
- driving engagement and AI training.

The DTA AI fundamentals training has been made available to all staff.

This AI Transparency Statement will be reviewed annually or when significant changes to the use or governance of AI use occur.

This statement was last updated on 26 February 2025. For further information please contact [PWSSCorporate@pwss.gov.au](mailto:PWSSCorporate@pwss.gov.au).