



DEPARTMENT OF THE
HOUSE OF REPRESENTATIVES

AI Transparency Statement

February 2025

Document change control

Version	Date	Author(s)	Summary of changes
0.1	14 February 2025	Chief Information Officer	Draft based on DPS AI Transparency Statement
1.0	28 February 2025	Chief Information Officer	Minor changes following Executive consideration and to align with other parliamentary departments
1.1	2 July 2025	Director (Information and Content)	Update CIO role title to Director (Information and Content), and minor related changes

Document metadata

Approval date	17 February 2025
Availability	Public
Responsible officer	Director (Information and Content)
History	Created February 2025 to comply with the Digital Transformation Agency's Policy for the Responsible Use of AI in Government
Review date	February 2026
Related documents	N/A

Document sign-off

Name/position	Signature	Date
DHR Executive	N/A	17 February 2025

Contents

1. Introduction	1
2. AI Adoption and Use	1
3. How DHR uses AI	2
4. How AI is governed by the Parliament	2
5. AI Safety and Monitoring	3
6. Compliance with the Policy for Responsible use of AI	3
6.1 Accountable Official	3
6.2 Training and Education	4
7. Review and Updates.....	4
8. Contact	4

1. Introduction

The Department of the House of Representatives (DHR) is committed to the responsible and ethical use of Artificial Intelligence (AI) technologies.

DHR uses ICT provided by the Department of Parliamentary Services (DPS) under a memorandum of understanding. The [DPS AI Transparency Statement](#) states its commitment to responsible and ethical use of AI technologies, and this Transparency Statement should be read in conjunction with the DPS statement, the broader Commonwealth direction, and the [Parliament of Australia Digital Strategy 2023-2027](#).

2. AI Adoption and Use

DPS is the ICT service provider to the Parliament, the parliamentary departments and Parliamentary Workplace Support Service (PWSS). As such, DPS plays a central role in ensuring the responsible and ethical use of Artificial Intelligence (AI) technologies within the Parliament.

The DPS Transparency Statement outlines its commitment to continuous learning and adaptation and making sure that its AI strategies evolve alongside the changing needs of the Parliament, technological advancements, and legislation or regulatory changes. DHR will work alongside DPS in this commitment.

The integration of AI into its operations and the operations of the Parliament is guided by:

- [Australia's AI ethics principles](#)
- [DTA policy for the responsible use of AI in government](#)
- relevant legislation and regulations
- relevant learnings and outcomes from trials or implementation of AI within the commonwealth or other relevant organisations.

The Parliament's approach to the adoption of AI is designed to:

- align with the [Parliament of Australia's Digital Strategy](#)
- meet client and staff expectations for modern ICT experiences
- reduce the risk associated with the use of AI by the Parliament
- support experimentation:
 - to better understand the benefits and risks of using AI
 - to support innovation and unlocking new value using AI, and
- support whole-of-government direction and policy on the use of AI.

3. How DHR uses AI

DHR currently has relatively limited use of AI technologies. Use cases are confined to assistance with administrative tasks, drafting and research support, and document/meeting summarisation. All outputs are subject to comprehensive human review.

Microsoft Copilot Chat is the recommended generative AI tool on the parliamentary computing network for these tasks. Copilot Chat comes with enterprise data protections.

The DPS AI Transparency Statement outlines how AI is currently used more broadly across the Parliament.

DHR business areas that wish to implement new AI use cases beyond the general use cases mentioned above need to consult with the DHR Information Management Office, which will then seek advice from DPS and coordinate an assessment of the benefits, risks and costs.

DHR is committed to being transparent about its use of AI. As new use cases emerge, and are agreed on, DHR will ensure it is obvious to stakeholders if:

- they are interacting with an AI system, such as an AI chatbot; or
- they are viewing content that is completely or extensively AI produced, with minimal human review.

4. How AI is governed by the Parliament

The parliamentary departments and PWSS intend to meet the requirements under the DTA responsible use of AI for Government policy through a shared responsibility model.

The shared responsibility model recognises:

- each organisation is independent, but shares a common service provider, DPS, which provides the core ICT services and expertise for the Parliament; and
- the use of AI by an individual or group within the Parliament may impact other individuals, groups, organisations or the Parliament as a whole; therefore, collaboration is essential.

The Parliament's accountable officials have appointed an interorganisational AI working group which is responsible for:

- meeting DTA AI policy requirements
- building AI maturity within the Parliament, including aligning with relevant best practice, legislation, regulation and whole-of-government direction and policy
- maintaining a central register of AI use cases for the Parliament; and
- managing the Parliament's shared responsibility model for AI.

5. AI Safety and Monitoring

DPS employs the Commonwealth AI assurance framework to support the safe and ethical use of AI. DPS monitors, logs and reports on the use of:

- DPS managed AI solutions; and
- third-party AI used by the Parliament.

While DPS does monitor and log AI use, an important protection against inappropriate use of public generative AI tools is user discretion.

As noted above, Microsoft Copilot is the recommended generative AI tool as it includes assurance about data protection.

For all other publicly available AI tools, DPS has configured a caution splash screen to remind users about the risks of AI.

This caution screen does not prevent access to public AI tools. Users must exercise careful judgement in the information shared with, and retrieved from, these services. This includes not revealing personal, classified, sensitive or copyright-protected information. This is the same careful judgement that needs to be applied with any of the other information sharing tools that are available online.

6. Compliance with the Policy for Responsible use of AI

6.1 Accountable Official

The Director (Information and Content) is the DHR accountable official and is accountable for:

- implementation of the DTA Policy for the responsible use of AI in the Parliament
- reporting new high-risk use cases identified by their agency to the DTA via email to ai@dta.gov.au
- acting as the agency's contact point for whole-of-government coordination
- engaging with whole-of-government AI forums and processes
- keeping up to date with changing requirements; and
- driving engagement with AI training by DHR staff.

6.2 Training and Education

The DTA AI fundamentals is now mandatory for DHR staff. The ongoing training and education requirements will be coordinated by the Parliamentary Departments AI working group.

7. Review and Updates

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

8. Contact

To enquire about AI and its use within the Parliament, please contact [DPS ICT service desk](#).