



# Standard for AI transparency statements

Supporting the policy for responsible  
use of AI in government

Use the following  
information to support  
your agency's  
implementation of the  
policy for responsible use  
of AI in government.



Digital Transformation Agency



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# Your responsibilities

Under the policy, agencies must make a publicly available statement that outlines their approach to AI adoption, as directed by the Digital Transformation Agency (DTA).

This standard provides the DTA's direction which agencies must follow. It establishes a consistent format and expectation for AI transparency statements in the Australian Government. Clear and consistent transparency statements build public trust and make it easier to understand and compare how government agencies adopt AI.

Agencies must provide the following information regarding their use of AI in their transparency statement:

- the intentions behind why the agency uses AI or is considering its adoption
- classification of AI use according to usage patterns and domains (as listed at Attachment A)
- classification of use where the public may directly interact with, or be significantly impacted by, AI without a human intermediary or intervention
- measures to monitor the effectiveness of deployed AI systems, such as governance or processes
- compliance with applicable legislation and regulation
- efforts to identify and protect the public against negative impacts
- compliance with each requirement under the Policy for responsible use of AI in government
- when the statement was most recently updated.

Statements must use clear, plain language<sup>1</sup> that is consistent with the Australian Government Style Manual and avoid technical jargon. They must also provide or direct to a public contact email for further enquiries.

Agencies must publish transparency statements on their public facing website. It's recommended that a link to the statement is placed in a global menu, aligned to the approach often taken for privacy policies.

Transparency statements must be reviewed and updated at these junctures:

- at least once a year
- when making a significant change to the agency's approach to AI
- when any new factor materially impacts the existing statement's accuracy.

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<sup>1</sup> Australian Government Style Manual, Plain language and word choice

# How to apply

## Implementing the AI transparency statements

The policy provides a coordinated approach for the use of AI across the Australian Government. It builds public trust by supporting the Australian Public Service (APS) to engage with AI in a responsible way.

Transparency is critical to building public trust and is an important aim of the policy and broader APS Reform agenda<sup>2</sup>. The public should have confidence that agencies monitor the effectiveness of deployed AI systems and have measures to protect against negative impacts.

AI transparency statements help agencies to meet these aims by providing a foundational level of transparency on their use of AI. They publicly disclose:

- how AI is used and managed by the agency
- a commitment to safe and responsible use
- compliance with the policy.

Agency responses to the required information are intended to provide a high-level overview of agency AI use and management in line with the policy intent.

Agencies are encouraged to stocktake individual use cases to determine their classification of AI use. They are not required to list individual use cases or provide use case level detail. However, agencies may choose to provide detail beyond the requirements to publicly explain their approach to AI.

The agency's accountable officials should provide the DTA with a link to the statement when it is published or updated by emailing [ai@dta.gov.au](mailto:ai@dta.gov.au)

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<sup>2</sup> APS Reform, Priority one: An APS that embodies integrity in everything it does. "The APS acts with integrity and fairness and is accountable and transparent in everything it does. This will build public trust and strengthen standards of integrity in our federal government." <https://www.apsreform.gov.au/about-aps-reform/our-focus-areas>

## Identifying in- and out-of-scope AI systems

For agencies to determine the scope of their transparency statements, the policy applies the Organisation for Economic Co-operation and Development (OECD) definition of AI:

“An AI system is a machine-based system that, for explicit or implicit objectives, infers, from the input it receives, how to generate outputs such as predictions, content, recommendations, or decisions that can influence physical or virtual environments. Different AI systems vary in their levels of autonomy and adaptiveness after deployment.”

## Questions about implementation

Accountable officials can contact the DTA with questions about implementing the transparency statements by emailing [ai@dta.gov.au](mailto:ai@dta.gov.au).

# Attachment A – Classification system for AI use

The following classification system represents how AI is commonly used in government and the domains where they are applied. Agencies must list both the usage patterns and domains which apply to their use of AI in their transparency statements.

Agencies should link to [digital.gov.au/ai/resources/use-classification](https://digital.gov.au/ai/resources/use-classification) when listing their usage patterns and domains and may expand on their use of AI to provide more details to the public.

## Usage patterns

Usage pattern	Description	Examples
Decision making and administrative action	Used to either:  support decision making or the taking of administrative action by guiding, assessing, or making a recommendation to a human decision maker  make decisions or take administrative action without human intervention.  Note: not all automated decision making may be considered AI (noting the definition under the policy).	Eligibility decision systems for government services or making recommendations based on submitted applications.
Analytics for insights	Identifies, produces or understands insights within structured or unstructured materials via comprehensive data analysis, predictive modelling and/or reporting tools	Risk detection systems and forecast modelling.
Workplace productivity	Automates routine tasks, manage workflows, and facilitate communication.	Virtual assistants, automated scheduling, document summary, content creation and basic secretariat support.
Image processing	Processes images to automatically identify patterns and objects, such as faces, for official purposes.	Facial recognition for border control and identifying pests in cargo to aid biosecurity.

## Domains

Domain	Description
Service delivery	Enhances efficiency or accuracy of government services, including payment services, by providing tailored and responsive services to the public.  This may include in direct interaction with the public, such as chat-bots, enhanced customer self-service and multilingual capabilities, or support staff or systems which deliver services.
Compliance and fraud detection	Identifies patterns or anomalies in data to detect fraudulent activities and ensure compliance with laws and regulations.
Law enforcement, intelligence and security	Supports law enforcement and intelligence agencies by analysing data from various sources to predict and prevent crimes, and by aiding in intelligence gathering.
Policy and legal	Analyses policies and legal documents to provide advice and assurance on their impact and supports policy development that is consistent with existing laws.
Scientific	Leveraged in scientific endeavours to process complex datasets, simulate experiments, predict outcomes and enhance monitoring functions.
Corporate and enabling	Supports corporate functions, including HR, finance, media and communications, and IT, by automating processes, optimising resource allocation and improving operational efficiency.