MPC's guidance on the use of artificial intelligence (AI)

Overview

The Merit Protection Commissioner (MPC) offers a fair, impartial and independent system of review for employees of the Australian Public Service (APS) and Parliamentary Service. In carrying out this role, the MPC is committed to using AI in an ethical, transparent and accountable manner, while ensuring that decisions affecting individuals remain subject to human judgement and oversight.

This guidance sets out how MPC staff use AI and our expectations for applicants who use AI when preparing material for a review.

How MPC staff use AI

MPC staff have access to AI tools provided by the Australian Public Service Commission (APSC) and use AI in a manner consistent with the APSC Transparency Statement.

AI is used as a support tool to improve productivity. MPC staff do not use AI in ways that directly affect members of the public without a human intermediary or human intervention. Staff are responsible for how they use AI and must review, validate and check any output that it generates. AI does not replace human judgement, and all findings, recommendations and decisions are made by staff with appropriately delegated authority.

At present, and consistent with the MPC's Privacy Policy and information management obligations, MPC staff must not enter personal information, sensitive information, confidential information or other restricted information into AI tools. This includes protected information as defined in the *Public Service Act 1999* and the *Parliamentary Service Act 1999*. Information is handled in accordance with applicable privacy, security and records management requirements.

What we expect from applicants in the use of AI

We recognise that applicants may decide to use AI to prepare submissions, correspondence and other material during a review.

APS and Parliamentary Service employees should be mindful of their obligations under the APS and Parliamentary Service Codes of Conduct and their employer's policies regarding the use of AI including when preparing submissions or other material for the MPC.

Applicants must state whether they used AI tools to prepare any documents they submit to the MPC and, if so, explain how the tools were used.

Before submitting materials to the MPC, applicants must check all documents to make sure the information included is accurate and relevant to the decision under review.

AI tools can produce inaccurate, repetitive, incomplete or fabricated content. Applicants are responsible for the accuracy of the information they provide, and should ensure that:

- submissions are clear and logical
- submissions are concise and relevant to the decision under review
- submissions accurately reflect their views, circumstances and arguments
- factual assertions are accurate and supported by evidence where appropriate
- references, authorities and source material are genuine and accurate
- confidential, personal and sensitive information is handled appropriately.

When preparing submissions or other materials for the MPC, applicants should not enter personal information, confidential information, or any other information that is not authorised for disclosure into AI tools.

MPC staff have discretion to disregard submissions and evidence that are not relevant to the decision under review. If MPC staff have concerns about the accuracy or provenance of information contained in a submission, they may seek clarification or supporting evidence before placing weight on that material.

Failure to follow this guidance may result in:

- AI generated submissions being given less weight or not being considered
- delays to your review, especially if there is a large volume of irrelevant or repetitive AI generated material
- a decision not to proceed with your review, especially in cases where AI generated submissions include inaccurate or fabricated content.

This guidance is current at the time of publication. As AI technologies and related policies continue to evolve, we will review and update this guidance as required.

Version	1.0
Publication Date	INSERT