

2nd May 2024

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Tēnā koe [REDACTED]

Thank you for your request to the Department of Conservation, received on 19 April 2024, in which you asked for: “I'd like to ask what your policy is around the use of artificial intelligence in the workforce, including when making reports, policy advice, and briefings to relevant Ministers. In addition, I'd like a copy of any advice given to the agency this year regarding the use of AI in these contexts. If no such policy exists, is there a plan to put one in place? Why or why not?”

We have considered your request under the Official Information Act 1982.

Your questions and our responses are listed below:

1. What is the Departments policy around the use of artificial intelligence in the workforce, including when making reports, policy advice, and briefings to relevant Ministers? If no such policy exists, is there a plan to put one in place? Why or why not?

We are currently drafting our policy on the use of Generative AI at DOC. It's expected to be published to the organisation in June 2024. We are aligning it with the System Leaders [Interim Generative AI guidance for the public service](#).

2. Please provide a copy of any advice given to the Department this year regarding the use of AI in these contexts.

We have not yet provided specific advice to the organisation, however there was a paper written to our Senior Leadership Team in November 2023 to advise them on the need to develop guidance for the organisation.

We do have a pop-up message when staff go to Generative AI or Machine Learning websites (like ChatGPT) that states:

ARTIFICIAL INTELLIGENCE SOFTWARE OR SERVICES: This AI-powered website is intended for personal use only. It is not suitable for handling sensitive, classified, or

governmental organisational information. The results generated by this AI platform should not be considered as verified or authenticated data for official documentation or government-related purposes. Users are advised to exercise discretion and refrain from using this service for confidential or official matters. By using this website, users agree to abide by these terms.

Please note that this letter (with your personal details removed) may be published on the Department's website.



Nāku noa, nā

Richard Kay
Chief Information Officer
Department of Conservation
Te Papa Atawhai