

Title	Product	Use Case Name	Agency Reference Number	Business Area / Program Area	Use Case Owner (Accountable)	Use Case Owner Email	Accountable Official	Executive Sponsor	Assessment Stream
1	GovAI	GovAI	AI-2025-001	Corporate / Enterprise Services	s 22	s 22	LUNDY, Alana	CONNOLLY, Thea	Lite
2	Microsoft Copilot Chat	Document Summarisation and Analysis	AI-2025-002	Corporate / Enterprise Services	s 22	s 22	LUNDY, Alana	CONNOLLY, Thea	Full
3	Microsoft Copilot Chat	Content Creation and Editing	AI-2025-003	Corporate / Enterprise Services	s 22	s 22	LUNDY, Alana	CONNOLLY, Thea	Full
4	Microsoft Copilot Chat	Meeting and Task Management	AI-2025-004	Corporate / Enterprise Services	s 22	s 22	LUNDY, Alana	CONNOLLY, Thea	Full
5	Microsoft Copilot Chat	Data Insights and Visualisation	AI-2025-005	Corporate / Enterprise Services	s 22	s 22	LUNDY, Alana	CONNOLLY, Thea	Full
6	Microsoft Copilot Chat	Information Extraction and Background Research	AI-2025-006	Corporate / Enterprise Services	s 22	s 22	LUNDY, Alana	CONNOLLY, Thea	Full
7	Microsoft Copilot Chat	Policy Drafting and Review	AI-2025-007	Corporate / Enterprise Services	s 22	s 22	LUNDY, Alana	CONNOLLY, Thea	Full
8	Microsoft Copilot Chat	Contract Analysis and Compliance Checks	AI-2025-008	Corporate / Enterprise Services	s 22	s 22	LUNDY, Alana	CONNOLLY, Thea	Full
9	Microsoft Copilot Chat	Training Material Development	AI-2025-009	Corporate / Enterprise Services	s 22	s 22	LUNDY, Alana	CONNOLLY, Thea	Full
10	Microsoft Copilot Chat	Risk Assessment and Reporting	AI-2025-010	Corporate / Enterprise Services	s 22	s 22	LUNDY, Alana	CONNOLLY, Thea	Full
11	Microsoft Copilot Chat	Redaction	AI-2025-011	Corporate / Enterprise Services	s 22	s 22	LUNDY, Alana	CONNOLLY, Thea	Full
12	Otter AI	Otter AI transcription	AI-2026-001	Parliamentary, Security and Governance Branch	s 22	s 22	BAUMGART, Richard	CONNOLLY, Thea	Lite
13	Microsoft M365 Copilot	Document Summarisation and Analysis	AI-2026-002	Corporate / Enterprise Services	s 22	s 22	LUNDY, Alana	CONNOLLY, Thea	Full
14	Microsoft M365 Copilot	Content Creation and Editing	AI-2026-003	Corporate / Enterprise Services	s 22	s 22	LUNDY, Alana	CONNOLLY, Thea	Full
15	Microsoft M365 Copilot	Meeting and Task Management	AI-2026-004	Corporate / Enterprise Services	s 22	s 22	LUNDY, Alana	CONNOLLY, Thea	Full
16	Microsoft M365 Copilot	Data Insights and Visualisation	AI-2026-005	Corporate / Enterprise Services	s 22	s 22	LUNDY, Alana	CONNOLLY, Thea	Full
17	Microsoft M365 Copilot	Information Extraction and Background Research	AI-2026-006	Corporate / Enterprise Services	s 22	s 22	LUNDY, Alana	CONNOLLY, Thea	Full
18	Microsoft M365 Copilot	Policy Drafting and Review	AI-2026-007	Corporate / Enterprise Services	s 22	s 22	LUNDY, Alana	CONNOLLY, Thea	Full
19	Microsoft M365 Copilot	Contract Analysis and Compliance Checks	AI-2026-008	Corporate / Enterprise Services	s 22	s 22	LUNDY, Alana	CONNOLLY, Thea	Full
20	Microsoft M365 Copilot	Training Material Development	AI-2026-009	Corporate / Enterprise Services	s 22	s 22	LUNDY, Alana	CONNOLLY, Thea	Full
21	Microsoft M365 Chat	Risk Assessment and Reporting	AI-2026-010	Corporate / Enterprise Services	s 22	s 22	LUNDY, Alana	CONNOLLY, Thea	Full
22	Microsoft M365 Copilot	Redaction	AI-2026-011	Corporate / Enterprise Services	s 22	s 22	LUNDY, Alana	CONNOLLY, Thea	Full
23	LightOnOCR	National Redress Scheme OCR Solution	AI-2026-012	National Redress Scheme	s 22	s 22	s 22	s 22	Full

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AI Policy Scope Criteria	AI Domain	AI Usage Pattern	Use Case Description	Intended Purpose
In scope under Appendix C of the Policy for the Responsible Use of AI in Government because this use case involves the use of an AI system by DSS staff to perform an official government function. The use case has been assessed as in scope of the policy and doesn't meet any identified exclusion criteria.	Corporate and Enabling	Content Generation	Use of GovAI by DSS staff to assist with drafting, summarising, researching and understanding information using natural language prompts.	Improve employee productivity and reduce administrative effort with human oversight.
In scope under Appendix C of the Policy for the Responsible Use of AI in Government because this use case involves the use of an AI system by DSS staff to perform an official government function. The use case has been assessed as in scope of the policy and does not meet any identified exclusion criteria.	Corporate and Enabling	Content Summarisation	Summarising documents, reports, meeting minutes, and consultation papers into key points or bullet points.	Improve employee productivity and reduce administrative effort with human oversight.
In scope under Appendix C of the Policy for the Responsible Use of AI in Government because this use case involves the use of an AI system by DSS staff to perform an official government function. The use case has been assessed as in scope of the policy and does not meet any identified exclusion criteria.	Corporate and Enabling	Content Generation	Creating and updating newsletters, presentations, and web content; rewriting drafts for clarity; drafting responses.	Improve employee productivity and reduce administrative effort with human oversight.
In scope under Appendix C of the Policy for the Responsible Use of AI in Government because this use case involves the use of an AI system by DSS staff to perform an official government function. The use case has been assessed as in scope of the policy and does not meet any identified exclusion criteria.	Corporate and Enabling	Other	Creating agendas, summarising notes and action items.	Improve employee productivity and reduce administrative effort with human oversight.
In scope under Appendix C of the Policy for the Responsible Use of AI in Government because this use case involves the use of an AI system by DSS staff to perform an official government function. The use case has been assessed as in scope of the policy and does not meet any identified exclusion criteria.	Corporate and Enabling	Predictive Analytics	Generating trend graphs from Excel data, creating dashboards, and summarising data insights.	Improve employee productivity and reduce administrative effort with human oversight.
In scope under Appendix C of the Policy for the Responsible Use of AI in Government because this use case involves the use of an AI system by DSS staff to perform an official government function. The use case has been assessed as in scope of the policy and does not meet any identified exclusion criteria.	Corporate and Enabling	Information Extraction	Extracting information from documents and producing summaries or stakeholder background briefs.	Improve employee productivity and reduce administrative effort with human oversight.
In scope under Appendix C of the Policy for the Responsible Use of AI in Government because this use case involves the use of an AI system by DSS staff to perform an official government function. The use case has been assessed as in scope of the policy and does not meet any identified exclusion criteria.	Corporate and Enabling	Document Processing	Assisting with drafting policy documents and reviewing them for clarity and compliance.	Improve employee productivity and reduce administrative effort with human oversight.
In scope under Appendix C of the Policy for the Responsible Use of AI in Government because this use case involves the use of an AI system by DSS staff to perform an official government function. The use case has been assessed as in scope of the policy and does not meet any identified exclusion criteria.	Corporate and Enabling	Decision Support	Summarising contract clauses and identifying potential compliance risks.	Improve employee productivity and reduce administrative effort with human oversight.
In scope under Appendix C of the Policy for the Responsible Use of AI in Government because this use case involves the use of an AI system by DSS staff to perform an official government function. The use case has been assessed as in scope of the policy and does not meet any identified exclusion criteria.	Corporate and Enabling	Content Generation	Creating structured training materials and converting complex content into accessible language.	Improve employee productivity and reduce administrative effort with human oversight.
In scope under Appendix C of the Policy for the Responsible Use of AI in Government because this use case involves the use of an AI system by DSS staff to perform an official government function. The use case has been assessed as in scope of the policy and does not meet any identified exclusion criteria.	Corporate and Enabling	Document Processing	Summarising risk registers and drafting risk reports supported by dashboards.	Improve employee productivity and reduce administrative effort with human oversight.
In scope under Appendix C of the Policy for the Responsible Use of AI in Government because this use case involves the use of an AI system by DSS staff to perform an official government function. The use case has been assessed as in scope of the policy and does not meet any identified exclusion criteria.	Corporate and Enabling	Document Processing	Use of Copilot capabilities to assist staff with AI-assisted redaction of information in approved documents and content. The use is assistive only and does not replace human review or judgement.	Improve employee productivity and reduce administrative effort with human oversight.
In scope under Appendix C of the Policy for the Responsible Use of AI in Government because this use case involves the use of an AI system by DSS staff to perform an official government function.	Corporate and Enabling	Other	Otter AI is used only for public hearings and meetings, such as Senate Estimates, to convert speech to text. Outputs are reviewed by staff before use.	Support staff productivity by generating speech-to-text transcripts for public hearings and meetings such as Senate Estimates, with human review before use.
In scope under Appendix C of the Policy for the Responsible Use of AI in Government because this use case involves the use of an AI system by DSS staff to perform an official government function.	Corporate and Enabling	Content Summarisation	Summarising documents, reports, meeting minutes, and consultation papers into key points or bullet points.	Improve employee productivity and reduce administrative effort with human oversight.
In scope under Appendix C of the Policy for the Responsible Use of AI in Government because this use case involves the use of an AI system by DSS staff to perform an official government function.	Corporate and Enabling	Content Generation	Creating and updating newsletters, presentations, and web content; rewriting drafts for clarity; drafting responses.	Improve employee productivity and reduce administrative effort with human oversight.
In scope under Appendix C of the Policy for the Responsible Use of AI in Government because this use case involves the use of an AI system by DSS staff to perform an official government function.	Corporate and Enabling	Other	Creating agendas, summarising notes and action items.	Improve employee productivity and reduce administrative effort with human oversight.
In scope under Appendix C of the Policy for the Responsible Use of AI in Government because this use case involves the use of an AI system by DSS staff to perform an official government function.	Corporate and Enabling	Predictive Analytics	Generating trend graphs from Excel data, creating dashboards, and summarising data insights.	Improve employee productivity and reduce administrative effort with human oversight.
In scope under Appendix C of the Policy for the Responsible Use of AI in Government because this use case involves the use of an AI system by DSS staff to perform an official government function.	Corporate and Enabling	Information Extraction	Extracting information from documents and producing summaries or stakeholder background briefs.	Improve employee productivity and reduce administrative effort with human oversight.
In scope under Appendix C of the Policy for the Responsible Use of AI in Government because this use case involves the use of an AI system by DSS staff to perform an official government function.	Corporate and Enabling	Document Processing	Assisting with drafting policy documents and reviewing them for clarity and compliance.	Improve employee productivity and reduce administrative effort with human oversight.
In scope under Appendix C of the Policy for the Responsible Use of AI in Government because this use case involves the use of an AI system by DSS staff to perform an official government function.	Corporate and Enabling	Decision Support	Summarising contract clauses and identifying potential compliance risks.	Improve employee productivity and reduce administrative effort with human oversight.
In scope under Appendix C of the Policy for the Responsible Use of AI in Government because this use case involves the use of an AI system by DSS staff to perform an official government function.	Corporate and Enabling	Content Generation	Creating structured training materials and converting complex content into accessible language.	Improve employee productivity and reduce administrative effort with human oversight.
In scope under Appendix C of the Policy for the Responsible Use of AI in Government because this use case involves the use of an AI system by DSS staff to perform an official government function.	Corporate and Enabling	Document Processing	Summarising risk registers and drafting risk reports supported by dashboards.	Improve employee productivity and reduce administrative effort with human oversight.
In scope under Appendix C of the Policy for the Responsible Use of AI in Government because this use case involves the use of an AI system by DSS staff to perform an official government function.	Corporate and Enabling	Document Processing	Use of M365 Copilot capabilities to assist staff with AI-assisted redaction of information in approved documents and content. The use is assistive only and does not replace human review or judgement.	Support efficient and consistent redaction of approved documents while maintaining human oversight, privacy, secrecy and information-handling controls.
In scope under Appendix C of the Policy for the Responsible Use of AI in Government because this use case applies AI-enabled Optical Character Recognition technology to support processing of National Redress Scheme applications containing sensitive personal information.	Corporate and Enabling	Document Processing	Use of AI-enabled Optical Character Recognition technology to convert scanned National Redress Scheme application forms into machine-readable text. The solution is limited to text extraction and does not make or support eligibility decisions.	Improve processing efficiency and reduce manual handling of scanned application forms while maintaining human oversight and existing decision-making processes.

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Decision Impact Level	Affected Users	Public facing?	AI System / Tool Name(s)	Deployment Environment	AI Type	Autonomy Level	Data Types Used	Personal Information Used?	Privacy Assessment Completed	Privacy Assessment Reference
Assistive Only	Staff	FALSE	GovAI - https://www.govai.gov.au/	GovTEAMS	Generative	Human-in the-loop	Official	FALSE	FALSE	Conducted by Dept of Finance
Assistive Only	Staff	FALSE	Microsoft Copilot Chat	Internal	Generative	Human-in the-loop	Protected	FALSE	FALSE	D26/1741666
Assistive Only	Staff	FALSE	Microsoft Copilot Chat	Internal	Generative	Human-in the-loop	Protected	FALSE	FALSE	D26/1741666
Assistive Only	Staff	FALSE	Microsoft Copilot Chat	Internal	Generative	Human-in the-loop	Protected	FALSE	FALSE	D26/1741666
Assistive Only	Staff	FALSE	Microsoft Copilot Chat	Internal	Generative	Human-in the-loop	Protected	FALSE	FALSE	D26/1741666
Assistive Only	Staff	FALSE	Microsoft Copilot Chat	Internal	Generative	Human-in the-loop	Protected	FALSE	FALSE	D26/1741666
Assistive Only	Staff	FALSE	Microsoft Copilot Chat	Internal	Generative	Human-in the-loop	Protected	FALSE	FALSE	D26/1741666
Assistive Only	Staff	FALSE	Microsoft Copilot Chat	Internal	Generative	Human-in the-loop	Protected	FALSE	FALSE	D26/1741666
Assistive Only	Staff	FALSE	Microsoft Copilot Chat	Internal	Generative	Human-in the-loop	Protected	FALSE	FALSE	D26/1741666
Assistive Only	Staff	FALSE	Microsoft Copilot Chat	Internal	Generative	Human-in the-loop	Protected	FALSE	FALSE	D26/1741666
Assistive Only	Staff	FALSE	Microsoft Copilot Chat	Internal	Generative	Human-in the-loop	Protected	FALSE	FALSE	D26/1741666
Assistive Only	Staff	FALSE	Microsoft Copilot Chat	Internal	Generative	Human-in the-loop	Protected	FALSE	FALSE	D26/1741666
Assistive Only	Staff	FALSE	Microsoft Copilot Chat	Internal	Generative	Human-in the-loop	Protected	FALSE	FALSE	D26/1741666
Assistive Only	Staff	FALSE	Microsoft Copilot Chat	Internal	Generative	Human-in the-loop	Protected	FALSE	FALSE	D26/1741666
Assistive Only	Staff	FALSE	Microsoft Copilot Chat	Internal	Generative	Human-in the-loop	Protected	FALSE	FALSE	D26/1741666
Assistive Only	Staff	FALSE	Otter AI	SaaS Platform (External)	Generative	Human-in the-loop	Public	FALSE	FALSE	Not required - public information only
Assistive Only	Staff	FALSE	Microsoft Copilot Chat (M365 Copilot)	Internal	Generative	Human-in the-loop	Protected	FALSE	FALSE	D26/1710867
Assistive Only	Staff	FALSE	Microsoft Copilot Chat (M365 Copilot)	Internal	Generative	Human-in the-loop	Protected	FALSE	FALSE	D26/1710867
Assistive Only	Staff	FALSE	Microsoft Copilot Chat (M365 Copilot)	Internal	Generative	Human-in the-loop	Protected	FALSE	FALSE	D26/1710867
Assistive Only	Staff	FALSE	Microsoft Copilot Chat (M365 Copilot)	Internal	Generative	Human-in the-loop	Protected	FALSE	FALSE	D26/1710867
Assistive Only	Staff	FALSE	Microsoft Copilot Chat (M365 Copilot)	Internal	Generative	Human-in the-loop	Protected	FALSE	FALSE	D26/1710867
Assistive Only	Staff	FALSE	Microsoft Copilot Chat (M365 Copilot)	Internal	Generative	Human-in the-loop	Protected	FALSE	FALSE	D26/1710867
Assistive Only	Staff	FALSE	Microsoft Copilot Chat (M365 Copilot)	Internal	Generative	Human-in the-loop	Protected	FALSE	FALSE	D26/1710867
Assistive Only	Staff	FALSE	Microsoft Copilot Chat (M365 Copilot)	Internal	Generative	Human-in the-loop	Protected	FALSE	FALSE	D26/1710867
Assistive Only	Staff	FALSE	Microsoft Copilot Chat (M365 Copilot)	Internal	Generative	Human-in the-loop	Protected	FALSE	FALSE	D26/1710867
Assistive Only	Staff	FALSE	Optical Character Recognition (OCR) Solution	Internal	ML	Human-in the-loop	Sensitive	FALSE	FALSE	EF25/56356

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Data Restrictions / Conditions	DTA AI Impact Classification	DTA AI Impact Assessment Reference	DTA AI Impact Assessment Version	AI Impact Assessment Last Updated	Impact Classification Justification
Use only approved OFFICIAL information.	Low				Use limited to the approved GovAI environment; Official data only.
Use only approved OFFICIAL information.	Low				Use limited to approved M365 tenant; Official/Protected data only.
Use only approved OFFICIAL information.	Low				Use limited to approved M365 tenant; Official/Protected data only.
Use only approved OFFICIAL information.	Low				Use limited to approved M365 tenant; Official/Protected data only.
Use only approved OFFICIAL information.	Low				Use limited to approved M365 tenant; Official/Protected data only.
Use only approved OFFICIAL information.	Low				Use limited to approved M365 tenant; Official/Protected data only.
Use only approved OFFICIAL information.	Low				Use limited to approved M365 tenant; Official/Protected data only.
Use only approved OFFICIAL information.	Low				Use limited to approved M365 tenant; Official/Protected data only.
Use only approved OFFICIAL information.	Low				Use limited to approved M365 tenant; Official/Protected data only.
Use only approved OFFICIAL information.	Low				Use limited to approved M365 tenant; Official/Protected data only.
Use only approved OFFICIAL information.	Low				Use limited to approved M365 tenant; Official/Protected data only.
Use only approved OFFICIAL information.	Low				Use limited to approved M365 tenant; Official/Protected data only.
Use only approved OFFICIAL information.	Low				Use limited to approved M365 tenant; Official/Protected data only.
Use only approved OFFICIAL information.	Low				Use limited to approved M365 tenant; Official/Protected data only.
Use only approved OFFICIAL information.	Low				Use limited to approved M365 tenant; Official/Protected data only.
Use only approved OFFICIAL information.	Low				Use limited to approved M365 tenant; Official/Protected data only.
Use only approved OFFICIAL information.	Low				Use limited to approved M365 tenant; Official/Protected data only.
Use is limited to public hearings and meetings such as Senate Estimates. DSS holds up to 10 Otter AI licences. Outputs must be reviewed by DSS staff before use.	Low				Assistive-only transcription of public hearings and meetings. It does not make decisions or replace human judgement.
Use approved business content and safe Knowledge Sources only; protect personal, classified, secrecy-protected and sensitive information.	Low				Assistive-only use within the approved M365 environment. Low impact where outputs are human-reviewed and not used for automated decision-making.
Use approved business content and safe Knowledge Sources only; protect personal, classified, secrecy-protected and sensitive information.	Low				Assistive-only use within the approved M365 environment. Low impact where outputs are human-reviewed and not used for automated decision-making.
Use approved business content and safe Knowledge Sources only; protect personal, classified, secrecy-protected and sensitive information.	Low				Assistive-only use within the approved M365 environment. Low impact where outputs are human-reviewed and not used for automated decision-making.
Use approved business content and safe Knowledge Sources only; protect personal, classified, secrecy-protected and sensitive information.	Low				Assistive-only use within the approved M365 environment. Low impact where outputs are human-reviewed and not used for automated decision-making.
Use approved business content and safe Knowledge Sources only; protect personal, classified, secrecy-protected and sensitive information.	Low				Assistive-only use within the approved M365 environment. Low impact where outputs are human-reviewed and not used for automated decision-making.
Use approved business content and safe Knowledge Sources only; protect personal, classified, secrecy-protected and sensitive information.	Low				Assistive-only use within the approved M365 environment. Low impact where outputs are human-reviewed and not used for automated decision-making.
Use approved business content and safe Knowledge Sources only; protect personal, classified, secrecy-protected and sensitive information.	Low				Assistive-only use within the approved M365 environment. Low impact where outputs are human-reviewed and not used for automated decision-making.
Use approved business content and safe Knowledge Sources only; protect personal, classified, secrecy-protected and sensitive information.	Low				Assistive-only use within the approved M365 environment. Low impact where outputs are human-reviewed and not used for automated decision-making.
Use approved business content and safe Knowledge Sources only; protect personal, classified, secrecy-protected and sensitive information.	Low				Assistive-only use within the approved M365 environment. Low impact where outputs are human-reviewed and not used for automated decision-making.
Use approved business content and safe Knowledge Sources only; protect personal, classified, secrecy-protected and sensitive information.	Low				Assistive-only use within the approved M365 environment. Low impact where outputs are human-reviewed and not used for automated decision-making.
Use only within approved M365 Copilot redaction scenarios. Protected and sensitive information may only be used under the approved conditional overlay.	Low				Assistive-only use within the approved M365 environment. Low impact where outputs are human-reviewed and not used for automated decision-making.
Processing restricted to Services Australia controlled environment. No offshore processing or storage. Use limited to OCR text extraction only.	Medium	D26/1711972	1.0		Processes sensitive personal information relating to National Redress Scheme applications. Human oversight remains in place and the technology performs text extraction only.

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DTA High-Risk Use Case?	DTA Notified?	Key Risks Identified	Risk Assessment Completed	Cybersecurity Assessment Completed	Legal Assessment Completed	Monitoring & Intervention Plan in Place	Incident Escalation Path Defined
FALSE	FALSE	Hallucinated responses, inappropriate reliance, data exposure	FALSE	FALSE	FALSE	FALSE	FALSE
FALSE	FALSE	Hallucinated or incomplete summaries, inappropriate reliance, and disclosure of protected information.	FALSE	FALSE	FALSE	FALSE	FALSE
FALSE	FALSE	Generated content may contain errors, inappropriate tone, copyright issues, or protected information.	FALSE	FALSE	FALSE	FALSE	FALSE
FALSE	FALSE	Meeting notes, agendas and actions may expose personal/protected information, create poor records, or miss context from extraneous Knowledge Sources.	FALSE	FALSE	FALSE	FALSE	FALSE
FALSE	FALSE	Excel data, dashboards or insights may process personal/protected information, use obsolete data, or generate flawed analysis.	FALSE	FALSE	FALSE	FALSE	FALSE
FALSE	FALSE	Extraction or stakeholder summaries may ingest personal information, unsolicited web information, protected material, or hallucinated content.	FALSE	FALSE	FALSE	FALSE	FALSE
FALSE	FALSE	Policy drafts may contain flawed analysis, hallucinations, inappropriate AI influence, or information drawn from improper Knowledge Sources.	FALSE	FALSE	FALSE	FALSE	FALSE
FALSE	FALSE	Contract clauses may contain sensitive, personal or protected information; outputs may identify incorrect compliance risks or omit obligations.	FALSE	FALSE	FALSE	FALSE	FALSE
FALSE	FALSE	Training content may be inaccurate, outdated, inappropriate in tone, inaccessible, or inconsistent with approved policies and guidance.	FALSE	FALSE	FALSE	FALSE	FALSE
FALSE	FALSE	Risk registers and reports may expose sensitive information, rely on poor analysis, omit audit-ready records, or generate misleading dashboards.	FALSE	FALSE	FALSE	FALSE	FALSE
FALSE	FALSE	Incorrect or incomplete redaction and exposure of personal, protected or sensitive information.	FALSE	FALSE	FALSE	FALSE	FALSE
FALSE	FALSE	Transcription inaccuracies, use outside approved scope, third-party SaaS data handling, and records management.	FALSE	FALSE	FALSE	FALSE	FALSE
FALSE	FALSE	Hallucinated or incomplete summaries, inappropriate reliance, and disclosure of protected information.	FALSE	FALSE	FALSE	FALSE	FALSE
FALSE	FALSE	Generated content may contain errors, inappropriate tone, copyright issues, or protected information.	FALSE	FALSE	FALSE	FALSE	FALSE
FALSE	FALSE	Meeting notes, agendas and actions may expose personal/protected information, create poor records, or miss context from extraneous Knowledge Sources.	FALSE	FALSE	FALSE	FALSE	FALSE
FALSE	FALSE	Excel data, dashboards or insights may process personal/protected information, use obsolete data, or generate flawed analysis.	FALSE	FALSE	FALSE	FALSE	FALSE
FALSE	FALSE	Extraction or stakeholder summaries may ingest personal information, unsolicited web information, protected material, or hallucinated content.	FALSE	FALSE	FALSE	FALSE	FALSE
FALSE	FALSE	Policy drafts may contain flawed analysis, hallucinations, inappropriate AI influence, or information drawn from improper Knowledge Sources.	FALSE	FALSE	FALSE	FALSE	FALSE
FALSE	FALSE	Contract clauses may contain sensitive, personal or protected information; outputs may identify incorrect compliance risks or omit obligations.	FALSE	FALSE	FALSE	FALSE	FALSE
FALSE	FALSE	Training content may be inaccurate, outdated, inappropriate in tone, inaccessible, or inconsistent with approved policies and guidance.	FALSE	FALSE	FALSE	FALSE	FALSE
FALSE	FALSE	Risk registers and reports may expose sensitive information, rely on poor analysis, omit audit-ready records, or generate misleading dashboards.	FALSE	FALSE	FALSE	FALSE	FALSE
FALSE	FALSE	Incorrect or incomplete redaction and exposure of personal, protected or sensitive information.	FALSE	FALSE	FALSE	FALSE	FALSE
FALSE	FALSE	Privacy breach, reputational impacts, processing errors, inappropriate use of sensitive information, and security risks.	FALSE	FALSE	FALSE	FALSE	FALSE

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Approval Authority	Approval Date	Conditions of Approval	Current Status	Lifecycle Stage	AI Technical Standard Status	Last Review Date	Next Review Due	Material Change Since Approval?
Minister for Government Services / Department of Finance	1/08/2025	Limited to OFFICIAL information only and no personal sensitive or legislatively protected information.	Approved	Operate	Not Applied	28/07/2025	15/01/2027	Not applicable — no material change since approval.
AI Governance Committee	15/01/2026	Limited to OFFICIAL information only and no personal sensitive or legislatively protected information.	Approved	Operate	Not Applied	14/01/2026	14/01/2027	Not applicable — no material change since approval.
AI Governance Committee	15/01/2026	Limited to OFFICIAL information only and no personal sensitive or legislatively protected information.	Approved	Operate	Not Applied	14/01/2026	14/01/2027	Not applicable — no material change since approval.
AI Governance Committee	15/01/2026	Limited to OFFICIAL information only and no personal sensitive or legislatively protected information.	Approved	Operate	Not Applied	14/01/2026	14/01/2027	Not applicable — no material change since approval.
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AI Governance Committee	15/01/2026	Limited to OFFICIAL information only and no personal sensitive or legislatively protected information.	Approved	Operate	Not Applied	14/01/2026	14/01/2027	Not applicable — no material change since approval.
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AI Governance Committee	15/01/2026	Limited to OFFICIAL information only and no personal sensitive or legislatively protected information.	Approved	Operate	Not Applied	14/01/2026	14/01/2027	Not applicable — no material change since approval.
AI Governance Committee	15/01/2026	Limited to OFFICIAL information only and no personal sensitive or legislatively protected information.	Approved	Operate	Not Applied	14/01/2026	14/01/2027	Not applicable — no material change since approval.
AI Governance Committee	15/01/2026	Limited to OFFICIAL information only and no personal sensitive or legislatively protected information.	Approved	Operate	Not Applied	14/01/2026	14/01/2027	Not applicable — no material change since approval.
AI Governance Committee	15/01/2026	Limited to OFFICIAL information only and no personal sensitive or legislatively protected information.	Approved	Operate	Not Applied	19/05/2026	14/01/2027	Not applicable — no material change since approval.
AI Governance Committee	11/03/2026	Limited to public hearings and meetings such as Senate Estimates; up to 10 licences; staff review required before use.	Live	Operate	Not Applied	10/03/2026	10/03/2027	Not applicable — no material change since approval.
AI Governance Committee	14/01/2026	Human review and source-check required before reliance or sharing; use only for approved assistive purposes.	Approved	Operate	Not Applied	14/01/2026	14/01/2027	Not applicable — no material change since approval.
AI Governance Committee	14/01/2026	Human review and source-check required before reliance or sharing; use only for approved assistive purposes.	Approved	Operate	Not Applied	14/01/2026	14/01/2027	Not applicable — no material change since approval.
AI Governance Committee	14/01/2026	Human review and source-check required before reliance or sharing; use only for approved assistive purposes.	Approved	Operate	Not Applied	14/01/2026	14/01/2027	Not applicable — no material change since approval.
AI Governance Committee	14/01/2026	Human review and source-check required before reliance or sharing; use only for approved assistive purposes.	Approved	Operate	Not Applied	14/01/2026	14/01/2027	Not applicable — no material change since approval.
AI Governance Committee	14/01/2026	Human review and source-check required before reliance or sharing; use only for approved assistive purposes.	Approved	Operate	Not Applied	14/01/2026	14/01/2027	Not applicable — no material change since approval.
AI Governance Committee	14/01/2026	Human review and source-check required before reliance or sharing; use only for approved assistive purposes.	Approved	Operate	Not Applied	14/01/2026	14/01/2027	Not applicable — no material change since approval.
AI Governance Committee	14/01/2026	Human review and source-check required before reliance or sharing; use only for approved assistive purposes.	Approved	Operate	Not Applied	14/01/2026	14/01/2027	Not applicable — no material change since approval.
AI Governance Committee	20/05/2026	Approved extension for AI-assisted redaction with conditional sensitive-information controls.	Approved	Operate	Not Applied	20/05/2026	20/05/2027	Not applicable — no material change since approval.
AI Governance Committee	20/08/2026	Future AI-enabled analytics, fraud detection, or expanded use of Redress data requires separate assessment and approval.	Approved	Operate	Not Applied	20/08/2026	20/08/2027	Not applicable – newly approved use case.

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Change Description	Reassessment Required?	Reassessment Outcome	Included in AI Transparency Statement?	Public Description	Last Transparency Update	Inherent Risk Rating	Residual Risk Rating	DTA Risk Rating
	FALSE		FALSE	Use of GovAI by DSS staff to assist with drafting and summarising information. Outputs don't replace human judgement.	21/01/2026	Low	Low	Low
	FALSE		FALSE	Internal use of Microsoft Copilot Chat to assist staff with drafting and summarising information. Outputs do not replace human judgement.	21/01/2026	Low	Low	Low
	FALSE		FALSE	Internal use of Microsoft Copilot Chat to assist staff with drafting and summarising information. Outputs do not replace human judgement.	22/01/2026	Low	Low	Low
	FALSE		FALSE	Internal use of Microsoft Copilot Chat to assist staff with drafting and summarising information. Outputs do not replace human judgement.	23/01/2026	Low	Low	Low
	FALSE		FALSE	Internal use of Microsoft Copilot Chat to assist staff with drafting and summarising information. Outputs do not replace human judgement.	24/01/2026	Low	Low	Low
	FALSE		FALSE	Internal use of Microsoft Copilot Chat to assist staff with drafting and summarising information. Outputs do not replace human judgement.	25/01/2026	Low	Low	Low
	FALSE		FALSE	Internal use of Microsoft Copilot Chat to assist staff with drafting and summarising information. Outputs do not replace human judgement.	26/01/2026	Low	Low	Low
	FALSE		FALSE	Internal use of Microsoft Copilot Chat to assist staff with drafting and summarising information. Outputs do not replace human judgement.	27/01/2026	Low	Low	Low
	FALSE		FALSE	Internal use of Microsoft Copilot Chat to assist staff with drafting and summarising information. Outputs do not replace human judgement.	28/01/2026	Low	Low	Low
	FALSE		FALSE	Internal use of Microsoft Copilot Chat to assist staff with drafting and summarising information. Outputs do not replace human judgement.	29/01/2026	Low	Low	Low
	FALSE		FALSE	Internal use of Microsoft Copilot Chat to assist staff with drafting and summarising information. Outputs do not replace human judgement.	30/01/2026	Low	Low	Low
	FALSE		FALSE	Otter AI is used by approved staff for speech-to-text transcription of public hearings and meetings. Outputs are reviewed by staff before use.	23/07/2026	Low	Low	Low
	FALSE		FALSE	Summarising documents, reports, meeting minutes, and consultation papers into key points or bullet points.	20/01/2026	Low	Low	Low
	FALSE		FALSE	Creating and updating newsletters, presentations, and web content; rewriting drafts for clarity; drafting responses.	20/01/2026	Low	Low	Low
	FALSE		FALSE	Creating agendas, summarising notes and action items.	20/01/2026	Low	Low	Low
	FALSE		FALSE	Generating trend graphs from Excel data, creating dashboards, and summarising data insights.	20/01/2026	Low	Low	Low
	FALSE		FALSE	Extracting information from documents and producing summaries or stakeholder background briefs.	20/01/2026	Low	Low	Low
	FALSE		FALSE	Assisting with drafting policy documents and reviewing them for clarity and compliance.	20/01/2026	Low	Low	Low
	FALSE		FALSE	Summarising contract clauses and identifying potential compliance risks.	20/01/2026	Low	Low	Low
	FALSE		FALSE	Creating structured training materials and converting complex content into accessible language.	20/01/2026	Low	Low	Low
	FALSE		FALSE	Summarising risk registers and drafting risk reports supported by dashboards.	20/01/2026	Low	Low	Low
	FALSE		FALSE	Internal use of M365 Copilot to assist staff with AI-assisted redaction. Outputs must be reviewed by staff and do not replace human judgement.	20/06/2026	Low	Low	Low
	FALSE		FALSE	The National Redress Scheme uses OCR technology to convert scanned application forms into machine-readable text. It assists staff and does not make decisions.	20/08/2026	Medium	Medium	Medium

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by the Department of Social Services

Governance Requirement (Derived)	Reporting Obligation (Derived)	Reported to DTA	Date Reported to DTA	Reporting Cycle	Review Requirement	Residual Risk & Mitigations Summary
Low → Standard governance (AI Governance Committee)	Low → None	FALSE			Low → Standard review cycle	Residual privacy, secrecy and data-disclosure risk remains if users include personal, sensitive, classified or protected information. Mitigations include approved assistive scenarios, human review, prompt hygiene, information-handling guidance, AI use policy and training.
Low → Standard governance (AI Governance Committee)	Low → None	FALSE			Low → Standard review cycle	Residual risk remains for privacy, secrecy, data disclosure and output quality. Mitigations include approved assistive scenarios, human review, prompt hygiene, information-handling guidance, AI use policy and training.
Low → Standard governance (AI Governance Committee)	Low → None	FALSE			Low → Standard review cycle	Residual risk remains for privacy, secrecy, data disclosure and output quality. Mitigations include approved assistive scenarios, human review, prompt hygiene, information-handling guidance, AI use policy and training.
Low → Standard governance (AI Governance Committee)	Low → None	FALSE			Low → Standard review cycle	Residual risk remains for privacy, secrecy, data disclosure and output quality. Mitigations include approved assistive scenarios, human review, prompt hygiene, information-handling guidance, AI use policy and training.
Low → Standard governance (AI Governance Committee)	Low → None	FALSE			Low → Standard review cycle	Residual risk remains for privacy, secrecy, data disclosure and output quality. Mitigations include approved assistive scenarios, human review, prompt hygiene, information-handling guidance, AI use policy and training.
Low → Standard governance (AI Governance Committee)	Low → None	FALSE			Low → Standard review cycle	Residual risk remains for privacy, secrecy, data disclosure and output quality. Mitigations include approved assistive scenarios, human review, prompt hygiene, information-handling guidance, AI use policy and training.
Low → Standard governance (AI Governance Committee)	Low → None	FALSE			Low → Standard review cycle	Residual risk remains for privacy, secrecy, data disclosure and output quality. Mitigations include approved assistive scenarios, human review, prompt hygiene, information-handling guidance, AI use policy and training.
Low → Standard governance (AI Governance Committee)	Low → None	FALSE			Low → Standard review cycle	Residual risk remains for privacy, secrecy, data disclosure and output quality. Mitigations include approved assistive scenarios, human review, prompt hygiene, information-handling guidance, AI use policy and training.
Low → Standard governance (AI Governance Committee)	Low → None	FALSE			Low → Standard review cycle	Residual risk remains for privacy, secrecy, data disclosure and output quality. Mitigations include approved assistive scenarios, human review, prompt hygiene, information-handling guidance, AI use policy and training.
Low → Standard governance (AI Governance Committee)	Low → None	FALSE			Low → Standard review cycle	Residual risk remains for privacy, secrecy, data disclosure and output quality. Mitigations include approved assistive scenarios, human review, prompt hygiene, information-handling guidance, AI use policy and training.
Low → Standard governance (AI Governance Committee)	Low → None	FALSE			Low → Standard review cycle	Residual risk remains for privacy, secrecy, data disclosure and output quality. Mitigations include approved assistive scenarios, human review, prompt hygiene, information-handling guidance, AI use policy and training.
Low → Standard governance (AI Governance Committee)	Low → None	FALSE			Low → Standard review cycle	Residual risk remains for privacy, secrecy, data disclosure and output quality. Mitigations include approved assistive scenarios, human review, prompt hygiene, information-handling guidance, AI use policy and training.
Low → Standard governance (AI Governance Committee)	Low → None	FALSE		H2 (Jul-Dec)	Low → Standard review cycle	Residual risk is low. Key mitigations are scope limitation to public hearings and meetings, staff review of transcripts, licence access controls, and as-needed licence management.
Low → Standard governance (AI Governance Committee)	Low → None	FALSE		H2 (Jul-Dec)	Low → Standard review cycle	Residual privacy, secrecy, legal and quality risks remain; mitigated by DSS AI Use Policy, mandatory training, safe Knowledge Sources and human verification.
Low → Standard governance (AI Governance Committee)	Low → None	FALSE		H2 (Jul-Dec)	Low → Standard review cycle	Residual privacy, secrecy, legal and quality risks remain; mitigated by DSS AI Use Policy, mandatory training, safe Knowledge Sources and human verification.
Low → Standard governance (AI Governance Committee)	Low → None	FALSE		H2 (Jul-Dec)	Low → Standard review cycle	Residual privacy, secrecy, legal and quality risks remain; mitigated by DSS AI Use Policy, mandatory training, safe Knowledge Sources and human verification.
Low → Standard governance (AI Governance Committee)	Low → None	FALSE		H2 (Jul-Dec)	Low → Standard review cycle	Residual privacy, secrecy, legal and quality risks remain; mitigated by DSS AI Use Policy, mandatory training, safe Knowledge Sources and human verification.
Low → Standard governance (AI Governance Committee)	Low → None	FALSE		H2 (Jul-Dec)	Low → Standard review cycle	Residual privacy, secrecy, legal and quality risks remain; mitigated by DSS AI Use Policy, mandatory training, safe Knowledge Sources and human verification.
Low → Standard governance (AI Governance Committee)	Low → None	FALSE		H2 (Jul-Dec)	Low → Standard review cycle	Residual privacy, secrecy, legal and quality risks remain; mitigated by DSS AI Use Policy, mandatory training, safe Knowledge Sources and human verification.
Low → Standard governance (AI Governance Committee)	Low → None	FALSE		H2 (Jul-Dec)	Low → Standard review cycle	Residual privacy, secrecy, legal and quality risks remain; mitigated by DSS AI Use Policy, mandatory training, safe Knowledge Sources and human verification.
Low → Standard governance (AI Governance Committee)	Low → None	FALSE		H2 (Jul-Dec)	Low → Standard review cycle	Residual privacy, secrecy, legal and quality risks remain; mitigated by DSS AI Use Policy, mandatory training, safe Knowledge Sources and human verification.
Low → Standard governance (AI Governance Committee)	Low → None	FALSE		H2 (Jul-Dec)	Low → Standard review cycle	Residual privacy, secrecy, legal and quality risks remain; mitigated by DSS AI Use Policy, mandatory training, safe Knowledge Sources and human verification.
Low → Standard governance (AI Governance Committee)	Low → None	FALSE		H2 (Jul-Dec)	Low → Standard review cycle	Residual privacy, secrecy and quality risks remain; mitigated by approved use-case limits, conditional sensitive-information controls, staff training and human verification.
Medium → ICT Committee or Senior Executive Group oversight (as appropriate)	Medium → Internal reporting (if governance uplift applied)	FALSE		H2 (Jul-Dec)	Medium → Periodic review (12-24 months)	Residual risk rated Medium. Mitigations include human review, legal and privacy controls, role-based access, secure environment, SOPs, transparency updates and restricted use of OCR outputs.

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