

Internal use case register

The Government's AI Policy requires agencies to create a register of in-scope AI use cases. The register must be shared with the DTA every 6 months, commencing from when the register is created. The fields below are the minimum fields as outlined by the DTA's Standard of Accountability.

[Standard of accountability](#)

	Reference number	Name of use case	Description	AI technology type	Accountable Use Case Owner - Name	Accountable Use Case Owner - Email address	Life Cycle Status	Use of technical standard for government's use of AI	Domain	Usage pattern	Criteria the use case met to be in scope of the policy	Overall inherent risk rating (AI use case impact assessment)	Overall residual risk rating (AI use case impact assessment)	Date when AI impact assessment was last updated (if applicable)	For inherent high-risk rating only:	For inherent high-risk rating only:	Classification level of data
															Last date of review	Date of next review	
Description	Use case reference number	A clear name or identifier for the AI system, and a version number where it is needed	A summary of what the AI does and its business objectives	Options can include Generative AI, Machine Learning, Natural Language Processing and/or Computer Vision	The person/role accountable for this system	Email address of accountable use case owner	Current operational status (Discover (which includes design, data, train and evaluate) / Operate (which includes integrate, deploy and monitor) / Retire (decommission))	Refer to drop down	Refer to drop down	Refer to drop down	There is a criteria under the Government's policy for meeting the definition of an 'in-scope' use case Refer to drop down a. More than insignificant harm b. Materially influence administrative decisions c. Public will directly interact with or be significantly impacted d. Personal, sensitive data or security classified information e. Deemed an elevated risk by DTA f. Additional factors considered by OCO	Refer to the inherent risk rating as determined by the AI Impact Assessment	Refers to the inherent risk rating as determined by the AI Impact Assessment	Refer to drop down	Refer to drop down	Refer to drop down	
Relevant reference material			Summarises the details of a complaint and recent correspondence for use by complaint handlers				AI system lifecycle	Not applied / Partially applied / Fully applied	Australian Government AI technical standard	Standard for AI transparency statements	Standard for AI transparency statements	Appendix C - Government's AI Policy	AI Impact Assessment Tool	AI Impact Assessment Tool			
ORBIT Case Summaries and timeline highlights	UC001	Microsoft Dynamics 365		Large Language Model	Director AI	S 97E(1)	Operate - Integrate, deploy, mon	Fully applied	Service delivery	Workplace productivity	Personal, sensitive data or security cla	Low	Low	30-Mar-26			Official Sensitive