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CHIEF OPERATING OFFICER GROUP / IT AND DATA DIVISION

Register of endorsed AI tools and use

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The following conditions apply to AI tool use in the department. They must be followed in addition to the specific conditions of use for each application.

Users are required to:

- Follow the [Departmental Generative AI Policy](#) (when using generative AI tools)
- Ensure their use of AI complies with this Policy and other applicable data and information legislation and policies
- Undertake appropriate training before using AI tools, understand their limitations and adhere to conditions of use
- Accept responsibility for all outputs they produce
- Contact AICoordination@infrastructure.gov.au to obtain guidance regarding training and appropriate use of AI tools
- Contact ITFrontdoor@infrastructure.gov.au to obtain guidance regarding AI tools and alternatives
- Requests to access and/or use AI tools not listed in this catalogue need to be submitted to the IT Front Door and require SES Band 1 approval prior to submission.

Applications/ Tools	Description	Uses	Users	Limitations	Conditions of Use
Microsoft Copilot	A suite of generative AI tools to augment staff capabilities in the form of a virtual assistant that can help them more easily undertake routine repetitive tasks. Copilot for Web (Webchat) AI powered assistant focused on web-based interactions, providing answers and assistance using internet data. It is included with Windows 11. Copilot for M365 Copilot for Microsoft 365 is built into Microsoft 365 apps, including Word, Excel, PowerPoint, Outlook, and Teams. It is fully integrated with Microsoft 365, so can work with data across M365 services such as OneDrive, OneNote, Teams, Planner, Loop, Outlook and SharePoint Online.	• Generate ideas • Find information • Draft content and plans • Summarise information • Analyse information and extract insights • Explain complex topics in simple terms • Create documents, plans and checklists	All staff who have completed AI in Government Fundamentals Training	Copilot is a generative AI tool. As such, it has the following limitations: • its accuracy is limited by available data and training. • It may produce biased (in terms of. culture, gender, disability etc.), inaccurate or fictitious information that is presented as factual or accurate. This can include citations, publications, biographical information, and other information commonly used in research. • Results of numeric computations can be inaccurate. • It cannot draw conclusions or make decisions based on complex situations. • It cannot replace human creativity as it lacks the ability to develop novel ideas or recognise abstract concepts such as humour or irony.	Copilot must not be used for final decision making, legal advice, financial calculations, or handling sensitive personal data without prior approval. For more information regarding your responsibilities in using Copilot, refer to the Department's Generative AI Policy.

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