

AIC AI system register

	Name and version	Owner	Status	Type of in-scope use case*	Source	Purpose/business goals	Intended use case(s)	Known limitations and prohibited use	Any foreseeable misuse	Data sources and type
Description and instructions	A clear name or identifier for the AI system, and a version number where it is needed	The person/role accountable for this system	Current operational status	Refer to 'How to use' tab to select in-scope use case number.	Who developed or provides the system	Why this system exists and what it aims to achieve	Specific ways the system is meant to be used	What the system cannot or should not do	Potential ways the system might be misused	What data the system learns from or processes, and what is its type (e.g. structured, text, image, audio)
Example	Customer Service Chatbot - GPT5	Sarah Chen, Customer Success Manager	Pilot	3	Internal IT team	Reduce customer service response times	Answer common customer questions	Cannot handle complex complaints	Manipulate or mislead customers	Customer support tickets

Registered date	Screening outcome and CM link	Key stakeholders affected	Proposed, Approved or Rejected	AIC member proposing the AI application
When the system was first added to the register	Risk level assessment result and CM link to the assessment	Who might be impacted by this system (based on impact assessment and informs your risk assessment step)	Is the AI system being proposed or has it been approved/rejected by the Chief AI officer? (see 'How to Use' for details).	Who is proposing that the AIC uses the system?
1/01/2026	low	Customers	Approved	Jim Smith

How to use this register

Adapt the AI register to your organisation and context

- Add fields that you need for compliance or other reasons.
- Remove fields that don't add value.
- Change field names to match your organisation's terminology.
- Adjust categories in dropdown fields (like Status) to reflect your processes.

Make the register easy to find and use

Keep the register in a central location where relevant people can easily find and reference it. This might be on an intranet page or shared cloud storage folder.

Register all new AI systems

Communicate with your colleagues to ensure they understand when and how to update the AI register.

Anyone responsible for procuring or managing a new AI system should log it on the AI register once the

AI system or tool is approved. The register should be updated throughout the system's deployment.

Review and update the register

When:

- systems change
- your organisation changes the way you use an AI system.

AI use case in scope (as at 10 September 2026):

1 The use, misuse or failure of AI could lead to more than insignificant harm to individuals, communities, organisations, the environment or the collective rights of cultural groups including First Nations peoples.

2. The use of AI will materially influence administrative decisions that affect individuals, communities, organisations, the environment or the collective rights of cultural groups including First Nations peoples.

3. It is possible the public will directly interact with, or be significantly impacted by, the AI or its outputs without human review

4. The AI is designed to use personal or sensitive data¹ or security classified information²
5. It is deemed an elevated risk AI use case as directed by the DTA.

Proposing a new AI in-scope system for use in the AIC and approval or rejection of the application

Members of the AIC can propose AI in-scope systems for use.

When doing so, they should select 'proposed' in column O and provide their name in

The AIC member should advise the AIC Chief AI officer of their proposal.

The AIC Chief AI officer will consider the application and record their decision in column O and in CM notes for the time of the decision.