Title	Applies to	Applies to information with classification up to	AI System/AI Capability name	Description	Item Type	Path
M365 Copilot (Premium) for drafting, editing, and document review	All staff	PROTECTED	M365 Copilot (Premium)	Use M365 Copilot (Premium) within the FWO M365 tenant to help authorised staff draft, edit, summarise, compare, restructure, and improve text-based work products. Typical tasks include preparing first-pass emails, briefs, internal guidance, operating procedures, document summaries, plain language edits, document comparisons, change summaries, and readability improvements. The use case excludes translation, meeting minutes, visual content generation, code or scripting, and analytical calculations. Outputs are advisory only and remain subject to human review before use, storage, circulation, or any downstream business action. The consolidated scope excludes direct public interaction, autonomous action, automated or materially AI-influenced administrative decisions, public web retrieval, unchecked publication, and any use outside approved internal repositories or approved tenant controls.	Item	s.22 - Irrelevant Information
M365 Copilot (Premium) for M365 self-service support and guidance	All staff	PROTECTED	M365 Copilot (Premium)	Use M365 Copilot (Premium) within the FWO M365 tenant to help staff understand how to use M365 applications and resolve common productivity issues. The use case covers Word, Excel, Outlook, Teams, PowerPoint, SharePoint, OneDrive, and related M365 functions. Typical tasks include asking how to use a feature, finding where a setting is located, troubleshooting formatting issues, understanding collaboration functions, using accessibility features, and obtaining step-by-step guidance for routine M365 tasks. This use case excludes formula generation, DAX, SQL, code generation, scripting, and automation testing. Outputs are advisory only and remain subject to human review before use, storage, circulation, or any downstream business action. The consolidated scope excludes direct public interaction, autonomous action, automated or materially AI-influenced administrative decisions, public web retrieval, unchecked publication, and any use outside approved internal repositories or approved tenant controls.	Item	s.22 - Irrelevant Information
M365 Copilot (Premium) for knowledge discovery and internal search	All staff	PROTECTED	M365 Copilot (Premium)	Use M365 Copilot (Premium) within the FWO M365 tenant to help authorised staff find, retrieve, and summarise internal information from content they already have permission to access, including emails, documents, chats, files, and records. The use case supports internal discovery, source identification, internal context building, and first-pass synthesis. Outputs are advisory only and remain subject to human review before use, storage, circulation, or any downstream business action. The consolidated scope excludes direct public interaction, autonomous action, automated or materially AI-influenced administrative decisions, public web retrieval, unchecked publication, and any use outside approved internal repositories or approved tenant controls.	Item	s.22 - Irrelevant Information
M365 Copilot (Premium) for meeting and collaboration records	All staff	PROTECTED	M365 Copilot (Premium)	Use M365 Copilot (Premium) within the FWO M365 tenant to summarise internal meeting transcripts and notes, identify decisions and action items, and generate first-pass meeting minutes or meeting summaries. The approved scope excludes unattended minute approval and automated task assignment without review. Outputs are advisory only and remain subject to human review before use, storage, circulation, or any downstream business action. The consolidated scope excludes direct public interaction, autonomous action, automated or materially AI-influenced administrative decisions, public web retrieval, unchecked publication, and any use outside approved internal repositories or approved tenant controls.	Item	s.22 - Irrelevant Information
M365 Copilot (Premium) for translation, clarification, and language interpretatio	All staf	PROTECTED	M365 Copilot (Premium)	Use M365 Copilot (Premium) within the FWO M365 tenant to support first-pass translation, clarification, and interpretation of written content that authorised staff can lawfully access. The use case supports internal comprehension, document triage, clarification of ambiguous wording, and preliminary understanding of foreign-language or unclear material. The use case does not replace professional translation, accredited interpreting, legal advice, cultural advice, human review, or business area judgement. The approved scope excludes public-facing translation and use in high-impact contexts without separate approval. Outputs are advisory only and remain subject to human review before use, storage, circulation, or any downstream business action. The consolidated scope excludes direct public interaction, autonomous action, automated or materially AI-influenced administrative decisions, public web retrieval, unchecked publication, and any use outside approved internal repositories or approved tenant controls.	Item	s.22 - Irrelevant Information
M365 Copilot (Premium) for data extraction and document digitisation	All staff	PROTECTED	M365 Copilot (Premium)	Use M365 Copilot (Premium) within the FWO M365 tenant to extract text and key fields from scanned documents, PDFs, forms, handwritten notes, and other image-based or semi-structured documents into structured outputs. Outputs may include tables, spreadsheets, lists, draft text, or field summaries. Outputs are advisory only and remain subject to human review before use, storage, circulation, or any downstream business action. The consolidated scope excludes direct public interaction, autonomous action, automated or materially AI-influenced administrative decisions, public web retrieval, unchecked publication, and any use outside approved internal repositories or approved tenant controls.	Item	s.22 - Irrelevant Information

M365 Copilot (Premium) for data analysis and calculation support	All staff	PROTECTED	M365 Copilot (Premium)	Use M365 Copilot (Premium) within the FWO M365 tenant to support first-pass analysis of structured and unstructured internal data. The use case includes retrieving relevant subsets of information, producing summaries, creating working tables, extracting key data points, performing simple calculations, and converting information into formats that support further staff review. Outputs are advisory only and remain subject to human review before use, storage, circulation, or any downstream business action. The consolidated scope excludes direct public interaction, autonomous action, automated or materially AI-influenced administrative decisions, public web retrieval, unchecked publication, and any use outside approved internal repositories or approved tenant controls.	Item	s.22 - Irrelevant Information
M365 Copilot (Premium) for analytical logic and formula support	All staff	PROTECTED	M365 Copilot (Premium)	Use M365 Copilot (Premium) within the FWO M365 tenant to help authorised staff generate, fix, explain, and improve analytical logic used in internal work. The use case includes Excel formulas, Power BI DAX, simple SQL, workbook logic, basic query logic, and explanations of formula or measure errors. The approved scope excludes production code, automation scripts, complex database changes, live system changes, autonomous execution, public-facing outputs, and use in administrative decision-making without separate approval. Outputs are advisory only and remain subject to human review before use, storage, circulation, or any downstream business action. The consolidated scope excludes direct public interaction, autonomous action, automated or materially AI-influenced administrative decisions, public web retrieval, unchecked publication, and any use outside approved internal repositories or approved tenant controls.	Item	s.22 - Irrelevant Information
M365 Copilot (Premium) for low-complexity code, scripting, and automation tes	All staff	PROTECTED	M365 Copilot (Premium)	Use M365 Copilot (Premium) within the FWO M365 tenant to help authorised staff draft, review, explain, and test low-complexity code, scripts, and automation artefacts for internal work. The use case includes simple code snippets, function-level tasks, table reshaping, text parsing, Office scripting, R guidance, and routine automation test steps. The use case does not include autonomous execution, direct changes to production systems, public-facing functionality, administrative decision-making, or use of unreviewed code in business processes. The approved scope excludes complex software development, security-sensitive code, production deployment, privileged scripts, data migration scripts, system integration changes, and any change to live environments without separate approval. Outputs are advisory only and remain subject to human review before use, storage, circulation, or any downstream business action. The consolidated scope excludes direct public interaction, autonomous action, automated or materially AI-influenced administrative decisions, public web retrieval, unchecked publication, and any use outside approved internal repositories or approved tenant controls.	Item	s.22 - Irrelevant Information
M365 Copilot (Premium) for presentation and visual content support	All staff	PROTECTED	M365 Copilot (Premium)	Use M365 Copilot (Premium) within the FWO M365 tenant to help authorised staff structure presentations, draft slide content, suggest narrative flow, create visual concepts, develop infographics, prepare mock-ups, and apply design suggestions for internal work. The use case may include slide outlines, speaker notes, presentation summaries, diagrams, themed visuals, and first-pass image or graphic concepts. The approved scope excludes unsupervised publishing, public-facing visual campaigns without separate review, and generated images about identifiable people or sensitive groups. Outputs are advisory only and remain subject to human review before use, storage, circulation, or any downstream business action. The consolidated scope excludes direct public interaction, autonomous action, automated or materially AI-influenced administrative decisions, public web retrieval, unchecked publication, and any use outside approved internal repositories or approved tenant controls.	Item	s.22 - Irrelevant Information
M365 Copilot (Premium) for project and work management support	All staff	PROTECTED	M365 Copilot (Premium)	Use M365 Copilot (Premium) within the FWO M365 tenant to help authorised staff draft project plans, schedules, milestones, risks, dependencies, roadmaps, and work priorities. The system may retrieve and summarise information from content the staff member can already access through Microsoft Graph. The use case supports internal planning and coordination only. It does not approve project artefacts, assign work without review, send communications autonomously, or replace project governance, business ownership, risk management, or delivery assurance. Outputs are advisory only and remain subject to human review before use, storage, circulation, or any downstream business action. The consolidated scope excludes direct public interaction, autonomous action, automated or materially AI-influenced administrative decisions, public web retrieval, unchecked publication, and any use outside approved internal repositories or approved tenant controls.	Item	s.22 - Irrelevant Information

M365 Copilot (Premium) for compliance records preparation and redaction sup	All staff	PROTECTED	M365 Copilot (Premium)	Use M365 Copilot (Premium) within the FWO M365 tenant to support routine internal preparation and handling of compliance-related records. The use case includes sorting records, grouping payslips and time-and-wage records by employee or matter, renaming batches of emails for briefs of evidence, preparing first-pass document lists or working sets, and identifying possible personal or sensitive information for staff redaction review. These task types reflect collected agency examples, including sorting payslips and time-and-wage records, renaming batches of emails for briefs of evidence, and identifying Tax File Numbers for redaction review. Outputs are advisory only and remain subject to human review before use, storage, circulation, or any downstream business action. The consolidated scope excludes direct public interaction, autonomous action, automated or materially AI-influenced administrative decisions, public web retrieval, unchecked publication, and any use outside approved internal repositories or approved tenant controls.	Item	s.22 - Irrelevant Information
M365 Copilot (Premium) for compliance material summarisation and preliminar	All staff	PROTECTED	M365 Copilot (Premium)	Use M365 Copilot (Premium) within the FWO M365 tenant to support first-pass review and summarisation of compliance-related material. The use case includes summarising audit reports, identifying initial themes or issues in compliance records, creating working tables from payslips or time-and-wage material, checking apparent continuity or gaps in pay period information, and identifying potential sample employees or relevant record subsets for staff review. Outputs are advisory only and remain subject to human review before use, storage, circulation, or any downstream business action. The consolidated scope excludes direct public interaction, autonomous action, automated or materially AI-influenced administrative decisions, public web retrieval, unchecked publication, and any use outside approved internal repositories or approved tenant controls.	Item	s.22 - Irrelevant Information
Copilot Chat (Basic) for drafting, editing, and document review	All staff	PROTECTED	Copilot Chat (Basic)	Use Copilot Chat (Basic) through the approved browser interface to help authorised staff draft, edit, summarise, compare, restructure, and improve text-based work products. Typical tasks include preparing first-pass emails, briefs, internal guidance, operating procedures, document summaries, plain language edits, document comparisons, change summaries, and readability improvements. The use case excludes translation, meeting minutes, visual content generation, code or scripting, and analytical calculations. Outputs are advisory only and remain subject to human review before use, storage, circulation, or any downstream business action. The consolidated scope excludes direct public interaction, autonomous action, automated or materially AI-influenced administrative decisions, public web retrieval, unchecked publication, and any use outside approved internal repositories or approved tenant controls.	Item	s.22 - Irrelevant Information
Copilot Chat (Basic) for M365 self-service support and guidance	All staff	PROTECTED	Copilot Chat (Basic)	Use Copilot Chat (Basic) to help staff understand how to use M365 applications and resolve common productivity issues. Typical tasks include asking how to use a feature, finding where a setting is located, troubleshooting formatting issues, understanding collaboration functions, using accessibility features, and obtaining step-by-step guidance for routine M365 tasks. This use case excludes formula generation, DAX, SQL, code generation, scripting, and automation testing. Outputs are advisory only and remain subject to human review before use, storage, circulation, or any downstream business action. The consolidated scope excludes direct public interaction, autonomous action, automated or materially AI-influenced administrative decisions, public web retrieval, unchecked publication, and any use outside approved internal repositories or approved tenant controls.	Item	s.22 - Irrelevant Information
Copilot Chat (Basic) for meeting and collaboration records	All staff	PROTECTED	Copilot Chat (Basic)	Use Copilot Chat (Basic) through the approved browser interface to summarise meeting transcripts, meeting notes, action lists, chat extracts, and related meeting material entered by staff in browser prompts. Typical tasks include identifying discussion points, decisions, action items, and preparing first-pass meeting minutes or meeting summaries. The approved scope excludes unattended minute approval and automated task assignment without review. Outputs are advisory only and remain subject to human review before use, storage, circulation, or any downstream business action. The consolidated scope excludes direct public interaction, autonomous action, automated or materially AI-influenced administrative decisions, public web retrieval, unchecked publication, and any use outside approved internal repositories or approved tenant controls.	Item	s.22 - Irrelevant Information
Copilot Chat (Basic) for translation, clarification, and language interpretation	All staff	PROTECTED	Copilot Chat (Basic)	Use Copilot Chat (Basic) through the approved browser interface to support first-pass translation, clarification, and interpretation of written content that authorised staff can lawfully access. The use case supports internal comprehension, document triage, clarification of ambiguous wording, and preliminary understanding of foreign-language or unclear material. The use case does not replace professional translation, accredited interpreting, legal advice, cultural advice, human review, or business area judgement. The approved scope excludes public-facing translation and use in high-impact contexts without separate approval. Outputs are advisory only and remain subject to human review before use, storage, circulation, or any downstream business action. The consolidated scope excludes direct public interaction, autonomous action, automated or materially AI-influenced administrative decisions, public web retrieval, unchecked publication, and any use outside approved internal repositories or approved tenant controls.	Item	s.22 - Irrelevant Information

Copilot Chat (Basic) for data extraction and document digitisation	All staff	PROTECTED	Copilot Chat (Basic)	Use Copilot Chat (Basic) through the approved browser interface to extract text and key fields from scanned documents, PDFs, forms, handwritten notes, and other image-based or semi-structured documents into structured outputs. Outputs may include tables, spreadsheets, lists, draft text, or field summaries. Outputs are advisory only and remain subject to human review before use, storage, circulation, or any downstream business action. The consolidated scope excludes direct public interaction, autonomous action, automated or materially AI-influenced administrative decisions, public web retrieval, unchecked publication, and any use outside approved internal repositories or approved tenant controls.	Item	s.22 - Irrelevant Information
Copilot Chat (Basic) for data analysis and calculation support	All staff	PROTECTED	Copilot Chat (Basic)	Use Copilot Chat (Basic) through the approved browser interface to support first-pass analysis of structured and unstructured internal data entered by staff in browser prompts. The use case includes analysing relevant subsets of information manually provided by staff, producing summaries, creating working tables, extracting key data points, performing simple calculations, and converting information into formats that support further staff review. Outputs are advisory only and remain subject to human review before use, storage, circulation, or any downstream business action. The consolidated scope excludes direct public interaction, autonomous action, automated or materially AI-influenced administrative decisions, public web retrieval, unchecked publication, and any use outside approved internal repositories or approved tenant controls.	Item	s.22 - Irrelevant Information
Copilot Chat (Basic) for analytical logic and formula support	All staff	PROTECTED	Copilot Chat (Basic)	Use Copilot Chat (Basic) through the approved browser to help authorised staff generate, fix, explain, and improve analytical logic used in internal work. The use case includes Excel formulas, Power BI DAX, simple SQL, workbook logic, basic query logic, and explanations of formula or measure errors. The approved scope excludes production code, automation scripts, complex database changes, live system changes, autonomous execution, public-facing outputs, and use in administrative decision-making without separate approval. Outputs are advisory only and remain subject to human review before use, storage, circulation, or any downstream business action. The consolidated scope excludes direct public interaction, autonomous action, automated or materially AI-influenced administrative decisions, public web retrieval, unchecked publication, and any use outside approved internal repositories or approved tenant controls.	Item	s.22 - Irrelevant Information
Copilot Chat (Basic) for low-complexity code, scripting, and automation testing	All staff	PROTECTED	Copilot Chat (Basic)	Use Copilot Chat (Basic) through the approved browser interface to help authorised staff draft, review, explain, and test low-complexity code, scripts, and automation artefacts for internal work. The use case includes simple code snippets, function-level tasks, table reshaping, text parsing, Office scripting, R guidance, and routine automation test steps. The use case does not include autonomous execution, direct changes to production systems, public-facing functionality, administrative decision-making, or use of unreviewed code in business processes. The approved scope excludes complex software development, security-sensitive code, production deployment, privileged scripts, data migration scripts, system integration changes, and any change to live environments without separate approval. Outputs are advisory only and remain subject to human review before use, storage, circulation, or any downstream business action. The consolidated scope excludes direct public interaction, autonomous action, automated or materially AI-influenced administrative decisions, public web retrieval, unchecked publication, and any use outside approved internal repositories or approved tenant controls.	Item	s.22 - Irrelevant Information
Copilot Chat (Basic) for presentation and visual content support	All staff	PROTECTED	Copilot Chat (Basic)	Use Copilot Chat (Basic) through the approved browser interface to help authorised staff structure presentations, draft slide content, suggest narrative flow, create visual concepts, develop infographics, prepare mock-ups, and apply design suggestions for internal work. The use case may include slide outlines, speaker notes, presentation summaries, diagrams, themed visuals, and first-pass image or graphic concepts. The approved scope excludes unsupervised publishing, public-facing visual campaigns without separate review, and generated images about identifiable people or sensitive groups. Outputs are advisory only and remain subject to human review before use, storage, circulation, or any downstream business action. The consolidated scope excludes direct public interaction, autonomous action, automated or materially AI-influenced administrative decisions, public web retrieval, unchecked publication, and any use outside approved internal repositories or approved tenant controls.	Item	s.22 - Irrelevant Information
Copilot Chat (Basic) for project and work management support	All staff	PROTECTED	Copilot Chat (Basic)	Use Copilot Chat (Basic) through the approved browser interface to help authorised staff draft project plans, schedules, milestones, risks, dependencies, roadmaps, and work priorities. The use case supports internal planning and coordination only. It does not approve project artefacts, assign work without review, send communications autonomously, or replace project governance, business ownership, risk management, or delivery assurance. Outputs are advisory only and remain subject to human review before use, storage, circulation, or any downstream business action. The consolidated scope excludes direct public interaction, autonomous action, automated or materially AI-influenced administrative decisions, public web retrieval, unchecked publication, and any use outside approved internal repositories or approved tenant controls.	Item	s.22 - Irrelevant Information

Copilot Chat (Basic) for compliance records preparation and redaction support	All staff	PROTECTED	Copilot Chat (Basic)	Use Copilot Chat (Basic) through the approved browser interface to support routine internal preparation and handling of compliance-related records. The use case includes sorting records, grouping payslips and time-and-wage records by employee or matter, renaming batches of emails for briefs of evidence, preparing first-pass document lists or working sets, and identifying possible personal or sensitive information for staff redaction review. These task types reflect collected agency examples, including sorting payslips and time-and-wage records, renaming batches of emails for briefs of evidence, and identifying Tax File Numbers for redaction review. Outputs are advisory only and remain subject to human review before use, storage, circulation, or any downstream business action. The consolidated scope excludes direct public interaction, autonomous action, automated or materially AI-influenced administrative decisions, public web retrieval, unchecked publication, and any use outside approved internal repositories or approved tenant controls.	Item	s.22 - Irrelevant Information
Copilot Chat (Basic) for compliance material summarisation and preliminary iss	All staff	PROTECTED	Copilot Chat (Basic)	Use Copilot Chat (Basic) through the approved browser to support first-pass review and summarisation of compliance-related material. The use case includes summarising audit reports, identifying initial themes or issues in compliance records, creating working tables from payslips or time-and-wage material, checking apparent continuity or gaps in pay period information, and identifying potential sample employees or relevant record subsets for staff review. Outputs are advisory only and remain subject to human review before use, storage, circulation, or any downstream business action. The consolidated scope excludes direct public interaction, autonomous action, automated or materially AI-influenced administrative decisions, public web retrieval, unchecked publication, and any use outside approved internal repositories or approved tenant controls.	Item	s.22 - Irrelevant Information