IHACPA

SCHEDULE OF DOCUMENTS - Freedom of information request no. 5/2026

Document no.	Date	Size	Description	Decision on access	Relevant section (exemption / edit)
1	09 September 2026	10 pages	IHACPA Artificial Intelligence (AI) Register	Partial	S 47; s 47F; s 47E(d); s 22.

IHACPA Artificial Intelligence (AI) Register

Purpose
Record the use of AI tools by IHACPA, covering the SDMS (Citrix, Data Warehouse, AWS Infrastructure) and stand alone projects operating outside the SDMS.

Scope
To understand where and how AI is being used within IHACPA an internal register with this information D25-2723 has been developed. Directors to maintain the register for their branch.

Document Version Status	v3.0
Issued By	Name
	s 47F
	Director of Infrastructure
Approved By	Julia Hume
	ED C&DI

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IHACPA Artificial Intelligence (AI) Register

Date	9/09/2026
Content Manager reference	D25-2723

#	Project	AI System Description	Purpose and Application	Approved Use Case	Data Handling Data Management	Governance and Oversight	Approval Process (Content Manager)	Approval date	Business use Case owner	Description of the AI technology used	Comments
	•Team and project name	•Name and version of the AI system •Purpose and scope of the AI system	•Description of how each AI system will be used to support the delivery of Ordered Services	•Outline the scale of involvement of AI systems in delivering the Ordered Services	•Types of data used by the AI system •Data sources and data handling procedures •Identify if and what Commonwealth data or information would be input, processed or stored in the AI system (including data location and security controls).	•Outline the measures in place to ensure the safe and responsible use of AI systems in delivery of the Ordered Services.	•Evaluation processes	•Date and approval references	• SES of the branch	e.g. machine learning, natural language processing	
1	Department of Health Disability and Ageing (DHDA) network										
1.1.1	DHDA network	**Microsoft Copilot via Web browser** The web version of Microsoft Copilot operates independently of Microsoft 365 applications and does not provide direct integration with Word, PowerPoint, Excel, or Microsoft Teams.	To provide users with access to AI-powered assistance through a web browser for research, content creation, summarisation, brainstorming, question answering, and productivity support without requiring integration with desktop applications. Individual users to use discretion when sharing personal and organisational data.	Microsoft Copilot via a web browser is a standalone AI service that enables users to interact with generative AI through a web interface. It can assist with drafting content, summarising information, analysing data, generating ideas, and answering questions using natural language prompts.	Individual users to use discretion when sharing personal and organisational data. Copilot uses the same security controls that are currently in place by DHDA, and whilst logged in via DHDA Enterprise data protections are in effect.	Users to use best judgment and ensure they comply with relevant government and department policies and information. •Interim guidance on government use of public generative AI tools | aga (digital.gov.au) •Responsible choices: a new policy for using AI in the Australian Government •Copilot Security and Compliance (sharepoint.com)	Copilot via the web www.bing.com/chat and Copilot.microsoft.com which can be accessed without a licence. Both websites require DHDA sign in prior to allowing access so DHDA enterprise data protections are in effect.	30/10/2024 - D25-26268	DHDA network	Natural language processing	Retired - M365 Copilot licence utilised
1.1.2	DHDA network	**Microsoft Copilot via Trial license** Copilot Trial Project with direct integration with Microsoft Office applications such as Word, Excel, PowerPoint, Outlook, or Microsoft Teams, and can directly access or interact with organisational files, emails, meetings, or documents within those applications.	Focus is on assessing productivity gains, usability, and alignment with government security and data handling requirements. Ensures integration with enterprise identity, access management, and security controls.	The Copilot Trial Project is specifically looking at M365 Copilot which is Copilot access within the Microsoft Office suite of applications such as Word, PowerPoint, Excel and Teams. This functionality is currently only available to those licensed users participating in the trial. Available to authorised users connected to the DHDA network.	Copilot uses the same security controls that are currently in place by the Department, and	Managed under existing ICT infrastructure governance frameworks and service management processes. Subject to enterprise monitoring, patching, and security compliance requirements.	This functionality is currently only available to those licensed users participating in the trial. Whilst logged in via DHDA enterprise data protections are in effect. Trial evaluation D25-3268.	20/11/2025 - D25-26271	DHDA network	Natural language processing	Retired - M365 Copilot licence utilised
1.1.3	DHDA network	**M365 Copilot licence full License** Copilot is Microsoft's artificial intelligence (AI) assistant in Microsoft 365 with direct integration with Microsoft Office applications such as Word, Excel, PowerPoint, Outlook, or Microsoft Teams, and can directly access or interact with organisational files, emails, meetings, or documents within those applications.	Microsoft 365 Copilot is an AI-powered productivity assistant integrated into the Microsoft 365 environment. Its purpose is to improve efficiency, enhance content creation, support decision-making, and reduce time spent on routine administrative tasks by leveraging organisational data that users already have permission to access. Requirements for working with Copilot outputs •Use AI for ideation or drafts, not a final pass. •Plan adequate time to review and consult on work that uses AI outputs. •Ensure humans make and can explain key and final decisions.	Used by authorised departmental staff as part of day-to-day operation for : 1.Document summarisation and analysis 2.Content creation and editing 3.Meeting and task management 4.Data insights and visualisation 5.Information extraction and background research 6.Image generation AI outputs are used to support (not replace) decision-making and are subject to user validation before use in official records.	Copilot uses the same security controls that are currently in place by the Department, and whilst logged in via DHDA enterprise data protections are in effect. Copilot on the web is also available at www.bing.com/chat and Copilot.microsoft.com which can be accessed without a licence. Both of these websites require DHDA sign in prior to allowing access.	Use is governed by IHACPA and DHDA AI policies, ISM controls, and Microsoft 365 security configurations. Regular monitoring via audit logs and compliance tools to ensure appropriate use 1.Copilot can only access a user's primary inbox files, emails, and content that users already have permission to reference. 2.Copilot cannot access shared inboxes or other secondary inboxes. 3.Users must report to the document or site owner and request that your access be removed if Copilot references document's you should not have access to. 4.Copilot is secure and IHACPA's content is protected. Guests and external users cannot use Copilot to access IHACPA's data. Copilot does not store or use prompts or data to train the AI model.	DHDA manage license allocation and network access for desktop IT applications, D25-3268.. Trial evaluation D25-3268. M365 Copilot licences are available for use under DHDA terms and conditions, including: 1.Confirming they have completed the AI in Government Fundamentals course 2.Agreeing to the responsible and ethical use of AI 3.Agreeing to use Copilot with our approved use cases and Official level information.	4/08/2025 - D25-26270	DHDA network	Natural language processing	Limited rollout of an Initial 2000 Licences
2	Infrastructure										
2.1.1	s 47E(d)	s 47E(d)	s 47E(d)	s 47E(d)	s 47E(d)	s 47E(d)	s 47E(d)	s 47E(d)	Julia Hume	Machine learning	s 47E(d)
3	Classifications										
3.1.1	Australian Non-Admitted Patient Classification Project (ANAPP) Microsoft Azure tenancy under DHDA network Microsoft Azure OpenAI GPT4	**Microsoft Azure OpenAI GPT4** a Natural language processing (NLP) tool (grounded in ICD-10-AM and ACHI), s 47E(d) .	s 47(1)(b)	s 47(1)(b)	The ANAPP uses a Natural Language Processing (NLP) tool to transform information extracted from jurisdictional electronic medical records (eMR) into a format that can be utilised for classification development.	47E(d) IHACPA engaged the Australian Government Solicitor (AGS) in December 2023 to conduct a PIA and provide advice about what guardrails it should put into place to ensure compliance with the Privacy Act 1988 and Australian Privacy Principles (APP) and to foster a privacy-by-design approach for Stage 2. The PIA was finalised on 17 September 2024 and published on IHACPA's PIA register on its website.	D24-3025 and CEO Minute- D24-23790; E25-2305	2/5/2025 - Pricing Authority Combined Meeting Papers – Agenda item 7.2: D25-9455	Joanne Fitzgerald	Natural language processing	Azure OpenAI Service content filtering - Content filtering is designed to detect and mitigate instances of recurring content and/or behaviours that suggest use of the service in a manner that may violate the code of conduct or other applicable product terms, by scanning Customer data. NLP Tool Security Review D24-22620 ANAPP Stage 2 Quality Assurance Framework D24-19881 Microsoft Whole of Government Volume Sourcing Agreement D24-21888 IHACPA's application for modified content filters was approved by Microsoft on 6/1/25 (D25-4705).
3.1.2	Acute Care Classifications: *Ongoing support and maintenance of 'IHACPA Learn' Learning Management System (LMS)*	**GitHub Copilot** Service provider, s 47(1)(b) advised their use of 'GitHub Copilot' is limited to Software Development staff. Developers use the code-completion tool in a closed-data environment to exclusively support software development and testing activities.	Service provider, s 47(1)(b) advised their use of 'GitHub Copilot' is limited to Software Development staff. s 47(1)(b) has been engaged since 2022 to build and maintain IHACPA Learn, including the provision of hosting, maintenance and upgrades of the site, technical support for both IHACPA and non-IHACPA users and educational technology development	Developers use the code-completion tool in a closed-data environment to exclusively support software development and testing activities.	s 47(1)(b) staff use the code-completion tool, 'GitHub Copilot', in a closed-data environment to exclusively support software development and testing activities.	s 47(1)(b) operate according to Australian Government AI policy and procedures. No personal data from IHACPA Learn is entered into GitHub Copilot. s 47(1)(b) must notify IHACPA of any changes to the specified use of AI throughout the agreement period in accordance with the executed services agreement.	Approved by the CEO via Minute Ref:D25-20552 Updated Tactical Risk Assessment: D26-7734	Approved by the CEO via Minute Ref:D25-20552 21/04/2026	Joanne Fitzgerald	Other	IHACPA conducted an assessment and confirmed s 47(1)(b) use of AI systems is low risk and compliant with IHACPA's Policy for the responsible use of artificial intelligence (AI) (D26-7734).
3.1.3	Acute Care Classifications: *ICD-11 Business Case project*	Service provider, s 47(1)(b) advised their use of the following generative AI systems to support the ICD-11 Business Case project: s 47(1)(b)	s 47(1)(b) and s 47(1)(b) used to test and brainstorm some parts of the CBA methodology and analytical framework. • s 47(1)(b) and s 47(1)(b) used to assist sentence structure and grammar in written deliverables where refinement is required. • s 47(1)(b) and s 47(1)(b) used to find/identify articles for review in the literature review that may have been missed using other (non-AI) search methods. • All tools may be used to refine search terms/strings to guide the literature review.	All development to be being undertaken within s 47(1)(b) environment, no confidential data provided by IHACPA to be input, processed or stored in the listed above AI systems	• The Service Provider confirmed no confidential data provided by IHACPA has been input, processed or stored in the mentioned AI systems. • The Service Provider confirmed no sensitive or identifying information relevant to the project has been put into a generative AI environment – the searches have centred on identifying publicly available sources.	Vendor to align with practices in the IHACPA AI policy.	Approved by the CEO via Minute Ref: D26-9725 Order Variation: D25-28707	Approved by the CEO via Minute Ref: D26-9725 on 16/03/2026	Joanne Fitzgerald	Generative AI	
4	Pricing										

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4.1.1	National Efficient Price (NEP) and National Efficient Cost (NEC) determinations, including the pricing of Hospital Acquired Complications (HACs) and Avoidable Hospital Readmissions (AHRs)	**Supervised learning and modelling techniques**. IHACPA's modelling includes forms of 'supervised' learning, in which a model is provided with data/inputs and pre-determined categories. The resulting outputs from the process are used to inform treatment of data, subsequent modelling or calculation of cumulative risk. Techniques include: propensity score matching, elastic-net, gradient-boosted decision trees.	Data preparation and modelling is undertaken for the National Efficient Price (NEP) and National Efficient Cost (NEC), including the pricing of Hospital Acquired Complications (HACs) and Avoidable Hospital Readmissions (AHRs). These, in part, use 'supervised' learning approach, where models are provided with data/inputs and pre-determined categories. The resulting algorithm from the model is then used to infirm treatment of data, subsequent modelling or calculation of cumulative risk. The outputs are reviewed by IHACPA staff before use and published as part of the annual NEP determination.	Data preparation and modelling for use in National Efficient Price (NEP) and National Efficient Cost (NEC) determinations.	SDMS relevant policies are the Information Technology Best Practice Policy (June 2024), and IT Operations Security Policy (June 2024). Yes - For DHDA network, this is validated by the ANAO annually. AI Assurance Framework	1.Consultant access to IHACPA Protected Data Rules 2.Data Access and Release Policy 3.Data Breach Response Plan 4.Data Governance Policy 5.Data Management Policy 6.Information Security Policy 7.IT Operations Security Policy 8.Secure Data Management System (SDMS) Data Archiving Policy 9.Cloud Security Governance Policy 10.Policy for the responsible use of artificial intelligence (AI) 11.Information Technology Best Practice Policy	E25-177, D25-26404 o Interim guidance on government use of public generative AI tools o The Protective Security Policy Framework o The Privacy Act 1988 o Public Governance, Performance and Accountability Act 2013 o Public Service Act 1999 o IHACPA briefing - Generative artificial intelligence (AI) tools August 2024 o Digital Transformation Agency - Policy for the responsible use of AI in government September 2024	2/5/2025 - Pricing Authority Combined Meeting Papers – Agenda item 7.2: D25-9455	Sarah Neville	Other	IHACPA's modelling techniques do not fall within the specified definition of the term 'machine learning' (ML). However, ML often takes on a broader meaning that can include the use of sophisticated modelling techniques. IHACPA's modelling is a form of 'supervised' learning, in that the model is provided with data/inputs and pre-determined output categories. 2022/23 ANAO questions (IT and AI)	This process is used for paramater optimization. Implementation may be conducted via Python for example using a package called LightGBM.
4.1.2	Predicting the cost of care for patients with chronic kidney disease	Supervised learning and modelling techniques. This method groups patients according to common characteristics with the goal of distinguishing between patients at a very high risk of needing long term hospital care, from those patients at lower risk.	Supervised learning method is also used to predict care costs for chronic kidney disease patients. This method groups patients by common characteristic to distinguish those at high risk of long-term hospital care some those at lower risk. Outputs are reviewed by IHACPA, but are not used currently used in formal decision making.	Predicting the cost of care for patients with chronic kidney disease	SDMS relevant policies are the Information Technology Best Practice Policy (June 2024), and IT Operations Security Policy (June 2024). Yes - For DHDA network, this is validated by the ANAO annually.AI Assurance Framework	1.Consultant access to IHACPA Protected Data Rules 2.Data Access and Release Policy 3.Data Breach Response Plan 4.Data Governance Policy 5.Data Management Policy 6.Information Security Policy 7.IT Operations Security Policy 8.Secure Data Management System (SDMS) Data Archiving Policy 9.Cloud Security Governance Policy 10.Policy for the responsible use of artificial intelligence (AI) 11.Information Technology Best Practice Policy	D25-26404	2/5/2025 - Pricing Authority Combined Meeting Papers – Agenda item 7.2: D25-9455	Sarah Neville	Other		
5	**Analytics**											
5.1.1	Predicting the cost of care for patients with chronic kidney disease	**Supervised learning and modelling techniques.** This method groups patients according to common characteristics with the goal of distinguishing between patients at a very high risk of needing long term hospital care, from those patients at lower risk.	Supervised learning method is also used to predict care costs for chronic kidney disease patients. This method groups patients by common characteristic to distinguish those at high risk of long-term hospital care some those at lower risk. Outputs are reviewed by IHACPA, but are not used currently used in formal decision making.	Predicting the cost of care for patients with chronic kidney disease	SDMS relevant policies are the Information Technology Best Practice Policy (June 2024), and IT Operations Security Policy (June 2024). Yes - For DHDA network, this is validated by the ANAO annually. AI Assurance Framework	1.Consultant access to IHACPA Protected Data Rules 2.Data Access and Release Policy 3.Data Breach Response Plan 4.Data Governance Policy 5.Data Management Policy 6.Information Security Policy 7.IT Operations Security Policy 8.Secure Data Management System (SDMS) Data Archiving Policy 9.Cloud Security Governance Policy 10.Policy for the responsible use of artificial intelligence (AI) 11.Information Technology Best Practice Policy	D25-26404	2/5/2025 - Pricing Authority Combined Meeting Papers – Agenda item 7.2: D25-9455	Sarah Neville	Other		
6	**Aged Care Costing**											
6.1.1	Residential Aged Care Health Records Management System Analysis	s 47E(d)	Support delivery by accelerating the development of Python scripts used in the HRMS project. Assist with the development of analytical code by generating draft Python code snippets, suggesting alternative approaches, reviewing scripts for errors, checking syntax, and improving algorithm efficiency.	Limited to drafting and reviewing code outside the secure environment, while all core data processing, analysis, and production activities (e.g. text preprocessing and data mapping) were undertaken using rule-based Python scripts within the SDMS. All AI-generated outputs were subsequently reviewed, refined, and validated by project staff before implementation	AI systems did not use or process any real or sensitive project data. Only dummy test data was used and no data was transferred from or to the SDMS environment. All actual project data, including any Commonwealth data, was processed exclusively within the SDMS using internal systems and in line with IHACPA data management and security practices.	Safeguards include restricting AI use to generic coding tasks outside the secure SDMS environment, using dummy data instead of real or sensitive data, and requiring manual review and refinement of all generated code. Separately, all operational data processing and outputs were conducted within the SDMS using transparent, rule-based methods to ensure reproducibility and compliance with policy requirements.	Minute: D26-17242; Critical Issues Advice: Residential aged care cost D25-4306 collection 2024 – Phase 3	Approved by the CEO Minute Ref: D26-17242 on 27/05/2026	Julia Hume	Natural language processing		
7	**Hospital Policy and Projects**											
7.1.1	Review of the national efficient price and national efficient cost for First Nations peoples, remoteness, and small jurisdictions	Microsoft 365 Copilot s 47(1)(b) * AI-powered assistant for s 47(1)(b) and client data. s 47(1)(b) is a s 47(1)(b) internal (private) AI tool.	Copilot: * Desktop review and public research • Summarising qualitative information • Meeting transcription and recording s 47(1)(b) * Desktop review and public research • Summarising qualitative information	Used for low-risk, administrative activities, including desktop review, public research, summarising qualitative information, and meeting transcription and recording.	Data is not used to train models, retrain or improve products or services of the vendors. All data stays in Australia. AI will not be used for quantitative analysis, handling IHACPA data, generating report outputs, or within the Secure Data Management System.	AI may only be used for the specific approved use cases identified, and all outputs must be reviewed by a human before use. Any AI-generated content included in reports or other communications must be clearly identified as such, and all use of AI must comply with IHACPA's AI policy. Additionally, stakeholders must be informed whenever AI is used to transcribe meetings.	Minute: D26-17188 Tactical Risk Tool: D26-20467	Approved by the CEO via Minute Ref: D26-17188 on 13/07 2026	Joanne Fitzgerald	Generative AI	Microsoft Copilot and s 47(1)(b) are both forms of Generative AI that use machine learning, deep learning, and natural language processing. They are powered by large language models. Microsoft Copilot is primarily cloud-based and integrated with Microsoft services. s 47(1)(b) is designed to run AI models directly on a user's device or local infrastructure, keeping data under the user's control.	
8	**Third parties**											
8.1.1	Copilot Use Case for Third parties.	**M365 Copilot -** external to DHDA and SDMS	Third-party consultants engaged by IHACPA to use Microsoft Copilot in line with the 6 approved IHACPA use cases	Third-party consultants engaged by IHACPA can use Microsoft Copilot in line with the 6 approved IHACPA use cases, external to DHDA and SDMS. 1.Document summarisation and analysis 2.Content creation and editing 3.Meeting and task management 4.Data insights and visualisation 5.Information extraction and background research 6.Image generation AI outputs are used to support (not replace) decision-making and are subject to user validation before use in official records.	Third parties must not input OFFICIAL: Sensitive, personal, legal, or otherwise restricted information into Copilot, and use is limited to the 6 approved Copilot use cases. All Copilot-generated outputs must be reviewed by a human before being relied upon or incorporated into deliverables. Where Copilot is used in meetings, participants should be advised and any meeting records handled in accordance with normal governance and recordkeeping requirements	Ongoing oversight includes confirmation that the third party uses Copilot only for the approved tasks, do not use sensitive information, and apply appropriate human review to all outputs. Third party consultants must have: • Detailed governance policy for the use of AI with additional constraints on its use for Australian Government clients due to data sovereignty requirements in place. • AI Risk Management framework with clear guidelines outlining and acceptable data usage to ensure responsible use of AI systems whilst safeguarding client data.	CEOM D26-22412. Risk assessment - Copilot Use Case for Third Parties: D26-22538	Approved by the CEO via Minute Ref D26-22412 on 19/05/2026	Contract Managers of Third Parties	Natural language processing		

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