


Request for Costing an Election Commitment

Name of election commitment:	<i>Digital Records Officer</i>
Person and party requesting costing:	Meredith Hunter, ACT Greens Parliamentary Leader
Date of public release of election commitment, including source:	14 September 2012 http://act.greens.org.au/content/greens-make-open-government-reality-act
Summary of election commitment:	Employment of a Digital Records Officer to start the whole-of-government transition to a consistent digital system for managing government records.
Intention of election commitment:	To begin the plan outlined in the "Digital Recordkeeping Pathway" report for the Territory Records Office.
Signature of person requesting costing:	
Date of request for costing:	5/10/12

What are the key assumptions that have been made in the election commitment?

Note: that where the request to cost an election commitment differs from the public announcement, the costing will be on the basis of information provided in the costing request.

Note: it will be up to the professional judgment of the Director-General as to whether these assumptions are adopted in the costing of the election commitment.

Where relevant, is the funding for the policy to be demand driven or a capped amount?
A capped amount.

Will third parties, for instance the Commonwealth or other State/Territories, have a role in funding or delivering the election commitment?
No.

Will funding/the cost require indexation?
Yes.

What are the estimated revenue and operating costs each year (if available) and what are the capital requirements for this election commitment and estimated costs each year (if available)?

	2012-13	2013-14	2014-15	2015-16	2016-17	Total
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Revenue ^(a)						
Expenses ^(a)		-148	-153	-157	-162	-620
Capital						

(a) A negative number indicates a decrease in revenue or an increase in expenses.

What is the likely take up?
N/A.

Any other assumptions?

- Funding is provided for an additional SOG C position within the Territory records office.
- Additional funds to assist with administrative expenses arising from the digitalisation project are also provided.
- The initiative is based on the "Digital Recordkeeping Pathway" report on 07 August 2011. http://www.territoryrecords.act.gov.au/data/assets/pdf_file/0003/241491/TRO_Digital_Pathways_Report_-_final.pdf
- The funding is a fixed amount and it is the responsibility of the agency to ensure that the program is delivered within the allocated funds.

Administration of the election commitment**How will the election commitment be administered?**

The Territory Records Office will employ a Digital Records Officer at SOG C. The Officer will utilise any remaining funds as required in their work.

Who will administer the election commitment?

The Territory Records Office.

Has an allowance been made for expenses necessary to support the implementation of this election commitment?

– If no, will the government agency be expected to absorb expenses associated with this election commitment?

– If yes, please specify the key assumptions.

Funding for administrative expenses arriving from the digitalisation initiative is provided and it is expected that any other costs will be absorbed by the agency as part of their core function.

What is the intended implementation date of the election commitment?

From the start of the 2013-14 financial year.

Are there transitional arrangements associated with election commitment implementation?

N/A.

Are there any other assumptions that need to be considered?

No.

When is the election commitment expected to be fully operational?

Please provide further details i.e. start and end dates, the level of commitment during each period etc?

From the start of the 2013-14 financial year.

Will the election commitment cease and if so when?

N/A.