


## Request for Costing an Election Commitment

<b>Name of election commitment:</b>	<i>Business Services Office</i>
Person and party requesting costing:	Meredith Hunter, ACT Greens Parliamentary Leader
Date of public release of election commitment, including source:	8 October 2012 <a href="http://act.greens.org.au/sites/greens.org.au/files/Business.pdf">http://act.greens.org.au/sites/greens.org.au/files/Business.pdf</a> (bottom of page 3)
Summary of election commitment:	The establishment of a Business Services Office as a single business entry and referral point, and to conduct business registrations, business licences and business approvals.
Intention of election commitment:	Support business engagement with the ACT Government
Signature of person requesting costing:	
Date of request for costing:	11/10/12

**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 <sup>(a)</sup>						
Expenses <sup>(a)</sup>		-200	-175	-179	-184	-738
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?**

- A SOG B would be recruited to work in the office and the salary has been taken from Appendix A to the Standard Costing Parameters document and indexed at 3%
- \$50,000 of program costs have been assigned in the first year, and \$20,000 per year for the three remaining years
- That the work involved in business registrations, business licences and business approvals is currently being performed across multiple agencies in the ACT Government and those existing staff would be reassigned to the Office to assist in the continuation of those duties from the new Office
- That existing management structures within the Economic Development Directorate would provide management for the Office

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

The Economic Development Directorate will manage the new office

**Who will administer the election commitment?**

EDD

**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 has been provided for both salary and program costs however it is anticipated that some additional management expenses will be absorbed by the Directorate.

**What is the intended implementation date of the election commitment?**

During 2013-14.

**Are there transitional arrangements associated with election commitment implementation?**

Yes, as business registrations, business licences and business approvals are currently being performed across multiple agencies and will be moved to the Office, there will need to be transitional arrangement put in place.

**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?*

During 2013-14 and depending on transitional arrangements agreed to.

**Will the election commitment cease and if so when?**

The commitment runs for each of the four years starting in 2013-14.