AGENCY/DEPARTMENT: INNOVATION, INDUSTRY, SCIENCE & RESEARCH

TOPIC: TRIM recordkeeping system

REFERENCE: Written Question – Senator Colbeck

QUESTION No.: AI-81

Did the Department introduce a new electronic TRIM recordkeeping system either in 2009 or 2010? If so, can you indicate how that system was rolled out to staff; how many ASL were responsible for its rollout; and the total cost of each of the aspects of its implementation?

ANSWER

A pilot of electronic document management using TRIM was undertaken in Corporate Division as part of phase one of the three phase *Records Management – Innovation* project. The project was approved by the Department's Executive on 20 January 2009.

The pilot project commenced in Corporate Division on 22 February 2010 and utilised the existing TRIM recordkeeping system that the Department of Innovation, Industry, Science and Research had procured for the management of physical files on 1 July 2004.

An expansion of the pilot (in phase one) was approved to enable application and infrastructure options and performance to be assessed. The South Australian State Office in Adelaide commenced a pilot of electronic document management using TRIM on 24 May 2010.

The TRIM recordkeeping system was rolled out to staff in Corporate Division and to the Adelaide Office by a project team with TRIM training, software and technical expertise. The TRIM application was delivered directly to the user desktop and integrated with the Microsoft Office suite. The rollout to Corporate Division was completed in eight weeks. The rollout to the Adelaide Office was completed in three weeks.

Significant progress has been made in phase one of the project with the completion of the pilot evaluation and the development of a new user interface for TRIM underway.

As at 17 March 2011 the project continues in phase one, assessing the broad implementation considerations in a project of this magnitude.

The ASL and total cost (GST exclusive) of the pilot project from January 2009 to 31 January 2011 is detailed in the following table:

Description	2010-11 (to 31 Jan)	2009-10 FY	2008-09 FY
ASL	5.3	7.0	1.2
Staff costs	$298,726	$776,814	$173,055
Licence Fees	$16,678	$558,646	$28,504
Project Management	$3,990	$287,500	$ -
System Development	$ -	$40,200	$ -
Equipment	$24,150	$48,500	$ -
Total	$343,544	$1,711,600	$201,559