State Digital Assets Reuse Exemption Request

Contact details

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# Introduction

## Purpose

State Digital Assets (SDAs) are digital solutions (encompassing applications, technology infrastructure and data) used by more than one NSW Government agency. They are endorsed to be either Core (must-use) or Common (should-use).

While SDAs are designed and delivered for all-of-government use, agencies may have legitimate reasons where an endorsed SDA cannot meet their needs. In these cases, agencies may request an exemption from reuse.

Agencies seeking an exemption from reuse should complete this form and email it to [digital@customerservice.nsw.gov.au](mailto:digital@customerservice.nsw.gov.au), with the subject: “SDA Reuse Exemption Request”.

A list of Core and Common SDAs, including their endorsement status, is found here:  
<https://www.digital.nsw.gov.au/delivery/state-digital-assets/whats-available>.

All reuse exemptions granted will be reviewed every 12 months to ensure they remain valid.

## Target audience

**NSW Government agencies** that require a particular digital capability, but is not well-served by the endorsed SDA providing that capability.

## How to complete this form

This form consists of 4 sections:

* **Reasons for exemption:** Specify the SDA you’re seeking a reuse exemption for, reasons for the exemption, and your planned course of action if the exemption is granted.
* **Engagement with SDA:** Demonstrate how your agency/project has engaged and attempted to reuse the SDA.
* **Agency approval for request:** Confirmation of support from your agency CIO.
* **Contact information**

If you need help to complete this form, contact [digital@customerservice.nsw.gov.au](mailto:digital@customerservice.nsw.gov.au).

For more information on exemptions, see the State Digital Assets Reuse Policy: [digital.nsw.gov.au/delivery/state-digital-assets/reuse-policy/exemptions](https://www.digital.nsw.gov.au/delivery/state-digital-assets/reuse-policy/exemptions).

# SDA Reuse Exemption Request

## Reasons for exemption

1. Which SDA are you requesting a reuse exemption for?
2. Select one or more reasons why your agency/project is unable to use the SDA:

The SDA is not capable to provide **features critical** to my program/agency

The SDA cannot **interoperate** in my agency’s digital ecosystem

The SDA is not **financially viable** for my agency

The SDA cannot serve my program/agency needs in an appropriate **timeframe**

The SDA is not able to comply with **regulations** that my program/agency is subject to

The SDA is not suitable for my program/agency **operating context**, e.g. emergency response, law enforcement, temporary events

**Other risks** – agency to specify.

1. Provide supporting evidence for the reason(s) selected. You can attach other documents separately if needed.
2. Describe your agency/project’s planned course of action if this exemption request is granted (e.g. procure a new solution, develop in-house):

## Engagement with SDA

1. Has your team investigated and/or attempted to reuse the SDA prior to requesting this exemption? (Please complete this before you submit your request)

Yes  No

1. Describe your agency/project’s engagement with the SDA and resulting outcome. This should include any notes from the SDA if they disagree with the exemption request.
2. (Optional) Comments to the SDA on the issues raised in this request and possible mitigations:

## Agency approval for request

1. Have you received approval from your agency CIO to submit this request?  
   (This is required as part of a valid request)

Yes  No

1. Your agency CIO’s name:
2. Approval date:

## Contact information

1. Your name:
2. Your email:
3. Your role:
4. Your agency and department