Ms Joanna Abhayaratna

Executive Director

Office of Impact Analysis

Department of the Prime Minister and Cabinet

1 National Circuit

BARTON ACT 2600

Email: Helpdesk-OIA@pmc.gov.au

Dear Ms Abhayaratna

# Impact Analysis for Early Assessment

I am writing in relation to the attached Impact Analysis (IA) prepared for <proposal>.

I believe the IA meets the requirements set out in the *Australian Government Guide to Policy Impact Analysis* and is consistent with the six principles for Australian Government policy makers.

<Explain what you have done at this stage to answer the IA questions and then summarise particular aspects as below.>

In particular, the IA addresses the first four IA questions:

* What is the policy problem you are trying to solve and what data is available? <very brief description of problem>
* What are the objectives, why is government intervention needed to achieve them, and how will success be measured? <very brief description of objectives>
* What policy options are you considering? <briefly list options and discuss whether a minimum of three genuine, viable options have been considered, including a non-regulatory option. If fewer than three options are examined, the certification letter must state “The policy problem and circumstances are such that fewer than three options are feasible for consideration.”>; and
* What is the likely net benefit of each option? <very briefly summarise impacts>

In addition:

* the IA contains an appropriate consultation plan; and
* the change in regulatory burden on business, community organisations and/or individuals has been quantified using the *Regulatory Burden Measurement* framework.

I submit the certified IA to the Office of Impact Analysis for early assessment, consistent with best practice.

Yours sincerely

[Name]

[Title]  
[Agency]  
[Date]