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 – [Title] – First Pass Assessment**

I am writing in relation to the attached Impact Analysis (IA) prepared for [name of proposal].

I consider 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.

In particular, I note the IA addresses the seven IA questions:

* What is the policy problem you are trying to solve and what data is available? [Summarise the problem the policy is seeking to address]
* What are the objectives, why is government intervention needed to achieve them, and how will success be measured? [Summarise why government action is needed and what success looks like]
* What policy options are you considering? [Summarise what policy options are considered in the IA and describe how a minimum of three, genuine, viable options have been considered, including a non-regulatory option. If the policy problem and circumstances are such that there are fewer than three options feasible for consideration, this must be explicitly stated in this certification letter.]
* What is the likely net benefit of each option? [Summarise the impacts of each option including the regulatory costs and whether the analysis of the likely impacts of each option is adequate]
* Who did you consult and how did you incorporate their feedback? [Summarise the consultation that has been undertaken, how consultation occurred, and whether appropriate consultation has been undertaken to inform and support the analysis in the IA]
* What is the best option from those you have considered and how will it be implemented? [Summarise the key points from the conclusion and how the chosen option will be implemented]
* How will you evaluate your chosen option against the success metrics? [Summarise how the chosen option will be evaluated]

I note that the IA includes a description of the status of the IA at each major decision point in the development of the proposal. [Outline the major decision points and the status of the IA at each point]

I confirm the IA identifies the regulatory costs of each option.

I submit the IA to the Office of Impact Analysis for First Pass Assessment.

If you have any further queries, please do not hesitate to contact me.

Yours sincerely

[Name]

[Title]

[Agency]

[Date]