<As this will be published, letters with security classification markings will not be accepted>

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

# Certification as Impact Analysis Equivalent - *Title of review/report*

I am writing to certify that the attached <review/report> has undertaken a process and analysis equivalent to an Impact Analysis (IA).

I certify that [this document] adequately addresses all seven IA questions for the purposes of informing a <major decision point in the proposal’s development> / <final policy decision>.

I am satisfied that the scope of the problem and the recommendations identified in the Impact Analysis Equivalent are substantially the same as the identified problem and recommendations in the policy proposal. OR:

The scope of the Impact Analysis Equivalent covers the scope of the policy proposal with the exceptions of <detail additional analysis requested by the OIA>. To address these gaps in the analysis I also certify <additional analysis (i.e. consultation documentation, evaluation plan etc.)>. Therefore I am satisfied that with this addition, the scope of the certified documents matches the policy proposal.

[If less than three policy options are considered]

I further certify that fewer than three policy options are examined because [explain why other alternatives are not viable or practical].

The regulatory burden to business, community organisations or individuals is quantified using the Australian Government’s *Regulatory Burden Measurement* framework and is provided below.

## Regulatory burden estimate table

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Average annual regulatory costs (from business as usual) | | | | |
| Change in costs ($ million) | Business | Community organisations | Individuals | Total change in costs |
| Total, by sector | $ | $ | $ | $ |

Accordingly, I am satisfied that the attached report is consistent with the *Australian Government Guide to Policy Impact Analysis*.

Yours sincerely

[Name]

[Title]  
[Agency]  
[Date]