<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

# Impact Analysis – [Title] – Second Pass Final Assessment

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

I am satisfied that the IA addresses the concerns raised in your letter of <date>. Specifically, <insert text specifically describing how each of the OIA’s stated concerns were met>.

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 IA is consistent with the six principles for Australian Government policy makers as specified in the *Australian Government Guide to Policy Impact Analysis*.

I submit the IA to the Office of Impact Analysis for formal final assessment.

Yours sincerely

[Name]

[Title]  
[Agency]  
[Date]