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

### **Seeking agreement to certify Impact Analysis Equivalent (IAE): [Title]**

I am writing to seek agreement to certify the attached review <or other similar mechanism> of <proposal> has undertaken a process and analysis equivalent to an Impact Analysis (IA).

I consider <this document adequately addresses / these documents adequately address> all seven IA questions.

OR

The <Department/agency> considers the review/report adequately addresses IA questions #, # and #. The <Department/agency> will provide additional analysis to address IA questions #, # and # prior to a final decision or announcement.

To assist the Office of Impact Analysis in assessing the relevance of the <review/report>, the <Department/agency> has summarised how the review/report has addressed the IA questions in **Attachment A**.

Yours sincerely

[Name]

[Title] {EL2 or SES Band 1 level is sufficient}

[Agency]

[Date]

### **Attachment A**

Indicate (in a few paragraphs) how/where the inquiry report/s address each of the IA questions (some page or paragraph references would be particularly helpful) – this will assist OIA to more quickly determine the threshold question of whether the report/s are sufficiently relevant, and can therefore be used as an IA equivalent.