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|  | Please call us on 02 6277 9500 if you need help completing the template. Remember to include a signed letter from the parliamentarian, or email from the parliamentarian’s aph.gov.au account, that requests we undertake this analysis. Send requests to pbo@pbo.gov.au. |

# Budget information request

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| **Title of request** *For example ‘Child care subsidy information’* |
| Parliamentarian requesting costing: | *Parliamentarian’s name* |
| Is this request to be treated as confidential? | [ ]  Yes [ ]  No *Confidential requests (and responses) will not be shared with third parties, and responses will only be sent to the nominated contact officers.* *Non-confidential requests (and responses) are published on the PBO website.*  |
| Can the PBO work with the Parliamentary Library in relation to this request?  | [ ]  Yes [ ]  No *If you select ‘Yes’, the PBO will be able to discuss this request with the Parliamentary Library during our research process. For the PBO to have access to research the Parliamentary Library has undertaken for you, you will need to authorise the Parliamentary Library to discuss their work with the PBO. Your request will remain confidential and will not be shared beyond the Parliamentary Library.* |
| Are you submitting this request on behalf of your party or as a private member? | [ ]  Party [ ]  Private member *If you select ‘Party’, you give permission for the PBO to provide this request to your party’s nominated central coordinator(s). Private member requests will remain strictly confidential.* |
| Is this request on behalf of another member of parliament? | [ ]  Yes [ ]  No If yes, on whose behalf is the request being made? *By selecting yes you give permission for the PBO to provide this request to the member on whose behalf this request is made.* |
| Is this a joint request with another member or other members of parliament? | [ ]  Yes [ ]  No If yes, please list the member(s) jointly making this request.*By selecting yes you give permission for the PBO to discuss this request with the member(s) jointly making this request.* |
| Critical response date: | *Please indicate if there is a critical due date by which the response is required. The time taken to respond to a request will be determined by factors such as the complexity of the request, whether we need to obtain information from a Commonwealth agency and the volume of existing requests on hand. As a general guide requestors should allow for five working days for simple requests, requests that require information from a commonwealth agency will generally take a minimum of 2-3 weeks.* |
| **Contact officer details** |
| Contact officer’s name and position: | *Usually a parliamentarian’s advisor.*  |
| Email address: | *An APH email address.* |
| Phone number: | *We usually call first to discuss questions about a request, and follow up with an email.* |
| **Description of request** |
| Requested information: | *Provide a description of the request, including the types of information and/or analysis being requested. Does the request relate to a specific budget measure or type of payment or tax?* *For example ‘This request seeks child care subsidy spending by type of care.’**Attach any additional information, such as policy documents or announcements, which clarifies what is being requested.**Please outline any additional analysis (in addition to the financial information) that is required, for example:** *the number of people or businesses affected*
* *distributional impacts across the population. For example, distribution across:*
	+ *income*
	+ *gender*
	+ *age etc.*

*For detailed requests, attach an example of how you would like the information to be presented.*  |
| Time period over which information is requested: | *For example ‘Information is requested over the period 2019-20 to 2022‑23’.* *Note that most budget-related information does not extend beyond the current budget forward estimates period (this refers to the current budget financial year plus three financial years). The PBO may provide estimates for information that is not available beyond this period and our response will make it clear where information has been estimated and the basis on which the estimates were derived.*  |
| **NOTE:** *Responses to budget information requests will be based on the specifications provided above.*  |