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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 costing. Send requests to [pbo@pbo.gov.au](mailto:pbo@pbo.gov.au). |

# Policy costing request

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| **Name of policy request:** *For example ‘Increase the child care subsidy’* | |
| 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.* |
| Critical response date: | *Please indicate when the response is required if there is a critical due date.* |
| **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 policy** | |
| Purpose or intention of the policy: | *A description of the policy’s purpose is important because it helps to ensure that we understand the higher-level objective of what is being requested, particularly in more detailed policy specifications, eg ‘This policy aims to encourage low income families who use child care to enter the workforce’.* |
| Summary of policy specification: | *Insert a description of the policy changes and how these would be implemented. This box may request multiple costing options. eg ‘Increase the level of child care subsidy available to families with income below $60,000 by:*  *Option 1: 20 per cent*  *Option 2: 25 per cent.’*  *Also describe any supplementary analysis that is required. For example, supplementary analysis might include the number of people or businesses affected by the policy.*  *Also attach any additional information such as policy documents or announcements.* |
| Policy start date: | *This is the start date for the policy, eg ‘1 July 2020’.* |
| Is the policy ongoing? | Ongoing  Non-ongoing  *Ongoing policies continue in perpetuity, non-ongoing policies cease after a specified time period. If non-ongoing, how long would the policy operate? For example ‘This policy would have effect for three years from 1 July 2020’.* |
| Would elements of this policy be indexed over time? If so, by what index? | Yes  No  *Detail any indexation arrangements that would apply to the proposal (for example some Australian Government payments and elements of the tax system increase each year in line with an economic series such as the consumer price index).* |
| Is this a capped funding proposal? | Yes  No  If Yes, will departmental funding be drawn from the capped amount?  Yes  No  *Some proposals provide fixed funding amounts (capped amounts) toward a particular purpose. Would the cost of administering the capped funding (departmental funding) come out of the capped amount or would it be added to the capped amount?*  *For example ‘Provide $10 million per year for three years toward improving child-care-related car parking. Departmental funding would be in addition to the $10 million.’* |
| **NOTE:** *Costings will be based on the specifications provided above.* | |