Provision of information by Commonwealth bodies

This template is to be utilised by Commonwealth Government bodies when submitting information to the Parliamentary Budget Officer.

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| Information request reference number: | Insert number*For example: 001-2012* |
| Date of request: | DD Month YYYY |
| Date response requested by: | DD Month YYYY |
| PBO contact officer for this request: | Insert nameInsert contact numberInsert email address |
| Date response provided: | DD Month YYYY |
| Was the request marked confidential: | [ ]  Yes | [ ]  No |
| Was the request routine or urgent | Routine/Urgent |
| Description of the request received: | Insert text*For example: Request for a costing on a change to the eligibility for Family Tax Benefit Part A.* |
| Date information provided to the PBO (including, if relevant, the reason for any delay in submitting the information): | DD Month YYYY |
| Details of any external parties consulted in preparing this response: | Insert details / Not applicable |
| Summary of the response in relation to this request: | Insert text |
| Is the detailed response attached: | [ ]  Yes | [ ]  No |
| Are there any restrictions or sensitivities on the use or public disclosure of the information? If so, please specify: | Insert text*For example: Forecasts provided in-confidence, privacy laws, taxpayer confidentiality laws, third party licensing or IP arrangements.* |
| Indicate currency of information and expiry date for information: | This information is current at DD Month YYYY.Insert further detail*For example: The information is based on population for 2015–16. The data is updated twice a year in July and January. Projections rely on forecasts updated at budget and MYEFO.*The expiry date for this information is DD Month YYYY.This information is deemed suitable for use until the expiry date.Note: Insert any further caveats to the expiry date.*For example: Note: The information may become unsuitable before the expiry date due to unexpected events such as changes in the economy.* |
| Are there any other notes, qualifiers or sensitivities associated with the information: | Insert text*For example: Reliability may be low due to volatility of input data; impact of behaviour changes; uncertainty over parameter forecasts, etc.* |
| Agency response contact officer: | Insert nameInsert agency name and sectionInsert contact numberInsert email address |
| Agency response cleared by: | Insert nameInsert position titleInsert contact numberInsert email address |