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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 – Caretaker Period

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| **Name of policy request:** *For example ‘Increase the child care subsidy’* | |
| Parliamentarian requesting costing: | *Parliamentarian’s name* |
| Party request is on behalf of: | *Party’s name* |
| Confidentiality | *Under section 64J of the Parliamentary Service Act 1999, all costings submitted during the caretaker period are public. Completed costings are published on the PBO website shortly after delivery to the requesting Parliamentarian.* |
| Announcement details | *Under section 64J costings during the caretaker period must be for ‘publicly announced policy’ of the parliamentary party or independent member making the request. Include details of when the policy was announced, who made the announcement and attach any policy documentation.* |
| **Contact officer details** | |
| Contact officer’s name and position: | *Usually a parliamentarian’s advisor.* |
| Email address: | *Best email for contact officer and delivery of response* |
| 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 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 eg ‘Increase the level of child care subsidy available to families with income below $60,000 by 20 per cent’.*  *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.*   *Distributional analysis can help outline who is impacted by this proposal.*  *For detailed requests, attach an example of how you would like the information to be presented. 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 2022’.* |
| Is the policy ongoing? | Ongoing  Non-ongoing  *Ongoing policies continue in perpetuity, non-ongoing policies cease after a specified time period. 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.* | |