**Impact Analysis Statement template**

A Summary Impact Analysis Statement (IAS) must be completed for all regulatory proposals. A Full IAS (see Box 1) must also be completed and attached for proposals that have significant impacts. Once completed, the IAS must be published.

**Summary IAS**

**Details**

|  |  |
| --- | --- |
| **Lead department** |  |
| **Name of the proposal** |  |
| **Submission type** (*Summary IAS / Consultation IAS / Decision IAS)* |  |
| **Title of related legislative or regulatory instrument** |  |
| **Date of issue** | xxxx 20XX  |

***For proposals noted in table below, complete and delete rows where applicable. No further analysis is required.***

|  |  |
| --- | --- |
| **Proposal type** | **Details** |
| **Minor and machinery in nature** | *“This proposal is minor and has zero/negligible regulatory costs [for example, correcting technical errors or minor updates]”* *or**“This proposal is machinery in nature, to [for example, gazettal processes, update fees in line with indexation, update schedules etc] and does not result in a substantive change to regulatory policy or new impacts on business, government or the community”* |
| **Regulatory proposals where no RIA is required** | *“The proposal relates to* [regulatory type not requiring RIA\*]*. No regulatory impact analysis is required under the Better Regulation Policy.”* |
| **Cabinet exemptions** | *“This proposal was exempted from further impact analysis due to [reasons], [note if Cabinet request Post Implementation IAS]”* |

\*Refer to [*The Queensland Government Better Regulation Policy*](https://qpc.qld.gov.au/content/best-practice-regulation/best-practice-regulation.html) for regulatory proposals not requiring regulatory impact analysis (for example, public sector management, changes to existing criminal laws, taxation).

***For all other proposals, complete below.***

|  |
| --- |
| **What is the nature, size and scope of the problem? What are the objectives of government action?** |
|  |
| **What options were considered?**  |
|  |
| **What are the impacts?** |
|  |
| **Who was consulted?** |
|  |
| **What is the recommended option and why?** |
|  |

**Impact assessment**

***All proposals – complete [do not delete]:***

|  |  |  |
| --- | --- | --- |
|  | **First full year** | **First 10 years\*\*** |
| **Direct costs – *Compliance costs\****  |  |  |
| **Direct costs – *Government costs***  |  |  |

\* The *direct costs calculator tool* (available at [qpc.qld.gov.au/best-practice-regulation](https://qpc.qld.gov.au/content/best-practice-regulation/best-practice-regulation.html)) should be used to calculate direct costs of regulatory burden. If the proposal has no costs, report as zero. \*\*Agency to note where a longer or different timeframe may be more appropriate.

***Significant proposals – also complete this table and a full IAS (refer box 1 below):***

|  |  |  |
| --- | --- | --- |
|  | **First full year** | **First 10 years** |
| **Total costs*\*\*\**** |  |  |
| **Total benefits*\*\*\**** |  |  |
| **Net present value*\*\*\**** |  |  |

\*\*\* Detail and assumptions should be recorded in the Full IAS.

**Signed**

Director-General [insert title] Minister [insert title]

Date: Date:

|  |
| --- |
| **Box 1 Full Impact Analysis Statement**For all significant proposals, a full IAS to be attached: |
| 1. Identification of the problem
2. Objectives of government action
3. Consideration of options
4. Impact analysis of the options
5. Consultation
6. Conclusion and recommended option
7. Implementation, compliance support and evaluation strategy

Refer to [The Queensland Government Better Regulation Policy](https://qpc.qld.gov.au/content/best-practice-regulation/best-practice-regulation.html) for further detail. |