



## **GUIDE TO ELECTION COSTING REQUESTS**

In accordance with the Caretaker Conventions applying for the 2021 State Election, major political parties may seek a public sector costing of election commitments from the Under Treasurer. The Conventions require that:

- all such requests must be provided in writing by the Leader of the party and be addressed to the Under Treasurer;
- the policy to be costed must have been publicly announced by the requesting party at the time of seeking the Under Treasurer's costing determination;
- requests for costing should be succinct, and must clearly describe the policy to be costed together with any available estimating assumptions used or summary financial information; and
- costing requests must be lodged no later than 5:00pm on Friday, 5 March 2021.

A pro-forma template is attached and should be used in completing the costing request. Requests should be lodged with the Office of the Under Treasurer at [undertreasurer@treasury.wa.gov.au](mailto:undertreasurer@treasury.wa.gov.au).

The Caretaker Conventions require a costing to be released by the Department of Treasury within three working days of receiving a formal request. The release will be in the form of correspondence to the Leader initiating the request and publication on the Department of Treasury website.

Department of Treasury

3 February 2021

# REQUEST FOR COSTING AN ELECTION COMMITMENT – PRO-FORMA

Please provide the following information to the Under Treasurer when requesting an election commitment costing.

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## 2021 ELECTION COSTING REQUEST

Name of Commitment	
Date commitment was publicly announced	
Description of commitment, including intended outcomes	
Agency to administer the policy	
Leader requesting costing Signature	

### KEY ASSUMPTIONS

Please consider the following when completing the table below.

- Include estimated costs for each year of the forward estimates period (2020-21 to 2023-24).
- Include any split of operating expense (recurrent) and infrastructure costs (capital).
- If the commitment includes an infrastructure project that goes beyond the forward estimates period, please indicate the estimated total cost of the project and associated cash flows.
- Indicate if the commitment requires additional staff (Full Time Equivalents (FTEs)).

	2020-21 \$m	2021-22 \$m	2022-23 \$m	2023-24 \$m
Expense				
Infrastructure spending (capital)				
Revenue				
Additional FTEs				
Source of Funding				
Central Funding (Consolidated Account)				
Other Funding Sources (e.g. fees and charges, Commonwealth)				

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**2021 ELECTION COSTING REQUEST (CONT.)**

Project Timing	Start: Finish: Period: (e.g. 3 years)
Cost Escalation	CPI applied?: Yes/No
	Please state value of rate applied:
<i>Additional Assumptions – please list all other assumptions, for example, expected future demand changes, eligibility criteria for recipients, number of people affected by the policy, take-up rate, relation to existing policy/program/project, data sources used, etc.</i>	
Assumption	Include Detail
Assumption	Include Detail
Assumption	Include Detail
Assumption	Include Detail

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It would be preferable for costing requests for each individual initiative to be limited to two pages, including description of accompanying assumptions.