



## GUIDE TO ELECTION COSTING REQUESTS

In accordance with the Caretaker Conventions applying for the 2025 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 for election commitment costings must be provided in writing by the Leader of the party and be addressed to the Under Treasurer;
- the policy to be costed needs to have been publicly announced by the party at the time of seeking the costing determination;
- requests for costing should not exceed two pages, and must clearly describe the policy to be costed together with any available assumptions or summary financial information; and
- costing requests must be lodged no later than **5.00pm on Thursday, 27 February 2025**.

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**

5 February 2025

# REQUEST FOR COSTING AN ELECTION COMMITMENT – PRO-FORMA

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

## 2025 ELECTION COSTING REQUEST

<b>Commitment Title</b>	
<b>Agency to administer the initiative</b>	
<b>Date commitment was publicly announced</b>	
<b>Description of commitment, including intended outcomes</b>	
<b>Leader requesting costing signature</b>	

## KEY ASSUMPTIONS

**Please consider the following when completing the table below.**

- Include estimated costs for each year of the forward estimates period (2024-25 to 2027-28).
- Include any split of operating expense (recurrent) and asset investment program 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)).

Cashflows	2024-25 (\$m)	2025-26 (\$m)	2026-27 (\$m)	2027-28 (\$m)
Revenue				
Expense				
Infrastructure Spending (Capital)				
Additional FTEs				
Source of Funding				
Central Funding (Consolidated Account)				
Other Funding Sources (e.g. fees and charges, Commonwealth)				

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### 2025 ELECTION COSTING REQUEST (CONT.)

<b>Project Schedule</b>	Start: Finish: Period: (e.g. 3 years)
<b>Cost Indexation or Escalation Applied</b> e.g. CPI	Please state rate applied
<b>Additional Assumptions</b> – 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.	
Assumption	Include details
Assumption	Include details
Assumption	Include details
Assumption	Include details

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