**Assignment 1:** Policy report – 2500 words

Policy Topic: 'Smoking Cessation in Public Places in Australia and other Asian Countries’

**Tip:**

* Compare the same policy in other countries as well. Therefore if you see how smoking dealt elsewhere and make some comparisons.
* There should be minimum of 25 paragraphs with around 100 words each.

The purpose of this assignment is to gain experience in providing policy advice. A policy report is a succinct document that provides Ministers, Parliamentary Secretaries and Directors with high quality advice on a policy issue. A policy report aims to set out clear information about the issue or problem. It is important that you identify the audience for the report and you consider what questions will be at the forefront of their minds.

**To undertake this assignment you must:**

* Select a policy problem or issue of your interest (there does not have to be a current policy on the issue)
* Explain why you believe the issue/problem needs further exploration (point to evidence or data to support your position; consider if there has been obvious market or government failure)
* Provide background detail on the issue or problem (how has this issues been addressed previously; or why have policy makers ignored this issue; what is the current approach, consider the policy design mix and intersection with other policy domains )
* Identify a range of possible options to address the issue (look at what is currently in place; why isn’t this strategy working? Consider whether there needs to be a change in the policy implementation tools, institutional and regulatory changes)
* Discuss the implications of these options (does one stand out as the most effective? What is the political context, are there powerful interests at play? Look at other jurisdictions to see what has worked)
* Develop a list of recommendations

**Format for the Policy Report: 2500 words**

This assignment is to be written in report format, grammatically correct sentences are integral to good report writing, dot points should be kept to a minimum. The following format provides a guide.

1. **Executive Summary** (or abstract). State the problem and identify why the audience must pay attention to the issue, outline your methods and analysis and point to the findings.
2. **Table of contents (not counted in the word limit)**
3. **Introduction**. Outline why this issue is important and why the intended audience needs to pay attention to the issue; include an outline of the structure of the report.
4. **Background**. Summarise the problem paying attention to research in the area. It is important to demonstrate what your report will add to current perceptions on the issue. In this section it is really important to bring your audience with you; you want to convince the audience that this approach is indeed necessary.
5. **Policy options.** In this section is it important to highlight the current options and to provide any necessary arguments to alter these options. You may consider how the proposed changes will improve policy outcomes (look at what other jurisdictions have done) or you may want to demonstrate there will be significant cost savings involved.
6. **Discussion and implications.** This section requires you think through the policy issue, consider the implications of these changes; perhaps identify critiques of your suggestions and provide some counter arguments.
7. **Recommendations.** From the above discussion the recommendations should be clear and concise.
8. **References (not included in the word limit)**