

## Preparing a Government Amendment Paper for a Bill before the House

This document provides a summary of the key steps agencies need to take to meet obligations under the Regulatory Standards Act when preparing a Government Amendment Paper. Visit [Turning Policy Into Law | Parliamentary Counsel Office](#) for other information and requirements for legislation.

### Amendment drafting: RAS & CAS Process

- Create a new proposal in [RIA Online](#) and receive a tracking number.
  - Notify MfR (through RIA Online) if your agency has determined the proposal is exempted from preparing a Regulatory Analysis Summary (RAS).
  - Submit process confirmation (through RIA Online) for templates and QA.
- Write a new RAS, update the existing RAS, or prepare an addendum using the [RAS guidance](#).
- Check if the Bill/Amendment is [excluded](#) from the Regulatory Standards Act.
  - If the Bill/Amendment is excluded, you do not need to produce a Consistency Accountability Statement (CAS).
  - Note that even if the Bill has a RAS exemption, you may still need to produce a CAS, and vice versa.
- Check if the [amendment is material](#) by consulting the [materiality guidance](#).
  - If the Government amendment will not materially change the Bill, [apply to MfR](#) for an exemption from CAS requirements.
- Prepare a [CAS](#) and Summary of Underpinning Analysis.
  - Using the [s26 Guidance](#), the [Cabinet Circular](#), and the [templates](#), prepare a CAS and Summary of Underpinning Analysis.
  - If it is not reasonably practicable to produce a CAS prior to parliamentary scrutiny, you must prepare a CAS, Summary of Underpinning Analysis, and Statement of Reasons (if applicable) for the Minister to present to the House as soon as reasonably practicable after Parliamentary scrutiny.
- If an inconsistency is identified in the CAS, the Minister must prepare a Statement of Reasons. [Optional templates](#) can be used for this.

### Cabinet Committee: RAS & CAS Process

- If the Government amendment is considered by Cabinet, any new or updated RAS or addendum, CAS, Summary of Underpinning Analysis, and Statement of Reasons which have been produced for the Amendment paper should be included with any Ministerial consultation and submitted alongside the Cabinet paper.

### When released: Publication

- If a RAS, CAS, Summary of Underpinning Analysis, and Statement of Reasons (as applicable) have been prepared, the Parliamentary Counsel Office will include or link to these from the explanatory note of the Amendment paper. Ensure that any links in the explanatory note are live and working before the amendment paper is released.
- Once the Amendment paper is released, publish outstanding RAS, CAS, Summary of Underpinning Analysis, and Statement of Reasons (as applicable) as soon as practicable, according to the [Publication Requirements](#).
  - If the CAS was not presented to the House prior to Parliamentary scrutiny, the Minister must present the CAS, Summary of Underpinning Analysis, and Statement of Reasons (if applicable) to the House as soon as reasonably practicable.