

This document summarises key steps for responsible agencies to meet obligations under the [Regulatory Standards Act 2025](#) (the Act) and the Cabinet circular [CO \(26\) 2 Expectations for Good Law-making](#) when preparing review plans. For more information see both [Plans for reviews of existing legislation - Guidance for agencies](#) (Review Plan Guidance) and [Part Three of Guidance issued under section 26 of the Act](#).

Scope the legislative stock

- ☐ Identify primary and secondary legislation administered by your agency that is subject to review requirements.
 - Excluded legislation does not need to be included in a review plan (see [Exclusions from the Act](#)).
 - Refer to Section 18 of the Act for when secondary legislation should be included within a review plan.

Develop the plan

- ☐ Explain the intended approach and indicative timeframes for the review of the identified legislation for consistency with the principles of responsible regulation.
- ☐ Describe the prioritisation approach for planned reviews, such as risk, age of legislation, stakeholder concern, compliance cost, operational issues, sunset/statutory review clauses, or sector change.
- ☐ For each review included in the plan, consider providing further information, such as any helpful context, scope, purpose, timing, lead agency, Minister, and links to related work.

Additional considerations for public service agencies

- ☐ Prepare a core schedule of planned reviews looking at least two years ahead.
- ☐ Include both reviews assessing consistency with the Act's principles of responsible regulation as well as other reviews involving legislation, such as statutory, post-implementation, stewardship, or performance reviews.

Additional considerations for major regulatory agencies (see list in section 9 of Review Plan Guidance)

- ☐ Organise review plans by regulatory system and work with other agencies in the system.
- ☐ Consider combining review plans with [advance regulatory plans](#).

Endorse, publish, and maintain

- ☐ Seek responsible Minister endorsement for planned reviews where appropriate.
- ☐ Publish the plan on the agency website and update it at least annually, or earlier if priorities change.
- ☐ Track delivery and report annually on performance in carrying out the plan.

Prepare consistency accountability statements (CAS) following reviews

- ☐ Following reviews against the principles of responsible regulation, prepare a CAS and Summary of Underpinning Analysis.
 - Use the s26 Guidance, the Cabinet Circular, and the [templates](#).
 - A Summary of Underpinning Analysis must be produced by agencies subject to Cabinet direction. For agencies not subject to Cabinet direction, producing a Summary of Underpinning Analysis is recommended best practice. See the Cabinet Circular for details.
- ☐ If an inconsistency is identified in the CAS, the Minister/maker must prepare a Statement of Reasons. See an optional template which can be used for preparing a Statement of Reasons.
- ☐ For CASs produced for existing primary legislation, support Minister to present the documents to the House.
- ☐ Publish CAS, Summary of Underpinning Analysis, and Statement of Reasons (if applicable) according to the [publication requirements](#).
 - The Publication Requirements apply to agencies subject to Cabinet direction. For agencies not subject to Cabinet direction, following the Publication Requirements is recommended best practice.