

RIS/BCCS Adequacy Checklist

Title of Paper:

Is the level of analysis commensurate with the impact of the policy proposal?	Yes / No / Comment
Regulatory Impact Statement	
Is it clearly stated in the RIS what is the fundamental problem being addressed? Is the magnitude of the problem identified? Is a case made for why government action is needed?	
Is there a clear articulation of the policy objectives sought by government action? Have the outcomes, goals or targets of the proposed government action been reflected in the policy objective statement?	
Are the key features of the status quo specified? Is a range of viable options (with identifying key features) assessed including, as appropriate, non-regulatory options? Is there a clear statement as to which is the preferred option? Is it clear why the unfavoured options have been discarded?	
Have the regulatory costs been specified and the groups likely to be affected by them identified? Have the impacts of the costs on each group been identified? Both costs and benefits for the preferred option must be addressed, including quantitative information where possible.	
What was the form of consultation ? Have the significant concerns of those consulted been articulated? Is it clear how the concerns were addressed? If no consultation was undertaken, there must be an explanation as to why not.	
Business Compliance Cost Statement	
Have the sources of compliance costs on business been identified and clearly articulated in the BCCS? Is there a clear statement as to which of those costs are one-off and which are recurring or on-going?	
Have the parties likely to be affected been identified by size and sector and, where possible, the numbers in each category stated?	
Has information been provided on quantitative (where appropriate) and qualitative estimates of compliance costs ?	
Is there a clear statement as to the steps taken to ensure that compliance costs have been kept to a minimum for the proposal?	

You need to allow adequate time for the Regulatory Impact Analysis Unit to review the RIS/BCCS and to allow for further iterations and further review