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| MEMO |
| SUBJECT | **Legislation Final Approval: <Title of Legislation>**  |
| TO | <Insert name and position of Responsible Executive> |
| THROUGH | Mr Philip Harrison, General Counsel, University Legal Office |
| CC | <Insert name and position of anyone this memo is being copied to> |
| FROM | <Insert name and position of formal proposer> |
| DATE | <DD Month YYYY> |

**NOTES:**

* **Please limit proposal to two pages where possible**
* **This request should be accompanied by the legislation as drafted.**
* **Please re-read the** [**University Legislation Policy**](https://policies.anu.edu.au/ppl/document/ANUP_016207) **and** [**Procedure**](https://policies.anu.edu.au/ppl/document/ANUP_016208)**, before you commence writing this approval request.**

**Background**

<Set out the background to the legislation, including when the Responsible Executive approved the proposal to develop this legislation>

**Description of the legislation**

<Set out a short description of the legislation, including the policy objective(s) and an outline of the legislative measures included. You should also highlight any issues of significance that emerged during the drafting process>

**Relevant legislative or other mandatory requirements**

<Set out how the legislation has sought to comply with any relevant legislative or other mandatory requirements. Delete section if not relevant>

**Timing considerations**

<Set out any remaining timing considerations, including deadlines for making>

**Consequential or other minor amendments**

<Provide a brief outline of the nature of any consequential or other minor amendments that have been included. Delete section if not relevant>

**Consultation**

<Set out the consultations undertaken about the proposal, including the stakeholders that have been consulted. Set out the outcome of the consultations that have been undertaken. You should highlight any issues of significance that emerged during the consultation process>

**University Legislation Policy and Procedure**

<Set out any whether the legislation has been drafted in compliance with the [University Legislation Policy](https://policies.anu.edu.au/ppl/document/ANUP_016207) and [Procedure](https://policies.anu.edu.au/ppl/document/ANUP_016208). Outline any compliance issues that have arisen during drafting, and how they have been dealt with, including through obtaining a view or direction from the Corporate Governance and Risk Office>

**Other relevant matters**

<Set out any other matters of relevance. Delete section if not relevant>

**Recommendation**

It is recommended that you approve the <insert title of legislation> for making by the <Vice-Chancellor / Council>. Following your approval, the drafted legislation will be forwarded to the Corporate Governance and Risk Office who will arrange for the making and registration of the instrument.

<SIGNATURE>

**<INSERT NAME OF FORMAL PROPOSER>**