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| MEMO |
| SUBJECT | **Drafting Instructions: <Working Title of Legislation>**  |
| TO | <Insert name of allocated legislative drafter. The Corporate Governance and Risk Office can advise of this> |
| CC | Mr Chris Reid, Director, Corporate Governance and Risk Office |
|  | <Insert name and position of anyone else this memo is being copied to> |
| FROM | <Insert name and position of formal proposer or instructing officer> |
| DATE | <DD Month YYYY> |

**NOTES:**

* **Set out the drafting instructions in plain English**
* **Ensure the drafting instructions are consistent with your Legislation Proposal**
* **The drafting instructions may, but need not, be accompanied by a first draft of the proposed legislation.**

**Background**

<Set out the background to the proposal>

**Description of the proposal**

<Set out a description of the proposal, including an explanation of the policy objective(s), how the policy objective(s) is proposed to be achieved and why the policy objective(s) is proposed to be achieved in that way>

**Instructions**

<Provide information about all relevant matters of detail intended to be covered by the legislation, including details of existing provisions affected by the proposal. You should include here who will make the instrument (this will usually either be the Council or the Vice-Chancellor)>

**Relevant legislative or other mandatory requirements**

<Set out any relevant legislative or other mandatory requirements. Delete section if not relevant>

**Consequential or other minor amendments**

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

**Timing considerations**

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

**Contacts**

<Set out the name and contact details of the person who is to be the instructing officer for the proposal>

**Other relevant matters**

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

<SIGNATURE>

**<INSERT NAME OF FORMAL PROPOSER OR INSTRUCTING OFFICER>**