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| --- | --- |
| MEMO | |
| SUBJECT | **Minor Amendment: <Title of Legislation>** |
| TO | <Insert name and position of Responsible Executive> |
| 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> |
| DATE | <DD Month YYYY> |

**NOTES:**

* **Only use this template, if the proposed legislation is intended only to give effect to a minor amendment of an existing legislation.**
* **Please limit proposal to two pages where possible**
* **Please 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 minor amendment proposal.**
* **A minor amendment, of legislation, is an amendment that:**
  + **makes a textual or presentational change of a formal, drafting or minor technical nature; or**
  + **corrects or updates a reference to a law or instrument, a provision of a law or instrument, a position, an entity or anything else; or**
  + **omits a redundant or obsolete provision or a provision that is not needed for legal or policy reasons; or**
  + **is consequential on any other amendment made (or proposed to be made) to the legislation or other legislation; or**
  + **makes any other change that does not alter, or significantly alter, the policy intended to be given effect by the legislation.**

**Background**

<Set out the background to the existing legislation, that is, its purpose and function>

**Description of the proposal**

<Set out a description of the minor amendment, including why the minor amendment is required>

**Relevant legislative or other mandatory requirements**

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

**Timing considerations**

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

**Comments from Corporate Governance and Risk Office and the General Counsel**

<Set out any comments of the Corporate Governance and Risk Office and the General Counsel on the proposal. Alternatively, you may delete this section, and attach a relevant email or memo from either office>

**Other relevant matters**

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

**Recommendation**

I recommend that you approve the proposal to draft a minor amendment to the <Title of Legislation>.

<SIGNATURE>

**<INSERT NAME OF FORMAL PROPOSER>**