|  |  |  |
| --- | --- | --- |
| MEMO  Business Area | | |
| **To:** | Professor Steve Chapman, Vice-Chancellor | |
| **From:** | xxx | |
| **Via:** | Professor Arshad Omari, Senior Deputy Vice-Chancellor  Ms Jo Quinn, Director & General Counsel, Strategic and Governance Services Centre | |
| **Subject:** | Rescission of xxx Policy | |
| **Date:** |  |  |

**Purpose**

To seek your approval for the rescission of the xxx Policy.

**Background**

1. xxx
2. xxx
3. xxx

I confirm I have sought advice from Strategic and Governance Services Centre and endorsement to rescind has been given.

**Recommendation**

I recommend that you approve the rescission of the xxx Policy.

[Policy Owner / Contact Person]

**Name**

**Title**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Date** | **Signature** |
| **ENDORSED** | **[Insert name] Policy Owner (if the Policy Owner is not the author of this memo)**  **[Insert title]** | Delete this row if not applicable |  |
| **ENDORSED** | **Director, Strategic and Governance Services** |  |  |
| **ENDORSED** | **[Insert name] Relevant Senior Executive – eg. Senior Deputy Vice-Chancellor / Vice-President (Corporate Services)**  **(if Senior Executive is not the Policy Owner)**  **[Insert title]** | Delete this row if not applicable |  |

|  |  |
| --- | --- |
| **…………………………………………………………**  **PROFESSOR STEVE CHAPMAN**  **VICE-CHANCELLOR**  **Dated:** | **[ ] Approved**  **[ ] Not approved** |