

Policy Consultation and Feedback Template

Draft policies and procedures will undergo a period of institute wide consultation of not less than 10 working days allowing staff of the Institute to provide feedback.

Name of policy/
schedule/
procedure/
guideline:

Brief summary of significant changes to current practice or existing policy or procedure and who will be affected by the changes:

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1. Initial Consultation

List positions, committees or units who were consulted or whose views were considered during the policy and procedure development process. ie. key stakeholders relevant to the subject matter.

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2. Institution Wide Consultation Process

Complete the following table to document feedback received from the Institute wide consultation process.

Individual, Unit, Group	Date Received	Feedback Summary	Policy Delegate Comments
List positions, committees, or units that provided feedback during the Institution wide consultation process	Date when feedback was received	Summarise the material issues or concerns raised and any suggested modifications	Address the feedback received. State whether any suggested modifications will be adopted or rejected and the justification for the response

3. Submission Details

Completed consultation and feedback templates should accompany a submission for endorsement to the Policy Committee, and the approval authority.

Policy Authority/Sponsor: Executive Management Committee

Date: 23.2.2016

Endorsed by BOD:18.3.2016