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:

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.

2. Institution Wide Consultation Process
Complete the following table to document feedback received from the Institute wide consultation process.

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

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