**Summary of Feedback – (Policy Name)**

The draft (name) document was released on the bulletin board for a period of 2 weeks (method of releasing document). xx staff viewed the draft policy, and xx staff submitted feedback. Optional - Some feedback was unable to be addressed due to low levels of detail provided.

Add any further detail required to explain the consultation process, or any future plans for further consultation.

The feedback received was actioned in the draft document as follows:

| **Clause** | **Respondent** | **Feedback Provided** | **Action Taken** |
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