|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | **Document Consultation and Feedback Record**  ***For information about this record’s purpose –*** [***read Unitec’s Framework for Policy Development and other Associated Documents***](http://thenest.unitec.ac.nz/shadomx/apps/fms/fmsdownload.cfm?file_uuid=036A24C7-09D0-474F-B148-592AE4F55D9D&siteName=unitecintranet) | | | | |
| ***Once completed send this record, its attachments and the final draft version of the document for which you are seeking approval to the person/group that will be providing this approval.*** | | | | | | |
| **Document Title:** | | | | | **Draft No:** | **Date:** |
| **Document Owner:** | | | | | **Document Sponsor:** | |
| **Summary of New Document/Changes Proposed:** | | | | | | |
| **Groups / Positions Potentially Affected by Proposed New Document/Changes:** *(these should be the persons from whom feedback on changes are sought)* | | | | | | |
| **Record of Consultation**  (attach any relevant correspondence sent to those being consulted) | | | | | | |
| **Position Title** (or group) | | | **Feedback Received?** | **Summary of Feedback Received and How Used to Shape Policy** | | |
|  |  | |  |  | | |
|  |  | |  |  | | |
|  |  | |  |  | | |
|  |  | |  |  | | |
|  |  | |  |  | | |
|  |  | |  |  | | |
|  |  | |  |  | | |
|  |  | |  |  | | |
|  |  | |  |  | | |