

[insert organisation name here & logo above]

# Policy Review Form

## How to use this template<sup>1</sup>

This template can be used to review any policies to help with updating and to assist with evaluating whether the policy is achieving the intended purpose.

Policy name:

Review date:

Lead reviewer:

Next review due:

How well has the policy achieved its purpose and outcomes?

[Comments]

[Specific changes to be made to policy]

What concerns or implementation issues have been identified throughout the life of the policy?

[Comments]

[Specific changes to be made to policy]

**What relevance does this policy have to operations (including other policies)?**

[Comments]

[Specific changes to be made to policy]

**What new information needs to be included?**

[Comments]

[Specific changes to be made to policy]

**What needs to be done to make this policy consistent with external &/or regulatory requirements?**

[Comments]

[Specific changes to be made to policy]

**Policy updated on:**

**Policy endorsed by Board:**

**Policy communicated to staff through:**  **on:**

**Lead reviewer signature:**

**References**

<sup>1</sup> Procedure Template from the *NADA Policy Toolkit*, accessed online at <http://www.nada.org.au/resources/nadapublications/resourcestoolkits/nada-policy-toolkit/> on 7 April 2015.