**Collated Consultation Feedback and Responses:**

<Policy name>

<add here a summary of the consultation process and feedback (e.g., “The *XYZ Policy* was placed on the University’s [draft policies webpage](https://intranet.ecu.edu.au/staff/centres/strategic-and-governance-services/our-services/legislation-and-policy/policy-tools-and-templates) and a news item added to ECU Matters advising of the consultation period (11 Aug 2025 to 29 Aug 2025) and that feedback could be provided by email to Jo Bloggs ([jo.bloggs@ecu.edu.au](mailto:jo.bloggs@ecu.edu.au)). Nineteen responses were provided, and these have been collated and responded to in the below table.”)>

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| SECTION OF POLICY / PROCEDURE | FEEDBACK RECEIVED | RESPONSE |
| EXAMPLE – DELETE BEFORE USING  Section 2.4.1 (Decision-making) | <optional: Centre/School/Org Unit or Position Title of submitter>   1. Submitter noted that the clause on decision-makers was vague and should specify each decision-maker by position and name. 2. Submitter noted that list of decision-makers should also include the Vice-Chancellor. | 1. Ambiguous wording around decision-makers now clarified and position titles included. Individual names not included as (i) inappropriate for University Policy and (ii) prone to frequent change. 2. Vice-Chancellor added to list of decision-makers. |
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