### How to undertake all-of-University consultation

1. **Policy developer:** Have a draft policy ready for consultation (Word document with tracked changes, and with or without any explanatory comments; policy developer's choice), an email address and a consultation closing date (mindful of any mandatory minimum consultation periods and ECU Matters' [submission deadlines](https://intranet.ecu.edu.au/staff/centres/brand-and-marketing/our-services/media-enquiries-and-public-relations/ecu-matters)).
2. **Policy developer:** Prepare a draft staff news item for ECU Matters (guidance [here](https://intranet.ecu.edu.au/staff/centres/brand-and-marketing/our-services/media-enquiries-and-public-relations/ecu-matters)) with:
   1. A brief explanation of what's proposed with the policy and why / the benefits of change;
   2. The closing date for feedback; and
   3. A link to the [draft policies webpage](https://intranet.ecu.edu.au/staff/centres/strategic-and-governance-services/our-services/legislation-and-policy/draft-policy).
3. **Policy developer:** Send an email to [policy@ecu.edu.au](mailto:policy@ecu.edu.au) requesting publication and with the document and info from Step 1.
4. **Policy team (SGSC):** Will publish the draft document (service standard is 48 hours but typically will be done same day) and will advise by email once published. This email will also include how to deal with consultation feedback and next steps in the policy development/review and approval process.
5. **Policy developer:** Submit the news item to ECU Matters, and – optionally – inform key stakeholders directly of the opportunity to provide feedback.
6. **Policy developer:** Collate and respond to consultation feedback (e.g., using Collated Consultation Feedback & Response Template).
7. **Policy team (SGSC):** On the day after consultation closes, will remove the document from the draft policies page and will advise by email once completed. This email will also provide next steps in the policy development/review and approval process.