

b. As a technique, when responding to identified issues, a reply matrix may be used to provide justification or clarification. The following response categories provide a standardised option for these replies:

- (1) **Agree.** Concur with suggested comment. Make appropriate changes.
- (2) **Partially Agree.** Agree with a portion of the suggested comment, with caveats.
- (3) **Disagree.** Do not agree with suggested comment. Appropriate justification provided.
- (4) **Noted.** Will take into consideration during future planning, but will not make a change.