

Table 3 Documents that MPI suggests an industry organisation submits to the Minister as evidence of consultation for demonstrating mandate

Document	Purpose	Audience	Content	Outcome sought	Why required
Consultation plan	To set out the approach for consultation with the sector.	The Minister, MPI, the industry organisation	Describes the businesses, individuals, and body members that make up the sector. Provides an overview of what is being consulted on. Outlines the methods that will be used to communicate and consult with the audience. Describes the evidence that will be collected to show that the intended audience has been made aware of the proposal and has had sufficient opportunity (including methods) to consider and provide comment. NOTE: If an industry organisation chooses to do a single round of consultation that covers both mandate and establishing a Biosecurity Act Levy(s), then one consultation plan covering both items will suffice.	Through implementation of the plan, all businesses, individuals, and members that make up a sector and that would be affected by a GIA will have been made aware of the proposal and have had sufficient opportunity to comment.	The Minister requires evidence that the sector has been appropriately consulted. A documented consultation plan, with evidence of implementation (e.g. advertisements, sector communications) attached as an appendices to the application is a good way to do this.
Consultation document	To communicate the proposal to sign the Deed (including mandate requirements and implications). To seek feedback from those affected.	Sector participants, including businesses, individuals, and body members that make up the sector.	The justification for signing the Deed (including costs and benefits). The pre-requisites for joining, including the implications of assigning mandate. A list of specific items where feedback and a statement of support (or other feedback) is required, including: 1. The proposal to enter into a the GIA 2. The way in which an industry organisation proposes to represent the sector in joint decision-making under the GIA 3. Proposed funding arrangements (for Readiness and Response activities, and minimum commitments) 4. Proposed Body Corporate (if one doesn't already exist) The process for providing feedback (including timeframes). NOTE: If an industry organisation chooses to do a single round of consultation that covers both mandate and establishing a Biosecurity Act Levy(s), then one consultation document covering both items will suffice.	A document that can be used as the basis for sector consultation, and that will generate relevant feedback.	The Minister requires evidence that an industry organisation has consulted with the Sector and given due regard to feedback. Attach relevant consultation submissions, member feedback and response to feedback and/or grouped feedback into summary of issues and detail response to feedback received. Note: The sector participants are also likely to want to know the results of the Consultation process, and this analysis and communication to sector participants of the results would provide a useful input.

Sector feedback	To report on what sector participants think about signing the Deed and other mandate requirements.	The Minister, also potential to use with the sector participants.	Collated feedback received from individuals and businesses that make up the sector, on the proposal to join the GIA (refer above).	A clear position from the businesses, individuals, and members that make up a sector on whether or not they support the proposal to join the GIA and to be represented by the industry organisation.
Analysis of feedback	To determine whether there is support from across the sector to join the GIA.	The Minister, also has potential use with sector participants	Analysis of the feedback and implications for the industry organisation's proposal to sign the GIA.	A clear position from the sector as a whole on whether or not they support the proposal to join the GIA and to be represented by the industry organisation.