

2 Making submissions on the proposals

2.1 CONSULTATION

Individual legislative frameworks and government guidelines require MPI to consult with affected parties on cost recovery mechanisms that best meet government guidelines while taking into account the parties' expectations and needs.

We will meet with key industry representative groups to seek their views on the cost recovery proposals presented in this document.

Feedback from individuals, businesses and other organisations is also invited.

2.2 DEADLINE FOR SUBMISSIONS

We must receive submissions on the cost recovery proposals contained in this document no later than **5 pm on 20 February 2015**. We may not be able to accept or consider submissions received after this time.

2.3 HOW SUBMISSIONS WILL BE USED

2.3.1 Analysis of submissions

We will analyse all feedback received from submissions. We will take that feedback into account when finalising proposals for the Government to consider.

We may follow up with some of those who make submissions if further discussion or clarification is needed.

We will produce a summary of all submissions and make it publicly available on our website.

2.3.2 Official Information Act 1982

The Official Information Act 1982 (the OIA) states that information should be made available unless there are grounds for withholding it. The grounds for withholding information are outlined in the OIA.

Reasons for withholding information could include information that is commercially sensitive or personal information such as names or contact details. Those making submissions should indicate any grounds for withholding information included in their submissions.

We will take any such indications into consideration when determining whether or not to release information or to include specific submission information in the published summary of submissions. The final decision on what will be released will remain with MPI.

Any decision by MPI to withhold information requested under the OIA may be reviewed by the Ombudsman.

2.4 HOW TO COMMENT ON PROPOSALS OR ANSWER QUESTIONS

We invite submissions from all interested parties affected by the cost recovery proposals included in this document and on the questions that accompany each proposal.

2.4.1 Preparation of submissions

The following points may assist in preparing a submission:

- When commenting on a specific item or question, please include the reference information (for example, “Common#1”), section number, paragraph number or Table/Figure number that clearly identifies the item being discussed.
- Be as specific as possible in your statements. For example, use phrases such as ‘I support the fee increase in Wine#... for the following reasons...’ and ‘I disagree with the fee increase proposed in APA#...for the following reasons...’. In that way, you will help us to report your views accurately and enable us to gauge the level of support for individual proposals.
- Please focus your submission on cost recovery for MPI services as discussed here. This submission process is not the most effective channel to raise broader policy issues or challenges affecting your sector.
- You may find it helpful to present your feedback in terms of the key cost recovery principles (section **Error! Reference source not found.**) and the potential impact on your business or sector.
- Where possible, please use examples, or data, to illustrate your points.

2.4.2 What to include in your submission

Please include the following information in your submission:

- the title of this document;
- your name, and title;
- your organisation’s name (if applicable);
- your contact details – mailing and email addresses, and telephone numbers (cell phone and landline).

2.4.3 Format for submissions

Typed submissions are preferred, although submissions in clear handwriting will be accepted.

Typed submissions should be sent in Microsoft Word or email format. PDF documents are not compatible with our submission processing systems.

2.5 ADDRESS FOR SUBMISSIONS

- 1) Submissions, queries and other feedback can be emailed to:

costrecovery@mpi.govt.nz

- 2) Paper documents should be posted to:

Cost Recovery Review Consultation
Policy & Trade Branch
Ministry for Primary Industries
PO Box 2526
Wellington 6140

All submissions must be emailed or sent in time to reach us by the deadline. We cannot accept responsibility for submissions that are not received by the required deadline or where transmission is delayed because of reasons beyond our control.