

IWGQ COMMUNICATIONS MATRIX

Attachment 4

Name of Organisation	Structure	How Do You Convey Information?	What Percentage of Businesses in Your Activity Area is Covered by Your Members?
CBFCA	National and regional offices.	<p>Distribute through our web based email database to all members directly.</p> <p>Have the ability to target various groups such as corporate, individual members and those who are COMPILE users along with AQIS Accredited brokers. We can do this by region or nationally if required.</p> <p>Urgent information is sent via National News Flash system both nationally and regionally. Newsflashes are posted to CBFCA website. As they are placed on the website there is a prompt to ask if the particular notice is to be sent, to whom and which region.</p> <p>Lengthy articles and snippets of industry information and reports are put into CBFCA "web communicator" which is posted fortnightly to all members.</p>	75%
AFIF	National Secretariat based in Sydney	<p>AFIF conveys relevant information directly from the Secretariat office as needed which is generally every day. This information is sent out via email broadcast. AFIF also sends its membership a monthly summary bulletin comprising of latest issues / regular articles / AFIF training and corporate accommodation / travel specials. All current issues / broadcasts are then posted to the AFIF website.</p>	85-90%
FBIA	National office based on Victoria	Regular emails. All current issues are posted to website.	Over 45 organisations, including major importers. By volume FBIA membership would cover in excess of 50% of the imported food volume.

Name of Organisation	Structure	How Do You Convey Information?	What Percentage of Businesses in Your Activity Area is Covered by Your Members?
SAL	National office and national specialist committees with regional representation through State committees in NSW, VIC, SA, QLD and WA	SAL communicates with members both directly and through the State committees. Information is distributed by direct email, email newsletter every 6 weeks, quarterly magazine and an annual report. There is also a SAL website.	Cruise Ships: 80% Car Carriers: 80% Container Shipping: 80% Bulk Shipping: 50% All figures are approximations.
CAPEC	Registered office at DHL.	To members directly. Email as matters arise and meetings when necessary.	75%.
ACCI	National office in Canberra Membership of the ACCI consists mainly of State end Territory Chambers of Commerce, and a wide range of industry associations	Website and emails direct to member associations The Chamber provides trade and advisory services across the broad needs of importers and exporters	Most cargo interests covered
AATA	Subgroup of Board of Airline Representatives	Through existing working group consisting of all air terminal and cargo operators	Approximately 90%
AIMA	Part time secretariat (based in Sydney) and office bearers elected from the membership. There are a number of sub committees who are focused on specific areas – the Industry Liaison Committee is responsible for the relationship between ACS and AQIS.	The dissemination to the membership is almost exclusively handled through the Secretariat. The respective committee head prepares and submits the information though the secretariat who distributes it to the membership. Distribution is almost exclusively via email.	Approximately 75%.
Sydney Ports Cargo Facilitation Committee	Sydney based with Sydney Port Corporation secretariat	Information such as e-bulletins and alerts are e-mailed out of session, other information is exchanged at monthly meetings	Covers all Sydney Port Users which includes national associations such as road transport, importers etc
Melbourne Ports Cargo Facilitation Committee	Melbourne based with part time secretariat	Distribute through our web based email database to all members on the CFC List Server. Urgent information is sent via email to all members. Newsflashes, minutes, agendas of meetings, lengthy articles and industry information are put into CFCPOM website, and other information is exchanged at the monthly meetings.	Covers all Melbourne Port Users

Name of Organisation	Structure	How Do You Convey Information?	What Percentage of Businesses in Your Activity Area is Covered by Your Members?
APIA Ltd.	A fully incorporated structure, with national representation of paper industry suppliers and distributors.	Directly to members/contacts via e-mail correspondence, including frequent updates of industry developments. APIA also has a web site: www.australasianpaper.org	Approximately 95%+ of printing and communication paper suppliers and distributors
FIFA	Incorporated Association. National coverage. Office in Canberra.	By email to members and through web site at www.fifa.ans.au . Quarterly Board meetings and periodic meeting of an Import and Logistics Committee.	> 95%
ATIF	National coverage Technical Manager. Elected Chairperson.	By email to members and through web site at www.atif.com.au	80-90%
Patrick Terminals	National Office based in Melbourne.	Information such as e-bulletins and alerts if relevant are emailed out to all sites. Bi monthly management meetings discuss any AQIS issues.	Covers all Patrick Terminal and general Logistics Sites.
DP World Ports	National Office based in Sydney AQIS liaison based in Melbourne	All information, where relevant is emailed to all sites. Monthly management meetings discuss major AQIS issues.	Covers all DP World stevedoring, and transport sites.
ACCI	National Office in Canberra	Monthly bulletins to Regional ACCI offices for further distribution to member associations. Generally bulletins are alerts which refer to other sites such as the AICCC or AQIS for further information	Unable to provide information
FCAI	National Secretariat in Canberra	The FCAI communicates by email with its membership	99.9%