

Terms of Reference for the Nursery and Garden Industry Future Structure Committee

1. Introduction

Nursery and Garden Industry Australia Limited (NGIA) is the peak industry body representing commercial growers, retailers and suppliers in Australia. NGIA is charged with providing leadership, support and additional resources to drive key industry initiatives that meet the goals of the industry strategic plan. In recent years, the Nursery and Garden Industry (NGI) has struggled to deal with the challenges of its federated structure and the changing economic circumstances of its state based associations. In late 2015, the Board of the NGIA decided to establish a special project committee to review the future structure of the NGI.

2. Purpose

The purpose of the Nursery and Garden Industry Future Structure Committee (NGIFSC) is to conduct a broad ranging review of the current structure of the NGI and make recommendations on the future structure of the industry.

3. Scope

The NGIFSC is required to:

- Consult broadly with NGIA, State Associations and members.
- Consider the structure of similar national and international not for profit organisations and what can be learnt from their experience.
- Consider the financial implications of the current structure and make recommendations on financial efficiencies of any future structure.
- Make recommendations on the future structure of the NGI and what constitutional changes will be required.
- Consider the heritage issues associated with the current structure and how those matters can be preserved.
- Not to consider any issues arising from the Nursery Industry Levy.
- Whilst being cognisant of the potential of a wider “green” industry, this is not to be considered for the purposes of a future structure.

4. Authority

The NGIFSC is an appointed committee of the NGIA for funding, administration and the purposes described above. However, the NGIFSC is required to operate as an independent committee without interference or influence from the NGIA or State Associations.

5. Membership

The NGIFSC members are unpaid volunteers. The committee consists of:

Mr Garry Eyles (Chairman)
Mr Glenn Fenton (Deputy Chair)
Ms Gena Campbell
Mr Carl Heyne

The committee has the ability to appoint a facilitator to assist in conducting the review.

6. Meeting Arrangements

The NGIFSC is to develop a schedule of meetings by 31 January 2016.
(Below is the meeting schedule agreed at Meeting 1.)

Meeting 1 – 29 January 2016 – NGI Structure Team - Qantas Meeting room Sydney airport

Meeting 2 – February 2016 – at NGIA Conference – review budget and survey and facilitator proposals

18 February - Attend NGIA Board/State President/State CEO meeting

Meeting 3 – Mid June for mid-term review – date to be confirmed

Meeting 4 – Late August – two day workshop

Meeting 5 – November 2016 – date to be confirmed to finalise report and present to NGIA Board

The committee will also be able to meet when at State NGI and member consultation meetings.

7. Resources and Budget

The NGIFSC is to prepare a draft budget for consideration by NGIA by 15 Feb 2016. Budget considerations are to include:

- The maximum use of teleconference calls/meetings
- Town hall meetings/consultations are to utilise planned State Association meetings wherever possible
- A minimum of two committee members are required for consultation meetings.

8. Reporting

The NGIFSC is to provide an interim report on key findings and options to NGIA by mid-September 2016.

A final report is to be provided by November 2016.

(Dates subject to change depending on progress with the review process).

9. Proposed Process

The process proposed to conduct the review is detailed below:

- i. Selection of review committee
- ii. Selection of facilitator by review committee
- iii. Email all NGI members on process to be undertaken, review committee and facilitator
- iv. Information and data gathering – survey, workshops, forum, meetings, written submissions, other
- v. Update members on process
- vi. Analysis of information and data.
- vii. Development of report
- viii. Presentation of report to NGIA Board and State Presidents
- ix. NGIA Board and State Presidents consider action plan from report
- x. Communicate to all members actions to be taken