

**VG98033**

**Young Vegetable Growers Group Pilot  
Study**

**Janice Miller**

**Tasmanian Women in Agriculture**



*Know-how for Horticulture™*

**VG98076**

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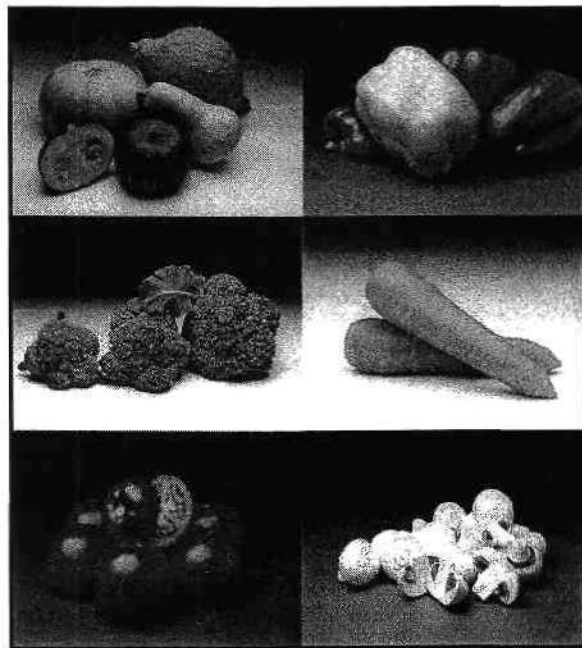
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**Partnerships in  
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## **Young Vegetable Growers Group Pilot Study**

**A report for the Horticultural Research & Development Corporation  
into the pilot study to develop the Young Tasmanian Vegetable  
Growers Group**



**Project Initiated by  
Tasmanian Women in Agriculture**

**May 2000**

**HRDC Project Number VG98033**

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## **Executive Summary**

In its first year the Young Tasmanian Vegetable Growers Group made a significant contribution to the State's vegetable and general farming community.

The first few months were spent organising administrative matters such as: election of office bearers; financial management implementation; insurance cover; and incorporation. With all these areas attended to during the autumn harvest season, it allowed the Group to organise and participate in numerous activities over the relatively quieter winter months.

The Group has been extremely active in participating in various industry events including: open days; field days; seminars; regional shows; and educational forums. It has also been well recognised within the farming and educational sectors with invitations to provide representatives on university and industry committees.

The Group has developed a good rapport with the Tasmanian media and has received excellent coverage and support from both the broadcast and print media, especially in promoting events which the Group itself organises. This positive media support, along with a membership spanning a wide cross-section of the vegetable industry, has enabled the Group to gain recognition within the Tasmanian farming sector. The Group's main challenge in its second year is to build on this sound start and to increase its participation in its own and other rural industries.

## **Outcomes and Recommendations**

- The Group has a dedicated core membership with which to move into its second year of formation.
- The Group has raised awareness of the issues facing young farmers within the vegetable industry and in the farming sector as a whole.
- The Group has achieved significant industry, media and community support for its innovative mission and achievements.
- During the second year a serious effort should be made to increase membership and to start targetting other regions of the State.
- The positive response to the workshops hosted by the Group should be capitalised upon to raise general community awareness of the Group's existence and its aims and objectives. A follow-up workshop should be conducted and then a second series of workshops investigated.
- Progressing from the production of the promotional hats, banner and brochures, further publicity and display material should be prepared to enable participation at events and shows to be of the highest professional approach.
- Working relationships with industry can be further developed and joint trial work should be looked at for raising the Group's profile as an industry partner.
- Funding initiatives should be explored including: sponsorship; industry grants; fundraising events; and selling of promotional merchandise.

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## 1. Introduction

In mid 1997 a group of young vegetable growers in Tasmania began to meet as a loose association of colleagues within the vegetable industry. Tasmanian Women in Agriculture provided both moral and some financial assistance to this group, largely through in-kind support.

Towards the end of 1997 a proposal to the Horticultural Research and Development Corporation (HRDC) was presented to seek funding for a pilot study into the development of the Young Tasmanian Vegetable Growers Group ("the Group" or "YTVGG"). Whilst Tasmanian Women in Agriculture would oversee the development of the Group and guide its objectives, the Tasmanian Department of Primary Industries, Water and Environment (DPIWE) would manage the funds through the provision of a Trust Fund Account.

Funding was approved and monies received from HRDC in September 1998. A part-time Group Co-ordinator was appointed by Tasmanian Women in Agriculture in March 1999 for a twelve month period. The end date for the pilot study was given as 29 March 2000.

In September 1999, the Group was incorporated as an association under the *Associations Incorporation Act 1964*.

The Group's aims went beyond the marketing needs of the industry and sought to address the many issues facing young farmers right across the industry. The demographic trend of an ageing farming community was of significant concern, so too was the high suicide rate within the industry's youth sector. The Group recognised a need for information sharing and pooling of resources to help ensure the long-term viability of the vegetable industry into the next millennium.

The aims and objectives of establishing this group continue to be relevant ie: information and problem sharing; as a group members will have more sway and influence than as individuals; to increase respect for young farmers within the industry; to improve on work practices and gain knowledge; to enhance business, marketing and industry skills as outlined in the *Business Plan* (refer Appendix I); and to address concerns of young farmers generally, not just within the vegetable industry.

To this end the Group organised several social and educational events throughout the quieter winter months. It also participated in numerous open and field days and obtained a good deal of media coverage and support for its innovative mission and achievements. The strength of the Group's credibility was illustrated through its being asked to participate in industry information days and at school open days.

The Group maintains its original membership with an active committee of dedicated enthusiasts from all areas of the vegetable industry, including growers, processors and agents. It is this diverse membership which has ensured that a wide range of topics and areas are looked at and which will help to ensure the long-term success of the Group.

---

## 2. Group Administration

### 2.1 Organisation

At the Group's first meeting the members selected an Executive Committee ("the Committee") and elected office bearers for the following positions:

Chairperson  
Treasurer  
Secretary.

It was agreed that Annual General Meetings would be held in July or August during which each position would be re-elected. It was also agreed that no person shall hold an office for more than three consecutive years (refer *Constitution* in Appendix II).

A bank account with Westpac Banking Corporation was opened in the Group's name and the three officers plus one other were chosen as signatories.

At a later meeting sub-committees were elected with three representatives on each:

Marketing and Industry Liaison  
Events.

As a matter of priority the Group took out Public Liability Insurance with GIO Australia, to ensure that it was properly covered for any public events it might host.

A membership form was designed for all existing and new members to complete and sign (refer Appendix III). An annual membership fee of \$10 per person was agreed upon by the Committee, this fee would include a subscription to the Group's quarterly newsletter.

### 2.2 Incorporation

The Group's Constitution was drawn-up by the Co-ordinator, endorsed by the Committee and reviewed by a DPIWE policy analyst in August 1999. The Group was Incorporated in September 1999 under the *Associations Incorporation Act 1964*.

## 3. Events Organised

### 3.1 Agfest

*Agfest* is Tasmania's largest annual agricultural show. Held in the north of the State it attracts many thousands of visitors from across Tasmania as well as from the mainland and overseas. It is an important venue for raising the profile of groups, organisations and businesses and provides an excellent vehicle for networking and community/industry liaison. It is held for three days adjacent to the first weekend in May.

Tasmanian Women in Agriculture invited the Group to share their site at *Agfest 1999*. The display was situated in the stock agents *Websters Limited* tent and close to a major activity area of a stage and university computer display area.



For *Agfest 2000* the Group is organising its own stall within the *Agricultural Feature* tent where specialist and quality assurance grower groups have stalls. The Group intends to have a main vegetable display and distribute its information brochure on producing, processing and preserving potatoes.

### **3.2 Opportunities Meeting**

An 'Open Meeting' was held in June for all colleagues and friends of members. Two main presenters at this meeting were:

- Mr Chris Gibson from the Industrial Supplies Office (ISO) in Hobart to discuss ideas of projects the Group could participate in, eg: supply of high quality unprocessed vegetables for caterers at special events; promotion of a particular variety of vegetable; in conjunction with a relevant processor, supply of premium processed vegetables for caterers on mainland and locally.
- Ms Liz Bond, Resource Assessment Officer for Sustainability with the Department of Primary Industries, Water and Environment. Ms Bond discussed the benefits of sustainable farming practices and the benefits to be gained by a group approach.

### **3.3 Workshops**

A major feature for the winter months was a weekend workshop for *Parents as Employers* and *Kids as Employees*. Members of the same family working together across different generations is one of the main issues facing many rural families. It can cause misunderstandings and poor communication leading to stress and tension between family members. It is one of the areas many young people cite for their leaving the farm and looking for work elsewhere.

The workshops run in July 1999 were enormously successful and the feedback from both days was very encouraging. A joint workshop will be held in autumn/winter 2000 and building on the success of these workshops it is hoped that another series will be run next year.

The success of the workshops was such that interest was expressed from rural visitors from New Zealand who have expressed an interest in running a similar series. The Group will play a key role in providing information on aspects of the workshops and the best way to manage running such a series, ie. two separate workshops where concerns and problems can be expressed in an open and non-threatening atmosphere; followed by a combined workshop where issues raised can be discussed in an open forum.

### **3.4 Harvest Festival**

The Tasmanian Farmers and Graziers Association's Vegetable Council is organising a harvest festival day in Devonport during April 2000. The Group has been asked to be major participants in this high-profile day and will be providing stalls with vegetable and information displays. The brochure (refer Promotions and Publicity) will be ready for this show day and will be available for distribution.

## **4. Industry Liaison**

### **4.1 Representation**

The Group has been invited to provide representatives for various industry and organisational committees, including:

- The University of Tasmania's Science Reference Group
- The Tasmanian Farmers and Graziers Association's Vegetable Council

### **4.2 Best Practice Sustainable Farming**

Eight members of the Group have enrolled in the project *Best Practice for Sustainable Agriculture* to develop best practice standards for their particular industry areas. The series of workshops are facilitated by the DPIWE. This is a national project where groups such as the YTVGG get together and identify issues which affect farmers' sustainability. It covers a wide range of issues including economics, environmental and social concerns. Members can then identify priorities and look at good management practices which can be incorporated into their particular areas.

### **4.3 Don College**

In August 1999 Don College in Devonport hosted a *Feel Good Health Expo* which covered a wide range of topics from safe sex to healthy eating for its years 11 and 12 students. The College invited the Group to participate in this day through a static display as well as providing healthy vegetable pieces for consumption. Three members of the Group attended this day which generated a lot of interest in the Group's activities and helped form links with the education sector.

### **4.4 Southern Farming Systems**

Southern Farming Systems (SFS) were invited to make a presentation to the Group's June meeting and SFS sent three representatives. This generated a great deal of discussion and members reviewed the potential for the two innovative groups to work together on certain projects. However, the YTVGG decided that it was a little early for the Group to take on such a major project and it was resolved that the viability of taking on board such a significant undertaking would be reviewed in 12 months time. In the meantime good liaison would be maintained with SFS through newsletter swaps and mutual support of events and field days organised by each group.

### **4.5 Potato 99**

Simplot Australia's *Potato 99* a special potato growers information day with speakers from the USA, the Tasmanian University, industry and the DPIWE was held in July 1999. Simplot invited the YTVGG to be present at this seminar both as participants and by having a special display site. The day created a great deal of interest in the Group with people returning two or three times to view the display site and discuss the Group's objectives with members.

#### **4.6 Encouragement Award**

The Group approached McCain Foods (Aust) to investigate the possibility of sponsorship for a Young Tasmanian Vegetable Growers Encouragement Award. The Company was very supportive of this idea and donated \$250 to be given to the winner. The Group organised a presentation plaque.

People were invited to submit nominations to the Group and then a panel was selected to judge the entries based on: their work in the vegetable industry; their vision for the industry; their enthusiasm for the industry; and their commitment to the industry's future.

The award was presented at the annual McCain's growers dinner in October 1999 and it was agreed between the Group and the Company that this would be an annual award.

### **5. Tours**

#### **5.1 Weekend tours**

The first main tour the Group organised was a tour of key industry sites in the north and south of the State over a weekend. Entitled "A Dirty Weekend" the field tour took in sites with growers in the vegetable, fruit, cropping and vineyard fields. It was an excellent opportunity to observe other enterprises and to share in experiences and information.

Another weekend tour visiting sites on the East Coast is being organised for June 2000.

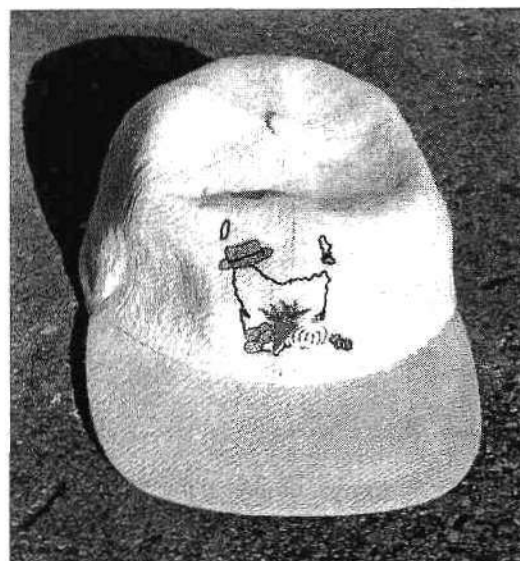
#### **5.2 Simplot Australia**

In August 1999 the Group organised a tour of the Simplot potato processing and seed certification facilities in Ulverstone. The tour started at the DPIWE Devonport offices to look at the quarantine and tuber production processes. It then moved on to Simplot's factory in Ulverstone to walk through the storage and processing facilities.

### **6. Promotions and Publicity**

#### **6.1 Merchandise**

Two submissions for a logo design to be used on merchandise were received. The Group selected one designed by a member, to use on merchandise to promote the Group. Initially this was placed on baseball-style caps for wearing at events and shows to help advertise the Group. Use of the logo on other merchandise will be considered in the future as opportunities arise. The name of the Group is on the back of the cap.



## **6.2 Media Coverage**

The Tasmanian media has been very supportive of the Group and has helped in promoting activities it has hosted. For the June Open Meeting both the print and broadcast media did interviews with the Chairperson and with speakers. The workshops *Parents as Employers* and *Kids as Employees* also generated a great deal of media interest with both sectors of the media interviewing the Rural Counsellor and participants. ABC radio also promoted the workshops several times during the week on their early morning program *Rural Hour*.

## **6.3 Promotional banner**

The Group is in the process of organising a banner to be used at field and open days and for displays at seminars.

## **6.4 Brochure**

A brochure on how to store, cook and preserve potatoes is in the final stages of the graphic design process. The brochure will include information on the history of potatoes as well as a section on pests and diseases and how to avoid spoilage. A large print run of about 10,000 copies will be undertaken. Copies will be sent to all relevant industry bodies and will be available at field and open days and at display sites. It is anticipated that many will be distributed at *Agfest 2000*.

The production of the brochure has been largely facilitated by Serve-Ag at Devonport. The Company has provided a non-voting representative on the Group's committee and this person has largely been responsible for the design and production of the brochure.

## **7. Funding**

### **7.1 HRDC**

HRDC funded the project to a sum of \$9,040; \$7,000 for operating costs and \$2,040 for travel expenses.

A significant portion of the operating funds was used to employ a casual Co-ordinator. Funds were also used to pay for insurance, incorporation, events, marketing and promotional material. Travel costs incurred were for attendance at meetings, events and promotional days for the Co-ordinator and the lead project initiator from Tasmanian Women in Agriculture. A portion of the travel funds was used to bring the rural counsellor for the workshop weekend, back to Tasmania from her secondment in Victoria.

A detailed final balance sheet prepared by the Finance Department of the Department of Primary Industries, Water and Environment is attached as Appendix IV.

At the end of the funding period there were \$2,896.38 funds remaining. These have been committed in the following way:

\$260	Final payment to Co-ordinator for March 2000
\$240	Insurance
\$800	Printing of brochure
\$200	Promotional Banner
\$800	Travel component for major promotional weekend farm tour scheduled for June
\$600	HRDC Report Preparation

### **7.2 Tasmanian Women in Agriculture**

In addition to the monies received from HRDC, Tasmanian Women in Agriculture has given in-kind support. This support has been in the provision of a representative on the Group's Executive Committee, ongoing professional and logistical support and financial support with postage and photocopying.

### **7.3 Group Funding**

The Group opened its own bank account. Nominal fees were charged for non-members to attend the workshops and the open day. As at 29 March 2000, the Group had \$150.00 in its Westpac cheque account.

Fund-raising activities are currently being considered for the quieter winter months.



# *Appendices*

# **Young Vegetable Growers Group**

*Pilot Study*

# **BUSINESS PLAN**

# Young Vegetable Growers Group - Pilot Study

## *Business Plan*

### **Executive Summary**

The aim of this project is to promote interaction between young growers and discussion of relevant issues affecting their business and industry.

This project seeks funding for the employment of a part time coordinator and initial operating costs in setting up the group.

Activities will include production techniques, promotion, business and financial planning quality assurance, risk management, marketing, leadership skills, natural resource management, farm walks and industry tours.

Outcomes from the group will include increased profitability and the successful promotion of vegetables at major events. The confidence building and personal growth and development opportunities the group provides, will lead to increased involvement in major decision making areas.

The pilot project has national potential.

### **1. Introduction**

#### *Background of Tasmanian Women in Agriculture the Proposers of the Project*

Tasmanian Women in Agriculture was founded in 1994. Since then, twelve regional groups have been formed in Tasmania and the organisation now has 510 members and is still growing.

Tasmanian Women in Agriculture is a non-political non-government grass roots body for women who live or work within the agricultural sector.

During this time Tasmanian Women in Agriculture achievements have been in the fields of education, leadership training, industry knowledge and community issues.

The Tasmanian Government funds one full time Project Officer to help support the Women in Agriculture network, however all literature and events are self-funded through several corporate sponsors.

The resumes of the Chief Investigator and Research Agency Administration Contact are attached in appendix IV.



## 2. The Opportunity

### *Corporate*

The vegetable industries customer base and farming operations are now considerably diverse than ten years ago.

The prosperity and sustainability of the rural sector will rely on making the best use of the diverse skills and perspective's of all who live and work in the rural sector so they can effectively compete within the global market system.

A coordinated approach is essential for the effective identification of missing skills and implementation of appropriate training of future leaders.

The formation of this group will provide a forum for young farmers (both men and women) to share knowledge, education and training on an informal basis.

This will provide them with the skills and confidence necessary to encourage increased involvement in the decision making areas of the vegetable industry.

### *Business*

The successful promotion of vegetables at major events and involvement in major decision making areas will lead to increased profitability.

## 3. Strategic Analysis

Following an extensive review of literature and associated research it appears this is the first time a group of this type has been initiated within the Australian vegetable industry.

The following Australian databases have been searched:

- ABOA (Australian Bibliography of Agriculture)
- RRIP (Rural Research in Progress)
- Agriculture and National Resource on CD Rom

The vegetable industry **MUST** capitalise on the diverse talents and skills of its 'human resources' to effectively compete within the global market system.

Tasmanian Women in Agriculture can provide the support for the National adoption of this project through several mediums including:

- Rural Women's Individual State Networks
- Foundation for Agricultural Women
- Australian Women in Agriculture
- Country Women's Association
- Rural Youth Organisation
- Industry Bodies
- Agri Business

#### **4. Strategies and Operating Plans**

1. Hold a Focus Group meeting of potential key Stakeholders and form a Steering Committee who are willing to drive the project through the initial 12 month period.
2. The Steering Committee are to advertise and employ a suitable coordinator
3. The Steering Committee and Co-Ordinator are to facilitate the first interest meeting.
4. At the interest meeting the Co-Ordinator will
  - (a) compile a list of the necessary skills and identify the gaps required to increase active participation and leadership in the vegetable industry.
  - (b) plan and implement necessary training and communication activities.
5. At the conclusion of the project the Coordinator will produce a final report which can be used as the basis for a National Approach.

It is envisaged that once established this group will become self funding from the end of the first 12 months and will be able to utilise other networks and service providers for providing the education, and training activities identified through this project.

#### **5. Appendices**

- I. Budget
- II. Stakeholders
- III. Part Time Co-Ordinator Position Description
- IV. Resume Project Chief Investigator and Research Agency Administration Contact

**Appendix I****Budget**

<b>Financial Year</b>	<b>Salaries</b>	<b>Travel</b>	<b>Operating</b>	<b>Capital</b>	<b>Total Project</b>
<b>1998/1999</b>	\$3,000	\$2,040	\$4,000	\$0	\$9,040
<b>TOTAL</b>	\$3,000	\$2,040	\$4,000	\$0	\$9,040

It is estimated that \$1700 of in kind support through voluntary time etc will be provided by the Tasmanian Women in Agriculture the proposers of this project.

## Appendix II

### Stakeholders

Open to all, the project would provide an essential learning forum for anyone within the following sections of the vegetable industry:

- Trainees
- Apprentices
- University Graduates
- Farm Employees
- Farm Managers
- Farm Owners
- Company Managerial and Field Staff
- Horticultural Contractors
- Agric. Business - (Processing and Fresh)
- Industry Bodies

Verbal support for the project has been forthcoming from the following bodies:

- Tasmanian Agricultural Productivity Group
- McCains
- TAFE School of Rural Industries

## **Appendix III**

### **Part Time Co-Ordinator - Position Description**

To be formalised by the Steering Committee

#### **Proven Project Management Skills**

- Facilitate and provide administrative support for the establishment of a Young Vegetable Groups Group on a State-wide basis.
- Develop a sponsorship proposal for the negotiation of future funding through the support of private enterprise.
- Negotiate the delivery of training (both formal and informal)
- Effective use of the Project Budget

#### **Excellent Verbal and Written Communication Skills**

- Deal competently with all forms of media
- High level of report writing skills

#### **Highly Developed Interpersonal Skills Especially Liaison and Presentation Skills**

- In consultation with the Group, liaise, collate and publish a Networking newsletter.

## Appendix IV

### Resumes

#### Project Chief Investigator

*Mrs Lesley Young*

*Farmer*

*"Elphin Grove"*

*265 Greens Creek Road*

*EAST SASSAFRAS 7307*

*Phone 03 6426 7235*

*Fax 03 6426 7374*

#### Background:

- Country Women's Association member (25 years)
- Member of the Country Women's Association State Executive (4 years)
- Member of the Board of Management, Rural Support Tasmania (2 years)
- Involved in the Establishment of Tasmanian Women in Agriculture
- Member of the Tasmanian Women in Agriculture Inaugural Executive (2 years)
- Member of the Tasmanian Agricultural Productivity Group (3 years)
- Leader of Local Cubs and Scouts (10 years)
- Represented Tasmania at the following events:
  - \* Inaugural Rural Women's Forum Canberra (1995)
  - \* Standing Committee on Agriculture and Resource Management, National Forum on Women in Agriculture and Resource Management (1997)
  - \* CWA World South Pacific Conference (1996)
  - \* National Rural Public Health Forum (1997)
- Involved with writing submissions to Local, State and Federal Governments
- Involved with formulating the Rural Women's Policy Statement at the request of the Tasmanian State Government
- Working as a facilitator for the Tasmanian Agricultural Productivity Group, Quality Assurance Project involving the vegetable industry

#### Achievements:

- North West Regional Finalist, ABC Rural Woman of the Year Award (1996)
- Australia Day Awards, Latrobe Citizen of the Year (1997)

**Appendix IV - Page 2****Research Agency Administration Contact***Ruth J Paterson**Project Officer**Tasmanian Women in Agriculture**P O Box 46**Kings Meadows 7249**Phone 03 6336 5383**Fax 03 6336 5372***Background:***1995-1998**Project Officer, Women in Agriculture, Department of Primary Industry and Fisheries*

- Facilitated and continue to provide administrative support for the establishment of women in agriculture discussion groups on a State wide basis. Current membership 510
- Develop a communication strategy via group coordinators, state executive and a networking newsletter.
- Provide advice and input into departmental and Government policies and programs to ensure that issues affecting rural women and farm families are adequately addressed.

**Achievements:**

- Queens Guide
- Rural Youth Service Award
- Chairman of the Agfest (Tasmania's Rural Trade Fair) Organising Committee (1992-1994)
- ABC Radio, Tasmanian Rural Woman of the Year (1994)
- Australia Day Awards, Meander Valley Citizen of the Year (1996)

# Young Tasmanian Vegetable Growers Group

## Constitution

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### 1. *Name and Sphere of Operations*

The name of the Association shall be:

**The Young Tasmanian Vegetable Growers Group ("The Group")**

and it shall operate within the state of Tasmania.

### 2. *Aims and Objectives*

- To promote interaction and discussion between young vegetable growers, contractors and service providers of relevant issues affecting their business and industry.
- To create a non-discriminatory forum for farmers and rural people to share knowledge, education and training skills, on an informal basis.
- To raise the profile and profitability of the vegetable industry both within the agricultural sector and the general public arena.
- To promote and explore new technologies and production techniques and share this knowledge with others through: discussion groups; seminars and workshops; field days; study tours; and any other avenue deemed suitable by the Young Tasmanian Vegetable Growers Group.
- To be acknowledged as a legitimate voice within the vegetable industry from whom advice is sought by industry organisations, government departments and educational institutions.
- To forge working relationships with other relevant agricultural bodies, both within the vegetable industry and other sectors.
- To help in securing the long-term viability of the vegetable industry in this State through a willingness to develop new and innovative ideas and recognise market opportunities.

### 3. *Group Structure*

The Group is administered by an 'Executive Committee' ("The Committee") comprising in the first year of operation 11 members with three office bearers: Chairperson, Secretary and Treasurer. This structure shall be reviewed at the first Annual General Meeting.

An independent co-ordinator shall be employed on a casual basis for the first 12 months at the end of which this position will be reviewed. The position is externally funded.



For purposes of incorporation the Public Officer for the Group shall be the person performing the duties of the Secretary to the Group. Advice shall be given to Corporate Affairs upon a change in the incumbent.

The Group's office shall be at 265 Greens Creek Road, East Sassafras, Tasmania 7307, until the Committee determines otherwise.

#### 4. *Finances*

Funds collected on behalf of the Group shall be deposited in a cheque-book account with Westpac Banking Corporation.

All proposed payments shall be approved by the Committee prior to payment being made. Signatories shall be two of either the Chairperson, the Secretary, the Treasurer and one other person as approved by the Committee.

Any funds raised, profit earned or assets bought shall remain the income and property of the Group. No individual member shall seek financial gain from any activity undertaken on behalf of the Group.

Any activity embarked upon by any member or members which comprises any income or expenditure shall first be approved by the Committee before commencement of such activity.

The financial year of the Group is the period beginning on 1 July in one year and ending on 30 June the following year. The Group's accounts shall be audited annually by an independent auditor, as laid out in the 'Notes on the Associations Incorporation Act 1964'. An annual return shall be submitted to the Department of Corporate Affairs, Hobart within five months of the end of the financial year.

The Treasurer is responsible for all financial transactions undertaken by the Group. He/she is also responsible for accurate account and record keeping and reconciliation with any bank statements. At each Executive Committee meeting the Treasurer shall table a financial report and state any monies owed and seek approval for cheques to be drawn. The Treasurer is also responsible for organising the year-end auditing of the accounts and submission to Corporate Affairs in Hobart.

#### 5. *Executive Committee Meetings*

Executive Committee meetings shall be held approximately every two months but may be postponed or cancelled on the discretion of either the Chairperson or the Secretary if it is deemed there is insufficient business to discuss. The Secretary shall be responsible for notifying in writing and in good time, all Committee members of the change to the planned meeting date.

Additional meetings may be called from time-to-time by any one of the office bearers or any Committee member through the Secretary. Due notice must be given to all Committee members in order to gain maximum attendance.

No motion shall be deemed as being passed unless a 75% majority "yes" vote is obtained.

One office bearer and five other Committee members constitute a quorum for the transaction of the ordinary business of a committee meeting.

For any extra-ordinary business a 90% representation of Committee members should be sought or failing this, proxy votes shall be obtained from non-attendees.

The Secretary shall be responsible for the preparation and distribution of an agenda prior to the meeting and the minute taking of any meeting convened. In his/her absence the Secretary shall arrange with another Committee member or the independent Co-ordinator to perform the task of minute taking and distribution.

Minutes shall be deemed confidential and shall be circulated only to members of the Executive Committee. Amendments to the minutes shall be recorded at the beginning of the next Committee meeting before being passed as a true record of the previous meeting. The Secretary shall be responsible for the keeping of all minutes.

In the event that a decision made at a Committee meeting is contested by an absent Committee member, that member shall state their reasons in writing to all other Committee members. If the Committee considers the objections to be valid, the matter shall be deemed as "not approved" and shall be carried over to the next Executive Committee meeting to allow further discussion and ratification. The Secretary shall note on the minutes that the motion was contested and that the matter was carried forward to the next meeting.

In the event that the matter cannot wait until the next meeting, the Chairperson together with the Secretary, shall either call an extra-ordinary meeting to discuss the issue or shall endeavour to solve the dispute through written or oral communication. The Secretary shall ensure that all discussions and processes are duly recorded and documented and that an addendum is incorporated in the minutes.

## 6. *Annual General Meetings*

Annual General Meetings shall be held sometime within the months of July or August, commencing in the second year of the Group's existence (2000). Due notice will be given inviting all members to attend the meeting. At this meeting the following business shall be conducted:

1. Confirmation of the minutes of the last AGM.
2. Receipt of year-end reports from the Chairperson, Secretary and Treasurer.
3. Authority given to the Treasurer to prepare final accounts for auditing and then submit to Corporate Affairs in Hobart.
4. Election of new Committee members
5. Election of new Officer Bearers.\*
6. Any other business, ordinary or special, which is deemed relevant for tabling at the AGM.

(\* No individual shall remain continuously in the same office for more than three years.)

## 7. *Representation*

Those members elected to the Executive Committee may represent the Group in a public capacity at their discretion and in liaison with other members of the Committee. Any other non-committee member may be appointed by the Committee to represent the Group on a specific occasion or in an on-going capacity if relevant.

No non-committee member of the Group may take it upon themselves to speak on behalf of or in any way represent the Group, without the minuted approval of the Committee.

## 8. *Membership*

Members of the Group shall in some way be actively involved in the vegetable industry. An annual membership fee of \$10 shall be charged in the first year and fees will be reviewed at each AGM.

Prior to payment, members will be asked to sign an agreement to the effect that they fully understand the rules of membership and are prepared to follow and operate within those stated guidelines.

Membership will run from 1 July to 30 June. Where a member has joined after 1 April their membership will be deemed to be valid until 30 June of the following year.

Associate membership will be reviewed in due course for those wishing to join the Group who are not directly involved in the vegetable industry.

## 9. *Non-compliance*

Any Committee member or general member deemed to have mis-represented the Group or to have acted in an unprofessional manner in the course of representing the Group, may be disciplined by the Executive Committee. Where the situation is irresolvable membership will be withdrawn and the Committee will seek to rectify any damage done by appointing a Committee representative to contact the relevant parties.

## 10. *Dissolution*

In the event that the Group is to be dissolved, the Executive Committee must vote the agreed 75% majority ruling on dissolution.

In the event of the Group being dissolved and unable to meet its debts, each current member of the Group will undertake to contribute to the assets of the Group. The amount of such a contribution by each member shall not exceed one dollar.

Any assets owned by the Group and any monies in the account shall first go to paying any debts owing. Remaining monies and assets shall not be divided in any way between the Group's members, committee or otherwise, but shall be donated to a relevant community-based group determined by the Committee and agreed upon by the 75% majority ruling.

# YOUNG TASMANIAN VEGETABLE GROWERS GROUP

## MEMBERSHIP FORM

(Please read both sides of the form carefully and complete all details.)  
(Return form and annual fee to: A. Kaine, RSD 1479, Gunns Plains, Tasmania 7315)

### *Aims and Objectives*

- To promote interaction and discussion between young vegetable growers, contractors and service providers of relevant issues affecting their business and industry.
- To create a non-discriminatory forum for farmers and rural people to share knowledge, education and training skills, on an informal basis.
- To raise profile and profitability of the vegetable industry both within the agricultural and the public sectors.
- To promote and explore new technologies and production techniques and share this knowledge with others through: discussion groups; seminars and workshops; field days; study tours; and any other avenue deemed suitable.
- To be acknowledged as a legitimate voice within the vegetable industry from whom advice is sought by industry organisations, government departments and educational institutions.
- To forge working relationships with other relevant agricultural bodies, both within the vegetable industry and other sectors.
- To help in securing the long-term viability of the vegetable industry in this State through a willingness to develop new and innovative ideas and recognise market opportunities.

✂  
-----  
Name:..... Age: .....

Address: .....

..... Town: ..... Postcode: .....

Home Phone: ..... Work Phone: ..... Mobile: .....

Facsimile: ..... Email: .....

I fully understand all the terms and conditions as outlined in the 'Rules of Membership' and promise to comply with the guidelines as outlined on this membership form. I enclose a cheque/money order for \$10.

.....  
Signed

.....  
Date

# RULES OF MEMBERSHIP

## *Representation*

Those members elected to the Executive Committee may represent the Group in a public capacity at their discretion and in liaison with other members of the Committee. Any other non-committee member may be appointed by the Committee to represent the Group on a specific occasion or in an on-going capacity if relevant.

No non-committee member of the Group may take it upon themselves to speak on behalf of or in any way represent the Group, without the minuted approval of the Committee.

## *Membership*

Members of the Group shall in some way be actively involved in the vegetable industry. An annual membership fee of \$10 shall be charged in year one and fees will be reviewed at each AGM.

Prior to payment, members will be asked to sign an agreement to the effect that they fully understand the rules of membership and are prepared to follow and operate within those stated guidelines.

Membership will run from 1 July to 30 June. Where a member has joined after 1 April their membership will be deemed to be valid until 30 June of the following year.

Associate membership will be reviewed in due course for those wishing to join the Group who are not directly involved in the vegetable industry.

Any activity embarked upon by any member or members which comprises any income or expenditure shall first be approved by the Committee before commencement of such activity.

## *Non-compliance*

Any Committee member or general member deemed to have mis-represented the Group or to have acted in an unprofessional manner in the course of representing the Group, may be disciplined by the Executive Committee. Where the situation is irresolvable membership will be withdrawn and the Committee will seek to rectify any damage done by appointing a Committee representative to contact the relevant parties.

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How did you hear about the Young Vegetable Growers Group:  Newspaper?  Radio?

Friend?  Through work?  Other? Please specify: .....

Main purpose for joining Young Vegetable Growers Group: .....

.....

Your main vegetable enterprise? .....

## **OFFICE USE:**

Membership approved by: ..... Date: .....

Membership Number: ..... Receipt Number: .....

**HORTICULTURAL RESEARCH AND DEVELOPMENT CORPORATION  
STATEMENT OF RECEIPTS & EXPENDITURE  
FINAL STATEMENT**

APPENDIX IV

Form B

		Grant:	\$
Grantee:	Department of Primary Industries, Water & Environment	Salaries:	0.00
Project Leader:	Ruth Patterson	Travel:	2040.00
Project Number:	VG98033	Operating:	7000.00
Title of Project:	Young Vegetable Growers Group - National Pilot	Capital:	0.00
		Total Grant:	9040.00

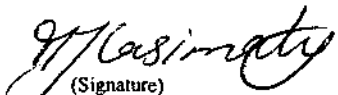
	EXPENDITURE				
	Salaries	Travel	Operating	Capital	Total
	\$	\$	\$	\$	\$
a) Unspent and Uncommitted (c/f 1 July)	0.00	0.00	0.00	0.00	0.00
b) Refunds to/ Payments by HRDC	0.00	0.00	0.00	0.00	0.00
c) Outstanding Commitments (c/f 1 July)	0.00	0.00	0.00	0.00	0.00
d) Cash Received from HRDC	0.00	2 040.00	6 000.00	0.00	8 040.00
e) Approved Transfers	0.00	-1 313.00	1 313.00	0.00	0.00
f) Cash Available (A-B+C+D+ E)	0.00	727.00	7 313.00	0.00	8 040.00
g) Expenditure	0.00	727.00	5 416.62	0.00	6 143.62
h) Commitments (30 June)	0.00	0.00	2 896.38	0.00	2 896.38
i) Total Funds Committed (G+H)	0.00	727.00	8 313.00	0.00	9 040.00
j) Unspent and Uncommitted (30 June) (F-I)	0.00	0.00	-1 000.00	0.00	-1 000.00*
k) Other Income/ Expenditure					

Note: Row B should be the same as Row H from the previous year and Row A the same as Row J from the previous year.

\* Amount yet to be paid

Certificate of Accounting Officer

I hereby certify this statement of expenditure is correct.

 (Signature)	Maria Casimaty (Printed Name)	Accountant (Designation)	(03) 6233 3137 (Phone No)	11/05/00 (Date)
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