



# Food & Fibre Gippsland

## Food & Fibre Gippsland Membership Policy

**Incorporated entity: A0105635W**

**ABN: 27 546 137 219**

Approved By: East Gippsland Food Cluster Inc & Agribusiness Gippsland Inc AGMs

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# 1. POLICY STATEMENT

At inception in February 2019, Food & Fibre Gippsland Inc (F&FG) has a membership base of approximately 45 food production and processing businesses. Since this time the membership base has continued to grow and diversify.

Members generally recognise that broader benefits can be derived at the enterprise, sectoral, and broader community level through collaborative effort.

This document seeks to build clarity around the general principles of membership for existing and prospective members.

The policy also considers the need for F&FG to become a sustainable entity and the contribution that members can make to this. It also seeks to provide an indication for further considerations for subsequent reviews of this policy, as the organisation continues to grow and mature.

## 2. PROVISIONS

This policy outlines the general principles of membership of F&FG and is in line with the “Model Rules” (Associations Incorporation Reform Act 2012) and any Special Resolutions passed at an Annual General Meeting (AGM).

### 2.1. Objectives

The following sets out the benefits that the F&FG seeks to bring to its members. It also outlines criteria that need to be met by members.

New applicants will complete an application form, which forms an attachment to this policy.

### 2.2. Membership Benefits

Refer to F&FG’s Charter ([www.foodandfibregippsland.com.au](http://www.foodandfibregippsland.com.au)).

F&FG seeks to provide the following benefits to its members-:

- Proactively participate in shaping the sustainable future development of the food & fibre production and processing sector in Gippsland;
- Proactively promote and build awareness of Gippsland produce across the full paddock to plate spectrum, and encourage visitation to support that;
- The opportunity to tap into advocacy forums and other networks of influence;
- The opportunity to work collaboratively with members and/or other stakeholders to address emerging opportunities and challenges in the food & fibre production and processing sector;
- The opportunity to work to work collaboratively with F&FG members and/or other stakeholders to showcase the Gippsland’s finest produce across the full paddock to plate spectrum;
- The opportunity to network amongst key players in the Gippsland food & fibre production and processing sector.
- Subject to agreeing to fulfil the requirements associated with registered Trademarks (i.e. East Gippsland Produce Naturally Good™), “General Members” will have the right to use the brand as an endorsement of the ‘provenance’ and ‘quality’ of their eligible product/s.
- “General Members” also have the right to have a suitably qualified representative elected to one of the Board positions. Strategic Industry Partner members are not entitled to have a representative elected to one of the Board positions but may nominate a representative for F&FG working groups

and/or project groups. “Personal Members” may also be elected to the Board, but shall not hold more than 35% of directorships.

- All members of F&FG will have the opportunity to have their logo and a link to their web-site included on the Food & Fibre Gippsland web-site.

## 2.3. Membership Criteria

There are 3 categories of membership of Food & Fibre Gippsland:

- General membership
- Strategic Industry Partner membership
- Personal membership

An organisation/entity or individual wishing to become a member of F&FG will:

- be professionally organised, and able to demonstrate full compliance to the legal and regulatory frameworks in which they operate;
- demonstrate a high level of professionalism and commitment to excellence in the food and/or fibre sectors
- and/or food or fibre service sector;
- appreciate and respect the ‘Model Rules’, plans, policies and values of F&FG;
- pay the annual membership levy and fee that applies to the organisation/entity/individual.

### 2.3.1. General Membership

Businesses seeking membership of F&FG must:-

- be a business engaged in-:
  - ✓ food or fibre production and/or processing; and/or
  - ✓ the preparation of food using Gippsland products; and/or
  - ✓ the distribution and selling of Gippsland products

with a registered business address in Gippsland or be able to demonstrate a plan to have a registered business in Gippsland within 12 months of application (not an affiliated business; for example, Company X is a printing company that does the printing for F&FG members. Company X is not eligible for full membership).

### 2.3.2. Strategic Industry Partner Membership

Strategic Industry Partners seeking membership of F&FG will be:

Organisations or businesses which are not directly involved in Food & Fibre production, manufacturing/processing or distribution/retailing.

### 2.3.3. Personal Membership

Personal Membership includes sole traders. Where an application for Personal Membership is better suited to General Membership, the applicant will be asked to amend their membership application.

## 2.4. Membership Fees and Levies

Membership fees are payable for each calendar year and are due and payable in January of each year. Any businesses/organisations joining after the month of March will pay a pro rata amount according to the number of remaining months in the year.

### 2.4.1. General Membership

General Member fees for the 2019 calendar year will be \$50 per annum.

In addition, and for the same period, General Members are required to pay the following levy.

FEES and LEVIES		Turnover less than \$5m pa	< than 100 employees with turnover between \$5m and \$20m pa	More than 100 employees and/or turnover > \$20m
Membership Fee		50	50	50
+ Levy	<4 FTE	200	1450	2950
	4-10 FTE	250		
	11-20 FTE	300		
	21-30 FTE	400		
	31-40 FTE	500		
	41-50 FTE	600		
	51-60 FTE	750		
	61-70 FTE	900		
	71-80 FTE	1050		
	81-90 FTE	1200		
	91-100 FTE	1350		

### 2.4.2. Strategic Industry Partner Membership

Strategic Industry Partner members are Organisations or businesses which are not directly involved in Food & Fibre production, manufacturing/processing or distribution/retailing.

- Strategic Industry Partners include Local Government Authorities (in Gippsland and in some cases beyond). Membership fees for LGAs are set as a standard amount - \$7500 in 2019.
- Other potential Strategic Industry Partners' membership fees will be negotiated as a part of the application process.

### 2.4.3. Personal Membership

Personal Membership – including sole traders will pay a fee of \$50 per annum for the calendar year 2019.

Where an application for Personal Membership is better suited to General Membership, the applicant will be asked to amend their membership application accordingly.

## 2.5. Application to Become a Member

Membership applications will be via an application form and will be received by the F&FG Chief Executive Officer (CEO) and be considered by the Board prior to acceptance.

The Board has the right to reject any application for membership, and without any obligation to provide a reason.

## 2.6. Membership Register

A register of members will be kept and maintained by the Chief Executive Officer (CEO). The register will include the following information-:

- The name and address of each member, including key contact person
- The category (General, Strategic Industry Partner/Personal) of membership
- The date on which each member's name was entered on the register.

Any member upon request, and without any fee, may receive a copy of the register.

## 2.7. Ceasing Membership

A member of F&FG who has paid all monies due and payable by a member of F&FG may resign from F&FG by giving one month's notice in writing to the CEO of the intention to resign. No membership levies or fees will be refunded.

## 2.8. Discipline, Suspension and Expulsion of Members

If the F&FG Board decides a member has refused or neglected to comply with the association's "Model Rules" or has demonstrated conduct unbecoming of a member or prejudicial to the interests and purposes of F&FG, the Board may by resolution-:

- Suspend that member from membership of F&FG for a specified period, or
- Expel that member from F&FG.

For more details refer to the "Model Rules", Associations Incorporation Reform Act 2012 (VIC).

## 2.9. Scope

This policy will apply to all members of F&FG.

## 2.10. Review Process

The policy will be reviewed annually by the Board; prior to an annual general meeting.

## 2.11. Future Considerations

Future reviews of this policy may also include consideration of a more detailed code of standards to be met.