

Building Industry Capacity through the Nursery Production Farm Management System 2012/2013

Dr Anthony Kachenko
Nursery & Garden Industry Australia (NGIA)

Project Number: NY12002

NY12002

This report is published by Horticulture Australia Ltd to pass on information concerning horticultural research and development undertaken for the nursery industry.

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Final Report

HAL Project: NY12002

Completion Date: 30 June 2013

<p>Building Industry Capacity through the Nursery Production Farm Management System (NPFMS) 2012/2012</p>
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Project Leader:

Dr. Anthony Kachenko

Nursery & Garden Industry Australia

Final Report

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This Final Report has been written by the Project Leaders as part of the reporting requirements of Horticulture Australia Limited (HAL). This project has been funded by HAL using the Nursery industry levy and matched funds from the Australian Government.

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MEDIA SUMMARY

Project NY12002 - *Building Industry Capacity through the Nursery Production Farm Management System (NPFMS) 2012/2012* aimed to drive greater engagement, recognition and adoption of the NPFMS across the production sector of the Australian nursery industry. The NPFMS includes three key programs: Nursery Industry Accreditation Scheme, Australia (NIASA), EcoHort (Environmental Management System for the Australian production nursery industry) and BioSecure HACCP (on-farm biosecurity system for the Australian production nursery industry).

This project was segregated into ten interrelated sub project that formed the basis of an Annual Operating Plan (AOP) following a defined consultation process which involved regional Associations and levy payers to ensure relevance of issues in relation to project needs and expectations, as well as alignment with the Nursery Industry 2010–2015 Strategic Plan.

The AOP was overseen by the National Accreditation & Certification Committee (NACC) which met twice during the project (5 December 2012 and 26/27 June 2013). This committee also provided input on future opportunities and challenges impacting growth and adoption of the NPFMS.

Several outcomes relating to sub projects within this project included:

- Maintenance and upgrade of the NIASA Audit Portal where data from audits associated with all three industry schemes under the NPFMS is housed (www.ngi.org.au)
- Update to NIASA Appendix – Suppliers of Growing Media and Growing Media Ingredients and development of a new NIASA Growing Media Checklist
- Update to the EcoHort Environmental Management System for the Australian production nursery industry Guidelines
- Development of online access to NIASA, EcoHort and BioSecure HACCP (<http://fmsmanuals.ngia.com.au/login>)
- Promotion of NPFMS at the 2013 International Plant Propagators Society (IPPS) and Nursery & Garden Industry Victors (NGIV) Conference, Melbourne, 15-19 May 2013 and Nursery & Garden Industry Western Australia (NGIWA) Conference, Perth, 25 June, 2013
- Development and execution of a NPFMS Heads of Agreement and update of the NIASA, EcoHort and BioSecure HACCP Terms and Conditions governance documents
- Development of an NPFMS Non-Exclusive International Licence Agreement between Nursery & Garden Industry Australia and Nursery & Garden Industry New Zealand
- Creation of NPFMS business resources including NPFMS metal signs, gate biosecurity signs and NPFMS certificates
- Facilitated an engagement campaign during Autumn/Winter 2013 targeting businesses not engaged with the NPFMS
- Provided training for interstate market access activities
- Developed case studies for publication in HortJournal through a partnership arrangement between NGIA and HortJournal

TECHNICAL SUMMARY

Project NY12002 - *Building Industry Capacity through the Nursery Production Farm Management System (NPFMS) 2012/2012* continues from project NY11009 to drive greater engagement, recognition and adoption for the NPFMS across the production sector of the Australian nursery industry. This project provides the governance, administration framework and promotion of the Australian nursery industry on-farm extension program referred to as the Nursery Production Farm Management System (NPFMS).

The project was managed by the National Environmental and Technical Policy Manager (NETPM; NY10001), with strategic guidance, leadership and support provided by the National Accreditation and Certification Committee (NACC). The NACC was funded through this project and met formerly on two occasions (5 December 2012 and 26/27 June 2013). This committee also reviewed the Annual Operating Plan and provided input on future opportunities and challenges impacting growth and adoption of the NPFMS.

This project funded eleven interrelated sub projects and covered a variety of issues including governance and resource development in order to meet the objectives of the project. This report details the outcomes relating to these sub projects with the following having been achieved:

- 1. Maintenance and upgrade of the NIASA Audit Portal where data from audits associated with all three industry schemes under the NPFMS is housed (www.ngi.org.au).**

The website was updated and a new NIASA Growing Media template developed.

- 2. Update to NIASA Guidelines – Version 5, 2013.**

The update included a new *Appendix 1 – Suppliers of Growing Media and Growing Media Ingredients* and development of a new NIASA Growing Media Checklist.

- 3. Update to EcoHort Guidelines – Version 2, 2013.**

The updated guidelines included minor changes to wording relating to mandatory items.

- 4. Development of online access to NIASA, EcoHort and BioSecure HACCP (<http://fmsmanuals.ngia.com.au>).**

The NGIA Nursery Production Farm Management System Online Manuals Portal will provide users with access to NIASA, EcoHort and BioSecure HACCP Guidelines through a secure web portal.

- 5. Promotion of NPFMS at the 2013 International Plant Propagators Society (IPPS) and Nursery & Garden Industry Victors (NGIV) Conference, Melbourne, 15-19 May 2013 and Nursery & Garden Industry Western Australia (NGIWA) Conference, Perth, 25 June, 2013.**

A trade exhibit was manned by the NETPM for the duration of these conferences.

6. Development and execution of a NPFMS Heads of Agreement and update of the NIASA, EcoHort and BioSecure HACCP Terms and Conditions governance documents.

These documents were drafted between NGIA, State Associations and relevant committees and executed in 15 April 2013.

7. Development of an NPFMS Non-Exclusive International Licence Agreement between Nursery & Garden Industry Australia (NGIA) and Nursery & Garden Industry New Zealand (NGINZ).

This Agreement will facilitate the adoption of the NPFMS to businesses in New Zealand.

8. Creation of NPFMS business resources including NPFMS metal signs, gate biosecurity signs and NPFMS certificates.

A variety of new business resources were developed including NPFMS metal signs, gate biosecurity signs and NPFMS certificates. The artwork for the NPFMS certificates has been circulated to regional Associations. Metal signs (500) and gate biosecurity signs (500) were divided up and forwarded to regional Associations for distribution to NPFMS businesses.

9. Facilitated an engagement campaign during Autumn/Winter 2013 targeting businesses not engaged with the NPFMS.

This campaign was run successfully during Autumn/Winter 2013 with a total of 75 new contact leads identified. In terms of tracking responses from the marketing campaign, 45% of hits were through Facebook and Twitter a further 13% were through the Your Levy at Work (www.yourlevyatwork.com.au) industry blog.

10. Provided training for interstate market access activities.

Members of the Industry development Officer Network were trained in Interstate Certification Assurance as part of foundational training to ensure they are skilled to self-certify product for interstate market access.

11. Developed case studies for publication in HortJournal through a partnership arrangement between NGIA and HortJournal.

A total of 11 case studies on NPFMS businesses were published in HortJournal during the reporting period showcasing innovation resulting from the adoption of processes outlined in the NPFMS.

INTRODUCTION

The industry's on-farm accreditation and certification programs available to all levy payers were integrated into the NPFMS in July 2009. This decision was agreed to by the National Accreditation & Certification Committee (NACC) to consolidate and package the three existing programs as an integrated, holistic on-farm risk management program. The NPFMS consists of the NIASA, EcoHort (Environmental Management System for the Australian production nursery industry) and BioSecure *HACCP* (On-farm biosecurity system for the Australian production nursery industry) programs. Currently there are over 270 businesses having achieved NIASA accreditation. Of these businesses, 104 are EcoHort certified and 3 are BioSecure *HACCP* certified. Nursery & Garden Industry Australia (NGIA) own, coordinate and manage the NPFMS. Regional Associations administer the program at a regional level through committees and IDOs.

The NPFMS is available to production/wholesale nurseries, growing media manufacturers and greenlife markets (trade markets) and provides participating businesses with the tools and resources to critically evaluate each component of their business to identify areas of concern and manage the identified risks. The system also provides these businesses with the latest tools and resources funded through past and current levy research and development programs.

In order to continue growing the NPFMS, NGIA conducted a NIASA Stakeholder Survey during 2010 (under project NY09016) to gain quantitative information from NIASA accredited businesses across Australia in relation to their experiences with NIASA. NIASA businesses were targeted as the journey towards the NPFMS must begin by gaining NIASA accreditation. Businesses can then embark on the EcoHort and/or BioSecure *HACCP* programs which mandate NIASA accreditation as a prerequisite. The results from the NIASA Stakeholder Survey indicated that businesses became NIASA accredited to:

- Enhance the reputation of their businesses.
- Give them a marketing advantage.
- Manage their business risk.
- Access the IDO network.
- Manage their environmental ethos.

Indeed, the survey reported that more than 75% of NIASA businesses surveyed would recommend accreditation to other businesses. It was also positive to see that the majority of accredited businesses used NIASA within their marketing material to promote the benefits of the program. Despite this, the survey did identify that opportunity exists to maximise wider uptake of marketing the NIASA brand with existing NIASA accredited businesses. It was also reported that opportunity for marketing the program under a 'risk management' based approach would assist in widening the uptake and recognition of the program.

Moving forward, one of the major opportunities for the NPFMS is for industry to gain recognition of this program as a third legal instrument in market access. Indeed, industry is working to see this program valued as an efficient mechanism for maintaining and/or gaining market access. In particular, the BioSecure *HACCP* risk management system encourages a business to maintain the strictest internal quarantine procedures possible and record the actions taken at critical control points. With improved hazard analysis and control

measures in place the business is better protected in the event of a biosecurity threat or impact. In early 2012, the nursery industry released a National Biosecurity Policy Position that outlines this issue as a priority strategy. This project will assist marketing BioSecure *HACCP* as a possible vehicle for market access in line with the Policy Position.

In addition to this, there is opportunity for several non-engaged business operators who are not fully conversant with the operation of the three industry schemes to gain an understanding of the programs and what they mean for industry. A benefit cost analysis of the program undertaken in project NY11000 found, on average, businesses engaged with components of the NPFMS received between \$75,000 to \$85,000 net revenue increases with a payback period for investments between 5-7 years. Furthermore, the NPFMS delivered a strong industry benefit – net present value of \$71.22 million with a benefit cost ratio of 8.01 and a return on investment of 40.5%.

The benefit cost analysis also investigated the benefits to the Australian community from the nursery industry's investment in the NPFMS were identified and analysed across the environmental, social and economic 'triple bottom line'. The most important environmental benefits realised by the Australian community were improved biosecurity (less chance of invasive weeds, pests and diseases) and improved chemical management. Community social benefits included increased demand for gardening with associated positive spin offs for health, social and visual amenity. Community economic benefits included employment and regional development.

MATERIALS AND METHODS

This project funded a suite of interrelated sub projects to ensure it provided a coordinated approach in addressing the key aim of the project. In total, eleven sub projects were managed by the National Environmental & Technical Policy Manager (NETPM; NY10001).

The National Environmental & Technical Policy Manager (NY10001) was the project leader and managed all aspects of this project. He worked closely with the IDO network (NY09010) who administers the NPFMS on-farm at a regional level. This project funded the operation of the National Accreditation & Certification Committee (NACC) which will meet twice during this project (5 December 2012 and 26/27 June 2013) to provide NPFMS with governance behind the program, leadership, support and guidance on key environmental and technical challenges associated with expanding the reach of the NPFMS in alignment with the NGI 2010–2015 Strategic Plan. The committee was chaired by NGIA Board Director Colin Groom. Representatives from each region as well as the IDO network are members on this committee. The National Environmental & Technical Policy Manager serviced this committee and provided secretariat support. Operating costs of the NACC were funded by this project (\$15,000).

The NACC oversaw the delivery of the following sub-projects:

- 1. Maintenance and upgrade of the NIASA Audit Portal where data from audits associated with all three industry schemes under the NPFMS is housed (www.ngi.org.au).**

The NIASA Audit Portal (www.ngi.org.au) is the source of all audit information that is generated during accreditation and certification audits for NPFMS. All IDOs as well as the NETPM have user access to ensure sound, reliable and safe data management.

This sub project funded the hosting fees (through Zang IT, QLD) associated with maintaining the server that houses this website. As part of this project, a new audit template associated with NIASA Growing Media Suppliers was developed and included on the NIASA Audit Portal. The NIASA audit Portal required updating to improve speed, useability and data access.

A total of \$16,000 was allocated to this project.

- 2. Update to NIASA Guidelines – Version 5, 2013.**

The NIASA Best Practice Guidelines have been developed over a period of years by respected industry representatives and researchers. The guidelines describe industry 'Best Management Practice' spelling out technical and management requirements. The guidelines are regularly reviewed, ensuring they cover relevant and current production and environmental issues. This subproject funded the design and layout costs for a new *Appendix 1 – Suppliers of Growing Media and Growing Media Ingredients* and development of a new NIASA Growing Media Checklist.

A total of \$5,000 was allocated to this project.

3. Update to EcoHort Guidelines – Version 2, 2013.

EcoHort is the industry specific set of guidelines or Environmental Management System (EMS). It is a method by which a grower can demonstrate to industry, government and the community their sound environmental and natural resource stewardship. The guidelines are regularly reviewed, ensuring they cover relevant and current production and environmental issues. This subproject funded the design and layout costs for a minor update that required changes to wording relating to mandatory items.

A total of \$4,000 was allocated to this project.

4. Development of online access to NIASA, EcoHort and BioSecure HACCP Guidelines (<http://fmsmanuals.ngia.com.au>).

It was decided by the NACC to discontinue printer versions of these guidelines and subsequently, a website to provide access was required. This subproject funded the development of the NGIA Nursery Production Farm Management System Online Manuals Portal.

A total of \$15,000 was allocated to this project.

5. Promotion of NPFMS at the 2013 International Plant Propagators Society (IPPS) and Nursery & Garden Industry Victors (NGIV) Conference, Melbourne, 15-19 May 2013 and Nursery & Garden Industry Western Australia (NGIWA) Conference, Perth, 25 June, 2013.

In order to penetrate a wider audience with the multitude of benefits associated with NPFMS, this sub project provided funding of \$5,000 to cover the costs associated with exhibiting NPFMS at the 2013 International Plant Propagators Society (IPPS) and Nursery & Garden Industry Victors (NGIV) Conference, Melbourne, 15-19 May 2013 and Nursery & Garden Industry Western Australia (NGIWA) Conference, Perth, 25 June, 2013.

6. Development and execution of a NPFMS Heads of Agreement and update of the NIASA, EcoHort and BioSecure HACCP Terms and Conditions governance documents.

The NPFMS Heads of Agreement sets out the terms and conditions governing the ownership, operation, administration and management of the FMS Program by NGIA, and the terms and conditions agreed between NGIA and State Associations in relation to the FMS Program. In addition to this Agreement, Terms and Condition between the regional Associations and businesses engaged with the NIASA, EcoHort and BioSecure HACCP programs exist. These documents had been last updated in 2006 and were overdue for review. Moreover, as the industry is looking to move towards a co-regulatory environment for the certification of nursery stock across State/Territory borders, it was paramount that these documents were drafted in a format that saw them meet requirements for certifying nursery product for export.

A total of \$10,000 was allocated to this project.

7. Development of an NPFMS Non-Exclusive International Licence Agreement between Nursery & Garden Industry Australia (NGIA) and Nursery & Garden Industry New Zealand (NGINZ).

Owing to interest in the NPFMS by the New Zealand industry, an Agreement was required to detail the arrangement between NGIA and NGINZ.

A total of \$5,000 was allocated to this project.

8. Creation of NPFMS business resources including NPFMS metal signs, gate biosecurity signs and NPFMS certificates.

This project funded the design and printing costs for NPFMS metal signs, gate biosecurity signs and NPFMS certificates.

A total of \$15,000 was allocated to this project.

9. Facilitated an engagement campaign during Autumn/Winter 2013 targeting businesses not engaged with the NPFMS.

An Autumn/Winter campaign to promote NPFMS targeting non-engaged businesses using a variety of media channels was developed. The objective of the campaign was to increase awareness of the NPFMS with production nursery, growing media and Greenlife Market businesses through a 3 month advertising and public relations campaign during Autumn/Winter 2013.

A number of advertisements were placed in horticulture trade publications (HortJournal, Greenword and Outdoor Design Source) and online (www.ngia.com.au and <https://www.facebook.com/nurseryandgardenindustry>). Each advertisement requested the reader to contact NGIA for free information packs valued at over \$50. Packs include information on the program, sample pocket diagnostic kits (<http://www.pocketdiagnostickits.com.au>) and discounted soil and tissue analysis. The offer ran between 1 April and 30 June. Each regional IDO was provided with the interested businesses to follow up.

A total of \$15,000 was allocated to this project.

10. Provided training for interstate market access activities.

As the industry is looking to move towards a co-regulatory environment for the certification of nursery stock across State/Territory borders, it was paramount that the IDO network was suitable skilled in order to facilitate this process.

A total of \$5,000 was allocated to this project.

11. Developed case studies for publication in HortJournal through a partnership arrangement between NGIA and HortJournal.

In order to penetrate a wider audience with the multitude of benefits associated with NPFMS, this sub project provided funding of \$15,000 to cover the costs associated with generating advertisements to support editorial case studies on NPFMS businesses in HortJournal.

RESULTS AND DISCUSSION

The NACC met formerly on two occasions (5 December 2012 and 26/27 June 2013). Meeting minutes arising from these meetings were circulated to whole of industry to enable awareness of key issues discussed. The minutes and/or agenda from these meetings are provided in Appendix 1.

The NACC oversaw all activities undertaken in project NY12002 managed by the NETPM, Dr Anthony Kachenko. Outcomes from these activities are detailed below.

Results of the various sub projects are detailed below.

1. Maintenance and upgrade of the NIASA Audit Portal where data from audits associated with all three industry schemes under the NPFMS is housed (www.ngi.org.au).

All audit data generated through accreditation and certification audits was entered onto the NIASA Audit Portal. A total of 556 audits were entered for NPFMS programs during the reporting period. A new Growing Media template was developed and integrated on the NIASA Audit Portal. Screen grabs from the NIASA Audit Portal that depict the NIASA Growing Media Audit Template are provided in Appendix 2. The new template will enable Growing Media manufacturers to receive electronic copies of their audit results while at the same time, minimising the time for the IDO to audit the business based on conventional paper based techniques. To further reduce the time for the IDO to audit a business, key software updates were undertaken.

2. Update to NIASA Guidelines – Version 5, 2013.

NIASA Guidelines were updated to include a new *Appendix 1 – Suppliers of Growing Media and Growing Media Ingredients* and development of a new NIASA Growing Media Checklist. These changes have provided clarity in the framework for assessment of growing media manufacturers against clearly defined criteria. These guidelines are available online through the NGIA Nursery Production Farm Management System Online Manuals Portal (see item 4).

3. Update to EcoHort Guidelines – Version 2, 2013.

A minor update of the EcoHort Guidelines was undertaken to clarify the parameters that are priority action items for immediate attention following successful completion of an audit. These guidelines are available online through the NGIA Nursery Production Farm Management System Online Manuals Portal (see item 4).

4. Development of online access to NIASA, EcoHort and BioSecure HACCP Guidelines (<http://fmsmanuals.ngia.com.au>).

The NGIA Nursery Production Farm Management System Online Manuals Portal was developed and provides users with access to NIASA, EcoHort and BioSecure *HACCP* Guidelines through a secure web portal. A screen grab from the NGIA Nursery Production Farm Management System Online Manuals Portal is provided in Appendix 3.

5. Promotion of NPFMS at the 2013 International Plant Propagators Society (IPPS) and Nursery & Garden Industry Victors (NGIV) Conference, Melbourne, 15-19 May 2013 and Nursery & Garden Industry Western Australia (NGIWA) Conference, Perth, 25June, 2013.

NPFMS was exhibited at the 2013 International Plant Propagators Society (IPPS) and Nursery & Garden Industry Victors (NGIV) Conference, Melbourne, 15-19 May 2013 and Nursery & Garden Industry Western Australia (NGIWA) Conference, Perth, 25June, 2013. An image of the Trade Exhibit of the 2013 International Plant Propagators Society (IPPS) and Nursery & Garden Industry Victors (NGIV) Conference, Melbourne, 15-19 May 2013 is provided in Appendix 4.

6. Development and execution of a NPFMS Heads of Agreement and update of the NIASA, EcoHort and BioSecure *HACCP* Terms and Conditions governance documents.

The NPFMS Heads of Agreement and Terms and Conditions for NIASA, EcoHort and BioSecure *HACCP* have been updated by NGIA and reviewed by legal. The document was executed by NGIA and regional Associations on 15 April 2013.

7. Development of an NPFMS Non-Exclusive International Licence Agreement between Nursery & Garden Industry Australia (NGIA) and Nursery & Garden Industry New Zealand (NGINZ).

An Agreement was developed by the NETPM with consultation of the NACC and NGIA Board, reviewed by legal and circulated to NGINZ for review. The agreement is currently being reviewed by NGINZ legal. This Agreement will facilitate the adoption of the NPFMS to businesses in New Zealand. Discussions are underway with the NGIA Board and NGINZ Board to progress this partnership further.

8. Creation of NPFMS business resources including NPFMS metal signs, gate biosecurity signs and NPFMS certificates.

A variety of new business resources were developed including NPFMS metal signs, gate biosecurity signs and NPFMS certificates. The artwork for the NPFMS certificates was circulated to regional Associations. Metal signs (500) and gate biosecurity signs (500) were divided up and forwarded to regional Associations for distribution to NPFMS businesses. A copy of the artwork is provided in Appendix 5.

9. Facilitated an engagement campaign during Autumn/Winter 2013 targeting businesses not engaged with the NPFMS.

An advertisement promoting the campaign was developed and placed in horticulture trade publications (Australian Horticulture and HortJournal) and online (www.ngia.com.au and <https://www.facebook.com/nurseryandgardenindustry>). A copy of the advertisement is provided in Appendix 6.

An online registration form (using WUFU) was built on to the NGIA website to track businesses registering their interest in receiving a free information pack. The information packs contained the following materials:

- NPFMS Information Sheet
- Benefit Backgrounder
- Case Study: NIASA
- Case Study: EcoHort
- Case Study: BioSecure HACCP
- NPFMS DVD
- Pocket Diagnostic kits for *Phytophthora* and *Pythium* and mouse pad
- Industry Partner: Phosyn Analytical discount coupon for a range of analytical services

75 new contact leads identified. In terms of tracking responses from the marketing campaign, 45% of hits were through Facebook and Twitter a further 13% were through the Your Levy at Work (www.yourlevyatwork.com.au) industry blog.

All businesses that registered interest will receive a follow up phone call from the relevant IDO.

10. Provided training for interstate market access activities.

Training was provided by the Department of Agriculture, Fisheries and Forestry QLD at the Nursery & Garden Industry Queensland office on Tuesday 19th March – Friday 22nd March. The course was designed to provide the theory to interstate certification assurance arrangements. Regional IDOs attended the workshop. A copy of course feedback is provided as Appendix 7.

11. Developed case studies for publication in HortJournal through a partnership arrangement between NGIA and HortJournal.

A partnership is in place between NGIA and HortJournal to raise the awareness of the NPFMS. For each month during this reporting period, an article is written by an IDO that appeared in HortJournal to describe innovation within an accredited/certified business. For every second article, an advertisement on the NPFMS was placed with HortJournal. A new advertisement was developed as part of this project and is provided in Appendix 8.

TECHNOLOGY TRANSFER

The NETPM sought to maximize the adoption of activities undertaken through this project through coordinated management and integration of industry programs. A key avenue to communicate outcomes from this project was through regular contact with the IDO extension network. This network had the capacity to reach a wide range of levy payers to ensure that they remained versed with industry developments relating to the NPFMS. The IDO network was provided with tools and resources developed through this project and were able to author case studies for publication in national media.

Communication of sub projects used a wide range of strategies including print (HortJournal) and electronic (Your Levy at Work Blog) which are both seen by industry as reputable sources of information. The NGIA website, Facebook and Twitter pages was also used as key resources in further communicating outcomes from this project and engaging in activities to raise awareness of the NPFMS. In addition to this, the NETPM also attended and exhibited at two regional conferences to further convey outcomes relating to this project.

All sub projects detailed within this project were developed through a rigorous consultation process involving IDOs and all regional NIASA representatives on the NACC. Projects were reviewed by the NGIA Board and regional Association executive prior to lodgement with HAL for Industry Advisory Committee (IAC) approval.

The final report will be available to download from the NGIA website using the 'Final Reports' database.

RECOMMENDATIONS

This project has delivered a number of critical outputs that has enhanced the recognition of the NPFMS in Australia and abroad. A key objective of this project was to publicise the defence mechanisms of the NPFMS to stakeholders whilst enhancing industry resilience to risks such as biosecurity and environmental compliance by working closely with government agencies. This project also continued to work towards recognition of BioSecure *HACCP* as a third vehicle for market access. In addition to these objectives, this project worked towards developing market drivers for new entrants into the NPFMS in order to secure the future of the program by way of strategic targeted engagement campaigns and international exposure. Combined, these areas will be at the forefront of future projects that focus on building industry capacity using the NPFMS platform. Other priority areas will include:

1. The support of the National Audit Portal (NAP) which acts as a repository of NPFMS audit data to ensure rigour behind the auditing process and market access opportunities
2. Executing the licence between NGIA and NGINZ and undertaking necessary brand updates
3. Maintenance of the Smart Approved WaterMark (SAWM) licencing of the NIASA and EcoHort programs
4. Undertaking a detailed gap analysis of the NIASA and EcoHort programs

Governance to future projects will be provided through maintenance of the NACC.

APPENDICES

The following appendices relate to the outcomes of the project:

- 1** Minutes of the 5 December 2012 NACC meeting and Agenda of the 26/27 June 2013 meeting
- 2** Screen grabs from the NIASA Audit Portal detailing Growing Media Audit template
- 3** Screen grab of the NGIA Nursery Production Farm Management System Online Manuals Portal
- 4** Image of NPFMS trade display booth at the 2013 International Plant Propagators Society (IPPS) and Nursery & Garden Industry Vectors (NGIV) Conference, Melbourne, 15-19 May 2013
- 5** Artwork for NPFMS Business Resources
- 6** Advertisement used for Autumn/Winter 2012 NPFMS marketing campaign
- 7** IDO Market Access Training Course Feedback
- 8** NPFMS artwork of HortJournal

Appendix 1

Minutes



National NIASA Advisory Committee (NNAC) Meeting

Date: Wednesday 5 December 2012

Time: 9:30 am – 4:00 pm

Location: **Nursery & Garden industry Victoria (NGIV) Boardroom**
3/307 Wattletree Road, Malvern East VIC 3145

Colin Groom (WA; Chair), Anthony Kachenko (NGIA), Chris O'Connor (NGIA), John Marshall (VIC), Terry Spink (QLD), Tim Phillips (TAS), David Eaton (SA), Gary Eyles (NSW), Michael Danelon (NSW), Grant Dalwood (SA), John McDonald (QLD), Megan Connelly (NT), Trevor Winter (WA), David Reid (VIC)

Apologies: Scott McDonald (NT)

ITEM	TOPIC	DETAILS
1	Welcome and Apologies	<p>C Groom formally declared the National NIASA Advisory Committee (NNAC) Meeting open at 9:30 am and extended a warm welcome to all Committee Members. Euan Laird was introduced to the Committee by J Marshall and was welcomed by the Committee. A Kachenko noted that S McDonald was noted as apology. C Groom indicated that Matthew Trent was no longer employed by NGIWA as an IDO.</p>
2	Confirmation of Minutes	<p>2.1 NNAC Committee Meeting Minutes July 10/11 July 2012(Attachment)</p> <p>C Groom advised that the Minutes from the Meeting held on 10-11 July 2012 were provided in the Meeting papers and Committee Members were asked to raise any concerns regarding the accuracy of these minutes. T Phillips indicated that he had no recollection of the following section on page 3 of the minutes:</p> <p><i>R Prince also noted that New Zealand Nursery & Garden Industry was looking to the Australian Industry for opportunities with adopting key programs and resources including Nursery Production FMS. He noted that Craig Norman, Glenn Fenton and himself would be attending the next New Zealand Nursery & Garden Industry board meeting to discuss synergies. R Prince also indicated that the NGIA board is focussed on developing a strategy to see the Biosecurity Levy enacted by levy payers. Further information will be circulated to state Associations in due course.</i></p> <p>A Kachenko indicated that the minutes had been previously circulated for feedback on 3/8/2012 and this item had not been flagged. All other feedback was incorporated into these minutes and circulated on 14/8/2012.</p>

ITEM	TOPIC	DETAILS
		<p>T Phillips asked if the tape, if available, could be reviewed for clarification. If the tape is not available, T Phillips indicated that he would be comfortable with leaving the passage as is with no further changes.</p> <p>Action: A Kachenko to review the tape, if available, and clarify with T Philips the details of this passage from the minutes.</p> <p>The minutes were not agreed to as a true and accurate record. No further amendments were received.</p>
3	Matters Arising From Last Meeting (9:40 am – 10:00 am)	
	3.1 Review of Action List (Attachment)	
		<p>A Kachenko provided an overview of the Action Items. He provided an update on the completed items.</p> <p>A Kachenko identified the following item as outstanding:</p> <p><i>M Danelon to provide J McDonald with a workable solution to the issue of shaded criteria in the EcoHort checklist two months after the meeting.</i></p> <p>A Kachenko tabled a document which outlined suggested changes to remove any possible discrepancy with interpreting the EcoHort guidelines. These were drafted by J McDonald and discussed with M Danelon and A Kachenko with all parties agreeing on the approach. The following changes were tabled:</p> <p>Page 3 dot point 9.</p> <p>Suggested wording:</p> <p><i>Areas shaded in the EcoHort Checklist indicate they are priority items that must be ranked “high priority” if recorded in the EcoHort Action Plan.</i></p> <ul style="list-style-type: none"> • Page 3 last paragraph last sentence. <p>Suggested wording:</p> <p><i>The guidelines require on-site monitoring to be conducted, where identified in the EcoHort Action Plan, and the auditor will review the progress of the EcoHort Action Plan priorities towards accepted industry targets at each audit.</i></p> <ul style="list-style-type: none"> • Page 71 second paragraph starting with the last sentence. <p>Suggested wording:</p> <p><i>Under the formal EcoHort Certification a business will be audited, based on the EcoHort Risk Assessment Checklist, by an independent EcoHort auditor twice per annum. There are various fields throughout the EcoHort Risk Assessment Checklist that are shaded which indicates they are considered high priority areas if listed in the EcoHort Checklist as; “Being upgraded” or “Needs attention” and are automatically listed in the EcoHort Action Plan and marked with an *.</i></p>

ITEM	TOPIC	DETAILS
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The EcoHort auditor and business must agree to rank “high priority” any shaded () items recorded in the EcoHort Action Plan and aim to address these areas first, or in the first group, before prioritising as “high priority” other non-shaded, or not *, priorities as listed in the EcoHort Action Plan.*

- Page 71 fifth paragraph first sentence.

Suggested wording:

The following lists the ‘Records’ that if noted in the EcoHort Action Plan will be required to be completed on an on-going basis under the formal EcoHort Certification program.

- Page a9 first paragraph

Suggested wording:

When identified in the EcoHort Action Plan, EcoHort Certification requires the measuring and monitoring of a range of activities and systems. The following “Record Documents” and the fields within must be completed, if the record is identified in the EcoHort Action Plan, to achieve and maintain EcoHort Certification.

The Committee agreed to the suggested changes.

MOTION: The NNAC accept the suggested changes to the EcoHort guidelines wording.

Moved: G Eyles

Seconded: D Eaton

A Kachenko indicated that he would update the EcoHort guidelines with these new changes.

Action: A Kachenko to update the EcoHort Guidelines with the agreed changes as accepted by the NACC meeting.

A Kachenko also indicated that G Dalwood had developed an outline of best practice transport guidelines of plant products that could be incorporated into NIASA.

G Dalwood indicated that an appendix could be incorporated into NIASA for businesses that freight. It may also be used as general industry guidelines for freighters.

J McDonald indicated that the Committee needs to survey what should be included in the guidelines in relation to risk management. In other words, what do the transport companies need to do, and how will they benefit the grower, in terms of maintaining health and biosecurity requirements of nursery stock. The Committee agreed that the document would be concise and the best approach would be to develop the guideline out of session.

Action: G Dalwood to refine the freight issues outline and populate the content out of session with the IDO network with a draft to table at the June 2013 meeting.

ITEM	TOPIC	DETAILS
	4.1 State Reports	
		<p>The NSW, QLD, SA and NT Technical Officers Six Monthly Reports were tabled.</p> <p>T Winter noted that 48 businesses in WA were NIASA Accredited which had been omitted in the tabled report. C Groom, Roger Evans and Barry Winterbourn were representatives on the State Committee. G Dalwood indicated that he would be travelling to WA for audits of 12 businesses.</p> <p>T Winter discussed the need for a review of the <i>Phytophthora</i> baiting technique with a double testing and <i>Eucalyptus sieberi</i> cotyledon baiting method. It was noted that the Department of Environment and Conservation (DEC) were driving these changes. The Committee indicated that T Winter should qualify why the DEC were driving these changes in terms of what constituted double testing and why as well as demonstrated comparison between the <i>Eucalyptus sieberi</i> cotyledon baiting and existing NZ lupin baiting methods.</p> <p>Action: T Winter to discuss <i>Phytophthora</i> baiting with the Department of Environment and Conservation (DEC) to clarify double testing and why as well as demonstrated comparison between the <i>Eucalyptus sieberi</i> cotyledon baiting and existing NZ lupin baiting methods.</p> <p>G Dalwood discussed his State Report which was taken as read. A Kachenko indicated that he had received a letter from the Secretariat of the National Viticultural Biosecurity Committee seeking a nomination from the nursery industry and asked G Dalwood if this was something he would be keen to pursue due to his established links with the viticulture industry. G Dalwood indicated that he would be keen to pursue this.</p> <p>Action: A Kachenko to seek permission from NGISA executive for G Dalwood to participate on the National Viticultural Biosecurity Committee on behalf of the nursery industry. A Kachenko to forward the response to the Secretariat of the National Viticultural Biosecurity Committee.</p> <p>M Connelly discussed her State Report. She noted the recent appointment of Michelle Shrugg as the NGINT Executive Officer. She also noted that Dominic Campesi was the new State President.</p> <p>M Danelon discussed his State Report. He noted that he perceived Bunnings as having issues with interpreting the benchmark between NIASA businesses. J McDonald noted that this was a failure on Bunnings behalf in not being able to identify what constitutes best practice in that no two sites are the same.</p> <p>J McDonald discussed his State Report. He noted that a BioSecure <i>HACCP</i> trial will happen during the first half of 2013 to test the program as a legal market access instrument. This will occur between QLD and VIC businesses. He suggested that auditor training for the IDO network will be required to ensure consistency in delivery and greater understanding of the nature in auditing under <i>HACCP</i> and Interstate Certification Assurance arrangements. A Kachenko indicated that he would work with J McDonald to identify opportunities for auditor training in early 2013.</p> <p>Action: A Kachenko and J McDonald to identify auditor training opportunities in 2013 for the IDO network.</p> <p>J McDonald noted that a new fee structure for BioSecure <i>HACCP</i> will be required to ensure that the system recouped costs and was self-funding. He suggested a base fee as prescribed by NGIA as well as costs for certificates generated through the Audit Management System was a suitable model.</p>

ITEM	TOPIC	DETAILS
		<p>D Reid tabled his report. No further comments were raised and the report was taken as read. T Phillips indicated that Michele Buntain from the Tasmanian Institute of Agriculture will be appointed in 2013 for delivery of extension activities in Tasmania. He noted that G Dalwood had successfully completed audits in Tasmania and will continue this in 2013. T Phillips enquired about the NIASA web portal. A Kachenko indicated that the portal was working well, however indicated that some jurisdictions were slow in embracing the requirements for all audits being uploaded onto the portal. He reinforced that all audits are to be entered through the portal.</p>
	4.2	2012/13 environment and technical project update
		<p>A Kachenko tabled a summary of project NY12001 – Nursery Industry Environmental and Technical Research and Extension 2012-2013. He indicated that the project valued at \$280,000 and was contracted in August 2012 for completion by August 2013. Projects included:</p> <ul style="list-style-type: none"> • IDO Regional Representation. A Kachenko indicated that funding was available for representation for the IDO network to attend/present at events with relevance to the NGI. • Biosecurity Commitments. A Kachenko indicated that this project funds additional time borne by NGIQ to fulfil national biosecurity commitments. • Industry Research Linkages – Support for Honours Research Project. A Kachenko indicated this project would continue for a further 12 months. A number of projects were underway at University of Melbourne. A Kachenko informed the Committee that a mail out to ‘trainers’ will occur in late 2012. • Review and development of NGI policies. A Kachenko noted that this project will fund the printing and distribution costs associated with updating the National Plant Labelling Guidelines which were developed in 2007 to help the industry provide clear and accurate information on plant labels. This will also include the development of a website that will act as a repository of useful information, reference materials and a searchable database of key plants that are potentially harmful to humans. This website would be a useful resource and could include a variety of existing levy funded resources such as Grow Me Instead as well as positive information on the benefits of green life linking through to Plant/Life Balance. <p>A Kachenko indicated that C O'Connor who recently joined NGIA is currently working on this project.</p> <ul style="list-style-type: none"> • Development of visual extension resources for NGI. A Kachenko indicated that this sub-project will trial an array of short videos using existing footage where possible (e.g. footage shot during the Nursery Production FMS filming in project NY09017) to generate short ‘how to’ clips on key industry issues. He noted that videos would cover key biosecurity issues such as dispatch inspections, surveillance and intake procedures for examining new plant stock. The videos will be developed in house and will feature grower testimonials. NZ are also eager to contribute funding into this project.

ITEM	TOPIC	DETAILS
		<ul style="list-style-type: none"> • Situation analysis of international data on standards and processes relating to tree production and specification. A Kachenko informed the Committee that this project will review international and national guidelines on specifying and growing trees and summarise the data into a detailed situation analysis/report. From this, recommendations will be made in terms of what techniques could apply in an Australian context; in terms of guiding those specify trees and those who grow trees. This will then be fed into the development of the Australian Standard for Tree Specification. Funds from this project will go towards hosting grower workshops to facilitate the development of the Standard. • Literature review of efficacy of organic amendments used in plant production. A Kachenko indicated that this sub-project will investigate the current international availability and efficacy of organic amendments used in plant production. He indicated that Dr Sally Steward-Wade from University of Melbourne would head this study with an overview of the review due for feedback in mid-December. • Online pesticide spray diary and best management practices toolbox. A Kachenko indicated that this project will update and transfer the content of the Best Practice Manual for Pesticide Application in the Nursery and Garden Industry CD to a web resource for wider penetration with the production industry and possible application in the field using 'Smart Phones', iPads and Android devices. It will also include an update of key reference material and will be available online through www.ngia.com.au and will link to external websites that offer information on weather conditions (e.g. Syngenta's Agricast, Elders weather and Bureau of Meteorology). The toolbox will also provide a repository of all the industry minor use permits and provide direct linkages to the Australian Pesticides and Veterinary Medicines Authority website where the permit information is housed. A Kachenko has approached Professor John Harden to facilitate the update of the current manual. • Web based pest and disease management tool. A Kachenko indicated that this sub-project will invest to take the current electronic tool available on SD card as developed by NGIQ and install it as a web based information source accessible to industry via the internet. He noted that he was currently awaiting feedback from NGIQ in regards to access/permission to information on the SD card. • Minor use pesticide program for NGL. A Kachenko advised that this project is underway and opportunities for products to include in the current and future rounds should be forwarded to him for possible inclusion.

4.3 Projects submitted to HAL for possible funding in 2013/14

A Kachenko discussed the process of projects submitted to Horticulture Australia Limited (HAL) for Industry Advisory Committee endorsement. He outlined the process which included the following key points:

- Detailed timeline circulated to IDO network in December 2011 and June 2012
- All projects evaluated by NGIA and sent to IDO network for ranking
- Industry consultation meeting (CEO's, State Presidents and NGIA Board) and Environment Committee review of proposals prior to NGIA drafting of final R&D proposal for submission to HAL.

A Kachenko provided a summary of how the projects were ranked nationally by the IDO network based on 4 criteria (urgency, importance, impact and success).

ITEM	TOPIC	DETAILS
		<p>He noted that five projects in the top 10 were not put forward as they was no market failure or no linkage to the industry strategic investment plan. He indicated the two of these projects, National Myrtle Rust Industry Liaison Officer (NMRILO) and Energy BMP for Production Nurseries were submitted to HAL by third parties with support of the nursery industry.</p> <p>A Kachenko noted that he would send the IDO network an outline of the top 10 projects following the meeting as he did not have the data on hand. General discussion covered the likelihood of submitted projects being endorsed by IAC. A Kachenko indicated that all projects have a 50/50 chance due to budgetary constraints and demonstrated value to industry.</p> <p>Action: A Kachenko to forward the IDO network an outline of the top 10 Projects for 13/14 Levy Funding</p>
5	Administration	
	5.1	2013 Nursery Paper timeline and guidelines
		<p>A Kachenko introduced C O'Connor who provided the Committee with his background with Bunnings and Mitre 10 in various buying roles. He noted that he is also completing a degree in horticultural science at Charles Sturt University.</p> <p>C O'Connor tabled the 2012 Nursery Paper timeline and guidelines. He provided an overview of the guidelines in terms of requirements and expectations. He called for the IDO network to specify a slot indicating that a minimum of one Nursery Paper was required per annum. The schedule was completed for circulation to all Committee Members. C O'Connor indicated that deadlines MUST be met as specified to meet publication deadlines.</p> <p>Action: C O'Connor to circulate a copy of the completed 2013 Nursery Paper schedule to the IDO network.</p>
	5.2	Future R&D project proposal timeline
		<p>A Kachenko tabled the Future R&D project proposal timeline for development and submission of projects to NGIA for levy funding in 2014/2015. He indicated that was updated based on the Nursery and Garden Industry Strategic Investment Plan 2012-2016. He mentioned that all projects that were not submitted for funding or not endorsed by the IAC would be included on a short list in 2013 for reconsideration. He clarified that all projects should be discussed at state levels with growers to ensure engagement from the bottom up.</p>
	5.3	Hort Journal and FMS Partnership Arrangement
		<p>A Kachenko tabled the NGIA Nursery Production Farm Management System and Hort Journal Partnership Agreement Production Schedule 2012-2013. He noted C O'Connor would be editing these in 2013 and is the primary contact point. A Kachenko noted that NGIA would write the June 2013 article.</p>
6	Operational	
	6.1	Annual Operation Plan update
		<p>A Kachenko tabled a copy of the Annual Operating Plan that was agreed to by the Committee at the previous meeting. He indicated that the project was valued at \$125,000 and would cease on 30 June 2013. He advised the Committee that a new 2 year project had been submitted to HAL that would commence in July 2013 if endorsed by the IAC.</p> <p>He briefly discussed the Annual Operating Plan.</p>

ITEM	TOPIC	DETAILS
		<p>\$25,000 had been allocated to facilitate two meetings as per the NIASA Heads of Agreement. The next meeting will be in Perth during June 2013.</p> <p>\$16,000 had been allocated to the NIASA Audit Portal to accommodate an inclusion of a Growing Media Checklist and any changes relating to the changes arising from BioSecure HACCP moving towards a third vehicle for market access.</p> <p>National conference promotion including the next joint IPPS/NGIV conference had been allocated \$10,000.</p> <p>\$20,000 had been allocated on a Winter/Autumn campaign similar to the one executed earlier in the year. He said that the campaign would be advertised in national media including Outdoor Design Source, Trade Register, HortJournal, Landscape Contractor Magazine, Landscape Manager Magazine and other relevant publications.</p> <p>\$14,000 had been allocated to cover legal costs associated with reviewing, updating and developing the revised Heads of Agreement and Terms and Conditions. He noted that legal costs would likely fall short of this based.</p> <p>\$5,000 had been allocated to developing new resources including:</p> <ul style="list-style-type: none"> • NPFMS information summary fact sheet. • NPFMS benefits fact sheet. • Fact sheet detailing how to market the program to suppliers. <p>\$15,000 had been allocated to developing existing resources as required. He noted that this would be discussed under Section 8.1.</p> <p>\$15,000 had been allocated to national media advertising which was largely based off the placement of adds in HortJournal that linked to the articles written about accredited/certified businesses in each edition.</p> <p>A Kachenko advised that he would also develop an Induction Toolbox for existing and new Industry Development Officers to provide them with an overview of the program and assist in delivering key outcomes relating to their role. He noted that \$10,000 was set aside for this. He noted that these funds would be used for training of IDOs, particularly in the fields of audit training and ICA arrangements. General discussion continued about the nature of the training. A Kachenko asked J McDonald and D Reid for possible training contacts within government for IDO training.</p> <p>Action: J McDonald and D Reid to forward A Kachenko contacts of training providers for future IDO training.</p>

6.2 NY12006 (IDO Project) Annual Operating Plan update

A Kachenko tabled a copy of the Annual Operating Plan for the IDO project NY12006. It details that \$772,783 is available in the first year of this four year project.

G Eyles asked how the costing of activities under the IDO project was determined. A Kachenko indicated that activities will be allocated costs through the NY12006 Project Steering Committee (C Groom, A Kachenko, Alison Anderson [HAL]) and would change from year to year. He advised that the costs to date were agreed to through several consultation meetings with state peak industry bodies through consultation meetings.

ITEM	TOPIC	DETAILS
		<p>The Committee asked if there were suggestions in terms of how projects should be costed, then this should be forwarded to A Kachenko to table at future NY12006 project steering Committees.</p> <p>J McDonald asked about activities that fall outside of the template. A Kachenko indicated that this should be detailed within the word template. He indicated that suggestions of activities currently omitted within the template should be forwarded to A Kachenko too table at future NY12006 Project Steering Committees.</p> <p>Action: Members of the NACC to forward A Kachenko activities and/or costings for activities that are currently omitted or should be review in future versions of the NY12006 Annual Operating Plan or State Quarterly Report.</p>
	6.3	Group SWOT program analysis
		A Kachenko advised that this would be left until the next meeting due to limited time remaining.
	6.4	Electronic FMS Manuals update
		<p>A Kachenko informed the Committee that the platform to purchase PDF manuals online was complete. He asked the Committee how best to proceed with allocating existing guideline holders access to electronic version of the manuals. A Kachenko advised that he could generate 'access codes' for users to enter into the online manuals portal to gain free access to manuals. He advised that each online manual could be viewed on line, printed and saved for future reference. Further, an automatic email would advise of future updates and new manuals.</p> <p>The Committee indicated that each state Association should forward A Kachenko a list of how many NIASA, EcoHort and BioSecure manuals have been sold for A Kachenko to generate 'access codes' to ensure all existing guideline holders have access to electronic manuals.</p> <p>Action: State Association to forward A Kachenko a list of how many NIASA, EcoHort and BioSecure manuals have been sold for A Kachenko to generate 'access codes' to ensure all existing guideline holders have access to electronic manuals.</p>
	6.5	State Quarterly Reports update
		A Kachenko indicated that this item had been discussed under item 6.2 and no further discussion was required.
7	Operational (continued)	
	7.1	IDO Induction Manual/Process
		<p>A Kachenko tabled a copy of the Induction Guide for Australian Nursery Industry Development Officers and asked for feedback, particularly from D Reid and T Winter who recently joined the nursery industry as IDOs. He added that the development of the guidelines was part of the current project Annual Operating Plan.</p> <p>J McDonald indicated that he would send A Kachenko a marked up version with feedback.</p> <p>Action: J McDonald to forward A Kachenko a marked up copy of the Induction Guide for Australian Nursery Industry Development Officers with feedback for consideration.</p> <p>Action: A Kachenko to circulate a copy of the final version of the Induction Guide for Australian Nursery Industry Development Officers to state Associations.</p>
	7.2	Growing Media Appendix 2 and Checklist
		A Kachenko tabled a copy of the updated Growing Media Appendix 2 and Checklist and sought comment.

ITEM	TOPIC	DETAILS
		<p>A Kachenko advised that J McDonald had incorporated feedback from the network and indicated that he had developed the checklist. J McDonald indicated that he had identified mandatory items and developed suggested wording to accompany these items for incorporating into the Audit portal for items that were not satisfactory.</p> <p>General discussion followed regarding technical content of the Appendix. M Danelon questioned the sanitation of equipment and suggested methodology. J McDonald advised that this was already embedded in the Appendix and advised M Danelon to forward any other suggested methodologies for incorporation. The Committee agreed to the updated Appendix and Checklist.</p> <p>MOTION: The NNAC accept the suggested changes in the updated Growing Media Appendix 2 and Checklist.</p> <p>Moved: D Eaton</p> <p>Seconded: T Spinks</p> <p>Action: A Kachenko to update the NIASA Audit Portal with the NIASA Growing media Checklist.</p> <p>Action: A Kachenko to update the NIASA Appendix 2.</p>

7.3 Final Heads of Agreement

A Kachenko tabled the Final heads of Agreement following legal review. Feedback prior to the meeting from Committee members was discussed and included:

- Section 4.1 – The following passage now applies to the international parties.

International persons with interest in the FMS Program may be invited to meetings as observers by the Chairperson of the NACC following discussion with the National Manager.

Ex officio Committee members and observers are not required to attend every NACC meeting.

Ex officio Committee members and observers will abstain from making formal motions and voting, but may otherwise exercise all other rights of the other Committee members, including debate and discussions.
 - Section 8.0 – removed reference to www.ngi.org.au
 - Section 8.2 - First line now reads: All data stored on the AMS is confidential.
 - Section 9.1 – First line now reads: The relevant Technical Officer or State Manager, with the National Manager will:
 - Section 3.2.1 Setting Fees and Charges

NGIA recommends the FMS Program and Guidelines Fees and charges (“Fees”) as set out in Appendix 8. The State Associations are at liberty to charge more than the recommended Fees. NGIA reserves the right to amend the Fees at any time after consultation with the NACC.

The National Manager must advise the NACC of the Fees at every meeting.
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ITEM	TOPIC	DETAILS
		<p>A Kachenko advised that the next step was to have each State Association sign/ratify the Heads of Agreement in early 2013.</p> <p>MOTION: The NNAC accept the suggested changes in the updated Head of Agreement – Nursery Production Farm Management System.</p> <p>Moved: G Eyles</p> <p>Seconded: T Spinks</p> <p>Action: A Kachenko to circulate a copy of the final Heads of Agreement to each State Association for ratification.</p>
	7.4	Final NIASA Terms and Conditions
		<p>A Kachenko tabled a copy of the final NIASA Terms and Conditions following legal review. He indicated that a version for EcoHort and BioSecure <i>HACCP</i> had also been developed that were identical in content. The only changes in these related to the omission of NIASA Accreditation and inclusion of EcoHort Certification/BioSecure <i>HACCP</i> Certification.</p> <p>J McDonald indicated that clause 8.1 required the removal of the line ‘and to not disclose any other third person without Your written consent’.</p> <p>MOTION: The NNAC accept the suggested changes in the updated Final NIASA Terms and Conditions.</p> <p>Moved: G Eyles</p> <p>Seconded: T Spinks</p> <p>Action: A Kachenko to circulate a copy of the final NIASA, EcoHort and BioSecure <i>HACCP</i> Terms and Conditions to each State Association.</p>
	7.5	Draft International Licence Agreement
		<p>T Phillips indicated that the letter from T Spinks dated 28th October 2012 should be tabled to commence discussions. A Kachenko indicated that an official response from NGIA was being drafted to T Spinks.</p> <p>A Kachenko advised that the MOU signed between NGIA and NGINZ was communicated to industry on August 30 and did not specify any ‘deal’ between the two associations in relation to licencing the Nursery Production Farm Management System (NPFMS). This followed a presentation he delivered on the NPFMS program at the NGINZ Conference, 18 July 2012. Following his presentation, he called for interested growers to commit to the program through attending workshops in late 2012 as well as a preliminary audit. Some 25 nurseries registered interest following the conference presentation.</p> <p>He indicated that he had recently returned from NZ after delivering two workshops introducing NZ growers (approximately 20) to the NIASA and EcoHort guidelines/checklist. He noted that BioSecure <i>HACCP</i> was excluded from all discussions to date. No fee structure has been agreed to and no deal has been struck between the NGIA Board and NGINZ Board. He noted that the next step was to develop the licence agreement and fee structure that was equitable to the Australian levy payer whilst viable for the NZ industry to participate in. He also indicated that preliminary audits will be considered and when developing the fee structure, the fee should not price the program out of NZ however generate a return for the Australian industry for future program investment. He tabled a draft International Licence Agreement and sought input.</p>

ITEM	TOPIC	DETAILS
		<p>C Groom indicated that no agreement had been agreed to by the NGIA Board and the draft International Licence Agreement was the first he had seen of it. He noted that the NGIA Board had advised A Kachenko to commence drafting the agreement. A Kachenko added that the main driver for NZ growers was environmental compliance/regulatory pressures. Additional comments were sought from Committee members. These included:</p> <p>Remove BioSecure <i>HACCP</i> and insert a clause with regards to market access should be included.</p> <p>Ensure that the costs for NZ growers to participate in the program exceeded the costs that Australian growers pay. A Kachenko indicated that NZ were not in the position at this stage to undertake the audits.</p> <p>Ensure that all Australian costs are recovered in relation to delivery of audits and provision of resources. Discussion covered an upfront licence fee, a per business fee and costs for auditing.</p> <p>The Committee indicated that it was willing to support the NGIA Board to proceed with a licence agreement with NGINZ and develop a pricing formula and set a fee structure that is commercially acceptable to both Australia and New Zealand. A Kachenko indicated that all state Chairs will be kept up to date with how the licence agreement progresses. A Kachenko further added that this would also set a precedent for other countries that demonstrate interest in the program.</p> <p>MOTION: The NNAC support the NGIA Board to proceed with a licence agreement with NGINZ and develop a pricing formula and set a fee structure that is commercially acceptable to both Australia and New Zealand.</p> <p>Moved: T Phillips</p> <p>Seconded: D Eaton</p> <p>T Phillips added that following this discussion on the International Licence Agreement, he was happy to move a motion to accept the minutes from the 10-11 July 2012 NNAC meeting as a true and accurate record. He added that he would still like to follow up the tape if available.</p> <p>MOTION: The NNAC accept the minutes from the 7-8 December 2011 NNAC meeting as a true and accurate record.</p> <p>Moved: T Phillips</p> <p>Seconded: T Spinks</p>
8	Marketing	
	8.1 Marketing Collateral	
		<p>A Kachenko tabled a document that detailed all FMS promotional stock developed for marketing the program to date. He asked for all Committee members to advise him of requests for more materials.</p> <p>D Reid asked if he could have number 32, 33 and 34 developed into a general one pager for program promotion.</p> <p>G Dalwood asked for additional Biosecurity signs.</p>

ITEM	TOPIC	DETAILS
		<p>A Kachenko indicated that metal signs would be developed for all current members. J McDonald advised A Kachenko that he had developed some in the past and would forward A Kachenko supplier details.</p> <p>The Committee members asked if the document would also be circulates after the meeting to follow up further.</p> <p>Action: A Kachenko to circulate a copy of the marketing collateral inventory for feedback from the NACC.</p> <p>Action: J McDonald to forward A Kachenko details of metal sign suppliers.</p>
	8.2	EcoHort Certificates
		<p>A Kachenko tabled new EcoHort Certificates for comments. The Committee asked if they could be developed so that the business details could be entered into a template prior to printing. This also applies to the existing NIASA and BioSecure <i>HACCP</i> certificates.</p> <p>Action: A Kachenko to follow up the EcoHort signage with the graphic designer to determine if data entry fields can be included in the certificate templates.</p>
	8.3	Summary of NIASA marketing projects to HAL for 13-14 funding
		<p>A Kachenko indicated that a new 2 year project had been submitted to HAL that would commence in July 2013 if endorsed by the IAC. The value of this project was \$60,000 per annum. The project was made up of Committee expenses, audit portal maintenance, development of marketing collateral and execution of marketing campaigns.</p> <p>If the project is endorsed by the IAC, the 12/13 budget will be reviewed and an annual operating plan developed at the next NNAC meeting.</p>
9	General Business	
	National Audit Data	
	<p>A Kachenko indicated that he sought the Committees thoughts on NGIA accessing information/data from the NIASA Audit portal relating to when audits were done and what businesses had been audited. He stressed that NGIA did not want to see audit data for particular businesses. The Committee agreed to these changes.</p>	
	Audit Anniversary and Invoice Dates	
	<p>C Groom asked Committee members when audits were invoiced. In WA, audits were invoiced in September and the physical audit conducted in the ensuing 12 month period.</p> <p>M Danelon indicated that invoicing was split half in January and July for cash flow reasons. One invoice per business.</p> <p>Victoria pays February through to February ad hoc. No correlation between invoicing and audit date.</p> <p>In Queensland, one invoice is sent in January/February each year. Two audits are conducted per annum. Two audits are also conducted in NT with invoicing in May.</p> <p>In SA, invoices are issues in September with one audit per year.</p> <p>He noted that national consistency would be ideal in the future.</p>	

ITEM	TOPIC	DETAILS
	EcoHort Water Testing	
		C groom asked about water testing requirements and if growers were undertaking the necessary testing. T Philips indicated that he had some test strips that were simple any easy to use and readily available and would circulate the details to the Committee.
10	Next Meeting: June 26-27 (Wed/Thurs) 2013 Perth, Western Australia	

Meeting Close 4 pm

AGENDA



National NIASA Advisory Committee (NNAC) Meeting – Day 1

Date: Wednesday 26th Jun 2013

Time: 8:30 am – 5:30 pm

Location: **Meeting**

Burswood on Swan (in half of River Room)

1 Camfield Drive

Burswood WA 6100

Ph: (08) 9472 0255

www.burswoodonswan.com.au

Accommodation

Crown Promenade (previously Holiday Inn)

Great Eastern Highway

Perth WA 6100

Ph: (08) 9362 7777

www.crownpromenadeperth.com.au

Attendees: Colin Groom (WA; Chair), Anthony Kachenko (NGIA), Chris O'Connor (NGIA), John Marshall (VIC), Scott McDonald (NT), Tim Phillips (TAS), David Eaton (SA), Gary Eyles (NSW), Michael Danelon (NSW), John McDonald (QLD), Trevor Winter (WA), Katrina Hill (WA), David Reid (VIC)

Apologies: Terry Spink (QLD), Grant Dalwood (SA), Megan Connelly (NT)

Contact: Anthony Kachenko – 0410 551 560 or Chris O'Connor - 0481 172 217

ITEM	TOPIC	DETAILS
1	Welcome and Apologies (8:30 am – 8:35 am)	<i>C. Groom</i>
2	Confirmation of Minutes (8:35 am – 8:40 am)	
	2.1 NNAC Committee Meeting Minutes December 2013 *	<i>C. Groom</i>
	2.2 Technical Officers Group (TOG) Telelink March 2013	
3	Matters Arising From Last Meeting (8:40 am – 8.50 am)	
	3.1 Review of Action List *	<i>C. Groom</i>
4	State Reports and National Projects (8:50 am – 10:30 am)	

ITEM	TOPIC	DETAILS
4.1	State Reports (5 minute Update)/ Fees and Charges Discussion *	<i>All</i>
4.2	2013/14 Environment and Technical Project Update (NY13003) *	<i>A. Kachenko</i>
4.3	NGI Urban Forest Research Programs	<i>A. Kachenko</i>
4.4	Australian Standard for Specifying Trees (Power Point)	<i>A. Kachenko</i>
Morning Tea 10:30 am – 11:00 am		
5	Operational (11:00 am – 12:30 pm)	
5.1	EcoHort Guidelines Update	<i>A. Kachenko</i>
5.2	NIASA Growing Media Checklist Update *	<i>A. Kachenko</i>
5.3	BioSecure HACCP Trial Update	<i>J. McDonald</i>
5.4	Freight Issues Outline Draft *	<i>G. Dalwood</i>
5.5	Progress from AUSCITRUS on Budwood Scheme	<i>M. Danelon</i>
5.6	DAFWA & requirements for Phytophthora Testing	<i>T. Winter</i>
5.7	Nursery Paper Schedule *	<i>C. O'Connor</i>
5.8	DAFF Approved Officers (AO) Update *	<i>A. Kachenko</i>
Lunch 12:30 pm – 1:00 pm		
6	Administration (1:00 pm – 2:30pm)	
6.1	National Audit Portal Update (Demonstration)	<i>A. Kachenko</i>
6.2	NY12006 IDO Project Update – Quarterly Report Template Update - Feedback on Activities *	<i>All</i>
6.3	New Zealand Licence Agreement Update *	<i>A. Kachenko</i>
Lunch 2:30 pm – 3:00 pm		
7	Marketing (3:00 pm – 4:30 pm)	
7.1	FMS Marketing Materials *	<i>A. Kachenko</i>
7.2	Autumn Winter Advertising Campaign Update *	<i>A. Kachenko</i>
7.3	Opportunities for Conversion - Discussion	<i>All</i>
Dinner: Crown Perth (Dinner Venue TBC)		

Note: * Denotes paper for discussion and action

AGENDA



National NIASA Advisory Committee (NNAC) Meeting – Day 2

Date: Thursday 27th June 2013

Time: 8:30 am – 3:00 pm

Location: **Meeting**

Burswood on Swan (in half of River Room)

1 Camfield Drive

Burswood WA 6100

Ph: (08) 9472 0255

www.burswoodonswan.com.au

Accommodation

Crown Promenade (previously Holiday Inn)

Great Eastern Highway

Perth WA 6100

Ph: (08) 9362 7777

www.crownpromenadeperth.com.au

Attendees: Colin Groom (WA; Chair), Anthony Kachenko (NGIA), Chris O'Connor (NGIA), John Marshall (VIC), Scott McDonald (NT), Tim Phillips (TAS), David Eaton (SA), Gary Eyles (NSW), Michael Danelon (NSW), John McDonald (QLD), , Trevor Winter (WA), Katrina Hill (WA), David Reid (VIC)

Apologies: Terry Spink (QLD), Grant Dalwood (SA), Megan Connelly (NT)

Contact: Anthony Kachenko – 0410 551 560 or Chris O'Connor - 0481 172 217

ITEM	TOPIC	DETAILS
1	Welcome and Meeting Outline (9:00 am – 9:05 am)	<i>C. Groom</i>
2	a) FMS Annual Operating Plan 2013-2015 (9.05 am – 10:00 am) * b) Renew Hort Journal Schedule - for consideration	<i>All</i>
3	Advancing the FMS program forward – Strategy session	<i>All</i>

Topics to discuss include:

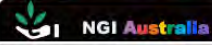
- **Proposed name change for Nursery Industry Accreditation Scheme Australia to Nursery Industry Accreditation Scheme Australasia**
 - **International developments and opportunities**
 - **Third party review of NIASA and EcoHort programs**
-

ITEM	TOPIC	DETAILS
	<ul style="list-style-type: none"> • Developing a solution to water disinfection for in-ground production • Identifying market drivers • Inclusion of transport and tissue culture laboratories • Business coaching • Survey of NIASA business needs 	
4	Working Morning Tea 10:30 am – 11.00 am	
5	Working Lunch 12:30 pm – 1:00 pm	
6	General Business (2:00 pm – 3:00 pm)	All
Next NACC Meeting: December 2013 Sydney		
7	7.1 Technical Officers Group (TOG) Telelink September 2013	

Meeting Close 3pm

Note: * Denotes paper for discussion and action

Appendix 2

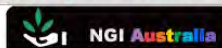
NGI Australia

Manage User Business Audit Template List Edit Template Benchmark List View Benchmark FAQ Document

Audit Type:

Name	Audit Type	Version	Created Date	Is Active
NIASA PRODUCTION - Ver0	NIASA PRODUCTION	0	Jul 21 2010	✓
ECOHORT - Ver0	ECOHORT	0	Sep 21 2010	✓
BIOSECURE MEDIA - Ver0	BIOSECURE MEDIA	0	Sep 30 2010	✓
BIOSECURE PRODUCTION - ...	BIOSECURE PRODUCTION	0	Sep 30 2010	✓
NIASA GREENLIFE - Ver0	NIASA GREENLIFE	0	Sep 12 2011	✓
NIASA MEDIA - Ver0	NIASA MEDIA	0	Jan 07 2013	

Add Delete Copy Paste Audit types



NIASA MEDIA V0

Question	Type	Answer	Action Trigger	Email Trigger	Default Value
SECTION 1: Business Data	Caption				
SECTION 2: Water quality	Caption				
SECTION 3: Site drainage	Caption				
SECTION 4: Completed growing media	Caption				
SECTION 5: Raw material processing	Caption				
SECTION 6: Site management	Caption				
SECTION 7: Sampling requirements	Caption				
SECTION 8: Plant protection chemicals and equipment	Caption				
SECTION 9: Storage of fertilisers & components	Caption				
SECTION 10: Product quality	Caption				
SECTION 11: Staff issues	Caption				
SECTION 12: Information sources and environmental performance	Caption				
SECTION 13: Professional image and appearance	Caption				
SECTION 14: Commitment to continuous improvement	Caption				
SECTION 15: Pathology Samples	Caption				

Appendix 3

Nursery Production Farm Management System (FMS)

Farm Management System Online Manuals Login

Login

Email*

Password*

☐ Remember me

[Forgot your password?](#)

Create Account

Welcome to the NGIA Nursery Production Farm Management System Online Manuals Portal. You will need to create an account by clicking on the 'Create Account' button below to access the Portal where you can view, print and download all User Manuals relating to the Nursery Production Farm Management System. These include User Manuals for the NIASA, EcoHort and BioSecure HACCP programs.



Farm Management System Online Manuals Account Dashboard

Account Details

Email: kachenko@gmail.com
Name: Anthony Kachenko
Company: NGIA
Phone:
Country: Australia
State: New South Wales
Last login: 2013-06-26 15:47:21

Change Password

Edit Details

Logout

Existing User Access Codes

If you have received an existing user access code please enter to below and click claim

Claim

Purchased Manuals

Nursery Industry Accreditation Scheme
Australia (NIASA) Guidelines



The Nursery Industry Accreditation Scheme Australia (NIASA) Guidelines detail industry Best Management Practice (BMP) for crop hygiene, crop managemen...

View

Download

Manuals Available to Purchase



EcoHort Guidelines
EcoHort is the national environmental management system for production nurseries, growing media manufacturers and greenlife markets. The EcoHort Guide...

\$55.00

More Info

Purchase



BioSecure HACCP Guidelines
The BioSecure HACCP Guidelines detail the industry specific onfarm biosecurity program designed to assist production nurseries, growing media manufac...

\$55.00

More Info

Purchase

Amounts listed above include GST



Farm Management System Online Manuals View Online

Dashboard > View Online



Nursery Industry Accreditation Scheme Australia (NIASA) Guidelines

The Nursery Industry Accreditation Scheme Australia (NIASA) Guidelines detail industry Best Management Practice (BMP) for crop hygiene, crop management, water management and general site management. They have been developed over a period of years by respected industry representatives and researchers and are regularly reviewed, ensuring they cover relevant and current production and environmental issues. The guidelines are applicable for production nurseries, growing media manufacturers and greenlife markets.

[Back](#)

[Download](#)

Appendix 4

NURSERY & GARDEN INDUSTRY AUSTRALIA

NURSERY & GARDEN INDUSTRY AUSTRALIA

Activity Professionalism Profitability Sustainability

Nursery Production Farm Management System



EcoHort
Certified

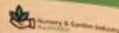
BioSecure
1



EcoHort
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BioSecure
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Guiding Change &
www.nursery.org.au



Nursery Production Farm Management System



EcoHort
Certified

BioSecure
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EcoHort
Certified

BioSecure
1



**newspoll: 89% of Australians
want more green space***

The trees and shrubs in our
urban forests are under threat or
underdeveloped.

We need action now to protect
and grow them for the health
and wellbeing of our community.



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www.planlifebalance.com.au



Appendix 5

VISITORS

PLEASE RESPECT FARM BIOSECURITY

Please phone or visit the office before entering.

Do not enter property without prior approval.
Keep to roadways and laneways.



NURSERY INDUSTRY ACCREDITATION SCHEME, AUSTRALIA (NIASA)

Established 1996



Accredited Greenlife Market

This is to certify that

complies with the standards of the Nursery Industry Accreditation Scheme, Australia

from

to

and has been accredited since

Nursery Industry Accreditation Scheme Australia (NIASA) is an independently audited 'Best Management Practice' (BMP) program operating under national industry BMP Guidelines defining nursery production technology and strategies that support plant health, system design and cropping efficiencies. NIASA underpins this business through a process of continual change and improvement driven by the application of scientifically assessed research and development outcomes.

NIASA is part of the Nursery Production Farm Management System

NURSERY INDUSTRY ACCREDITATION SCHEME, AUSTRALIA (NIASA)

Established 1996



Accredited Nursery

This is to certify that

is accredited under the Nursery Industry Accreditation Scheme, Australia

from

to

and has been accredited since

Nursery Industry Accreditation Scheme Australia (NIASA) is an independently audited 'Best Management Practice' (BMP) program operating under national industry BMP Guidelines defining nursery production technology and strategies that support plant health, system design and cropping efficiencies. NIASA underpins this business through a process of continual change and improvement driven by the application of scientifically assessed research and development outcomes.

NIASA is part of the Nursery Production Farm Management System

NURSERY INDUSTRY ACCREDITATION SCHEME, AUSTRALIA (NIASA)

Established 1996



**Setting the
Standards**

Accredited Growing Media Supplier

This is to certify that

is accredited under the Nursery Industry Accreditation Scheme, Australia

from

to

and has been accredited since

Nursery Industry Accreditation Scheme Australia (NIASA) is an independently audited 'Best Management Practice' (BMP) program operating under national industry BMP Guidelines defining nursery production technology and strategies that support plant health, system design and cropping efficiencies. NIASA underpins this business through a process of continual change and improvement driven by the application of scientifically assessed research and development outcomes.

NIASA is part of the Nursery Production Farm Management System

Appendix 6

Reinforce your business reputation with the Nursery Production Farm Management System



Get your free information pack valued at over \$50*

*Conditions apply

The Nursery Production Farm Management System (FMS) enables you to critically evaluate each component of your production nursery, identifying areas of concern and managing identified risks. It allows you to validate your business's integrity within the supply chain through an independent auditing process across the disciplines of best practice, environment and biosecurity.

The Nursery Production FMS includes 3 key programs:

- **NIASA** - Ensures you maintain a benchmark standard and assists in continuous improvement.
- **EcoHort** - Demonstrates you have sound environmental stewardship and natural resource management.
- **BioSecure HACCP** - Manages your biosecurity risks for both imported and exported material.



To secure your free information pack register at www.ngia.com.au or contact us on (02) 8861 5100.

Appendix 7

From: [Michael Danelon](#)
To: ["Rhiannon Evans"](#)
Cc: ["John McDonald"](#); [Anthony Kachenko](#); ["David Foster"](#)
Subject: ICA Auditor training - NGIQ Office
Date: Wednesday, 3 April 2013 9:30:43 AM

Hi Rhiannon,

Apologies for the delay in sending my contact details on to you.

Wanted to thank you and Brett for delivering the training to the group in March. It was great to meet you both and learn from your experience and knowledge.

I will be following up with NSW DPI in regard to the progress John McDonald has made with NGIA Biosecure HACCP and my attendance at the course. This will also focus on how best to progress opportunities for market access and recognising part training as an ICA auditor and acknowledgement of the program moving on to the next steps – hopefully on site assessment via NSW DPI.

Thanks again

Regards

Michael Danelon, CNP Specialist
Nursery Industry Development Officer (NIDO)
Mobile: 0400 010 049
Email: michael.danelon@ngina.com.au



This message is intended for the addressee named and may contain confidential information. If you are not the named recipient or have received it in error, please delete the message and notify the sender.

Appendix 8

THE PULSE OF PRODUCTION

Nursery Production Farm Management System



The Nursery Production Farm Management System is a rigorous science-based, on-site extension program designed and operated by the Australian nursery industry.

The program provides you with a holistic approach to risk management within your production nursery, greenlife market or growing media facility.

Based on the principles of continuous improvement, the Nursery Production Farm Management System provides you with a pro-active plan for managing change, enhancing resource allocation and increasing profitability.

To position your business as a market leader in best practice, environmental stewardship and biosecurity, contact your local nursery and garden industry association or contact NGIA on 02 8861 5100.



Scan here for
more information



Nursery & Garden Industry
Australia

www.ngia.com.au



EcoHort
Certified

BioSecure
HACCP