

AUSTRALIAN FERTILISER SERVICES ASSOCIATION INC.

VICTORIAN BRANCH COMMITTEE MEETING

held on Friday 14th February 2014 at OAMPS Insurance Office, 289 Wellington Parade South, East Melbourne commencing at 9.00 am.

Meeting opened by President Rob Mackie welcoming everyone in attendance –

Wes Wheelhouse, John Clohessy, Stuart & Wendy Rowsell, Donald Carter, Shane Dellavedova, Euan Logan, Noel Squires, Rod Abbott, Andrew Chivell, Martin Brennan, Jeff Both and Neil Henry.

APOLOGIES - Paul Anthony, David Bentley, Russell Nichol, Campbell Brumby, Jeff Kraak, Chris Doyle, Michael Sekias, Daniel Hill.

W. Wheelhouse Moved Seconded N. Squires Apologies be accepted.

MINUTES - **18th & 20th August 2013 Committee Minutes**

Business Arising

Spreader Testing Trays.

D. Carter advised there are 15 -20 trays in storage at his depot. We need to check with R. Nichol if he has picked up the trays and inserts etc from the Trailer at the premises of C. Beard.

ACTION LIST ONE - W. Rowsell, R. Nichol, N. Henry.

R. Abbott Moved Seconded N. Squires the Meeting Minutes be accepted.

CORRESPONDENCE -

Inward

Conference Venues – (4)	-	2014 Annual General Meeting.
G.J. Waters & Associates	-	Audit Report.
Rydges Melbourne	-	Accommodation confirmation.
OAMPS Insurance	-	Meeting Room Booking.
Committee Members	-	Attending Meeting & Apologies.

Outward

Rydges Melbourne	-	Accommodation bookings.
OAMPS Insurance	-	Meeting Room requirements.
Victorian Branch Members	-	2013 AGM Minutes & Attachments.
Committee Members	-	February 14 th 2014 Meeting Agenda.
Conference Venues (2)	-	Invitation to attend February 14 th Committee Meeting.

J. Clohessy Moved Seconded S. Dellavedova the Correspondence be accepted.

VICTORIAN PRESIDENT'S REPORT - R. Mackie commented he has been involved with fire fighting activities during the summer months and he was sure there would have been many other Members involved too. He has assisted with organising and discussing our 2014 AGM Venues with W. Rowsell and N. Henry and later this morning we will have two Presentations from Yarra Valley Conference Centre and Yarra Valley Lodge.

Fertiliser supply and spreading has been extremely slow in Victoria due to the hot weather and the fires. Cropping fertiliser prices have risen quite a lot since Christmas.

NATIONAL PRESIDENT'S REPORT - R. Abbott advised the National Executive has reviewed the Constitution supplied by the Corporate Lawyer and have forwarded to him detailed topics we would like to have in our new Constitution and which W. Wheelhouse will report on later today. Rod will be attending the West Australian Branch AGM in Perth next Friday 21st February and N. Henry will be attending the South Australian Branch AGM in Naracoorte on the same day.

Rod attended a Meeting in Adelaide earlier this month for discussions with Alan Mackenzie, Craig Swan and Nick Drew regarding the venues and date for our 2014 conference. The two locations are in Adelaide and the Barossa Valley and the dates will be either late September or the first week in October.

There will also be an Agronomy Day organised to attract Agronomists to this Event and inform them of our Fertcare Accreditation Programme.

R. Nichol is in West Australia at the moment for three weeks conducting Accu-Spread Field Days together with Government Agencies.

S. Dellavedova and W. Wheelhouse supported the concept of organising an Agronomy Day for Agronomists as they both reported that the GRDC update Seminar held in Ballarat earlier this month lacked nutrient content.

S. Dellavedova also stated an attendee at the GRDC Seminar commented the Accu-Spread Accreditation does not indicate the added benefits Spreaders have today.

After general discussion on this issue N. Squires Moved Seconded R. Abbott the Accu-Spread Review Committee review the concept of adding extra detail to the Accu-Spread Accreditation information.

Possible extra detail - G.P.S. Guidance, Product type, Overlap Control, Variable Rate Facility and Proof for Placement.

ACTION LIST TWO - S. Dellavedova, R. Nichol, M. Brennan, and J. Kraak.

MEMBERSHIP SERVICES & CAPACITY BUILDING -

Membership.

N. Henry informed the Meeting that the Victorian Branch has Eighty Six Financial Members which includes Four new Members. As of today's date we have Three

Unfinancial Members and Three cancelled past Members who are no longer in the Fertiliser Industry.

OAMPS Insurance.

Meg Long and Vivianne de Luca joined the Meeting. Vivianne provided a detailed Presentation on Trade Credit Insurance for AFSA Members.

See Attached No. 1.

This Information Flyer will be emailed to all AFSA Members Australia wide.

Health and Safety.

R. Abbott advised the Meeting OAMPS Insurance have offered AFSA Members be invited to attend an Emerging Risks Forum which will be held in Perth, Adelaide, Brisbane, Sydney and Melbourne between the 10th – 14th March 2014.

A Flyer will be emailed to all AFSA Members this month. Rod thanked OAMPS for this opportunity.

See Attached No. 2.

He also attended a Meeting in Melbourne yesterday with representatives from Ag In Compliance.

Ag In Compliance is an online OH&S service offering a general induction service, Seeking to become a standard, something along the lines of the building industry Green Card. At this stage it is operating across a number of grain receival sites in South Australia. They are looking to expand their service to include farmer and contractor modules. At this stage the concept has merit particularly for members involved in grain handling. AFSA will maintain contact and seek to work with Ag In Compliance as they develop their system.

INDUSTRY STEWARDSHIP -

Fertcare Management Committee.

W. Wheelhouse discussed topics mentioned in his written Report.

See Attached No. 3.

Level A. Accreditation.

M. Brennan circulated his written Report and discussed topics mentioned therein.

See Attached No. 4.

Accu-Spread .

As R. Nichol was an Apology for today's Meeting, discussion transpired on how he has been busy testing Spreaders in Victoria and South Australia over the past few months.

ADVOCACY & POLICY -

Lime and Gypsum sales and spreading have been extremely slow this season. Everyone in attendance was of the opinion this will change over the next few months.

R. Abbott commented that a new Compost Product "Revive" is being manufactured by Gippsland Water and the Sole Distributor is Gibson's Groundspread. Following concerns raised by a member about the accuracy of the information being circulated, he has approached Gibson's for an analysis of the product and is yet to receive one.

He plans to contact Gippsland Water and arrange a Meeting with them regarding the Analysis and providing a Label with each load that leaves the manufacturing plant at Sale.

ACTION LIST FOUR - R. Abbott, Gippsland Water.

GOVERNANCE -

Financial Report.

N. Henry circulated the Financial Report to all in attendance. After discussion on the Report he Moved Seconded E. Logan the Financial Report be accepted.

See Attached No. 5.

Constitution Review.

W. Wheelhouse informed the Meeting the National Executive has received a draft copy from the Corporate Lawyer. There will be some changes due to comments received from the National Executive Members.

The plan is to email an updated draft copy to all National Councillors later this week seeking comments back within a designated time frame.

2014 Victorian Branch Annual General Meeting - August 24th – 25th.

R. Mackie requested comments regarding the two Presentations on both Venues in the Yarra Valley held earlier today.

All in attendance agreed the Presentations were excellent and informative. In conclusion there was unanimous support for the Yarra Valley Conference Centre.

The Organising Committee Members will advise both Venues on the outcome.

ACTION LIST FIVE - N. Henry, W. Rowsell.

COMMUNICATION AND ENGAGEMENT -

Magazine.

E. Logan advised the Closing Date for our March Edition is Friday 21st February 2014. He would appreciate any articles and State Reports by that date. There will be three Editions printed in 2014 and an Electronic version will be available on the Website.

Website.

S. Dellavedova commented the Accu-Spread Review Committee has made changes to the Fertcare Website material. There will be only the Fertcare Website available to everyone and a link from our AFSA Website will direct all enquiries to the Fertcare Website. He also commented the AFSA Website Home Page needs some attention as some of the drop down sections are obscured by the Spreader video.

ACTION LIST SIX - S. Dellavedova, N. Henry, N. Drew.

GENERAL BUSINESS -

Victorian Branch President's Position.

R. Mackie announced his Resignation from his role of Victorian Branch President as of today's date. He informed everyone he is resigning due to the fact he will no longer be employed by Elders and he has purchased a Hire A Hubby franchise and will be working for himself.

He thanked the Association for the support and enjoyment in being involved with AFSA over many years.

S. Dellavedova Moved Seconded J. Clohessy a Vote of Thanks be recorded in today's Meeting Minutes.

In the event of R. Mackie's resignation N. Henry requested that all Committee Members support our Vice President W. Rowsell in the transition to being our President and conducting the Business Meetings for the future.

ACTION LIST SEVEN - W. Rowsell, All Committee Members.

Next Committee Meeting.

Early June 2014 and State Branch Executive to organise.

ACTION LIST EIGHT - W. Rowsell, N. Henry.

Meeting Closed 2.00pm.

Next Committee Meeting – Friday 13th June 2014



ATTACHED NO 1.

Trade Credit Insurance for AFSA Members



How do you protect your profit in the event of a bad debt?

Do you want to grow your business with confidence?

OAMPS Trade Credit specialises in providing tailored solutions to protect businesses against trade risks including:

- **Insolvency** of a key client via liquidation, receivership or bankruptcy
- **Payment default** or continued non-payment by customers
- **Export Trade** to cover political risks for exporters including contract frustration, export restriction, currency inconvertibility and expropriation.

Key benefits trade credit insurance provides are to:

- **Preserve your cash flow and protect profit**
- **Support and enhance credit management and grow business with confidence**
- **Improve security for financial partners**

OAMPS Trade Credit can design a trade credit solution for your specific business requirements. Our dedicated team of experienced trade credit insurance professionals has an average of 17 years' experience and are well placed to negotiate the most appropriate and cost effective trade credit programme.

Questions for your business:

1. How would your business survive if one of your largest customers did not pay the money they owe to you at the end of this month?
2. A \$60,000 bad debt at 5% net profit margin requires \$1.2 million of future sales to restore you to a pre loss position. Can your business find \$1.2 million in sales to cover a \$60,000 bad debt?

To protect your business from bad debts, a trade credit policy can be provided with premiums from \$10,000 per annum to cover annual sales up to approximately \$1 million. For a *Quick Quote*, please complete the brief questionnaire on the next page and forward to vivianne.deluca@oamps.com.au or call Vivianne de Luca on 03 9412 1107

Closer to clients
Closer to communities®





Quotes

For a trade credit quotation specifically tailored to your business, please complete the brief questionnaire below and forward to: vivianne.deluca@oamps.com.au

or simply call Vivianne de Luca on: 03 9412 1107 for a free and confidential consultation

OAMPS Trade Credit Quick Quote Data

1	Company Name (full legal entity)				
	ACN				
	Address (not P.O. Box)				
	Contact Name				
	Phone No				
	Email address				
	Web Site				
2	How long have you been trading in this sector?				
	Current Credit Insurer		Policy Expiry Date		
3	Insurable Sales for 12 months	\$ Exclude GST, cash sales, inter-company sales & sales to government departments	Terms of Payment offered to clients		
	Domestic				
	Export - Country				
4	Historical Data	Turnover	Total Bad Debts	Number of Bad Debts	Name and Amount of Largest Bad Debt
	Year Ending June 2011				
	Year Ending June 2012				
	Year Ending June 2013				
	Current Year to Date				
5	Top 5 major customers by size of account		a.c.n.	Credit Limit Required	
	Name				
	5.1				
	5.2				
	5.3				
	5.4				
5.5					

Further information about OAMPS and the OAMPS Privacy Policy can be obtained from the website oamps.com.au





EMERGING RISKS FORUM

Information protection DATA SECURITY + PRIVACY

AN INVITATION

ATTACHED NO 2.

OAMPS Insurance Brokers Emerging Risks Forum

Find out how your organisation can reduce the risk of cyber-crime and protect one of your most valuable assets – customer information.

Event details

Perth	10 March 2014 – 3:00 to 5:30pm
Adelaide	11 March 2014 – 3:00 to 5:30pm
Brisbane	12 March 2014 – 3:00 to 5:30pm
Sydney	13 March 2014 – 3:00 to 5:30pm
Melbourne	14 March 2014 – 9:30am to 12:00pm

Find your venue here

Cyber-crime and privacy breaches are two of the most talked about risks in today's business world. With the Privacy Amendment Act commencing on 12 March, find out how OAMPS can help you navigate these challenges to ensure the future of your business.

- Understand the importance of information protection for your business
- Find out the impact cyber-crime and privacy breaches can have on today's connected business
- Gain insight into the legal ramifications of poor information protection can have on your business
- Find out how to best prepare and minimise the risk of cyber crime
- Get to know OAMPS information protection experts and the expert partners who are here to guide your business through these challenges

RSVP by Wednesday 5 March 2014

To reserve your seat, click below

Reserve your seat online

Closer to clients
Closer to communities®

OAMPS Insurance Brokers. AFSL 238312. To the extent that any material in this brochure may be considered advice, it may only be considered general advice as it does not take into account your personal objectives, needs or financial situation. OAMPS urges you to read the relevant policy wording and consider whether any products are appropriate for your situation before making a decision to acquire insurance.

In association with



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LAWYERS

Minter Ellison lawyers will update you on what do changes in the Privacy Amendment Act mean for our business, and what additional exposures does it present to your board and organisation.



This leading insurer will provide an insight on proactive management of your information risk, what has gone wrong for others, and how insurance capital can assist in financing information security risk.



This industry specialist in computer forensics and computer crime investigation will talk about protecting your business information, process and systems to assure your business future and managing the outcomes when information attack takes place.

ATTACHED NO 3.

Fertcare Management Committee Report

The Fertcare Management Committee met on the 12th December 2013.

Accu-Spread Review Committee recommendations:

The Fertcare Committee discussed the AFSA Accu-Spread Review Committee recommendations and these recommendations were endorsed. Further to this it was agreed the managers of existing Accu-Spread certified equipment be contacted to gain their agreement to put the distribution graphs on the Fertcare website.

Accu-Spread Testing Officer, Tasmania

The recommendation for Kevin Beams from Tasmania to become an Accu-Spread Testing Officer was endorsed; Kevin has considerable experience not only as a spreader operator but as a business owner in the fertiliser industry in Tasmania.

Consolidation of Fertcare and Accu-Spread information onto one website

The consolidation of Fertcare and Accu-Spread information onto one website was discussed. At present information regarding Fertcare and Accu-Spread is located on both the AFSA and Fertcare website. It was agreed:

- To have one website www.fertcare.com.au containing all the detailed information about Fertcare.
- Migrate all the detailed Fertcare information from the AFSA website to the Fertcare website and provide more prominent links on the AFSA website to the relevant parts of the Fertcare website.
- As a part of the process the Fertcare web content be reviewed and updated including the material from the AFSA website.

These changes would give Fertcare and Accu-Spread one location for all information making it easier to review and update, and importantly the improved links on the AFSA website would make it easier for interested parties to find Fertcare and Accu-Spread information on the internet.



ATTACHED NO 4.

**AFSA Victorian State Committee Meeting
Friday, 14th February, 2014
Fertcare Report**

Apology from Jeff Kraak: He is unable to attend today's meeting.

The Fertcare Level A Customer Service unit is now available for use in training. Trainers have been notified.

There is a new Accu-Spread tester commenced in Tasmania. i.e. Kevin Beams. Kevin has indicated that there are some people in Tasmania who would require Fertcare A training (Product Knowledge and Spreading) in the near future. Jeff Kraak and Martin Brennan are awaiting further advice from Kevin regarding this matter in order to follow up with the personnel concerned.

Update of **YTD training numbers** for Fertcare.

Fertcare Level B and C are progressing at what would be regarded as a usual rate. 2014 training has begun but the documents relating to this training have not as yet reached Bendigo TAFE. This is entirely in order at this stage of the year. Completed documents from training conducted in the latter part of 2013 are still arriving at Bendigo TAFE.

Fertcare Level A is also progressing in a usual manner as above. There has however been a marked increase in the number of applications for Fertcare Level A training using the Distance Delivery model. Prior years have seen only a low uptake of this training option. This has been in the range of 0 to perhaps 5 people per annum. Between September and December of 2013 there were 16 people undertaking Fertcare A training using this method. Additionally, so far in 2014 there have been another 16 people who either are undertaking, or will soon commence, Fertcare Level A using this method. One more person has yet to decide one way or another.

The corporates are supporting the Fertcare Program at all levels as much or more than ever. IPL, Impact and Summit are all currently active in Fertcare training, and it is my understanding that Weng Fu are about to begin their Fertcare training program in a comprehensive manner.

Planning Fertcare Training Sessions for 2014

Bendigo TAFE is planning to advertise future Fertcare Training Dates for 2014. The idea is to give people as much notice as possible which it is hoped will result in better attendance numbers because the dates will suit a greater number of industry people.

Committee members' contributions are welcome regarding thoughts on training such as:

Who might need training? Who are the contact people?

What training? A, B,C? If A is needed, what units of A are needed?

When is a suitable time for the training? (July, August, Other?)

Who might be the contact people?

Are there any other matters regarding training?

Martin Brennan,
Bendigo TAFE.

**Australian Fertiliser Services Association Inc.
Victorian Branch**

ATTACHED NO 5.

<u>Trading Account</u>	Budget 2013/2014	Actual this period	Variance	NOTES
RECEIPTS				
Balance 1st July 2013		<u>\$242.56</u>		
Membership	8,910.00	5,852.00	3,058.00	
Annual General Meeting	7,000.00		7,000.00	
Registrations		9,018.00	- 9,018.00	
Sponsorship		13,350.00	- 13,350.00	
Other				
Oamps Rebate	5,950.00	2,677.93	3,272.07	50% paid to National
Transfers		16,110.00		
AFSA National Account				
Sundries				
Field Days		220.00	- 220.00	Southern Farmers Systems
Australian Taxation Office		496.00	- 496.00	
Photocopying				
Other	1,800.00	418.00	1,382.00	Accommodation
Total	<u>23,660.00</u>	<u>48,141.93</u>	<u>- 8,371.93</u>	
Balance		<u>\$48,384.49</u>		
EXPENDITURE	Budget 2013/2014	Actual this period	Variance	
Administration				
President	1,210.00	605.00	605.00	
Secretary	5,500.00	2,750.00	2,750.00	
Postage	150.00	63.00	87.00	
Stationary				
Telephone	550.00	401.35	148.65	
Photocopying	400.00		400.00	
Meetings				
Committee Expenses	11,500.00		11,500.00	
Zone Meeting				
Annual General Meetings		7,079.35	- 7,079.35	
Transfers		34,365.00		
AFSA National Account				
Bank Fees				
Sundries				
Australian Taxation Office	-	607.00	- 607.00	
Vic Roads Registrations	100.00	95.20	4.80	
Grassland Society	88.00	100.51	- 12.51	
Field Days				
Other				
Accounting and Audit expenses				
Audit	1,100.00	1,067.00	33.00	
Accounting	2,000.00	1,237.50	762.50	
Total	<u>22,598.00</u>	<u>48,370.91</u>	<u>8,592.09</u>	
Balance 7th February 2014		<u>\$13.58</u>		

**Australian Fertiliser Services Association Inc.
Victorian Branch**

<u>AFSA Vic Branch Investment</u>	Actual this period
Balance 1st July 2013	<u>18,537.60</u>
Receipts	
Transfers	34,365.00
Bank Interest	400.88
Total	<u>34,765.88</u>
Balance	<u>53,303.48</u>
Expenditure	
Transfers	16,110.00
Balance 7th February 2014	<u>37,193.48</u>