



Terms of Reference

Small and Medium Enterprises FFA/FOA Committee

Revised: 22 May 2018 (SMEC)

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Purpose and aim

1. The Small and Medium Forest Owners Committee (SMEC) has been set up to serve the needs of small and medium forest owners, and ensure their concerns are drawn to the attention of other committees.

Background

2. In contrast to many large forest owners, small and medium forest owners tend not to have paid representatives who will focus on their specific issues.
3. A great percentage of industry good activities funded by the levy are of mutual benefit to all forest owners whether large or small. There are however a number of industry good activities funded by the levy which may not always deliver maximum value to smaller forest owners. In addition, there are industry good issues specific to smaller forest owners, which would not be funded through the levy unless advocated for.
4. Noting a great percentage of industry good activities funded by the levy are of mutual benefit to all forest owners, it is acknowledged that communicating the benefits to the SME group of forest owners is much more challenging than communicating to the memberships of the FOA or FFA. This is because of their large numbers and the fact that formal communication channels are not available.
5. The cost of representation at committee meetings, which is more easily borne by corporate entities than smaller private operators, should not be allowed to be an impediment to obtaining adequate input.
6. The SMEC recognises the composition of the forest sector in New Zealand and addresses the previous historical structure of the industry. That is, there are around 200 forest owners with more than 1,000 ha who fall into the broad category of large forest owners, their forests run and managed by professional managers.
7. Another 1,300 growers own between 100 and 1,000 ha of forests, while the remaining 13,000 are landowners with smaller areas of forest, some of which are professionally managed. These numbers are approximate and the full extent of quantity and ownership is unknown. It is estimated that around 14,000 small and medium (SME) forest growers manage or own in excess of 30% of the plantation forest estate and expected to contribute up to 50% of the harvest volume within the next ten years.
8. While historically some of these have tended to be members of the FFA, there is a need to ensure the use of levy funds takes account of the broad interests of the wider group who are not members of either FOA or FFA.

9. The SMEC will:
 - a. Act as a conduit between other FOA/FFA Committees on matters of relevance to SME forest owners.
 - b. Ensure SME forest owners have a voice at Committee and LTAC level, and at Forest Growers Levy Trust (FGLT) Board level in addition to FOA and FFA.
 - c. On behalf of SME forest owners, work on relevant issues that are not covered by other FGLT levy activities and provide additional input to the work programmes of the other committees to ensure the SME considerations are incorporated.

Term

10. The SMEC was approved in the 2016 FGLT budget. Its role will be reviewed from time to time along with those of the other committees as the sector develops.

Membership

11. The SMEC shall be chaired by a person who has the support of the FGLT, FFA and FOA representatives on the Levy Trust Advisory Council (LTAC).
12. The SMEC will consist of core members and will have support from FOA/FFA secretariat (“the Secretariat”) both as observers and to transmit information of relevance from other FOA/FFA committees.
13. The core membership of SMEC shall consist of FOA and FFA representatives selected by members of their respective organisations.
14. The SMEC may invite additional individuals with specific knowledge to attend SMEC meetings as observers, as required. Observers are not granted voting rights.
15. Representatives of government departments, not members of the SMEC or the FOA/FFA, may also be invited to attend as observers.
16. Any members of SMEC may be reimbursed actual and reasonable travel costs upon provision of receipts and an invoice addressed to the FOA, who administer the work programme on behalf of the FGLT. Any such claim must be signed off by the Committee Chair.

Roles

17. The SMEC shall monitor the work programmes of the other committees and collectively identify key issues of relevance to small and medium owners and provide direction on addressing these issues via advice, research, or other channels. Its work will complement the activities of the other committees operated by FOA and FFA, provide an additional level of input to their activities,

and identify any important topics that may not be covered by the other subject matter committees.

18. All arrangements for the SMEC shall be completed by Secretariat staff provided in the same way other FOA/FFA Committees are managed, including meeting agendas, minutes, room bookings, catering, and remote conferencing.

Responsibilities and obligations

19. The SMEC is a sub-committee of the FOA and FFA in the same way as all other sub-committees.
20. The Committees all report to the governing bodies of the FOA/FFA and the LTAC, are constrained by the policies and rules of the LTAC, are responsible to the LTAC for managing FGLT funds and must act within the delegated authorities of the LTAC.
21. The Chair of the SMEC shall report to the joint board of the LTAC in the same way as other FFA/FOA sub-committees.
22. The SMEC shall submit applications to the Secretariat for funding of their activities in the same way as other FFA/FOA sub-committees.
23. SMEC must prepare an agreed annual work programme and provide quarterly reports to the joint board of the LTAC on progress against that programme, other activities and costs to date. The SMEC shall act in good faith in interacting with other FFA/FOA sub-committees and do its best to operate transparently and avoid duplication of their activities.

Conduct

24. The members of the SMEC shall commit to:
 - Attending all SMEC meetings. If they are unable to guarantee their time on a regular basis they should notify the chair and a replacement should be found. Attendance can be in person or by remote audio or video-conferencing.
 - Being prepared for all meetings and completing all actions they may be tasked with to the best of their ability, or providing valid reasons for their inability to complete actions.
 - Ensuring that group process, discussion, and decision making is inclusive.
 - Making recommendations by consensus and where consensus cannot be reached, noting this in the minutes.
 - Using clear language in all communication, regardless of method.
 - Working together in the spirit of partnership and good faith to provide the best outcome for all parties.

Media

25. The only person authorised to deal with the media on behalf of the SMEC is the committee chair.

Conflict of Interest

- All members or observers appointed to the SMEC will confirm on appointment that they have no Conflict of Interest other than any Conflict of Interest already recorded in writing by the FOA/FFA.
- Declare any Conflict of Interest they become aware of during their time working for the SMEC.

Confidentiality

26. All those attending SMEC meetings will comply with the Privacy Act 1993 and not disclose any personal information acquired in the course of their duties.

Intellectual Property

27. Any IP resulting from work commissioned and funded by the SMEC shall remain the property of the FOA/FFA, and available for use by their membership.

Appendix – Membership list as at 8 August 2018

NAME	EXPERTISE/AREA/REGION
Neil Cullen, FFA (Chair)	Farm Forester
Dean Satchell, FFA	Farm Forester, forest establishment, specialty timber species and properties
Steve Wilton, FFA	Investment Forest Owners issues
Hamish Levack, FFA	SNI Forest owner and NZIF-recognised general forestry consultant
Don Wallace, FFA	SNI Investment forest owner
Graham West, FFA	Land use modelling and forest economics/ Consultant/ Bay of Plenty
Howard Moore, FFA	Farm Forester
OBSERVERS/SECRETARIAT	EXPERTISE/AREA/REGION
John Schrider	Invited observer
Les Dowling, Scion	Invited observer
Emily Geck, MPI	Invited Observer
Kathryn Hurr, MPI	Invited Observer
Bruce Bulloch, FFA	FFA Secretariat
Savannah Chmielewska, FFA	FFA Secretariat
Venise Comfort FOA	Secretariat /liaison other FOA/FFA committees
Glen Mackie, FOA	Secretariat /liaison other FOA/FFA committees