

# Response Role Card

## Audit and Inspection

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**Workstream:** Movement Control

### **Audit and Inspection responsibilities**

In a response, Movement Control may issue permits for parties to move risk items into a controlled area subject to certain conditions. Audit and Inspection are responsible for auditing these parties to ensure compliance with permit conditions.

### **Audit and inspection requirements**

#### Team member:

- Audit experience either as auditor or auditee
- Attention to detail
- Knowledge of horticultural industry processes and fruit movements
- Friendly and approachable
- Confidence to enforce movement controls

#### Team leader:

In addition meeting the requirements of a team member, team leaders should also have:

- Knowledge and experience in operations management
- Organise and simplify complex technical information into management options and implications for higher level operational outcomes
- Plan and budget accurately
- Are proven people leaders
- Work under pressure in a way that inspires others to do their best
- Make sound decisions under pressure based on their experience, wisdom and judgement
- Have high personal integrity that includes maintaining confidentiality.

### **Generic traits essential for working in a response**

We need people who can cope with working in a response situation which may include working effectively under pressure to tight time frames.

- Keep calm under pressure
- Work well on their own and as part of a team
- Follow instructions and act within the scope of their responsibilities
- Make sound independent decisions when they need to, and consult when they need to – and know the difference
- Have high personal integrity that includes maintaining confidentiality

#### **Must be able to:**

- Travel and stay away from home for up to 7 days at a time, in different locations
- Work after hours and during weekends

#### **Kiwifruit industry roles that may contribute this capability:**

- Internal auditors
- Trainers
- GAP auditors
- Those involved in the preparation of materials for external audits

# Response Role Card

## Data Entry

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**Workstream:** Operations Logistics

### Data Entry responsibilities

- Maintain and update information systems.
- Enter and retrieve data produced by Operations workstreams during the response

### Team member:

- Able to accurately and efficiently record data for reporting purposes
- Able to work under pressure to tight deadlines

### Team leader:

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### Must be able to:

- Travel and stay away from home for up to 7 days at a time, in different locations
- Work after hours and during weekends
- Use Microsoft Office applications

### Kiwifruit industry roles that may contribute this capability:

- EDI (Electronic Data Interchange)
- Payroll
- Analysts
- Logistics

# Response Role Card

## Disposal Coordinator

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**Workstream:** Organism Management

### Disposal Coordinator responsibilities

In a response, large volumes of host material/ risk items may require disposal. The Disposal Coordinator must coordinate the disposal of this material in a manner that is consistent with movement controls.

Movement controls are likely to limit how and where disposal may occur, and also specify how transportation of risk items may occur.

The Disposal Coordinator must have a sound understanding of the risks involved with movement of host material;

- Liaise with Movement Control to identify suitable disposal options
- Coordinate the disposal of material with the Organism Management team
- Record disposal events

### Disposal Coordinator requirements

*Note; in all but extremely large responses, the Disposal Coordinator is likely to consist of a single person rather than a team with its own leader.*

#### Team member:

- Knowledge of kiwifruit industry
- Ability to think independently and explore options available
- Make sound decisions under pressure based on their experience, wisdom and judgement
- Have high personal integrity that includes maintaining confidentiality.

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#### **Kiwifruit industry roles that may contribute this capability:**

- Yard Manager
- Hort Manager
- Psa Manager
- Coolstore Manager

# Response Role Card

## Facilities Management

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**Workstream:** Operations Logistics

### **Facilities Management responsibilities**

- Organise and manage facilities used in a response which may include; response headquarters, chemical stores, equipment stores.

### Team member:

- Facilities management experience
- Deployment and tracking of resources

### Team leader:

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### **Kiwifruit industry roles that may contribute this capability:**

- Operations manager
- Packhouse manager
- Coolstore staff

# Response Role Card

## GIS

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**Workstream:** Surveillance

### **GIS responsibilities**

Provide geographical information for a response in a form that is fit for purpose. Information required may include; incursion zone boundaries, transportation routes, industry specific points of interest (i.e. orchards, packhouses, coolstores), and public points of interest (i.e. supermarkets, schools).

KVH and Zespri hold GIS information for the kiwifruit industry that could be provided to the GIS team during a response. The GIS team would need to be able to use this data and combine it with other geographical information and present in a form that is fit for purpose for the response.

### **Audit and inspection requirements**

#### Team member:

- Experience using GIS software
- Experience accessing wider geographic data (i.e. from LINZ or other sources)

#### Team leader:

In addition meeting the requirements of a team member, team leaders should also have:

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#### **Kiwifruit industry roles that may contribute this capability:**

- Technical support
- May exist in individuals that are employed in different roles

# Response Role Card

## Movement Control Officer

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**Workstream:** Movement Control

### **Movement Control Officer responsibilities**

Movement Control implements and enforces measures to restrict the movement of risk items.

Movement Control Officers may be involved in the following activities:

- Notify properties within the incursion zone of movement restrictions
- Arrange movement control signage
- Operate checkpoints
- Plan and carry out treatments required to support permitting
- Monitor and report on unauthorised movements

This role may involve a high level of interaction with the public. Persons should be friendly and easy to deal with yet have the confidence to enforce the movement control notice if necessary.

### **Audit and inspection requirements**

Team member:

- Friendly and approachable nature for dealing with the public
- Confidence to enforce movement controls as necessary
- Authorised Person status desirable
- Knowledge of Biosecurity Act desirable

Team leader:

In addition meeting the requirements of a team member, team leaders should also have:

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**Kiwifruit industry roles that may contribute this capability:**

- Orchard Managers
- Pest Monitoring
- Kiwi Green Monitos
- Client Services

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# Response Role Card

## Personnel Logistics

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**Workstream:** Operations Logistics

### **Personnel Logistics responsibilities**

- Manage recruitment, induction, rostering and payroll
- Provide facilities, services and other resources for operations, e.g. accommodation, travel bookings and catering

#### Team member:

- Human resource management experience
- Office management

#### Team leader:

In addition meeting the requirements of a team member, team leaders should also have:

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#### **Kiwifruit industry roles that may contribute this capability:**

- Human Resources
- Payroll
- Packhouse managers (or ex packhouse managers)



# Response Role Card

## Procurement

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**Workstream:** Operations Logistics

### **Procurement responsibilities**

- Manage contractual relationships and procurement of facilities and equipment for the response

### Team member:

- Ability to source suitable facilities/ equipment in tight timeframes.
- Experience in procurement, office management / human resources are desirable.

### Team leader:

In addition meeting the requirements of a team member, team leaders should also have:

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### **Must be able to:**

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- Work after hours and during weekends
- Use Microsoft Office applications

### **Kiwifruit industry roles that may contribute this capability:**

- Operations
- Packhouse manager
- Packaging manager
- Office manager
- Logistics

# Response Role Card

## Site visits (survey & trapping)

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**Workstream:** Surveillance

### Site visits responsibilities

- Prepare for and conduct assigned site visits / trap inspections
- Package and dispatch samples to the lab
- Record site visit / trap inspection outcomes
- Ensure surveillance information is recorded in a timely and accurate manner

Fruit flies are high risk organisms of particular concern to New Zealand horticultural industries. Should a fruit fly incursion occur, a response would involve increased trapping which would be the responsibility of this team.

### Fruit fly trappers

We need people who can cope with working in a response situation and are approved fruit fly trappers. This can be done in advance and may also be completed upon deployment into a response.

To be an approved fruit fly trapper:

- Attend a one day fruit fly trapping workshop;
- DDVP approved handler (issued as part of fruit fly trapping workshop);
- Complete one day trapping with a surveillance trapper (from their home base)

### Site visits requirements

#### Team member:

- People skills, ability to relate to the public without causing alarm
- Chemical handling experience desirable for fruit fly trapping
- Psa monitoring experience desirable for pathogen incursions
- Training to be an approved fruit fly trapper may be provided in advance or during the early stages of a response

#### Team leader:

In addition meeting the requirements of a team member, team leaders should also have:

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**Kiwifruit industry roles that may contribute this capability:**

This is a role that is of particular demand in responses, particularly fruit fly responses where a large number of trappers are required. The kiwifruit industry is in a good position to provide this capability with many suitable people existing within the industry. Any additional training can be provided in advance or upon arrival for duty at a response.

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# Response Role Card

## Tracing

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**Workstream:** Surveillance

### Tracing responsibilities

- Trace and record movements of risk goods and conveyors
- Assess risks associated with movement traces

### Audit and inspection requirements

#### Team member:

- Knowledge of horticultural industry processes and fruit movements
- Logical and clear approach to solving problems
- Have high personal integrity that includes maintaining confidentiality.

#### Team leader:

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### Kiwifruit industry roles that may contribute this capability:

- QAs
- Internal auditors
- Shipping coordinators
- Logistics

# Response Role Card

## Treatment

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**Workstream:** Organism Management

### **Treatment responsibilities**

Establish and operate treatment sites for the treatment of host material or other risk items, such as vehicles.

In a response;

- treatment of host material may be required to reduce the spread of the organism, or treat infected material
- treatment of risk items may be a condition of movement controls to prevent the organism from spreading outside the incursion zone

Team member:

- previous chemical handling and/or spraying experience desirable
- experience operating vehicle or equipment cleaning stations desirable

Team leader:

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**Kiwifruit industry roles that may contribute this capability:**

- Spray contractors
- Growers and other industry members experienced in the application of treatments to vines
- Post-harvest staff experienced in operating vehicle treatment and bin cleaning stations