

Explanatory notes for completing the capability templates

As an industry we need to access and deploy fit-for-purpose capability into biosecurity readiness and response activities. This document is designed to guide KiwiNet Coordinators in determining capability available within their organisation.

KiwiNet Capability Template for post-harvest organisations

KiwiNet Coordinators are requested to complete the following sections:

Section 1: Total capability and seasonal constraints. This section captures the total capability that your organisation may be able to contribute to industry biosecurity activities and the seasonal constraints on that availability.

Section 2: Operational roles for capability deployment. This section captures biosecurity roles that your organisation's capability may be well placed to fill.

Role cards are available on the KVH website to assist with this process. These describe the responsibilities and requirements of each role and the type of resource suited to these roles.

When completing this template please consider the role of best fit for individuals rather than allocating persons to multiple roles.

Section 3. KiwiNet facilities, equipment and services capability. This section captures other capability that your organisation may be able to contribute in addition to people; facilities, equipment and services.

Following is a sample template with guidance on what is required in each section.

KiwiNet – Sample template with guidance comments

Section 1: Total capability and seasonal constraints for your organisation													
Organisation: The organisation you represent as a KiwiNet coordinator													
KiwiNet coordinator: (Name)													
KiwiNet assistant coordinator: (Name) An assistant capability coordinator should be nominated to act as the co-ordinator should they be unavailable													
Are you involved in any crops other than kiwifruit? (If yes, please list)					<ul style="list-style-type: none"> This is required to get a better view of where the overlap between horticultural industries exists 								
Growing regions where your organisation has staff or facilities present:					<ul style="list-style-type: none"> To gauge where capability exists across the regions 								
Total number of staff in organisation:					To gauge the level of commitment by your organisation and avoid unrealistic expectations								
Total number of staff potentially available for deployment into biosecurity activities: What is the maximum number of staff that could potentially be deployed into a biosecurity response? This is likely to be smaller than the total number of staff in your organisation as many staff would not be able to be deployed into a response for seven days because of: <ul style="list-style-type: none"> Personal reasons Personal attributes unsuited for working in a response environment (see generic traits on Role Cards) Unable to be spared from the organisation at any point 					Estimated number available in May: Of the staff potentially available for deployment, how many of these would be available if a response occurred in May?			Estimated number available in November: Of the staff potentially available for deployment, how many of these would be available if a response occurred in November?					
Seasonal constraints in availability: Please indicate in the calendar below an estimate of capability availability for each month of the year. This should reflect activity levels of your organisation across the year.													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
i.e. 1	1	4											

Section 2

Work stream	Team	*Indicative numbers required for a single fruit fly response	Position	Capability from your organisation - May	Capability from your organisation - November
Movement control	Movement Control	10	Team Member		
		2	Team Leader		
	Audit and inspection	4	Team Member		
		1	Team Leader		
Surveillance	Tracing	4	Team Member		
		1	Team Leader		
	GIS	2	Team Member		
		1	Team Leader		
	Site visit & trapping	130	Team Member		
		20	Team Leader		
Organism management	Disposal Coordination	1	Team Member		
		1	Team Leader		
	Treatment	25	Team Member		
		5	Team Leader		
Operations logistics	Data entry	10	Team Member		
		5	Team Leader		
	Facilities management	2	Team Member		
		1	Team Leader		
	Personnel logistics	8	Team Member		
		2	Team Leader		
	Procurement	2	Team Member		
		1	Team Leader		

*Please note the above indicative numbers for a single fruit fly response have been provided as a guide only. Numbers could vary greatly depending on the size of the response. KiwiNet Coordinators should aim to provide capability to roles where it is likely to be needed most. By providing estimates of capability in May and November we can gain a snapshot across the industry at two quite different times.

In addition to the deployment of capability for biosecurity responses, KVH is interested in learning more about capability within the industry for surveillance activities - should this be a cost effective option in the future that is in the best interests of the industry. Please answer the following:

What level of capability exists within your organisation for routine monitoring for target organisms? (Specialist training will be provided where required).

Your organisation may have staff that are well suited to this role, having suitable skills and availability and perhaps these activities could fit well within their existing role. Please let us know what sort of capability (if any) may exist within your organisation for routine monitoring.

Section 3

KiwiNet facilities, equipment and services capability

Capability is not only about people, it also includes facilities, equipment and services. Please indicate what other capability your organisation might be able to contribute to a response, these may include laboratories, refuse services, landfill, machinery, response HQ site (requires large parking and bandwidth capacity), chemical storage and spray equipment.

Plant and equipment	Location

Key suppliers / external relationships	Service / supplies / equipment provided	Location
Information on suppliers and external services such as spray contractors provides information on where additional resources may be sought should they be required. Capability requirements will differ between responses and a request will be put out for specific items when required for a specific response.		