



Regional Coordinators Policy

September 2015

The purpose of this policy is to outline the role and activities of a KVH Regional Coordinator and detail the interaction between regional coordinators, Kiwifruit Vine Health and the wider industry.

Kiwifruit Vine Health (KVH) is a non-profit, incorporated society. Our Board of Directors and members are representatives of ZESPRI, NZ Kiwifruit Growers Incorporated, the post-harvest industry and Ministry for Primary Industries (MPI).

KVH exist to support our growers and are action-oriented, forward-thinking and base our decisions on sound science and industry knowledge.

As an industry-appointed body, guided by industry members and working to manage an industry-wide problem, we encourage open communication with all of our key stakeholders and move swiftly to respond to any concerns.

KVH has responsibility for the implementation of the National Pest Management Plan (NPMP). The goal of the NPMP is to prevent the spread of Psa-V and minimise its impacts on kiwifruit production. The Regional Coordinators have an important role under the NPMP by assisting KVH to ensure the requirements of the NPMP are implemented in their region.

In addition to the NPMP, KVH has a wider biosecurity role on behalf of the kiwifruit industry. The Regional Coordinator will be an important resource in communicating and supporting the wider biosecurity activities in their region.

Objectives:

The role of Kiwifruit Vine Health Regional Coordinators is to:

- Facilitate communication within the region and dissemination of information
- Work with growers to clarify the situation on their orchards, and to achieve voluntary compliance wherever possible
- Monitor the situation within the region to identify any unmanaged risks / raise any issues (with KVH or others best placed to manage the risk)
- Support any local grower groups
- Support KVH wider Biosecurity initiatives in the region

Key Attributes:

Key attributes of KVH Regional Coordinators:

- Organised, efficient and methodical.
- Grower focussed with good pre-harvest knowledge.
- Effective listener and confident communicator.
- Maintains close contacts with growers within their region to build and maintain robust relationships.
- Can work autonomously as well as in a team environment.
- Ability to prioritise and works under pressure.
- Actively support and endorse KVH “best practice” advice and plans within the region.

Key Activities:

1. Oversee compliance of KVH protocols by the regions postharvest facilities and growers (report on any non-conformances you hear from the community and demand regular audits from KVH)
2. Communicate any grower/postharvest monitoring information within your region
3. Gain support and acceptance amongst industry stakeholders for the NPMP and wider biosecurity activities of KVH
4. Exert peer pressure on “uncooperative growers or industry stakeholders” to encourage their positive participation in KVH policy and “best practices”
5. Attend grower or other industry / community meetings or forums to assist in gaining support and approval for KVH activities, as well as providing liaison with industry groups.
6. Appoint key person(s) to perform functions. (Delegate roles specific to regional group members in relation to their experience/employment to help in day to day functions / communications).
7. Maintenance of region registers i.e. contractors, nurseries, pollen producers, Risk Orchards (provide updates to KVH)
8. Coordinating Regional signage if required
9. Facilitating Regional meetings as required, and be available for grower group engagements
10. Support regional movement controls if required on contractors and plant material related to risk (in-line with KVH efforts and protocols)
11. Keep up to date with local growers intentions and communicate these to KVH as appropriate
12. Establish a register of “at risk” orchards i.e. those orchards that are non-compliant or abandoned orchards
13. Communicate to local growers and industry and provide feedback to KVH regarding policy, procedures and protocols
14. Ensure growers in the region understand the “orchard hygiene protocols”
15. Ensure growers in the region understand the “Psa-V movement controls” relating to movement of plant material including nursery stock & budwood
16. Notify orchard contractors in the region of protocols. Contractors to include orchard mowing, spraying, shelterbelt trimmers, cartage etc
17. Notify all other service providers that move onto orchards
18. Ensure community awareness via articles local paper, fliers etc

Reporting

- All Regional Coordinators “report” to the KVH Operations Manager.

Performance Measures

Regional Coordinators have achieved success when:

- Their region feels that they have efficient and effective communication from the Regional Coordinator.
- The Regional Coordinator quickly identifies risks/issues and raises with KVH and others to best manage the risk in a timely manner.
- Grower groups feel supported and communicated with in a positive manner by the Regional Coordinator on behalf of KVH.
- Growers understand and support the activities of KVH.
- Regional coordinators keep KVH staff informed of any issues within their region.

Conduct

Regional Coordinators must:

- Actively support and endorse KVH “best practice” advice and plans within their region.
- Act honestly and in good faith, and in the best interests of their stakeholders.
- Act in accordance with their KVH collective responsibilities.
- Carry out their duties in a lawful manner.
- Declare any conflict of interests that they may have.

- Must be diligent and make every effort to attend scheduled industry meetings.
- Keep up to date and familiar with the nature of KVH business and responsibilities and the environment in which it operates.
- Observe the confidential nature of the information and not disclose to any other person without the appropriate authority. The office of KVH will mark information deemed to be confidential or embargoed, as such.

Regional Coordinators must not:

- Represent KVH in an unprofessional manner bringing KVH into disrepute.
- On behalf of KVH, talk directly to the media without prior approval from KVH.
- Offer opposing opinions to that of KVH to the wider industry or within a public forum.
- Share any information of a confidential nature that was provided to them in their role of Regional Coordinator.

Support from KVH

- KVH will provide upon request, secretarial and support services to enable the Regional Coordinator undertake regional coordinator activities.
- KVH will provide weekly minutes of the KVH Operations Meetings to keep the regional coordinator updated.
- KVH will hold meetings with the Regional Coordinators (in line with NZKGI Forum meetings).
- KVH staff will be available as a resource for Regional Coordinators for advice, support at meetings, grower visits etc.

Process of Appointment

The appointment of Regional Coordinators will be as follows:

- Expressions of interest from industry personnel or;
- Nominations from NZKGI.

Providing that the applicant meets the objectives and key attributes required of a Regional Coordinator, proposed appointees will be presented to the KVH Board for confirmation of their appointment. Following Board confirmation, their appointment will be confirmed in writing by the Chief Executive, with the requirement to complete a Conflict of Interests form.

Term of Appointment

- The term of appointment for Regional Coordinators is 3 years (from date of appointment) with the ability to extend at both parties agreement.

Fees

- KVH will pay remuneration to the Regional Coordinator of up to \$250.00 per month plus GST and reasonable, actual expenses (this may cover meeting room hire, meeting expenses, mileage etc.). This will be paid monthly upon receipt of an itemised GST tax invoice and paid into the bank account of choice. The Regional Coordinator may elect to put these funds into a Regional Response Fund to be used to assist with the coordination of any future regional issues.

Notice Period

- Either party may terminate this agreement by giving the other one month's notice ("Notice period") in writing.
- Without limiting the above, KVH may terminate the agreement immediately by giving the Regional Coordinator notice in writing where the Regional Coordinator:
 1. Commits a breach of any regulation or Act applicable to the business of KVH;

2. Fails or is for any reason unable to perform the Services to an acceptable standard in the opinion of KVH.

Upon termination of their agreement for whatever reason, the Regional Coordinator shall immediately return to KVH all property of KVH in the possession of the Regional Coordinator.