

PRIMARY INDUSTRIES SKILLS LEADERS WORKING GROUP

TERMS OF REFERENCE

Ministry for Primary Industries
Manatū Ahu Matua



7 March 2019

1. BACKGROUND AND CONTEXT

- 1.1. To ensure we can attract, train, and retain the skilled workforce the primary industries requires, we need:
 - a. good systems to make young people aware of the breadth of career opportunities in the primary sector;
 - b. high quality and relevant primary sector education; and
 - c. great employment conditions.
- 1.2. The primary industries skills pipeline is, however, facing significant challenges in all these areas and we need a clear strategy for how to overcome them.
- 1.3. The Minister of Agriculture met with a group of industry leaders throughout late 2018 to discuss the shifts needed for the education system to have strong primary sector education provision. In December 2018, the Minister of Agriculture tasked the Ministry for Primary Industries with building on this work.

2. PURPOSE OF WORKING GROUP

- 2.1. The Ministry for Primary Industries is forming a Primary Industries Skills Leaders Working Group (the Working Group) to bring a concerted focus to strengthening the primary sector skills pipeline, and, in particular, to facilitate a move to better models of agricultural education provision.
- 2.2. This means identifying the actions needed by government, education providers and industry in three focus areas:

Focus area one: Attracting people to work in the sector.

Focus area two: Education, training, and development that is fit for purpose, accessible, and backed by industry.

Focus area three: Supporting employers to be skilled in management, and willing to develop their staff and value their skills.
- 2.3. As part of this, the working group will consider the impact of wider contextual barriers and enablers to success as the primary industries do not operate in isolation, but are part of a wider system.

3. KEY ACTIONS FOR THE GROUP

- 3.1. The Working Group will have an initial focus on the pipeline for the agriculture and horticulture industries. The working Group will:
 - a. pool knowledge of current skills and future needs;
 - b. agree the problem definition (and agree where we need more work to understand it);

- c. act as a collective industry voice to input into key issues (the most pressing being the review of vocational education and training) and influence the Ministry for Primary Industries skills work programme; and
 - d. develop a *Plan of Action for Primary Industry Skills* by the end of August 2019 that identifies actions by Government and industry in the three focus areas described above, and will present this report to the Minister of Agriculture for discussion with his colleagues.
- 3.2. The Working Group is responsible for making and agreeing to any relevant decisions that relate to its work programme.
 - 3.3. The Working Group does not hold powers of decision-making that relate to actions by the Minister of Agriculture, or the Ministry for Primary Industries.

4. MEMBERSHIP

- 4.1. The Working Group is made up of a range of industry bodies, organisations, and individuals with an interest and expertise in primary industry skills, including:
 - Anaru Smiler, Federation of Māori Authorities, Chief Operating Officer;
 - Ben Allomes, Hopelands Dairies and Primary Industry Good Employer Award winner;
 - Chelsea Millar, Digital Communications Specialist;
 - Chris Lewis, Federated Farmers Dairy Chairman and Employment spokesperson;
 - Erin Simpson, Horticulture Capability Group;
 - Geoff Taylor, Associate Strategy and Investment Leader Dairy NZ;
 - Jeremy Baker, Chief Insight Officer Beef+Lamb NZ;
 - Linda Sissons, Chief Executive Primary ITO;
 - Lynne Miller, Dairy Processing Representative;
 - Mark Paine, innovation research and strategic advisor;
 - Michelle Glogau, Chief Executive Growing NZ;
 - Miles Anderson, Chair of Federated Farmers national meat and wool section;
 - Paul Goldstone, Policy Manager Meat Industry Association;
 - Penny Nelson, Deputy Director General Policy and Trade Ministry for Primary Industries (Chair);
 - Ruth Shinoda, Director Ministry for Primary Industries.
- 4.2. Membership of the Working Group, attendance at any meetings, and any project work is voluntary.
- 4.3. Members may send a representative in their place if they cannot attend a meeting.
- 4.4. Members may remove themselves from the Working Group at any time by notifying the Chair.

5. TENURE

- 5.1. The Working Group will meet at least monthly between February 2019 and August 2019. The Working Group will meet more frequently or break into smaller groups as and when required.
- 5.2. The Working Group will be disestablished when its functions have been completed or when the Working Group is otherwise no longer requires, as determined by the Ministry for Primary Industries.

6. GOVERNANCE

- 6.1. This Working Group will be led by MPI, which will also provide secretariat support. MPI will keep the Minister of Agriculture informed and arrange for the Working Group to meet with the Minister as required. Officials from other departments may be invited to attend meetings as appropriate to provide technical advice.
- 6.2. The Minister of Agriculture may brief other Ministers as required, including the Minister of Education, on the Working Group's proposed action plan.
- 6.3. Members will be responsible for liaising and informing their own organisations and networks about the Working Group.
- 6.4. Information provided by members and held by MPI may be requested under the Official Information Act 1982 (OIA Act). In deciding whether to release information following a request under the OIA Act, the Ministry will be guided by the principle of availability and its duty to consider whether good reason exists under the Act to withhold that information. This will include whether it would likely unreasonably prejudice the commercial position of the member who supplied, or who is the subject of, the information being requested.

7. PRINCIPLES

- 7.1. The Working Group agrees to adhere to the following principles to inform how it intends to operate with respect to the industry and within the Working Group:
 - a. Acknowledge the past, but focus on the future with a long-term viewpoint.
 - b. Be respectful; all opinions count and everyone has a voice.
 - c. Work collaboratively and take a system view.
 - d. Be action oriented and results driven.
 - e. Bring relevant knowledge or subject matter expertise to the table which complements the skills of the other Working Group members.
 - f. Have sufficient time and support available to actively participate in meetings and wider contribution between meetings as required.

8. CONFLICTS OF INTEREST

- 8.1. In becoming a member of the Working Group, individuals will be asked to formally declare any actual or potential conflicts of interest. These will be reviewed and any actions deemed necessary will be identified by MPI. The group will operate on the understanding that “if in doubt, disclose the interest”. Members are responsible and required to update their conflicts of interest declaration should the need arise.