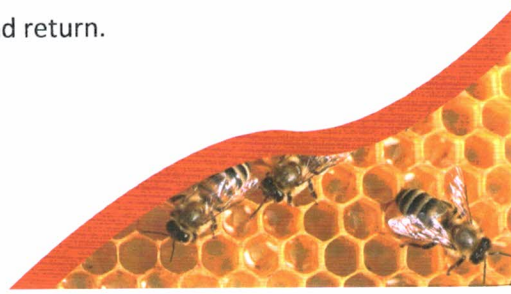


## **Policy Document**

<b>Policy Number:</b>	AFB/22/0/11 - 035
<b>Policy Title:</b>	<b>AFB PMP Management Board Induction Process</b>
<b>Legislation:</b>	<b>Biosecurity Act 1993</b> <b>Biosecurity (National American Foulbrood Pest Management Plan) Order 1998</b>
<b>Scope:</b>	This policy applies to all current and incoming members of the AFB PMP Management Board.
<b>Rationale:</b>	<p>The AFB PMP Management Board acknowledges the importance for newly appointed members to understand the operational functioning of the AFB PMP and their responsibility as a Board member.</p> <p>The Board is cognizant of the need for the new member to come to terms with the organisational structure, strategies, legislation, policies and people.</p> <p>Board induction is essential to ensuring that new members become productive contributors to the Board as quickly as possible.</p>
<b>Policy Statement:</b>	<p><b>Chairman Responsibility</b></p> <p>The chairman will oversee the induction process.</p> <p>All new Board appointees will receive the following:</p> <ul style="list-style-type: none"><li>• A letter of appointment from the Chairman setting out the Board member's duties, the terms and conditions of appointment.</li><li>• A one to one meeting with the Chairman (or designated person) where Board processes, governance model and expectations will be discussed. Depending on the circumstances, the Chairman may suggest assistance in the short term by providing a mentor from within the existing Board.</li></ul> <p><b>Manager Responsibility</b></p> <p>All new Board appointees when commencing their appointment will receive the following:</p> <ul style="list-style-type: none"><li>• A confidentiality agreement for signing and return.</li><li>• A copy of the Biosecurity Act 1993</li></ul>



- A copy of the Biosecurity (National American Foulbrood Pest Management Plan) Order 1998.
- Biosecurity (American Foulbrood – Apiary and Beekeeper Levy) Order 2003.
- A copy of all Contractor Agreements & Contracts
- Copies of the last 12 months Board Meeting minutes and reports
- A one on one meeting with the Manager who will provide the necessary induction advice.

#### **Appointees Responsibility**

- The appointee must supply a “Register of Interests” relating to their commercial activities and ensure this record remains current during their term.
- Agree to and sign the Confidentiality Agreement

**Effective Date:** 1 January 2017

**Review Date:** 30 November 2018



John Hartnell  
Chairman  
AFB PMP Management Board

Date 1.1.17