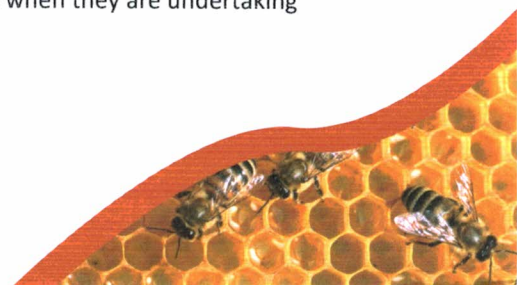


THE MANAGEMENT AGENCY

AMERICAN FOULBROOD NATIONAL PEST MANAGEMENT PLAN

Policy Document

Policy Number:	AFB/22/0/11 - 039
Policy Title:	AFB Authorised Person (Level 2) Appointment Process
Legislation:	Biosecurity Act 1993 (Section 103) Biosecurity (National American Foulbrood Pest Management Plan) Order 1998
Purpose:	This policy is intended to outline the AFB PMP Management Board's processes in the appointment of AFB Authorised Persons (Level 2) to undertake AFB related activities.
Objective:	The AFB PMP Management Board aims to ensure those appointed to the role of AFB Authorised Person (Level 2) have in accordance with the Biosecurity Act 1993, Section 103 (4) the appropriate experience, technical competence and qualifications relevant to the appointed position.
Scope:	This policy applies when the AFB PMP seeks to recommend to the Ministry for Primary Industries (Statutory Appointments Division) the appointment/s of AFB Authorised Persons Level 2.
Privacy/Confidentiality	All information relating to the recruitment, selection and appointment of AFB Authorised Persons (Level 2) will remain confidential to those involved in the formal process. Any personal information collected, stored used or disclosed under this policy will be managed in accordance with the Board's confidentiality agreement.
Recruitment and Selection Expenses:	Advertising, interview, travel and associated expenses involved in the selection and appointment process will be met by the AFB PMP Management Board..
Identifying the need for additional AFB Authorised Persons (Level 2):	AFB PMP Manager will monitor region by region cover and identify regional shortfalls which will signal appropriate recruitment needs. A recommendation will be provided to the AFB PMP Management Board, who will consider and approve as required. The report will include reference to: <ul style="list-style-type: none">• Current AFB Authorised Person Level 2 coverage.• Region/s requiring attention.• Financial implications (Recruitment and Training)• Scheduled training course/s
Job Description and Contract:	The job description, contract and terms will be reviewed annually.
AFB Authorised Person Liability Insurance:	Personal Liability Insurance cover is provided by the AFB Pest Management Plan as part the contract terms for AFB Authorised Person (Level 2) when they are undertaking contract activity.



Advertising:

Applications will be sought by way of the following means:

Industry Wide Registration of Interest - Online

Mail Chimp / Survey Monkey – Bulk emailing facility

Beekeeper Journal – April and October Issues

Beekeeper Clubs and APINZ Hubs

Nominations accepted in writing signed by both Chairperson and Secretary

APINZ and AFB PMP Management Board Members

Nominations accepted in writing signed by the Board member only.

**AFB Authorised Person
(Level 2) Competency
Declaration:**

Applications must be lodged using the prescribed form titled "Authorised Person Competency Declaration".

Police Vetting:

A New Zealand Police check will be sought prior to appointment. (Ministry for Primary Industries Requirement).

Health Declaration:

The applicant will provide a health declaration, which will include an eyesight test result.

Acknowledgement:

The AFB PMP Manager will acknowledge in writing all applications within 7 days of receipt.

Interviews/references;

All applications must be supported by a minimum of 3 references. Interviews will be face to face or use appropriate technology options.

Applicant Confirmation:

Once a decision has been reached the applicant and sponsor will be notified immediately in writing.

**Other Relevant
Policies
Guidelines**

Policy AFB/22/0/11 – 001 (Remuneration of AFB Inspector Contractors)

Policy AFB/22/0/11 – 014 (Inspection of Apiaries by Authorised Persons – Level 2
(Instruction Guidelines for AFB Authorised Persons)

Policy AFB/22/0/11 - 020 (AFB Authorised Person Level 2 Contract Agreement)

Policy AFB/22/0/11 – 025 (AFB Authorised Person Level 2: Use of Magnetic Signage)

Policy AFB/22/0/11 – 026 (AFB Authorised Person Level 2 – Fatigue Policy (Health and
Safety at Work Act 2015)

Policy AFB/22/0/11 – 041 AFB Authorised Person Level 2 (Selection Criteria) Being
Developed

AFB Authorised Person Health and Safety Guidelines.

Effective Date:

25 May 2017

Review Date:

25 May 2019

John Hartnell
Chairman

AFB PMP Management Board

Date 25.5.17