

## THE MANAGEMENT AGENCY

### AMERICAN FOULBROOD NATIONAL PEST MANAGEMENT PLAN

#### Policy Document

<b>Policy Number:</b>	AFB/22/0/11 - 043
<b>Policy Title:</b>	AFB Authorised Person (Level 2) Selection Criteria
<b>Legislation:</b>	Biosecurity Act 1993 (Section 103) Biosecurity (National American Foulbrood Pest Management Plan) Order 1998
<b>Purpose:</b>	This policy is intended to outline the AFB PMP Management Board's AFB Authorised Person Level 2 selection criteria.
<b>Objective:</b>	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.
<b>Scope:</b>	This policy applies when the AFB PMP begins the process towards the potential recommendation to the Ministry for Primary Industries (Statutory Appointments Division) for the appointment/s of AFB Authorised Persons Level 2.
<b>Privacy/Confidentiality:</b>	All information relating to the recruitment, selection and review of applicants for 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.
<b>Sponsor Obligation:</b>	Those promoting the applicant must have confidence in the applicant's ability and competence in practical beekeeping and the exercising of the powers available to an appointed AP2 under the appropriate legislation.
<b>Selection Criteria:</b>	<p>The applicant:</p> <ul style="list-style-type: none"><li>• Must be the holder of a Disease Elimination Conformity Agreement (DECA)</li><li>• Must demonstrate an understanding of the aim and objectives of the National American Foulbrood Pest Management Plan and be able to provide evidence of past conduct that supports the intent of the AFB PMP.</li><li>• Must be of good moral character.</li><li>• Must have a conviction free Police record.</li><li>• Must have good beekeeping ethics and best practise hive management skills.</li><li>• Applicants who are Semi-Commercial or Commercial beekeepers (including those who work for these beekeepers) must have at least 2 years full time proven technical competence in the field.</li></ul>



- Applicants from the Non-commercial beekeeping sector must have kept bees continually for at least 5 years and ideally have involvement with the AFB or Exotic's surveillance programmes working alongside an AFB Authorised Persons Level 2 for a minimum of 1 year.
- Must fully understand they are bound by legislation that determines their powers and rights as an AFB Authorised Person Level 2.
- Must acknowledge the rights of the landowner and apply an acceptable level of common sense and courtesy when dealing with the former.
- Must be able to identify when a hive(s) nominated for inspection should not proceed - for example a hive that has just been re-queened.
- Must have adequate record keeping and report writing ability, including use of hand held technology or similar
- Must if appointed agree to enter into a contract for services with the AFB PMP Management Board.
- Must if appointed sign the Health and Safety acknowledgement and agreement form that in turn requires the applicant to abide by the Board's Health and Safety guidelines.
- Must follow the Inspection of Apiaries Guidelines document.
- Must be prepared to accept instruction and direction by an appointed AP1 Contractor or the AFB PMP Manager
- Must be prepared to attend relevant training courses and instructional seminars On an as required basis.

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

The applicant must complete the AFB Authorised Person Competency Declaration as part of the application process. (Appendix 1)

**Other Relevant Policies and Guidelines**

Policy AFB/22/0/11 – 001 (Remuneration of AFB Inspector Contractors)  
 Policy AFB/22/0/11 – 014 (Inspection of Apiaries by Authorised Persons – Level2 (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 – 039 (AFB Authorised Person Level 2 Appointment Process.

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.

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Register of Interest (Conflict) Disclosure Form

(To Be Read in Conjunction with Policy AFB/22/0/11 – 036)

A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by the AFB PMP Management Board member(s)' other material interests, or relationships (especially financial) particularly if those interests or commitments are not disclosed.

This register of interest (conflict) disclosure form should indicate whether the Board member has an economic interest in, or acts as an officer or a director of, any outside entity whose financial interests would reasonably appear to be in conflict with his/her board position.

The board member should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest.

Date:
Name
Position: (Chairman/Board Member)

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

☐

I have no conflict of interest to report.

☐

I have the following conflict of interest to report.


**Note:** Please specify in the register of interests schedule below other non-profit and for-profit boards you sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder and the name of your employer and any businesses you or a family member own.

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**Interests Register**

In accordance with the Companies Act 1993, sections 140 and 189 (1) (c)

Date of Entry	Name of AFB PMP Board Member Having an Interest	Nature and Particulars of Interest	Date of Disclosure	Date Interest Removed

Signature: \_\_\_\_\_

Date: \_\_\_\_\_