



THE MANAGEMENT AGENCY

NATIONAL AMERICAN FOULBROOD PEST MANAGEMENT PLAN

Policy Document

Policy Number: AFB/22/0/11 - 012

Policy Title: Governance Document – Apiculture New Zealand Inc. (in the capacity as Management Agency for the National American Foulbrood Pest Management Plan) and the AFB PMP Management Board.

Legislation/Scope: Clause 6 Biosecurity (National American Foulbrood Pest Management Plan 1998) as amended by Biosecurity Law Reform Act 2012 (2012 No 73)

Policy Statement: Refer to attached Governance Document.

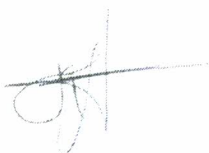
Procedures: Both parties will honour the spirit of the agreement.

Effective Date: 20 April 2018

Review Date: 20 April 2021

Chairman, Apiculture New Zealand (Inc)

Date



John Hartnell
Chairman AFB PMP Board of Management

Date 27/4/2018



National American Foulbrood Pest Management Plan (AFB PMP)

GOVERNANCE DOCUMENT

The Management Agency

The Management Agency responsible for implementing the National American Foulbrood Pest Management Plan (AFB PMP) is Apiculture New Zealand Inc (ApiNZ), formally the National Beekeepers Association Inc. The role of the ApiNZ (as the Management Agency) for the AFB PMP is to ensure that the objectives and general obligations as set out under the BIOSECURITY (NATIONAL AMERICAN FOULBROOD PEST MANAGEMENT PLAN) ORDER 1998 and as amended 18th September 2012 are fulfilled.

AFB PMP Management Board

ApiNZ shall support the on-going appointment of a Board that will be tasked to fulfil the above-mentioned objectives and general obligations as outlined in the Order. This Board shall be known as the AFB PMP Management Board. This document outlines the procedures of appointment, reporting requirements and other standard procedures. The Board will operate independently of ApiNZ other than as stated below.

Terms of reference

- The Management Agency is responsible for setting, in agreement with the AFB PMP Management Board, the Board's Terms of Reference (TOR) and Key Performance Indicators (KPI).
- These shall be documented in the Management Board's Operating Policy and reviewed on an annual basis.

Five Year Plan

- The Management Board, using best endeavours, will collaborate and engage with industry stakeholders to develop, maintain and review annually a 5 Year Business Plan which outlines key objectives and outcomes that drive improvement across the AFB PMP.

Number of members on the AFB PMP Management Board

- At any one time there will be not less than 4 appointed members.
- From time to time it may be necessary to second a person/s that possesses a special skill set for a particular purpose. This will be on a fixed term arrangement, determined by the Board.
- At least one member is required to be a member of the ApiNZ National Board.
- One representative each from the Ministry for Primary Industries and AsureQuality will be invited to participate in all Board meetings.

Term on AFB PMP Management Board

- Appointed members will hold the position for a period of up to three (3) years with the right to reappointment, this being non-automatic. Terms of appointment to be staggered and to terminate on 30th June of the relevant year.
- Appointed members may stand for a maximum of two consecutive terms, with a right to reappointment after a three-year break.

AFB PMP Management Board Appointments

- The ApiNZ National Board will appoint, when required, the ApiNZ National Board member, in line with their rotational policy
- Other appointments are to be made on the basis of the best skill set the individual will bring to the AFB PMP Management Board in relation to both the plan and industry as a whole. Membership of ApiNZ is not a criterion for appointment.
- The appointment process will be advertised within the industry by way of the April, or October ApiNZ Beekeeper Journal issues, via email where held and by any other applicable means deemed appropriate.
- The appointment process is to be managed by an independent recruitment consultant, who will screen the applicants and make an interim recommendation to the AFB PMP Management Board for consideration.
- The AFB PMP Management Board will nominate its shortlist and pass to a AFB PMP Management Board selection panel that will interview the recommended applicants, determine the appropriate appointee(s) and make a formal appointment recommendation to the ApiNZ Chairman for sanction and Board appointment.

Board & Stakeholder Meetings

- The AFB PMP Management Board will meet (face to face) on at least 4 occasions per annum.
- The AFB PMP Management Agency Board will consider holding meetings in the regions, as deemed appropriate.
- Regional Board meetings will have, as part of the format, an informal open evening meeting/forum with invited regional industry members to exchange information and ideas.

Liaison with Industry

- In addition to the Board regional meetings, the AFB PMP Management Board will meet with industry formally or informally from time to time as deemed necessary or at the request of the Management Agency.

Chairman – Appointment

- The Chairman will be elected by majority on an annual basis by the AFB PMP Management Board but may only hold the position for a maximum of two 3-year terms.

Chairman Responsibilities

The Chairman will:

- Act as the AFB PMP Management Board lead representative on all matters.
- Provide leadership to the AFB PMP Management Board.
- Oversee the induction of new AFB PMP Management Board members.
- Manage and support the activities of the AFB PMP Management.
- Will review on an annual basis the manager's performance by way of an appraisal, reflective of the position description and contract.

Board Responsibilities

The Board will:

- Ensure that it maintains strong governance over operations to ensure effective delivery of the AFB PMP.
- Ensure proper information and communication to all stakeholders.
- Plan and conduct Board meetings effectively and efficiently.
- Ensure a strong focus on the objectives and outcomes required to meet the Plan.
- Internally assess and maintain focus on performance and technology improvement.
- Develop and maintain a good working relationship with the ApiNZ Chairman.
- Support the Management as and when required

Board Remuneration (AFB PMP Policy 005)

- Each member of the AFB PMP Management Board will be paid a fee (honorarium). This will be determined in accordance with Parliamentary Cabinet Office Circular dated 3 July 2009 titled *'Fees framework for members appointed to bodies in which the Crown has an interest'* or its replacement document as and when implemented.

Manager Appointment and Performance

- The position/role is to be advertised both within and outside of the industry.
- The AFB PMP Management Board will appoint the Manager who will then be tasked to implement the Plan on a day to day basis.
- The AFB PMP Management Board will set the remuneration package.


Reports

- The Manager and AFB PMP Management Board will ensure timely reporting to industry through the April & October Beekeeper Journal.
- The AFB PMP Management Board will produce a comprehensive annual report for the Minister, the Management Agency (ApiNZ), levy payers and other key industry organisations as determined under the Order.
- The contents of these reports will contain key information requirements, and other relevant matters relating to the general operation of the AFB PMP and as summarised in a separate Reports Schedule.
- Reporting to the Management Agency will be by agreed schedule and delivered via the ApiNZ Board member representative on the Management Board.


Management Board Performance Review

- The AFB PMP Management Board will review annually (by the 30th June) its governance and operational performance by way of an internal self-appraisal measured against the 5 Year Plan and or Operational Policy.
- The relevant performance criteria of this annual appraisal will be reviewed by the Management Agency (ApiNZ) to find positive ways of support enabling improvements to the outcomes of the AFB PMP.
- The review will be conducted against the specific governance and operational performance criteria agreed to between the Management Agency and the Management Board as documented in the Operating Policy.
- The Management Agency will monitor the performance of the AFB PMP Board of Management and reserves the right to terminate the position of a board appointee or appointees should as a result of the annual review critical performance criteria has not been met.

Chairman
Apiculture New Zealand Inc.


Date: 26.4.18

Chairman
AFB PMP Management Board


Date: 26.4.18

Governance Document Version (4)
April 2018