

AFB PMP Management Agency Board Meeting Minutes

Date: 24 25 September 2018

Location: Board Room, ApiNZ Offices, Level 4, 187 Featherston Street, Wellington

ATTENDANCE

Present

Mr John Hartnell	(Chairman)
Mr Gabriel Torres	
Mr Jason Ward	
Ms Kim Poynter	(25 September only)
Mt Russell Marsh	
Mr Clifton King	(National Compliance Manager)

Apologies

Mr Geoff Gwyn	Ministry for Primary Industries
Mr John Sanson	Ministry for Primary Industries
Ian Govey	Ministry for Primary Industries
Jan Mackay	Logic Partners

Guests

Mr Byron Taylor	AsureQuality (item 4)
Mr Mike Harre	Ministry for Primary Industries (item 7)

1. Meeting opening

1.1. Chairman's welcome

John welcomed the Board to the meeting.

1.2. Apologies

Geoff Gwyn, John Sanson, Ian Govey, and Jan Mackay had conflicting commitments

Kim is only able to attend on the Tuesday

1.3. Director conflict of interest disclosures

The Board agreed that interests would be retained on the interest register for one meeting after the Board meeting that the interest was advised as being removed.

Correction: Kim advised that she was not longer Chair of the ApiNZ Waikato Hub at the June Board meeting.

1.4. Previous Minutes

1.4.1. Confirmation

The Board confirmed advised that it was Gabriel that seconded the motion to approve the April minutes at the June meeting.

The Board requested that the subsequent change in the September meeting date be noted in the June minutes.

John Hartnell moved that the April 2018 minutes be accepted. Jason seconded, and the motion was carried.

John Hartnell moved that the August 2018 teleconference minutes be accepted. Jason seconded, and the motion was carried.

1.4.2. Action list

Clifton updated the Board on the status of actions arising from the last meeting (see updated action register). Key points of note included:

- The Board had a robust discussion around shortcoming in AsureQuality's service delivery. These shortcomings confirmed the Board's decision to transfer the management of the surveillance and inspection function from AsureQuality to the Management Agency.
- The Board noted that there were a significant number of items in the action register and that many action points were of a lower priority than other work that had been completed or is planned. The Board agreed that a "priority" column should be added to the action register, and that the Board should focus on the high priority actions only.
- The Board confirmed that progressing the Hobbyist DECA was a high priority action.

2. National Compliance Managers Report

Clifton presented the National Compliance Managers report. Decisions and actions arising from the report are listed as follows:

Staff Management

The Board advised Clifton of the importance of succession planning and having arrangement in place to cover key positions, particularly now that the surveillance and inspections would be managed by the Management Agency.

MPI Audit

The Board discussed the upcoming MPI Systems Audit meeting, and in particular the importance of ensuring that the audit findings could be shared with all stakeholders, including beekeepers, and that the audit recommendations once implemented were likely to result in significant improvements in the AFB PMP's ability to achieve plan objectives.

3. Honey Surveillance Results

Clifton outlined the honey surveillance results and the scientific reasons for the differences between conventional PCR and duplex real-time PCR results and that the duplex real-time PCR is expected to have greater (100 fold) analytic sensitivity. Clifton also advised that MPI and dNature had initiated a small comparative study to confirm the difference in analytic sensitivity. The results are expected at the end of October.

The Board agreed that:

- The primary purpose of the honey surveillance programme is to augment the existing AP2 inspection programme, and will enable the identification and targeting of non-compliant beekeepers
- Honey surveillance should target recidivist offenders
- The Management Agency will consider PCR results as a risk factor when prioritising apiaries for inspection in the 2018/19 season.
- The Management Agency will use the duplex real-time PCR for future honey surveillance
- The Management Agency will cease the testing of retail honey pack and focus of honey collected from RMP premises only as it is much easier to identify the source apiaries for RMP honey samples
- The Management Agency will correlate the duplex real-time PCR results with both AP2 inspection findings and beekeeper AFB notifications.
- The Management Agency will notify beekeepers of the results after the comparative study has been completed.
 - Beekeepers with positive duplex real-time PCR results will be requested to trace and inspect hives
 - Beekeepers with weak positive duplex real-time PCR results will be advised that they should consider tracing and inspecting these hives
 - Beekeepers with negative duplex real-time PCR results will be congratulated for their AFB control.

The Board noted that these decisions were decisions in principle and that the National Compliance Manager and National Field Manager would now initiate the detailed planning to give effect to these decisions.

4. AsureQuality

Byron presented the AsureQuality July 2018 report to the Board and provided up to date details where appropriate.

AFB Regional Statistics

The July 2018 AsureQuality report is the first time that regional AFB statistics were included. The Board enquired as to whether the regional variation observed was a true reflection of variations in AFB around the country or whether it reflected differences in the level of AP2 inspection activity. Byron advised that high levels of AP2 activity were resulting in greater detection of AFB in Auckland and Nelson regions and that the majority of AFB in Westland were due to an outbreak in a single beekeeper's apiaries.

The impact of apiaries with incorrect XY coordinates on the regional AFB statistics was also discussed.

The following actions were agreed:

- AsureQuality to advise both annual rate at which beekeepers add apiaries with incorrect XY coordinates and the rate at which these are corrected by AsureQuality
- AsureQuality to include analysis on the prevalence of AFB in commercial and hobbyist apiaries within each region in the September report. The definition of a hobbyist beekeeper is fewer than 11 beehives and fewer than 4 apiaries.

ADR Defaulters

The Board requested Byron to advise how many of the 2018 ADR defaulters are on the Beekeeper List.

Inspection Program

The July 2018 AsureQuality report is the first time that an overview of Inspection activity by inspector has been included in the report. The Board noted wide variations in the number of inspections allocated and inspected between inspectors, and expressed their disappointment that they were not provided with progress reports during the season. Consequently, AsureQuality did not advise the Management Agency that the inspection programme was only inspecting 861 of the 1164 apiaries allocated until after the season was completed.

The following action points was agreed:

- Byron to provide correspondence demonstrating that AsureQuality had been following up on inspection progress with AP2s.

Performance against Budget

Byron highlighted that overall the contract was completed within budget with a \$13,000 overspend on inspections and audits countered by a \$14,000 underspend issuing DECAs.

The following action points was agreed:

- Clifton to advise the Board on the level of pro-rata levy revenue.

Apiary Risk Rating Process Management Assessment

Byron provided a verbal summary of progress to date.

The following action points was agreed:

- Byron to provide Clifton with a copy of the raw data used to make the assessment.

5. Matters for discussion

5.1. 2017/18 Finance Report

Clifton presented the 2017/18 Finance Report to the Board. The operating surplus of \$132,984 was primary due to not spending \$100,000 on upgrading ApiWeb and a net \$63,600 reduction in surveillance and inspection expenditure.

The Board was very concerned about the underspend in surveillance and inspection expenditure and enquired as to why they were not informed of this risk earlier. Clifton advised that he had highlighted the underspend at earlier Board meetings, however he had not raised it as an issue with the Board as he had been unable to monitor the progress of the AP2 inspection programme due to lack of reporting by AsureQuality. (Clifton had been asking for improved reporting from AsureQuality since February 2018.)

The following actions were agreed:

- John and Clifton to make a formal complaint to Andrew Still at AsureQuality about AsureQuality's management and reporting of AP2 inspections
- Clifton to investigate whether the allocation of Rex's charges is affecting the financial report
- Clifton to investigate all significant variances (>\$10,000 between 2016/7 and 2017/18 and reallocate any misallocated or inconsistently allocated expenses
- Clifton to quantify the overstatement of AP2 inspection expenditure in 2016/17 and arrange for a 'prior period adjustment' to be made.
- The AP2 inspection underspend from 2017/18 will be available to increase the number of apiaries inspected in 2018/19

5.2. 2018/19 YTD Finance Report

The Board did not consider the 2018/19 YTD Finance Report as the information was not presented in the right format.

5.3. Training Report

Clifton presented the Training Report to the Board.

5.4. Health and Safety Report

Clifton presented the Health and Safety Report to the Board.

5.5. Complaints Report

Clifton presented the Complaints Report to the Board.

The following actions were agreed:

Beekeeper Complaint

- Clifton to ask Beekeeper for a response to his email.

Beekeeper Complaint

- Clifton to organise for the paragraph in the Frequently Asked Questions on the website to be updated to say, *“These additional funds are being sought to enable the Management Agency to fully implement the National Pest Management Plan to reduce the incidence of AFB.”*
- John to advise beekeeper that the Board agrees that the statement made in the Levy Proposal FAQ was incorrect, that it has been amended, and thank him for his input.

6. Board member only section

7. Levy proposal consultation

Clifton presented the draft consultation findings to the Board. The Board had a robust discussion about the consultation findings and agreed to use final report as a basis for going back to the industry.

The Board agreed to requesting the following changes to the document:

- The 179 duplicate submissions should be highlighted more than they are in the current draft, as they represent a deliberate attempt by certain elements in the beekeeping community to misrepresent beekeepers views on the levy proposal.
- Table 1 should have a new column added to make it easier to understand what percentage of the beekeeping industry made a submission.

8. Budget 2019/20 Consultation

Clifton presented the proposed budget and consultation document to the Board.

The Board requested that the following changes are made to the budget:

- Levy revenue should be based on 9,500 beekeepers and 56,500 apiaries
- Change the description of “Limited advisory services” to “AQ Counselling”
- Reorder the activities in the Governance and Accountability section
- Add “maintenance and support” to “Telecommunications and IT”
- Replace “5-year plan / levy” with “Beekeeper consultation”
- Change the notes at the bottom of the table to reflect 4,500 beekeepers with COI exemptions

9. Board recruitment

John and Kim discussed the two candidates interviewed with the Board. The Board concluded that it was appropriate to conduct reference checks on one candidate.

10. Matters for noting

Clifton raised the issue that takes effort to produce a summarised version of the Board minutes for the website, and that he wasn't confident that these summaries were useful. He proposed that a redacted set of the full minutes be posted on the website instead. The Board agreed.

The Board discussed the outbreak of AFB in the Dinsdale Hamilton area. Francis Profit is inspecting apiaries this week. The Board agreed that Clifton would contact the Waikato Domestic Beekeepers Association, explain what the Management Agency is doing, and provide an advisory note to be circulated to local beekeepers. Clifton will also explain why it is not appropriate for the Management Agency to breach beekeeper privacy by supplying apiary database information to the association or support trespassing by association members to inspect hives.

The Board discussed the financial stress many beekeepers are under and the associated risk of abandoned hives. The Board agreed that:

- Clifton would approach the larger beekeeping companies and ask if they could be available to assist with abandoned hives.
- Clifton would obtain the contact details for the Rural Support Network
- Clifton to arrange for the support arrangement to be communicated to beekeepers.

11. Meeting finalisation

Next meeting 15 and 16 November 2018

Meeting closed 3:00pm Tuesday 25 September 2018.