

## **AFB PMP Management Agency Board Meeting Minutes**

**Date:** 15 16 November 2018

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

### **ATTENDANCE**

#### **Present**

Mr John Hartnell	(Chairman)
Mr Jason Ward	
Ms Kim Poynter	
Mt Russell Marsh	(16 November only)
Mr Clifton King	(National Compliance Manager)

#### **Apologies**

Mr Gabriel Torres

#### **Guests**

Mr Byron Taylor	AsureQuality (item 4)
Karin Kos	Apiculture New Zealand (item 7)
Mr Andrew Spelman	Ministry for Primary Industries (items 7 and 8)
Mr Ian Govey	Ministry for Primary Industries (items 7 and 8)
Mr Marco Gonzalez	Management Agency (item 9)

### **1. Meeting opening**

#### **1.1. Chairman's welcome**

John welcomed the Board to the meeting.

#### **1.2. Apologies**

Gabriel is unable to attend.

Russell had a schedule conflict and will arrive later in the afternoon.

#### **1.3. Director conflict of interest disclosures**

No changes to the interest register.

#### **1.4. Previous Minutes**

##### **1.4.1. Confirmation**

The Board advised that the September minutes needed to capture the intention to use honey surveillance to target recidivist offenders.

John Hartnell moved that the September 2018 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:

- Provide Marco with a copy of the AP2 survey.
- The Board emphasised the importance of progressing the Hobbyist DECA.
- John and Clifton had met with Andrew Still to share the levy consultation findings and discuss the need to establish a dedicated team whom is solely focused on the national pest management plan
- The Board noted that AQ is paid for 'actuals' under the contract.

### **2. National Compliance Managers Report**

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

- AFB Recognition courses with less than 10 participants to require National Compliance Manager approval
- National Compliance Manager to monitor that the costs of training the new AP2s is appropriate.

### **3. Budget 2019/20 Consultation**

Clifton presented the summary and analysis of the budget submissions.

John moved that:

- The proposed budget for 2019/20 was agreed, and
- That the actual rate of levy for 2019/20 was fixed at \$20 per beekeeper and \$15.17 per apiary.

Jason seconded the motion and the motion was carried.

### **4. AsureQuality**

Byron presented the AsureQuality September 2018 report to the Board and provided up to date details where appropriate. The following points were noted:

- Beekeeper registrations are growing strongly. There have been 412 new registrations in the last 6 weeks and only 20 deregistration's.
- The Board discussed the need to communicate the AFB statistics in a manner that is both useful for beekeepers and protects beekeeper's privacy.
- AQ is currently working through the details of providing registrar support for AP2 inspection programme.
- The COI return rates are currently down on expectations.

Byron provided an update on his actions from previous meetings:

- Corrective actions included following up an AP2 whom had not followed procedures
- Risk modelling is completed. Data supplied to Clifton

- Apiary XY coordinate issue action item is in progress
- 5 ADR defaulters are also on the Beekeeper list.

The following actions were agreed:

- Byron to advise whether a beekeepers hives were wrapped or burnt (lake Rotorua)
- Byron to analyse counselling advise provided to inform FAQs, communications and education
- Clifton to arrange Skype meeting with Byron, Evan and Marco for AQ to present the Collector application for AP2s.

## **5. Matters for discussion**

### **5.1. September 2018 YTD Finance Report**

Clifton presented the September 2018 YTD Finance Report to the Board.

### **5.2. Training Report**

Clifton presented the Training Report to the Board.

### **5.3. Health and Safety Report**

Clifton presented the Health and Safety Report to the Board. He noted that Marco will be presenting this report from the February 2019 meeting onwards.

The following actions were agreed:

- Jason to send his hazard register as an example of what the Management Agency should consider using
- Ensure that near misses and incidents are properly closed off in the register.

### **5.4. Complaints Report**

There were no complaints in the September / October period.

## **6. Board member only section**

## **7. Levy proposal consultation**

### **7.1. Consultation findings final report**

The Board reviewed the levy consultation findings final report.

The Board agreed that this report should be made available to levy payers as part of the Management Agency's response to the consultation.

### **7.2. Consultation recommendations**

Clifton advised the Board of the levy consultation progress towards meeting the consultation requirements specified in the Biosecurity Act.

The Board reviewed the draft Management Agency response to key themes raised in beekeeper submissions. The following points were noted under each of the following themes:

*Beekeepers are the key to eliminating disease, not the agency*

- Add beekeeper responsibility to be educated about AFB
- Clarify that the funding referred to is that in the original proposal
- Add Management Agency responsibility to deliver AFB education

*Non-compliant beekeepers create the biggest risk for AFB*

- The current wording is not strong enough and doesn't effectively convey the intent to undertake a robust approach to enforcement of national pest management plan rules.

*Lack of confidence in the Agency*

This section needs to be reworked to highlight/more clearly communicate:

- The positive changes the Management Agency is making to improve performance, e.g. hiring National Operations Manager
- The roles and responsibilities of the 3 parties (Management Agency, AsureQuality, MPI), and
- The need for a dedicated team focused on AFB.

## **8. Management Agency Annual Report**

Clifton presented an early draft of the proposed annual report to the Board. The Board provided the following feedback to be addressed in the next draft:

- The average beekeeper doesn't read annual reports and a summary that readily conveys key information is required.
- Highlight the roles of the three organisations (Management Agency, AQ, MPI) and how the AFB PMP operates
- Highlight the powers available to the Management Agency and that we are using them
- Need to highlight what we have achieved (celebrate progress):
  - Change in board membership
  - Closer working relationship with MPI
  - Hiring National Compliance Manager
  - Proactive management of AQ
  - 5-year strategy
  - Management Agency powers
  - National Operations Manager
  - Plan to bring delivery in house
  - Board role moving from operational to governance
- State what we have achieved first -> going forwards

## **9. National Operations Manager Report**

Marco presented his assessment of the management of AP2s under AsureQuality and outlined his plan moving forwards. He highlighted a large number of opportunities for improvement that confirmed the Boards decision to move the management of AP2s in house.

## **10. Matters for noting**

The Management Agency Board meetings for 2019 should be 1 day prior to ApiNZ Board meetings whenever possible.

- Clifton to look at the ApiNZ Board calendar and send out proposal to Board.

The Board confirmed that the Management Agency would notify beekeepers of a close - down for the Christmas New Year Period (24 December to 4 January inclusive). Clifton will be contactable for outbreaks.

## **11. Meeting finalisation**

Next meeting Thursday 7 February 2019

Meeting closed 4:00pm Friday 16 November 2018.