

AFB PMP Management Agency Board Meeting Minutes

Date: 5 June 2019

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
Mr Gabriel Torres
Hayley Pragert
Mr Clifton King (National Compliance Manager)

Guests

Mr Byron Taylor AsureQuality (item 4)
Karin Kos Apiculture New Zealand (item 3)
Mr Marco Gonzalez Management Agency (item 5)

1. Meeting opening

1.1. Chairman's welcome

John welcomed the Board to the meeting.

1.2. Apologies

Mike Harre is an apology.

1.3. Director conflict of interest disclosures

John to advise Clifton of his update for the register.

1.4. Previous Minutes

1.4.1. Confirmation

The Board advised that the following changes to the draft minutes are required:

- Change third paragraph under 2 National Compliance Manager report to make it clearer.
- Change "retained" to "replaced" (5th paragraph under 3. Analysis levy submissions)
- Remove repeated words "official assurance" (last sub bullet under "Agree the expected benefits / 4. Draft business case)
- Remove post Board meeting note

John Hartnell moved that the May 2019 minutes with the changes described above be accepted. Jason seconded, and the motion was carried.

1.4.2. Action list

Clifton provided an update on the tasks from the last meeting.

The Board directed that:

- Task 15/02/2018 Ref 1.4.3 should be closed as the MPI bee pathogen programme is closing down
- The ApiWeb AFB alert radius should be 2km to match with the TXT alerts
- Task 10/50/2019 Ref 2 change the word “lose” to “revoke”

2. National Compliance Managers Report

Clifton presented the National Compliance Managers report. He highlighted that MPI had assigned a Senior Investigator investigate the allegation that a non-compliant beekeeper had made a false harvest declaration. Also, that the MPI Auditors had asked for a list of 20 non-compliant beekeepers to audit their harvest declarations.

Clifton highlighted the workload challenges in the run up to the ApiNZ conference.

In response to Board questions about OIAs Clifton advised that the Board minutes were not up to date on the Management Agency Website. The Board directed that the minutes up and including the May 2019 meeting needed to be on the website within a week.

3. Analysis of Levy Proposal Submissions

Clifton presented the draft Management Agency Response to submissions to the Board. He reminded the Board of the key Biosecurity Act 1993 consultation requirements for making a levy order.

The Board considered the draft Management Agency response to submissions and agreed that the draft response represented the Boards consideration of submissions subject to the following changes:

Global changes

- Refer to submitters not beekeepers whenever referring to submissions
- Consistency of use of words Board/Management Agency (put Management Agency definition in glossary)

Specific changes

- Beginning of document needs to give a summary of the consultation process – as per the analysis of submissions document
- Under ‘Charge (all) non-compliant beekeepers to recover the costs of compliance and enforcement actions’ the Management Agency response should be in italics. Rewrite to make it clear that non-compliant beekeepers are responsible for paying the costs of AFB control
- Under ‘Do you agree to the Management Agency proposed approach to AFB compliance and enforcement?’ clarify that training is offered to the entire industry vs the number that take training up each year.

- Under 'Confidence in the Management Agency' reorder the paragraphs and emphasise the use of compassion.
- Last paragraph is incorrect. Use of antibiotics is illegal because of potential to mask the presence of AFB not because of consumer/market requirements.
- Multiple wording/grammar corrections noted elsewhere.

No changes were requested to the analysis of submissions.

The Board agreed that both the Analysis of Submissions and Management Agency Response to Submissions would be finalised and circulated to the Board for approval prior to releasing the documents to beekeepers.

4. Operations Reports (Marco Gonzalez and Byron Taylor via Skype)

4.1. Operations Manager Report

Marco presented the Operations Manager Report to the Board.

4.2. AQ Bimonthly Report

Byron presented the interim AQ Bimonthly Report to the Board. He advised that there were inaccuracies in the number of disease apiaries reported in the tables.

Subsequent to discussion about beekeeper compliance with ADR's and COI's the Board requested that:

- Monthly email reminders are sent to beekeepers without DECA's during the COI period
- Byron advise on the status of sizable commercial beekeepers without a DECA – are they completing COI's? who is signing their COI's and are the inspection dates etc realistic given the volume of work?

Byron also advised that AQ now have new BI functionality that enables the online provision of statistical reports to the Management Agency.

5. AFB Levy Collection

The Board considered three requests from levy payers to either reduce or delay payment of their levy. The Board agreed to delayed payment for one beekeeper and instalment payments for another. The request to reduce the levy was declined as the Board does not have the authority to make this decision.

The Board also agreed that:

- The standard levy collection process will be used for beekeepers that did not proactively raise levy payment issues with the Management Agency prior to 1 June 2019.
- Levy payers whom had yet to pay their levy would receive an additional reminder via email.

6. Management Agency Governance / Board Appointments

The Board discussed the existing board terms and the requirement for continuity.

The Board elected John Hartnell to be Chair for 2019/20 – Gabriel nominated, Kim seconded, and all agreed.

The Board considered the Board member terms. The Board:

- Noted that both Jason and Gabriel started in 2016
- Agreed that Kim Poynter's secondment would continue until December 2019
- Agreed to nominate Jason Ward for a second term (Jason left the board meeting for this decision)
- Agreed that the Management Agency would advertise for two positions:
 - A Board Chair due to the retirement of the existing Chair in June 2020
 - A Hobbyist,

Relevant skills and expertise for the positions includes governance, commercial beekeeping (Chair) and business management.

The Board also noted the Governance Documents requirement for an annual self-appraisal in June of each year. John will start drafting the self-assessment.

7. Matters for Discussion

7.1. Safety and Wellbeing Report

Clifton presented the Safety and Wellbeing Report.

7.2. 2018/19 YTD Finance Report

Clifton presented the Finance report.

The Board noted that Board Appointments should be referred to as Management Board appointments

7.3. Training Report

The Training Report was noted.

7.4. Complaints Report

Clifton presented the Complaints Report.

8. Board member only section

The Board member only section was not held.

9. Matters for noting

The Board noted the letter received from NZ Beekeeping Inc in response to a request from the Management Agency for assistance with a serious case of AFB NPMP non-compliance.

10. Meeting finalisation

Next meeting Friday 30 August 2019

Meeting closed 4:45pm Wednesday 5 May 2019.